

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, October 2, 2013, for the purpose of meeting with the chairpersons of City Council Advisory Groups.

Mayor Davis started the meeting at 8:01 p.m. It was held in Room 201 of the Greenbelt Community Center.

PRESENT WERE: Councilmembers Konrad E. Herling, Emmett V. Jordan, Leta M. Mach, Silke I. Pope, Edward V.J. Putens and Mayor Judith F. Davis. Councilmember Rodney M. Roberts arrived at 8:18 p.m.

STAFF PRESENT WERE: Michael McLaughlin, City Manager, and Cindy Murray, City Clerk.

ALSO PRESENT WERE: Charles Jackman, Advisory Committee on Trees; Brian Gibbons, Advisory Planning Board; Tatiana Ausema and Shane Wisdom, Arts Advisory Board; Sieglinde Peterson, Ethics Commission; Betty Sonneveldt, Park and Recreation Advisory Board; Pamela Gregory, Board of Elections; Bob Snyder, Forest Preserve Advisory Board; Laura Kressler, Public Safety Advisory Committee; John Lippert, Greenbelt Advisory Committee on Environmental Sustainability; Bill Orleans and Susan Stewart.

Mayor Davis expressed Council's appreciation to the advisory groups for the valuable service they provide to Council. She then asked each group to provide a brief update on their group's activities;

***APB:** Mr. Gibbons reported on APB's submission of the Draft Pedestrian and Bicyclist Master Plan and their review of streetscape and signage plans for Franklin Park. **FPAB:** Mr. Snyder advised the FPAB had addressed matters in the forest preserve and was now working on amending the Forest Preserve Maintenance and Management Guidelines. **Green ACES:** Mr. Lippert reported on the "greening" of the Labor Day Festival, work on the Draft Sustainability Framework Document, and the establishment of the Green Team. **PSAC:** Ms. Kressler said PSAC had addressed referrals on the youth curfew and child pornography and was now reviewing a referral on playground surfacing materials. **AAB:** Ms. Ausema reported the AAB had drafted the Public Arts Policy. **ACT:** Mr. Jackman commented on ACT's annual Arbor Day event and their review of the Sustainable Land Care Policy. **BoE:** Ms. Gregory mentioned the 2013 election and the BoE's report recommending an increase the salary of clerks and judges. **PRAB:** Ms. Sonneveldt reported on PRAB's annual review of recognition and contribution group applicants, discussions on Greenbelt Lake, and review of the playground surfacing referral. **EC:** Ms. Peterson advised the EC had completed their review of financial reports from election candidates as well as the annual review of reports from Councilmembers and designated staff members.*

Ms. Sonneveldt and Ms. Ausema asked that PRAB and AAB be included in any discussions regarding proposed changes to the recognition and contribution group process. Ms. Sonneveldt mentioned the value of holding a workshop for recognition and contribution group applicants prior to the submission of requests. Ms. Mach mentioned that ACE finds value in holding workshops for applicants for their Grants to Schools program also.

Mr. Jordan noted council referrals are sometimes sent to multiple advisory groups and asked if there was any coordination/interchange between groups. It was noted that PSAC and CRAB have worked together on a recent issue, Green ACES had reviewed the transportation section of APB's draft Pedestrian and Bicycle Master Plan, and PRAB was scheduling a fact finding hearing on playground

surfacing in November and PSAC indicated they would be participating. Mr. Jordan suggested large documents under review by advisory groups be stored online to allow other groups to review.

Mr. Orleans, Greenbelt, reported that many advisory group meetings were not advertised in the News Review and occasionally meetings advertised in the News Review are not actually held. He also mentioned that some advisory groups hold meetings in rooms that do not have adequate space for group members and the public. Ms. Murray will remind staff liaisons about advertising their group meetings, placing a notice on the meeting room door if meeting is canceled, and securing adequate meeting room space.

Mayor Davis reviewed the roles of Council and staff liaisons. She noted that councilmembers meet every Monday and Wednesday and if an advisory group meets on the same evening, they are either unable to participate or can attend for just a short period of time. Mayor Davis added that councilmembers often have other events scheduled on Tuesdays and Thursdays, so conflicts with meeting those evenings may sometimes occur. She encouraged the chairs to contact their council liaison with any questions regarding their advisory group. Mr. Putens commented that council liaisons are not members of the committee and advisory groups are to advise council with an independent voice and councilmembers are not to advise the advisory group.

There was discussion regarding the appointment process of new members. Ms. Ausema commented that new members to the AAB are often very surprised at what the group's work involves and Mr. Lippert said new members to Green ACES are surprised at the expected time commitment to events, such as Labor Day, outside of the regular monthly meeting. Council and chairs discussed the value of having applicants attend an advisory group meeting prior to their appointment. Council requested each advisory group provide: 1) list of suggested items each applicant should know about their group such as the type of work and/or items the group regularly works on; 2) time commitments of their group including meeting frequency, expected level of participation at events outside the regular meetings; and 3) any updates to the current description for their advisory group as indicated on the City website and in the Advisory Group Handbook. Council also requested each new committee member receive an Advisory Group Handbook.

There was discussion regarding attendance problems on a few committees. Mayor Davis said the chair or staff liaison should notify Ms. Murray when attendance problems develop. Council requested each advisory group determine an absentee policy for their group if one is not currently in place.

Mayor Davis noted the importance of having advisory group minutes sent to the City Clerk for distribution to Council and posting on the city website in a timely manner.

The advisory board/committee report was reviewed. It was requested this report be distributed to Council and advisory groups on a quarterly basis. Council asked advisory groups to relay any concerns regarding the tracking of/follow-up on reports sent to Council to Ms. Murray through their staff liaison.

Council thanked everyone for coming.

Items of Information

Ms. Pope reported that many vehicles fail to come to a complete stop at the stop signs on Ridge Road at the intersections with Northway, Eastway and Southway.

Mr. Putens reported vegetation in the traffic circles on Hanover Parkway and Ora Glen Drive obstructing the view of motorists. Ms. Mach suggested plantings in all the traffic circles should be carefully considered as far as possible growth prior to planting.

The meeting ended at 10:05 p.m.

Respectfully submitted,

*Cindy Murray
City Clerk*