STATE OF ALABAMA )(
:
COUNTY OF BALDWIN )(

The City Council, City of Fairhope, met in an organizational session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 2 November 2020.

Present were Councilmembers: Jack Burrell, Corey Martin, Jimmy Conyers, Robert Brown, and Kevin Boone, Mayor Sherry Sullivan, Attorney Marion E. Wynne, and City Clerk Lisa A. Hanks. City Attorney Marcus E. McDowell was absent.

There being a quorum present, City Clerk Lisa Hanks took the seat as presider and called the meeting to order. The invocation was given by Music Pastor Timothy Clark of Celebration Church and the Pledge of Allegiance was recited.

This being the organizational meeting to begin the new administration, Mayor Sherry Sullivan, and the newly-elected Councilmembers, Jack Burrell, Corey Martin, Jimmy Conyers, Robert Brown, and Kevin Boone, prepared to take their Oath of Office.

The Honorable Jody E. Bishop, Circuit Court Judge, 28th Judicial Circuit of the State of Alabama, then gave the Oath of Office to the new elected Officials: Mayor Sullivan; Councilmembers Burrell (Place # 1); Martin, (Place # 2); Conyers, (Place # 3); Brown, (Place # 4); and Boone, (Place # 5). (Signed Oaths inserted at end of these minutes.)

The new administration took their seats on the dais and continued with business.

Ms. Hanks conducted the procedures for electing a Council President. The floor was opened for Council President nominations. Councilmember Boone nominated Councilmember Burrell. Seconded by Councilmember Conyers and no other nominations were made. The floor for nominations was then closed. Councilmember Burrell was elected Council President unanimously by voice vote.

Council President Burrell took the presider's seat. The floor was then opened for Council President Pro Tempore nominations. Councilmember Boone nominated Councilmember Conyers. Seconded by Councilmember Brown and no other nominations were made. The floor for nominations was then closed. Councilmember Conyers was elected Council President Pro Tempore unanimously by voice vote.

Councilmember Conyers introduced in writing Ordinance No. 1692, an ordinance to adopt the Rules of Procedure in all Instances for Meetings of the City Council. In order to take immediate action, Councilmember Brown moved for immediate consideration. Seconded by Councilmember Conyers, motion for immediate consideration passed unanimously by the following voice votes: AYE – Burrell, Martin, Conyers, Brown, and Boone. NAY - None. Councilmember Brown then moved for final adoption of Ordinance No. 1692. Seconded by Councilmember Conyers, motion for final adoption passed by the following voice votes: AYE – Burrell, Martin, Conyers, Brown, and Boone. NAY - None.

Council President Burrell commented there was a need to decide what the Utility Superintendent's salary would be. He mentioned this is commonly done throughout the State and can be changed at any time by City Council. He asked the City Council what their thoughts were on the salary. Councilmember Conyers said he thought it should be between \$15,000.00 and \$20,000.00. Councilmembers Martin and Brown both agreed with between \$15,000.00 and \$25,000.00. Council President Burrell said his suggestion is between \$25,000.00 and \$30,000.00. Councilmember Martin stated this is done widely throughout the State. The consensus of the City Council was to set the salary of the Utility Superintendent at \$25,000.00.

Councilmember Conyers introduced in writing Ordinance No. 1693, an ordinance to an ordinance to authorize Mayor Sherry Sullivan to act as full-time Utility Superintendent. In order to take immediate action, Councilmember Martin moved for immediate consideration. Seconded by Councilmember Conyers, motion for immediate consideration passed unanimously by the following voice votes: AYE – Burrell, Martin, Conyers, Brown, and Boone. NAY - None. Councilmember Brown then moved for final adoption of Ordinance No. 1693. Seconded by Councilmember Boone, motion for final adoption passed by the following voice votes: AYE – Burrell, Martin, Conyers, Brown, and Boone. NAY - None.

