



Town of Capitol Heights

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**MAYOR & COUNCIL
PUBLIC SESSION
FEBRUARY 8, 2021
7:00 PM**

Zoom Meeting

<https://zoom.us/j/96012003975?pwd=ZTZwL3JvZWZicWJ0L1p1VXdwWU6Zz09>

Meeting ID: 960 1200 3975

Passcode: 487704

By phone (301) 715-8592 Passcode: 487704

Meeting Agenda

- I. **Call to Order:** Mayor Pro Tem – Renita A. Cason
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
- III. **Non-Denominational Prayer**
- IV. **Pledge of Allegiance**
- V. **Approval of the Agenda**
- VI. **Approval of Meeting Minutes – December 21, 2020 Work Session Meeting Minutes**
- VII. **Senior Management Reports – ATA Miller and Chief Cummings**
- VIII. **Public Comments**
- IX. **Legislative Agenda Items – *** Awaiting permission at the Meeting to add (see attachments – Resolution 2021-14 and Lobbyist Proposal)**
- X. **Action Item Tracker Additions/Updates – Mayor Pro Tem Cason**
- XI. **Mayor & Council Committee Reports**
- XII. **Public Comments**
- XIII. **Adjournment**

Council Expected to Adjourn the Public Session Meeting to Convene Executive Session to Discuss Personnel and Legal Issues

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.

MAYOR & COUNCIL



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CLOSED SESSION

February 8, 2021

10:30 PM

- I.** CALL TO ORDER
- II.** ROLL CALL
- III.** CLOSED SESSION – Personnel and Legal Issues
- IV.** ADJOURNMENT



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MAYOR & COUNCIL WORK SESSION – Meeting Minutes DECEMBER 21, 2020 7:00 PM

Meeting Purpose: Mayor and Town Council Public Session		
Date: 10/19/2020	Time: 7:01PM	Room: Teleconference
Chair: Mayor Shawn M. Maldon		Scribe: Town Clerk – Robin Bailey-Walls
Call-in Number: (301) 715-8592 Meeting ID: 960 1200 3975		Password: 487704

P= present; E = Excused Absence T = present via teleconference; A= absence (not excused) R= Resident G = Guest

Chair/Voting Members:			
T	Mayor Shawn M. Maldon	Acting Town Administrator – Darrell Miller	T
	Mayor Pro Tempore Renita A. Cason	Chief of Police - Mark Cummings	T
T	Council Member Rhonda A. Akers	Director of Neighborhood Services – Venus Drummond	E
T	Council Member Caroline Brown	Town Attorney – Fred Sussman	
	Council Member LaTonya Chew	Town Clerk – Robin Bailey-Walls	T
T	Council Member Faith T. Ford		T
T	Council Member Elaine Williams		
Guests/ Residents			
G	Bev Habada	Jean Johnson	R
R	James Brown	Mario Snowden	R
R	Netina Finley	Latoya	R

WORK SESSION AGENDA

- I. **Call to Order:** Mayor Shawn M. Maldon
- II. **Roll Call:** Robin Bailey-Walls, Town Clerk
 *Notes – CM Cason wasn't in attendance and had previously stated she'd not attend meetings again until January 8, 2021
 CM Chew contacted the Town Clerk and Council to indicate her absence because of a work
 There were no Motions made to excuse the absences
- III. **Davey Street – Paved; Grant application** – ATA Miller/Bev Habada
 - Grant was submitted for street paving and sidewalks
 - Signage was also included
 - Received letters of support including one from Former Council Member Clifford
- IV. **Greenhouse** – ATA Miller
 - Receipts were submitted -Waiting for re-imbusement
 - Mayor -Will there be another Ground Breaking Event
 - ATA – Yes intend to do another



