



Meeting Minutes - Final

City Council

Monday, April 20, 2020

5:30 PM

Civic Center

Work Session/Council Meeting

Call to Order

Council President Wayne Trawick called the combined Work Session and Council Meeting to order at 5:30 p.m.

Roll Call

All Council Members were present. Also present: Mayor John Koniar, City Administrator Mike Thompson, City Clerk Katy Taylor, Sandra Pate, Joey Darby, David Wilson, Chad Christian, Tommy Purdue, LaDonna Hinesley, Pat Siano and press representative Jessica Vaughn.

Pat Siano addressed Council regarding the month of May being Mental Health Month. A Mental Health Month Proclamation will be mailed to Ms. Siano.

Present: 5 - President Wayne Trawick, Council Member Vera Quaites, Council Member Ralph Hellmich, Council Member Rick Blackwell and Council Member Charles Ebert III

Pledge of Allegiance

Additions/Removals

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Charles Ebert, III, to add item 20-0194 and to remove item 20-0151 from the agenda. The motion carried by an unanimous vote.

Consent Agenda

[20-0187](#)

Department Reports

Attachments: [March 2020 Bid Awards](#)
[Grant Status Report March 2020](#)
[Tax Report March 2020](#)
[March 2020 CDD Report](#)
[March 2020 PD Report](#)

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Rick Blackwell, to accept the reports as submitted. The motion carried by an unanimous vote.

[20-0190](#)

Report of Prior Month Approved/Paid Bills for the Records, March 2020.

Attachments: [2020-03 Approved & Paid Bills.Expense Approval Report](#)

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Rick Blackwell, to approve the payment of the bills. The motion carried by an unanimous vote.

[20-0185](#)

Work Session Minutes of April 6, 2020

Attachments: [04-06-2020 Work Session Minutes](#)

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Rick Blackwell, to approve the Work Session Minutes of April 6, 2020. The motion carried by an unanimous vote.

[20-0186](#)

Council Meeting Minutes of April 6, 2020

Attachments: [04-06-2020 Council Meeting Minutes](#)

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Rick Blackwell, to approve the Council Meeting Minutes of April 6, 2020. The motion carried by an unanimous vote.

Ordinances

Resolutions and Other Business

[20-0151](#)

A Resolution to Amend the Airport Franchise and License Agreement with the Current Fixed Based Operator Under a New Business Name and Partnership

Attachments: [FBO Lease Extension Request](#)
[Airport Franchise Lease Agreement Amendment.pdf](#)

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Charles Ebert, III, that this Resolution be removed. The motion carried by an unanimous vote.

[20-0182](#)

**AUTOMATIC EXTENSION OF PERMITS DURING COVID-19
EMERGENCY OPERATIONS**

Attachments: [RESOLUTION AUTOMATIC EXTENSION OF PERMITS](#)

Discussion: City Administrator Mike Thompson reported City Planner Miriam Boutwell is asking for a six month extension for permits to help projects that are currently under construction that may be experiencing delays due to COVID-19.

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Vera Quaites, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1105-RES

[20-0183](#)

A Resolution to Appoint Perry Hand to the Riviera Utilities Board to Fill Vacancy

Attachments: [Perry Hand Bio](#)

Discussion: There was no discussion on this item.

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Rick Blackwell, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1106-RES

[20-0184](#)

A Resolution Approving Applying for FY21 ACAMP Funding to Update the Northeast Comp Plan

Attachments: [FY2021-ALABAMA COASTAL AREA MANAGEMENT PROGRAM-RFP APPLICATION PACKAGE 0](#)

Discussion: City Administrator Mike Thompson reported this is an application that will allow the City to get a \$27,500 being funded by the grant and \$27,500 being funded through cash (\$2,500) and in kind services (\$25,000) under the FY21 budget.

A motion was made by Council Member Charles Ebert III, seconded by Council Member Vera Quaites, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1107-RES

[20-0188](#)

A Resolution Moving Alternate Member Keith Jiskra to a Regular Member of the Board of Adjustments and Appeals

Discussion: There was no discussion on this item.

A motion was made by Council Member Rick Blackwell, seconded by Council Member Ralph Hellmich, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1108-RES

[20-0189](#)

A RESOLUTION ACCEPTING GOODWYN, MILLS & CAWOOD, INC'S QUOTE FOR PROFESSIONAL SERVICES FOR JUNIPER STREET SOUTH EXTENSION PROJECT

Attachments: [Capital Project Worksheet](#)
 [Juniper St Ext Project Estimate](#)
 [GMC Professional Services Agreement](#)

Discussion: City Engineer Chad Christian reported Council approved funds for ROW deeds for the Juniper St South Extension Project. He reported they received a quote from Goodwyn, Mills & Cawood for professional services to design the extension of Juniper St to SR59 at CR 20 and design a new traffic signal and the modification of the existing signal at CR20. They are requesting funds for consultant fees minus the CE&I portion and ROW deeds portion for a total of \$152,725. They will return to Council for construction and CE&I funding after bids are received.

City Administrator Mike Thompson reported this project is spread out over two years of the forecasted budget.

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Vera Quaites, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1109-RES

[20-0191](#)

A Resolution Amending the Pay Classification Plan to Upgrade the Position of Administrative Assistant I to Administrative Assistant IV - Public Works and authorizing a transfer of funds to support this action.

Attachments: [Pay Classification Plan - Effective 03-02-20](#)

Discussion: Sandra Pate reported the essential duties of the Administrative Assistant I position in Public Works has changed significantly and that position has taken on higher level tasks. A Job Survey and Analysis has been completed on this position and it is recommended that the position be upgraded from an Administrative Assistant I (G-60) to an Administrative Assistant IV (G-100). The current FY20 Budget has a pool of funds available for position upgrades and this resolution authorizes a transfer of funds in the approximate amount of \$1,800 in support of this position upgrade with the action being budget neutral.

A motion was made by Council Member Charles Ebert, III, seconded by Council Member Rick Blackwell, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1110-RES

[20-0192](#)

A Resolution Amending the Pay Classification Plan to Convert the position of Corporal/Patrol to Corporal/Narcotics and the position of Sergeant/Narcotics to the position of Sergeant/Patrol. These are lateral conversions and therefore, budget neutral.

Attachments: [Pay Classification Plan - Effective 03-02-20](#)

Discussion: There was no discussion on this item.

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Charles Ebert, III, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1111-RES

[20-0193](#)

A RESOLUTION APPOINTING MAYOR JOHN KONIAR TO THE BOARD OF DIRECTORS OF RIVIERA UTILITIES

Discussion: There was no discussion on this item.

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Charles Ebert, III, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1112-RES

[20-0194](#)

A RESOLUTION APPROVING PARALLEL PARKING SPACE LAYOUT

Attachments: [Layout1](#)

Discussion: Council Member Hellmich reported there have been a few accidents at this intersection. This resolution will help with the line of sight of cars being parked parallel along the road. This will be a net loss of four to five parking spaces.

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Vera Quaites, that this Resolution be adopted. The motion carried by an unanimous vote.

Enactment No: 20-1113-RES

Mayor's Comments

There were no comments to report.

Visitor Comments

Fire Chief Joey Darby reported an update on COVID-19.

Marketing Director LaDonna Hinesley reported the Marketing Department is posting a letter to citizens and businesses from Mayor Koniar on the City's social media pages.

Adjournment

A motion was made by Council Member Ralph Hellmich, seconded by Council Member Vera Quaites, to adjourn the meeting. The motion carried by an unanimous vote.

The meeting adjourned at 6:10 p.m.