



WORK SESSION
Pelham Police & Court Building
June 1, 2020 – 4:00 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 throughout the scheduled meeting.

Members of the Pelham City Council met June 1, 2020 at 4:00 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 4:01 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 Scott to approve the May 18, 2020 Regular Council Work Session Minutes. The motion was seconded by Councilmember McMillan passed by unanimous voice vote of those members present.

Old Business

1. Review – Parks & Recreation Master Plan (Clemson University via Zoom)

Director of Parks & Recreation D. McGirt provided a brief overview of the Parks & Recreation Master Plan Project. He reintroduced Dr. Bob Brookover and Dr. Brandon Harris who joined the work session via Zoom. He stated the project is a cooperative effort between Clemson University's Division of Research Catalyst Award and the City of Pelham.

Dr. Brookover and Dr. Harris reviewed the Master Plan and offered ideas and suggestions to move the parks system forward in Pelham. They stated the study objectives were:

1. Determine public opinion about recreation and leisure service needs of the City of Pelham.
2. Determine potential partners and roles partners might play in the provision of recreation and parks programs, services, and facilities.
3. Determine how public opinion of needs align with program, service, and facility needs and trends based on current and future demand.
4. Determine the public's willingness to pay fees for programs, services, and facilities.
5. Determine operational needs that may assist the City of Pelham in streamlining process, improving communications, and conducting business in a more efficient, effective manner.
6. Provide recommendations regarding the provision of parks and recreation programs, facilities, and services for the next five to seven (5-7) years.

The study recommendations included:

1. Programs
 - a. Teens
 - b. Aquatics
 - c. Fitness and Wellness
 - d. Outdoor Adventure
 - e. Athletic
2. Facilities
 - a. Trails and Greenways
 - b. Outdoor Events/Amphitheater
 - c. Destination Playground and Splash Pad
 - d. Additional and Improved Neighborhood Parks and Playgrounds
 - e. Athletic
 - f. Other
 - g. The BIG Idea
3. Senior Center
4. Operations
 - a. Marketing, Promotions and Communications
 - b. Personnel and Staffing
 - c. Funding and Enterprises
 - d. Software Systems
 - e. Funding and Fee Structure

Discussions followed between Dr. Brookover, Dr. Harris and the city council regarding recommendations as outlined in the Parks & Recreation Master Plan.

2. Review & Discussion – Employee Job Descriptions

Human Resources Director Tracy Hill noted HRM, Inc., the city's human resources consultant, surveyed staff and department heads last year regarding the job descriptions. She noted having earlier reviewed the Personnel Board's process which resulted in their approval in mass of all job descriptions on September 10, 2019 with the city council. She stated the job descriptions were put into place on October 1, 2019. Council President Hayes reviewed with Mrs. Hill specific issues and concerns related to some of the job descriptions which had previously been provided to the city council, and Councilmember McMillan expressed a concern about the way education or equivalent work experience was stated in some of the job descriptions. Mrs. Hill explained the interview process with potential employment candidates. Additional discussion followed between the city council president, members of the city council and Mrs. Hill. City Manager DiFante suggested Mrs. Hill review with the city council the complete posting, application and interview procedures. Mrs. Hill suggested the city council talk with either Chief Cheatwood or Chief Honeycutt regarding the city's hiring processes.

New Business

1. Discussion – Establishing two Mixed-Use Zoning Districts (Andre` Bittas & Lindsay Puckett, RPCGB)

Lindsay Puckett, Regional Planning Commission of Greater Birmingham (RPCGB), stated the Comprehensive Plan was adopted in January 2020. She suggested writing two mixed-use development plans to be included as a part of the overall Comprehensive Plan. She stated the RPCGB will work with the city and the Planning Commission to develop the mixed-use developments. She said all building requirements and building recommendations would be refined to accommodate this new designation. She said the RPCGB could start the process in the coming weeks and provide recommendations to the city council in several months. Councilmember Scott spoke in favor of moving forward with a mixed-use zoning plan. Mrs. Puckett said the same 80/20 match applies to the development of the mixed-use development plans.

