



WORK SESSION
Virtual Meeting via Zoom
April 20, 2020 – 5:30 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 throughout the scheduled meeting.

Members of the Pelham City Council met April 20, 2020 at 5:30 p.m. via Zoom. The regular work session was not open to the public due to the COVID-19 pandemic but was available via Facebook Live.

Call to Order

The work session was called to order by Council President Hayes at 5:41 p.m.

Record of Attendance

The following elected officials were present via Zoom:

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, and other city consultants

A motion was made by Councilmember Scott to appoint Jonathan Seale as Acting City Clerk for the April 20, 2020 Regular City Council Work Session. The motion was seconded by Councilmember Lanier and passed by unanimous voice vote of those members present.

Approval of Minutes

A motion was made by Councilmember McMillan to approve the April 6, 2020 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 April 20, 2020 city council agenda.

F. Public Hearing – None

H. Proclamations by the Mayor

1. Declaring April 19-25, 2020 as Parental Alienation Prevention Week and April 25, 2020 as Parental Alienation Awareness “Bubbles For Love” Day

J. Request(s) 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 2020-04-20-01** for consideration to declare certain personal property (vehicles and equipment) as surplus of the City of Pelham, which are no longer needed for public or municipal purposes

It was noted by Council President Hayes a list of all surplus vehicles and equipment was distributed to the city council prior to tonight’s meeting.

2. **Resolution 2020-04-20-02** for consideration to appoint _____ to the Pelham Board of Education, Place 2, with the term of office ending June 2025.

Council President Hayes expressed his appreciation for the two candidates who submitted their names for consideration and gave of their time for interviews. Council President Hayes recommended the reappointment of Angie Hester to the Pelham Board of Education, Place 2.

Councilmember Scott stated he agreed with Council President Hayes and his comments regarding the reappointment Ms. Hester.

Councilmember Lanier noted having two excellent candidates for this position. She recommended the reappointment of Ms. Hester.

Councilmember Mercer recommended the reappointment of Ms. Hester stating he loves the work she has been able to accomplish. He thanked Deborah Bacik and hoped she will continue to be involved with Pelham City Schools moving forward.

Councilmember McMillan stated she had no concerns recommending the reappointment of Ms. Hester.

A motion was made by Councilmember McMillan to modify Resolution 2020-04-20-02 by reappointing Angela R. Hester to the Pelham Board of Education, Place 2, with the term of office ending June 2025. The motion was seconded by Councilmember Mercer and passed by unanimous voice vote of those members present.

3. **Resolution 2020-04-20-03** for consideration to grant authority to waive sales & use tax penalties on delinquent tax filings and payments due to the COVID-19 pandemic

City Manager DiFante stated three different types of sales tax penalties would be waived for the months of February, March, and April of 2020. Penalties will not be waived past June 1, 2020. She stated it is anticipated the March 2020 revenues will be less than March 2019 and April 2020 revenues will be significantly less than April 2019.

Council President Hayes stated this measure is similar to what the State of Alabama, Shelby County, and the Cities of Alabaster and Hoover have done to help provide relief to businesses. He noted Alabama state law prohibits interest to be waived, only the penalties. Council President Hayes stated he wholeheartedly agrees with these recommendations presented tonight given the current situation.

Councilmember McMillan asked if businesses are still required to file monthly sales tax reports with the city. City Manager DiFante said yes, but no penalties will be added. It was clarified this measure only applies to businesses whose taxes are equal to or less than \$62,500.00 monthly.

(End of April 20, 2020 Agenda Review)

Old Business

1. Update – Cost Projections for New Fire Station No. 3 (Andre` Bittas)

Director of Development Services & Public Works Andre` Bittas stated based on the scope of work from the previous architect, several items needed to be address. He said the new design plan has addressed these items. He thanked the new architect and Chris Cousins, Municipal Consultants, Inc., for their assistance. He said it was important to separate the site work plan from the building construction plan. He added it was the goal of the team to look at the project and determine where significant cost savings could be achieved without having to start from scratch. He added the goal was to design a quality fire station that met the needs of the fire department without exceeding the budgetary requirements.

Steve Coker of Stephen Coker Architect LLC made a presentation of the proposed Pelham Fire Station No. 3 design. Mr. Coker said cost savings would be realized by utilizing the existing design footprint and changing the building materials.

