

**TOWN COUNCIL WORK SESSION MINUTES**  
**Town Hall**  
**Wednesday, June 24, 2015**  
**1:00pm**

Mayor Paulin, Vice Mayor Sitoula, and Councilman Smith met in work session on Wednesday, June 24 at the Town Hall. Also in attendance were Town Manager Ryan Hicks, Town Clerk Andrea Brady, Maryland Independent reporter Rebecca Barnabi, Janet Virgin from NSWC Indian Head, Carolyn Shelton, Norman Shelton and Bill Wise.

May 26, 2015 Closed Session –During the closed session held at the end of the Work Session on May 26, 2015 the Mayor and Council discussed employee incentives and no actions were taken at that time. The closed session adjourned at 1:59pm.

Pueblo Circle Park Playground Proposal – Town Manager Hicks received a quote from Playground Specialists Inc. to redo the park on Pueblo Circle. The park is currently in bad shape. The merry go round is dangerous and the swings and slides are no good. Mayor and Council reviewed the items included in the proposal. Councilman Smith explained that the park was HOA owned and the HOA has disbanded and he feels it is prudent that the Town take over maintenance of the park since it is utilized by residents. Mayor and Council agreed the Town should move forward with repairing the park and Town Manager Hicks will be discussing line items with Playground Specialists to hopefully decrease the cost. One item that may be able to be eliminated is removing the old playground equipment since this could be handled by Public Works. The Town will cover the cost of the park repairs with available parks funds.

Website & Smoke Signals Business Listings – Town Manager Hicks has recently been inundated with businesses that want to advertise on the Town's website. Currently all business listings on the website are Town based. Town Manager Hicks asked if Mayor and Council if they want the Town to allow out of town businesses to be listed on the website, possibly charge a fee to non-incorporated town businesses, or allow it with no fee, or continue only listing town businesses. Mayor Paulin agreed that town businesses should continue to be listed for free but is not entirely sure about allowing businesses outside of town to be listed. Vice Mayor Sitoula questioned if the Town should be involved in the business of charging to list businesses on the website and suggested maybe giving the Business Association the ability to charge and list out of town businesses on their website then the Town could provide a link to the Business Association site. Councilman Smith felt that if the Town is able to charge it would be a good way to offset costs of maintaining the website. Town Manager Hicks will looking into what the County charges businesses to be listed on their website and he will contact Fred Sussman for legal advice on if the Town is able to charge and the best way to go about it.

I.H. Parks & Recreation Committee Charter & Membership – Councilman Smith drafted a charter for the proposed Parks & Recreation Committee. Councilman Smith discussed that the Committee would do and mentioned that people love the Indian Head area for its recreational qualities. Mayor Paulin expressed concerns about the duties of the Parks & Recreation Committee overlapping the duties of Karen who handles Community Affairs, and the Community Activities Committee. Mayor Paulin was also concerned about having a member of

the Town's Council being chair for the Committee. Councilman Smith will revise the proposed charter for further review by Mayor and Council. There are currently 6 to 8 residents interested in being a part of the Committee.

Kickball League & Iron Family Competition – The Parks & Recreation Committee would like to have a Kickball League that would start in mid-July on Wednesdays and Saturdays. Councilman Smith has already received approval from the County to use the fields at Charlie Wright Park. The Committee would also like to hold an Iron Family competition. For the completion families would run to Lackey High School then they would swim followed by a bike ride back to the Pavilion. If use of the Lackey pool is not permitted that portion could be replaced with a different activity such as pushups and sit ups. The Red Cross is willing to pass things out at the finish line. The Town would need to add these events to the liability insurance.

We Wave in Indian Head signage – Councilman Smith presented his draft flyer/signage for the “We Wave in Indian Head” campaign and explained how important waiving can be to promote a sense of community and it exerts little energy and costs nothing. Councilman Smith would like to have some law signs printed and have the slogan included in the rotation the marquee as you come into Town. The slogan could also be added at the top of the water bills. Mayor and Council agreed that a local business should be used to print the signs and decided to reach out to local artists with the opportunity to draw a sign design for Mayor and Council approval. Mayor Paulin will speak with the art teachers at Lackey to get the students to submit ideas.

