

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

MONDAY, 25 JANUARY 2021 – 4:30 P.M. – COUNCIL CHAMBER

1. Discussion of Recommendations for Boothe and County Road 44 a/k/a Twin Beech Road
2. Budget Discussions
3. Committee Updates
4. Department Head Updates
5. Review of City Council Agenda

Next Regular Meeting – February 8, 2021 - Same Time and Place

Lisa A. Hanks, MMC

From: Sherry Sullivan
Sent: Thursday, January 21, 2021 5:49 PM
To: Lisa A. Hanks, MMC
Cc: Jack Burrell
Subject: Work session notes

Today the sub-committee to discuss Highway 44 and Boothe Road met and had the following recommendations.

Lower speed limit between Highway 98 and 13 on Highway 44 from 45 mph to 35 mph.

NOTE: Chief Hollinghead supports this recommendation. This can happen quickly.

Paint a Crosswalk across Boothe Rd. and across Highway 44

Note: Can happen next week with approval and minimal costs.

Construct about 100ft of sidewalk on the southeast side of Boothe Road.

NOTE: Waiting on costs of PW to construct.

Ultimately needs a signal and pedestrian signal but will discuss with MPO.

Sherry Sullivan
Mayor
City of Fairhope
251-990-0100



**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 25 JANUARY 2021 – 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve minutes of 11 January 2021 Regular City Council Meeting, minutes of 11 January 2021 Work Session, and minutes of 11 January 2021 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. **Public Hearing** – Ordinance – Amend Zoning Ordinance No. 1253.
Request to zone the property of Hermitage, LLC, to Planned Unit Development (PUD). This property is generally located on the west side of Blue Island Avenue between Gayfer Road and Fairhope Avenue, Fairhope, Alabama. PPIN #77742. The property to be known as Hermitage Court.
6. Ordinance – Annexation – Clay G. Spencer, Lee R. Spencer, and Fairhope Single Tax Corporation property located at 20657 Northwood Drive, Fairhope, Alabama. Tax Parcel 46-06-14-0-000-001.813.
7. Ordinance – Annexation – Parker Road from U. S. Highway 98 easterly approximately 1.373 feet to the end of County maintenance to the corporate limits of the City of Fairhope from Baldwin County Commission.
8. Ordinance – An Ordinance amending Ordinance No. 611 and to amend and add to Chapter 21, Article V, Gas, Fairhope Code of Ordinances: Meter Deposit, Installation of New Gas Service Fees, Inspection Fees of Gas Installation, and Tampering by Customer and Contractor.
9. **Final Adoption** – Ordinance – Amend Zoning Ordinance No. 1253.
Zoning Ordinance Amendment
 - Article VII, Section D. Non-Conforming Lots.
10. Resolution – That the Governing Body of the City of Fairhope, Alabama, hereby rescinds Resolution No. 3780-20 and authorizes the cancellation of the order for Procurement of EnerGov Software due to deadline for implementation could not be met and therefore no reimbursable by the CARES Act.
11. Resolution – That the City Council approves the selection of Thompson Engineering to perform Professional Engineering Services for the Replacement of Wells #2 and #9; and hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule and establish a not-to-exceed limit with this firm.

12. Resolution – To award Bid for Internet Service 2021 for North Section Street and Quail Creek for a Three-Year Agreement (Bid No. 010-21) to Southern Light, LLC with a total bid proposal of \$11,640.00 per year.
13. Resolution – That the City of Fairhope approves the procurement for replacement of Fuel Canopy damaged by Hurricane Sally (FEMA 4563). RFQ #006-21; and awards the project to Kemco, Inc. in the amount of \$39,600.00. An insurance claim has been filed; and once the claim is done, then FEMA claim will be submitted.
14. Resolution – That the City of Fairhope has voted to purchase a 2021 Ford Explorer Utility SUV for the Police Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The cost will be \$30,834.00.
15. Resolution – That the City of Fairhope has voted to purchase a 2021 Dodge Ram 1500 Crew Cab 4x2 Pickup Truck for the Water and Sewer Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The cost will be \$28,334.40 plus shipping.
16. Resolution – To award the Procurement of a new Replacement 30HP Electric Control Panel at Twin Beech Lift Station for the Sewer Department to Hydra Service, Inc. with a total cost of \$17,364.29 including installation and estimated freight.
17. Resolution – That the City Council approves the revised and updated Job Description for the Streets and Facilities Maintenance Supervisor as presented. The Pay Grade will remain a 26S. The new Streets and Facilities Maintenance Department was approved on November 23, 2020 via Resolution No. 3898-20; and the pay increase included in the 2021 proposed budget.
18. Resolution – That the City Council approves and adopts the recommendations for the Treasury and Finance Department Restructuring and Reclassification as follows:
 - 1) Move the Finance Department under the current Treasury Department;
 - 2) Retitle the new Division the Treasury Department;
 - 3) Move City Treasurer from (Grade 28S) to (Grade 31S); and approves the pay increase included in the 2021 proposed budget; and
 - 4) Reclassify Finance Director (Grade 28S) to Finance Manager with no Grade change; and will report to the City Treasurer; and
 - 5) Updated uniform Job Descriptions for City Treasurer and Finance Manager.
19. Request – Kay Owen, on behalf of Lakewood Golf Club, Requesting Seven (7) Pole Banners to be put up in Fairhope next year for the USGA Senior Women’s Amateur Championship; the event will be September 10, 2021 through September 15, 2021.
20. Appointments – Fairhope Environmental Advisory Board
21. Appointments – Pedestrian and Bicycle Committee

22. Application for Beer/Wine On/Off Premises License by Kirk Dye for Southern Chill, LLC d/b/a/ as Southern Chill located at 85 N. Bancroft Street, Fairhope, Alabama.
23. Application for Beer/Wine Off Premises License by Dolgencorp, LLC d/b/a Dollar General Store #21492 located at 8443 Twin Beech Road, Fairhope, Alabama.
24. Public Participation – (3 minutes maximum)
25. Adjourn

**City Council Work Session – 4:30 p.m.
On Monday, January 25, 2021 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.
on Monday, January 25, 2021 – Council Chambers**

Next Regular Meeting – Monday, January 25, 2020 - 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 Monday, 11 January 2021.

Present were Council President Jack Burrell, Councilmembers: Jimmy Conyers, Robert Brown, and Kevin Boone (via teleconference), Mayor Sherry Sullivan, City Attorney Marcus E. McDowell, and City Clerk Lisa A. Hanks. Councilmember Corey Martin was absent.

There being a quorum present, Council President Burrell called the meeting to order. The invocation was given by Councilmember Robert Brown and the Pledge of Allegiance was recited.

Council President Burrell announced that one or more of the Councilmembers will be attending the meeting via telephone or videoconference; and that these are matters coming before the body that are “necessary to perform essential minimum functions of the governmental body.”

Councilmember Conyers moved to approve minutes of the 23 December 2020, regular meeting. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Mayor Sullivan addressed the City Council regarding the following items:

- 1) Budget meetings began today;
- 2) Auburn Study – job descriptions arrived;
- 3) Comp Study is the next phase of Phase I;
- 4) Traffic Studies will be done in February;
- 5) Auditors will report at end of the month;
- 6) AS400 is back online;
- 7) Working on telephone system because Customer Service is number 1

Council President Burrell said Happy New Year to everyone.

A Public Hearing was held as advertised on a proposed ordinance to amend Zoning Ordinance No. 1253. Councilmember Conyers introduced in writing an ordinance to amend Article VII, Section D. Non-Conforming Lots. The Planning Commission gave a favorable recommendation of this ordinance. Council President Burrell read the proposed ordinance.

Planning and Zoning Manager Hunter Simmons briefly explained the proposed ordinance.

11 January 2021

Council President Burrell opened the Public Hearing at 6:09 p.m. No one present opposed the proposed ordinance, the Public Hearing closed at 6:10 p.m.

Due to lack of a motion for immediate consideration, this ordinance will layover until the January 25, 2021 City Council meeting.

Councilmember Conyers moved to approve the 2021 Regular City Council Meetings. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that Haymes Snedeker is hereby appointed as Municipal Judge. The term of the Municipal Judge shall serve a two-year term (January 1, 2021 through January 1, 2023) and until a successor is elected by the council and qualified. Section 12-14-30, Code of Alabama, 1975. Seconded by Councilmember Conyers, motion passed unanimously by voice vote. Council President Burrell commented Haymes Snedeker has been Municipal Judge for 14 years.

RESOLUTION NO. 3938-21

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, 2021 – January 1, 2023) and until a successor is elected by the council and qualified. Section 12-14-30, Code of Alabama, 1975.

ADOPTED 11TH DAY OF JANUARY, 2021

Jack Burrell, Council President

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.)

11 January 2021

Judge Haymes Snedeker addressed the City Council and thanked them for allowing him to serve as the City's Municipal Judge. He thanked his support staff of Betty Starks, Teresa Moyer, Berry McKelvain, and City Prosecutor Marcus McDowell who are the main part and is a team effort.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute Extension No. 2 with the Government & Economic Development Institute with Auburn University for First Phase of the Auburn Personnel System Project. Due to administrative and personnel changes with the primary participants of the project that necessitate a modification to the AU Fixed Price Technical Assistance Agreement and other issues listed in their letter of request, the new completion date will be May 31, 2021. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3939-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Sherry Sullivan is hereby authorized to execute Extension No. 2 with the Government & Economic Development Institute (GEDI) with Auburn University for First Phase of the Auburn Personnel System Project which includes updating all job descriptions, grades, making them compliant with Federal Law and more. The completion was scheduled for September 30, 2020, and then extended to December 18, 2020 for additional organizational information and modifications.

Due to administrative and personnel changes with the primary participants of the project that necessitate a modification to the AU Fixed Price Technical Assistance Agreement and other issues listed in their letter of request, the new completion date will be May 31, 2021.

DULY ADOPTED THIS 11TH DAY OF JANUARY, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 January 2021

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope hereby terminates the contract titled Second Phase of the Auburn Personnel System Project for the Strategic and Organizational Planning Study between the City of Fairhope and Government and Economic Development Institute (GEDI) with Auburn University pursuant for Termination for Convenience; and the project was to begin July 1, 2020 and be completed on June 20, 2021; and authorizes Mayor Sullivan to sign the necessary paperwork for said termination. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3940-21

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

1] That on August 15, 2020 the City of Fairhope entered into a contract with Government and Economic Development Institute (GEDI) with Auburn University for the Second Phase of the Auburn Personnel System Project for the Strategic and Organizational Planning Study.

[2] That the City of Fairhope hereby terminates the contract titled Second Phase of the Auburn Personnel System Project for the Strategic and Organizational Planning Study between the City of Fairhope and Government and Economic Development Institute (GEDI) with Auburn University pursuant for Termination for Convenience; and the project was to begin July 1, 2020 and be completed on June 20, 2021; and authorizes Mayor Sullivan to sign the necessary paperwork for said termination.

Adopted on this 11th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 January 2021

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby approves and authorizes Mayor Sherry Sullivan to execute an Amendment to the Intergovernmental Services Agreement between the Baldwin County Commission and the City of Fairhope related to RFQ PS007-18 (Professional Architecture Services for Landscape and Design of a New Transit HUB–FTA-ESMPO) which allocates additional 5307 funds and an additional local match; and amends name of the County contact and the City of Fairhope’s Mayor. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3941-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council hereby approves and authorizes Mayor Sherry Sullivan to execute an Amendment to the Intergovernmental Services Agreement between the Baldwin County Commission and the City of Fairhope related to RFQ PS007-18 (Professional Architecture Services for Landscape and Design of a New Transit HUB – FTA- ESMPO) which allocates additional 5307 funds and an additional local match; and amends name of the County contact and the City of Fairhope’s Mayor.

Adopted on this 11th day of January, 2021

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 City Council agrees to contribute the required twenty percent (20%) local match for the Downtown Fairhope Transit Shelter (Project); and to amend PS007-18 for Professional Architect Services for Landscape and Design of a New Transit HUB FTA-ESMPO 5307 in the amount of \$98,675.00. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

11 January 2021

RESOLUTION NO. 3942-21

WHEREAS, on July 24, 2019, the Eastern Shore Metropolitan Planning Organization (“MPO”) adopted and approved Resolution 2019-21 authorizing additional 5307 funds in the amount of \$533,750.00 in federal funder for the “Downtown Fairhope Transit Shelter (“Project”); and

WHEREAS, the City of Fairhope (“City”) has agreed to contribute an additional \$106,750.00 for the 20% local match; and

WHEREAS, there is a need to amend RFQ PS007-18 for Professional Architect Services for Landscape and Design of the New Transit HUB Christian Preus Landscape to increase the Architecture contract to \$98,675.00.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, that the City Council agrees to contribute the required twenty percent (20%) local match for the Downtown Fairhope Transit Shelter (Project); and to amend PS007-18 for Professional Architect Services for Landscape and Design of a New Transit HUB FTA-ESMPO 5307 in the amount of \$98,675.00.

ADOPTED THIS 11TH DAY OF JANUARY, 2021

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 Mayor Sherry Sullivan is hereby authorized to execute a contract with Volkert, Inc. to perform Professional Engineering and C&E Services for the Installation of UV SIGNA Disinfecting at the Wastewater Treatment Plant (RFQ No. PS002-21) with a not-to-exceed amount of \$65,000.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

11 January 2021

RESOLUTION NO. 3943-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Sherry Sullivan is hereby authorized to execute a contract with Volkert, Inc. to perform Professional Engineering and C&E Services for the Installation of UV SIGNA Disinfecting at the Wastewater Treatment Plant (RFQ No. PS002-21) with a not-to-exceed amount of \$65,000.00.

DULY ADOPTED THIS 11TH DAY OF JANUARY, 2021

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 the City of Fairhope has voted to approve the negotiated fee for Masonry and Concrete Work for Alterations at Fairhope Municipal Stadium (ADA Compliance) for the Recreation Department (Bid Number 034-20); and authorizes the Mayor to execute a contract with Kahlbau Construction, LLC for a not-to-exceed amount of \$138,504.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3944-21

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

[1] That the City of Fairhope has voted to approve the negotiated fee for Masonry and Concrete Work for Alterations at Fairhope Municipal Stadium (ADA Compliance) for the Recreation Department (Bid Number 034-20); and authorizes the Mayor to execute a contract with Kahlbau Construction, LLC for a not-to-exceed amount of \$138,504.00.

Adopted on this 11th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 January 2021

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves Amendment No. 1 to the Contract with Engineering Design Technologies, Inc. for Professional Engineering Services to extend the time for Federal and Alabama Department of Transportation ADA Street Compliance; and authorizes Mayor Sherry Sullivan to execute Amendment No. 1 to the Contract with a cost of \$6,600.00 plus training cost of \$150.00 per hour as needed. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3945-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves Amendment No. 1 to the Contract with Engineering Design Technologies, Inc. for Professional Engineering Services to extend the time for Federal and Alabama Department of Transportation ADA Street Compliance; and authorizes Mayor Sherry Sullivan to execute Amendment No. 1 to the Contract with a cost of \$6,600.00 plus training cost of \$150.00 per hour as needed.

Adopted on this 11th day of January, 2021

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 to award the Replacement and Repair of the Salt Pump Systems and Lights in the Mullet Run Fountain at the Fairhope Museum of History to Classic Pools and Patio Center with a total unbudgeted cost of \$5,626.02. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

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11 January 2021

RESOLUTION NO. 3946-21

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

[1] That the City of Fairhope did request and solicit Quotes for Replace and Repair the Salt Pump Systems and Lights in the Mullet Run Fountain at the Fairhope Museum of History.

[2] After evaluating the Quotes with the required specifications, Classic Pools and Patio Center is now awarded the Replace and Repair the Salt Pump Systems and Lights in the Mullet Run Fountain at the Fairhope Museum of History with a total cost of \$5,626.02 which is unbudgeted.

Adopted on this 11th day of January, 2021

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 Mayor Sherry Sullivan is hereby authorized to execute a contract with Jade Consulting, LLC to perform Topographic Survey Services at Volanta Park for the Recreation Department with a not-to-exceed amount of \$33,925.00. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

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11 January 2021

RESOLUTION NO. 3947-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Sherry Sullivan is hereby authorized to execute a contract with Jade Consulting, LLC to perform Topographic Survey Services at Volanta Park for the Recreation Department with a not-to-exceed amount of \$33,925.00.

DULY ADOPTED THIS 11TH DAY OF JANUARY, 2021

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 to award the Replaster of Pool at Recreation Center to Riviera Pools with a total proposal cost of \$49,480.00 (Informal Quote for Bid No. 001-21. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3948-21

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

[1] That the City of Fairhope did request and receive Informal Quotes for Bid No. 001-21 Replaster Pool at Recreation Center.

[2] After evaluating the Informal Quotes with the required specifications, Riviera Pools is now awarded the Replaster Pool at the Recreation Center with a total proposal cost of \$49,480.00.

DULY ADPOTED ON THIS 11TH DAY OF JANUARY, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 January 2021

At the request of the City Attorney, Marcus E. McDowell, the City Council will rise from the meeting to go into Executive Session based on Alabama Code § 36-25A-7(a)(6) to discuss the consideration the City is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property. The discussions could have a detrimental effect upon the competitive position of the City in the negotiations if the matter was discussed in public; and Section 36-25A-7(a)(3) to discuss pending and potential litigation. The approximate time to be in Executive Session is 30 minutes. Councilmember Conyers moved to go into Executive Session. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Exited the dais at 6:25 p.m. Returned at 6:51 p.m.

Council President Burrell stated there was a need to add on two agenda items after Agenda Item Number 18: two resolutions authorizing Hand Arendall to handle a land donation and RSA agreement pertaining to a “side stream storage” facility.

Councilmember Brown moved to add on the above-mentioned items not on the printed agenda. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council authorizes Hand Arendall Harrison Sale, LLC to negotiate the Agreement with regard to the land donation to the City of Fairhope by Wal-Mart. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3949-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council authorizes Hand Arendall Harrison Sale, LLC to negotiate the Agreement with regard to the land donation to the City of Fairhope by Wal-Mart.

Adopted on this 11th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 January 2021

Councilmember Brown introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council authorizes Hand Arendall Harrison Sale, LLC to engage in further negotiations with RSA regarding the Agreement dated January 28, 2020 pertaining to a “side stream storage” facility. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 3950-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council authorizes Hand Arendall Harrison Sale, LLC to engage in further negotiations with RSA regarding the Agreement dated January 28, 2020 pertaining to a “side stream storage” facility.

Adopted on this 11th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

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 6:54 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

OATH OF OFFICE

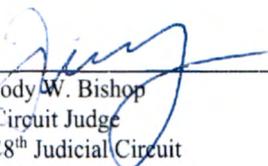
MUNICIPAL JUDGE

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 Snedeker

Sworn to and subscribed before me this 11th Day of January, 2021.

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

Monday, January 11, 2020

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- Planning and Zoning Manager Hunter Simmons addressed the City Council and said that Baldwin County has a new Planning District 19 around Lakewood. He mentioned a mono pole that was placed on an unzoned property in Baldwin County. Mayor Sullivan commented Mr. Simmons has a one page summary that addresses this.
- Electric Superintendent Michael Allision addressed the City Council and said the large substation (transformer) project begins tomorrow.
- Water and Sewer Superintendent Jason Langley addressed the City Council and commented his crew has done a great job with what he has.
- Building Director Erik Cortinas addressed the City Council regarding Citizen Serve and said it is online. He commented on the 190 foot cell tower near Hollowbrook; and said it is unzoned property with no land use restrictions. Council President Burrell told the City Council that numerous small cell towers are going to be requested in the near future. He said we need to watch carefully at these. Mayor Sullivan wants staff to go out and explain zoning for zoned and unzoned areas.
- Recreation Director Pat White addressed the City Council and gave an update on the outdoor basketball court at the Rotary Youth Club. He congratulated the City's Tennis Pro Tomas Catar who was named Alabama Tennis Professional of the Year from the Professional Tennis Registry. Mr. White gave an update on the press box at Founders Park and Quail Creek Pro Shop.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:30 p.m.

Jack Burreli, Council President

Lisa A. Hanks, MMC
City Clerk

Working Waterfront and Greenspace Restoration Phase I –Fairhope Municipal Pier and South Beach Park Improvements

Meeting of WWGR Project Steering Committee

Date & Location: December 16, 2020, 9:45 am, Delchamps Room

In Attendance:

1. Sherry Sullivan, Mayor
2. Kevin Boone, Councilman
3. Jimmy Conyers, Councilman
4. Jessica Walker, COF
5. Richard Johnson, COF
6. Scott Hutchinson, GMC
7. Brandon Bias, GMC
8. Stacy McKean, GM, LLC

Key Objective: Refine the Engineering Design Scope of Work (EDSOW)

Below is a summary of the EDSOW discussed, however it should be considered preliminary and not wholly encompassing all components of proposed work:

Shoreline:

- A. South Beach Park
 - a. No sandy beach
 - b. Preference is to replace failing bulkhead with new modern material bulkhead
 - c. Willing to look at revetments, non-sandy beach living shoreline
- B. Pier Landing
 - a. Evaluation and repair of the substructure of the concrete seawall – key element of resiliency

Bluff:

- A. South Beach Park
 - a. No wholesale grading, cutting or filling of bluff face
 - b. Eliminate any consideration of amphitheater or viewing gallery incorporated into the bluff face
 - c. Keep stairs on the northside – new code compliant wood construction – look at composite tread and decking
 - d. Replace stairs on southside with an elevated ADA compliant switchback ramp system – key issues:
 - i. Minimize footprint
 - ii. Aesthetics
 - iii. Look at material options for prefabrication and O&M
 - iv. Minimize bluff face disturbance
 - e. Look at options for aesthetic improvements to bluff face – removal of invasive plants and planting of native species

Park (Greenspace) Area(s):

- A. South Beach Park
 - a. Add Restroom Facility
 - b. Improve Park Lighting – human scale
 - c. Evaluate and Address Drainage and Utility Infrastructure

Working Waterfront and Greenspace Restoration

Phase I – Fairhope Municipal Pier and South Beach Park Improvements

- d. General Amenities: benches, receptacles, signage (historic, cultural and environmental), etc.
- e. Landscape and hardscape
- B. Pier Landing (Semi Circle Area):
 - a. Park Lighting
 - b. Drainage and Utility Infrastructure
 - c. Lighting – human scale
 - d. General Amenities: benches, receptacles, signage (historic, cultural and environmental), etc.
 - e. Landscape and hardscape

Parking and Traffic Circulation:

- A. Pier Landing
 - a. Keep general traffic circulation – recommendations for improvements for flow and vehicular/pedestrian movements will be considered
 - b. Keep Parking facing out radially – sunset views from the car occupant important
 - c. Maintain current parking capacity
 - d. Some parking towards the north may be acceptable, eliminate wholesale movement of parking to the south end of North Beach Park
 - e. Willing to consider moderate geometric adjustments
 - f. While keeping overall geometrics and functions, concentrate improvements on:
 - i. Paving surfaces – pavers systems, stamped concrete – mixing colors and textures to provide aesthetic and environmental improvements
 - ii. Curbing
 - iii. Wayfinding and Directional Signage
- B. Park Entrance
 - a. Keep proposed intersection improvements at the confluence of Magnolia Ave., Fairhope Ave. and South Mobile St. at the Park Entrance
 - b. Improve sidewalk system coming into park – ADA Compliant
 - c. Entrance Feature (not discussed)
 - d. Fireman Hall Bluff steps – replace with new code compliant stairs – composite treads and decking
- C. South Mobile Street
 - a. Retain and Improve existing 90-degree Parking
 - b. Eliminate proposals for additional parallel parking along South Mobile Street

Fountain and Rose Garden:

- A. Fountain
 - a. Complete rebuild is required
 - b. Important to keep aesthetic the same – geometry, brick, centerpiece, spray patterns, etc.
 - c. MEP – relocate upland and easy to service
 - d. Location – keep the same – may consider minimal realignment
 - e. Size – minimal decrease may be acceptable 10% max
- B. Rose Garden
 - a. Formal style and geometry should be retained
 - b. Green space within the rose planting areas important
 - c. General Amenities: benches, receptacles, signage (historic, cultural and environmental), etc.
 - d. Landscape and hardscape

Working Waterfront and Greenspace Restoration Phase I –Fairhope Municipal Pier and South Beach Park Improvements

Municipal Pier:

- A. New Handrails
- B. Bait stations
- C. General Amenities: benches, receptacles, signage (historic, cultural and environmental), etc.
- D. Pier Lighting – Human Scale
- E. Crab Piers
 - a. Look at options for widening
 - b. Improvements to access
- F. Aesthetic improvements to existing structures – pavilions, bathrooms, etc.
- G. Pier Gateway (Not Discussed)
- H. Re-grouting of pier deck keyways (not discussed) – resiliency related

Working Waterfront and Greenspace Restoration

Phase I –Fairhope Municipal Pier and South Beach Park Improvements

Below is Background Information provided in the original submittal to the Restore Council. All the items listed in the above refined EDSOW falls within the general scope below.

Scope of Work (SOW)

This scope of work entails all project work related to improvements to the shoreline and bluffs along the Eastern Shore of Mobile Bay in Fairhope, Alabama. This project's main criterion involves improvements to the bay shore to insure resiliency, sustainability and human interaction of the City of Fairhope's most precious resource: it's waterfront. More specifically, this SOW concentrates on the First Phase of the overall Working Waterfront and Greenspace Restoration Project –Fairhope Municipal Pier and South Beach Park Improvements.

The general project location can be described as the Fairhope Municipal Pier, the area containing the pier landing at the foot of Fairhope Avenue and the area to the south along the shoreline know as South Beach Park. The pier landing area is approximately 4 acres of land containing buildings, parking, a large circular drive, walkways, hardscapes, landscapes with a center oval median containing a prominent fountain surrounded by English styled rose gardens. This landing is the access point to the Fairhope Municipal Pier, a 1500-foot-long precast concrete pier projecting westward into Mobile Bay. This pier houses a marina on the northside, a popular restaurant at the midpoint, bathrooms and other amenities. Fairhope Municipal Pier host tourists, visitors, recreational fishermen, citizens and serves as the "Town Square" for all important activities in the life of the City of Fairhope. This landing is protected by a precast seawall along its shoreline radius.

South Beach Park is roughly described as a 5-acre linear park along the shoreline of Mobile Bay immediately south of the Fairhope Municipal Pier landing. Geographical elements of the park include approximately 600 linear feet of shoreline on the westside, terraced green space along the center and steep eroding bluff along the eastside. There is 32 vertical feet of elevation difference from the east property line to the toe of the bluff. Most of the gradient (fall) is along the face of the bluff. The shoreline is comprised of 450 feet of bulkhead and 150 linear feet of sandy beach at the southern end of the property.

This Project Scope of Work must include all required surveying, environmental engineering, geotechnical engineering, structural engineering, coastal engineering, project planning, project design, landscape architecture, building architecture, all other professional design disciplines, project administration, grant administration, project management, construction oversight (CE&I and material testing), environmental permit(s) (local, state and federal), building permit(s), land disturbance permit(s), utilities permit(s), materials, equipment, labor and all other incidentals to deliver a complete: Working Waterfront and Greenspace Restoration Project: Phase I –Fairhope Municipal Pier South Beach Park Improvements.

Phase I - Fairhope Municipal Pier and South Beach Park Improvements Project will include, but not be limited to: new construction, improvements, upgrades and remodeling of the of the Fairhope Municipal Pier, Pier Landing and South Beach Park. Work may include: grading, drainage, base, paving, trails, paths, curb, gutters, concrete aprons, concourses, general construction, piers, docks, revetments, bulkheads, seawalls, general marine construction, building construction, landscapes, hardscapes, green infrastructures, low impact elements and all related utilities. All design and construction shall incorporate and use low impact development (LID) standards and green infrastructure methodologies and meet all local, state and federal design codes. All designs and construction must be in full compliance with the Americans With Disabilities Act (ADA), follow "complete streets" objectives and be pedestrian and cycling friendly.

Working Waterfront and Greenspace Restoration Phase I –Fairhope Municipal Pier and South Beach Park Improvements

Project deliverables may include, but not be limited to: full upgrade, replacement and/or installation of drainage infrastructures; stormwater management facilities for the entire site; construction of shoreline structures (breakwaters, jetties, revetments & groins); reclamation of beaches; construction of “living shorelines”; replacement and upgrade of seawalls & bulkheads; pile supported docks and piers; marina facilities; bluff stabilization; incorporation of a “seating gallery” into the bluff face using engineered hardscapes; a focal point structure at the toe of the bluff centered on the “seating gallery”; new restrooms; amenity structures throughout the project; trails, walkways and boardwalks; parking at multiple locations; drives and accesses; curb and gutter; street signage; entrance feature(s); wayfaring signage; main pier remodel (including all structures and amenities); replacement, upgrading and/or installation of park & pier lighting (geared to the human scale); replacement, upgrading and/or installation of utilities: power, water, sewer, gas, telecom and internet; hardscapes; landscapes; aquatic vegetation; and all other incidental materials and/or infrastructures required to deliver a completed project.

The final Scope of Work for this phase will be determined based on all factors such as conceptual designs, permitting requirements, feasibility and availability of funds.

Proposed Gas Service Fees

Service	Proposed Fee	Current Fee	Riviera/Daphne/NBU
New Install Gas Service	\$300	0	See attached
NOTE: First 250 feet included in fee, anything over 250ft will be \$1 foot. — <i>half</i>			
Relocate/Disconnect Existing Service	\$200	0	See attached
* In 2020, approximately 400 services were installed.			
Meter Deposit	\$100	\$50	\$100/\$75/\$100
Meter Deposit for Rental Properties/Airf homes	\$50 100	\$50	\$100/\$100/\$200
Meter Deposit for Commercial	\$300	\$50	\$call/\$150/\$500
Reconnect/Disconnect Fee	\$75&100 (after hours)	\$28.50	\$65/\$75&100/\$40
Inspection	\$25	\$25	0/0/0
First Reinspection	\$100	0	
Second Reinspection	\$200	0	
NOTE: NBU does plumbing on gas services so no inspections fees. RU looking at creating a fee for inspections and re-inspections, currently do not charge			
Tampering, Customer & Contractor	\$100, First time		/\$500/\$50
	\$300, second time and disconnect		/\$500/\$300
	\$500, disconnected and turn over to PD		

Any damage to equipment will be charged to customer.

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)(

The City Council met in an Agenda Meeting at 5:30 p.m.,
Fairhope Municipal Complex Council Chamber,
161 North Section Street, Fairhope, Alabama 36532,
on Monday, 11 January 2021.

Present were Council President Jack Burrell, Councilmembers: Jimmy Conyers, Robert Brown, and Kevin Boone (via teleconference), Mayor Sherry Sullivan, City Attorney Marcus E. McDowell, and City Clerk Lisa A. Hanks. Councilmember Corey Marin was absent.

Council President Burrell called the meeting to order at 5:30 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. Mayor Sherry Sullivan addressed Agenda Items Number 8 and 9. Public Works Director Richard Johnson, Water and Sewer Jason Langley, and Recreation Director Pat White addressed the City Council and briefly explained their Department’s Agenda Items.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:45 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

ORDINANCE NO. ____

**AN ORDINANCE AMENDING ORDINANCE NO. 1253
KNOWN AS THE ZONING ORDINANCE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE,
ALABAMA as follows:

The ordinance known as the Zoning Ordinance (No. 1253), adopted 27 June 2005,
together with the Zoning Map of the City of Fairhope, be and the same hereby is
changed and altered in respect to that certain property described below:

After the appropriate public notice and hearing of the Planning Commission of the City
of Fairhope, Alabama has forwarded a **favorable** recommendation,

The property of Hermitage, LLC generally located on the west side of Blue Island
Avenue between Gayfer Road and Fairhope Avenue, Fairhope, Alabama.

**HERMITAGE COURT PUD
PPIN #: 77742**

Legal Description: (Case number ZC 20.07)

Lot 2, Hermitage Court Unit One, as shown by Map or Plat thereof recorded at Slide
1092-A, Probate Records, Baldwin County, Alabama.

1. **That**, attached as "Exhibit A" is an Master Development Plan. The property
must develop in substantial conformance with the approved site plan and
supporting documents. Any substantial deviation from the attached site plan, as
determined by the Director of Planning, will require re-approval by the Planning
Commission and the City Council of the City of Fairhope, Alabama, as a PUD
amendment.
2. **That**, the following development regulations shall govern:

Lots: There shall be 8 residential lots.

