

## ***MINUTES***

### ***Montevillo City Council Work Session***

**July 8, 2013**

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

Council Member Rusty Nix (Acting Chairman), Council Member Willie Goldsmith, Council Member Don Hughes and Council Member Sharon Gilbert were in attendance. Mayor Hollie Cost and Council Member Dee Woodham were absent.

Council Member Nix called the work session to order at 5:30 p.m. He then reviewed the Agenda items with the council.

There are 3 recommendations from the Finance Committee:

- 1) Purchase 3 police cars off state bid list at a maximum of \$96,000 using funds from our city capital reserve account to be paid back to that account out of the income off the reserve account (10% of 1 cent) at 2% interest over three years;
- 2) The Finance Committee does not recommend using city funds to purchase uniforms for the MHS Cheerleaders, but it would support and encourage private fundraising efforts; and
- 3) Accepting attorney's recommendation to authorize the Mayor to settle the Lovelady Case for a maximum of \$12,000.

Council Member Nix said the issue of the Middle St Improvements will be forwarded to the Sustainability Committee for the review and recommendation back to the council.

CD Rollover – Trustmark

Kelly Landscape Architects Contract – Signage & Wayfinding

Installation of Solar Film on Library Windows

Bid Procedures

Chief Littleton presented the reports for his department.

### **Council Meeting 07-08-2013**

Total Cases 101

Traffic Accidents 12

Traffic Citations 125

DUI Arrest 4

Total Arrest 20

Burglaries 8

Domestics 7

Thefts 16

Request approval to use \$500.00 from forfeiture fund for uniforms and educational supplies for National Night Out.

Holiday weekend was pretty quiet because of the weather.

Hired new part-time dispatcher Erica Lightsey

### Code Enforcement Report

He then requested that the council authorize him to use \$500 from the Forfeiture Fund to purchase uniforms and other items.

The Chief then presented the Code Enforcement Officer's Report.

The Chief commended Officer Mitchell for doing an excellent job.

Chief Reid presented the Fire Department Report. He said they answered 62 calls last month – 478 year-to-date. He said they are busy as usual.

The Chief said he has \$10,000 budget in the Capital Reserve fund to purchase air packs which he would like to instead be used to pay for tires for one of the trucks at \$1,500 and new radios which will comply with new narrowband guidelines at \$5,200. The radios would be purchased by piggybacking off of Homewood's bid.

Council Member Goldsmith said he saw nothing wrong with amending the budget as requested. Council Members Nix and Hughes agreed.

Council Member Hughes said he would prefer to be provided with copies of all of the competing radio bids before voting, however. He realized that all of the bid work was done properly. He

just wanted to see the results before voting. In that regard, he asked if the vote on the purchase of the radios could be postponed for a few weeks.

Chief Reid said he would like to get the radios ordered as soon as possible. He said the company that won Homewood's bid is located in Shelby County. As such, they are close by if we ever have any problems with a radio.

Brandon Broadhead, our new, part-time Fire Marshall, reported on his recent activities. He said he is working to ensure all businesses within the city are in compliance with our fire codes. He said he is in the process of inspecting all of our businesses and is not singling out anyone in particular.

Mr. Broadhead informed the council that his fulltime job is with the City of Homewood Fire Department and that he worked with the radio bidder to ensure that Montevallo could piggyback on Homewood's bid. He said the winning company was around \$40 cheaper than the other bids.

Darlene at J.D.'s Furniture addressed the council regarding an electronic sign she wants to install at her business. She said the sign would be similar in type to the community message board being installed by the city on Main Street. She said this sign is important to her business because it will let her potential customers know all that her business has to offer. She said the Mayor informed her that this type of sign was against our sign regulations. She asked the council what she needs to do to get it approved.

Council Member Nix suggested she refer to our sign ordinance.

Darlene said that she had and according to our ordinance this type of sign is not permitted. However, she asked to be allowed a variance – especially since the city is putting up a similar sign of its own on Main Street.