Goals and Objectives

- Review previous building drawings and identify areas of cost reduction without detracting from the usability and serviceability of the building.
- Investigate and evaluate alternative construction systems and materials in order to provide a more cost-effective building structure and envelope of materials.
- Prepare a Preliminary Building Design to meet Owner's design requirements and standards.
- Maintain previously designed floor plan where practical to maximize use of previous plumbing, HVAC, and electrical designs.
- Prepare a construction cost analysis based on these designs, in conjunction with a general contractor.

Preliminary Building Design

- Building Footprint: 13,204 S.F. Interior Floor Area: 12,491 SF
- Occupancy S-2 Area: 8,498 S.F. Occupancy R-2 Area: 3,993 S.F.
- 4 Apparatus Bays, Hazmat, SCBA, Turnout Gear, Storage
- 6 Bunk Rooms, 2 Offices, Day Room, Kitchen, Workout, Laundry, Showers, Storage
- Police Department Annex, Hose Tower
- Outdoor covered patios
- Change the concrete masonry load bearing wall and wood truss roof system to a pre-engineered steel rigid frame building to accomplish large spaces and long clear spans without load bearing interior walls and columns.
- Improve construction quality control by factory-built, computer-engineered unitized wall and roof framing system.

- Change the building from a Type V-B combustible to a Type II-B non-combustible building by use of all-steel rigid frame wall and roof system. Allows for a simpler and less expensive sprinkler system to cover the entire building, reducing occupancy separation wall from 2 hour to 1 hour fire resistance rating.
- Hardened area of refuge in shower-rest room area
- Simplify the building roof geometry from a multi-slope interior roof drain system to a group of single-slope roof planes that drain into gutters and downspouts.
- Lower the overall building height from 33 feet to 27 feet in the equipment bays and from 24 feet to 17 feet in the adjoining spaces. Interior floor to ceiling heights are unchanged.
- Use a combination of brick veneer and metal panel siding materials. Upgraded metal siding types to occur on highway visible building facades.
- The combination of lower building height and earth toned brick and metal textures will blend well into the site's wooded surroundings.
- Change interior masonry partitions to metal stud partitions, except at refuge area.
- Adjust interior partition locations slightly to correspond with building steel columns to minimize column obtrusions.
- Change residence area interior doors from metal doors to solid core wood doors.
- Consolidated plumbing layout to reduce piping.
- Increase overall bay ventilation rate to eliminate costly hard piped exhaust removal system.

Anticipated Cost Range – Current Concept

Building and Sitework: \$2,600,000 - \$2,900,000

Furniture Fixtures and Equipment: \$221,000 - \$246,000

Soft Costs: \$260,000 - \$290,000

Total: \$3,081,000 - \$3,436,500

Note: Previous Design Architect and Engineering Fees: \$203,150

Mr. Bittas said it is important to provide the total project cost to the city council, not just the construction cost. He said the designs Mr. Coker presented would save approximately \$2 million compared to the previous design concept, including site work. He added architectural and engineering costs are typically 10% of the total project which have yet to be negotiated.

Councilmember McMillan and Councilmember Lanier thanked those who were involved with analyzing this project and searching for ways to find savings and minimize expenditures.

Mr. Bittas recognized Mr. Coker, Mr. Cousins, and Fire Chief Tim Honeycutt for their time and effort while revisiting this design. He said the next step is determining whether to move forward with the project, negotiating architectural fees, and providing funding for the project.

New Business

1. Recommendations – Current Facilities Maintenance & Capital Improvement Plan
(Gretchen DiFante, Andre` Bittas & Jenny Gray)

City Manager DiFante stated she and Mr. Bittas met with department heads to review capital improvements projects.

Councilmember McMillan asked if the city council was being asked to make budget adjustments as they relate to the capital improvement projects. Mr. Bittas said no. With the uncertainty of the city's revenues over the upcoming months, he and the department heads are assessing the needs to postpone or proceed with the capital improvement projects.

City Manager DiFante said city staff is working on assembling revenue projections by gathering data from previous fiscal years. She said this information would be distributed to the city council once it is available.

Mr. Cousins addressed the Huntley Parkway road repair project. He said the low bid was received from Dunn Construction Company, Inc. He added the bid came in approximately \$13,000 below the projected amount. He said this is a good time to move forward with paving projects due to the record low oil prices. He mentioned wanting to review the April 2020 revenue numbers before he recommended moving forward with the project.

