



CITY COUNCIL WORK SESSION MINUTES

Pelham Police & Court Building

December 5, 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, December 5, 2022, at 5:00 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 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 the attendance of the elected officials 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 Coram to approve the November 21, 2022 Regular Work Session Minutes.

The motion was seconded by Councilmember Palmer.

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

Old Business – None

New Business

1. Update – Pelham Strong 2022 Christmas Parade

Chad Leverett, Pelham Strong, addressed the city council regarding the 2nd Annual “A Pelham Hometown Christmas” which will be held on Saturday, December 10, 2022. He said activities begin at 5:00 p.m. at the Pelham Civic Complex & Ice Arena. He noted and thanked the sponsors of this year's event. Mr. Leverett thanked those contributing to the success of the event last year. He reviewed the lineup for the activities on Saturday. The city council thanked Mr. Leverett and Pelham Strong for their leadership.

2. Discussion – City Manager's Annual Evaluation

Council President Mercer suggested a 360 evaluation regarding the performance review of the city manager. Human Resources Director Tracy Hill stated Human Resources Management, Inc. will be administering the evaluation. She stated the evaluation period would be open for ten (10) days.

3. Discussion – Discounted Water/Sewer/Garbage Rates

City Manager Gretchen DiFante addressed the city council regarding discounted water/sewer and garbage rates. She stated having forwarded information to the city council compiled by Acting City Engineer Chris Cousins, Brooke Jenkins and herself. Council President Mercer suggested allowing the city council to review the information and make recommendations later. Councilmember Lanier asked for additional information regarding national poverty/low-income levels. Councilmember Palmer stated having heard Alabaster recently revised their qualification guidelines. City Manager DiFante said she would check on it.

4. Discussion – Establishing Hours for Pelham City Parks

Parks & Recreation Director Brian Cooper addressed the city council. He stated discussion began in September and was finalized in November to establish park hours. City Manager DiFante read the recommended hours to the city council. Discussion continued regarding the possibility of installing emergency call boxes along the walking trails. Council President Mercer requested the city clerk/treasurer draft a resolution establishing park hours for city council consideration at the December 19th meeting.

5. Discussion – January 2023 Work Session & City Council Meeting Dates

Council President Mercer addressed the city council regarding rescheduling the January 2023 work sessions and city council meetings due to conflicts with federal holidays.

It was the consensus of the city council to move the January 2023 work sessions and city council meetings to the following dates:

January 11, 2023 and January 18, 2023

The city clerk/treasurer reminded the council president there is a scheduling conflict with the Courtroom for the December 19th work session and city council meeting. It was the consensus of the city council to

move the December 19th work session and city council meeting to the Pelham Senior Center. The meetings will not be live streamed.

Recess

A motion was made by Councilmember Wash to recess the December 5, 2022. Regular Work Session.

The motion was seconded by Councilmember Coram.

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

The work session was recessed at 5:52 p.m.

Council President Mercer called the December 5, 2022 work session back to order at 6:04.

Review of December 5, 2022 Council Agenda

Council President Mercer reviewed the December 5, 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 December 5, 2022 City Council Agenda
2. Approval of the November 21, 2022 Regular Council Meeting Minutes
3. Approval of non-budgeted expenses from restricted fund accounts: None
4. **Resolution 2022-12-05-01** authorizing and accepting the dedication of certain public streets(s) and rights-of-way located in the Oak Mountain Trail Development/Grande Vista subdivision (Tractor Supply site.)

Director of Development Services & Public Works Andre` Bittas stated this is a new road which will be dedicated as a public street.

5. **Resolution 2022-12-05-02** for consideration to approve the job description and pay ranges for the position of Office Manager in the department of Development Services & Public Works previously reviewed and approved by the Pelham Personnel Board. This position has been budgeted in FY2023.

Director of Development Services & Public Works Andre` Bittas outlined the duties and responsibilities and the need for this position. He said the position would provide needed organization for the department.

6. **Resolution 2022-12-05-03** for consideration to approve the job description and pay ranges for the position of Project Manager in the department of Development Services & Public Works previously reviewed and approved by the Pelham Personnel Board. This position has been budgeted in FY2023.

