

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
SPECIAL MEETING
FRIDAY, JULY 19, 2013
5:30P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 5:30p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant (Absent), Councilmember Johnie Higgs, Sr. (Late), Councilmember Eugene Kennedy (Late), Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

2. PRESENTATIONS:

- E. Kim Rhim, Director-Training Source-FY2014 Draft Strategic Plan
- Ms. Rhim stated that the Training Source was contracted to develop the Strategic Plan for the City of Seat Pleasant.
- Councilmember Simms inquired if Ms. Rhim had anything that she wanted to report today.
- Ms. Rhim stated that she sent a survey before the session and one person completed the survey.
- Ms. Rhim stated that the goal was to keep moving forward with what had been started.
- Council President Porter stated that the Strategic Plan charges the City Administrator with ensuring the strategic goals are met for the City.
- Council President Porter stated that it is a memorandum in the folder that the Council will discuss later.
- Councilmember Higgs stated that he feels one of the objectives is to build on the weakness.
- Councilmember Higgs stated that he feels the Council should build on the weakness.
- Ms. Rhim stated that the Strategic Plan is to bring your weakness to a neutral in the strategic plan.

- Councilmember Yeargin inquired what will it take for the completion of the plan.
- Ms. Rhim stated that the last page details how to keep your eyes on the plan.
- Councilmember Yeargin requested for Ms. Rhim to go through the document.
- Ms. Rhim requested the City Council to start with page 2 under the strategic priorities.
- Ms. Rhim stated that the Strategic Goals numbering is the same as the Strategic Priorities.
- Ms. Rhim stated that the Council achieved certain goals from last year, but the adding of the Audio to the website was not completed, as the website is not compatible.
- Councilmember Yeargin requested for Ms. Rhim to go over the personnel needs to complete the plan.
- Ms. Rhim requested for the City Council to turn to page 3 and look in the column for the who.
- Councilmember Yeargin stated that the Council will need a document to carry-out the task for the Council.
- Ms. Rhim stated that the how for the Council objective under the how is by the Newsletter.
- The Council needs to advertise in the newsletter to recruit five residents: Attention all citizen the City of Seat Pleasant has made your safety a priority. We are looking for a five volunteers to work with the City Council, the Seat Pleasant Police Department and the Seat Pleasant Volunteer Fire Department. The training will be paid for by the City of Seat Pleasant. We need residents from each ward of the City.
- Councilmember Higgs inquired if the document will provide certain skills for the City Administrator position.
- Ms. Rhim stated that is in the position description, and that can come out in the interview process.
- Ms. Rhim stated that the City Administrator is not able to carry out each of the goals in the document. It must be accountability for each person responsible.
- Councilmember Stephenson stated that branding for the City had been discussed a few times.
- Councilmember Stephenson wanted to know if Ms. Rhim will be assisting the City with the task.
- Ms. Rhim stated that it is under 7a and the advertisement should have gone out this month.
- Mr. Ashton stated that the item is in the budget.

- Councilmember Stephenson wanted to know what is the major step to do the branding.
- Ms. Rhim stated the "City of Excellence" is a part of branding. The person should have website development skills.
- Ms. Rhim stated that she is not a Communication specialist.
- Councilmember Raynor stated that the "City of Excellence" should be copy written to ensure no one can use it.
- Councilmember Raynor stated that the person in the position will need to have some type of application to get the information out.
- Ms. Rhim stated that every person should have in case of an emergency "ICE" on the cellular device.
- Councilmember Yeargin stated that the Public Relation Administrative Aide is responsible for the PR
- Councilmember Yeargin stated that we are funding over and above to Seat Pleasant Elementary School and the City does not get a report.
- Ms. Rhim stated that when you give a donation you need to request a report of how the funds will be used.
- Mr. Ashton stated that the school had sent a letter and he believes that Ms. Lanham can confirm receipt of the letter.
- Councilmember Simms inquired of Mr. Ashton as to another person that would have received the letter.
- Councilmember Yeargin inquired of 2c and it has the date of August, 2013.
- Councilmember Yeargin stated we need someone to stay on task with the dates.
- Councilmember Simms stated that Ms. Lanham will be putting a calendar together for the year.
- Ms. Rhim stated after the completion of the goals, the Council can go to a three year plan.
- Ms. Rhim stated that a lot of the goals were not completed last year.
- Council President Porter stated that he would like to have a follow-up with Ms. Rhim in the future.
- Ms. Rhim stated that the plan ends June 2014. The next plan should start March or April, as the items are complete.

3. MEETING TOPICS:

- **3.1.1. Seat Pleasant Community Yard Sale**
- Councilmember Yeargin inquired if any staff members will be needed.
- Councilmember Stephenson stated that we will need each Councilmember to make themselves available for one hour on the day.