Use: Lots shall be limited to R-1, Single-Family Residential.

Dimension Standards: Dimensional standards shall follow R-1 requirements, except as
outline below:

Min. Lot Area: 14,000 square feet
Front Setback: 35'

The property is hereby initially zoned Planned Unit Development (PUD). This
property shall hereafter be lawful to construct on such property any structures permitted
by Ordinance No. 1253 and to use said premises for any use permitted or building
sought to be erected on said property shall be in compliance with the building laws of
the City of Fairhope and that any structure shall be approved by the Building Official of
the City of Fairhope and that any structure be erected only in compliance with such
laws, including the requirements of Ordinance No. 1253.

Ordinance No. _____

Page -2-

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

Effective Date – This ordinance shall take effect immediately upon its due adoption and publication as required by law.

Adopted and approved this 25th day of January, 2021.

By: _____
Jack Burrell, Council President

Attest:

By: _____
Lisa A. Hanks, MMC
City Clerk

Adopted and approved this 25th day of January, 2021.

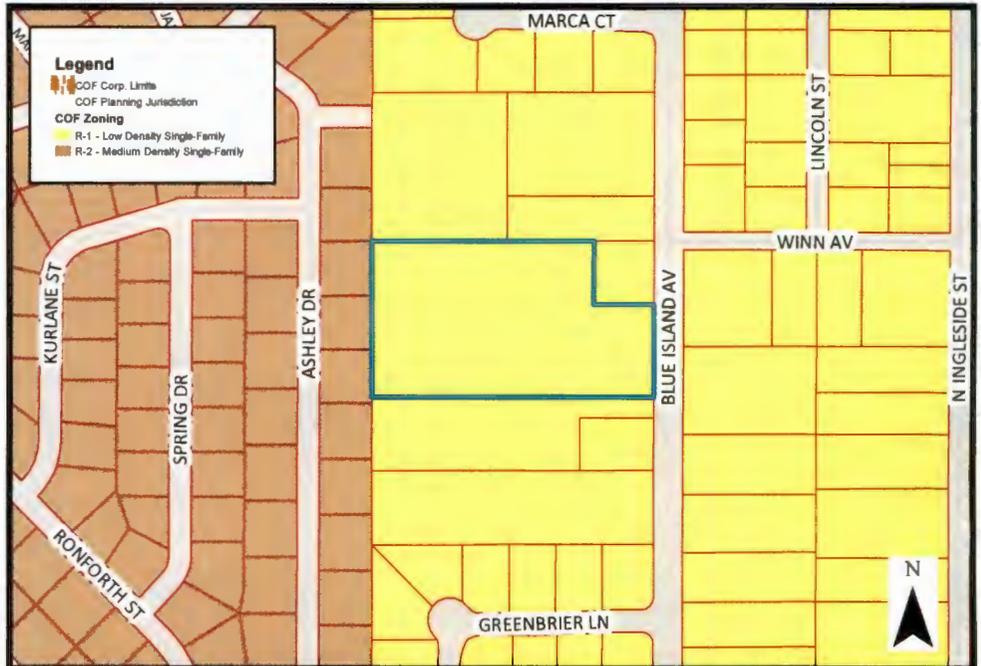
By: _____
Sherry Sullivan, Mayor

City of Fairhope Planning Commission

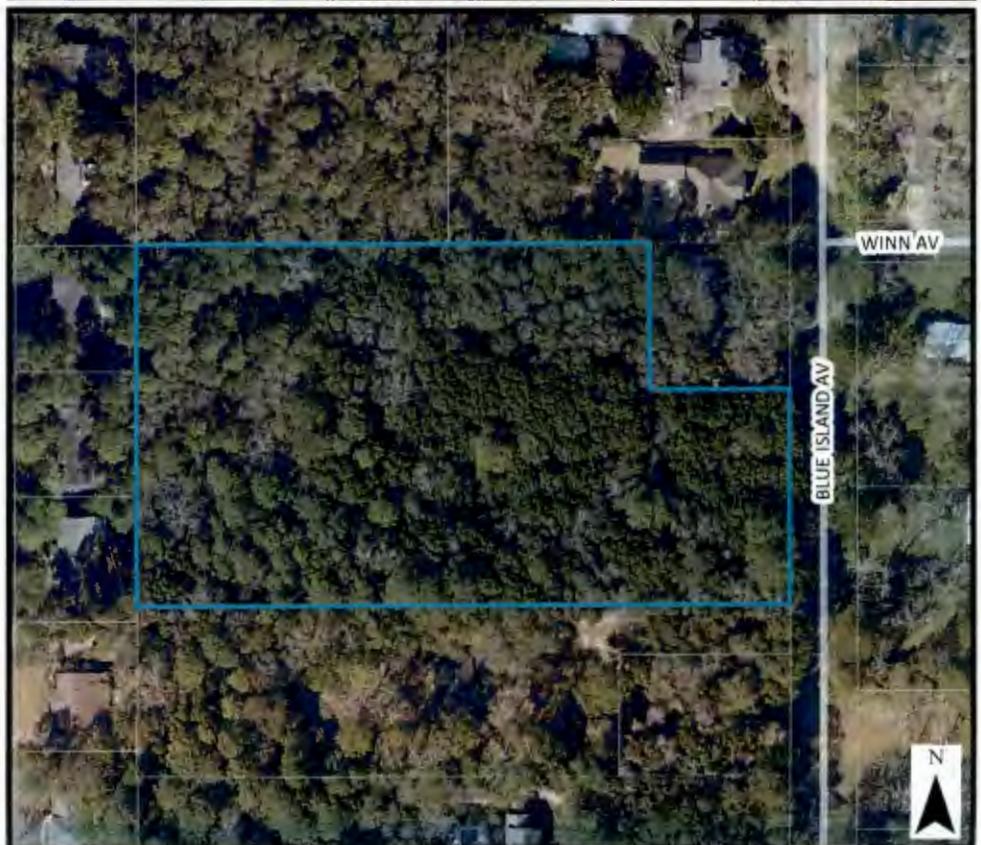
November 5, 2020



ZC 20.07 - Hermitage Court PUD



Project Name:	Hermitage Court PUD
Site Data:	8 Lots/4.4 Acres/1.81 Units Per Acre
Project Type:	Residential PUD
Jurisdiction:	Fairhope Planning Jurisdiction
Zoning District:	Currently R-1
PPIN Number:	77742
General Location:	West side of Blue Island Ave 1/4 mile south of Gayfer Ave
Surveyor of Record:	David Diehl, S.E. Civil
Engineer of Record:	Larry Smith, S.E. Civil
Owner / Developer:	Hermitage LLC/68V Paydirt
School District:	Fairhope West, Middle, and High School
Recommendation:	Approve with Conditions
Prepared by:	Hunter Simmons



Summary of Request:

The applicant is requesting to rezone the subject property from R-1, Single Family Residential District to PUD, Planned Unit Development. The property is approximately 4.4 acres and is located on the west side of Blue Island Ave 1/4 mile south of Gayfer Ave.

In 2019, a complementary subdivision case was submitted, but was tabled at the applicant’s request. Concerns within the subdivision case included, in part, drainage concerns, greenspace, and undersized ROWs. This PUD closely mimics the original proposal, but also addresses concerns raised during the original subdivision case.

The applicant’s summary of the project is provided below:

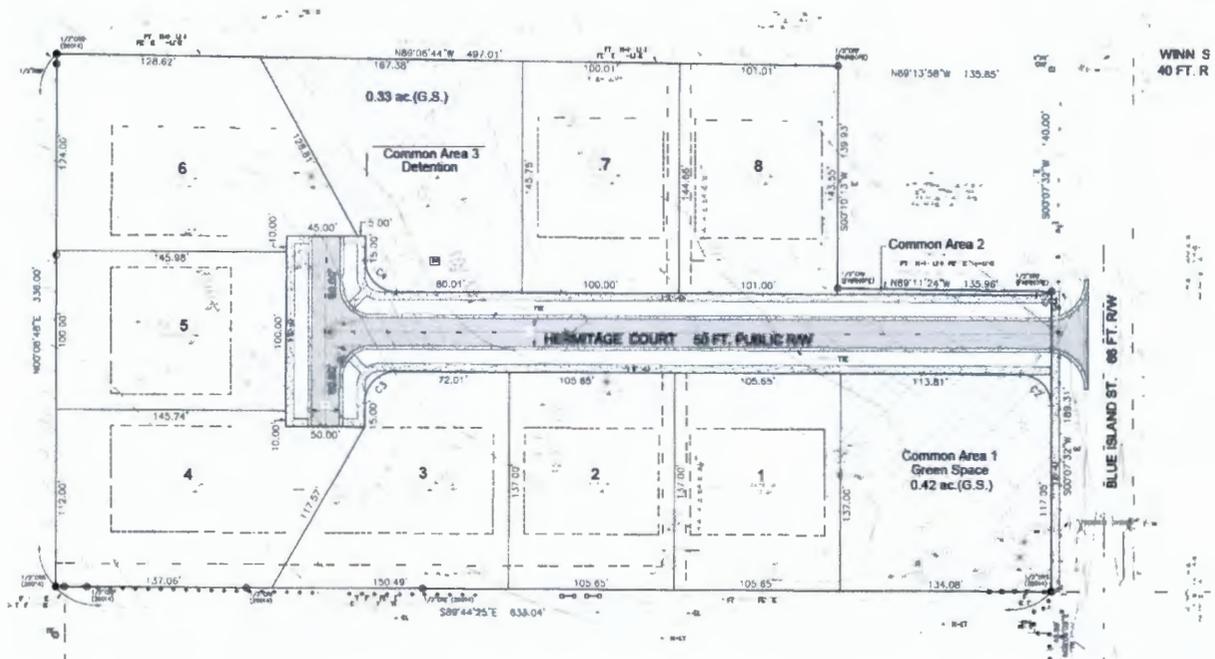
Overall Summary

Hermitage Court is a proposed single family residential community located on the west side of Blue Island Street and east of Fairwood Subdivision. It will consist of 8 Lots on 4.40 Acres for a density of 1.8 units per acre, accessed by a proposed standard street that will be dedicated to The City of Fairhope.

Comments:

This is the first request for PUD zoning since our zoning code was amended to require a Master Development Plan. Whereas historical PUDs often only included a site plan, the Master Development Plan includes a multitude of documents, all of which will be codified if approved. Consequently, all information provided in the Master Development Plan is subject to review by the Planning Commission and/or the City Council, who may require amendments as desired.

The site plan below illustrates the proposed development and is included within the Master Development Plan.



The lots proposed in this PUD closely mimic R-1 zoning. The table below was provided by the applicant, and compares R-1 dimensional standards and those proposed within their PUD application.

Summary of Comparisons R1 Zoning vs PUD

Requirement	R-1	Proposed
Min. Lot Width	100'	100'
Min. Lot Area	15,000 sf	14,000 sf
Max. Lot Coverage	40%	40%
Max. Bldg. Ht.	30'	30'
Setback-Front	40'	35'
Setback-Rear	35'	35'
Setback-Side	10'	10'
Setback-Streetside	20'	20'

Whereas the minimum lot area of R-1 zoning is 15,000, the smallest proposed lot is 14,474 and the largest is 19,542; the average lot size is 15,760. In addition, the proposed front setback is 35', as opposed to the standard 40' front setback for R-1 zoning. All other development criteria appear to meet the standards of R-1 zoning.

There does appear to be one minor clerical error that can be corrected via a condition of approval – the maximum lot coverage of 40% applies to all buildings, not just the principle building. The table above reads correctly, but the Site Data table on the site plan reads as below.

SITE DATA
 CURRENT ZONING: R-1
 PROPOSED ZONING: P.U.D.
 MAX BLDG HEIGHT: 30 FT
 MAX COVERAGE:
 (PRINCIPAL STRUCT) 40%
 MINIMUM HOUSE: 2,400 SF
 LIN. FT. STREETS: 582 LF
 NUMBER OF LOTS: 8

40% maximum lot coverage includes all buildings, not just the principle structure. The site plan needs to be amended to reflect current code.

Criteria – The application shall be reviewed based on the following criteria:

(1) Compliance with the Comprehensive Plan;

Response:

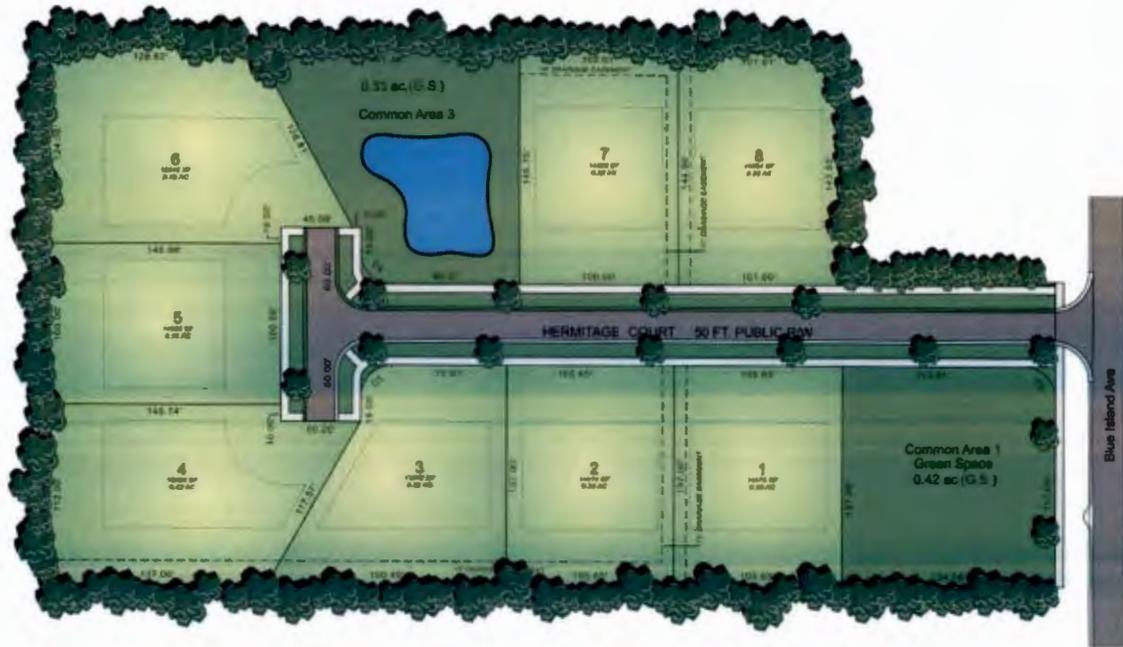
The requested zoning is a PUD which is intended to encourage innovative development that meets the comprehensive plan goals and is tailored to the unique constraints and conditions of a particular site. While the subject property is geographically adjacent to R-2 zoned property to the west, there is no access to R-2

property. All surrounding properties on Blue Island Ave are zoned R-1. The proposed lots closely, but not exactly, mimic R-1 zoning. Nothing within the proposed development contradicts the comprehensive plan.

(2) Compliance with the standards, goals, and intent of this ordinance;

Response:

The purpose of the PUD District is intended to encourage opportunities for development innovation tailored to a particular site, which while clearly furthering the goals of the comprehensive plan, could not explicitly be established by generally applicable standards or guidelines. The proposed lots generally meet the criteria of R-1 sized lots, but also provide dedicated open space, sidewalks, adequate R.O.W.'s, as well as engineered drainage plans.



(3) The character of the surrounding property, including any pending development activity;

Response: The surrounding properties accessible from Blue Island Ave are all R-1 Single Family Residential. The applicant is proposing a minimum house size of 2,400 s.f. The description of houses, as well as proposed sample house plans are shown below, as submitted by the applicant.

Houses

Maximum building height will be 30 feet as per standard City of Fairhope requirements. Maximum lot coverage by principal structure will be 40% in keeping with R-1 zoning. Sample house plans and elevations are included to provide an overall sense of the quality of the homes proposed. These house plans, elevations, and materials may be slightly modified to ensure uniqueness of each home in the neighborhood. Exterior materials will consist of brick, hardie board, wood and vinyl eaves. Driveways will be concrete with pavers or concrete stamping permitted for detail and enhancement. Minimum house size will be 2,400 square feet with a 2 car garage as outlined in the attached Draft covenants.

The Brentwood



The Chelsea



The Hampton



(4) Adequacy of public infrastructure to support the proposed development;

Response: Fairhope Utilities are readily available and upsizing or improvement needs would be reviewed during the subdivision process.

(5) Impacts on natural resources, including existing conditions and ongoing post-development conditions;

Response: The existing property is undeveloped. As such, many public comments reflect a desire to keep the land undeveloped. However, the property is, and has been for many years, zoned R-1: Single-Family Residential Zoning and any owner has a right to development the property as such.

The subject property receives a large amount of drainage from upstream sites. The EOR states that post-development flow is less than or equal to pre-development flow. Details will be reviewed during the subdivision process.

(6) Compliance with other laws and regulations of the City;

Response: At the time of development all applicable laws of the City will be applied.

(7) Compliance with other applicable laws and regulations of other jurisdictions;

Response: At the time of development all applicable laws of the City will be applied.

(8) Impacts on adjacent property including noise, traffic, visible intrusions, potential physical impacts, and property values; and,

Response: Staff does not anticipate any significant issues relating to these criteria. A traffic study shall be required for all applications that will generate an average daily traffic (ADT) count of 1,000 trips or more, or which will generate 50 trips or more during any peak hour period.

(9) Impacts on the surrounding neighborhood including noise, traffic, visible intrusions, potential physical impacts, and property values.

Response: Staff does not anticipate any significant issues relating to these criteria.

Recommendation:

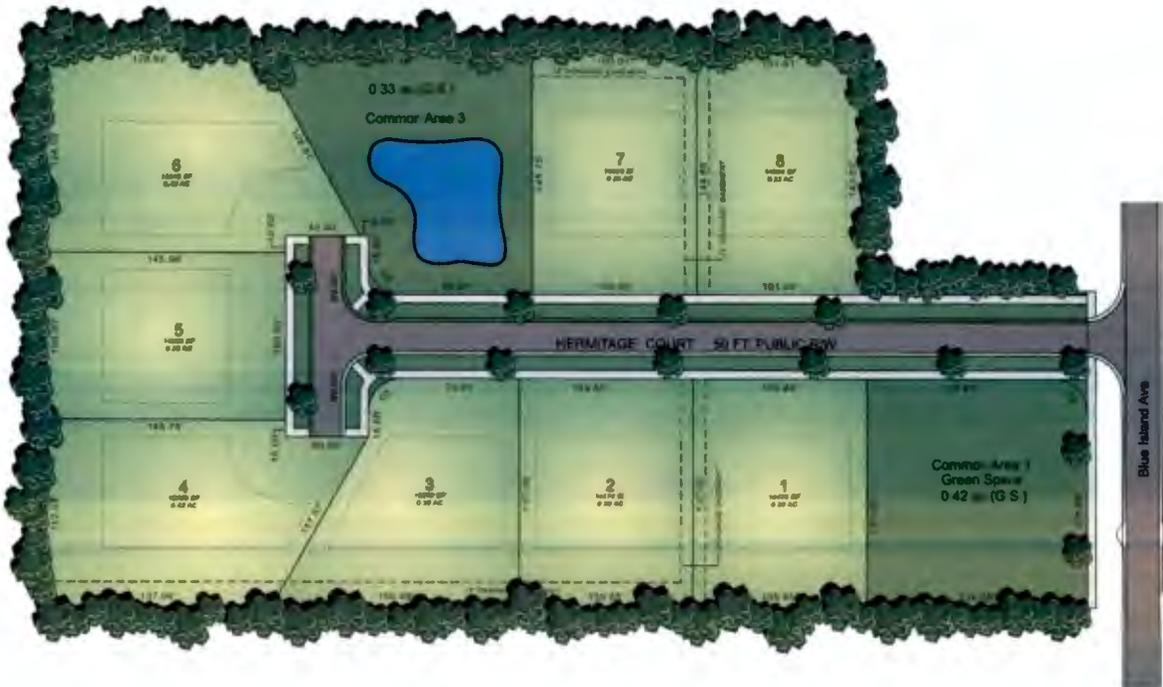
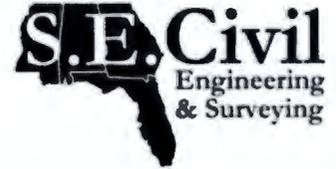
Staff recommends Case: ZC 20.07 Hermitage PUD from R-1 to PUD be **Approved with the following conditions:**

1. Remove "Principle Struct" from the maximum lot coverage portion of the Site Data table.
2. A final (not Draft) copy of the Declaration of Covenants, will be included in the Master Development Plan as Appendix D.



Hermitage Court

A Planned Unit Development



Developed by:
68V Paydirt, LLC
29892 Woodrow Lane, Suite 300
Spanish Fort, AL 36527

EXHIBIT B

Site Map



Overall Summary

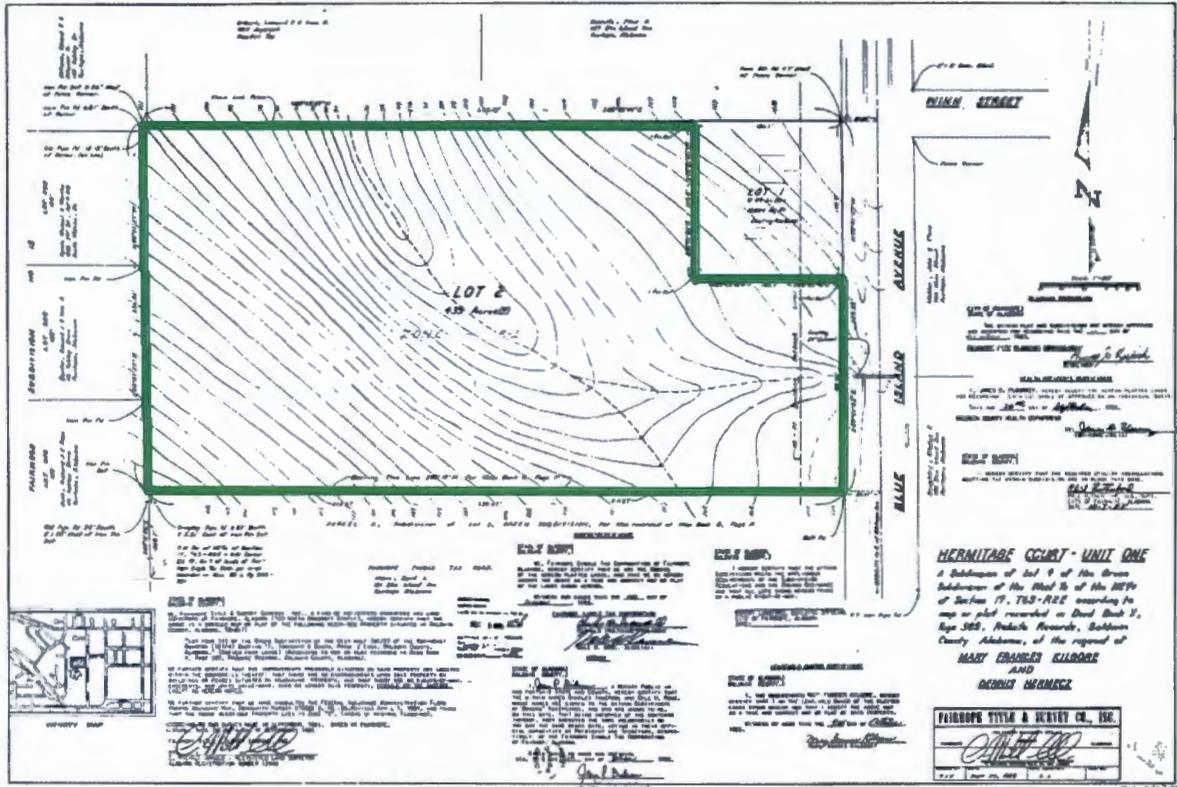
Hermitage Court is a proposed single family residential community located on the west side of Blue Island Street and east of Fairwood Subdivision. It will consist of 8 Lots on 4.40 Acres for a density of 1.8 units per acre, accessed by a proposed standard street that will be dedicated to The City of Fairhope.

EXHIBIT B

Legal Description

The proposed development is a resubdivision of Lot 2, Hermitage Court Unit One, as recorded at Slide 1092-A.

1092A



Ownership/Developer

The property is currently owned by:
FST Hermitage LLC
5420 Battles Wharf Dr
Fairhope, AL 36532

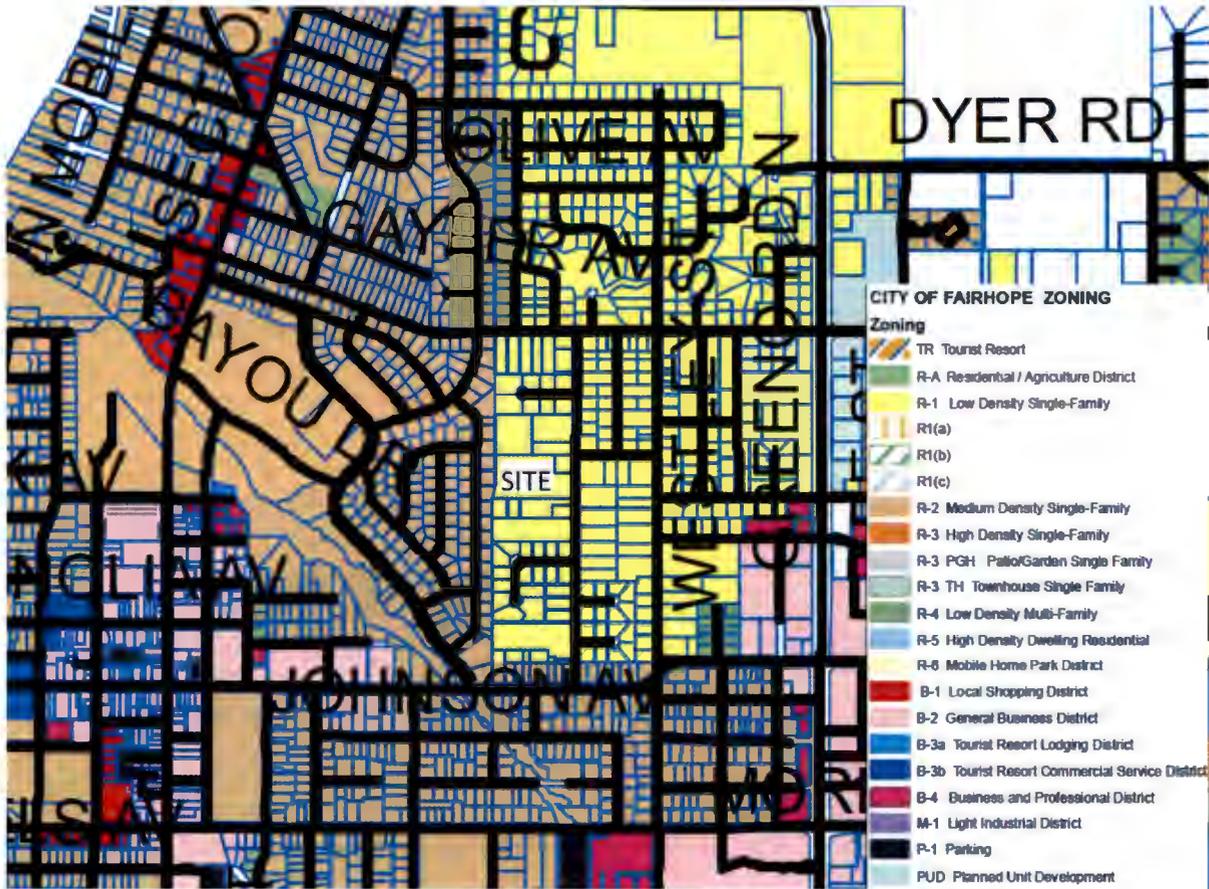
The property is being developed by:
68V Paydirt, LLC
29892 Woodrow Lane, Suite 300
Spanish Fort, AL 36527

The property will be conveyed to developer upon approval of Preliminary Plat and Plans.

EXHIBIT B

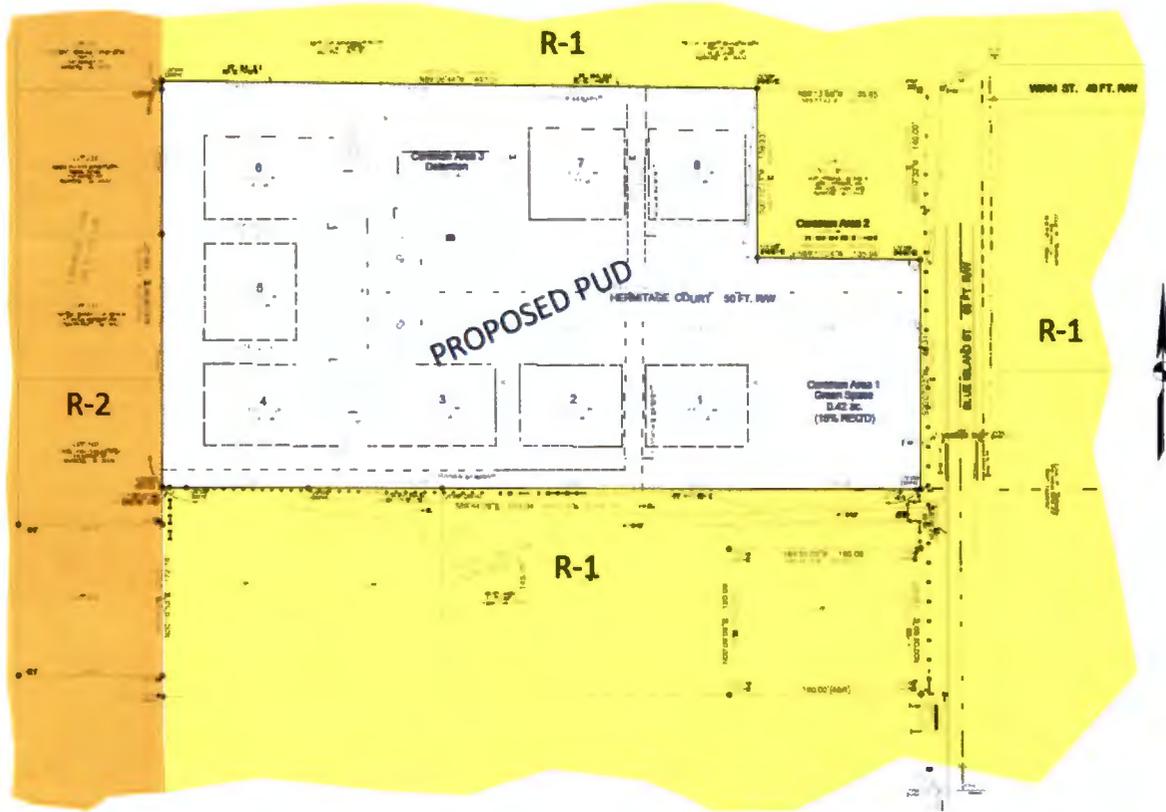
Neighborhood Character

The proposed lots in Hermitage Court are in keeping with surrounding neighborhoods, which are generally R-1 sized lots. The Fairwood Subdivision along our east margin is zoned R-2, with lot sizes slightly smaller than those proposed with our development, the effect of this being that the proposed lots in Hermitage Court are almost identical to the surrounding neighborhoods.



