

**Official Minutes of the City of Mount Rainier**

**MAYOR AND CITY COUNCIL WORK SESSION**

**DATE: April 17, 2018**

**COUNCIL CHAMBERS, UPPER-LEVEL CITY HALL**

**Call to Order**

7:00 PM, Council Chambers, City Hall, One Municipal Place, Mount Rainier MD

**Presiding Officer**

Mayor Malinda Miles

**Officials Present**

Councilmember Celina Benitez  
Councilmember Luke Chesek  
Councilmember Bryan Knedler  
Councilmember Shivali Shah

**Staff Present**

City Manager Miranda Braatz

**Minutes provided by:**

City Clerk

**Review of Agenda with Amendments.**

**Review of the Website**

The City's **Human Resources Consultant** D'alizza said in response to the City's Website RFP there were four great vendors that replied. The top two vendors selected are Vision Technology Solutions LLC and Civic Plus. **Regional Sales Representative Trisha** from Vision Technology presented her proposal to relaunch and maintain the City's Website to Mayor and Council. Civic Plus's representative could not attend in person but they sent a video for the Mayor and Council to view. Miranda said funds for the City's Website are allocated in the FY18 budget and the budget line must be sent by June 31<sup>st</sup>. Intermission was called for Council and Mayor to find this budget item in proposal.

**Intermission**

**Budget Hearing**

Any items on the rolling agenda needs to be added to the Budget and sent to Miranda. She will collate them and send them to Mayor and Council before Saturday's all-day budget hearing.

## Review of Website Continued

For the public record, Human Resources Consultant D'alizza said the budget for the Website work is 30K. Mayor and Council agreed and were impressed by both companies but were very happy the Regional Sales Representative Trisha from Vision Technology LLC came to present and answer questions and that they are locally-based. Mayor and Council came to a consensus to go with Vision Technology LLC. This selection will now go to Legislative Meeting for vote.

## Election Procedure Update

Councilmember Bryan Knedler read through the procedures and Mayor and Council gave their changes and comments. Election Board Representative Ophelia came to table to answer questions.

- Write-in procedures - Councilmember Bryan Knedler said two-hour window was eliminated. However, a write-in candidate cannot participate in any City-sponsored election events. Mayor Malinda Miles had concerns about this limit. It was suggested that language be added to deal with situation where there is no candidate and a write-in candidate steps up. Mayor and Council did not agree to a change the original language. Original language was kept.
- Section 4, Page 3, Absentee Ballots - Election Board decided that they need two locked boxes and a PO Box. One for applications and one for absentee ballot. They cannot be mixed. Councilmember Luke Chesek revised the language in the procedures:
  - Add language to number 4 – . . . “two locked boxes will be kept in City Hall for the return of applications and absentee ballots and respectively.”
- No. 5 - Mayor Malinda Miles said Prince George’s County Elections has staff that can come in person or be available by phone to verify provisional. The City has to this request this service up two weeks before elections. Prince George’s County and City have list of registered voters. City’s Election Board Representative Ophelia said County is considering same day registration. If that happens, City must be able to do it too. City must be prepared in 2019 to have people register and vote on the same day. Mayor and Council will wait for County implementation and language and will adopt it.
- Election Plan - Councilmember Celina Benitez asked for language in the procedures that state the Election Board provide a plan/calendar. Councilmember Bryan Knedler says the procedures now says the Election Board has to give the Mayor and Council an election plan with voter registration strategy for Mayor and Council to approve.
- Miranda Bratz said she wants City Clerk instead of City Representative in No. 5. If there is no City Clerk, then the City Manager will appointment a designee. Mayor and Council agreed to City Clerk change, and Councilmember Bryan Knedler will amend the language.
- Mayor and Council agreed Absentee Ballots can be counted next day and the Provisional Ballots can be counted up to three days later for County to approval.
- No. 8 – Miranda Braatz said to add Insurance Company along with City Attorney.
- Councilmember Celina Benitez asked that Board of Election members to sign NDAs and that it needs to be in the language. She also wants them to take the online Open Meeting Class training and certification.
- Councilmember Bryan Knedler asked about provision for Super Majority to put votes on the ballot that are advisory.

