

**REGULAR COUNCIL MEETING
CITY OF COLUMBIANA, ALABAMA
February 5, 2019**

The City Council of the City of Columbiana, Alabama met in a Regular Session in the Council Chambers of Columbiana City Hall at 6:00 p.m. on Tuesday, February 5, 2019. Mayor Stancil Handley called the meeting to order and asked City Clerk, Charlene Tucker to call roll after the invocation and pledge.

Present:

Council Member Leslie Whiting
Council Member Ricky Ruston

Council Member Barbara Moore
Mayor Stancil Handley

Absent:

Council Member Ouida Mayfield
Council Member Kim King

The Mayor declared a quorum was present.

CONSENT AGENDA

- A. Approval of Minutes 1-15-19 Regular Council Meeting
- B. Approval of Check Registers for January 20, 2019 Accounts Payable Batches
- C. Approval for Marsha Burns to receive an increase for additional duties including cleaning the Niven's House. Moving from Pay Grade III Step 9 to Pay Grade III Step 10 effective on next pay cycle.
- D. Approval of one-step increase due to completion of probationary period for Adam Watson. Moving from Pay Grade V Step 4 to Pay Grade V Step 5 effective on next pay cycle.
- E. Authorizing the purchase of a new vehicle and equipment for the Police Department as noted in their FY 2019 Capital Budget. Cost not to exceed \$32,000.00.
- F. Reappointment of Amy Dixon to the Planning and Zoning Commission. Term to expire on 10-1-2024.
- G. Reappointment of Kevin McKee to the Planning and Zoning Commission. Term to expire on 10-1-2022.
- ~~H. Approval to add Assistant Street and Sanitation Superintendent job description to City's Classification Plan.~~
- I. Approval for Director of Environmental Services Dale Lucas to attend ARWA Annual Technical Training Conference in Mobile on March 18-20 – using credit card for conference, food and lodging not to exceed \$1300.

Council Member Ruston made a motion to approve the minutes as presented, which was seconded by Council Member Whiting and followed by a unanimous show of hand vote of all members present. Item (H) was removed from the consent agenda and was added below in the form of a resolution.

The Mayor declared the motion carried.

DISCUSSION – KEVIN RICKE – THE PHOBIA FACTORY

Kevin Ricke bought the old ECA property. He is hoping to have The Phobia Factory ready this Halloween season. This is a Christian based "haunted" house with a message at the end. If everything continues on schedule, he will have a preview ready for Liberty Day. The attraction will be open the last week of September through the month of October.

DEPARTMENT HEAD REPORTS

- **Admin** – City Clerk Charlene Tucker reported that everything is going well at City Hall. She starts her first class for Certified Municipal Clerk tomorrow. More information for administration is in the resolutions later in this meeting.
- **Library** – Charlene Tucker reported for Shelia Gallups. The February Library calendar is out. The workshops that she went to last week were very informative with ideas for summer reading. The Library booked a free program with the David Mathews Center. They have a lot of events this month including game night, Lego day and a tote bag class that is on the calendar, library web-site and Facebook. She has a library director's meeting on the 12th and she is hoping to find out more plans for the \$1 million donation to the libraries.
- **Environmental** – Dale Lucas reported that everything is going good at the treatment plant. It is business as usual.
- **Planning and Zoning** – Dale Lucas reported that he is working with the developer on the Springs Crossing subdivision. The plat will be signed tonight and the bonds will be brought to City Hall tomorrow. After the plat is recorded, building will start on the model home about a week later. New modular units are being delivered at Elvin Hill to replace the ones currently there for Headstart. There is a home being built on Briarwood.
- **Streets** – Allen Reynolds reported that his department has finished the bleachers at the girls softball field. The new nets on the tennis courts were replaced today. They have been trimming the crape myrtles and working on Seales Drive. Hughes and Butler Street have been paved.
- **Fire** – Chief Johnny Howard, Jr. reported that there have been no major calls. Brett is working on the knox box project. He will have the list of where they are located.
- **Police** – Chief Lamar Vick reported that his department is finishing up the P-25 radio system. Officer Peppers should return to work on the 18th. Lance Brown is leaving the department after twelve years and going to the Shelby County Juvenile Detention Center. His last day is the 15th. He will be back part time as needed. Nick Beasley started today and will be in training for two weeks. The Chief asks that the council would look at the benefits for the employees. We are losing good employees because of the high cost of insurance and we need to stay competition. He has ordered a 2019 Dodge Durango police package and it should be here in 90 days.
- **Marketing** – Elizabeth Smith gave the following dates for everyone to put on their calendar and attend:
 - Willie Traywick is shooting a music video on Main Street on February 9 from 5-8 pm.
 - Cowboy Day – February 23 – 10:00 – 5:00. Partnering with the Cattleman's Association. This is the same weekend as the rodeo. There will be a shootout a high noon on Main Street. The parade will be at 2:30. Vendors will be set up at Alabama Power and the Methodist Church. Horses will be in the grassy area by Alabama Power. The chili cook-off and corn hole will be at the Methodist Church.
 - SCAC Heart for the Arts – February 23 – First Baptist Church Columbiana.
 - Trade days will start back on March 9 at 7:00 am.
 - Liberty Day – June 28 – 29

