MOUNTAIN BROOK CITY COUNCIL
PRE-MEETING DISCUSSION
JULY 27, 2020

[Pursuant to a proclamation issued by Governor Kay Ivey on March 18, 2020, elected officials are allowed to meet remotely by means of Internet or telephone conference and the public was invited to listen to, observe, or participate in the meeting by such means. The elected officials met by way of Internet video conference and allowed the public to listen, observe and participate by the same means.]

The City Council of the City of Mountain Brook, Alabama met informally by way of Internet video conference at 6:15 p.m. on the 27th day of July, 2020. The Council President called the pre-meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Philip E. Black
Lloyd C. Shelton
Alice B. Womack
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and City Clerk Steven Boone.

1. AGENDA

1. Corporal positions in the Police Department—Chief Cook (Resolution No. 2020-124 was added to the formal meeting agenda.)

2. Stop sign request on Hampshire Drive—Sam Gaston (Notices will be mailed to residents in the immediate area and the matter will be considered again on August 10, 2020.)

3. Appointment to the Editorial Board—Sam Gaston (Resolution No. 2020-124 was added to the formal meeting agenda.)

4. Traffic studies for the following areas—Richard Caudle of Skipper Consultants (Resolution No. 2020-114 was added to the formal meeting agenda.)
   a. Three-way stop Brookwood Road at South Brookwood Road
   b. Four-way stop on River Bend Road at Briar Oak Drive
   c. Three-way stop on Briar Oak Drive at River Oaks Road
   d. Speed reduction on Briar Oak Drive

The traffic studies will not commence before August 24, 2020, to allow traffic patterns to acclimate after school starts on August 11, 2020. The consultant shall stay in contact with school officials to be sure there are no anomalies with respect to enrollment due to the pandemic that may distort the traffic counts.

5. Review of the other matters to be considered at the formal (7 p.m.) meeting.

Mayor Welch read aloud Resolution No. 2020-113 to Doris Young of the O’Neal Library who is retiring Friday, July 31 after 44+ years of service to the City.
A resolution expressing gratitude to Patrick Higginbotham for his service on the Board of Zoning Adjustment was continued until August 10 due to his absence.

2. ADJOURNMENT

There being no further comments or discussion, Council President Smith adjourned the pre-meeting at approximately 6:50 p.m.

3. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct synopsis of the discussion from the work session of the City Council of the City of Mountain Brook, Alabama held by way of Internet teleconference on July 27, 2020, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that no formal action or votes were conducted at said work session.

[Signature]

City Clerk Approved by
City Council August 10, 2020
MINUTES OF THE REGULAR OF THE
CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK
JULY 27, 2020

[Pursuant to a proclamation issued by Governor Kay Ivey on March 18, 2020, elected officials are allowed to meet remotely by means of Internet or telephone conference and the public was invited to listen to, observe, or participate in the meeting by such means. The elected officials met by way of Internet video conference and allowed the public to listen, observe and participate by the same means.]

The City Council of the City of Mountain Brook, Alabama met by way of Internet video conference at 7 p.m. on the 27th day of July, 2020. The Council President called the meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Philip E. Black
Lloyd C. Shelton
Alice B. Womack
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and City Clerk Steven Boone.

The Council President stated that a quorum was present and that the meeting was open for the transaction of business

1. CONSENT AGENDA

Council President Smith announced that the following matters will be considered at one time on the consent agenda provided no one in attendance objects:

Approval of the minutes of the July 13, 2020, regular meeting of the City Council

2020-113 Resolution recognizing Doris Young upon her retirement from the O'Neal Library with 44+ years of service to the City

2020-114 Accept the professional services proposal submitted by Skipper Consulting with respect to the following traffic studies:
1. 3-way stop Brookwood Road at South Brookwood Road
2. 4-way stop Briar Oak Drive at River Bend Road
3. 3-way stop Briar Oak Drive at River Oaks Road Speed limit reduction Briar Oak Drive
4. Speed reduction on Briar Oak Drive

2020-115 Ratify the execution of a Municipal Election Services Agreement between the City and Jefferson County Commission with respect to the August 25, 2020, general municipal election

