



**WORK SESSION**  
**Pelham Police & Court Building**  
**June 15, 2020 – 5:00 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 15, 2020 at 5:00 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 5:01 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 June 1, 2020 Regular Council Work Session Minutes and the June 8, 2020 Special Work Session Minutes. The motion was seconded by Councilmember McMillan passed by unanimous voice vote of those members present.

**Old Business**

1. Discussion – Pelham Preserve Landscape Design and Parks & Recreation Master Plan  
(D. Tyrell McGirt)

Parks & Recreation Director D. Tyrell McGirt briefed the city council on the options and recommendations for their review regarding the Pelham Preserve landscape design. He noted the city had previously entered into an agreement with Kelly Landscapes Architects to create a community gathering spot and a location for special events hosted by the City of Pelham. The plan also included additional trees to provide shade.

Mr. McGirt stated Chuck Kelly with Kelly Landscapes Architects developed three options. He said nothing has been done further by the Park staff to advance the plan. He referenced the different options available for consideration by the city council. He noted the cost estimates of each as follows:

- |              |                |
|--------------|----------------|
| 1. Option A: | \$1,141,023.83 |
| 2. Option B: | \$1,341,023.83 |
| 3. Option C: | \$1,841,023.83 |

He further stated the Parks & Recreation staff had no preference for any particular option. He mentioned several of the options could be included in a capital projects plan. He recommended relocating the Maintenance Building to another area of City Park. Mr. McGirt suggested the addition of pickle ball courts and upgrades to other areas of the park. He said their primary focus at this time are improvements to City Park and moving forward to needed enhancements to the city's neighborhood parks. Councilmember McMillan asked about a timeline. City Manager DiFante noted the city has just received the Clemson University Park Master Plan. She suggested a five-year plan for capital improvements. Councilmember McMillan stated she would like to move forward with several of the projects prior to the beginning of the FY2021 budget process. She mentioned her concern about the proposed reduction in the amount of green space in City Park. She noted the need for additional trees for shade in the park. Council President Hayes stated his concerns with the reduced amount of green space and several other items included in the proposed options. He said he would like to move forward with several of the suggested upgrades like starting to plant for additional long-term shade, prior to the implementation of the Master Plan. Councilmember Scott asked how many patrons the amphitheater would accommodate. Mr. Kelly stated the design is for 100 people. Councilmember Lanier asked about items that were in all three proposals. Mr. McGirt said his staff is working to prioritize the capital projects. City Manager DiFante recapped the council's list to include more shade in the park and along the walking trail, more open green space and an amphitheater. Director of Development Services & Public Works Andre' Bittas stated the short term projects would take several months for design, permitting and construction. Mr. Bittas concurred with Council President Hayes regarding a phased approach to the construction plan. Councilmember Lanier asked about a budget for the project. Mr. Bittas stated his staff could take a look at the proposed projects and come back to city council with a cost estimate in a short time. Councilmember Mercer stated he was excited about the proposed park upgrades.

## 2. Review & Discussion – Employee Job Descriptions

Council President Hayes stated two councilmembers had requested Resolution 2020-06-15-05 be added to the council agenda the previous Friday afternoon. He explained that he did not add it to the draft agenda since there were clear mistakes that needed to be corrected and cleaned up, but asked the city clerk/treasurer to create a draft of the resolution just in case the council still decided to add it. Councilmember Scott asked what issues with regard to the job descriptions concerned him. Council President Hayes noted misspelled words, a variety of items that needed to be corrected and cleaned up, and the competency requirements. Councilmember Scott asked Director of Human Resources Tracy Hill about her ability to work through the cleanup issues. She stated her staff could make the corrections fairly quickly. Mrs. Hill said the overall content in the job descriptions was solid. Discussion followed regarding various competencies in job descriptions from surrounding cities. City Manager DiFante said in competency requirements there are certain "must haves" which should be included in every job description. Councilmember Lanier said she was comfortable with the interviewing and hiring processes and mentioned the small comments that she had provided for two of the job descriptions. She spoke to her background in human resources. Councilmember McMillan offered her comments with regard to education/experience requirements and competencies. Mrs. Hill said normally job descriptions have

