[Pursuant to a proclamation issued by Governor Kay Ivey on March 18, 2020, elected officials are allowed to meet remotely by means of Internet video 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 5:30 p.m. on the 14th day of December, 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  
Gerald A. Garner  
Lloyd C. Shelton  
Stewart Welch III, Mayor  

Absent: Alice B. Womack  

Also present were City Attorneys Steve Stine and Whit Colvin, City Manager Sam Gaston, and City Clerk Steven Boone.

1. AGENDA

1. Junior High detention pond construction plans and quotes—Mark Simpson of Schoel Engineering (Resolution No. 2020-2017 was added to the formal meeting agenda.)

2. Quotes for Stone and Sons on purchase and installation of pedestrian crossing signals at Montevallo/Canterbury—Richard Caudle of Skipper Consultants

Option 1—sign on one sign (southern) side and one set of flashing beacons (less desirable by the traffic engineer due to the number of pedestrian crossings observed during darkness)
Option 2—signs and beacons on both sides of crosswalk  
Option 3—similar to Option 2 with taller pole with mast arm  

Option 3 was not desirable to several of the elected officials in a residential neighborhood.

The elected officials expressed their opinion to proceed with Option 1 with the understanding that the street light could be installed at a later date if desired.

Resolution No. 2020-2018 was added to the formal meeting agenda.

3. Pedestrian crossing study at Overton and Knollwood—Richard Caudle of Skipper Consultants (Appendix 1).

Accidents—none observed in the history (page 4 of the report)  
Lighting—There is no electrical service near the site which limits the City’s options  
Almost no night time pedestrian activity  
The traffic consultant recommends no changes to the intersection at this time
4. Conditional Use for lunchtime food service operation at 65 Church Street (Slim’s Pizza)—Sarah Moore, applicant, and Dana Hazen (Resolution No. 2020-2019 was added to the formal meeting agenda.)

The requested drive through window requires Planning Commission approval. Between 11 am and 1 pm on Friday, December 11, there was a surplus of 84 parking spaces. Excluding Dan Watkins, the parking space surplus was 51.

5. Traffic island improvement plans, adding a new sign, for Dunbarton at the Cahaba on Overton Road at Stoneridge Drive (pending Village Design Review Committee approval)—Shanda Williams (Resolution No. 2020-2020 was added to the formal meeting agenda.)

6. Board of Landscape Design appointments (3)—Sim Johnson (Resolutions Nos. 2020-2013 through 2015 were added to the formal meeting agenda.)

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

1. EXECUTIVE SESSION AND ADJOURNMENT

Council President Pro Tempore Pritchard make a motion that the City Council convene in executive session to discuss matters involving the following: 1) real estate, 2) potential litigation, and 3) preparation for negotiations with group of public employees and that the City Council shall reconvene for its regular business meeting upon conclusion of the executive session. The motion was seconded by Council member Shelton. The City Attorney Stine then certified that the topics for discussion were allowed under Alabama Law to be discussed in executive session. 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  
Gerald A. Garner  
Lloyd C. Shelton

Nays: None

Abstained: None

Council President then adjourned the meeting at approximately 6:30 p.m.

2. 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 videoconference on December 14, 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.

City Clerk, Approved by  
City Council January 11, 2021
Overton Road at Knollwood Drive
Crosswalk Safety Study

Introduction

This report documents a study to examine safety issues related to an existing crosswalk crossing Overton Road immediately west of Knollwood Drive in the City of Mountain Brook. The location of the crosswalk is shown in Figure 1.

Figure 1. Crosswalk Location

Existing Traffic Count

A twenty-four hour machine traffic count was performed on Overton Road between Knollwood Drive and North Woodridge Road on Thursday to Friday May 9 to 10, 2019 by Traffic Data, LLC on behalf of Skipper Consulting, Inc. The traffic count is summarized in Table 1.

<table>
<thead>
<tr>
<th>Time</th>
<th>Overton Road</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Westbound</td>
</tr>
<tr>
<td>12:1 AM</td>
<td>8</td>
</tr>
<tr>
<td>12:2 AM</td>
<td>9</td>
</tr>
<tr>
<td>12:3 AM</td>
<td>9</td>
</tr>
<tr>
<td>12:4 AM</td>
<td>6</td>
</tr>
<tr>
<td>12:5 AM</td>
<td>7</td>
</tr>
<tr>
<td>12:6 AM</td>
<td>24</td>
</tr>
<tr>
<td>12:7 AM</td>
<td>181</td>
</tr>
<tr>
<td>12:8 AM</td>
<td>198</td>
</tr>
<tr>
<td>12:9 AM</td>
<td>491</td>
</tr>
<tr>
<td>12:10 AM</td>
<td>250</td>
</tr>
<tr>
<td>12:11 AM</td>
<td>222</td>
</tr>
<tr>
<td>12:12 PM</td>
<td>264</td>
</tr>
<tr>
<td>12:12 PM</td>
<td>270</td>
</tr>
<tr>
<td>12:3 PM</td>
<td>275</td>
</tr>
<tr>
<td>12:4 PM</td>
<td>267</td>
</tr>
<tr>
<td>12:5 PM</td>
<td>270</td>
</tr>
<tr>
<td>12:6 PM</td>
<td>235</td>
</tr>
<tr>
<td>12:7 PM</td>
<td>280</td>
</tr>
<tr>
<td>12:8 PM</td>
<td>194</td>
</tr>
<tr>
<td>12:9 PM</td>
<td>110</td>
</tr>
<tr>
<td>12:10 PM</td>
<td>85</td>
</tr>
<tr>
<td>12:11 PM</td>
<td>59</td>
</tr>
<tr>
<td>12:12 PM</td>
<td>31</td>
</tr>
<tr>
<td>Total</td>
<td>4,199</td>
</tr>
</tbody>
</table>

Existing W11-2 Pedestrian Crossing warning signs with W16-9P AHEAD placards are located on Overton Road eastbound and westbound approximately 300 feet in advance of the crosswalk.

Existing Traffic Count

The existing crosswalk is a high visibility white painted crosswalk (6" side lines with 2' white bars). 2' white stop lines are painted on Overton Road in advance of the crosswalk. Crosswalk signage includes W11-2 Pedestrian Crossing warning signs with W16-9P Diagonal Arrow placards.

Skipper Consulting, Inc.   December 8, 2020

APPENDIX 1
Existing Speed Survey

A radar speed survey was performed on Overton Road at the crosswalk on Friday, November 13, 2020 by Skipper Consulting, Inc. Fifty (50) observations were recorded for each direction of traffic flow on Overton Road. The speed survey data is summarized as follows:

<table>
<thead>
<tr>
<th></th>
<th>Eastbound</th>
<th>Westbound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Speed</td>
<td>25 mph</td>
<td>27 mph</td>
</tr>
<tr>
<td>Average Speed</td>
<td>31 mph</td>
<td>33 mph</td>
</tr>
<tr>
<td>85th Percentile Speed</td>
<td>34 mph</td>
<td>36 mph</td>
</tr>
<tr>
<td>Maximum Speed</td>
<td>40 mph</td>
<td>42 mph</td>
</tr>
<tr>
<td>Vehicles over 30 mph</td>
<td>27 (54%)</td>
<td>33 (66%)</td>
</tr>
<tr>
<td>Vehicles over 35 mph</td>
<td>14 (28%)</td>
<td>11 (22%)</td>
</tr>
<tr>
<td>Vehicles over 40 mph</td>
<td>0 (0%)</td>
<td>1 (2%)</td>
</tr>
</tbody>
</table>

The posted speed limit on Overton Road is 30 miles per hour.

Sight Distance and Crossing Time

Sight distance measurements were taken by Skipper Consulting, Inc. from each end of the crosswalk from the viewpoint of crossing pedestrians. The available sight distances were then compared to the minimum required sight distances for the 85th percentile speed on Overton Road (36 mph) for a pedestrian to cross Overton Road. The available sight distances are shown in Figure 2.

The required crossing distance for a pedestrian to cross Overton Road is 26 feet. At a walking speed of 3-1/2 feet per second, 6.9 seconds is required to safely cross Overton Road. To this time is added a perception-reaction time of 1.0 seconds, which is the additional time a pedestrian needs to make a decision to cross and begin the maneuver. And also added to this time is 1.0 seconds of buffer time between the pedestrian exiting the crosswalk and the arrival of a vehicle at the crosswalk. Therefore, the total time needed to safely execute a crossing of Overton Road is 8.9 seconds. In 8.9 seconds, a vehicle traveling 36 miles per hour (or 52 feet per second) travels approximately 60 feet. Comparing this value to the available sight distance, it can be seen that three of the sight distance measurements are inadequate for executing a safe crossing. The maximum speed of traffic for a safe crossing is approximately 22 miles per hour for westbound traffic and 26 miles per hour for eastbound traffic.

The issue of sight distance can also be examined from another point of view, which is the point of view of the driver. If a driver traveling at 36 miles per hour sees a pedestrian entering the crosswalk, the 2018 AASHTO Green Book says that the driver should be able to perceive the pedestrian, react to the pedestrian, and come to a complete stop within 270 feet on the downgrade and 230 feet on the upgrade. (Note: Overton Road has a 6% downgrade west-to-east in the vicinity of the crosswalk). All the sight distances are greater than this value.

Crash History

Crash reports for the years 2015 to 2020 were provided by the Mountain Brook Police Department for the segment of Overton Road from Locksley Drive to Knollwood Lane, including the intersection of Knollwood Drive. During this time frame, a total of twelve (12) crashes were reported, broken down by year as follows:

- 2015 – 1
- 2016 – 2
- 2017 – 3
- 2018 – 2
- 2019 – 3
- 2020 – 1

The causes of the crashes were as follows:

- Rear end – 6
- Run off the road – 4
- Right angle – 1
- Head on – 1

None of the crashes included a pedestrian and none of the crashes were related to the crosswalk at Knollwood Drive in any fashion.

Crosswalk Lighting

There is no street lighting on Overton Road or Knollwood Drive in the vicinity of the crosswalk. Electrical service is not available to install street lighting.

Crosswalk Video Observations

Existing pedestrian activity at the crosswalk was recorded via video by Traffic Data, LLC on behalf of Skipper Consulting, Inc. on Wednesday, December 2, 2020 from 6:00 a.m. to 8:00 p.m. This video was reviewed to determine the level of pedestrian crossing activity and other factors related to pedestrian-vehicle interaction. The crossing activity is summarized in Table 2.