Council Member Nix informed her that the city sign will be used for community information purposes only. There will be no commercial advertising on the sign.

Council Member Hughes interjected that Jimmy Bice said the High School is working to hook up the sign to their computer. It should be operational soon. Again, he pointed out our sign will be used for public, informational purposes only. He also noted that other business, such as Huddle House on Hwy 25, have requested this sort of sign in the past and they have been denied. He said that type of sign does not comply with our sign ordinance.

Darlene said she realizes it doesn't meet the code but wants a variance. Her son, J.D., interjected that their goal is to bring revenue to Montevallo and be of benefit to our community.

Darlene asked if their existing signage was in compliance. Council Member Nix pointed out that scrolling and flashing do not meet our code. Council Member Hughes suggested they contact our officials at Shelby County Development Services to request a variance.

**Montevallo City Council Meeting**  
**July 8, 2013**  
**6:00 p.m. at City Hall**

Council Member Rusty Nix (Acting Chairman), Council Member Willie Goldsmith, Council Member Don Hughes and Council Member Sharon Gilbert were in attendance. Mayor Hollie Cost and Council Member Dee Woodham were absent.

**Pledge of Allegiance**

**Meeting Call to Order** – Council Member Nix called the meeting to order at 6:00 p.m.

Continuing the earlier discussion, Council Member Hughes said we want everyone to do well and make a profit. However, we also have an obligation to follow our guidelines and procedures.

**Approval and/or corrections of the minutes –**

Council Member Hughes made a motion to approve the Minutes from June 24, 2013 as corrected. Council Member Goldsmith seconded. Council Member Gilbert Abstained. ALL OTHERS VOTED AYE . . . MOTION APPROVED.

**Opportunities for citizens to speak to the Council:** NONE

**Committee Reports and Consideration of Bills:**

**Public Health & Safety** (Police, Fire, Code Enforcement, Housing Abatement) – Discussed earlier.

**Sustainability** (Streets & Sanitation, Recycling, Arbor & Beautification, ValloCycle, Environmental Preservation Initiatives) –

Council Member Hughes commented that Kirk Hamby is doing an excellent job as the new Director of Public Works. He also mentioned that several employees had thanked the council for allowing them the special July 5<sup>th</sup> holiday this year. He reported the bucket truck is in use now. He said this truck will save the added expense of having to rent equipment to address a variety of everyday tasks. In addition, he said it will greatly enhance safety and allow us to get a lot more work done more quickly. He also noted that the roads in the cemetery need to be resurfaced, something we may want to add to our paving list.

Herschel Hale said there are several trees at the cemetery which need to be taken down before they fall. He suggested that new trees be planted at the front entrance away from the grave sites. He suggested the county may be able to help us redesign the cemetery entrance.

Mr. Hale also mentioned that the office building at the Recycling Center is filled with ValloCycle bikes – many of which are inoperable and not worth repairing. He suggested we ask ValloCycle to recycle whatever they don't need.

Mr. Hamby suggested they haul the bikes directly to a local recycling company and sell them as scrap.

**Recreation, Preservation and Community Development** (Parks & recreation, Golf Course, Youth Athletics, Trails, Historical Commission, Planning & Zoning, Annexations) –

Council Member Nix informed the council that the Senior BBQ is scheduled for Saturday at 11 a.m. The Park Board is sponsoring movies at Orr Park. July 20<sup>th</sup> they will show their first film – “The Lorax.”

Council Member Nix informed the council our Golf Board has 66 “members.” Youth Athletics 14 year old “Dizzy Dean” team came in 4<sup>th</sup> in a recent tournament and are progressing to another tournament in Mississippi Friday.

Council Member Hughes noted the girls' softball team recently played in a tournament in Florida.

Council Member Nix reported the Trail Committee is still working with the Historical Commission to create a Historical Trail in Montevallo. It would include local historical places, homes and buildings at UM. The goal is to develop a brochure promoting the trail which we can place at American Village and hopefully draw visitors from there to our downtown.

