

EXECUTIVE SESSION AND WORK SESSION – February 9, 2016

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In the absence of Mayor D. S. Gysberts, City Clerk D. K. Spickler called the meeting to order at 3:00 p.m. On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember P. M. Nigh, the Council unanimously agreed by voice vote to designate Councilmember L. C. Metzner as the Chair of the meeting. On a motion duly made by Councilmember D. F. Munson and seconded by Councilmember P. M. Nigh, the City Council unanimously agreed by voice vote to meet in closed session to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State, #4 (Section 3-305(b)), and to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, #1 (Section 3-301(b)) on Tuesday, February 9, 2016 at 3:00 p.m. in Room 407, 4th floor, City Hall, Hagerstown, Maryland. The following people were in attendance: Councilmember K. B. Aleshire, Councilmember M. E. Brubaker, Councilmember L. C. Metzner, Councilmember D. F. Munson, Councilmember P. M. Nigh, City Administrator Valerie Means, City Attorney Mark Boyer, Michelle Hepburn, Director of Finance, Michael Spiker, Director of Utilities, Jonathan Kerns, Community Development Manager, Alex Rohrbaugh, Planner, Rodney Tissue, City Engineer, Acting Chief Paul Kifer, Karen Paulson, Director of Human Resources, Scott Nicewarner, Director of Information Technology and Support Services, and D. K. Spickler, City Clerk.

The meeting was held to discuss a pending business proposal for a downtown building, a business proposal for another property, various personnel issues, and potential members of the Board of Traffic and Parking, Board of Zoning Appeals, and the Bicycle Advisory Committee. No formal action was taken at the meeting. On a motion duly made, seconded, and passed, the Executive Session was adjourned at 4:19 p.m.

WORK SESSION – February 9, 2016

Mayor D. S. Gysberts called this Work Session and Executive Session of the Mayor and City Council to order at 4:30 p.m., Tuesday, February 9, 2016, in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, M. E. Brubaker, L. C. Metzner, D. F. Munson, and P. M. Nigh, City Administrator Valerie Means, and City Clerk D. K. Spickler.

Proclamation: Neighborhoods 1st Month

Mayor Gysberts read a proclamation naming February, 2016 as Neighborhoods 1st Month. Members of various Neighborhoods 1st groups were present to promote Neighborhoods 1st.

HollyFest and Public Square Tree Lighting – 2016

Gaela Shoop, Community Events Coordinator, was present to discuss the annual HollyFest and Tree Lighting event.

Staff has been in discussion with the Maryland Theatre as to this year's holiday season and seek direction to make the necessary changes to this event, as the traditional date is unavailable.

Staff recommends holding the tree lighting on the traditional date of Friday, November 18, 2016, and moving HollyFest to Sunday, November 20, 2016. This would maintain the tradition of having the event before the Thanksgiving holiday. Staff would potentially be able to create a weekend event combining the Public Square Tree Lighting, Hollyfest, and perhaps Pop-Up Shops.

There are additional alterative dates available. One of the options is Friday, December 2, 2016. This would potentially create a conflict with other holiday activities, including the City Park Lighting and does take place after the Thanksgiving holiday.

The scheduling of this event has been relative to the vacation time of the Washington County Public School System because students are the focal point of the HollyFest entertainment and utilized as the kick-off to the holiday season for the City of Hagerstown.

Councilmember Nigh wants to be sure the current number of activities is maintained.

It was the general consensus of the Mayor and City Council to hold HollyFest on Sunday, November 20, 2016.

Federal JAG Application

Acting Chief Paul Kifer stated the Hagerstown Police Department applied for and received a Federal JAG application in the amount of \$ 16,523.00. A requirement of that application was to notify the governing body. One requirement was fulfilled by posting the solicitation on the City website on or about June 16, 2015. Council notification was not completed and is being completed with this agenda item.

With that being identified, this grant is a yearly non-match grant that the Department has received for numerous years and provides overtime funding to support strategies within designated "Safe Streets" areas and public housing. Currently, the grant has been frozen until the requirement to notify the Council is complete.

Strategies may include but are not limited to:

1. Drug operations, traffic operations, prostitution operations, and any other activity that is law enforcement related and evidence-based in this area.
2. Since the City's budget is based on projections from previous incidents and does not affect specialized activities which are based on future, specific problems, these funds are potentially vital to the department.

The Mayor and City Council thanked Acting Chief Kifer for pursuing this annual grant.

Memorial Park Circle of Achievement – Class of 2016

Stephen Bockmiller, Development Planner and Zoning Administrator, was present to discuss the Class of 2016 recommendations for the Circle of Achievement.

The City dedicated Memorial Park in 2015. One component of this park is the "Circle of Achievement", which is an outdoor hall of accomplishment of Hagerstown residents. In 2015, in order to create an initial "critical mass" of honorees, the Mayor and Council adopted an initial class of 12 inductees. The induction ceremony was held on May 16, 2016. Descendants of 10 of the 12 honorees were present and they came from literally all over the country to participate.

The database of potential honorees can be updated at any time by the committee when persons meeting the established criteria are identified. Suggestions and requests for consideration are welcome. No new potential honorees were identified by the Committee or staff in the last 12 months. Three suggestions/requests were made by others for the Committees' consideration. Of these, one – former Mayor Winslow F. Burhans met the criteria and the Committee added Mayor Burhans to the database.