Town Centennial Planning Committee – The Town's centennial will take place in the year 2020. Councilman Smith expressed the importance of starting to plan now, and the Town should establish a committee and at least a notional budget. The Town's Community Affairs director, Karen Williams in on the committee for the Base centennial celebration and Town Manager Hicks feels that it is important to include a Base member when the Town's committee is formed. Vice Mayor Sitoula feels that Capitol Heights could also be a valuable source for knowledge on this type of event. The Town will need to look into the exactly month of incorporation, and a budget will be set for the event each fiscal year to allow the Town to put away money each year before the 2020 event.

Town Infrastructure – Mayor and Council recently toured the Town's Waste Water Treatment Plant and Public Works facility. During the WWTP plant they had the opportunity to speak with David Elder about the aging facility. The Town's infrastructure includes roads, water, and sewer all of which take a lot of money to repair and maintain. Town Manager Hicks said there are a lot of grants available which the Town applies for every year. There are also low interest loans available. Councilman Smith encouraged the other members of Council to take the opportunity at the MML convention to speak with people, vendors, and MML reps to find out various options to help protect our infrastructure.

Town Signage & Maintenance – Town Manager Hicks explained that there are many signs in Town that need repair. The main issue with a maintenance program is the lack of manpower to have someone available to go around regularly. Currently the Town's sign maintenance is reactive not proactive. Councilman Smith feels it is important to figure out if we have adequate signage and develop a plan for who will handle sign maintenance and what the cost would be.

Security Glass – Councilman Smith expressed concern that with the recent rise in individuals behaving badly the Council needs to make sure the office staff is safe. Officer Elliot will be conducting a security assessment this week. Councilman Smith suggests putting partial glass along the front counter at the town hall to prevent someone jumping over the counter. Vice Mayor Sitoula expressed concern that this may make the residents feel distance from the Town staff when the goal is to promote a sense of community, and unless there is a history of these types of incidents it may not be needed. Councilman Smith said the goal is to take proactive measures and while the goal is to advocate a sense of community there needs to be a balance with safety. Mayor and Council agreed to review the findings of the security assessment before any official decisions are made on needed security measures.

Clean Up Volunteer Corp. – Vice Mayor Sitoula said the creek and Potomac Mews cleanup was wonderful and several residents have mentioned an interest in volunteering to do monthly clean ups. Mayor Paulin suggested sending any interested volunteers to the Community Activities Committee and Karen could schedule more frequent clean ups. Mayor and Council agreed that more frequent clean ups is a good idea and Vice Mayor Sitoula offered to act as liaison for the efforts if Karen is too busy to organize them.

Town Museum – Vice Mayor Sitoula suggested putting together a small Town museum to house photos from the past as well as tools that were used during the time of incorporation and other items from that time period in time for the Town's centennial celebration. Mayor and Council agreed a Town museum was a good idea for the centennial activities and they will speak with the Black Box Theater to find out if they would be able to house the museum temporarily during the month of the centennial.

Bike Sharing – Vice Mayor Sitoula has used bike sharing facilities in DC and Arlington and had the idea that through corporate donations the Town could have a similar program offering free bike sharing in several locations. Mayor Paulin expressed concerns that having this type of program could potentially take business away from Up the Creek Rentals on Mattingly Avenue. Councilman Smith suggested getting bike rental information from Mike Jones; the owner of Up the Creek Rentals to find out how much of his business is bike rental to local residents. Vice Mayor Sitoula will prepare a case study for further consideration by Mayor and Council.

Mobile Library – Vice Mayor Sitoula had the concept for a mobile library from a program he did in Nepal. Vice Mayor Sitoula gave background information on the mobile library program he did in Nepal and suggested two options. The first option is a mobile van concept, similar to an ice cream truck concept. Another option would be a more permanent fixture, a stand where Town residents can place reading material to share. There would be some cost to set up the program initially but the cost to maintain the program would be minimal. Vice Mayor Sitoula will prepare more information to be presented at a work session on a later date.

