

25TH SPECIAL SESSION AND WORK SESSION – October 3, 2017

Mayor R. E. Bruchey, II called this 25th Special Session and Work Session of the Mayor and City Council to order at 4:00 p.m., Tuesday, October 3, 2017 in the Council Chamber at City Hall. Present with the Mayor were Councilmembers K. B. Aleshire, P. D. Corderman, E. Keller, and L. C. Metzner, and City Administrator Valerie Means. Councilmember D. F. Munson and D. K. Spickler, City Clerk, were not present.

WORK SESSION – October 3, 2017

Request from First Hagerstown Hose Company and the First Hagerstown Hose Company Museum of Firefighting History for “Big Six” Bell

Ray Lushbaugh, Secretary of First Hagerstown Hose Company, Inc., and Gerry Saum, Assistant Treasurer, were present to discuss the possibility of restoring the bell on top of City Hall known as “Big Six.” Mr. Lushbaugh is also a curator of the First Hagerstown Hose Company Museum of Firefighting History. This bell is part of the fire alarm alerting system that Hagerstown used to alert volunteer firefighters and citizens of a fire in the City until 1969. This system had not only the bell on top of City Hall but also had a horn and red fire alarm boxes on poles at selected street corners in the City. This system is known as a Gamewell System.

Members of First Hagerstown Hose would like to permission to look into the possibility of restoring Big Six to ring at certain times during the day only. The times would be 1:00, 2:00, 3:00, and 4:00 p.m. They are dedicated to helping revitalize Hagerstown and feel this system, when working, will be a big tourist attracting by having the only in service Gamewell Fire Alarm Bell in the United States striking the time. There would be no cost to the City. They are asking permission to investigate the feasibility of this project and would not give out public notice in case it is not possible.

It was the general consensus to allow the group to investigate the possibility of reinstating the Big Six bell.

Report of Recent Sister City Visit to Wesel

Dusty Graham, Co-President, and Connie Lenhart, Secretary, of the Sister City Committee, shared information from their recent trip to Wesel, Germany with the Mayor and City Council.

A group of 10 people traveled to Wesel in June of this year. The visit was part of the recognition of the 65th anniversary of the organization. The Hagerstown-Wesel Sister City affiliation is the oldest functioning affiliation in the United States. In recognition of the 50th anniversary of the affiliation, Wesel presented a metal esel (donkey) to the City of Hagerstown. This esel is now located at University Plaza.

Hagerstown was paired with Wesel because of the similar industry in the two cities and their proximity to a major river.

The mural along W. Franklin Street depicts the Berliner Tor. The mural has been restored and refreshed in time for the 65th Anniversary recognition.

There will be a group visiting Hagerstown at the end of October. There will be a reception with Mayor Bruchey at City Hall on October 27, 2017. The Mayoress and her husband will be riding in the Mummer's Parade with Mayor Bruchey. Other members of the group will view the parade from the Bester School location. They will be visiting many locations throughout Hagerstown and Washington County.

Ms. Graham and Ms. Lenhart thanked the Mayor and City Council and City staff for their support of the Sister City Committee.

2017 Hagerstown Ice and Sports Complex Annual Report

Rodney Tissue, City Engineer, and Paul Sweeney, Board Chair of Hagerstown Ice Amateur Athletic Association (HIAAA), were present to provide the annual review of the Hagerstown Ice and Sports Complex.

Mr. Sweeney reported the HIAAA is a non-profit, 501(c)(3) organization that is a consortium of all the major user groups. Those groups are Washington County North Stars, Hagerstown Adult Recreational League, Mayhem Women's Hockey Team, Hagerstown Kodiaks Sled Hockey Team, and the Youth Recreational League. Each member-group has a voting member on the HIAAA board. Four at-large members also hold voting rights. The group was formed in 2014 and formally took over operation of the rink on April 1, 2014.

There was a slight decrease in public skating revenue during the last year, potentially due to a mild winter. New promotions are in place for this year.

Between the adult teams and the amateur team using the complex, there are more than 400 hockey players. There is a partnership with the Washington Capitals and 40 complete sets of equipment were donated last year. Approximately 100 people participate in the figure skating programs.

A sales professional has been hired to sell advertising for the rink. SOPs are now in place and productivity and appearance continue to improve. The physical state of ice and boards are in very good condition.

