

THE CITY OF PELHAM, ALABAMA

WORK SESSION
Pelham Senior Center
November 15, 2021 – 4:30 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, November 15, 2021 at 4:30 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 4:37 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

The city clerk/treasurer recorded all elected officials were in attendance and a quorum was present. City Manager Gretchen DiFante and City Attorney Josh Arnold were in attendance.

Media Present: None

Others Present: City department heads, city employees, and members of the public.

Approval of Minutes

A motion was made by Councilmember Coram to approve the October 28, 2021 Regular Council Work Session Minutes. The motion was seconded by Councilmember Wash.

Discussion followed regarding council comments omitted from the October 28, 2021 minutes. Councilmember Lanier expressed her concerns stating that complete comments and questions from the city council were not included in the minutes as to what was discussed. She noted the work session was not video recorded. Councilmember Lanier made specific reference to her comments about retention and detention ponds. She noted the need for communities with homeowners associations and management companies to be informed about the need to maintain both detention and retention ponds. She stated

comments from the Director of Development Services & Public Works Andre` Bittas and Acting City Engineer Chris Cousins were included in the minutes, but none from the city council. Council President Mercer asked if Councilmember Lanier or any other council members had comments they wished to submit for the record to be included in the October 28, 2021 work session minutes. Councilmember Lanier said she did. She further stated it is the role of the city council to capture the minutes of what is said by everyone. Council President Mercer stated his agreement with the comments of Councilmember Lanier. He further stated it has not been the practice to capture the full details of comments made by the city council. Councilmember Coram stated the need to remain consistent and allow the councilmembers to submit comments to be included in the minutes. It was the consensus of the city council not to approve the minutes and allow councilmembers to submit comments for inclusion in the October 28, 2021 minutes.

Councilmember Coram and Councilmember Wash withdrew their motions to approve the October 28, 2021 work session minutes.

Executive Session

Council President Mercer stated he was notified prior to tonight's work session was no need to convene an executive session of the city council.

Old Business – None

New Business

1. Discussion – Thursday Night Work Sessions

Members of the city council discussed Thursday night work sessions. Council President Mercer asked the city council about their thoughts regarding Thursday night work sessions, both pro and con. Councilmember Coram said he liked it. He stated the Thursday night work session will help the city council not be out too late on council meeting nights. Councilmember Palmer stated he has been a proponent for some time. He said he likes the process but it could be difficult at times with scheduling. He said whatever is the pleasure of the council is fine with him. Councilmember Wash expressed his thoughts and stated he liked the Thursday night work sessions. He said the opportunity to sit around a table and bounce ideas off each other and discuss topics is important. He further stated he was in favor of continuing the Thursday night work session. Councilmember Wash suggested putting time constraints on the work session to avoid long meetings. He stated there was no need to "rehash" the previous work session which should streamline the council meetings. Councilmember Lanier expressed concerns about having a Thursday night work session. She noted the difficulty and conflicts in scheduling Thursday night work session with everything she has going on. She said when the city council ran for office they knew what they were committing to. Councilmember Lanier stated the lack of live streaming of the work sessions concerns her because of the lack of transparency. She stated the city would be taking a step back which would be an issue by excluding the public from the process. She further stated what happens in the work session is the "meat and the bread and butter of everything". She said she would not be in support of adding in two more days because it conflicts with prior commitments. Council President Mercer said nothing ventured nothing gained. He said Mayor Waters had mentioned having Thursday night work session in the past and he was open to the idea. He said he liked the calmness and easiness of everyone gathering around a table for open discussions. He said he was in support of having two different days but we need to look at scheduling and other opportunities. Council President Mercer said he was open to hearing from the other members of the city council after they have had a chance to review their calendars.

