# CITY OF PELHAM – WORK SESSION

**Pelham City Hall – Conference Room**
**April 17, 2017 – 5:30 p.m.**

## MINUTES

Proper notice of the regularly scheduled Pelham City Council Work Session was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

Members of the Pelham City Council met April 17, 2017 at 5:30 p.m. The regular work session was held in the Conference Room in Pelham City Hall and was open to the public.

Call to Order

The work session was called to order by Council President Hayes at 5:35 p.m.

Appointment of Acting City Clerk

A motion to appoint Finance Director Tom Seale as acting city clerk in the absence of City Clerk Marsha Yates until such time a motion to rescind said action is made by this city council was made by Councilmember Scott and seconded by Councilmember McMillan. The motion passed unanimously by a voice vote of those members present.

Record of Attendance

The following elected officials were present:

Councilmember Rick Hayes
Councilmember Ron Scott
Councilmember Beth McMillan
Councilmember Maurice Mercer
Councilmember Mildred Lanier
Mayor Gary Waters

Media Present: Briana Harris, Shelby County Reporter
Others present: City department heads, city employees and members of the public

Approval of Minutes

A motion was made by Councilmember McMillan to approve the April 3, 2017 regular council work session minutes. The motion was seconded by Councilmember Lanier and passed unanimously by voice vote of those members present.

Mayor Waters' Comments

Mayor Waters announced tonight is Fire Chief Danny Ray's last city council meeting. The mayor reviewed the appointment process and noted the council is to be informed when a vacancy occurs. The mayor further stated he is in somewhat of a dilemma in that all current eligible candidates in the fire department were hired by him when he was the fire chief. The mayor asked the city council for their input during the selection process. Councilmember Mercer asked for a list of all eligible candidates currently on staff with the Pelham Fire Department. In closing, Mayor Waters said his opinion has changed over the past two years and he now believes there are qualified candidates on staff with the rank of captain or above that should be considered for promotion to fire chief.

Paula Holly updated the mayor and city council on the 2017 Pelham Palooza. The event will be held on Saturday, May 20, 2017 at the Pelham Civic Complex and Ice Arena from 9:00 a.m. until 5:00 p.m. She stated there will be 80 vendor booths and an expanded children's area outside to include a free bungee trampoline, Home Depot's Craft Area, funnel cakes, fried Oreo's and a few surprises. Inside events will feature artisan and food vendors, Grebel Dance, a magic show, free ice skating and much more. The 2017 "Just Show Up Show" at the Oak Mountain Amphitheater will showcase headliner Lukas Graham. Doors open at 6:00 p.m. with the concert beginning 7:00 p.m. Major sponsors of this year's Pelham Palooza include Advanced Disposal, Mobley Development, Coca Cola of Birmingham and Avadian Credit Union. Mrs. Holly stated the city will continue both radio advertising and school notifications to increase attendance. Councilmember McMillan asked if any consideration had been given to include the school choirs in this year's Palooza.

Old Business

1. Interview new Pelham Board of Education applicant
    a. Carol Ralph (5:35 pm)

Carol Ralph was interviewed for the Pelham Board of Education, Place #4, with the term expiring in June 2022. Ms. Ralph introduced herself and mentioned several reasons for applying for the position. She talked about her background, education, organizational skills and answered several questions posed by the City Council.

2. Interview new Commercial Development Authority applicants and discuss the appointment process
    a. Elizabeth Roland (5:55 pm)

Elizabeth Roland was interviewed for a position on the Pelham Commercial Development Board (CDA). She introduced herself and gave a brief background on her education, experience as an attorney and cited several reasons for applying for the CDA board position. Ms. Roland talked about her desire and the opportunities to bring new businesses to Pelham. She fielded questions from the city council about the challenges of retaining small businesses and recruiting new ones.

b. Michele Robertson (6:15 pm)

Michele Robertson introduced herself and suggested areas to recruit and expand in Pelham. She specifically mentioned retail businesses not already established in our area as possible targets for the CDA. Ms. Robertson described herself as a "go getter" and cited her 25 years' experience in non-profit fundraising. She talked about the traffic issues in Pelham and her desire to be a part of the solution. Ms. Robertson said if she was not selected for this position she has an interest in serving as a member of the Library Board.

3. Discuss the City Manager applications and next steps

Human Resources Director Ty Story informed the council he had received 406 applications for the city manager position. Mr. Story asked the city council how they would like to review the applications. It was decided he would provide a complete listing of the names of the applicants to the council to include Tier 1 (Most Qualified Candidates with City Management Experience) and Tier 2 (Qualified Candidates, but lacking any City Management Experience) and each council member would communicate with Mr. Story about how they would prefer to review the applications . President Hayes asked the city council to provide feedback on which candidates they would like to be interviewed. He also suggested again that all candidates who received initial unanimous support from the council members be interviewed and those receiving some, but not unanimous support, be reviewed by the council as a whole to determine if they should be interviewed.

Review of Council Agenda

Council President Hayes reviewed the April 17, 2017 council agenda.

