

THE CITY OF PELHAM, ALABAMA

WORK SESSION
Pelham Senior Center
December 20, 2021 – 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 on Monday, December 20, 2021 at 5:00 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 5:01 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 December 6, 2021 Regular Work Session Minutes. The motion was seconded by Councilmember Wash.

There being no further discussion the motion passed unanimously by voice vote of those members present.

Old Business

1. Discussion – Alternative Council Work Session Schedule

Councilmember Coram and Councilmember Palmer expressed their thoughts about being flexible with the schedule. Councilmember Wash stated his schedule was flexible. Councilmember Lanier stated her schedule was not flexible. She thanked the Council President and City Manager for moving items to the Consent Agenda for consideration. Council President Mercer noted the comments of the city council and concerns of Councilmember Lanier. He asked if the city council was flexible enough to schedule work sessions on alternate Monday nights. City Manager DiFante stated moving the work session would expedite approval of items brought to the city council. Councilmember Lanier stated time management regarding presentations and executive sessions are a concern. Council President Mercer asked if the council had enough time to get comfortable with items under consideration within the present format. Councilmember Lanier offered a suggestion about scheduling meetings with the Council President and City Manager if there were questions or concerns that needed to be answered or addressed.

Council President Mercer stated the city council would revisit this subject in a couple of weeks.

New Business

1. VenuWorks – Kitchen Equipment

City Manager Gretchen DiFante explained the transition from the City of Pelham to VenuWorks of Pelham and what has been learned during this time.

Steve St. John, General Manager, VenuWorks of Pelham, complimented Pelham Strong and the City of Pelham on the success of the recent Christmas parade. He explained the process of evaluating the kitchen equipment currently in the facility. Mr. St. John reviewed the list of items with the city council which are needed to provide food and beverage services at the Pelham Civic Complex & Ice Arena. He offered several suggestions to improve efficiency and security. City Manager DiFante reviewed several items discussed and the need to bid certain items under consideration for purchase. Council President Mercer said the city council would review this topic on January 10, 2022.

2. Review of the 1st Annual Pelham Hometown Christmas Parade and Activities.

Chad Leverette and Councilmember Wash reviewed the results and activities of the recent Pelham Hometown Christmas Parade. Mr. Leverett thanked the individuals, businesses, organizations, city departments, Mayor Waters and the city council for their support.

3. Discussion – Setting a start time for the January 10, 2022 Work Session & Council Meeting

It was the consensus of the city council to begin the January 10, 2022 work session at 3:00 p.m. and the city council meeting at 5:00 p.m.

Review of December 20, 2021 Council Agenda

Council President Mercer reviewed the December 20, 2021 city council agenda.

E. Consent Agenda

A consent agenda is presented by the Council President at the beginning of a council meeting. Items presented on the consent agenda are considered routine and/or non-controversial and are organized apart from the rest of the agenda and are adopted by general consent and vote by the city council without debate. Items may be removed from the consent agenda on the request of any one member. Removed items may be taken up either immediately after the consent agenda is approved or placed later on the agenda at the discretion of the Council President and City Council.

1. Approval of the December 20, 2021 City Council Agenda
2. Approval of the December 6, 2021 Regular Council Meeting Minutes
3. Approval of non-budgeted expenses from restricted fund accounts: None
4. **Resolution 2021-12-20-01** for consideration to approve a request by Dish Wireless for a special use permit to install their equipment on an existing facility located at 2000 Bearden Road

Jeff Bass with the Center for Municipal Solutions (CMS), the city's telecommunications consultants, stated Dish Wireless has made application to co-locate/install their equipment on the existing tower located at 2000 Bearden Road. He said the existing tower is a 150-foot self-support tower and Dish Wireless is not currently providing service from this facility. He stated Dish Wireless proposes to add three (3) new antennas to the tower at a height of 110 feet. They propose to add (1) one hybrid feed line to the face of the tower and add six (6) new remote radio units to the tower. The remote radio units will mount directly behind the antennas. Mr. Bass said this is not a substantial modification as defined by the Federal Communication Commission (FCC) should not have a negative effect on the aesthetics of the facility. He said CMS recommends approval of the Special Use Permit as submitted.

5. **Resolution 2021-12-20-02** for consideration to approve a request by Dish Wireless for a special use permit to install their equipment on an existing facility located at 5010 Oak Mountain Lane

Jeff Bass with the Center for Municipal Solutions (CMS), the city's telecommunications consultants, stated Dish Wireless has made application to co-locate/install their equipment on the existing tower located at 5010 Oak Mountain Lane. He said the existing tower is a 250-foot self-support tower and Dish Wireless is not currently providing service from this facility. He stated Dish Wireless proposes to add three (3) new antennas to the tower at a height of 101 feet. They propose to add (1) one hybrid feed line to the face of the tower and add six (6) new remote radio units to the tower. He said the remote radio units will mount directly behind the antennas. Mr. Bass stated this is not a substantial modification as defined by the FCC and should not have a negative effect on the aesthetics of the facility. He said CMS recommends approval of the Special Use Permit as submitted.

6. **Resolution 2021-12-20-03** for consideration to approve the renewal of a rental agreement with Stelie, LLC for 401 Southgate Drive (Pelham City Hall)

City Manager DiFante explained the details of the lease renewal previously discussed in the December 6, 2021 work session.

7. **Resolution 2021-12-20-04** for consideration to approve a contract with the Cahaba Solid Waste Disposal Authority/AmWaste for residential garbage service

Councilmember Coram asked when the residents would be notified of their garbage service date. City Manager DiFante stated the letters were mailed last Friday.