In addition, Council Member Nix said the Historical Commission is working with Sharman Brooks at Shelby County Development Services to create guidelines for our new Historic District.

**Education, Arts & Outreach** (Schools, UM, Boys & Girls Club, Library, American Village, Sister City Commission, Artwalk, Middle School Grant) –

Council Member Gilbert reminded everyone that the Sister City trip to Japan is July 17<sup>th</sup>. She also mentioned that MHS has a new principal – Mr. Hester. She encouraged everyone to join her in welcoming him to Montevallo. Summer Semester graduation at UM is August 2<sup>nd</sup>. Move In Day is August 23<sup>rd</sup>.

**Finance, Economic Development & Tourism** (Finance, MDCD, IDB, Chamber) –

Council Member Hughes noted the Finance Committee's recommendations. He said they discussed the CD, but asked Ms. Raymond to get some additional information. Ms. Raymond said that TrustMark has offered .7% for 11 months. She said that is as good as or better than our other quotes. Council Member Hughes said that would then be the recommendation of the Finance Committee.

Council Member Goldsmith made a motion to approve payment of the bills. Council Member Gilbert seconded. ALL AYES . . . MOTION APPROVED.

**Consent Agenda:** NONE

**New Business:**

Finance Committee Recommendation - Purchase 3 police cars off state bid list at a maximum of \$96,000 using funds from our city capital reserve account to be paid back to that account out of the income off the reserve account (10% of 1 cent) at 2% interest over three years.

June 25, 2013

Mayor and Council,

As you know the police department's patrol cars are in bad condition. I am requesting that you allow me to obtain three new equipped patrol cars on a 36 month government lease program. I need a minimum of three cars immediately because we have a failing fleet. The cost in maintaining this failing fleet has increased dramatically over the last several years. Some of these patrol cars have also become dangerous for our police officers to drive when they are handling emergency situations.

I am proposing the lease because I realize the city does not have unlimited funds, and this appears to be the most cost efficient way to get three cars immediately. When the lease expires, the cars can be purchased for \$1.00. The cost for equipping the cars will be included in the lease. The only additional equipment I will have to purchase will be laptops. I will get this funding from the forfeiture fund. The estimated cost could fluctuate slightly because of interest rates and equipment cost. This will be dependent on the time frame of the purchase. I have attached all documentation that I think you will need.

I am asking that you approve this purchase because it is greatly needed and will be greatly appreciated. This purchase will be a big step in correcting our current vehicle issues. I will be glad to answer any further questions you may have. Thanks again for your time and consideration.

Sincerely,



Jeremy S. Littleton  
Chief of Police

Vehicle Year	Make	Model	VIN	Tag	Assigned	Mileage	Condition
Unit 1	2008 Ford	Crown Vic	2FAHP71V18X128980	56070MU	Litterton	97,607	Okay
Unit 3	2005 Ford	Expedition	1FMPPU15515LA48248	58G60R1	Alexander	143,040	Okay
Unit 8	2003 Ford	Crown Vic	2FAFP71W03X209557	41164MU	Latham	122,967	Poor
Unit 9	2005 Ford	Expedition	1FMPPU15535LA48249	46985MU	Castleberry	126,044	Okay
Unit 12	2000 Ford	Crown Vic	2FAFP71W7YX205562	36336MU	Training Car	144,766	Poor
Unit 13	1999 Ford	Crown Vic	2FAFP71W6XX119339	49559MU	Utility / Unmarked	155,730	Poor
Unit 16	2004 Ford	Crown Vic	2FAFP71W24X119201	41824MU	Part Time Car	148,251	Poor
Unit 17	2006 Ford	Crown Vic	2FAFP71WX6X165524	46676MU	Abate	94,850	Okay
Unit 18	2006 Ford	Crown Vic	2FAFP71W86X165523	46677MU	Thomas	109,140	Okay
Unit 22	2007 Dodge	Charger	2B3KA43H47H757859	50546MU	Reese	90,724	Okay
Unit 23	2007 Dodge	Charger	2B3KA43H67H817564	46984MU	Holloway	92,159	Okay
Unit 24	2008 Dodge	Charger	2B3KA43HX8H216283	49636MU	Tibbets	81,264	Okay
Unit 25	2009 Dodge	Charger	2B31KA43T29H607918	51304MU	Pendergrass	81,273	Okay
Unit 26	2009 Dodge	Rain/2500	3D7KR28T79G569195	51962MU	Mitchell	57,475	Okay
DEA	2005 Nissan	Armada	5N1AA08A85N740383	A272527	Jensen	167,892	Okay
Unit 27	2010 Dodge	Charger	2B3AA4CT7AH147882	52446MU	Thrash	61,251	Okay
	2000 Dodge	Durango	1B4HR28YZYF227047	52304MU			Poor

