



TOWN OF LA PLATA
Town Council Minutes
December 16, 2025, 6:00 PM
Regular Meeting
Council Chambers, La Plata Town Hall
305 Queen Anne St
La Plata MD

PRESENT: Mayor Jeannine James
Councilman Paul Guttenberg
Councilman Patrick McCormick
Councilman Gregory Sampson, Jr.
Councilman Tyjon Johnson

ABSENT:

TOWN STAFF: Chuck Stevens, Town Manager
Michelle Miner, Assistant Town Manager
Monica Kennedy, Director of Human Resources (virtual)
Karina Larsen, Town Treasurer
Matt Norris, Chief of Police
Kelly Phipps, Director of Legislative Services
Shelby Pritchett, Town Clerk

GUESTS:

1. Call to Order

1.1. Call to Order

Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website ([Public Communications](#)) or on the meeting sign-up sheet.

Join on your computer, mobile app, or room device.

[Join the meeting now](#)

Meeting ID: 240 806 147 692

Passcode: 2T5Bm6FQ

In accordance with the Code of Maryland, General Provisions, Section 3-302 (Open Meetings Act), notice is hereby given that a portion of this meeting will be held in closed session.

Mayor James called the meeting to order at 6:00 PM.

1.2. Roll Call

The Town Clerk conducted Roll Call.

1.3. Pledge of Allegiance

Mayor James led all assembled in the Pledge of Allegiance.

1.4. Approval of the Meeting Agenda

Councilman Johnson moved to approve the agenda as presented.

Moved By: Tyjon Johnson, seconded by Paul Guttenberg.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

Passed

2. Disclosure of Closed Session

2.1. Disclosure of Closed Session on December 09, 2025

In accordance with the Maryland Open Meetings Act § 3-306(c)(2), Mayor James disclosed the conduct of a closed session on December 9, 2025.

3. Consent Agenda

Councilman Johnson moved to approve the consent agenda as presented.

Moved By: Tyjon Johnson, seconded by Gregory Sampson, Jr.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

Passed

3.1. Approval of Minutes from Regular Meeting on November 18, 2025

3.2. Approval of Resolution 25-35 Memorandum of Understanding – Charles County – La Plata Bikeway Project

3.3. Approval of Resolution 25-36 Utility Infrastructure Services Contract - B&B Site Management, Inc.

3.4. Approval of Resolution 25-37 Utility Infrastructure Services Contract - L&S Dirt Work LLC

3.5. Approval of Resolution 25-38 Utility Infrastructure Services Contract - Redwood Contracting

4. Petitions, Communications, Appearances and Public Comment

4.1. Public Comment

No public comments were given.

5. Matters of Information

The Town Manager provided detailed updates on town initiatives to the Town Council.

5.1. Update on Ongoing Town Initiatives

- Magnolia Gardens, Alpas, and Town of La Plata Settlement
- Rules of Procedure
- Rules of Conduct
- Charter Updates
- Reserve Fund Policy
- Stormwater Projects
- Adequate Public Facilities Ordinance

6. Legislation

6.1. Ordinance 25-10 Tourism Zones (Second Reading; For Consideration of Adoption)

AN ORDINANCE concerning

Tourism Zones

FOR the purpose of establishing Tourism Zones in the Town of La Plata, as authorized by Maryland Code, Local Government Section 18-401, and to define the administration of a program of incentives to “qualified tourism businesses” located within such Tourism Zones to encourage growth and expansion of tourism-related businesses in the Town of La Plata; and all matters generally relating thereto.

Councilman Guttenberg moved to adopt Ordinance 25-10.

Moved By: Paul Guttenberg, seconded by Gregory Sampson, Jr.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

Passed

7. New Business

7.1. Reports from the Mayor and Town Council

The Mayor and Town Council reported on activities in their respective boards and commissions, and on current and upcoming events in the town.

8. Motion for a Closed Session

Councilman Guttenberg moved to enter the closed session.

Moved By: Paul Guttenberg, seconded by Patrick McCormick.

Ayes: Mayor James, Councilman Guttenberg, Councilman McCormick, Councilman Sampson, Councilman Johnson

Nays: None

Abstained: None

Absent:

Passed

- 8.1. Statutory Authority to Close Session: § 3-305(b)(1)(i) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

Topic: Town Manager Performance Appraisal

Reason for Closure: Discussion concerns evaluation of individual employee.

- 8.2. Statutory Authority to Close Session: § 3-305(b)(1)(i) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

Topic: Town Attorney Appointment

Reason for Closure: To consider the appointment of a candidate as the Town Attorney.

9. Adjourn

9.1. Adjournment

Mayor James adjourned the meeting at 6:30 PM.

Submitted by:

Shelby Pritchett, Town Clerk