Zoning Map

EXHIBIT B



Property in Relation to Adjoining Properties

Comparison to Underlying R-1 Zoning

Although generally consistent with R-1 zoning, a few modifications to the R-1 requirements are proposed due to the spatial restrictions of the property:

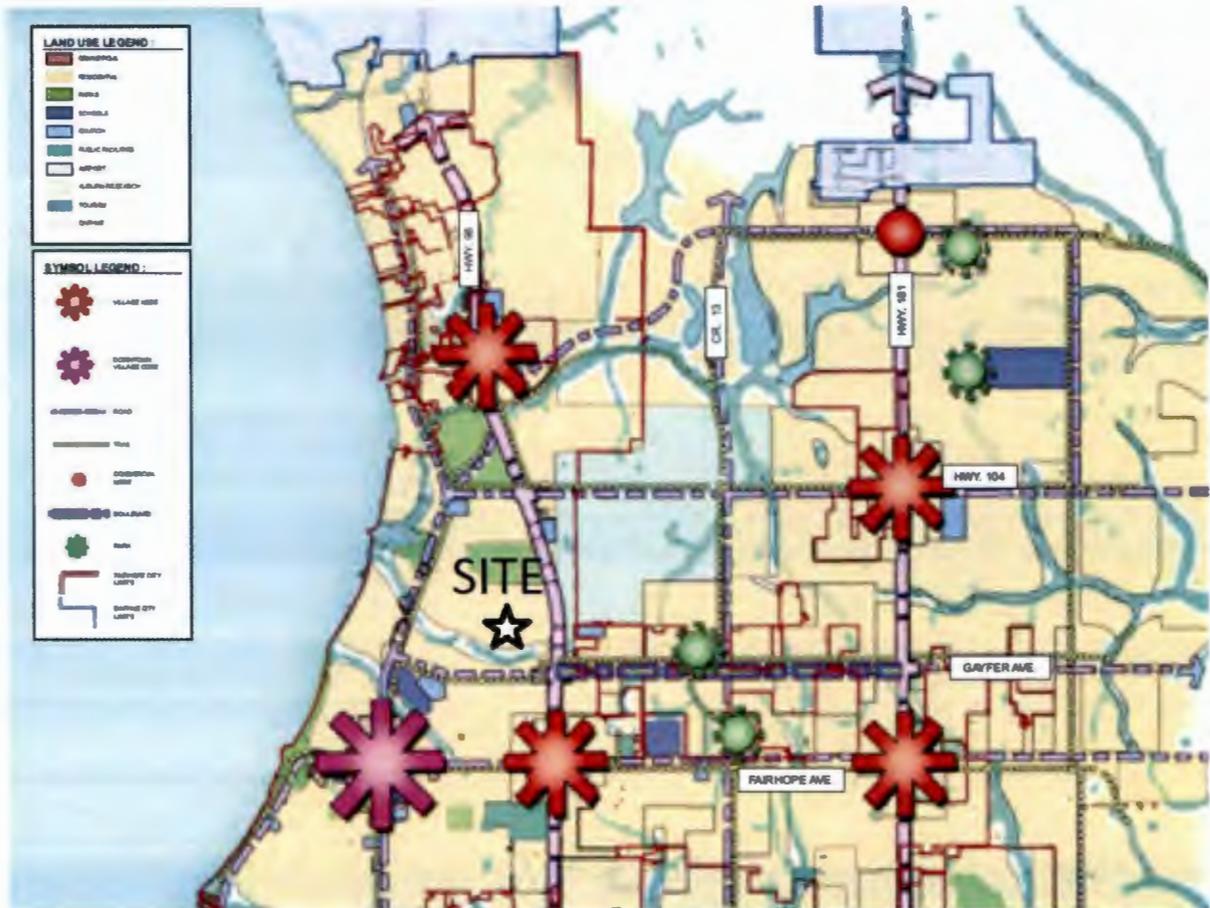
**Summary of Comparisons
R1 Zoning vs PUD**

Requirement	R-1	Proposed
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Setback-Rear	35'	35'
Setback-Side	10'	10'
Setback-Streetside	20'	20'

EXHIBIT B

Comprehensive Plan

This property and the surrounding properties are recommended for Single Family Residential use by the Comprehensive Plan. Our development is in harmony with this recommendation.



Comprehensive Plan

Development Timeline

Developer hopes to obtain approvals for Planned Unit Development, and Preliminary Plat by November 2020. With an estimated construction completion time of 5 months, we anticipate build-ready lots by June 2020. The development will be constructed as a single phase. A two to three year build out is projected.

Home Ownership

Homes will be privately owned by individuals with no anticipated leasing. However, should an owner choose to lease their property, a one (1) year minimum lease, in writing, is required. Only residential use is permitted on each property. No commercial activities of any kind whatsoever shall be conducted in any Home, any other building located on a Lot, or any portion of any Lot; provided, however, that (a) an Owner may conduct a business entirely within his Home so long as (i) such business uses only ten percent (10%) of the total square footage of such Home, (ii) such business does not result in

EXHIBIT B

parking of additional vehicles on the Subdivision streets or Common Areas, (iii) such business is secondary to the use of the Lot for residential purposes, (iv) such business shall not violate any applicable zoning ordinances, and (v) such business does not create a nuisance or unreasonably interfere with any other Owner, Home, or Lot, and (b) Builders shall have the right to use a House as a "model home" and to operate a sales office from such model home with the prior written approval of the Architectural Review Committee.

Land Use

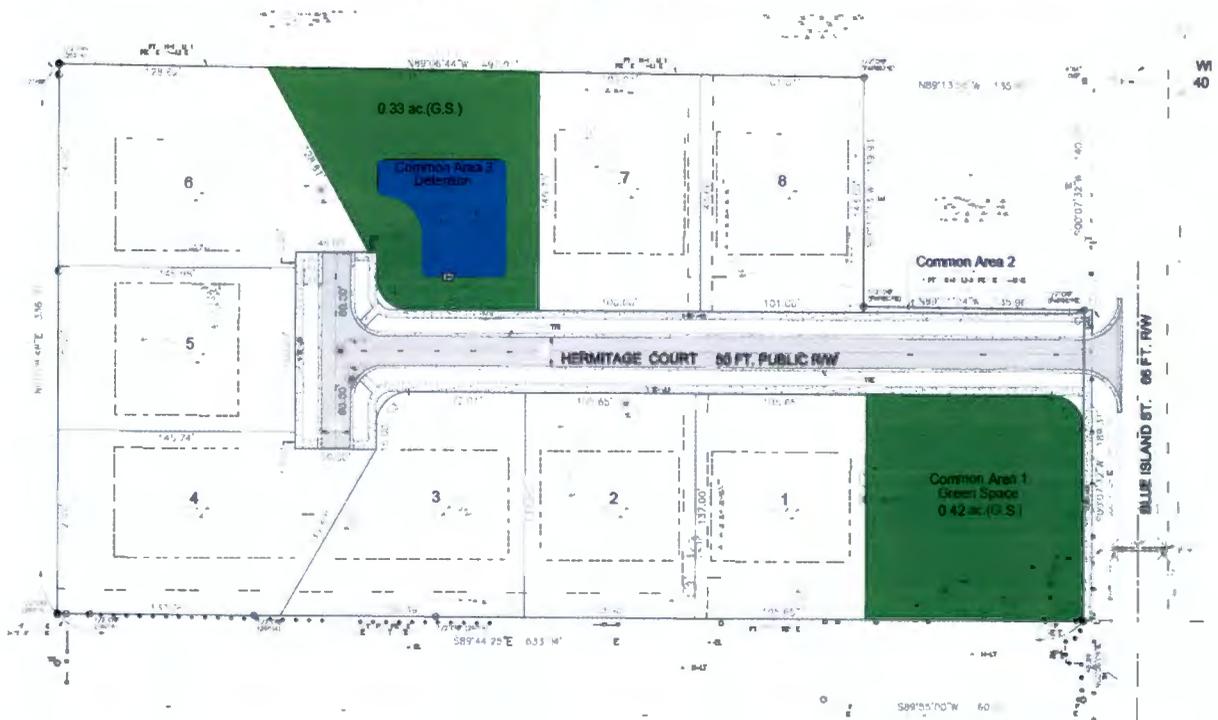
100% of the lots will be privately owned, single family residential. The Common Areas will remain private and will be solely for the use and enjoyment of the Hermitage Court residents. Maintenance of the Common Areas shall be the responsibility of the Home Owners Association. Streets will be constructed to City Standards and will be dedicated to the City upon final inspection and acceptance.

Lots

Lots will range from 14,474 square feet to 19,500 square feet, for an average of 15,760 square feet. All lots will be a minimum of 100 feet wide at the building setback. Building setbacks will be 35 feet on front and rear, and 10 feet on the side lot lines. There are no corner lot setbacks on our plan.

Greenspace

The site will have 0.76 acres of greenspace, or 17% of total site. This exceeds the 15 % required based on Greenspace Density Calculations as shown on our PUD plan.



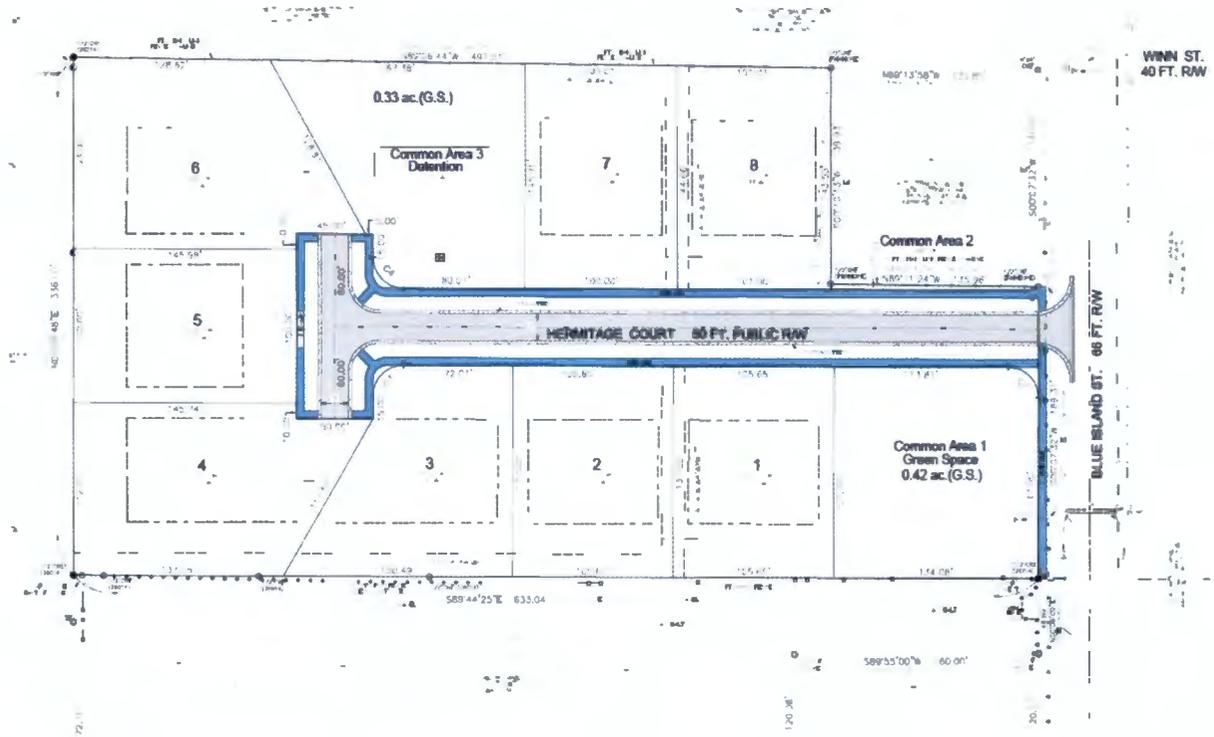
Utilities

Water, Sewer and Electrical service will be provided by the City of Fairhope. AT&T will provide telecommunications.

EXHIBIT B

Pedestrian Circulation

Sidewalks will be constructed on both sides of streets, running along the front of all lots and common areas, providing full circulation for pedestrians.



Lighting

Streetlights will be standard Acorn style lights at 75 foot spacing along sidewalks.

Accessory Structures / Equipment

Accessory structures will be permitted as per standard R-1 regulations regarding location, percentage of coverage, and setbacks from property lines. Exterior AC units and generators (if elected) will be screened from street by landscaping.

Fencing

Fencing will not be constructed with initial construction. Individual Owners may elect to install fencing. Walls or fences constructed or erected on any Lot shall be of ornamental iron, wood, black painted metal or masonry construction. No wall or fence shall be constructed from the front property line to the rear corners of the House. No fences may be constructed without the prior written approval of the Architectural Control Committee

Parking

Parking will be provided for each residence with construction of the homes. A minimum of 3 spaces shall be provided for each residence including driveways and garages.

EXHIBIT B

Houses

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EXHIBIT B

APPENDIX A

SAMPLE HOUSE PLANS

EXHIBIT B

The Brentwood

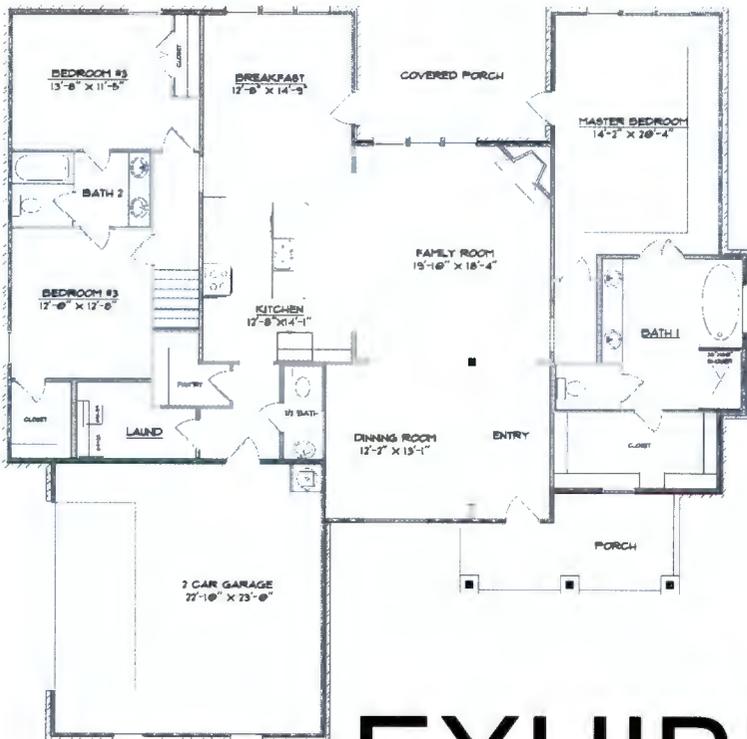


EXHIBIT B

The Chelsea

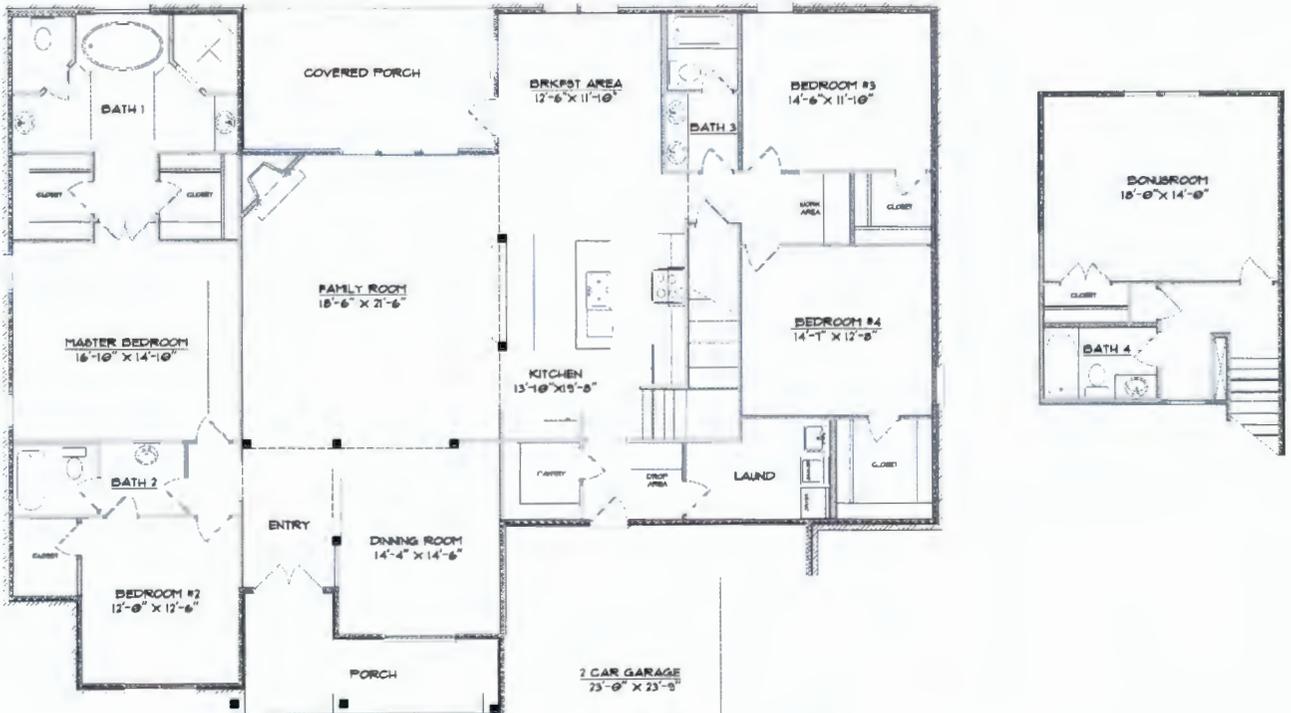
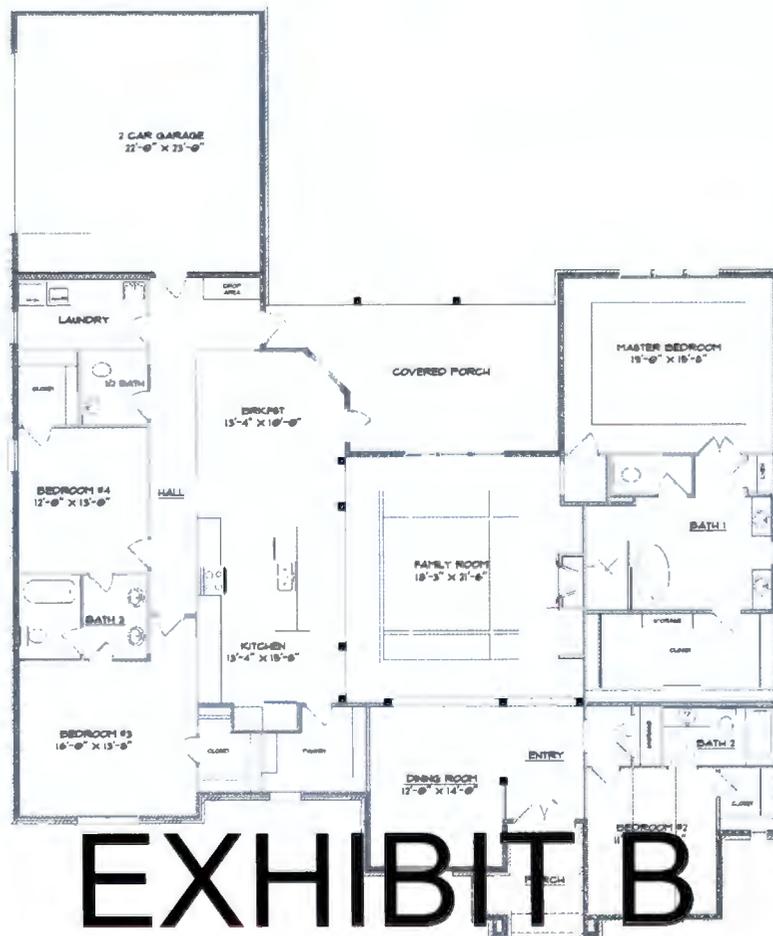


EXHIBIT B

The Hampton



The Savannah

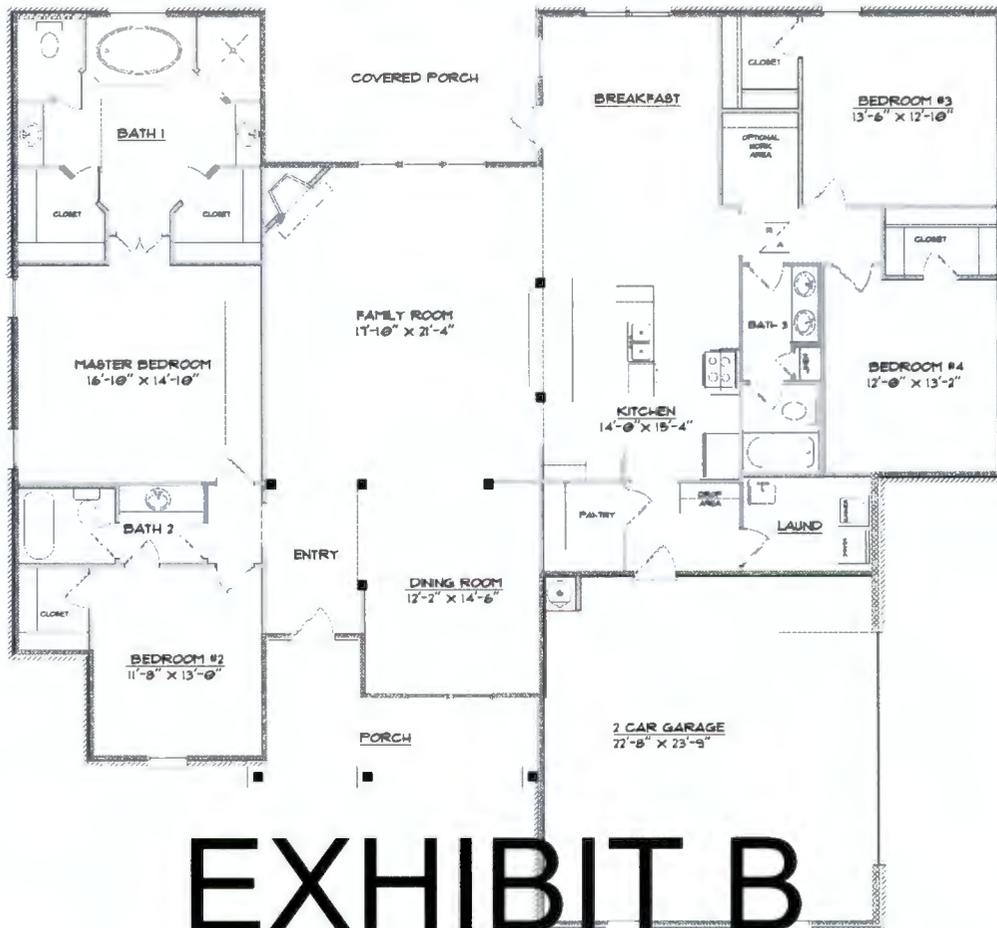


EXHIBIT B

The Youngstown

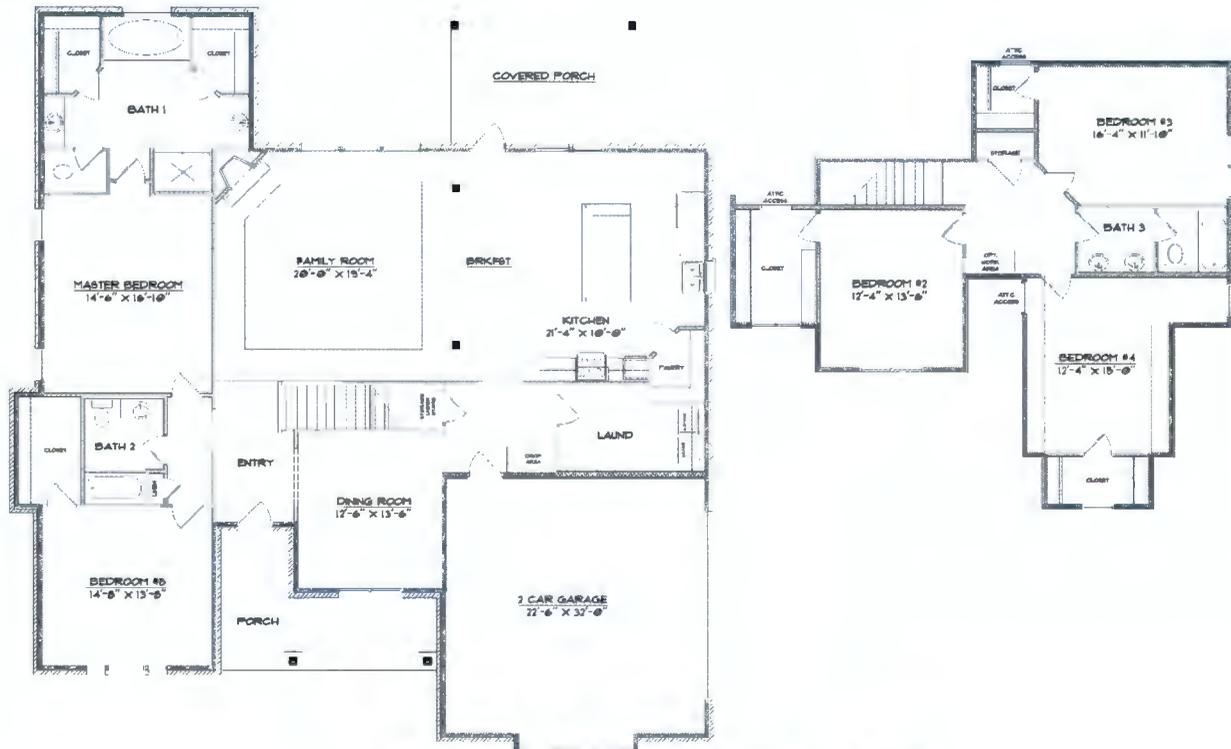


EXHIBIT B

APPENDIX B

LANDSCAPE & TREE PROTECTION PLAN

EXHIBIT B

APPENDIX C

PUD MASTER PLAN

EXHIBIT B

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)(

The City Council met in an Agenda Meeting at 5:30 p.m.,
Fairhope Municipal Complex Council Chamber,
161 North Section Street, Fairhope, Alabama 36532,
on Monday, 11 January 2021.

Present were Council President Jack Burrell, Councilmembers: Jimmy Conyers, Robert Brown, and Kevin Boone (via teleconference), Mayor Sherry Sullivan, City Attorney Marcus E. McDowell, and City Clerk Lisa A. Hanks. Councilmember Corey Marin was absent.

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There being no further business to come before the City Council, the meeting was duly adjourned at 5:45 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

ORDINANCE NO. ____

**AN ORDINANCE AMENDING ORDINANCE NO. 1253
KNOWN AS THE ZONING ORDINANCE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE,
ALABAMA as follows:

The ordinance known as the Zoning Ordinance (No. 1253), adopted 27 June 2005,
together with the Zoning Map of the City of Fairhope, be and the same hereby is
changed and altered in respect to that certain property described below:

After the appropriate public notice and hearing of the Planning Commission of the City
of Fairhope, Alabama has forwarded a **favorable** recommendation,

The property of Hermitage, LLC generally located on the west side of Blue Island
Avenue between Gayfer Road and Fairhope Avenue, Fairhope, Alabama.

**HERMITAGE COURT PUD
PPIN #: 77742**

Legal Description: (Case number ZC 20.07)

Lot 2, Hermitage Court Unit One, as shown by Map or Plat thereof recorded at Slide
1092-A, Probate Records, Baldwin County, Alabama.

- 1. That**, attached as "Exhibit A" is an Master Development Plan. The property
must develop in substantial conformance with the approved site plan and
supporting documents. Any substantial deviation from the attached site plan, as
determined by the Director of Planning, will require re-approval by the Planning
Commission and the City Council of the City of Fairhope, Alabama, as a PUD
amendment.
- 2. That**, the following development regulations shall govern:

Lots: There shall be 8 residential lots.

Use: Lots shall be limited to R-1, Single-Family Residential.

Dimension Standards: Dimensional standards shall follow R-1 requirements, except as
outline below:

Min. Lot Area: 14,000 square feet
Front Setback: 35'

The property is hereby initially zoned Planned Unit Development (PUD). This
property shall hereafter be lawful to construct on such property any structures permitted
by Ordinance No. 1253 and to use said premises for any use permitted or building
sought to be erected on said property shall be in compliance with the building laws of
the City of Fairhope and that any structure shall be approved by the Building Official of
the City of Fairhope and that any structure be erected only in compliance with such
laws, including the requirements of Ordinance No. 1253.

Ordinance No. _____

Page -2-

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

Effective Date – This ordinance shall take effect immediately upon its due adoption and publication as required by law.

Adopted and approved this 25th day of January, 2021.

By: _____
Jack Burrell, Council President

Attest:

By: _____
Lisa A. Hanks, MMC
City Clerk

Adopted and approved this 25th day of January, 2021.

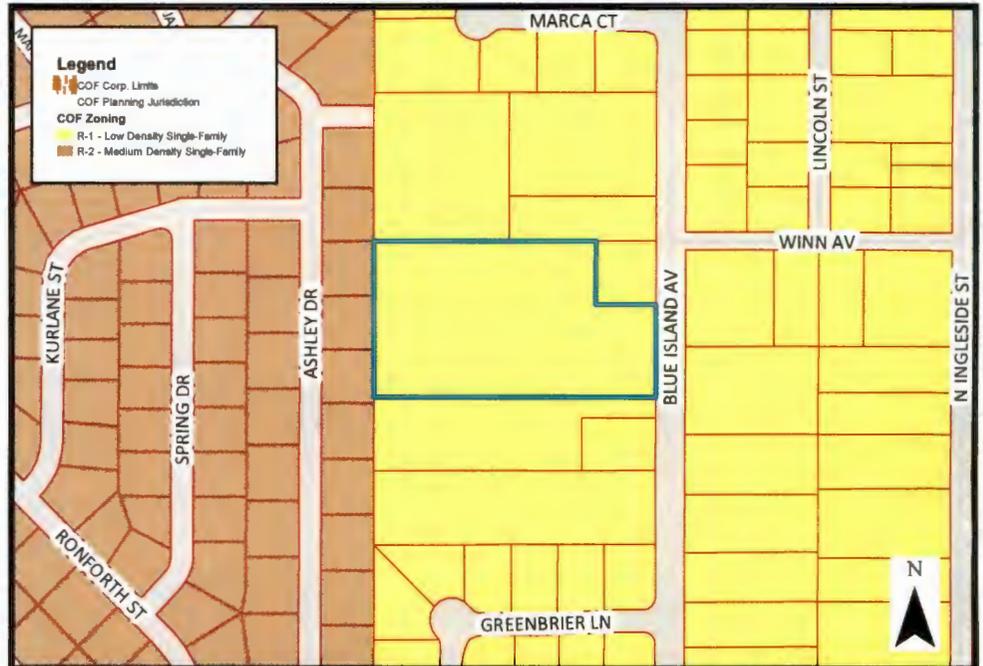
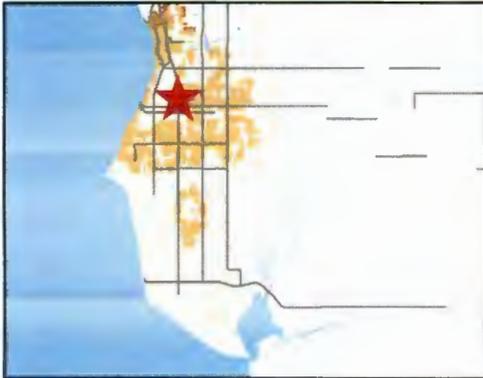
By: _____
Sherry Sullivan, Mayor

City of Fairhope Planning Commission

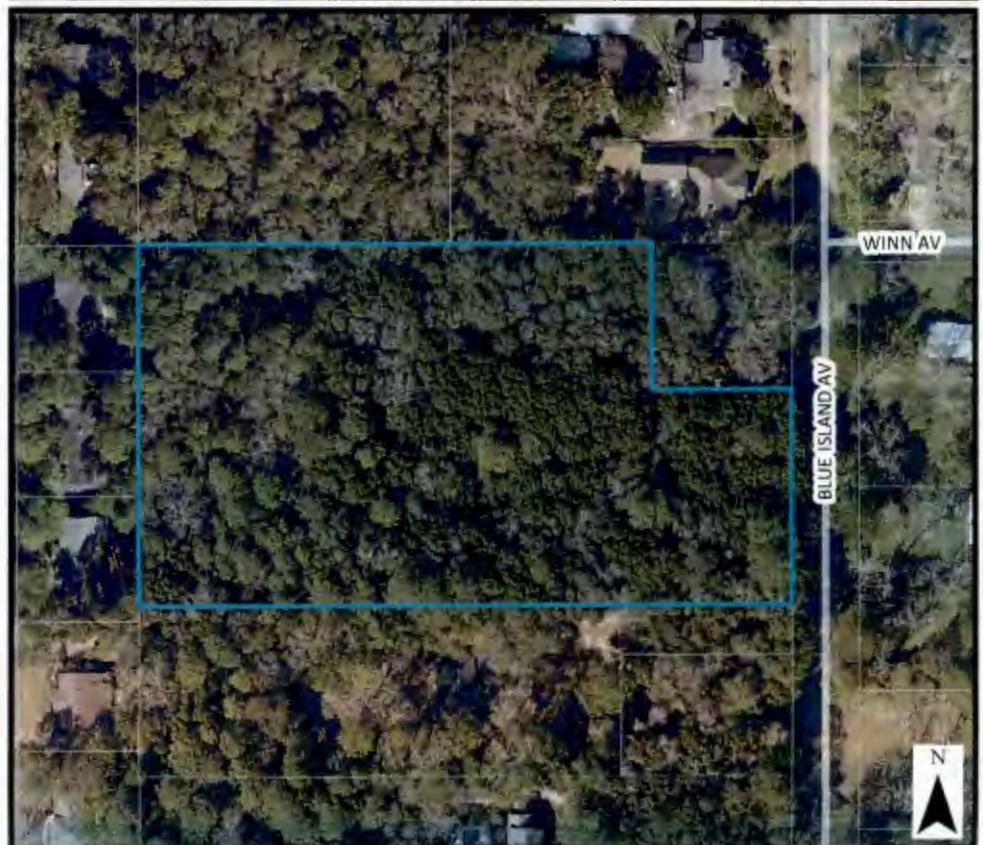
November 5, 2020



ZC 20.07 - Hermitage Court PUD



Project Name:	Hermitage Court PUD
Site Data:	8 Lots/4.4 Acres/1.81 Units Per Acre
Project Type:	Residential PUD
Jurisdiction:	Fairhope Planning Jurisdiction
Zoning District:	Currently R-1
PPIN Number:	77742
General Location:	West side of Blue Island Ave 1/4 mile south of Gayfer Ave
Surveyor of Record:	David Diehl, S.E. Civil
Engineer of Record:	Larry Smith, S.E. Civil
Owner / Developer:	Hermitage LLC/68V Paydirt
School District:	Fairhope West, Middle, and High School
Recommendation:	Approve with Conditions
Prepared by:	Hunter Simmons



Summary of Request:

The applicant is requesting to rezone the subject property from R-1, Single Family Residential District to PUD, Planned Unit Development. The property is approximately 4.4 acres and is located on the west side of Blue Island Ave 1/4 mile south of Gayfer Ave.