Skipper Consulting, Inc. December 8, 2020 Page 3

APPENDIX 1
### Table 2. Pedestrian Crossing Activity

<table>
<thead>
<tr>
<th>Time</th>
<th># of Ped.</th>
<th># of Ped. which crossed w/ opposing veh.</th>
<th># of vehicles which stopped for pedestrian</th>
<th># of Ped. which waited for vehicle</th>
<th># of vehicles which stopped for Pedestrian</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 AM</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6:30 AM</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>7:00 AM</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>7:30 AM</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>8:30 AM</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>9:00 AM</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>9:30 AM</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>10:00 AM</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td></td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>10:30 AM</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>11:00 AM</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>11:30 AM</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>12:00 PM</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12:30 PM</td>
<td>12</td>
<td>12</td>
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<td>12</td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>1:30 PM</td>
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<td></td>
<td>14</td>
<td></td>
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<tr>
<td>2:00 PM</td>
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<td>15</td>
<td></td>
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<tr>
<td>2:30 PM</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>3:00 PM</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>3:30 PM</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>4:00 PM</td>
<td>19</td>
<td>19</td>
<td>19</td>
<td></td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>4:30 PM</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td></td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>5:30 PM</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td></td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>23</td>
<td>23</td>
<td>23</td>
<td></td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>6:30 PM</td>
<td>24</td>
<td>24</td>
<td>24</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>7:30 PM</td>
<td>26</td>
<td>26</td>
<td>26</td>
<td></td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>

Observations of note which are not recorded in Table 2 were the number of pedestrians who crossed Overton Road in the vicinity of the crosswalk but did use the crosswalk. Of the 31 pedestrians recorded crossing Overton Road 5 did not use the crosswalk at all.

**Recommendations**

The pertinent facts related to pedestrian crossing activity at the crosswalk crossing Overton Road at Knoxlwood Drive are as follows:

- The traffic volume on Overton Road is moderately high (8,100 vehicles per day)
- The 85th percentile speed is higher than the posted speed limit (36 miles per hour)
- The available sight distance for the pedestrian is inadequate for a safe crossing; however, the available sight distance for vehicles is adequate for vehicles to make a complete stop if there is a pedestrian in the crosswalk.
- There is no crash history related to the crosswalk
- Pedestrian activity at the crosswalk is low
- Nighttime pedestrian activity at the crosswalk is practically non-existent
- Only one conflict was observed between a vehicle and pedestrian in the crosswalk

Based on the above-listed findings of this report, it is recommended that no action be taken to modify the existing traffic control for the crosswalk crossing Overton Road at Knoxlwood Drive.
MINUTES OF THE REGULAR MEETING
CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK
DECEMBER 14, 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 7:10 p.m. on the 14th day of December, 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
Gerald A. Garner
Lloyd C. Shelton
Stewart Welch III, Mayor

Absent: Alice B. Womack

Also present were City Attorneys Steve Stine and 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. PRESENTATION

Mayor Welch read aloud Resolution No. 2020-206 (Exhibit 1) expressing the City’s gratitude to Philip E. Black for his service on the City Council.

2. CONSENT AGENDA

Council President Pritchard 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 November 9, 2020, regular meeting of the City Council

2020-206 Expression of gratitude to Philip E. Black for his service on the City Council

2020-207 Ratify the execution of an agreement between the City and Stone & Sons Electrical Contractors, Inc., for the installation of a Rapid Rectangular Flashing Beacon (RRFB) for the crosswalk at the intersection of Overbrook Road at Pine Crest Road

2020-208 Amend the City’s Storm Water Management Program Plan (Ordinance No. 2063) effective January 1, 2021

2020-209 Authorize the execution of an agreement with Advance Plumbing for the installation of water service and fountain at Cahaba River Walk

2020-210 Ratify and reaffirming the City’s commitment to promote safe workplace guidelines as suggested by the City’s workers’
compensation insurer

2020-211 Authorize the execution of a contract between the City and Hoke Animal Clinic for veterinary services
Exhibit 6, Appendix 5

2020-212 Request the Alabama Legislature introduce for consideration a local bill granting the City the authority to establish Entertainment Districts in Crestline, English and/or Mountain Brook Villages
Exhibit 7

2020-213 Reappoint Lydia Pursell to the Board of Landscape Design through December 14, 2023
Exhibit 8, Appendix 6

2020-214 Appoint Mary Evelyn McKee to the Board of Landscape Design, to fill the seat vacated by Thomas Amason, through December 14, 2023
Exhibit 9, Appendix 6

2020-215 Appoint Thomas Amason as a supernumerary member of the Board of Landscape Design through June 22, 2023
Exhibit 10, Appendix 6

2020-216 Approve a non-pensionable, one-time pay increase for classified, unclassified and the resident security contractor, subject to approval by the Personnel Board of Jefferson County
Exhibit 11, Appendix 7

2020-217 Award the contract for the Mountain Brook Junior High detention pond project to Gillespie Construction, LLC and authorize the execution of a contract for same
Exhibit 12, Appendix 8

2020-218 Approve Option 1 ($29,063.23) RRFB to be installed at the crosswalk located at Montevallo Road and Canterbury Road and authorize the execution of a contract with Stone & Sons Electrical Contractors for same
Exhibit 13, Appendix 9

2020-219 Approve the conditional use (lunchtime operation for Slim’s Pizza to be located at 65 Church Street)
Exhibit 14, Appendix 10

2020-220 Authorize the City Manager to pay up to $3,000 to defray the cost ($7,500-$10,000) for the gateway sign to be located at the intersection of Overton Road and Stoneridge Road [subject to approval by the Village Design Review Committee]
Exhibit 15, Appendix 11

Thereupon, the foregoing minutes and resolutions (Nos. 2020-206 through 220) were introduced by Council President Smith and a motion for their immediate adoption made by Council President Pro Tempore Pritchard. The minutes and resolutions were then considered by the City Council. Council President Smith 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
Gerald A. Garner
Lloyd C. Shelton

Nays: None

Abstained: None
Council President Smith thereupon declared that said minutes and resolutions (Nos. 2020-206 through 2020-220) were adopted by a vote of 4—0 that and as evidence thereof she signed the same.

3. CONSIDERATION OF AN ORDINANCE (NO. 2093) PLACING STOP SIGNS (2) ON VINE STREET AT ITS INTERSECTION WITH DEXTER AVENUE (MAKING THE INTERSECTION A 4-WAY STOP) (EXHIBIT 16, APPENDIX 12)

The ordinance was introduced in writing by Council President Smith who then invited comments. There being no comments or questions, President Smith called for a motion. Council member Shelton made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council President Pro Tempore Pritchard. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith  
William S. Pritchard, III  
Gerald A. Garner  
Lloyd C. Shelton

Nays: None

Abstained: None

The Council President Smith declared the motion passed by a vote of 4—0.

After said ordinance had been considered in full by the Council, Council President Pro Tempore Pritchard moved for the adoption of said ordinance. The motion was seconded by Council President Smith. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith  
William S. Pritchard, III  
Gerald A. Garner  
Lloyd C. Shelton

Nays: None

Abstained: None

The Council President Smith declared that the said ordinance (No. 2093) is hereby adopted by a vote of 4—0 and, as evidence thereof, she signed the same.

4. CONSIDERATION OF AN ORDINANCE (NO. 2094) AUTHORIZING THE PLACEMENT OF A STOP SIGN AT ARUNDEL DRIVE (SOUTHBOUND) AT ITS INTERSECTION WITH ASBURY ROAD (MAKING THE INTERSECTION A 3-WAY STOP) (EXHIBIT 17, APPENDIX 13)

The ordinance was introduced in writing by Council President Smith who then invited comments. There being no comments or questions, President Smith called for a motion. Council member Shelton made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council President Pro Tempore Pritchard. Thereupon, Council President Smith called for vote with the following results:
Ayes:  Virginia C. Smith  
William S. Pritchard, III  
Gerald A. Garner  
Lloyd C. Shelton  

Nays:  None  

Abstained:  None  

The Council President Smith declared the motion passed by a vote of 4—0.

After said ordinance had been considered in full by the Council, Council President Pro Tempore Pritchard moved for the adoption of said ordinance. The motion was seconded by Council member Shelton. Thereupon, Council President Smith called for vote with the following results:

Ayes:  Virginia C. Smith  
William S. Pritchard, III  
Gerald A. Garner  
Lloyd C. Shelton  

Nays:  None  

Abstained:  None  

The Council President Smith declared that the said ordinance (No. 2094) is hereby adopted by a vote of 4—0 and, as evidence thereof, she signed the same.

5. CONSIDERATION OF AN ORDINANCE (NO. 2095) AMENDING CHAPTERS 14 AND 6 OF THE CITY CODE WITH RESPECT TO ANIMAL BOARDING AND OTHER FEES AND DISPOSAL OF IMPOUNDED ANIMALS (EXHIBIT 18)

The ordinance was introduced in writing by Council President Smith who then invited comments. There being no comments or questions, President Smith called for a motion. Council President Pro Tempore Pritchard made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council member Shelton. Thereupon, Council President Smith called for vote with the following results:

Ayes:  Virginia C. Smith  
William S. Pritchard, III  
Gerald A. Garner  
Lloyd C. Shelton  

Nays:  None  

Abstained:  None  

The Council President Smith declared the motion passed by a vote of 4—0.

After said ordinance had been considered in full by the Council, Council President Smith moved for the adoption of said ordinance. The motion was seconded by Council President Pro Tempore Pritchard. Thereupon, Council President Smith called for vote with the following results:
Ayes: Virginia C. Smith  
William S. Pritchard, III  
Gerald A. Garner  
Lloyd C. Shelton  

Nays: None  

Abstained: None  

The Council President Smith declared that the said ordinance (No. 2095) is hereby adopted by a vote of 4—0 and, as evidence thereof, she signed the same.  

6. ANNOUNCEMENT  

The next regular meeting of the City Council is tentative scheduled for January 11, 2021, at 7:00 p.m. (means to be announced).  

7. ADJOURNMENT  

There being no further business or matters for discussion, Council President Pritchard adjourned the meeting at approximately 7:10 p.m.  

8. 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 videoconference on December 14, 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.  

Steven Boone  
City Clerk Approved by  
City Council January 14, 2021  

EXHIBIT 1  
RESOLUTION NO. 2020-206  
EXPRESSION OF GRATITUDE TO PHILIP BLACK  
FOR HIS DEDICATED SERVICE TO THE CITY ON THE  
CITY COUNCIL  

WHEREAS, Philip Black has served with distinction on the City Council of Mountain Brook from November of 2016 to October of 2020; and  

WHEREAS, Philip Black brought invaluable insight to the City Council’s decisions, especially regarding rezoning, conditional uses, and multiple zoning ordinance revisions, in addition to his willingness to serve on ad hoc committees; and  

WHEREAS, Philip Black’s expertise and advice in building, engineering and construction for the various city infrastructure projects were a great asset to our City Council and City; and  

WHEREAS, Philip Black is a true friend of planning having served on the Planning Commission since August of 2012, consistently taking a special interest in all matters of current and advance planning and
continuing to serve on the Planning Commission as liaison to the City Council; and

WHEREAS, Philip Black’s vast institutional knowledge brought invaluable insight to decisions regarding all of Mountain Brook and its various villages; his thoughtful deliberation of all issues, steadfast dedication to his community, and strategic leadership being instrumental in establishing a legacy of sound city planning for years to come; and

WHEREAS, Philip Black is a true gentleman and the City of Mountain Brook expresses its gratitude to him for his unselfish service and tireless efforts while serving on the City Council, and;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council, on behalf of the residents of Mountain Brook, do publicly thank Philip Black for his exemplary service.

