



CITY COUNCIL WORK SESSION MINUTES

Pelham Senior Center
February 21, 2022 – 5:00 p.m.

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, February 21, 2022, 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 5:00 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 was not present and City Attorney Josh Arnold was 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 February 7, 2022 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 – None

New Business

1. Discussion – Process Equipment, Inc. d/b/a ProcessBarron: Tax Abatement Request

Director of Economic Development Michael Simon explained the tax abatement request by Process Equipment, Inc. regarding the purchase of manufacturing equipment to expand their operation in Pelham.

In attendance was Melody Whitten, Director of Development, 58 Inc., representing Process Equipment, Inc., Ken Nolen, President, Tim Lori, Chief Operating Officer and Drew Carter, Chief Financial Officer and attorney Brad Mayhew. Mr. Nolen gave a brief history of the company which currently employs 150 workers. He stated the expansion includes a 30,000 square foot warehouse and a 10,000 square foot office building. He said the proposed expansion will bring an additional 35 jobs to Pelham. Councilmember Palmer asked whether there was a cap on the tax abatement over the ten-year period. Mr. Simon said he would provide the information requested by Councilmember Palmer.

Mrs. Whitten spoke in support of the abatement. She further explained the tax abatement process. Mr. Nolen stated they plan to break ground on the expansion in August 2022.

2. Discussion – Cooperative Districts

Director of Economic Development Michael Simon explained the process of establishing two proposed cooperative districts. He stated approval takes approximately two weeks after the application is submitted. Councilmember Lanier asked about minutes from the meetings of the cooperative districts. Mr. Simon stated minutes would be kept.

Review of February 21, 2022 Council Agenda

Council President Mercer reviewed the February 21, 2022 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 February 21, 2022 City Council Agenda
2. Approval of the February 7, 2022 Regular Council Meeting Minutes
3. Approval of non-budgeted expenses from restricted fund accounts: None
4. **Resolution 2022-02-07-03** for consideration to approve an ABC License application(s) for 050 – Retail Beer (Off Premises Only) and 070 – Retail Table Wine (Off Premises Only) for applicant Mapco Express, Inc. operating under the trade name Mapco 7547 located at 3000 Pelham Parkway, Pelham, Alabama 35124. Resolution 2022-02-07-03 was tabled on February 7, 2022.

Councilmember Coram stated Mapco Express, Inc. is a national company and have an extensive training program.

5. **Resolution 2022-02-21-01** for consideration to approve a Cooperative District related to the Campus No. 124 development

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

6. **Resolution 2022-02-21-02** for consideration to approve a Cooperative District related to the Canopy development

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

7. **Resolution 2022-02-21-03** for consideration to approve a professional services contract with Jackson Renfro and Associates to provide electrical engineering and design services for new lighting at the Pelham Dog Park and southern portion of the existing trail in Pelham City Park

Acting City Engineer Chris Cousins explained the contract is for lighting design services for the dog park and southern portion of the trail system. He stated the design should be ready for bid in approximately 60 days.

8. **Resolution 2022-02-21-04** for consideration to approve the lowest and most responsive bid as recommended by MW/Davis Dumas & Associates, Inc., the city's engineering consultants, to Eagle Pro, LLC for the replacement of the HVAC equipment at the Pelham Civic Complex & Ice Arena.

Acting City Engineer Chris Cousins stated the new HVAC equipment replaces the dehumidifier and duct work at the Pelham Civic Complex & Ice Arena. In addition, the upgrades include the replacement of the boiler.

9. **Resolution 2022-02-21-05** for consideration to award a public works contract to William's Drywall & Painting for exterior improvements at the Pelham Depot Office located in Pelham City Park

Acting City Engineer Chris Cousins stated the repairs include painting, replacing rotten wood and staining the outdoor deck.

10. **Resolution 2022-02-21-06** for consideration to approve a professional services contract with Jackson Renfro and Associates to provide electrical engineering and design services to replace the current nonfunctional lighting along the Pelham Racquet Club entrance pathway

Acting City Engineer Chris Cousins noted the lighting along the entrance to the Racquet Club has not work for some time. Racquet Club Director Chaney Mills stated the lights have not worked in approximately ten years.

11. **Resolution 2022-02-21-07** for consideration to approve a proposal from Business Interiors, Inc. for Pelham City Hall for interior renovations (furniture) from the State Bid List

Acting City Engineer Chris Cousins stated proposal is for the new furniture package for Pelham City Hall.

