



CITY COUNCIL WORK SESSION MINUTES

Pelham Police & Court Building
February 6, 2023 – 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 Monday, February 6, 2023, 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 Mercer at 4:00 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, City Attorney Josh Arnold and City Attorney Bent Owens 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 January 18, 2023 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.

Executive Session

Council President Mercer stated for the record the purpose of the Executive Session is to discuss the general reputation and character, physical condition, professional competence, or mental health of individuals, or, subject to the limitations set out herein, to discuss the job performance of certain public employees under Section 36-25A-7(1)(a) and the legal ramifications of and legal options for pending litigation, controversies not yet being litigated, but imminently likely to be litigated if the governmental body pursues a proposed course of action under Section 36-25A-7(3)(a), Code of Alabama 1975, as amended.

City Attorney Josh Arnold stated the purpose of tonight's Executive Session is appropriate under Section 36-25A-7(1) (a) and Section 36-25A-7(3) (a) Code of Alabama 1975, as amended.

A motion was made by Councilmember Palmer to enter into an Executive Session of the city council for the stated purposes. Said motion was seconded by Councilmember Lanier. Council President Mercer asked the city clerk/treasurer for a roll call vote. The vote to adopt said motion was recorded as follows:

Maurice Mercer, Council President	<u>Yes</u>
David Coram, Council Member	<u>Yes</u>
Larry Palmer, Council Member	<u>Yes</u>
Rick Wash, Council Member	<u>Yes</u>
Mildred Lanier, Council Member	<u>Yes</u>

Council President Mercer asked the members of the city council, Mayor Waters, City Manager Gretchen DiFante, City Attorney Josh Arnold, City Attorney Bent Owens, Human Resources Director Tracy Hill, Director of Development Services & Public Works Andre' Bittas and City Clerk/Treasurer Tom Seale to attend the Executive Session.

Council President Mercer stated he expected the city council to return from the Executive Session in approximately 90 minutes. He said at that time the work session would be called back to order. The city council went into Executive Session at 4:03 p.m.

Councilmember Coram moved to adjourn the Executive Session. Said motion was seconded by Councilmember Lanier. The motion passed unanimously by voice vote of those members present and the Executive Session was adjourned at 5:44 p.m.

Council President Mercer called the council work session back to order at 5:55 p.m.

New Employee Introductions

1. Ijaron Sumbry, IT Specialist, Information Technology
2. Alex Axtell, Intern, Communications & Branding

Request to Address the City Council

Alicia Sherman, Liberty Learning Foundation, addressed the city council. She stated the Liberty Learning Foundation (LLF) is a statewide educational program that teaches K-12 students the importance of civic responsibility, character development, financial literacy, career skills and exploration. She said LLF is currently in half of all public schools in the state and are growing. She stated this year LLF will be adding Pelham City Schools to the tour. In closing, Ms. Sherman further stated the kickoff for Pelham City Schools is on Wednesday, February 22nd from 8:30 a.m. until 9:30 a.m. The event will be held at Pelham Oaks Elementary and Pelham Ridge Elementary schools to introduce all 2nd graders to the program.

Old Business – None

New Business – None

Review of February 6, 2023 Council Agenda

Council President Mercer reviewed the February 6, 2023 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 February 6, 2023 City Council Agenda
2. Approval of the January 18, 2023 Regular Council Meeting Minutes
3. **Resolution 2023-02-06-01** for consideration to authorize an application for the Assistance to Firefighters Grant on behalf of the Pelham Fire Department through the United States Department of Homeland Security and the Federal Emergency Management Agency. The grant, if approved, requires a 10% local match.

Fire Chief Mike Reid explained the grant process. He stated the purpose of the grant is to replace the Fire Department's 1999 Special Operations unit. He further stated the need to replace the truck. Chief Reid said the deadline is Friday and if approved funding would be included in the FY2024 budget.

4. **Resolution 2023-02-06-02** for consideration to approve the job description and pay ranges for the Parks & Recreation Department's Parks and Racquet Club Superintendent position previously reviewed and approved by the Pelham Personnel Board. This position has been budgeted in FY2023.

Parks & Recreation Director Brian Cooper addressed the city council and explained the scope and purpose in approving the Parks & Recreation Department and Racquet Club landscaping position.

