

# *The City of Pelham*

## MINUTES OF THE WORK SESSION

August 10, 2023 – 6:30 p.m. – Council Chambers

### PRESENT:

Mayor. James Eubanks  
Mayor Pro-Tem Alfred Brown  
Council Member Bennett Adams  
Council Member Fredrick Davis  
Council Member Rhonda Brown  
Council Member Bobby Robinson  
Council Member Cody Shiver

City Manager, Christian Drake  
Police Chief, Nealie McCormick  
Fire Chief, Shane Stinson  
Chamber Director, Marie Downey  
Main Street Director. Cameron Harris  
Utility Clerk, Jasmine Riddle  
Court Clerk, Helen Cody

Randy Wind, Enterprise-Journal  
Monica Davis  
Teresa Robinson  
Brent Davis

With a quorum present, Mayor Eubanks called the meeting to order at 6:32 p.m.

### CITIZEN COMMENTS

There were no citizen comments.

### DEPARTMENT REPORTS

A review of all department reports. Brent Davis gave an update on the industrial road project. Chamber Director Marie Downey presented her quarterly report for the 2<sup>nd</sup> quarter. She highlighted several events that were hosted by the Chamber. Pelham MainStreet/DDA Director Cameron Harris presented his quarterly report for the 2<sup>nd</sup> quarter. He highlighted several events and projects that took place as well as key issues he has encountered.

### COUNCIL MINUTES

Minutes for approval: July 20, 2023 Council Meeting  
August 10, 2023 Work Session

This will be an **ACTION ITEM**.

### PURCHASING POLICY

City Manager Drake is recommending the threshold for purchases requiring City Council & Mayor approval to increase from \$10,000.00 to \$50,000.00. This will allow for the procurement process for smaller expenditures to be expedited. City Manager Drake is also recommending the threshold for mandatory use of the competitive sealed bid process for purchases to increase from \$30,000.00 to \$50,000.00. This will ensure that the bidding process is utilized for higher-value procurements while permitting a more efficient procedure for purchases below the threshold.

This will be an **ACTION ITEM**.

### ROAD CLOSURE-PELHAM MAINSTREET YARD SALE

Pelham MainStreet is requesting a road closure for their Downtown Yard Sale event that will take place September 9, 2023 from 8:00 am-12:00pm. The road closure will be at the intersection of Mathewson Ave & Church St and the intersection of Mathewson Ave & Blythe St. City Manager Drake is recommending the Council approve the road closure.

This will be an **ACTION ITEM**.

### DW BID AWARD

One bid was received for the Deep Well and Safety Improvements project from RPI Underground, Inc with a base bid of \$1,352,106.00. City Manager Drake will present the bid to the Council once he receives more concrete information regarding the bid.

### LCCR AWARD

A bid opening will be held August 15, 2023 at 11:00 a.m. for the Lead and Copper Rule Compliance project. City Manager Drake will present the bids to the Council and is recommending the Council approve the City entering a contract with the recommended company to help oversee the Lead and Copper Rule Compliance.

This will be an **ACTION ITEM**.

### ETHICS BOARD

City Manager Drake proposed the idea of establishing an Ethics Board based on an ordinance that was passed by the Council in 2016. He outlined the requirements for appointing members to the board as well as requirements for a person to be eligible to serve on the board. The Council will appoint members to the Ethics Board in December.

### LEAVE ACCRUAL

City Manager Drake is recommending the leave accrual for city employees to be adjusted to increase from 6.667 hours per month to 8 hours per month. This adjustment is to account for the fact that firefighters and police officers have to utilize more of their leave time than (12 hours for police officers and 24 hours for firefighters) to be off for 1 shift. This will allow the police officers and firefighters to accrue leave at a fairer rate. City Manager Drake is also recommending that City employees be able to immediately accrue leave once they start working with a delayed usage of 6 months.

### MUSEUM

MainStreet/DDA Director Cameron Harris is requesting that the Council approve making the Arts and Heritage Council a subcommittee of Pelham MainStreet and moving the Pelham MainStreet/DDA headquarters from City Hall to the museum. The Council requested that Director Harris have a meeting with the members of the Arts and Heritage Council to see if they agree with the changes before the Council makes a decision.

### CULTURAL FACILITIES GRANT

City Manager Drake presented information about the Cultural Facilities Grant that is used to provide support for the renovation, restoration, preservation, or acquisition of an arts facility, and the purchase of equipment that supports art programs. He stated that this grant can be utilized for the museum.

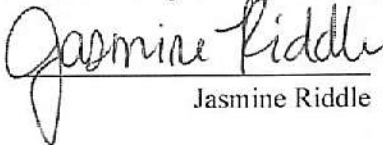
### ADJOURN

Mayor Eubanks declared the meeting closed at 9:01 p.m.

  
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Mayor, James Eubanks

AUTHENTICATED:

This 17<sup>th</sup> day of August 2023

  
\_\_\_\_\_  
Jasmine Riddle

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