



CITY COUNCIL WORK SESSION MINUTES

Pelham City Hall
Council Conference Room
August 19, 2024 – 5:00 p.m.

Proper notice of the regularly scheduled work session of the Pelham City Council was given in advance of such a public meeting and the notice remained posted throughout the scheduled meeting.

Members of the Pelham City Council met on Monday, August 19, 2024 at 5:00 p.m. The regular work session was held in the Council Conference Room at Pelham City Hall 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 Chad Leverett
Councilmember Rick Wash
Councilmember Michael Harris, Jr.
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: Shelby County Reporter

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 August 5, 2024 Regular Work Session Minutes.

The motion was seconded by Councilmember Harris. There being no further discussion, the council president announced the motion passed by a unanimous 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 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 pursuant to Section 36-25A-7(3)(a), and 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), 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(3)(a), and Section 36-25A-7(1)(a), Code of Alabama 1975, as amended.

A motion was made by Councilmember Coram to enter an Executive Session of the city council for the stated purposes. Said motion was seconded by Councilmember Wash. 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>
Chad Leverett, Council Member	<u>Yes</u>
Rick Wash, Council Member	<u>Yes</u>
Michael Harris, Jr. 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 Development Services & Public Works Andre` Bittas, Director of Economic Development Michael Simon, Assistant City Manager Justin Smith, Finance Director Jamie Wagner, 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 35 minutes. The city council went into Executive Session at 5:03 p.m.

Councilmember Coram moved to adjourn the Executive Session. Said motion was seconded by Councilmember Wash. The motion passed unanimously by voice vote of those members present, and the Executive Session was adjourned at 5:52 p.m.

Council President Mercer called the work session back to order at 5:53 p.m.

Old Business – None

New Business

1. Results/Discussion–WBRC FOX 6 2024 Staycation Campaign Title Sponsorship

Communications and Branding Manager Ainsley Allison led the discussion regarding WBRC FOX 6's 2024 Staycation Campaign. She noted Pelham was the title sponsor for the 2024 campaign. Kayla Burns and Eric Bushue, WBRC FOX 6, presented the results of the 2024 Staycation campaign.

2. Discussion – Morin Process Equipment, Inc.'s application to participate in the State of Alabama's Tax Abatement Program.

Director of Economic Development Michael Simon stated having received Morin Process Equipment, Inc.'s application to participate in the State of Alabama's Tax Abatement Program. Danny Morin and Jim Traylor, Morin Process Equipment, Inc., gave a brief history of the company and described their business. They discussed the request to apply for the State of Alabama's Tax Abatement Program. Mr. Morin and Mr. Traylor expressed their appreciation to the city for considering their application.

3. Discussion – Enterprise Fleet Management Agreement

City Manager Gretchen DiFante stated discussions have been held with Will Maccabe, Enterprise Fleet Management, for several months regarding a potential fleet management agreement with the city. She stated Finance Director Jamie Wagner, Director of Development Services & Public Works Andre' Bittas, and herself have been evaluating leasing vehicles from Enterprise. She further stated vehicles in the Sewer, Water, Public Works Departments and the detective vehicles in the Police Department are under consideration. Mr. Maccabe stated there are numerous vehicles on the potential leasing list and recommended several city vehicles for replacement at this time. He further explained vehicle availability, resale value, ongoing maintenance, and the operating costs of leasing. The city council had several comments and questions regarding the leasing program.

4. Discussion – Set a date and time for interviews for various municipal board appointments.

Council President Mercer discussed possible dates to interview those citizens who submitted applications and resumes for consideration for appointment to one of the city's municipal boards.

Council President Mercer suggested tabling the scheduling of interviews until the September 23rd or October 7th work session.

Review of August 19, 2024 City Council Agenda

Council President Mercer reviewed the August 19, 2024 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 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 August 19, 2024 City Council Agenda
2. Approval of the August 5, 2024 Regular Council Meeting Minutes
3. **Resolution 2024-08-19-01** for consideration to enter into a Memorandum of Agreement (MOA) between the City of Pelham and the Pelham Board of Education regarding the shared use of Pelham Recreation Center's floor covering.

Parks & Recreation Director Brian Cooper requested approval of Resolution 2024-08-19-01.

4. **Resolution 2024-08-19-02** for consideration to enter into a 24-month service agreement with Gorrie-Regan & Associates for employee attendance hardware, software, and training for the Human Resources Department. This expense has been budgeted in FY2025.

