WORK SESSION

Pelham City Hall – Council Conference Room
December 17, 2018 – 6:00 p.m.

MINUTES

Proper notice of the regularly scheduled work session of the Pelham City Council was given in advance of such public meeting and the notice remained posted through the scheduled meeting.

Members of the Pelham City Council met December 17, 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 6:02 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: 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 Lanier to approve the December 3, 2018 Regular Council Work Session Minutes. The motion was seconded by Councilmember McMillan and passed unanimously by voice vote of those members present. Councilmember Mercer abstained due to his absence at the December 3, 2018 work session.

Mayor Waters' Comments – None

City Manager's Comments

- The Pelham Municipal Court has gone through the first couple of days with their new software system. It has been a very difficult conversion with a few glitches along the way. She thanked the judge, prosecutor, court employees and police officers for their hard work and extra effort in making the conversion as smooth as possible.

- Informed the city council she will be approving an invoice payable to the Birmingham Bulls for ticket handling fees for the 2017-2018 season in the amount of $23,226.50. She stated this is not a budgeted expense but is simply pass through monies which was deposited to the city's checking account and payable to the Bulls. She said the auditors have been consulted to get direction on the best way to audit these funds going forward. Council President Hayes confirmed with City Manager DiFante these were convenience fees paid by the customer into the city's account. She stated this was correct and the fees were assessed if the customer purchased tickets by a mobile device or over the Internet.

- Stated Jonathan Seale, Erik Hudson and Danny Tate are working on a Request for Proposal (RFP) for naming rights of the Main Arena at the Pelham Civic Complex & Ice Arena. Council President Hayes asked if any other naming rights at the Civic Complex were under consideration, for example, the hospitality suite. She stated at this time only the Main Arena will be included in the RFP. She further stated this will give us an opportunity to figure out the process as we move forward with additional naming rights.

Review of Council Agenda

Council President Hayes reviewed the December 17, 2018 city council agenda.

F. Public Hearing – None

H. Proclamations – None

J. Requests to Address the Council

1. Richard Tully requesting a variance to the moratorium on used car lots

2. Betsy Medaris regarding the moratorium on used car lots

K. Old Business / Resolutions / Ordinances / Orders and Other Business

1. **Resolution 2018-12-03-02** for consideration to an addendum to the Video Services Agreement with BellSouth Telecommunications, LLC d/b/a AT&T Alabama to provide IP Video Service to the residents of Pelham

Council President Hayes asked if any member of the city council had any issues or concerns about conflicts with Resolution 2018-12-03-02. City Engineer Chris Cousins stated the agreement under consideration is not a conflict for the city. He further stated a representative from AT&T was unable to attend tonight's meeting due to a previous obligation. He said he has asked the AT&T representative to circle back with Councilmember Scott to address concerns which he expressed in a previous council work session. City Manager DiFante said the cable agreement would be negotiated separately. A separate agreement with Southern Light was also discussed. Mr. Cousins said he has been in contact with AT&T in order to set up a meeting with representatives handling this particular line of business in order to get a better deal.

2. **Resolution 2018-12-03-03** for consideration to accept a donation of land from Housso, LLC located at 3191 Lee Street and containing approximately .07727 acres

Mayor Waters requested Resolution 2018-12-03-03 be removed from consideration. He stated he preferred the grantor be present, but they were unable to attend tonight's meeting.

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

1. **Resolution 2018-12-17-01** for consideration to authorize an agreement between the City of Pelham and Goodwyn, Mills & Cawood for engineering services for the Pelham Greenway along Bishop Creek – Phases 3 & 4

Director of Development Services & Public Works David Willingham updated the city council on Phase 1 of the greenway project. He stated the plans have been approved by the Alabama Department of Transportation (ALDOT) and they are currently reviewing the bid documents. Hopefully, he said, the city will get approval to bid Phase 1 in January 2019.

Mr. Willingham said approval of the agreement under consideration with Goodwyn, Mills & Cawood for Phase 3 & 4 would get us through the environmental approval, corridor survey and right-of-way documents to the bid process. He stated Phase 4 might be the easier of the two phases and we will focus our efforts on getting this phase in place as soon as possible. He further stated environmentally it all has to be cleared at the same time.