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- V. **Status of COVID-19 Reimbursements** – ATA Miller
- Additional receipts have been submitted – Waiting for re-imburements
- VI. **Status Property Tax** - ATA Miller
- Called the County multiple times and have also sent emails with no responses; I will call again
- VII. **Status of Newsletter** – ATA Miller
ATA Miller - Ms. Ward has everything; will be updated in the morning
CM Akers – Last Wednesday was the deadline, now tomorrow; We need a better explanation
- VIII. **Status - Why Aren't the Leaves Being Pick-up?** - ATA Miller
- Leave pick-up has begun; will continue as weather permits
- IX. **Citibot** – ATA Miller
- Citibot submitted as it interfaces with GovQA was submitted for re-imburement
- X. **COVID-19 and Emergency Plans for Council Review** – CM Ford/ATA Miller
- CM Ford – I haven't heard the impact or protocols discussed to ensure safety for our staff or business operations
 - ATA Miller – Following State and County
 - Staff rotating days in the office; payments for licenses and fines are being done online; phone system will be updated soon
 - CM Ford – What about COVID exposures and taking temperatures
- XI. **Virtual Tutoring** – ATA Miller
ATA Miller –
- Signed the MOU; not totally fulfilled by what was asked for by Council; Council conditional approved the program based on lower fees and additional documentation; there were differing cost
 - In the future will have Michelle or Bev review vendor s and create a list of those who don't fulfill their obligations
- CM Akers** –
- I was to start on December 1, 2020
 - In the meeting on December 7, 2020, we told it hadn't started because only three children in the Town had (only 1 had completed the application)
 - Updated documentation should have been given to the Council
 - We had to make payment because the MOU had been signed
 - Is it possible to obtain the recording of the Zoom tutoring sessions?
- Former CM Linda Monroe-**
- Children outside of the Town had privy to tutoring
 - Taxpayers money are being taken advantage of by other municipalities
 - ATA should have monitored more closely; know what's going on and put it on hold until corrected
- CM Brown** –
- Confused because the program was agreed to be halted but it continues
 - CM Akers Motioned to have it halted;
 - One student from the Town
 - Demanded payment; Call overrode the agreement
 - Someone should be held accountable; find out exactly what happened
- CM Williams** –
- A month ago, I asked what was the threshold; don't move forward if we don't have enough students
 - Persistence to make it happen whether it fit the Council desire or not
 - Resources were still committed
 - We should have known in advance; it didn't warrant to continue to utilize resources



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- Looking backwards what improvements can be made
- People were paid under duress
- There's a way to disagree
- What was the process in getting the payment?

Mayor Maldon –

- CM Cason used her line item to make payment; CARES was not used

CM Williams –

- We weren't prepared for what happened
- No committee came together (no guidance under the Chair)

CM Akers

- On November 7th no program had not started; there was a waiting list of students from out of Town
- Payment was made for December 1 through the 10th; Council wasn't aware the Program had launched
- There was false advertising
- The MOU was signed before the documentation was received

CM Brown –

- On December 7th it was indicated it had not started
- Several times Town students were brought up
- We never received the correspondence and asked that the checks be held
- Persistence- the checks were distributed
- It was Motioned by CM Akers and Seconded by Brown that the Program was over
- Should be consequences since there was a strong stop by the majority
- The majority had spoken but it was carried out in malice.

Mayor Maldon –

- CM Cason isn't on the call
- Discussions ended on December 7th
- They were paid by the hour

CM Akers -

- The go ahead was given because the MOU had been signed

CM Brown –

- On the 7th it was indicated that the Program had not started
- I want to hear the Zoom calls
- Was ATA forced to sign the MOU?

Mayor Maldon-- –

- MOU was signed
- Needs to be discussed when persons involved are available
- Not sure if the tutoring sessions were recorded

Former CM Monroe-

- We keep hearing the problem but are not talking about a viable solution
- Not thoroughly vetted; CM Cason, ATA Miller and Ms. Spry?
- What was paid was Ludacris for one child; look at the numbers

Mayor Maldon- Recommend ATA Miller do a deep dive of the MOU

CM Akers –

- **Motioned to bring back to a public session**
- Seek legal recommendation
- Find a solution

CM Brown – Seconded the Motion



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Straw Poll Vote

CM Akers Yes

CM Brown – Yes

CM Ford No

CM Williams Yes

3 Yes/1 No

Mayor Maldon- Attorney already reviewed the MOU; no need for that expense since he already looked at it

CM Akers- Not aware he talked with Attorney

ATA Miller – Yes, the attorney read it

CM Brown –

- Definitely need to speak with an attorney so all are informed
- When did Miller sign?
- When was the attorney spoken to?

