

CITY OF PELHAM – WORK SESSION

Pelham City Hall – Conference Room

February 5, 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 February 5, 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: Briana Harris, Pelham Reporter

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

Approval of Minutes

A motion was made by Councilmember McMillan to approve the January 4, 2018 and the January 18, 2018 Regular Council Work Session Minutes. The motion was seconded by Councilmember Mercer and passed unanimously by voice vote of those members present.

Mayor Waters' Comments - None

City Manager's Comments

- The Commercial Development Authority (CDA) paid down their Line of Credit (LOC) in the amount of \$320,000 on January 31, 2018. The outstanding balance on their \$1 million Line of Credit is currently \$301,208.74.
- Reported the results of the city's first auction of surplus items of FY2018. The online auction of 10 vehicles and other small items netted the city \$40,666.50. She noted the funds will be deposited into the general operating accounts of the City and Water Department.

- Updated the city council on the grant application to replace the existing historical marker in front of City Hall. She reminded the city council the Bicentennial grant application was assigned by Mayor Waters to the city's intern Jonathan Seale last summer. She stated the city was recently notified the grant was approved and the \$2,500 has already been received. The historical marker has been ordered. She further stated the anticipated delivery date is the first week of April in time to celebrate the 200th anniversary of the first Orphans Court in Shelbyville on the fourth Monday of April.
- Announced Wiregrass Construction is working on asphalt patching on Court Way and Village Place.
- Stated Ballantrae Golf General Manager Hal Brown, Fire Chief Tim Honeycutt, City Manager Gretchen DiFante and Mayor Waters will be a part of the hiring process for the Human Resources Director. A short list of names will be provided to the committee members. The review process will begin next week. Approximately 20 resumes have been received to date.
- Passed out a worksheet for the city council to use as a part of her performance evaluation. She reviewed the worksheet with the city council. A job performance evaluation recap, which was completed by the department heads this morning, was provided to the city council by City Manager DiFante. He further stated the six month review would be somewhat more informal than the annual review. Asked the council to schedule individual times at their convenience to meet with her and discuss her evaluation. Council President Hayes asked if the city council was comfortable with the format. He asked City Manager DiFante to send an electronic copy of the evaluation format to all councilmembers. Council President Hayes asked if any councilmember had additional questions to add to the evaluation to please do so. City Manager DiFante noted for the record that her six month employment anniversary would be February 21, 2018, but that she did not see any reason to complete her appraisal in February. The council discussed scheduling options for the first evaluation of the City Manager and agreed that the public review would be during the March 5, 2018 council meeting.

Review of Council Agenda

Council President Hayes reviewed the February 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. **Resolution 2018-02-05-01** for consideration to reapprove a 040 ABC license and approve a 060 ABC License for Ajlofoods, Inc. operating under the trade name Full Moon BBQ

Council President Hayes explained the correction of the spelling of the corporate name and adding the request for a 060 ABC license. Councilmember Lanier questioned the request for off premises licenses. Councilmember Scott expressed his concerns there would be no obligation to purchase food if the off premises license was approved. Police Capt. Pat Cheatwood was asked about the difference between

the 040 and 060 ABC license requests. He explained the off premise portion of the request may violate the city's open container ordinance. The city council agreed Resolution 2018-02-05-01 should be tabled pending additional information. The city council asked the city clerk/treasurer to contact Full Moon BB for clarification of their request.

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

1. **Resolution 2018-02-05-02** for consideration to approve a construction change order for the Pelham Recreation Center

Council President Hayes explained the change order requests. He stated an additional change order request still needs to be reviewed and finalized. He asked City Manager DiFante and Park and Recreation Director Billy Crandall to confirm the additional change order request.

2. **Resolution 2018-02-05-03** for consideration to accept the donation of a vehicle for the Pelham Police Department from Colonial Pipeline Company

Capt. Pat Cheatwood said the donated Ford F250 4WD pick-up truck will assist the Police Department in bad weather and will be put to good use. He further stated the Pelham Police Department and Colonial Pipeline have an excellent working relationship.