**2013 FORD POLICE INTERCEPTOR SEDAN (FWD)**

City of Montevallo

MODEL SERIES P2L *Chief Littleton* 205-665-1264

ORDER CODE 500A

Julius Thomas - Stivers Ford, 334-613-5012 office

**INCLUDES:** 3.5L V6 288 Horsepower FFV Engine, 6 Spd Auto, FWD (Front Wheel Drive)  
 4 Wheel Disc Brakes w/ ABS, Tilt Wheel, Cruise, Power Windows, Locks  
 & Mirrors, AM/FM Radio, Cloth Front & Rear, Air Bags-Front, Side Impact & Canopy

<u>STATE CONTRACT PRICE</u>	\$ 21,979	<input checked="" type="checkbox"/>
<u>DRIVE TRAIN OPTIONS:</u>		
P2M POLICE INTERCEPTOR SEDAN (ALL WHEEL DRIVE)	1,150	<input checked="" type="checkbox"/>
99K 3.7L V6 300 (est) Horsepower FFV Engine (AWD only)	NC	<input checked="" type="checkbox"/>
63B Hidden Door Lock Plunger and Rear Door Handle Inoperable & Locks Operable	135	<input checked="" type="checkbox"/>
21L Spot Lamp - Driver Side only - LED Bulb	340	<input checked="" type="checkbox"/>
67D Windows - Rear Windows Power Disabled	25	<input checked="" type="checkbox"/>
13C Courtesy Lamp Disable (when any door is opened)	20	<input checked="" type="checkbox"/>
<u>TOTAL COST:</u> FOR CAR	\$ 23,649	
EQUIPMENT FROM BRASHER ELECTRONIC TO BE INSTALLED BY BRASHER	7663	
	\$31,312	

DELIVERY

SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

PURCHASE ORDER NUMBER:

Quantity:

*JULIUS THOMAS STIVERS FORD 334-613-5012 DESK, 334-613-5018 FAX, 34-202-4046 CELL*  
[julius@stiversonline.com](mailto:julius@stiversonline.com)

06/20/2013

Council Member Gilbert made a motion to authorize the Police Chief to purchase 3 police cars off state bid list at a maximum of \$96,000 using funds from our city capital reserve account to be paid back to that account out of the income off the reserve account (10% of 1 cent) at 2% interest over three years. Council Member Goldsmith seconded. ALL AYES . . . MOTION APPROVED.

Finance Committee Recommendation – The Finance Committee does not recommend using city funds to purchase uniforms for the MHS Cheerleaders, but it would support and encourage private fundraising efforts.



Finance Committee Recommendation – Recommends accepting attorney’s recommendation to authorize the Mayor to settle the Lovelady Case for a maximum of \$12,000. Council Member Hughes made a motion to accept the committee’s recommendation and to authorize the settlement as described. Council Member Goldsmith seconded. ALL AYES . . . MOTION APPROVED.