EXHIBIT 2

RESOLUTION NO. 2020-207

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby ratifies the execution of an agreement between the City and Stone & Sons Electrical Contractors, Inc., in the form as attached hereto as Exhibit A, with respect to the installation of a Rapid Rectangular Flashing Beacon (RRFB) for the crosswalk located at the intersection of Overbrook Road at Pine Crest Road.

APPENDIX 1

EXHIBIT 3

RESOLUTION NO. 2020-208

A RESOLUTION AMENDING THE CITY’S STORM WATER MANAGEMENT PROGRAM PLAN

WHEREAS, the City of Mountain Brook, Alabama ("City") is a member of the Storm Water Management Authority, Inc. ("SWMA").

WHEREAS, SWMA, in conjunction with the Jefferson County Department of Public Health ("JCDH") has assisted the City in the development of its Storm Water Management Program Plan ("Plan"), in the form as attached hereto as Exhibit A, to be adopted by the City so that the City may maintain compliance with its Alabama Department of Environmental Management (ADEM) Permit ALS000001.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama that the City Council hereby amends its previously adopted Storm Water Management Program Plan (Ordinance No. 2063), in the form as attached hereto as Exhibit A.

BE IT FURTHER RESOLVED by the City Council of the City of Mountain Brook, Alabama that the amended Storm Water management Program Plan shall become effective January 1, 2021.

APPENDIX 2
MINUTE BOOK 91

EXHIBIT 4

RESOLUTION NO. 2020-209

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of a contractor agreement between the City and Advance Plumbing, in the form as attached hereto as Exhibit A, with respect to the installation of a drinking fountain and water service tap at Cahaba River Walk.

APPENDIX 3

EXHIBIT 5

RESOLUTION NO. 2020-210

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby ratifies and reaffirms the City’s commitment to promote safe workplace guidelines with respect to the City’s workers’ compensation program (Exhibit A attached hereto).

APPENDIX 4

EXHIBIT 6

RESOLUTION NO. 2020-211

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of an Animal Services Agreement between the City and Hoke Animal Clinic, in the substantially the form as attached hereto as Exhibit A, with respect to impound and other veterinary services for the City.

APPENDIX 5

EXHIBIT 7

RESOLUTION (NO. 2020-212) REQUESTING ASSISTANCE WITH ENTERTAINMENT DISTRICT LEGISLATION FOR THE CITY OF MOUNTAIN BROOK, ALABAMA

WHEREAS, the Alabama Legislature has enacted legislation permitting municipalities meeting certain criteria to create one or more entertainment districts where patrons of commercial establishments holding alcoholic beverage licensure from the Alabama Alcoholic Beverage Control (“ABC”) Board may consume alcoholic beverages off-premises but within the entertainment district without violating ABC regulations or the State’s open container laws; and

WHEREAS, the City of Mountain, Alabama (the “City”) does not currently have in place the mechanisms to create such entertainment districts under current state law; and

WHEREAS, the City’s retail and business establishments are concentrated in neighborhood “villages”, three of which are considered the City’s “historic villages;” and

WHEREAS, the City believes that enabling the creation of entertainment districts in each of these three historic “villages” – Crestline Village, English Village and Mountain Brook Village – would be of benefit to commercial establishments located therein, would create opportunities for community events and would give the City an option, where appropriate, for enhancing viability of those commercial areas; and
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama at a regular meeting, duly assembled, a quorum being present, as follows:

1. That the City requests that the Alabama Legislature take any and all appropriate action, to include the passage of legislation, to permit the City of Mountain Brook the opportunity to consider establishing entertainment districts in the City’s three historic villages – Crestline Village, English Village and Mountain Brook Village - as those villages are defined in Sections 129-552(c) and 129-557 of the Mountain Brook City Code, attached hereto.

2. That the Mayor is hereby requested to forward a certified copy of this resolution to the members of the legislative delegation whose districts include areas of the City in order to encourage them to take steps to prepare appropriate legislation and introduce efforts to effectuate the action requested hereby.

3. That this resolution shall become effective immediately upon its adoption by the Mountain Brook City Council.

EXHIBIT 8

RESOLUTION NO. 2020-213

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that Lydia Pursell is hereby reappointed to serve on the Board of Landscape Design, to serve without compensation, with the term of office to end December 14, 2023.

APPENDIX 6

EXHIBIT 9

RESOLUTION NO. 2020-214

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that Mary Evelyn McKee is hereby appointed to the Board of Landscape Design, to fill the seat vacated by Thomas Amason upon the expiration of his term of office, to serve without compensation with the term of office to end December 14, 2023.

APPENDIX 6

EXHIBIT 10

RESOLUTION NO. 2020-215

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that Thomas Amason is hereby appointed as a supernumerary member of the Board of Landscape Design of the City of Mountain Brook (to fill the unexpired term of Mary Evelyn McKee), to serve without compensation, with the term of office to end June 22, 2023.

APPENDIX 6
WHEREAS the business disruptions caused by the pandemic have adversely impacted the local and national economies; and

WHEREAS the unprecedented period of low inflation combined with the recent spike in unemployment led the City Council to approve a ½% pay increase effective October 13, 2020; and

WHEREAS the City received an unanticipated reimbursement of budgeted fire and police labor costs from the CARES Act that offset a portion of revenues lost due to the business disruptions caused by the pandemic; and

WHEREAS the City Council, in recognition of the efforts exerted by employees during the early stages of the pandemic and ongoing efforts anticipated as the infection rate increases, desires to increase its employees’ compensation; now therefore,

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes approves non-pensionable, one-time pay increases for classified, unclassified, and the resident security contractor in amounts as listed in Exhibit A attached hereto subject to the approval of the Personnel Board of Jefferson County.

APPENDIX 7

EXHIBIT 12

RESOLUTION NO. 2020-217

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby awards the Mountain Brook Junior High detention pond project to Gillespie Construction, LLC in the amount of $37,200; and

BE IT FURTHER RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of a contractor agreement between the City and Gillespie Construction, LLC, subject to review by legal counsel.

APPENDIX 8

EXHIBIT 13

RESOLUTION NO. 2020-218

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby approves the following marked option with respect to the RRFB to be installed at the crosswalk located at the Montevallo Road and Canterbury Road:

☐ Option 1 — $29,063.23
☐ Option 2 — $59,141.36
☐ Option 3 — $60,557.11

BE IT FURTHER RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of a contractor agreement between the City and Stone & Sons Electrical Contractors, Inc., with respect to the aforementioned project subject to review by legal counsel.
RESOLUTION NO. 2020-219

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama that the City Council hereby approves the conditional use application (lunchtime operation for Slim’s Pizza to be located at 65 Church Street.)

RESOLUTION NO. 2020-220

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes City Manager to pay, or cause to be paid for and on behalf of the City, up to $3,000.00 to defray the estimated cost ($7,500-$10,000) for the gateway sign to be located at the intersection of Overton Road and Stoneridge Road, as more fully described in Exhibit A attached hereto.

ORDINANCE NO. 2093

AN ORDINANCE TO PROVIDE FOR STOP SIGNS (2) ON VINE STREET AT ITS INTERSECTION WITH DEXTER AVENUE AND TO PROVIDE FOR PUNISHMENT THEREOF

BE IT ORDAINED by the City Council of the City of Mountain Brook, Alabama, as follows:

Section 1. It shall be unlawful for the driver of any vehicle to cause or allow such vehicle traveling along Vine Street to enter its intersection with Dexter Avenue when there is standing at such intersection a “Stop” sign facing in the direction of such driver without having first brought such vehicle to a complete stop within ten (10) feet of said intersection.

Section 2. Any person violating the provisions of this ordinance shall be punished by a fine not to exceed $500.00, or by imprisonment not to exceed 180 days, or both.

Section 3. All ordinances or portions of ordinances conflicting with this ordinance are hereby repealed.

Section 4. This ordinance shall become effective when published as required by law.
ORDINANCE NO. 2094

AN ORDINANCE TO PROVIDE FOR A STOP SIGN ON ARUNDEL DRIVE AT ITS INTERSECTION WITH ASBURY ROAD AND TO PROVIDE FOR PUNISHMENT THEREOF

BE IT ORDAINED by the City Council of the City of Mountain Brook, Alabama, as follows:

Section 1. It shall be unlawful for the driver of any vehicle to cause or allow such vehicle traveling southbound along Arundel Drive to enter its intersection with Asbury Road when there is standing at such intersection a “Stop” sign facing in the direction of such driver without having first brought such vehicle to a complete stop within ten (10) feet of said intersection.

Section 2. Any person violating the provisions of this ordinance shall be punished by a fine not to exceed $500.00, or by imprisonment not to exceed 180 days, or both.

Section 3. All ordinances or portions of ordinances conflicting with this ordinance are hereby repealed.

Section 4. This ordinance shall become effective when published as required by law.

APPENDIX 13

EXHIBIT 18

ORDINANCE NO. 2095

AMENDING SEC. 14-1 OF THE CITY CODE REGARDING VETERINARIAN FEES FOR SERVICES AT CITY POUND AND SECTIONS 6-110(a) & (b) REGARDING ANIMAL CONTROL OPERATIONS

BE IT ORDAINED by the City Council of the City of Mountain Brook, Alabama, as follows:

Section 1. Amendments. The following three (3) amendments to provisions in the City Code pertaining to animal control operations are hereby adopted:

(i) Section 14-1 Animals:

<table>
<thead>
<tr>
<th>6-110(a)</th>
<th>Boarding fee after impoundment, per night (one night minimum)</th>
<th>$21.00 - $24.00 for dogs/other animals depending on size &amp; $20.00 for cats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabies vaccination:</td>
<td>For dogs &amp; other unclaimed animals</td>
<td>$20.40</td>
</tr>
<tr>
<td>For cats</td>
<td>$39.72</td>
<td></td>
</tr>
<tr>
<td>Bordetella (kennel cough) vaccination fee</td>
<td>$35.73</td>
<td></td>
</tr>
<tr>
<td>Distemper vaccination:</td>
<td>For dogs</td>
<td>$41.99</td>
</tr>
<tr>
<td>For cats</td>
<td>$38.71</td>
<td></td>
</tr>
<tr>
<td>Euthanasia &amp; Disposal Fees per unclaimed tame &amp; wild animal</td>
<td>Under 50lbs</td>
<td>sedation-$70.71</td>
</tr>
</tbody>
</table>
The following provision is added at the end of Section 6-110(a):

"Poundmaster may charge owners or other persons authorized to redeem animals from the city pound for its services at the corresponding levels for them set forth in Chapter 14."

Section 6-110(b) is deleted in its entirety and replaced by the following provision:

"(b) Disposal or adoption of tame dogs or cats after ten working days; notice; redemption from impoundment. The poundmaster shall keep any unclaimed but tame dog, puppy or cat in the city pound for a minimum of ten working days. Following impoundment, the dog warden may post a notice on the city’s internet web site that any such animal is subject to destruction and disposal or adoption by a third party not less than ten working days after the date of posting. The notice shall include the date of posting, a photograph and the estimated age, color, sex, weight and breed (if known) of the subject dog or cat, and if known to the dog warden or poundmaster, the name and address of its owner. The dog warden shall also provide poundmaster a copy of the aforesaid notice following posting.