Mayor Waters said a look at Thursday night work sessions was brokered ten years ago. He stated he disagreed with Councilmember Lanier's comments about live streaming. He said work sessions are always open to the public. He said whether you hold the work session on Thursday night or Monday afternoon, it does not change the volume or compilation of work which comes before you. He said the way you do the work changes. He said the way you interfaced, out of the light of the camera, in casual clothes, with a meal between us, changes the relationship which exists and makes a difference in the way we conduct business. Mayor Waters said we are better off for having a moment to ourselves, still in a public meeting, where we can take off our ties in the pretense of being an official body and be more like friend legislators and talk about these things in a civil way. He said it worth a try, there will be advantages and disadvantages. He said he applauds the city council for their research as to what will work best. City Manager DiFante stated the senior staff discussed the matter in staff meeting this morning. She stated, to a person, they all liked the Thursday work session. She said for us to present and they wait two weeks causes a delay in work. She said that is our number one reason. She noted comments from Director of Development Services & Public Works. Mr. Bittas stated in Birmingham, budgeted expenditures and noncontroversial items are placed on the Council's Consent Agenda for approval.

Mayor Waters stated if the city council decides to have weekly meetings there will be times the council will probably miss a meeting. He said there is nothing wrong with that.

Council President Mercer asked Brooke Jenkins, Executive Assistant to the City Manager, to conduct a survey among the city council as to their preference. He further asked Mrs. Jenkins to conduct a survey as to whether the council would like to consider continuing live streaming the work sessions.

Councilmember Lanier stated not live streaming council work sessions takes us backwards and closes out the public. She stated her disagreement with Mayor Waters' comments about work session attendance. She said the council's presence matters in council meetings and work sessions. She stated the city council is elected to be present. She said she respects the comments of the Mayor. She said the city council and department heads have made a commitment to be here. She asked the city council president and city manager to take a look at the agenda and the number of items to be considered at a council meeting with regard to time management. City Manager DiFante stated the items on the agenda are placed there then they are ready for consideration by the city council so we can do the work. She noted the many steps the city manager, city attorney and department heads must address prior to items being placed on the agenda. She further stated the staff does not save up agenda items. She said items are placed on the agenda when all the questions have been answered and have been through the proper bid process, if required. City Manager DiFante said in many instances the timing is out of our control. Council President Mercer stated there are instances where presentations or requests to address the city council are delayed due to time constraints.

Mayor Waters suggested going forward, if there is another Thursday night work session, is to set the agenda first, not last. He cautioned the city council, in the absence of live streaming of the work session, is not to hold issues in order that they could be discussed in front of the camera. He said this would lengthen the city council meeting and extend the process.

Council President Mercer asked that further discussion be continued on December 6, 2021.

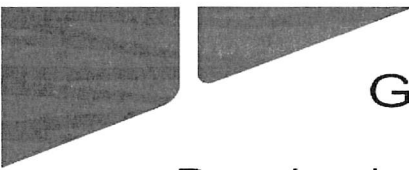
2. Discussion – Hydraulic Modeling & Drainage Study

Director of Development Services & Public Works Andre' Bittas and Chris Cousins, Acting City Engineer, discussed a proposed Hydraulic Modeling & Drainage Study for the Bishop Creek and Buck Creek basins.

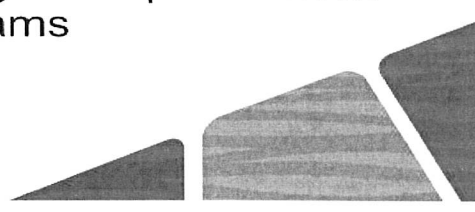
Mr. Bittas stated the modeling request is in response to the recent floods in the city and the root causes.

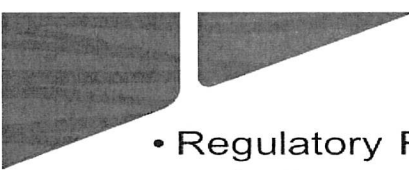
Kirk Mills and Kandace Kea, with Kimley-Horn, made a presentation regarding a stormwater evaluation of the Bishop Creek and Buck Creek basins. They noted a need to establish a goals approach modeling of the areas of concerns in Pelham and where the issues lie. Goals would include a multi-facet approach to identifying and developing solutions and a storm water improvement plan for expected outcomes. Mr. Mills and Ms. Kea answered several questions from the city council regarding the study and potential impact to the community.

