



CITY COUNCIL WORK SESSION MINUTES

Pelham Police & Court Building

February 20, 2023 – 4:30 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 20, 2023, at 4:30 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 4:54 p.m.

Record of Attendance

The following elected officials were present:

Council President Maurice Mercer
Councilmember Larry Palmer
Councilmember Rick Wash
Councilmember Mildred Lanier
Mayor Gary Waters

Not Present: Councilmember David Coram

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 Lanier to approve the February 6, 2023 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.

Executive Session

Council President Mercer stated for the record the purpose of the Executive Session is to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property, provided, however, that the material terms of any contract to purchase, exchange, or lease real property shall be disclosed in the public portion of a meeting prior to the execution of the contract as defined in Section 36-25A-7(6)(a), and to discuss preliminary negotiations involving matters of trade or commerce in which the governmental body is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act as defined in Section 36-25A-7(7)(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(6)(a) and Section 36-25A-7(7)(a), Code of Alabama 1975, as amended.

A motion was made by Councilmember Wash to enter an Executive Session of the city council for the stated purpose. Said motion was seconded by Councilmember Palmer. 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>Not Present</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, Director of Economic Development Michael Simon, 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 60 minutes. The city council went into Executive Session at 4:56 p.m.

Councilmember Wash 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 6:03 p.m.

Council President Mercer called the work session back to order at 6:13 p.m.

Request to Address the City Council - None

Old Business

1. Update – City Hall Renovations (Council Chambers/Council Conference Center/Paving)

Director of Development Services & Public Works Andre` Bittas stated construction of the Council Conference Center and Chambers should be completed in the coming week. Carpet in the Council Chambers and paving of the rear parking lot at City Hall should be finished this week. Switch, the audio/visual (A/V) contractor, will be completing their installation by early March. He said testing of the A/V equipment will follow. Mr. Bittas stated it was his recommendation to the city council to hold their first work session and council meeting in the new chambers on March 20th.

IT Director Chuck Crocker concurred. He cited potential equipment installation issues as an additional cause for the delay.

Communications and Branding Manager Ainsley Allison stated she would prefer testing the A/V equipment prior to the first meeting in the Council Chambers. She suggested having the city council schedule a time with her to test video and audio levels to ensure a quality production.

Councilmember Wash asked the city council to revisit the discussion of live streaming of the council work sessions.

New Business

1. Discussion – Ordinance No. 411 (Lifetime Memberships to City Facilities for Retirees/Officials)

Councilmember Wash earlier recommended adding a free membership to the Pelham Recreation Center for the benefit of city retirees and elected officials. Parks & Recreation Director Brian Cooper stated he had no issues with the request. Councilmember Lanier suggested years of service for retirees should be reduced from 15 years to 10 years and elected officials from 12 years to 8 years. Members of the city council concurred with Councilmember Lanier's suggestion.

Parks & Recreation Director Brian Cooper noted employees of the Pelham Board of Education have been receiving free memberships to the Pelham Recreation Center. Neither the city council nor city staff recalled approving this benefit to employees of the Pelham Board of Education. Parks & Recreation Director Brian Cooper was asked to investigate this benefit.

Ballantrae Golf Club General Manager Hal Brown spoke to the impact of free membership on the Ballantrae Golf Club and the Pelham Racquet Club. He noted scheduling of tee times and availability of courts were the biggest concerns.

2. Fiscal Year 2022 Financial Review

Finance Director Jamie Wagner addressed the city council and presented a review of the FY2022 financials. She presented the estimated year-end statement of revenues, expenditures, and changes in fund balance. She also gave a status update on the draft financial statements received by TTPA, LLC. A recommendation was made to city council regarding a fund balance allocation to the committed reserve funds established in 2022.

Mrs. Wagner stated the FY2022 draft audit has been completed. She said a meeting with the auditors will be held in the coming weeks to review for presentation to the city council.