If an impounded tame dog, puppy or cat is not reclaimed by its owner within the ten working day period after posting of the aforesaid notice, either of the following may occur after that period expires:

1. any person other than the owner may redeem and receive possession of the animal by paying poundmaster all impoundment or veterinary service charges for the animal’s care that are contemplated in this article, in which event, the owner shall forfeit its right of redemption; or

2. the poundmaster may destroy the animal in a merciful manner and dispose of it, or in its discretion, give the body of the deceased animal to proper authorities or hospitals for clinical or scientific use.

Saturdays, Sundays and legal holidays shall not be excluded in computing the ten working day periods referenced in this section.

Excluding tame dogs, puppies and cats, the poundmaster may destroy and dispose of wild animals (including feral cats) that are impounded at the city pound within forty-eight hours after impoundment without the provision of any notice."
Section 2. **Repealer.** All ordinances or parts of ordinances heretofore adopted by the City Council of the City of Mountain Brook, Alabama that are inconsistent with the provisions of this ordinance are hereby expressly repealed.

Section 3. **Severability.** If any part, section or subdivision of this ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this ordinance, which shall continue in full force and effect notwithstanding such holding.

Section 4. **Effective Date.** This ordinance shall become effective January 1, 2021 and publication as provided by law.
AGREEMENT TO INSTALL CROSSWIRE EQUIPMENT

STORE & SELL ELECTRICAL CONTRACTORS, INC. (hereafter referred to as the "Contractor") agrees to the following terms and conditions as outlined below. The Contractor will be required to install Crosswire Equipment in accordance with the City of Richmond requirements. The Contractor will be compensated for all costs incurred in connection with such installation.

1. Scope of Project. The Contractor will provide all labor, materials, and equipment necessary to complete the installation of the Crosswire Equipment in accordance with the City's specifications.

2. Payment. The Contractor will be paid for all labor, materials, and equipment supplied in connection with the installation of the Crosswire Equipment in accordance with the City's payment schedule.

3. Termination. The Contractor may terminate the Agreement if the City fails to comply with the terms of the Agreement.

4. Warranty. The Contractor agrees to warrant the Crosswire Equipment for a period of one year from the date of installation.

5. Insurance. The Contractor agrees to maintain adequate insurance coverage as required by the City and the City's insurance providers.

6. Disputes. Any disputes arising under the Agreement shall be resolved through arbitration in accordance with the rules of the American Arbitration Association.

7. Governing Law. The Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

8. Modification. This Agreement may be modified only in writing and signed by both parties.

9. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior negotiations, representations, and agreements.

City of Richmond Requirements:

- The Crosswire Equipment must be installed in accordance with the City's specifications.
- The Contractor must provide all necessary permits and licenses for the installation.
- The Contractor must provide all necessary labor, materials, and equipment.
- The Contractor must provide all necessary insurance coverage.
- The Contractor must provide all necessary warranties for the Crosswire Equipment.
- The Contractor must provide all necessary testing and certification for the Crosswire Equipment.

By: ____________________________

City of Richmond Representative

December 14, 2020

MINUTE BOOK 91

APPENDIX 1

Page 4 of 4
STORM WATER MANAGEMENT PROGRAM PLAN
January 2021

Prepared For
City of Mountain Brook
16 Church Blvd
Mountain Brook, Alabama 35213

Prepared by
Jefferson County Department of Health
1400 Sixth Ave South
Birmingham, Alabama 35223
(205) 324-2000

I certify under the penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my best knowledge of the persons who manage the system, or those persons directly responsible for gathering the information the information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for know wrongdoings.

Prepared By

Stewart R. Welch, III
Mayer, City of Mountain Brook

Address: P.O. Box 130009
Mountain Brook, AL 35213
Phone: (205) 902-3000

SIGNATORY AND CERTIFICATION REQUIREMENTS

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APPENDIX 2

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MINUTE BOOK 01

2008-03-23

December 14, 2020
ADEN defines the fiscal year as October 1st to September 30th. Annual reports are required to be submitted to ADEN no later than January 30th following the previous fiscal year.

NSA JURISDICTIONAL BOUNDARY

The City of Mountain Brook's NSA boundary is defined by the city of Birmingham, to the north by the City of Vestavia, to the east by I-65, and to the west by the Birm. It encompasses 28 square miles of residential, commercial, industrial, undesignated lands and streams that make up the NSA boundary. See Figure 1: NSA Boundaries.

There are two water bodies, Cahaba River and Shades Creek. These are two bodies of water that are designated by the U.S. Environmental Protection Agency and ADEN within the NSA Boundary. The designated use for Cahaba River within the NSA is Outstanding Alabama Water and Public Water Supply (AWPWS). The designated use for Shades Creek within the NSA is Fish and Wildlife (FW). Cahaba River has a National Oceanic and Atmospheric Administration (NOAA) recognized Fish and Wildlife Public Areas (FWPA) for Shaddax and Historic Alterations as well as for Natives. Shades Creek is a U.S. Army Corps of Engineers designated Public Water Supply (PWS) for Shaddax and Historic Alterations and a special fishery.

LAND DEVELOPMENT AND ENVIRONMENT

Part 1 of the permit requires the city to create and renew its ordinances and regulatory mechanisms as necessary to comply with the permit. Below is a summary of the current ordinances, municipal codes, and regulations related to the management of the City of Mountain Brook's NSA. Those ordinances are found in Appendix A.

- Ordinance 2004, Erosion and Sediment Control Ordinance: This ordinance controls sedimentation leaving construction sites. It describes the fines, regulations, and requirements surrounding a local sediment permit issuance.
- Ordinance 2003, Fee Schedule/Bond Requirements: Requires a $100,000 per acre bond for Land Disturbance and establishing fees for non-compliance of $500-5000 and regulations or suspension of permits.
- 2003 Subdivision Regulations: Approved by the Planning and Zoning Board and carry the force of a City Ordinance. They address design requirements for residential and commercial storm water infrastructure.

APPENDICES

Appendix A: Mountain Brook Storm Water Program Documents

Appendix B: Storm Water Collection Systems Operations

Appendix C: High Discharge Detection and Elimination (HDDE)

Appendix D: Construction Site Storm Water Runoff Control

Appendix E: Stormwater Management

Appendix F: Pollution Prevention/Good Housekeeping for Municipal Operations

Appendix G: Industrial Storm Water Runoff

INTRODUCTION

REGULATORY OVERVIEW

The City of Mountain Brook (City) was issued by the Alabama Department of Environmental Management (ADEM) a Municipal Stormwater Permit (NSA) Individual Phase I Permit (ALSD90000) on June 7th, 2017 (Appendix A). This permit went into effect on July 1, 2017. Previously, the City was included as a Co-Petitioner under permit number ALSD90000.

As a condition of this permit, the permittee is required to develop, operate, maintain and enforce a storm water management program (SWMP) which shall include:

- Storm Water Collection System Operations
- Public Education and Public Involvement on Storm Water Impacts
- High Discharge Detection and Elimination
- Construction Site Storm Water Runoff Control
- Post Construction Storm Water Management in New Development and Re-Development
- Stormwater Management
- Pollution Prevention/Good Housekeeping for Municipal Operations
- Protection of Wetlands, Vegetation, and Erosion Controls
- Storm Water Management

The requirements of NSPs in this Permit are monitored by ADEM and the US Environmental Protection Agency (USEPA) through on-site inspections and monitoring.

In 2011, the City of Mountain Brook adopted a Stormwater Best Management Practices (BMP) methodology and program elements.

- Ordinance 1995, Stormwater Management: Requires the planting of trees and shrubs to address the prevention of erosion and sedimentation, reduce storm water runoff, help control drainage, and restore natural wetlands.
- Storm Water Collection System Operations: Ensures that storm water management programs are in place to control storm water runoff.
- Ordinance 1995, Storm Water Management: Requires the implementation of storm water management programs in new development and re-development.
- Stormwater Management: Ensures that storm water management programs are in place to control storm water runoff.

APPENDIX 2
The following table reflects which City department is responsible for implementing or coordinating tasks for each separate program element:

<table>
<thead>
<tr>
<th>Department</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Zoning</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Planning</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Engineering</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Surveying</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>GIS</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Administration</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Finance</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Planning</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Implement programs, provide information, and respond to inquiries.</td>
</tr>
</tbody>
</table>

![City of Mountain Brook MS4 Boundary](image)

**STORM WATER COLLECTION SYSTEMS OPERATIONS**

**STRUCTURAL CONTROLS: SLOPING**

The City currently owns a structural control located within our Public Works facility to mitigate stormwater flow off the area to the ADOT ROW off Hand Street, which is a private structural control following the MS4 boundary lines. The city currently has a structural control device on the property line where the city borrows into Birmingham and the other end is an open unincorporated Jefferson County property. The devices work together to help control flooding in Mountain Brook. The City will monitor the addition of any City-owned/maintained structural controls.

Responsible Department: Public Works

**STABILITY AND VEGETATION OF ERODED AREAS**

During the inspection of the structural control, areas of erosion will be documented. The Public Works Department will receive a copy of the inspection documentation noting the eroded areas. The City will provide action on the eroded areas.

Responsible Department: Public Works

**FLOATABLES, LETTER, SEDIMENT AND DEBRIS IN STRUCTURAL CONTROLS**

The floatable, litter, sediment, and debris found during the structural control inspection will be documented. The Public Works Department will receive a copy of the documentation and will remove the noted items. Public Works will maintain documentation of the estimated amounts of floatable, litter, sediment and debris removed during maintenance activities using the Storm Water Online Activity Record (SWOAR) program.

Responsible Department: Public Works

**APPENDIX 2**
the different community segments. The information and links will be modified and/or updated on the website as needed. These same brochures on storm water issues are placed at City Hall for public pickup.

**Responsible Department:** Administration

**COMMUNITY INVOLVEMENT WITH THE STORM WATER PROGRAM**

**GENERAL PUBLIC**

The City currently has all storm water informational books on Department of Building, Planning and Sustainability Tables listed as Storm Water with other stand-alone and brochures containing information that informs the general public of:

- General impacts litter has on water bodies and ways to reduce the litter
- General impacts of storm water on surface water Aquatic Invasive Species
- Source control BMPs in areas of pet waste, home vehicle maintenance, landscaping and rain water use
- Impacts of illicit discharges and how to report them

These materials will be updated as needed.

**Responsible Department:** Administration

**BUSINESSES**
The City has new and old business topics created information on its website and place in City facilities brochures containing information on the following business-related topics:

- Information on BMPs for use and storage of automotive chemicals, hazardous cleaning supplies, arsenic washes and other hazardous materials.
- Impacts of illicit discharges and how to report them.

These materials will be updated as needed.

