



WORK SESSION
Pelham Police & Court Building
January 23, 2020 – 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 January 23, 2020 at 6:00 p.m. The regular work session was held in 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: None

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 6, 2020 Special and Regular Council Work Session Minutes. The motion was seconded by Councilmember Mercer and passed by unanimous voice vote of those members present.

Review of Council Agenda

Council President Hayes reviewed the January 23, 2020 city council agenda.

F. Public Hearing - None

H. Proclamations by the Mayor - None

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 2020-01-23-01** for consideration to approve a Professional Services Agreement with Stephen Coker Architect, LLC to include schematic design and design development services for the City of Pelham's proposed new Fire Station No. 3

City Engineer Chris Cousins said the city will be working with the architect and the estimator to evaluate alternate building systems and components to produce a conceptual design meeting the city's needs with the lowest practical estimated cost. He stated deliverables for this effort will be a conceptual design set of drawings along with a detailed construction estimates. He further stated the timeline for this effort is 90 days. Mr. Cousins said he recommends approval of Resolution 2020-01-23-01 by the city council. Director of Development Services & Public Works Andre Bittas stated he was in agreement with the proposed contract.

2. **Resolution 2020-01-23-02** for consideration to authorize the mayor to enter into an agreement with Hulon Construction, Inc. for exterior repairs at the Pelham Racquet Club

City Engineer Chris Cousins stated quotes for exterior repairs at the Pelham Racquet Club were requested and only two were received. He stated the lowest responsible quote was \$34,809 and he recommends approval of Resolution 2020-01-23-02 by the city council. Mr. Bittas stated the city was ready to move forward with the project. Councilmember Scott asked about the extent of the exterior repairs. Mr. Cousins said the work involves the removal and replacement of existing soffits, fascia, gutters and lighting with new materials.

3. **Resolution 2020-01-23-03** for consideration to declare certain personal property (vehicles) of the City of Pelham, which are no longer needed for public or municipal purposes, as surplus

Police Chief Pat Cheatwood had stated in a memorandum three (3) of the vehicles under consideration to be declared surplus are assigned to the Pelham Police Department. He had also requested the approval of the 2011 Crown Victoria being sold to the Munford Police Department for use by their K-9 unit.

4. **Resolution 2020-01-23-04** for consideration to appoint _____ as the city council representative on the Pelham Personnel Board with the term ending January 31, 2024

Mayor Waters asked to clarify the dual role of the Pelham Personnel Board position. He read from the City of Pelham Civil Service Act. He said three councilmembers must vote to appoint the member and be concurred by the mayor. He stated his concerns with the lack of diversity on the Pelham Personnel Board. Council President Hayes stated that he had requested clarification from the city attorney on how this vote should be conducted and was told that probably the most appropriate way for this vote to occur would be based on the vote of a majority of all the city's elected officials including the mayor versus the majority of the council with the mayor's concurrence. Councilmember Lanier asked the opinion of the city attorney be clarified as to the appointment process with the concurrence of the mayor. City Manager DiFante spoke to the need to make the appointments as quickly as possible due to the number of items pending consideration before the Board. She asked the city council not to delay the appointment. She reminded the city council there is another vote pending which is the selection of the third member of the Board.

Councilmember Lanier moved to remove Resolution 2020-01-23-04 from the January 23, 2020 city council agenda. Councilmember McMillan said she was prepared to vote on the appointment tonight, but doesn't want to rush anyone else into a vote tonight. Council President Hayes passed the gavel to Council President Pro Tempore Lanier and seconded the motion to remove Resolution 2020-01-23-04 from tonight's city council agenda. He stated that he agreed it is not appropriate to ask someone to vote on this tonight, but that thinks it is important that the vote be held on February 3rd. There being no further discussion, the motion to remove Resolution 2020-01-23-04 from the January 23, 2020 city council agenda passed by a 3-2 voice vote of those members present with Councilmember Scott and Councilmember Mercer dissenting. Council President Pro Tempore Lanier declared the motion passed and handed the gavel back to Council President Hayes.