Human Resources Director Tracy Hill stated there have been issues with the Munis software accurately calculating employee's time and attendance, especially in the Fire Department. She suggested returning to the AOD attendance platform which would save time and employee resources.

5. **Resolution 2024-08-19-03** for consideration to declare Ballantrae Golf Club's K-9 (Driver) as surplus personal property and transfer ownership to his handler, Ballantrae Golf Club General Manager Hal Brown.

Ballantrae Golf Club General Manager Hal Brown stated he requests K-9 Driver to be surplus. Council President Mercer said past practice is to surplus the service dog to its handler.

6. **Resolution 2024-08-19-04** for consideration to declare certain personal property (Ballantrae Golf Club Equipment) of the City of Pelham, which are no longer needed for public or municipal purposes, as surplus.

Ballantrae Golf Club General Manager Hal Brown requested approval of Resolution 2024-08-19-04.

7. **Resolution 2024-08-19-05** for consideration to enter into a three-year licensing agreement with Environment Systems Research Institute, Inc. (ESRI) to provide licensing and support services for the city's ESRI GIS Mapping software. This expense has been budgeted in FY2024 and FY2025.

Director of Information Technology (IT) Chuck Crocker explained the need for the support services. He said the licensing renewal with ESRI is for three years.

8. **Resolution 2024-08-19-06** for consideration to amend the Pelham Water Department's FY2024 operational budget to aid in the water service line material inventory per Alabama Department of Environmental Management (ADEM) guidelines.

Director of Development Services & Public Works Andre` Bittas noted this was not a planned project in FY2024. He said ADEM is requiring the survey to identify lead pipes in the city's water delivery system. He stated 3,500 service lines have been checked. Mr. Bittas said approving Resolution 2024-08-19-06 will fund the project by amending the FY2024 Water Department budget. He further stated this is a standby agreement, if needed by the city. He requested approval of Resolution 2024-08-19-06.

9. **Resolution 2024-08-19-07** for consideration to approve a scope of work for repairs and renovations to the Fun-Go-Holler restrooms.

Parks & Recreation Director Brian Cooper said the proposed restroom renovations at Fun-Go-Holler Park will include automatic locking doors at a certain time each evening.

10. **Resolution 2024-08-19-08** for consideration to accept a grant award from the State of Alabama through the Alabama Department of Tourism for the Pelham Racquet Club's and Pelham Parks & Recreation Department's special event programs.

Parks & Recreation Director Brian Cooper stated the Pelham Racquet Club and Pelham Parks & Recreation would each receive \$2,600.00 for their special events programming.

- F. Public Hearing(s) – None
- G. Mayor's Report/Comments
- 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
 - 1. **Resolution 2024-08-19-09** for consideration to approve a night shift compensation stipend for sworn officers and dispatchers of the Pelham Police Department and to repeal Resolution 2024-08-05-01 in its entirety.

There were no comments or questions from the city council.

2. **Resolution 2024-08-19-10** for consideration to adopt the City of Pelham 2024 Compensation Pay Plan and repeal Resolution 2022-03-21-08 in its entirety.

There were no comments or questions from the city council.

3. **Resolution 2024-08-19-11** for consideration to approve the city manager's revised employment agreement.

There were no comments or questions from the city council.

4. **Resolution 2024-08-19-12** for consideration to accept the most responsive and responsible bid, approve the amending of the Vehicle Reserve Funds to provide funding, and authorizing the purchase of five (5) replacement police vehicles for the Pelham Police Department.

Police Chief Brent Sugg stated the vehicle purchases are a part of the proposed FY2025 budget. He explained purchasing the vehicles now will save the city \$10,817.50 and allow the Police Department to get the vehicles upfitted during a slower period for the vendor. Chief Sugg said reducing the wait time on upfitting will enable the Police Department to quickly get the vehicles on the road.

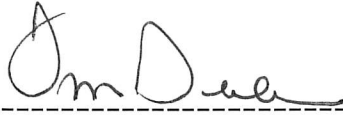
There were no comments or questions from the city council.

(End of the August 19, 2024 Agenda Review)

Adjournment

A motion to adjourn the work session was made by Councilmember Coram and seconded by Councilmember Leverett. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 6:55 p.m.

Respectfully submitted this 19th day of August 2024.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

