

October 1, 2012

The Mayor and Council of the City of Calera met on October 1, 2012 at 7:00 p.m. at Calera City Hall with the following present:

Mayor: Jon G. Graham

Council Members: Ernest Montgomery, Mike Roberson, David Bradshaw, Chris Bunn, Ed Gentry, Bobby Joe Phillips

Department Heads: Matt Worthen, IT Manager  
Sean Lemley, Police Chief  
Roy Hadaway, Finance Director  
Janet Greathouse, Librarian  
Mike Wood, Building Official  
Sean Kendrick, Fire Chief  
David Jones, Public Works Director

Guests: Alan Watts, Philip Busby, Gail Blankenship, Fred Hoskins, Sandy Parks, Randy Krueger, Jasper Levio, Harold Cole, Bill Davis, Robert Nicholas and Bettye Peebles

Jack Spinks called the meeting to order and opened with a Word of Prayer and the Pledge of Allegiance.

Council Member Bunn made a motion to approve and dispense with the reading of the following minutes:

Regular Meeting – September 17, 2012  
Work Session – September 17, 2012

Council Member Montgomery seconded said motion which was carried unanimously.

#### **DEPARTMENT HEAD REPORTS:**

Mike Wood, Building Official requested a public hearing date be set for the Clubhouse at Shiloh Creek, 118 Brookside Way, Parcel ID 35 1 11 0 005 017.000, Nuisance Case No. 2012-002.

Council Member Bunn made a motion to set November 19, 2012 as the Public Hearing date for Nuisance Case No. 2012-002. Council Member Bradshaw seconded said motion which was carried unanimously.

Matt Worthen, IT Manager reported that DSL is not available at this time for the Senior Building. The City has been placed on a waiting list to receive the next slot open.

Roy Hadaway, Finance Director presented two proposals for the financing of Police Cars for consideration.

Ford Motor Credit 5.75% Interest Rate 3 Years Fixed	\$284,984.28
Interest Amount	15,214.74
Central State Bank 2% amortized over 36 months	\$276,266.16
Interest Amount	8,341.16

Ford Motor Credit is a lease/purchase agreement and the City would receive full ownership at the end of the lease. The City would have three annual payments at approximately \$95,000.00 per payment.

Central State Bank will give ownership to the City up front. Payments would be monthly at approximately \$7,674.08 for three years which gives a level outflow of cash.

Council Member Phillips made a motion to approve the Central State Bank financing option for the police cars. Council Member Gentry seconded said motion which was carried unanimously.

Mr. Hadaway reported that the City received its first credit rating on its General Obligation Warrants. Standard & Poor's has rated the City "AA-" with a stable outlook. This is an excellent rating for a City. To obtain a credit rating in the double "A" category is a very significant achievement. This rating reflects the good management of the City and a demonstrated track record of fiscal responsibility. Many cities the size of Calera are rated in the single "A" category, so for our City to get into a double "A" category is very impressive. This strong credit rating will translate into lower interest rates and will therefore save the taxpayers money.

David Jones, Public Works Director reported a verbal agreement has been met with Wiregrass concerning the gas contract. The contract and easement has been sent to Bill to finalize.

Sean Lemley, Police Chief gave an updated on the Railroad Crossings at Highway 25 and Highway 22. Both crossings have been placed on the repair list. The Highway 22 crossing will be repaired first then the Highway 25 crossing.

**COUNCIL MEMBER REPORTS:**

Council Member Montgomery asked if the city hall had received any complaints of an odor in the area. Mayor Graham advised a few months back the Sewer Department met with a local business owner concerning an odor which was coming from their grease trap. Mayor Graham will have Doug Smedley check into the odor in the downtown area and the area surrounding the Buxatchee Plant.

Council Member Phillips thanked the citizens and employees for their participation in the Calera Goes Pink 2 Campaign. The Calera vs. Shelby County Football Game kickoff event was a great success.

**MAYOR REPORT:**

Mayor Graham reminded everyone to support the Calera Goes Pink 2 Campaign during the month of October. The local business owners will be selling pink ribbons; pink wrist bands and the month will end with the golf tournament.

Mayor Graham reported that the bid was let on the I-65 Exit 228 Bridge last Friday, September 28, 2012. Alabama Bridge Builders was awarded the contract; construction should begin in 45 days and will last up to 12 months.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Mayor Graham introduced the following Resolution:

**RESOLUTION NO. R-2012-26**

**BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, ALABAMA AS FOLLOWS:**

**WHEREAS**, the City of Calera, Alabama has inventoried Calera Police Vehicles allocated to serve the City of Calera; and

**WHEREAS**, the City has found the following Vehicles for the City of Calera no longer needed for public municipal purposes.

