

**Greenbelt City Council
Work Session**

**Council Goals
&
Standing Rules**

**Monday,
December 18, 2017
8:00 p.m.**

**Council Room
Municipal Building**

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, March 16, 2016, for the purpose of discussing Council Goals.

Mayor Jordan started the meeting at 8:05p.m. It was held in the Multi-Purpose Room of the Greenbelt Community Center.

PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Rodney M. Roberts and Mayor Emmett V Jordan. Council Member Edward V.J. Putens arrived at 9:05 pm.

STAFF PRESENT WERE: Michael P. McLaughlin, City Manager and David E. Moran, Assistant City Manager.

ALSO PRESENT WERE: Laura Kressler, PSAC, Bill Orleans, Eric (last name withheld) and Kathleen Gallagher, News Review.

Council Goals

Mayor Jordan indicated this was a follow-up to the December 16, 2015 work session. He stressed the need for the new Council to review the goals. Mayor Jordan hoped Council would develop a prioritized list focused on cost, urgency and benefit/impact for each goal.

Ms. Davis and Ms. Mach noted that their lists included in the meeting packet were things they heard while campaigning, not necessarily their proposed goals.

Mayor Jordan read the eight goals listed in a November 25 memo. Ms. Davis suggested the addition of a ninth goal of "Improve and Maintain Infrastructure." Ms. Mach believed this could fall under quality of life, but she liked it standing alone.

Mayor Jordan provided a summary of the Council Member suggestions/comments offered at the previous work session as follows:

- Functional analysis, Organizational assessment, SAGE study implementation, Tax incentives, Implement paperless agenda, Move forward with another dog park.*
- Change how we train police officers (community focus vs. military), Focusing on people, Community policing & visibility, Getting basketball hoops back in the City, More positive activities, Bike officers and more visibility. Different employee relations/grievance process, Balanced police training.*
- Implementation of Organizational assessment, Sustainability plan, Bike/pedestrian plan, Toolkit for Economic Development, Enhance planned community, Improve the Theatre. Working with the Friends school, Have Greenbelt children attend Greenbelt schools.*
- Organizational Assessment, Manage change, Infrastructure reserve study, Proactive Economic Development, Outstanding business award, Place making & establish brand, Move forward on bus stop plan, Police body cameras, Develop arts policy, Rental property tax credit, Green solar initiatives.*

- *Make Greenbelt more inclusive, Election process, Transportation/circulator bus, More bus shelters, Electric vehicle charging stations, New fire house, Marketing coordination, Arts & economic development, Create arts district, Performing arts center.*
- *Community & Economic development, Attract businesses, Encourage redevelopment, Implementation strategies, Toolkit, Develop marketing materials, Expand contractor role or hire staff, Roosevelt Center as a destination, Gateway signage, Branding, MD 193 corridor improvements. Better connect Hanover Parkway to the rest of the community.*
- *Increase role for citizens in economic development, Manage change, Realign organization, Performance measures, Succession planning, More transparency, Pay down debt, Lower tax rate, Body cameras for police, Additional dog park.*

Ms. Pope stated that a number of these goals were mentioned by multiple people. She favored a manageable list of condensed goals that Council could achieve in a reasonable timeframe. Ms. Davis liked this idea.

Mr. Roberts wanted to fix the flaws in the City's grievance process. He stated there was a piece of property in Greenbelt West the City could purchase and this was a high priority. Several Council members believed there were challenges with acquiring this property.

Mr. Herling favored the use of ball fields in New Carrollton. He also wanted the City to have more environmentally friendly vehicles.

Ms. Davis suggested better promotion of the City's historic cemeteries.

Mayor Jordan believed the CAR list needed to be prioritized and also the petition list should be accessible on the City website. It was also suggested the advisory board referral status list be on the website.

Ms. Pope believed Council needed to take a look at the Budget and prioritize. She stressed the need for more personnel, but noted that Council never takes anything away.

Mr. Herling suggested that kiosks be installed at each shopping center.

Mr. Putens agreed that Council needed to be careful about staff. He suggested the use of contractors. Mr. Putens stressed the need to prioritize everything. He also expressed concern about the City's aging work force. Mr. Putens agreed with earlier comments that the City consider cuts.

Information Items

Mayor Jordan announced an invite to the Landover bus depot to celebrate National Transit Day on Friday. He reiterated the desire to consolidate budget sessions.

Ms. Davis asked if everyone was getting a magazine from University of Maryland called TERP. She referenced an invitation from the Joseph Gilmore Adult Care Center hosting its annual symposium. She suggested Council watch the MML legislative summary video.

In response to a question, Mr. McLaughlin stated that a WoodSpring Suites Hotel was proposed for the parking lot between the old Jaspers restaurant and Maryland Trade Center I.

Executive Session

Ms. Davis moved that Council conduct this Executive Session in accordance with the General Provisions Article Section 3-305 (b) (1) of the Annotated Code of the Public General Laws of Maryland to discuss a personnel matter. Mr. Putens seconded.

<i>ROLL CALL:</i>	<i>Mr. Herling</i>	<i>-</i>	<i>Yes</i>
	<i>Mr. Jordan</i>	<i>-</i>	<i>Yes</i>
	<i>Ms. Mach</i>	<i>-</i>	<i>Yes</i>
	<i>Ms. Pope</i>	<i>-</i>	<i>Yes</i>
	<i>Mr. Putens</i>	<i>-</i>	<i>Yes</i>
	<i>Mr. Roberts</i>	<i>-</i>	<i>Yes</i>
	<i>Mayor Davis</i>	<i>-</i>	<i>Yes</i>

The work session ended at 9:21 p.m.

Respectfully submitted,

*David E. Moran
Assistant City Manager*

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, December 12, 2016.

Mayor Jordan called the meeting to order at 8:13 p.m.

ROLL CALL was answered by Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

ALSO PRESENT were Michael P. McLaughlin, City Manager; David E. Moran, Assistant City Manager; John Shay, City Solicitor; and Cindy Murray, City Clerk.

Mayor Jordan asked for a moment of silence in honor of former Greenbelt residents Ronald DonBullian and Vernon Fox, Jr. Ms. Mach led the pledge of allegiance to the flag.

CONSENT AGENDA: It was moved by Mr. Herling and seconded by Ms. Pope that the consent agenda be approved. The motion passed 7-0.

Council thereby took the following actions:

Minutes:

Regular Meeting, November 28, 2016

Appointment of Councilmembers to the Metropolitan Washington Council of Governments Policy Boards and Committees: Council approved the following 2017 appointments for the Metropolitan Washington Council of Governments Policy Boards and Committees:

Board of Directors	-	Mayor Jordan
Alternate	-	Ms. Davis
Transportation Planning Board	-	Mr. Roberts
Alternate	-	Mr. Herling
Metropolitan Washington Air Quality Comm.	-	Ms. Mach
Alternate	-	Mr. Herling
Region Forward Coalition	-	Mayor Jordan
Alternate	-	Ms. Davis
Human Services and Public Safety Policy Committee	-	Mr. Putens
Alternate	-	Ms. Pope
Climate, Energy and Environment Policy Committee	-	Mr. Herling
Alternate	-	Ms. Mach
Chesapeake Bay Policy Committee	-	Ms. Davis
Alternate	-	Mr. Putens

APPROVAL OF AGENDA: Ms. Mach requested “Appointment to Advisory Group” be added to the agenda. Ms. Davis requested “Amendment to Legislative Program” be added to the agenda. With these additions, it was moved by Mr. Putens and seconded by Ms. Mach that the agenda be approved. The motion passed 7-0.

PRESENTATIONS: None.

PETITIONS AND REQUESTS:

Colin Byrd, Mathew Street, asked Council to adopt an ordinance to ban replica guns.

MINUTES OF COUNCIL MEETINGS

Statement for the Record - Executive Session of November 28, 2016 (Reconvened Executive Session from November 22, 2016): Ms. Davis moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, the minutes of tonight’s meeting reflect that Council met in executive session on Monday, November 28, 2016, at 10:36 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to consider a personnel matter (discussion of applicants interviewed for the City Manager position).

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts		X		
Mayor Jordan	X			

No staff members were in attendance.

No other individuals were in attendance.

Council took no actions during this session.