Highlights of the presentation include:

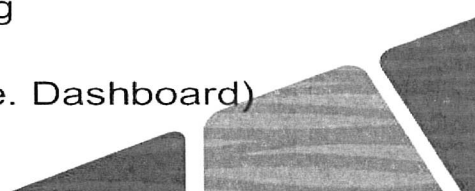


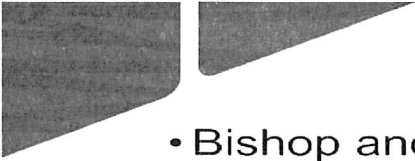
Goals of Stormwater Evaluation

- Develop improvement projects that address:
 - Downstream flooding
 - Localized flooding/capacity issues
 - Repetitive loss
 - Support application for funding for improvement and Federal acquisition programs
- 

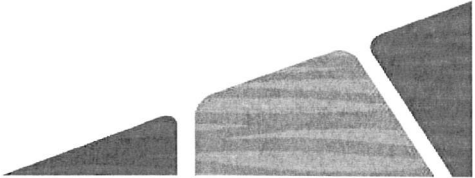


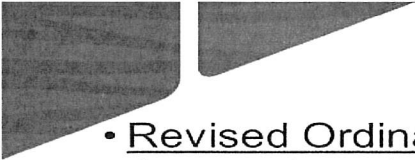
Approach

- Regulatory Review / Benchmarking
 - Ordinances
 - Design Standards
 - Inventory and Field Survey (*EDT, Inc.*)
 - Primary Systems / Secondary Systems
 - Field observation
 - Hydraulic and Hydrologic Modeling
 - Alternatives Analysis
 - Stormwater Improvement Plan (i.e. Dashboard)
- 

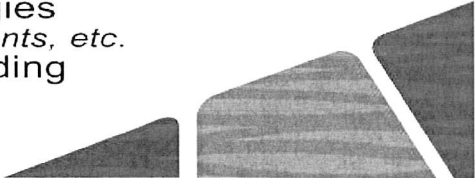


Priority Areas

- Bishop and Buck Creek Confluence
 - Bishop Creek
 - Oak Mountain Amphitheater area
 - Crosscreek/N. Chandalar
 - Cedar Cove
 - Buck Creek
 - Yeager Parkway/Carl Nichols
 - Holland Lakes
- 

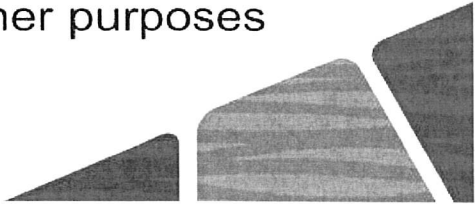


Expected Outcomes

- Revised Ordinances/ Standards
 - Comprehensive Stormwater Model
 - Can be enhanced over time
 - Provide enhanced floodplain boundaries for different storm events
 - Conceptual level improvements
 - Identify projects to mitigate property damage to areas with repetitive flooding
 - Identify conceptual mitigation strategies
 - *E.g. - Storage, conveyance improvements, etc.*
 - Leverage toward available grant funding
- 



Additional Outcomes

- Evaluate downstream impacts related to future developments
 - Grant Opportunities
 - BRIC Grant Funding
 - Justification for home buyouts / property acquisition
 - Identify additional grants
 - Modeling could be used for other purposes
 - FEMA LOMR
 - Emergency Planning
- 

Mr. Bittas stated a more detailed explanation of the proposed project is in the handout provided by Kimley-Horn. Mr. Mills said the hydraulic modeling project is a year-long process. He further stated their goal is to get a project(s) list for inclusion in the FY2023 budget. Mr. Bittas confirmed this study is a multi-year project, which will be expensive. Mayor Waters noted a hydraulic study completed several years ago regarding the Oak Mountain State Park watershed.

City Manager DiFante asked the city council how they would like to pay for the \$417,000 study. Councilmember Wash asked for an opportunity to review the proposal. Councilmember Coram and Councilmember Lanier echoed the comments of Councilmember Wash. Councilmember Lanier asked Mr. Mills to provide the PowerPoint presentation for their review. Mr. Bittas said they could put together a high-level review of the proposal. Council President Mercer asked that the hydraulic study be placed on the December 6, 2021 work session agenda.

