WORK SESSION
Pelham Police & Court Building
June 17, 2019 – 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 June 17, 2019 at 6:00 p.m. The regular work session was held at the Pelham Police & Court Building 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: Pelham 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 June 3, 2019 Special and Regular Council Work Session Minutes. The motion was seconded by Councilmember Mercer and passed by voice vote of those members present.

Review of Council Agenda

Council President Hayes reviewed the June 17, 2019 city council agenda.

E. Consent Agenda

Police Chief Palmer explained the items requested to be purchased from the 911 Funds in the amount of $40,710.00 as follows:

(a) Pelham 911 Communications Center: Four (4) LED stack lights, one for each console, a tower interface and two (2) cordless headset remotes – $5,200.00.
(b) Removal of UHF radio equipment from nine (9) towers throughout the coverage area – $35,510.00.

F. Public Hearing - None

H. Proclamations

Proclaiming June 2019 as Scleroderma Awareness Month in the City of Pelham, Alabama

J. Requests to Address the Council - None

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

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

1. **Resolution 2019-06-17-01** for consideration to accept the City of Pelham's Fiscal Year 2018 audits as prepared by the city's independent auditors

There were no comments from the city council.

2. **Resolution 2019-06-17-02** for consideration to participate in the partial funding of operations of the National Center for Fire and Life Safety through September 2019

Council President Hayes explained the details of the resolution could be discussed in an executive session if so desired by the city council. Councilmember Scott encouraged the city council to take this matter up in an executive session at the appropriate time to discuss the partial funding of operations of the National Center for Fire and Life Safety (NCFLS) through September 2019. It was the consensus of the city council to enter into an executive session to discuss the partial funding of the NCFLS.

3. **Resolution 2019-06-17-03** for consideration to authorize Service Order No. 02 with Barry Davis Architects, PC for the Procurement (Bid) and Construction phases of the new City of Pelham's Fire Station No. 3

Councilmember Mercer asked if all the expectations have been met by the architect with regard to the design of Station No. 3. Chief Honeycutt stated having a follow up meeting with Mr. Davis regarding his initial cost estimates for Service Order No. 2. He said they had worked through a few items and lowered the price from about $65,000 to $42,000. Chief Honeycutt said this would take the city from the bid phase through and on into the construction phase. He mentioned a slight budget adjustment in the amount of $4,400 would need to be made to cover the cost of the bid phase. Chief Honeycutt stated the anticipated date to begin construction would be September 2019. Councilmember Scott asked City Manager DiFante if David Willingham and Chief Honeycutt would be managing the project for the city. City Manager DiFante said since the project was moving toward the construction phases David Willingham would be the point person for the city. She said the lowering of the price by Mr. Davis came as a reduction in the oversight of the project with regard to construction visits. She stated she asked City Engineer Chris Cousins and Director of Development Services & Public Works David Willingham to take a look at what was taken out and if they were comfortable with the revisions to Service Order No. 2. She stated her concerns were the amount of risk to the city with the reduction in the number of construction visits. Mr. Willingham said they had reviewed the original and revised proposals and there is a cut in the number of visits which is the basis of the fee. He stated following the review they discussed with Mr. Davis the possibility of shifting some of the priorities around. Mr. Willingham said Mr. Davis was certainly open to that. He said this proposal will adequately get us through construction.

4. **Resolution 2019-06-17-04** for consideration to enter into an agreement with Barrett Architecture Studio for conceptual design and cost estimating related to a South and East Facade Renovations Evaluation for the Pelham Civic Complex & Ice Arena

Mr. Willingham said the idea of renovations to the Pelham Civic Complex & Ice Arena originated with the discussion of the naming rights of the facility and the proposed Canopy development. City Manager DiFante stated there was a request from the developer of the Canopy to the city to upgrade the facility due to pending construction on Amphitheater Road. She said the city is still working very closely with the company that submitted a naming rights proposal. Mr. Willingham said the city requested qualification proposals from two architect firms and selected Barrett Architecture Studio. He stated a range of proposals, concepts and cost estimates which will be submitted to the city council for review and comments. Councilmember Lanier asked what the overall look of the Canopy would be. City Manager DiFante said one of the benefits of using the same architect would be to bring synergy to both the Civic Complex façade renovations and the Canopy project. Council President Hayes said questions remain as to how far we go with this. He spoke to the idea that for many years improving the east side of the Civic Complex had been discussed. He said thoughts about the façade renovations is a solid idea. He further stated the need in getting the renovation costs in front of the city council from their review. City Manager DiFante added we are keeping in mind and making sure the façade renovations are in step toward completing a Phase 2 renovation at the Pelham Civic Complex & Ice Arena.