- City Manager Miranda Braatz said that some of the items can be moved from Code to policy. Like the request for email. Mayor Malinda Miles wants them in the Code. Council and Mayor agreed to keep the items as requested by the Election Board.

- Section D4 - City Manager Miranda Braatz would like to add to the Election Board Procedures language about the role of the City Clerk. Councilmember Bryan Knedler wants to have role of City Clerk specified in Policy vs. Code. Mayor and Council said City Manager Miranda Braatz and Election Board Representative Ophelia can meet and send additions for description of City Clerk in Code to Councilmember Bryan Knedler and to Mayor and Council to review.
- Councilmember Celina Benitez asked for documents for the election in Spanish be available at the same time as the English version. Mayor Malinda Miles said this needs to be in procedures that Spanish and English docs are accessible at same time.
- Councilmember Shivali Shah says voter guides need to be in Spanish and accessible.

Councilmember Bryan Knedler said it should be 3-month prior to election.

Resident – Can ex-offenders votes? Mayor Malinda Miles said those with expunged records can vote. We need to have more communication on how people can expunge record.

Mayor Malina Mile said the state changes will be made to the Election Board Procedures, and there will be a first reading with the hope it will be done by June.

### **Memorial Park and Street Scape Update**

Councilmember Luke Chesek, City’s Director of Economic Development Samantha Olatunji, and Menkiti Representative Mark discussed Memorial Park and Sidewalk. Councilmember Luke Chesek said that the City owns Memorial Park and sidewalk. Proposed MUTC plan from January is approved by the County, but not the City. 15K to 20K are cost estimate for park and street design. Streetscape will cost 150k to 250K to do the work, so the City will go after grants with Menkiti over next 6 months. Mayor Malinda Miles said the project needs to be shovel ready for grants and check if the grants are available. They should go after Pocket Park and Community Legacy grants. June 10 -13 is MML roundtables with Secretary’s for Park and Receptions and they should attend and invite the Secretary’s to Mount Rainier to see the parks. There will be a new grant list for municipalities will be coming out, we need it. Mayor suggested its best if Councilmember Luke Chesek requests the list. Menkiti Representative Mark discussed the concrete patio situation. Menkiti paved over City owned land without permission and used permanent versus permeable concrete. He apologized for it. Mayor and Council will not make Menkiti remove the concrete patio, but Mayor Malinda Miles wants Menkiti to pay for Memorial Park in exchange.

### **City of Mount Rainier Banking Services**

Director of Finance Kevin Greenville discussed RFP banking services for the City. The City was looking for one bank with municipal government experience. Old Line, BBT and Sun Trust banks responded. They are all local and can meet the City needs. He recommended Sun Trust due to their track record with municipalities, lower fees, and customer services. They have a rep that specializes in supporting municipal clients. They also submitted the most tailored proposal. They have three locations within two

miles of the city. Westminster, MD; Alexandria, VA; and Prince George's County all use Sun Trust and recommended them based on their excellent customer service. The City has a past banking, loan, and bond relationship with Sun Trust already. He offered Mayor and Council opportunity to read all three proposals. Mayor Malinda Miles wanted to ensure that City employees can cash a check at Sun Trust even if they do not have an account at the bank. Director of Finance Kevin Greenville will check on this. The following accounts will be at Sun Trust Bank general, payable (vendor payment), payroll, and receivable (deposit). There are all zero accounts. The City funds are with the local government investment pool with PNC bank. City Manager Miranda Braatz said our reserves are in a safe state fund, but in the future, we can look at higher interest investment. Councilmember Luke Chesek would like City to investigate opportunities for high return investment via SunTrust. Mayor and Council reached consensus on City move to SunTrust. Councilmember Celina Benitez asked that SunTrust come and give info session to the community to learn how to bank. Mayor Miles agreed that the bank should be employee and community friendly.

