

September 16, 2013

The Mayor and Council of the City of Calera met on September 16, 2013 at 6:30 p.m. at Calera City Hall with the following present:

Mayor: Jon G. Graham

Council Members: Ernest Montgomery, Alan Watts, David Bradshaw, Chris Bunn, Philip Busby, Bobby Joe Phillips

Department Heads: Roy Hadaway, Finance Director
Sean Kendrick, Fire Chief
Seth Gandy, Parks and Recreation Director
Sean Lemley, Police Chief
Janet Greathouse, Library Director
David Jones, Public Works Director
Matt Worthen, IT Manager

Guests: Harold Cole, Montez Herndon, Randy Krueger and Fred Hoskins

Montez Herndon called the meeting to order and opened with a Word of Prayer and the Pledge of Allegiance.

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

Regular Meeting – September 3, 2013
Work Session – September 3, 2013
Work Session – September 9, 2013

Council Member Busby seconded said motion which was carried unanimously.

REPORTS OF DEPARTMENT HEADS:

Roy Hadaway, Finance Director presented the proposed 2014 budget for approval. (See Attached Budget Proposal)

Council Member Bradshaw made a motion to authorize the proposed budget. Council Member Busby seconded said motion which was carried unanimously.

Seth Gandy, Parks and Recreation Director, announced he would be holding registration for the upcoming City Basketball League on October 8th and 17th at the Calera Community Center. This will be open registration for children between Kindergarten and 6th grade.

David Jones, Public Works Director requested approval to contract with Robert Simmons to make the necessary repairs to the Meriweather Ditch Project. The City of Calera will provide all materials and Mr. Sims will provide the labor. Mr. Jones advised once the ditch is repaired the residents will be responsible for maintenance.

Council Member Bunn made a motion to approve the contract to Robert Simmons. Council Member Phillips seconded said motion which was carried unanimously.

Janet Greathouse, Library Director reported the Library parking lot attendant worked out and thanked Chief Lemley for providing the Yellow Vest for the attendant.

Sean Lemley, Police Chief thanked the Mayor and Council for unfreezing the Anniversary Step Raises.

COUNCIL MEMBER REPORTS:

Council Member Watts congratulated Council Member Montgomery for completing his Advanced Certified Municipal Official Program Certification.

Council Member Bradshaw requested an update on the repair date for the Highway 22 Railroad Crossings. Chief Lemley stated he will follow up with the railroad and Shelby County.

Council Member Busby congratulated the Calera High School Football Team on their recent victory and their No. 1 Ranking. Mr. Busby reported this is the first time in 30 years the team has been ranked No. 1.

Council Member Busby requested David Jones inspect the Utility Poles on Main street. Mr. Jones advised he would request Alabama Power make those inspections.

MAYOR REPORT:

No report given

OLD BUSINESS:

No old business

NEW BUSINESS:

Mayor Graham introduced the following Resolution:

RESOLUTION NO. R-2013-13

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:

Building Maintenance
Building Maintenance Superintendent
PAY GRADE 9B

City of Calera

JOB DESCRIPTION

Job Title: Building Maintenance Superintendent

Department: Building Maintenance

FLSA: Grade: 9B

Job Description Prepared: September 2013

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, and at his direction, the City Engineer and/or the City Building Inspection Dept. Head.

Subordinate Staff: Building Maintenance Workers; Custodians; Supervisor, Lead Man (Crew Leader), Electrical Services Workers

Other Internal Contacts: All City Department Heads

External Contacts: Businesses; Suppliers; Historic Preservation Commission; General Public; Contractors as directed by Mayor.

Job Summary

Under the direction of the Mayor, this superintendent ensures through a supervisory role that maintenance of City buildings is performed in a professional and timely manner. In addition to supervising the staff of the Building Maintenance Department, the department head is responsible for performing general maintenance and repairs as needed on City buildings and City equipment, as well as assisting other City departments with projects as needed.

Job Domains

A. Supervision

1. Receives work orders, prioritizes and assigns jobs, inspects work to ensure it meets specification.

2. Maintains workers' schedules.
3. Maintains record of maintenance on buildings and other files and department documents.
4. Maintains personnel files, records leave time usage, injuries; performs payroll functions for department.
5. Maintains drawings related to buildings.
6. Sits in on interview process and makes employee selection recommendations.
7. Disciplines employees as required.
8. Assists in the preparation of the annual Building Maintenance division budget.
9. Prepares long term plans for projects, new construction, and renovations/additions as requested by Mayor or his designee.
10. Attends department meetings, and meets with crew on a daily basis.
11. Trains employees and coordinates continuing education opportunities.
12. Ensures safety measures are observed for division employees and for the public.
13. Issues Purchase Order numbers as required.

