

CITY OF PELHAM – WORK SESSION
Pelham City Hall – Conference Room
January 18, 2018 – 6:00 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 January 18, 2018 at 6:00 p.m. The regular work session was held in the Council 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 6:00 p.m.

Record of Attendance

The following elected officials were present:

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

Media Present: None

Others Present: City Manager, City department heads, city employees and members of the public

Approval of Minutes

The city council elected not to approve the January 4, 2018 work session minutes at this time.

Mayor Waters' Comments

1. Discussed the influenza outbreak and suggested the suspension of handshakes.
2. Following up on the December 18, 2017 discussion of traffic monitoring cameras, consultant Pat Lynch said enabling legislation would have to be passed by the Alabama Legislature for the city to move forward. Councilmember Scott asked if countywide legislation was being considered. Mr. Lynch said they were looking at legislation on a city by city basis. He said it is much more difficult to get a countywide bill passed by the legislature. One option mentioned would allow for a countywide bill to be adopted with an "opt in" or "opt out" provision for each city to consider. Council President Hayes said that he had answered questions from the press by saying that the city is in the very early stages of discussions about traffic cameras. Mayor Waters said it his opinion there must be a human element involved to validate the photographs taken by the cameras. Intersections at Highway 52/Pelham Parkway and Valleydale Road/Pelham Parkway were two prime locations mentioned for traffic cameras. Councilmember McMillan inquired about how the traffic camera process actually worked. Mr. Lynch said he could provide an expert to address the subject with the city council if so desired.

City Manager's Comments

City Manager Gretchen DiFante reserved her comments for the city council meeting.

Review of Council Agenda

Council President Hayes reviewed the January 18, 2018 city council agenda.

F. Public Hearing - None

H. Proclamations - None

J. Requests to Address the Council - None

K. Old Business – Resolutions – Ordinances – Orders and Other Business - None

1. **Ordinance #135-215**, an amendment to the zone district boundaries of the City of Pelham, changing the present zoning A-1 Agricultural District to R-1 Residential District. The subject property is located on Shelby County Highway 33 and contains 4.85 acres, more or less. Applicant: Pelham Board of Education. The first reading was on January 4, 2018.

There were no questions or comments from the city council regarding Ordinance #135-215.

L. New Business – Resolutions – Ordinances – Orders and Other Business

1. **Resolution 2018-01-18-01** for consideration to appoint Dianne Baker to an unexpired term on the Pelham Beautification Board

There were no questions or comments from the city council regarding Resolution 2018-01-18-01.

2. **Resolution 2018-01-18-02** for consideration to approve a 040 ABC license for Ajlofoods, Inc. operating under the trade name Full Moon BBQ

Councilmember Scott said he had talked with Full Moon BBQ District Supervisor Carlos Rodriquez. Mr. Rodriquez had stated it was their practice to require customers to show identification. Councilmember Scott said Full Moon BBQ are participants in the state Responsible Vendor Program.

(End of January 18, 2018 Agenda Review)

Old Business

1. Wireless Small Cell Telecommunications Facility – Pelham Civic Complex & Ice Arena

Council President Hayes discussed the contract updates provided by both City Attorney Bill Justice and Verizon Wireless. It was noted the site location for the wireless small cell telecommunications facility appears to have been agreed upon. Council President Hayes stated this location is near the kitchen area of the Pelham Civic Complex & Ice Arena. He said this site will provide additional light in the area. Mr. Justice said there were no additional recommended changes other than what has already been provided. Council President Hayes asked Mr. Justice to return the “redlined” comments of the proposed contract to Verizon. Mr. Justice agreed to provide those comments.

New Business

1. Discuss 2018 Pelham Palooza – Paula Holly / Rescheduled for the February 5, 2018 Agenda
2. Beautification Board Welcome Signs – Paula Holly / Rescheduled for the February 5, 2018 Agenda
3. Subdivision of Pelham Library/Water Works Parcel Related to the Sale of the Library to the Pelham Board of Education

City Manager DiFante updated the city council on the proposed sell of the current city library to the Pelham Board of Education (BOE). She noted the Library and the Public Works Building are on the same parcel of property, requiring the property to be subdivided. She provided the city council a draft and memorandum from GIS Director Josh Osborne of the proposed property subdivision. Councilmember McMillan asked how many parking spots are needed by the BOE and Council President Hayes said the shared parking would provide considerably more parking than the BOE currently has. Council President Hayes and City Manager DiFante said this issue can be worked out with the BOE.