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to eliminate and defund the following Job Position; and the Job Description and Grade of Pay for the Operations Director with a Pay Grade of 34. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

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## RESOLUTION NO. 3866-20

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 eliminate and defund the following Job Position; and the Job Description and Grade of Pay for same on:

Deletion:

**Job Positions** 

Grade of Pay

Operations Director

34

ADOPTED THIS 2ND DAY OF NOVEMBER, 2020

lack Burrell, Council Presiden

ATTEST:

Lisa A. Hanks, MMC

City Clerk

Council President Burrell explained the reason for pulling Agenda Items 9 and 10 from the Organizational Meetings agenda. He commented after reviewing with City Clerk Hanks we determined these ordinances were identical, so no amendments were needed.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that Lisa A. Hanks is hereby appointed as City Clerk. The term of the City Clerk shall serve until the next general municipal election and until a successor is elected by the council and qualified. Section 11-43-3, Code of Alabama, 1975. Seconded by Councilmember Martin, motion passed unanimously by voice vote. Council President Burrell commented we have the best City Clerk in the State of Alabama; and she is a past President of the Alabama Clerks. He said she has been nominated as Clerk of the Year four times by her peers.

## RESOLUTION NO. 3867-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That <u>LISA A. HANKS</u> is hereby appointed as City Clerk. The term of the City Clerk shall serve until the next general municipal election and until a successor is elected by the council and qualified. Section 11-43-3, Code of Alabama, 1975.

ADOPTED 2ND DAY OF NOVEMBER, 2020

Jack Burrell Council President

ATTEST:

Lisa A. Hanks, MMC

City Clerk

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that <a href="KIMBERLY">KIM" CREECH</a> is hereby appointed as City Treasurer. The term of the City Treasurer shall serve until the next general municipal election and until a successor is elected by the council and qualified. Section 11-43-3, Code of Alabama, 1975. Seconded by Councilmember Boone, motion passed unanimously by voice vote. Council President Burrell commented we have the best City Treasurer in the State of Alabama who has saved the City \$1.2 million dollars.

#### RESOLUTION NO. 3868-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Kimberly "Kim" Creech is hereby appointed as City Treasurer. The term of the City Treasurer shall serve until the next general municipal election and until a successor is elected by the council and qualified. Section 11-43-3, Code of Alabama, 1975.

ADOPTED 2ND DAY OF NOVEMBER, 2020

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 Stephanie Hollinghead is hereby appointed as Chief of Police. The term of the Chief of Police shall serve until the next general municipal election and until a successor is elected by the council and qualified. Section 11-43-5, Code of Alabama, 1975. Seconded by Councilmember Brown, motion passed unanimously by voice vote. Council President Burrell commented she has done an outstanding job how you carry yourself and carry out your duties.

## **RESOLUTION NO. 3869-20**

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That **STEPHANIE HOLLINGHEAD** is hereby appointed as Chief of Police. The term of the Chief of Police shall serve until the next general municipal election and until a successor is elected by the council and qualified. Section 11-43-5, Code of Alabama, 1975.

ADOPTED 2ND DAY OF NOVEMBER, 2020

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ATTEST:

isa A. Hanks, MMC

City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that Marcus E. McDowell is hereby appointed as City Attorney. The term of the City Attorney shall serve until the next general municipal election or until a successor is elected by the council and qualified. Section 11-43-3, Code of Alabama, 1975; and that Mayor Sherry Sullivan is authorized to sign an engagement letter between the City of Fairhope and Marcus E. McDowell for legal services. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

## **RESOLUTION NO. 3870-20**

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That MARCUS E. MCDOWELL is hereby appointed as City Attorney. The term of the City Attorney shall serve until the next general municipal election or until a successor is elected by the council and qualified. Section 11-43-3, Code of Alabama, 1975.

BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, that Mayor Sherry Sullivan is authorized to sign an engagement letter between the City of Fairhope and Marcus E. McDowell for legal services.