Director of Development Services & Public Works Andre` Bittas stated this position will handle all active projects. He further stated the city has 93 active projects at this time. He explained in detailed the duties, function and responsibilities of this position. Mr. Bittas said the Project Manager position was budgeted in FY2023. He noted the importance of keeping projects on task and on schedule. He said the position will have oversite from the City Engineer and Director of Development Services & Public Works. Councilmember Lanier asked about the Building Department Inspections division. Director of Development Services & Public Works Bittas reviewed the workflow schedule of the inspectors with the city council.

7. **Resolution 2022-12-05-04** for consideration to approve a sole source contract to ISO Network, LLC for the purchase and installation of a CCTV system for Pelham City Hall. This work has been budgeted for FY2023 under the City Hall Renovations Landscaping and IT project.

Director of Development Services & Public Works Andre` Bittas stated the project includes the installation of security cameras throughout the interior and exterior of Pelham City Hall.

8. **Resolution 2022-12-05-05** for consideration to approve a public works contract for the Racquet Club-Clay Court Resurfacing Project, having received no bids, to Welch Tennis Courts, Inc. and amend the Capital Projects Budget. This work was budgeted in FY2023 under the Capital Projects Budget.

Director of Development Services & Public Works Andre` Bittas explained the clay courts are resurfaced every four years. He said the project cost increased resulting in a request to amend the budget in the amount of \$11,300.00.

9. **Resolution 2022-12-05-06** for consideration to approve a public works contract with Bryan's Tile & Stone to repair decking, grout tile and install a floor drain at the Pelham Racquet Club. This work has been included in the FY2023 budget as a part of the Racquet Club's Maintenance budget.

Director of Development Services & Public Works Andre` Bittas noted the need to repair areas of the balcony decking at the Pelham Racquet Club. He stated previous repair work was not properly completed several years ago. He said this is a temporary fix until more extensive repairs can be made.

10. **Resolution 2022-12-05-07** for consideration to approve a public works contract with Action Air, LLC for the removal and replacement of eight (8) existing HVAC split systems at the Pelham Senior Center. This work has been budgeted for FY2023.

Director of Development Services & Public Works Andre` Bittas said this is a budgeted item to replace eight (8) existing HVAC split systems at the Pelham Senior Center.

11. **Resolution 2022-12-05-08** for consideration to approve a public works contract with Coston General Contractors to replace the existing valley roof system and address leaks at the Pelham Civic Complex & Ice Arena. This work has been budgeted for FY2023.

Acting City Engineer Chris Cousins explained the valley roof system was not properly installed when the Pelham Civic Complex & Ice Arena was built. He stated the roof is generally in good shape. He said there are other areas of the roof needing repairs which are under warranty and will be addressed with the original contractor.

12. **Resolution 2022-12-05-09** for consideration to approve a professional services contract with MW/Davis Dumas and Associates to provide engineering services for the replacement of the existing water heaters with new instantaneous water heaters, softeners and storage tank at the Pelham Civic Complex & Ice Arena. This work has been budgeted for FY2023.

Acting City Engineer Chris Cousins explained the need to replace these items. He stated the softeners are original to the building.

13. **Resolution 2022-12-05-10** for consideration to appoint citizens to the Pelham Zoning Board of Adjustment- Place No. 1 through Place No. 5

Council President Mercer stated the city council had the opportunity to interview each candidate.

14. **Resolution 2022-12-05-11** for consideration to declare certain personal property of the City of Pelham's Police Department as surplus, which are no longer needed for public or municipal purposes

City Manager DiFante stated the items under consideration to be surplus are currently stored in the Police Building in the area being converted to a training room. She further stated the items are no longer needed by the Police Department.

- F. Public Hearing(s) – None
- G. Mayor's Comments – None
- H. Proclamation(s) by the Mayor and Others – None
- I. Report of the City Manager
- J. Report of the City Attorney – None
- 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 – None

New Business – Continued

Councilmember Palmer addressed the city council regarding the obelisk at City Park. He took the opportunity nominate former employee Karen Bragan to have her name added to the obelisk at City Park. He stated she retired after over 25 years and having served in several departments of the city. Ms. Bragan passed away in March 2022.

A motion was made by Councilmember Palmer to add the name of Karen Bragan to the obelisk in City Park.

The motion was seconded by Councilmember Coram.

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

Council President Mercer asked the city clerk/treasurer to prepare a resolution for city council consideration on December 19, 2022.

(End of December 5, 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 6:53 p.m.

Respectfully submitted this 5th day of December 2022.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

