



CITY OF FAIRHOPE
CITY COUNCIL PACKET FOR PRESS
DISCLAIMER

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**THE INFORMATION IN THIS PACKET IS IN
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**IT IS SUBMITTED TO THE CITY COUNCIL FOR
CONSIDERATION AND DISCUSSION.**

**THIS PACKET DOES NOT CONTAIN
FINAL AND/OR APPROVED
MINUTES, RESOLUTIONS OR ORDINANCES.**

**CITY OF FAIRHOPE
CITY COUNCIL WORK SESSION AGENDA**

MONDAY, 9 JANUARY 2017 – 4:30 P.M. – DELCHAMPS ROOM

1. Committee Updates
2. Department Head Updates

Next Regular Meeting Monday, January 23, 2017 Same Time and Place

**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 9 JANUARY 2017 - 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve Minutes of 22 December 2016 Regular City Council Meeting, minutes of 22 December 2016 Work Session, and minutes of 22 December 2016 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items
4. Council Comments
5. Resolution – That the City Council approves the selection of Goodwyn Mills Cawood, Inc. of Fairhope, AL, for RFQ No. PS009-17, Engineering Services for C&D Landfill ADEM Permit Renewal, and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule.
6. Resolution – That the City Council approves the selection of The Cassady Company, Inc. of Northport, AL, to perform a Professional Engineering Capacity Study for Gas, Water and Sewer Utilities for RFQ No. PS013-17 (Project No. SEW001-17), and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule, and establish a not-to-exceed limit with this firm.
7. Resolution – Authorizing Mayor Karin Wilson to execute Change Order No. 1 to Project No. REC001-15, New Fairhope Soccer Complex in the amount of -\$1,408.26; award of the Change Order to S.A. Graham Company, Inc.
8. Resolution – That the City of Fairhope hereby amends Resolution No. 2053-13 by removing the last parenthetical statement “(under \$100,000.00)” and to continue using Envirochem, Inc. for Professional Testing Services for Mandatory EPA and ADEM Water Testing (RFQ No. PS009-13).
9. Resolution – Authorizing Mayor Karin Wilson to execute a contract with FMS Engineering Services, Inc. of Mobile, AL to perform Engineer of Record services for RFQ No. PS012-17, Professional Engineering Services for Pool Building Facade Repair.
10. Resolution – Authorizing Mayor Karin Wilson to execute a Contract between the City of Fairhope and Care House, Inc. for an appropriation of \$5,000 to help with continuing support for children who are victims of sexual and severe physical abuse; and to help with the distribution of the child abuse prevention curriculum.

11. Resolution – Authorizing Mayor Karin Wilson to execute a Contract between the City of Fairhope and Ecumenical Ministries Incorporated for an appropriation of \$10,000 to support the needs of Fairhope residents.
12. Resolution – Authorizing Mayor Karin Wilson to execute a Contract between the City of Fairhope and the Eastern Shore Chamber of Commerce for an appropriation of \$6,000 to advertise and promote the City of Fairhope.
13. Resolution – Authorizing Mayor Karin Wilson to execute a Contract between the City of Fairhope and The Lighthouse, Baldwin County Family Violence Project, for an appropriation of \$2,000 to support The Lighthouse domestic violence program and sexual assault program.
14. Resolution – Authorizing Mayor Karin Wilson to execute a Contract with the Eastern Shore Art Center for use of City Facilities and for an appropriation of \$20,000 for funds to support and sponsor the educational programs through The Art Center’s Academy of Fine Arts.
15. Resolution – Authorizing Mayor Karin Wilson to execute a Contract between the City of Fairhope and Thomas Hospital for use of the City facilities to help put on health related programs, meetings, and programs affiliated with Thomas Hospital, throughout the year in the Fairhope community, schools or at the hospital facilities.
16. Resolution – That the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the Part-Time Administrative Assistant to the Mayor Position; and the Job Description with a pay grade of 22.
17. Request – Eastern Shore Optimist Club – Requesting \$2,000 through an in-kind donation to use the Fairhope Civic Center for the Dogwood Trail Pageant on Saturday, January 21, 2017 and the Delchamps Suite for the Arts and Crafts Reception on March 17, 2017.
18. Update Fairhope Reserve Officer Roster
19. Request – Pat Lee, Children of The World, Inc. – Requesting permission to hold its 21st Annual Chinese New Year Parade, by allowing the streets - De La Mar Avenue, Fairhope Avenue (between South Church Street and South Section Street) and South Section Street (between Morphy Avenue and Fairhope Avenue), to be closed from 10:00 a.m. to 11:00 a.m. on Saturday, February 4, 2017. The parade begins and ends at Fairhope Methodist Church.
20. Request – Joey Leavitt, Fairhope Volunteer Fire Department for the “Fairhope Volunteer Fire Department BBQ Cook-Off Smoke’em if You Got’em Event.” Requesting permission use the Fairhope Civic Center on Saturday, January 21, 2017, from 6:00 a.m. to 11 p.m., as a rain location for this event.

21. Appointments – Pedestrian and Bicycle Committee
22. Appointments/Reappointments – Board of Adjustments
23. Appointments/Reappointments – Education Advisory Committee
24. Public Participation
25. Adjourn

**City Council Work Session - 4:30 p.m.
on Monday, January 9, 2017 – Delchamps Room**

**City Council Agenda Meeting - 5:30 p.m.
on Monday, January 9, 2017 – Delchamps Room**

Next Regular Meeting – Monday, January 23, 2017 - Same Time and Place

STATE OF ALABAMA)(
 :
COUNTY OF BALDWIN)(

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Thursday, 22 December 2016.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson, Jimmy Conyers, Robert Brown, and Kevin Boone, Mayor Karin Wilson, City Attorney Marion E. Wynne, and City Clerk Lisa A. Hanks.

There being a quorum present, Council President Burrell called the meeting to order at 6:08 p.m. The invocation was given by AB Sawyer, Associate Pastor of Fairhope Baptist Church, and the Pledge of Allegiance was recited.

Council President Burrell stated there was a need to add on one agenda item after Agenda Item Number 18: a Resolution that Mayor Karin Wilson is hereby authorized to execute a Contract for Professional Legal Services, for RFQ No. PS014-17, restricted to those not covered under the City's Commercial Liability Policy. Such services will not include Human Resources Legal Services.

Councilmember Boone moved to add on the above mentioned item **not** on the printed agenda. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

Councilmember Boone moved to approve minutes of the 12 December 2016, regular meeting; minutes of the 12 December 2016, work session; and minutes of the 12 December 2016, agenda meeting. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Mayor Wilson addressed the City Council and asked Water and Sewer Superintendent Dan McCrory to give a report. Mr. McCrory mentioned the videoed sewer lines and cured in pipe replacement project. The Fairhope Water Reclamation Plant Facility Upgrades won Engineering Project of the Year for the State of Alabama for Volkert which was headed by Project Engineer Melinda Immel and Melissa O'Sullivan, P.E. Mr. McCrory said this allows Volkert to enter this project for national recognition.

Mayor Wilson stated she reached out to Phil Savage with the Senior Bowl regarding the practices being held in Fairhope. Mayor Wilson said she will follow up with this in the Spring; and will look at putting the item in the Tourism Budget. She commented the City needs to partner with them more; they held Sunday Night Lights, Football Camp, and Senior Bowl Practice. She said we need to pay the Senior Bowl something.

22 December 2016

The following individuals spoke during Public Participation for Agenda Items:

- 1) Bob Keyser, Assistant Soccer Coach, addressed the City Council regarding Agenda Item No. 13: a resolution that the City of Fairhope authorizes submission of a pre-application to ADECA requesting an FY 2016 Land and Water Conservation Fund (“LWCF”) grant to construct park amenities, such as pavilions, bleachers and playground, at the Fairhope Soccer Complex. He said this grant is important to the Soccer Community which is the largest program in the City of Fairhope.
- 2) Bob Gentle, resident of Old Battles Village and Chair of the Industrial Development Board for Fairhope, addressed the City Council regarding Agenda Item No. 7: Discussion and Action for Fairhope Airport Authority property. He said we are working on helping sale the property at the Airport. Mr. Gentle stated that the land is better as a whole than in pieces. He said the formation of the Airport Authority and the Fairhope Library Board was to keep politics out of any issues. He said we need to respect the vision of the elders; and get with the Airport and work together.
- 3) Lois Marie O’Konek, 50 Paddock Drive, addressed the City Council regarding Agenda Item No. 5: an Ordinance to declare a Moratorium on the Filing of Subdivision and Multiple Occupancy Project Applications. She stated the City needs to make sure we have sufficient water sources; and to continue our quality of life.
- 4) Tom Manson, 8 McCue Circle, addressed the City Council regarding Agenda Item No. 5: an Ordinance to declare a Moratorium on the Filing of Subdivision and Multiple Occupancy Project Applications. Mr. Manson stated he owns a lot on Mershon and has been working with his engineer on a minor subdivision, but is still waiting on surveyor. He was requesting that minor subdivisions would not be affected by the ordinance. Council President Burrell replied we recrafted the ordinance for exempting minor subdivisions.
- 5) Ryan Baker, 460 Dogwood, addressed the City Council regarding Agenda Item No. 5: an Ordinance to declare a Moratorium on the Filing of Subdivision and Multiple Occupancy Project Applications. Mr. Baker stated you will need to know who will do the study and have the people in line. He commented these are not an issue with the Central Business District. He also questioned how long will the corrections take.
- 6) Paul Ripp, 22985 High Ridge Road, addressed the City Council regarding Agenda Items No. 6 and No. 7: Appointment of Municipal Judge and Discussion and Action for Fairhope Airport Authority property. Mr. Ripp commented the Mayor used to appoint the Municipal Judge. He also questioned why the Airport Authority wants to retain the debt for the property. Mr. Ripp stated the best interest for the City is to take back the property.

22 December 2016

Council President Burrell replied by reading Section 2-1 from the City of Fairhope's Code of Ordinances which states: Pursuant to the authority granted to the city council under the laws of the State of Alabama, it is hereby established the city council shall be the appointing authority for the following appointed officials of the City of Fairhope: city clerk and city treasurer. The city council shall elect the city clerk and the city treasurer at its first regular meeting following the general election of council members, or as soon thereafter as practicable, and these officials shall continue to hold office until the next general election and until their successors are elected and qualified. The city council also shall be the appointing authority for the following appointed officials of the City of Fairhope: the chief of police; the municipal judge; the city attorney; and the city prosecutor.

Councilmember Robinson mentioned the recent tragic losses in our Communities; and his thoughts and prayers are with them.

Councilmember Conyers said he echoed Councilmember Robinson's remarks. He told everyone we are going through lot of transition and thanked them for their patience.

Councilmember Brown applauded the Water and Sewer Department for the award won and doing a great job; mentioned our Museum was recognized for its great work; and told everyone Merry Christmas, especially those who have family members overseas who sacrifice their lives for us.

Councilmember Boone told everyone Merry Christmas and Happy Holidays.

Council President Burrell also told everyone Merry Christmas.

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution to appoint Haymes Snedeker as Municipal Judge to serve a two-year term and until a successor is elected by the council and qualified. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

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22 December 2016

RESOLUTION NO. 2638-16

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that **HAYMES SNEDEKER** is hereby appointed as Municipal Judge. The term of the Municipal Judge shall serve a two-year term (January 1, 2017 – January 1, 2019) and until a successor is elected by the council and qualified. Section 12-14-30, Code of Alabama, 1975.

ADOPTED 22ND DAY OF DECEMBER, 2016

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

The Honorable Jody W. Bishop, Circuit Judge, 28th Judicial Circuit of the State of Alabama, then gave the Oath of Office to Haymes Snedeker as Municipal Judge. (A Signed Oath of Office is inserted at end of these minutes.)

Haymes Snedeker addressed the City Council and thanked them for allowing him to serve as the City's Municipal Judge; and said it is the greatest honor in his life. We have a great support staff of Audrey Anger and Betty Starks who are both full-time Court Magistrates; and Jennifer Olmstead who serves as part-time Court Magistrates. Judge Snedeker commented the Magistrates are on-call 24 hours a day; and they are the ones that make this work. He also recognized Marion "Tut" Wynne and Marcus McDowell who are the City's prosecutors. Judge Snedeker stated it is an honor to serve this City and alongside of these two men.

Councilmember Boone introduced in writing Ordinance No. 1588, an ordinance to Protect the Health, Safety and General Welfare of the People Relating to the Subdivision Regulations, Declaring a Moratorium on the Filing of Subdivision and Multiple Occupancy Project Applications within the City Limits and the Five Mile Planning Jurisdiction.

Councilmember Conyers move to amend the Ordinance to add "b. Minor Subdivisions as that term is defined in the Subdivision Regulations" as an exemption under Section 3. Categorical Exemptions. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

22 December 2016

In order to take immediate action, Councilmember Boone moved for immediate consideration. Seconded by Councilmember Robinson, motion for immediate consideration passed unanimously by the following voice votes: AYE – Burrell, Robinson, Conyers, Brown, and Boone. NAY - None. Councilmember Boone then moved for final adoption of Ordinance No. 1588. Seconded by Councilmember Robinson, motion for final adoption passed by the following voice votes: AYE – Burrell, Robinson, Conyers, Brown, and Boone. NAY - None.

Councilmember Brown commented he appreciated Ryan Baker's e-mail. He said the moratorium will not stop development, but gives the Planning Department a pause. Council President Burrell said it can be extended or shortened if needed. Councilmember Brown said it will be a better place after the pause.

Council President Burrell stated we need to prepare a resolution to leave the land with the Fairhope Airport Authority and to subsidize the Authority \$320,000.00 each year for seven years. Councilmember Robinson questioned why Chairman McEnerney requested seven years. Council President Burrell replied the loan is for seven years with a balloon payment at the end of the seventh year; and these were the terms the Airport Authority was looking at. Councilmember Conyers mentioned the basis points have increased by 25 points which will cause approximately \$99,000.00 additional interest over the seven-year period. Discussion Airport

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby adopts and approves that the real property located at or around the H. L. "Sonny" Callahan Airport, under the Airport Improvement Refunding Bond, Series 2010, will remain with the Fairhope Airport Authority; and to subsidize the Authority \$320,000.00 each year for seven years. The motion was seconded by Councilmember Brown.

Council President Burrell challenged the Fairhope Airport Authority to wean off the City at seven years; and other comments were or sooner. Councilmember Robinson said there still needs to be a partnership moving forward. He said we are lowering cost and the City's liability with moving forward with this. Councilmember Conyers commented we have \$430,000.00 appropriated in this year's budget; and last year the appropriation was budgeted at \$575,000.00. Mayor Wilson stated we need to make sure the leases are looked at for better profit; and we need a new set of eyes on these. Council President Burrell stated he questioned the price per square footage; and the price was fair market or greater listed in the bid specifications. After further discussion, motion passed unanimously by voice vote.

22 December 2016

RESOLUTION NO. 2639-16

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council hereby adopts and approves that the real property located at or around the H. L. "Sonny" Callahan Airport, under the Airport Improvement Refunding Bond, Series 2010, will remain with the Fairhope Airport Authority; and to subsidize the Authority \$320,000.00 each year for seven years.

Adopted on this 22nd day of December, 2016

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the budgeted items adopted for FY 2016 that are required for the day to day operations of the City and to meet prior financial obligations are hereby adopted to be used and extended for 90 days, or until such time the new budget is adopted, to allow the invoices and expenditures to continue as needed. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 2640-16

WHEREAS, the newly elected City Council officially took office on November 7, 2016; and

WHEREAS, the Budget for the fiscal year ending September 30, 2017 has not been adopted by the incumbent City Council; and

WHEREAS, Resolution No. 2616-16 was adopted on November 14, 2016 to allow invoices and expenditures to continue as needed through December 22, 2016; and

WHEREAS, the City invoices need to continue being paid on a weekly basis, in order to take advantage of any available discounts, and to more nearly match the outflow of cash to the receipt of revenue from the three utility billing cycles.

22 December 2016

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, that the budgeted items adopted for FY 2016 that are required for the day to day operations of the City and to meet prior financial obligations are hereby adopted to be used and extended for 90 days, or until such time the new budget is adopted, to allow the invoices and expenditures to continue as needed.

Adopted on this 22nd day of December 2016

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution That the City Council approves the selection of FMS Engineering Services, Inc. for Professional Engineering Services for Pool Building Façade Repair for RFQ No. PS012-17, and hereby authorizes Mayor Karin Wilson to negotiate the fee schedule. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 2641-16

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to approve and negotiate a fee schedule with FMS Engineering Services, Inc. of Mobile, AL to perform Engineer of Record services for RFQ No. PS012-17, Professional Engineering Services for Pool Building Facade Repair.