Councilmember McMillan asked about the water meter replacement project noting only \$11,000 had been spent in Fiscal Year 2020. Mr. Bittas stated that in years past a large number of meters were purchased and it took a long time before they were installed. He said they have opted to purchase what they need since all installation work is being conducted by city crews. Mr. Bittas said with the State Revolving Fund (SRF) loan, a contractor would be hired to complete the rest of the meter installations. He added a small percentage of meters have been installed thus far.

City Manager DiFante said it is crucial to move forward with the Enterprise Resource Planning (ERP) project. She added vendors are preparing to display their products with demos for which a great deal of work is required. She said that we are going to have to upgrade our financial and payroll systems (for not a lot of cost) because the current payroll software will no longer be supported by the vendor after December 31, 2020. Accounting Manager Jenny Gray said being able to tie the financial and payroll software together would be an advantage.

City Manager DiFante stated it is important to give citizens and businesses accurate information as the COVID-19 pandemic continues to develop.

2. Ballantrae Golf Club FY2020 Budget & Reopening Schedule (Hal Brown)

General Manager Hal Brown reviewed the proposed plan to reopen Ballantrae Golf Club. He said they are targeting May 1, 2020 to reopen the course with new precautionary measures in place. Council President Hayes asked if these procedures would be similar to other courses that have remained open during this time. Mr. Brown said yes. He said some of the measures would be, one person per cart (excluding family members or those players rode who came to the course together and have already been in contact), removal of commonly touched items like ball washers, hydration stations, sand rakes, etc. He also mentioned the course would only allow golfers Wednesday through Sundays at first. Mr. Brown said the Pelham Police Department would continue to monitor the golf course via Monday and Tuesday patrols.

Ballantrae Golf Club Reopening Procedures: May 1, 2020

Golf Course COVID-19 Rules - (Clubhouse Closed)

1. All players must stay at least six feet apart at all times.
2. Transactions will be by credit card and member charge only. Staff will not touch credit cards.

3. Golf carts will be sanitized after each use.
4. One bag and one player per cart (family members and those golfers who rode together to the course can ride together in a cart).
5. On-course restrooms will be open and will be sanitized regularly.
6. Players must not touch the flagstick and must leave the flagstick in at all times.
7. All rakes will be removed from the golf course.
8. Ball washers have been removed from the course.
9. Water stations have been removed from the course.
10. Driving range will be open with stacked range balls so staff and customers do not have to touch range balls or range bags.

Level 1 Reopening: May to June

Clubhouse Closed

Staff needed = 4 full time

Allow walking and the use of golf carts

Hours of Operation: Wednesday to Sunday / 8:00 a.m. to 6:00 p.m.

Revenue Projections:

Green Fees: \$60,000

Cart Fees: \$25,000

Range Fees: \$10,000

Membership Dues: \$23,600

Total = \$118,600

Level 2 Reopening: May to June

Serving food from drive through window to golfers and residents

Clubhouse Closed to customers

Staff needed = 6 full time (borrow 2 from another department)

Allow walking and the use of golf carts

Hours of Operation: Wednesday to Sunday / 8:00 a.m. to 6:00 p.m.

Revenue Projections:

Green Fees: \$60,000

Cart Fees: \$25,000

Range Fees: \$10,000

Membership Dues: \$23,600

Food and Beverage: \$30,000

Total = \$148,600

Reevaluate on May 15, 2020 to potentially open Monday to Sunday

3. Job Descriptions approved by the Personnel Board in September 2019 (Tracy Hill)

Human Resources Director Tracy Hill reminded the city council the job descriptions were approved in mass by the previous Personnel Board in September 2019 with an effective date of October 1, 2019. She said job descriptions under considerations after October 1, 2019 have gone before the Personnel Board for review. Mrs. Hill said a file was sent to the city council containing the job descriptions that were prepared by Human Resource Management, Inc. and approved by the Personnel Board. Council President Hayes thanked Mrs. Hill and said the city council would need to decide on the job description approval process.

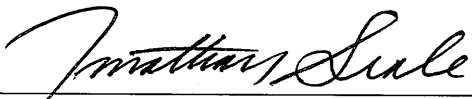
4. Penalties associated with delinquent Sales & Use Tax payments related to COVID-19

There were no additional city council comments since this was previously discussed.

Adjournment

A motion to adjourn the virtual work session was made by Councilmember Lanier and seconded by Councilmember Scott. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 7:00 p.m.

Respectfully submitted this 20th day of April 2020,


Jonathan Seale, Acting City Clerk


Rick Hayes, Council President

