

## **MINUTES**

### ***Montevallo City Council Work Session***

**February 27, 2023**

**5:30 p.m. at City Hall**

**Present: Mayor Rusty Nix, Council Member David King, Council Member Lelia Mitchell, Council Member Kenneth Dukes, Council Member Martha Eisenberg, Council Member Sonya Swords. Quorum present.**

**Work Session called to order at 5:30 p.m. by Mayor Nix with Quorum present.**

#### **Mayor Nix called for Discussion of New Business Items on Agenda:**

- Discussion of Resolution 02272023-005A - A resolution authorizing Mayor Rusty Nix to purchase on behalf of the City, the Land and Property located at 540 Main Street for the amount of \$210,000.00. Request to inspect final before closing. Work must be completed and inspected. Inspection needs to be send back out or do we want to take receipts and base that on the final recourse for closing the sale. The funds will not be withdrawn by City Clerk Steve Gilbert until all items on punch list have been completed as required.

#### **Mayor Nix Called for Committee Reports:**

Mayor Nix called on Council Member King for Public Health & Safety: Council Member King called on Chief Littleton for the Police Department report. Chief Littleton reported there were 78 Total Cases in January. Chief Littleton commented on shooting that occurred in the City of Calera and reported Officer Dorough apprehended the suspect. See Appendix 1.

Council Member King called on Chief Davis for the Fire Department Report. Chief Davis reported there were 49 Calls for the first half of the month of February. See Appendix 2.

Mayor Nix called on Council Member Dukes for the Sustainability Report. Council Member Dukes called on Kirk Hamby, Head of Public Works. Kirk reported on the success of Arbor Day event held Saturday at the Recycling Center and 1,000 trees were given away to approximately 250 +/- people; Main Street - Sustainability volunteers had a successful day cleaning Orr Park on Saturday; and he reported the bike racks at the Warehouse (Recycling Center) are on the wall so the bikes can be stored and organized on the wall.

Mayor Nix called on Council Member Eisenberg for Recreation, Preservation and Community Development. Council Member Eisenberg advised there was no report.

Mayor Nix reported Montevallo's Senior Center held Soup and Bingo Saturday and it was a success with approximately 20 – 25 attendees.

Mayor Nix called for the Education, Arts and Outreach Committee Reports. Council Member Mitchell called on Savannah Kitchens Director of Parnell Memorial Library. Savannah reported the March calendar of events for the Library are online and social media; the Library was awarded a grant for a Book Vending Machine that was installed at Montevallo Elementary School and thanked the Public

Works Department for installing it and also reported the books are being funded by the Parnell Memorial Library Foundation. See Appendix 3.

Council Member Mitchell called on Sarah Hogan, IMPACT Montevallo. Sarah reported IMPACT, with Investigator Gray presenting, gave the "Gas Station Drugs" presentation at the University of Montevallo; Sarah shared multiple banner designs that will be placed on the fence around the athletic fields promoting positive messages, "Make Good Choices" and "Have a Conversation," to reinforce IMPACT programs. No written report was submitted.

Council Member Mitchell called on Julia Smith, Mayor, Montevallo Junior City Council (MJCC). Julia reported the MJCC is celebrating its 10 year anniversary this summer and are working to get previous participants in the program together for a celebration.

Council Member Mitchell reported schools will be closed on March 10<sup>th</sup> for a teacher workday.

Council Member Mitchell reported the Grainger Community Counseling and Wellness Clinic is now open for free counseling and is by appointment only.

Mayor Nix called on Council Member Swords for Finance, Economic Development & Tourism. Council Member Swords called on Adele Nelson, Executive Director Montevallo Chamber of Commerce. Adele reported the Chamber assisted with the Book Vending Machine Ribbon Cutting at Montevallo Elementary School; the Chamber also assisted with the Arbor Day Celebration Saturday; Adele reported Baba Java Coffee will hold a Ribbon Cutting on Friday, March 13; Montevallo Chamber Golf Tournament will be held April 20<sup>th</sup> to benefit the Mary Lou Williams Scholarship Fund. See Appendix 4.

Mayor Nix advised the Board Appointments will be at the end of the meeting. Resumes are in Council packets. Mayor Nix asked for consideration of both nominees.

