



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, April 11, 2023, 7pm

HYPBRID | Limited Capacity In-Person & VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, April 11th, 2023, via HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 7:01 p.m.

QUORUM

In attendance: Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez and Commissioner Tilghman. Staff in attendance: David Street, City Manager, Chris Lawson – Director of HR, Chief Tarpley – Chief of Police, T'Neisha Turner – Media Coordinator, Angela Barnhill-Love, Building Coordinator, Jeffrey Taylor, Director of Recreation

AGENDA ACCEPTANCE

Comr. Janifer moved to accept the agenda for the City Meeting Work Session Tuesday, April 11, 2023. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

PUBLIC PARTICIPATION

Ms. Harryette Irving announced that the City of District Heights' Recreation Department would be recognized for its contributions to the community at the AARP Chapter 39 50-yr Anniversary celebration on Friday, April 14th.

OLD BUSINESS:

- 1. Business License Application:** District Heights Driving School – Michelle Watkins
Code Enforcement Supervisor, Michelle Watkins, returned to the Commission with an update of the applicant District Heights Driving School. Ms. Watkins informed the Commission that the petitioner had obtained the remaining of its County mandated permitting. Ms. Watkins reminded the Commission that while the business license request was a new request, the actual company, District Heights Driving School has been licensed with the city for more than 8 years and in good standing and was relocating within the city.
Mayor Miller requested a motion to approve the business license for District Heights Driving School.
Vice Mayor Harcourt moved to approve the business license submitted by Ms. Malupia dated 2/2023.
Commissioner Gomez seconded the motion which carried a 4-0 vote.

NEW BUSINESS

1. Proposed Amendment Sect 1106 Introduction – David Street, City Manager

According to Mr. Street the City's codified Ordinance has not been updated in approximately 18 years and has led to poor purchasing practices that negatively impact on the City's financial health. An interim solution to add internal controls of the city's procurement process and spending policies.

Mr. Street identified and fortified 3 specific areas within the city's financial spending: 1. Departmental Spending of \$5000 and down with Department Head oversight; 2. Departmental Spending \$5000-\$10000 with bidding requirements and Commission approval; Departmental Spending of \$10,000 and with the greatest level of scrutiny from the Commission.

Mayor Miller inquired whether the interim procurement process would assist with inventory management. Commissioner Gomez inquired which individual would be responsible for purchases between \$5,000 and \$10,000 in the Public Works Department, because there is no Director in place.

Proposed amendments included in the meeting packet.

Vice Mayor Harcourt moved that the proposed amendment to Section 1106 as described in Attachment 1 of the 4.11.23 Work Session be forwarded to the April 25, 2023, City Work Session for action. Commissioner Tilghman seconded the motion which carried a 4-0 vote.

2. Sustainability Committee Bylaws Introduction – Ms. Nicole Jackson, Sustainability Committee Chair

Ms. Jackson presented to the Commission the foundational documents of the Sustainability Committee including the Bylaws, Committee Charter and Rules of Procedure.

Ms. Jackson was applauded by the Commission for the thoroughness and thoughtfulness detailed in the documents presented by the committee.

Bylaws, Committee Charter and Rules of Procedure included in the meeting packet.

Commissioner Gomez moved that the proposed Bylaws introduced by the Sustainability Committee as described in Attachment 2 of the 4.11.23 Work Session be forwarded to the April 25, 2023, City Work Session for action. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

3. Playground Proposal Contract Award – Jeffrey Taylor, Director of Recreation

Mr. Taylor announced that the contract for the renovation of the city playground areas would go to Playground Specialist. Mr. Taylor cited the additional benefits of working with a vendor in state, the inclusion of benches and additional promotional savings on the surfacing as important and deciding factors.

Additionally, Mr. Taylor explained that the playground renovation of Marbury Townhomes would have to be tabled until a formal agreement between the HOA and the city making the playground publicly accessible for all residents can be formalized.

Commissioner Tilghman moved that the Mayor and Commission approve the contract award to Playground Specialist and direct the City Manager initiate a contract for playground design and build services in a total amount not to exceed \$291,600 in appropriated ARPA funds.

Commissioner Gomez seconded the motion which carried a 4-0 vote.

4. Recruitment Recreation Positions Discussion – David Street, City Mgr. and Jefferey Taylor, Dir. of Recreation

Mr. Street introduced the discussion on positions within the Recreation Department and the need for additional support going forward into the summer session. Mr. Taylor detailed the benefit of transforming the vacant Assistant Director position into two (2) separate part-time positions.

Mr. Taylor echoed the sentiment of the City Manager and detailed the influx of programming the city is currently preparing to service that will utilize multiple locations around the municipal building (including the multi-purpose room, Commission Chambers and outdoor fields). Additionally, Mr. Taylor cited the goals of the Recreation Department to reintroduce boxing and supporting equal wellness programs through Zoom.

Vice Mayor Harcourt requested that the city obtain empirical data that can be reviewed and revisited going into budget season.

Mr. Street expressed support for Vice Mayor's concern and acknowledged that the proposal of 2 Recreation employees stems from anticipated programming and Recreation Department going back to full compacity, including extended weekend hours. Mr. Street anticipates approximately a \$10,000 fiscal impact to the 2023 budget with 2 additional Recreation employees.

5. Surplus Truck – Ms. Angela Barnhill-Love, Building Coordinator Public Works

Ms. Barnhill-Love presented to the Commission the details of a city-owned 2006 Ford F-350 Super Cab that is currently inoperable due to the extensive maintenance costs. Additionally, the city has purchased a replacement vehicle, a 2022 Chevrolet Silverado 2500 that has entered into service. Ms. Barnhill-Love's recommendation to the Commission is declare the 2006 Ford F-350 as surplus and sold at the highest offer.

Comr. Gomez moved that the City of District Heights declare the 2006 Ford F-350 Super Cab Truck surplus and that the vehicle be sold at the highest offer received.

Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

Commissioner Janifer inquired whether a representative from BOSE was available to share election information. No one spoke from the committee.

Mayor Miller announced that the City Election would be held on Monday, May 1st at the YSB 6421 Atwood St.

Vice Mayor Harcourt inquired about the Herald Newspaper's special edition regarding the election.

ADJOURNMENT

Vice Mayor Harcourt motioned to adjourn the Work Session.

Commissioner Janifer seconded the motion which carried a 4-0 vote.

The Work Session adjourned at 8:49 pm.

Respectfully submitted,

Starr Jefferson
City Clerk