2020-116 Accept the professional services proposal submitted by Schoel Engineering for a drainage problem study at Northcoat Road and preliminary design services

2020-117 Extend the professional on-call/on-demand professional services agreement between the City and Sain Associations

Exhibit 1
Exhibit 2, Appendix 1
Exhibit 3, Appendix 2
Exhibit 4, Appendix 3
Exhibit 5, Appendix 4

J:\Minutes & Agendas\Council\2020\20200727 Minutes.doc
July 27, 2020
(Resolution No. 2018-096)

2020-118 Award the bid for utility street-cut patching services to Glen Contracting and Paving Co., Inc. and authorize the execution of a 3-year contract for same

Exhibit 6, Appendix 5

2020-119 Award the bid for street striping services to Highway Management Systems, Inc. and authorize the execution of a 3-year contract for same

Exhibit 7, Appendix 6

2020-120 Certificate of election (without opposition) deeming Stewart H. Welch III the Mayor of the City of Mountain Brook, Alabama for the 4-year term of office commencing on the first Monday of November, 2020

Exhibit 8

2020-121 Certificate of election (without opposition) deeming Virginia Carruthers Smith City Councilor (Place No. 4) of the City of Mountain Brook, Alabama for the 4-year term of office commencing on the first Monday of November, 2020

Exhibit 9

2020-122 Recommending to the ABC Board the issuance of a 020 – Restaurant Retail Liquor license to Alverson and Ireland Fresh Foods, LLC (trade name Porch), 2 Dexter Avenue, 35213

Exhibit 10, Appendix 7

2020-123 Reappoint Vince Schilleci to the Editorial Board of the City of Mountain Brook, to serve without compensation, with the term of office to end August 8, 2024

Exhibit 11

2020-124 Authorize the Police Chief to designate qualifying Lead Workers (e.g., Field Training Officers and Technical Services patrol officers) to the position of Corporal

Exhibit 12, Appendix 8

Thereupon, the foregoing minutes and resolutions were introduced by Council President Smith and a motion for their immediate adoption made by Council member Black. The minutes and resolutions were then considered by the City Council. Council member Shelton seconded the motion to adopt the foregoing minutes and resolutions. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

Abstained: None

Council President Smith thereupon declared that said minutes and resolutions (Nos. 2020-113 through 2020-124) were adopted by a vote of 5—0 that and as evidence thereof she signed the same.

2. ANNOUNCEMENTS

The next regular meeting of the City Council will be August 10, 2020, at 7:00 p.m. with the location and means to be determined and announced at a later date.

3. EXECUTIVE SESSION ADJOURNEMENT
There being no further business or matters for discussion, Council President Smith announced that the City Council shall convene in executive session. Council President Pro Tempore Pritchard made a motion that the City Council convene in executive session to discuss a matter involving potential litigation and another involving real estate. The City Attorney verbally certified that the topics to be discussed in executive session are permissible under the Open Meetings Act. The motion was seconded by Council member Womack. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
       William S. Pritchard III, Council President Pro Tempore
       Philip E. Black
       Lloyd C. Shelton
       Alice B. Womack

Nays: None

Abstained: None

Council President Smith thereupon declared that said motion was adopted by a vote of 5—0. She then announced that the City Council shall not reconvene upon conclusion of the executive session and adjourned the meeting at approximately 7:05 p.m.

4.  CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct transcript of the regular meeting of the City Council of the City of Mountain Brook, Alabama by Internet teleconference on July 27, 2020, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that a quorum was present.

[Signature]
City Clerk
Approved by City Council August 10, 2020

EXHIBIT 1

RESOLUTION NO. 2020-113
EXPRESSION OF GRATITUDE TO DORIS YOUNG
FOR HER DEDICATED SERVICE TO THE O'NEAL LIBRARY

WHEREAS, Doris Young began work at the O’Neal Library on April 1, 1976; and

WHEREAS, Doris Young worked her way up from a page to the Circulation Department Manager; and

WHEREAS, Doris Young has welcomed thousands of people to the Library; and

WHEREAS, Doris Young served as a staff representative on the Building Committee for the O’Neal Library; and

WHEREAS, Doris Young has taken pride in maintaining the current building, inside and out; and