Middle St Improvements – Council Member Hughes made a motion to pass this along to the Sustainability Committee for review and recommendation back to the full council. Council Member Gilbert seconded. ALL AYES . . . MOTION APPROVED.

**Old Business:**

CD Rollover – Trustmark - Council Member Hughes made a motion to approve the reinvestment of the \$56,000 +/- CD at TrustMark for 11 months at .7%. Council Member Goldsmith seconded. ALL AYES . . . MOTION APPROVED.

Kelly Landscape Architects Contract – Signage & Wayfinding

*Kelly Landscape Architects, LLC*

*Landscape Architecture • Land Planning • Design Collaborations*

July 8, 2013

Mayor Hollie Cost  
**City of Montevallo**  
545 Main Street  
Montevallo, AL 35115

RE: Proposal for Way-finding and Street Signage consultation  
The City of Montevallo

Dear Mayor Cost & Members of the City Council :

We are pleased to submit this proposal to provide Professional Consultation and limited Design services to the City of Montevallo for consultation services related to city wide Way-finding signage elements and traffic control signage replacements.

**Scope of Work**

The tasks/scope of work to be rendered to the City of Montevallo by Kelly Landscape Architects, Ilc, may be but not limited to the following items:

**A. Way-finding**

1. Review consultant's design & offer opinions related to City-wide way-finding
2. Review work in place and/or work of other consultants and offer advisory opinions
3. Attend preliminary meetings with consultant 'Six Branding & Design' as needed and provide documentation to the city. We will attend six monthly meetings.
4. Correspondence with agencies(ie. ALDOT) when appropriate and report to city.

**B. City District street name & traffic signs**

1. Develop and offer design opinions and provide the city and county with preliminary design for new street signage. We will attend up to four(4) meetings for signage.
2. Other preliminary and final design services as may be needed by the city or county
3. Assist with preparing sketches and specifications for the "Districts" signage motif.

**Schedule**

KLA, at your direction, is prepared to begin immediately. We are prepared to provide these services as needed on the various projects that are currently in-progress and future projects.

Our services will be performed on an on call and by an as-needed basis, at your request, for a period of up to 1 year from the date of this agreement.

*6 Office Park Circle • Suite 311 • Birmingham, AL 35223 • (205) 871-9541*

**Compensation for Services**

Kelly Landscape Architects proposes to perform the above work for A & B on an hourly not to exceed basis, plus reimbursable expenses and charges. Our hourly not to exceed fees for each, A & B would be as follows for a period of six(6) months starting on June 4, 2013:

- A. Hourly not to exceed fees of \$ 4,500 ( approx. \$750/ month)
- B. Hourly not to exceed fees of \$ 3,000 ( approx. \$ 500/ month)

Below you will find our current hourly rates and a schedule of standard charges is also attached for your reference.

Our Hourly Rates are as follows :

Principal	\$ 90.00 / hour
Associate Landscape Architect	\$ 75.00 / hour
CAD Draftsman / Technician	\$ 60.00 / hour

Should these services go beyond six(6) months or December 3, 2013, we will render continued services on an hourly basis at the above hourly rates.

**Insurance coverages**

Kelly Landscape Architects, llc., maintains general liability insurance and automobile insurance in the amount of \$ 1,000,000 with an umbrella policy in the amount of \$ 1,000,000. We also maintain professional liability insurance for errors and omissions in the amount of \$ 1,000,000 per occurrence and a \$ 1,000,000 aggregate. A copy of our current general and professional Liability certificates can be provided upon request.

**Acceptance**

This proposal consists of this two page letter and one page of attached standard reimbursable expenses. If the scope and fee arrangement described above satisfactorily sets forth your understanding of the arrangement between us, please sign in the space provided below and return one copy to us.

