



**City of Glenarden
Special Work Session
with
Senator Joanne Benson
January 30, 2014 - 6:30PM
Minutes**

Council President – Carolyn Smallwood
Council Vice President – Elaine Carter
Councilwoman – Judy Diggs
Councilwoman – Deborah Eason
Councilman – James Herring
Councilwoman – Maxine Phifer
Christopher Wood - Treasurer

- Call to Order at 6:36PM
- Invocation led by Councilwoman Phifer
- Roll Call

Councilwoman Diggs – Present
Councilwoman Eason – Absent (Death in the Family)
Councilman Herring – Present
Councilwoman Jenkins – Absent
Councilwoman Phifer – Present
Councilwoman Carter – Late Arrival
Councilwoman Smallwood – Present

We have a Quorum

- Motion to Adopt Agenda

- Motion by Councilman Herring to adopt the agenda – seconded by Councilwoman Diggs

Councilwoman Diggs – Yes
Councilwoman Eason – Absent
Councilman Herring – Yes
Councilwoman Jenkins – Absent
Councilwoman Phifer – Yes
Councilwoman Carter – Late Arrival
Councilwoman Smallwood – Yes
4 Yes 2 Absent

Passed

- Topic of Discussion

- ✓ VA Memorial

Senator Joanne Benson offers assistance to give back to our veterans in our County. Senator Benson speaks to the state of the military veterans in the Prince George's County area.

Also, notes that the memorial here in the City of Glenarden needs assistance to progress to the next phase. Notes that the Council needs to work with the Mayor to move the project forward. And the VA Memorial should have been completed in 2013. Needs to be shovel ready.

Senator Benson states that she has been in communication with the Chair of the Taxation Office, to ensure that the money stays in the budget and the grant is not pulled from the City of Glenarden.

Senator Benson spoke to an attorney for pertinent questions that need to be addressed in this meeting:

- ✓ All plans need to be designed by an architectural firm.
- ✓ Site plan needs to be designed in accordance with the particular site that the monument is to be built on.

- ✓ There needs to be a complete set of construction drawings, and specifications need to be presented to the city. That includes site plan with the monument on the plan, description of signage and vegetation, specification of wall signage, footage, brick and block, with height and length of wall, etc. And plans need to be stamped by an engineer. Then bid in an order procedure for the public and response deadline offered – then have a contractor selected and should take approximately 45 days.

- ✓ The Architect is responsible for overseeing the construction of the project.

Councilwoman Smallwood indicates the talking points will be answered by Joyce Butler, Chairman of the VA Memorial Committee and Mr. Hepler is assisting Ms. Butler.

Some Committee Members were present, John McGee, Ms. Simpson, and Vice Chair. **Need Clarity on who was present**

Ms. Butler indicates that the Brickman company proposal was offered to the Council.

Steps that the Committee has taken:

The committee started in planning stage in 2011 – 2012. Mr. Queen took ill and was getting frustrated and submitted resignation to the Mayor Carter – Ms. Butler stepped in September 2012.

New City Manager, Debi Sandlin and Ms. Butler then began discussion on having a fund raiser that raised \$4K. Fundraiser was done to meet the match.

The Veterans Memorial Bond bill total is for \$175K & \$50K – City gave the Committee \$50K for the memorial.

The assessment for the land - \$38,585 from the city appraiser.

Then Ms. Butler received an email from the Bond Bill office that the appraisal was incorrect. The land was re-assessed by the Bond Bill office at \$133,250K.

Then the committee sent out applications for names to all households for the memorial - 294 names received.

Then the committee decided what was wanted in the Park.

Then a landscaper architect for the work was needed.

Ms. Butler knew that Landover Hills had a VA memorial as they were trying to complete – Ms. Butler visited the Landover Hills site and was in communication with the City Manager.

City Manager at Landover spoke highly of the Brickman Company as a landscaping company.

The Committee had received structural drawings from the Neighborhood Design Center. The structural drawings were offered to Mr. Taber of Brickman Company. In turn Mr. Taber offered scale drawings.

Ms. Butler noted that she asked Mayor Smith to meet with the Committee members in July, regarding the VA Memorial; however, the meeting did not take place.

In September, Ms. Butler, Vice Chair, Interim City Manager met with the Mayor. And at that time the Mayor wanted to bring in an engineer within a week. And that an RFP would be advertised. To Ms. Butler's knowledge still no RFP has gone out for an engineer.

Ms. Butler met with the mayor about a month ago. Prior to the Christmas party.

Ms. Butler indicates that the bond sheet, notes that the committee to plan, construct and administer the memorial park and make recommendations to the Mayor.

Now only need the architectural drawings. Ms. Butler has obtained the permit for construction, met with the monument company for the insignia for the wall and has also met with an electrical person for the lighting needs. Brickman has offered a proposal price. And Ms. Butler notes that they are shovel ready.

Mr. Hepler:

Notes that he would critique a few parts of some of the Brickman company proposal. He agrees with the attorney from Annapolis noted the needed requirements.

Councilman Herring offers that the City has been using Hollis and Carnes for engineering services for years.

Structural Engineer is what is needed by the city.

The Council could approve Brickman for the scale drawings.

Ms. Butler notes that the Bond Bill Office stated that, as long as you have a reputable contractor, you can override the bid process.

Christopher Wood spoke on behalf of Mayor Smith – Which the Mayor has introduced an architectural firm and engineer firm to the process with a Memorandum of Understanding can perform the work within the required time frame.

Senator Benson notes that she speaks for Delegate Vaughn, Delegate Swain and Delegate Howard, that if the Council and Mayor cannot get along and pull the goal and mission together under one accord the bond bill will need to be pulled.

Councilman Herring explains to Senator Benson – that the Council has tried to work with the Mayor on the Veterans Memorial and other projects, however, It seems that Mayor Smith is not communicating with the Council as a whole.

Chairman of the Committee, Ms. Butler explains her point of view, as disconnect from Mayor Smith on this project.

Ms. Butler offered a package to the Council for review with regard to the Brickman proposal.

Councilwoman Carter notes that she brought a resolution to bring on an Engineer for this project. In order to move the project forward with the proper protocol on how things need to be done in proper order from the City's Charter.

Final conclusion is the City needs an engineer and an architect.

Mayor can call the City's architectural firm, which is Hillis-Carnes Engineering Associates, Inc., and submit the information to that company for review.

The VA Committee is still a functioning committee.

Mr. Hepler volunteers his time for this project at no charge to the City.

- Adjourned at 8:05pm

Submitted By:

Toni Taylor, Council Clerk