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
 Mr. Herling - yes
 Ms. Mach - yes
 Ms. Pope - yes

Mr. Putens - yes
Mr. Roberts - no
Mayor Jordan - yes

Minutes – Executive Session of November 21, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Monday, November 21, 2016, at 9:50 p.m., in the Council Room of the Municipal Building be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(9) of the Annotated Code of Public General Laws of Maryland, to discuss matters related to the upcoming City/FOP collective bargaining negotiations.

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - yes
Mayor Jordan - yes

ADMINISTRATIVE REPORTS: Ms. Davis announced that an Environmental Impact Statement (EIS) Scoping session on the potential impacts of constructing and operating a high-speed superconducting magnetic levitation (SCMAGLEV) train system between Baltimore and Washington is scheduled for Thursday from 5:00 p.m. to 7:00 p.m. at the West Lanham Hills Fire Department.

LEGISLATION:

An Ordinance to Repeal Section 19-2 “Grants for Certain Renters by Reason of Age and Income: and Reenact Section 19-2 “Grants for Certain Renters” of Chapter 19 “Taxation” of the Greenbelt City Code

Mayor

Jordan read the agenda comments.

Ms. Davis introduced the ordinance for second reading and moved that it be adopted.
Mr. Putens seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - yes
Mayor Jordan - yes

The ordinance was declared adopted (Ordinance No. 1350, Book 12).

A Resolution to Support the Prince George's County Municipal Collaboration Fiscal Year 2017 Grant Applications for Maryland Energy Administration Empower LMI Communities Grant Program and the Department of Housing and Community Development Community Legacy Grant

Mayor Jordan read the agenda comments.

Ms. Pope introduced the resolution for second reading and moved that it be adopted.
Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - yes
Mayor Jordan - yes

The resolution was declared adopted (Resolution No. 2047, Book 8).

A Resolution to Authorize the Negotiated Purchase of a Dodge Caravan from Criswell Automotive of Gaithersburg, Maryland at a Cost of \$29,332

Mayor Jordan read the agenda comments.

Ms. Mach introduced the resolution for second reading and moved that it be adopted.
Ms. Pope seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - yes
Mayor Jordan - yes

The resolution was declared adopted (Resolution No. 2048, Book 8).

A Resolution to Authorize the Negotiated Purchase of a Five (5) Year Officer Safety Plan Package for Police Body Cameras from Taser International of Scottsdale, Arizona for Five (5) Years at a Total Cost of \$312,188.70

Ms. Pope introduced the resolution for first reading.

GREENBELT STATION PARKWAY BRIDGE: Mayor Jordan read the agenda comments.

Jessica Bellah, Community Planner, explained that a 87.84 foot section of Greenbelt Station Parkway extending from MD 193 to the south edge of the bridge over Branchville Road is not

currently dedicated as right-of-way to either the State Highway Administration, Prince George's County, or the city. This section of roadway is within the jurisdictional boundaries of Berwyn Heights although it is not considered part of their local road network.

Prince George's County requested the city incorporate this section of road and the superficial asphalt portion of the bridge into our maintenance responsibilities for Greenbelt Station Parkway. Prince George's County has agreed to maintenance responsibilities for the majority of the bridge structure.

Ms. Bellah reviewed the draft memorandum of understanding that staff had developed between the affected parties on this issue. In response to a question from Mr. Roberts, Ms. Bellah said Berwyn Heights will allow the city to maintain the roadway even though it's in their jurisdictional boundaries. Mr. McLaughlin advised that the responsibility for roadway maintenance will continue to be the responsibility of the developer until the roadway is finalized. Mr. Roberts said he was opposed to the city maintaining the section of roadway within the jurisdictional boundaries of Berwyn Heights. He said he may support it if Berwyn Heights agreed to share half the maintenance costs. Ms. Davis said the bridge and roadway are used by city residents in Greenbelt Station and it is the city's responsibility to make sure they (as city residents) have a safe and maintained roadway.

Mayor Jordan noted the need for a safe walking area from the bridge to Greenbelt Road. Ms. Bellah suggested that Berwyn Heights and Greenbelt partner and urge the county to pave a safe walking area on the right-of-way.

Ms. Davis moved that Council approve the memorandum of understanding as presented. Mr. Putens seconded. The motion passed 6-1. (Roberts)

LETTER TO WMATA ON PROPOSED BUDGET RECOMMENDATIONS – NEW METRO RAIL SERVICE HOURS AND ELIMINATION OF B30 BUS ROUTE: Mayor Jordan read the agenda comments.

Mayor Jordan said Council held a work session on Transit with the Washington Metropolitan Area Transit Agency (WMATA) and Prince George's County The Bus on November 30, 2016. He said Council and residents expressed their concerns regarding the following proposed service changes: 1) new Metro Rail service hours – Monday through Thursday 5:00 a.m. to 11:30 p.m., Friday and Saturday, 7:00 a.m. to 1:00 a.m. and Sunday 8:00 a.m. to 11:00 p.m.; and 2) the elimination of the B30 bus service which operates between Greenbelt and the Baltimore-Washington International Airport. Mayor Jordan noted that these changes will not meet the transit needs of residents.

Mr. Herling said the federal government needs to have a greater role in local transportation.

Ms. Mach said the B30 bus was not adequately marketed so many residents were unaware of its service.

Ms. Davis moved that Council send a letter to WMATA expressing its concerns regarding: 1) proposed new Metro Rail service hours – Monday through Thursday 5:00 a.m. to 11:30 p.m., Friday and Saturday, 7:00 a.m. to 1:00 a.m. and Sunday 8:00 a.m. to 11:00 p.m.; and 2) proposed

elimination of the B30 bus service which operates between Greenbelt and the Baltimore-Washington International Airport. She noted the need for WMATA to sufficiently market and promote the B30 bus service. Ms. Mach seconded.

Mr. Roberts said the real problem with WMATA is that it needs to have more tracks in order to provide required maintenance and maintain operational service.

Mayor Jordan urged residents to attend the WMATA Public Hearings and voice their concerns. He also suggested residents reach out to WMATA Board members.

Sandra Robertson, Northway Road, said the short operating hours of the B30 has contributed to reduced ridership. Mayor Jordan and Mr. Herling said they had found the B30 bus to be well used when they had occasion to use the bus.

The motion passed 7-0.

COUNCIL ACTIVITIES: Councilmembers noted their attendance at the Festival of Lights City Tree Lighting Ceremony and Arts and Crafts Fair. They also commented on their attendance at the following activities and events:

- Police Community Relations Forum sponsored by the Community Relations Advisory Board
– Mayor Jordan, Ms. Davis, Mr. Herling, Ms. Mach, Ms. Pope and Mr. Putens
- Roosevelt Center Merchants Association Meeting – Mayor Jordan, Ms. Davis and Mr. Putens
- Golden Age Club Sing-A-Long – Ms. Davis
- Grand Re-Opening of the Greenbelt Lake Forebays – Mayor Jordan, Ms. Davis, Ms. Mach, Ms. Pope and Mr. Putens
- Greenbelt Lions Club Pancake Breakfast – Ms. Davis, Mr. Herling and Ms. Pope
- Mission BBQ VIP Breakfast – Ms. Davis and Ms. Pope
- Greenbelt East Advisory Coalition Luncheon – Mayor Jordan, Ms. Davis, Ms. Pope and Mr. Putens
- Greenbelt East Tree Lighting – Mayor Jordan, Ms. Davis, Mr. Herling, Ms. Mach, Ms. Pope and Mr. Putens
- Holiday Farmers Market – Ms. Davis and Ms. Mach
- Central Maryland Transportation and Mobility Commission and RTA Partners Coordination Meeting – Ms. Davis
- Windsor Green Holiday Open House – Mayor Jordan, Ms. Davis, Ms. Mach, Ms. Pope and Mr. Putens
- Pearl Harbor Commemoration, American Legion Post #136 – Mayor Jordan, Ms. Davis, Mr. Herling, Ms. Mach and Ms. Pope
- Prince George’s County Municipal Association Legislative Dinner – Mayor Jordan, Ms. Davis, Mr. Herling, Ms. Mach, Ms. Pope and Mr. Putens
- Meals on Wheels Volunteer Appreciation Luncheon – Mayor Jordan and Ms. Davis
- Greenbelt Intergenerational Volunteer Exchange Service Annual Meeting – Mayor Jordan, Ms. Davis, Mr. Herling, Ms. Pope and Mr. Putens
- Brunch with Santa, Greenway Shopping Center – Mayor Jordan, Ms. Davis, Ms. Mach, Ms. Pope and Mr. Putens
- Breakfast with Santa, Greenbriar/Glen Oaks – Mayor Jordan and Ms. Davis
- Shop with a Cop – Ms. Mach, Ms. Pope and Mr. Putens