DULY ADOPTED THIS 22nd DAY OF DECEMBER, 2016

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

22 December 2016

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope hereby adopts and approves the proposed section of the Community Development Budget (appropriations) for the FY 2016-2017. Seconded by Councilmember Robinson, motion passed unanimously by voice vote. Council President Burrell explained the need for approving this budget and that some are in-kind only. He stated this is the last year for the Fairhope Pirate Booster's pledge and the second year for Thomas Hospital's pledge.

RESOLUTION NO. 2642-16

WHEREAS, the City Council has not adopted the proposed Budget for the FY 2016-2017; and

WHEREAS, the City Council will adopt and approve the proposed section of the Community Development Budget (appropriations) for 2016-2017.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA that the City of Fairhope hereby adopts and approves the proposed section of the Community Development Budget (appropriations) for the FY 2016-2017.

ADOPTED THIS 22nd DAY OF DECEMBER, 2016

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes Mayor Karin Wilson to execute a Utility Easement between the Fairhope Single Tax Corporation and the City of Fairhope to construct, erect, set, install, renew, repair, maintain, improve, expand, and operate water, gas, and sewer mains and a sewer pump station on, upon, along, over, through and across the property described in the easement. The motion was seconded by Councilmember Brown. Water and Sewer Superintendent Dan McCrory explained the easement and the sewer lift station; and stated the church paid for the lift station and built pursuant to the City's specifications. After further discussion, motion passed unanimously by voice vote.

22 December 2016

RESOLUTION NO. 2643-16

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, that Mayor Karin Wilson is hereby authorized to execute a Utility Easement between the Fairhope Single Tax Corporation, and the City of Fairhope to construct, erect, set, install, renew, repair, maintain, improve, expand and operate water, gas, and sewer mains and a sewer pump station on, upon, along, over, through and across the property described in the easement.

Adopted on this 22nd day of December, 2016

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes Mayor Karin Wilson to accept the assignment, transfer, and dedication of sewer pump station fixtures and equipment comprising a part of the sanitary sewer pumping station serving St. Michael Catholic High School at 11732 Higbee Rd., Fairhope, AL 36532. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 2644-16

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, that Mayor Karin Wilson is hereby authorized to accept the assignment, transfer and dedication of sewer pump station fixtures and equipment comprising a part of the sanitary sewer pumping station serving St. Michael Catholic High School at 11732 Higbee Rd., Fairhope, AL 36532, from St. Michael Catholic High School.

Including, without limitation, associated foundations, vaults, motors, pumps, grinders, piping, valves, access hatches, valves, control panels, transformers, electrical panels and circuits, conduit, fencing and other equipment presently providing for the disposal sanitary sewer from St. Michael Catholic High School to the Assignee's forced main sanitary sewer lines along Higbee Road, some of which fixtures and equipment are shown on the plat prepared by Rowe Engineering and Surveying, Inc. dated September 9, 2016. .

Adopted on this 22nd day of December, 2016

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

22 December 2016

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope authorizes submission of a pre-application to ADECA requesting an FY 2016 Land and Water Conservation Fund ("LWCF") grant and authorizes Mayor Karin Wilson to sign the required grant application on behalf of the City. Total projected costs estimate is \$300,000.00 (50/50 match; City's estimate \$150,00.00). Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 2645-16

**AUTHORIZING THE SUBMISSION OF AN FY16
LAND AND WATER CONSERVATION FUND PRE-APPLICATION TO THE
ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS**

WHEREAS, the Alabama Department of Economic and Community Affairs (ADECA) is accepting applications for the FY 2016 Land and Water Conservation Fund (LWCF) Pre-Applications; and

WHEREAS, the City of Fairhope has identified a need to construct park amenities, such as pavilions, bleachers and playground, at the Fairhope Soccer Complex located Manley Road and Baldwin County 13; and

WHEREAS, the total project cost estimate is \$300,000 and the City is requesting \$150,000 in FY16 LWCF funds and, if the grant is funded, the City will provide \$150,000 (50%) in local cash matching funds.

THEREFORE, BE IT RESOLVED BY THE City of Fairhope, IN REGULAR SESSION ASSEMBLED, that by this Resolution the City of Fairhope authorizes submission of a grant application to ADECA requesting an FY16 LWCF grant and authorizes the Mayor to sign the required grant application on behalf of the City.

DONE, under the Seal of the City of Fairhope this 22nd day of December, 2016.

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

22 December 2016

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to purchase Miniature LED Lights for the Electrical Department to be used for the seasonal supplemental lighting and the requested item is available for direct procurement through the national IPA Buying Group. The cost of Miniature LED lights is \$23,452.26; and also to purchase tests lights – type undetermined with a cost not to exceed \$3,500.00. The motion was seconded by Councilmember Brown. Councilmember Robinson stated we spoke about this item at the last City Council meeting; some were against and some were for it. He said this is a big event and good for the City. Mayor Wilson gave the cost for the tree lighting; and suggested using all LED next year and outside labor. Councilmember Robinson thanked the Electric Department and commended them for their hard work with this task. He also mentioned we talked about tourism and said this should fall under that. Councilmember Brown said we should do after hours, so it does not block our merchants. Councilmember Boone stated he does not want this to come up next year; so we either do it right or not at all. After further discussion, motion passed unanimously by voice vote.

RESOLUTION NO. 2646-16

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

[1] That the City of Fairhope has voted to purchase Miniature LED Lights for the Community Affairs and Recreation Department to be used for the seasonal supplemental lighting and the requested item is available for direct procurement through the National IPA Buying Group. The cost of Miniature LED lights is \$23,452.26; and also to purchase tests lights – type undetermined with a cost not to exceed \$3,500.00.

Adopted on this 22nd day December, 2016

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone moved to approve the 2017 Regular City Council Meetings. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

22 December 2016

City Council reviewed an application for a Beer/Wine On/Off Premises License by Danny Manning for Manning, Inc. d/b/a Piggly Wiggly Fairhope located at 903 Fairhope Avenue, Fairhope, Alabama. Councilmember Boone moved to approve the issuance of the license. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

City Council reviewed an application for a Non-Profit Tax Exempt License (Alcoholic Beverage License) by The Fairhope Volunteer Fire Department Inc. for the "Fairhope Volunteer Fire Department BBQ Cook-Off Smoke'em if You Got'em Event" located on Equality Street between Section Street and Bancroft Street in Fairhope, Alabama on January 21, 2017 from 6:00 a.m. to 11:00 p.m. Councilmember Boone moved to approve the issuance of the license. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

City Council reviewed an application for a Non-Profit Tax Exempt License (Alcoholic Beverage License) by the Friends of the Fairhope Public Library for the "Chocolate and Champagne Fantasy 2017," a fundraiser to help the Fairhope Public Library, located at 501 Fairhope Avenue, Fairhope, Alabama on February 11, 2017 from 6:30 p.m. to 9:30 p.m. Councilmember Conyers moved to approve the issuance of the license. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Karin Wilson is hereby authorized to execute a Contract for Professional Legal Services, for RFQ No. PS014-17, restricted to those not covered under the City's Commercial Liability Policy. Such services will not include Human Resources Legal Services. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 2647-16

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a Contract for Professional Legal Services, for RFQ No. PS014-17, restricted to those not covered under the City's Commercial Liability Policy. Such services will not include Human Resources Legal Services.

DULY ADOPTED THIS 22ND DAY OF DECEMBER, 2016

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

22 December 2016

At the request of the City Attorney, Marion E. Wynne, the City Council will rise from the meeting to go into Executive Session based on Section 36-25A-7(a)(3) to discuss the legal ramifications of and legal options for pending litigation. The approximate time to be in Executive Session is 30 minutes. Councilmember Boone moved to go into Executive Session. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Exited the dais at 7:19 p.m. Returned at 8:25 p.m.

The following individuals spoke during Public Participation for Agenda Items:

- 1) Lois Marie O'Konek, 50 Paddock Drive, addressed the City Council regarding the City of Fairhope's Chicken Ordinance and requested them to review it. She requested them look at lot sizes and to have a record of citizens who now have coups in their yards.

Councilmember Conyers moved to adjourn the meeting. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

There being no further business to come before the City Council, the meeting was duly adjourned at 8:29 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

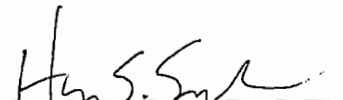
22 December 2016

OATH OF OFFICE

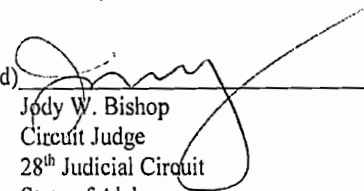
MUNICIPAL JUDGE

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)
 :
CITY OF FAIRHOPE)

I, HAYMES SNEDEKER, solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Alabama, so long as I continue a citizen thereof; and that I will faithfully and honestly discharge the duties of the office of Municipal Judge upon which I am about to enter, to the best of my ability, so help me God.

(Signed) 
Haymes Sneedeker

Sworn to and subscribed before me this 22nd Day of December, 2016.

(Signed) 
Jody W. Bishop
Circuit Judge
28th Judicial Circuit
State of Alabama

STATE OF ALABAMA)(
 :
COUNTY OF BALDWIN)(

The City Council met in an Agenda Meeting at 5:30 p.m.,
Delchamps Room, 161 North Section Street,
Fairhope, Alabama 36532,
on Thursday, 22 December 2016.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson,
Jimmy Conyers, Robert Brown, and Kevin Boone, Mayor Karin Wilson, City
Attorney Marion E. Wynne, and City Clerk Lisa A. Hanks.

Due to the Work Session Agenda Items needing more time for an extensive
discussion, the Agenda Meeting was not held.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

STATE OF ALABAMA)(
 :
COUNTY OF BALDWIN)(

The City Council met in a Work Session at 4:00 p.m.,
Delchamps Room, 161 North Section Street,
Fairhope, Alabama 36532,
on Thursday, 22 December 2016.

Present were Council President Jack Burrell, Councilmembers: Jay Robinson, Jimmy Conyers (arrived at 4:13 p.m.), Robert Brown, and Kevin Boone, Mayor Karin Wilson, City Attorney Marion E. Wynne, and City Clerk Lisa A. Hanks.

Council President Burrell called the meeting to order at 4:00 p.m.

The following topics were discussed:

- Council President Burrell presented a Power Point Presentation for the Fairhope Airport Authority and the Airport property. He presented facts, figures, and the future for the Fairhope Airport Authority and the Airport. He stated that in the last four years there has been significant debt reduction with twenty percent debt reduction retired in the past five years. He said the property in question is the 2007 McGowin land purchased of approximately 258 acres.

Councilmember Robinson questioned if the City of Fairhope will still have a say in what happens at Airport. Council President Burrell replied yes. Mayor Wilson commented the land needs to be brought back to the City; and overall not much has happened. Council President Burrell stated we are finally seeing a return on investments; and now the land is marketable. Councilmember Conyers said the interest rates are starting to increase and could cost approximately \$99,000.00 in interest more per year.

Councilmember Brown commented people serve on the Board who are volunteers run the Airport for the City. Mayor Wilson stated we need an outside audit on their financials. Councilmember Boone said if it is less money we should keep as is. Councilmember Robinson said this would limit the City's liability and limit costs if we keep in the hands of the Airport Authority. Chairman McEnerney stated that \$320,000.00 with a seven-year commitment is what is needed.

- Planning Director Jonathan Smith addressed the City Council regarding the Moratorium Ordinance and the reasons for needing it. Councilmember Boone questioned to make sure permits would still be issued. Councilmember Robinson asked about commercial project; and stated this moratorium is to help with Subdivision Regulations and to have a Utility Study done. Mr. Smith explained that three or more units is a Multiple Occupancy Project. Councilmember Boone questioned minor subdivisions. Mr. Smith stated those would be included as written. Councilmember Brown stated we need to have firms and people line up and hit the ground running; and local engineers should help with updates to help streamline regulations and the process.

Building Official Erik Cortinas mentioned the project across the street and the owner has changed the layout and now will be considered a multiple occupancy project. City Attorney Wynne stated that if it is significantly changed, it would not be in the pipe line to move forward. Mr. Cortinas said it now has three building shells; and I am making you aware of this.

The consensus of the City Council was to exempt Minor Subdivisions; and it would be put under Section 3. Categorical Exemptions. "b. Minor Subdivisions as that term is defined in the subdivision regulations."

- Mayor Wilson brought up the need for a full-time in-house attorney and mentioned the City had spent approximately \$136,000.00 per year for attorneys; and said we could save at least \$30,000.00 per year. She said we would be the only client and the attorney would be handling only our concerns. Mayor Wilson stated this attorney would be handling Planning, Human Resources, City Attorney/Prosecutor duties, and Gas related issues. Councilmember Robinson stated expertise is needed and doubted one attorney could handle all of this and at that pay. He was concerned because of expertise: City Attorney Wynne with municipal issues and Paul Myrick for Human Resources issues; and both with decades of experience. Mayor Wilson commented this person has all of the experience. Council President Burrell stated this would be \$132,000.00 plus benefits. Councilmember Conyers was also concerned about the expertise. Councilmember Brown suggested the Personnel Board look at the issue and will keep talking.

Mayor Wilson also discussed the need for an in-house civil engineer; and stated we have spent over \$800,000.00 per year on engineering services. Council President Burrell explained that general engineering was approximately \$213,000.00 for the entire four years. Councilmember Robinson said we do recognize we have growth issues; we need to look if it is cost efficient to have one on staff or keep as is. Council President Burrell commented you are not buying an individual for \$2.4 million; you are buying a company, but said he was not opposed to the idea. Councilmember Boone said an engineer or record may have a conflict with in-house civil engineer. Council President Burrell and Councilmember Robinson both stated a general engineer might could help in Planning.

Work Session
Thursday, 22 December 2016
Page -3-

- Mayor Wilson discussed the need to appoint two vacant positions on the Board of Adjustments: Christina Stankoski and Harry Kohler; and to not reappoint Anil Vera and other members. Councilmember Boone said we need to look at the terms and reappoint the members whose terms are expired. Council President Burrell stated the Board of Adjustments is appointed by the City Council.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:00 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

**CITY OF FAIRHOPE
CITY COUNCIL WORK SESSION AGENDA**

MONDAY, 9 JANUARY 2017 – 4:30 P.M. – DELCHAMPS ROOM

1. Committee Updates
2. Department Head Updates

Next Regular Meeting Monday, January 23, 2017 Same Time and Place

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of Goodwyn Mills Cawood, Inc. of Fairhope, AL, for RFQ No. PS009-17, Engineering Services for C&D Landfill ADEM Permit Renewal, and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule.

DULY ADOPTED THIS 9th DAY OF JANUARY, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

DEC 22 '16 AMB:40

LAA

To: Deborah Smith, Treasurer
From: *Daniel P. Ames*
Daniel P. Ames, Purchasing Manager

Date: December 20, 2016

Re: RFQ No. PS009-17, Engineering Services for C&D Landfill ADEM Permit Renewal

The City needs to hire a professional engineering firm for:

RFQ No. PS009-17, Engineering Services for C&D Landfill ADEM Permit Renewal

Per our Procedure for Procuring Professional Services, under Variants to Procedure, Mayor Wilson exercised option #1, choosing Goodwyn Mills Cawood, Inc., of Fairhope, AL.

Please move this procurement of professional services forward to the City Council to approve the selection of Goodwyn Mills Cawood, Inc., of Fairhope, AL, for RFQ No. PS009-17, Engineering Services for C&D Landfill ADEM Permit Renewal and authorize the Mayor to negotiate a fee schedule.

Cc: file

Karin Wilson
Mayor

Council Members

Kevin G. Boone

Robert A. Brown

Jack Burrell, ACOMO

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Deborah A. Smith, CPA
City Treasurer

161 North Section Street

P.O. Drawer 429

Fairhope, Alabama 36533

251-928-2136

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MEMO

To: Deborah Smith, Treasurer
From: Daniel P. Ames, Purchasing Manager

Date: November 29, 2016

Re: RFQ No. PS009-17, Professional Engineering Services for C&D Landfill ADEM Permit Renewal

- Karin Wilson Mayor
Council Members: Kevin G. Boone, Robert A. Brown, Jack Burrell, ACMO, Jimmy Conyers, Jay Robinson
Lisa A. Hanks, MMC City Clerk
Deborah A. Smith, CPA City Treasurer

The Public Works Department requests hiring a professional consulting firm for RFQ No. PS009-17, Professional Engineering Services for C&D Landfill ADEM Permit Renewal. Per our Procedure for Procuring Professional Services for Projects Under \$100K, Jennifer Fidler, Public Works Director, and I are routing this short list through you, to the Mayor. Please move this procurement of professional services forward to the Mayor for selection of a professional service provider.