In 2019, a complementary subdivision case was submitted, but was tabled at the applicant's request. Concerns within the subdivision case included, in part, drainage concerns, greenspace, and undersized ROWs. This PUD closely mimics the original proposal, but also addresses concerns raised during the original subdivision case.

The applicant's summary of the project is provided below:

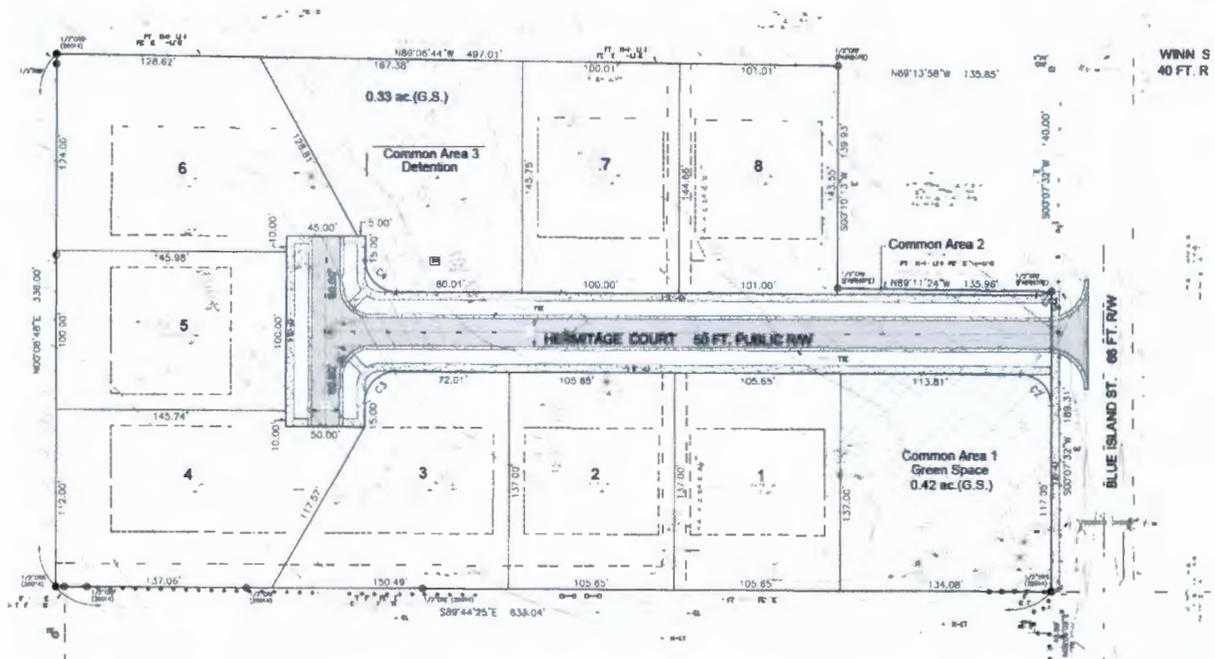
Overall Summary

Hermitage Court is a proposed single family residential community located on the west side of Blue Island Street and east of Fairwood Subdivision. It will consist of 8 Lots on 4.40 Acres for a density of 1.8 units per acre, accessed by a proposed standard street that will be dedicated to The City of Fairhope.

Comments:

This is the first request for PUD zoning since our zoning code was amended to require a Master Development Plan. Whereas historical PUDs often only included a site plan, the Master Development Plan includes a multitude of documents, all of which will be codified if approved. Consequently, all information provided in the Master Development Plan is subject to review by the Planning Commission and/or the City Council, who may require amendments as desired.

The site plan below illustrates the proposed development and is included within the Master Development Plan.



The lots proposed in this PUD closely mimic R-1 zoning. The table below was provided by the applicant, and compares R-1 dimensional standards and those proposed within their PUD application.

Summary of Comparisons R1 Zoning vs PUD

Requirement	R-1	Proposed
Min. Lot Width	100'	100'
Min. Lot Area	15,000 sf	14,000 sf
Max. Lot Coverage	40%	40%
Max. Bldg. Ht.	30'	30'
Setback-Front	40'	35'
Setback-Rear	35'	35'
Setback-Side	10'	10'
Setback-Streetside	20'	20'

Whereas the minimum lot area of R-1 zoning is 15,000, the smallest proposed lot is 14,474 and the largest is 19,542; the average lot size is 15,760. In addition, the proposed front setback is 35', as opposed to the standard 40' front setback for R-1 zoning. All other development criteria appear to meet the standards of R-1 zoning.

There does appear to be one minor clerical error that can be corrected via a condition of approval – the maximum lot coverage of 40% applies to all buildings, not just the principle building. The table above reads correctly, but the Site Data table on the site plan reads as below.

SITE DATA
 CURRENT ZONING: R-1
 PROPOSED ZONING: P.U.D.
 MAX BLDG HEIGHT: 30 FT
 MAX COVERAGE:
 (PRINCIPAL STRUCT) 40%
 MINIMUM HOUSE: 2,400 SF
 LIN. FT. STREETS: 582 LF
 NUMBER OF LOTS: 8

40% maximum lot coverage includes all buildings, not just the principle structure. The site plan needs to be amended to reflect current code.

Criteria – The application shall be reviewed based on the following criteria:

(1) Compliance with the Comprehensive Plan;

Response:

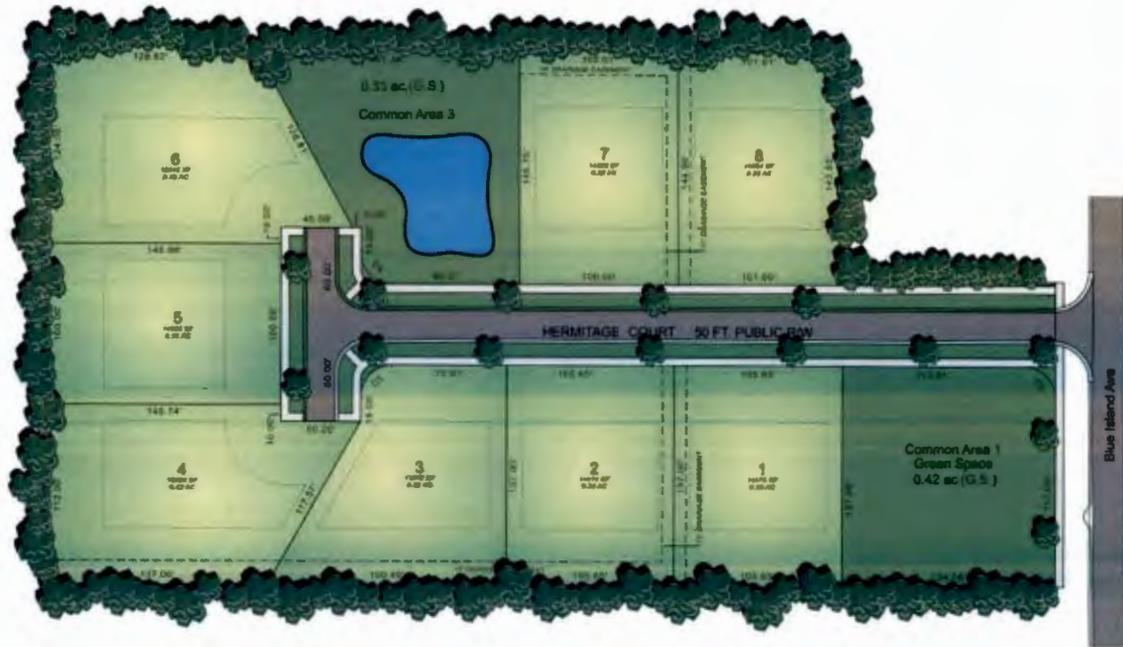
The requested zoning is a PUD which is intended to encourage innovative development that meets the comprehensive plan goals and is tailored to the unique constraints and conditions of a particular site. While the subject property is geographically adjacent to R-2 zoned property to the west, there is no access to R-2

property. All surrounding properties on Blue Island Ave are zoned R-1. The proposed lots closely, but not exactly, mimic R-1 zoning. Nothing within the proposed development contradicts the comprehensive plan.

(2) Compliance with the standards, goals, and intent of this ordinance;

Response:

The purpose of the PUD District is intended to encourage opportunities for development innovation tailored to a particular site, which while clearly furthering the goals of the comprehensive plan, could not explicitly be established by generally applicable standards or guidelines. The proposed lots generally meet the criteria of R-1 sized lots, but also provide dedicated open space, sidewalks, adequate R.O.W.'s, as well as engineered drainage plans.



(3) The character of the surrounding property, including any pending development activity;

Response: The surrounding properties accessible from Blue Island Ave are all R-1 Single Family Residential. The applicant is proposing a minimum house size of 2,400 s.f. The description of houses, as well as proposed sample house plans are shown below, as submitted by the applicant.

Houses

Maximum building height will be 30 feet as per standard City of Fairhope requirements. Maximum lot coverage by principal structure will be 40% in keeping with R-1 zoning. Sample house plans and elevations are included to provide an overall sense of the quality of the homes proposed. These house plans, elevations, and materials may be slightly modified to ensure uniqueness of each home in the neighborhood. Exterior materials will consist of brick, hardie board, wood and vinyl eaves. Driveways will be concrete with pavers or concrete stamping permitted for detail and enhancement. Minimum house size will be 2,400 square feet with a 2 car garage as outlined in the attached Draft covenants.

The Brentwood



The Chelsea



The Hampton



(4) Adequacy of public infrastructure to support the proposed development;

Response: Fairhope Utilities are readily available and upsizing or improvement needs would be reviewed during the subdivision process.

(5) Impacts on natural resources, including existing conditions and ongoing post-development conditions;

Response: The existing property is undeveloped. As such, many public comments reflect a desire to keep the land undeveloped. However, the property is, and has been for many years, zoned R-1: Single-Family Residential Zoning and any owner has a right to development the property as such.

The subject property receives a large amount of drainage from upstream sites. The EOR states that post-development flow is less than or equal to pre-development flow. Details will be reviewed during the subdivision process.

(6) Compliance with other laws and regulations of the City;

Response: At the time of development all applicable laws of the City will be applied.

(7) Compliance with other applicable laws and regulations of other jurisdictions;

Response: At the time of development all applicable laws of the City will be applied.

(8) Impacts on adjacent property including noise, traffic, visible intrusions, potential physical impacts, and property values; and,

Response: Staff does not anticipate any significant issues relating to these criteria. A traffic study shall be required for all applications that will generate an average daily traffic (ADT) count of 1,000 trips or more, or which will generate 50 trips or more during any peak hour period.

(9) Impacts on the surrounding neighborhood including noise, traffic, visible intrusions, potential physical impacts, and property values.

Response: Staff does not anticipate any significant issues relating to these criteria.

Recommendation:

Staff recommends Case: ZC 20.07 Hermitage PUD from R-1 to PUD be **Approved with the following conditions:**

1. Remove "Principle Struct" from the maximum lot coverage portion of the Site Data table.
2. A final (not Draft) copy of the Declaration of Covenants, will be included in the Master Development Plan as Appendix D.



VICINITY MAP
1" = 1/4 MILE

OWNER
S.P. CIVIL HERITAGE, LLC
520 BATTLESHAW DR
FAIRHOPE, AL 36532

DEVELOPER
68V PAYDIRT, LLC
2881 WOODROW LANE, SUITE 300
SPANISH FORT AL 36527

PARCEL NO.: 05-46-04-17-1-000-066 501

SITE DATA
CURRENT ZONING: R-1
PROPOSED ZONING: P.U.D.
PROPOSED LOT: 100 FT
MAX COVERAGE: 30 FT
(PRINCIPAL STRUCTURE) 40%
MINIMUM HOUSE: 2,400 SF
NUMBER OF LOTS: 10
LARGEST LOT: 14,474 SF
SMALLEST LOT: 14,474 SF
AVG LOT: 15,780 SF
COMMON AREAS: 0.86 AC
TOTAL AREA: 4.40 AC

REQUIRED SETBACKS:
FRONT: 35 FEET
REAR: 35 FEET
SIDE: 10 FEET
SIDE STREET: 20 FEET

UTILITY SERVICE: CITY OF FAIRHOPE
SEWER SERVICE: CITY OF FAIRHOPE
ELECTRIC SERVICE: CITY OF FAIRHOPE
TELEPHONE SERVICE: AT&T

GREEN SPACE DENSITY CALCULATION
4.40 TOTAL GROSS ACRES
-1.08 RIGHT-OF-WAY & DETENTION AREA
3.32 ACRES
8/3.32 = 2.41 UNITS PER ACRE (G.S. DENSITY)
15% REQUIRED

QUALIFYING GREEN SPACE CALCULATION
0.42 COMMON AREA 1
0.01 COMMON AREA 2
0.33 COMMON AREA 3 (EXCLUDES POND)
0.76 TOTAL ACRES (1.7% OF TOTAL SITE)

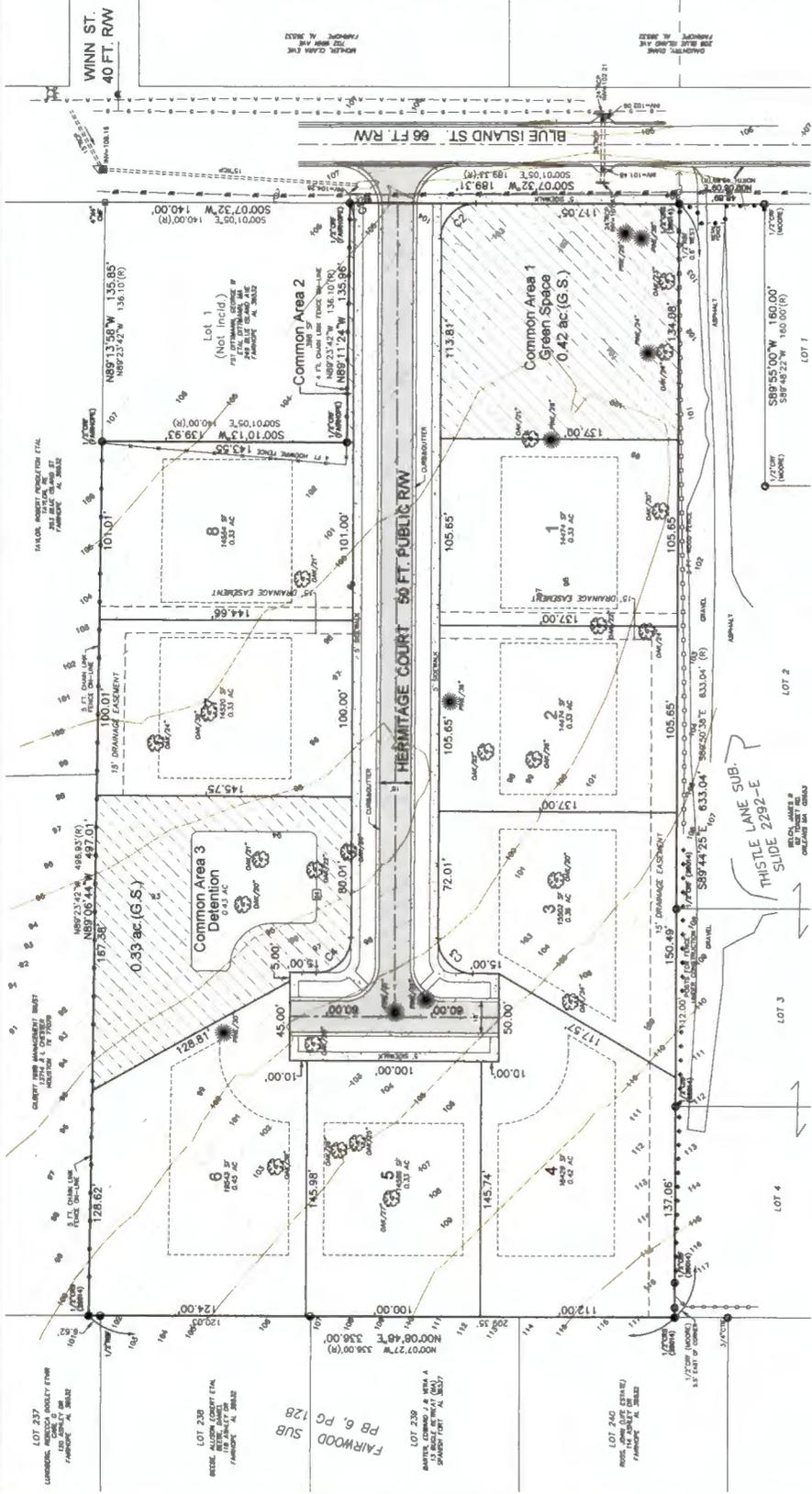


EXHIBIT A

LEGAL DESCRIPTION
LOT 1, HERITAGE COURT UNIT ONE, AS SHOWN BY MAP OR PLAT RECORDED AT SLIDE 1092-A, PROBATE RECORDS, BALTIMORE COUNTY, ALABAMA.

GENERAL NOTES:
1. THE LOTS AND COMMON AREAS SHOWN ON THIS MAP ARE THE PROPERTY OF S.P. CIVIL HERITAGE, LLC.
2. ALL UTILITIES SHALL BE CONSTRUCTED UNDERGROUND.
3. UTILITIES SHALL BE PLACED TO THE RIGHT OF THE LOT AND COMMON AREAS.
4. UTILITIES SHALL BE PLACED TO THE RIGHT OF THE LOT AND COMMON AREAS.
5. UTILITIES SHALL BE PLACED TO THE RIGHT OF THE LOT AND COMMON AREAS.
6. UTILITIES SHALL BE PLACED TO THE RIGHT OF THE LOT AND COMMON AREAS.
7. UTILITIES SHALL BE PLACED TO THE RIGHT OF THE LOT AND COMMON AREAS.
8. UTILITIES SHALL BE PLACED TO THE RIGHT OF THE LOT AND COMMON AREAS.

Summary of Comparisons
R1 Zoning vs PUD

Requirement	R-1	Proposed
Min. Lot Width	100'	100'
Min. Lot Area	15,000 sq ft	14,000 sq ft
Max. Density	40%	40%
Setback-Front	40'	35'
Setback-Rear	35'	35'
Setback-Side	10'	10'
Setback-Street	20'	20'

Accessory Structures shall be permitted, subject to restrictions outlined in the zoning ordinance. Other than the 2-400 sq ft limit on the maximum size of a structure, 3-3. All other residential districts.

- LEGEND:**
- (A, B) ACTUAL & RECORD BOUNDARY/STAKE
 - (C) RECORD BOUNDARY/STAKE
 - (D) RECORD BOUNDARY/STAKE
 - (E) RECORD BOUNDARY/STAKE
 - (F) RECORD BOUNDARY/STAKE
 - (G) RECORD BOUNDARY/STAKE
 - (H) RECORD BOUNDARY/STAKE
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 - (U) RECORD BOUNDARY/STAKE
 - (V) RECORD BOUNDARY/STAKE
 - (W) RECORD BOUNDARY/STAKE
 - (X) RECORD BOUNDARY/STAKE
 - (Y) RECORD BOUNDARY/STAKE
 - (Z) RECORD BOUNDARY/STAKE



HERITAGE COURT RESUBDIVISION A PLANNED UNIT DEVELOPMENT

HERITAGE COURT UNIT ONE (SLIDE 1092-A)

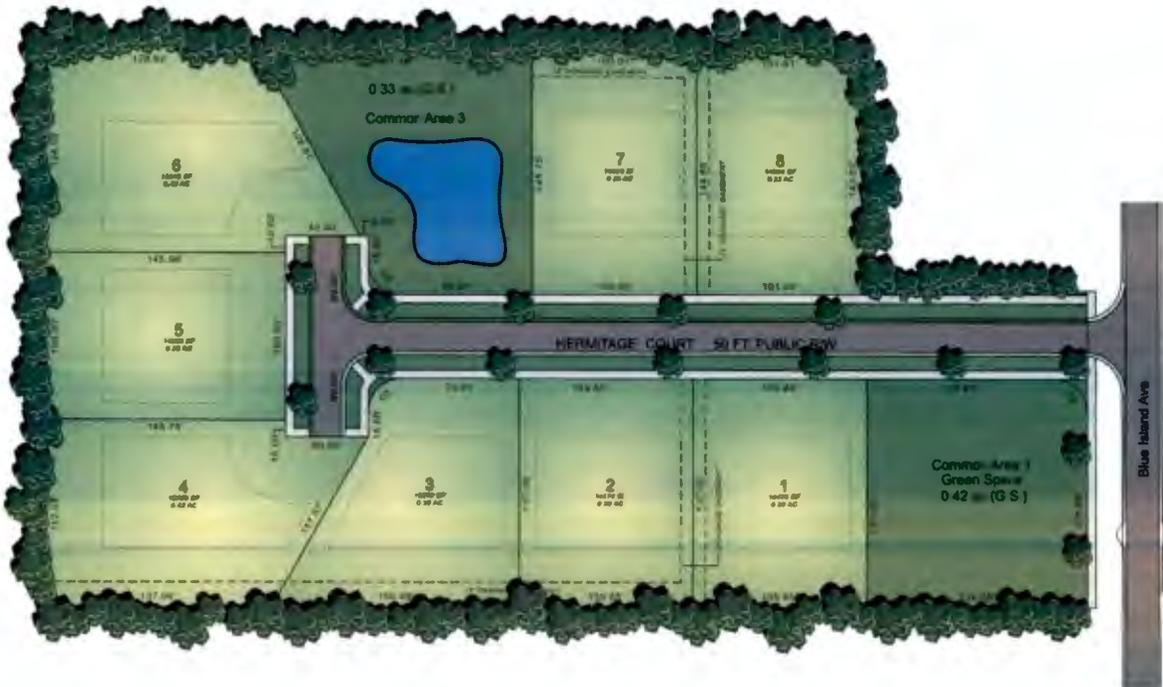
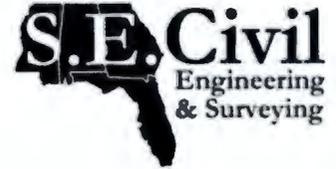
BOUNDARY & SUBDIVISION
68V PAYDIRT, LLC





Hermitage Court

A Planned Unit Development



Developed by:
68V Paydirt, LLC
29892 Woodrow Lane, Suite 300
Spanish Fort, AL 36527

EXHIBIT B

Site Map



Overall Summary

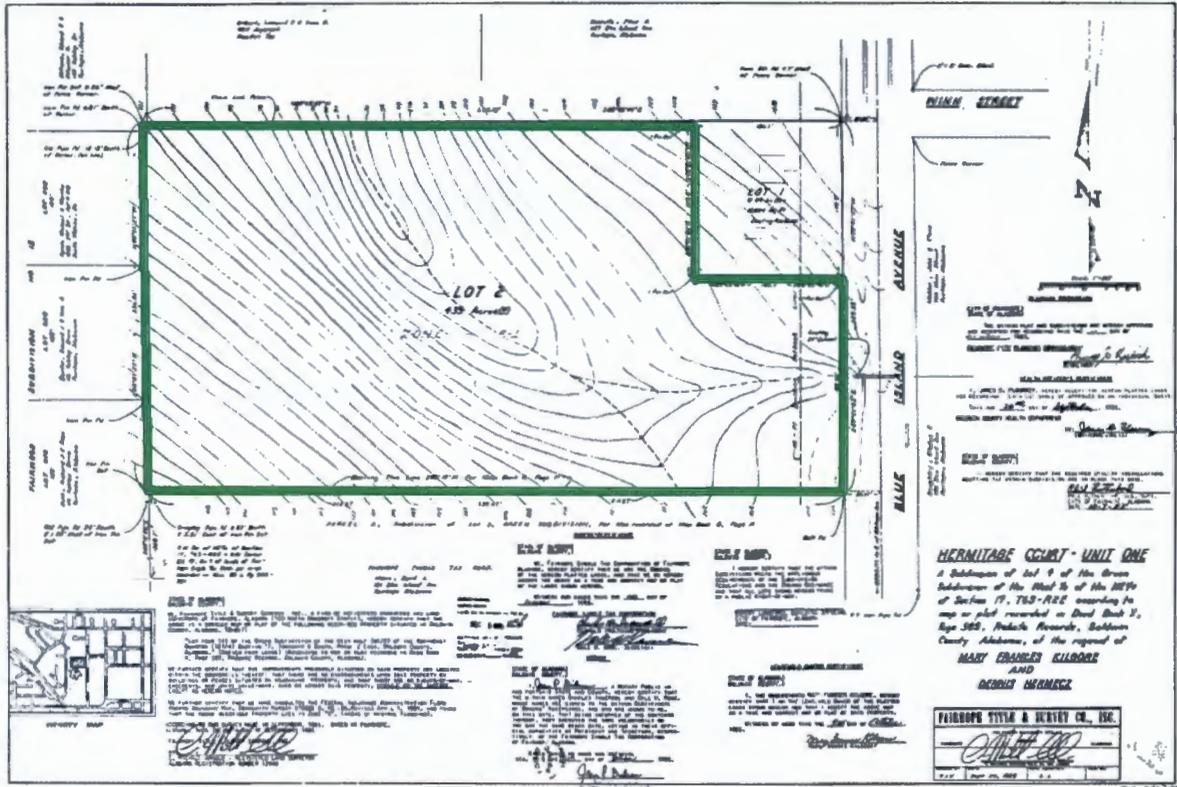
Hermitage Court is a proposed single family residential community located on the west side of Blue Island Street and east of Fairwood Subdivision. It will consist of 8 Lots on 4.40 Acres for a density of 1.8 units per acre, accessed by a proposed standard street that will be dedicated to The City of Fairhope.

EXHIBIT B

Legal Description

The proposed development is a resubdivision of Lot 2, Hermitage Court Unit One, as recorded at Slide 1092-A.

1092A



Ownership/Developer

The property is currently owned by:
FST Hermitage LLC
5420 Battles Wharf Dr
Fairhope, AL 36532

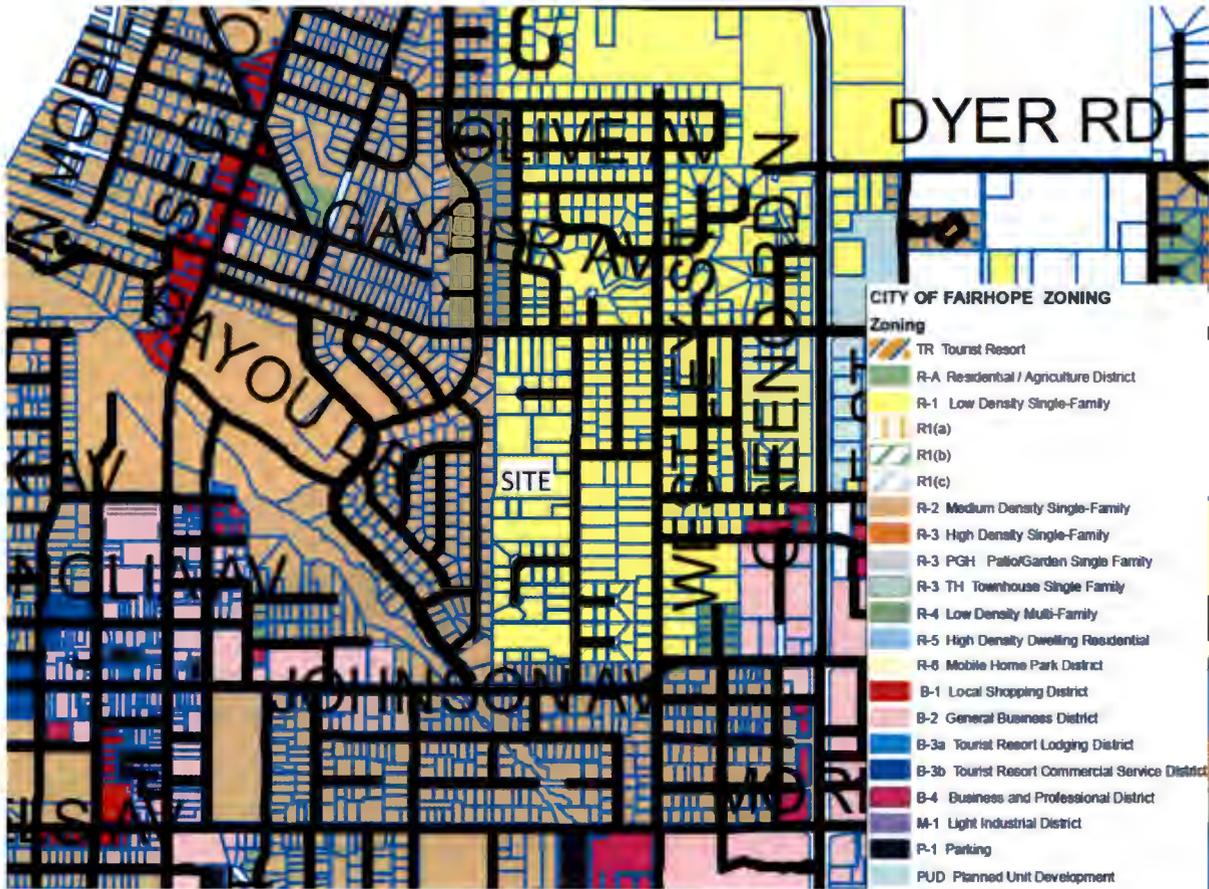
The property is being developed by:
68V Paydirt, LLC
29892 Woodrow Lane, Suite 300
Spanish Fort, AL 36527

The property will be conveyed to developer upon approval of Preliminary Plat and Plans.