8. **Resolution 2021-12-20-05** authorizing a public works project for building repairs caused by water leaks at the Pelham Tennis Center

Acting City Engineer Chris Cousins explained the process of remediation of the building and the additional expenses incurred.

9. **Resolution 2021-12-20-06** approving a summary change order reflecting additional work performed related to water leaks at the Pelham Tennis Center

Acting City Engineer Chris Cousins explained the process of remediation of the building and the additional expenses incurred and upgrades involved.

10. **Resolution 2021-12-20-07** for consideration to amend (increase) the FY2022 Parks & Recreation Department Budget for building repairs to the Pelham Tennis Center

There were no questions or comments from the city council.

11. **Resolution 2021-12-20-08** for consideration to amend (increase) the FY2022 Fire Department Budget for emergency building repairs to Fire Station No. 2

Acting City Engineer Chris Cousins explained the process of remediation of the building and the additional expenses incurred which were required to establish a budget for the project. Mr. Cousins updated the city council on the process of the renovations and repairs.

12. **Resolution 2021-12-20-09** approving a professional services contract for landscape architectural services at Pelham City Hall

Acting City Engineer Chris Cousins explained this is a FY2022 budgeted item.

13. **Resolution 2021-12-20-10** approving a summary change order for additional work performed for City Hall moving services

Acting City Engineer Chris Cousins stated the additional work was about four hours to finish the moving of furniture and other items in City Hall.

14. **Resolution 2021-12-20-11** accepting responsibility for paying only the power bill for 10 new streetlights in Simms Landing

Acting City Engineer Chris Cousins explained this is standard practice of the city following the completion of a phase or section in a subdivision.

15. **Resolution 2021-12-20-12** authorizing a summary change order and additional work for the Warrant Office Improvements in the Police & Court Building

Acting City Engineer Chris Cousins stated this work was scheduled to have been completed in FY2021. He said they are making a couple of changes not originally planned in the renovations. He stated a portion of the cost is to replace a damaged security door.

16. **Resolution 2021-12-20-13** for consideration to amend (increase) the FY2022 Municipal Court Budget for Warrant Office renovations

- F. Public Hearing(s) – None
- G. Mayor's Comments
- H. Proclamation(s) by the Mayor and Others – None
- I. Report of the City Manager
- J. Report of the City Attorney
- K. Request(s) to Address the Council – None
- L. Old Business / Resolutions / Ordinances / Orders and Other Business – None
- M. New Business / Resolutions / Ordinances / Orders and Other Business

1. **Resolution 2021-12-20-14** for consideration to approve a contract for Hydraulic Modeling & Drainage Studies for the Bishop Creek & Buck Creek drainage basins and further approve funding

City Manager DiFante stated American Rescue Plan Act (ARPA) funds cannot not be used at this time, requiring payment from unassigned General Fund monies. Councilmember Wash expressed his concerns regarding the timeline, scope of the project and cost of the study. Councilmember Palmer and Councilmember Coram expressed similar concerns. Acting City Engineer Chris Cousins explained a modeling of the drainage system allows the city to look at the project on a larger scale. He further stated he would expect the city to apply for grant funding after the drainage study is completed. City Manager DiFante stated the completion of the drainage study is critical when applying for grant funding. Councilmember Lanier noted all the monies which have been paid out in insurance claims and damages over the past several years. Council President Mercer stated he agree with comments made by Councilmember Lanier. Councilmember Coram noted the importance to act on the recommendations following the completion of the drainage study.

Councilmember Palmer made a motion to remove Resolution 2021-12-20-14 from the December 20, 2021 agenda. Said motion was seconded by Councilmember Wash.

There being no further discussion the motion to remove Resolution 2021-12-20-14 from the agenda failed to receive a majority voice vote of the city council with Councilmember Coram, Councilmember Lanier and Council President Mercer dissenting. Council President Mercer stated the motion did not pass.

2. **Resolution 2021-12-20-15** for consideration to establish emergency reserves from unassigned fund balance reserve allocations

Councilmember Lanier asked if there was a limit to the emergency expenditures. City Attorney Josh Arnold and City Manager DiFante stated approval would be sought and reported to the city council after the fact. City Manager DiFante further stated the city council would approve the emergency funding during the budget approval process each year. City Attorney Arnold said a state of emergency would be required prior to spending any city funds. He further stated there are checks and balances in place.

3. **Resolution 2021-12-20-16** for consideration to establish emergency reserves for facilities improvements from unassigned fund balance reserve allocations

Councilmember Coram made a motion to strike Item No. 3 from Resolution 2021-12-20-16. Said motion was seconded by Councilmember Palmer.

Councilmember Lanier asked about an overlap in Resolution 2021-12-20-15 and Resolution 2021-12-20-16. City Manager DiFante stated the emergency funding may not be increased from year to year.

There being no further discussion the motion to remove Item No. 3 from Resolution 2021-12-20-16 passed by a unanimous voice vote of the city council and the Council President noted the motion passed.

4. **Resolution 2021-12-20-17** for consideration to establish reserves for IT systems and equipment from unassigned fund balance reserve allocations

There were no comments or questions from the city council.

5. **Resolution 2021-12-20-18** for consideration to establish reserves for Parks & Recreation from unassigned fund balance reserve allocations

Councilmember Lanier stated she felt the reserve funding was excessive.

6. **Resolution 2021-12-20-19** for consideration to establish reserves for vehicle replacements from unassigned fund balance reserve allocations

There were no comments or questions from the city council.

(End of December 20, 2021 Agenda Review)

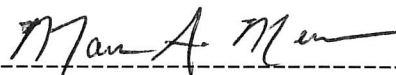
Adjournment

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 7:10 p.m.

Respectfully submitted this 20th day of December 2021.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