All bills (as of September, 2017) are current and there is a surplus in the rink account. A General Manager and full-time Maintenance Supervisor were hired last fall and both are still running the rink. A Program Director was hired in 2015 to develop hockey programs. Significant program growth has occurred.

Preventative maintenance can save the HIAAA from some future expenses. Future projects include refrigerant pump retrofit, enhance current alarm system, replacing the Zamboni, and cooling system conversion.

HIAAA is working on community partnerships through flyers to the Board of Education, City of Hagerstown player discount, and the Parks and Rec Department program listings. They are partnering with local businesses to offer discounts for visitors. They are building a community partnership for city youth with the Police Athletic League. A new roller hockey league has been started.

Taking the facility to the next level includes adding another sheet of ice to allow for time for ice sports at reasonable hours. Another opportunity is for an indoor soccer facility. The project would be much more cost effective if the design was incorporated as another sheet of ice was added.

Mr. Tissue reminded the Mayor and City Council the City pays the utility bills at the rink. Last year, through an electrical energy audit of the facility and utilizing an MEA grant, the rink is now 100% LED lighting. However, with increased use in the facility and rising utility rates, utility costs are trending upward. For FY16/17 the total utility cost was \$86,617, up from \$ 77,111 in FY 15/16. The HIAAA pays rent in the amount of \$ 3,000.000 per month which began in April, 2017. The City pays 75% for certain capital improvements at the rink. The agreement with the HIAAA expires June 30, 2019.

Parks and Recreation Strategic Planning and Recreation Guide

Rodney Tissue, City Engineer, Amy Riley, Recreation Promotion and Services Coordinator, and Mark Haddock, Parks and Recreation Manager, were present to discuss the City's Park and Recreation Strategic Plan.

The Parks and Recreation Division is strengthening its focus to improve the health of the community, transforming from not only a provider of outstanding parks and facilities, but also a catalyst for active, healthy lifestyles that support a social and culturally vibrant community. Staff worked with Betsy Thompson, retired manager of Rockville's parks and recreation program and conducted strategic planning sessions to develop a mission and vision statement, a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the division, and create a road map for the department for the next five years.

Strategic Planning began with a community survey to learn more about the community services, and what parks, facilities and programs were being utilized the most, and what the focus should be moving forward. Nearly 400 people took the survey.

Based on the survey, staff determined the following goals as priority from 2017 – 2022:

1. Grow the use of parks and programs; adopt maintenance practices to address community diversity
2. Increase awareness of programs and services using innovative promotional and marketing initiatives
3. Create and enhance facilities and services vital to the community using innovative funding and cost recovery efforts
4. Leverage strategic partnerships to enhance, expand and sustain facilities and services

5. Deliver high-quality, innovative programs to increase the health and well-being of the community
6. Deliver exemplary customer service utilizing well-trained staff and innovative technology

Based on this, staff's initial efforts to reach these goals include the following:

1. Strategic planning and goals for the City Park Railroad Museum:
 - a. Utilize grants to make the site more inviting and welcoming for families and children
 - b. Provide activities and interpretation for visitors of all ages and abilities
 - c. Increase visitation as a must-see destination in Hagerstown and City Park
2. Development of a Marketing Plan:
 - a. Identify strategies, venues, schedule and methods of promoting Hagerstown Park and Recreation as the "Go-to" provider of recreational activities and facilities
 - b. Increase awareness of programs using innovative promotional and marketing initiatives
 - c. Increase social media presence
3. Policies and Procedures for the Golf Course and Pool Facilities:
 - a. Outlining customer service practices, cashier procedures, and standard operating policies

Staff have designed, printed and distributed 17,000 copies of the new fall and winter guide. Highlights of the new guide include: What's New in Our Parks, New Fit Room Indoor Rec Programs and Rentals, Special Events, Recreation Facility highlights, and more.

Mr. Tissue stated it often comes up in discussions about the goal for the railroad museum. Engine 202 is the only steam engine of its type and is listed on the national register of historical sites. Staff wants to respect the railroad history but also make the museum more available to people (especially families).

Councilmember Aleshire wondered why the train is in its current location because it seems out of the way. He would like to see the area more inviting and used more often.

Mr. Tissue stated staff agrees. The location may have been chosen because it was available at the time the cars were taken out of service.

Councilmember Aleshire pointed out "way outside the box" ideas will be needed to make the area more accessible and inviting for kids.