EXHIBIT B

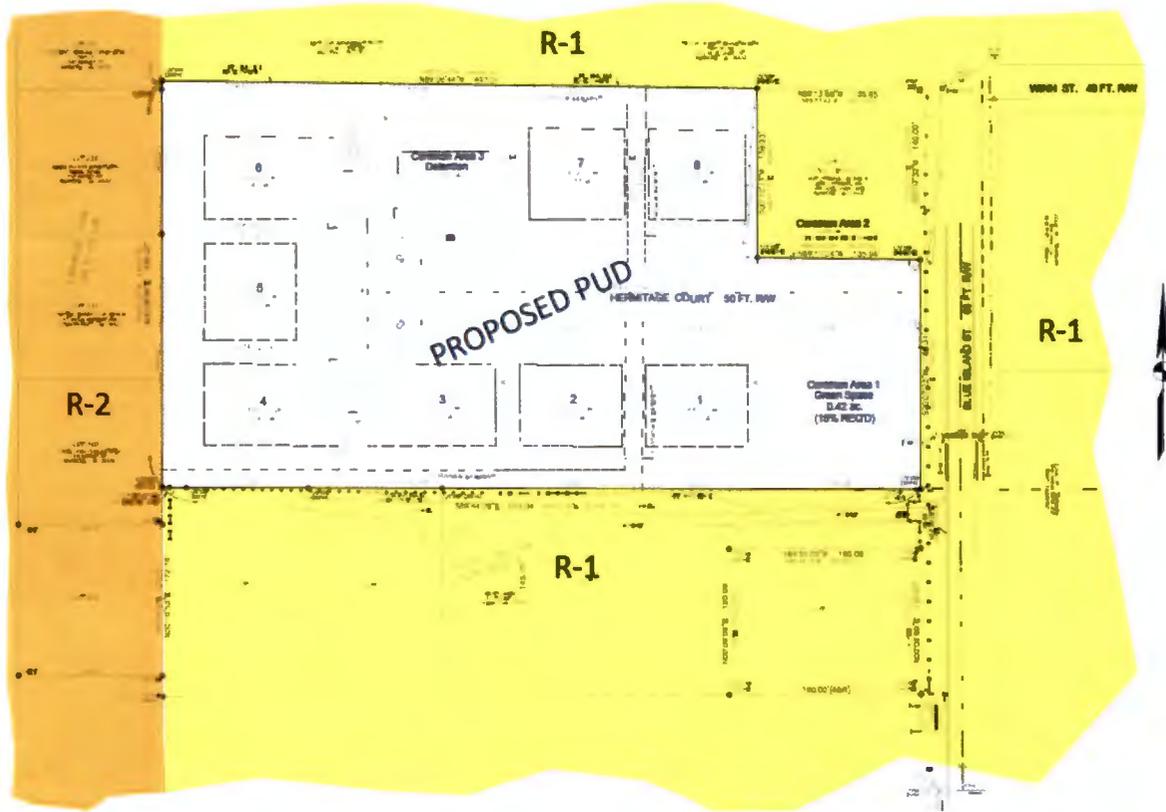
Neighborhood Character

The proposed lots in Hermitage Court are in keeping with surrounding neighborhoods, which are generally R-1 sized lots. The Fairwood Subdivision along our east margin is zoned R-2, with lot sizes slightly smaller than those proposed with our development, the effect of this being that the proposed lots in Hermitage Court are almost identical to the surrounding neighborhoods.



Zoning Map

EXHIBIT B



Property in Relation to Adjoining Properties

Comparison to Underlying R-1 Zoning

Although generally consistent with R-1 zoning, a few modifications to the R-1 requirements are proposed due to the spatial restrictions of the property:

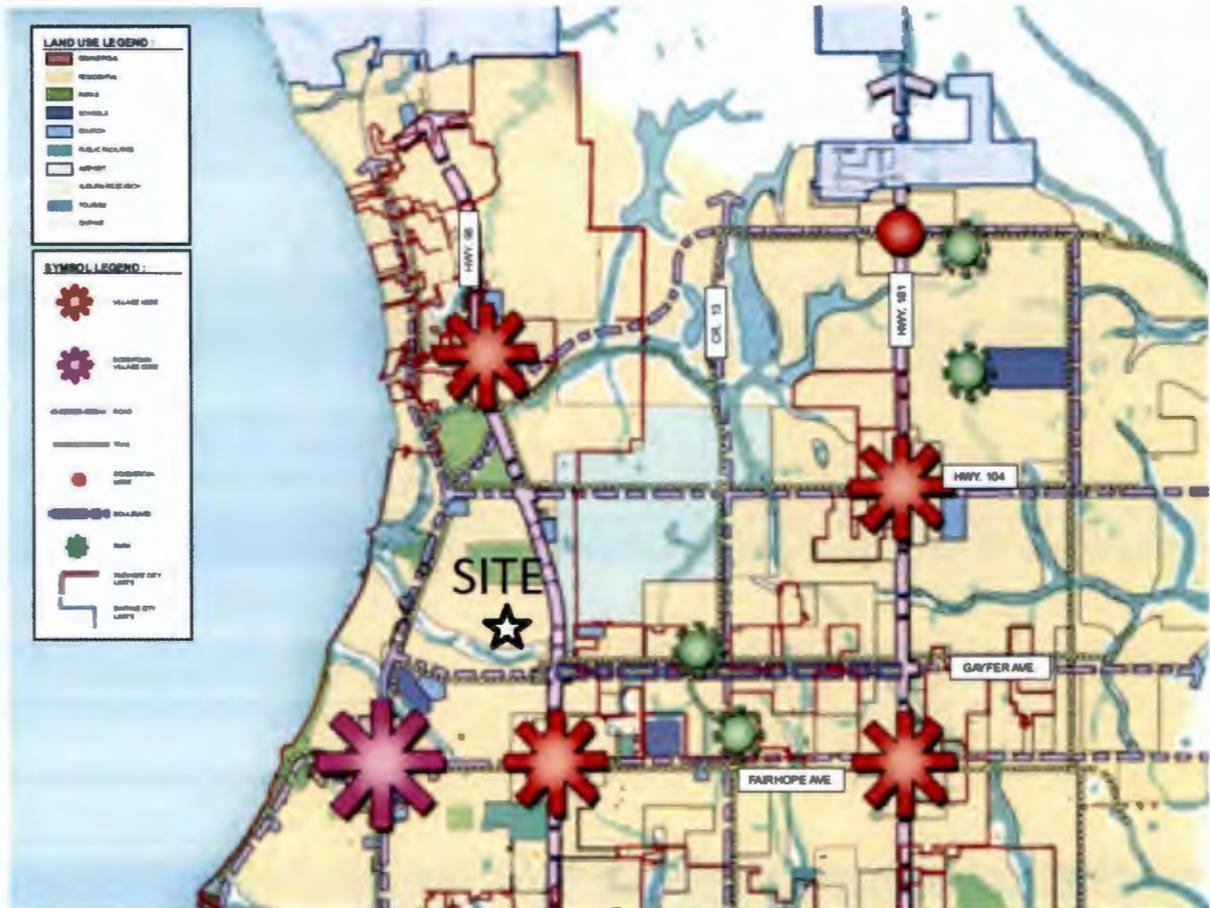
**Summary of Comparisons
R1 Zoning vs PUD**

Requirement	R-1	Proposed
Min. Lot Width	100'	100'
Min. Lot Area	15,000 sf	14,000 sf
Max. Lot Coverage	40%	40%
Max. Bldg. Ht.	30'	30'
Setback-Front	40'	35'
Setback-Rear	35'	35'
Setback-Side	10'	10'
Setback-Streetside	20'	20'

EXHIBIT B

Comprehensive Plan

This property and the surrounding properties are recommended for Single Family Residential use by the Comprehensive Plan. Our development is in harmony with this recommendation.



Comprehensive Plan

Development Timeline

Developer hopes to obtain approvals for Planned Unit Development, and Preliminary Plat by November 2020. With an estimated construction completion time of 5 months, we anticipate build-ready lots by June 2020. The development will be constructed as a single phase. A two to three year build out is projected.

Home Ownership

Homes will be privately owned by individuals with no anticipated leasing. However, should an owner choose to lease their property, a one (1) year minimum lease, in writing, is required. Only residential use is permitted on each property. No commercial activities of any kind whatsoever shall be conducted in any Home, any other building located on a Lot, or any portion of any Lot; provided, however, that (a) an Owner may conduct a business entirely within his Home so long as (i) such business uses only ten percent (10%) of the total square footage of such Home, (ii) such business does not result in

EXHIBIT B

parking of additional vehicles on the Subdivision streets or Common Areas, (iii) such business is secondary to the use of the Lot for residential purposes, (iv) such business shall not violate any applicable zoning ordinances, and (v) such business does not create a nuisance or unreasonably interfere with any other Owner, Home, or Lot, and (b) Builders shall have the right to use a House as a "model home" and to operate a sales office from such model home with the prior written approval of the Architectural Review Committee.

Land Use

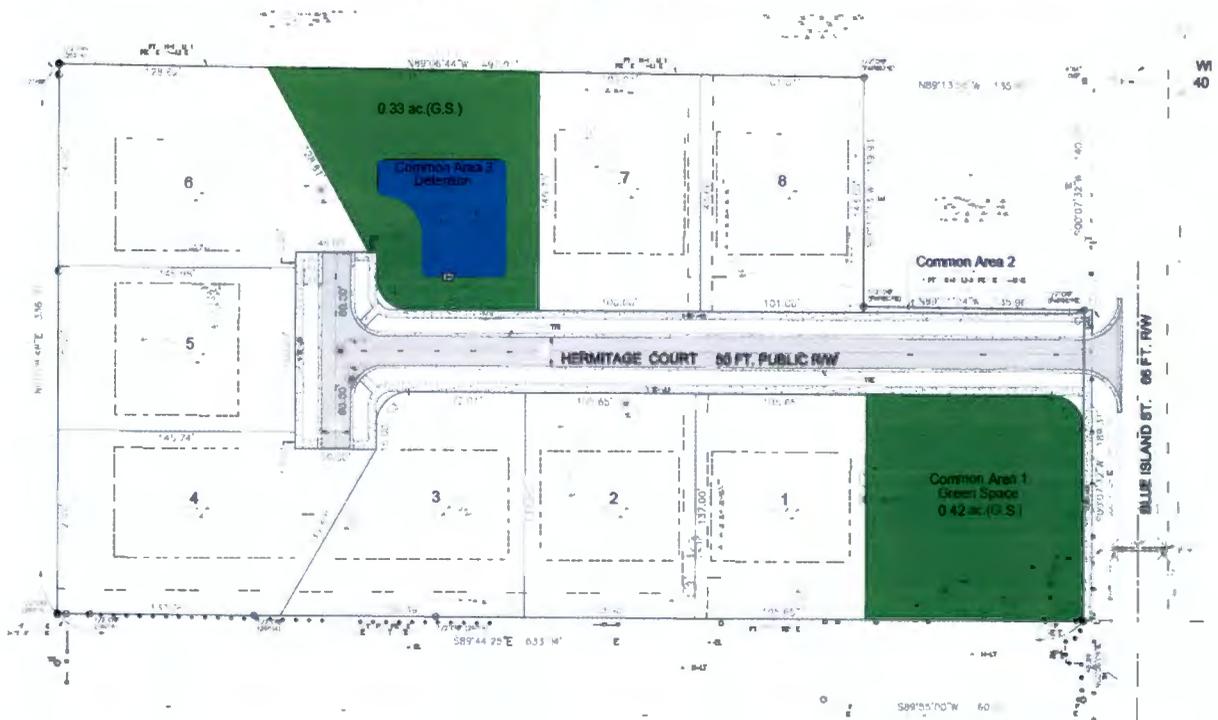
100% of the lots will be privately owned, single family residential. The Common Areas will remain private and will be solely for the use and enjoyment of the Hermitage Court residents. Maintenance of the Common Areas shall be the responsibility of the Home Owners Association. Streets will be constructed to City Standards and will be dedicated to the City upon final inspection and acceptance.

Lots

Lots will range from 14,474 square feet to 19,500 square feet, for an average of 15,760 square feet. All lots will be a minimum of 100 feet wide at the building setback. Building setbacks will be 35 feet on front and rear, and 10 feet on the side lot lines. There are no corner lot setbacks on our plan.

Greenspace

The site will have 0.76 acres of greenspace, or 17% of total site. This exceeds the 15 % required based on Greenspace Density Calculations as shown on our PUD plan.



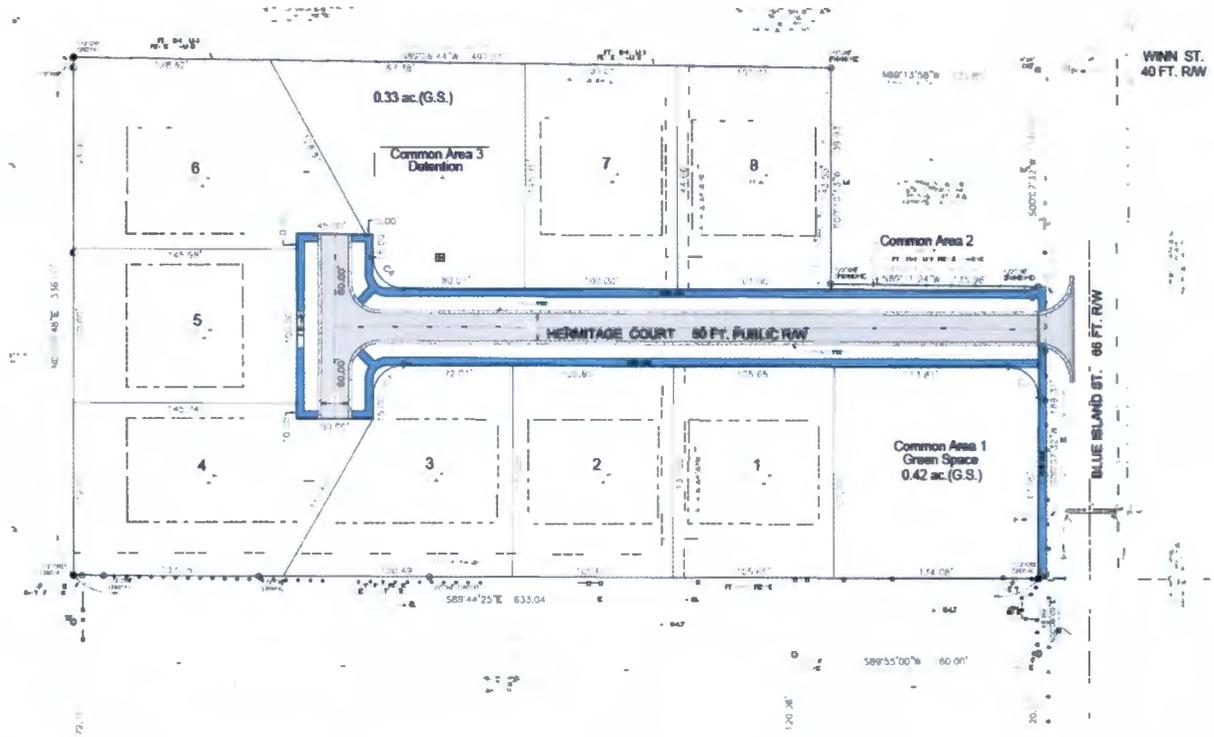
Utilities

Water, Sewer and Electrical service will be provided by the City of Fairhope. AT&T will provide telecommunications.

EXHIBIT B

Pedestrian Circulation

Sidewalks will be constructed on both sides of streets, running along the front of all lots and common areas, providing full circulation for pedestrians.



Lighting

Streetlights will be standard Acorn style lights at 75 foot spacing along sidewalks.

Accessory Structures / Equipment

Accessory structures will be permitted as per standard R-1 regulations regarding location, percentage of coverage, and setbacks from property lines. Exterior AC units and generators (if elected) will be screened from street by landscaping.

Fencing

Fencing will not be constructed will initial construction. Individual Owners may elect to install fencing. Walls or fences constructed or erected on any Lot shall be of ornamental iron, wood, black painted metal or masonry construction. No wall or fence shall be constructed from the front property line to the rear corners of the House. No fences may be constructed without the prior written approval of the Architectural Control Committee

Parking

Parking will be provided for each residence with construction of the homes. A minimum of 3 spaces shall be provided for each residence including driveways and garages.

EXHIBIT B

Houses

Maximum building height will be 30 feet as per standard City of Fairhope requirements. Maximum lot coverage by principal structure will be 40% in keeping with R-1 zoning. Sample house plans and elevations are included to provide an overall sense of the quality of the homes proposed. These house plans, elevations, and materials may be slightly modified to ensure uniqueness of each home in the neighborhood. Exterior materials will consist of brick, hardie board, wood and vinyl eaves. Driveways will be concrete with pavers or concrete stamping permitted for detail and enhancement. Minimum house size will be 2,400 square feet with a 2 car garage as outlined in the attached Draft covenants.

EXHIBIT B

APPENDIX A

SAMPLE HOUSE PLANS

EXHIBIT B

The Brentwood

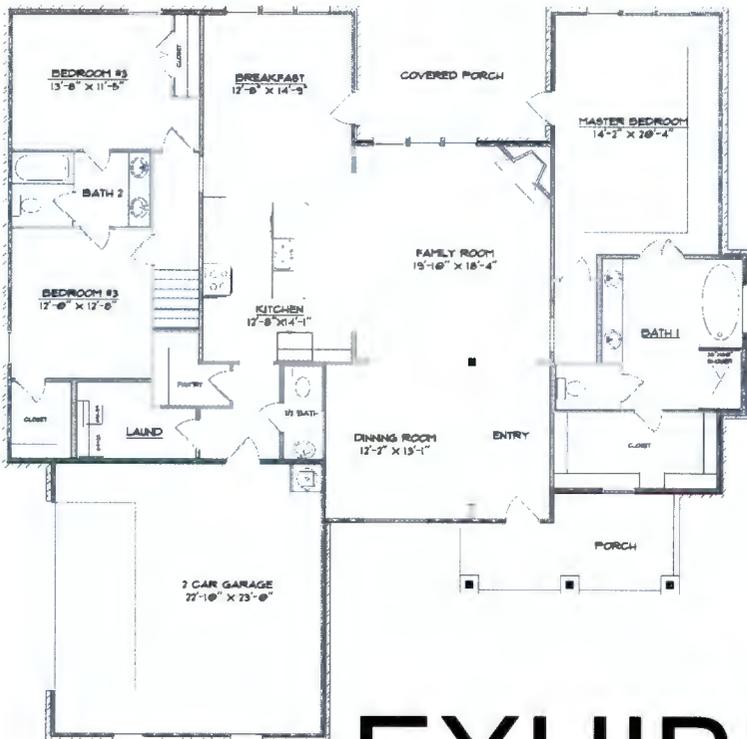
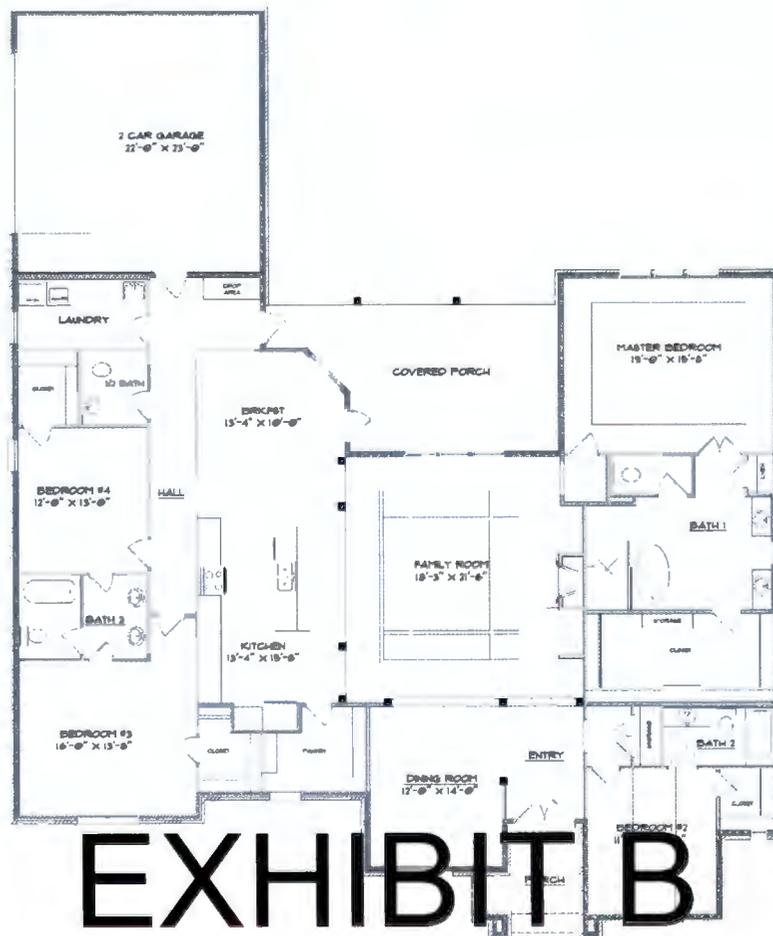


EXHIBIT B

The Hampton



The Savannah

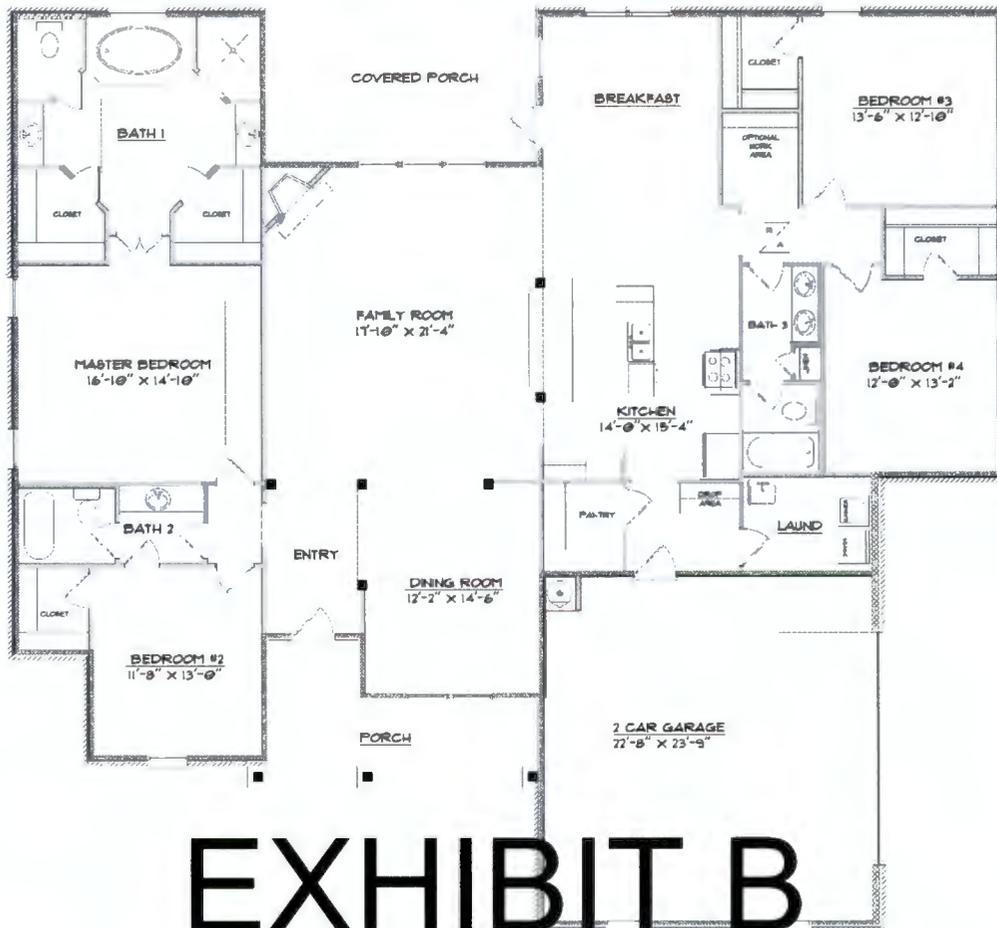


EXHIBIT B

APPENDIX B

LANDSCAPE & TREE PROTECTION PLAN

EXHIBIT B

APPENDIX C

PUD MASTER PLAN

EXHIBIT B

ORDINANCE NO. ____

WHEREAS, CLAY G. SPENCER, LEE R. SPENCER, and FAIRHOPE SINGLE TAX CORPORATION, the owners of the hereinafter described property, did, in writing, petition the City of Fairhope, a municipal corporation, for annexation under Section 11-42-21 of the Code of Alabama, 1975, as amended; and

WHEREAS, a map of said property is attached to said Petition as an exhibit; NOW, THEREFORE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the following described property, lying contiguous to the corporate limits of the City of Fairhope, Alabama; and not within the corporate limits or the police jurisdiction of any other municipality; be and the same is hereby annexed to the City of Fairhope, Alabama, to-wit:

Property is located at 20657 Northwood Drive, Fairhope, Alabama.

LEGAL DESCRIPTION:

TAX PARCEL 46-06-14-0-000-001.813

Lot eleven (11), River Station Subdivision, Phase one (1), as shown on map or plat thereof recorded on Slide 2127 F, and amended and re-recorded on Slide 2134-A, lands of the Fairhope Single Tax Corporation lying in Section 14, Township 6 South, Range 2 East, Baldwin County, Alabama.

This property shall be zoned R-1, Low Density Single-Family Residential District.

BE IT FURTHER ORDAINED that a certified copy of this Ordinance, with a copy of the Petition and the exhibit, be recorded in the Office of the Probate Judge, Baldwin County, Alabama.

This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

Adopted and approved this 25th day of January, 2021.

By: _____
Jack Burrell, Council President

Attest:

By: _____
Lisa A. Hanks, MMC
City Clerk

Adopted and approved this 25th day of January, 2021.

By: _____
Sherry Sullivan, Mayor



CITY OF FAIRHOPE
P.O. DRAWER 429
FAIRHOPE, AL 36533
251/928-2136

DEC 14 '20 2:59

FALL

PETITION FOR ANNEXATION

STATE OF ALABAMA)
COUNTY OF BALDWIN)

We, the undersigned PETITIONER(S), owner(s) of the lands in fee simple described in the attached EXHIBIT A, such property being without the Corporate Limits of the City of Fairhope, Alabama, but being contiguous to the said Corporate Limits; and such property not lying within the corporate limits or police jurisdiction of any other municipality, do, by these presents, hereby petition the City of Fairhope, a municipal corporation, that said property be annexed into the City of Fairhope, Alabama.

The subject land is delineated on the map attached hereto as EXHIBIT B.

This petition is filed under authority of Section 11-42-21, Code of Alabama, 1975, as amended.

This petition is for R-1 Zoning

The condition of the Petition is that zoning be established as _____
Concurrent with Annexation. (Zoning Request)

Is this property colony property Yes No. If this property is colony property the Fairhope Single Tax Office must sign as a petitioner.

Clay Spencer
Signature of Petitioner

Clay Spencer
Print petitioner's name

Lee R. Spencer
Signature of Petitioner

Lee R. Spencer
Print petitioner's name

Lee Turner
Signature of Petitioner

Lee Turner FSTC Pres
Print petitioner's name

Physical Address of property being annexed: 206 57 Northwood St.

Petitioner's Current Physical Address: 206 57 Northwood St.

Petitioner's Current Mailing Address: 206 57 Northwood St.

Telephone Number(s): 517-588-1148 Home or 517-588-1048 Work

County Tax Parcel Number: 46-06-14-0-000-001.813

U.S JUSTICE DEPARTMENT INFORMATION

Size of property (acres or square feet) 75' x 141.7'

If property is occupied, give number of housing units 1

Number of Persons residing in each unit, and their race 2 caucasian

If property is unoccupied, give proposed use _____

If property is being developed as a subdivision, give subdivision name
RIVER STATION

Number of lots within proposed subdivision _____

I, PAMELA COX HILL a Notary Public in and for said State and County, hereby certify that Clay Spencer whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

Given under my Hand and Seal this 14th day of December 2020,

(Seal)

PAMELA COX HILL
Notary Public

My commission expires November 2, 2222

I, PAMELA COX HILL a Notary Public in and for said State and County, hereby certify that Lee R spencer whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

Given under my Hand and Seal this 14th day of December 2020,

(Seal)

PAMELA COX HILL
Notary Public

My commission expires November 2, 2222

I, PAMELA COX HILL a Notary Public in and for said State and County, hereby certify that Lee Turner whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

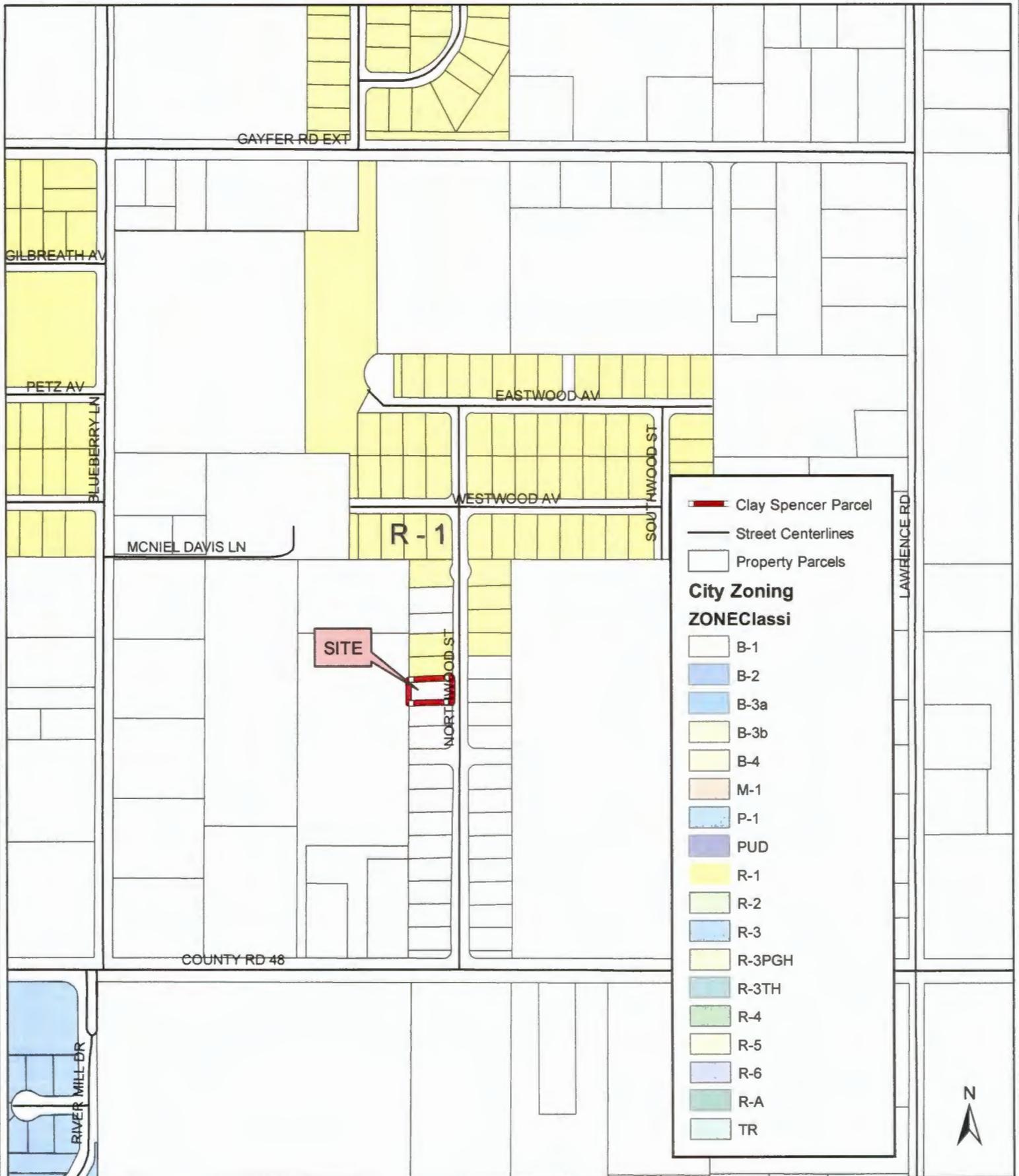
Given under my Hand and Seal this 14th day of December 2020,

(Seal)

PAMELA COX HILL
Notary Public

My commission expires November 2, 2222

PETITION FOR ANNEXATION: SPENCER



The Parcel 46-06-14-0-000-001.813 is contiguous to City of Fairhope property by the parcel to the north.