3. Discussion – Rescheduling the January 3, 2022 and January 17, 2022 Work Session and Council meeting due to the observance of New Years' Day and Martin Luther King, Jr. Day

Council President Mercer asked the city council to review their calendar and be prepared to discussion at the December 6, 2021 work session.

4. FY2021 Annual Report by the City Manager

City Manager Gretchen DiFante presented the City Manager Annual Report for FY2021. She noted the 51% increase in the number of resolutions from FY2020 to FY2021.

Highlights of the City Manager's presentation are as follows:

City Manager's Goals & Measurements

Successfully renegotiate the following contracts:

- Measurement:
 - 100% of contracts are signed by both parties
 - Results
 - City of Pelham/Board of Education Sales Tax Sharing Agreement
 - Campus No. 124 - COVID related Revised Contract
 - The Canopy - COVID related Revised Contract
 - Birmingham Bulls - COVID related Revised Contract

Identify the projects from Water/Sewer, other proprietary funds, cooperative district and the general fund and secure financing as approved by the Council.

- Measurement:
 - Projects identified; funding secured at lowest available rates to maximize benefits
 - Results:
 - Funding secured for all projects
 - Savings of more than \$3 million for Pelham City School District
 - Maintained the City's AAA Bond Rating

Begin implementation of Munis Modules

- Measurement:
 - Finance module is implemented by end of year
 - HR module implementation begins by end of year
- Results:
 - The finance module goes live in January 2022
 - The HR module implementation has begun and target for go live is April 2022

Receive an answer regarding the Compensation Plan recommendations

- Measurement:
 - Documents updated for 2022
 - Present the plan to Council
- Results
 - Documents updated in fourth quarter
 - In light of the uncertainty of COVID and recession, the city manager requested a presentation to be made in January 2022 after the first quarter revenues come in

Branding initiative moves forward

- Measurement:
 - The new branding is approved by Council
 - Implementation plan in place
- Results
 - Branding approved by Council in August
 - Implementation plan in place, including contract with Copperwing for affiliated brands

Organize staff efforts and priorities around the Comprehensive Plan

- Measurement:
 - Director of Economic Development hired
 - Initial implementation complete and top priorities identified and actions underway
- Results
 - Michael Simon was hired in August 2021
 - While planning has begun, it is not completed. However, several actions are complete

Improve Council Communications

- Measurement:
 - 100% of written reports provided to Council come with key highlights & summaries
 - All financial reports are consolidated into one monthly report
 - Council Finance Committee set up and the annual budget and mid-year reviews presented to the committee
 - New Council Meeting agenda items are included on agenda and delivered no later than Thursday before the meeting

- Results
 - All financial reports have been consolidated and are sent monthly to Council with key highlights and bullet points
 - Finance Committee set up and annual and mid-year reviews presented
 - Agenda sent to Council no later than Thursday 85% of the time

Improve responsiveness to citizens

- Measurement:
 - 100% of reported concerns are delivered to the correct department within an hour
 - A non-canned response is sent within 48 hours
 - Goals set for closure by type
 - Number of reported concerns increases by at least 20%
 - A quarterly publication sent to every resident address-first sent out before the end of the calendar year
- Results
 - The tornado, garbage, and flood emergencies have made it difficult to obtain accurate measurements in this area. Putting an administrative position in the Street Department with the responsibility to respond to all inquiries will greatly support this goal.
 - The number of reported concerns has increased 95%
 - Quarterly Magazine will be delivered to homes right before Christmas 2021

Improve applicant diversity

- Measurement
 - Identify and increase the number of minority candidates applying for positions
- Results
 - In FY2021 Pelham welcomed 31 new full-time employees. Twenty-three percent represent racially and ethnically diverse hires, and 30% of our new hires are women. They are working in Police, Fire, Library, Administration, Dispatch, and The Water Departments.