2. **Resolution 2018-12-17-02** for consideration to approve an updated Redevelopment Plan for the City of Pelham

Council President Hayes reminded the city council of the redevelopment plan approved in 2016. He said the city will continue to update the plan as the need arises. Councilmember McMillan stated she had a concern about the property behind the Recreation Center. She said she would like to be made aware if the property becomes available so that it would come to the city council to see if that is what we wanted. She stated the property would be an excellent piece to add to the green space and if the CDA got it they may have someone interested in buying it and the city would not have that opportunity to do so. GIS Director Josh Osborne stated since we already have a master plan in place with the park, the intent in acquiring the property under discussion could be used for additional ball parks. City Manager DiFante asked about Councilmember McMillan's concerns if the property is not added to the redevelopment plan would it fall under these same parameters. Mr. Osborne said if the property is not added it still falls under the master plan. Further discussion followed as to what properties would fall under the Comprehensive Plan recommendations. Councilmember McMillan stated it does make a difference in what is going on the property. Council President Hayes stated there will likely be other pieces of property added to the Redevelopment Plan at a later date related to the comprehensive plan.

3. **Resolution 2018-12-17-03** for consideration to approve a general services agreement between the City of Pelham and HRM, Inc. for human resource services

City Manager DiFante stated she would like to bring HRM into a consulting contract for up to 20 hours per week. She referenced the proposed contract under consideration as to what services HRM would provide the city. Those services would include developing a recruitment processes, ensure all paperwork is owned and managed by the Human Resources (HR) Department, evaluation, compliance and training related to the Civil Services Law. She mentioned administrative changes and challenges the HR Department is currently facing. She said Payroll and Benefits Clerk Candy Porter stated the HR Department needs to be "basically" set-up to include job files. City Manager DiFante said she would be meeting with HRM this week to discuss the compensation plan. She said most of the job evaluations have been completed and HRM is now moving toward working on the job descriptions. She stated the second piece is the city manager evaluation process. She suggested rolling the hours for the two processes together. She further suggested spending a little more money and have HRM develop a target market for the city manager's evaluation. Council President Hayes, as discussed in December 3, 2018 meeting, stated the desire on moving forward with the DecisionWise tool at a cost of $300. City Clerk/Treasurer Tom Seale confirmed that there was no resolution needed related to this expense.

Council President Hayes discussed evaluation processes he was familiar with. He said he was comfortable moving forward with the DecisionWise program. Councilmember Lanier said it was valid as long as the survey is not skewed. She said you want to get a good representation and starting point. She asked if HRM would be hiring additional people to assist since we are adding services which would require more employee support. City Manager DiFante said HRM would not be hiring any additional staff.

4. **Resolution 2018-12-17-04** for consideration to approve an Engagement Letter between the City of Pelham and Barfield, Murphy, Shank and Smith, LLC for accounting services

City Manager DiFante said the city is moving forward with transferring the Water & Sewer accounting duties to the Finance Department. She said all other city department accounting functions are handled by the Finance Department. She further stated there are a lot processes under review by Barfield, Murphy, Shank and Smith, including several software applications currently used by the Water Department. Those software applications include UMS, CUSI and Elements. City Manager DiFante said it is the city's desire to be more efficient by implementing new procedures. Councilmember Lanier asked if new software would be required. City Manager DiFante said the plan is to use current software but will look to the future needs of the Water Department when considering upgrades.

Councilmember McMillan encouraged City Manager DiFante to go back to the Personnel Board to have the accounting manager position approved. City Manager DiFante said we really do not know what is wrong with what we have already presented or know what we would have done differently in the presentation to the Personnel Board. Mayor Waters said he was in total support of the purchasing manager and accounting position. He said he felt the purchasing manager was very important and could assist our department heads in preparing their budgets. Mayor Waters further stated he will support City Manager DiFante if she wants to go back to the Personnel Board. Council President Hayes mentioned a redline version of the job description provide by the Personnel Board. City Manager DiFante said the redline version provided by the Personnel Board contradicts things we have been asked to do in previous meetings. Mayor Waters suggested delaying a meeting with the Personnel Board until the shared services agreement with Hoover is finalized because there may be a need to create a fleet manager position in Pelham. City Manager DiFante made additional comments about the purchasing manager position and stated she was not sure what the issue is. Council President Hayes stated he agreed with Councilmember McMillan about going back to the Personnel Board for approval of this position. He further stated he did not see any significate issues with the position and it has been approved in the budget. Councilmember Scott said he did not recall any extended conversations about this position other than those regarding budget issues. He further stated it has been the impression of one member of the Personnel Board that they are under the assumption the city council does not want these positions combined. He asked if there is a need to pass a resolution to clear the air between the City Council and the Personnel Board. Council President Hayes said the city council approved in the budget what was recommended and has said to the Personnel Board we support this position. He further stated there was no need to pass a resolution. Mayor Waters said the city council has funded a position that does not exist and which has not yet created by the Personnel Board. Council President Hayes noted this has been done before. Councilmember Mercer suggested having a representative from the Personnel Board attend a council work session to show city council support for this position. Council President Hayes stated that any council member can attend the Personnel Board meetings, but we can certainly ask them to have a representative at one of the city council meetings. Councilmember Scott asked when their next meeting was scheduled. Council President Hayes said the Personnel Board meets quarterly or more often if needed. Councilmember Scott asked City Manager DiFante if we need to wrap this issue up by making a request to meet with the Personnel Board. He said he would like to request a meeting in order to hear their hesitations. He further stated money has been put in the budget and he would appreciate their oversite. He said this meeting would allow the Personnel Board to share their issues and concerns with the city council. City Manager DiFante said she has asked HRM to review and make recommendations as to the job description for this position. She suggested letting HRM weigh in on the situation.