***Montevallo City Council Meeting***

**February 27, 2023**

**5:30 p.m. at City Hall**

**Present: Mayor Rusty Nix, Council Member David King, Council Member Lelia Mitchell, Council Member Kenneth Dukes, Council Member Martha Eisenberg, Council Member Sonya Swords. Quorum present.**

**Pledge of Allegiance**

**Council Meeting called to order at 6 p.m. by Mayor Rusty Nix.**

**Approval and or corrections of the Minutes 2.13.23 – Motion by Council Member Mitchell, second by Council Member Eisenberg, All Ayes, Motion passed.**

**Recognitions / Awards: None**

**Opportunities for Citizens to speak to the Council:** Don Hughes concerns over hotel, all previous efforts have failed. Private company should be expected to pay and not use city funding.

Rod McPherson issues before Council Members and gave members five-page document; he addressed Council advising theft of City property is a major problem. Who is stealing is a difficult issue to answer. He said there was misuse of credit cards. How is it being monitored?

C.P. Pierson 1131 Oak Street addressed Council and advised he attends a lot of Council meeting, and he has not heard of any reports of theft. He questioned where was it and when?

**Public Health & Safety** (Police, Fire, Code Enforcement, Housing Abatement, Planning and Zoning) – Reported during City Council Work Session.

**Sustainability** (Streets & Sanitation, Recycling, Arbor & Beautification, ValloCycle, Environmental Preservation Initiatives, and Historical Commission) – Reported during City Council Work Session.

**Recreation, Preservation and Community Development** (Parks & Recreation, Youth Athletics, Trails, Annexations) – Reported during City Council Work Session.

**Education, Arts & Outreach** (Schools, Library, UM, Boys & Girls Club, American Village, Sister City Commission, Artwalk, IMPACT) – Reported during City Council Work Session.

**Finance, Economic Development & Tourism** (Finance, MDCD, IDB, Chamber, Main Street) – Reported during City Council Work Session.

**Consent to Pay the Bills**

Mayor Nix asked for a Motion to Pay the Bills. Council Member Dukes made a motion to pay the bills, second by Council Member Eisenberg, All Ayes. Motion passed.

**New Business:**

- Resolution 02272023-005A - A resolution authorizing Mayor Rusty Nix to purchase on behalf of the City, the Land and Property located at 540 Main Street for the amount of \$210,000.00 and authorizing the City Clerk to withdraw the funds from the City of Montevallo's ARAPA Funding Account. Mayor Nix asked for a motion, motion made by Council Member Dukes, second by Council Member King; stipulation to not close until inspection has been done to satisfaction of Mayor and inspector; All receipts will be presented at closing. Comments were asked for from Janice Seaman, Real Estate agent and she addressed the questions from Council; All Ayes, Motion passed.

**Old Business:** None

**Board Appointments:** Pamela Smith to the Planning and Zoning Commission Term to expire 2/27/2028 - Motion made by Council Member King, second by Council Member Dukes, 5 Yays, 1 Nay – Council Member Eisenberg, Motion passed. See Appendix 5.

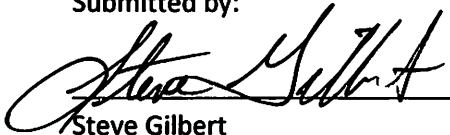
Andrew Porter to the Planning and Zoning Commission Term to expire 2/27/2028 – Motion made by Council Member King, Second by Council Member Dukes, All Ayes, Motion passed. See Appendix 6.

**Other Business:** None

**Citizen Participation:** C. P. Pierson 1131 South Oak St asked where is this theft? Are these questions valid? Are audits clear? Council Members advised annual audits are being done and they have come back clear.

There being no further business before the Council, **Mayor Nix called for a Motion to Adjourn.** Motion to adjourn made by Council Member Dukes, second by Council Member Mitchell, All Ayes. Meeting Adjourned at 6:18 p.m.

Submitted by:

A handwritten signature in black ink, appearing to read "Steve Gilbert", written over a horizontal line.