Support CAI and publicize its meetings

- Measurement
 - 100% of public CAI meetings are publicized
 - Information for first meeting is shared with Department Heads
- Results
 - We shared the information regarding the first CAI meeting with all departments and many attended
 - We publicized all CAI meetings and encouraged attendance using all communications methods available to us

Engaged with citizens in their neighborhoods

- Measurement
 - Plan and hold first neighborhood cookout in Summer of 2021

- Results
 - While we did not accomplish this goal, clean-up efforts after two floods and a tornado placed city employees in neighborhoods far more than any previous years.

Unplanned Projects & Activities

- Tornado - March 25, 2021
- Flood – May 4, 2021
- Flood – October 6-7, 2021
- Transitioning the Pelham Civic Complex & Ice Arena to a professional management company
- Purchase of the former Susan Schein property
- Ongoing litigation
- Cahaba Solid Waste Disposal Authority
- Public Safety Radio Communications
- Managed through the ongoing Garbage Crisis

Department Highlights

- Department of Public Works - Water and Sewer
 - Electrical upgrades at Indian Hills Well3
 - Addition of a third Grade 2 Well Operator
 - Completed 3,588 work orders
 - Completed utility relocations for State Park Road and Highway 52 upgrades
 - Improved billing statement – customer responsiveness
 - Revised and improved the leak adjustment policy
 - Launched “Go Green” Campaign to encourage paperless billing (12% increase)
 - Completed installation of a new generator at Lift Station M
 - No notice of treatment violations at the Waste Water Treatment Plant
- Department of Public Works – Engineering
 - City Hall renovations – design
 - Fire Station No. 3 – construction
 - Civic Complex Façade and Entrance Modifications – design
 - Amphitheater Road widening – conceptual design
 - Interior improvements on The Depot – construction
 - Completed several improvement at City Park
- Development Services & Public Works
 - Began chipping program for brush waste
 - Collected 4,300 cubic yards of brush and debris from tornado damage
 - Collected 3,000 tons of brush and debris from normal operations
 - Completed 4,000 work orders
 - Began storm water inlet maintenance program using jet vacuum truck
 - Issued 1,098 permits
 - Provided 3,377 inspections
 - Performed 425 plan reviews
 - Utilized second building inspector to alter hours for department allowing inspections during weekends
 - Redesigned all permit application forms and converted forms of fillable online
 - Brought non-complaint zoning violators to court aiding in compliance

- Administration
 - Palooza in the Park – 15% increase in social media engagement
 - Christmas Event – COVID-19 Friendly, Act of Congress Concert
 - Civic Plus training on Calendar, Newsfeed, Pages & Request Tracker
 - Finalized plan for City Hall renovation, hard and soft finishes chosen
 - Council adopted Cooperative Leadership Pledge
 - The BEAT was established
 - National Search for Fire Chief – Hired Chief Mike Reid
 - Redesigned all building forms
 - Adoption of new retiree healthcare benefits
 - Established pass-through accounts for Court to accurately portray revenues and expenditures; established municipal court fund
 - Adopted Tier I benefits for Tier II employees
 - Provided Council with Mid-Year Budget and Resolution for Adoption
 - Audit of all social media accounts – all are VERIFIED
 - Established an internal communications team & provided regular training; Policy created and team members signed agreement
 - Community Relations Coordinator position filled
 - ERP contract execution, assembling of team and project plan completed, transition to new project leader
 - REBUILT CHART OF ACCOUNTS FROM GROUND UP
 - Joined Nextdoor to improve communications with residents
 - Improved ease-of-use with customers by using fillable forms
 - Positive Press Picked up Nationally – AAA Bond Rating, COVID-19 Vaccination Clinics, Tornado Response
- Library
 - “Best Shelby County” Library in the Shelby Living poll
 - Re-certified staff for Sensory Inclusion through Kulture City
 - The 2021 Summer Reading program saw 409 participants in a hybrid program that combined outdoor programs with virtual options.
 - Implemented a room reservation and program registration software
 - Hosted community partners
 - Acquired \$37,000 in grant funding
 - Kulture City brought their Sensory Activation Vehicle to the Palooza
 - Focused on training to improve customer service: Library Board orientation and Employee Conflict De-escalation Training
- Parks & Recreation
 - Reestablished the Parks & Recreation Advisory Board
 - Depot renovations
 - Shade structures at the Dog Park
 - Improved security measures at Pelham City Park
 - Recreation Center won “Best of Shelby County Community Center” in the Shelby Living poll
 - Integrated Senior Center membership information into department recreation database
 - Accommodated for over 200 facility reservations and rentals at the Recreation Center and Senior Center
 - Accommodated for over 125 pavilion rentals and park space reservations for various events