The purpose for hiring the company is to perform engineering services required by ADEM for permitting the City's C&D landfill.

The short list is:

[Mayor, please initial and date your selection]

_____/_____/_____ Hutchinson, Moore, Rauch, LLC
Daphne, AL
Contact: Scott Hutchinson
Phone: 251-680-2555

_____/_____/_____ Engineering Design Technologies, Inc.
Spanish Fort, AL
Contact: Lawrence Wilson
Phone: 251-680-2241 cell

_____/_____/_____ Neel-Schaffer, Inc.
Mobile, AL
Contact: John Murphy
Phone: 251-471-2000

_____/_____/_____ Volkert, Inc.
Foley, AL
Contact: Randy Davis
Phone: 251-605-6297

_____/_____/_____ Goodwyn, Mills & Cawood
Fairhope, AL
Contact: Lee Walters
Phone: 251-460-4006

_____ / /
S.E. Civil
Fairhope, AL
Contact: Larry Smith
Phone: 251-990-6566

_____ / /
Water Engineering
Fairhope, AL.
Contact: Jack Ward
Phone: 251-928-2117

_____ / /
Jade Consulting, LLC
Fairhope, AL
Contact: Trey Jinright
Phone: 251-928-3443

_____ / /
Beaufort Engineering Services, Inc.
Fairhope, AL
Contact: Randy Davis
Phone: 251--605-6297

_____ / /
Lieb Engineering Company
Fairhope, AL
Contact: Chris Lieb
Phone: 251- 978-9779

_____ / /
Hargrove Engineers + Constructors
Mobile, AL
Contact: Tom Nelson
Phone: 251- 300-499

_____ / / None. Submit another list

Cc: file

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of The Cassady Company, Inc. of Northport, AL, to perform a Professional Engineering Capacity Study for Gas, Water and Sewer Utilities for RFQ No. PS013-17 (Project No. SEW001-17), and hereby authorizes Mayor Karin Wilson to negotiate a fee schedule, and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 9TH DAY OF JANUARY, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

DEC 27 '16 AM 8:52

MEMO



To: Deborah Smith, Treasurer
From:
Daniel P. Ames, Purchasing Manager

Date: December 22, 2016

Re: RFQ No. PS013-17, Professional Engineering Capacity Study for Gas, Water and Sewer Utilities

The City needs to hire a professional firm to provide Engineer of Record services for:
RFQ No. PS013-17, Professional Engineering Capacity Study for Gas, Water and Sewer Utilities
Project No. SEW001-17, Capacity Study for Gas, Water and Sewer Utilities

Per our Procedure for Procuring Professional Services, at the request of the Mayor, I routed a short list through you, to the Mayor. The Mayor chose The Cassidy Company, Inc., of Northport, AL.

Please move this procurement of professional services forward to the City Council to approve the choice of The Cassidy Company, Inc., of Northport, AL, for RFQ No. PS013-17, Professional Engineering Capacity Study for Gas, Water and Sewer Utilities, and authorize the Mayor to negotiate a fee schedule, and establish a not-to-exceed limit with that firm.

Cc: file

Karin Wilson
Mayor

Council Members

Kevin G. Boone

Robert A. Brown

Jack Burrell, ACOMO

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Deborah A. Smith, CPA
City Treasurer

161 North Section Street

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MEMO

To: Deborah Smith, Treasurer
From: Daniel P. Ames, Purchasing Manager

Date: December 22, 2016


Re: RFQ No. PS013-17, Professional Engineering Capacity Study for Gas, Water and Sewer Utilities

The City needs to hire a professional consulting firm for RFQ No. PS013-17, Professional Engineering Capacity Study for Gas, Water and Sewer Utilities. Per our Procedure for Procuring Professional Services for Projects Under \$100K, at the Mayor's request, I are routing this short list through you, to the Mayor. Please move this procurement of professional services forward to the Mayor for selection of a professional service provider.

The purpose for hiring the company is to perform engineering services required to conduct an infrastructure capacity study for the gas, water and sewer utilities.

The short list is:

[Mayor, please initial and date your selection]

_____/_____/_____
 Cowles, Murphy, Glover & Associates, LLP
Mobile, AL
Contact: Gary Cowles
Phone: 251-433-1611

_____/_____/_____
The Cassady Company, Inc.
Northport, AL
Contact: Calvin Cassady
Phone: 205-330-0098

_____/_____/_____
Hutchinson, Moore, Rauch, LLC
Daphne, AL
Contact: Scott Hutchinson
Phone: 251-680-2555

_____/_____/_____
Engineering Design Technologies, Inc.
Spanish Fort, AL
Contact: Lawrence Wilson
Phone: 251-680-2241 cell

_____/_____/_____
Neel-Schaffer, Inc.
Mobile, AL
Contact: John Murphy
Phone: 251-471-2000

- Karin Wilson Mayor
- Council Members
- Kevin G. Boone
- Robert A. Brown
- Jack Burrell, ACMO
- Jimmy Conyers
- Jay Robinson
- Lisa A. Hanks, MMC City Clerk
- Deborah A. Smith, CPA City Treasurer

- _____ / / _____ Volkert, Inc.
Foley, AL
Contact: Randy Davis
Phone: 251-605-6297
- _____ / / _____ Goodwyn, Mills & Cawood
Fairhope, AL
Contact: Lee Walters
Phone: 251-460-4006
- _____ / / _____ S.E. Civil
Fairhope, AL
Contact: Larry Smith
Phone: 251-990-6566
- _____ / / _____ Water Engineering
Fairhope, AL.
Contact: Jack Ward
Phone: 251-928-21171
- _____ / / _____ Jade Consulting, LLC
Fairhope, AL
Contact: Trey Jinright
Phone: 251-928-3443
- _____ / / _____ Beaufort Engineering Services, Inc.
Fairhope, AL
Contact: Randy Davis
Phone: 251-605-6297
- _____ / / _____ Lieb Engineering Company
Fairhope, AL
Contact: Chris Lieb
Phone: 251-978-9779
- _____ / / _____ Hargrove Engineers + Constructors
Mobile, AL
Contact: Tom Nelson
Phone: 251-300-499
- _____ / / _____ None. Submit another list

Cc: file

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute Change Order No. 1 to Project No. REC001-15, New Fairhope Soccer Complex in the amount of -\$1,408.26; award of the Change Order to S.A. Graham Company, Inc.

Adopted on this 9th day of January, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

YMM

City of Fairhope Project Funding Request

Issuing Date 12/20/2016

Please return this Routing Sheet to Treasurer by

12/21/2016

Project Name: <u>Change Order No. 1: Contract for Grading and Drainage for Fairhope Soccer Complex Project</u>	REC001-15
--	-----------

Project Location: Fairhope Soccer Complex, Manley Road

Presented to City Council: 1/2/2017 Approved _____ Changed _____ Rejected _____

Project Cash Requirement Submitted for Approval: Cost: (\$1,408.26)

Providers: S.A. Graham Company, Inc.

Project Engineer: Dewberry / Preble-Rish, LLC

Order Date: _____ Lead Time: n/a

Department Funding This Project								
General	Gas	Electric	Water	Sewer	Gas Tax	Cap. Proj.	xxx	Impact

Division of General Fund Funding This Project								
Admin 10	Police 15	Fire 20	Rec 25	Adult Rec 30	Street 35	San 40	Golf 50	Debt Service 85

Expense Code <u>103-55846</u> <u>Manley Road Soccer</u>	Revenue Code _____
--	--------------------

Project will be: Expensed xx
 Capitalized _____

Project Financed By:
Grant: _____ Federal - not to exceed amount
 _____ State
 _____ City

Project Budgeted: yes

(Over) Under budget amount: _____

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____
Capital Lease: _____ Payment _____ Term _____

Funding: Capital Projects Fund

City Council prior approval	<u>n/a</u>	Request approved by City Treasurer	<u>Debra Smith</u>
Request received by City Treasurer	<u>12/21/2016</u>	Request approved by Finance Director	<u>[Signature]</u>
Received by Finance Department	<u>12/28/16</u>	Request approved by Mayor	<u>[Signature]</u>
Received by Mayor	<u>12/27/16</u>		

Contact Person: Sherry Sullivan



MEMO

To: Deborah Smith, Treasurer
From: *Daniel P. Ames*
Daniel P. Ames, Purchasing Manager

Date: December 20, 2016

Re: Placing Change Order No.1 to **Project No. REC001-15 New Fairhope Soccer Complex 2015, (Bid No. 016-15 Fairhope Soccer Complex 2015—GRADING and DRAINAGE)** on City Council agenda

Concerning placing Change Order No.1 to **Project No. REC001-15 New Fairhope Soccer Complex 2015**, on City Council agenda:

The Engineer of Record recommends and approves the scope of work be modified to deduct certain line items (see attached change order), resulting in a monetary deductive change to the contract. The cost of this Change Order No. 001 will be minus One Thousand Four Hundred Eight Dollars and Twenty-Six Cents (- **\$1,408.26**). The Contract amount changes from One Hundred Three Thousand One Hundred Seven Dollars (\$869,675.30), to Eight Hundred Sixty Eight Thousand, Two Hundred Sixty-Seven Dollars and Four Cents (\$868,267.04). If approved, total change orders to the Contract to date will remain at less than 10%.

Please place on the next available City Council Agenda this request for approval of Change Order No.001 to Project No. Project No. REC001-15 New Fairhope Soccer Complex in the amount of -\$1,408.26; award of the Change Order to S.A. Graham Company, Inc.; and authorization of the execution of Change Order No. 001 by the Mayor.

Cc: file

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Fairhope, Alabama 36533

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Karin Wilson
Mayor

Council Members

Kevin G. Boone

Robert A. Brown

Jack Burrell, ACO

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Deborah A. Smith, CPA
City Treasurer



Dewberry

PREBLE-RISH

CHANGE ORDER

Change Order Number: 1

Date: December 14, 2016

Project Name: Grading and Drainage Bid No. 16-15

Project Number: REC001-15

Date of Contract: May 28, 2015

Owner: City of Fairhope
Address: 555 South Section St.
Fairhope, AL 36532

Contractor: SA Graham Co., Inc.
Address: P.O. Box 726
Brudidge, AL 36010

Description	Unit Price	Quantity	Unit	Amount	Contract Time
Deduct Silt Fence	\$3.75	-4385	LF	-\$16,443.75	No Change
Deduct Wattles	\$5.65	64	LF	-\$360.50	No Change
Deduct Polyethylene	\$1.25	6000	SY	-\$7500.00	No Change
Add Construction Entrance	\$6,000	1	EA	+\$6000.00	No Change
Add Riprap	\$67.00	53.97	TON	+\$3,615.99	No Change
Add Haul Off Excess Material	\$2.00	6640	CY TBM	+13,280.00	No Change
Net Change to contract Price				-\$1,408.26	No Change
Revised Contract Amount				\$868,267.04	No Change

Change Order Description:

This change order show the accounting of quantities used to complete the above referenced contract. This change will result in the deduction of a total of \$1,408.26.

Engineer's Approval:

Signature: 

Date: 12-19-2016

Contractor's Acceptance: The Contractor agrees that the contractual changes described above are satisfactory and are hereby accepted. All work described above shall become part of the contract and thus subject to all the contract requirements unless otherwise stipulated.


Signature: 

Date: 12-15-16

Owner's Acceptance: The Owner agrees to the changes stated above to the original contract documents.

Signature: _____

Date: _____

 - Approved manager 12-20-16

RESOLUTION NO. _____

WHEREAS, the City of Fairhope adopted Resolution No. 2053-13 March 7, 2013 and entered into a fee based open ended contract with Envirochem, Inc. for Professional Testing Services for Mandatory EPA and ADEM Water Testing (RFQ No. PS009-13); and

WHEREAS, Envirochem, Inc. has been providing the mandatory testing per the 2013 fee schedule to date and has agreed to continue using this fee schedule; and

WHEREAS, the City Council desires to continue using Envirochem, Inc. for Professional Testing Services for Water Testing; and needs to amend Resolution No. 2053-13 by removing the last parenthetical statement “(under \$100,000.00)”.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City of Fairhope hereby amends Resolution No. 2053-13 by removing the last parenthetical statement “(under \$100,000.00)” and to continue using Envirochem, Inc. for Professional Testing Services for Mandatory EPA and ADEM Water Testing (RFQ No. PS009-13).

DULY ADOPTED THIS 9TH DAY OF JANUARY, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

JAN 3 '17 AM 10:07

MF

To: Deborah Smith, Treasurer
From: *Daniel P. Ames*
Daniel P. Ames, Purchasing Manager

Date: December 30, 2016

Re: RFQ No. PS009-13, Professional Testing Services for Mandatory EPA and ADEM Water Testing

The City needed to hire a professional firm for RFQ No. PS009-13, Professional Testing Services for Mandatory EPA and ADEM Water Testing.

The City Council passed Resolution No. 2053-13 (see attached), and the City entered into a fee based, open ended contract with Envirochem, of Mobile AL., and the referenced professional firm has been providing the mandatory testing, per the 2013 fee schedule, to date.

Please move this request forward to City Council for the following: If the City Council chooses to continue this contract, please amend Resolution No. 2053-13, removing the last parenthetical statement "(under \$100,000.00)".

Cc: file

Karin Wilson
Mayor

Council Members

Kevin G. Boone

Robert A. Brown

Jack Burrell, ACOMO

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Deborah A. Smith, CPA
City Treasurer

161 North Section Street

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Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax

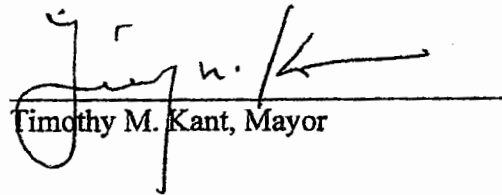
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RESOLUTION NO. 2053-13

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Timothy M. Kant is hereby authorized to execute a Contract for Professional Testing Services for Mandatory EPA and ADEM Water Testing with Envirochem, Inc. (PS009-13) to be negotiated by Mayor Kant (under \$100,000.00).

