



WORK SESSION
Pelham City Hall – Council Conference Room
January 14, 2019 – 5:15 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 January 14, 2019 at 5:15 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 5:17 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/Shelby County 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 January 3, 2019 Regular Council Work Session Minutes. The motion was seconded by Councilmember McMillan and passed unanimously by voice vote of those members present.

Mayor Waters' Comments – None

City Manager's Comments – None

Review of Council Agenda

Council President Hayes reviewed the January 14, 2019 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

1. **Ordinance No. 492** for consideration to require permitting, bonding and remedy of defects regarding construction within City of Pelham rights-of-ways and easements. First Reading was on January 3, 2019.

There were no additional comments made by the City Council.

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

1. **Resolution 2019-01-14-01** for consideration to approve a request by Verizon for a small wireless facility located at 120 Bishop Circle

David Andrews, with the Center for Municipal Solutions (CMS), the city's telecommunications consultant, stated Verizon has made application to construct two small wireless facilities near the Oak Mountain Amphitheater. He said one facility is located at 500 Amphitheater Road (Pelham Civic Complex) and the second facility is located on the east side of the Amphitheater at 120 Bishop Circle. Mr. Andrews said the two small wireless facilities will include a 41.3 foot pole with the antennas mounted at the top. He further stated the antennas will be covered by a shroud that will match the pole and the feedlines will be installed inside the pole. Neither the antennas nor feedlines will be visible. Mr. Andrews said both facilities will have a light standard (fixture) attached to each to provide extra lighting. He said there should not be any adverse impact to the aesthetics of the surrounding area. He said Verizon has complied with the City's Wireless Telecommunication Ordinance and CMS recommends approval of both facilities.

2. **Resolution 2019-01-14-02** for consideration to approve a request by Verizon for a small wireless facility located at 500 Amphitheater Road

NOTE: See comments above regarding the approval of Resolution 2019-01-14-02.

3. **Resolution 2019-01-14-03** for consideration to accept the lowest qualified bid for Ballantrae Golf Club's 18th Fairway Storm Sewer Replacement Project

General Manager Hal Brown stated he was pleased with the bids received and felt comfortable moving forward with the responsible low bid from Norris Paving & Asphalt, Inc.

City Engineer Chris Cousins confirmed the project received 11 bids, with the low bid submitted by Norris Paving & Asphalt, Inc. at \$277,975. He said all references and bonding requirements passed standard measures. Mr. Cousins stated he confirmed the numbers and bid specifications with the contractor. Mr. Cousins said he has no concerns recommending the city council approve the low bid.

4. **Resolution 2019-01-14-04** for consideration to accept the lowest qualified bid for an expansion and addition to the city's existing DELL Compellent Storage

IT Manager Dell Ann Holly explained the current storage is at 99% of capacity. She stated this was a budgeted item and will be utilized by the Police Department and Municipal Court for data storage. She clarified due to increased tariffs the price of the unit has seen a slight increase. Councilmember Scott asked about the possibility of moving to a cloud based storage system. Mrs. Holly said this will happen in the future but is not viable right now.

(End of January 14, 2019 Agenda Review)

New Business

1. Valley Elementary School Redevelopment presentations

Joyce Skinner and Randy Schrimsher with Schrimsher Company made a presentation to the city council regarding their vision for the redevelopment of the Valley Elementary School (VES) property. They highlighted their successful project in Huntsville called Campus 805. Mr. Schrimsher provided architectural renderings of the VES site for the city council to review. Councilmember Scott asked about the location of Campus 805 in Huntsville. Council President Hayes asked about their project timeline. Mr. Schrimsher stated there is still a lot of preliminary work to be done but he felt six months was a good estimate for this work. Councilmember Lanier asked about how many businesses they would expect to locate in the Valley Elementary School building. Councilmember McMillan asked about the build out. He stated the build out would take about one year. Councilmember Scott asked about any incentives which may have been provided by Huntsville. Mr. Schrimsher stated the lower purchase price was Huntsville's contribution to the project.