(End of January 23, 2020 Agenda Review)

Old Business

1. Conclude discussion on Elected Officials Compensation and Voting Location

a. Council President's and Councilmember's Compensation

It was the consensus of the city council not to make any changes with regard to the council president's and councilmember's compensation prior to the 2020 municipal elections. Council President Hayes noted that he had confirmed with the League of Municipalities that no additional action is required by the city council on this item since no change is desired. City Clerk/Treasurer Tom Seale concurred on this.

b. Mayor's Compensation

It was the consensus of the city council not to make any changes with regard to the mayor's compensation prior to the 2020 municipal elections. It was also noted no additional action is required by the city council.

c. Mayor's Compensation and Appointment as Water Superintendent

Council President Hayes said that he agreed with the mayor on this issue and suggested repealing the ordinance that appointed the mayor as water superintendent and passing a ordinance to appoint a new water superintendent effective when the current term of the mayor ends. Councilmember Lanier agreed to discuss this matter at another time. Councilmember McMillan suggested further defining the duties of the water board superintendent.

d. Additional Voting Location for Municipal Elections

Council President Hayes noted the members of the city council support an additional voting location in Pelham for municipal elections. Councilmember McMillan asked how this change would be communicated to the voting public. Mayor Waters reported Reggie Holloway, Shelby County Community Services Manager, is not concerned where the voting locations are, they just want to be kept informed. Further discussion followed between the mayor, members of the city council and the city clerk/treasurer regarding the logistics in establishing a second polling location in Pelham for municipal election purpose.

New Business

1. Discuss Funding Mechanism for a City of Pelham Capital Plan

City Manager DiFante discussed and reviewed the Facilities Improvement and Maintenance Plan along with the goals.

Facilities Planning Goals

- Avoid another City Hall scenario by performing preventive and routine maintenance of the City's aging infrastructure prior to occurrences of environmental, structural and mechanical breakdowns
- Establish a funding mechanism for infrastructure maintenance and improvement needs
- Rather than fund maintenance needs on an as needed basis, provide for a fixed amount each year to be placed into a separate bank account, essentially building a facilities improvements and maintenance savings account
- Reduce the occurrence of defunding or not funding projects in line with Council priorities due to facility improvement and maintenance needs

Accounting Manager Jenny Gray explained the following savings plan where monies are escrowed to fund projects approved the city council.

Roadmap

- Evaluate and prioritize facility needs - Accomplished
- Break out needed annual funding - Proposed
- Council agrees to plan and funding - Next step
- Council consideration to direct funds to a facilities improvement savings account - Next Step

Facilities Improvement & Maintenance Needs

Description	Department/Fund	2020	2021	2022-2024	Total
City Hall - Building Envelope	General & Administrative/General	\$ 150,000	\$ -	\$ -	\$ 150,000
City Hall - Equipment	General & Administrative/General	-	27,000	125,500	152,500
Parks & Recreation - Office - Building Envelope	Parks & Recreation/General	25,000	-	-	25,000
Parks & Recreation - Office - Equipment	Parks & Recreation/General	24,000	-	-	24,000
Tennis Center - Building Envelope	Parks & Recreation/General	17,500	-	-	17,500
Tennis Center - Equipment	Parks & Recreation/General	-	-	8,000	8,000
Large Concession Stand - Building Envelope	Parks & Recreation/General	-	50,000	-	50,000
Senior Center - Equipment	Parks & Recreation/General	-	-	87,500	87,500
Police Building - Building Envelope	Police/General	5,000	266,500	-	271,500
Police Building - Equipment	Police/General	-	328,500	121,000	449,500
Fire Station #1 - Building Envelope	Fire/General	-	-	10,000	10,000
Fire Station #1 - Equipment	Fire/General	13,500	29,000	-	42,500
Fire Station #2 - Building Envelope	Fire/General	-	11,250	-	11,250
Fire Station #2 - Equipment	Fire/General	-	36,000	-	36,000
Fire Station #4 - Building Envelope	Fire/General	40,000	-	-	40,000
Fire Station #4 - Equipment	Fire/General	-	3,000	-	3,000
Fire Station #5 - Building Envelope	Fire/General	5,000	-	-	5,000
Fire Station #5 - Equipment	Fire/General	-	-	17,200	17,200
Fire Prevention Building - Building Envelope	Fire/General	-	10,000	-	10,000
Training Building - Building Envelope	Fire/General	-	15,000	-	15,000
Mechanic Shop - Building Envelope	Public Works/General	-	10,000	-	10,000
Mechanic Shop - Equipment	Public Works/General	12,000	14,000	-	26,000
Public Works Office - Building Envelope	Public Works/General	-	-	5,000	5,000
City Storage - Building Envelope	Public Works/General	-	-	30,000	30,000