Steve Gilbert  
City Clerk / Treasurer



**Montevallo Fire Department Council Report 2.27.23**

**February 1- February 15 2023**

**EMS- 39**

**Lift assist- 1**

**Structure Fire- 0**

**Brush Fire- 1**

**Electrical Fire - 0**

**Vehicle Fire- 1**

**Appliance Fire- 0**

**Fire Alarm - 0**

**MVC- 5**

**Fuel Spill/ gas leak- 0**

**Assist other agency- 1**

**Assist Public- 1**

**Total Calls for 1st half of February 2023- 49 calls**

**Brad Davis**

**Fire Chief**

**City of Montevallo**

**Montevallo Fire & Rescue Service**

**541 Main Street**

**Montevallo, AL 35115**

**Office- 205-666-2555. Ext. 705**

# PARNELL MEMORIAL LIBRARY

FEBRUARY 27, 2023

- The Book Vending Machine was successfully installed at Montevallo Elementary School and we had a ribbon cutting on Thursday, Feb. 24
  - This was the project funded by the Rural Library Fellowship, a project I was involved with in 2021 - 2022, which included a grant to fund a project that would positively impact reading scores in my local elementary school
  - the books were funded by the Parnell Memorial Library Foundation, and the Foundation has committed to keeping the machine stocked throughout the school year as part of their annual budget.
  - These books are new and free to keep for the kids. Books can be chosen using tokens. MES has announced that teachers will pass out tokens to the their Reader of the Month for each class, and that reader will be able to select a free book from the Book Machine.
  - Special thanks to the Public Works Dept. for installing the machine, to Councilman King and Councilwoman Mitchell, Mrs. Joyce Lewis from the Parnell Library Board, and the Chamber for attending the ribbon cutting and helping us launch this project.
- Our March calendar of events is now available at the library or online at [parnellmemoriallibrary.org/events](http://parnellmemoriallibrary.org/events) with upcoming activities for toddlers, kids, teens, and adults - be sure and check it out.

**Montevallo COC Council Report February 27, 2023**

1) Montevallo Chamber was honored to be part of the **Montevallo Elementary School Book Vending Machine Ribbon Cutting** on Thurs 2/23. A partnership between Parnell Library & MES.

2) Montevallo Chamber assisted with **Montevallo Arbor Day** Sat Feb 25. Tables, chairs, breakfast and digital publicity.

3) **Baba Java Coffee at the Strand Ribbon Cutting** will be Friday March 3 at 10am

4) **4th Annual Blooming Bargains** is a Chamber partnership with Montevallo Main St.

The event will run during the American Village Festival of Tulips blooming season. Cross promote Festival and Montevallo businesses. Tulips were delivered on Sat Feb 25 to the 2023 Participating businesses.

5) Reminder - **Montevallo Chamber Community Grant** will close March 1, 2023.

6) **Mar. Chamber Luncheon** / "The ACE Way" / Speakers: ACE Hardware Representatives / Wed. Mar. 15 from 11:30am to 1pm ; noon - lunch \$15.00 per person , at Parnell Library meeting room, [RSVP by Mon Mar 13](#)

7) **Montevallo Chamber Golf Tournament** Thursday April 20 / to benefit the Mary Lou Williams Scholarship Fund / Cahaba Fall Country Club - Centerville / 11am lunch with shotgun at 12:30pm



**Adele Nelson**

**Executive Director**

*Montevallo Chamber of Commerce*

P.O. Box 270 Montevallo, AL 35115

205.665.1519 office

[www.montevallocc.com](http://www.montevallocc.com)



# Pamela D. Smith, PMP, CT

APPENDIX 5

## EDUCATION/CERTIFICATION:

- Troy State University - Bachelor of Science in Business Administration, Business Management 1998
- Toastmasters International - Competent Toastmaster (CTM) Certification 2004
- Project Management Institute - Project Management Professional (PMP) 2004

## PROFESSIONAL/SERVICE ORGANIZATIONS

- Project Management Institute of Central Alabama (Formerly PMI Birmingham) 2003 - Present
- Parnell Library Memorial Foundation 2016 - Present
- Montevallo Park & Rec Board 2016 - Present
- Montevallo Arts Collaborative 2022 - Present
- Shoal Creek Park Foundation Board Member 2018 - 2020
- Alabama Financial Institution Special Interest Group (ALFISIG) 2009 - 2012
- North Central Alabama Girl Scouts 2009 - 2019