3. **Resolution 2018-02-05-04** for consideration to approve a contract for Comprehensive Planning with the Regional Planning Commission of Greater Birmingham (RPCGB)

Council President Hayes said the city is waiting on the city attorney to review the agreement with RPCGB. City Manager DiFante discussed her vision of the Comprehensive and Strategic Plan. She noted her meeting with RPCGB, Auburn University-Montgomery and the city's GIS Director Josh Osborne on February 2. She said the Strategic Plan is what "we want to be as community", something the Comprehensive Plan does not address. She further stated the Comprehensive Plan used to be directed by the Planning Commission; now, everyone is involved in the process. The Comprehensive Plan is an 80/20 match. She said the city had not planned to start the Comprehensive Plan until September 2018. She stated both the comprehensive and strategic plans will be developed simultaneously in order to avoid a duplication of efforts. Plans are to kick off the project in late March or early April 2018. City Manager DiFante said it is very important to get the community involved. She recommended non-profits, businesses and two councilmembers be a part of the process. She suggested Councilmember Lanier and one other councilmember be on the committee. She further stated the City Council will be heavily involved. Council President Hayes agreed it was time to move forward with these initiatives.

(End of February 5, 2018 Agenda Review)

Old Business - None

New Business

1. 2018 Pelham Palooza – Paula Holly

Executive Administrative Assistant Paula Holly updated the city council on the plans for the 2018 Pelham Palooza. She mentioned recently attending Montevallo's Orr Park Car Show. She said the

event was outdoors and free to the public. Mrs. Holly said Pelham's "Palooza in the Park" is set for Saturday, May 19 from 10:00 a.m. until 4:00 p.m. with a focus on family, outdoors and community. Mrs. Holly said due to budget constraints there is not a Just Show Up Show in 2018. In an effort for everyone to see our new facilities, there will be tours of the Recreation Center and Library. There was mention of a shuttle service to provide easier access to the Palooza. Councilmember McMillan inquired to the anticipated completion date of the outdoor volleyball and basketball courts. Council President Hayes and City Manager DiFante will confirm the completion date with the contractor.

Mrs. Holly said the Alabaster and Helena summer events are run by committees where each city simply makes a monetary contribution to the community event. Council President Hayes asked the city council their thoughts of having a committee run the Palooza. Mrs. Holly said it has been her experience committee members wanted to be paid or had decided they did not want to serve. City Manager DiFante said she is not used to seeing cities run these special events. Discussion followed about the importance of having committee members interested in raising funds for the Palooza. Vendor locations were discussed. Mrs. Holly said it had been decided to put the vendors on the walking trail. Council President Hayes said the construction of the trails should not affect the Palooza. Council President Hayes asked the city council to revisit the events for the 2019 Palooza toward the end of this summer.

2. Beautification Board Welcome Signage – Paula Holly

The Beautification Board asked Mrs. Holly to present the sign options and concepts to the city council for review and comments. There was discussion of potential sign locations. City Manager DiFante said the "branding" will be a part of the strategic planning. She suggested "putting on the brakes" with regard to signage at this time. Councilmember McMillan asked about the timeline in completing the Strategic Plan. City Manager DiFante said the plan should be completed sometime in 2019. Councilmember Lanier asked the City Manager if she was suggesting holding off on the signage at this time. City Manager DiFante said yes. She further stated the strategic plan will have a marketing aspect to the process of "branding" our city.