5. **Resolution 2023-02-06-03** for consideration to approve a lease agreement of five annual payments for 70 electric golf carts at Ballantrae Golf Club and to repeal Resolution 2022-10-03-05 in its entirety. Funding for this lease was approved in the FY2023 Ballantrae Golf Club budget.

Ballantrae Golf Club General Manager Hal Brown explained the lease is for 70 new electric golf carts. He said there was a last-minute change in financing of the golf carts requiring approval of the new leasing agreement. He further explained the features of the new golf cart fleet.

6. **Resolution 2023-02-06-04** for consideration to approve a public works contract with The Plumbing Crew to perform renovations of two bathrooms at Fire Station No. 5 and to amend the FY2023 budget from General Fund unencumbered reserves due to increased material costs.

Director of Development Services & Public Works Andre` Bittas explained the scope of the project is to renovate the bathrooms at Fire Station No. 5.

7. **Resolution 2023-02-06-05** for consideration to approve Change Order No. 1 from Gillespie Construction, LLC to complete the Ryecroft Circle Storm Sewer Repair Project and to amend the FY2023 budget from General Fund unencumbered reserves for additional stone and asphalt requirements.

Director of Development Services & Public Works Andre` Bittas explained the additional expenses associated with the storm sewer repair project.

8. **Resolution 2023-02-06-06** for consideration to award the lowest and most responsive bid to Southern Civil Contracting, Inc. for the King Valley Drive Water Main Replacement project. This project was budgeted in FY2023.

Director of Development Services & Public Works Andre` Bittas explained the scope of the PVC water main replacement project on King Valley Drive.

9. **Resolution 2023-02-06-07** for consideration to enter into a joint funding agreement with Shelby County, Alabama for traffic signal upgrades on Shelby County Highway 52E from Shelby County Highway 11 to U.S. Highway 31. This project was budgeted in FY2023.

Director of Development Services & Public Works Andre` Bittas explained the shared project with Shelby County is to upgrade the traffic signals on Shelby County Highway 52E from Shelby County Highway 11 to U.S. Highway 31.

10. **Resolution 2023-02-06-08** for consideration to approve several public works contracts for City Park bathroom upgrades and renovations. This project was budgeted in FY2023.

Director of Development Services & Public Works Andre` Bittas explained the project is to upgrade the City Park bathrooms. He said the project is expected to begin within the next 30 days. He stated multiple contractors will be hired to move the project forward. Mr. Bittas said the project is expected to be completed prior to the beginning of the youth baseball and softball seasons.

11. **Resolution 2023-02-06-09** for consideration to approve a professional services contract with Gresham Smith to provide engineering consulting services for a citywide traffic signal field assessment and to identify needed or recommended repairs or improvements at eight (8) specific locations. This project was budgeted in FY2023.

Director of Development Services & Public Works Andre` Bittas addressed the city council and explained the purpose and scope of the project with Gresham Smith. He mentioned eight locations are outside the Shelby County Highway 52E signal upgrade project. He further stated the project could expand to cover traffic signals outside the maintenance of the Alabama Department of Transportation.

12. **Resolution 2023-02-06-10** for consideration to approve a public works contract with Tren-Tay, Inc. having submitted the lowest and most responsive proposal to make emergency repairs to the storm water sewer at the intersection of Stonehaven Trail and Pebble Circle. Funding will be from Reserves for Emergency Infrastructure Repairs.

Director of Development Services & Public Works Andre` Bittas explained a 36-inch storm sewer pipe failed requiring a contractor to repair the pipe on an emergency basis.

13. **Resolution 2023-02-06-11** for consideration to approve a public works contract with Environmental Forestry Services, Inc. to patch, pave, stripe and install all necessary parking additions to the lot behind Pelham City Hall. This project has been budgeted in FY2023 as a part of the City Hall Renovations Project.

Director of Development Services & Public Works Andre` Bittas stated the parking lot resurfacing is a part of the City Hall renovations project.

14. **Resolution 2023-02-06-12** for consideration to enter into a professional services contract with Wisener, LLC to provide acquisition services for ten (10) tracts of land as a part of the Greenway Trails Extension project. This project was budgeted in FY2023.