## WORK EXPERIENCE:

### University of Montevallo Music Department

Oct 2016 - Present

#### Director of UM Community School of Music/Administrative Assistant

- Administrative Assistant: Streamline processes and procedures; manage the departmental budget; support the chair
- UMCSM Director: Spearheaded an enrollment increase of 60% since Fall 2017, lead a team of 25+ professional music instructors yielding roughly 700 lessons per semester; manage the daily operations such as processing student registrations, payments and communications; process instructor bi-weekly payroll; coordinate the Musicianship class for children; plan and host the honors and student recitals for upwards of 25 performers; continuously update social media and the Wordpress website plus monitor the school's online reputation; assist in the development of forms using Dynamic Forms; develop marketing such as posters, mailings and flyers distributed throughout the community and surrounding areas; report financials (budget of \$40,000.00) and student statistics to the chair of the Music Department; participate in the Music Departments event promoting the Community School of Music

### Montevallo Methodist Preschool

Aug 2013 - Oct 2016

#### Director

- Successfully lead a staff of 5 employees; manage tuition payments, deposits, reconciliations, purchases and discrepancies; effectively manage the preschool budget of \$10,000.00; manage the MMP website and initiate reminder text messages and email communications; promote the preschool within the community utilizing the Chamber Chatter, FUMC Bulletin, Methodist Messenger, flyers and word of mouth; serve as the MMP liaison on the FUMC Preschool board; perform various housekeeping duties including ensuring adequate supplies and maintaining a clean, safe, and healthy environment for young students; ensure staff maintains CPR and 1<sup>st</sup> aide certifications

### Colonial Bank, Hoover, Alabama

Oct 2006 - Oct 2007

#### Project Manager II

- Served as liaison for Client Service Manager and support staff; successfully implemented the upgrade to the Cash Management Lock Box process; perform business analysis and assist with the development of the project charters; provide analysis results to the project sponsor; develop project teams while considering time, cost and scope of the project

### AmSouth Bank, Hoover, Alabama

Sept 2005 - Oct 2006

#### IT Project Manager

- Worked with senior level executives and the Department of Justice to analyze and initiate the sale of bank assets in overlapping footprints prior to the announcement of the AmSouth/Regions merger

### Wealth Management Project Manager II

Aug 2003 - Sept 2005

- Developed project management processes and procedures for the Wealth Management's start up Project Management Office; successfully managed up to 12 projects as any time; helped design a custom/in-house project management information system (PMIS); planned and implemented projects which include software implementations, report design and database development

### Colonial Bank, Hoover, Alabama

Mar 2000 - Aug 2003

#### Cash Management Sweep Product Manager

- Managed the implementation of Commercial Paper, Offshore Sweeps, and a Direct Repo application on the sweep system (Agiletics); served as the account analysis backup; assisted with corporate customer monthly billing; developed custom reports for analyzing billing

## **VOLUNTEER EXPERIENCE:**

**Project Management Institute (PMI) Central Alabama Chapter, Birmingham, Alabama** Jan 2008 - Present  
**VP Special Projects, VP Marketing, VP Communications, VP Admin, President Elect, President, Board Advisor, VP of Membership**