5. **Resolution 2019-06-17-05** for consideration to enter into a contract with ATC Group Services, LLC to survey materials in Valley Elementary School

There were no comments from the city council.

6. **Ordinance No. 135-223** for consideration to approve zoning adjustments to property rezoned as a part of Ordinance No. 135-219 located off Oak Mountain Drive and Amphitheater Road for applicant HCI Oak Mtn., LLC. **FIRST READING**

Council President Hayes said Ordinance No. 135-223 would be a first reading for the purpose of making zoning adjustments to recently rezoned property of HCI Oak Mtn. LLC. He stated the Pelham Planning Commission had recommended the change. Councilmember Scott asked for clarification and the location of the proposed rezoning. Mr. Willingham explained the multiple zonings (B-2 and RA) of the project. He further explained the design changes and modifications of the project require rezoning of certain parcels to match changes made by the developer.

7. **Ordinance No. 494** for consideration to declare certain real property as surplus and no longer needed by the City of Pelham and to sell said city-owned property to Summer Classics Properties, LLC located Pelham Parkway, Pelham, Alabama. **FIRST READING**

Council President Hayes stated the property was acquired in 2013 and there has been a request by Summer Classics Properties, LLC to purchase the parcel. Council President Hayes further stated an appraisal of the property would follow. Councilmember Mercer asked if Summer Classics was seeking private financing for the purchase. City Manager DiFante stated the purchaser will finance the purchase of the property.

(End of June 17, 2019 Agenda Review)

Old Business

1. City Hall Update – Samantha Wilson, Lathan Associates Architects, P.C.

City Manager DiFante reminded the city council of their request of architect Shawn Calma for a more efficient and effective layout of City Hall. She discussed the importance in making the entrance to City Hall more inviting to the public. She talked about the needs of the administrative staff and the desire in locating everyone on the main level. Architect Samantha Wilson discussed the draft proposal of the City Hall renovations with the city council. Councilmember Lanier asked several questions regarding location and office size. Councilmember McMillan asked if this is Option 2, the renovation of City Hall. Ms. Wilson confirmed this is Option 2 at an estimated budget of $1.6 to $1.8 million. Council President Hayes asked Ms. Wilson if this design was the best answer regarding Option 2 based on the time perspective. She said adding the first floor will increase the square footage and bump the budget. She said condensing the project to just the main floor would make the offices smaller but would be more economical. Council President Hayes asked if we planned for a new city hall in 3-7 years is there an alternative to scaling back Option 1, a shorter term fix. She said Option 1 is purely taking down the ceilings and doing the mechanical work would get you back in the building and is less expensive. She further stated Option 1 is about 2/3 of the cost of Option 2. City Manager DiFante stated Mr. Calma plans to complete a draft of the floorplan by July 1. Councilmember McMillan said the layout looks great. She asked about the size of the offices. Ms. Wilson stated the layout would be tight. City Manager DiFante further explained the floorplan and agreed the offices would be small. There was additional discussion between Council President Hayes, City Manager DiFante and Director of Development Services & Public Works David Willingham regarding a scaled back version of Option 1. Mr. Willingham stated Option 1 has always been to minimize the expenses. Councilmember McMillan asked City Manager DiFante if this is what we wanted. She said it is tough to get the desired result in the 6,400 square feet of existing space. She further stated is probably a little premature to make any decisions until the city has the full cost of Option 1. Councilmember Lanier thanked City Manager DiFante for her hard work. She said there has been a lot of discussion on the way we are going. She further stated as we think about a new location it is important to give the employee what is needed. She said she agreed with Councilmember McMillan that it is important we look toward the future to give a sense of direction that we want to go in. She further stated if this city council anticipates the city's future needs we can look at the fact it was something a prior city council elected to move toward, if we really believe in it. She said it was important to give you and the team the opportunity to have those discussions regarding the layout of City Hall in order to make the best decisions. Councilmember Mercer stated he agreed with Councilmember Lanier and Councilmember McMillan. He said as the city looks toward the future needs of the city it is important to take the time necessary without making any rash decisions.

