

CITY OF SALISBURY  
WORK SESSION  
MARCH 19, 2012

Present

Council President Terry Cohen  
Councilman Tim Spies  
(\* arrived at 1:37 p.m.)

Councilwoman Eugenie "Shanie" P. Shields \*  
Councilwoman Laura Mitchell

Absent

Mayor James Ireton, Jr.  
Council Vice President Deborah Campbell

In Attendance

Acting City Clerk Kim Nichols, CMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, Police Chief Barbara Duncan, Community Development Director Deborah Stam, Zoo Director Joel Hamilton, Neighborhood Services and Code Compliance Director Tom Stevenson, and members of the public and press.

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The City Council convened in a work session at 1:32 p.m. in Council Chambers.

**Towing – follow up report**

Chief Duncan provided an update on the status of the tow companies on the City Tow List and indicated most of the companies should be in compliance within forty-five days. The Police Department receives approximately twelve complaints per year. Ms. Cohen suggested protocol be developed to determine the validity of complaints. Chief Duncan stated that 10 - 12 tow companies would suffice in serving the City and owners that held more than one tow company have complied with the law by setting up separate tow businesses. (Memo from Chief Duncan attached and made part of these minutes.)

Chief Duncan will return to a future work session with an update on the RFP.

**Sustainable Communities Plan briefing**

Deborah Stam reviewed the Sustainable Community application with Council. Data for this application was pulled from a variety of informational sources including the 2010 Census, the Comp plan, Consolidated Plan and the Community Legacy plan. (Draft copy of the application is attached and made part of these minutes.)

Council recommended the following changes to the application: (1) add Salisbury University and Wor-Wic Community College to the amenities listing at the bottom of page 8; (2) correct the airport's name to Salisbury-Ocean City Wicomico Regional Airport; (3) expand on the airport to note the new nonstop jet service between Salisbury and Orlando, Florida; (4) replace the word "address" with "mitigate" in the second paragraph on page 4; (5) replace "Receivership" with "Abandoned Properties," and remove "if adopted" in the fourth paragraph on page 18; (6) remove the sentence, "This goal cannot be accomplished without taking into consideration the needs of all of the residents, not just a select few", from the third paragraph on page 8.

The online version is due April 10, 2012 by 4:00 p.m. and must be submitted in the Department of Housing and Community Development (DHCD) office by April 11, 2012 at 3:00 p.m.

### **Possible Zoo concession stand briefing**

Zoo Director Joel Hamilton briefed Council on the proposed Zoo concession stand. Mary Seeman, Salisbury Zoo Marketing & Development Associate, conducted a survey last summer asking whether Zoo visitors would be interested in supporting a concession stand. The results were positive, with more than 84% in favor. (Memo, proposal, public survey results, other zoo visits and interview results, and projected costs including investment and income data are included and made part of these minutes.)

The Salisbury Zoo Commission will underwrite the entire cost of the construction, equipment, inventory and employees for the concession, named "The Beastro," just as it does for the Zoo's Gift Shop. The Zoo Commission's initial investment will be approximately \$40,000. The Health Department has given the project a preliminary approval. An existing storage room on the west end of the public restroom building will be renovated to provide space for the concession stand. This was an informational briefing only and did not require Council action at this time.

(Council took 15 minute break)

### **Policy on handling properties that cannot be hold through tax sale**

Mr. Pick explained the process of the properties that go to tax sale. He handed out copies of the draft ordinance and memo from City Attorney Mark Tilghman and explained the three-pronged approach, outlined in his memo of March 14, 2012. Both memos and the draft ordinance are attached and made part of these minutes. Mr. Tilghman and Tom Stevenson will work together on the property list to provide Council recommendation on the option best suited for each property. If nobody bids on one at tax sale, the City may opt to bid on the property, but logistical answers must be addressed ahead of time. Mrs. Mitchell requested information on all outstanding liens connected to the 2011 tax sale properties.

Unanimous consensus was reached for Messrs. Tilghman and Stevenson to move forward with the list and to identify which option is best to apply to each property.

### **Workload/Workflow further discussion**

The Acting City Clerk handed out an Excel spreadsheet as an example of the workflow tool per her discussion with Mrs. Campbell and explained how the projects would progress along the chart. Several hypothetical projects were discussed and how they would be tracked. Based upon the concepts discussed, Council unanimously agreed to begin using this new tool on a few projects from their beginning point, rather than introduce projects that are already in progress. Mrs. Mitchell suggested using a tool that could be downloaded free from the Internet. The Acting City Clerk will look at the program Mrs. Mitchell suggested to see if it would accomplish the goal of the spreadsheet distributed.

(At 4:34 p.m., Council convened in closed session)

(At 4:54 p.m., Council reconvened in work session)

**General discussion/Upcoming agenda**

Mrs. Shields reported that she had followed up on the house she rents not being registered as a rental and believes the problem was that the landlord did not receive credit for it when the landlord paid for multiple rentals. Mr. Pick said he wished Mrs. Shields had raised the issue while Mr. Stevenson was still present, that his understanding was different from Mrs. Shields as to what happened. The problem appears to be resolved now, but a discussion followed with suggestions on ways to prevent future disputes.

The work session adjourned at 4:58 p.m.

*CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
MARCH 15, 2012*

*TIME & PLACE:* 3:03 p.m., Government Office Building – Conference Room #306  
*PURPOSE:* To consult with counsel and staff on a legal matter related to the Wastewater Treatment Plant  
*VOTE TO CLOSE:* Unanimous  
*CITATION:* Annotated Code of Maryland Sections 10-508(a)(7)(8)  
*PRESENT:* Council President Terry E. Cohen, Councilwoman Laura Mitchell, Councilman Timothy K. Spies, Mayor James P. Ireton, Jr. (left at 3:42 p.m.), Acting City Clerk Kim Nichols, City Administrator John Pick, City Attorney Mark Tilghman, Public Works Director Teresa Gardner, Attorney Howard Goldberg and Attorney Paul Wilber  
*ABSENT:* Council Vice President Deborah S. Campbell, Councilwoman Eugenie (Shanie) P. Shields

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*Council met in open session to convene in a closed session for the purpose of consulting with counsel and staff on a legal matter related to the Wastewater Treatment Plant litigation as permitted under the Annotated Code of Maryland Section 10-508(a)(7)(8). Mrs. Mitchell moved, Mr. Spies seconded, and at 3:03 p.m. the vote was unanimous to go into closed session.*

*After discussion, Council reached consensus to move forward with Mr. Goldberg’s legal advice pending City Attorney Mark Tilghman’s review of the material.*

*At 4:40 p.m., the vote was unanimous to adjourn the closed session on a motion and a second by Mr. Spies and Mrs. Mitchell, respectively.*

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*City Clerk*

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*Council President*