- 2023 – Present – Board Advisor
- 2021 – 2022 - VP of Membership. Built positive moral as we slowly began meeting in person again post-Covid; hosted new member and newly certified chapter member; managed a \$25000 budget; served as the membership liaison to the Board of Directors
- 2018 – 2020 - VP Of Administration. Duties include facilitating monthly board meetings and documenting all meeting agendas, minutes and by-laws; communicate the chapter's strategic plan and performance with the member of over 600.
- 2017 – Advisor – Shadowed the board and provided guidance on board activities.
- 2016 – President – Celebrated the chapter's 20 anniversary and designed the branding to commemorate the event; lead a successful team of 9 board members; determined and implemented the chapter programs and professional development programs for over 600 chapter members; coordinated and facilitated election process for new board members; developed and implemented process improvement plans for areas such as travel, communications, finances and education; planned and managed the organizational budget in excess of \$50,000.00; presided over Board meetings, Chapter meetings and Course events as necessary; submit Annual Chapter Charter and Scorecard to PMI Global.
- 2015 – President Elect – Shadowed the 2015 President. Managed the 2016 board elections for incoming board members; liaison between the PMICAC Board and PMI Global; submit annual Chapter Charter and Scorecard to PMI Global.
- 2011 – 2014 – VP of Communications – Managed a team of 7 operational volunteers; created and managed the VP of Communications budget averaging \$2000.00; facilitated RFPs for a new website, implemented and managed the new website; setup and managed social media accounts for Facebook, LinkedIn and Twitter; performed daily website maintenance such as posting articles, creating event registrations and troubleshooting; developed marketing materials for the chapter to include digital logos, business cards and promotional items; presented at chapter meetings on the topic of effective online communications and online reputation management.
- 2009 – 2010 – VP Marketing – Ordered business cards, pens, brochures, and swag items for special events and new chapter members; oversaw advertising in the Birmingham Business Journal; responsible for setting up signage at the monthly chapter meetings and special events.
- 2008 – VP Special Projects – Lead the planning team for the 2008 Annual PM Symposium;

**Parnell Library Memorial Foundation** Jan 2016 – Present  
**Chairperson – Nature Committee**

- Oversee the four person committee to maintain and enhance the Parnell Library Gardens; attend quarterly board meetings and special events; participate in fundraising activities; serve as Set Design Lead for the Parnell Library Children's Theater Workshop; served as Assistant Director for the Parnell Library Children's Theater Workshop; manage and report a budget of \$500.00 to the board; bring new features to the library grounds such as a bench swing and natural hopscotch board; assist library Director in identifying the library's garden needs; oversee the annual cleaning of the bio-swell

**Montevallo Parks and Recreation Board** Jan 2017 - Present  
**Chairperson**

- Facilitate monthly board meetings and document all meeting agendas and minutes; lead a successful team of 9 board members to successfully host and participate in community events such as Critters by the Creek, Montevallo Christmas Parade, Senior Soup and Bingo, Easter Egg Hunt, Senior BBQ and Bingo and special events; manage and report the parks board budget of roughly \$2500.00 to the City of Montevallo

**Montevallo Arts Collaborative** Aug 2022 – Present  
**Secretary**

- Aide in bringing local artist to the Parnell Memorial Library Gallery and the City hall Gallery; assist with the ArtsFest and Artwalk events; record minutes at board meetings

**Shoal Creek Park Foundation** Oct 2018 – 2020  
**Board Member**


- Project lead for the Shoal Creek Park Grand Opening Event and Love Montevallo Day; successfully lead a group of 15 volunteers (including several city officials) to coordinate event vendors, lectures, tours, children's activities and demonstrations pertaining to the opening of the new Shoal Creek Park


**AI Financial Institution Special Interest Group (ALFISIG), Birmingham, Alabama** Dec 2009 – 2012  
**Board Member**


- Assist 7 fellow board members in operational duties; coordinate monthly conference calls pertaining to Project Management in the financial industry; serve a membership of 150 individuals



Andrew  
Porter

 (205) 966-1012

 [Andrewp104@gmail.com](mailto:Andrewp104@gmail.com)

 Montevallo, AL

## A B O U T M E

*I've been a citizen of Montevallo since June of 2016. I was born and raised in Columbiana and spent about 10 years of my life in Tuscaloosa. I'm married to Kelley and we have two kids, Elizabeth (6) and Ethan (5). I look forward to serving the city and citizens of Montevallo with the opportunity of serving on the Planning and Zoning Board.*

## E X P E R I E N C E

Permit Coordinator (Shelby County District) 2014-Present

*Alabama Department of Transportation*

Receiving, processing, and inspecting Right of Way Permits for Commercial and Residential purposes throughout Shelby County.

- Handling LOGO's for business signs along I-65
- Handling Outdoor Advertising Billboard signs and annual renewals
- Meeting regularly with business' to complete approved permit work

## E D U C A T I O N

Shelby County High School

2003-2007

The University of Alabama

2007-2011