ADOPTED THE 2ND DAY OF NOVEMBER, 2020

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, N

City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution authorizing the signees of all City of Fairhope Accounts. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

### **RESOLUTION NO. 3871-20**

WHEREAS, two signatures are required on all monetary transactions of the City of Fairhope; and

WHEREAS, travel is sometimes required of the Mayor and of the Treasurer and provisions should be made to cover monetary requirements of the City in the absence of one or both; THEN, THEREFORE

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, FAIRHOPE, ALABAMA, that all Financial Depositories where monies of the City are deposited, whether in checking, savings, or other type accounts, currently or in the future; be and hereby are advised that any two of the following signees are authorized to sign any monetary transaction between said Depositories and the City of Fairhope, Alabama. Attached is a list of all Depositories for the City of Fairhope;

2 November 2020
Sherry Sullivan, Mayor
Jackey O. Burrell, Council President
Lisa A. Hanks, City Clerk
Kimberly W. Creech, City Treasurer
<b>BE IT FURTHER RESOLVED</b> that Mayor Sherry Sullivan is hereby authorized to use computer generated signature for routine checks under Two Thousand Five Hundred Dollars (\$2,500.00). All monetary transactions must have at least one true signature.
<b>BE IT FURTHER RESOLVED</b> that a certified copy of this resolution be sent to all Depositories as authorization of and as a record of above signee signatures.
ADOPTED THIS <u>2ND</u> DAY OF <u>NOVEMBER</u> , 2020
Jack Burrell, Council President
Attest:
Lisa A. Hanks, MMC City Clerk
City of Fairhope Depositories

Branch Banking and Trust Company BBVA Compass Bank Centennial Bank Regions Bank

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule with Hand Arendall Harrison Sale, LLC to perform professional legal services; and bring back Engagement Letter for approval by Council; and hereby authorizes the Mayor to review pending litigation and all current legal services with Hand Arendall Harrison Sale, LLC and Jones Walker, LLP; and bring recommendations to the City Council as to which firm will continue with pending litigation. Seconded by Councilmember Conyers, motion passed unanimously by voice vote. Council President Burrell said that he had spoken with Matt McDonald and Mr. McDonald was willing to continue the cases he has with the City of Fairhope.

## **RESOLUTION NO. 3872-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** that the City Council hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule with Hand Arendall Harrison Sale, LLC to perform professional legal services; and bring back Engagement Letter for approval by Council.

**BE IT FURTHER RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** that the City Council hereby authorizes the Mayor to review pending litigation and all current legal services with Hand Arendall Harrison Sale, LLC and Jones Walker, LLP; and bring recommendations to the City Council as to which firm will continue with pending litigation.

DULY ADOPTED THIS 2ND DAY OF NOVEMBER, 2020

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 authorizing the signees of all City of Fairhope Accounts. The motion was seconded by Councilmember Martin. Council President Burrell read the high points that were being changed. Councilmember Conyers asked City staff to keep the City Council posted on improvements by not passing around greensheets. After further discussion, motion passed unanimously by voice vote.

## RESOLUTION NO. 3873-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the following procedure is hereby established for expenditures:

City invoices will 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. A monthly report will be given to the Councilmembers at the beginning of each month reporting all invoices paid during the prior month.

The City of Fairhope Administration has the authority to spend on any operational budgeted item up to \$15,000.00 in the aggregate, or the budgeted amount, whichever is less. The City of Fairhope Administration has the authority to spend on any operational non-budgeted item up to \$5,000.00 in the aggregate. Any purchase order over \$7,500.00 requires the approval of the Mayor, City Treasurer, and Finance Director and will be electronically approved internally through MUNIS. In the aggregate means that a purchase, contract, etc. cannot be broken into several purchases to circumvent the law.

Prior to any budgeted capital item being let out for bid must be approved by the Mayor and City Treasurer. After the bids are received, the Purchasing Manager shall forward to the City Council a report and recommendation concerning the award of each bid. The City Council will review the report and adopt a resolution rendering a decision.