B. Maintenance Supervision

1. Repairs appliances; dishwashers, driers, refrigerators, ice makers.
2. Performs electrical work; installs light fixtures, smoke alarms, connects wires to motors, fixtures, and other electrical equipment; replaces switches, outlets and electrical fuses, changes photo cells and light bulb; repairs street lights.
3. Performs plumbing work; fixes plumbing leaks, replaces fixtures, and pipes.
4. Performs carpentry work; installs door locks, repairs furniture, floors roofs, doors, windows, etc.
5. Makes cosmetic improvements; paints, repairs sheet rock, replaces ceiling tiles, pressure washes the outside of buildings.
6. Maintains gas heating system; changes filters and pilot lights.
7. Maintains air conditioning system; changes filters, repairs system or calls in repairers if needed.
8. Completes small construction projects; pours concrete foundations, wires building, frames structure, installs windows and/or doors, installs sheet rock, installs plumbing and fixtures; adds roof, and paints structure.

C. Equipment

1. Maintains and secures all tools and equipment.
2. Operates hand tools; electrical saws, drills, wrenches, etc.
3. Operates acetylene torch to perform light welding projects.
4. Operates a boom truck to be able to reach and change street lights.
5. Operates backhoe, bobcat, loaders for various maintenance projects.

D. Miscellaneous

1. Completes work orders to include narrative information on what was done, what procedures should be used in the future, and what the problem was.
2. Maintains assigned vehicle.
3. Provides assistance to City departments as instructed by Mayor or his designee.
4. Obtains approval to order supplies.
5. Orders and picks up supplies.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. Knowledge of carpentry, plumbing, electrical and general construction work.
2. Knowledge of general welding procedures.
3. General knowledge of the basic maintenance, operation, and safe use of construction equipment.
4. Skills in the use of tools, materials, and equipment used in the trades.
5. Computer skills to complete payroll, schedules and other records.
6. Verbal skill to communicate with coworkers and the public both in person and over the phone.
7. General financial skill to generate budget and make efficient purchases.
8. Ability to understand and effectively carry out oral and written orders.
9. Ability to fill out work orders neatly and clearly.
10. Ability to work from sketches or blueprints.
11. Ability to perform basic mathematical computations in order to measure and order building supplies.
12. Ability to manage people and work projects.
13. Ability to complete reports in a timely and efficient.

Minimum Qualifications

1. High school diploma or GED, and a minimum of three years experience in the building industry; however any combination of education and experience which provide the qualifications listed above will be considered.
2. Possession of a current and valid Alabama driver's license; CDL preferred but not required.
3. Ability to work non-standard hours and remain on-call at night, on the weekends and holidays if necessary.
4. Minimum certifications in areas of specialty including carpentry, electrical, and general construction is desired.
5. Ability to be covered by the City's liability insurance carrier.

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 considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Council Member Bradshaw moved that unanimous consent of the Council be given for immediate action upon Resolution No. R-2013-13. Council Member Bunn seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Thereupon, the Mayor declared said motion carried and unanimous consent given for the consideration of said Resolution.

Council Member Phillips moved that Resolution No. R-2013-13 be adopted. Council Member Watts seconded said motion and upon vote, the results were as follows:

AYES: Montgomery, Watts, Bradshaw, Graham, Bunn, Busby, Phillips

NAYS: None

Mayor Graham declared Resolution No. R-2013-13 adopted.

Adopted this 16th day of September, 2013.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk

Alcoholic Beverage Control Board Application presented for R and R Wine and Liquor, LLC.

Trade Name: R and R Wine and Liquor

Applicant: R and R Wine and Liquor LLC

Type License: 011 – Lounge Retail Liquor – Class II Package

Location: 4601 Highway 31 Suite 1, Calera, Alabama 35040

Council Member Phillips made a motion to approve the Alcoholic Beverage License Application for R and R Wine and Liquor. Council Member Busby seconded said motion which was carried unanimously.

CITY OF CALERA

PROCLAMATION

Whereas, September 17, 2013, marks the two hundred and twenty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE, I Mayor Jon Graham by virtue of the authority vested in me as Mayor of the City of Calera in the State of Alabama do hereby proclaim September 17 through 23, 2013 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

AND urge all citizens to study the Constitution, and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Calera to be this 16th day of September, in the year of our Lord 2013.

Council Member Montgomery made a motion to proclaim September 17 through 23, 2013 as Constitution Week. Council Member Watts seconded said motion which was carried unanimously

Signed: _____

Jon G. Graham, Mayor

Guests:

Randy Krueger reminded everyone AOK will be holding their Fall Clothing Give Away October 5, 2013 beginning at 8:00 a.m. If anyone would like to volunteer or donate items please contact Rebecca Krueger at 205-281-1975.

Council Member Phillips made a motion to adjourn the meeting at 6:52 p.m.

Approved this 7th day of October, 2013.

Jon G. Graham, Mayor

ATTEST:

Connie B. Payton, City Clerk