DULY ADOPTED THIS 7TH DAY OF MARCH, 2013



Timothy M. Kant, Mayor

Attest:



Lisa A. Hanks, MMC
City Clerk

EXHIBIT "A"

ENVIROCHEM FEE SCHEDULE 2013

ASBESTOS	Price	CLASSICAL CHEMISTRY	Price
Asbestos - Air	15.00	Acidity	50.00
Asbestos - Bulk	15.00	Alkalinity, Bicarbonate SM 2320B	20.00
MICROBIOLOGY*		Alkalinity, Carbonate SM 2320B	20.00
e Coli Quanti-Tray	85.00	Alkalinity, Total SM 2320B	20.00
Enterococci EPA 1600	45.00	Ammonia EPA 350.1	25.00
Total Coliform, MF	35.00	Ash Content SM 2540G	25.00
Fecal Coliform, MF	35.00	BOD - 5 Day SM 5210B	30.00
Heterotrophic Plate Count SM 9213A	65.00	BODC - 5 Day SM 5210B	30.00
Iron Bacteria HACH Bart	45.00	Bromide EPA 300.1	25.00
MPN/Sludge SM 9221E	45.00	Chemical Oxygen Demand SM 5220D	25.00
Total Coliforms, P/A Colilert	45.00	Chloride SM 4500Cl-C	20.00
Total Coliform, Quanti-Tray	45.00	Chlorine SM 4500Cl-G	15.00
ORGANICS		Chromium, Hexavalent SM 3500Cr-B	35.00
Appendix II Herbicides EPA 8151	150.00	Color SM 2120B	20.00
Appendix II Metals	295.00	Cyanide, Total	45.00
Appendix II PCBs EPA 8082	130.00	Dissolved Organic Carbon SM 5310B	45.00
Appendix II Pesticides EPA 8081	130.00	Flashpoint EPA 1010	35.00
Appendix II Semi-Volatile EPA 8270	350.00	Fluoride SM 4500F-C	25.00
Appendix II Volatiles EPA 8260	220.00	Free and Available Cyanide	110.00
BETX EPA 8260	60.00	Hardness SM 2340C	20.00
BETX + MiBE EPA 8260	65.00	Ignitability EPA 1030	35.00
BETX + Naphthalene EPA 8260	70.00	LOI - Loss on Ignition	25.00
Chlordane/Tox/PCB - EPA 505	130.00	Moisture SM 2540G	15.00
Chlorinated Herbicides - EPA 515.3	150.00	Nitrate EPA 353.2	25.00
Drinking Water Pesticides by ECD - EPA 508.1	160.00	Nitrate+Nitrite EPA 353.2	45.00
Diesel Range Organics - EPA 8015	175.00	Nitrite SM 4500NO2-B	20.00
EDB - EPA 504.1 - EDB	60.00	Odor SM 2150B	15.00
Endothall - EPA 548.1	100.00	Oil & Grease EPA 1664	35.00
Haloacetic Acids - EPA 552	130.00	ortho-Phosphorus SM 4500P-F	25.00
Herbicides - EPA 8151	150.00	Paint Filter Test EPA 9095B	15.00
Organic Range Organics - EPA 8015	175.00	pH EPA 150.1	10.00
PAH - EPA 8270	130.00	pH EPA 9045D (Solid Waste)	20.00
PCBs - EPA 8082	130.00	pH ASTM D 4972-G1	20.00
Pesticides EPA 8081	130.00	Phenols, Total EPA 420.1	35.00
Pesticides - EPA 8270	130.00	Phosphorus EPA 365.4	25.00
Semi-Volatile Organics - EPA 8270	350.00	Resistivity SM 2510B	10.00
Semi-Volatile Organics - EPA 525.2	350.00	Settleable Solids SM 2540F	20.00
Semi-Volatile Organics - EPA 625	350.00	Silica HACH DR700	30.00
Tentatively Identified Compounds	150.00	Specific Conductivity SM 2510B	10.00
TPH - Soil SM 5520F	60.00	Specific Gravity SM 2710F	20.00
TPH - Soxhlet EPA 9071B	150.00	Sulfate SM 4500SO4-D	25.00
TPH - Water EPA 418.1	60.00	Sulfide EPA 376.2	30.00
Trihalomethanes - EPA 524.2	80.00	Surfactants SM 5540C	35.00
Volatile Organics - EPA 624	220.00	Total Dissolved Solids SM 2540C	20.00
Volatile Organics - EPA 8260	220.00	Total Kjeldahl Nitrogen EPA 351.2	40.00
Volatile Organics- EPA 524.2	150.00	Total Organic Carbon SM 5310C	40.00
METALS		Total Solids SM 2540B	20.00
Metals (excluding Mercury) Water EPA 200.8/6020	18.00	Total Suspended Solids SM 2450D	20.00
Metals (excluding Mercury) Solids EPA 6020	25.00	Turbidity SM 2130B	20.00
Mercury Total Water EPA 245.1/7470A	30.00	Volatile Solids SM 2540G	25.00
Mercury Total Solids EPA 7471B	35.00	Volatile Suspended Solids SM 2540E	25.00
FIELD SERVICES*		TCLP	
Environmental Field Technician per hour	55.00	TCLP 1311 Metals/SV Extraction	75.00
Industrial Hygiene Field Technician per hour	65.00	TCLP 1311 VOC Extraction	100.00
Senior Chemist per hour	95.00	TCLP Metals	151.00
Wastewater Autosampler rental per day	55.00	TCLP Single Metal (each excluding Mercury)	18.00
Stormwater Autosampler rental per day	175.00	TCLP Mercury	30.00
		TCLP Pesticides - EPA 8081	130.00
		TCLP Semi-Volatiles - EPA 8270	350.00
		TCLP Semi-Volatiles - EPA 8270 (no pesticides)	250.00
		TCLP Volatile Organics - EPA 8260	150.00
		TCLP Herbicides - EPA 8151	170.00

*Discounts do not apply
turnaround time is 10+ working days. Arrangements for rush turnaround must be approved by a Lab Manager and surcharges may apply.

**Routine

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a contact with FMS Engineering Services, Inc. of Mobile, AL to perform Engineer of Record services for RFQ No. PS012-17, Professional Engineering Services for Pool Building Facade Repair.

DULY ADOPTED THIS 9th DAY OF JANUARY, 2017

Karin Wilson, Mayor

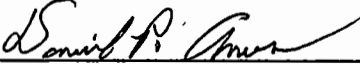
Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

To: Deborah Smith, Treasurer

From: 
Daniel P. Ames, Purchasing Manager

Date: December 30, 2016

Re: RFQ No. PS012-17, Professional Engineering Services for Pool Building Façade Repair

The City needs to hire a professional firm for RFQ No. PS012-17, Professional Engineering Services for Pool Building Façade Repair.

Per our Procedure for Procuring Professional Services, under Variants to Procedure, the Mayor exercised option #1, choosing FMS Engineering Services, Inc., of Mobile AL.

On December 22, 2016, per Resolution No. 2641-16, City Council approved the Mayor to negotiate a fee schedule (see attached).

Please place on the next available City Council Agenda this request to authorize the Mayor to execute a contract with FMS Engineering Services, Inc., of Mobile, AL, to perform professional engineering services for RFQ No. PS012-17, Professional Engineering Services for Pool Building Façade Repair.

Cc: file

Karin Wilson
Mayor

Council Members

Kevin G. Boone

Robert A. Brown

Jack Burrell, A.C.M.O.

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Deborah A. Smith, CPA
City Treasurer

161 North Section Street

P.O. Drawer 429

Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax

www.fairhopeal.gov

Printed on recycled paper



MEMO

JAN 3 '17 AM 10:07
JF

To: Deborah Smith, Treasurer

From: *Daniel P. Ames*
Daniel P. Ames, Purchasing Manager

Date: December ~~30~~, 2016

Re: RFQ No. PS012-17, Professional Engineering Services for Pool Building Façade Repair

Karin Wilson
Mayor

Council Members

Kevin G. Boone

Robert A. Brown

Jack Burrell, A.C.M.O.

Jimmy Conyers

Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Deborah A. Smith, CPA
City Treasurer

The City needs to hire a professional firm for RFQ No. PS012-17, Professional Engineering Services for Pool Building Façade Repair.

Per our Procedure for Procuring Professional Services, under Variants to Procedure, the Mayor exercised option #1, choosing FMS Engineering Services, Inc., of Mobile AL.

On December 22, 2016, per Resolution No. 2641-16, City Council approved the Mayor to negotiate a fee schedule (see attached).

Please place on the next available City Council Agenda this request to authorize the Mayor to execute a contract with FMS Engineering Services, Inc., of Mobile, AL, to perform professional legal services for RFQ No. PS012-17, Professional Engineering Services for Pool Building Façade Repair.

Cc: file

161 North Section Street

P.O. Drawer 429

Fairhope, Alabama 36533

251-928-2136

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FMS

ENGINEERING, LLC

RATE SCHEDULE

Effective 1/1/2016

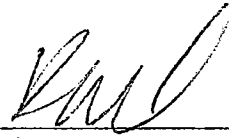
Principal Engineer	\$130
Professional Engineer	\$110
Staff Engineer	\$ 95
Senior Designer	\$ 85
Designer	\$ 75
CAD Drafter	\$ 65
Engineer Intern	\$ 85
Construction Inspector	\$ 75
Clerical	\$ 45

1. All rates include normal overhead, employee benefits, taxes, insurance, office facilities and profit.
2. Overtime rates of 1.5 times the hourly rate shall be used for all personnel for all hours over 10 hours in one day or 40 hours in one week. Hours worked on Saturday and Sunday will be billed at the overtime rate. Hours worked on holidays will be billed at 2.0 times the normal hourly rate.
3. Rates for personnel not listed will be furnished prior to performance of work
4. All travel, meals, and living expenses for client authorized travel will be billed at cost plus 10%.
5. Client authorized travel by automobile will be billed at \$0.54/mile.

RESOLUTION NO. 2641-16

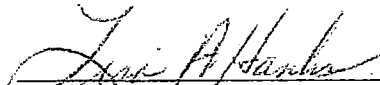
BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to approve and negotiate a fee schedule with FMS Engineering Services, Inc. of Mobile, AL to perform Engineer of Record services for RFQ No. PS012-17, Professional Engineering Services for Pool Building Facade Repair.

DULY ADOPTED THIS 22nd DAY OF DECEMBER, 2016



Karin Wilson, Mayor

Attest:



Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

WHEREAS, a contract shall be executed between the City of Fairhope and Care House, Inc., making an appropriation of \$5,000.00 to help with continuing support for children who are victims of sexual and severe physical abuse; and to help achieve normalcy through our counseling and advocacy program for children and families who come to us after being victimized. This appropriation will also help with the distribution of the child abuse prevention curriculum, "Keeping Our Kids Safe" and prevention presentation held throughout Baldwin County.

WHEREAS, the term of said contract shall be for one (1) year, beginning 1 October 2016 and ending 30 September 2017; but the contract shall be cancelled at any time upon notice.

WHEREAS, payment shall be made in the total amount of \$5,000.00 from the Utility Funds.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, THAT Mayor Karin Wilson is hereby authorized to sign a contract between the City of Fairhope and Care House, Inc.

DULY ADOPTED THIS 9TH DAY OF JANUARY, 2017

Karin Wilson, Mayor

Attest

Lisa A. Hanks, MMC
City Clerk

CONTRACT

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

For and in consideration of the sum of Five Thousand Dollars, (\$5,000.00), to be paid as per motion for approval of this appropriation, duly approved and adopted by the GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, on the 9th day of January, 2017; We, CARE HOUSE, INC., agree to work with the Mayor and/or her agent(s) of the City of Fairhope to help with continuing support for children who are victims of sexual and severe physical abuse; and to help achieve normalcy through our counseling and advocacy program for children and families who come to us after being victimized. This appropriation will also help with the distribution of the child abuse prevention curriculum, "Keeping Our Kids Safe" and prevention presentation held throughout Baldwin County.

The term of this contract shall be for the Fiscal year of 2016 - 2017. This contract may be cancelled at any time.

Pursuant of the motion for approval of this appropriation, a one-time payment shall be made in the total amount of \$5,000.00 from the Utility Funds, until contract either expires or is cancelled.

Signed this 10TH day of JANUARY, 2017

CARE HOUSE, INC.

By _____
Niki Whitaker, Executive Director

CITY OF FAIRHOPE

By _____
Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

WHEREAS, in Fairhope, Alabama, Ecumenical Ministries Incorporated (EMI) is a public, non-profit, non-denominational, United Way social service agency; and,

WHEREAS, EMI's mission is to improve the quality of life in Baldwin County by meeting basic needs, encouraging personal growth, effecting social and economic justice and celebrate our common life; and,

WHEREAS, EMI provide services to the socio-economic and those in crisis situations and have no place to turn for help on the Eastern Shore, including Fairhope and South Baldwin County. The services rendered include:

- Emergency Aid – Direct assistance for medical, food, utilities, rent, clothing, child care, transportation and other emergency needs.
- Meals on Wheels (MOW'S) – Volunteer's deliver nutritious, warm meals six days a week. Meals are subsidized based on need and funding – Fairhope area has nine routes.
- Home Repair – These projects include plumbing, electrical work, rebuilding floors, installing windows and doors, roofing, building wheelchair ramps and more. This program is for the elderly and disabled.
- Food Pantry – Our pantries provide a week's supply of food based on the size of the family and their situation.
- Prescription Assistance – This program allows under-insured and non-insured persons to receive life sustaining medications at reduced or no cost through pharmaceutical companies indigent care program. EMI also provide prescription assistance through the Ozanam Charitable Pharmacy in Mobile.
- Church-based Community Organizing – This program empowers poor and moderate income families to participate effectively in our democratic system and allow community members the opportunity to address the issues affecting their lives: paved streets, lighting, sewage, recreation and drainage.
- EMMY'S Thrift Shop – Through our emergency aid center vouchers are given at no cost. With these vouchers, people can receive such items as appliances, furniture, clothing, etc.

Resolution No. _____

Page -2-

WHEREAS, Ecumenical Ministries Incorporated has served Fairhope residents since 1969 on a continuous basis and successfully demonstrated the capacity to operate a neighborhood based on social service agency improving countless lives.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to establish a contract for services between the City of Fairhope and Ecumenical Ministries Incorporated to appropriate the sum of \$10,000.00 to be used for the needs of Fairhope residents.

DULY ADOPTED THIS THE 9TH DAY OF JANUARY, 2017

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

CONTRACT

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

For and in consideration of the sum of Ten Thousand Dollars, (\$10,000.00), to be paid as per motion for approval of this appropriation, duly approved and adopted by the GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, on the 9th day of January, 2017; We, ECUMENICAL MINISTRIES INCORPORATED of Fairhope, agree to work with the Mayor and/or her agent(s) of the City of Fairhope to continue helping with the operation of our ministry and its mission to help families in need in the City of Fairhope.

The term of this contract is for one (1) year, beginning 1 October 2016 and ending 30 September 2017; but contract may be cancelled at any time.

Pursuant of the motion for approval of this appropriation, payment is to be made quarterly in the amount of \$2,500.00 from the Utility Funds; or \$10,000.00 annually, until contract either expires or is cancelled.

Signed this 10TH day of JANUARY, 2017

ECUMENICAL MINISTRIES INCORPORATED

By _____
Sally Deane, Executive Director

CITY OF FAIRHOPE

By _____
Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

WHEREAS, the Eastern Shore Chamber of Commerce serves a public purpose and the publicity that the Eastern Shore Chamber of Commerce gives the City of Fairhope is a public service; and,

WHEREAS, We, the Eastern Shore Chamber of Commerce, agree to work with the Mayor, and/or his agent(s), advertise (regionally and nationally) and promote the City of Fairhope and to enhance City revenues through economic development including sales & use taxes, lodging taxes, business licenses, etc.; and to provide public arts and crafts for residents and visitors through its annual arts and crafts festival.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the Mayor Karin Wilson is hereby authorized to enter into a contract with the Eastern Shore Chamber of Commerce to promote the City of Fairhope. The contract shall be for one year, beginning 1 October 2016 and ending 30 September 2017; but may be canceled at any time. The contract shall call for a one-time payment to the Eastern Shore Chamber of Commerce in the total amount of \$6,000.00 from the Utility Funds, for the one year term.

ADOPTED this 9TH day of JANUARY, 2017

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

CONTRACT

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

For and in consideration of the sum of Six Thousand Dollars, (\$6,000.00), to be paid as per resolution for approval of this appropriation, duly approved and adopted by the GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, on the 9th day of January, 2017; We, the EASTERN SHORE CHAMBER OF COMMERCE, agree to work with the Mayor, and /or her agent(s), to advertise and promote the City of Fairhope and to enhance City revenues through economic development including sales & use taxes, lodging taxes, business licenses, etc.; and to provide public arts and crafts for residents and visitors through its annual arts and crafts festival.; and

The term of this contract is for one (1) year, beginning 1 October 2016 and ending 30 September 2017; but contract may be cancelled at any time.

Pursuant to resolution for approval of this appropriation and request for usage of the City facilities; and resources described above, a one-time payment shall be made in the total amount of \$6,000.00 from the Utility Funds, until contract either expires or is cancelled.

Signed this 10TH day of JANUARY, 2017

EASTERN SHORE CHAMBER OF COMMERCE

By _____
Casey Gay Williams, President

CITY OF FAIRHOPE

By _____
Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

WHEREAS, The Lighthouse, Baldwin County Family Violence Project, is funded in part by the Law Enforcement/Traffic Safety Division of the Alabama Department of Economic and Community Affairs. The program currently has a full time Sexual Assault Counselor and a full time Sexual Assault Specialist and serves Baldwin; and

WHEREAS, The Sexual Assault Counselor works directly with adult victims of rape and sexual assault and their families/significant other providing assessment and counseling services; and

WHEREAS, The Sexual Assault Specialist is responsible for recruiting, training, and coordinating volunteer advocates to respond to adult victims of rape and sexual assault in the crisis situation as requested by law enforcement or hospital emergency room staff. The Sexual Assault Specialist will also be involved in developing and implementing rape prevention programs throughout the county; and

WHEREAS, there are several other services provided by this program for sexually assaulted victims; and

WHEREAS, the Lighthouse provides a Domestic Violence Program were the following services are provided:

- Twenty-four hour Crisis Line
- Safe, Confidential shelter
- Individual Crisis Counseling
- Support Groups
- Direct services provided to children while in the shelter
- Court advocacy and accompaniment
- Training on issues relating to domestic violence
- Speakers Bureau
- Elementary School Programs
- Dating Violence Date Rape Program

While the Lighthouse is excited to be in the position to offer these needed services for the residents of Baldwin County, the Lighthouse needs the support to continue to provide these and other services; and

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a Contractual Agreement between the City of Fairhope and The Lighthouse, Baldwin County Family Violence Project, to support the Lighthouse domestic violence program and sexual assault program, in the total amount of \$2,000.00.