- Human Resources
 - Updated Performance Evaluation Forms
 - Updated employee discipline forms and conducted training for leaders on coaching and discipline processes in June 2021
 - Refined on-boarding process
 - Outsourced payroll
- IT
 - Migrated public safety software (Spillman) to Linux environment
 - City Safe documents imported into Civic Plus Document Center and Civic Clerk
 - Started MaxGalaxy conversion to ActiveNet at the Civic Complex
 - Resolved issues with Peachtree
 - Setup virtual servers for the ERP system
 - Deployed numerous mobile laptops
 - Installed redundant firewalls
 - Started implementing Two-Factor Authentication
 - Setup remote access for video cameras
 - Established Pelham Technology Team
 - Replaced all network switches that were reaching end of life
- Court
 - Court personnel adapted by using Zoom and Teams
 - In 2019, Court converted to a new case management software
 - Working with Building & Zoning and Police to establish zoning court for repeat violators
- Police
 - Equipped 30 officers with a full set of riot gear
 - Required annual psychological evaluations for each employee
 - Sent several sergeants and command staff through FBI Law Enforcement Executive Development Association training
 - Improved accountability around performance, including positive reinforcement
 - Utilized technology to serve as a force multiplier and to assist with off-duty assignment scheduling and accountability
- Fire
 - Increased personnel assigned to the Community Paramedic Program
 - Managed four vaccination clinics
 - Revamped the Fire Explorer Post program
 - Reconnected with our elementary schools and daycares for fire prevention programs
 - Construction began on Fire Station No. 3 and two new apparatus were purchased
- Pelham Civic Complex & Ice Arena
 - Bid and won to host the 2021 National Theater on Ice Summer Series
 - City leadership hosted several events
 - Hosted a shortened, but successful Birmingham Bulls season with positive cash flow
 - Joshua Harris was hired as the new Hockey Director
 - Followed updates to transition back to the new normal as the restrictions and protocols were ever-changing

- Ballantrae Golf
 - Solved the safety issue of sink holes around all drain inlets
 - Built two new tees on Hole No. 11 to improve playability for customers
 - Improved drainage on Hole No. 4
 - Improved greens side bunker on Hole No. 11
 - Few to no geese on the golf course, saving \$10,000+ on labor, chemicals and sod for damaged areas
 - Reached 200 memberships and now have a waiting list for the first time
 - Significant revenue increase since 2019 in all categories
 - Implemented mobile sales on the golf course with the use of iPads
 - Won "Best of Shelby County Golf Course" in Shelby Living poll
 - Increase in golf activity from beginner golfers, juniors and ladies
 - Converted to paperless billing for member statements

- Pelham Racquet Club
 - Irrigation system was repaired resulting in less staff time for manual operation
 - Hosted first Christmas Camp for Juniors
 - Started open standing clinics for adult beginners. Has grown for one to three classes.
 - Nominated for USTA National Outstanding Facility Award
 - Selected to host a National Adult Tournament in 2022
 - Successfully hosted our full tournament schedule post COVID-19
 - Filled openings for Head Pro, Receptionist and Assistant Pro
 - Hosted first Christian Home School Tournament
 - Fountain repaired and provides excellent backdrop for photos