4. Planning and Scheduling for the Initial City Manager Evaluation

Council President Hayes stated the agreement with City Manager DiFante requires two employment evaluations within the first year, one at six months and another prior to the end of the first year. He noted the need to schedule the first review. City Manager DiFante provided the city council a manager handout and a copy of the Code of Ethics obtained from the International City/County Management Association (ICMA). She stated as a member of ICMA, she is bound to uphold and follow the Code of Ethics.

City Manager DiFante stressed an evaluation and performance appraisal was an important part of the review process of the city manager. She stated the following should be a part of the evaluation and performance appraisal process:

1. Establish Measureable Goals
2. Establish Objectives
3. Ongoing communication between the city manager and city council
4. One-on-One meetings with each councilmember
5. Self-evaluation based on city council's topics
6. Strategic Planning
7. Mayor's Comments
8. Department head evaluation of city manager

She mentioned several topics discussed with her by each member of the city council during her first weeks of employment. She further stated she does not want to set goals just to set them. Council President Hayes said it was important to get feedback from the city council and department heads. He further stated he liked the idea of one-on-one meetings with the city manager. He asked that those meetings take place prior to the city council's second meeting in February. Councilmember Lanier thanked City Manager DiFante for bringing this information forward to the city council. Council President Hayes asked City Manager DiFante to provide the information discussed tonight with the city council.

City Manager DiFante said she wants to have members of the Pelham Business Council to provide feedback as to how well the city is performing its duties, responsibilities and accountability.

5. Proposed Updates to City Park related Ordinances and Policies

Park & Recreation Director Billy Crandall passed out information for the council's consideration regarding dogs in the park. He discussed several issues that are raised from time to time at the park. Several areas of concern were mentioned regarding the City's current ordinances and policies. Council President Hayes discussed the draft ordinance prepared over a year ago. He asked Mr. Crandall to update and address any and all potential changes he felt necessary for the city council to review. Councilmember McMillan asked Mr. Crandall to address the playground as a part of his recommendations.

6. Traffic Cameras

Councilmember Scott asked if any member of the city council had any problems moving forward with the video traffic cameras. Councilmember McMillan said she would like for Chief Palmer to review. Councilmember Scott asked Mayor Waters and City Manager DiFante to report their findings to the council at the next meeting. He said he does not want to let it go. Councilmember Scott asked the city clerk to place discussion of traffic cameras on the next work session agenda. Councilmember Mercer said he would like to see additional information with regard to lawsuits. Consultant Pat Lynch said the traffic camera company, along with the police chief, will perform a 12 hour survey of the area to access and determine the areas of concern.

Work Session Recessed

A motion to recess the work session was made by Councilmember Scott and seconded by Councilmember Mercer. The motion passed unanimously by voice vote of those members present, and the work session was recessed at 6:52 p.m.

Work Session Called Back to Order

Council President Hayes called the recessed January 18, 2018 work session back to order at 7:21 p.m.

Executive Session

Council President Hayes stated for the record the purpose of the Executive Session was to discuss controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the government body pursues a proposed course of action. Council President Hayes asked City Attorney Bill Justice if he agreed with the stated purpose of tonight's Executive Session. Mr. Justice said he agreed.

A motion was made by Councilmember McMillan to enter into an Executive Session of the city council for the stated purpose. Said motion was seconded by Councilmember Lanier. Council President Hayes asked the city clerk/treasurer for a roll call vote. The vote to adopt said motion was recorded as follows:

Rick Hayes, Council President	<u>Yes</u>
Ron Scott, Council Member	<u>Yes</u>
Beth McMillan, Council Member	<u>Yes</u>
Maurice Mercer, Council Member	<u>Yes</u>
Mildred Lanier, Council Member	<u>Yes</u>

Council President Hayes asked the members of the city council, City Attorney Bill Justice, City Attorney Butch Ellis, Mayor Gary Waters, City Manager Gretchen DiFante, Public Works Director Eddy Jowers, City Engineer Jesse Jowers, City Building Official Bob Miller and City Clerk/Treasurer Tom Seale to attend the executive session. Council President Hayes stated that he expected the city council would return following the executive session in approximately 30-40 minutes. The city council went into Executive Session at 7:22 p.m.

Councilmember Scott moved to adjourn to executive session. Said motion was seconded by Councilmember McMillan.

There being no further discussion, the motion to adjourn the executive session passed unanimously by voice vote of those members present and the council president declared the same passed.

The city council returned from the executive session at 8:27 p.m.

Adjournment

A motion to adjourn the work session was made by Councilmember Scott and seconded by Councilmember Mercer. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 8:28 p.m.

Respectfully submitted this 18th day of January 2018,



Tom Seale, MMC, City Clerk/Treasurer



Rick Hayes, Council President