**Responsible Department:** Administration

**HOMEOWNERS, LANDSCAPERS, AND PROPERTY MANAGERS**
The City has a storm water information page on its website and placed in city facilities brochures informing homeowners, landscapers, and property managers on the following topics:

- BMPs and storage of pesticides, herbicides, and fertilizers.

**Responsible Department:** Administration

**SOURCE IDENTIFICATION**

Failing the dry weather screening, Public Works' identification, or citizen complaint, an outfall is found to be discharging a liquid, the city inspector or JCDH personnel will traverse upstream of the discharge in an attempt to identify the source of the discharge. If the discharge source is identifiable, then a sample of the discharge shall be collected by JCDH and analyzed by a qualified lab. Based on the test results, the outfall will be prioritized and scheduled for further investigation needed.

**Responsible Parties:** City Personnel, JCDH and/or JCDH

**ILLEGIT DISCHARGE TERMINATION**

Once the source and responsible party of an illicit discharge has been identified, either the City will take action through its pertinent ordinance or JCDH will through its regulations. Ordinance 2013 specifically defines and identifies the process for compliance of illicit discharge.

**Responsible Parties:** Mountain Brook Inspection Officer, SWMA and/or JCDH

**ADGM NOTIFICATION BY THE CITY**

If a suspected illicit discharge enters the City's MS4 boundary from an adjacent MS4, the City will notify the adjacent MS4 and the ADGM Water Division within 48 hours of observing the suspected illicit discharge. The Standard Operating Procedures for this action is located in Appendix E.

**Responsible Department:** Administration

**EVALUATING THE EFFECTIVENESS OF THE PUBLIC EDUCATION PROGRAM**

The City will evaluate the effectiveness of the public education program by monitoring and reporting the number of violations in the storm water area and the number of brochures that are picked up from the City facilities on an annual basis.

**Responsible Department:** Administration

**PUBLIC AWARENESS ACTIVITIES**

Currently the City is planning to host or participate in a clean up annually. The teen age collected by the City will be included in the annual report. Storm water education and awareness activities include activities at our Annual library fair, Citizen Appreciation Day, Elementary and Middle School events where SWMA is invited to participate and an Annual Park United States Festival as reported on the JCDH.

**Responsible Department:** Administration

**ILLEGIT DISCHARGE REPORTING BY THE PUBLIC**

The City receives calls for illicit discharges at the City hall phone number (205)-882-1802 or action center located at the homepage of the City website. There is also a phone number, (205)-882-3882 or email of swma@mountainbrook.org, listed at the City's website to report illicit discharges.

**Responsible Department:** Administration

**PERSONNEL TRAINING**

Non-first Responding City Personnel will be trained by JCDH on IDEE identification and response annually.

**Responsible Party:** Administration

**ORDINANCE/REGULATORY MECHANISM/AVAILABILITY**

All ordinances and regulatory mechanisms can be found on the City's website, http://www.mountainbrook.org, or through the link at the top of the City's website.

**Responsible Department:** Administration

**APPENDIX 2**
CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

EROSION AND SEDIMENT CONTROL COMPLAINTS

The city receives calls about construction and sediment control complaints, concerns or runoff at the city's black phone number (203-803-3830), handymen at 202-994-6026, or microbiology.org using the action center located on the bottom of the city's website. These calls are directed to the Department of Planning, Building and Sustainability Building Official at (203-803-3812) via email through the autotrac action center for immediate notification.

Responsibility Department: Inspections

SITE PLAN REVIEWS

According to Ordinance No. 24, a BWP plan shall be submitted to the city along with the permit application before the commencement of any land alteration. The city must either approve or disapprove the BWP plan within 14 days. Reasons for disapproval must be submitted to the applicant in writing. Amendments have an additional 14-day response time. Land disturbing activity may not be commenced prior to the issuance of the permit by the city.

Responsibility Department: Inspections

SITE INSPECTION PLAN

The city will perform a monthly inspection, at a minimum, on sites that have been issued land disturbance permits. Monthly inspections are required due to the City's River's Improved Status resulting in Mountain Brook's classification as a "Majority Construction Site." Erosion control and storm management practices will be inspected during these inspections. Deficiencies identified during an inspection will be subject to enforcement procedures outlined in the Erosion Control Ordinance.

Responsibility Department: Inspections

TRAINING OF NSP SITE INSPECTION STAFF

Personnel responsible for construction site inspections receive BWP training annually from the ICWA or SAHA.

Responsibility Department: Inspections

SPLASH PREVENTION AND RESPONSE

CITY PERSONNEL

The City of Mountain Brook Fire and Rescue is responsible for investigating, responding, and conducting response actions for spills within the city's boundaries. Jefferson County's Emergency Management Agency (EMA) will additionally respond at the request of the city. The City of Mountain Brook Fire and Rescue and EMA track the spills, the response, and the cleanup activities for all spills.

SPILL PREVENTION/SPILL RESPONSE PLAN

The City's SOP for spill response is found in Appendix E.

Responsibility Department: Fire/Public Works

PERSONNEL SPILL PREVENTION/RESPONSE TRAINING

The City of Mountain Brook Fire (Department 1) is responsible for the training and certification of their personnel. An annual training will be provided to municipal personnel on spill prevention/response.

Responsibility Party: Fire/Department 1/Administration

CONSTRUCTION SITE INSPECTION CHECKLIST

See Appendix D for an example of the City's construction site inspection checklist used for site visits. The city inspection personnel use a digital record system documenting meetings, BMP maintenance, site inspection, and final inspection records.

Responsibility Department: Inspections

ENFORCEMENT RESPONSE PLAN (ERP)

An Enforcement Response Plan included in Ordinance No. 24 regarding active sites and Ordinance 2023 regarding runoff discharges on or off site with potential adverse effects on the municipal storm water system.

Responsibility Department: Administration

CONSTRUCTION SITE OPERATOR TRAINING

The City provides construction site operators with informational materials including the Erosion and Sediment Control and Storm Water Designation Resolution requiring appropriate application where they receive their training permits from the City Inspector. Currently, the Storm Water Information is available between our permit-issuing information and the Erosion Control Ordinance. The City has information regarding storm water on the Storm Water pages on its website and its brochure at the FAQs that inform the engineers, contractors, and developers.

Responsibility Department: Administration

- Impacts of increased storm water flow into existing water bodies.
- Runoff reduction techniques and line infrastructure development.
- Site infrastructure development. Specifically addressing site design, road pavement, alternative parking lot design, retention of forests and native trees.

These materials will be updated as needed.

Responsibility Department: Administration and Inspections

POSSIBLE PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL FACILITIES

MUNICIPAL FACILITIES INVENTORY

See Figure 3: Municipal Properties for a map of municipal properties as well as the locations for vehicle and equipment maintenance facilities. The map shows the City of Mountain Brook's property management status resulting in Mountain Brook's classification as a "Majority Construction Site." Erosion control and storm management practices will be inspected during these inspections. Deficiencies identified during an inspection will be subject to enforcement procedures outlined in the Erosion Control Ordinance.

Responsibility Department: All Departments

GOOD HOUSEKEEPING PRACTICES: SOP

The SOP detailing good housekeeping practices is found in the 2021 SAHA SOP Manual (Appendix A).

Responsibility Department: All Departments

INSPECTION PLAN

Annual inspections will be conducted for municipal facilities, to evaluate municipal maintenance facilities, and equipment, including BMPs. See Appendix F for the inspection checklist.

Responsibility Department: All Departments

GOOD HOUSEKEEPING TRAINING PROGRAM

City staff will be educated annually on good housekeeping practices. The SOP manual (Appendix A) contains procedures related to good housekeeping.

Responsibility Party: Administration

SHORT TERM AND LONG TERM TRASH REMOVAL STRATEGY

The City has a TRASH FOR COMMUNITY event that promotes the collection of trash and debris into the City's TRASH for as long as possible during the event (Appendix F).

Responsibility Party: Administration

POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND DEVELOPMENT

ORDINANCE/REGULATORY MECHANISMS

The City's Subdivision & Development Regulations and Storm Water Detention Ordinance address storm water design requirements for new construction storm water management. The Post-construction Storm Water Management Ordinance identifies and establishes the extent of post-construction and development standards for qualifying sites.

The Post-construction Storm Water Management Ordinance addresses the following:

- Procedures to develop, implement and enforce systems of appropriate structural and/or non-structural BMPs.
- Procedures to develop, implement and enforce performance standards.
- Procedures for enforcement of the utilization of all green infrastructure practices.
- Procedures to ensure compliance with permits and enforcement mechanisms.
- Procedures for post-construction inspections to include tracking and enforcement.
- Procedures to ensure adequate long-term operation and maintenance of BMPs.

Responsibility Department: Administration

INVENTORY OF POST-CONSTRUCTION STRUCTURAL CONTROLS

The City currently has one publicly owned structural control. The City will develop a list of privately owned structural controls for those built after July 1, 2019. The city will update annually the list of publicly owned post-construction structural controls and the privately owned structural controls under these requirements.

Responsibility Department: Inspections

APPENDIX 2
PUBLIC EDUCATION ON PROPER DISPOSAL
The City has contact information on its website regarding where to report spills, illicit discharges and improper disposals. The webpage also includes a link to the website Earth911, http://earth911.com which provides local sites for recycling of oils, toxins and household hazardous waste. Brochures on oils, toxins, and household hazardous waste are on the City storm-water webpage as well as placed in City facilities for public pick-up.

Responsible Department: Administration

ANNUAL EMPLOYEE TRAINING
Annual training on spill prevention is provided by JCDH, AREM, ENA and online courses.

Responsible Party: Administration

INDUSTRIAL STORM WATER RUNOFF
INVENTORY OF HIGH-RISK FACILITIES
The City maintains a list of industrial high risk facilities within the city limit. See Appendix G. The list of industrial facilities will be reviewed annually for accuracy and will be updated when necessary. A map of the industrial and high risk facilities can be found in Figure 4: Industrial and High Risk Facilities.

Responsible Party: JCDH and Administration

INSPECTION OF HIGH-RISK FACILITIES
JCDH will inspect these sites annually on behalf of the city. See Appendix G for the industrial inspection form.

Responsible Party: JCDH

WET/WEATHER MONITORING AND REPORTING
MONITORING LOCATIONS
JCDH will take wet-weather grab samples at sites on Fuller Creek, Shades Creek, and Watkins Branch annually on behalf of the City. See Figure 4: Municipal Sampling Sites for a map of the sampling sites.

The site locations are as follows:

<table>
<thead>
<tr>
<th>Water Body</th>
<th>Latitude, Longitude</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuller Creek</td>
<td>33.470727, -86.723088</td>
<td>Grab Sample</td>
</tr>
<tr>
<td>Shades Creek</td>
<td>33.480717, -86.759533</td>
<td>Grab Sample</td>
</tr>
<tr>
<td>Watkins Branch</td>
<td>33.476474, -86.703083</td>
<td>Grab Sample</td>
</tr>
</tbody>
</table>

Responsible Party: JCDH

IMPACTED WATERWAYS
The City will review the water bodies listed in the latest trend S300@al list, annually. If a water body becomes listed that falls within the city boundary, the S300 will be updated as needed.