Sincerely,

Accepted:



Chuck Kelly, rla  
Kelly Landscape Architects,LLC.  
Owner

\_\_\_\_\_

Date: \_\_\_\_\_

CAK

Enclosure

Cc – Herman Lehman, City Clerk

**Kelly Landscape Architects, LLC.**

**Standard Reimbursable Expenses / Charges Schedule- effective June 1, 2013**

Automobile mileage rate	.60 cents/mile
Faxes	\$1.00 per page
8 ½ "x 11" Copies/Impression	\$0.10/page
Reproducible Copies (Mylar)	At cost
Reproducible Copies (Paper)	At cost
Long Distance Phone Calls	no chg.
Meals and Lodging	At cost
Cellular Phone Calls	no chg.
Delivery Services via Courier	At cost

**Printing & Plotting Charges:**

<b>Monochrome:</b>	<b>Bond Plot:</b>	<b>Mylar Plots:</b>	<b><u>Bond Print*:</u></b>
34" x 44"	\$6.00	\$36.00	\$1.35
30" x 42"	\$5.00	\$30.00	\$1.25
24" x 36"	\$4.00	\$16.00	\$0.90
Half Size	\$2.50	\$12.00	\$0.60
3/4E Size	\$5.00	----	\$1.00
11" x 17" B/W	\$0.25	----	----
8 1/2 "x 11" B/W	\$0.10	----	----
<b>Color</b>	<b>Bond Plot</b>		<b>Bond Print</b>
8 1/2" x 11" Color	\$1.00		\$0.50
11" x17" Color	\$2.00		\$1.00
 Large Format			
Color Presentation	\$ 5.00 / sq.ft.		at cost plus

All other reimbursable expenses                      At cost

\*Large quantity Bond printing is outsourced at cost plus mark up.

Std. Reimbursable Expenses.doc.

Council Member Hughes made a motion to authorize the Mayor to enter into the above described contract with Kelly Landscape Architects. Council Member Gilbert seconded. ALL AYES . . . MOTION APPROVED.

Installation of Solar Film on Library Windows – Allie Williams will have a report at the next meeting.

Bid Procedures

Council Member Hughes made a motion to approve the following Resolution regarding Purchase Policy & Procedures. Council Member Gilbert seconded. ALL AYES . . . MOTION APPROVED.

**Resolution 07082013-400**  
**City of Montevallo**  
**Purchase Policy & Procedures**

The City of Montevallo shall at all times adhere to the State Bid Law. With that in mind:

1. Purchases ranging from \$0 to \$1000 are at department head's discretion.
2. Purchases above \$1000 require Council approval for department head to develop request for proposal.
3. All return proposals shall be addressed to the City Clerk for review with the department head. No additional proposals shall be accepted or considered after the bid deadline.
4. Bids are then to be sent to the Mayor who will review and give the bids to the appropriate Council Committee for additional review and recommendation to the full Council.
5. All bidders / vendors must have:
  - a. County License
  - b. City License
  - c. Proof of Insurance
  - d. Building Permit, where applicable

ADOPTED AND APPROVED THIS 8<sup>th</sup> DAY OF JULY, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Board Appointments:** NONE

**Other Business:**

Chief Reid made a request to utilize the funds set aside in the city's Capital Reserve Budget for air packs for the purchase of tires and radios as earlier described. Council Member Hughes made a motion to that effect. Council Member Goldsmith seconded. ALL AYES . . . MOTION APPROVED.

Chief Littleton made a request to utilize the \$500 from the Forfeiture Fund to purchase uniforms and other items for his department. Council Member Goldsmith made a motion to that effect. Council Member Gilbert seconded. ALL AYES . . . MOTION APPROVED.

In response to a question from Council Member Hughes, Chief Littleton discussed the way the compliance officer addresses complaints. He said our goal is to work with people at every step of the way. We do not want to write tickets or take people to court. Council Member Hughes said he liked the way the compliance officer was doing his job.

**Citizen Participation:** NONE

There being no other business before the council, the meeting was adjourned by acclamation at 6:25 p.m.

Submitted by:

Herman Lehman  
City Clerk