Randy Brooks with Real Estate Investments thanked the city council for the opportunity to speak. He stated he is a Pelham resident and has been involved with both commercial and residential real estate. He introduced his team. He said they are looking at developing a family friendly venue to include special events, movies and other activities. The project architect presented a detailed, conceptual plan for the redevelopment of the site. Mark Hancock, Hancock Construction, stated he is excited about the unique opportunity to bring this prospect to life. They stated their due diligence would take about six months with an additional six to nine months needed for construction. Mr. Brooks said they are working on putting together leases at this time. Councilmember McMillan asked if their plans called for keeping the entire building. Mr. Brooks said yes. He further stated Pelham is about family and provides something no one else has. Councilmember Lanier asked if they plan to have an event planner on staff. Mr. Brooks said the event planner position is very important.

2. Resurfacing of the soft (clay) courts at the Racquet Club

Racquet Club Supervisor Chaney Mills explained the urgent need to resurface all 20 soft (clay) courts. Mrs. Mills thanked the city council members who went out to inspect the courts. She reviewed the events hosted by the Racquet Club and the importance in having a first class venue. She referenced the packet provided for the city council's review. Racquet Club Supervisor Grant Sasser said the soft courts have become a safety concern. He spoke to the premier facilities Pelham has been able to provide over the last several years. Council President Hayes addressed the timeline since the last resurfacing in November 2014 and the current condition of the courts. Councilmember Scott asked about the resurfacing in 2014 and the quality of work done at that time. Mr. Sasser said he was pleased with the 2014 resurfacing project and would recommended the same contractor. Councilmember Lanier thanked the Racquet Club staff and stated she supported the need for the resurfacing. Councilmember McMillan thanked the staff

and noted the increased court play over the years which now is requiring more and more maintenance. Mrs. Mills spoke to the increased use and additional tournaments hosted by the Pelham Racquet Club. City Manager DiFante explained the courts get used differently based on whether the play is by juniors, teenagers or seniors. Councilmember Scott noted there was no money put in the budget for resurfacing the courts. Council President Hayes stated the five year mark since the last resurfacing would be November 2019. He further stated the plan had been to fund the soft court resurfacing early in the FY2020 budget and alternatives for related budget modifications were discussed.

3. Discussion with Greg Darnell (Personnel Board) and Brenda Harrington (HRM) regarding the Accounting Manager position

City Manager DiFante said we are looking at the accounting manager/purchasing manager position. Carolyn Campbell, with HRM, spoke to the compensation and benefits comparison analysis process. Brenda Harrington stated the process starts with the job description. They look to see where the city recruits potential employees, local, state, or nationally. She said they try to find where the best candidates come from out of those three categories. She stated there are a lot of moving components in this type of analysis, but it is important to tailor it to fit Pelham. Councilmember Scott stated the city's independent auditing firm is doing a great deal of work and this accounting manager/purchasing manager should result in savings for the city. Councilmember Scott offered additional comments about the accounting manager/purchasing manager position.

Greg Darnell referenced the feedback from the Personnel Board regarding the accounting manager position. Mr. Darnell stated he felt the job description is getting really close to being finished. He said with the proposed revisions, he believes the Personnel Board is ready to approve Accounting Manager Position Description. He further stated he believes the real return/savings will be related to procurement savings. Both Carolyn Campbell and Brenda Harrington offered insight to the position and compensation. Councilmember Scott stated from what he has heard the Personnel Board has no issues with the position. Mr. Darnell stated he saw these jobs as two positions, with savings to be realized in both. He further stated the difficulty in thinking of the two positions together. He said if the city wanted to put the positions together that is the city's decision. Mr. Darnell said "let's get the job description right, salaried, and move on". Councilmember Scott said there will be a point where it may be necessary to spin this position off into two positions. He further stated it is time for the city to move forward and begin saving some money. Mayor Waters noted some of the advantages in establishing these positions. Additional comments were made by City Manager DiFante with regard to the various meetings with the Personnel Board about accounting manager position. Council President Hayes reviewed and clarified the process with HRM. Councilmember Mercer thanked Mr. Darnell for serving on the Personnel Board. He asked about a timeline for the next Personnel Board meeting so the city can move forward and begin saving money.

A motion to recess the January 14, 2019 Work Session was made by Councilmember Scott and was seconded by Councilmember Mercer. The motion passed unanimously by voice vote of those members present and the Work Session was recessed at 7:17 p.m.

Council President Hayes called the January 14, 2019 Work Session back to order at 7:45 p.m.