WHEREAS, Doris Young has shared her time and talents by serving as the Chair of the Jefferson County Library Cooperative Circulation Roundtable; and
WHEREAS, Doris Young has adapted gracefully to many changes in library services in her 44 years at the O'Neal Library; and

WHEREAS, it is the desire of the residents of Mountain Brook to express their appreciation to Doris Young and recognize her outstanding and unparalleled service to our Library and the residents of this community and her commitment to public service; now, therefore,

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama that the Mayor and City Council, on behalf of all the residents of Mountain Brook, do publicly thank Doris Young for her years of dedicated service to the O'Neal Library and the City of Mountain Brook and wish her well in her future endeavors.

EXHIBIT 2

RESOLUTION NO. 2020-125

BE IT RESOLVED by the City Council of the City of Mountain Brook that the City Council hereby accepts the professional services proposal submitted by Skipper Consulting, in the form as attached hereto as Exhibit A, with respect to the following traffic studies:

1. 3-way stop Brookwood Road at South Brookwood Road
2. 4-way stop Briar Oak Drive at River Bend Road
3. 3-way stop Briar Oak Drive at River Oaks Road
4. Speed limit reduction Briar Oak Drive

APPENDIX 1

EXHIBIT 3

RESOLUTION NO. 2020-115

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby ratifies the execution by the City Manager, for and on behalf of the City, of the agreement (attached hereto as Exhibit A) with the Jefferson County Commission for election services in conjunction with the City's August 25, 2020, general municipal election.

APPENDIX 2

EXHIBIT 4

RESOLUTION NO. 2020-116

BE IT RESOLVED by the City Council of the City of Mountain Brook that the City Council hereby accepts the professional services proposal submitted by Schoel Engineering Company, Inc., in the form as attached hereto as Exhibit A, with respect to the Northcoat Road drainage problem study and preliminary design services.

APPENDIX 3
EXHIBIT 5

RESOLUTION NO. 2020-117

BE IT RESOLVED by the City Council of the City of Mountain Brook that the City Council hereby accepts the professional services proposal submitted by Sain Associates, in the form as attached hereto as Exhibit A, with respect to on-call/demand contract engineering services.

APPENDIX 4

EXHIBIT 6

RESOLUTION NO. 2020-118

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby awards the bid for utility street cut repair services to Glenn Contracting and Paving, Co., Inc. ("Contractor"), being the low bidder.

BE IT FURTHER RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the Mayor or City Manager are hereby authorized to execute a 3-year contract in the form as attached hereto as Exhibit A, for same.

APPENDIX 5

EXHIBIT 7

RESOLUTION NO. 2020-119

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the bid presented by Highway Management Systems, Inc., in the amount of $455,000 (based on estimated quantities) for the street striping as specified in the invitation to bid is hereby accepted; and

BE IT FURTHER RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the Mayor or City Manager are hereby authorized and directed to execute a [3-year] agreement for said street striping services, in the form as attached hereto as Exhibit A.

APPENDIX 6

EXHIBIT 8

CERTIFICATE OF ELECTION 2020-120
(WITHOUT OPPOSITION)

STATE OF ALABAMA
JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK, ALABAMA

The undersigned hereby certify that Stewart Welch is the only person who has qualified for the elected office of Mayor and has therefore been deemed elected to the office of Mayor of the City of Mountain Brook, Alabama, for the term commencing on the first Monday of November, 2020.

Given under our hands pursuant to the requirements of Sections 11-46-20 et seq. of the Alabama Code of 1975, as amended, this 27th day of July, 2020.

__________________________
EXHIBIT 9

CERTIFICATE OF ELECTION (2020-121)
(WITHOUT OPPOSITION)

STATE OF ALABAMA
JEFFERSON COUNTY
CITY OF MOUNTAIN BROOK, ALABAMA

The undersigned hereby certify that Virginia Carruthers Smith is the only person who has qualified for the elected office of City Council Place No. 4 and has therefore been deemed elected to the office of City Council of the City of Mountain Brook, Alabama, for the term commencing on the first Monday of November, 2020.

Given under our hands pursuant to the requirements of Sections 11-46-20 et seq. of the Alabama Code of 1975, as amended, this 27th day of July, 2020.

