



CITY COUNCIL WORK SESSION MINUTES

Pelham Police & Court Building

September 6, 2022 – 4:00 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 Tuesday, September 6, 2022, at 4:00 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 Pro Tempore Coram at 4:01 p.m.

Record of Attendance

The following elected officials were present:

Council President Maurice Mercer (Arrived at 4:22 p.m.)
Councilmember David Coram
Councilmember Larry Palmer
Councilmember Rick Wash
Councilmember Mildred Lanier
Mayor Gary Waters

The city clerk/treasurer recorded the attendance of all elected officials, with the exception of Council President Mercer, and announced a quorum was present. City Manager Gretchen DiFante and City Attorney Josh Arnold were present.

Media Present: None

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

Approval of Minutes

A motion was made by Councilmember Wash to approve the August 15, 2022 Regular Work Session Minutes and the August 13, 15 and 17, 2022 Special Budget Work Session Minutes.

The motion was seconded by Councilmember Lanier.

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

Request to Address the City Council - None

Old Business – None

New Business

1. Discussion – Job descriptions and pay scales within the Administration Department as previously reviewed and approved by the Pelham Personnel Board

City Manager Gretchen DiFante spoke to the job descriptions and pay scales before the city council for consideration. She stated a third party had prepared the job description for the Information Technology (IT) Director position having considered the difficulty in filling the vacancy. Councilmember Palmer asked how the salary range was slotted. City Manager DiFante explained Human Resource Management (HRM) determined the pay ranges using both private and public salary surveys. She further explained the need for this position in the city. GIS/IT Systems Analyst Matt Griffin concurred. Councilmember Lanier asked if this was a supervisory position with IT knowledge and experience. City Manager DiFante said the job will be a management position, with IT knowledge and experience with the ability to manage the city's IT purchasing vendors. Councilmember Lanier inquired about the skill set needed for this position. Mr. Griffin went into further detail. Councilmember Lanier asked if a specific knowledge of networking and educational experience could be added to the job description. Councilmember Wash agreed with the comments of Councilmember Lanier. City Manager DiFante stated the third-party consultant suggested this position have a broad range of IT experience. Pelham resident Matt Jaeh spoke to the essential requirements of the position under discussion. It was the consensus of the city council to insert a knowledge of networking as a requirement into the IT job description as discussed. City Manager DiFante asked the city council about moving forward with approval of the position, with the stated changes. Human Resources Director Tracy Hill noted the Personnel Board is an advisory board. She said the city council can make changes to the job description without seeking a recommendation from the Personnel Board. City Attorney Josh Arnold concurred. Mrs. Hill suggested where to insert a knowledge of networking in the job description. The city council agreed to move forward to consider the IT position with the recommended addition of the knowledge of networking experience included in the job description.

City Manager Gretchen DiFante addressed the city council about changing the position of "Executive Assistant to the City Manager" to "Assistant to the City Manager". She stated this is common within the International City/County Management Association (ICMA) and outlined how the position would function in the city. She further stated the position will require heavy project management skills. City Manager DiFante recommended Brooke Jenkins for the position. She further stated HRM has reviewed the position, requirements and pay scales. She said the executive assistant position would be eliminated. Mayor Waters spoke in support of the position. Human Resources Director Tracy Hill stated the current position is being reclassified which does not require the position to be posted. City Attorney Arnold concurred.

2. Discussion – Property Maintenance Code

Director of Development Services & Public Works Andre` Bittas, Zoning Official Sherri Proctor, Building Inspector Levis Peters and Fire Inspector Wes Greene introduced the proposed Property Maintenance Code (Code). Mr. Bittas spoke to the need to put the tools in place to address building code violations for compliance purposes. He stated the Code would allow the city to address building, life, safety and health issues. Fire Inspector Wes Greene spoke to the proposed Code under city council consideration. Building Inspector Peters stated adoption of the Code would provide him authority to address certain areas of fire inspections. Mr. Bittas said the intention is to have the city council amend the current 2015 International Code Council (ICC) regulations to include the Property Maintenance Code, to be followed by adoption of the 2021 ICC requirements. Council President Mercer and Councilmember Wash spoke in support of the Property Maintenance Code.

3. Review/Discussion – Birmingham Bulls Contract Renewal

City Manager Gretchen DiFante and VenuWorks Executive Facility Director Steve St. John presented the proposed contract renewal for the Birmingham Bulls. She stated there are three remaining issues to work through before presenting the final version of the contract to the city council for consideration. Mr. St. John discussed the negotiations with the Birmingham Bulls and explained the significant changes in the proposed contract.