New Business

1. Pelham Civic Complex & Ice Arena Storage Needs – Danny Tate and David Willingham

Pelham Civic Complex & Ice Arena Administrator Danny Tate thanked the city council for reviewing and considering their storage needs. He said the Civic Complex staff has looked at several storage options. Councilmember Scott said the growth of the facility is now causing storage problems. He noted the need for a truck, extra storage space and consolidation of their banquet and supply inventory. Councilmember McMillan stated she agreed with Councilmember Scott. It was suggested to take a look at the items that are constantly being moved and maybe store those items on site.

2. Tennis Center Staffing – Chaney Mills

Racquet Club Assistant Director Chaney Mills discussed several changes she would like to implement at the Pelham Tennis Center. She respectfully requested the following be placed on the July 1, 2019 city council agenda for consideration.

(1) Revised rate structure to implement a team fee instead of an individual fee. She suggested $225 per team. Discussion followed regarding the financial impact of the change in the fee structure. Mrs. Mills said the proposed changes in the fees will make it much easier to administer. She stated she would like to start the new fee structure in August 2019.

(2) Approve funds for a tennis director at the Pelham Tennis Center. She said currently there is not a staff member at the Pelham Tennis Center. Mrs. Mills said the financial impact to the budget would be $9,225.00, which includes salary and benefits for August and September 2019.

She said she would like to start an after school program at the Pelham Tennis Center. She mentioned grants are available for fencing, resurfacing and other projects to upgrade the facility. Councilmember Scott said in his opinion the primarily mission of the Tennis Center is for a safe and attractive place for the public and our middle and high school students to play tennis. Councilmember Scott asked about the transition from individual to a team fee concept. Mrs. Mills said the staff compared our facility to others in the area. Councilmember Scott said he was willing to support her suggestions in order to make the Tennis Center a better facility.

3. Panther Circle Paving – David Willingham

Council President Hayes stated the city received a request from the Pelham Board of Education to assist in the paving of Panther Circle. Mr. Willingham distributed a budget breakout of the city's 2019 paving projects. Discussion followed regarding the paving projects already under contract. Mr. Willingham said the proposed paving of Panther Circle involves about 1,200 linear feet. He said the city is looking into whether the paving of Panther Circle could be added to the county's current paving plan. Council President Hayes asked if the paving can be done within the current budget. Mr. Willingham said it could. He said the city would be meeting with the county next week to discuss options. Councilmember Lanier asked what happens if the county option falls through. Mr. Willingham said asphalt patching could be done with the use of city forces. He further stated there was not enough time to bid and complete the paving project before school starts in August.

Executive Session

Council President Hayes stated for the record the purpose of the Executive Session was to discuss preliminary negotiations involving matters of trade or commerce in which the governmental body is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act. Provided, however, that prior to such discussions a person involved in the recruitment or retention effort or who has personal knowledge that the discussion will involve matter or information of the character defined or described in the Alabama Trade Secrets Act advises the governmental body in writing or by oral declaration entered into the minutes that the discussions would have a detrimental effect upon the competitive position of a party to the negotiations or upon the location, retention, expansion, or upgrading of a public employee or business entity in the area served by the governmental body if disclosed outside of an executive session, or would disclose information protected by the Alabama Trade Secrets Act. Council President Hayes noted City Attorney Bill Justice had stated he agreed with the stated purpose of tonight's Executive Session is appropriate under Section 36-25-A-7(a)(6), Code of Alabama 1975, as amended.

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	Yes
Ron Scott, Council Member	Yes
Beth McMillan, Council Member	Yes
Maurice Mercer, Council Member	Yes
Mildred Lanier, Council Member	Yes

Council President Hayes asked the members of the city council, Mayor Gary Waters, City Manager DiFante, Director of Developmental Services & Public Works David Willingham, Fire Chief Tim Honeycutt, Building Official Bob Miller and City Clerk/Treasurer Tom Seale to attend the Executive Session. Council President Hayes stated he expected the city council to return from the executive session in approximately 10-15 minutes. The city council went into executive session at 7:10 p.m.

Councilmember Scott moved to adjourn the executive session. Said motion was seconded by Councilmember Lanier. The motion passed unanimously by voice vote of those members present, and the executive session was adjourned at 7:47 p.m.

<u>Adjournment</u>

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 7:48 p.m.

Respectfully submitted this 17th day of June 2019,

Tom Seale, MMC, City Clerk/Treasurer

Rick Hayes, Council President

[SEAL]

CITY OF PELHAM CITY SEAL ALABAMA