Water - Water Works Bldg - Bldg Envelope	Water/Water & Sewer	5,000	-	30,000	35,000
Water - Water Works Bldg - Bldg Envelope	Water/Water & Sewer	-	19,500	26,000	45,500
Water - PW Storage - Bldg - Bldg Envelope	Water/Water & Sewer	-	-	20,000	20,000
Water - PW Storage - Equipment	Water/Water & Sewer	-	-	13,500	13,500
Sewer - Office/Telemetry - Building Envelope	Sewer/Water & Sewer	-	-	500	500
Sewer - Office/Telemetry - Equipment	Sewer/Water & Sewer	1,500	-	2,250	3,750
Sewer - Shop - Equipment	Sewer/Water & Sewer	-	-	19,000	19,000
Sewer - DE Watering Building - Envelope	Sewer/Water & Sewer	1,000	-	-	1,000
Sewer - DE Watering Building - Equipment	Sewer/Water & Sewer	-	11,000	30,000	41,000
Civic Complex - Building Envelope	Civic Complex	-	10,000	-	10,000
Civic Complex - Equipment	Civic Complex	11,500	363,000	1,674,000	2,048,500
Tennis Complex - Building Envelope	Racquet Club	25,000	-	50,000	75,000
Tennis Complex - Equipment	Racquet Club	10,500	64,500	-	75,000
Maintenance Building - Building Envelope	Racquet Club	5,000	-	-	5,000
Club House - Building Envelope	Ballantrae Golf Club	10,000	150,000	-	160,000
Club House - Equipment	Ballantrae Golf Club	2,000	-	47,000	49,000
Maintenance Building - Building Envelope	Ballantrae Golf Club	10,000	-	-	10,000
Maintenance Building - Equipment	Ballantrae Golf Club	-	-	12,000	12,000
Total		\$ 373,500	\$ 1,418,250	\$ 2,328,450	\$ 4,120,200

Total on a per year basis \$ 824,040 \$ 824,040 \$ 2,472,120

City Manager DiFante asked for direction and what additional information is need from the city council in order to put additional discussion on the February 3rd work session. Councilmember Scott thanked City Manager DiFante and Accounting Manager Gray for providing the information. He said he endorsed the idea and said it makes good financial sense. He stated he was in favor of placing this item on the February 3rd agenda. Council President Hayes asked about the need to set up a separate bank account versus just in a separate account in the general ledger. Mrs. Gray stated she suggested a separate bank account to make it easier to track the savings allocated for facilities improvement and maintenance. Council President Hayes said he did not have strong feelings against a separate bank account, but it just does seem like a requirement because the balance should be tracked to the penny in the accounting system. Councilmember Lanier asked if they were recommending to begin this process in FY2020. City Manager DiFante suggested sitting down with City Engineer Chris Cousins and Director of Development Services & Public Works Andre Bittas to review future plans and projects. Councilmember Mercer expressed his appreciation to City Manager DiFante and Accounting Manager Gray for the presentation. He said it was smart and prudent to begin this process.

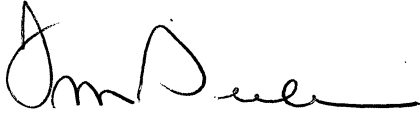
2. Discuss abolishing the Pelham Beautification Board and establishing a Beautification, Entertainment and Arts Team (BEAT)

City Manager DiFante asked the city council to consider abolishing the Beautification Board and establishing a Beautification, Entertainment and Arts Team. She stated the city attorney has met with the Beautification Board. She said the possibility exists of setting up a non-profit organization, which would have the authority to fund raise, similar to the Pelham Schools Foundation. She said she would like to bring back to the city council additional information on February 3rd regarding the next step in the process in order to move this project forward. City Manager DiFante noted the Beautification Board members are excited and energized about the possibility. Councilmember Lanier stated her excitement about the process.

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 7:01 p.m.

Respectfully submitted this 23rd day of January 2020,



Tom Seale, MMC, City Clerk/Treasurer



Rick Hayes, Council President