Budget Snapshot - Summary

Putting Money Back into Reserves

- Change in Fund Balance \$25,504,557
- Capital Projects (\$18,728,701)
- Amount left to put back in Reserves \$6,775,856
- Emergency Response Reserve (\$1,000,000)
- Emergency Reserve - Facility Repairs and Improvements (\$1,000,000)
- Capital Reserve - Parks and Recreation (\$2,000,000)
- Capital Reserve - Technology Upgrades and Replacements (\$1,000,000)
- Capital Reserve - Vehicle Replacement (\$1,000,000)
- Increase in Unassigned Fund Balance (Can be used for Compensation Plan) (\$775,856)
- Capital Projects Budget \$25,011,232
- Capital Projects Completed (\$6,282,531)
- Capital Projects Carryover \$18,728,701

Councilmember Coram offered his support for budgeting unassigned fund balances. Councilmember Lanier asked the city council to fund the storm water evaluation study. Councilmember Coram mentioned the possibility of funding the recommended storm water improvements. Councilmember Lanier agreed. Council President Mercer asked the city council to review the planning recommendations suggested by City Manager DiFante.

Council President Mercer asked the city clerk to include discussion of funding capital projects on the December 6, 2021 work session agenda.

Review of November 15, 2021 Council Agenda

Council President Mercer reviewed the November 15, 2021 city council agenda.

E. Consent Agenda

F. Public Hearing(s)

1. To consider **Ordinance No. 135-234** an amendment to the zone district boundaries of the City of Pelham changing the present zoning A-1 (Agricultural District) to R-G (Garden Home Residential District) for property located along Ridge Drive, Pelham, Alabama 35124. First Reading was on June 7, 2021.

Applicant: SNO Inc., 2858 Highway 31 S, Pelham, Alabama 35124

Name of Legal Owner(s) Steve Issis, 2858 Highway 31 S, Pelham, Alabama 35124

Developer Steve Issis provided an overview of the proposed residential development to the city council.

G. Mayor's Comments

H. Proclamation(s) by the Mayor and Others – None

I. Report of the City Manager

1. New Employee Introduction(s)
 - a. Gretchen DiFante, City Manager
 - Jamie Wagner, Finance Director

J. Report of the City Attorney

K. Request(s) to Address the Council

1. Barry Blount, American Legion Post 555

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

1. **Ordinance No. 135-234** an amendment to the zone district boundaries of the City of Pelham changing the present zoning A-1 (Agricultural District) to R-G (Garden Home Residential District) for property located along Ridge Drive, Pelham, Alabama 35124.

First Reading of Ordinance No. 135-234 was on June 7, 2021.

Applicant: SNO Inc., 2858 Highway 31 S, Pelham, Alabama 35124

Name of Legal Owner(s) Steve Issis, 2858 Highway 31 S, Pelham, Alabama 35124

2. **Ordinance No. 135-243** an amendment to the zone district boundaries of the City of Pelham changing the present zoning A-1 (Agricultural District) to MX-C (Mixed-Use Commercial District) for properties located at Huntley Parkway and Shelby County Highway 11, Pelham, AL 35124 containing 28.80 acres.

First Reading of Ordinance No. 135-243 was on November 1, 2021.

Applicant(s): John David Chambless/Hall Group, 2810 Fortner Street, Building J, Dothan, Alabama 36305

Name of Legal Owner(s): Louise Ann Pardue Devers, et al., 451 Tranquil Bay Circle, Norwood, North Carolina 28128

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

1. **Resolution 2021-11-15-01** for consideration to approve a request by Verizon for a special use permit to modify their equipment on an existing facility located at 1373 McCain Parkway

David Aymett with the Center for Municipal Solutions (CMS), the city's telecommunications consultants, stated Verizon has made application to modify their equipment on the existing tower located at 1373 McCain Parkway. He said the existing tower is a 109-foot monopole tower and Verizon is currently providing service from this facility at a height of 109 feet. Mr. Aymett stated Verizon currently has six (6) antennas mounted on the tower and three (3) feedlines mounted inside the monopoles shaft. Verizon proposes to add three (3) additional antennas to their current configuration. Verizon also proposes to add six (6) new remote radio units behind the antennas. Mr. Aymett said the antenna count will increase to nine (9) antennas and this is not a substantial modification as defined by the Federal Communications Commission (FCC) and should not have a negative effect on the aesthetics of the facility. He stated CMS recommends approval of the request and adoption of Resolution 2021-11-15-01.

