



**City of Glenarden
Special Work Session
September 18, 2013 - 6:30PM
Minutes**

Interim City Manager – Bill Reaves
Council President – Carolyn Smallwood
Council Vice President – Elaine Carter
Councilwoman – Judy Diggs
Councilwoman – Deborah Eason
Councilman – James Herring
Councilwoman – Maxine Phifer

- Call to Order at 6:32PM
- Invocation led by Rev. Gray
- Roll Call

Councilwoman Diggs – Late Arrival
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 – Seconded by Councilman Herring

Councilwoman Diggs – Yes
Councilwoman Eason – Yes
Councilman Herring – Yes
Councilwoman Jenkins – Absent
Councilwoman Phifer – No
Councilwoman Carter- No
Councilwoman Smallwood – Yes

4 Yes 2 No

- Presentation
 - Chris Duffy – 24 Hour Fitness
 - Has been awaiting the DSP site plans for status - County has responded
 - Goal is to have the plans approved from the Council
 - County is voting next month in October.
 - Quick review of the site plans
 - Staff recommendation is good.
 - Council Chair, Andrea Harrison has offered her support with the development
 - No market for office re-sale
 - We are a long way out to be able to have the bridge construction – because the office space has to be majority sold.
 - County Planning Board votes on October 24th.
 - Councilwoman Smallwood asks Mr. Reaves to make sure that the Council offers their comments before paper work is sent back to the County.

- Suellen gives legal opinion that the Permit Review Committee has to approve the lien permits, but do not necessarily have to approve the detail site plan.
 - Chris Duffy and Ed Gibbs will be at the October 15th, Regular meeting.
- Topic of Discussion

- ✓ Council's Administration Status Report Continued

Councilwoman Carter - Combined effort of the Administration and Council to work on the various projects.

Councilwoman Smallwood – Council is working toward getting a comprehensive list of projects to offer to the Administration status of all projects. City Attorney can give insight on some of the projects outstanding.

Councilwoman Eason – offers that there be a joining of the Administrative current projects and the list we have gathered to make one comprehensive list.

Suellen Ferguson, City Attorney offers some of the corporate memory to the new administration.

- Status of the Tree Plan - County promise to come to the city – Agreement with the County and did a great scope of planning. Bills are paid by the County. Grace Fielder was to prepare a scope of work that has two parts. First part of the Tree Plan speaks to

taking out the stumps and evasive plants and the second parts, is the planting and one year of maintenance of the trees. Currently the RFP's need to go out for bid. Also, Ms. Fielder's company needs to be paid. GF fielder sends the bills to the city and the City in turns send to the County and Park and Planning for payment. The Tree Plan was approved by resolution on February 2012.

- Councilwoman Smallwood inquires on the status of the building of the Elevator.

Suellen Ferguson responds that she has not received information on any of the contracts. Her last conversation with Administration the goal was to bring the elevator project forward. Contractor received a lump sum of money for a performance bond and buy equipment. City Attorney had the conversation with Debi Sandlin at that time the City Manager. Ms. Ferguson recalls that she told Ms. Sandlin not to put any more money forward for this contract until you see/confirm the performance bond and see what Mr. Wilkins has purchased. Noted this conversation with Ms. Sandlin before the new administration was in office. The Fielder company was the project manager on this contract, not related to Grace Fielder. The elevator needs to be fabricated. This is a bond funded project and does not expire.

Councilwoman Phifer – inquires on she wants to see the performance bond.

Councilwoman Smallwood request that Mr. Wilkins needs to present to the Council and Administration.

- Councilwoman Smallwood inquiry on the status of the personnel manual and is it on the Administration or in Council's area.

Ms. Ferguson again offers the status of the Person manual. The manual is completely finished in draft form except for a pay scale. A pay scale has been proposed but should have steps that are approved by the council. Ms. Ferguson noted she spoke with the City Manager and that he wasn't sure if they wanted to go with the presented Personnel Manual. And at present date, have not been asked to doing any work on the personnel manual.

Suellen Ferguson will re-send to the Council the final version of the Personnel Manual.

- Suellen Ferguson addresses the Trash contract –a letter needs to be sent to the Contractor, to extend the current trash contract. Also an RFP was completed a month ago.
- City Manager needs to check on the snow removal contract at current to confirm expiration date.
- Maryland Energy Administration Grant - to put in motion of the two initiatives to for the grant.
- Councilwoman Phifer asks the question on receiving the impact fees for the city? – Councilwoman Smallwood is working on

meeting with Rushern Baker, County Executive, and once that takes place Councilwoman will update the Council.

- An expert on the Roof did a recommendation report. Ms. Ferguson will send to the Council the report. The recommendation was to replace the entire roof. Also, the report recommends that the solar panels be taken off the roof, by someone that knows about solar panels, not the roofer, and then the roof be replaced and after the roof is replaced, place the solar panels back on the roof. From the report Ms. Ferguson created an RFP to go out for bid. The estimate for the roof replace is for \$500K. Follow-up on the solar panels being utilized and if the city is receiving credit. Ms. Ferguson suggests that the city begin the research, from whom the grant was given by.
- Councilwoman Phifer inquiries on the status of an RFP for the selection of an Auditor. The city's audit is due in November.

Ms. Ferguson indicates the RFP for a Forensic and Regular audit was done months back. To date the RFP has not been offered to the Council.

The City of Glenarden website shows an RFP that is combined RFP with the Forensic audit and Regular audit as one RFP. Ms. Ferguson indicates that is not the RFP she created.

- Councilman Herring is inquiry on whether Ms. Ferguson, has received information on the RFP for the Veteran Memorial or the MLK site. She responds that she has not been brought in on these RFP's for either. She knows that an Architect is needed for both projects.
- Ms. Ferguson offers that she is ready and willing to offer background information of the project. Also, indicates that she has not had a meeting with the Administration to discuss various projects.
- Councilwoman Phifer request that the meeting go into a closed session to have update on a legal advice.

Councilwoman Phifer motion to go into Closed session – Seconded by Councilwoman Eason

Councilwoman Diggs – Yes
Councilwoman Eason – Yes
Councilman Herring – Yes
Councilwoman Jenkins – Absent
Councilwoman Phifer – Yes
Councilwoman Carter- Yes
Councilwoman Smallwood – Yes
Unanimous 7 Yes

- Adjourn at 8:16pm and will not return.

Submitted By:
Toni Taylor, Council Clerk