Adopted on this the 9TH day of JANUARY, 2017

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

CONTRACT

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

For and in consideration of the sum of Two Thousand Dollars, (\$2,000.00), to be paid as per motion for approval of this appropriation, duly approved and adopted by the GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, on the 9th day of January 2017; We, THE LIGHTHOUSE, BALDWIN COUNTY FAMILY VIOLENCE PROJECT, agree to work with the Mayor and/or her agent(s) of the City of Fairhope to support domestic violence and sexual assault programs to victims and their children.

The term of this contract shall be for the Fiscal year of 2016 - 2017. This contract may be cancelled at any time.

Pursuant of the motion for approval of this appropriation, a one-time payment shall be made in the total amount of \$2,000.00 from the Utility Funds, until contract either expires or is cancelled.

Signed this 10TH day of JANUARY, 2017

THE LIGHTHOUSE

By _____
Joanne Sheils, Executive Director

CITY OF FAIRHOPE

By _____
Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

WHEREAS, a contract shall be executed between the City of Fairhope and the Eastern Shore Art Center for contract funding educational programs through the Academy and Community Outreach Program which provides art education and hands-on learning, on and off site, to all elements of our community: children, youth, adults, seniors, and special needs audiences, making an appropriation of \$20,000.00; and

WHEREAS, the Eastern Shore Art Center must continue First Friday Artwalk and all publicity as a community event; continue to provide summer art program for the Fairhope-Point Clear Rotary Youth Club (formerly known as the Boys and Girls Club); and provide low cost art classes for local youth and senior citizens; and

WHEREAS, the City of Fairhope approves the request from the Eastern Shore Art Center to use the streets (Section Street north of Magnolia to Oak Street and Oak Street to Bancroft and Equality) during their Outdoor Art Show, which is held during the annual Arts & Crafts Festival, to use the streets (Fairhope Avenue from Bancroft Avenue to Church Street and Section Street from De La Mare to Magnolia Avenue) for the annual Grand Festival of Art in October; and requesting closure of the streets at 5:00 p.m. on the Friday before the festival for set-up; and security to be provided, after hours, by the Fairhope Police Department; and

WHEREAS, the term of said contract shall be for one (1) year, beginning 1 October 2016 and ending 30 September 2017; but the contract shall be cancelled at any time upon notice; and

WHEREAS, payment shall be made quarterly in the amount of \$5,000.00 from the Utility Funds; or \$20,000.00 annually, until contract either expires or is cancelled.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, THAT Mayor Karin Wilson is hereby authorized to sign a contract between the City of Fairhope and the Eastern Shore Art Center for funds to support and sponsor the educational programs through the Art Center's Academy for Fine Arts.

DULY ADOPTED THIS 9TH DAY OF JANUARY, 2017

Karin Wilson, Mayor

Attest

Lisa A. Hanks, MMC
City Clerk

CONTRACT

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

For and in consideration of the sum of Twenty Thousand Dollars, (\$20,000.00), to be paid as per motion for approval of this appropriation, duly approved and adopted by the GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, on the 9th day of January, 2017; We, the EASTERN SHORE ART CENTER, agree to work with the Mayor and/or her agent(s) of the City of Fairhope on the Academy and Community Outreach Program which provides art education and hands-on learning, and off site, to all elements of our community: children, youth, adults, seniors, and special needs audiences.

The Eastern Shore Art Center must continue First Friday Artwalk and all publicity as a community event; continue to provide summer art program for the Fairhope-Point Clear Rotary Youth Club (formerly known as the Boys and Girls Club); and provide low cost art classes for local youth and senior citizens.

The City of Fairhope approves the request from the Eastern Shore Art Center to use the streets (Section Street north of Magnolia to Oak Street and Oak Street to Bancroft and Equality) during their Outdoor Art Show, which is held during the annual Arts & Crafts Festival; to use the streets (Fairhope Avenue from Bancroft Avenue to Church Street and Section Street from De La Mare to Magnolia Avenue) for the annual Grand Festival of Art in October; and requesting closure of the streets at 5:00 p.m. on the Friday before the festival for set-up; and security to be provided, after hours, by the Fairhope Police Department.

The term of this contract shall be for the Fiscal year of 2016 - 2017. This contract may be cancelled at any time.

Pursuant of the motion for approval of this appropriation, payment is to be made quarterly in the amount of \$5,000.00 from the Utility Funds; or \$20,000.00 annually, until contract either expires or is cancelled.

Signed this 10TH day of JANUARY, 2017

EASTERN SHORE ART CENTER

By _____

CITY OF FAIRHOPE

By _____
Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

WHEREAS, Thomas Hospital serves a public purpose and the health education that the Thomas Hospital gives the City of Fairhope is a public service; and,

WHEREAS, We, Thomas Hospital, agree to work with the Mayor, and /or her agent(s), to promote the City of Fairhope and to contribute time, employees, and other resources putting on health related programs, meetings and programs affiliated with Thomas Hospital, throughout the year in the Fairhope community, schools or at the hospital facilities. Many events, schools, and Fairhope programs are sponsored by Thomas Hospital. The Thomas Hospital Auxiliary provides hours of service to the hospital that benefit Fairhope citizens; and

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute contract between the City of Fairhope and Thomas Hospital for use of the City facilities (rental and cleaning fees), including streets and parks, depending on availability and permission from the Rental Facilities Manager; but they would be responsible for any incidentals, damages, or security if necessary.

ADOPTED this 9TH day of JANUARY, 2017

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

CONTRACT

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)(

For and in consideration of the use of the City facilities (rental and cleaning fees), including streets and parks, depending on availability and permission from the Rental Facilities Manager; but they would be responsible for any incidentals, damages, or security if necessary. We, the THOMAS HOSPITAL, agree to work with the Mayor, and /or her agent(s), to promote the City of Fairhope and to contribute time, employees, and other resources putting on health related programs, meetings and programs affiliated with Thomas Hospital, throughout the year in the Fairhope community, schools or at the hospital facilities. Many events, schools, and Fairhope programs are sponsored by Thomas Hospital. The Thomas Hospital Auxiliary provides hours of service to the hospital that benefit Fairhope citizens.

The term of this contract is for one (1) year, beginning 1 October 2016 and ending 30 September 2017; but contract may be canceled at any time.

Signed this 9TH day of JANUARY, 2017

THOMAS HOSPITAL

By _____
Ormand Thompson III, President

CITY OF FAIRHOPE

By _____
Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk



Thomas Hospital
INFIRMARY HEALTH

Ormand P. Thompson III
President

August 30, 2016

Mr. Lisa Hanks
City Clerk
City of Fairhope
Post Office Drawer 429
Fairhope, Alabama 36533

Dear Ms. Hanks:

Please accept this as Thomas Hospital's request to continue our contract with the City of Fairhope for the waiver of fees associated with the Fairhope Civic Center and James P. Nix Center. Our current contract expires in September 2016. We are also requesting use of the city streets, parks, city services and security, and for use of Bay Front Bluff from Cliff Drive to Fels Avenue on Saturday, March 18, 2017 during the annual Spring Fever Chase run.

Thomas Hospital and Infirmiry Health are 501(c)3 charitable organizations. All funds raised by the Thomas Hospital Foundation are for the benefit of Thomas Hospital. Thomas Hospital continues as one of the largest employers in Baldwin County and has a large economic impact on the City of Fairhope. This past year salaries paid to employees living in the Fairhope zip codes were approximately \$15M. Salaries to all Infirmiry Health employees in the Fairhope zip codes are over \$20M. Thomas Hospital's utility bills paid to the city of Fairhope were \$2.6M last year.

Thomas Hospital and Infirmiry Health continue to contribute time, employees and other resources toward Fairhope community health related programs. In addition, the Thomas Hospital Auxiliary provides local community service hours to the hospital to the benefit of Fairhope citizens.

Thomas Hospital has always been a source of pride for Fairhope and will continue to provide the best available healthcare services for a long time to come.

Please do not hesitate to contact me if you need additional information.

Sincerely,

Ormand P. Thompson III
President

OPT/smh

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the Part-Time Administrative Assistant to the Mayor Position; and the Job Description with a pay grade of 22.

ADOPTED THIS 9TH DAY OF JANUARY, 2017

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk



CITY OF FAIRHOPE

Uniform Job Description

Position Title:	<u>P/T Administrative Assistant</u>	Pay Range:	<u>\$38,270.43-\$49,751.56-\$61,232.70</u>
Department:	<u>Office of the Mayor</u>	Pay Grade:	<u>22</u>
Reports To:	<u>Mayor</u>	Effective Date:	<u>01/01/2017</u>
Supervises:	<u>N/A</u>	Supercedes:	<u>N/A</u>

Approvals:

Supervisor

Human Resources Director

Date

Date

FLSA Exempt: Yes No Safety Sensitive: Yes No DOT Regulated: Yes No

This is a part time position

I BASIC PURPOSE OF THE POSITION

This is highly responsible administrative and technical work coordinating the daily operations of the Office of the Mayor for the City of Fairhope.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

An employee in this class is responsible for coordinating the activities of the Mayor, for completing administrative and secretarial duties and for scheduling and assigning work to employees. Work is performed according to established guidelines under the general supervision of the Mayor with considerable room for independent judgment to resolve problems as a representative of the Mayor.

Blank Form

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Coordinates the daily operations of the Office of the Mayor of Fairhope; plans, organizes, directs, completes and processes administrative details; takes and transcribes important confidential dictation; composes answers to inquiries and correspondence; researches questions and complaints; drafts replies for Mayor's signature; interviews visitors and screens telephone calls; makes and cancels appointments; assists in the preparation, calculation, typing and proofreading of statistical and financial data; researches and gathers source material; maintains filing system and electronic calendar; distributes all incoming mail; arranges staff meetings; receives and conveys information and orders to department heads and employees; attends board, committee and other meetings and records proceedings; serves as a representative of the Mayor in contacts with other employees, officials or the public; prepares forms and procedures for office use; makes travel arrangements as necessary; prepares expense reports; renders assistance to attorneys, department heads and courts on legal matters; performs related work as required.

IV OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned by the Mayor.

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of business English, math and general office procedures; comprehensive knowledge of technical and legal terminology commonly used in municipal government; thorough knowledge of office management principles and practices; thorough knowledge of the functions, organizational structure and limitations of City government; ability to type and take and transcribe dictation; ability to use modern office equipment including word processing and spreadsheet applications; ability to maintain an electronic calendar and electronic filing system; ability to plan, assign and coordinate the work of employees; ability to communicate effectively, both orally and in writing; ability to perform multiple tasks and use analytical reasoning; ability to work under pressure; ability to initiate and complete projects; ability to establish and maintain effective working relationships with department heads, other employees and the general public. Exceptional customer service skills, good time manager, able to manage ones self with little or not supervision, task oriented.

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

Attainment of a minimum of a bachelor's degree from a recognized college or university in business administration, **public relations, communications**, public administration or closely related field and a minimum of five years responsible, administrative secretarial experience in the Office of the Mayor; or a combination of education and experience equivalent to these requirements. Experience in Microsoft Office, Word, PowerPoint and Excel is preferred with the ability to learn new software applications as necessary. Paralegal experience preferred but not necessary.

VII EXTENT OF PUBLIC CONTACT

Interacts on a daily basis with general public, governmental officials, community organizations, business community, city staff and city council.

VIII PHYSICAL DEMANDS

Work may include prolonged sitting and standing, as well as light to moderate lifting, reaching, stooping, and pulling. Requires clear understandable speech, good vision and hearing.

IX WORKING CONDITIONS AND ENVIRONMENT

Work is performed mainly in an office setting, Monday through Friday from 8 a.m. to 5 p.m. Position sometimes requires working nights and additional hours as required.

Job Description

Effective:

Blank Form

This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.

Gayle Fogarty

From: Pandora Heathcoe
Sent: Friday, December 30, 2016 9:52 AM *ZAH*
To: Gayle Fogarty; Lisa Hanks
Subject: FW: Part time Admin Assistant
Attachments: job description -- mayor assistant part time.docx

FYI - I have advised Mayor Wilson that a "part-time" admin assistant does not exist on compensation study. She would need to add it to the agenda so Council to pass it.

Pandora Heathcoe
Human Resources Director
City of Fairhope
P.O. Drawer 429
Fairhope, AL 36533
(251) 929-7401 * (251) 929-7401 fax

Our office will be CLOSED all day Monday, January 2, 2017 to celebrate the New Year!

"Confidentiality Notice: This message, including any attachments, is for the sole use of the intended recipients(s) and may contain confidential and privileged information. Confidential health information is protected by state and federal law, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 and related regulations. Any unauthorized review, use, disclosure, or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message."

From: Pandora Heathcoe
Sent: Friday, December 30, 2016 8:42 AM
To: Karin Wilson <karin.wilson@fairhopeal.gov>
Cc: 'Karin Wilson' <karin@pageandpalette.com>
Subject: Part time Admin Assistant

This position doesn't exist on compensation study. Need to give to Lisa to add to agenda so Council can vote on it and pass it.

Pandora Heathcoe
Human Resources Director
City of Fairhope
P.O. Drawer 429
Fairhope, AL 36533
(251) 929-7401 * (251) 929-7401 fax

Our office will be CLOSED all day Monday, January 2, 2017 to celebrate the New Year!

"Confidentiality Notice: This message, including any attachments, is for the sole use of the intended recipients(s) and may contain confidential and privileged information. Confidential health information is protected by state and federal law, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 and related regulations. Any unauthorized review, use, disclosure, or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message."



OPTIMIST
INTERNATIONAL

Journal of Youth

Eastern Shore Optimist Club

June 20, 2016

Mayor Tim Kant
Fairhope City Council
P.O. Box 429
Fairhope, AL 36532

Mayor Kant,

The purpose of this letter is to respectfully request \$2000 dollars for the support of the Eastern Shore Optimist Club, sponsor of the Dogwood Trail Pageant and Scholarship Program. The money is to be used to defray the cost of the Civic Center for the pageant and the Delchamps Suite for the Arts and Crafts reception.

The six-member Dogwood Trail Court is celebrating its 56th year. Over the years the court has become a recognized sight of hospitality in our community. Your support helps the volunteers in providing mentoring and educational opportunities that have lasting effects on our community. In March the court begins their year as good will ambassadors and throughout the year will be present at arts shows, festivals, city sponsored events, parades, concerts on the bluff, receptions for business conventions at the Grand Hotel, fun runs, race fundraisers and shared sponsorship for the Easter Sunrise Service.

The youth program has grown over the years to include as many as forty to fifty pageant participants annually. Each participant gains valuable experience in interviewing, creative expression, poise, essay writing, and teamwork.

Thank you for considering our request. If I can be of further assistance please do not hesitate to contact me at home (251-990-8899), on my cell (251-643-5503), or email me at joannbroadus617@gmail.com.

Sincerely,

A handwritten signature in cursive script that reads "JoAnn Broadus".

JoAnn Broadus
Director

JB/cf



Fairhope Police Department

"On Beautiful Mobile Bay"

107 N. Section St.
Fairhope, AL 36532
(251) 928-2385
Fax (251) 990-0158

Joseph H. Petties
Chief of Police

JAN 4 '17 AM 8:54

TO: Fairhope City Council

FROM: *Joseph H. Petties*
Joseph H. Petties, Chief
Fairhope Police Department

DATE: January 4, 2017

RE: Update Fairhope Volunteer Police Reserve

Please update the Fairhope Volunteer Police Reserve by making the following changes:

ADD:

Raymond Clark

DELETE:

Jeremy Davis

City of Fairhope

DEC 21 '16 AM 11:50 *ZMT*

Approval for Special Event Request

12 | 13 | 16

Date application package completed /submitted to the Rental Facilities Department

30 Day ~~PAST~~ Nov. 11th deadline

City Sponsored Event

Non City Sponsored Event

Event: Children of the World, Inc.

Person Requesting: PAT Lee

Date of Event: Feb. 4th 2017

Location: Downtown Fairhope - S. Section + De La Mar FH AVE Block
From Methodist Church S. Church St.

Please attach all supporting documentation.

Approval:

Joseph H. Pettit Date: 12-21-16
Police Chief/Designee

Estimated security cost for event \$ 540.00 + 8 volunteers required

Sherry Sullivan Date: 12-21-16
Sherry Sullivan, Director of Special Events

Disapproval:

Date: _____
Police Chief

Date: _____
Sherry Sullivan, Director of Special Events

Route back to rental facilities department for application package finalization

NOTES: _____

Once all signatures are obtained, please forward to the City Clerk's office to be placed on the Council agenda.