She said we must be allowed to go to the Personnel Board, with the research we have done, and be trusted to know what is needed by the city. Council President Hayes stated the Personnel Board has provided feedback and has also asked HRM to review and make recommendations. He further stated the Personnel Board wants to approve the position just as much as anyone. Mayor Waters stated the Personnel Board has had several opportunities to approve the position, having declined each time. He further stated we should not have to go to the city council to intervene on behalf of the Personnel Board to get them to create a job description. Council President Hayes said there was a huge question mark related to the compensation issue at the last and he felt they wanted to get the job description done. City Manager DiFante suggested waiting until HRM has an opportunity to bring back their suggestions. Council President Hayes agreed and stated we should wait until HRM makes their recommendations and there was a discussion about when the HRM review of this job description was expected to be completed.

5. **Resolution 2018-12-17-05** for consideration to enter into a contract with Skipper Consulting, Inc. to perform a comprehensive traffic study related to the HEROES Experience Project

City Manager DiFante stated funding would come from monies budgeted and approved for the overall master plan for the HEROES Experience Project. Director of Development Services & Public Works David Willingham stated the purpose of this study is to develop reasonable and achievable access alternatives for this site. He further stated the study will allow us to have discussions with potential partners on the development of the property as well as partners who may assist in providing that access. He stated they are working with Governor Ivey's office to schedule a meeting to discuss moving the HEROES Project forward. He said the study will be in conjunction with the Shelby County Highway 52 improvement project which has been under design for some time.

6. **Resolution 2018-12-17-06** for consideration to appoint members to the City of Pelham Commercial Development Authority

Council President suggested the city council discuss the appointment of members to the Commercial Development Authority under New Business section of the work session.

7. **Resolution 2018-12-17-07** for consideration to enter into an Inter-Local Agreement with the City of Hoover for the purpose of contracting for services for the maintenance and repairs of City of Pelham vehicles

City Manager DiFante stated we have a contract from Hoover which its council will be voting on this evening. She said Hoover had a work session last Thursday and did not have too many concerns. She further stated a lot of time as been spent on this agreement with several city representatives touring the Hoover facilities. She said we are pleased with the contract and the city attorneys have signed off on the agreement. Council President Hayes asked if there was any reason Pelham should not vote on the agreement tonight. City Manager DiFante suggested moving forward and voting tonight. She said there are financial benefits to Hoover to approve the contract with regard to getting better pricing from parts suppliers and additional employees in their garage operations. She further stated we are excited to be the first in the state to adopt an inter-local agreement. City Manager DiFante said we recommend approval of the agreement. Councilmember Lanier asked if the agreement is approved when is the start date. City Manager DiFante said the start date of the shared services agreement is February 1, 2019.

(End of December 17, 2018 Agenda Review)

Old Business – None

New Business

1. Appointments to the Commercial Development Authority

Council President Hayes stated the Commercial Development Authority (CDA) is scheduled to meet tomorrow night. He said presently they will not have a quorum for their meeting tomorrow night with the current vacancies and one member not being able to attend tomorrow night. He further stated the city had six interviews for the two vacancies on the CDA. He said each candidate had an opportunity to introduce themselves and explain why they wanted to serve on the CDA. Councilmember Scott said it is important to put together a board with people who had some experience, interest and understood the difference between industrial development, recruitment and retail. He further stated the importance of having someone with knowledge of the multiple parts of financing, locations, multiple partners and the confidentiality involved in the whole process.

Councilmember Scott said he was at ease appointing Bill Keller and was comfortable he could balance his duties as a member of both 58 Inc. and the CDA. He said he gave both Mr. Keller and David Clement an A+ rating. He further stated Mr. Clement has a good grasp of the challenges ahead. He said he would offer Mr. Keller and Mr. Clements in his evaluation as the most qualified. Council President Hayes reminded the city council Mr. Keller had asked that he not be appointed to the CDA due to his duties as a member of 58 Inc. He further stated Mr. Keller had volunteered to assist the CDA and attend their meetings as an unofficial participant. He said Mr. Keller was concerned about the perception of him serving on both boards. Councilmember Scott said with the request from Mr. Keller that he not be appointed, he had Mr. Camel and Mr. Christian as being equally qualified for the positions on the CDA.