Council member Ruston introduced:

**RESOLUTION 02-19-01
AUTHORIZATION TO TRANSFER ACCOUNTING FUNCTIONS FOR THE LIBRARY
BOARD BANK ACCOUNT TO THE LIBRARY BOARD**

BE IT RESOLVED by the City Council of the City of Columbiana that the City Council hereby authorizes to transfer the accounting functions for the Library Board Bank Account to the Library Board. The Library Board Bank Account is money that is received through donations and expenses that are approved by the Library Board. Therefore, it is not City money that is being received or spent.

THEREUPON Council Member Whiting moved and Council Member Ruston seconded the motion that said resolution be given vote, and said resolution passed by vote of all members of the Council, and the Mayor declared the same passed.

	Yea	Nay		Yea	Nay
Council Member Whiting	<u> X </u>	<u> </u>	Council Member Moore	<u> X </u>	<u> </u>
Council Member Ruston	<u> X </u>	<u> </u>	Council Member King	<u>absent</u>	<u> </u>
Council Member Mayfield	<u>absent</u>	<u> </u>	Mayor Handley	<u> X </u>	<u> </u>

Passed, adopted and approved this 5th day of February, 2019.

Council member Ruston introduced:

**RESOLUTION 02-19-02
AUTHORIZING MAYOR TO SIGN CONTRACT WITH
TYLER TECHNOLOGIES FOR INCODE SOFTWARE**

WHEREAS, the Mayor and Council for the City of Columbiana recognize the value of utilizing an outside firm to provide accounting and payroll software; and

WHEREAS, Based on our review and recommendation by Shelby County IT Services, we are in need of this product in order to efficiently and effectively run the accounting and payroll functions for the City; and

WHEREAS, The cost of this contract shall be \$27,477.00 and this money is included within the FY 2019 Capital Budget duly passed in October of 2018 by the City Council; so

THEREFORE, BE IT RESOLVED by the City Council; the Mayor is authorized to sign any and all documents required to enter a contract with Tyler Technologies for software for the City of Columbiana. Said agreement shall begin the day the contract is signed.

Council Member Whiting moved and Council Member Ruston seconded the motion that said resolution be given vote, and said resolution passed by roll call vote of all members of the Council present, and the Mayor declared the same passed.

	Yea	Nay		Yea	Nay
Council Member Whiting	<u> X </u>	<u> </u>	Council Member Moore	<u> X </u>	<u> </u>
Council Member Ruston	<u> X </u>	<u> </u>	Council Member King	<u>absent</u>	<u> </u>
Council Member Mayfield	<u>absent</u>	<u> </u>	Mayor Handley	<u> X </u>	<u> </u>

Adopted this 5th day of February, 2019.

Council Member Ruston introduced:

RESOLUTION 02-19-03

APPROVAL TO ADD ASSISTANT STREET AND SANITATION SUPERINTENDENT JOB DESCRIPTION TO CITY'S CLASSIFICATION PLAN

WHEREAS, the job of managing the day to day needs for the Street and Sanitation department for the City of Columbiana is the responsibility of Allen Reynolds, Street and Sanitation Superintendent; and

WHEREAS, it has been recommended that the City of Columbiana have in place an Assistant Street and Sanitation Superintendent; so

THEREFORE, BE IT RESOLVED that on the recommendation of Allen Reynolds, the Mayor and City Council adds Assistant Street and Sanitation Superintendent job description to the City's classification plan.