minimum standards. She further stated in many cases preferences are a part of the job postings and announcements, including minimum requirements. Additional discussion followed regarding the competencies required for the positions. Councilmember Lanier asked if language in the Director of Human Resources could reflect certain minimum requirements, like a bachelor's degree. Councilmember Mercer noted the current job descriptions have been in use for almost a year. He said he was comfortable with the documents but would like the cleanup process to take place. He further stated minimum job requirements, such as a bachelor's degree, should be added to the Director of Human Resources position. Council President Hayes asked that other items be reviewed during the cleanup process. Councilmember Scott asked if Personnel Board approval is required if any changes are made to the job descriptions. Mrs. Hill said if the intent of the job description is not materially changed then no additional approval would be required by the Personnel Board. Councilmember Scott stated since the cleanup would not materially change the job descriptions he requested Resolution 2020-06-15-05 be added to the June 15, 2020 city council agenda for consideration to approve the City of Pelham job descriptions as submitted and previously approved by the Pelham Personnel Board on September 10, 2019. Council President Hayes confirmed with Councilmember Scott he was suggesting to approve the job descriptions with obvious errors prior to the cleanup. Councilmember Scott stated that was correct and he was ready to move forward with approval. Councilmember Lanier said she did not support approving the job descriptions prior to the cleanup by Human Resources, not that there were many. She stated Human Resources had done an excellent job in preparing the job descriptions. She further stated the need to have a bachelor's degree required in the job description of the Director of Human Resources. Council President Hayes reiterated his opposition in approving the job descriptions with known errors in the documents. Councilmember McMillan suggested putting Resolution 2020-06-15-05 on the July 6, 2020 agenda. Discussion followed between Council President Hayes, Councilmember Lanier and Mrs. Hill regarding education/experience and competencies to be included in the job descriptions and how other cities have been addressing this. Councilmember Mercer said he would like to see the job descriptions be put back on the agenda with the change requiring a bachelor's degree for the Director of Human Resources. He said he was ready to vote on it tonight. He further stated the job description cleanup could be completed by Human Resources prior to posting online. He said he did not see the need to wait any longer and he was ready to move forward with the approval of the job descriptions. Councilmember Mercer moved to add Resolution 2020-06-15-05 to the June 15, 2020 city council agenda with the only change being to include a bachelor's degree requirement to the Director of Human Resources job description. Said motion was seconded by Councilmember Scott. Following additional discussion among the various councilmembers, the voice vote was recorded as follows:

|                                |            |
|--------------------------------|------------|
| Rick Hayes, Council President  | <u>No</u>  |
| Ron Scott, Council Member      | <u>Yes</u> |
| Beth McMillan, Council Member  | <u>No</u>  |
| Maurice Mercer, Council Member | <u>Yes</u> |
| Mildred Lanier, Council Member | <u>No</u>  |

Pursuant to the City of Pelham's Code of Ordinance Chapter 2, Article II, Section 2-24, "*any item requested to be added to an agenda by two members of the city council will be added to the applicable agenda*", Council President Hayes announced two councilmembers had voted in the affirmative to add Resolution 2020-06-15-05 and therefore the Resolution would be added to the June 15, 2020 city council agenda.

## New Business

### 1. Discussion – Pelham Civic Complex & Ice Arena Reopening Plan (Danny Tate)

Pelham Civic Complex & Ice Arena Administrator Danny Tate provided the city council with the facilities reopening plan. He said everyone is excited about reopening the Civic Complex after being closed for several months. He mentioned the overwhelming support they had received from their online survey to reopen the Civic Complex. The city council asked specific questions regarding the revised budget presented for review. Council President Hayes asked Mr. Tate how comfortable he felt about the revised financials. He said he felt very good. Mr. Tate said he was concerned about any further delays in reopening the facility. Councilmember McMillan questioned the process of reopening the Civic Complex and concession sales. No councilmember expressed any opposition to reopen the facility.

### 2. City Hall Temporary Options (Gretchen DiFante)

City Manager DiFante spoke about the possibility of relocating all City Hall employees to the Water Works Building. She said only two offices are available at this time since several Water Department employees are still working from home. She said in her opinion the Water Works Building is not a viable option. Mrs. DiFante said she has been negotiating with the leasing agent to renew the lease at 401 Southgate Drive. She said they have agreed to lease the building to the city for an additional 18 months at \$5,950.00 per month with one month free. It was noted the current rent is \$7,000.00 per month. She stated renewing the lease is her recommendation for city council consideration. Council President Hayes provided city staff, the city council, and the mayor with a potential option to use the Water Building to accommodate the City Hall staff in the second floor space that had recently been vacated by the Board of Education. He also discussed an alternative for using some of the lease savings to renovate the Depot in City Park. Mr. Bittas commented on the Council President Hayes's proposal. He stated he has not been in the Depot and questioned the ability to have six staff members at this location. Mr. Bittas reviewed Council President Hayes' presented alternative to house the City Hall staff in the former Board of Education space. He said the current Water Works Building layout is inefficient with regard to serving the customer's needs regarding the Building, GIS and Engineering Departments. He said the Depot needs some work and is not currently in good condition for an office environment. Council President Hayes asked Mr. Bittas to review the plan and make comments. Councilmember McMillan asked about a timeline for City Hall renovation proposals. Mr. Bittas said the architects are reviewing minimum options to meet the city's program needs in order to get City Hall back open. Mr. Bittas said he expects to have a preliminary proposal to the city council on July 6, 2020 for review. He said the city will need to spend four to five months to complete the design work for City Hall and then probably eight to nine months for construction, but maybe less. Discussion followed regarding to options with regard to renewing the lease at 401 Southgate Drive.

## Review of Council Agenda

Council President Hayes reviewed the June 15, 2020 city council agenda.