1. Car #68  
Black 2006 Chevy Malibu  
Vin# 1GZT53F26F244579  
Mileage 85,324
2. Car #66  
Silver 2006 Chevy Malibu  
Vin# 1G1ZS53836F243686  
Mileage 79,762
3. Car #31  
White 1997 Ford Crown Vic  
Vin# 2FALP71W7VX142140  
Mileage 196,365
4. Car #45  
White 2000 Ford Crown Vic  
Vin# 2FAFP71W24X139115  
Mileage 215,390
5. Car #47

White 2003 Ford Crown Vic  
Vin# 2FAPP71W53X113245  
Mileage 149,050

6. Car #48

White 2003 Ford Crown Vic  
Vin# 2FAFP71W73Z113246  
Mileage 160,259

Transmission went out (out of service)

7. Car #49

White 2004 Ford Crown Vic  
Vin# 2FAHP71W63X220586  
Mileage 130,446

8. Car #50

Black & White 2004 Ford Crown Vic  
Vin# 2FAHP71WX4X109699  
Mileage 176,482

9. Car #51

Black & White 2004 Ford Crown Vic  
Vin# 2FAFP71W84X118019  
Mileage 177,527

10. Car #52

White 2004 Ford Crown Vic  
Vin# 2FAFP71W84X126847  
Mileage 193,992

11. Car #53

Black & White 2004 Crown Vic  
Vin # 2FAFP71WX4X126848  
Mileage 154,404

12. Car 64

Black 2003 Ford Crown Vic  
Vin # 2FAFP73W43X135766  
Mileage 162,596

Transmission problem (fluttering) motor skipping, power window not working

All vehicles surplus to be traded-in to Stivers Ford to go towards the purchase of (11) new vehicles. Total trade-in value of the surplus vehicles are \$29,400.

Council Member Phillips moved that Resolution No. R-2012-26 is adopted. Council



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Jon G. Graham, Mayor

ATTEST:

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Connie B. Payton, City Clerk

Mayor Graham introduced the following Resolution:

**RESOLUTION NO. R-2012-24**

**BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CALERA, ALABAMA**

**WHEREAS**, that the City of Calera, Alabama (hereinafter at times referred to as City) is desirous of having certain improvements on State Route 3 (US-31) within the City Limits of Calera, in accordance with plans prepared by the Alabama Department of Transportation and designed as Project Number: STPAA-0003(577) Planning, Resurfacing, Loop Detectors and Permanent Traffic Stripe along SR-3 (US-31) from the I-65 Bridge in Calera to I-65 in Alabaster.

WHEREAS, the Alabama Department of Transportation is now or may later be desirous of receiving Federal Aid for improvement of said highway; and

WHEREAS, the Federal Highway Administration, an agency of the United States of America, will not participate in any funding for the construction of said project until and unless the City will agree to certain requirements of the Federal Highway Administration. The City for the purpose of complying with requirements of the Federal Highway Administration in regard to its funding of improvements of the type and kind in this agreement provided for, does hereby pass and adopt the following resolution:

BE IT RESOLVED by the City Council of Calera that the plans of said project including alignment, profile, grades, typical sections and paving layouts as submitted to this City and which are now on file in the office of the City Clerk are hereby approved and that the location of said project as staked out by the Alabama Department of Transportation and as shown by said plans referred to are hereby approved and the Alabama Department of Transportation, in cooperation with the Federal Highway Administration, is hereby authorized to proceed with the grading, draining, paving, and otherwise improving and construction of said project in accordance with said plans.

The City by and through its Council hereby grants to the Alabama Department of Transportation the full use of and access to the dedicated widths of any existing streets for the construction of said project and hereby agrees to permit and allow the Alabama Department of Transportation to close and barricade the said project and intersecting streets for as long as necessary while the said project is being graded, drained, paved, and otherwise improved, and hereby agrees that the use of any street or highway for parking within an interchange area will not at any time be permitted.