State of Maryland Air Quality Control Council Meeting – Ms. Mach
Annual Cora Rice Community Christmas Party at Eleanor Roosevelt High School –
Mr. Herling
MARC Advisory Group Meeting Chaired by Senator Rosapepe – Mr. Herling
Electric Vehicle Infrastructure Issues Meeting – Mr. Herling
Beltway Plaza Small Space for Community Programs Meeting – Mayor Jordan
Women of Prince George’s December Celebration and Recognition Awards – Mayor Jordan
Senator Pinsky’s Town Hall Meeting at Lamont Elementary School – Mayor Jordan
Council Member Todd Turner’s School Principals Breakfast – Ms. Pope
Students Against Destructive Decisions Induction Ceremony at Eleanor Roosevelt High
School – Mayor Jordan

COUNCIL REPORTS: None

AMENDMENT TO LEGISLATIVE PROGRAM: Mr. McLaughlin reported that as work has progressed on the Greenbelt Lake Dam Project in Phase 1, it has become clear that the entire project will be more costly than initially anticipated due to actual conditions on the project. The engineer’s revised cost estimate on phase 2 has almost doubled in price from \$471,000 to \$935,000. It is doubtful that the city will not be in a position to utilize any authorized funds because changes will likely need to be made to the second phase of the project including installation of the filtration system to address seepage, which is the most expensive phase of the project.

Mr. McLaughlin explained that rather than asking the city’s delegation to work on a bond bill (as Council approved at its last meeting as one of the City’s Top Legislative Priorities), staff wants to talk with Maryland Department of Environment (MDE) about identifying state and/or federal funding for the project, lifting or changing the consent decree and additional redesign options in an attempt to lower the project cost. Delegation assistance may be sought if initial discussions don’t go well, but the city will also be in a better position to request funds next year at this time.

After discussion, Ms. Davis moved that Council amend the legislative program from “requesting a bond bill for the dam project” to “provide update on dam project.” Ms. Pope seconded.

The motion passed 7-0.

APPOINTMENT TO ADVISORY GROUP: Ms. Mach moved that Council appoint Syed Shamim to the Advisory Planning Board. Mr. Putens seconded. The motion passed 7-0.

MEETINGS: Council reviewed the meeting schedule.

Executive Session: Ms. Davis moved that Council schedule an Executive Session on Monday, December 12, 2016, immediately following the Council Meeting, in the Library of the Municipal Building. Council will hold this closed meeting in accordance with the General Provisions Article 3-305(b)(1) of the *Annotated Code of the Public General Laws of Maryland* to discuss a personnel matter – contract negotiations for the City Manager position.

Ms. Pope seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - no
Mayor Jordan - yes

Executive Session: Ms. Davis moved that Council schedule an Executive Session on Wednesday, January 4, 2017, at 7:00 p.m., in Room 201 of the Greenbelt Community Center. Council will hold this closed meeting in accordance with the General Provisions Article 3-305(b)(9) of the *Annotated Code of the Public General Laws of Maryland* to discuss matters relating to collective bargaining negotiations.

Mr. Putens seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - no
Mayor Jordan - yes

Executive Session: Ms. Davis moved that Council schedule an Executive Session on Wednesday, January 4, 2017, immediately following the conclusion of the 8:00 p.m. work session in Room 201 of the Greenbelt Community Center. Council will hold this closed meeting in accordance with the General Provisions Article 3-305(b)(3) of the *Annotated Code of the Public General Laws of Maryland* to discuss matters relating to the acquisition of real property for a public purpose.

Mr. Putens seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - yes
Mayor Jordan - yes

Executive Session: Ms. Davis moved that Council schedule an Executive Session on Tuesday, January 3, 2017, at 8:00 p.m. in the Library of the Municipal Building. Council will hold this closed meeting in accordance with the General Provisions Article 3-305(b)(1) of the *Annotated Code of the Public General Laws of Maryland* to discuss a personnel matter – contract negotiations for the City Manager position.

Mr. Putens seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - no
Mayor Jordan - yes

EXECUTIVE SESSION: Ms. Davis moved that Council move into executive session in the Library of the Municipal Building, in accordance with the General Provisions Article 3-305(b)(1) of the *Annotated Code of the Public General Laws of Maryland* to discuss a personnel matter – contract negotiations for the City Manager position.

Ms. Pope seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes
Mr. Roberts - no
Mayor Jordan - yes

Ms. Davis noted that Council would not return to open session.

Council moved into Executive Session at 9:50 p.m.

Respectfully submitted,

Cindy Murray
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held December 12, 2016.

Emmett V. Jordan
Mayor

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, December 14, 2015.

Mayor Jordan called the meeting to order at 8:01 p.m.

ROLL CALL was answered by Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

ALSO PRESENT were Michael McLaughlin, City Manager; David Moran, Assistant City Manager; Karen Ruff, Associate of the City Solicitor; and Cindy Murray, City Clerk.

Mayor Jordan asked for a moment of silence in memory of residents Helen Rafferty, Willem Scheltema and Magdalene Fuchs, and former residents Catherine Vanderzon, James Joseph Schultz and Mary Ellen Lentz. Mr. Roberts then led the pledge of allegiance to the flag.

APPROVAL OF CONSENT AGENDA: Ms. Davis moved that the consent agenda be approved. Ms. Pope seconded. The motion passed 7-0.

Council thereby took the following actions:

Minutes:

- Work Session, August 31, 2015
- Work Session, November 9, 2015
- Charter Meeting, November 9, 2015
- Approved as Presented

Appointment of Councilmembers to City Boards and Committees: Council approved the following liaison assignments to various City advisory boards and committees:

- | | |
|--|---------------|
| Advisory Committee on Education | - Ms. Mach |
| Advisory Planning Board | - Ms. Davis |
| Arts Advisory Board | - Ms. Davis |
| Community Relations Advisory Board | - Mr. Putens |
| Forest Preserve Advisory Board | - Mr. Roberts |
| Greenbelt Advisory Committee on Environmental Sustainability | - Mr. Herling |
| Park and Recreation Advisory Board | - Mr. Jordan |
| Public Safety Advisory Committee | - Ms. Pope |
| Senior Citizens Advisory Committee | - Ms. Pope |
| Youth Advisory Committee | - Mr. Roberts |
| Anacostia Trails Heritage Association | - Ms. Davis |

Appointment of Councilmembers to Metropolitan Washington Council of Governments (COG) Policy Boards and Committees: Council approved the following appointments to COG's policy boards and committees for 2016:

- | | |
|-------------------------------|----------------|
| Board of Directors | - Mayor Jordan |
| Alternate | - Ms. Davis |
| Transportation Planning Board | - Mr. Roberts |
| Alternate | - Mr. Herling |

Metropolitan Washington Air Quality Comm.	-	Ms. Mach
Alternate	-	Mr. Herling
Region Forward Coalition	-	Mr. Jordan
Alternate	-	Ms. Davis
Human Services and Public Safety Policy Committee	-	Mr. Putens
Alternate	-	Ms. Pope
Climate, Energy and Environment Policy Committee	-	Mr. Herling
Alternate	-	Ms. Mach
Chesapeake Bay Policy Committee	-	Ms. Davis
Alternate	-	Mr. Putens

Appointment to Advisory Group: Council appointed Katherine McElhenny to the Advisory Committee on Education and Julia Sharapi to the Youth Advisory Committee.

Reappointment to Advisory Group: Council reappointed Isabelle Gournay to a new term on the Advisory Planning Board.

Resignations from Advisory Groups: Council accepted the resignation of John Berard from the Greenbelt Advisory Committee on Environmental Sustainability.

APPROVAL OF AGENDA: It was moved by Mr. Putens and seconded by Ms. Mach that the agenda be approved. The motion passed 7-0.

PRESENTATIONS:

Metropolitan Washington Council of Governments: Chuck Bean, Executive Director of the Metropolitan Washington Council of Governments (COG), provided an update on COG.

PUBLIC HEARING: Ms. Davis moved that Council recess the regular meeting in order to hold a Public Hearing. Ms. Pope seconded. The motion passed 7-0. Mayor Jordan recessed the meeting at 8:17 p.m.