- Councilmember Stephenson stated that they will need the assistance of the Police Department.
- Councilmember Yeargin inquired about the community notification.
- Councilmember Stephenson stated that we asked the Community Service staff to pass out the flyers.
- Councilmember Stephenson stated that we inserted the information in the Newsletter without a date. After the approval by the Council, we will have the flyer put in the newsletter.
- Councilmember Yeargin inquired who will be responsible for collecting the money.
- Councilwoman Stephenson stated the registrant will come to City Hall to pay the registration fee.
- Councilmember Stephenson stated that we may need a staff person on the date of the event to collect money.
- Councilmember Simms stated that it is Councilmember Stephenson project and she should be the one to collect the money.
- Council President Porter stated that we do not want to have a Councilmember to collect any money. It is illegal for monies to be collected the day of the event by a Councilmember.
- Mr. Ashton stated that we need to have each participant pre-register.
- Councilwoman Stephenson inquired if we will turn a person away on the day of the event.
- Councilmember Simms stated we need to put on the flyer pre-registration required.
- Councilmember Stephenson stated that we need to have the dimension of the park.
- Councilmember Stephenson inquired if the Council would agree to have the money be donated for School supplies.
- Councilmember Yeargin stated that it could be used for City youth school supplies.
- Councilmember Higgs recommended School lunches.
- Councilmember Porter stated that it need to go out to more than one agency.
- Councilmember Porter requested Mr. Ashton to follow-up with LGIT on the legal process to donate money to an agency or a school.
- Mr. Ashton stated that he would need to create a revenue account and on the expenditure side.
- Councilmember Porter inquired if the City will be providing the tables.

- Councilwoman Stephenson stated that the City will not be providing the table. The registration fee is for the Yard Sale permit.
- Councilmember Porter inquired of the housing of the City table and the number of tables the City owned.
- Mr. Ashton stated that the tables are housed in the storage bin and he believes we have thirty tables.
- Councilmember Simms stated the tables will be provided for rent for the day, which will be an additional fee.
- Councilmember Simms stated that they were trying to do the event at the least cost to the City.
- Councilmember Simms stated that people who have yard sales or flea markets know that they need to bring the table.
- Councilwoman Stephenson inquired if there could be compromise.
- Councilmember Higgs stated that the table fee could be \$5.00
- It was motioned by Councilmember Stephenson and seconded by Councilmember Simms to implement the Yard Sale for September 14, 2013 with a rain date of September 21, 2013. The motion carried and was unanimously approved.

3.1.2. FY2014 Strategic Plan

- Council President Porter stated that the Strategic Plan was discussed during the presentation.
- It was motioned by Councilmember Yeargin and seconded by Councilmember Kennedy to approve the FY2014 Strategic Plan. The motion carried and was unanimously approved by the City Council.
- The City Council requested for the City Clerk to provide them with clean copy of the plan electronically and place a hard copy in their mailboxes.

3.1.3. Vehicle Maintenance Report

- Councilmember Higgs stated the Budget and Finance Committee met on Wednesday, July 17, 2013.
- Councilmember Higgs stated that the committee met to discuss the ShoreScan for the Accounting Software System.
- Councilmember Higgs stated that the Committee recommended that the vehicle be taken from the Mayor since it is no documentation to officially approving the Mayor's usage.
- Councilmember Higgs stated that a policy need to be established for use of City vehicle.

- Councilmember Yeargin stated that he would like to see included in the policy for the vehicle to be reserved for the elected body to use, as needed.
- Councilmember Higgs stated that the recommendation from the committee was the best resolution.
- Councilmember Yeargin stated that he feels his recommendation should be included in the policies to be fair for all.
- Councilmember Kennedy inquired if there was any recommended usage for the vehicle when it is donated or purchased by the City.
- Councilmember Porter stated that the car was brought into the City for usage by a City Administrator.
- Councilmember Porter stated that an establishment of the policy will provide for usage of the vehicle.
- Councilmember Porter stated that the recommendation from the Budget and Finance Committee is to take the vehicle from the Mayor.
- It was motioned by Councilmember Simms and seconded by Councilmember Higgs to accept the committee recommendation on taking the vehicle from the Mayor and establishing a policy. The motion carried and was unanimously approved.
- Councilmember Higgs stated that the committee met with ShoreScan Solutions.
- Councilmember Higgs stated that the presentation showed the operation and it is a very unique machine.
- The cost is \$4,035 for implementation and the following years will be \$1635.00
- If the City scans documents for 0-2500 it is no cost to the City. The scanning of documents for over 2500 will be three cents per document.
- Councilmember Simms stated that they have a very unique system and it should have adopted a long time ago.
- The scanning of the documents is per month.
- Councilmember Higgs stated that it will benefit the City in every department.
- Councilmember Raynor wanted to know if the current scanner can be used.
- The scanner is not compatible with the current system.
- It was motioned by Councilmember Higgs and seconded by Councilmember Yeargin to approve the purchase of the ShoreScan

Solution System for the City. The motion carried and was unanimously approved.

4. LEGISLATION

4.1.1. Resolution R-14-04 Appointment of Acting City Administrator was introduced by the City Council on Friday, July 19, 2013.

- Council President Porter submitted a memorandum for the record to support the Resolution.
- It was motioned by Councilmember Simms and seconded by Councilmember Yeargin to accept the Resolution as prepared. The motion carried and was unanimously approved.

4.1.2. Resolution R-14-05 To Amend and Clarify the City Council role on the Recreation Council was introduced by the City Council on Friday, July 19, 2013.

- It was motioned by Councilmember Simms and seconded by Councilmember Stephenson to approve Resolution R-14-05. The motion carried and was unanimously approved.

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5. UNFINISHED BUSINESS

5.1.1. None

6. ANNOUNCEMENTS

6.1.1. National Night Out, Tuesday, August 6, 2013, Behind Seat Pleasant Elementary School, 6411 G St., Seat Pleasant, MD 20743 from 6:00pm-8:00pm

ADJOURN- The meeting was adjourned at 7:43p.m.

Submitted by,


Dashaun N. Lanham
City Clerk