The city hereby further agrees to adopt or pass such legally effective ordinances and/or laws as will permanently barricade and/or relocate certain intersecting streets as required by the State and to permanently deny or limit access at certain locations as required by the State along said improvements, all of which are more specifically stated as follows:

N/A

Please refer to: Project Notes (Sheets 2K – 2 - O )

Please refer to: Traffic Signal Notes (Sheets 2P – 2R )

Please refer to: Traffic Control Notes (Sheets 2S – 2X)

Please refer to: Traffic Control Plan (Sheets 6 - 17)

BE IT FURTHER RESOLVED by the City Council, that for and in consideration of the Alabama Department of Transportation in cooperation with the Federal Highway Administration, constructing said highway and routing traffic along the same through the City over said project, such City hereby agrees with the Alabama Department of Transportation and for the benefit of the Federal Highway Administration, that on the above mentioned project the City will not in the future permit encroachments upon the right of way; nor will it pass any ordinances or laws fixing a speed limit contrary to those limits provided for in Title 32, Chapter 5, Code of Alabama 1975, as amended, and other laws of Alabama; nor will it permit other than parallel parking in areas where parking is permitted; nor will it allow the placing of any informational, regulatory, or warning signs, signals, median crossover, curb and pavement or other markings, and traffic signals without written approval of the Alabama Department of Transportation and the Federal Highway Administration, of the location, form and character of such installations. The traffic control devices and signs installed during construction, and those installed after completion of this project shall be in accordance with the latest edition of the national Manual on Uniform Traffic Control Devices and accepted standards adopted by the Alabama Department of Transportation of the State of Alabama and by the Federal Highway Administration. The City further agrees that subsequent traffic control devices deemed necessary by it in keeping with applicable statutes, rules and regulations to promote the safe and efficient utilization of the highway under the authority of Title 32, Chapter 5, Code of Alabama 1975, and all other applicable laws of Alabama, shall be subject to and must have approval of the Alabama Department of Transportation of the State of Alabama and of the Federal Highway Administration, prior to installation and the City further agrees that it will enforce traffic and control the same under the provisions of Title 32, Chapter 5, Code of Alabama 1975, and other applicable laws of Alabama.

BE IT RESOLVED by the City Council:

1. That the City agrees to perform all maintenance on crossroads, service drives, or relocated roads that are not designated Federal or State Highways that are in the

jurisdiction of the City.

2. That the City agrees to perform all maintenance on any existing road which has been replaced by a new road; or, if the existing road is not used, the City has the option of vacating same.
3. That the City agrees to perform all maintenance on interchanges to the theoretical crossing of the denied access line.
4. That the City agrees to perform all maintenance on grade separations along the roadway to the end of the bridge, or the denied access fence, whichever the case.

It is understood and agreed that no changes in this Resolution or Agreement shall in the future be made without having obtained the prior approval of the Federal Highway Administration.

Council Member Gentry made a motion to adopt Resolution No. R-2012-24. Council Member Bradshaw seconded said motion and upon vote, results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Gentry, Phillips

NAYS: None

The Mayor declared Resolution No. R-2012-24 adopted this the 1st day of October, 2012.

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Jon G. Graham, Mayor

ATTESTED BY:

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Connie B. Payton, City Clerk

I, the undersigned, Clerk of the City of Calera, do hereby certify that the above and foregoing is a true and correct copy of a resolution duly and lawfully adopted by the Council of the foregoing City, at its regular meeting held on the 1st day of October, 2012, which resolution is on file in the office of the City Clerk.

Given under my hand and the official seal of such City of Calera this 1st day of October, 2012.

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City Clerk, Connie B. Payton

Mayor Graham introduced the following Resolution:

**RESOLUTION NO. R-2012-25**

Be it resolved by the Mayor and Council of the City of Calera, Alabama as follows;

**WHEREAS**, the Calera City Council hereby amends the “Pay Grade Classification Plan” by adding the following job description:

**City of Calera  
JOB DESCRIPTION**

Job Title: Parks and Recreation Director

Department: Parks and Recreation

FLSA: Grade: 11B

Job Description Prepared: September 2012

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

Relationships

Reports to: Mayor

Subordinate Staff: Parks and Recreation Staff

Other Internal Contacts: City Departments

External Contacts: Athletic Associations; Local Agencies; Schools

Job Summary

Under the supervision of the Mayor, the employee directs the activities of the athletic programs of Parks and Recreation. Employee supervises staff, directs the planning and scheduling of sport activities, oversees concession stand operations, and creates forms for registration. This position will work nonstandard work hours and will involve nights and weekends.

Overview

To accept responsibility for implementing and enforcing department policies and procedures in all areas of operation. To supervise all assigned personnel. Employee will act as liaison between the government body of the City of Calera and the programs and events offered through the Calera Park and Recreation System.

## Job Domains

### **A. Supervision**

1. Supervises and directs staff.
2. Interviews, Assist hires, trains and evaluates staff.
3. Receives, counsels, and resolves employee concerns or complaints.
4. Counsels subordinates regarding disciplinary problems; prepares appropriate documentation and recommends disciplinary action.
5. Responsible for preparation of business unit annual budget.