**Mayor and Council reviewed the Agenda to prioritize for this meeting and what can be moved to future meeting.** Moved to next meeting:

- Meeting Minutes (Councilmember Shivali Shah will correct the first five and Mayor and Council will review to approve).
- Department Head Updates

### **Street Sweeper Contract MOU**

Director of Public Works Kamali called into the meeting, due to illness, to give an update. Contract is ready to be signed by City Manager. Once the contract is signed, the work will start a week later. He will predetermine the route and have the street sweep. He thinks he can get it done in two-days. City of Mount Rainiers contract is with City of Hyattsville and it includes maintenance and repairs of sweeper. The City of Mount Rainier has to get on City of Hyattsville's sweeping schedule. Mayor Malinda Miles believes the costs of our plan were reasonable. Director of Public Works Kamali said first round will take a few days. Then he hope to use the sweeper two-days a month. He will use website, social media, and TV site to announce sweeping. He will also use schools and leasing offices to contact residents about sweeping schedule. He will ask them to move the cars to their driveways. Sweepers will go around the cars. They will do the cleaning while people are at work. He will announce the sweeping a week before. Mayor and Council agreed move forward with the MOU. The vote will be next Tuesday and then City Manager Miranda Braatz will sign the MOU.

### **Street and Sidewalk**

Director of Public Works Kamali said there is \$336, 625 allocated for street and sidewalk construction and repair for FY18. The first-year priorities on 34<sup>th</sup> Street and we need MOU with Brentwood. Does Mayor and Council want Director of Public Works Kamali to move to second year priorities. Also, other construction projects are or will be happening on 34<sup>th</sup>. Mayor Malinda Miles said the Council should consider 2<sup>nd</sup> year project on 32<sup>nd</sup> Street near Arundel Road. Director of Public Works will look at 3<sup>rd</sup> and 4<sup>th</sup> Year project too. Mayor and Council authorized for Director of Public Works to spend \$336, 625 starting on 32<sup>nd</sup> and moving to 3<sup>rd</sup> and 4<sup>th</sup> year project that can be completed by June 31<sup>st</sup> using Pavement Corporation. Director of Public Works Kamali will keep Mayor and Council posted on what he is prioritizing and how much money has been spent and what is left.

**Monies to Mount Rainier Elementary and Thomas Stone Elementary**

Mayor Malinda Miles asked Council to discuss giving appreciation monies to Mount Rainier Elementary and Thomas Stone Elementary both schools service kids and parents of Mount Rainier. This will go on Tuesday’s meeting agenda.

**Cert Team**

Resident and City Liaison for Cert Team Danielle Carter came to discuss the Cert team. The Cert Team will meet at Police Station from 7 pm - 8 pm next Tuesday. All are welcome to come and learn or give feedback. There will be Cert booth at Mount Rainier Day for water, first aid, and info on public safety. She read a the resignation letter into record from Resident and President of the CERT Team Lynn Top. Danielle Carter stated that as a resident and voter she is not sure what is happening with City leadership and staff, but they are not responsive, and it needs to be fixed immediately as good people are leaving positions. Communication must get better and staff turnover needs to be addressed. Mayor Malinda Miles responded that Mayor and Council is working diligently to make sure the City is safe and staff is responsive.

**Announcements were made.**

**Motion to Adjourn to Closed Session**

Motion to Adjourn from Work Session to Closed Session: Mayor Malinda Miles  
 Mover: Councilmember Shivali Shah  
 Second: Councilmember Luke Chesek  
 Ayes: 4-0-0

<b>Closed Session Summary</b>	Date: 4/6/18	Location: City Hall	Time: 6pm
Closed Under Annotated Code # <u>  1  </u>	Those in Attendance: Chesek, Shah, Benitez, Braatz, Greenville, City Attorney	Topics Discussed: Personnel in the PD and Financial topics relating to personnel	Relevant Notes: Closed session postponed to reconvene on April 10 <sup>th</sup>
Those who voted to go into closed session: Unanimous of Elected Officials in Attendance	Actions Taken: no votes were taken, please see relevant notes.		

<b>Closed Session Summary</b>	Date: 4/10/18	Location: City Hall	Time: 7:20pm
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<p>Closed Under Annotated Code # __1__</p>	<p>Those in Attendance: Shah, Miles, Knedler, Chesek, Benitez, Braatz, Greenville, City Attorney</p>	<p>Topics Discussed: Personnel in the PD</p>	<p>Relevant Notes: Decided by consensus to place seven members of the PD on Admin Leave pending Investigation</p>
<p>Those who voted to go into closed session: Unanimous of Elected Officials in Attendance</p>	<p>Actions Taken: please see relevant notes.</p>		