__________

EXHIBIT 10

RESOLUTION NO. 2020-122

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby recommends to the State of Alabama, Alcoholic Beverage Control Board, the issuance of a 020 – Restaurant Retail Liquor license to Alverson and Ireland Fresh Foods, LLC (trade name: Porch), 2 Dexter Avenue, Mountain Brook, AL 35223.

BE IT FURTHER RESOLVED that the City Clerk is hereby instructed to forward a copy of this resolution to the State of Alabama, Alcoholic Beverage Control Board.

APPENDIX 7

__________

EXHIBIT 11

RESOLUTION NO. 2020-123

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that Vince Schilleci is hereby reappointed as a member of the Editorial Board of the City of Mountain Brook, to serve without compensation, with the term of office to end August 8, 2024.

__________

EXHIBIT 12

RESOLUTION NO. 2020-124

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the Police Chief to designate qualifying Lead Workers (e.g., Field Training Officers and Technical Services patrol officers) to the position of Corporal.

APPENDIX 8

__________
AGREEMENT

PROJECT: ENGINEERING-ON-CALL CONTRACT

This AGREEMENT is made and entered into by and between the City of Mountain Brook, Party of the first Part, hereinafter referred to as the "City," and Sain & Associates, Inc., in the executive and performance of the AGREEMENT, to be entered into by the State of Alabama, Party of the Second Part, hereinafter referred to as the "Consultant," and whereby the Parties agree to the terms of this AGREEMENT as set forth herein. The Parties hereby agree to the terms of this AGREEMENT as set forth herein.

ARTICLE I - DESCRIPTION OF SERVICES

The scope of work to be performed is the provision of engineering support services to the City as may be required, which includes but not limited to the services listed below. The Consultant shall provide the services to the City for engineering and surveying, including map services, plans, and engineering services, soil surveying, as well as water and wastewater engineering, design, and field work. The services under this agreement will continue for a period of two (2) years from the date of contract execution, with the option of renewing at the end of the period.

ARTICLE II - TIME AND BEGANNING AND COMPLETION

A. The CONSULTANT agrees to start work on the professional services outlined under ARTICLE I of this AGREEMENT upon the date of the following:

1. CITY MANAGER, CITY READER, OR PUBLIC WORKS DIRECTOR notified the CONSULTANT of assignment in writing, or
2. CITY MANAGER, CITY READER, OR PUBLIC WORKS DIRECTOR notified the CONSULTANT of assignment in writing, and the Parties have entered into a written contract between the City and the CONSULTANT.

B. All work performed under this AGREEMENT shall be complete in accordance with the subcontractors.

ARTICLE III - PAYMENT

For services performed by the CONSULTANT as provided for under this AGREEMENT, and as full and complete compensation therefor, including all payments and all expenses incurred by the CONSULTANT in connection with the AGREEMENT, except as otherwise expressly provided herein, subject as to amount and in accordance with all provisions of this AGREEMENT, the CITY will pay the CONSULTANT a fixed amount for services rendered and expenses incurred in performing the services, in accordance with the agreed-upon terms and conditions.

Schedule 2020

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments</td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

MINUTE BOOK 91
July 27, 2020
APPENDIX 5
2020 Street Stripping Bid

Reservable Volumes

June 30, 2020, at 3:00 PM

To: David Shuster, Director, Office of Public Works

From: David Shuster, Director, Office of Public Works

Subject: 2020 Street Stripping Bid Information


Dear City Administration:

I am writing to provide an update on the Street Stripping Project. As you may be aware, the City has been working closely with the Department of Public Works (DPW) to ensure that the project is completed efficiently and effectively. This involves the collection and analysis of data on the City's road network, including the identification of areas that are in need of maintenance. The information gathered will be used to prioritize future maintenance activities and ensure that resources are allocated appropriately.

The process involves several steps:

1. Identification of Areas: Our team will conduct a thorough inspection of the City's road network to identify areas that require attention. This will include analyzing data on the condition of the roads, as well as other factors such as traffic volume and environmental considerations.

2. Data Collection: Once the areas are identified, our team will collect data on the specific needs of each location. This includes information on the type of maintenance required, the estimated cost, and any other relevant factors.