Responsible Party: JCDH

MONITORING PARAMETERS AND FREQUENCY
Grab samples will be analyzed for the following parameters:

- E. Coli
- Total Nitrogen (TN) (mg/l)
- Total Phosphorus (TP) (mg/l)
- Total Suspended Solids (TSS) (mg/l)
- Temperature
- pH
- Conductivity
- Dissolved Oxygen (mg/l)
- Ammonia Nitrogen (NH3-N) (mg/l)
- Biochemical Oxygen Demand (BOD) (mg/l)
- Chemical Oxygen Demand (COD) (mg/l)
- Hexane as Cl/Cl2 (mg/l)

Responsible Party: JCDH

SAMPLE TYPE, COLLECTION AND ANALYSIS
JCDH will collect grab samples and submit them to a certified laboratory for analysis.

Responsible Party: JCDH

APPENDIX 2
EXHIBIT A - SPECIFICATIONS

1. Scope of Work:  
   The attached City Scope of Work and November 16, 2020 Contractor Proposal  
   approved by the City Project Representative as attached is required to perform services on  
   the Project. The Contractor shall be responsible for ensuring that all work is performed  
   in accordance with the specifications and plans approved by the City. The Contractor  
   shall be responsible for obtaining all necessary permits and licenses.  

2. Project Schedule:  
   The Contractor shall submit a detailed schedule of work to the City Project  
   Representative, which shall be approved by the City. The schedule shall include  
   start and completion dates for each phase of the project.  

3. Project Representatives:  
   City Project Representative:  
   [Name and Contact Information]  
   Contractor Project Representative:  
   [Name and Contact Information]  

4. Special Conditions:  
   [List any special conditions or requirements that apply to the project]  

---

### Estimate

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Feature</td>
<td></td>
<td>10,248.39</td>
<td>12,298.39</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for your attention.
2020-20

12. Evaluate all situations to ensure proper mounting and towing procedures are in place and provide employee or training on the proper use of evacuating equipment.
13. Permanent, seasonal, and temporary employees should comply with the same safety standards and policies as permanent employees.

MOTOR VEHICLES

15. Establish a written policy instructing operators of motor vehicles to be observant of any malfunction and seek immediate repair when such malfunction is apparent. A record of any action taken should be maintained.
16. Establish traffic safety programs using the DOT guidelines when working near machinery and ensure compliance with safety guidelines. These guidelines are available in the Manual on Uniform Traffic Control Devices for Streets and Highways and is available online at www.dot.gov/trafficcontrol (DOT-100-96).
17. Consider defensive driving courses for those employees who drive vehicles. It is recommended that all drivers attend a defensive driving course every two years. MWC should provide a Skill Car Training Program for operation of all municipal vehicles.
18. Have a written vehicle operations policy that details the requirements and responsibilities of safely operating a municipal vehicle, mandates seat belt use for driver and all passengers, and prohibits the use of any hazardous electronic device while driving.

POLICE DEPARTMENTS (WHERE APPLICABLE)

20. Consider requiring that all Police Officers wear bullet resistant vests and wear reflective vests when involved in traffic control duty.
21. Implement a written policies and procedures manual wherein applicable rules and regulations shall be periodically reviewed.
22. Consider utilizing available law enforcement training aids such as the FINA Traffic System (FATS) available through MWC.
23. Consider providing coverage for all volunteer members and reserve police officers through MWC.

MINUTE BOOK 91

J:\Minutes & Agendas\Council\2020\202021214 Minutes.doc

December 14, 2020

MUNICIPAL WORKERS COMPENSATION FUND, INC.

601 Box 1756 - 365 ASIAN AVENUE - MONTGOMERY, AL 36102
334-362-5266 - FAX: 334-362-2200
CLAIMS: 1-800-726-2011

DATE: November 1, 2020

IQ: All Members of MWC, Inc.

FROM: Richard Bottenshaw
MWC Operations Manager

SUBJECT: Premium Discounts for the 2021 Fund Year

The Board of Directors of the Municipal Workers Compensation Fund, Inc. (MWC) met on October 14th and approved premium discounts for those members that commit to certain safety guidelines, establish a medical protocol and adopt a drug and alcohol testing program that is 4th amendment compliant. A (30) percent discount will be given for each program. Members that adopt all three programs will receive a ten (10) percent discount instead of nine (9%) percent. For this past year, 55% of MWC members took advantage of this 10% discount. For these members who have already adopted a medical protocol and/or drug and alcohol testing program in prior years no action needs to be taken to receive the discounts for these programs. The Safe Workplace Guidelines however, must be renewed annually. If it is signed and returned by December 15th, the discount will appear on the initial billing for 2021. We encourage each member to review the endorsed document(s) carefully. Please make a copy for your file and then return the completed forms to MWC at the address or faxed to 334-265-0209. MWC Safe Workplace Guidelines must be in our office no later than February 1, 2021 for the discount to apply. No discount will be given for forms received after that date.

If your municipality or municipal entity does not presently participate in the Drug and Alcohol Testing program or have a Medical Protocol on file, that information has also been endorsed for your review.

For more details, see the article in the fall 2020 Issue of Risk Management Solutions mailed to you last month or downloaded at www.mwcfit.org.

MUNICIPAL WORKERS COMPENSATION FUND, INC.

960

2021 Safe Workplace Guidelines

Name of Municipality or Agency:
City of Montgomery

Name of Safety Coordinator:
David Kennedy

Safety Coordinator Phone Number: 334-265-9713

The undersigned hereby confirms to the Municipal Workers Compensation Fund, Inc. that they intent to implement the following safety standards into our municipal policies:

GENERAL SAFETY GUIDELINES

1. Adopt and implement a written safety manual or a statement of safety standards.

2. Establish a policy to recommend new safety policies, review and update existing safety policies, review incidents and establish methods to help prevent accidents, injuries and damages so equipment.

3. Have quality safety meetings for all employees once a month. At least one of these meetings each month should be a training session on proper lifting techniques and back health. Consider integrating health & wellness topics such as smoking, diabetes management of mental health and more into these meetings. Document attendance, late, time and issues presented. Quality safety training can be provided utilizing tools such as the MWC Video library and/or LocalGov online training center. These and other training resources are funded through the FAF.

4. Have the designated Safety Coordinator or City Clerk meet with the designated Loss Control representative and review loss run reports. During this review, reports should be analyzed to make sure the facts are correct. The Safety Coordinator or City Clerk should present a summary of the report in the Mayor or other Chief Executive Officer or Officer and all department heads.

5. Investigate all job related injuries regardless of the severity, determine the cause, maintain investigation records, and report all job related injuries immediately by completing a First Report of Injury Form at www.issucontrol.org. Contact with any employee who has filed two or more claims in a 12 month period as to how their job can be made safer.

6. Provide a safety orientation for all new employees including temporary and part-time workers on how to do job tasks safely and document that this has been done.

Designate a doctor as medical group to be used by employees for non-emergency, job-related injuries. This can be done via completion of the Medical Protocol Document (if not previously submitted) which also provides an additional premium discount. It is highly recommended that a supervisor or mangager accompany injured employees to the medical facility on the initial visit. In life threatening emergency, employee should be taken to the nearest medical facility.

TRAINING AND PROCEDURES

7. Insure safety equipment when necessary, and provide proper tools for a job to employees to help prevent accidents and ensure the use of such safety equipment through a written policy.

8. Adopt a written infection disease policy and ensure providing hepatitis B doses for all police, transport, emergency medical technician, sanitation personnel, or anyone who has a high possibility of exposure.

9. Consider providing OSHA AED and first aid training to employees.

10. Emphasize the significance of good maintenance and bookkeeping of equipment, work areas, building and grounds. Documented inspections of all equipment, work areas, building and grounds for safety hazards, including electrical, fire and lift safety hazards should be done at least quarterly. Any problems identified should be corrected immediately and documented.

Both pages of form must be submitted to MWC on or before June 15, 2021 to be eligible for premium discount.
Particularly, Hoke will keep any dog impounded by the dog Warden in accordance with such laws, and fee, and fined for not impounding and bonded with or at the expense of the dog's owner.

Hoke will keep any wounds that the City delivers to the Pound and

Hoke will assist the dog Warden in the operation of the board of seers appointed by the rules and regulations in the dog is impounded to the animal (the dog) and the amount of the proposed charge is at least $12.00 per day after the expiration of the day

In every event the City will be bound to perform the board of seers appointed by the rules and regulations in the dog is impounded to the animal and in effect the police department to the dog and the amount of the proposed charge is at least $12.00 per day after the expiration of the day.

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A fee of $25.00 for the first 30 days and $25.00 for each additional day after 30 days for each animal impounded. The park department is responsible for the amount of the proposed charge is at least $12.00 per day after the expiration of the day.

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DRAFT A - CITY ANIMAL REGULATIONS

ARTICLE 1 - GENERAL

Sec. 5-1. - Necessary animals on farm.

(a) Necessary animals shall be those animals which are necessary for farming and shall be kept on or near the farm. No more than one of any one species of animals shall be kept on any one piece of property without the consent of the owner or lessee of such property.

(b) The permissible number of animals on any one piece of property shall be determined by the City Manager, acting with the advice of the City Council.

(City Code 1994, § 5-11; Cod. No. 70, § 40)

Sec. 5-2. - HDL animals.

(a) Keeping or housing.

(1) Keep any of the following animals in the city or on a farm located in the city: hogs, horses, cattle, sheep, goats, poultry, or any other animal which may be kept on a farm.

(2) A farm shall be defined as any tract of land owned, rented, or leased by a person for the purpose of raising, breeding, or keeping animals.

Sec. 5-3. - Feeding.

(a) Definitions. For purposes of this ordinance, the following words and their derivatives shall have the meanings given herein:

- HDL animals: any animal or species of animal that is usually kept and used for the production of meat, milk, or eggs, or any other product that is used for human consumption.

(b) Feeding facilities shall be provided to accommodate the number of HDL animals on the farm. The feeding facilities shall be designed to minimize the risk of disease transmission among the animals and to ensure their health and well-being.

(City Code 1994, § 5-11; Cod. No. 70, § 40)

APPENDIX 5
BLD board term matters for December 14 Council agenda

Simeon Johnson <simeonjohnson@msn.com>  
To: Steve Boone <boones@mtnbrook.org>  
Cc: Janet Forbes <forbesj@mtnbrook.org>, Sam Gaston <gastons@mtnbrook.org>  

Mon, Dec 7, 2020 at 8:45 PM

Steve -

There are three BLD appointments for the City Council to take up please on the December 14th agenda. Lydia Pursell's term is expiring and BLD recommends that Lydia be reappointed to another 3-year term. Lydia's trained eye and perceptive insights into village shopkeepers' interests from running her family's Leaf & Petal business will continue to be helpful as BLD further develops initiatives like the Village Circle project and the Crestline Streetscape Master Plan.