Mayor – A vote will need to be taken at a Public Session

XII. Mayor and Council Announcements - Mayor & Council

CM Williams- Kwanzaa Celebration begins December 26; Zoom workshops for youth 8 to teen. On the 27th a Zoom workshop for families

CM Brown – Working in conjunction on Kwanzaa. Thanks for the food distribution and gift cards for the residents (ATA Miller and Council). Upcoming Town video

CM Ford – Toastmasters Meeting on the 2nd and 4th Sundays

Mayor Maldon – Looking forward to 2021; January first Eat Like a Mayor Challenge; 100% no meat; Virtual meetings; Business planning and Economic Committee meetings; Referral Chain meeting on January 7, 2021.

CM Brown – Smoothie Program begins on January 11, 2021; 7 day fast

XIV. Adjournment – Meeting adjourned at 8:45PM

Council expected to adjourn the Work Session Meeting to Convene Executive Session to discuss Personnel and Legal Issues

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session the chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.



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**MAYOR & COUNCIL
CLOSED SESSION
DECEMBER 21, 2020
10:30 PM**

- I. CALL TO ORDER
- II. ROLL CALL
- III. CLOSED SESSION – Personnel and Legal Issues
- IV. ADJOURNMENT

DRAFT



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Read: _____
Voted and Adopted: _____

TOWN OF CAPITOL HEIGHTS RESOLUTION 2021-14

Sponsored by _____

A RESOLUTION APPOINTING KEVIN J. BEST AS TOWN ATTORNEY FOR THE TOWN OF CAPITOL HEIGHTS, MARYLAND

WHEREAS, Town of Capitol Heights Charter states that the Mayor and Town Council shall appoint a Town Attorney and;

WHEREAS, the Mayor and Town Council desires to appoint Kevin J. Best as Town Attorney of the Town of Capitol Heights; and,

WHEREAS, the Mayor and Town Council desire to approve the Agreement for Legal Services of Town Attorney which is attached to this Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL, OF THE TOWN OF CAPITOL HEIGHTS, THE FOLLOWING:

SECTION 1. APPOINTMENT. The Mayor and Town Council hereby appoints Kevin J. Best as the Town Attorney of the Town of Capitol Heights, Maryland;

SECTION 2. AGREEMENT FOR LEGAL SERVICES. Mayor and Town Council hereby approves the attached Agreement for Legal Services for Town Attorney between the Town of Capitol Heights and Kevin J. Best;

BE IT FURTHER RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAPITOL HEIGHTS that this Resolution shall take effect March 1, 2021.

Passed by the Mayor and Council of the Town of Capitol Heights on this _____ day of Feburary.



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THE TOWN OF CAPITOL HEIGHTS, by and through its Mayor and Common Council

Renita A. Cason
Mayor Pro Tempore/Councilmember
Resolution 2021-14

Rhonda Akers
Councilmember
Resolution 2021-14

Caroline Brown
Councilmember
Resolution 2021-14

LaTonya Chew
Councilmember
Resolution 2021-14

Faith T. Ford
Councilmember
Resolution 2021-14

Elaine Williams
Councilmember
Resolution 2021-14

ATTEST:

Darrell Miller
Acting Town Administrator
Resolution 2021-14

Shawn M. Maldon
Mayor
Resolution 2021-14

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Capitol Heights, Maryland, that on the ___ day of February 2021 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution passed.