Acquisition of 10-A Crescent Road: Megan Searing Young, Museum Director, provided a presentation detailing the benefits and potential uses of 10-A Crescent Road for the Greenbelt Museum. She said that the unit could become the office space for museum staff which would enable the museum to be available for tours on a more frequent basis, as well as provide space for hosting larger tour groups and researchers and present a comparison of original Greenbelt homes “then and now.” Ms. Searing Young noted that the Dwyers, the owners of the unit, had always been good neighbors to the museum, sharing information with interested visitors when the museum was closed. She added that the Dwyers resided in the home for 59 years and, as such, it is unknown when the unit might become available again.

Sandra Lange, an original member of the Friends of the Greenbelt Museum (FOGM), spoke about the original vision for the museum. She said the current Greenbelt Museum building was acquired in 1987 as part of the City’s 50th anniversary and, even at that time, persons associated

with the museum had expressed an interest in 10-A being acquired as well for the expansion of museum services. Ms. Lange explained she was speaking on behalf of the original founders and urged Council to approve the purchase of 10-A for the Greenbelt Museum.

Pamela Gregory, Vice-President of FOGM Board, commented on the large number of FOGM members in attendance, including several past presidents and board members. She said FOGM urges Council to approve the purchase of 10-A for the Greenbelt Museum.

Isabelle Gournay, 7 Woodland Way, spoke in support of the acquisition.

Barbara Simon, President of Greenbelt Community Development Corporation (GCDC), said GCDC had not had the opportunity to discuss the acquisition. She said she personally supported the acquisition.

Lore Rosenthal, 2-R Gardenway, asked if the unit would remain a Greenbelt Homes Inc. (GHI) home if it was to be purchased by the City. Mr. McLaughlin said yes and explained that the City is a member of GHI and responsible for the GHI cooperative fee as owner of 10-B Crescent Road. He said the purchase of 10-A would be the same.

Lee Shields, Past President and current FOGM Board of Directors member, spoke in support of the acquisition.

Mary Curinski, Past President of FOGM, spoke in support of the acquisition.

Michael Hartman, 2-R Gardenway, spoke in support of the acquisition. He suggested the City look for creative financing for the acquisition.

Matt Johnson, 7929 Mandan Road, FOGM Board of Directors Member, spoke in support of the acquisition.

Mr. Roberts asked if FOGM had any interest in owning the house. Ms. Searing Young and Ms. Lauren Silberman, FOGM Treasurer, said this idea had been discussed by the FOGM Board. Ms. Silberman explained that FOGM is not in a financial position to take on a mortgage. She added that FOGM is taking on the utility costs of the new unit as well as some other upgrade work in partnership with the City.

The meeting reconvened at 9:20 p.m.

Mr. Putens moved that Council direct staff to prepare a resolution for the acquisition of 10-A Crescent Road for expansion of the Greenbelt Museum to be introduced at the next meeting. Mr. Herling seconded. The motion passed 7-0.

PETITIONS AND REQUESTS:

Dinah Cohen, Alexandra Nickel, Kate Snook, Ryley Komisar-Bury, Maia Swisdak, Holly Kane and Julia May, members of the Greenbelt based Labradoodles Robotics Team, spoke about a robotic project they are working on to help clean trash in the lake. Council thanked the members for the presentation.

Bill Norwood, 6-B Parkway, submitted a report he had prepared on sound levels from the 2015 Labor Day Festival.

Bill Orleans, Greenbelt, asked about several executive sessions of Council.

MINUTES OF COUNCIL MEETINGS: None

ADMINISTRATIVE REPORTS: Mr. McLaughlin reported that the annual Festival of Lights events last weekend had gone very well.

COMMITTEE REPORTS: None

LEGISLATION:

A Resolution to Negotiate the Purchase of Design Services Required for the Redesign of Existing Parking Facilities and the Incorporation of Stormwater Best Management Practices at the Buddy Attick Park Parking Lot with Bradley Site Design, Inc., of Washington DC, at a Cost of \$33,700

Mayor Jordan read the agenda comments.

Ms. Mach introduced the resolution for second reading and adoption. Ms. Davis seconded.

Mr. Roberts said he will not support any plans that include the removal of trees. Ms. Bellah, Community Planner, explained that the Bradley Site Design proposal is only for services required for the redesign of existing parking facilities at the Buddy Attick Park. She said when the design plans have been developed, they would be presented to Council.

Ms. Mach asked if interpretive signage would be included. Ms. Bellah said signage could be included in the implementation stage if funding was available. She added that grant opportunities may be possible for the signage.

Michael Hartman, 2-R Gardenway, expressed concern regarding the possible loss of trees associated with this project. He suggested pervious surfaces be considered as well as interpretive signage (including braille) with the signage set at a height to accommodate those individuals in wheelchairs. Mr. Herling asked about providing signage in multiple languages.

ROLL CALL:	Ms. Davis	-	Yes
	Mr. Herling	-	Yes
	Ms. Mach	-	Yes
	Ms. Pope	-	Yes
	Mr. Putens	-	Yes
	Mr. Roberts	-	Yes
	Mayor Jordan	-	Yes

The resolution was declared adopted (Resolution No. 2038, Book 8).

LETTER TO GOVERNOR HOGAN – SUPPORT OF SYRIAN REFUGEES: Mayor Jordan read the agenda comments.

Mayor Jordan explained that Council accepted a petition from Joshua Hamlin at the last meeting requesting Council consider taking an action (in form of a resolution) to: 1) welcome Syrian refugees to Greenbelt; and 2) urge local, state and federal leaders to work together to address the current Syrian refugee crisis by taking necessary steps to resettle refugees in the United States. He noted Governor Hogan's recent request that the federal government stop refugee resettlements in our State.

In response to a question from Mayor Jordan, Mr. McLaughlin and Ms. Ruff explained the City's standing practices on the use of resolutions and letters. They noted it has been the practice of Council to use letters for actions for this type of matter.

Mayor Jordan said with so many things going on in the world to become involved in or take stands on, he believes it's very important that Council focus on items within its control that affect the local community.

Ms. Mach said she thinks Council should send a letter indicating that Greenbelt is a welcoming place for everyone.

Mr. Herling agreed with Ms. Mach. He said he would like to have the Community Relations Advisory Board (CRAB) and the Greenbelt Interfaith Leadership Association (GILA) identify the challenges for refugees in our community and how best to assist with the challenges.

Mr. Roberts said there are very few issues that Council should not take a stand/position on. He said Council should take a strong stand and send a resolution in this situation.

Ms. Davis said she supported Council sending a letter but noted everyone as individuals need to take some action to help the refugees who come to Greenbelt, such as sponsoring a family. Ms. Davis added that many residents are opposed to Council taking any action.

Ms. Pope said she learned that Greenbelt is a very welcoming place when she relocated here from Germany many years ago. She said that while she supports taking personal action and helping the refugees, it should be done on an individual level. Ms. Pope said Council should not engage in national or federal topics, only local issues.

Mr. Putens said he had received many emails and phone calls from residents regarding Council taking an action on the refugee situation. He noted that one resident noted his opposition to Council taking action on a federal matter. Mr. Putens added that the resident reminded Council that during Council elections, forums and debates are held only on City issues.

Ms. Davis moved that Council send a letter to Governor Hogan to: 1) express support for welcoming Syrian refugees to Greenbelt; and 2) urge local, state and federal leaders to work together to address the current Syrian refugee crisis by taking necessary steps to resettle refugees in the United States. She further moved that a copy of the letter be sent to Senators Mikulski and Cardin, Congressman Hoyer, State Senators Pinsky and Miller, State Delegates Gaines, Healey, Washington and Busch, County Council Member Turner and County Executive Baker. Ms. Mach seconded.

Josh Hamlin, 117 Lastner Lane, stated that the refugee crisis is a local issue. He added that the position of the Governor is not consistent with Greenbelt's Community Pledge. Mr. Hamlin said Council should issue a resolution in place of sending a letter.

Brett Fishburn, 6 Pinecrest Court, spoke in support of Council sending a letter to Governor Hogan. He added that the matter may call for both a Council resolution and a letter.

Stephanie Warner, 14-N Laurel Hill Road, spoke in support of Council sending a letter to Governor Hogan. She also suggested that action be taken to educate residents about Muslims in the community and provide ways for residents to get to know their Muslim neighbors.

Melissa Ehrenreich, 23-D Ridge Road, spoke in support of Council's action and said Greenbelt should be one of the welcoming cities for refugees.

