

CITY OF PELHAM
Council Work Session
Pelham City Hall - Council Conference Room
April 4, 2011 at 6 p.m.

MINUTES

Members of the Pelham City Council met on April 4, 2011 at 6 p.m. The special work session was held in the Council Conference Room of Pelham City Hall and was open to the public.

The following elected officials were present:

Mayor Don Murphy
Council President Mike Dickens
Councilmember Bill Meadows
Councilmember Teresa Nichols
Councilmember Steve Powell
Councilmember Karyl Rice

Media Present: Neal Wagner, Shelby County Reporter

Others present: City department heads, city employees and members of the public.

The council work session was called to order by Council President Mike Dickens at 6 p.m.

Approval of Minutes

A motion was made by Mr. Meadows to approve the March 21, 2011 and March 28, 2011 work session minutes. The motion was seconded by Dr. Nichols and by voice vote the motion passed unanimously by all members present.

Mayor's Comments

Mayor Murphy elected to hold his comments until council meeting.

New Business – AS TIME PERMITS

Lee Willoughby and Jenny Gray, independent auditors from the firm of Moses, Phillips, Young, Brannon and Henninger, L.L.P., presented the City's fiscal year 2010 financial audit to the council. Mr. Willoughby discussed the excellent communications between the audit team and the city's management. The likelihood of an expanded audit was discussed due to the city's possible receipt of over \$ 500,000 in federal grant money in FY2011. Mr. Dickens and Mr. Meadows asked various questions to the auditors. Dr. Nichols questioned whether past audit recommendations had been complied with. Mr. Willoughby stated in the FY2009 audit management letter it was suggested the council consider payroll auditing procedures. This has

been done. He further stated they had suggested in previous audits that the city consider a complete review of its policies and procedures, including the employee handbook. Mr. Dickens asked the auditors if they were getting everything they needed to audit the city's books. Mr. Willoughby said they were getting the information in a timely manner. The auditors discussed the post employment benefits mentioned in a previous audit. Mr. Dickens stated the city was working toward reducing this liability on the city's books. Mrs. Rice asked about the depreciated value of the Civic Complex, Racquet Club and Ballantrae Golf Club.

Review of Council Agenda

Mr. Dickens reviewed the council agenda for April 4, 2011.

A. Consent Agenda

(A consent agenda is presented by the Council President at the beginning of a council meeting. Items presented on the consent agenda are considered routine and non-controversial and are organized apart from the rest of the agenda and are adopted by general consent without debate. Items may be removed from the consent agenda on the request of any one member. Removed items may be taken up either immediately after the consent agenda is approved or placed later on the agenda at the discretion of the Council President and City Council.)

1. Approval of April 4, 2011 City Council Agenda.
2. Approval of the March 21, 2011 regular City Council meeting minutes and the March 28, 2011 special City Council meeting minutes.
3. Approval of the following non-budgeted expenses from restricted fund accounts: NONE

B. Public Hearing - NONE

C. Mayor's Comments

D. Proclamations

1. Proclaiming April 2011 as "Donate Life Month".
(Becky Davis, Alabama Organ Center will be attending)
2. Proclaiming April 2011 as "Child Abuse Prevention Month".
(Cynthia Greer, Shelby County Children's Advocacy Center will be attending)

E. Requests to Address the Council

1. Tony Harlow regarding the Pelham Civic Complex / Fire Museum.
2. Peggy Schifano regarding the Pelham Civic Complex / Fire Museum.

3. Mike Kirkpatrick regarding the Pelham Civic Complex / Fire Museum.

F. Old Business - NONE

G. New Business

1. Resolution 2011-04-04-01 approving the education incentive eligibility of Firefighter/Paramedic Adam Knight for a Bachelors Degree in Fire Science from Columbia Southern University, Orange Beach, AL. Dr. Nichols explained Mr. Knight wanted to get prior approval before beginning his degree.
2. Resolution 2011-04-04-02 supporting a regional fire museum at the Pelham Civic Complex in partnership with Shelby County, Alabama. Mr. Meadows moved to remove Resolution 2011-04-04-02 from the April 4, 2011 agenda. Said motion was seconded by Dr. Nichols and by voice vote the motion passed by a majority vote of 4-1 with Mr. Powell voting no.
3. Resolution 2011-04-04-03 complying with Internal Revenue Code rules and regulations regarding current employment and post-employment benefits. (1st Reading)
4. Resolution 2011-04-04-04 approving the Vehicle Policy Requirements and Reporting Guidelines. (1st Reading) Mr. Dickens explained the vehicle policy procedures had fallen through the cracks after having been suggested by the auditors. He further stated the city must comply with IRS rules and regulations and it was the employee's responsibility to maintain adequate records with regard to vehicle use. Additional discussion followed. Mr. Dickens asked the council to review and submit comments about the vehicle policy and procedures.
5. Resolution 2011-04-04-05 authorizing and directing the disposition of personal property described as approximately 400 used banquet chairs owned by the City of Pelham, Alabama which are no longer needed for public or municipal purposes by receiving bids, auctioning or direct selling of such property. Mr. Dickens explained the city's procedures regarding the sale of surplus property.
6. Resolution 2011-04-04-06 approving a partnership with New Start Community Development and The Endeavour Corporation in the amount of \$ 15,000 plus reimbursable expenses. (1st Reading) Mr. Meadows stated he had talked to Mr. Dickens and requested Resolution 2011-04-04-06 be added to the agenda. He stated for the record the \$ 15,000 request plus expenses was not an FY2011 budgeted item. Mr. Meadows explained to the council about the International Shopping Center Convention held each year in Las Vegas, Nevada. New Start Community Development and The Endeavour Corporation makes contacts and schedules meetings with potential retailers after conducting a site visit to Pelham. They target retailers and light industry with a goal to provide a list of prospects to the city. Mr. Meadows encouraged members of the council to attend the convention in May 2011. Mr. Powell asked for clarification about the contract. Mr. Meadows explained New

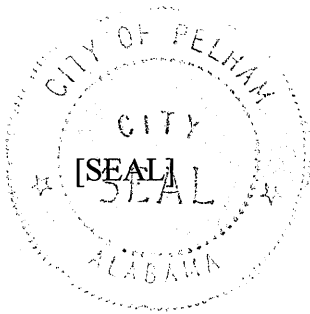
Start Community Development and The Endeavour Corporation are not lobbyists. Mrs. Rice stated they will introduce city officials to potential retailers.

Old Business – AS TIME PERMITS

Adjournment

Mr. Powell moved to adjourn the work session and said motion was seconded by Dr. Nichols. The motion passed unanimously by those present and the work session was adjourned at 7:00 p.m.

Respectfully submitted,



A handwritten signature in black ink, appearing to read "Tom Seale", written over a horizontal line.

Tom Seale, Finance Director/City Clerk