Robin Bailey- Walls, Town Clerk
Resolution 2021-14



Introduced and Read on: February, 2021

Read and Adoption: _____ 2021

**THE TOWN OF CAPITOL HEIGHTS
RESOLUTION 2021-15**

Introduced by: _____

A RESOLUTION APPROVING THE APPOINTMENT OF A RESIDENT AGENT FOR THE TOWN AND AUTHORIZING THE ACTING TOWN ADMINISTRATOR TO SIGN AND FILE WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION ALL DOCUMENTS NECESSARY TO EFFECTUATE THAT APPOINTMENT

EXPLANATORY STATEMENT: State law requires that every municipal and private corporation in Maryland appoint a resident agent to receive service of court process.

WHEREAS, the Maryland General Assembly during the 2001 Session pursuant to House Bill (“HB”) 854, enacted legislation requiring political subdivisions of the State of Maryland to designate persons to serve as resident agents upon whom process, notice and subpoenas to custodians of public records may be served under certain circumstances; and

WHEREAS, the Town of Capitol Heights (hereinafter, “the Town”) is a political subdivision of the State of Maryland subject to the requirements of HB 854; and

WHEREAS, the Mayor and Council wishes to comply fully with the requirements of HB 854, now codified as § 1-1301 of the LG Article of the Md. Ann. Code; and

WHEREAS, in order to comply with said § 1-1301, the Town wishes to appoint Kevin J. Best, Town Attorney, who is an officer of the governmental entity pursuant to § 406 of the Town Charter, as its resident agent for all purposes for which a resident agent is required to serve by law.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, BY THE MAYOR AND COUNCIL OF THE INCORPORATED TOWN OF CAPITOL HEIGHTS, this ____ day of February 2021 as follows:

That Kevin J. Best, Esquire, of the Law Office of Kevin J. Best, whose business address is 106B Defense Highway, Suite A, Annapolis, MD 21401 be and hereby is appointed as Resident Agent for the Town, and the Acting Town Administrator is hereby authorized to sign and file with the State Department of Assessments and Taxation all papers necessary to effectuate this appointment.

AND BE IT FURTHER RESOLVED AND ORDERED that this Resolution shall take effect immediately.

PASSED this _____ day of February 2021.

THE TOWN OF CAPITOL HEIGHTS, by and through its Mayor and Common Council

Renita A. Cason
Mayor Pro Tempore/Councilmember
Resolution 2021-15

Rhonda Akers
Councilmember
Resolution 2021-15

Caroline Brown
Councilmember
Resolution 2021-15

LaTonya Chew
Councilmember
Resolution 2021-15

Faith T. Ford
Councilmember
Resolution 2021-15

Elaine Williams
Councilmember
Resolution 2021-15

ATTEST:

Darrell Miller
Acting Town Administrator
Resolution 2021-15

Shawn M. Maldon
Mayor
Resolution 2021-15

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Capitol Heights, Maryland, that on the ___ day of February 2021 with _____ Aye votes and _____ Nay votes, the aforesaid Resolution passed.

Robin Bailey- Walls, Town Clerk
Resolution 2021-15



Town of Capitol Heights

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Read: _____

Voted and Adopted: _____

TOWN OF CAPITOL HEIGHTS RESOLUTION 2021-16

Sponsored by _____

A RESOLUTION APPOINTING CARRINGTON AND ASSOCIATES AS LOBBYIST FOR THE TOWN OF CAPITOL HEIGHTS, MARYLAND

WHEREAS, Town of Capitol Heights Charter states that the Mayor and Town Council shall appoint a Town Lobbyist and;

WHEREAS, the Mayor and Town Council desires to appoint Carrington and Associates as Town Lobbyist of the Town of Capitol Heights; and,

WHEREAS, the Mayor and Town Council desire to approve the Agreement for Services of Carrington and Associates which is attached to this Resolution as part of the Lobbying Services;

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL,
OF THE TOWN OF CAPITOL HEIGHTS, THE FOLLOWING:**

SECTION 1. APPOINTMENT. The Mayor and Town Council hereby appoints Carrington and Associates as the Town Lobbyist of the Town of Capitol Heights, Maryland;

SECTION 2. AGREEMENT FOR LEGAL SERVICES. Mayor and Town Council hereby approves the attached Agreement for Lobbyist Services for Town Lobbyist between the Town of Capitol Heights and Carrington and Associates;

**BE IT FURTHER RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF
CAPITOL HEIGHTS** that this Resolution shall take effect March 1, 2021.