3. Review of Fire Station 3 Architectural Plans

Chief Tim Honeycutt said the relocation of Fire Station 3 on Shelby County Highway 11 is a large scale, capital project of the city. He stated the station will be built on property recently acquired by the city. He said it was important to select an architectural firm with fire station construction experience. Deputy Chief Mike Reid and Chief Honeycutt interviewed architectural firms and selected Barry Davis Architects, PC. Chief Honeycutt said they had reviewed the firm's qualifications, team members, past projects and accomplishments. Mr. Davis stated he has worked in the past with city council and fire chiefs regarding building specifications and budget challenges. Mr. Davis discussed the preliminary concept of the new Fire Station 3. Council President Hayes thanked Mr. Davis for attending the work session.

Work Session Recessed

A motion to recess 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 recessed at 7:15 p.m.

Work Session Called Back to Order

Council President Hayes called the recessed February 5, 2018 work session back to order at 7:45 p.m.

Chief Honeycutt said the new fire station is a commitment by the city they can be proud of for the next 30-40 years. He said a good facility will make a statement and should spur development on Highway 11. He further stated he wanted to keep the city council informed in order to move forward with the design. Chief Honeycutt said they met with three architectural firms. Barry Davis Architects, PC was very open to ideas and suggestions. Council President Hayes asked about the estimate construction budget for the new fire station. Chief Honeycutt said the cost estimates were a part of the proposal. He further stated a geotech survey of the site had been completed. Chief Honeycutt said due to budget constraints they wanted to push the construction project to late spring of 2018, with completion set for spring 2019. Council President Hayes asked about additional construction timeline details. Mr. Davis said a timeline has not been provided at this time.

4. Traffic Cameras Additional Discussion

Mayor Waters suggested the city council not move forward with traffic cameras at this time. He mentioned three cities are already being sued over their use of the traffic cameras. Mayor Waters said a bill has been introduced in Montgomery to make traffic cameras illegal in Alabama. Councilmember Scott mentioned several intersections of concern in Pelham. The city council asked the city clerk/treasurer for information on the cities being sued over this issue. Council President Hayes said the city should revisit traffic cameras at a later date.

5. The Highlands Water Tower Amendment

Council President Hayes asked the city clerk/treasurer to update the council on The Highlands request. City Clerk/Treasurer Tom Seale stated the developer of The Highlands (formerly Magnolia Mill) has requested we amend the current agreement related to the water tank construction project. The current agreement was based on approximately 120 lots and does not include the Chelsea property the developer purchased at a later date. The current agreement required an impact fee of \$7,500 per lot. He said The Highlands development now includes close to 250 lots with 85 of the lots in the Chelsea city limits. The amended agreement would drop the impact fee per lot to \$6,000. Mr. Seale further stated city attorney Bill Justice is working on an amendment to the agreement for city council consideration.

Other Discussion:

Council President Hayes distributed an agreement that the Shelby County Community Health Foundation had provided earlier in the day related to the \$150,000 grant that the Shelby County Community Health Foundation provided to assist with the Pelham Recreation Center. After discussing the agreement, it was agreed that this agreement should be added to February 19, 2018 agenda for consideration by the city council.

Council President Hayes stated that he had reviewed a copy of a Courtyard Manor deannexation petition over the previous weekend and asked that asked the city clerk/treasurer to provide each councilmember a copy of what he had reviewed. He noted that the biggest issue related to the deannexation petitions still appears to be students being zoned for Pelham City Schools and mentioned that school attendance options could change this year. Councilmember Scott asked if there is a location close to Courtyard Manor to hold a public meeting. Council President Hayes mentioned

Pelham Ridge Elementary School the Pelham Senior Center as possible locations for a public meeting. Councilmember McMillan said she was concerned how one neighborhood's deannexation issues would affect other neighborhoods and residents. There was also a discussion about residents previously being misinformed and pressured to support deannexation.

Councilmember McMillan thanked the Public Works Department for removing a dangerous tree in her neighborhood.

Adjournment

A motion to adjourn the work session was made by Councilmember Scott and seconded by Councilmember Lanier. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 8:05 p.m.

Respectfully submitted this 5th day of February 2018,



Tom Seale, MMC, City Clerk/Treasurer



Rick Hayes, Council President