The job description is as follows and is a part of this resolution:

**CITY OF COLUMBIANA
JOB DESCRIPTION**

Job Title: Assistant Street and Sanitation Superintendent

Department: Streets and Sanitation

Job Description Prepared: January 2019

Salary Range: \$12.23 - \$17.85

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

RELATIONSHIPS

Reports to: Street and Sanitation Superintendent

Subordinate Staff: General Street and Sanitation Worker I, II and III

Internal Contacts: All City Departments

External Contacts: General Public, Suppliers

JOB SUMMARY

Work involves assisting the Street and Sanitation Superintendent with day-to-day operations of the Street and Sanitation department. This position also handles most of the record-keeping for the department. Handles day-to-day operations in the absence of the Street and Sanitation Superintendent.

JOB DOMAINS

1. Under direction, supervises the work of Street and Sanitation employees, including planning, coordinating and assigning work details; training and evaluating maintenance crews; resolving problems and enforcing City regulations and policies.
2. Responds to citizen inquiries and complaints.
3. Assists with ordering materials and supplies required in the construction, maintenance and repair of street facilities, and supervises the issuance of tools, materials and supplies to appropriate staff.
4. Operates heavy equipment.
5. Utilizes computer system for time and attendance, memos, reports and other correspondence as required.
6. Fills in for Street and Sanitation Superintendent when he is absent.
7. Assists with purchases made by Street and Sanitation department personnel.
8. Responsible for the inventory of tools and equipment assigned to the Street and Sanitation department.
9. Assists with timekeeping for all Street and Sanitation department employees.
10. Handles requests and complaints from all City departments.
11. Maintains records and paperwork. Keeps all paperwork up-to-date and in order for various projects and daily operations.
12. Assists Street and Sanitation Workers with problems.
13. Performs related duties as may be assigned.

Knowledge, Skills and Abilities

1. Policies, standards and procedures pertaining to the construction, maintenance and repair of City streets.
2. Policies, standards and procedures pertaining to the collection and disposal of residential and business waste.
3. Use, operation and maintenance of tools, equipment and materials used in the construction, maintenance and repair of streets.
4. Knowledge of standard office software programs (Microsoft Office) and other software utilized by the City.

Minimum Requirements

1. Possess a high school diploma or GED.
2. Ability to work non-standard hours and overtime as required.
3. Possess a valid Alabama Driver's license.
4. Possession of or ability to obtain within one year of employment, a valid Class A or B State of Alabama CDL License.

Physical Demands and Work Environment

Work is mostly performed outdoors in all types of weather (i.e., rain, storms, extreme hot and cold temperatures).

Work is medium to heavy in nature and consists of walking, bending, lifting, shoveling, carrying and driving.

Council Member Whiting moved and Council Member Ruston seconded the motion that said resolution be given vote, and said resolution passed by roll call vote of all members of the Council present, and the Mayor declared the same passed.

	Yea	Nay		Yea	Nay
Council Member Whiting	<u> X </u>	<u> </u>	Council Member Moore	<u> X </u>	<u> </u>
Council Member Ruston	<u> X </u>	<u> </u>	Council Member King	<u>absent</u>	<u> </u>
Council Member Mayfield	<u>absent</u>	<u> </u>	Mayor Handley	<u> X </u>	<u> </u>

Adopted this 5th day of February, 2019.

DISCUSSION – OTHER CITY BUSINESS

There are several items that need to be discussed at a work session. Council agreed on Tuesday, February 26 at 6:00.

MAYOR’S REPORT

- The fountain for the Shelby County Arts Center is in the city. It came from Milan, Italy and it is going to be iconic to the city.
- Kevin Wayne Productions and Kirk Dimmer own Starfire Oil Distribution and they want to build a world class movie set here. They are looking at 90 acres here to purchase. They also want to put one of their oil distributors here.


ANNOUNCEMENTS


- None

PUBLIC COMMENT

- None

There being no further business, Council Member Whiting moved that the meeting be adjourned which was seconded by Council Member Ruston. The motion passed by vote of all members of the Council present. Mayor Handley declared the meeting adjourned at 7:42 p.m.


 Charlene Tucker, City Clerk


 Stancil Handley, Mayor