Executive Session

Council President Hayes stated for the record the purpose of the Executive Session was to discuss the legal ramifications of and legal options for pending litigation, to discuss with our attorney controversies not yet being litigated but imminently likely to be litigated if the governmental body pursues a proposed course of action and to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease or market value of real property. City Attorney Bent Owens stated purposes of tonight's Executive Session is appropriate under Section 36-25-A-7(3) (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 Mercer. 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	<u>Yes</u>
Ron Scott, Council Member	<u>Yes</u>
Beth McMillan, Council Member	<u>Yes</u>
Maurice Mercer, Council Member	<u>Yes</u>

Council President Hayes asked the members of the city council, Mayor Gary Waters, City Manager Gretchen DiFante, City Attorney Bent Owens, Human Resources Director Tracy Hill, Library Director Mary Campbell, Police Chief Pat Cheatwood, Melody Whitten with 58 Inc. 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 70 to 75 minutes. The city council went into executive session at 5:34 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 7:00 p.m.

Council President Hayes called the work session back to order at 7:26 p.m.

Old Business – Continued

3. Update – FY2020 Budgets – April 2020 (Gretchen DiFante)

City Manager Gretchen DiFante stated the April 2020 revenue numbers have been coming in over the past 10 days. She further stated she expects the final sales tax numbers for April 2020 to be in by Friday. She noted the lodging tax revenues are down approximately 50% over April 2019. She said after a thorough review of the sales tax totals it would be her intention to make recommendations to the city council for budget amendments. She stated the Pelham Civic Complex & Ice Arena budget review information should be ready in two weeks. She informed the city council of a recent meeting between city staff and the Birmingham Bulls. She said the Southern Professional Hockey League will be meeting on Thursday, June 4, 2020 to discuss the number of teams, expected attendance and other issues related to the upcoming season.

4. Discussion – City Hall Options

Due to the time that the city council wanted to dedicate to this discussion, it was the consensus of the city council to schedule a special work session the following week to discuss the options with regard to City Hall.

5. Discussion – Establishing restricted funding account(s) for the City of Pelham's Five Year Facilities Maintenance & Improvement Plan

It was also the consensus of the city council to include the discussion of the city's Five Year Facilities Maintenance & Improvement Plan options on the agenda for the following week's special work session.

Special Work Session Scheduled

It was the consensus of the city council for the council president to call a special work session on June 8, 2020 to discuss items 4 and 5 above, as well as discuss the FY2020 revenue projections in more detail. Council President Hayes asked the city council to review their calendar for Monday night in order to determine a start time for the special work session.

Review of Council Agenda

Council President Hayes reviewed the May 18, 2020 city council agenda.

F. Public Hearing

To consider Ordinance No. 135-229 an amendment to the zone district boundaries of the City of Pelham changing the present zoning O & I (Office & Industrial District) to B-2 (General Business District) for property located along State Park Road. Applicant: James B. Kovakas

G. Mayor's Comments – Special Recognitions

1. Honoring Joan Riosa upon her retirement after 22+ years of service with the City of Pelham.
2. Honoring Officer Jeremy Swenson upon his retirement after 20+ years of service with the City of Pelham.

H. Proclamations by the Mayor – None

I. Request(s) to Address the Council – None

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

1. **Ordinance No. 135-229** an amendment to the zone district boundaries of the City of Pelham changing the present zoning O & I (Office & Industrial District) to B-2 (General Business District) for property located along State Park Road. Applicant: James B. Kovakas (First Reading)

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

1. **Resolution 2020-06-01-01** for consideration to approve the funding of the final design, bidding, construction and furnishing of new Fire Station No. 3

Department of Development Services & Public Works Andre` Bittas said approval of the Resolution will allow the completion of architectural design work in order to prepare the construction documents. A budget summary of the project was provided for city council review. He stated there would be approximately \$40,000.00 in savings by using existing architectural documents. He noted the site work on the project started today. Fire Chief Honeycutt said the fire department is excited about the project. He stated the relocation of Fire Station No. 3 will help with response time in the area, including Wild Timber, The Highlands, Grey Oaks and other sub-divisions. He thanked the city council for their support. Mr. Bittas said he was asking for city council approval of the Resolution in order to move the project forward.