Passed by the Mayor and Council of the Town of Capitol Heights on this _____ day of
February.



Town of Capitol Heights

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THE TOWN OF CAPITOL HEIGHTS, by and through its Mayor and Common Council

Renita A. Cason
Mayor Pro Tempore/Councilmember
Resolution 2021-16

Rhonda Akers
Councilmember
Resolution 2021-16

Caroline Brown
Councilmember
Resolution 2021-16

LaTonya Chew
Councilmember
Resolution 2021-16

Faith T. Ford
Councilmember
Resolution 2021-16

Elaine Williams
Councilmember
Resolution 2021-16

ATTEST:

Darrell Miller
Acting Town Administrator
Resolution 2021-16

Shawn M. Maldon
Mayor
Resolution 2021-16

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Clerk of the Town of Capitol Heights, Maryland, that on the ___ day of February 2021 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution passed.

Robin Bailey- Walls, Town Clerk
Resolution 2021-16

Action Item Tracker
February 8, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
42.	01/07/19	HOA Draft waiting for a response from the HOA; follow-up – Jason to send a second letter, CM Cason to investigate why it was not passed on to the HOA Board	Work Session		ATA Miller	TBD
57.	07/06/20 01/22/19	Annexation of Metro City, Petzena Woods and Highmount- ATA Miller will follow through and provide a status	Work Session Public Session Work Session Work Session	Had not heard from POC Will follow through again; CM Cason provided additional information	ATA Miller ATA Miller TA Jason Small	02/15 21 01/11/21 12/07/20 11/16/20 11/02/20 09/21/20
67.	02/04/19	3 rd Monday (Quarterly) designated for training – How to get ahead of the legislative process Ethics Training - Legit in attendance	Work Session		Mayor and Council	TBD
112.	04/15/19	Multiple Services Home Rehab; sent final draft to Town Attorney and Home Rehab team for review; What other companies are interested?	Work Session		ATA Miller	TBD
136.	06/019	Greenhouse - Status of the building/construction Greenhouse Greenhouse Town Garden; Investigate in Town locations. Visit the location and research the type and what will be produced	Work Session Work Session Work Session Work Session Work Session Special Session Work Session	Status Update Building materials have been delivered; waiting for favorable weather to begin construction Pending delivery and start-up this week. Submitted as a CARES Item Resolution to be provided Bring back Green House quote; Is an RFP required ATA Follow-up about sub-committee meeting on 12/01/20 Town Garden	ATA Miller ATA Miller ATA Miller ATA Miller ATA Miller/ CM Williams CM Williams	TBD 01/11/21 01/04/21 12/21/20 12/07/20 12/01/20 11/30/20 10/19/2 09/21/20

Action Item Tracker
February 8, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
138.	06/03/19	Combined Flyer Process; Robin and CM Brown to review and update what Jason wrote	Work Session		CM Brown Robin Bailey-Walls	TBD
154.	07/01/19	Do a feasibility study to use the Police building as an incubator site; Community Center or for local businesses	Work Session		ATA Miller TA Jason Small	TBD
159.	07/10/19	Ethics Commission; Candidate discussion in Closed Session	Closed Session	Ran out of time Ran out of time	Mayor and Council	TBD 10/26/20 10/19/20 07/20/20
165.	07/22/19	Responsibility transferred to Town Clerk along with ATA Miller Codification; Pat Webster working on the documentation; Combined with # 240 – Code Updates	Work Session Work Session Work Session Work Session Work Session		ATA Miller	TBD 12/07/20 11/16/20 11/02/20 09/21/20
177.	09/09/19	Retirement Plan; Mayor requests a presentation by the State Contractor	Work Session	Status of Retirement committee ATA Miller reported that a Retirement Committee has been formed (Deputy Morgan, Charles Simpson, Michael Coleman, James Greene, Robin Bailey-Walls (asked to be a member) and ATA Miller)	ATA Miller ATA Miller	TBD 01/11/21 TBD
181.	09/09/19	Owens School letter of support decision; CMs Brown & Williams provide the information	Work Session Work Session	Follow through with CM Brown and CM Williams for additional information for regarding contents of the letter of support. regarding details for letter of support; Write letter of support CM Williams indicated a letter is now required; follow through is needed	ATA Miller/ CMs Williams and Brown ATA Miller/ CM Williams CM Brown	03/01/21 02/01/21 01/04/21