ORDINANCE NO. _____

**AN ORDINANCE TO APPROVE THE ANNEXATION OF
TERRITORY WITHIN THE CITY LIMITS OF THE
CITY OF FAIRHOPE, ALABAMA
(BALDWIN COUNTY COMMISSION)**

WHEREAS, Parker Road from US Hwy 98 easterly approximately 1,373 feet to the end of County maintenance, (hereinafter "Parker Road"), is a road or road segment inside the limit of the City of Fairhope; and

WHEREAS, an accurate description of Parker Road, together with a map thereof showing their relationship to the corporate limits of the City of Fairhope, is attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, those portions of Parker Road that are not already the responsibility of the City of Fairhope have been County-maintained streets for a period of at least one (1) year prior to the effective date of this instrument; and

WHEREAS, the character and nature of Parker Road varies, as certain portions are either (i) maintained by the City of Fairhope, (ii) bounded on both sides by the corporate limits of the City of Fairhope as a result of annexation of territory after July 7, 1995, (iii) bounded on one side by the corporate limits of Fairhope, or (iv) located within the City of Fairhope but responsibility is vested in the County; and

WHEREAS, the City of Fairhope desires to annex and assume responsibility for Parker Road, to the extent it is not already maintaining portions thereof, in order to facilitate the orderly development and maintenance of this area and its corporate limits; and

WHEREAS, in order to accomplish the City of Fairhope's desire to annex and assume responsibility for Parker Road in accordance with *Code of Alabama*, §11-49-80(b), (c) and (d), the Baldwin County Commission passed a resolution on September 1, 2020, authorizing the annexation and transfer of responsibility for Parker Road to the City of Fairhope, a copy of which is attached hereto as Exhibit "B"; and

WHEREAS, said resolution did petition the City of Fairhope for annexation and contained the signature of the owner of the described territory and a map of Parker Road showing their relationship to the corporate limits of the City of Fairhope; and

WHEREAS, the City Council of the City of Fairhope has determined that it is in the public interest that Parker Road be annexed into the City of Fairhope and that all legal requirements for annexing Parker Road have been met pursuant to *Code of Alabama*, §§11-42-20 to 24.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF FAIRHOPE, ALABAMA, AS FOLLOWS:

Section 1. The City Council of the City of Fairhope, Alabama, finds and declares as the legislative body thereof that it is in the best interest of the citizens of the City, and the citizens of the affected area, to annex and bring the territory described herein as Parker Road into the corporate limits of the City of Fairhope, and to assume responsibility for those portions of Parker Road, if any, that are already within the corporate limits of the City of Fairhope pursuant to *Code of Alabama*, §§11-49-80(b), (c) and (d), and 11-42-20 to 24.

Section 2. The boundary lines of the City of Fairhope, Alabama, be, and the same are hereby altered or rearranged so as to include all of the territory heretofore encompassed by the corporate limits of the City of Fairhope, Alabama, and in addition thereto the following described territory, to-wit:

Parker Road Right-Of-Way (From US HWY 98 East)

FROM THE POINT OF COMMENCEMENT AND BEGINNING AT THE NORTHWEST CORNER OF LOT #3 OF THE RESUBDIVISION OF THE REPLAT OF PHASE 1 OF FAIRHOPE VILLAGE, A PUD, AS PER PLAT THEREOF RECORDED IN THE BALDWIN COUNTY JUDGE OF PROBATE OFFICE, SLIDE 2424-F; RUN N 76°52'30" E, ±178.99 FEET TO A POINT; THENCE RUN N 4°22'12" W, ± 13.6' FEET TO A POINT; THENCE RUN S 88°38'46" E, ± 46.56 FEET TO A POINT; THENCE RUN S 88°38'46" E, ± 205.86 FEET TO A POINT; THENCE RUN S 89°39'33" E, ± 359.62 FEET TO A POINT; THENCE RUN S 89°39'33" E, ± 152.93 FEET TO A POINT; THENCE RUN S 89°39'33" E, ± 147.96 FEET TO A POINT; THENCE RUN N 0°26'41" E, ± 39.98 FEET TO A POINT; THENCE RUN N 89°38'36" E, ± 168.05 FEET TO A POINT; THENCE NORTH, ± 40.00 FEET TO A POINT; THENCE RUN N 89°22'00" W, ± 367.04 FEET TO A POINT (AT THE SOUTHEAST CORNER OF THE ROW OF HIGH RIDGE ROAD); THENCE RUN N 89°22'00" W, ± 50.00 FEET TO A POINT (AT THE SOUTHWEST CORNER OF HIGH RIDGE ROAD); THENCE RUN N 89°22'00" W, ± 256.00 FEET TO A POINT; THENCE RUN N 89°52'27" W, ± 334.28 FEET TO A POINT; THENCE RUN N 89°42'17" W, ± 72.75 FEET TO A POINT; THENCE RUN S 82°41'7.7" W, ± 70.70 FEET TO A POINT; THENCE RUN N 89°11'19" W, ± 132.39 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF US HIGHWAY 98; THENCE RUN ALONG THE EAST R.O.W. LINE S 13°02'00" E, ± 124.72 FEET TO THE POINT OF COMMENCEMENT AND BEGINNING; CONTAINING 2.27 ACRES, MORE OR LESS, LYING IN SECTIONS 5 & 8, TOWNSHIP 6 SOUTH, RANGE 2 EAST, BALDWIN COUNTY, ALABAMA.

Section 3. The territory described in this ordinance shall become a part of and lie within the corporate limits of the City of Fairhope, Alabama, upon publication of this ordinance.

Ordinance No. _____
Page -3-

Section 4. To the extent that portions of Parker Road, if any, are already within the corporate limits of the City of Fairhope, but responsibility is vested in the County, the City of Fairhope hereby assumes responsibility of said portions of Parker Road pursuant to *Code of Alabama*, §11-49-80(b), in addition to their annexation or re-annexation as described herein. In accordance with *Code of Alabama*, §11-49-81, the City of Fairhope's assumption of responsibility for Parker Road is in exchange for the County agreeing that it shall resurface, one time, Parker Road from US Hwy 98 easterly approximately 1,373 feet to the end of County maintenance with a minimum one and a half inch overlay. The Baldwin County Commission and the City of Fairhope respectively acknowledge and agree that this one time resurfacing has been scheduled to occur as soon as possible as consideration for this transfer, and may be completed prior to the transfer of maintenance. The Baldwin County Commission and the City of Fairhope agree that said consideration is a reasonable charge for being relieved of the burden of the control, management, supervision, repair, maintenance and improvement of the road described herein.

Section 5. This ordinance shall be published as provided by law, and a certified copy of the same, together with a certified copy of the resolution and petition of the Baldwin County Commission, shall be filed with the Probate Judge of Baldwin County, Alabama.

Section 6. If any part, section or subdivision of this ordinance shall be held to be illegal, invalid, or unenforceable for any reason, such ordinance shall not be held or construed to invalidate or impair the remaining provisions of this ordinance, which shall continue in full force and effect notwithstanding such holding.

ADOPTED THIS THE 25TH DAY OF JANUARY, 2021

Jack Burrell, Council President

Attest:

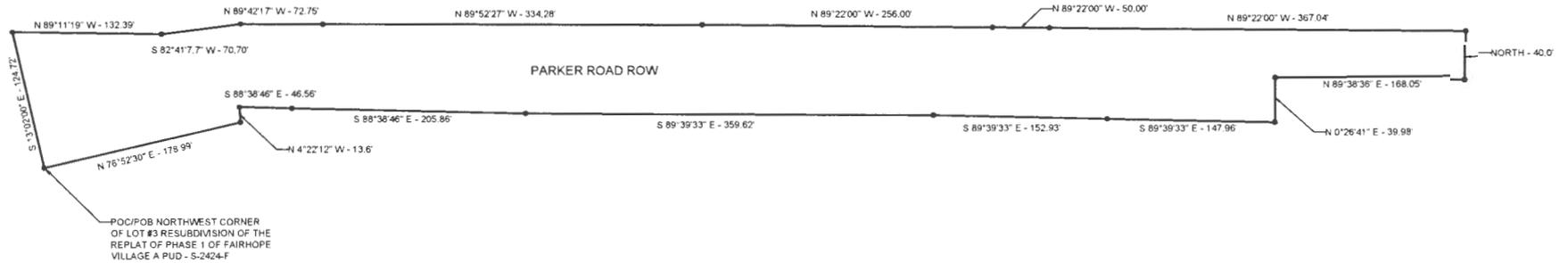
Lisa A. Hanks, MMC
City Clerk

ADOPTED THIS THE 25TH DAY OF JANUARY, 2021

Sherry Sullivan, Mayor

**Parker Road - East of US HWY 98
Right-Of-Way Acceptance**

Prepared By:	R.D. Johnson, PE	City of Fairhope
Date:	1/14/2021	Scale: N.T.S.
Project No.:	ROW	Legal Desc



Parker Road Right-Of-Way (From US HWY 98 East)

Description:

FROM THE POINT OF COMMENCEMENT AND BEGINNING AT THE NORTHWEST CORNER OF LOT #3 OF THE RESUBDIVISION OF THE REPLAT OF PHASE 1 OF FAIRHOPE VILLAGE, A PUD, AS PER PLAT THEREOF RECORDED IN THE BALDWIN COUNTY JUDGE OF PROBATE OFFICE, SLIDE 2424-F; RUN N 76°52'30\" E, ±178.99 FEET TO A POINT; THENCE RUN N 4°22'12\" W, ± 13.6 FEET TO A POINT; THENCE RUN S 88°38'46\" E, ± 46.56 FEET TO A POINT; THENCE RUN S 88°38'46\" E, ± 205.86 FEET TO A POINT; THENCE RUN S 89°39'33\" E, ± 359.62 FEET TO A POINT; THENCE RUN S 89°39'33\" E, ± 152.93 FEET TO A POINT; THENCE RUN S 89°39'33\" E, ± 147.96 FEET TO A POINT; THENCE RUN N 0°26'41\" E, ± 39.98 FEET TO A POINT; THENCE RUN N 89°38'36\" E, ± 168.05 FEET TO A POINT; THENCE NORTH, ± 40.00 FEET TO A POINT; THENCE RUN N 89°22'00\" W, ± 367.04 FEET TO A POINT (AT THE SOUTHEAST CORNER OF THE ROW OF HIGH RIDGE ROAD); THENCE RUN N 89°22'00\" W, ± 50.00 FEET TO A POINT (AT THE SOUTHWEST CORNER OF HIGH RIDGE ROAD); THENCE RUN N 89°22'00\" W, ± 256.00 FEET TO A POINT; THENCE RUN N 89°52'27\" W, ± 334.28 FEET TO A POINT; THENCE RUN N 89°42'17\" W, ± 72.75 FEET TO A POINT; THENCE RUN S 82°41'7.7\" W, ± 70.70 FEET TO A POINT; THENCE RUN N 89°11'19\" W, ± 132.39 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF US HIGHWAY 98; THENCE RUN ALONG THE EAST R.O.W. LINE S 13°02'00\" E, ± 124.72 FEET TO THE POINT OF COMMENCEMENT AND BEGINNING; CONTAINING 2.27 ACRES, MORE OR LESS, LYING IN SECTIONS 5 & 8, TOWNSHIP 6 SOUTH, RANGE 2 EAST, BALDWIN COUNTY, ALABAMA.

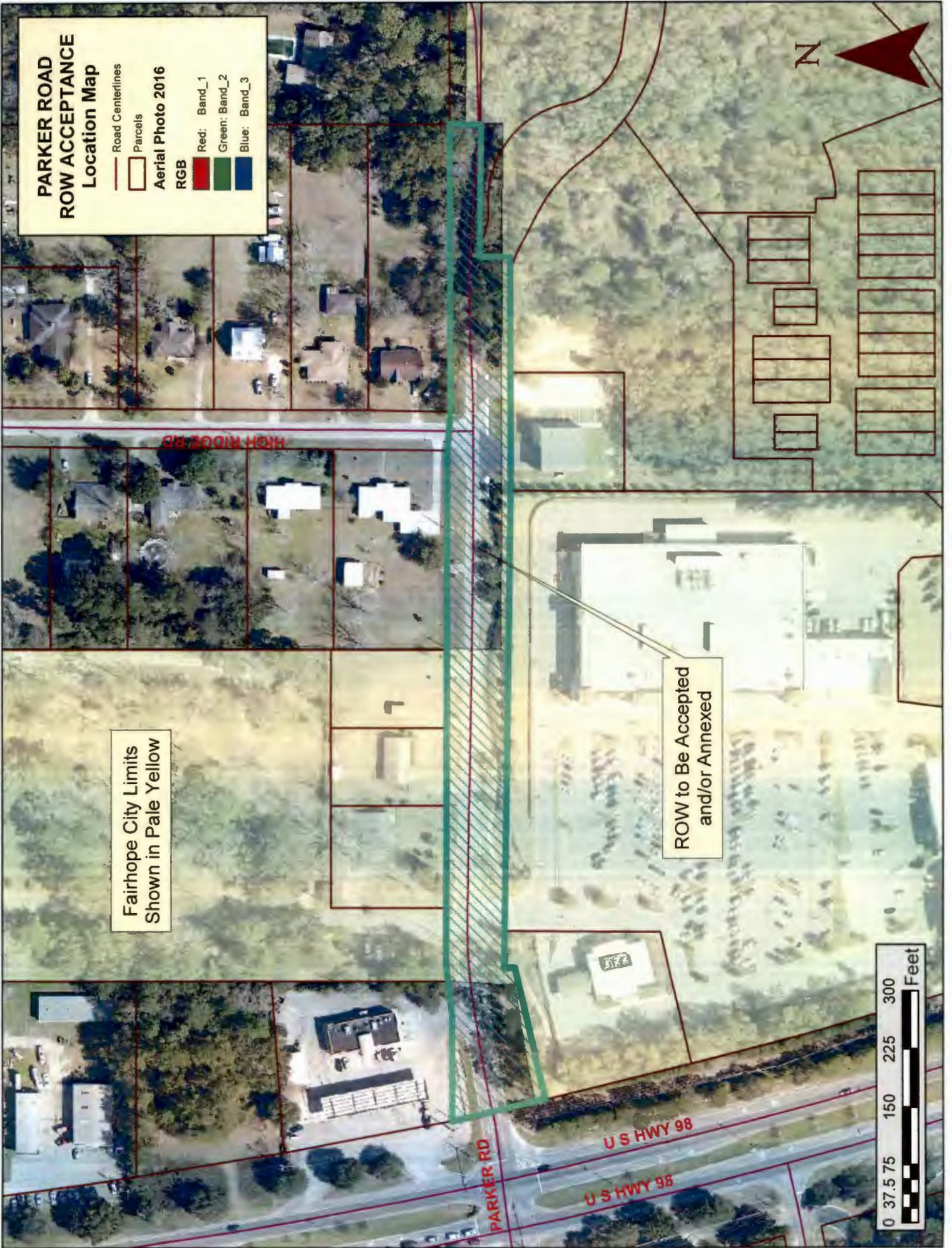
PARKER ROAD ROW ACCEPTANCE Location Map

- Road Centerlines
- Parcels
- Aerial Photo 2016
- RGB
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3



Fairhope City Limits
Shown in Pale Yellow

ROW to Be Accepted
and/or Annexed





- Legend**
- US Highway
 - State Highway
 - Paved
 - Unpaved
 - 911 Roads
 - City Limits
 - Fairhope

Parker Road from US Hwy 98 easterly approximately 1,373 feet to the end of County maintenance



Exhibit A Transfer of Maintenance Agreement





COUNTY COMMISSION

BALDWIN COUNTY
312 Courthouse Square, Suite 12
BAY MINETTE, ALABAMA 36507
(251) 937-0264
Fax (251) 580-2500
www.baldwincountyal.gov

MEMBERS
DISTRICT 1 JAMES E. BALL
2 JOE DAVIS, III
3 BILLIE JO UNDERWOOD
4 CHARLES F. GRUBER

September 1, 2020

Mayor Karin Wilson, Mayor
City of Fairhope
Post Office Drawer 429
Fairhope, Alabama 36533

RE: Resolution #2020-130 - Annexation and Transfer of Parker Road to the City of Fairhope

Dear Mayor Wilson:

The Baldwin County Commission, during its regularly scheduled meeting held on September 1, 2020, approved *Resolution #2020-130* authorizing the annexation and transfer of responsibility for Parker Road (from US Highway 98 easterly approximately 1,373 feet to the end of County maintenance) to the City of Fairhope.

Enclosed is a **fully executed copy** of *Resolution #2020-130* for your file.

If you have any questions or need further assistance, please do not hesitate to contact me at (251) 972-8515 or Joey Nunnally, County Engineer, at (251) 937-0371.

Sincerely,

BILLIE JO UNDERWOOD, Chairman
Baldwin County Commission

BJU/mnm Item BN4

cc: Joey Nunnally
Lisa Sangster
Seth Peterson

ENCLOSURE(S)

RESOLUTION NO. 2020 - 130

**RESOLUTION OF THE COUNTY COMMISSION OF
BALDWIN COUNTY, ALABAMA,
AUTHORIZING ANNEXATION AND TRANSFER OF RESPONSIBILITY
FOR PARKER ROAD
FROM BALDWIN COUNTY TO THE CITY OF FAIRHOPE**

WHEREAS, Parker Road from US Highway 98 easterly approximately 1,373 feet to the end of County maintenance (hereinafter the "Parker Road"), is a road or road segment inside the corporate limits of the City of Fairhope; and

WHEREAS, an accurate description of Parker Road is attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, those portions of Parker Road that are not already the responsibility of the City of Fairhope have been County maintained streets for a period of one (1) year prior to the effective date of this instrument; and

WHEREAS, the character and nature of Parker Road varies, as certain portions are either (i) maintained by the City of Fairhope, (ii) bounded on both sides by the corporate limits of the City of Fairhope as a result of annexation of territory after July 7, 1995, or (iii) bounded on one side by the corporate limits of Fairhope; and

WHEREAS, in order to clarify and simplify the City of Fairhope's assumption of responsibility for Parker Road in accordance with *Code of Alabama*, §11-49-80(b), (c) and (d), the Baldwin County Commission is submitting its consent and petition to the City of Fairhope to annex Parker Road and assume the responsibility thereof; and

WHEREAS, the City of Fairhope desires to assume responsibility for Parker Road, to the extent it is not already maintaining portions thereof, in order to facilitate the orderly development and maintenance of this area and its corporate limits.

NOW, THEREFORE, BE IT RESOLVED by the Baldwin County Commission as follows:

Section 1. That Baldwin County hereby consents to and petitions for the annexation of Parker Road by the City of Fairhope pursuant to *Code of Alabama*, §11-49-80(c), and (d) and §11-42-20 et seq.

Section 2. To the extent that portions of Parker Road are within the City of Fairhope but maintained by the County, the Baldwin County Commission hereby consents to the assumption of responsibility for Parker Road by the City of Fairhope, pursuant to *Code of Alabama*, §11-49-80(b). In accordance with *Code of Alabama*, §11-49-81, the City of Fairhope's assumption of responsibility for Parker Road is in exchange for the County agreeing that it shall resurface, one

time, Parker Road from US Highway 98 easterly approximately 1,373 feet to the end of County maintenance with a minimum one and a half inch overlay. The Baldwin County Commission and the City of Fairhope respectively acknowledge and agree that this one time resurfacing has been scheduled to occur as soon as possible as consideration for this transfer, and may be completed prior to the transfer of maintenance.

Section 3. The Baldwin County Commission and the City of Fairhope agree that said consideration is a reasonable charge.

Section 4. If any part, section or subdivision of this resolution shall be held to be illegal, invalid, or unenforceable for any reason, such resolution shall not be held or construed to invalidate or impair the remaining provisions of this resolution, which shall continue in full force and effect notwithstanding such holding.

ADOPTED and APPROVED by the County Commission of Baldwin County, Alabama, on the 1st day of September, 2020.

BALDWIN COUNTY COMMISSION

By: Billie Jo Underwood
BILLIE JO UNDERWOOD
Its: Chairman

ATTEST:

Wayne Dyess
WAYNE DYESS
County Administrator





ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NO. 611
AND AN ORDINANCE TO AMEND AND ADD
TO CHAPTER 21, ARTICLE V, GAS,
FAIRHOPE CODE OF ORDINANCES.**

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

Section 1. The Code of Ordinances, City of Fairhope, Alabama, Chapter 21, Article V,
is hereby amended to reflect the following changes and additions:

Article V. GAS

Section 21-60. Meter Deposit.

- (a) There is hereby established a gas meter deposit for all residential users of one hundred dollars (\$100.00).
- (b) There is hereby established for a gas deposit for all industrial and commercial users of three hundred dollars (\$300.00).
- (c) All tenants or lessees must produce either a social security card or driver's license at the time of making such gas meter deposit.

Add the following Sections:

Section 21-62. Installation of New Gas Service Fees.

(1) The City has established fees for new gas service installations to the gas system to recover the material and labor costs to install the service; and costs relating to capital needs for the gas transmission system.

There are hereby established installation service fees for installation of a new City gas service as follows:

New Installation of Gas Service	\$300.00
(First 250 feet included in fee)	
(Anything over 250 feet will be \$1.00 per foot)	
Relocate/Disconnect Existing Service	\$200.00

Section 21-63. Inspection Fees of Gas Installation.

There are hereby established Inspection fees for a new or established City gas service as follows:

Initial Inspection	\$ 25.00
First Reinspection	\$100.00
Second Reinspection	\$200.00

Ordinance No. _____
Page 2

Section 21-64. Tampering by Customer and Contractor.

There are hereby established Tampering Offenses for a City gas service as follows:

First Time Offense	\$100.00
Second Time and Disconnect	\$300.00
Disconnect and turn over to Police Department	\$500.00

Any damage to equipment will be charged to the customer.

Section 21-66. Reconnect and Disconnect Fees.

Reconnect/Disconnect	\$ 75.00
Reconnect/Disconnect - After Hours	\$100.00

Section 2. The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, then such ruling shall not affect any other paragraphs and sections, since the same would have been enacted by the municipality council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 3. This ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS THE 25TH DAY OF JANUARY, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

ADOPTED THIS THE 25TH DAY OF JANUARY, 2021

Sherry Sullivan, Mayor

Proposed Gas Service Fees

Service	Proposed Fee	Current Fee	Riviera/Daphne/NBU
New Install Gas Service	\$300	0	See attached
NOTE: First 250 feet included in fee, anything over 250ft will be \$ 2 ¹ foot. — <i>half</i>			
Relocate/Disconnect Existing Service	\$200	0	See attached
*In 2020, approximately 400 services were installed.			
Meter Deposit	\$100	\$50	\$100/\$75/\$100
Meter Deposit for Rental Properties <i>Residential</i>	\$250 <i>\$100</i>	\$50	\$100/\$100/\$200
Meter Deposit for Commercial	\$300	\$50	\$call/\$150/\$500
Reconnect/Disconnect Fee	\$75&100 (after hours)	\$28.50	\$65/\$75&100/\$40
Inspection	\$25	\$25	0/0/0
First Reinspection	\$100	0	
Second Reinspection	\$200	0	
NOTE: NBU does plumbing on gas services so no inspections fees. RU looking at creating a fee for inspections and re-inspections, currently do not charge			
Tampering, Customer & Contractor	\$100, First time		\$/\$500/\$50
	\$300, second time and disconnect		\$/\$500/\$300
	\$500, disconnected and turn over to PD		

Any damage to equipment will be charged to customer.

ORDINANCE NO. ____

**AN ORDINANCE AMENDING ORDINANCE NO. 1253
KNOWN AS THE ZONING ORDINANCE**

The ordinance known as the Zoning Ordinance (No. 1253), adopted 27 June 2005, is changed and altered as described below;

WHEREAS, the City of Fairhope Planning Commission directed the Planning Department to prepare amendments to our Zoning Ordinance; and,

WHEREAS, the proposed amendments relate to Non-Conforming Lots; and,

WHEREAS, after the appropriate public notice and hearing of ZC 20.08, the Planning Commission of the City of Fairhope, Alabama has forwarded a favorable recommendation;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE, ALABAMA;

THAT, Article VII, Section D. Non-Conforming Lots be hereby amended to read as follows:

D. Non-conforming Lots

Where a lot, tract or parcel of land has an area or width that does not conform to the requirements of the district in which it is located, the lot may be used for a detached single-family dwelling except in the M-1 and M-2 Industrial Districts. A single detached family dwelling may be constructed in an R-1, R-2, R-3, R-4, or R-5 Residential District provided the lot to be so used has a minimum area of four thousand (4,000) square feet and a minimum lot width at the building line of forty (40) feet, provided it is located on a public sewer.

Yard requirements shall be modified subject to the following conditions:

- 1. On double frontage lots (interior lots abutting two (2) streets) the required front yard shall be provided on each street.*
- 2. The side yard requirements for substandard lots of record may be reduced for each side yard at the rate of one (1) foot for each four (4) feet by which the lot width lacks fifty (50) feet, provided in no event shall such side yard be reduced to less than five (5) feet on each side.*
- 3. The minimum front setback required for the district (and, on corner lots, the street side setback) shall not apply to any lot where the average front building line(s) of the adjacent lot(s), is less than the minimum setback required for the district. In such cases, the front building line may be the same as the average front building lines(s) of the adjacent lot(s). In no case, shall the front building line be more than 5' less than the minimum setback required for the district.*
- 4. On corner lots, the street side yard shall be that part of the lot having its greatest frontage abutting that right-of-way and the required setback shall be 20 feet, unless otherwise provided herein.*

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

Ordinance No. _____

Page -2-

Effective Date – This ordinance shall take effect immediately upon its due adoption and publication as required by law.

Adopted and approved this 25th day of January, 2021.

By: _____
Jack Burrell, Council President

Attest:

By: _____
Lisa A. Hanks, MMC
City Clerk

Adopted and approved this 25th day of January, 2021.

By: _____
Sherry Sullivan, Mayor



ZC 20.08

Zoning Text Amendment

PROPERTY ADDRESS: City-wide
PARCEL ID: N/A
MASTER PLAN: N/A
ZONING DISTRICT: All zoning districts

REQUEST:

Staff request the passage of an amendment to the **Fairhope Zoning Ordinance, Article VII, Section D. Non-Conforming Lots** to read as follows:

D. Non-conforming Lots

Where a lot, tract or parcel of land has an area or width that does not conform to the requirements of the district in which it is located, the lot may be used for a detached single-family dwelling except in the M-1 and M-2 Industrial Districts. A single detached family dwelling may be constructed in an R-1, R-2, R-3, R-4, or R-5 Residential District provided the lot to be so used has a minimum area of four thousand (4,000) square feet and a minimum lot width at the building line of forty (40) feet, provided it is located on a public sewer.

Yard requirements shall be modified subject to the following conditions:

- 1. On double frontage lots (interior lots abutting two (2) streets) the required front yard shall be provided on each street.*
- 2. The side yard requirements for substandard lots of record may be reduced for each side yard at the rate of one (1) foot for each four (4) feet by which the lot width lacks fifty (50) feet, provided in no event shall such side yard be reduced to less than five (5) feet on each side.*
- 3. The minimum front setback required for the district (and, on corner lots, the street side setback) shall not apply to any lot where the average front building line(s) of the adjacent lot(s), is less than the minimum setback required for the district. In such cases, the front building line may be the same as the average front building lines(s) of the adjacent lot(s). In no case, shall the front building line be more than 5' less than the minimum setback required for the district.*
- 4. On corner lots, the street side yard shall be that part of the lot having its greatest frontage abutting that right-of-way and the required setback shall be 20 feet, unless otherwise provided herein.*

STAFF RECOMMENDATION:

Staff recommends to approve as requested.

PLANNING COMMISSION RECOMMENDATION:

Art Dyas made a motion to accept the staff recommendation to approve as amended.

John Worsham 2nd the motion and the motion carried with the following vote: AYE – Art Dyas, Rebecca Bryant, Harry Kohler, John Worsham, Lee Turner, and Jason Langley. NAY – none. ABSTENTION – Hollie MacKellar.

RESOLUTION NO. _____

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

[1] On February 27, 2020, the City Council adopted Resolution No. 3780-20 for the procurement of EnerGov Software for the Building Department and Planning Department.

[2] Later in the fall, it was determined by the IT Department that the deadline for implementation could not be met and therefore no reimbursable by the CARES Act , 2020.

[3] The Building Department and Planning Department are desirous for the City Council to rescind Resolution No. 3780-20 and to cancel the order for Procurement of EnerGov Software.

[4] That the Governing Body of the City of Fairhope, Alabama, hereby rescinds Resolution No. 3780-20 and authorizes the cancellation of the order for Procurement of EnerGov Software.

Adopted on this 25th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. 3780-20

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

[1] That the City of Fairhope has voted to procure the EnerGov Software for the Building Department specifically designed for Online Submittals, Issuance and Payment of Building Permits and Development Plans from Tyler Technologies with a not-to-exceed amount of \$230,000.00. This will be reimbursed through the CARES Act funding under remote work.

Adopted on this 27th day of July, 2020

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

01-15-21 4:00 PM
YAA

Karin Wilson
Mayor

To: Kim Creech, Treasurer
From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Date: January 14, 2021

Re: **City Council approval to cancel order for procurement of ENERGOV Software and rescind Resolution 3780-20 for the procurement in the amount of \$230,000.00**

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
City Treasurer

The City's **Building Official, Erik Cortinas**, and **IT Director, Jeff Montgomery**, requested the procurement of the **EnerGov Software**, through TYLER Technologies, specifically designed for online submittals, issuance, and payment of building permits and development plans. This unbudgeted request over the \$10,000.00, was to be reimbursed through the CARES Act. Later in the fall, it was determined by the IT Director, Jeff Montgomery, that the deadline of December 31, 2020, for implementation, could not be met and therefore no reimbursement by the CARES ACT .

The Building Official, Erick Cortinas is requesting cancellation of the TWO HUNDRED AND THIRTY THOUSAND DOLLARS AND ZERO CENTS (\$230,000.00), module, ENERGOV, from **Tyler Technologies at this time.**

Please place on the City Council Agenda approval to cancel the order for the Tyler Industries module, ENERGOV, and rescind the Resolution 3780-20 for its' procurement

Cc: file, H. Simmons, B. King, E. Cortinas, J. Montgomery

161 North Section St.
PO Drawer 429
Fairhope, AL 36533

251-928-2136 (p)

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves the selection of Thompson Engineering to perform Professional Engineering Services for the Replacement of Wells #2 and #9; and hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 25TH DAY OF JANUARY, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

City of Fairhope

LAH

To: Kimberly Creech, Treasurer
From: *Delores A Brandt*
Delores A Brandt, Purchasing Manager

Sherry Sullivan
Mayor

Date: January 14, 2021

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Re: **Council approval to Award RFQ PS006-21 Professional Engineering Services for Replacement of Wells #2 and #9 to Thompson Engineering for work in projected FY21 budget**

Lisa A. Hanks, MMC
City Clerk

The **Superintendent of Utilities, Mayor Sullivan and the Water and Wastewater, Superintendent, Jason Langley**, have need to hire a professional consulting firm for **RFQ PS006-21 Professional Engineering Services for Replacement of Wells #2 and #9**. The consultation project will involve the preparation of scope of work and engineering Design, and Construction consultation as related to the replacement of two water wells (#2 and #9) that will be replaced consecutively.

Kimberly Creech
City Treasurer

The new consulting services are budgeted in the proposed budget for FY2021 in the amount of \$85,000 for Well #2 and \$85,000 for Well #9.

Per the City's "Procedure for Procuring Professional Services for Projects under \$100K, the Superintendent of Utilities, Mayor Sullivan, and the Water/Wastewater Superintendent, Jason Langley and I routed a short list of firms from which the Mayor was to choose, and she selected **Thompson Engineering**. The recommendation to Council is to approve the selection by the Mayor, and to award **RFQ PS006-21 Professional Engineering Services for Replacement of Wells #2 and #9 to Thompson Engineering, Inc** and allow the Mayor to negotiate the fee.

Please place on the next available City Council Agenda this request for City Council to approve the selection by the Mayor for RFQ PS006-21 Professional Engineering Services for Replacement of Wells #2 and #9 to Thompson Engineering Inc and authorize the Mayor to negotiate the not to exceed fee to be approved by Council.