Review of February 20, 2023 Council Agenda

Council President Mercer reviewed the February 20, 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 20, 2023 City Council Agenda
2. Approval of the February 6, 2023 Regular Council Meeting Minutes
3. **Resolution 2023-02-20-01** for consideration to approve the 2023 contract with Pyro Shows of Alabama, Inc. for the city's annual "Fire on the Water" fireworks show on Monday, July 3, 2023 at Oak Mountain State Park and to amend the Mayor's FY2023 Budget from unencumbered General Fund reserves due to increased costs.

City Manager Gretchen DiFante requested a budget adjustment of \$500.00 due to increased costs for the 2023 "Fire on the Water" fireworks show. There were no questions from the city council.

4. **Resolution 2023-02-20-02** for consideration to approve the most responsive and responsible base bid for the Amphitheater Road Widening Project and to amend the General Obligation Warrant 2021-A Capital Projects budget due to increased construction costs.

Director of Development Services & Public Works Andre` Bittas explained Resolution 2023-02-20-02 is to award the construction contract to widen Amphitheater Road. He said sidewalks, the walking trail and street lighting will be included. Mr. Bittas said the amended budget request is due to increased costs in the amount of \$380,000.00. He said the project has a five-month construction timeline.

5. **Resolution 2023-02-20-03** for consideration to authorize an agreement with Alabama Power Company for the installation of two new streetlights along Shelby County Highway 52E and accepting responsibility for the monthly equipment and electrical bill.

Director of Development Services & Public Works Andre` Bittas explained the request came from the City Manager's Advisory Committee. He said this area of Shelby County Highway 52E is dark and the additional lighting will improve visibility and safety.

6. **Resolution 2023-02-20-04** for consideration to approve a public works contract to remove and replace existing HVAC units at the Pelham Police & Court Building. This project has been budgeted in FY2023.

Director of Development Services & Public Works Andre` Bittas explained this is a part of the building audit of the Police & Court Building. He said approval of Resolution 2023-02-20-04 will complete the HVAC replacement project at this facility.

7. **Resolution 2023-02-20-05** for consideration to approve an invoice to replace three (3) existing HVAC units at the Pelham Tennis Center and to amend the Capital Project's FY2023 budget.

Director of Development Services & Public Works Andre` Bittas explained this project was approved several weeks ago. He said the amended budget request is to provide an additional \$560.00 due to increased costs.

F. Public Hearing(s)

To consider **Ordinance No. 067-12** adopting portions of the 2021 International Building and Fire Code and the International Property Maintenance Code.

G. Mayor's Comments

- Congratulated Director of Development Services & Public Works Andre` Bittas Andre` and his staff in the manner the Jenny Clark refund request was handled.

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

I. Report of the City Manager

City Manager Gretchen DiFante made the following comments.

- Announced the Personnel Board is scheduled to meet tomorrow night to discuss the proposed revised Civil Service Act and the Employee Handbook. She applauded those who have participated in the revision process.
- Announced the Women Leading Government conference is Thursday at the Pelham Civic Complex & Ice Arena. She thanked those who have participated in the planning of the event.

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

1. **Ordinance No. 067-12** adopting portions of the 2021 International Building and Fire Code, the International Property Maintenance Code, et al. First Reading.

(End of February 20, 2023 Agenda Review)

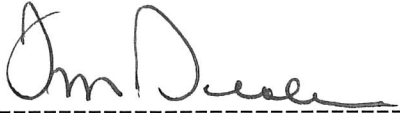
Announcement

Councilmember Palmer announced he will be moving from Pelham on March 29, 2023 and would resign from the city council on that date. He expressed his appreciation of having the opportunity to serve the City of Pelham and its residents.

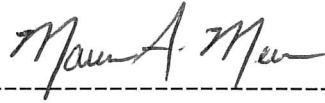
Adjournment

A motion to adjourn the work session was made by Councilmember Wash and seconded by Councilmember Lanier. The motion passed unanimously by voice vote of those members present and the work session was adjourned at 6:50 p.m.

Respectfully submitted this 20th day of February 2023.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