Additionally, the BLD term of Tommy Amason is expiring and he has asked to switch roles with BLD supernumerary Mary Evelyn McKee so that Tommy may continue to participate, but to a lesser extent due to health problems. Interior designer and recent Red Mountain Garden Club President Mary Evelyn has served as a BLD supernumerary for a couple of years now, is very familiar with projects in the pipeline, and will be an even greater asset to the BLD once appointed to a 3-year term same as Lydia.

BLD recommends that the City Council appoint Lydia Pursell and Mary Evelyn McKee as board members and Tommy Amason as supernumerary. Thank you and the City Council for your consideration.

Sim S.W. Johnson  
Chair, Mountain Brook Board of Landscape Design  
Instagram @simswjohnson
### Supplemental Pay Worksheet
**City of Mountain Brook**  
**Dated December 14, 2020**

<table>
<thead>
<tr>
<th>Dept</th>
<th>Employee Name</th>
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<th>One-Time Pay Increase</th>
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**Appendix 6**

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**Minute Book 91**

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**MINUTE BOOK 91**

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December 14, 2020
### Supplemental Pay Worksheet

**City of Mountain Brook**

**Dated December 14, 2020**

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CONTRACTOR AGREEMENT

Gippsland-Carrum Downs City Council ("Council") and the Contractor ("Contractor") agree to enter into this Contract Agreement ("Agreement") with the City of Mountain Brook, Alabama, a municipality incorporated under the City's Charter ("City"). This Agreement, including any and all amendments, modifications, or additions hereto, will be referred to as the "Agreement".

1. Project.

The Contractor agrees to perform the Project described in this Agreement, as set forth in the Bid Documents attached to this Agreement ("Bid Documents"). The Project shall be performed in accordance with the specifications and drawings contained in the Bid Documents.

2. Scope of Work.

The Contractor shall perform the Project in accordance with the specifications and drawings contained in the Bid Documents. The Project shall be completed in accordance with the time and cost estimates provided in the Bid Documents.

3. Duration.

The Contractor shall complete the Project within the time period specified in the Bid Documents. Any delay caused by the Contractor shall result in additional compensation to the City.

4. Payment.

Payment for the Project shall be made in accordance with the terms and conditions specified in the Bid Documents.

5. Insurance.

The Contractor shall maintain insurance coverage as specified in the Bid Documents. The City shall be named as an additional insured under all such policies.

6. Dispute Resolution.

Any disputes arising out of this Agreement shall be resolved through arbitration, as specified in the Bid Documents.

7. Termination.

This Agreement may be terminated by mutual agreement of both parties or by the City in the event of commercial impracticability, bankruptcy, or fraud.


This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama.

9. Entire Agreement.

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, agreements, and communications.

In witness whereof, the parties have executed this Agreement as of the date first above written.

[Signature]
Mayor of City of Mountain Brook

[Signature]
Contractor

APPENDIX 7

MINUTE BOOK 91

CITY OF MOUNTAIN BROOK, ALABAMA (CITY)

By:
Mayor

Date:
December 14, 2020

GILLEPSIE CONSTRUCTION LLC (CONTRACTOR)

By: [Signature]
Michael N. Haggard

Date: December 15, 2020
TECHNICAL SPECIFICATIONS

Mountain Brook Junior High Pond Modifications

Mountain Brook, Alabama

December 2020

Prepared By:
Schoel Engineering Company, Inc.
1001 22nd Street South (Birmingham, AL 35205) (205) 323-6188

TABLE OF CONTENTS

SOUTH BROOKWOOD ROAD CULVERT REPAIR

TECHNICAL SPECIFICATIONS

Preliminary General and Spec Sheet
3.5.0 Culvert Design
3.5.1 Culvert Design
3.5.2 Culvert Depth
3.5.3 Culvert Cross Section
3.5.4 Culvert Inlet
3.5.5 Culvert Outlet
3.5.6 Culvert Surface
3.5.7 Culvert Zus in Place Construction
3.5.8 Culvert Erection

TABLE OF CONTENTS

Page 1 of 1

Site Clearing

SECTION 31 11 00
SITE CLEARING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:
1. Removal of existing trees and vegetation to remain.
2. Removing trees and other vegetation.
3. Clearing and grading.
4. Site improvements that might be impaired.
5. Removing above-grade site improvements.
6. Removing below-grade site improvements.
7. Demolishing, capping or sealing, and abandonment site utilities in place.
8. Demolishing, capping or sealing, and removing site utilities.

1.2 DEFINITIONS

A. Topsoil: Fruity clay loam surface soil in depth not less than 4", free of stones, lumps, roots, and objects larger than 2", without weeds, rocks, or other objectionable material.

1.3 MATERIAL OWNERSHIP

A. For materials to be stocked or remain Owener's property, remove remainder from site.

1.4 SUBMITTALS

A. Photographs or videotapes, sufficiently detailed, of existing conditions of trees and vegetation, existing structures, and site improvements that might be impaired.

1.5 QUALITY ASSURANCE

APPENDIX 8
SITE DESCRIPTION

3.5 SITE IMPROVEMENTS

A. Remove existing above- and below-grade improvements as indicated and as necessary to facilitate new construction.
B. Remove slabs, pavers, curbs, gutters, foundations, and aggregate base as indicated.
C. Unless required, all existing public utilities in line of question, mainly sanitary or storm sewers, must be removed and reclaimed or in any event be visible in order to facilitate progress to remain before covering existing pavement. New sewer lines faced vertically.

3.6 DISPOSAL

A. No hazard shall be permitted on site.
B. Remove asphalt and, if necessary, inspect, demolish materials, trash and debris, and illegally disposed of or stored.

END OF SECTION

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK

A. Work includes unconfined excavation, grading, and fill as shown or specified, as all part of this Bill of Quantities.
B. Site excavations as shown or indicated, including removal of rock, earth deposits, boulders, organic matter set in or any other material to each grade, subgrade, sheeting, or bracing, or other condition indicated.
C. Excavations to be made as shown except where indicated otherwise.
D. Grading to be made or to be formed, generally indicated, if not shown or specified.
E. Gravel or crushed stone for subbase, base, or subgrade, to be used as indicated.
F. Gravel or crushed stone for subbase, base, or subgrade, to be used as indicated.
G. Gravel or crushed stone for subbase, base, or subgrade, to be used as indicated.
H. Gravel or crushed stone for subbase, base, or subgrade, to be used as indicated.
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Y. Gravel or crushed stone for subbase, base, or subgrade, to be used as indicated.
Z. Gravel or crushed stone for subbase, base, or subgrade, to be used as indicated.

DEFINITIONS

1. BACKFILL: Soil material used to fill an excavation.
2. Base Course: Layer below subgrade, subbase, and paving.

SECTION 3.10.00 STEAM HEATING PIPING

A. Finish work required for steam heating piping.
B. Finish work required for steam heating piping.
C. Finish work required for steam heating piping.
D. Finish work required for steam heating piping.
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APPENDIX 8

MINUTES OF MEETINGS

December 14, 2020
END OF SECTION
CONCRETE MIXES

A. Prepare design mix, proportioned according to ACI 211.1 and ACI 305, for each type and strength of ready-mixed concrete desired by either laboratory trial mixes or field experiences.

B. Use a qualified independent testing agency for preparing and reporting required test designs for the trial mix method.

C. Prepare mixes to provide concrete with the following properties, unless otherwise indicated on the plan:
   - Compressive Strength: 28 Days: 3000 psi (21 MPa)
   - 7 Days Strength: 700 psi (4.8 MPa)
   - Slump: 6 inches (150 mm)
   - Air Voids: 5% maximum
   - Flexural Strength: 28 Days: 500 psi (3.4 MPa)

D. Compressive tests should be conducted on concrete cured according to ACI 314 requirements for concrete exposed to dressed chemicals.

E. Compressive tests should be conducted on concrete cured at laboratory conditions.

F. All concrete should be tested for compliance with the requirements of ACI 305.2-90 for both laboratory and field concrete.

G. The contractor shall be responsible for the provision of the concrete mix design and the execution of the mix design.

H. The contractor shall be responsible for the provision of the concrete mix design and the execution of the mix design.

I. The contractor shall be responsible for the provision of the concrete mix design and the execution of the mix design.

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Z. The contractor shall be responsible for the provision of the concrete mix design and the execution of the mix design.

**APPENDIX 8**
### 3.8 CONCRETE PLACEMENT

- **A. Inspection:** Before placing concrete, inspect and complete formwork installations, reinforcement steel, and any others to be used. Ensure all materials are accessible.

- **B. Fines:** Fines must be placed within 24 hours of the concrete being placed.

### 3.9 CONCRETE FINISHING

- **A. General:** Finishing of concrete surfaces during wetting, finishing, or finishing operations is prohibited.

- **B. Blade Finish:** A minimum of 0.125 in. to 0.25 in. of concrete is provided to allow for proper finishing.

### 3.10 CONCRETE PROTECTION AND CURING

- **A. General:** Protect newly placed concrete from precipitation before the concrete has achieved the required strength.

- **B. Grout Cure:** After 24 hours, concrete must be grouted cured. Grout curing is not required on wet-cast concrete.

### 3.11 PAVEMENT MARKING

- **A. General:** Pavement markings must be placed within 24 hours of the concrete being placed.

### 3.12 FIELD QUALITY CONTROL

- **A. Inspections:** Inspections shall be performed according to the following requirements:

- **1. Sampling:** Sampling concrete in accordance with ASTM C172, except modified for shovels to comply with ASTM C94.

- **2. Compressive Strength Test:** Use test at 28 days of concrete containing the same material and cure conditions.

### 3.13 PAYMENT DELIVERANCE

- **A. Compliance:** Compliance with clauses of article 3.11.6 shall be as follows:

- **B. Inspection:** Inspection shall be performed according to the following requirements:

- **1. Sampling:** Sampling concrete in accordance with ASTM C172, except modified for shovels to comply with ASTM C94.

- **2. Compressive Strength Test:** Use test at 28 days of concrete containing the same material and cure conditions.
23 CONCRETE MATERIALS

A. Portland Cement ASTM C 150, Type I

1. Use one brand of cement throughout Project unless otherwise acceptable to
   Consultant.

B. Fly Ash ASTM C 618, Type C

1. Use low fly ash to avoid more than 30 percent of cement content by weight.

C. Normal Weight Aggregate: ASTM C 950 is specified. Provide aggregates from a
   single source except where approved otherwise by Consultant.

D. Exposed aggregate surfaces, do not use fine or coarse aggregate that generate
   frost sensitive material. Water Proof.

2.3 PوصلIONS AND DESIGNING MIXES

A. Prepare design mix for each type and strength of concrete to suit laboratory test
   requirements and job conditions. Mix must not be used for structures specified in
   AASHTO LRFD Section 3.3. Mix design must be prepared by a qualified independent
   laboratory to comply with the AASHTO LRFD Section 3.3. Mix design must be prepared
   for the following type of concrete:
   1. Normal weight concrete with specified strength of 3000 psi.