The City Engineer advises that there is money in the budget for two to four plaques. The Committee offered the following people for the Mayor and Council's consideration:

1. Peter Buys – Was the director of the Hagerstown Municipal Band for nearly four decades.
2. Maurice E. Frock – Served in the U.S. Marine Corps and fought in the Belleau Wood Battles of World War I.
3. Clara Jenness Hamilton – Was the developer of the tract of land which has since become the Oak Hill Historic District
4. Thomas W. Pangborn and John C. Pangborn – The Pangborn brothers led one of the largest and most successful businesses in the history of the City.
5. James Dixon Roman – Served as a U. S. Congressman during the same period that Abraham Lincoln served in the House of Representatives.

The Committee recommends adopting two new honorees each year.

Mayor Gysberts asked if a logical way to choose the annual inductees is to consider the oldest candidates first. Councilmember Metzner pointed there would be less chance of finding living relatives for those inductees.

Councilmember Nigh suggested considering the founders of Jamison Door Company (John V. Jamison, Sr. and John V. Jamison, Jr.) this year since the company is celebrating its 110th anniversary.

Councilmember Metzner agreed and suggested inducting Maurice Frock as well.

Mayor Gysberts noted the consensus is to honor Maurice Frock and John V. Jamison, Sr. and John V. Jamison, Jr. during this year's ceremony, which will be held on May 21, 2016. Trees will also be planted at the park in honor of sister cities Hagerstown, Indiana, (tulip poplar) and Wesel, Germany (pollard willow).

Memorial Tree and Bench Program

Rodney Tissue, City Engineer, provided information about a memorial tree and bench program. The City's parks provide the public with many areas where they can view wildlife, natural resources, recreation programs, park activities, or to simply enjoy the outdoors. Providing additional seating and tree canopy through private donations benefits park users, reduces costs for the City, and provides the public with opportunities to commemorate life events. Each year the City spends over \$ 10,000 on replacing or installing new benches and new trees are continually being added to the park system.

Staff is suggesting the City accept donations from the public for the installation of memorial benches and/or trees in designated areas throughout the Parks system. Other communities offer similar programs to allow people to purchase memorial trees or benches, effectively creating a "win-win" for the donor and the City. The main goal of the program is to beautify and improve the City's parks.

Staff researched best practices from other programs, primarily using the National Recreation and Parks (NRPAP) forums to see what worked well in other communities and where they encouraged issues that had to be addressed. Based on this research, staff created a brochure that outlines the program and guides the donor through the process. The goal is to keep the process simple but complete enough to protect the city's interests.

Information about the donor would be attached to the benches and on charms in the trees. Donors would be recognized in other ways as well.

Councilmember Nigh would rather have something different for the trees.

Councilmember Brubaker suggested a plaque in a central location listing the donations.

Mr. Tissue indicated there will be a list on the City's website of all donations.

It was the general consensus to move forward with the program and to consider a different tag for the trees.

CITY ADMINISTRATOR'S COMMENTS

Valerie Means, City Administrator had no additional comments.

MAYOR AND COUNCIL COMMENTS

Councilmember L. C. Metzner appreciates the incident reports that Chief Lohr sends to the Mayor and City Council. He suggested having the same type of notifications from City departments. Residents call elected officials when there are service outages, etc. and it would be good for the Mayor and City Council to have the information to provide answers. Ms. Means will discuss this with the Department Heads.

Councilmember P. M. Nigh reported a power outage during the snowstorm was not due to City equipment. She wondered if there is a snow removal plan. A resident emailed her and asked if there is a plan.

Mayor Gysberts reminded Councilmember Nigh there is a snow operations plan that has been presented at Work Sessions by Eric Deike, Director of Public Works.

Ms. Means stated this storm was historic.

Councilmember Metzner stated the plan includes the procedure that streets are opened with one pass until the main roads are clear. The plan outlines the procedures used for different levels of snow and different temperatures. The plan is well executed.

Councilmember D. F. Munson thanked citizens for their patience during the historic snowstorm. His grandson, Harrison Hoover, spent last Tuesday with him during the students at work activity. Mr. Hoover enjoyed learning about local government.

Councilmember K. B. Aleshire thanked staff for meeting with him regarding trash and recycling issues. Many of his concerns were addressed. He noted the elected body is constantly working legislatively to make the community better. During snow events, citizens have to be prepared. The government cannot always be relied on to immediately improve an individual's situation. People should be prepared to be self sustaining for three to seven days. During major snow events or other emergencies, the government has limited abilities to provide immediate remedies. If emergency personnel have to get to residents, they will, but residents also have to be prepared.

Councilmember M. E. Brubaker reported the MML Legislative Committee is meeting regularly during the Legislative Session. He noted a bill has been introduced in both the

House and the Senate to restore Highway User Revenue to local governments. The bill mandates the contribution rather than being dependent on the current process. If the bill is approved, it could be the solution for the recent decline in revenue.

Mayor D. S. Gysberts represented the City of Hagerstown at the Mayor's Conference last week. One of the main topics of the conference was the restoration of the Highway User Revenue to Maryland governments. He testified in favor of the City Revitalization Improvement Zone (CRIZ) bill earlier today in Annapolis. A meeting with the County Commissioners is scheduled to discuss their support for downtown projects, as noted in the State of the County. He thanked the Commissioners for their interest and desire to work with the City. The next Second Saturday event is scheduled for February 13, 2016 and the theme is Frozen February. Pretzel and Pizza Creations will hold a grand opening event next week. The Maryland Symphony Orchestra will be performing Carmen on February 13 and 14, 2016.

There being no further business to come before the Mayor and City Council, on a motion duly made, seconded and passed, the meeting was adjourned at 5:22 p.m.

Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler
City Clerk

Approved: March 22, 2016