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

Cc: file; Jason Langley, S Sullivan

251-928-6776 Fax
www.fairhopeal.gov



MEMO

To: **Kim Creech, Treasurer**
From: *Delores A Brandt*
Delores A Brandt, Purchasing Manager

Date: **January 5, 2021**

Re: **RFQ PS006-21 Professional Engineering Services for Replacement of Wells #2 and #9 for Water Dept**

Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

The Water Department Superintendent, Jason Langley, and the Superintendent of Utilities, Mayor Sherry Sullivan, request the hiring of a professional consulting firm for RFQ No. PS06-21 Professional Engineering Services for Replacement of Wells #2 and #9 for the Water Dept. Per our Procedure for Procuring Professional Services the Mayor/Utilities Superintendent, 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 professional engineering services for replacement of the wells #2 and #9 consecutively.

The short list is:

DL 1/6/2021 Thompson Engineering
Mobile, AL 36606
251 666-2443

_____/_____/_____
Dewberry Engineering
Daphne, Al
251 929-9781

_____/_____/_____
Neel-Schaffer, Inc
Fairhope, AL
251-377-7332

_____/_____/_____
None. Submit another list

61 North Section St.
PO Box 429
Fairhope, AL 36533

251-928-2136 (p)

Cc: file, Mayor Sherry Sullivan, Jason Langley

RESOLUTION NO. _____

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

[1] That the City of Fairhope did request, receive, and open bids for Internet Service 2021 for North Section Street and Quail Creek for a Three-Year Agreement (Bid No. 010-21).

[2] At the appointed time and place, the following bids were opened and tabulated as follows:

Please see attached Bid Tabulation for
Internet Service 2021 for North Section Street and
Quail Creek for a Three-Year Agreement

[3] After evaluating the bid proposals with the required bid specifications, Southern Light, LLC with a total bid proposal of \$11,640.00 per year, is now awarded the bid for Internet Service 2021 for North Section Street and Quail Creek for a Three-Year Agreement.

Adopted on this 25th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 1/18/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: **Award Bid 010-21 Internet Service 2021 for North Section Street and Quail Creek to Southern Light, LLC Three (3) year agreement**

Project Location: North Section Street and Quail Creek

Presented to City Council: 1/25/2021

Resolution #:

Approved JAN 19 21 AM 10:09

Funding Request Sponsor: Jeff Montgomery, Director of Information Technology

Changed _____

Rejected _____

LMA

Project Cash Requirement Requested:

Cost: \$ 11,640.00 per year plus taxes

\$ _____

Vendor: Southern Light, LLC, a Uniti Company

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Project Impact Health Fed Grant

Department of General Fund Providing the Funding

Admin-10 Bldg-13 Police-15 Fire-20 ECD-24 Rec-25 Civic-26 Street-35 Sanitation-40
Fac Maint-45 Golf-50 Golf Grounds-55 Museum-70 Debt Service-85 Marina-34 Plan/Zone

Project will be:

Expensed XXX
Capitalized
Inventoried

Funding Source:

Operating Expenses XXX
Budgeted Capital
Unfunded

Expense Code: XXXX-50380 **Various Department**
G/L Acct Name: Communication

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ 11,640.00
Balance Sheet Item-
Included in projected
cash flow \$0.00

Over (Under) budget amount: \$ -

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments:

Backup internet for Downtown and primary internet for Quail Creek

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 1/8/2021

Purchasing Memo Date: 1/8/2021

Delivered To Date: 1/19/2021

Request Approved Date: 1/19/2021

Request Approved Date: 1/19/2021

Approved Date:

Signatures: Kim Creech
Kim Creech

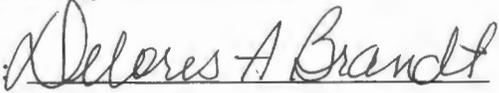
Jill Cabaniss
Jill Cabaniss, MBA

Sherry Sullivan
Mayor Sherry Sullivan



MEMO

To: Kimberly Creech, Treasurer

From: 
Delores A. Brandt, Purchasing Manager

Date: January 8, 2021

Re: Bid 010-21 Three Year Internet Services 2021 Award and Council Approval

Sherry Sullivan
Mayor

Council Members:

Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
City Treasurer

The IT Department requests approval of award of **Bid 010-21 Three Year Internet Services 2021**, a budgeted item for FY21 of over \$10,000.

Specifications for Internet ISP Connections were provided by the IT Department and the bid was issued to six (6) qualified companies and properly advertised. Two bids were received and Jeff Montgomery, IT Department Director, recommends the selection of Option 1 submitted by **Southern Light, LLC, a Uniti Company** who bid our North Section Street location as well as Quail Creek in the annual amount of ELEVEN THOUSAND SIX HUNDRED AND FORTY DOLLARS AND ZERO CENTS (\$11,640.00) with a not-to-exceed cost for the three-year contract of \$34,920. See attached quotation for details.

Please compose a greensheet and obtain approval for this over \$10,000 procurement for a FY21 budgeted three-year contract for Three Year Internet Services for the City of Fairhope with Southern Light, LLC, a Uniti Company, at a cost of \$11,640.00 per year, not to exceed \$34,920.00 for the three years.

Cc: File, J. Montgomery

161 North Section St.
PO Drawer 429
Fairhope, AL 36533

251-928-2136 (p)
251-928-6776 (f)
www.fairhopeal.gov

PROJECT REQUEST FORM

Project Owner: Jeff Montgomery Department: IT
Bid Number and Name: BID 010-21 Three Year Internet Services 2021
Budget Amount: \$32,170.00 Budget Code: 50380
Anticipated Start Date: 1/25/2021 Project Duration: 60 days
Bid Duration: 2.5 Weeks Engineer of Record: N/A

Pre-Bid Meeting: No Yes Date: N/A Mandatory Non-Mandatory

Scope of Work Provided By: Jeff Montgomery Contract Extensions: No Yes

Project Administered: Internally Externally By: N/A

Bidders List Review: No Yes By: Jeff Montgomery

Tax Exempt Project: No Yes Insurance Requirements: Minimum Maximum

Bonds: Bid Performance Labor & Materials Contract: Standard Construction Professional

Related Bids/RFs: N/A Bid Opening: January 6, 2021, 9:00 A.M.

Notes: Budget is to be split between all departments per Jeff Montgomery.

Contract will be for three years.

SIGNATURES

Requestor: *JM*
Jeff Montgomery (Dec 18, 2020 07:27 CST)

Finance Director: *Jill Cabaniss*

City Treasurer: *Kimberly Creech*
Kimberly Creech (Dec 18, 2020 08:19 CST)

Mayor: *Sherry Sullivan*
Sherry Sullivan (Dec 20, 2020 16:04 CST)

CITY OF FAIRHOPE TABULATION
Bid 010-21 Three Year Internet Services 2021
BID OPENED: Wednesday, January 6, 2021, 9:00 a.m.

Vendor	Bid Documents Signed/Notarized (Y/N)	Addendum 1	Option 1 Annual Price	Option 2 Annual Price	Option 3 Annual Price
Southern Light, LLC, a Unifi Company	YES	YES	\$ 11,640.00	\$ 17,400.00	\$ 19,600.00
AT & T	YES	YES	\$ 15,784.80	\$ 28,932.00	\$ 62,215.20
Charter Communications			NO RESPONSE		
Spire			NO RESPONSE		
DeltaCom			NO RESPONSE		
Granite Telecommunications			NO RESPONSE		

Recommendation: Award bid 010-21 to Southern Light, LLC, a Unifi Company

To the best of my knowledge this is an accurate Bid Tabulation


 Signature _____ 1/6/21
 Date

Jeff Montgomery, Director of Information Technology


 Signature _____ 1/6/21
 Date

Delores A Brandt, Purchasing Manager

UNITI FIBER RESPONSE TO INVITATION BID No 010 THREE YEAR INTERNET SERVICES

ITEM III
BID RESPONSE FORM

Date: 1/4/2021

BID NO. 010-21
BID NAME Three Year Internet Service 2021

Base bid will include all labor, materials, equipment, shipping, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this contract and scope of work.

The owner agrees to provide the following materials: NONE

Bid Duration: One (1) year from signing date of contract, with the option to extend bid or contract for up to two (2) additional years if terms and conditions, including pricing remain the same, and both parties are in agreement to extending the bid or contract.

We propose to meet or exceed the bid specifications for the sum of:

Annual Total Price: Option 1 100 Mbps + 100 Mbps \$ 11,640.00
(Main location + Quail Creek Location)

Option 2 500 Mbps + 500 Mbps \$ 17,400.00
(Main location + Quail Creek Location)

Option 3 1 Gbps + 500 Mbps \$ 19,600.00
(Main location + Quail Creek Location)

The work shall be completed within 45 days, and Sooner If Possible (SIP)

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

<u>ADDENDUM NO.</u>	<u>DATE ISSUED</u>	<u>ADDENDUM NO.</u>	<u>DATE ISSUED</u>
<u>1</u>	<u>12/18/2020</u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

Each bid must give the full business address of the bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by Corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the President, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president", "secretary", "agent" or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your Invitation to Bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. as described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

WITNESS our hands this 4th day of January, 2021.

IF CORPORATION, PARTNERSHIP, OR JOINT VENTURE

Southern Light, LLC, a Uniti company
 Name of Corporation, Partnership or Joint Venture

BY: *Andy Newton* President
 (SIGNATURE of Officer authorized for sign Bids and Contracts for the firm) (Position or Title)

Andy Newton
 (PRINT name of Officer authorized for sign Bids and Contracts for the firm)

N/A
 (PRINT NAME(S) OF OTHERS IF IN PARTNERSHIP)

Southern Light, LLC , a Uniti Company

Business
107 St. Francis St, Suite 1800

Business Mailino Address
Mobile, AL 36602

City, State, Zip Code

GENERAL CONTRACTOR'S LICENSE 48651 Alabama Foreign Entity ID N/A
 (Required of Out of State vendors)

THIS MUST BE NOTARIZED

NOTARY FOR CORPORATION, PARTNERSHIP OR JOINT VENTURE

STATE OF Alabama }

COUNTY OF Mobile }

I the undersigned authority in and for the said State and County, hereby certify that

Andy Newton and N/A, as President and
 Print name of Bid signer Print name of Bid signer Title

N/A, respectively, of Southern Light, LLC , a Uniti Company
 Title Print Company name

whose name(s) is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this 4th day of January, 2021.

Notary Public *Jessica Kaiser*

My Commission Expires / /

END OF BID RESPONSE FORM



ITEM VIII
SCOPE OF WORK AND SPECIFICATIONS

Bid No 010-21 Three Year Internet Services 2021

The awarded Vendor to provide all necessary supervision, labor, tools, materials and safety equipment to perform the following tasks:

8.0 SCOPE OF WORK:

The City of Fairhope is seeking bids from vendors who provide internet ISP Connections as outlined in the Specifications below.

8.1 SPECIFICATIONS:

Provided by IT dept:

8.1.1 LOCATION FOR SERVICE: 107 North Section St. Fairhope, AL 36532

	Option 1	Option 2	Option 3
Upload Speed:	100Mbps	500Mbps	1Gbps
Download Speed:	100Mbps	500Mbps	1Gbps

8.1.2 Vendors who are owned and Operated in the State of Alabama are preferred.

8.1.3 Vendors who own their own network and are not resellers of infrastructure are preferred.

8.1.4 NOC must be manned 24/7/365

8.1.5 Service must be delivered across a network that is not oversubscribed with symmetrical upload and download speeds

8.1.6 Service Provider shall guarantee 45-minute phone response by a qualified engineer to trouble shoot and repair equipment or routing issues.

8.1.7 Service Provider shall guarantee 2 hour on site response and replacement of equipment. Penalty for failure to provide response is full credit for one month on subject facility and ability for the City to cancel the contract without penalty.

8.1.8 Network Service Availability must be 99.99%

8.1.9 Frame Loss Rate: < 6.25E-7

8.1.10 Latency: 10 ms one-way from Customer edge to provider edge

8.1.2 LOCATION FOR ETHERNET ACCESS FOR REMOTE SITE: 19841 Quail Creek Dr. Fairhope, AL 36532

Options 1-3:

Upload Speed:	100Mbps
Download Speed:	100Mbps

Option 4:

Upload Speed:	500Mbps
Download Speed:	500Mbps

8.1.2.1 This connection is to join the Local Area Network for the City of Fairhope to the Local Area Network for Quail Creek. Connection to the public Internet will be provided to Quail Creek from the connection specified above.

8.1.4 MISCELLANEOUS REQUIREMENTS

8.1.4.1 All work to be done in a neat and professional manner.

8.1.4.2 All applicable licenses or permit fees to be acquired and paid by **CONTRACTOR**.

8.1.4.3 **CONTRACTOR** to provide all necessary services and materials unless stated otherwise above.

8.1.4.4 **CONTRACTOR** to comply with all applicable laws, codes, and regulations, including safety, fire, health, environmental and insurance. **CONTRACTOR** will perform all work in compliance with meeting or exceeding Manufacturer's and industry standards.

8.1.4.5 **CONTRACTOR** to cleanup job site and remove all waste and non-salvageable material in accordance with applicable laws, codes and regulations.

8.1.4.6 The **CONTRACTOR** will be responsible for all minor facilities and equipment damages (e.g., paint, drywall and etc.) caused by the **CONTRACTOR** resulting from negligence during the execution of this contract. This includes but is not limited to damage too small to be covered by the **CONTRACTOR'S** insurance.

8.1.4.7 Written change proposals shall be provided to the project manager by the **CONTRACTOR** for any requested modification to the plans, specifications or other contract requirements. The proposal shall include add-on or deduct costs, if any. The project manager will return an approved change order prior to any change implementation.

8.1.4.8 All salvageable material remains property of the City of Fairhope, and to be delivered by **CONTRACTOR** to the City of Fairhope Warehouse, 555 South Section Street, Fairhope, Al.

8.1.5 SPECIAL CONDITIONS

8.1.5.1 EXCEPTIONS TO SPECIFICATIONS:

These specifications are based upon design and performance criteria which have been developed by the City of Fairhope as a result of extensive research and careful analysis of the data. Subsequently, these specifications reflect the only type of equipment, material(s) or supplies that is/are acceptable at this time. Therefore, exceptions may be accepted if they are minor, equal, or superior to that which is specified, and provided that they are listed and fully explained on a separate page entitled, "Exceptions to Specifications". The CITY shall determine which (if any) exceptions are acceptable and this determination shall be final.

END OF SCOPE OF WORK

RESOLUTION NO. _____

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

[1] That the City of Fairhope approves the procurement for replacement of Fuel Canopy damaged by Hurricane Sally (FEMA 4563). RFQ #006-21 was sent to ten (10) contractors as well as multiple State agencies for MBE and DEB consideration. The City received one response after sending out a second time; and awards the project to Kemco, Inc. in the amount of \$39,600.00. An insurance claim has been filed; and once the claim is done, then FEMA claim will be submitted.

Adopted on this 25th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 1/18/2021

Please return this Routing Sheet to Treasurer by: ASAP

JAN 19 21 4:10 PM

Project Name: Award Replacement Fuel Canopy to Kemco, Inc destroyed in Hurricane Sally

Project Location: 555 South Section

Presented to City Council: 1/26/2021

Funding Request Sponsor: Richard Johnson, Public Works Director
George Ladd, Supervisor Streets/Construction

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 39,600.00 FEMA reimbursement 87.5%

Vendor: Kemco, Inc.

Project Engineer: n/a

Order Date: n/a Lead Time: n/a

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Project Impact Health Fed Grant

Department of General Fund Providing the Funding

Admin-10 Bldg-13 Police-15 Fire-20 ECD-24 Rec-25 Civic-26 Streets-33 Sanitation-40
Fac Maint-45 Golf-50 Golf Grounds-55 Museum-70 Debt Service-85 Marina-34 Plan/Zone

Project will be:

Expensed _____
Capitalized XXX
Inventoried _____

Funding Source:

Operating Expenses _____
Budgeted Capital _____
Unfunded XXX

Expense Code: 001380-60475
G/L Acct Name: Capital improvements

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ _____ - FEMA reimbursement
Balance Sheet Item-
Included in projected
cash flow \$0.00

Over (Under) budget amount: \$ 39,600.00

Comments: Hurricane Sally (FEMA 4563)

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

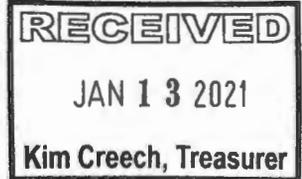
<p>City Treasurer</p> <p>Purchasing Memo Date: <u>1/13/2021</u></p> <p>Request Approved Date: <u>1/19/2021</u></p> <p>Signatures: <u>Kim Creech</u> Kim Creech</p>	<p>Finance Director</p> <p>Purchasing Memo Date: <u>1/13/2021</u></p> <p>Request Approved Date: <u>1/19/2021</u></p> <p>Signatures: <u>Jill Cabanis</u> Jill Cabanis, MBA</p>	<p>Mayor</p> <p>Delivered To Date: <u>1/19/2021</u></p> <p>Approved Date: _____</p> <p>Signatures: <u>Sherry Sullivan</u> Mayor Sherry Sullivan</p>
---	--	--



MEMO

To: Kimberly Creech, Treasurer

From: Delores A Brandt
Delores A. Brandt, Purchasing Manager



Date: January 13, 2021

Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
City Treasurer

Re: **Greensheet/City Council agenda to approve the over \$10,000 acquisition of a replacement fuel canopy destroyed by Hurricane Sally (FEMA 4563) for the fuel station located behind the Public Works Building**

The Public Works Director, Richard Johnson has need to procure a replacement fuel canopy that was destroyed in Hurricane Sally (FEMA 4563) on or about September 15, 2020.

A request for quotes for Fuel Canopy Replacement was issued twice to ten (10) contractors as well as multiple state agencies for MBE and DBE consideration, was posted on the City website, and in the Public Utilities Building lobby. The City received no responses the first time it was issued, and the second time one response was received.

The Director of Public Works recommends the award be made to **Kemco, Inc.** in the amount of **THIRTY-NINE THOUSAND SIX HUNDRED DOLLARS AND ZERO CENTS (\$39,600.00)**.

Please prepare a greensheet and place on the next City Council Agenda this request to award the replacement fuel canopy that was destroyed in Hurricane Sally (FEMA 4563) from Kemco, Inc. in the amount of \$39,600.00.

Cc: File, R. Johnson, G. Ladd

161 North Section St.
PO Drawer 429
Fairhope, AL 36533

251-928-2136 (p)
251-928-6776 (f)
www.fairhopeal.gov

**CITY OF FAIRHOPE BID TABULATION
 FUEL CANOPY REPLACEMENT
 DEADLINE TO SUBMIT: Tuesday, January 12, 2021, 9:00 a.m.**

Vendor	Quote Response Form	Anti-Lobbying Certification	Lump Sum Price
Kemco, Inc.	YES	YES	\$ 39,600.00
Blackshear Metals		NO RESPONSE	
Sycamore Inc.		NO RESPONSE	
EJ Builders		NO RESPONSE	
Quinco		NO RESPONSE	
Valor Steel Buildings		NO RESPONSE	
Southern Building Structure		NO RESPONSE	
Mosley Building Systems		NO RESPONSE	
WCCGC		NO RESPONSE	
Oakland Metal		NO RESPONSE	

Recommendation: Award quote to replace Fuel Canopy to Kemco, Inc.


 Richard Johnson, Public Works Director

01/13/2021
 Date


 Delores A. Brandt, Purchasing Manager

01/13/2021
 Date

KEMKO INC.

Post Office Box 1163
27153 Pollard Road
Daphne, Alabama 36526

Telephone: (251) 626-0594 or (800) 831-1652 Fax (251) 626-8851

Proposal

Proposal Submitted To: Randy Weaver	Telephone: 251.990.0119	Date: January 11, 2021
Company: City of Fairhope	Job Name: Fuel Island Canopy	
Address: P. O. Drawer 429	Job Location: Fairhope, AL	
City, State and Zip Code: Fairhope, AL 36533	Cell Number:	Other Contact Information: Randy.Weaver@fairhopeal.gov

Alabama General Contractor License Number 38478

We will provide labor, materials and equipment to furnish, deliver and erect a 32' x 40' x 19'-5" pre-engineered metal canopy, to include the following:

26 gauge Galvalume Plus exposed fastener roof - 1:12 pitch
Galvanized primary and secondary framing
Standard trim without gutters and downspouts

Removal of existing concrete footers only
Two concrete footings to support the canopy

(Footing sizes are contingent upon site inspections and engineering review. The costs of any additional site work and soil compaction tests are not included).

For the sum of: \$39,600.00

This price is valid for a building delivered on or before: April 5, 2021

Steel markets remain highly volatile and prevent us from guaranteeing our prices for buildings delivered after the date noted above. If, through no fault of Kemko, the project is delayed past this date and Kemko's material costs have risen, the contract price may be adjusted accordingly.

Engineering Criteria:			
Building Code:	IBC 2018	Risk Category:	II
Wind Speed:	160 mph	Drift/Deflection:	Standard
Exposure:	"B"	Additional Loads:	2 psf
Bldg. Enclosure Type:	Open		

Payment Schedule: To be determined

The cost of a building permit is not included above. If Kemko is to erect the building, additional charges may result if access to the entire perimeter of the building is obstructed or otherwise limited. Power for tools used during erection will be provided by others. If power is not provided, the necessary use of Kemko's generators will result in additional charges. If a foundation price is quoted, it is contingent upon a site inspection and an engineering review. The costs of any required site work and soil or compaction tests are not included above.

ACCEPTANCE OF PROPOSAL

The price(s), specifications and conditions outlined herein are satisfactory and are hereby accepted. Payment will be made as outlined above.

Kemko, Inc.	Customer:
By: <i>H. Scott Armstrong</i>	X:
Date: January 11, 2021	Printed: Date:

(This proposal is subject to re-confirmation by Kemko if not accepted within 10 days.)

Note: All materials are guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications that cause Kemko to incur additional costs will become an extra charge. All agreements are contingent upon strikes, accidents or delays beyond Kemko's control. Owner to carry fire, tornado and other necessary insurance.

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: KEMKO, INC.
Street address: 27153 POLLARD RD.
City, State, Zip: DAPHNE, AL. 36526
CERTIFIED BY:(type or print) Y. CHARLES EARLE III
TITLE: SALESMAN
Y. Charles Earle III (signature) 1/11/21 (date)

CITY OF FAIRHOPE
RFQ RESPONSE FORM

DATE: 1 / 11 / 21

Fuel Canopy Replacement

Quote will include all labor, materials, equipment, shipping, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within the Contract and Scope of Work.

We propose to meet or exceed the above specifications at: (see Scope of Work and Specifications)

New Fuel Canopy Lump Sum Bid: \$ 39,600⁰⁰

Contractor Name: KEMRO, INC.

Address: 27153 POLLARD RD

City: DAPHNE State: AL Zip: 36526

Contact Name: CHARLIE EARLE Phone: (251) 410-7097

RESOLUTION NO. _____

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 a 2021 Ford Explorer Utility SUV for the Police Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid; and

[2] This vehicle is a replacement for the Chief's Patrol Vehicle that was destroyed by fire. A claim was filed with insurance and the City has received funds in the amount of \$24,375.00; and

[3] The following is the Alabama State Department of Purchasing contract information:

Bid Number: T191

2021 Ford Explorer Utility SUV **Cost is \$30,834.00**

Adopted on this 25th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 1/18/2021

Please return this Routing Sheet to Treasurer by: ASAP

JAN 19 21 PM 0:10

ZAH

Project Name: Purchase one (1) Ford Explorer Utility SUV for Police Department

Project Location: Police Department

Presented to City Council: 1/25/2021

Resolution # :
Approved _____
Changed _____
Rejected _____

Funding Request Sponsor: Stephanie Hollinghead, Chief of Police
Tyron Hoskins, Administrative Assistant

Project Cash Requirement Requested:
Cost: \$ 30,834.00

Vendor: Stivers Ford

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Project Impact Health Fed Grant

Department of General Fund Providing the Funding

Admin-10 Bldg-13 Police-15 Fire-20 ECD-24 Rec-25 Civic-26 Street-35 Sanitation-40
Fac Maint-45 Golf-50 Golf Grounds-55 Museum-70 Debt Service-85 Marina-34 Plan/Zone

Project will be:

Expensed _____
Capitalized XXX
Inventoried _____

Funding Source:

Operating Expenses _____
Budgeted Capital _____
Unfunded XXX

Expense Code: 001150-50470
G/L Acct Name: Vehicles and Equipment

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ _____ - \$24,376.00 Received from Insurance
Balance Sheet Item-
Included in projected
cash flow \$0.00

Over (Under) budget amount: \$ 30,834.00

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments:

This vehicle is a replacement for the Chief's patrol vehicle that was destroyed by fire.

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 1/13/2021

Purchasing Memo Date: 1/13/2021

Delivered To Date: 1/19/2021

Request Approved Date: 1/19/2021

Request Approved Date: 1/19/2021

Approved Date: _____

Signatures: *Kim Creech*
Kim Creech

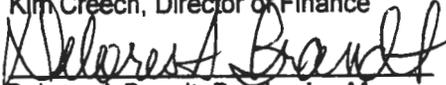
Jill Cabaniss
Jill Cabaniss - MBA

Sherry Sullivan
Mayor Sherry Sullivan



MEMO

Sherry Sullivan
Mayor

To: Kim Creech, Director of Finance
From: 
Delores A Brandt, Purchasing Manager

Date: January 13, 2021

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACMO
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech,
City Treasurer

Re: **Green Sheet – Council Approval of request for UNBUDGETED ITEM over \$10,000:
Procurement of one (1) Ford Explorer Utility SUV**

The Police Department is requesting to purchase one (1) Ford Explorer Utility SUV. This vehicle is a replacement for the Chief's patrol vehicle that was destroyed by fire. The Police Department has received a quote from **STIVERS FORD** in the amount of **THIRTY THOUSAND EIGHT HUNDRED THIRTY-FOUR DOLLARS AND ZERO CENTS (\$30,834.00)**, delivery included. Insurance funds in the amount of **TWENTY-FOUR THOUSAND THREE HUNDRED SEVENTY-FIVE DOLLARS AND ZERO CENTS (\$24,375.00)** has been received which will cover the cost of this purchase. The State contract vendor is Stivers Ford of Montgomery, AL under Alabama State Bid #T191.

NOTES:

See Attached Vendor CUT-SHEET from AL State Contract T191 for details.
• Delivery Approximately 2 weeks ARO

Please place on the next available City Council Agenda this request to approve the procurement of one (1) Ford Explorer Utility SUV under Alabama State Contract T191 from Stivers Ford.

CC: file; T. Hoskins; D. White

161 North Section
Street PO Drawer 429
Fairhope, Alabama
36533

251-928-2136
251-928-6776 Fax
www.fairhopeal.gov

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Chief Stephanie Hollinghead
Department: Police Department

Date: 01/13/2021

ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Ford Explorer SUV
2. **What is the total cost of the item or service?** \$30,834.00
3. **Where will the item or service be physically located?** Chief's Patrol Vehicle
4. **What is the primary function of the item or service?** Patrol City of Fairhope
5. **How many do you need?** One (1)
6. **Item or Service Is:** New Used Replacement Annual Request
7. **When do you anticipate implementation?** 2/01/2021
8. **Additional Information or Comments:** Reimbursement from insurance funds

BUDGET INFORMATION

1. **Is it budgeted?** Yes No Emergency Request
2. **If budgeted, what is the budgeted amount?** \$0
3. **What is the Capital Project Name or Operating Budget Code:** 50470 – Capital Purchase of Vehicles and Equipment
4. **Check any applicable boxes:** State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes or other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.

PURCHASING USE ONLY

Vendor Name: Stivers Ford

Vendor Number: 28732

Current Business License: Yes No



Fairhope Police Department

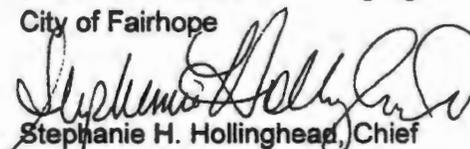
"On Beautiful Mobile Bay"

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

Stephanie H. Hollinghead
Chief of Police

DATE: January 13, 2021

TO: Dee Dee Brandt, Purchasing Agent
City of Fairhope

FROM: 
Stephanie H. Hollinghead, Chief
Fairhope Police Department

SUBJECT: 2021 Ford Explorer – Replacement for Chief's Patrol Vehicle

Please find attached pricing information from Stivers Ford Lincoln for the purchase of one (1) 2021 Ford Explorer Utility SUV. The vehicle is listed under Alabama State contract #T191. The pricing information is as follows:

Item	Quantity	Cost
2021 Ford Explorer Utility SUV	1	\$25,937.00
Options	1	\$4,619.00
Delivery	1	\$ 258.00
TOTAL		\$30,834.00

This vehicle is to replace the Chief's patrol vehicle that was destroyed by fire. Although this purchase was not previously budgeted, insurance funds have been received in the amount of \$24,375. An additional \$6,459 would be needed to cover this expense.

Please prepare the necessary paperwork for this item to be placed on the next City Council agenda. Let me know if you need additional paperwork or have any questions.

SHH/tdh

STIVERS FORD LINCOLN
 4000 EASTERN BLVD
 MONTGOMERY, AL 36116

T191 - FORD EXPLORER BASE 2WD

CONTRACT NUMBER: MA999 1800000221 **LINE NUMBER: 1** **CONTRACT AMOUNT: \$25,957**

MODEL SERIES **k7B** **Order Code: 100A**

FORD EXPLORER UTILITY SUV 4 DOOR RWD MIDSIZE UTILITY CLASS SUV, VEHICLE TO BE 4 DOOR WITH ALL STANDARD AND SAFETY FEATURES. WHEELBASE TO BE A MINIMUM OF 114 AND A MAXIMUM OF 121" WIDTH TO BE A MAXIMUM OF 80" W/O MIRRORS. MINIMUM 4 CYLINDER ENGINE AUTOMATIC TRANSMISSION DAYTIME RUNNING LIGHTS REAR VIEW CAMERA MINIMUM GROUND CLEARANCE 7.75" 2.3L ECOBOOST ENGINE MINIMUM FUEL TANK CAPACITY OF 17.5 GALLONS **MAKE: FORD MODEL: EXPLORER**

FREE STANDING OPTIONS

K8B	Upgrade to Explorer 4WD- with selectable terrain management with included Options; <u>3.3L Ti-VCT V6 FFV Engine (89B) (available at no charge)</u> 10-Speed Automatic Transmission with SelectShift® Capability	\$25,957 \$ 3,864	<input checked="" type="checkbox"/>
52T	Class III Trailer Tow Package <i>None</i>	\$ 710	<input checked="" type="checkbox"/>
942	Daytime Running Lights (non-configurable)	\$ 45	<input checked="" type="checkbox"/>

EXTERIOR COLORS:

JS Iconic Silver 1

INTERIOR TRIM / SEATS:

7N Cloth Sandstone With 60/40 Split Bench and 3rd row Seating Standard S

DELIVERY: State Contract Provisions for \$1.50 / mile one-way 172 miles X

Fairhope Police Department

Attn: Donald White

Cost Per Unit \$30,834

TERMS: **PAYMENT DUE AT TIME OF DELIVERY**

SIGNATURE: _____

DATE: 1/13/2021 _____

PURCHASE ORDER NUMBER: _____ **Quantity:** 1 unit

ETA

Order Nc Body Code VIN Vehicle / Primary
 B006 K8B 1FMSK8BBXMGA19325 Final Delivered (United Road Service)

RESOLUTION NO. _____

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 a 2021 Dodge Ram 1500 Crew Cab 4x2 Pickup Truck for the Water and Sewer Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid; and

[2] The following is the Alabama State Department of Purchasing contract information:

Bid Number: T191

2021 Dodge Ram 1500 Crew Cab **Cost is \$28,334.40 plus shipping**

Adopted on this 25th day of January, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 1/19/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Purchase one (1) Dodge Ram 1500 Crew Cab 4x2 Pickup for the Water/Sewer Department Superintendent from Stivers Chrysler Dodge Jeep Ram

JAN 19 '21 PM 3:08

Project Location: Water/Sewer Department

Resolution #: Approved

Presented to City Council: 1/25/2021

Funding Request Sponsor: Jason Langley, Water & Sewer Superintendent
Tim Bung, Supervisor Vehicle mechanics

Changed

Rejected

Project Cash Requirement Requested:
Cost: \$ 28,334.40 plus shipping

Vendor: Stivers Chrysler Dodge Jeep Ram

Project Engineer: n/a

Order Date: n/a Lead Time: n/a

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Projec Impact Health Fed Grant

Department of General Fund Providing the Funding

Admin-10 Bldg-13 Police-15 Fire-20 ECD-24 Rec-25 Civic-26 Street-35 Sanitation-40
Fac Maint-45 Golf-50 Golf Grounds-55 Museum-70 Debt Service-85 Marina-34 Plan/Zone

Project will be:

Funding Source:

Expensed
Capitalized XXX
Inventoried

Operating Expenses
Budgeted Capital XXX
Unfunded

Expense Code: 004-18030
G/L Acct Name: Vehicles and Equipment

Grant: Federal - not to exceed amount
State
City
\$0.00 Local

Project Budgeted: \$ 30,000.00 Draft FY2021 Budget
Balance Sheet Item-
Included in projected
cash flow \$0.00

Over (Under) budget amount: \$ (1,665.60)

Bond: Title Year
Loan: Title Year

Comments:

Water & Sewer Superintendent is driving his personal truck due to no trucks available.