Councilmember McMillan stated she was equally impressed with Mr. Keller. She said she had James Camel and Scott Christian as her top two candidates.

Councilmember Mercer said Mr. Keller was at the top of his list. He said he has had the opportunity to meet several of the other candidates at various functions around the city. He said Mr. Clement would be his next choice. He said not having had the opportunity to interview all the candidates, those are the two candidates he would support. With Mr. Keller declining an appointment, he said he would definitely support Mr. Clement and would be undecided in his second choice.

Councilmember Lanier said she had Mr. Keller as her first choice but he would be not be able to serve at this time. She said she had Mr. Christian, Mr. Clement and Mr. Camel as her top candidates. She said these candidates were really stellar individuals and hopefully we could reach out to each about serving on the Storm Water Board. She narrowed her choices to Mr. Christian and Mr. Clement.

Council President Hayes said we really had some great candidates. He said he regretted Mr. Keller was not an option at this particular moment but reminded the city council of his commitment to Pelham. He said he thought Mr. Camel impressed all of us. He asked if there would be a better board for him to serve on. He said Mr. Camel brings so much to the table with a very diverse background, including being very strong in administration. He stated Mr. Clements, with his experience, maybe a future candidate. Council President Hayes stated there would be two appointments in 2019 and three in 2021. He stated he would suggest appointing Mr. Camel and Mr. Christian at this time.

Further discussion followed regarding the placement of each candidate in the vacant positions. Councilmember Scott suggested appointing Mr. Camel in the March 2021 position and Mr. Christian in the March 2019 position. There was consensus among the city council to move forward with these recommendations.

Council President Hayes said it was great to have six excellent applicants for the vacant position on the CDA. He further stated the need for applications for those wanting to serve on the Storm Water Board.

A motion was made by Councilmember McMillan to recess the work session. Said motion was seconded by Councilmember Mercer. The motion to recess passed unanimously by voice vote of those members present. The work session was recessed at 7:04 p.m.

The city council reconvened the work session in the Pelham City Hall Council Chambers. Council President Hayes called the work session back to order at 8:01 p.m.

2. Pelham High School/Panther Circle Proposed Improvements

City Manager DiFante said the Pelham Board of Education is working on a preliminary master plan, and they have asked the city to partner with them on improvements to the city owned road, Panther Circle, which encircles the Pelham High School property. She stated the first step in the process is to request a proposal to survey Panther Circle. She stated it appears from GIS mapping portions of the road may actually lie within the city limits of Helena. Further, she stated, it is important to verify the ownership of the property in question. She said following the completion of the survey, recommendations would be made to the city council.

Pelham City School Superintendent Dr. Scott Coefield addressed the city council regarding the PBOE's goal to improve traffic flow and the quality of Panther Circle at the high school. He stated the engineering firm of Sain and Associates has been engaged by the PBOE to review and make suggestions through a master plan to improve Panther Circle. Dr. Coefield provided the city council with preliminary cost estimates to improve the road. He further stated it is the goal of the PBOE to complete the engineering study and construction improvements during the summer of 2019. Council President Hayes thanked Dr. Coefield for the information and agreed improvements need to be made. Dr. Coefield said the PBOE would like to expand the project beyond just the road improvements. He stated as a part of the review process, additional sidewalks and lighting will also be under consideration for improvement in order to make the campus safer.

Dr. Coefield updated the PBOE's plans for landscaping services at their various campuses. He said the PBOE had decided to find out the cost by bidding these services. He stated they received some very good bids with $118,000 being the low bid and $119,000 being the next low bid. Dr. Coefield said he will take the bids to the PBOE in January for their review. He stated he would keep City Manager DiFante informed. Councilmember McMillan stated there would never be any hard feelings toward the PBOE if they were to go in a different direction and outsource their landscape services. Council President Hayes asked about the breakout of the pricing that had been proposed. Dr. Coefield stated each campus was bid as a stand-alone and as part of an all-inclusive bid. Councilmember Lanier asked if the PBOE approved the bid for the landscape services what would be the start date. Dr. Coefield said the start date included in the RFP was February 1, 2019. City Manager DiFante stated a new employee was brought in on December 1, 2018 in anticipation of the beginning of pine straw season. She said the city would work through the staffing issues regarding the PBOE landscape services as they arise. Mr. Willingham stated he did not have hard data on what it would cost for the city to provide this service to the Pelham Board of Education.

Adjournment

A motion to adjourn the work session was made by Councilmember Mercer and seconded by Councilmember McMillan. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 8:17p.m.

Respectfully submitted this 17th day of December 2018,

Tom Seale, MMC, City Clerk/Treasurer

Rick Hayes, Council President

[SEAL]

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CITY
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ALABAMA