**BE IT FURTHER RESOLVED** that all Professional Services contracts over \$5,000.00 must be approved by the City Council; and should City Council disapprove of the Professional Service chosen, they may select another from the list. This policy supplements Resolution No. 2043-13 which adopted the most recent Administrative Policy and Procedure: Quality Based Selection for Professional Services Contracts.

The following resolution is hereby amended: Resolution No. <u>3542-19</u> adopted by the governing body on November 13, 2019.

Adopted on this 2nd day of November, 2020

Jack Burrell, Council Presiden

Attest:

City Clerk

A. Hank

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby designates Office Number 107 in City Hall to be used by the City Council for purposes of carrying out their duties; and authorizes a keypad for door access be installed. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

### **RESOLUTION NO. 3874-20**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City Council hereby designates Office Number 107 in City Hall to be used by the City Council for purposes of carrying out their duties; and authorizes a keypad for door access be installed.

Adopted on this 2nd day of November, 2020

Jack Burrell Council Presiden

Attest:

Lisa A. Hanks, MMC

City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution a resolution to adopt the holidays for FY 2020 – 2021. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

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#### RESOLUTION NO. 3875-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, THAT THE FOLLOWING 2020 – 2021 HOLIDAYS WILL BE OBSERVED BY ALL CITY PERSONNEL EXCEPT EMERGENCY EMPLOYEES:

Veterans Day - Wednesday, November 11, 2020

Thanksgiving Holidays - Thursday & Friday, November 26 & 27, 2020

1/2 Day Christmas Eve - Thursday, December 24, 2020

Christmas Holiday - Friday, December 25, 2020

New Year's Day - Friday, January 1, 2021

Martin Luther King, Jr. ' - Monday, January 18, 2021

Memorial Day - Monday, May 31, 2021

Independence Day - Monday, July 5, 2021

Labor Day - Monday, September 6, 2021

DULY ADOPTED THIS 2ND DAY OF NOVEMBER, 2020

ack Burrell, Council President

Attest

Lisa A. Hanks, MMC

City Clerk

Council President Burrell read the following appointments for Planning Commission terms.

11/02/20 - 08/31/21 Councilmember Conyers 09/01/21 - 06/30/22 Councilmember Martin 07/01/22 - 03/31/23 Councilmember Burrell 04/01/23 - 01/31/24 Councilmember Brown 02/01/24 - 10/31/24 Councilmember Boone

Council President Burrell asked the Councilmembers to attend all of the Committee meetings if you wish; and reminded them of their fiduciary responsibilities. He said the appointments are presented in the agenda. He then appointed the following Councilmembers to be Liaisons for the following Department; and mentioned these could be changed at any time if needed:

Utilities Gas/Water/Sewer/Electric - Councilmembers Boone and Brown
Parks & Recreation and Library - Councilmembers Brown and Martin
Finance & Audit - Councilmembers Burrell and Conyers
Public Works & Industrial Recruitment - Councilmembers Burrell and Conyers
Police, Fire, & Court - Councilmembers Martin and Boone

Councilmember Conyers moved to appoint Council President Burrell and Mayor Sherry Sullivan to the Eastern Shore Metropolitan Planning Organization. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Council President Burrell read the Board and Committee Appointments for Place 1, Place 2, Place 3, Place 4, and Place 5. He reiterated that if any of the Councilmembers do not feel the appointment is a good fit, then these could be changed at any time.

Place 1 – Burrell - Industrial Development Board

Recreation Board and Employee liaison – Pat White

Place 2 – Martin - Fairhope Environmental Advisory Board

Recreation Board Tree Committee

Christmas Parade with Police Officer Shane Nolte

and Employee liaison - Paige Crawford

Place 3 – Convers - Library Board

Museum Advisory Board

Recycling Committee and Employee liaison - Dale Linder

Place 4 – Brown - Fairhope Public Schools Commission

Historic Preservation Committee Pedestrian and Bicycle Committee

Place 5 – Boone - Harbor Board and Employee liaison – Sean Saye

Personnel Board

Councilmember Martin said "this is a Good Day that the Lord has made. Let us rejoice and be glad in it." He commented "I like the team I am on."