Michael Hartman, 2-R Gardenway, spoke in support of Council's action and said the State should welcome Syrian refugees.

Lore Rosenthal, 2-R Gardenway, spoke in support of Council's action and asked that a copy of the letter be sent to other municipalities in District 22 so they may take the same action. She suggested the letter indicate what Greenbelt will do as far as resettlement for refugees. Ms. Rosenthal also suggested CRAB host educational forums on 1) understanding refugees and 2) what it means to be a Muslim.

Susan Stewart, 2-P Plateau Place, spoke in support of Council's action.

Marsha Voight, 162 Research Road, spoke in support of Council's action.

David Alexander, 106 Greenhill Road, spoke in support of Council's action.

David Lange, 12 Pinecrest Court, spoke in support of Council taking an action, but said it should be in the form of a resolution.

The motion passed 6-1. (Pope)

Ms. Davis moved that Council send a referral to CRAB asking them to review what actions the City should take regarding refugees. Ms. Mach seconded. The motion passed 7-0.

DRAFT ENVIRONMENTAL IMPACT STATEMENT (DEIS) FOR FEDERAL BUREAU OF INVESTIGATION: Mayor Jordan read the agenda comments.

Garth Beall, Renard Development, provided a summary of the Draft Environmental Impact Study (DEIS).

Ms. Davis expressed concern regarding the possibility of the perimeter fence crossing Indian Creek stream. She noted the negative impacts this would have on the stream and the wetlands area. Mr. Beall said it was unknown at this point the exact location of the perimeter fence and whether it will cross the creek.

Ms. Bellah, Community Planner, commented on staff's review of the DEIS. She noted that the DEIS overall has beneficial impacts on environmental conditions, as well as land use, employment and income, taxes, public health and safety, and the pedestrian network. Ms. Bellah said concerns identified included alteration of the skyline, traffic and public transit, and the location of the proposed connection to the Washington Gas transmission line.

After discussion, Ms. Davis moved that Council direct staff to draft a letter in support of the FBI locating at the Greenbelt Metro Station, pointing out the positives of that choice along with a willingness to assist, however possible, in correcting the adverse impacts and correcting some inaccuracies in the report. She further requested that Council hold a Special Meeting on January 4, 2016, to approve the letter so that it can be submitted by the January 6, 2016 deadline. Mayor Jordan seconded.

Mr. Roberts and Cary Coppick, 5-B Laurel Hill Road, expressed concern regarding the GSA purchase of the land instead of lease of the land. Council noted that this is a concern, but is not part of the DEIS.

Michael Hartman, 2-R Gardenway, requested that emphasis be placed on using alternative energy sources as well as pervious surfaces.

Lore Rosenthal, 2-R Gardenway, said there was no proof from the results of the DEIS that the FBI will increase economic development.

The motion passed 7-0.

AWARD OF PURCHASE – PUBLIC WORKS EQUIPMENT: Mayor Jordan read the agenda comments.

Mr. Putens moved Council approve the purchase of one (1) 2015 Kubota L3901HST Loader/Backhoe at a cost of \$29,958.55, and one (1) 2015 Kubota F2690 Front-Deck Mower at a cost of \$26,850.15, from Kubota Tractor Corporation in accord with National Joint Powers Alliance (NJPA) contract #070313-KBA. Ms. Mach seconded. The motion passed 7-0.

COUNCIL REPORTS: Councilmembers commented on their attendance at the following events.

Meals on Wheels Volunteer Appreciation Celebration – Mayor Jordan and Ms. Davis
Festival of Lights Tree Lighting – All members of Council
Greenbelt Theater “How the Grinch Stole Christmas” movie – Ms. Davis, Mr. Putens and Ms. Pope
Greenbelt Lions Club Pancake Breakfast – Mayor Jordan, Ms. Davis and Mr. Herling
Festival of Lights Arts & Crafts Show – Ms. Davis, Mr. Putens, Mr. Herling, Ms. Mach and Ms. Pope
Jordan Choper’s 80th Birthday Celebration – Mayor Jordan and Ms. Davis
Greenbelt East Advisory Coalition Tree Lighting – Mayor Jordan, Ms. Davis, Mr. Putens and Ms. Pope
Eagle Court of Honor Ceremony for Zachary Hoard and Christopher Sherman – Mayor Jordan and Ms. Davis
Greenbelt American Legion’s Pearl Harbor Commemoration Ceremony – Mayor Jordan and Ms. Davis
Presentation of FBI Draft Environmental Impact Study at Greenbelt Library – Mayor Jordan, Ms. Davis, Mr. Putens, Ms. Mach and Ms. Pope
Prince George’s County Municipal Association Legislation Dinner – Mayor Jordan, Ms. Davis, Mr. Putens, Mr. Roberts, Ms. Mach and Ms. Pope
Metropolitan Washington Council of Governments 2015 Annual Meeting – Mayor Jordan, Ms. Davis and Ms. Mach
State Highway Administration Presentation of the Greenbelt Metro Interchange Project – Mayor Jordan, Ms. Davis, Mr. Putens and Ms. Mach
Art Reception at Greenbelt Federal Courthouse – Ms. Davis
Greenbelt Volunteer Fire Department Yard Sale – Mayor Jordan and Ms. Pope
Senator Pinsky’s Town Hall Meeting – Mayor Jordan

Greenbelt Intergenerational Volunteer Exchange Service Annual Meeting – Mayor Jordan and Ms. Pope
Cora Rice and Prince George’s County Police Annual Holiday Celebration at Eleanor Roosevelt High School – Mayor Jordan
Delegate Washington’s Dinner for the Homeless – Mayor Jordan
Tamil Nadu Foundation Event for Victims of Cyclone and Flooding in India – Mayor Jordan
Citizens Emergency Response Team (CERT) Holiday Dinner – Ms. Pope

MEETINGS: Council reviewed the upcoming meeting schedule.

Executive Session: Mr. Roberts moved to schedule an executive session related to Fraternal Order of Police grievance issues. No second was received.

ADJOURNMENT: Ms. Mach moved to adjourn the meeting. Mr. Putens seconded. The motion passed 7-0.

Mayor Jordan adjourned the regular meeting of Monday, December 14, 2015, at 12:52 a.m.

Respectfully submitted,

Cindy Murray
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held December 14, 2015."

Emmett V. Jordan
Mayor

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, December 2, 2015, to discuss Council Goals and Standing Rules.

Mayor Jordan started the meeting at 8:00 p.m. The meeting was held in Room 201 of the Greenbelt Community Center.

PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Michael McLaughlin, City Manager; John Shay, City Solicitor; and Cindy Murray, City Clerk.

ALSO PRESENT WERE: Jim Giese, Greenbelt News Review; and Bill Orleans.

Standing Rules

Council reviewed the February 6, 2014, Standing Rules page by page.

Under Council Meetings - Executive Sessions: Council noted that, due to a change in State Law, executive sessions are now held in accordance with Section 3-305(b)(3) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland.

Under Council Meetings - Special Meetings: Council requested that the rules be changed to reflect that the City Clerk shall make diligent effort to notify each member of Council and the City Manager by email, text, telephone or otherwise.

Under Council Meetings - Attendance at Meetings: Council discussed allowing members unable to be present at regular meetings to join the meeting via telephone. It was recommended that the following be included: Upon approval of Council members present (super majority), a Council member unable to be present at the meeting may be allowed to join the meeting by conference call. Mr. Shay will provide the required language in accordance with State law.

Under Minutes – Distribution and Availabilities of Copies: The City Clerk advised that organizations that had previous requested copies of approved meeting minutes are now downloading the minutes from the City's website. Therefore, copies of approved minutes are no longer regularly mailed. Council requested section of the rules be updated accordingly.

Resolutions/Ordinances: Council requested that language be included in the standing rules indicating the use of Resolutions and Ordinances. Mr. Shay noted that a resolution is used to express the policy of Council or rules or procedure and an ordinance directly regulates the law of the City.

Under Duties and Privileges of Members: Council requested the paragraph "Application to be excused from voting... shall decide for any particular vote" be rewritten to be clear.

Under Council Procedure - Agenda: Council requested Council Reports and Council Activities be included as two separate line items. Council suggested Council Reports be given at Regular Meetings if time allows – or any other Monday meeting if time allows.

Under Agenda – The Printed Agenda: Council noted that the last sentence “A reasonable charge as determined by the City Manager” could be deleted.

