

TOWN COUNCIL WORK SESSION MINUTES

Town Hall

Wednesday, April 24, 2019

3:50pm

Mayor Paulin and Councilman Smith met in work session on Wednesday, April 24, 2019 at the Town Hall. Also, in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady and Anjela Barnes. Vice Mayor Sitoula joined the meeting remotely due to geographic distance.

Mayor Paulin made a motion to allow Vice Mayor Sitoula to join the meeting remotely. Councilman Smith seconds the motion. Motion carried.

Mayor Paulin explained that the work session will have to adjourn promptly at 4:15 due to a meeting with the Lieutenant Governor.

Indian Head Food Co-op: Anjela Barnes – Ms. Barnes has been working on a community organization initiative for a food cooperative market within the Town of Indian Head. The co-op would be a community owned and operated grocery market. There are currently 8 individuals in the initial exploratory group doing research and feasibility and assessing the interest in the community. Ms. Barnes and the group members are visiting other co-ops within the state and in Virginia. The timeline for the project could take 4 to 6 years before opening the doors. The group's mission is to contribute to the health and well-being of the community by providing wholesome foods and other goods and services, accessible to all. Ms. Barnes said a letter of support from the Council could help but she could use the Town's help in opportunities to speak with the residents and the local business community. Ms. Barnes has already touched base with Mark at Clarity Coffee and members at the Black Box Theatre as well as Martin Proulx, Agriculture Business Development Manager for the Charles County Economic Development Department. Ms. Barnes expressed interest in finding out the process for pavilion use, and what other community events are in the works that they could help create since the project is about building community and raising the visibility of Indian Head. The Council was unanimously in support of Ms. Barnes efforts with the Indian Head Food Co-op. Town Manager Hicks will make sure Ms. Barnes receives a list of events, the pavilion costs, and he will reach out to the Business Association on her behalf. Ms. Barnes requested to be kept informed of any new developments and what properties may be available for the project. Mayor Paulin said the Council could provide Ms. Barnes with owner contact information. The Council is willing to support the project in whatever way they can.

Commercial Kitchen as a revenue stream – Councilman Smith has had a lot of inquiries on using the commercial kitchen at the Pavilion and during his research, it suggests that this is a very viable way of making money, but the Town would need to assess the potential wear and tear on the equipment. Councilman Smith felt this could be a good revenue stream to alleviate some of the funds taken from other accounts to support the Pavilion costs. Town Manager Hicks will consult with LGIT about the insurance requirements and he will speak with the Town's attorney about the potential liability issues. The Council agreed to discuss this further at a future meeting once they have been provided with additional information.

Town Bulk Trash Days – Councilman Smith stated that he has heard from a lot of residents that they liked the yearly bulk trash days and he would like the Council to consider doing that annually and putting mechanisms in place to help prevent people bringing in bulk that are not Town residents. Mayor Paulin mentioned the issues with dumping and additional fees when the service was handled this way in the past. Town Manager Hicks explained that the dumping was always an issue and the service is now a part of the Town's revenue stream. Town residents currently pay a \$50 flat fee for one truck load, and pickups are done every other Wednesday with 5 pickups each Wednesday. Last year the service brought in around \$7,000 of revenue. Council asked to see the numbers for cost versus revenue, and they will discuss the topic further at a future meeting.

Grant Writer Update – Councilman Smith explained that the grant writer would like to know what types of grants have been secured in the past because those would be the easiest to go after in the future since there is an established past performance associated with different types of grants. Councilman Smith would like a list of the types of grants that were successful and unsuccessful, then the grant writer will be ready to proceed, and the Council would need to work out funding. Town Manager Hicks would be interested in the writer pursuing a grant to update the existing water meter system.

May Town Meeting Agenda – No changes or additions.

Roundtable:

Mayor – Mayor Paulin received a request from Cynthia Albright for a proclamation or recognition for neuro disorders specific to the MD Walk-Run-N-Roll event. Council agreed to provide a proclamation for the event and Town Clerk will come up with a draft for their review.

Vice Mayor – None

Councilman – Councilman Smith requested the Council do a proclamation for the 50th anniversary for municipal clerk's week and to denote the clerk's work. Council agreed to move forward with the proclamation. Councilman Smith has a draft prepared that he will forward to the Town Clerk. Councilman Smith would like volunteer letters for the McDonough and Lackey students who assisted with the watershed cleanup and he will send to the draft letters to the Town Clerk to be printed on letterhead.

Town Manager – Town Manager Hicks informed the Council about an ad that will run in Friday's paper in reference to property taxes. Though the Council maintaining the current rate, there will be an increase in revenue due to the higher assessments. Due to the State required verbiage, the ad reads as if the Town is increasing the tax rate when it is strictly the revenue. The ad will be discussed at the Town meeting during the budget ordinance portion of the agenda. Town Manager Hicks recently had a conversation with Clarity Coffee and the owner needs assistance. Mr. Steele would like the coffee shop added to the display board marquee. Council agreed to provide assistance with the Clarity Coffee shop's utility bill due to his investment within the town but the chance for advertisement on the marquee will have to be offered to all

businesses, and it can be posted on the Town's website to allow those interested to contact the Town Hall. Mayor Paulin suggested limiting any advertisement to a week. The Council agreed.

Town Clerk – None

Mayor Paulin adjourned the work session at 4:08pm.


Andrea Brady, Town Clerk