Councilmember Conyers thanked the citizens, his wife, and children for allowing him to serve. He too said this is a good team.

Councilmember Brown stated there are brighter days for Fairhope now.

Councilmember Boone thanked the citizens for electing him; and said this will be a good relationship with the Mayor.

Council President Burrell welcomed Councilmember Martin and said he looked forward to working with him. He told Councilmember Robinson he enjoyed serving with him. Council President Burrell thanked all of the family members who are here tonight; especially his wife Patti and daughter Lauren.

Councilmember Martin commented he thanked his wife and mother who are both in the audience; and apologized for not stating previously.

Mayor Sullivan addressed the City Council and gave the following comments:

First, I want to thank my family, my friends and the long list of cheerleaders who have been by my side the past several months. I also want to thank the residents of Fairhope who elected me.

I know in this position that there will be tough decisions to make and there will be days that I question why I ever thought running for Mayor would be a good idea. All of that will never overshadow the love that I have for our community, the appreciation that I have for the City employees and the respect that I have for the Council members who serve with me. Cooperation between the Mayor and Council is crucial to the success of our City and will be crucial as we tackle important issues and projects. I also want to thank the Council for having faith in me to serve as the utility superintendent.

Thank you again to the residents of Fairhope for allowing me this opportunity. I will work hard to be the leader all of you deserve. Please know my door is always open and doing what is best for Fairhope will always be my priority even when it is not easy.

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

There being no further business to come before the City Council, the meeting was duly adjourned at 6:39 p.m.

lack Burrell, Council Presiden

Lisa A. Hanks, MMC

City Clerk

STATE OF ALABAMA	)(
COUNTY OF BALDWIN	: )(
CITY OF FAIRHOPE	:
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I, <u>SHERRY L. SULLIVAN</u>, 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 upon which I am about to enter, to the best of my ability, so help me God.

(Signed) Shen Juliure

Sworn to and subscribed before me this 2nd Day of November, 2020

(Signed)\_

Jody W. Bishop

Circuit Judge

28th Judicial Circuit

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

I, <u>JACKEY O. BURRELL</u>, 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 upon which I am about to enter, to the best of my ability, so help me God.

(Signed) Jacker Bunell

Sworn to and subscribed before me this 2nd Day of November, 2020

(Signed)

Jody W. Bishop

Circuit Judge

28th Judicial Circuit

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

I, COREY A. MARTIN, 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 upon which I am about to enter, to the best of my ability, so help me God.

(Signed)\_

Sworn to and subscribed before me this 2nd Day of November, 2020-

(Signed)

Jody W. Bishop

Circuit Judge

28th Judicial Circuit

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

I, <u>JAMES REID CONYERS</u>, <u>JR.</u>, 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 upon which I am about to enter, to the best of my ability, so help me God.

(Signed)

Sworn to and subscribed before me this 2nd Day of November, 2020

(Signed)

Jody W. Bishop

Circuit Judge

28th Judicial Circuit

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

I, <u>ROBERT A. BROWN</u>, 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 upon which I am about to enter, to the best of my ability, so help me God.

(Signed) (Lud. A. B.

Sworn to and subscribed before me this 2nd Day of November, 2020

(Signed)

Jody W. Bishop

Circuit Judge

28th Judicial Circuit,

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

I, <u>KEVIN G. BOONE</u>, 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 upon which I am about to enter, to the best of my ability, so help me God.

(Signed) Jam G Born

Sworn to and subscribed before me this 2nd Day of November, 2020

(Signed)

ody W. Bishop

Circuit Judge

28th Judicial Circuit