I. Proclamations

1. Parental Alienation Prevention Week presented to Mr. Kenneth Paschal

J. Requests to Address the Council

1. Sharon Gaydon – Cahaba Valley Elks Lodge and Flag Day 2017, June 11, 2017

K. Old Business

1. **Ordinance #479** for consideration to purchase real property located at 320 Bearden Road, Pelham, Alabama 35124 from STS Properties, LLC for the purchase amount of $180,000.00. First reading.

President Hayes explained there had been a slight change in the purchase price from $178,000 to $180,000, as well as the related responsibilities for closing costs, requiring another first reading of the ordinance. He further stated the city council had the option to suspend the rule in order to give immediate consideration to the adoption of Ordinance 479 if they so desired.

L. New Business

1. **Resolution 2017-04-17-01** for consideration to rename a portion of Rolling Rock Trail located northwest of the Lakeland Ridge intersection with Grey Oaks Drive

President Hayes explained renaming a small portion of Rolling Rock Trail in the Oaklyn Hills sub-division would make the road name consistent with its connection to Grey Oaks Drive. He further stated the renaming would not require any residential or commercial businesses to change their addresses.

2. **Resolution 2017-04-17-02** for consideration to approve construction change orders for the Pelham Recreation Center in the amount of $24,443.00

President Hayes explained the six recommended change orders by the architect in detail. Those changes include:

1. Change originally planned demolition of a sewer manhole, furnish and install an 8" gate. $1,104.00

2. Add card reader rough-in and power to processors. $ 1,891.00

3. Add card reader electrified hardware for four doors. $3,553.00

4. Raise ceiling under track to 12' 4 except for the SE corner and omit W8 light fixtures. $2,180.00 (CREDIT)

5. Replace lightweight concrete blocks that were previously recommended with stronger concrete blocks. $7,200.00

6. Change from Epic deck to Vulcraft deck at interior side (bottom) of tower and at entry canopy bottom side. $12,875.00

It was further noted in his comments the total cost for all six change orders is $24,443.00. President Hayes stated the total is for materials, but Blalock Construction has confirmed there will be no additional installation costs related to these change orders.

3. **Resolution 2017-04-17-03** for consideration to approve an ABC license application for Legends Music, LLC, doing business as Oak Mountain Spring Fair, located in the parking lot of 1000 Amphitheater Road, Pelham, AL 35124

Councilmember Scott said this ABC license request is received from Legends Music every year. He thanked both the Pelham Police Department and Holly Coffman for expediting the request to the city council for consideration. Councilmember Scott said this is a well-run operation and he had no problem approving the license. Police Chief Larry Palmer agreed with Councilmember Scott's comments and further stated the request is for multiple special events licenses for multiple events. Chief Palmer said the background checks were good and he gave a favorable recommendation for approving the license. President Hayes asked if anyone had heard of any scheduled Sunday concerts in 2017. Councilmember Scott said the perception is concerts cannot be held on Sunday, which is not the case. It was agreed that this would be discussed with Live Nation in an effort to make sure that the booking agents understand that Sunday concerts are now an option in Pelham.

4. **Resolution 2017-04-17-04** for consideration to approve ABC applications (No Alcohol Outside of Licensed Area and No to Go Sales) for applicant Margarita Grill, LLC located at 234 Cahaba Valley Road, Pelham, Alabama 35124 operating under various trade names for the 2017 Concert Series

Chief Palmer gave a favorable recommendation to the ABC applications request of Margarita Grill. Councilmember Mercer asked about the requirement for on-site police officers. Chief Palmer stated our city ordinance and the type of show or event determines the number of officers required to be on-site at any event. It was further noted Margarita Grill is a responsible vendor in our community.

5. **Resolution 2017-04-17-05** for consideration to appoint _____ to the Pelham Board of Education, Place #4, with the term expiring in June 2022.

Councilmember Scott asked how long Sharon Samuel has served on the Pelham Board of Education. Council records show Ms. Samuel was appointed to the unexpired term of Dr. Barbara Regan on April 18, 2016. Councilmember Mercer noted Ms. Samuel's hard work, dedication and commitment to the Board of Education over the past year. He formally nominated Ms. Samuel to a full term on the Board. President Hayes said Ms. Samuel was a team player working for the good of the children. Councilmember Lanier said Ms. Samuel brings a lot to the school board. It was agreed to add Ms. Samuel's name to Resolution 2017-04-17-04.

6. **Resolution 2017-04-17-06** for consideration to grant a special use permit to AT&T for modifications of equipment on an existing wireless telecommunications tower located at 1000 Martin Street, Pelham, AL

David Andrews, Center for Municipal Solutions (CMS), the city's consultant for telecommunications tower issues, explained the request by AT&T to upgrade the service at 1000 Martin Street. Mr. Andrews stated the upgrade will improve data service but not coverage. He said CMS recommends approval of the request.