APPLICATION FOR USE OF THE CITY OF FAIRHOPE SIDEWALKS AND/OR STREETS

We the undersigned hereby apply for the use of certain sidewalks and/or streets within the City of Fairhope and in connection with said application, furnish the following:

- 1. Which street and/or sidewalk do you wish to use? see attached parade route
- 2. Date Requested: Feb. 4th, 2017 Hours requested from: 10:00am to 11:00am
- 3. Renter's Name: Children of the World, Inc.
 Address: 22787 Hwy 98 Ste E-3
 City: Fairhope State: AL Zip: 36532
 Phone Numbers: (251) 990-3550
- 4. Purpose of Use: Chinese New year Parade
- 5. Number of persons expected to attend (adults and minors): 200
- 6. Will there be alcohol on the premises during the event? NO If requested, the Fairhope City Council may allow alcoholic beverages. If alcohol is allowed, the user must adhere to all rules of the Alabama Beverage Control Board and its permitting process. All permits required must be submitted to the City of Fairhope Police Chief at least 12 weeks prior to the event.
- 7. Describe any decorations, tents, sound equipment, staging, port-o-lets, etc.: Children and Families
Walking - no decorations Rental Company: N/A
- 8. Will you need electricity? Yes No For: _____
 Will you need water? Yes No For: _____

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the City of Fairhope to use the sidewalks and/or streets, I hereby indemnify and hold harmless the City of Fairhope, its agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the sidewalks and/or streets who are injured or suffer property damage that is in any way caused by my use of the sidewalks and/or streets. This indemnity and hold harmless agreement is given to the City of Fairhope to protect the City and its agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the sidewalks and/or streets.

CLEANING AND CANCELLATION POLICIES

- a.) At the conclusion of the event, the area will be inspected by a representative of the City. If the user has not cleaned up the park and restored it to its original condition, the City will clean up the park and charge the user for the services.
- b.) All cancellations and/or date changes must be in writing and signed by the same person who signed the application and paid the rental fees, and must be given to the Site Manager not less than 30 days prior to the event. No fee refunds will be made for cancellations made less than 30 days prior to the event.

Fee refunds will be made by check, and delivered by mail, less the cost of City services, as assessed by the appropriate City staff for cleaning, or a 20% handling charge for cancellations.

We the undersigned have read and understand the **Indemnity Agreement**, as well as all rules and regulations contained in **City Ordinance No. 1576** as set forth by the governing body of the City of Fairhope, and will abide by these rules and regulations, which include but are not limited to the **Cancellation** and **Cleaning** policies. We also understand that if, at any time, the City-appointed Law Enforcement Personnel feel that said rules and regulations are not being followed, the function will be terminated.

Renter's Signature: Pat Lu Date: 8/22/16
City Personnel: [Signature] Fees Paid: \$575.00 Date: 12/16/16 Ck. #: 19645

-Office Use Only-

Application Signed/Dated Permit/Deposit Fees Entered in Calendar _____

CITY OF FAIRHOPE PARK AND/OR STREET USAGE CHECKLIST

**ALL INFORMATION AND DOCUMENTATION REGARDING YOUR EVENT MUST BE SUBMITTED TO
THE CITY OF FAIRHOPE AT LEAST 12 WEEKS PRIOR TO YOUR EVENT
ANY DOCUMENTATION THAT IS SUBMITTED LESS THAN 12 WEEKS WILL NOT BE ACCEPTED**

- 1. Application, Cancellation Policy, Indemnity/Hold Harmless Agreement completed, signed, and dated.
- 2. A copy of the letter to the City Council if you are making any special requests which include but are not limited to street closing, permission to have alcohol, law enforcement personnel, barricades, and other event details.
- 3. Route/Map of Special Event [Emergency Vehicle (i.e. police, fire, etc.) access must be provided]
Estimated Law Enforcement/Personnel Cost: \$ _____
- 4. NON-PROFIT ORGANIZATIONS: Proof of nonprofit status (IRS letterhead)
- 5. Proof of liability insurance for event naming the City of Fairhope as certificate holder with date of event requested.
- 6. For Street Closings within the Central Business District, signatures from 75% businesses/residences and notification to 100% of the businesses/residences within 300 feet of the location of event. (12 weeks prior to event)
- 7. For Street Closings outside the Central Business District, signatures from adjacent businesses within 300 feet of event (12 weeks prior to event) and notification of all businesses/residents along race route (30 days prior to event).
- 8. For South Park Events, signatures from:

Shuck's Restaurant: _____ Date: _____
 Down by the Bay Cafe: _____ Date: _____
- 9. Event details (Items, including the ones listed below, must be removed *immediately* following event and park/street cleaned and restored to original condition. (If not, additional fees will be incurred.)
 - _____ Law Enforcement Personnel Provided by: _____
 - _____ Barricades Provided by: _____
 - _____ Staging Provided by: _____
 - _____ Tents Provided by: _____
 - _____ Port-o-lets provided by: _____
 - _____ Special transportation needs provided by: _____
 - _____ Special electrical needs: _____
- _____ 10. AGENDA DATE TO MEET WITH CITY COUNCIL (if required): _____

Office use only

_____ Street closing approved _____ Alcohol approved _____ ABC License if selling alcohol _____ Park/Street permit fees paid



Children of the World, Inc.
22787 Hwy 98, Suite E-3
Fairhope, Alabama 36532
251-990-3550

August 29, 2016

City of Fairhope
c/o City Council
555 S Section Street
Fairhope, AL 36532

Re: Children of the World 21st Annual Chinese New Year Parade

Dear Fairhope City Council Members,

We are very excited to begin preparations for the 21st Annual Chinese New Year Parade in Downtown Fairhope. We have selected the date of Saturday, February 4th, 2017 for the parade and celebration.

As in years past, our parade will begin as Children of the World Families line up with hand-made floats, wagons, bicycles, etc in the Fairhope United Methodist Church Section Street parking lot. The parade begins at 10:00 am and travels north on Section Street, turning left on DeLaMare. From DeLaMare, the families turn right on to Church Street, and then right on to Fairhope Ave. The parade concludes after turning right, back on to Section Street, and returning to Fairhope United Methodist Church. Children participating in the parade are encouraged to toss candy and trinkets to onlookers. Immediately following the parade, participating families, and the public, are invited to attend a fundraiser lunch and festivities inside the Church.

Enclosed is a copy of our application and the proposed parade route. We have enlisted volunteers to obtain the necessary signatures from business owners along the route and will provide these well within the November 11th deadline (12 weeks from event).

In regards to assistance from City Police; we will wait to hear from the council on your decision as to the number of officers we will need to employ. In past years we were able to agree upon having 8 adult dedicated volunteers for security – in order to supplement law enforcement personnel.

We ask that you please consider our position as a Non-Profit, Adoption and Relief Agency when determining the number of officers will need to “hire”.

Warmest Regards,

Patricia A. Lee
Founder & International Program Director

Teresa K. Boone
Executive Director

City of Fairhope Central Business District



Legend

CITY OF FAIRHOPE ZONING

Zoning

- R-A Residential / Agriculture District
- R-1 Low Density Single-Family
- R1(a)
- R1(b)
- R1(c)
- R-2 Medium Density Single-Family
- R-3 High Density Single-Family
- R-3 PGH Patio/Garden Single Family
- R-3 TH Townhouse Single Family
- R-4 Low Density Multi-Family
- R-5 High Density Dwelling Residential
- R-6 Mobile Home Park District
- B-1 Local Shopping District
- B-2 General Business District
- B-3a Tourist Resort Lodging District
- B-3b Tourist Resort Commercial Service District
- B-4 Business and Professional District
- M-1 Light Industrial District
- P-1 Parking
- PUD Planned Unit Development

Route:
 - leave FUMC
 - North on Section
 - left on De La Mare
 - Right on Church
 - Right on Fairhope Ave
 - Right on Section
 - Return to FUMC

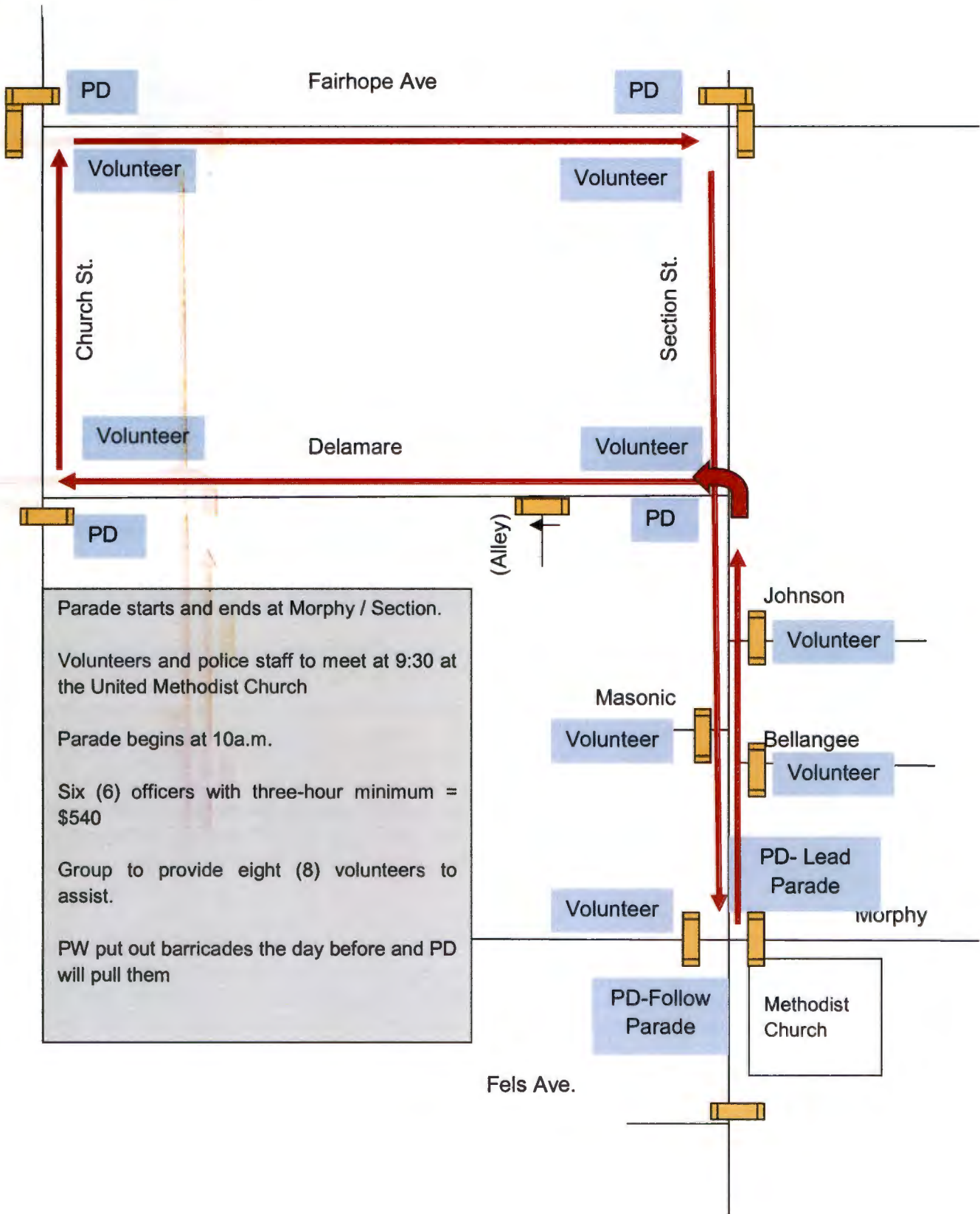
Disclaimer
 The City of Fairhope makes no claims as to the reliability of this data and shall not be held liable for inaccuracies that may occur. Any user of this map produced accepts its facts and assumes all responsibility for the

PD

Children of the World Parade

Saturday, February 4, 2017 at 10a.m.

Meet at 9:30 a.m. at Section-Morphy





Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248156166
Jan. 23, 2015 LTR 4168C 0
63-1174015 000000 00

00017873
BODC: NOBOD

CHILDREN OF THE WORLD INC
WILLIAM H HARRISON EXEC DRCTR
19940 STATE HWY 181 STE C4
FAIRHOPE AL 36532

019095

Employer Identification Number: 63-1174015
Person to Contact: Mr. Galluppi
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 13, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1996.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

APPLICATION FOR SPECIAL EVENTS LIABILITY

Francis L. Dean & Associates of Florida, LLC
6027 SW 54th Street, Suite 200
Ocala, Florida 34474

Name of Applicant Children of the World

Address of Applicant 22787 Hwy 98, Suite E-3, Fairhope AL 36532
Street City State Zip

Telephone Number (251) 990-3550 Email Address _____

Dates of Event 02/04/2017 Time(s) 10:00 - 2:00

Dates of Coverage 02/04/2017 TO 02/05/2017

Do the dates include set up and take down? Yes What will this include? _____

Name of Event Chinese New Year Parade

Type of Event Walking Parade for parents and their adoptive children

Applicant's Role In The Event Lead parade with past parents and children from adoptions.

Location of Event Down town Fairhope, AL just circle one block on Section Street.

Name of Facility _____

Is the Location Owned by the Applicant? Yes No

Does the Facility Carry Liability Insurance? Yes No Limits _____

Description of Event _____

Type of Coverage Desired Commercial General Liability Only Commercial General Liability and Liquor Liability

What are the Limits of Liability Requested?

\$ <u>2,000,000</u>	General Aggregate
\$ <u>2,000,000</u>	Products Aggregate
\$ <u>1,000,000</u>	Each Occurrence
\$ <u>1,000,000</u>	Personal/Adv Injury
\$ <u>300,000</u>	Fire Damage
\$ <u>5,000</u>	Medical Payments
\$ _____	Liquor Liability

If the Event a Tractor Pull, Truck Show, Motor Vehicle Race or Rodeo will there be barriers between the spectators

And the Activity? Yes No How much distance between the spectators and the barriers? _____

Are the barriers permanent? Yes No Will spectators be permitted in the infield or pit area? Yes No

LIQUOR LIABILITY (IF APPLICABLE)

Is Liquor to be Sold at this Event? Yes No

If Yes, is there a Liquor Liability Policy In-Force? Yes No

Is the Applicant Named as an Additional Insured? Yes No

Number of People Consuming Alcohol at the Event? _____

How many Vendors, including the Applicant, will be selling Liquor? _____

Are Liquor Vendors required to Carry Minimum Liquor Liability Limits? Yes No

If yes, how much? _____

Please describe who will be dispensing the liquor and how it is to be done _____

Describe the training of the person who will be dispensing the alcohol _____

Does the Applicant have a valid Liquor License? Yes No

How many areas will be dispensing Liquor? _____

Is Liquor Consumption limited to a confined area? Yes No If yes, describe _____

Will there be an Open Bar? Yes No

Is self service of alcohol or bring your own bottle permitted? Yes No

Will alcohol be sold on a per drink basis? Yes No If yes, the Price of Each Drink _____

What steps are being taken to ensure no minors or intoxicated persons will be served? _____

Is Food to be Sold at this Event? Yes No

Estimated Gross Food Receipts _____

ADDITIONAL INSUREDS

Name, Address and Relationship of all Additional Insureds to be Added to the Policy:

1.)

2.)

3.)

Will There be Entertainment? Yes No If so, please describe _____

Is this Event Located Indoors or Outdoors? Outside
If Outdoors, Is the Area Fenced or Enclosed? Yes No
Will there be Temporary Bleachers or Grandstands? Yes No

What is the Seating Capacity of the Event? NA

What is the Estimated Attendance Per Day? 100

What is the Number of Tickets Printed? NA

What is the Number of Tickets Sold to Date? NA

What is the Price of Admission? NA

Number of Years the Event's Been Held? 59 20

Prior Years Total Attendance 75-100

Previous Carrier's Policy Number and Premium _____

Please Describe Previous Claims Over \$5,000.00 _____

Has your Prior Insurance Ever Been Cancelled? Yes No
Has your Prior Insurance Ever Refused to Renew? Yes No

Will the Event have any of the following? NO Petting Zoo Can a Certificate of Insurance be obtained? _____

NO Rides If so, describe _____

Can a Certificate of Insurance be obtained? _____

N Inflatables If so, describe _____

N Dunk Tanks

N Fireworks or Firearms

N Overnight Camping

Will there be vendors or exhibitors? Yes No If so, will they have their own insurance? Yes No

If the applicant is a vendor or exhibitor how many people are expected at their booth? _____

Is the event an Athletic Event? Yes No If so, What Type? _____ How many games? _____

Professional or Amateur? _____ Is coverage requested for athletic participants? Yes No

Is this a Concert or Music Event? Yes No Type of Music _____

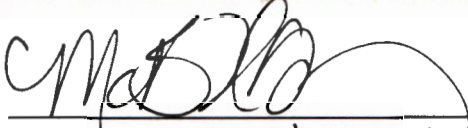
Name of Performer(s) _____

Is the event a Parade? Yes No

Will Participants be throwing objects to the crowd? Yes No If so, what? small trinkets, beads, moon pies

Length of the Parade? 1 block Number of Marching Bands? NA Number of Floats? NA

Please Attached All Lease and Hold Harmless Agreements, Brochures of the Event and a Diagram of Location(s) to be Used.

