



**WORK SESSION**  
**Pelham Senior Center**  
**December 21, 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 on Monday, December 21, 2020 at 5:30 p.m. The regular work session was held in the Pelham Senior Center and was open to the public.

**Call to Order**

The work session was called to order by Council President Mercer at 5:30 p.m.

**Record of Attendance**

The following elected officials were present:

Council President Maurice Mercer  
Councilmember David Coram  
Councilmember Larry Palmer  
Councilmember Rick Wash  
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 Coram to approve the December 7, 2020 Regular Council Work Session Minutes and the December 8, 2020 Special Work Session Minutes. The motion was seconded by Councilmember Wash and passed by unanimous voice vote of those members present.

**Old Business – None**

**New Business**

1. Review – New and Updated/Revised Job Descriptions

City Manager Gretchen DiFante noted several job descriptions and pay ranges were recently reviewed and recommended by the Pelham Personnel Board to the Pelham City Council. She highlighted those job descriptions, titles and responsibilities.

Accounting Manager Jenny Gray stated when she was hired there was a need to restructure and rename certain positions within the Finance Department to better reflect job skills and responsibilities.

Fire Chief Mike Reid stated several positions in the fire department have been updated without the requirement of a rank. He stated the position of Logistics Officer is new. Councilmember Wash asked what the duties of this new position are. Chief Reid explained the duties and responsibilities of the Logistics Officer position.

## 2. Discussion – Birmingham Bulls Lease Agreement

City Manager Gretchen DiFante stated having recently sent information concerning the Bulls lease agreement to the city council. She updated the city council regarding her discussions with Council President Mercer and the Birmingham Bulls.

Randy Brown, representing the Birmingham Bulls, addressed the city council regarding their plans to play hockey in 2020-2021. He explained how they plan to observe all COVID-19 restrictions and precautions with regards to building capacity, social distancing, masks, etc. City Manager DiFante explained the difficulty in determining whether the city will break-even. She further explained how food and beverage sales would be handled at the Pelham Civic Complex & Ice Arena. Mr. Brown stated most of the games this year are scheduled on Saturday with a few Thursday night games. City Manager DiFante and Mr. Brown answered several questions from the city council. Council President Mercer spoke in support of the Birmingham Bulls.

## 3. Discussion – Campus No. 124 Development Agreement

City Manager Gretchen DiFante said Campus No. 124 has continued to move forward with construction and marketing the facility.

Randy Schrimsher and Joyce Skinner representing Campus No. 124 addressed the city council. He stated their desire is to convert 14 classrooms in the north end of Campus No. 124 into residential apartments. He said this conversion will enhance the entire facility. He further asked that the revenue sharing portion of the agreement be delayed for one year. Ms. Skinner provided handouts to each member of the city council highlighting their marketing efforts. She explained the proposed mixed-use of the property, including the one and two bedroom residential apartment concept.

City Manager DiFante explained the total financial obligations from both the city and Campus No. 124 would not change.

Council President Mercer thanked Mr. Schrimsher for his continued commitment to the project.

## Review of Council Agenda

Council President Mercer and City Manager DiFante reviewed the December 21, 2020 city council agenda.

F. Public Hearing – None

G. Mayor's Comments

H. Proclamation(s) by the Mayor – None

I. Report of the City Manager

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

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

1. **Resolution 2020-12-07-10** for consideration to approve a master services agreement with BIG Marketing and Communications, Inc. for the city's rebranding and marketing project

City Manager DiFante explained the FY2021 budgeting process for the city's rebranding and marketing project. She said the major difference in the estimated cost and the budgeted amount was the inclusion of a video. Communications Manager Ainsley Allison further explained the video portion of the contract was \$25,000, and is a placeholder.

2. **Ordinance No. 067-11** for consideration to amend the Building Permit Fee Schedule (First Reading was on December 7, 2020)

There was no discussion or questions from the city council.

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

1. **Resolution 2020-12-21-01** for consideration to approve an ABC License application(s) for a 040 – Retail Beer (On or Off Premises) and a 060 – Retail Table Wine (On or Off Premises) license for applicant Oak Mountain Brewing Company, LLC operating under the trade name Oak Mountain Brewing Company located at 110 Cahaba Valley Road, Pelham, AL 35124

There was no discussion or questions from the city council.

2. **Resolution 2020-12-21-02** for consideration to approve an agreement with Con-Site Services, Inc. for brush and debris chipping and grinding services at Blueberry Hill

There was no discussion or questions from the city council.

3. **Resolution 2020-12-21-03** for consideration to enter into a general services agreement with Municipal Consultants, Inc. for engineering, consulting and design services

There was no discussion or questions from the city council.

4. **Resolution 2020-12-21-04** for consideration to enter into a professional services agreement with CMH Architects, Inc. to provide engineering and architectural services for renovations to Pelham City Hall

There was no discussion or questions from the city council.

5. **Resolution 2020-12-21-05** for consideration to enter into an agreement with Terracon Consultants, Inc. to perform concrete materials testing for the emergency generator pad at Sewer Lift Station "M"

There was no discussion or questions from the city council.

6. **Resolution 2020-12-21-06** for consideration to authorize the engagement of services of an underwriter respecting the issuance by the City of indebtedness to refinance some or all Outstanding Warrants and to pay the costs of public capital projects to include, but not limited to, utilities, capital improvements and assets of City Hall, fire department equipment and assets and other public capital improvement projects

City Manager DiFante explained the city is already working with the underwriter to provide certain information to move forward. It was noted the underwriter will work with city officials and bond counsel to the city on financial information and documentation, such as a preliminary official statement of the city, a bond credit rating application and presentation, and other similar efforts so the city can be in a position to move forward with the issuance of the warrants should it remain in the city's best interest to do so.

7. **Resolution 2020-12-21-07** for consideration to approve certain job descriptions recommended for approval by the Pelham Personnel Board on November 30, 2020

There was no discussion or questions from the city council.

8. **Ordinance No. 247-08** repealing and replacing the health insurance benefits for retired employees and their surviving spouses and, specifically, repealing and replacing City of Pelham Ordinance No. 247-07 heretofore adopted by the Pelham City Council  
(FIRST READING)

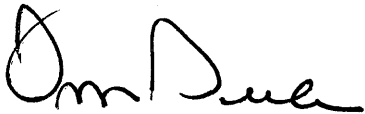
Councilmember Lanier asked about the increase in the cap amounts. Lt. Joey Pitts explained the Employee Benefits Group wanted to make sure the 5.5% increase implemented this year would allow for the cap to remain applicable for the next three years.

*(End of December 21, 2020 Agenda Review)*

#### Adjournment

A motion to adjourn the work session was made by Councilmember Wash and seconded by Councilmember Coram. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 6:59 p.m.

Respectfully submitted this 21st day of December 2020,



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