B. All concrete designed for vehicular pavement must be mixable.

C. Mix design based on a model of past performance with conformance to AASHTO LRFD
   Section 3.3 it must be provided by qualified independent supplier at owner's
   conformance manufacturer for design mix. Mix design shall be certified by an independent
   testing laboratory.

D. All concrete test results shall include the following information:
   1. Proportion of cement, fine, and coarse aggregate used.

E. Water-cement ratio, type of cement, and type of aggregates used.

F. Density and air content of all test results.

G. Slump Limits and density in accordance with AASHTO LRFD Section 3.3.

2.4 RELATED MATERIALS:

A. Absorbent Coarse: Topsoil and fine and or coarse aggregate with more than 9
   percent, gradation with AASHTO 100, Class 2.

B. Mortar-Replacement Coarse: Topsoil, and or coarse aggregate conforming with
   AASHTO C 117, Class C. Mortar mix using more than 6 percent, gradation with
   AASHTO 100, Class 2.

C. Liquid Membrane Forming Compound: Liquid type membrane forming compound
   conforming with AASHTO C 117, Class C. Mortar mix using more than 6 percent.

D. Binding Agent: Polystyrene or concrete base.

E. Expansion Joint: Expansion joint is acceptable for use by 3/4 inch and or 3/4 inch
   joint.

F. Primer: Subject to compliance with requirements, provide one of the
   following:

2.5 EXECUTION:

A. All concrete mix designs must be prepared and approved prior to use of concrete
   mix designs by an independent testing laboratory.

B. All concrete mix designs must be submitted to the consultant for approval prior to
   construction.

C. All concrete mix designs must be submitted to the consultant for approval prior to
   construction.

D. All concrete orders must be placed with a qualified independent laboratory to
   comply with the AASHTO LRFD Section 3.3. Concrete mix designs must be prepared
   for the following type of concrete:

2.5 CONCRETE MIXING

A. Ready-Mixed Concrete: Conform with requirements of AASHTO C 94, as and when
   specified.

B. Placement of concrete:

1. When air temperature is below 35°F (2°C), and 50°F (10°C), reduce mixing and delivery time

2.4 RELATED MATERIALS:

A. Absorbent Coarse: Topsoil and fines mixed with 9 percent, gradation with AASHTO 100,
   Class 2.

B. Mortar-Replacement Coarse: Topsoil, and or coarse aggregate conforming with
   AASHTO C 117, Class C. Mortar mix using more than 6 percent, gradation with
   AASHTO 100, Class 2.

C. Liquid Membrane Forming Compound: Liquid type membrane forming compound
   conforming with AASHTO C 117, Class C. Mortar mix using more than 6 percent.

D. Binding Agent: Polystyrene or concrete base.

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2.5 CONCRETE MIXING

A. Ready-Mixed Concrete: Conform with requirements of AASHTO C 94, as and when
   specified.

B. Placement of concrete:

1. When air temperature is below 35°F (2°C), and 50°F (10°C), reduce mixing and delivery time
QUALITY CONTROL TESTING - STRONG CONCRETE:

A. GENERAL: The Owner will employ a testing agency to perform tests to submit test results to the Contractor. The Testing Agency shall have a DECOR license.

B. Sampling and testing for quality control during concrete placement may include the following, as desired by the Architect:

1. Sampling Fresh Concrete: ASTM C 171, except modified for slump to match with AASHTO M 188.

2. slump: ASTM C 143; use at the point of discharge for each day's pour.

3. Mixture of each type of concrete; additional tests when concrete consistency in the mixture changes.

B. Air Content: ASTM C 457, volumetric method for aggregates; specific gravity of aggregate; specific gravity; slump;

C. Concrete Temperature: ASTM C 1136, use not less than 2 hours after it has been placed; use as a factor in the mix test data.

D. The Concrete placed within 1 hour of start of the load of mixing water, or of the first pouring of concrete from the mixer, or the time the first slump test is taken, whichever is the later, shall be used on the site of the work.

C. Compensative-Strength Tests: ASTM C 114, use for each day's pour within 3 or 7 days after casting; use as a factor in the mix test results.

D. Concrete placed within 1 hour of start of the load of mixing water, or of the first pouring of concrete from the mixer, or the time the first slump test is taken, whichever is the later, shall be used on the site of the work.

E. Aggregate and concrete materials, as required, shall be tested for accuracy of the mix design.

F. Field tests: Use to determine uniformity and homogeneity of the materials and the quality of the mixing and placing operations.

G. The Owner and the Contractor shall use the results of the field testing as an indication of the quality of the concrete.
3.8 STORM DRAINAGE SHUNT AND OUTLET INSTALLATION
A. Construct storm outage and outlet installation as indicated.
B. Construct outlet and outlet installation as indicated.
C. Construct outlet and outlet installation as indicated.
D. Install outlet and outlet installation as indicated.
E. Construct outlet and outlet installation as indicated.

3.9 CONCRETE PLACEMENT
A. Place concrete according to AC3 310 and AC3 330.

3.10 CLOSING ABANDONED STORM DRAINAGE SYSTEMS
A. Abandoned Piping: Close ends of abandoned underground piping indicated to remove
   blockage. Include securing strong enough to withstand hydraulic and earth pressures that
   may result after ends of abandoned piping have been closed. Use either procedure below:
   1. Pour open ends of piping with 3 in. or 4 in. thick, 45° cut masonry-style mortar.
   2. Pour open ends of piping with threaded metal caps, plastic plugs, or other
      acceptable methods suitable for the type and type of material being closed. Do not use
      wood plugs.
B. Abandoned Structures: Excavate removed structure as required and use one procedure
   below.
   1. Remove structure and close open ends of remaining piping.

3.11 FIELD QUALITY CONTROL
A. Clear enough of piping and structure of dirt and debris before work progresses.
B. Ensure that all piping and structure is completed.
C. Ensure that all piping and structure is completed.
D. Ensure that all piping and structure is completed.

END OF SECTION

APPEX 8
AGREEMENT TO INSTALL PERMIT REQUIRED CROSSING SIGNAL EQUIPMENT ON PROPERTY OF MONTGOMERY CITY STREET AND WATER COMPANY

STONE & SONS ELECTRICAL CONTRACTING, INC. ("Contractor") agrees to enter into this Agreement to Install Permit Required Crossing Signal Equipment on Property of Montgomery City Street and Water Company ("Property") with the following terms and conditions:

1. Scope of Project:
   - The Contractor agrees to perform the work as outlined in the City's specifications, to the best of its ability, to ensure the equipment is installed and operational as required.

2. Payment:
   - The Contractor shall be paid for the work performed in accordance with the City's payment schedule and in accordance with the terms of this Agreement.

3. City's Responsibilities:
   - The City shall provide all necessary permits and approvals for the work to be performed.
   - The City shall provide all necessary equipment and materials for the work.

4. Contractor's Responsibilities:
   - The Contractor shall perform all work in a professional and timely manner, meeting all regulatory and safety standards.
   - The Contractor shall maintain all necessary insurance coverage as required by law.

5. Termination:
   - Either party may terminate this Agreement by giving written notice to the other party.

6. Dispute Resolution:
   - Any disputes arising from this Agreement shall be resolved through mediation or arbitration, as agreed upon by the parties.

This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama.

SIGNED:

Contractor: Stone & Sons Electrical Contracting, Inc.

Date: [Signature]

City: Montgomery

This Agreement is effective as of the date hereinafter.

Appendix 9
Traffic Island Policy Worksheet

Partnership Agreement
The City will maintain the island like before and maintain the shrubs around the sign. The residents will take the lead on the project and will provide a receipt(s) for reimbursement. The residents will pay for the gas and maintenance of the lights if they are installed.

Island Committee Comments Village Design Review Date Dec 16, 2020

Police Department Comments Date Dec 8, 2020
Lt. Carmack stated that he did not see an issue with it as far as sight distances since the new one would be in the same location as the existing one.

Council Comments: Date: Dec 14, 2020

Amount approved:

Construction Issues/Comments/Adjustments

Traffic Island Policy Worksheet

Before Picture:

Traffic Island Policy Worksheet

After Picture:
December 2, 2020

Dear Business Owner,

The City of Mountain Brook engaged its traffic consultant, Skipper Consulting, to study the Dexter Avenue/Vine Street intersection. Based on their study and review, Skipper Consultants recommends that this intersection be made a four-way stop. (See attached map.)

The Mountain Brook City Council will consider an ordinance at its December 14, 2020 meeting which will begin at 7:00 p.m. to make Dexter/Vine a four-way stop by adding two stop signs on Vine Street. Due to the COVID-19 pandemic, City Council meetings are being held by Zoom. Please check our website or Friday afternoon, December 11, 2020 for information on how to access this meeting. If you have any comments about this proposed four-way stop at Dexter Avenue/Vine Street. (see attached map)

The Mountain Brook City Council will consider an ordinance at its December 14, 2020 meeting which will begin at 7:00 p.m. to make Dexter/Vine a four-way stop by adding two stop signs on Vine Street. Due to the COVID-19 pandemic, City Council meetings are being held by Zoom. Please check our website or Friday afternoon, December 11, 2020 for information on how to access this meeting. If you have any comments about this proposed four-way stop at Dexter Avenue/Vine Street. (see attached map)

If you cannot participate in the Zoom City Council meeting on December 14th, but would like to submit comments in advance, please contact me at (205) 696-3803 or gcoston@mountainbrook.org

Sincerely,

Sam S. Gleston
City Manager

December 2, 2020

Dear Resident,

The City of Mountain Brook engaged its traffic consultant, Skipper Consulting, to study the Dexter Avenue/Vine Street intersection. Based on their study and review, Skipper Consultants recommends that this intersection be made a four-way stop. (See attached map.)

The Mountain Brook City Council will consider an ordinance at its December 14, 2020 meeting which will begin at 7:00 p.m. to make Dexter/Vine a four-way stop by adding two stop signs on Vine Street. Due to the COVID-19 pandemic, City Council meetings are being held by Zoom. Please check our website or Friday afternoon, December 11, 2020 for information on how to access this meeting. If you have any comments about this proposed four-way stop at Dexter Avenue/Vine Street. (see attached map)

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Sincerely,

Sam S. Gleston
City Manager

Skipper Consulting, Inc.
November 9, 2020
Page 3

Skipper Consulting, Inc.
November 9, 2020
Page 1

MINUTE BOOK 91

APPENDIX 12
December 3, 2020

Dear Residents,

The City of Mountain Brook received a request to install a stop sign at the intersection of Arundel Drive and Ashbury Road, located at the northeast corner of the intersection. The request was made due to safety concerns.

The Mountain Brook City Council will consider an ordinance at its December 14, 2020 meeting, which will begin at 7:00 pm, to make this intersection a three-way stop. Due to the COVID-19 pandemic, City Council meetings are being held via Zoom. Please check our website on Friday, December 11, 2020 for information on how to access this meeting.

If you cannot participate in the Zoom City Council meeting on December 14, 2020, but would like to submit comments in advance, please feel free to contact me at (205) 685-3300 or at jgaston@mountainbrook.org.

Sincerely,

Jan S. Gaston
City Manager
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