Signature of Applicant  Date 9/20/16

Printed Name of Applicant Mary Beth Hall-Eringman

DATE 12-08-2014

SIGNATURES OF BUSINESSES & RESIDENCES

Date of Street Closing: 02-04-2017 Times: 10:00

Type of Event: _____

Street(s) to be closed: _____

- INSIDE CBD: Signatures of approval from 75% of biz/res whose store fronts are directly affected by street to be closed (12 weeks prior) AND Notification to 100% of bus/res within 300 ft. of the event (30 days prior)*
- OUTSIDE CBD: Signatures of 75% of businesses and residences within 300 ft. of street to be closed (12 weeks prior), AND notification to 100% of bus/res along the street to be closed (30 days prior)*

* NOTIFICATIONS MUST BE GIVEN VIA U.S. MAIL, E-MAIL, OR DOOR-TO-DOOR, 4 WEEKS BEFORE TO YOUR EVENT
ALL SIGNATURES ARE DUE NO LATER THAN 12 WEEKS PRIOR TO EVENT DATE

NAME	ADDRESS	PHONE	SIGNATURE
Thomas Home + Auto	111 S. Section St.	(251) 928-5790	notified - closed
Vacant	107 S. Section St.		notified
The Venue	105 S. Section St.	(251) 929-1005	[Signature]
Tongue + groove	77 S. Section St.	(251) 517-1111	notified - closed
Bouch's	77 S. Section St.	(251) 517-9526	[Signature]
Greens	75 S. Section St.	(251) 928-8029	[Signature]
PNC Bank	51 S. Section St.	(251) 928-3421	Ronald Collins
Edward Jones		(251) 928-7559	S. Morgan
Dr. Music	35 S. Section	990-3412	[Signature]
Downtown Antiques	31 S. Section St.	(251) 928-5200	Michelle [Signature]
Colony Shop	27 S. Section St.	(251) 928-8172	Michelle Stallen
Riverbend	25 S. Section	(251) 928-3775	[Signature]
Objects	25 S. Section St.	(251) 929-3279	[Signature]
Living well	25 S. Section	279-0690	[Signature]
Attorneys	21 Section		notified

Person(s) responsible for collecting and authenticating above signatures: Name: Sara Haycraft
Phone: (251) 459-5242

DATE 12-08-2014

NAME	ADDRESS	PHONE	SIGNATURE
Christmas Round the Corner	Etoile		E Thompson
Fairhope Pharmacy	398 Fairhope Ave	929-9078	a store
Cassady Cassady Lawyers		(251) 928-9558	Madeleine Z
Art			Jici
Crown & Colony Antiques & BIFB			A. Christman
Give a Dog a Bone		(251) 929-1800	Emily Wells
Mane Attraction		(251) 928-1105	Laur Reynolds
Residence 55A Church St.			notified
Residence 55B Church St.			notified
Residence 51 Church St.			notified
Mars Hill	Church St.	(251) 643-1595	notified
Bay Breeze Cafe	Church St.	(251) 990-0294	Patricia
Haley/Kallen	Church St.		
Yonnes	50S. Church St.	(251) 929-2555	R. Lamm
Wildflowers	Church St.	(251) 928-6200	Lisburgh
Pet Haven	10S. Church St.	(251) 928-2530	Chelsea Kinsett
Churchmouse/Fly Shop	14 Church St.	928-1619	M. Johnson
Medusa		(251) 990-6400	Britney Hadley
Village Style Shop		(251) 990-6400	
Gumbo Shack		(251) 928-4100	notified
Southern			Beck
Exit Realty	8 S Church St	251 990 9956	SSC
White Lilly Salon		(251) 990-6184	Mindy Clancy
Fairhope Estate Jewelry	Con	990-8864	Christina
Wisner Jewelry			Ford

waggy tail
closed

Person(s) responsible for collecting and authenticating above signatures: Name Sara Haycraft
Phone (251) 459-5242

DATE 12-08-2014

NAME	ADDRESS	PHONE	SIGNATURE
Running Wild	214 Fairhope Ave	(251) 990-4412	M. Bruman
Sandras Place	218 Fairhope Ave	(251) 990-3344	B. M. M.
Private Gallery	201 S. Section	(251) 990-0015	Aileen Madala
Broken Egg	300 F'hope Ave	(251) 210-6901	Jasha Steinfeld
Utopia	300 Fairhope Ave	(251) 928-9294	Patty Gooden
Fairhope Real Estate	300 F'hope Ave Suite D		notified
The Balcony	On Church St.		notified
La Robe	300 Fairhope Ave	(251) 990-4707	J. M. O'Neil
Villa Decor	308 Fairhope Ave	(251) 928-9295	Jelly Clark
Pinzones Downtown		(251) 990-5535	notified
CK Collection	320 F'hope Ave	(251) 990-9001	Kelsey Phillips
Sway	324 Fairhope Ave	(251) 990-2282	M. H. M.
Shoe Hill	326 Fairhope Ave	(251) 929-3232	U. Wison
Harena Line	328 Fairhope Ave	(251) 990-0699	Koran
Hertgas Second Edition		(251) 928-4866	Jones
The Picture Show	332 Fairhope Ave		M. McDaniel
Apartment	332 A Fairhope Ave		notified
R. Bistro	334 Fairhope Ave		Lisa Hegler
Fairhope Single tax	336 F'hope Ave		Pam Hill
Attorney James Dorgan/Barbara Dischner			notified
Colony Library	Fairhope Ave		notified
Map Casuals	380 F'hope Ave	(251) 928-5564	B. Cunniff
Cybeles/Initia Here	382 F'hope Av	(251) 928-4454	B. M.
384 Apartment/Office			notified
Christine Yinson Gallery		(251) 929-2015	Christine Yinson

Person(s) responsible for collecting and authenticating above signatures: Name Sara Haycraft
 Phone (251) 459-5242

DATE 12-08-2010

NAME	ADDRESS	PHONE	SIGNATURE
Suzans Salon	19 Section St.		Molly Kirchoff
The Book Inn	15 S. Section St.	(251) 928-3664	Karen Baylan
Fairhope Connection			Shelene Stoper
McKean City Center Building		notified	
Sadies	5 S. Section St.	(251) 929-3222	Kathleen Cooper
Gigi + Days	400 Fairhope Ave	(251) 929-2011	Kathryn
Post Net			Christine Stoper
The Cats Meow / Milly Dally			Sarah Schmeer
Stowes Jewelers	393 Fairhope Ave	928-5349	Peggy Stowes Wiggins
BB44			David
Cadeaux Caches	337 F/hope Ave	990-14100	
Fantasy Island Toys	335 F/hope Ave	928-1720	Juki
Brennys Jewelry			W. Saal
Brennys Ltd	331 F/hope Ave	(251) 928-4011	M. Bell
Chamber of Commerce		Closed for Eastern Shore Chamber	notified
Casey Williams	F/hope Ave		Casey
M+M Bank	325 F/hope Ave		W. J.
Simply Divine	319 Fairhope Ave	(251) 990-7164	K. Behnkoff
Sage	319 Fairhope Ave		Sage Meliz
Kent + Vernon		Closed - notified	
Fairhope Sundries	315 Fairhope Ave		W. J.
Bone + Barre	311 Fairhope Ave	(251) 990-0782	W. J.
Fairhope Hardware		(251) 928-9273	Bob Bush
Die Bay Mercantile	231 Fairhope Ave.		M. J.
Don La La	225 Fairhope Ave	990-9937	Ally W. Piner

Person(s) responsible for collecting and authenticating above signatures: Name Sara Havercraft
 Phone (251) 459-5242

DATE 12-08-2010

NAME	ADDRESS	PHONE	SIGNATURE
Eastern Shore Awnings		closed?	notified
Wilkins Miller	35 S. Section St.	(251) 928-0929	notified
Creative Dance Outlet		928-9511	Eugenia Janewick
Whic Architecture		(251) 990-6200	C. Spence
The Sanctuary Salon		990 4779	Denise
founder's square - NO trespassing -			Notified mailboxes
Munnich Court 84			notified
The Citizens Bank	104 S. Section St.		notified
Munnich Court 2			notified
Munnich Court - for sale - residence			notified
Munnich Court - 2 -			notified
Farmhope Chocolate - French Quarter			Amabrup
The Shop @ the end - French Quarter			notified
Christina Lynns - French Quarter			notified
Taste of Alabama - French Quarter			notified
Panini Petes - French Quarter			notified

Person(s) responsible for collecting and authenticating above signatures: Name Sara Haycraft
 Phone (251) 459 5242

DATE 12/08/2010


NAME	ADDRESS	PHONE	SIGNATURE
WEYES	75 Church St.	(51) 929-0015	Mallory Woon
Dragonfly	75 Church St.	(51) 990-5722	Cheresa D
Compunent's	75 Church St.	(51) 923-8808	Arctaf Duffy
Residence	303 De la Mare		Notified
Fairhope Soap Company	305 De la Mare		Esther Tapp
Christian Previews	De la Mare	(855) 539-5080	Notified
WARDKIS	32 De la Mare	(51) 929-1899	John D
The little drawer	309 De la Mare	(51) 203-4788	Deled
Estate Jewellers	Fairhope	(51) 929-8808	
The Copper Column	311 De la Mare	(51) 232-8177	Paul Davis
Aubergine	35 De la Mare Ave	(51) 928-0902	
Fairhope Salon & Spa		(51) 990-5015	Christina Alar
Deff Kennedy	Photography	(51) 401-9577	Notified
The Fairhope Store	300 De la Mare		Yasmy & Lee
Red or White	333A De la Mare	990003	Lee B
Stons Share	320 De la Mare Ave	(51) 928-2207	Mum Burke
Urthe Company of Angels		(51) 928-2800	Notified
funny town	34 De la Mare Ave	(51) 928-0220	Edwards
The Happy Olive	34 De la Mare Ave		Carey Bellian
Mulholland Jewelers	(51) 577-7412		
CX Collection	MEN'S SHOP De la Mare		Tom Owens
ONES	Beans 302 De la Mare Ave		Shelby Decker
Paige + Palette	32 S Section St.	(51) 928-5295	
4 BAGS	BOUTIQUE 40 S. Section St.	(51) 928-9088	Notified
The Salon		(51) 990-5015	

314
304

Person(s) responsible for collecting and authenticating above signatures: Name Sara Faircraft Phone (51) 459-5242

Lisa Hanks

From: Sherry Sullivan
Sent: Friday, December 30, 2016 10:31 AM
To: Michael Stonehouse
Cc: Lisa Hanks; Jack Burrell
Subject: FW: FVFD BBQ event
Attachments: Civic Center.jpg



Michael:

This will need to go back before the council on January 9th for FVFD to get permission to use the CC for a rain location.

I am copying Lisa Hanks and Jack Burrell so they know it needs to be placed on the council agenda.

I let Joey Leavitt know.

Any questions, call me.

Thanks,
Sherry

From: Michael Stonehouse
Sent: Wednesday, December 28, 2016 2:54 PM
To: Sherry Sullivan <sherry.sullivan@cofairhope.com>
Subject: FVFD BBQ event

Please advise how you want to proceed with rain location contract for civic center. ABC will be needing a letter from us stipulating rental contract. The waiver of rental fees was only approved for street usage and not site specific to the civic center, so I have no authority to approve and sign rental application nor send ABC letter for civic center usage until clarified.

Thank you,
Michael

APPLICATION FOR USE OF FAIRHOPE CIVIC CENTER

Fairhope Civic Center, P.O. Drawer 429, Fairhope Al. 36532 (251) 990-0130 (251) 929-1479 (251) 929-1467 Fax

We, the undersigned, hereby apply for the use of certain facilities at the Fairhope Civic Center and, in connection with said application, furnish the following:

- 1. We wish to use: Main Auditorium Lobby Council Chambers Delchamps Suite
- 2. Date requested: Jan. 21, 2017 Hours: from 6:00 AM to 11:00 PM
- 3. Renters Name: Fairhope Vol. Fire Department Phone (H): 251-379-1924
 Billing Address: 18599 Founders Dr Phone (W): 928-2385
 City: Fairhope State: AL Zip: 36532 Phone (C): _____
 Person to Contact: Joey Leawitt Phone: _____
- 4. Approximate number of persons expected (Adults & Minors): 1000
- 5. Purpose of use: Fun raiser, Rain out location
- 6. Describe any equipment to be used: Stage,
- 6. Will there be any alcohol on the premises? yes If so, security must be provided by the FHPD. If cash bar is used or alcohol is sold, renter/caterer must show proof of proper ABC licensure. All bartenders must be licensed.

CANCELLATION POLICY

Any and all cancellations and/or date changes must be in writing and signed by the same person who signed the application and paid the rental fees and must be given to the Banquet Manager not less than 30 days prior to the event. Fee refunds will be made, by check, less a \$10.00 or 20% handling charge, whichever is larger and will be delivered by mail. No fee refunds will be made for cancellations made within 30 days of the event.

INDEMNITY AND HOLD HARMLESS AGREEMENT

In consideration of the permission granted to me by the City of Fairhope to use the City of Fairhope Civic Center, I hereby indemnify and hold harmless the City of Fairhope, its agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the facilities at the Fairhope Civic Center who are injured or suffer property damage that is in any way caused by my use of the Fairhope Civic Center. This indemnity and hold harmless agreement is given to the City of Fairhope to protect the City and its agents, servants and employees from cost of defense and claims for injuries and damages that may be caused either directly or indirectly by my use of the Fairhope Civic center.

RENTAL AGREEMENT

I further stipulate that I have read and understand all the rules and regulations as set forth by the governing body of the City of Fairhope for the use of this facility, and will abide by same; and acknowledge that if any required chaperons or law enforcement personnel are not present, the event will be terminated.

I have read and agree to the above policies, including the **cancellation** and **indemnity agreements**.

Renter's Signature: [Signature] Date: 12/28/17
Fees paid: \$ _____ Check No.: _____ Date: _____ City Personnel: _____

Office Use Only

Application _____ Cancellation Policy _____ Indemnity _____ Deposit _____ Entered in Calendar _____



**STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD**



**ALCOHOL LICENSE APPLICATION
Confirmation Number: 20161121085355392**

Private Clubs / Special Retail / or Special Events licenses ONLY

Private Club

Does the club charge and collect dues from elected members?

Number of paid up members:

Are meetings regularly held?

How often?

Is business conducted through officers regularly elected?

Are members admitted by written application, investigation, and ballot?

Has Agent verified membership applications for each member listed?

Has at least 10% of members listed been confirmed and highlighted?

Agent's Initials:

For what purpose is the club organized?

Does the property used, as well as the advantages, belong to all the members?

Do the operations of the club benefit any individual member(s), officer(s), director(s), agent(s), or employee(s) of the club rather than to benefit of the entire membership?

Special Retail

Is it for 30 days or less?

More than 30 days?

Franchisee or Concessionaire of above?

Other valid responsible organization:

Explanation:

Special Events / Special Retail (7 days or less)

Starting Date: Ending Date:

Special terms and conditions for special event/special retail:

Other Explanations

What is the applicant(s) primary source of funding?: DONATIONS

License Covers: EQUALITY STREET BETWEEN SECTION STREET AND BANCROFT STREET

Are there any special restrictions, instructions, and/or conditions for this license?:
DATE OF EVENT - 1/21/2017. LICENSED AREA WILL BE BARRICADED TO CONTROL ENTRANCE/EXIT. BEER TO BE SOLD IN 12 OZ CANS AND 16 OZ CUPS. NO ALCOHOLIC BEVERAGES ARE ALLOWED TO LEAVE THE LICENSED PREMISE. IN CASE OF RAIN OUT, THE EVENT WILL BE HELD AT THE FAIRHOPE CIVIC CENTER, 161 NORTH SECTION STREET, FAIRHOPE, AL 36532. THIS LICENSE IS NON-RENEWABLE.