There were no questions or comments from the city council.

2. **Resolution 2021-11-15-02** for consideration to accept the lone responsive and responsible bid for protective clothing for the Pelham Fire Department

Fire Chief Mike Reid stated this is a continuation of the Fire Department's purchase of personal protection equipment (PPEs). He further stated the city only received one bid.

There were no questions or comments from the city council.

3. **Resolution 2021-11-15-03** for consideration to approve a professional services agreement for architectural services for the Ballantrae Golf Club Clubhouse remediation design

Director of Development Services & Public Works Andre' Bittas stated this is a proposal to begin design work to address the water infiltration issues at Ballantrae Golf Club affecting the roof, windows and doors.

There were no questions or comments from the city council.

4. **Resolution 2021-11-15-04** for consideration to approve a professional services agreement for preliminary engineering for the U.S. Highway 31 (Pelham Parkway) Roadway Lighting Project

Director of Development Services & Public Works Andre` Bittas stated the city council funded the project to update the street lighting along Highway 31, converting to decorative poles and LED lighting. He said electrical wiring will be underground. Mr. Bittas further stated approval of Resolution 2021-11-15-03 begins the initial project scope to begin the process of the street light replacement. He said after the field work has been completed he will return with recommendations for city council consideration.

There were no questions or comments from the city council.

5. **Resolution 2021-11-15-05** for consideration to approve an agreement to develop design drawings for the installation of a notification signal at the Fire Station No. 3 driveway at Shelby County Highway No. 11

Director of Development Services & Public Works Andre` Bittas stated approval of Resolution 2021-11-15-05 will begin the engineering work to install a notification signal at the driveway of Fire Station No. 3 and Shelby County Highway 11 when responding to an emergency call.

There were no questions or comments from the city council.

6. **Resolution 2021-11-15-06** for consideration to declare repairs at Pelham Fire Station No. 2 as an emergency

Chief Reid stated a significant amount of mold has been discovered in Fire Station No. 2. He said mold was noted during the installation of the new generator and a review of damage caused by the October 6-7, 2021 flood event. He further stated an air quality study was ordered and Type 1 and Type 3 allergens were found, not the toxic variety. Chief Reid said the mold was caught in time and prevented the situation from becoming worse. He said Station No. 2 has been vacated. He further stated the repairs should be completed in approximately 60 days. He noted the upstairs bathroom sink and kitchen sink are causing the mold issue. He said the exhaust fans in the bunkroom are being vented into the attic, causing additional mold problems. He said personnel from Station No. 2 have been reassigned to Station No. 4. Station No. 1's territory has been changed to cover a portion of Station No. 2's coverage area. Chief Reid said all personnel are undergoing precautionary medical testing to identify any issues.

Councilmember Lanier asked how we can be sure all issues are being addressed. Mr. Bittas said a full evaluation and an air quality test will be performed prior to anyone moving back into the building. Councilmember Lanier asked about upgrading the facility. Chief Reid stated any demolition required would be replaced by upgraded facilities. Councilmember Wash asked about the air quality testing. Chief Reid stated the testing was performed by a certified and qualified inspection service. Chief Reid said carpeting would be removed based on NFPA recommendations.

There were no additional questions or comments from the city council.

(End of November 15, 2021 Agenda Review)

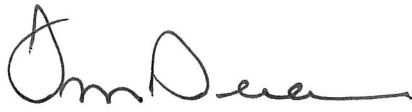
Councilmember Palmer suggested a proposed ordinance to address medical marijuana dispensaries in Pelham. He asked the city council for their thoughts and support for the proposed ordinance. Councilmember Coram and Councilmember Lanier suggested the city council discuss the topic at the

December 6, 2021 work session. Council President Mercer asked the city council and city attorney to review the information provided by Councilmember Palmer.

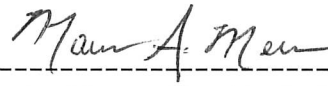
Adjournment

A motion to adjourn the work session was made by Councilmember Coram and seconded by Councilmember Wash. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 7:23 p.m.

Respectfully submitted this 15th day of November 2021.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