12. **Resolution 2022-02-21-08** for consideration to approve a proposal by Studio A Design for the development of a master plan for seven (7) gateways in the City of Pelham along the Highways 119 and 31 corridors

Director of Development Services & Public Works Andre` Bittas stated the proposal is to design improvements to the gateway entrances into the City of Pelham. Landscaping, hardscape, lighting and signage is included in the proposal. Councilmember Palmer asked about the improvements to the I-65 interchanges. Mr. Bittas explained the interstate interchanges would be included.

13. **Resolution 2022-02-21-09** for consideration to approve the estimate from 1 Call Contractors (Electrical) for critical emergency electrical repairs at the Pelham Civic Complex & Ice Arena

Acting City Engineer Chris Cousins explained the recent electrical problems at the Pelham Civic Complex & Ice Arena. He further explained the need to replace the breaker and related electrical equipment, including the power disconnect switch. He stated the repairs would begin tomorrow pending city council approval of Resolution 2022-02-21-09. Mr. Cousins said the ongoing plan is to review the complete electrical system at the Pelham Civic Complex & Ice Arena and make recommendations for the FY2023 budget. Mr. Bittas stated there have been prior failures in the electrical panel within the past two years. Councilmember Palmer asked if the damaged breaker controlled other components at the Pelham Civic Complex & Ice Arena. Mr. Cousins said yes.

14. **Resolution 2022-02-21-10** for consideration to expend funds from the city's Emergency Reserve for Facilities Improvements established by Resolution 2021-12-20-16 for critical emergency electrical repairs at the Pelham Civic Complex & Ice Arena and to further amend the FY2022 budget of the Pelham Civic Complex & Ice Arena for said repairs

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

15. **Resolution 2022-02-21-11** for consideration to approve certain job descriptions and associated pay within the Finance, Public Works, Water and Fire departments previously reviewed and approved by the Pelham Personnel Board

Human Resources Director Tracy Hill stated there are five positions for council consideration. She stated the positions are neutral, with no new positions being added. She further stated the positions include additional duties and responsibilities in each of the job descriptions.

Fire Chief Mike Reid spoke to the need for the Apparatus Operator position and job description to test qualified candidates for the position. Chief Reid answered Councilmember Palmer's question regarding the need for the position. Mayor Waters spoke in support of the Apparatus Operator position. Chief Reid stated there is no pay incentive currently being requested for this position.

Director of Development Services & Public Works Andre` Bittas stated the two positions are not new but adding duties and responsibilities in the Water and Building Departments. He spoke to the need to upgrade the positions. Councilmember Wash spoke in favor of the request.

Finance Director Jamie Wagner said there are currently two positions open in the Finance Department which are being filled by temporary employees. She explained the need to staff both positions under consideration by the city council tonight. She stated funding for the positions is budgeted for FY2022.

16. **Resolution 2022-02-21-12** for consideration to approve the funding sources for various capital improvement projects within the City of Pelham

Finance Director Jamie Wagner explained the resolution is a formality with the projects having been funded in FY2021. She stated approval of the resolution funds the projects for FY2022.

17. **Resolution 2022-02-21-13** for consideration to declare as surplus certain item(s) of personal property of the City of Pelham which are no longer needed for public or municipal purposes and sell said personal property "as is and where is" to the Graysville Fire Department

Fire Chief Mike Reid stated Truck 91 needs extensive repairs. He explained the process of selecting the Graysville Fire Department as the recipient of the surplus fire truck through the Terry Ferrell Fund. Graysville Fire Chief Gilchrist addressed the city council and spoke to the need of the aerial apparatus for the City of Graysville.

18. **Resolution 2022-02-21-14** for consideration to amend the FY2022 Police Department budget for the purpose of purchasing five Dodge Chargers and emergency equipment

Police Chief Pat Cheatwood addressed the city council. He stated the problem trying to acquire new vehicles for the police department. He said they have located several Dodge Charges available for purchase which would allow the department to get immediate delivery. Additional discussion continued between Chief Cheatwood and the city council.

F. Public Hearing(s) – None

G. Mayor's Comments

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

I. Report of the City Manager – None

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

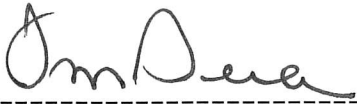
1. **Ordinance No. 276-01** for consideration abolish the Pelham Beautification Board by repealing Ordinance No. 276 in its entirety. **First Reading**

(End of February 21, 2022 Agenda Review)

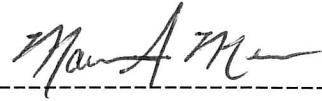
Adjournment

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 6:35 p.m.

Respectfully submitted this 21st day of February 2022.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