**PEDESTRIAN AND
BICYCLE COMMITTEE**

NOMINEE (S)

3-Year Term

APPOINTMENTS

Meredith Montgomery
Alan Samry

REAPPOINTMENTS

The terms shall end January 2020

Lisa Hanks

From: Mike Groutt <jmgroutt@gmail.com>
Sent: Wednesday, January 4, 2017 4:21 PM
To: Lisa Hanks
Cc: Robert Brown; Chris Riley
Subject: Re: New members for Ped Bike Committee
Attachments: Fairhope Bike-Ped Comm Minutes-12-6-16-Final.pdf

Thanks Lisa.

At our meeting last night, the members of the committee voted unanimously to recommend Meredith Montgomery and Alan Samry for membership on the Fairhope Pedestrian-Bicycle Committee. Both have terrific experience that will provide us with additional insight into the many issues related to walking and biking...and both bring a great deal of enthusiasm for helping to keep Fairhope a wonderfully walkable and bikable community.

Robert was at the meeting and can fill you in, if necessary.

Also...here are the approved minutes from our December meeting.

Thanks again.
Mike

On Tue, Jan 3, 2017 at 3:41 PM, Lisa Hanks <lisa.hanks@cofairhope.com> wrote:

Do you want both appointed? Since you are having a meeting today, vote on recommending and then send me an e-mail tomorrow for the agenda.

Thanks,

Lisa A. Hanks, MMC
City Clerk
City of Fairhope
P. O. Drawer 429
Fairhope, AL 36533
[251-928-2136](tel:251-928-2136)

[251-990-0107](tel:251-990-0107) (Fax)

-----Original Message-----

From: james groutt [<mailto:jmgroutt@gmail.com>]
Sent: Tuesday, January 3, 2017 3:40 PM
To: Lisa Hanks <lisa.hanks@cofairhope.com>
Subject: New members for Ped Bike Committee

Hi Lisa. Just wanted to check to see if the Ped Bike applications will make the agenda for the next City Council meeting. I understand we have at least two applicants...Meredith Montgomery and Alan Samry, and two open positions.

CITY OF FAIRHOPE



APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

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Please return this application to the Fairhope City Clerk at City Hall, 161 North Section Street, Fairhope, Alabama 36532 or mail to City of Fairhope, Attention Fairhope City Clerk, P. O. Drawer 429, Fairhope, Alabama 36533.

PLEASE PRINT CLEARLY

Last Name: MONTGOMERY First Name: MEREDITH
Phone Number: 251.990.9552 Cell: 601.918.2833 Email: NATURALAWAKENINGSMB@GMAIL.COM
Home Address: 401 CAMELIA CT
City: FAIRHOPE State: AL Zip: 36532
Business Address: PO BOX 725
City: FAIRHOPE State: AL Zip: 36533
Name of Board or Committee: BIKE - PED

EDUCATIONAL BACKGROUND:

KENYON COLLEGE - LIBERAL ARTS DEGREE
IN STUDIO ART/ENVIRONMENTAL STUDIES/DANCE

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

YOGA TEACHER CERTIFICATION FROM YOGA ALLIANCE

PROFESSIONAL EXPERIENCE:

PUBLISHER FOR LOCAL GREEN LIVING MAGAZINE & NATIONAL GREEN LIVING WRITER; 10+ YRS NON PROFIT MANAGEMENT

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

BIKE & PEDESTRIAN FRIENDLY COMMUNITY
BOARD MEMBER OF BARDWIN TRAILBLAZERS & ORGANIZER OF MOBILE BAY GREEN DRINK

HOW WILL YOUR QUALIFICATIONS BEST SERVE THE NEEDS OF THE COMMUNITY?

I AM INVESTED IN ~~MAKING~~ MAKING FAIRHOPE BIKE & PED FRIENDLY FOR ALL AGES & MOTIVATED TO MOVE IMPROVEMENTS FORWARD

Signature: Meredith Montgomery

Date: 12/5/10

You may attach a resume with this application.

meredith montgomery

401 camellia ct | fairhope, al 36532
251.990.9552 | meraiko@gmail.com

education

Bachelor of Arts • 2002

**Major: Studio Art; Minor: Dance;
Concentration: Environmental Studies**
Kenyon College, Gambier, OH

**200-Hour Yoga Alliance
Teacher Certification • 2005**
Joyflow Yoga, Jackson, MS

Kids Yoga Teacher Training • 2014
Dancing Spider Yoga, Fairhope, AL

engagement

Mobile Bay Green Drinks
Organizer 2013-Present

**Kenyon College
Alumni Admissions Network**
Volunteer 2008-Present

Various Yoga Studios and Gyms
Yoga Instructor 2005-Present

Mobile/Baldwin Yoga Week
Founder/Organizer 2011-2013

**Natural Awakenings
Owner Advisory Council**
Member 2011-2012

**Mississippi Environmental
Education Alliance**
Board Member 2007-2008

**Mississippi Urban Forestry Council's
Urban Tree Initiative**
Committee Member 2007-2008

Arts Council of Clinton, MS
Board Member 2007-2008

skills

COMPUTER:

Proficient in Adobe InDesign, Photoshop,
Illustrator and Acrobat Professional;
Microsoft Word, Excel and PowerPoint;
Apple Pages, Numbers and Keynote;

ART & DESIGN:

Trained in layout and design, oil and
acrylic painting, drawing, photography,
exhibit assembly and design

experience

Natural Awakenings Gulf Coast AL/MS • 2010-Present
PUBLISHER

Oversee the production and marketing of this local healthy living publication by orchestrating all editorial and design elements, generating and maintaining dozens of advertiser accounts each month and coordinating the monthly distribution of print and digital editions.

- Boosted advertising sales, doubling monthly revenue within a year of becoming publisher; Expanded distribution with a 50% increase in circulation and 40% increase in number of distribution locations;
- Established and manage the Natural Awakenings Network, a discount card program, by enrolling more than 75 local businesses as providers;
- Implemented the production of the Healthy and Green Living Directory, an expanded issue printed annually;

Natural Awakenings Publishing Company • 2011-Present
CONTRIBUTING WRITER

Author articles for national distribution on topics related to healthy kids and parenting, yoga and sustainable living.

- Garner support and interviews from nationally-recognized individuals such as musicians Michael Franti and Jack Johnson, women's health expert Dr. Christiane Northrup, parenting expert Wendy Mogel and well-known yoga teachers Bryan Kest and Judith Lasater;
- Research and deliver cutting edge information on topics such as natural treatments for autism, medically-proven health benefits of yoga and affordable alternative healthcare;

Yoga Health Foundation • 2011-2012

DIRECTOR OF DONOR RELATIONS

Solely responsible for generating and managing sponsorships with national brands. Assisted with media relations by writing and distributing press releases, participated in radio interviews and created online and print ad campaigns.

- Developed sponsorship program and secured more than \$30,000 in funding from national brands such as LUNA, Rishi Tea, Vita Coco and Be Present for Yoga Month 2011;

Habitat for Humanity in Mobile County • 2008-2009

FAITH RELATIONS & FAMILY SUPPORT COORDINATOR

Launched the Faith Relations Program by partnering with local churches to provide volunteer and financial support to build affordable housing. Assisted with all aspects of family services and support.

Clinton Community Nature Center • 2007-2008

EXECUTIVE DIRECTOR

Enabled the operation and direction of this Mississippi nonprofit and its programming through fundraising, marketing, community outreach, event planning, website design, administrative duties and gift shop management.

- Established an endowment fund and initiated a long-range plan;
- Acquired numerous community grants for the implementation of existing and new programs such as the Art of Nature contest and exhibition;
- Trained and supervised two staff members and approximately 50 regular volunteers; Organized volunteer projects with other community groups such as Scouts, Americorps and Honor Society;

CITY OF FAIRHOPE

DEC 12 '16 PM 12:45



ML

APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

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PLEASE PRINT CLEARLY

Last Name: SAMRY First Name: ALAN

Phone Number: _____ Cell: 251-233-3648 Email: alansamry@gmail.com

Home Address: 240 Mershon St.

City: Fairhope State: AL Zip: 36532

Business Address: _____

City: _____ State: _____ Zip: _____

Name of Board or Committee: Pedestrian and Bicycle Committee

EDUCATIONAL BACKGROUND:

Master of Fine Arts- Creative Writing

B.A. Continuing Education-University of South Alabama

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

Slow Bicycle Society on the Eastern Shore

Baldwin County Bicyclists

I still have my bike safety certificate from the Brewster, MA Police Department.

PROFESSIONAL EXPERIENCE:

Retail Store Manager

Journalist

Librarian - Present

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

Fairhope History

Single Tax

Past member of Fairhope's Historic Preservation Committee

HOW WILL YOUR QUALIFICATIONS BEST SERVE THE NEEDS OF THE COMMUNITY?

As an active congenital below-knee amputee I would offer a unique, inclusive, and cooperative perspective to the committee. I look forward to advancing the safe, recreational, and fun walking and bicycling opportunities in Fairhope.

Signature: *Alan L. Samry*

Date: 12/7/2016

You may attach a resume with this application.

**BOARD OF ADJUSTMENTS
& APPEALS**

NOMINEE (S)

3-Year Term

APPOINTMENTS

Christina Stankoski – 1st Alternate Member

Harry Kohler – 2nd Alternate Member

The terms shall end January 2018 for Alternate Members

REAPPOINTMENTS

John Avent – Member

Dick Schneider - Member

Cathy Slagle - Member

Troy Strunk – Member

Anil Vira - Member

The terms shall end January 2020 for all Reappointments

CITY OF FAIRHOPE



APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

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PLEASE PRINT CLEARLY

Last Name: Stankoski First Name: Christina

Phone Number: 2515918728 Cell: _____ Email: christinastankoski@mac.com

Home Address: 110 Pinetop Cr Fairhope AL 36532

City: _____ State: _____ Zip: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Name of Board or Committee: Board of Adjustments

EDUCATIONAL BACKGROUND:

Bachelor of Science in Journalism @ West Virginia University

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

Currently pursuing my Drafting Certificate through Mountainview College

PROFESSIONAL EXPERIENCE:

Development Management Consulting 2004-2007

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

Arts & Crafts Committee Community Bible Study
Eastern Shore Republican Women

HOW WILL YOUR QUALIFICATIONS BEST SERVE THE NEEDS OF THE COMMUNITY?

My knowledge of Home Design mixed with my life long love of living here, I feel, will well serve Fairhope.

Signature: C. Stankoski

Date: 12/20/10

You may attach a resume with this application.

Christina Stankoski, raised in Fairhope, is married to Clark Stankoski and they have three children together, Davison, Ford and Colleen. After graduating from Fairhope High School she earned her Journalism Degree at West Virginia University. Christina then returned home to work for Development Management Company and raise her family. She is currently undergoing classes to receive her Drafting Certificate in Architecture.

Christina looks forward to using her knowledge of quality home design and love of our town to best serve the citizens of Fairhope.

CITY OF FAIRHOPE



JAN 3 '17 AM 10:40

ZMS

APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

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PLEASE PRINT CLEARLY

Last Name: Kohler First Name: Harry
Phone Number: (251) 929-2619 Cell: (251) 408-7116 Email: harry36532@gmail.com
Home Address: 111 High Pines Rdg
City: Fairhope State: AL Zip: 36532
Business Address: N/A
City: _____ State: _____ Zip: _____

Name of Board or Committee: Board of Adjustments & Appeals

EDUCATIONAL BACKGROUND:

BS & MS degrees in Civil Engineering from University of Illinois, MBA from Boston University

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

registered Professional Engineer (retired)

PROFESSIONAL EXPERIENCE: former US Army officer; Planning & Scheduling Engineer, Master Planner; Project Manager; Chief, Engineering & Construction Division, Galveston District, US Army Corps of Engineers (see attached resume for more detail)

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

Served on Board of Directors for Rock Creek Property Owners Association, Chaired Architectural Review and CC&R Committee for Rock Creek Property Owners Association

HOW WILL YOUR QUALIFICATIONS BEST SERVE THE NEEDS OF THE COMMUNITY? Engineering background with heavy emphasis on planning, management, and review and interpretation of often complex laws, regulations, rules, & policies

Signature: Harry Kohler Date: 12/27/2016

You may attach a resume with this application.

EDUCATION ADVISORY COMMITTEE

NOMINEE (S)

3 - Year Term

APPOINTMENTS

Elizabeth Hammock

This term shall end January 2020

REAPPOINTMENTS

Hank Burch

Cobby Witherington

The terms shall end January 2020

Received 10/31/16
ZAA

CITY OF FAIRHOPE



APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

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PLEASE PRINT CLEARLY

Last Name: HAMMOCK First Name: ELIZABETH

Phone Number: 490 3235 Cell: 404 8019 Email: ERHAMMOCK@YH00.COM

Home Address: 254 N. BAYVIEW ST.

City: FAIRHOPE State: AL Zip: 36532

Business Address: _____

City: _____ State: _____ Zip: _____

Name of Board or Committee: EDUCATIONAL ADVISORY COUNCIL

EDUCATIONAL BACKGROUND:

GRADUATED FROM DARTMOUTH COLLEGE, 1999

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

PROFESSIONAL EXPERIENCE:

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

HOW WILL YOUR QUALIFICATIONS BEST SERVE THE NEEDS OF THE COMMUNITY?

I HAVE A BUSINESS AND ANALYTICAL BACKGROUND THAT WILL SERVE MY PASSION FOR PUBLIC EDUCATION WELL

Signature: [Handwritten Signature]

Date: 10-26-16

You may attach a resume with this application.

PLEASE SEE
ATTACHED

ELIZABETH R. HAMMOCK
254 North Bayview Street, Fairhope, AL 36532
Cell: (251) 404-8019 • erhammock@yahoo.com

Civic Experience

FAIRHOPE EDUCATIONAL ENRICHMENT FOUNDATION (FEEF)

FEEF is organized to promote and enrich educational opportunities for all Fairhope public school students.

- Board Member, January 2010-May 2014 • Treasurer, 2011-2013
- Phantasy of the Arts Sponsor Chairman, 2010-2012 & Sponsor Co-Chairman, 2009

FAIRHOPE ELEMENTARY SCHOOL

- School Improvement Lead Team (Principal's Academic Advisory Council), November 2016-Present
- Room Mom, 2014-Present • Ad hoc Volunteer, August 2013-Present

FAIRHOPE UNITED METHODIST CHURCH

2,000-member local Methodist congregation, which was chartered in December 1910.

- Governing Board of Stewards, 2011-2013 & June 2016-Present
- Finance Committee Chairman, June 2016-Present • Finance Committee Member, January 2015-Present
- Capital Campaign Co-Chairman, 2014
- Church Life Committee, 2012-2014
- Sunday School Class Secretary, 2010-Present
- Upward Youth Basketball Coach, 2015/2016 & 2016/17

FAIRHOPE YOUTH FLAG FOOTBALL LEAGUE

Flag football league for local youth (kindergarten – 4th grade).

- League Founder & Commissioner, 2015-Present

Professional Experience

BAY PEDIATRIC DENTISTRY

Business Manager

Fairhope, AL
July 2005-Current

- Manage all financial and business aspects of local pediatric dental practice.

BOSTON VENTURES

Associate

Boston, MA
Aug 2001 – June 2005

- Managed investment process for leading private equity firm including financial and business due diligence, prospective management assessment, valuation and returns analyses, investment recommendation and memoranda, transaction structuring and negotiation of legal documentation. Provided extensive budgeting and strategic planning assistance to management, analyzed and negotiated add-on acquisitions and capital raises.

J.P. MORGAN CHASE

Investment Banking Analyst, Syndicated and Leveraged Finance

New York, NY
July 1999 – July 2001

- Focused on originating, structuring and distributing senior debt financings for private equity firms and corporations while completing more than \$7 billion in lead-managed transactions.
- Head of Dartmouth College undergraduate recruiting.

ROZUMEK ENTERPRISES

Assistant Manager

Nashua, NH
June 1991– June 1998

- Participated in all phases of family-owned grocery business that generated \$6 million in annual revenue.

Education

DARTMOUTH COLLEGE

Bachelor of Arts degree in Government

Hanover, NH
1995 - 1999

- Sports columnist for the college newspaper; Office of Admissions tour guide; Member of Division I-A softball team; Local 5th grade softball coach.
- Lower Alabama Alumni Interviewer for undergraduate applicants (2005-Present).