Under Agenda – Petition & Requests: Council requested that petitions received by one member of Council by mail or email, be sent to the rest of Council.

Under Ordinances and Resolutions: Council requested the definitions of Ordinances and Resolutions be included, as well as procedures for issuance of proclamation versus a letter from Council.

Under Miscellaneous – Request for Meetings by Other Parties: Council requested the following change to the first sentence: The Mayor and members of Council often encounter requests for meetings either with the Mayor, a member of Council, or more than one member of Council from outside parties (developers, stakeholders, legislators and other elected officials, etc.) related to City business.

Council Goals

Council suggested, due to the lateness of the hour, discussion on goals be scheduled at another work session.

Informational Items

Several informational items were discussed.

The meeting ended at 10:28 p.m.

Respectfully submitted,

*Cindy Murray
City Clerk*

***STANDING RULES FOR THE COUNCIL
OF THE CITY OF GREENBELT, MARYLAND***

October 6, 2016

I. Council Meetings

1. **Regular Council Meetings**

- a. In accordance with the City Charter, which prescribes that the City Council shall meet not less frequently than once each month, the following schedule is hereby established for Council to meet in regular session: Regular meetings shall be held on the second and fourth Mondays, except for the months of July, August, and December when Council shall meet on the second Monday only. When any regularly scheduled meeting falls on a declared city or religious holiday the meeting shall be held on the following Tuesday at the same hour unless otherwise provided by motion of the City Council. By agreement of a majority, the Council may dispense with or reschedule any regular meeting provided that at least one meeting of Council shall be held in each calendar month. Such action shall be taken by motion at a regular meeting preceding the one to be changed where time permits.
- b. Regular meetings of the Council shall be held at 8:00 p.m. in the Council Room of the Municipal Building unless Council, by motion, designates another time or another public place within the corporate limits of the City of Greenbelt.

2. **First Meeting Following Council Election**

- a. At 7:30 p.m. on the first Monday following a regular Council election or run-off election, the Council shall meet at the usual place for holding its meetings, and the newly elected members shall, upon taking the oath of office, assume the duties of office. If an emergency meeting needs to be held between the election and the first meeting, the newly elected members shall take the oath of office at this meeting, and assume the duties of the office.
- b. At the organizational meeting following a Council election, the newly elected members shall, before entering upon the duties of their office, take or subscribe to the oath or affirmation prescribed by City Charter. Such oaths or affirmations shall be made before the retiring Mayor or Mayor pro tem, except for the Mayor who, upon being elected, shall take the same oath before the Clerk of the Circuit Court for Prince George's County or before one of the Clerk's sworn deputies

- c. At the organizational meeting following a regular Council election, a majority of the members of Council shall choose one of its members as Mayor and shall also choose one of its members as Mayor pro tem. If a vacancy occurs in the office of Mayor, or in case of the Mayor's absence or disability, the Mayor pro tem shall act as Mayor for the unexpired term or during the continuance of the absence or disability of the Mayor.

3. Committee-of-the-Whole Meetings (Work Sessions)

Committee-of-the-whole meetings (work sessions) of the City Council may be held for the purpose of receiving and discussing information on such matters as deemed desirable and to request staff to obtain such other information as Council may request, provided that no formal actions shall be taken at such meetings and provided further that such meetings shall be open to the public. Work sessions are scheduled at convenient times based upon availability of Councilmembers. Informational items to be discussed at a work session shall be identified at the beginning of the meeting. Councilmembers may report such informational items at the end of the meeting. These informational items shall be recorded in the minutes under Other Business.

4. Executive Sessions

The Council shall have the right to meet in executive sessions, which shall be closed to the public, to consider items of a sensitive nature. Such meetings shall be held in accordance with the applicable provisions of the General Provisions Article, Section 3-306(c)(2) of the *Annotated Code of Public General Laws of Maryland*.

5. Special Meetings

Special meetings shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council. The City Clerk shall prepare a notice of the special meeting, stating the time and place of the meeting and the subjects to be considered at the special meeting. No subjects other than stated in the notice shall be considered at the special meeting, except by unanimous consent of all members of Council. Notices of special meetings shall be served upon each member of Council and the City Manager, or left at their usual places of residence, at least two hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of a written request for a special meeting, to make diligent effort to notify each member of Council and the City Manager, by email, text, telephone or otherwise, of such special meeting.

6. Attendance at Meetings

Members shall attend all regular and special meetings of the Council. If a Councilmember cannot attend a regular or special meeting of the Council because of illness or other unavoidable circumstance, the Council shall be so advised. The Council shall have the power to compel the attendance of any absent member by a majority vote of the members present at any meeting.

In the event that a councilmember is unable to physically attend the meeting and desires to participate in the meeting (including voting) by electronic means (telephone, skype, etc.), the councilmember may do so with the approval of a super-majority of the Councilmembers present providing:

- a. The councilmember has all the materials for the meeting in his/her possession;
- b. The councilmember can be clearly heard and understood by all those present at the meeting; and
- c. The councilmember can clearly hear and understand all those present at the meeting.

7. Notice of Meetings of the Council

Written notice of all public meetings of the City Council shall be posted on the bulletin board at the Municipal Building, listed on the city's cable television access channels, and listed on the city Website showing the date, time, place, and topic(s) of such meetings. Notice of regular meetings of the Council, public hearings and, insofar as possible, work sessions and special meetings shall be published in the *Greenbelt News Review* the week preceding the Council meeting and shall include a preliminary agenda or, in the case of work sessions, the topic(s) to be considered.

8. Meetings of Council Open to the Public

All meetings of the Council, with the exception of executive sessions authorized by applicable state law, shall be open to the public. Citizens of the city shall have a reasonable opportunity to be heard on any matter being considered at the meeting. Citizens desiring to speak on a matter being considered by the Council shall raise their hand in front of Council and, after being recognized by the presiding officer, shall confine themselves to the question under debate, avoid personalities, and refrain from impugning the motives of any Councilmember's argument or vote or the statements of any other citizen or person. No citizen shall speak more than once upon any one subject until every other citizen choosing to speak thereon shall have spoken, and no citizen shall speak for a longer time than three minutes at any one time without the consent of Council.

II. Presiding Officer

1. **Presiding Officer**

The Mayor or, in the Mayor's absence, the Mayor pro tem shall preside at all regular meetings of the Council. At the hour appointed for the Council to meet, the Mayor or, in the Mayor's absence, the Mayor pro tem shall take the chair and immediately call the members to order. At all regular meetings of Council, the roll shall be called by the City Clerk. The City Clerk shall enter in the minutes of all meetings the names of the members present.

2. **Temporary Chair**

In case of the absence of the Mayor and Mayor pro tem at a regular meeting of Council, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by majority vote of those present, a Chair of the meeting who shall preside until the arrival of the Mayor or Mayor pro tem. The temporary Chair shall not preside beyond the adjournment of the meeting for which he or she was elected.

III. Quorum

A majority of the members elected to the Council shall constitute a quorum to conduct business. However, any number of members present may convene to compel the attendance of absent members.

IV. City Manager and Members of Staff

The City Manager shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

V. Minutes

1. **Minutes of Meetings**

The proceedings of the Council shall be briefly and accurately stated in the minutes. Titles of all ordinances and resolutions with their designated numbers shall be entered in the minutes and shall be preserved in a book for that purpose. The City Clerk shall keep minutes of all meetings, including special meetings, work sessions and executive sessions, and not less than three days before a regular meeting shall furnish each member of Council and the City Manager with copies of minutes of preceding meetings. Minutes of regular meetings should be presented for Council's approval within 30 days.

2. Minutes Open to Public Review

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be available for review in the City Clerk's office during regular office hours. However, minutes shall not be available until approved by the Council in regular meeting. Approved minutes are also posted on the City website. Minutes of executive sessions of the Council held in accordance with applicable state law shall not be open to public inspection.

VI. Duties and Privileges of Members

1. Seating Arrangement

Members shall occupy the respective seats at the Council table assigned by the Mayor at the organizational (Charter) meeting. Any two or more members may exchange seats by joining in a written notice to the Mayor to that effect.