IAFF Local 1605 Labor Contract

Scott Nicewarner, Director of Technology, Communications and Support Services, reported the City's negotiating team has reached agreement on a new contract with the International Association of Firefighters Local 1605. This collective bargaining

agreement has been ratified by the union's membership on October 1, 2017. Mayor and Council adoption of this collective bargaining agreement is recommended.

The major terms of the agreement can be summarized as follows:

1. Term: A term of one year from July 1, 2017 through June 30, 2018
2. Wages: Members will be restored to the current labor pay scale as to their current year of service as of July 3, 2017 and frozen there for the duration of the contract. Pay will be made retroactive to July 3, 2017.
3. Healthcare: The union agreed to reduce the defined contribution stipend from \$400/mo. to \$ 350/mo., as agreed to and recommended by the health care committee. The union also agreed to remove existing language that froze health premiums in order to allow enhancement of under 65 retiree preventive services.
4. Grievance Process: Process was streamlined to incorporate the immediate option for resolution at the first supervisor level, or immediate escalation to Fire Chief as Step 2. Time was provided to allow for adequate time to respond due to the current staffing levels.

The cost to restore members to current year of service on the current pay scale for FY18 is \$ 236,202.72, all of which is budgeted and expended for out of the General Fund.

Councilmember Aleshire questioned how replacing the word "negotiation" with "provide information" affects the Chief's ability to make and implement operational changes. Chief Lohr stated he doesn't feel there will be any negative impacts due to the change of the term. He stated his practice is to discuss changes with the union members prior to implementing them. Mayor Bruchey asked if another term could be used. It was noted IAFF members have already ratified this contract. It could be addressed during the next contract negotiations. Ms. Means reiterated the Fire Chief has the absolute discretion to amend and revise regulations. The union wants the opportunity to have a give and take discussion with the Fire Chief, rather than unilateral decisions made across the board.

It was stated that language is included in the contract to clarify that transfer of employees when needed includes input from the local union.

Councilmember Aleshire is concerned about the potential for grievances with the new language for reimbursement of unused leave. Mr. Nicewarner stated there currently are enough leave slots for the hours of leave accrued within the department. Employees were previously allowed to carry over the leave, which didn't lessen the amount of leave slots. Councilmember Aleshire is concerned there will be disagreement about the reason an employee was unable to use their leave. Chief Lohr stated this is assurance to the employees that this is an important issue to both parties and will be further considered during the next negotiation.

Councilmember Corderman wondered if there are major points that kept this contract from being a longer term than one year. Mr. Nicewarner stated the group worked

extremely hard to address the pay structure and realized more discussions were needed. Other terms of the contract were agreed upon by both parties and it was agreed to approve a one year contract. During this contract, the pay structure discussions will continue.

It was the general consensus to consider approval of the labor contract with IAFF Local 1605 during the Special Session following this Work Session.

Funding for Distribution General Foreman

Michael Spiker, Director of Utilities, and Nathan Fridinger, Electric Operations Manager, were present to discuss funding for a Distribution General Foreman position. This position provides full time supervision of the line crews in regard to safety (first and foremost), with work practice efficiency and financial management of utmost importance. This position will have the ability to interact professionally with the public and perform work duties in the absence of the Distribution Superintendent. To provide for financial relief, the Hagerstown Light Department held the position of Distribution Foreman vacant and unfunded since 2011 and since then, HLD vacancies have increased by two.

In order to maintain a positive level of customer service in lieu of this position, prevalent duties have been temporarily reassigned amongst staff, while duties such as oversight in the field for the purposes of observing and instructing proper work practices and performance have not been performed as frequently. The HLD apprentice lineworker position has been re-introduced and the functions of a General Foreman are more essential.

The Staff Engineer has been performing the duties of the Superintendent in his absence. The HLD currently has an unfunded vacant Electrical Engineer position, therefore vital engineering functions and goals such as distribution feeder fault coordination, load flow analysis, and system contingency designs, have been delayed as a result.

In an attempt to reintroduce the General Foreman to operations and identify existing employee's abilities to perform these duties, administration proposed verbiage for a temporary foreman position to be entered into the IBEW contract during recent negotiations. The representatives of IBEW would not agree to the terms of the proposal, which mirrored the non-union job description.

Staff requests the Mayor and Council's approval to fund the vacant Distribution General Foreman position to monitor safe work practices, improve performance, workflow efficiency, and engineering functions. This position is identified at pay grade 19 and to avoid a wage compression issue, a step 10 or higher offer in base salary will be required. The HLD financial position is currently strong and funding can be accomplished within the current fiscal year.