### **B. Athletic Operations**

1. Directs the planning, scheduling, and supervision of recreational, athletic and sport activities.
2. Coordinates program schedules, sports fields' maintenance and cleaning of athletic facilities.
3. Plans, schedules, and supervises activities or programs held at facilities.
4. Establishes fundraising events to enhance athletic programs.
5. Projects future needs of operating facilities, i.e. additions, upgrades, materials, equipment, supplies.
6. Works with Park Employees on special projects.
7. Responsible for securing outside vendors and contract instructors.
8. Maintains appropriate records and prepares weekly, monthly, and requested financial reports.
9. Responsible for preparing and managing cost center budget and achieving revenue goals; ensures proper collection and deposits of all money for programs, activities, leagues, etc.
10. Provides the public with information about recreational programs; registers participants for athletic events; assists in maintaining the registration filing system.
11. Receives fees, registration forms, and rosters for leagues.
12. Distributes equipment such as bases, balls, water cooler, and safety equipment; ensures proper use and return of equipment.
13. Assists in resolving participant complaints by recording complaints and referring to appropriate source; settles disputes arising between participants.
14. Completes discipline/injury report forms as needed; disciplines participants in accordance with policy guidelines; handles initial protests and forwards them on to the Mayor.
15. Creates forms for registration, cost packages for use of facilities, and scholarship applications.
16. Verifies field dimensions; ensures fields are lined appropriately.

17. Conducts coach's clinic.
18. Oversees and verifies coach background checks and evaluations.
19. Responsible for overseeing concession stand operations, staffing, and ordering supplies.

## C. Executive Duties

1. Work with the Boards of each program to organize, promote and operate the programs in an efficient manner. Make each program available to as many children / citizens as possible.
2. Work with the Boards of each program to bring the best in coaching, teaching, and management to all facets of each program.
3. Monitor and audit all operational practices of each program.
4. Promote each program as a representative to all associations, leagues, etc. Be active in all such associations and leagues.
5. Establish programs, events and opportunities to meet the current and future recreational needs of the City of Calera's citizens of all ages.
6. Solicit wholesome events and programs to the Calera park system. These programs should be for the citizens interested in both structured and casual events.
7. Be an active member, participate and partner in groups that might offer events that enhances our parks or offer benefits to our citizens.
8. Provide administrative director and coordination of all phases of departmental operations.
9. Oversee and direct long and short range planning to meet community needs
10. Recommend and establish priorities to provide park and recreation service in an economical and efficient manner.
11. Develop and oversee the marketing and image plan of the park and recreation department.
12. Represent the department at public meetings and through appropriate media sources.
13. Prepares budgets and writes grants

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. Knowledge of the basic rules of athletic programs and leagues.
2. Knowledge of basic PC skills and Microsoft applications.
3. Oral and written skills to effectively communicate with co-workers, supervisors, and the general public.
4. Customer service skills to effectively satisfy the needs of the public.
5. Ability to supervise and manage other employees.
6. Public relation skills to promote athletic programs.
7. Ability to lift and carry moderately heavy items.
8. Ability to operate field dragging equipment.
9. Ability to use various types of office equipment including multi-line

telephone, copier, computer, laminator, etc.

### Minimum Qualifications

1. Possess a high school diploma or equivalent.
2. Minimum 5 years of experience in mid to upper level management.
3. Possess a current and valid Alabama driver's license

### Preferred Qualifications

1. BS degree or 10 years of experience in mid to upper level management.
2. 10 Years of experience in sports organization and administration.

### Work Environment

The work involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines; with contagious diseases or irritant chemicals, etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

### Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Council Member Bradshaw moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2012-25. Council Member Bunn seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Roberson, Bradshaw, Graham, Bunn, Phillips

NAYS: Gentry

Resolution will be placed on next agenda.

Mary Shad requested approval on the following Alcohol License Application:

Applicant: M M Venture Inc.

Trade Name: Pit Stop  
Location Address: 4520 Highway 31, Calera, AL 35040  
Type License: 050- Retail Beer (Off Premises Only)  
Type License: 070- Retail Table Wine (Off Premises Only)

Council Member Phillips made a motion to approve the Alcohol License Application for Pit Stop, 4520 Highway 31 South. Council Member Montgomery seconded said motion which was carried unanimously.

**GUESTS:**

There being no further business, Council Member Phillips made a motion to adjourn the meeting at 7:26 p.m.

Approved this 15<sup>th</sup> day of October, 2012.

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Jon G. Graham, Mayor

ATTEST:

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Connie B. Payton, City Clerk