2. **Resolution 2020-06-01-02** for consideration to amend the FY2020 Fire Department Budget to provide funding for the new Fire Station No. 3

The amount needed for this FY2020 budget modification was discussed and it was agreed that only the additional FY2020 funding needed to be approved in this resolution. Some additional FY2020 amounts needed to be determined, but it was agreed to go ahead and amend the FY2020 Budget to provide just the additional funds for the architect expenses and to vote on another budget modification as soon as the other related FY2020 expenses are confirmed. Councilmember Lanier made a motion to amend Resolution 2020-06-01-02 to include just the architect's fee of \$154,805.00. Said motion was seconded by Councilmember McMillan and passed by a unanimous vote of the city council.

3. **Resolution 2020-06-01-03** for consideration to approve an ABC License application for a 050-Retail Beer (Off Premises Only) license and a 70-Retail Table Wine (Off Premises Only) license for applicant DUAA, LLC operating under the trade name 31 Quick Stop, located at 3560 Highway 31 South, Pelham, Alabama 35124

Councilmember Scott stated the ABC license before the city council for consideration is a transfer from the current owner to the new owner. He said 31 Quick Stop has been operating for a number of years in Pelham with limited hours of operations. He noted the owner is present to answer questions from the city council.

4. **Resolution 2020-06-01-04** for consideration to provide additional funding in the FY2020 General Fund budget related to expenses incurred in response to the COVID-19 pandemic

City Manager DiFante provided year-to-date COVID-19 expenses to the city council. She said approximately \$45,000.00 has been spent to date which necessitates the need to request approval for an additional \$20,000 in funding. If approved, the total budgeted amount for COVID-19 expenses would be \$60,000.00. She further stated the Emergency Operations Center (EOC) Team is doing a good job in estimating ongoing expenses. City Manager DiFante said she is encouraged with the CARES Act and the technology available to upgrade our software. She further stated the city expects to be reimbursed through the CARES Act for qualifying expenses.

5. **Resolution 2020-06-01-05** for consideration to authorize a state of emergency and further authorizing the Mayor to declare a curfew within the City of Pelham.

Council President Hayes explained that this resolution was not implementing a curfew, but only authorizing the mayor to do so if necessary. Councilmember Scott made a motion to add Resolution 2020-06-01-05 as a part of tonight's city council agenda. Said motion was seconded by Councilmember Mercer and passed by a unanimous vote of the city council.

6. **Ordinance No. 497** for consideration to annex into the corporate limits of the City of Pelham 6.52 acres of vacant real property owned by Harry Ed. Monroe III, located a 55 Monroe Drive, Pelham, AL 35124. First Reading.

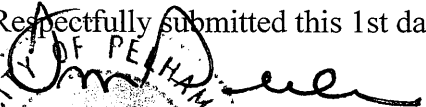
Mr. Monroe addressed the city council. He stated his family has developed property along McCain Parkway since 1990 which has brought a number of businesses and employees to the city. He explained EEP is expanding and will be locating on a portion of the property which is under consideration to be annexed into the City of Pelham.

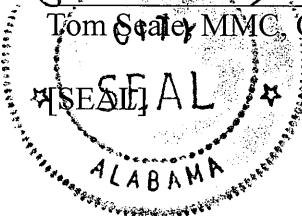
(End of June 1, 2020 Agenda Review)

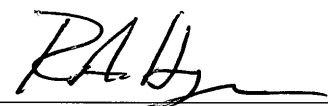
Adjournment

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 8:00 p.m.

Respectfully submitted this 1st day of June 2020,


Tom Scott, MMC, City Clerk/Treasurer




Rick Hayes, Council President