



City of Glenarden  
Work Session  
April 7, 2015 - 7:00PM  
Minutes

**Attendees:**

Council President – Carolyn Smallwood

Councilwoman – Elaine Carter

Councilwoman – Judy Diggs

Councilwoman – Deborah Eason

Councilman – James Herring

Councilwoman – Maxine Phifer

Mayor Dennis C. Smith

City Manager – Kenneth Jones

Treasurer – Alvin Bratton

- Call to Order at 7:03PM
- Invocation led in Silent Prayer
- Roll Call

Councilwoman Diggs – Present

Councilwoman Eason – Present

Councilman Herring – Present

Councilwoman Jenkins – Absent

Councilwoman Phifer – Present

Councilwoman Carter - Present

Councilwoman Smallwood – Present

**We have a Quorum**

- Motion to Adopt Agenda

Councilwoman Carter motion to adopt the agenda - Councilwoman  
Smallwood Seconded

Councilwoman Diggs – Yes  
Councilwoman Eason – Yes  
Councilman Herring – Yes  
Councilwoman Jenkins – Absent  
Councilwoman Phifer – Yes  
Councilwoman Carter - Yes  
Councilwoman Smallwood – Yes  
5 Yes

**Agenda Approved**

- Presentation
  - Signal Outdoor Advertising, LLC
  - Mr. Scott MaCarter, VP of Development of Signal Outdoors
  - Wants to discuss the kiosks and the usage
  - Office in VA and MD 15 employees 703-955-7952
  - Signage changes every 4 to 6 months
  - Maintenance – Council request to have trash cans at all bus stops
  - How many current total in the city and where are they located - 11 in the city
    - Brightseat - 3
    - Martin Luther King Hwy - 2
    - Johnson Avenue - 1
    - Glenarden Parkway - 3
    - Ruby Lockhart Blvd. - 2
    - The City receives payment for each stop – revenue received 10% goes to City of Glenarden
    - How much revenue in the past two years
      - 2013 – \$35K - 10% to the city \$3,500

- 2014 – 6 months \$844
- Do not presently have trash cans at every shelter - but can place trash cans to all bus stops
- Benches at all shelters
- Company visit twice a week
- No cost to the City for repair to the Shelters
- Certain areas have different problems
  - Value of having the shelters – having the shelters from weather elements and not having the City maintain the shelters
  - Additional shelters – matter of spacing and open to adding more shelters
  - No current Kiosk in City of Glenarden – usually in high traffic area
  - Former attorney has already reviewed the contract
  - Contract is for 3 years with options
  - Resolution will come to the floor on Monday
- Review of Minutes

01-05-2015 Work Session

01-12-2015 Regular Meeting – Correction to be noted that Councilwoman Diggs was in attendance of the January 12, 2015 Meeting

01-20-2015 Special Work Session

01-27-2015 Special Work Session

02-02-2015 Work Session

02-09-2015 Regular Meeting

03-02-2015 Work Session

03-10-2015 Regular Meeting  
03-17-2015 Special Work Session  
03-20-2015 Special Meeting  
Offer Council Clerk all edits and comments

- Legislation

O- 05-2015 An Ordinance to amend the City of Glenarden's budget for FY 2015 to authorize the Payment certain legal fees

Councilwoman Carter notes that Council made Councilwoman Jenkins incur legal fees and the City should pay for Councilwoman Jenkins legal fees. Councilwoman Carter does not want to change any verbiage in the legislation.

Councilwoman Eason – notes that this is not appropriate to pay a person legal fees.

Councilman Herring does not agree with the Ordinance; and the ordinance needs to be separated in two pieces of legislation and questions why the City is considering paying Councilwoman Jenkins legal fees.

**Will come to the Floor – First Reading**

R-39-2015 An Emergency Resolution to Approve Extension of a Contract with GE Fielder and Associates

Councilwoman Phifer – is not acceptance of supporting Grace Fielder – and request more bids.

Councilwoman Eason – extension of contract that does not exist – need prior contract, attached to the legislation.

Councilman Herring request that Mr. Ken Jones – request RFPs for a Planner.

Councilwoman Diggs – request the City Attorney to review the resolution and previous contract.

R-42-2015 A Resolution to Approve a Contract with Signal Outdoor Advertising, LLC, for Installation and Maintenance of Bus Shelters and Other Amenities

- Mayor's Report (no report – not in attendance)
- City Manager's Report (See Report)
  - MLK Site: will be doing maintenance on the building and decide later what to do with the building
    - Secure building plywood the windows
    - Motion lighting in area
    - Replace the MLK bust
  - Veterans Memorial Park
  - ADA bond bill
    - Approx. \$100K for the elevator
  - Continue to work on salary study
  - Looking at other municipalities neighboring the City of Glenarden
  - Senior Nutrition Center
    - Electric \$8K
    - Cleaning 300 a month
    - Approx. cost was 13, 400
    - Yearly budget
- Sink hole – Engineers are offering dates to see the sink hole
- Councilman Herring request that the MLK site needs to be cleaned up
- Paint Parking lot lines

- Landover Road and trash – 704/MLK gateway to the city- Need to call the State Highway to clean up the debris
- Budget for 2015 – legislation
- Budget by 15<sup>th</sup> will be on time
- Chairs for the Senior's in the Nutrition Center – Mr. Jones will have the conversation
- DR Horton - Jones met with them and notes that DR Horton want to change the process of the permit review - concurrent approval state approval and county approval. We are not changing our process
- Three bids for copier
- Phones - are not working
- Recycle Program – still waiting for Council to choose the street
- Councilwoman Diggs request that all residents have access to the Pennrose Survey from the first developer's meeting regarding the Glenarden Apartments
  - When is the next meeting Pennrose Meeting?
  - Next meeting at the Gold Room
  - Talk to the Councilmembers on the set up of the forum
  - HUD requirement for 3-5 meetings
  - Council meeting needs policy and procedures in place
  - Suggest bottle water at the meetings
  - Councilwoman Diggs offers her assistance on the next meeting.
  - Front Pond has not come back to the COG City Manager
    - Council needs to do a resolution for the approval or not to approve the Pond project.

Announcement:

- May 16, 2015 Open House at the Woodmore Community Space;
- 9am until 5pm
- Chief of Police Report – See report (not in attendance)
- City Treasurer's Report
  - Audit – Auditors will be in the office the week of April 20 to continue the 2013 FY
    - Bratton spoke to the State to offer status
    - Councilwoman Phifer ask Mr. Bratton to follow up with the State and copy the Council
  - 2016 budget- City Manager and Mayor will have for the April 15 budget deadline
  - Budget will be received through the Council Clerk. Email and hard copies in mail box
  - Personal Property Taxes
    - Received February, March and April - \$237K
  - Councilwoman Diggs offers office support staff (temps) for data entry assistance for 60 to 90 days to the Finance office.
  - Councilwoman Phifer notes 2 staffers to come in the finance office – that it is critical to have the City's finances in order.
  - Councilwoman Phifer also notes to have Mr. Bratton offer the Gold Room reports monthly, including the Woodmore Community Space and Mr. Jones will work with Mr. Bratton to accomplish the task.
  - Administrative will send out flyers for the Woodmore Community Space Open House

- Council tentative offer a budget of \$300 for the Woodmore Community Space
- Councilwoman Phifer is offering an article for the City of Glenarden newsletter
  - Need to be reviewed /proofread
- Topic of Discussion
  - Martin Luther King Site – already spoken on
  - Opening the Glenarden Parkway - not spoken on
- Adjourn at 10: 05PM

Submitted by:



Toni Taylor, Council Clerk