2. Right to Floor

- a. Before speaking on any matter, a member shall seek the floor by addressing the presiding officer and, once recognized by the chair, shall confine comments to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No member of Council shall interrupt another without that member's consent. To obtain such consent, the member shall first address the presiding officer.
- b. Members of Council shall not raise personnel matters pertaining to alleged improper performance or conduct of any city employee(s) or Council appointee(s) at a public Council meeting. Any concerns about the conduct or performance of any city employee(s) or Council appointee(s) shall be brought to the attention of the City Manager, or an executive session of Council may be requested to discuss the personnel matter.
- c. When possible, members of Council shall not take positions on foreign or national issues that do not affect the City.

3. Right of Appeal

Any member may appeal to the Council for a ruling on a decision of the presiding officer. The member making the appeal may briefly state the reason for the appeal, and the presiding officer may explain the ruling. However, there shall be no debate on the appeal. The presiding officer shall put the question: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise, it is overruled.

4. Limitation of Debate

No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken, and no member shall speak for a longer time than five minutes without consent of Council.

5. Voting

a. When a question is put, every member present or attending remotely by electronic means shall vote either in the affirmative, the negative or abstain. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When to vote would or could be considered improper pursuant to the City and State Ethics Laws.
2. When to vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and the office such member holds.
3. When for any other reason a member is not comfortable voting and has given the Chair a reason for requesting to abstain so long as excused by the Chair or Council by vote as provided for hereinbelow.

Application to be excused from voting shall be made to the Chair before the votes are called for. After the member has briefly stated the reason for the request to be excused, the decision thereon shall be made by a super-majority of councilmembers present without debate.

Except as provided in the City Charter or these rules, all voting shall be by voice vote or by such other method as a majority of the Council shall decide for any particular vote.

b. The “yeas” and “nays” (i.e., a vote by roll call) shall be taken upon the passage of all ordinances and resolutions and upon demand of any member made before the negative vote has been called for. Each Councilmember’s name shall be called in alphabetical order, except that the presiding officer shall be called to vote last. It shall not be in order for members to explain or comment upon their votes during roll call. A record of the “yeas” and “nays” and not voting on any roll call vote shall be entered upon the minutes of the proceedings of the Council.

6. Personal Privilege

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are assailed, questioned, or impugned.

7. Dissents and Protests

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of Council and have the reason therefor entered upon the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance or resolution or action objected to.

8. Disorderly Conduct or Violation of Rules

A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of members present. The Council may, by a vote of not fewer than six members, expel a member from a meeting for disorderly conduct or the violation of Council rules.

9. Demonstration or Disorder Among Bystanders

If any confusion, demonstration or disorder arises in the Council chamber, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person or persons be a spectator, such person or persons may be ejected from the chamber. If any member of Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.

VII. Council Procedure

1. Order of Business

The business of all regular meetings of Council shall be transacted in the following order, with items under "Other Business" to be listed in the order of greatest public interest. For the printed agenda, such determination shall be made by the City Manager, provided that, as an organizational matter, the order of business may be modified at the meeting by the presiding officer, with the consent of Council or by a motion of Council.

2. Agenda

I. Organization

Call to Order

Roll Call

Meditation and Pledge of Allegiance to the Flag

Consent Agenda – Approval of Staff Recommendations

Approval of Agenda and Additions

II. Communications

Presentations

Public Hearings

Petitions and Requests

Minutes of Council Meetings

Administrative Reports

Committee Reports

III. Legislation

Ordinances – Second Reading

Resolutions – Second Reading

Ordinances – First Reading

Resolutions – First Reading

IV. Other Business

Council Activities *

Council Reports *

V. Meetings

* Council Reports and Council Activities will be done at the regular meeting only if time allows. Council Reports and Council Activities may also be done at any Monday work session.

VIII. Agenda

1. The Printed Agenda

- a. The City Manager shall include on the agenda any item at the request of any of the member of Council, provided that the member of Council shall have furnished to the City Manager a description of the item in time for inclusion with the printed agenda.
- b. At least two days before each regular meeting, the City Manager shall provide each member of Council at his or her home a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting. Members of Council who do not wish to have such material delivered to their homes may so inform the City Manager and make other arrangements.
- c. Copies of the agenda and agenda comments shall be posted on the City website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda and agenda comments shall be available to the public at the Council meeting or earlier upon request, as available. If requested by candidates, printed copies of the agenda packet—less any material of a confidential nature but including the agenda, agenda comments, minutes of previous meetings, and background and briefing materials—shall be provided to certified candidates

2. Approval of Agenda; Consent Agenda

- a. As an item of business under Section I, Organization, the Council shall review the agenda and the consent agenda. Any member of Council or the City Manager may request the addition of an item to the agenda, or may request the removal of an item from the consent agenda so that it may be considered as a separate item of business. A request for the addition of an item to the agenda, or the removal of an item from the consent agenda, shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.
- b. Any member of Council who will be absent from a meeting may request that an agenda item or consent agenda item be postponed. Such a request for deferral, giving the reasons for the request, shall be submitted in writing or by telephone to the City Clerk. A request for deferral shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.

- c. The consent agenda shall be used for the group disposition of routine and minor items of business, such as approval of minutes, acceptance of board/committee reports, and such other items as designated by the City Manager. Consent agenda items will be specially identified as such. For each item of the consent agenda, Council will receive a written staff recommendation.
- d. Ordinances and resolutions, matters requiring a roll call vote or the consent of six members of Council, and items added to the agenda at the meeting shall not be placed on the consent agenda.
- e. Unless an item set forth in the consent agenda is requested to be considered separately by any member of Council or is postponed (see above), the Council, by a single motion, shall adopt the recommendations of the City Manager as set forth in writing for each item included in the consent agenda. The approved recommendations for each consent agenda item, however, shall be set forth separately in the minutes of the meeting.

3. Minutes

Reading of the minutes of the preceding meeting shall not be required unless so requested by a member of Council or unless written copies have not been provided each member of Council.

4. Petitions and Requests

Petitions and requests are defined to include any communication addressed to the City, City Manager, Council (as a body) or all individual members of Council, making any specific or general request requiring Council action. Written communications shall be first received by the Council, after which the Council shall receive petitions and requests from citizens present at the meeting. Such petitions and requests shall be heard by the Council as communications and shall not be subject to consideration or deliberations at that time. Each petitioner shall be allowed five minutes in which to state the nature of the petition and may submit such additional written information as the petitioner deems appropriate. Where more than one person is present on behalf of the same petition, one person shall be designated principal spokesperson, and other persons shall be recognized only for the purpose of clarifying the request being made. Upon a petition or request being presented, the Council shall take one of the following actions:

- Refer to city staff for handling and disposition. The petitioner and Council shall be apprised of the disposition made within 90 days if possible.
- Refer to city staff or to an advisory board or committee for investigation, evaluation, and report to the Council at a future meeting.
- Add to the agenda of a subsequent meeting.

- By motion duly adopted, place the matter on the agenda of the current meeting.

5. Communications Not Requiring Council Action

If a written communication addressed to the Council does not require Council action, the City Clerk shall send copies to the members of Council, together with copies of any replies made to the communication, and the matter shall not be placed on the agenda unless a member of the Council or the City Manager requests that it be considered.

6. Anonymous Communications

Anonymous communications shall not be considered by the Council.

IX. Ordinances and Resolutions

1. Introduction

Ordinances and resolutions shall be introduced in the Council only in printed or in written form. All ordinances—except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances—shall be confined to one subject, and the subject or subjects of all ordinances shall be clearly expressed in the title. An ordinance or resolution may be introduced for first reading by the reading of its title by any member of Council and a second is not required.

- a. Resolutions are used to set forth legal decisions and official positions of the City Council, to approve contracts, to set policy and to implement programs.
- b. Ordinances are used to update the City Code and Charter and to adopt measures as required by State law.

2. Distribution of Copies

Copies of all ordinances and resolutions shall be prepared for distribution to all members of Council, the City Manager, and the City Clerk at the meeting at which the ordinance or resolution is introduced. Whenever any member of the Council is absent from such meeting, the City Clerk shall arrange to have copies delivered.

3. First Reading

The first reading of an ordinance or resolution shall be for information. If there is no objection, the proposed ordinance or resolution shall go on the calendar for the next meeting of Council. There will be no public debate or testimony on the first reading of an ordinance or resolution.

4. Review and Referral

- a. All proposed ordinances and resolutions shall be reviewed by the City Manager and/or City Solicitor before being presented for second reading and adoption. The City Manager shall provide a brief digest of the provisions thereof, and, where it is proposed to amend an existing ordinance or resolution, such digest shall indicate the changes sought to be made.
- b. If the Council so desires, any pending ordinance or resolution may be referred to any standing or special committee for study and recommendation or to the City Manager for study, recommendations, redrafting, etc.