7. **Resolution 2017-04-17-07** for consideration to grant a special use permit to Verizon for modifications of equipment on an existing wireless telecommunications tower located at 2000 Bearden Road, Pelham, AL

Mr. Andrews explained the request by Verizon Wireless to upgrade the service at 2000 Bearden Road. Mr. Andrews further stated the upgrade will replace all the equipment on the 150 foot monopole with new technology. He stated the total antenna count will drop from twelve to six because of the upgrade. Mr. Andrews said CMS recommends approval of the request.

8. **Resolution 2017-04-17-08** for consideration to award the FY2017 Resurfacing Project bid to Wiregrass Construction Company as the low bidder in the amount of $238,876.85

City Engineer Jesse Jowers stated the city received five bids for the FY2017 Resurfacing Project, with Wiregrass Construction Company, Inc. the low bidder at $238,876.85. Mr. Jowers recommend approval and awarding of the contract to Wiregrass Construction Company, Inc. President Hayes questioned Mr. Jowers about the portion of Lee Street which was recently paved as a part of the CSX project. Mr. Jowers stated the new paving would not be affected and the price would be reduced for this particular section of Lee Street. President Hayes asked about the extension of Cummings Street to Lee Street which had been budgeted in FY2016 and FY2017. The intent of the extension was to provide a private road for use by city vehicles to access Lee Street thereby reducing travel time and traffic on Highway 52 West. Public Works Director Eddy Jowers said the extension would have to be surveyed and engineered in order to determine the proper road grade and storm water runoff. President Hayes asked for a meeting to be scheduled to discuss this project. President Hayes stated he was under the impression the seal coat paving of Village Place, Village Drive and Village Way would be included in the FY2017

paving project since this was what was previously communicated and shared with the residents of Parkside Village during two public hearings. Both Jesse Jowers and Eddy Jowers said they did not know the direction or intent of the city with regards to these streets; therefore, they were not included in the paving specifications. Further, Jesse Jowers said the contractor could extend the bid pricing to accommodate the seal coat paving of these streets.

9. **Resolution 2017-04-17-09** for consideration to enter into an agreement with the U.S. Geological Survey for construction, operation and maintenance costs of staff gages on Buck Creek and Peavine Creek and flow interpolations on Cahaba Valley Creek

Jesse Jowers, along with Bryon Woods with Municipal Consultants, explained the project and the proposed agreement between the City of Pelham and the United States Geological Survey (USGS). The agreement permits and authorizes the monitoring of the stream flows as it relates to storm water quality.

*(End of April 17, 2017 Agenda Review)*

New Business

1. Discuss proposed City Hall renovations to improve customer service

President Hayes said there were a lot of options to consider when addressing the needs of the public and the City Hall staff. He said it is important to consider the best solutions and not make a misstep. Mayor Waters asked the city council for their input. Councilmember Lanier said it is important to place the new city manager and staff in offices where the flow of business and customer service would be maximized. Mayor Waters said the current location of the Human Resources Department works best for our employees. He said there is a lot to consider when renovations are discussed. Mayor Waters asked about the status of the Pelham Board of Education purchasing the current library building. President Hayes said that everyone seemed supportive and that the Board of Education had requested an appraisal of this building be completed so that the fair value could be determined. Councilmember Lanier said the city should make the best use of all City Hall office space. She also inquired as to whether the new city manager would have an executive assistant. Councilmember McMillan suggested an evaluation and assessment of the needs of the public and City Hall staff with regards to office assignments.

2. Pro Hockey at the Pelham Civic Complex and Ice Arena (Update)

President Hayes informed the mayor and city council the ownership team and letter of credit were in place to bring professional hockey back to Pelham and the next step would be the SPHL's decision on whether or not to approve the team for play in their league starting in the fall of 2017.

Announcements

1. The next Pelham Business Council is scheduled for tomorrow (Tuesday, April 18th) at the Pelham Civic Complex & Ice Arena from 11:00 a.m. until 1:00 p.m. Pelham business owners and managers are welcome and lunch will be served.

2. The Pelham Library Board will meet on Monday, April 24, 2017 at 6:00 p.m. in the Library Board Room.

3. The Pelham Library will host a spring shred event on Saturday, April 29th, from 10:00 a.m. until 12 noon. There is a six box limit for the free shredding service.

4. A public hearing will be held on Monday, May 1, 2017 at 7:00 p.m. in the Council Chambers at Pelham City Hall to consider Ordinance 135-213, an amendment to the zone district boundaries of the City of Pelham changing the present zoning B-1 Neighborhood Business District to R-G Residential Garden Home District and A-1 Agricultural District to R-G Residential Garden Home District and R-1 Residential Single Family District.
   Applicant: Randall Goggans; Property Address: Highway 33 – West of Interstate 65

Adjournment

A motion to adjourn the work session was made by Councilmember Scott and seconded by Councilmember McMillan. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 7:16 p.m.

Respectfully submitted this 17th day of April 2017,

Tom Seale, CMC, Acting City Clerk

Rick Hayes, Council President

CITY OF PELHAM [SEAL] CITY SEAL ALABAMA