3. Prioritization: The data collected will be used to prioritize the areas based on the level of need and other relevant factors. This will help ensure that resources are allocated effectively to address the most critical issues first.

4. Implementation: Once the prioritization is complete, a plan will be developed to implement the necessary maintenance activities. This will involve scheduling work and coordinating with various stakeholders, including contractors and other city departments.

5. Monitoring and Evaluation: After the work is completed, we will monitor the results to ensure that the work meets the required standards and that the problems are effectively addressed. This will help us identify any areas that may require additional attention in the future.

In summary, the Street Stripping Project is a critical component of our efforts to maintain the overall condition of the City's road network. We will continue to work closely with the DPW and other relevant stakeholders to ensure that the project is completed efficiently and effectively.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

David Shuster, Director, Office of Public Works

City of Mountain View, CA
Department of Public Works

---

APENDIX 6

---

MINUTE BOOK 91

---

July 18, 2020

---

34
APPENDIX 7
MEMORANDUM

To: Chief Ted Cook
From: Captain Jaye Loggins
Subject: Proposed Corporal Positions

June 18, 2020

Corporal Positions

OVERVIEW

The Mountain Brook Police Department would like to create ranked positions of Corporal for current Lead Worker Positions of FTOs and Technical Services, to establish authority and structure for reporting and work performance evaluations.

GOALS

1. Create further engagement of current Lead Workers who influence others by overseeing and evaluating work performance.
2. Build further leadership characteristics of employees for future Supervisor and Command Level positions.

SPECIFICATIONS

Current Lead Worker positions oversee and evaluate work product of their peers. By creating ranked positions of Corporal for the Lead Worker positions, it will establish a clear and defined authority and structure for evaluating work performance and report reviews. Currently, the Field Training Officer positions and Technical Services position fall into this category.

The FTO position evaluates work performance and report writing of those that they are training during the Field Training Program for new Officers. FTOs are essentially a "supervisor" of one during the course of the training program. The FTO "supervises" the new Officer by ensuring that the new Officer is adhering to Federal, State and local laws and ordinances, as well as the Policy and Procedures of the Mountain Brook Police Department. The FTO position demands the respect and adherence to authority, of the new officer that is being trained, to create the best training experience and success of the program. By establishing the rank of Corporal for these FTOs, it establishes a definitive rank structure in the program.

The Technical Services Officer reviews all incident/offense and arrest reports submitted by employees of all ranks to ensure that the reports meet the current UCR and NIBRS standards. This includes sending reports back to members of the police department for corrections. The vast number of reports are submitted by peers in the position of the Technical Services Officer. The position also oversees the technical aspect of equipment in the police vehicles. This includes the upkeep and maintenance of computers, printers and video equipment in the police vehicles, and giving directives in the proper use and procedure for the equipment. The position also oversees and gives directives in the area of jail photo and fingerprinting procedures as it relates to Federal and State Law. The Technical Services Officer is responsible for the equipment that is being utilized by peer Officers. By establishing the rank of Corporal for this position, it establishes a definitive rank structure for the directives associated with report reviews and the use and care of the equipment.

Both FTO and Technical Services positions currently receive a 5% premium pay as a Lead Worker position. The creation of the Corporal rank for these positions would have a neutral effect on the budgeted salaries of the police department. It would only affect the rank structure and give definitive authority over work by those they currently review and oversee.

MILESTONES

Current Positions

The Mountain Brook Police Department currently has two Corporal positions. By implementing the proposed additional positions, it would raise the total number of Corporal positions to nine.

Officer Safety/Tactical Aspect

Currently the FTOs wear an FTO patch identifying themselves as an FTO. This could be seen as a disadvantage to the Officer in training. Anyone that the Officer in training and FTO would encounter could easily recognize that he/she is dealing with an Officer in training that may be less experienced or new. By having the FTO wearing Corporal rank insignia, the person encountered would recognize that an Officer of rank was present and should feel more confident of the outcome.

Budget Neutral

The proposal only changes the title or rank of the positions requested to be considered. The budgeted salary costs would not be affected by the proposed positions.

APPENDIX 8