



City of Glenarden  
Work Session  
December 2, 2013 - 7:00PM  
Minutes

Council President – Carolyn Smallwood  
Council Vice President – Elaine Carter  
Councilwoman – Judy Diggs  
Councilwoman – Deborah Eason  
Councilman – James Herring  
Councilwoman – Jennifer Jenkins  
Councilwoman – Maxine Phifer  
Mayor Dennis C. Smith  
Interim City Manager – Bill Reaves

- Call to Order at 7:01pm
- Invocation led by Rev. Gray
- Roll Call

Councilwoman Diggs – Present  
Councilwoman Eason – Present  
Councilman Herring – Present  
Councilwoman Jenkins – Present  
Councilwoman Phifer – Present  
Councilwoman Carter - Present  
Councilwoman Smallwood – Present

**We have a Quorum**

- Motion to Adopt Agenda
- Councilwoman Smallwood Request a closed session after the Work Session
- Councilwoman Eason request to add a topic of discussion - the Christmas Party for the City.

- Councilwoman Carter request to add R-18-2014 to the agenda.

Councilwoman Carter motion to adopt the agenda with the additions -  
Seconded by Councilwoman Jenkins

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

**7 Yes**

**Agenda Adopted**

- Presentation

Joyce Butler c/o VA Memorial regarding the Brickman Contract

Councilwoman Carter suggests that the legislation is on the agenda and  
the presentation be done at the same time.

Councilwoman Smallwood agrees to the suggestion.

Sherrie Sims c/o G.S. Proctor

Review some projects they have been working on:

Funding is a concern – and hand-out offered

- MLK Park funding has been given – concerned with the  
timeline and the RFP needs to go out soon
- Veterans Memorial Park – a bond bill was given – concern is  
how much is the project going to cost and the need for the  
appraisal for the lots
- Landover Mall annexation - still need to have the discussion on  
what that will mean to the city. Dudd Duncan running for

County Executive and he is open to the conversation regarding the Landover Mall annexation topic.

- Ardmore Ardwick annexation brochure to be drawn up by Ms. Simms.
- COG Economic Development Plan – survey to community and business community then analyze for feedback. Community input on the development of the city.
- Legislation session in Annapolis and invite the officials to the events upcoming in January.

Questions:

- Councilwoman Carter asks the question who is handling the elevator bonds bill. Ms. Simms suggests that the information should be requested from the City Attorney. Councilwoman Carter indicates she will check with Suellen Ferguson.

- Review of Minutes

10-07-2013

10-15-2013

10-30-2013

Councilwoman Smallwood announcement to offer Council Clerk edits prior to the Regular Meeting.

10/15/2013 -Councilwoman Phifer indicate a duplicate in names.

- Legislation

R-21-2014 A Resolution to Adopt A Renewable Energy Production Policy

Requires the Action Plan for both R-21-2014 and R-22-2014 from the Administration.

**Will come to the floor**

R-22-2014 A Resolution to Adopt An Energy Efficiency Policy

**Will come to the floor**

R-23-2014 A Resolution to Require Submission of a Monthly Report

Councilwoman Carter asked the question why is this resolution coming forth – this is an administration function.

Councilwoman Smallwood – asked about receiving a report who is entering the building.

Councilwoman Jenkins ask the question why is the report needed and what is the purpose of this resolution and request that this report be done on a case by case bases and only in a specific scenario.

Chief O'Donnell explains the process of offering the report to the Council President.

Councilwoman Phifer offers that the Council President is on the same level as all the other Councilmembers.

**Will not come to the Floor**

R-24-2014 A Resolution to Approve a Contract with Brickman Group LTD LLC To Construct a Veterans Memorial

Ms. Butler notes that the needed permit for the construction of the park, has been approved, working closely with landscaper, Brickman, and can answer questions.

Councilwoman Carter asks how was the landscaper company Brickman selected.

Ms. Butler responds that she noted that the Town of Landover Hills did a very similar project. And she visited the Landover Hills site and was offered a recommendation letter to Council for the Brickman company that did Landover's landscaping.

Councilwoman Carter indicated that the Council never offered an approval to move forward with Brickman.

Ms. Butler indicates that she met with the City Manager and Mayor to talk about the process. Brickman met with the Committee and saw the site and took pictures and began working with the committee to move the project forward.

Councilwoman Phifer also indicated that the committee moved forward with-out the council's approval. And that an engineer was needed to move the projected forward. And explains that is what the engineer will create, a conceptual site plan.

Ms. Butler notes that the Neighborhood Design Center did a conceptual site design, and Brickman did the drawings.

Mayor Smith indicates that an advertisement for an architect under Section 825 from the City Charter to doing a conceptual design. Looking for responses to come into the city.

Councilwoman Smallwood noted that the Council agreed to waive the bid process last spring – during a public meeting in April/Spring. Council President indicates that she will bring this legislation to the floor because this project is far behind. If we lose the bond bill and it will not be good for the City.

Councilwoman Smallwood, notes that the Administration is not responsive to the Council. And also notes that we need to move forward.

Councilwoman Carter notes her concern that we have not received bids, and that we certainly can waive the bid process, and that Council needs to know that it has gone out and give us a quote. Councilwoman Carter also notes that no other companies were offered or contacted.

Ms. Butler indicates that there has been no contact with the Committee with the Administration regarding the project except for that one meeting.

Councilwoman Jenkins – indicates her concern is that the Council can not keep stating that emergencies exist, to override the bid process.

And offers her appreciation for the work that has been done by the Committee. Also, Councilwoman Jenkins notes that she has voiced this concern in other meetings.

Ongoing discussion regarding the process

### **Will not come to the Floor**

R-18-2014 A Resolution to Approve a Contract with CohnReznick, LLC To Perform The Standard Audit and A Forensic Audit

Did the auditors respond to the question asked on the stand alone cost – All the auditors responded except CohnReznick.

Votes for the legislation – failed last month.

Mayor Smith – wants reconsideration to bring this back up.

Councilwoman Eason – audit is due January 31, 2014, for the standard audit. Need to go with a standard audit now and forensic audit later.

What is Administration going to do about the standard audit?

Will get a resolution to the Council this week from the second auditor one for standard and one for forensic audits.

### **Will not come to the Floor**

- Topics of Discussion:

Holiday Christmas Party:

A few financial needs to purchase items for the Christmas party and some rules and regulations for the party.

Councilwoman Diggs and Eason want cash for their purchases for the Christmas party. Also a request was noted to the Administration to

inform the front desk on the ticket dissemination will be directed to the Council Clerk.

Hargrove – not discussed

Christmas Cards – not discussed

Bill Butler renewal contract – not discussed

Personnel Manual – not discussed

FY 2014 Budget – not discussed

Selection of Auditor – not discussed

- Mayor's Report – no report
- City Manager's Report (see report)
- City Treasurer's Report (see report)
- Chief of Police Report (see report)

Motion by Councilwoman Carter to close the meeting – Seconded by Councilwoman Jenkins.

Councilwoman Diggs – Yes

Councilwoman Eason – Yes

Councilman Herring – Yes

Councilwoman Jenkins – Yes

Councilwoman Phifer – Yes

Councilwoman Carter - Yes

Councilwoman Smallwood – Yes

- Adjourned at 9:43PM

**Submitted By:**

**Toni Taylor, Council Clerk**