Approval of this additional position is included on the Special Session agenda, which follows this meeting.

On a motion duly made by Councilmember L. C. Metzner and seconded by Councilmember E. Keller, the Mayor and City Council unanimously agreed by voice vote of all members present to meet in Special Session at 5:28 p.m.

Approval of IAFF Local 1605 Labor Contract Approval

Action: On a motion duly made by Councilmember E. Keller and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote of all members present to approve a collective bargaining agreement between the City of Hagerstown and the International Association of Fire Fighters Local 1605. This agreement shall run for a period of one year, commencing on July 3, 2017 through June 30, 2018.

Approval of Hagerstown Light Department Request to Fund the Distribution General Foreman Position

Action: On a motion duly made by Councilmember P. D. Corderman and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote of all members present to approve the Hagerstown Light Department request to fund the Distribution General Foreman position. This position is identified at pay grade 19 and to avoid a wage compression issue, a step 10 or higher offer in base salary will be required. The HLD financial position is currently strong and funding can be accomplished within the current fiscal year.

Approval of HVAC Services and Maintenance Agreement Contract: 10/01/2017-06/30/2019

Action: On a motion duly made by Councilmember K. B. Aleshire and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote of all members present to authorize and approve M. S. Johnston and Co., Inc. as the City of Hagerstown air filtration systems and HVAC (heating, ventilation, air conditioning) preventative maintenance and repair contractor, with hourly repair services as needed, for various buildings/facilities within the City of Hagerstown. These services were offered through Bid Proposal in August, 2017 – BID B1635.17. M. S. Johnston and Co., Inc. was awarded the bid. Contract term is from October 1, 2017 through June 30, 2019, with the possibility of up to three additional consecutive one year extensions subject to the mutual consent of the City of Hagerstown and M. S. Johnston and Co., Inc. Total contract annual amount is \$ 29,202.00 for FY 18, FY 19, and FY 20, with a departmental breakdown as follows:

- | | |
|---------------------|-------------|
| 1. Light Department | \$ 1,868.00 |
| 2. Parks Department | \$ 5,682.00 |

3. Public Works	\$ 13,414.00
4. Wastewater Department	\$ 4,010.00
5. Water Department	\$ 4,228.00

Discussion: Councilmember Corderman asked if this was the only bid. Michelle Hepburn, Director of Finance, reported there were other bids and M. S. Johnston submitted the low bid.

Approval of Barbara Ingram School for the Arts Holiday Lamp Post Campaign

Action: On a motion duly made by Councilmember P. D. Corderman and seconded by Councilmember L. C. Metzner, the Mayor and City Council unanimously agreed by voice vote of all members present to approve of the Barbara Ingram School for the Arts (BISFA) Foundation Street Lamp Holiday Project. For the seventh year, the BISFA Foundation has requested to partner with the City of Hagerstown to decorate the street lamp posts in City Center by selling sponsorships for personalized holiday banners. BISFA is seeking approval to use the lamp posts for their program and will take care of the labor to install the banners. BISFA volunteers and/or a contractor will follow City guidelines for their installation and volunteers will sign hold harmless agreements and/or the contractor doing the installation will provide the City with a certificate of insurance.

The Special Session was closed at 5:34 p.m.

CITY ADMINISTRATOR'S COMMENTS

Valerie Means, City Administrator, stated the Thunder in the Square and Wind Down event last Friday was excellent.

MAYOR AND COUNCIL COMMENTS

Councilmember L. C. Metzner had no additional comments.

Councilmember P. D. Corderman agreed that Thunder in the Square was a great event. The final Wind Down for the year will be held on October 6, 2017.

Councilmember K. B. Aleshire enjoys the Wind Down events. He hopes staff can find a solution to overcrowded restaurants during these events. He and Councilmember Keller attended the Quad State Legislative event last week. The main topics were the Opioid issue and the urban project.

Councilmember E. Keller had no additional comments.

Mayor R. E. Bruchey, II stated the Thunder in the Square event was fantastic.

25TH SPECIAL SESSION AND WORK SESSION
2017

OCTOBER 3,

MAYOR AND CITY COUNCIL

HAGERSTOWN, MARYLAND

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 5:36 p.m.

Respectfully submitted,

Original signed by D. K. Spickler

Donna K. Spickler
City Clerk

Approved: November 28, 2017