Director of Development Services & Public Works Andre` Bittas stated this is a part of the city's trail system which requires professional assistance to purchase or acquire easements on 10 parcels of property for the project to move forward.

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

City Manager Gretchen DiFante made the following comments.

- Human Resources – Workshop on coaching and discipline begins this week.
- Kelsey Williams, Senior Center Manager, last day was Friday. She has taken a job which will allow her to work from home and be with her new baby. We are looking to fill this position as soon as possible.

- The Parks & Recreation Department has returned from their state association meeting in Orange Beach, Alabama.
 - Two state awards were received by the Pelham Parks & Recreation Department:
 - "Special Event of the Year" – *Kites and Bites*
 - "Volunteer of the Year" – Martina Winston
- Prepping for the mid-year budget review with Finance Director Jamie Wagner. Budget reviews are due from the department heads to Jamie Wagner and me next week.
- ERP Updates:
 - Cloud migration is underway. Testing has begun to go live April 7th and April 8th.
 - Asset Management – Every department head has provided a list of assets to the implementation team. The team is currently inputting the assets into the ERP system. Plans are to show results to the leadership team within the next few weeks.
 - Permitting and Licensing – Configuration training is underway and testing will begin soon.
 - Advanced Scheduling – Implementation team gearing up to begin configuration.
 - Utility Billing – Will be starting configuration by month's end.
 - Revenue – Push to get all businesses registered on electronic sales tax returns through the Alabama Department of Revenue's portal.
 - We are within scope for all ERP phases.
- We are happy to report having made it through the 2023 business license renewal process. Our business owners showed great patience with the change in location and there was plenty of parking available at City Hall. The license transactions to date are 3,375. Cathy Sweeney is a true rock star. Tammy Walker and Kelsey Cunningham were a huge help this year. Tammy was able to assist with the mail while Cathy helped walk-in customers. Kelsey picked up overflow walk in traffic when the line was long. The new office space and layout was also a contributing factor to the success of this license season.
- Campus 124 Park site clearing will be starting in early March.
- Little Tomato – No permits have been issued at this time.
- Purple Onion – Old Burger King location on Highway 119.
- Win Wings – Old Wendy's location on the south end of the city. Win Wings will be a Hibachi style restaurant. Meal preparation will not be at the table.
- The former Golden Corral location will be China Buffet. Permitting is currently underway.
- New billiard business is coming to Campus 124. Poppa G's is partnering with Hoover Bumpers.
- Director of Economic Development Michael Simon has contacted the owners of Nino's. The building is clean, vacant and ready for a tenant.
- The 4th Annual Alabama Women Leading Government Conference is February 23rd at the Pelham Civic Complex & Ice Arena. The 2023 theme is *Connect Her: Putting the Pieces Together*. We have partnered with Women in Public Finance for the conference this year. There are currently 124 women registered. Topics of discussion will include HER Talks, Living Your Best Life, How to Write a Strategic Plan, Difference Between Recruitment and Retention, Bonds 101/Mock Bond, Empowerment and Communication and more. Attendees will be coming from Arab Police Department, Baldwin County, Birmingham, Anniston, Ashland, Gadsden, Hoover, Jacksonville, Mountain Brook, Northport, Owens Crossroads, Talladega, Vestavia Hills, York, Jefferson County, Madison, Shelby County, St. Clair County, State of Alabama, South Vinemont, the US Army National Guard and U.S. Air Force. We have around 20 sponsors, the most the organization has ever had.

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

(End of February 6, 2023 Agenda Review)

Councilmember Wash asked the city council to consider including a free, lifetime membership to the Pelham Recreation Center for qualified city retirees and officials. Currently, qualified retirees and officials receive a free, lifetime membership to the Pelham Racquet Club and Ballantrae Golf Club.

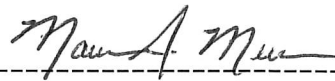
Adjournment

A motion to adjourn the work session was made by Councilmember Wash and seconded by Councilmember Coram. The motion passed unanimously by voice vote of those members present and the work session was adjourned at 6:57 p.m.

Respectfully submitted this 6th day of February 2023.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