4. Discussion – Commercial Development Authority Line of Credit Guarantor

Director of Economic Development Michael Simon explained the request by the Commercial Development Authority to guarantee their proposed 36-month, \$1.5 million line of credit. CDA Secretary/Treasurer Matt Jaeh was in attendance to answer questions from the city council. Mr. Simon spoke to the strong lodging tax revenues.

5. Discussion – Revision of the Commercial Development Authority's Redevelopment Zone

Director of Economic Development Michael Simon and Matt Jaeh reviewed the proposed changes to the Commercial Development Authority's (CDA) 2018 Corridor Redevelopment Zone. Mr. Simon stated revisions will allow the CDA more flexibility in marketing properties within the city. He stated the CDA approved the proposal and recommendation to the city council at their August 2022 meeting. City Attorney Josh Arnold addressed Councilmember Palmer's question regarding designating certain areas for redevelopment. He stated he would research the question and have an answer later. City Manager DiFante stated Attorney Rod Kanter had advised the CDA on the proposed revisions to the Corridor Redevelopment Zone.

A motion was made by Councilmember Coram to recess the September 6, 2022 work session for 15 minutes. Said motion was seconded by Councilmember Lanier. The motion was approved unanimously by those members present and the work session recessed at 6:08 p.m.

Council President Mercer called the work session back to order at 6:26 p.m.

6. FY2023 Budget Presentation

City Manager Gretchen DiFante and Finance Director Jamie Wagner presented the proposed FY2023 budget. Mrs. DiFante stated having met with Councilmember Coram and Councilmember Wash, the city's Finance Committee. She further explained the budget information before the city council for their consideration. She discussed the highlights and priorities within the budget. Mrs. Wagner and Mrs. DiFante explained the budget process for FY2023 for both the General Fund and capital projects. Councilmember Wash spoke in support of the FY2023 budget.

Review of September 6, 2022 Council Agenda

Council President Mercer reviewed the September 6, 2022 city council agenda.

E. Consent Agenda

A consent agenda is presented by the presiding officer 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 presiding officer and City Council.

1. Approval of the September 6, 2022 City Council Agenda
2. Approval of the August 15, 2022 Regular Council Meeting Minutes
3. Approval of non-budgeted expenses from restricted fund accounts: None
4. **Resolution 2022-09-06-01** for consideration to approve a public works contract with A3 Communications to install access controls in Pelham City Hall

There were no questions or comments from the city council.

5. **Resolution 2022-09-06-02** for consideration to adopt the City of Pelham Transportation Plan for Fiscal Year 2023

There were no questions or comments from the city council.

6. **Resolution 2022-09-06-03** for consideration to approve a proposal from B32 Engineering Group to prepare plans and specifications of replacement of the Ice Plant at the Pelham Civic Complex & Ice Arena

There were no questions or comments from the city council.

7. **Resolution 2022-09-06-04** for consideration to approve a job description and associated pay for the position of Information Technology Director within the Administration Department previously reviewed and approved by the Pelham Personnel Board

There were no questions or comments from the city council.

8. **Resolution 2022-09-06-05** for consideration to approve a job description and associated pay for the position of Assistant to the City Manager within the Administration Department previously reviewed and approved by the Pelham Personnel Board

There were no questions or comments from the city council.

9. **Resolution 2022-09-06-06** for consideration to enter into an agreement with the Center for Public Safety Management, LLC to provide a Station Feasibility and Fire & EMS Services Operational Analysis Study

There were no questions or comments from the city council.

10. **Resolution 2022-09-06-07** for consideration to enter into a purchase and maintenance agreement for software and equipment for the Pelham Recreation and Pelham Senior Centers

There were no questions or comments from the city council.

F. Public Hearing(s)

1. Revoking the business license of Shama Corporation, D/B/A Travelodge, 410 Oak Mountain Circle, Pelham, AL 35124

G. Mayor's Comments

H. Proclamation(s) by the Mayor and Others

1. Proclaiming September 2022 as Gynecologic Cancer Awareness Month in the City of Pelham

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 2022-09-06-08** for consideration to revoke the business license of Shama Corporation, D/B/A Travelodge, 410 Oak Mountain Circle, Pelham, AL 35124

There were no questions or comments from the city council.

2. **Ordinance No. 510** for consideration to declare that certain real property of the City of Pelham, Alabama, is no longer needed for public or municipal purposes and further described as Lot 1, according to the Final Plat of The Grande Vista, a Commercial Subdivision, as recorded in Map Book 56, Page 84 in the office of the Judge of Probate of Shelby County, Alabama. First Reading.

There were no questions or comments from the city council.

(End of September 6, 2022 Agenda Review)

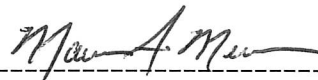
Adjournment

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 6:59 p.m.

Respectfully submitted this 6th day of September 2022.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