4. Discussion regarding holding work sessions on a date or time prior to city council meetings

Councilmember Mercer expressed his thoughts on holding city council work sessions on a different date and/or time. He said it is important for work sessions to remain productive and this could be accomplished whether the work session is on a Monday or Thursday. He further stated this subject is not new as Mayor Waters has mentioned this in the past. He noted several municipalities within our area

hold their work sessions on a night prior to the city council meeting. Councilmember Scott stated he supports Councilmember Mercer's comments. Councilmember Scott asked if it would be an inconvenience requiring department heads and employees to be present an additional day. Mayor Waters stated department heads are required to attend work sessions if they have an item on the agenda. He said other employees attend the meetings voluntarily. Councilmember Scott said having the work session on a different day prior to council meetings gives the city council more time and the ability to discuss items at greater length. He said he had no problems or concerns voting to move forward on this item. City Manager DiFante said department heads want to be included in the discussion and to be able to ask more questions. She further stated we have so much going on and the city council needs to be properly updated. Council President Hayes, referencing the budget work sessions, said there is value in having interaction with the department heads. He further stated some cities have morning work sessions.

Councilmember McMillan stated changing the time and date of council work sessions might conflict with her work schedule. She said she had planned her schedule around planned work sessions and city council meetings. She said it is important to stay informed and believes that the council needs to consider the city employee's schedule and work and life balance regarding these meetings. She further stated the city should be cautious in changing the dates and times of work sessions as it might have an adverse effect resulting in fewer people running for office. Councilmember McMillan commended the city council members for being accommodating to everyone's schedule in the past and related to rescheduling meetings and planning special meetings.

Councilmember Mercer said the city should be cautious as to not solely consider future elected officials when it comes to setting dates. He further stated future elected officials can always change the date and times of meetings. He said it is important in knowing schedules when setting dates and times for work session and city council meetings.

Councilmember Lanier stated it is important to discuss priority items on the agenda as well as upcoming and pending agenda items. She echoed Councilmember McMillan comments and stated maintaining a work and life balance is important. Councilmember Lanier suggested having a monthly work session to give ample time for all elected officials to discuss and converse with city employees.

Council President Hayes said a change in the date and times for work sessions will impact the employees. He asked the city council to consider having some daytime work sessions. Councilmember McMillan said all options should be considered. Council President Hayes said the schedule should be able to fluctuate and be mindful of all schedules. He said he is open to day or night meetings.

Councilmember Mercer asked Jonathan Seale to create an anonymous survey among the department heads and supervisors regarding their opinion on day and times for council work sessions.

Councilmember Lanier said the city has highly committed department heads. Holding a monthly work session to review items pending on future agendas could be beneficial. Having the work session on the same day of the council meeting night is basically what we are doing now. A different date allows the department heads to provide additional information to the city council. She stated this would be a good planning opportunity.

Councilmember Scott asked if the city council is inhibiting the staff by having a meeting begin at 4:00 p.m.

Mayor Waters stated any strategy the city council choses that gives city staff the opportunity to provide council with agenda information is something he thinks will result in a satisfactory outcome.

Council President Hayes asked the city council to look at their schedules for a possible time change for the February 4th work session. He suggested a 4:00 p.m. to 6:00 p.m. special work session related to mid -February and mid-March council meeting agenda items, followed by a regular work session at 6:00 p.m. Additional discussion followed between Council President Hayes and City Manager DiFante on the format and content of special and regular council work sessions.

Councilmember Lanier said she thought the objective was to give the city manager, mayor and department heads the opportunity to bring us things or at least give us a heads up on what is coming before the city council in order to give us time to talk about them.

Mayor Waters and Council President Hayes discussed the live streaming of the special work session.

Old Business

1. City Manager Evaluation

Council President Hayes stated he had met with Mayor Waters, Councilmember McMillan and City Manager DiFante. Mayor Waters was asked to take the lead in contacting HRM and getting the survey in a format that is ready to send out for the council's review. Mayor Waters referenced a telephone conference with Fran Bostick earlier in the day. Mayor Waters stated he had no problem with an additional council evaluation. He noted the different evaluation formats the council will the opportunity to review. Mayor Waters stated he was confident the city council would be pleased with the results. City Manager DiFante asked about the evaluation process once the feedback is returned.

Adjournment

A motion to adjourn the work session was made by Councilmember Mercer and seconded by Councilmember Lanier. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 8:33 p.m.

Respectfully submitted this 14th day of January 2019,



Tom Seale, MMC, City Clerk/Treasurer



Rick Hayes, Council President