5. Amendments

When a proposed ordinance or resolution is substantively amended upon either its first or second reading, the amended ordinance or resolution shall be considered to have had its first reading only and must be read on a second day, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council, as prescribed by the City Charter (see 8 b.).

6. Appropriation Ordinances

Ordinances making appropriations shall be confined to the subject of appropriations. Each proposed ordinance providing for an appropriation shall show fully the purpose of the appropriation and the source from which the funds are to be derived. The City Manager shall submit a written recommendation on each appropriation ordinance showing what effect the ordinance would have on the annual budget.

7. Ordinance to Issue Bonds

Ordinances to issue bonds shall meet all the requirements of the City Charter and applicable statutes.

8. Adoption

- a. After an ordinance or resolution has received a first reading, it shall be placed on the agenda for second reading at the next meeting of Council. When a proposed ordinance or resolution comes up for second reading, it may be deferred for further study, deferred to a future meeting of Council, amended, or adopted. No ordinance or resolution shall be adopted until it has been read on two separate days, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council. The final reading of each ordinance and resolution shall be in full unless a written or printed copy thereof shall have been furnished to each member of Council prior to such reading. The "yeas" and "nays" shall be taken upon the adoption of all ordinances and resolutions and entered in the minutes of the proceedings of the Council.

b. Dispensing of Reading on Separate Days

A roll call of the "yeas" and "nays" shall be taken on a motion to dispense with the requirement of reading an ordinance or resolution on two separate days (Charter ref. Sec. 9). When a motion to suspend the rules to dispense with the requirement for reading of an ordinance or resolution on two separate days fails to receive an affirmative vote of six members, the ordinance or resolution shall go over to the next regular meeting of the Council.

c. Vote on Ordinances Revising Appropriations and Resolutions to Transfer Funds

As required by Maryland law, ordinances revising appropriations and resolutions transferring funds shall require a vote of not fewer than six members of Council.

9. Enacting Clauses

The enacting clause of all ordinances shall be "Be It Ordained by the Council of the City of Greenbelt, Maryland." The enacting clause of all resolutions shall be "Be It Resolved by the Council of the City of Greenbelt, Maryland."

10. Effective Date

All ordinances and resolutions passed by the Council shall take effect at the time indicated therein, but not less than ten days after the date of their adoption, except ordinances and resolutions of an urgent nature, which may by direction of Council become effective on date of adoption.

11. Authentication and Publication

Upon its adoption, each ordinance or resolution shall be authenticated by the signature of the Mayor and the City Clerk and shall be recorded upon a book kept for that purpose. Each ordinance and resolution shall be published as soon as possible after its adoption by posting it in a public place or places for ten days or, when required, by publishing it once within ten days in a newspaper of general circulation in the city, or both.

X. Rules of Order

1. Precedence of Motions

When a question is before the Council, motions shall have the following precedence and no motion of lesser precedence may be addressed until the motion of higher precedence is voted upon. The order is: a) to adjourn which is not debatable; b) to fix the hour of adjournment; c) to lay the question or issue on the table indefinitely or to a time certain; d) to call for the previous question; e) to refer; f) to amend. All motions noted herein shall be addressed to the Mayor (or Chairperson of the meeting if the Mayor is absent)

and shall be voted upon by the Council after discussion by the Council and interested members of the public. Comments by the public regarding the above motions (except a motion to adjourn) shall be limited to three (3) minutes.

2. Motions to Be Stated by Chair

When a motion is made and seconded, it shall be stated by the Chair before debate. Any member may demand that it be put in writing.

3. Withdrawal of Motion

A motion may not be withdrawn by the mover without the consent of the member seconding it.

4. Motions Made Out of Order

The Chair may, at any time, with the approval of at least six members of Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

5. Motion to Adjourn - When Not in Order - Not Debatable

A motion to adjourn shall be in order at any time, except as follows: a) when repeated without intervening business or discussion; b) when made as an interruption of a member while speaking; c) when the previous question has been ordered; and d) while a vote is being taken. A motion to adjourn is not debatable.

6. Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed at any time by a majority vote under other business, at the same or at a subsequent meeting. A motion to table is not debatable.

7. Call the Question

Any member of Council may at any time Call the Question on a motion previously made which has had any number of proposed amendments thereto so long as such motion receives a second. Once a second to this motion is received all debate shall cease regarding any proposed amendments and the Council shall vote on the Call the Question motion without debate. If approved by a majority of a quorum of the Council, then Council shall immediately and without debate or public comment vote on only the motion previously made with the last amendment. All other amendments shall be considered as failed. If such vote passes by a majority, the Council shall move to the next item on its agenda. If the main motion fails, the secondary motion and all subsequent amendments will again be before the Council for debate and possible action. Any motions still pending at this time will be deemed lost.

8. Division of Question

If a question contains two or more divisible propositions, the presiding officer, upon request of a member, may divide the same.

9. Amend - Strike Out, etc.

On an amendment to "strike out and insert," the words to be struck out and those to be inserted shall be read, and finally the sentence or paragraph, as it would stand if so amended, shall be read.

10. Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

11. Motion to Postpone

All motions to postpone to a certain time, excepting a motion to postpone indefinitely, may only be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

12. Reconsideration

After the decision on any question, any member who voted with the prevailing side may move a reconsideration of any action at the same or the next meeting. A motion to reconsider shall require the approval of at least four members of Council. After a motion for reconsideration has once been acted on, no other motion for a reconsideration thereof shall be made without unanimous consent of all members of Council.

13. Suspension of Rules

Any provisions of these rules not governed by the Charter, state law, or ordinance may be temporarily suspended at any meeting of the Council by a vote of not fewer than six members of Council. The vote on any question to suspend the rules shall be by "yeas" and "nays" and shall be entered in the minutes.

A motion to suspend the rule requiring two readings on separate days shall be debatable and, upon such motion, the main question shall be open for debate.

14. Procedure in Absence of Rule

In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.

15. Special Order

To make any subject a special order of business shall require the consent of the majority of members of Council present.

16. Tie Vote

In case of a tie in the vote on any proposal, the proposal shall be considered lost.

17. Special Committees

a. From time to time, the Council may set up Special Committees to act on special occasions or to perform other duties. Special committees may be created only by adoption of a resolution, which resolution shall clearly outline the function, authority, and responsibility of the committee, the number of persons to be on the committee, method of selection or appointment of members of the committee, reports to be required of committee, expiration date of committee, and any other pertinent information necessary for the proper functioning of the committee. Such Special Committees may also be called Task Forces.

b. Powers

No committee of any kind shall have the power of employing any person for, or on behalf of, the city or incurring any expense without prior authorization of the City Manager. The committee may request the City Manager to furnish information and assistance which may be granted, provided it is pertinent to the matter before the committee and is not in violation of provisions of the Charter or policies established by the Council.

c. Report of Committees

Committees shall submit reports from time to time as requested by the Council or the City Manager. All reports shall be in writing, and sufficient copies shall be made available for each member of Council, the City Manager, and the City Clerk.

XI. Miscellaneous

1. To Amend Rules

These rules may be amended or new rules adopted in the same manner as any other resolution is passed, except that the requirement for reading may not be waived except by unanimous consent, with a recorded vote of all members.

2. Request for Meetings by Other Parties

The Mayor and members of Council often encounter requests for meetings related to City business either with the Mayor, a member of Council, or more than one member of Council from outside parties (developers, stakeholders, elected officials, etc.). Such requests should be made known to the entire Council prior to any meeting taking place. Notification of such a request can be at a scheduled work session or meeting of the City Council or, in the case of an emergency, by direct communication from the Mayor or member of Council who was requested to meet. Unless agreed upon by a majority of Council, all members of Council may attend any such requested meeting. Further, any such meeting including four or more members of Council shall be open to the public unless an Executive Session has been properly requested.

Nothing herein shall apply to contacts made by outside parties with members of Council at a political or social function. It is understood that contacts of this type need not be reported to the entire City Council at the next regularly scheduled meeting or work session unless a request is made by such party that requires Council action.

3. Council Recognitions

Council may issue Proclamations or Letters in recognition of certain events or causes with local implications, etc. It will be the decision of the Mayor whether to issue a Proclamation or a Letter.

Generally, proclamations are official (formal) declarations by City Council and letters are official recognitions by City Council.