Action Item Tracker
February 8, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
183.	09/13/19	Email migration Status /Quality level of services provided NTI Server Discussion/Approval to Upgrade Town Server; Update in ATA Miller’s memo 05/22/20; Installation began on 07/13/20	Work Session Work Session Public Session Work Session	Status of problems Outcome of Email migration; encountered various problems; Not all Council have email access Email migration is set to begin this Friday/ATA Miller discussed concerns with NTI regarding the Level of Service that has been provided File Server Complete; Email Server in Progress	ATA Miller	02/15/21 02/01/21 01/11/21 12/07/20 11/16/20 11/02/20
189.	10/15/19	Folders & Scanning Procedures (ShoreScan); Project Folders Suggested and Approved by Council	Work Session		CM Brown Robin Bailey-Walls	TBD
203.	11/12/19	Lighting on Parking Lot next to D&V Beauty Salon Building; Waiting on Venus for a response from Pepco	Work Session		ATA Miller CM Chew	TBD
204.	11/12/19	Mural PEDC (Hair Salon)	Work Session		Mayor Maldon	TBD
213.	12/09/19	Status Update – Creation of a Project Tracker; Included in Status update 05/15/20	Work Session		CM Brown	TBD
214.	12/09/20	Charter Review; Updates and additions	Special Session		Mayor and Council	TBD
216.	12/09/19	Vacant Properties and Lots / Process to obtain information	Work Session		ATA Miller	TBD
217.	12/09/19	Creating a park like feel; Capitol Heights Blvd to new development	Work Session		Mayor Maldon	TBD
219.	02/03/20	Capitol Heights Day Plan for 2021	Work Session		ATA Miller	TBD

Action Item Tracker
February 8, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
222.	02/03/20	Mediation	Work Session		ATA Miller	TBD
225.	02/03/20	Status – Vendor RFPs	Work Session Public Session Public Session	Will update in February ATA Miller provided an update on Moved to next Public Session	ATA Miller ATA Miller	02/15/21 01/11/21 12/28/20 12/14/20
235.	02/24/20	Status – Obtaining Properties	Work Session		ATA Miller	TBD 12/07/20
242.	03/02/20	CGI Update; Edited video	Work Session Public Session Public Session Work Session Work Session Public Session	Send photos to CM Brown Some footage not reflective of Town; Provide CM Brown with additional photos of residents and Town events to be incorporated in to the video	CM Brown CM Akers/ ATA Miller CM Akers/ATA Miller CM Akers ATA Miller	02/15/21 01/11/21 12/14/20 11/02/20 09/14/20
248.	04/13/20	Status of Grant Files Centralized at Town Hall Recommendation was to have ATA Miller manage the grants during Budget Hearings	Work Session Public Session Work Session Work Session Public Session Public Session	Status Update NTI working on Creating Mirror Drive – Ran out of time Ran out of time	ATA Miller ATA Miller ATA Miller	02/15/21 01/11/21 12/07/20 11/09/20 11/02/20 09/14/20
279.	05/11/20	Status of Grants/Develop a Tracking System	Work Session Work Session Work Session Public Session Public Session	Ran out of time Ran out of time Status Update No Update No Update	CM Brown ATA Miller ATA Miller	TBD 11/09/20 11/02/20 09/14/20 05/18/20