Business Incentives – Mayor Paulin, Councilman Smith, and Town Manager Hicks met with the Town's attorney Fred Sussman on June 9<sup>th</sup> to discuss their ideas for business incentives. Fred Sussman suggested a grant program. In the interim the option of waiving permit fees or utilities will be a good option until the grant program can be put into place. The original idea for a 100%

tax break is not permitted by state law. Town Clerk Brady will contact Fred Sussman to have him draft the grant program ordinance which will be presented to the Town residents before anything is implemented.

Review of July Town Meeting Agenda – No changes or additions.

Roundtable:

Mayor – Mayor Paulin reminded everyone that not every item for discussion needs to be an agenda item, and asked that agenda items be limited to items with backup or items that the Council is moving forward with a decision on and keep all other items for roundtable discussion.

Vice Mayor – Vice Mayor Sitoula had the opportunity to represent the Town of Indian Head at a recent Capitol Heights event. The Mayor and Council from Capitol Heights would like to be invited to Town of Indian Head events and they look forward to meeting Mayor Paulin and Councilman Smith at the upcoming MML conference. Vice Mayor Sitoula urged Mayor Paulin and Councilman Smith to thoroughly review all checks before signing them since he recently raise a question about a payment and caught an issue that had existed since a few years prior. Vice Mayor Sitoula suggested the Town consider changing the policy of paying for spouses to attend the MML annual conference. Mayor and Council were in agreement that the Town should change this policy and no longer pay for spouses attendance to the MML conference. Town Manager Hicks will contact Fred Sussman to draft a charter amendment.

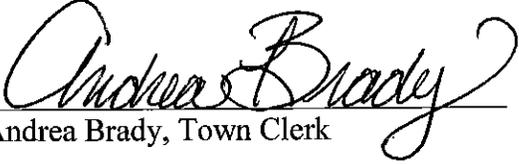
Councilman – Councilman Smith suggested Mayor and Council have a meeting with Town Manager Hicks and Finance Officer Ginger Foster to discuss vendor payments as soon as possible. Councilman Smith also expressed the importance of the Town being as competitive as possible with employee benefits and gave a bereavement policy as an example. Town Manager Hicks will get information on other municipality benefits from MML and told Mayor and Council that the Town recently lost its fourth employee to the County due to better pay and benefits. Mayor and Council will discuss employee benefits in a closes session at the next work session. Councilman Smith said in light of the recent series of storms it is important for the town to know how it will sustain itself in the vent of a disaster, COOP planning is needed and a documented succession plan.

Town Manager – Town Manager Hicks stated that Mayor Paulin recently received a letter from a Trailhead Plaza donator inquiring about their bench dedication. Town Manager Hicks met with Harry Davidson and discussed plaque and location options and wanted to inform Mayor and Council in case they saw any work going on at the Trailhead. The Town's time capsule states that it will be opened in September of this year. Town Manager Hicks asked if Mayor and Council would like to allow the time capsule to be opened at the Base's 125<sup>th</sup> celebration. Mayor and Council were all in agreement that the time capsule should be opened at the Base's 125<sup>th</sup> celebration. Town Manager Hicks said an ex-officio is needed for the Planning Commission and someone is needed to lead the Green Team. Councilman Smith will lead the Green Team and Vice Mayor Sitoula will serve as ex-officio to the Planning Commission. Town Manager Hicks feels a backup generator should be considered for the Town Hall. Most Town locations currently have one. Town Manager Hicks will present pricing information at the next work session. Vendors along the road have recently become an issue. The current Zoning ordinance does not

allow any roadside vendors regardless of what they are selling. Mayor and Council agreed that the Town's Zoning ordinance should be changed to allow roadside vendors as long as they have the proper licensing and meet all other requirements. Until the changes can be made to the ordinance no roadside vendors will be permitted to prevent any liability issues for the Town.

Town Clerk – Town Clerk Brady asked Mayor and Council if they would be permanently be changing the date of the work sessions to the 4<sup>th</sup> Wednesday of the month at 2pm. Councilman Smith made a motion to change the date of all future work sessions to the 4<sup>th</sup> Wednesday of every month at 2pm. Mayor Paulin seconds the motion. Motion carried. Town Clerk Brady also asked for any suggested changes for the Smoke Signals to be submitted as soon as possible since work on the next issue will begin in August.

Mayor Paulin adjourned the work session at 3:20pm.

  
Andrea Brady, Town Clerk