F. Public Hearing – None

G. Mayor's Comments

H. Proclamations by the Mayor

Proclaiming June 2020 as Scleroderma Awareness Month in the City of Pelham, Alabama

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 was on June 1, 2020)

There were no comments from the mayor or city council.

2. **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 was on June 1, 2020.)

Councilmember Scott asked about the proposed use of the annexed property. It was noted from the previous council meeting Mr. Monroe had stated a local neighboring business, EEP, is expected to expand onto this property.

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

1. **Resolution 2020-06-15-01** for consideration to approve an agreement with the Regional Planning Commission of Greater Birmingham to provide planning services for the development of two mixed-use zoning districts

There were no comments from the mayor or city council.

2. **Resolution 2020-06-15-02** for consideration to establish a Facilities Improvement and Maintenance Plan for all city owned buildings

There were no comments from the mayor or city council.

3. **Resolution 2020-06-15-03** for consideration to approve the lowest responsible bid from Dunn Construction Company, Inc. for the city's FY2020 street resurfacing projects

City Engineer Chris Nicholson stated seven (7) sealed bids were received and opened on June 4, 2020. He said Dunn Construction, Inc. was the low bidder at approximately \$10,000 below the city's estimated bid price after the city's reimbursement of Shelby County for the city's portion of the project to repave the Indian Lake neighborhood.

4. **Resolution 2020-06-15-04** for consideration to approve Change Order No. 1 related to the Weatherly Tank Painting Project

Chris Cousins, Municipal Consultants, Inc. stated this a housekeeping issue. He said the final cost was \$870.00 below the approved project bids and he recommended approval of Resolution 2020-06-15-04.

5. **Resolution 2020-06-015-05** for consideration to approve the City of Pelham job descriptions adopted by the Pelham Personnel Board of September 10, 2019

There were no comments from the mayor or city council.

*(End of June 15, 2020 Agenda Review)*

Councilmember Mercer moved to recess the June 15, 2020 work session. Said motion was seconded by Councilmember Lanier. There being no further discussion, the motion to recess passed unanimously by voice vote of those members present and the council president declared the same passed and the work session was recessed at 7:06 p.m.

Council President Hayes called the work session back to order at 8:00 p.m.

### 3. FY2021 Budget Schedule (Gretchen DiFante)

The FY2021 Budget Schedule was discussed during the city council meeting as a part of the City Manager's comments.

### 4. Nepotism Policy – Draft (Tracy Hill)

Human Resources Director Tracy Hill noted the recommendation of HRM, Inc. was to adopt a nepotism policy. She said the city does not currently have a policy in place. Council President Hayes asked about the response from area cities with regard to their nepotism policies. Mrs. Hill listed those cities which had responded to her survey. He spoke to the potential need for a transition period for a related grandfathering policy. She stated typically an organization adopts a policy with an effective date and grandfathers current employees. She noted only one situation currently exists where employees would be affected by the adoption of a nepotism policy. Council President Hayes said a nepotism policy is a good thing to have in place in addition to the related state laws. Councilmember Mercer thanked Mrs. Hill for putting the policy together and bringing it before the city council for consideration. He also stated he thought it was a good idea. He spoke to the need to grandfather current employees. City Manager DiFante spoke to the current situation that she was comfortable with the way the department head is handling the issue. Council President Hayes suggested documenting in the policy how grandfathered employee situations would be handled to minimize issues.

### 5. Interviewing and Hiring Procedures & Processes (Tracy Hill)

Human Resources Director Hill stated both the police and fire departments have had an interview and hiring process in place for a number of years. She said she is moving this process citywide with the assistance of the department heads. She said Human Resources has created a unique hiring guide with input from the various department heads. She explained to the city council the interviewing and hiring procedures and processes. Mrs. Hill referenced the documents provided to the city council which are a part of the interview process. City Manager DiFante stated the department still has the opportunity to choose their candidate for hire. She further stated all interview documents are confidential and are filed with the Human Resources Department. Councilmember Mercer asked how outside agencies are selected to participate in the interview. Police Chief Cheatwood explained to the city council the process of selecting individuals to participate in the interviews. He further stated this is the best process he has been associated with. Fire Chief Tim Honeycutt said their process is similar to that of the Police Department. He said the fire department interview process has been greatly improved with the assistance of Director of Human Resources Tracy Hill.

### 6. Discussion – Workers Compensation Insurance (Tracy Hill)

Human Resources Director Hill stated when the FY2020 budget was adopted the workers compensation insurance line item was based on prior year premiums. She said in January 2020 the city was hit with a

40% increase in premiums based upon several factors. She said they were able to reduce the premium amount but wanted to inform the city council of the increase and an upcoming request for a budget modification. Councilmember McMillan asked if the current premiums were appropriate. Director Hill said based on the look back it appears to be fitting.

#### 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 8:31 p.m.

Respectfully submitted this 15th day of June 2020,



Tom Seale, MMC, City Clerk/Treasurer



Rick Hayes, Council President