Action Item Tracker
February 8, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
310.	07/03/20	Status of CARES Reimbursements; Documentation requested; Spreadsheet requested to include what was purchased, cost, what was submitted and what was reimbursed	Work Session Work Session Work Session Work Session Public Session Work Session Public Session Public Session	List of items sent and status reimbursement; specifics requested for gift cards - # purchased and monetary breakdown; how many are left No funds reimbursed; will follow through and provide a list of what was submitted. Update provided ATA Miller requested to discuss Reviewed at Public Session - Council requested a document to review of expenditures and reimbursement Update Provided Ran out of time	ATA Miller CM Chew/ CM Akers	02/15/21 02/01/21 01/04/21 12/21/20 12/14/20 11/23/20 11/09/20 11/02/20
311.	07/13/20	Status Updates on Town Projects (Monthly)	Work Session Public Session Public Session Public Session Work Session	Moved to next Public Session Provided in Report Ran out of time	ATA Miller	02/15/21 01/11/21 12/14/20 11/09/20 11/02/20
314.	07/13/20	Status Update of Grant Reimbursements	Work Session Public Session Public Session Work Session - Monthly	Grant Status Update Bev assisting in gathering documentation Miller provided an update	Bev/ATA Miller ATA Miller ATA Miller ATA Miller/ CM Cason	02/15/21 01/11/21 12/07/20 10/19/20
315.	07/13/20	Parliamentarian; Contact MML and other resources to provide a free resource	Work Session Work Session Work Session	ATA Miller to follow through	ATA Miller ATA Miller ATA Miller	TBD 11/02/20 10/19/20

Action Item Tracker
February 8, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
327.	09/14/20	Property Tax – Status Miller to follow through with County to correct the error Property Tax Discussion Miller to follow through with County	Work Session Work Session Public Session Work Session Public Session Public Session Work Session Public/Work Session Work Session	Status of letters- Completed? Letters being sent Working on submitting the spreadsheet the County requested No response - follow-up with County Follow-up with County Ran out of time ATA Miller to follow through	ATA Miller CM Cason/ ATA Miller	02/15/21 02/01/21 01/11/21 12/21/20 12/14//20 11/09/20 11/02/20 10/05/20 10/19/20
329.	09/10/20	Legislative Policy for Rental and Business Owners Impacted by COVID	Work Session Work Session	Town Clerk explained the intent to be discussed at a later time.	ATA Miller	TBD 12/07/20
336.	10/05/20	Virtual Tutoring Proposal	Work Session Public Session Work Session Work Session Public Session Work Session Public Session Work Session Work Session Public Session	Payment of tutors/MOU Payment of Tutors – MOU – Ran out of time Moved to next Work Session Ran out of time Payment of Tutors Decision by Council to delay program; assist with bringing it back after fully advertised; all Council agreed to assist MOU signed; W2's; Have enough students signed up for tutoring; last meeting there were 3 students; Deadline for a decision was Friday? Council to meet with potential partners – KC Youth Empowerment, Inc and Beulah Community Center Council Approved Program; funding and scheduling changes to be discussed	CM Akers CM Akers ATA Miller CM Cason Partner Discussion CM Cason	02/15/21 02/01/21 01/19/21 01/11/21 12/21/20 12/07/20 11/23/20 11/16/20 11/09/20 11/02/20 (#342) 10/19/20 10/13/20
338.	10/13/20	To Do Lists	Work Session Work Session	Requested Feedback	CM Brown	TBD 10/19/20

Action Item Tracker
February 8, 2021
Public Session

#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
341.	10/19/20	Status of Newsletter Mailer to residents with information on COVID, budget; not to exceed page limit; post on website	Work Session Public Session Work Session Work Session Public Session Work Session Public Session Public Session	ATA Miller stated the Newsletters had been sent; requested information for the next publication Miller to send draft to Council ATA will get to M&C by 12/09/20	ATA Miller	TBD 02/01/21 01/11/21 01/04/21 12/21/20 12/07/20 11/16/20 11/09/20 11/02/20 10/26/20
345.	10/26/20	Status - Davey Street – Grant application Is it possible to get paved? Possible partnering with the County	Work Session	Follow-up on Grant Status Bev Habada provided information on the pending grant Follow-up A grant was applied for to facilitate this; Will talk with Bev to get information. No transition with NSD Director; will have to investigate	ATA Miller Bev Habada ATA Miller	TBD 12/21/20 12/07/20
346.	10/26/20	Status of Citibot Operational - start date Citibot; CARES item Citibot- follow through with trail period	Work Session Work Session Work Session Work Session Work Session Work Session Public Session	ATA Miller reported the start date is February Miller anticipates start up soon ATA Miller discussed cost after trial period; to get up and running Previously approved for Trial period	ATA Miller ATA Miller ATA Miller	02/15/21 01/11/21 01/04/21 12/21/20 12/07/20 09/14/20
351.	12/07/20 10/29/20	Council Concerns	Special Session Work Session Work Session	Council voted to hold special meeting(s) to work out issues; no date established	CM Williams	TBD 11/09/20
352.	10/29/20	Meeting Minutes – Attendance (Sept 14 th , 21 st and 28 th)	Work Session Work Session		CM Akers CM Akers	TBD 12/07/20

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
353.	12/21/20	COVID-19 and Emergency Plans	Work Session Public Session	ATA Miller requested an extension Requested to see the documentation; Town Clerk requested the Protocol be disseminated to the staff also ATA Miller stated the Town will follow the State/County; Emergency plans are in place CM Ford requested the Plans for Council review	CM Ford/ATA Miller CM Ford/ ATA Miller Town Clerk	TBD 02/01/21
	12/14/20	COVID-19 and Emergency Plans	Work Session		ATA Miller ATA Miller	01/11/21 12/21/20
	12/07/20	COVID -19 Plan	Work Session		ATA Miller	
354.	12/17/20	Provide the documented process to submit Property Tax forms to the County Response to PIA request for documentation on submitting Property Tax requirements to the County	Work Session Public Session Work Session	Provide documentation specific to the property tax submission process ATA Miller provided Constant Yield Tax submission documentation which included the property tax form; The requestor felt his request wasn't satisfied ATA Miller will respond with documentation to PIA – Mr. Brown requested by January 8, 2021	ATA Miller ATA Miller ATA Miller	TBD 1/11/21 01/04/21
355.	01/04/21	Black Love Day – February 13, 2021 /Proclamation	Work Session	Agreed upon. CM Williams talked about national conference on February 6 th ; Requested Proclamation	Town Clerk	02/01/21
356.	01/04/21	London Woods MOU with Police Department	Work Session Work Session	Review and discuss Ran out of time. CM Cason requested this be discussed at the next Work Session Ran out of Time	CM Cason	02/15/21 02/01/21 01/19/21
358.	01/11/21	Update Personnel Handbook and Protocol to state internal employees that meet the position requirements are able to apply when positions become available before an outside employment search begins	Work Session	Approval of statement to be added	CM Akers/ Town Clerk	02/15/21

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#	Date Opened	Description/Issue	Status –Work, Public or Closed Session	Requires Council Action on Mgt Report / Disposition	Assigned to	Target Date
359.	01/11/21	Short term rental Ordinance is needed	Work Session	Determine Council Opinions Author Ordinance	CM Cason/Town Clerk	02/15/21 TBD
362.	02/04/21	Resolution 2021-14 A Resolution Appointing Kevin J Best as Town Attorney	Public Session	Pending Council Approval to walk on the agenda	ATA Miller /CM?	02/08/21
363.	02/04/21	Resolution 2021-15 A Resolution Approving the Appointment of a Resident Agent	Public Session	Pending Council Approval to walk on the agenda -	ATA Miller	02/08/21
354.	02/08/21	Resolution 2021-16 A Resolution Appointing Carrington and Associates as Lobbyist	Public Session	Pending Council Approval to walk on the agenda -	ATA Miller	02/08/21
355.						