Capital Lease: - Payment Term

City Council Prior Approval/Date?

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 1/19/2021

Purchasing Memo Date: 1/19/2021

Delivered To Date: 1/19/2021

Request Approved Date: 1/19/2021

Request Approved Date: 1/19/2021

Approved Date:

Signatures: Kim Creech

Jill Cabaniss, MBA

Mayor Sherry Sullivan



MEMO

To: Kimberly Creech, Treasurer
From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Sherry Sullivan
Mayor

Date: January 19, 2021

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Re: Greensheet --CC Approval procurement of budgeted, over \$10,000, request for ONE (1) 2021--1500 Tradesman (RAM) CREW Cab 4X2 Pickup for the Water Department Superintendent

Lisa A. Hanks, MMC
City Clerk

The Water Department Superintendent, Jason Langley, and the Superintendent of Utilities, Mayor Sherry Sullivan, are requesting procurement of ONE (1) 2021-- 1500 TRADESMAN (RAM) Crew Cab 4X2 Pickup truck for the Superintendent . The proposed budgeted amount is \$30,000. The best pricing is from the State of Alabama Contract T191

ONE (1) 2021 TRADESMAN (RAM) Crew Cab 4X2 Pickup truck which does not include delivery. The estimated cost, with a discount of \$14,565.60, for the 2021 1500 TRADESMAN Crew Cab plus required options is TWENTY-EIGHT THOUSAND THREE HUNDRED THIRTY-FOUR DOLLARS AND FORTY CENTS (\$28,334.40). This vehicle would have been \$42,900.00 plus delivery. The delivery will be handled by Tim Bung, of Fleet Maintenance

The State contract vendor is Stivers Ford Chrysler Dodge Jeep RAM of Prattville, AL

NOTES:

See Attached Vendor CUT-SHEET printout for details.
Delivery/pickup Approximately 10-12 weeks ARO

161 North Section
Street PO Drawer 429
Fairhope, Alabama
36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

Please compose a greensheet and place on the next available City Council Agenda this request to approve this budgeted procurement for one (1) 2021-- 1500 TRADESMAN (RAM) Crew Cab 4X2 Pickup truck from Stivers Ford Chrysler Dodge Jeep RAM of Prattville, AL through the State of Alabama Bid T191.

CC file, Jason Langley, Sherry Sullivan, Tim Bung

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Jason S Langley

Date: 1/19/2021

Department: Water & Sewer

ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase?** 1500 Ram Crew Cab Truck
- 2. What is the total cost of the item or service?** 28,334.40
- 3. Where will the item or service be physically located?** 555 S. Section Street
- 4. What is the primary function of the item or service?** Superintendents Truck
- 5. How many do you need?** One
- 6. Item or Service Is:** New Used Replacement Annual Request
- 7. When do you anticipate implementation?** Soon as possible
- 8. Additional Information or Comments:** Budgeted Truck for Superintendent to use to carry out day to day work related duties.
- 9. Vendor Name:** Stivers Chrysler Dodge Jeep Ram (45780)
- 10. Vendor Number:** Click or tap here to enter text.

BUDGET INFORMATION

- 1. Is it budgeted?** Yes No Emergency Request
- 2. If budgeted, what is the budgeted amount?** \$30,000.00
- 3. What is the Capital Project Name or Budget Code:** 004-16500
- 4. Check any applicable boxes:** State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes and other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.

Stivers Chrysler Dodge Jeep Ram
 2209 COBBS FORD RD
 PRATTVILLE, AL 360667703

Configuration Preview

Date Printed: 2021-01-18 12:38 PM VIN: Quantity: 1
 Estimated Ship Date: VON: Status: BA - Pending order
 FAN 1: 013VE Alabama Law Enforcement Agency
 FAN 2:
 Client Code:
 Bid Number: TB1051
 PO Number: 1

Sold to: Stivers Chrysler Dodge Jeep Ram (45780)
 2209 COBBS FORD RD
 PRATTVILLE, AL 360667703

Ship to: Stivers Chrysler Dodge Jeep Ram (45780)
 2209 COBBS FORD RD
 PRATTVILLE, AL 360667703

Vehicle: 2021 1500 TRADESMAN CREW CAB 4X2 (140.5IN WB / 5FT 7IN BOX) (DS1L98)

	Sales Code	Description	MSRP(USD)
Model:	DS1L98	1500 TRADESMAN CREW CAB 4X2 (140.5IN WB / 5FT 7IN BOX)	35,025
Package:	27B	Customer Preferred Package 27B	0
	EZH	5.7L V8 HEMI MDS VVT Engine	1,450
	DFD	8-Spd Auto 8HP70 Trans (Buy)	500
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*V9	Cloth 40/20/40 Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	MAF	Fleet Purchase Incentive	0
	AAY	Tradesman SXT Package	2,895
	AFC	Electronics Group	795
	DSA	Anti-Spin Differential Rear Axle	495
	YEP	Manuf Statement of Origin	0
	CB9	2nd Row In Floor Storage Bins	45
	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	166	Zone 66-Orlando	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB1051	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,695
Total Price:			42,900 .

\$42,900.00
- 14,565.60
Your - Discount

\$28,334.40
Your cost

Order Type: Fleet PSP Month/Week:
 Scheduling Priority: 1-Sold Order Build Priority: 99
 Salesperson:
 Customer Name: ALABAMA LAW ENFORCEMENT
 Customer Address: 1030 COLISEUM BLVD
 MONTGOMERY AL 36109 USA

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

RESOLUTION NO. _____

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

[1] That the City of Fairhope did request and solicit Quotes for procurement of a new Replacement 30HP Electric Control Panel at Twin Beech Lift Station for the Sewer Department as a Public Works Contract.

[2] After evaluating the Quotes with the required specifications, Hydra Service, Inc. is now awarded the procurement of a new Replacement 30HP Electric Control Panel at Twin Beech Lift Station for the Sewer Department with a total cost of \$17,364.29 including installation and estimated freight.

DULY ADPOTED ON THIS 25TH DAY OF JANUARY, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 1/18/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of a new replacement 30HP Electric Control Panel at Twin Beech Lift Station - Public Works Contract

Project Location: Twin Beech Lift Station

JAN 19 '21 AM 10:09

Handwritten initials/signature

Presented to City Council: 1/26/2021

Resolution #: Approved

Funding Request Sponsor: Jason Langley, Water & Sewer Superintendent
Sherry Sullivan, Mayor

Changed

Rejected

Project Cash Requirement Requested: Cost: \$ 17,364.29 including installation and estimated freight

Vendor: Hydra Service Inc

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General, Gas, Electric, Water, Sewer, Gas Tax, Cap Project, Impact, Health, Fed Grant

Department of General Fund Providing the Funding

Admin-10, Bldg-13, Police-15, Fire-20, ECD-24, Rec-25, Civic-26, Street-35, Sanitation-40, Fac Maint-45, Golf-50, Golf Grounds-55, Museum-70, Debt Service-85, Marina-34, Plan/Zone

Project will be:

Expensed, Capitalized, Inventoried

Funding Source:

Operating Expenses, Budgeted Capital, Unfunded

Expense Code: 004020-50365
G/L Acct Name: Plant Maintenance

Grant: Federal - not to exceed amount, State, City, Local

Project Budgeted: \$ 17,364.29
Balance Sheet Item Included in projected cash flow \$0.00

Over (Under) budget amount: \$ -

Bond, Loan, Title, Year

Comments: Mr. Langley obtained 3 quotes for the new replacement panel and installation, which will be placed outside the building.

Capital Lease, Payment, Term

City Council Prior Approval/Date?

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 1/11/2021

Purchasing Memo Date: 1/11/2021

Delivered To Date: 1/19/2021

Request Approved Date: 1/19/2021

Request Approved Date: 1/19/2021

Approved Date:

Signatures: Kim Creech

Signature of Jill Cabaniss, MBA

Signature of Mayor Sherry Sullivan



MEMO

To: Kimberly Creech, Treasurer

From: *Delores A. Brandt*
Delores A. Brandt, Purchasing Manager

Sherry Sullivan
Mayor

Council Members:

Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
City Treasurer

Date: January 11, 2021

Re: **Greensheet approval of procurement of a new replacement 30 hp Electric Control Panel at TWIN BEECH Lift Station**

The **Water Superintendent, Jason Langley**, has need to replace the 30 HP control panel at TWIN BEECH lift station after it caused a malfunction, due to corrosion of electrical wiring controlling the functioning of the pumps, resulting in a spillage this weekend. For immediate remediation of this Public Works project, the City forces used portable pumps temporarily to contain the spillage, and temporarily repaired the control panel, until more permanent repair could be completed.

Mr. Langley obtained three quotes for the new replacement panel and installation, which will be placed outside the building that contains the old corroded one. He and the **Superintendent of Utilities, Mayor Sherry Sullivan** recommend the award be made to the lowest quote, **HYDRA SERVICE INC.** in the amount of **SEVENTEEN THOUSAND THREE HUNDRED SIXTY-FOUR DOLLARS AND TWENTY-NINE CENTS (\$17,364.29) including installation and estimated freight**. Once the approved RESTORE ACT rebuild of the Twin Beech lift station is begun, this new panel will be removed and will be used to replace an older panel in another lift station in the City.

Please prepare a greensheet and place on the next City Council Agenda this request to procure a new replacement control panel for the Twin Beech lift station to HYDRA SERVICE INC. in the amount of \$17,364.29.

161 North Section St.
PO Drawer 429
Fairhope, AL 36533

251-928-2136 (p)
251-928-6776 (f)
www.fairhopeal.gov

Cc: File, Mayor Sherry Sullivan, Jason Langley,



Hydra Service, Inc.
SPECIALIST IN FLUID MOVEMENT

HYDRA SERVICE, INC.
P.O. Box 365
2104 Hwy. 160
Warrior, AL 35180
Phone: (205) 647-5326
Fax: (205) 647-7449

Local Office: Robertsdale Branch
23304 McAuliffe Dr.
Robertsdale, AL 36567
Phone: (251) 947-5006
Fax: (205) 647-7449
Cell: (251) 747-2808

TO: FAIRHOPE FROM: DENNIS TURNIPSEED

ATTN: JASON LANGLEY DATE: November 2, 2020
EMAIL: jason.langley@fairhopeal.gov
FAX: QUOTE: 4134REV1

REF: TWIN BEECH LS#2 DUPLEX PANEL

WE ARE PLEASED TO OFFER THE FOLLOWING QUOTATION:

QTY	DESCRIPTION	NET PRICE	EXTENDED PRICE
1	30HP, 460V, DUPLEX CONTROL PANEL, SS ENCLOSURE WITH SOFT STARTS RADAR PROVIDED BY OTHERS DELIVERY FOR SOFT START PANEL 3-4 WEEKS	\$13,714.29	\$13,714.29
1	LABOR/MATERIALS FOR PANEL INSTALLATION - 2 MEN	\$3,400.00	\$3,400.00
1	ESTIMATED FREIGHT	\$250.00	\$250.00
		TOTAL	\$17,364.29

PLUS ANY FEDERAL, STATE OR LOCAL TAXES WHICH MAY APPLY. FREIGHT IS **NOT** INCLUDED, UNLESS OTHERWISE SPECIFIED. TERMS ARE NET 30 DAYS. PRICES ARE FIRM 30 DAYS
"HYDRA SERVICE INC TERMS & CONDITIONS APPLY" PAYMENT TERMS NET 30 DAYS.
EST.DELIVERY: _____ WEEKS AFTER RECEIPT IN OUR OFFICE OF COMPLETE APPROVED SUBMITTAL DATA AND/OR SIGNED PROPOSAL.

REVIEWED BY HSI REPRESENTATIVE

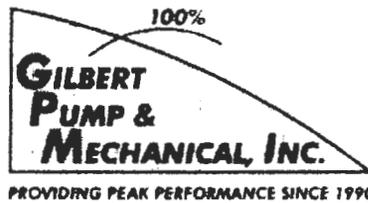
DATE OF REVIEW

PURCHASER SIGNATURE

DATE ACCEPTED

Proposal

632-B Lovejoy Road
Fort Walton Beach, FL 32548
(850) 864-4000, fax: (850) 864-4137



Quote #: 6944

To: Jason Langley
Fairhope Utilities

Date: 10/27/2020

Project: 30HP Control Panel Replacement

Location: Fairhope, AL

Equipment: Control Panel

Terms: NET 30 Days

Lead Time: 4-5 Weeks

We are pleased to quote on the following equipment:

Qty:

- 1 - Complete Control Panel Replaement to Include the Following:
 - (1) 30HP Duplex Control Panel
 - NEMA 4X SS Enclosure with Back Panel
 - Allen Bradley 30HP SMC3 Soft Starts
 - DPC-4F Controller-Backup Float Controller
 - 22mm Hand Off Auto Switch
 - 22mm Run Pilot Light
 - Elasped Time Meters
 - 22mm High Alarm Pilot Light, Alarm Activation and Aux Contact
 - 22mm Backup High level Float Enaged Pilot Light, Alarm Activation and Aux Contact
 - LED Alarm Light
 - Horn Audible Alarm
 - Phase Monitor
 - MPE SC-100 Controller
 - INSTALLATION INCLUDED-

NET PRICE: \$17,500.00

NOTES:

1. To release submittal data, sign and return. The lead time begins once the submittals have been approved and returned.
2. Only the above items are included, other items and installation is to be provided by others.
3. Applicable sales tax not included, sales tax to be added to the invoice.

Additional Notes:

Proposal Prepared By: Will Auclair

The undersigned agrees to and has the authority to bind the purchaser to the terms and conditions and equipment stated above.

For Gilbert Pump & Mechanical, Inc.

For: Fairhope Utilities

Date

This quote is valid for 45 days from the quote date. The quoted amount excludes applicable sales tax. Past due invoices will be charged interest at 1.5% per month. Should the services of an attorney, collection agency or other legal service become necessary for collection, purchaser will assume responsibility for all expenses accrued in the collection process including fees, court cost, serving charges, lien filing, etc. Since this agreement is between Gilbert Pump & Mechanical, Inc. and the purchaser and not agents, subcontractors, property owners, or any third party, Gilbert Pump Mechanical, Inc. will ultimately depend on the purchaser to insure payment and by signature above, purchaser agrees to guarantee timely payment.

Jim House & Associates, Inc.
 1401 Georgia Road
 Irondale, AL 35210
 PO Box 101957 (35210)
 (205) 592-6302 (800) 292-6335
 Fax: (205) 951-0291



Gulf Coast Office
 24312 Highway 98
 Fairhope, AL 36532
 (251) 928-7867 (800) 919-7867
 Fax: (251) 928-7804

Name / Address
CITY OF FAIRHOPE P.O. DRAWER 429 FAIRHOPE AL 36533

Quote

Project	Date	Quote #
	10/12/2020	14141
FREIGHT	ALLOWED	

Quote Description	Qty	PRICE	Total
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Duplex pump control panel to control two 30hp pumps and suitable for operation on 230/3/60 service. The panel will contain soft start motor starters and circuit breakers for each pump as well as the following additional equipment:	1	17,575.00	17,575.00
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- MPE SC100 duplex controller
- HOA switches, run lights, and elapsed time meters for each pump
- Control breaker
- Duplex receptacle
- Alarm horn and light
- Heater with thermostat
- Phase monitor
- Surge arrestor
- Thermal terminals
- 2 kVA transformer
- Vents and fans
- Vega radar level sensor
- Float backup control
- Nema 4X enclosure with 3 pt latch

Approved By: _____

Total:	\$17,575.00
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Only the items mentioned specifically herein are included. Additional equipment required for installation such as main electrical service, conduit and wire, discharge piping and/or valves, concrete, or any other necessary items are not included in our proposal and are to be provided by others. Pricing is subject to the attached terms and conditions. Service is available at the per diem rates shown in the attached terms and conditions. All pricing is firm for 30 days from the above date.

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves the revised and updated Job Description for the Streets and Facilities Maintenance Supervisor as presented. The Pay Grade will remain a 26S. The new Streets and Facilities Maintenance Department was approved on November 23, 2020 via Resolution No. 3898-20; and the pay increase included in the 2021 proposed budget.

ADOPTED THIS 25TH DAY OF JANUARY, 2021

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. 3898-20

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves and adopts the recommendations for the Public Works Restructuring and Reclassification as follows:

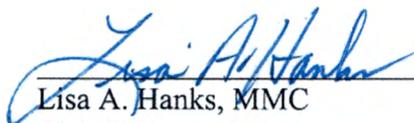
- 1) Move the Facilities Maintenance Department under the current Public Works Streets Department (See attached Staff Organizational Charts);
- 2) Retitle the new Division the Streets and Facilities Maintenance Department;
- 3) Reclassify the Facilities Maintenance Supervisor (Grade 25 – Salary) to a Facilities Maintenance Crew Leader (Grade 22 – Hourly); and will report to the Street and Facilities Maintenance Supervisor; and
- 4) Updated uniform Job Description for Facilities Maintenance Crew Leader.

ADOPTED THIS 23RD DAY OF NOVEMBER, 2020



Jack Burrell, Council President

ATTEST:



Lisa A. Hanks, MMC
City Clerk

CITY OF FAIRHOPE

JOB DESCRIPTION

Job Title: Streets and Facility Maintenance Supervisor
(recommend Street Construction and Maintenance Superintendent)

Department: Public Works

FLSA: Grade: 26S
Safety Sensitive Job: Yes
Security Sensitive Job: Yes

Name:

Job Description Prepared: January 2021

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

Relationships

Reports to: Director - Public Works; additional subordinate to Assistant Director

Subordinate Staff: Painter; Carpenters; Equipment Operators; Facility Maintenance Crew Leader; and Facility Maintenance Technicians

Other Internal Contacts: Utilities; Parks and Recreation; Building Department; Planning & Zoning Department; Special Event Coordinator; Police; City Committees; and Elected Officials

External Contacts: General Public; State Highway Workers; Alabama Department of Transportation (ALDOT); Engineering Companies; Contractors; Supply Companies; Construction Companies; Vendors; Utility Service Providers; Line Locate Services

Job Summary

Under the general direction of the Director - Public Works, the employee provides leadership and supervision to the City Street Construction and Facility maintenance employees.

Employee coordinates assignments with the Director and Assistant Director and is responsible for prioritizing work projects and assigning crews, equipment, and supplies to appropriate work site or facility. The employee directs and manages a comprehensive program for the maintenance, repair, remodeling, renovation, and facilities engineering functions of multiple municipal buildings and facilities. The employee supervises and directs maintenance personnel in full spectrum, multi-trade facilities engineering, maintenance, and service activities. The employee also coordinates, plans, organizes, and oversees project assignments; conducts on-site observations and manages records and daily logs for the duration of a project. Manages, prioritizes, and allocates for maintenance requests generated through the use of an automated work order system. Employee maintains safety standards; keeps work time and material records; trains new crewmembers and performs equipment operation and maintenance as needed. The employee also performs tasks and skills associated with department functions such as manual labor and operation of heavy equipment. The employee conducts periodic checks of work to ensure work is completed according to expectations and specifications. Employee uses independent judgment in directing street maintenance, repair and construction maintenance. This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTION: Supervision, Management, Project Planning, Street and Facility Maintenance, Equipment Operation. Plans, sets priorities, organizes, and directs the activities of the street crew engaged in maintenance of City facilities, roads, bridges and rights-of-way (ROW) as well as construction and maintenance activities. Drives and operates equipment to accomplish a full range of assignments and tasks, including the most complex projects (Equipment Operator IV level).

1. Supervises the daily operations of the Street Construction and Facility maintenance crews.
2. Ensures all City buildings and facilities are properly maintained.
3. Develops and executes a facility maintenance plan for all City buildings.
4. Receives instructions for work projects from Director and/or Assistant Director and through automated work order system.
5. Estimates, designs and plans remodeling, and renovation projects and develops requests for proposals (RFPs) and bid proposals, as needed.
6. Performs public relations in meeting with citizens, City staff and elected officials to answer questions and complaints.
7. Coordinates, plans, schedules, assigns, and reviews work of the assigned crews.
8. Coordinates the disaster mitigation effort for City properties; directs the repair effort following a major disaster for all City buildings and facilities.
9. Generates work schedules and assigns work orders to maintenance employees.
10. Assists workers with problems in the performance of their duties.
11. Conducts training for new employees in the correct procedures for facility and street maintenance and repair, while ensuring proper use of safety equipment.
12. Approves and signs leave slips and time sheets, participates in new hire

interviews for the Department.

13. Maintains employee sick and annual leave records for assigned staff.
14. Prepares performance appraisals on assigned staff.
15. Recommends disciplinary actions to the Director and performs written disciplinary action as needed.
16. Conducts periodic safety briefings for work crews and oversees and works with outside contractors working on streets, sidewalks, and drainage system.
17. Monitors and logs completed work and orders materials for projects.
18. Coordinates with line locate services before commencing digging of trenching operations.
19. Prepares budget item submission for Street-Construction division and for facility maintenance.
20. Monitors current budget to stay within limits.
21. Evaluates future needs and projects to analyze time, materials, budget and scheduling.
22. Maintains the master keys and keying of all City buildings and facilities.
23. Inspects City roadways and facilities to identify necessary work and oversees maintenance and repair projects of City facilities, roads, and drainage systems including maintenance and clearing of ROW and drainage and repair of potholes.
24. Assists in design reviews.
25. Assists in planning projects, and all phases of facility maintenance by identifying equipment/materials needed for upcoming projects, advising the Director and Assistant Director accordingly and coordinating availability of needed equipment/materials.
26. Calls utility companies to verify the location of underground lines.
27. Oversees the operation of a variety of equipment, machinery, and tools used in maintenance and repair of City facilities and roads.
28. Operates various heavy equipment (Equipment Operator IV level) when crew is shorthanded or dealing with confined spaces.
29. Drives and operates all heavy equipment for the Public Works Department. (appropriate equipment license required)
30. Inspects and repairs or replaces plumbing fixtures to include repairing faucets, flushing valves, unstopping drains, repairing commodes, sinks, tubs, disposals, dishwashers, booster heaters, drains, and supply lines.
31. Orders supplies by completing requisitions and/or supply requests in order to maintain a ready supply of materials on hand for work crews and to schedule work.
32. Oversees all heavy equipment owned by the City.
33. Performs per-work safety inspections of equipment and performs preventative maintenance and service needs of all trucks and equipment within his or division; greases, check fluids, tire pressure, gas, and gauges.
34. Operates heavy equipment on job sites, such as, but not limited to: backhoe, track hoe, front-end loader, skid steer, bulldozer, excavator; arm mower; heavy dump truck, asphalt spreader, motor grader, semi-tractor trailer, and rollers.
35. Uses hand tools such as chain saws, hand saws, hammers, and shovels; performs manual labor.
36. Operates small engine power tools including lawn mowers and weed eaters.
37. Reports the need for equipment repairs to Fleet Maintenance Supervisor.
38. Ensures adherence to established safety procedures; inspects and monitors equipment

to maintain safety; utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals while using equipment.

39. Responds to emergency calls during hurricanes, inclement weather, or other emergency situations.

NON-ESSENTIAL FUNCTION:

1. Assists with hanging lights for the lighting of trees event.
2. Assists with City special events such as placing barricades and barriers.
3. Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies, and procedures.
2. *Knowledge of City road and drainage systems.
3. Knowledge of street construction and facility maintenance techniques.
4. Knowledge of basic civil engineering principles and processes.
5. Knowledge of a variety of road and facility building materials and methods.
6. Knowledge of soils and compacting.
7. Knowledge of traffic regulations.
8. Extensive knowledge of practices applied in the use of a wide variety of heavy equipment for various maintenance and construction operations.
9. Knowledge of basic budgeting.
10. Knowledge of safety rules including accident causation and prevention.
11. Ability to lead and supervise others.
12. Highly skilled in the operation of equipment assigned to permit maximum utilization of equipment capability; skill in operation of a wide variety of heavy equipment.
13. Communication skills to effectively communicate internally and externally, both orally and in writing.
14. Reading skills to understand and interpret operator manuals, directives, procedures, instructions, blueprints, and technical drawings.
15. Verbal skills to effectively communicate with supervisor, co-workers, elected officials, and the general public.
16. Writing skills to clearly and neatly complete routine forms and records using correct English, grammar, punctuation, and spelling.
17. Math skills to perform basic calculations (add, subtract, multiply, divide) in estimating materials.
18. Skills to use various types of power and hand tools.
19. Ability to follow written and verbal instructions.
20. Ability to listen and understand what citizens are asking.
21. Ability to safely operate a variety of heavy equipment.
22. Ability to use measuring instruments and to read equipment gauges.
23. Ability to read and understand engineering drawings and blueprints.

24. Ability to read maps and shoot grades.
25. Ability to organize and prioritize work projects and multi-task.
26. Ability to use two-way communication devices.
27. Ability to use computers and office productivity software.
28. Ability to work well with co-workers.
29. Ability to handle irate individuals.
30. Ability to handle dynamic situations in a calm and courteous manner.
31. Ability to work independently with no direct supervision.
32. Ability to work under extreme weather conditions.
33. Ability to move/lift objects greater than 50 lbs.
34. Ability to work at heights in a bucket truck.
35. Ability to train other operators.
36. Ability to wear and utilize personal protective equipment (PPE), as required.

Minimum Qualifications

1. Possess high school diploma or GED; college courses or technical training in construction or related field is desired.
2. Five (5) years of experience in construction and maintenance field; two (2) years of supervisory experience preferred.
3. Two (2) years of experience operating heavy equipment at the Equipment Operator IV level; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
4. Possess a current and valid Class B Commercial Driver's License (CDL) or ability to obtain this license within six (6) months of hire; Class A CDL is preferred; must be insurable.
5. Ability to work overtime and weekends as needed.
6. Ability to be on call in emergencies.
7. Ability to travel overnight, as the job requires.
8. Ability to pass a pre-employment background check and an initial drug screen.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Working conditions may include, but not be limited to:

- 1. Work in an office environment; sustained posture in a seated position; answering of phones; work at public counter; repeatedly rise, sit and bend in a confined area in order to retrieve and replace files; work with computer equipment for prolonged periods of time; deal with unfriendly citizens in a courteous manner.
- 2. Must be able to work early morning and/or late-night shifts (flexible shifts)
- 3. Must be able to work in cold, hot and rainy weather.
- 4. Must be accustomed to working in the field – including active construction sites, rooftops, basements, crawlspaces, confined spaces, outdoors, parks, public facilities and rights-of-way (including with active traffic)

Approvals

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

RESOLUTION NO. ____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves and adopts the recommendations for the Treasury and Finance Department Restructuring and Reclassification as follows:

- 1) Move the Finance Department under the current Treasury Department;
- 2) Retitle the new Division the Treasury Department;
- 3) Move City Treasurer from (Grade 28S) to (Grade 31S); and approves the pay increase included in the 2021 proposed budget; and
- 4) Reclassify Finance Director (Grade 28S) to Finance Manager with no Grade change; and will report to the City Treasurer; and
- 5) Updated uniform Job Descriptions for City Treasurer and Finance Manager.

ADOPTED THIS 25TH DAY OF JANUARY, 2021

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk



CITY OF FAIRHOPE

Uniform Job Description

Position Title:	City Treasurer	Pay Range:	\$77,775.97- 101,108.76 124,441.55
Department:	Treasury	Pay Grade:	31
Reports To:	Mayor & City Council	Effective Date:	01/26/2021
Supervises:	Treasury Dept.; Purchasing Dept.; Revenue Dept	Supercedes:	01/18/2018

Approvals:	
_____ Supervisor	_____ Human Resources Manager
_____ Date	_____ Date
FLSA Exempt: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

I BASIC PURPOSE OF THE POSITION

This employee has direct responsibility for all fiduciary matters of the City relating to all funds administered by the City of Fairhope. The City Treasurer position directs and manages the Treasury Department, Purchase Department and Revenue Department. Work involves planning, coordinating, and directing all aspects of the City financial management. Plans and directs the receipt, disbursement and accounting of revenue and expenditures, managing investment of City funds, and assisting in the preparation of annual budgets. The City Treasurer also coordinates with the City Council, Mayor, and Department Heads. Administers other programs as assigned.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The City Treasurer is appointed by the City of Fairhope City Council for a four-year term. This position plans, directs, manages, and oversees the activities and operations for the Treasury Department, Purchasing Department, and Revenue Department. Serves as Treasurer for the City and assumes responsibility for meeting all statutory requirements as required by Code of Alabama. Provides highly responsibly and complex administrative support to the Mayor and City Council.

City Treasurer

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversees and directs all accounting and financial procedures for the City to ensure best practices and compliance with applicable rules, regulations, laws, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and City policies.
- Conducts the necessary research and provides support materials to aid the City Council making financial decisions.
- Compiles and analyzes financial information to prepare entries to general ledger accounts, cost centers, and documents business transactions.
- Monitoring of cash balances daily and transfer of funds as needed to maintain adequate balances to pay debt service, check disbursement, and payroll obligations.
- Monitors investments to ensure compliance with City Council investment policy and strategy and provides status, activity, and reports to the City Council as requested.
- Develop and implement improved internal controls and financial reporting procedures, as necessary.
- Directs the preparation of financial Statement and audit reports.
- Ensure all invoices are handled and paid in prescribed, timely and legal manner.
- Monitor accounts receivable for timely collection of monies owed the City.
- Create, maintain, and update City policies and procedures related to Treasury Department, Purchasing Department and Revenue Department by the direction of the City Council.
- Work directly with local, state, and federal agencies before, during and after natural disasters.
- Responsibility as financial contact person with FEMA for documentation of expenses and application for reimbursement to the City.
- Supervises department employees to include interviewing, hiring, motivating, training and mentoring employees; plans, assigns and directs work; appraising performance, addressing complaints, resolving problems, and making recommendation for salary increases and termination as needed.
- Provides guidance to management and staff to ensure that financial transactions are properly included and accounted for accurately and timely consistent with internal control procedures.
- Monitors budgetary to actual results.
- Develops, manages, and maintains sound internal controls for City revenue collections and cash handling.
- Manages and coordinates the City debt through timely payment of obligations, submission of compliance documents as required by exiting bond indentures, including periodic arbitrate calculations and returns.
- Manages all City of Fairhope Accounts Payable to ensure timely payments.
- Reviews monthly purchasing card reconciliation.
- Manages credit card processing agreements.
- Reviews all requisitions over \$5,000 and approves for budget allowance.

City Treasurer

- Reviews and personally signs all checks issued by the City.
- Monitors the direction of payments for all Federal and State payroll taxes, Utility Privilege taxes, and Solid Waste Disposal fees.
- Interacts verbally with local financial officials concerning bank fees and services, and any deposit or debit discrepancies.
- Prepares Requests for Proposals to financial institutions for any financing or services needed by the City of Fairhope; reviews proposals received and recommendations to the City of Fairhope City Council
- Reviews and approve annually insurance coverage on property, equipment, and vehicles owned by the City of Fairhope.
- Reviews and issues payment of all insurance renewals, and allocation of premiums to appropriate funds.
- Sign vehicle and equipment title when sold.
- Prepares financial items to be placed on agenda for City Council meetings for discussion and vote.
- Attends City Council meetings and work sessions should City Council require clarification and questions on items placed on the agenda.
- Oversees compliance of all requirements for reporting and remittances to IRS and coverage of employees in accordance with the Affordable Care Act of 2010
- Manages health insurance for employees and eligible retirees.
- Provides necessary data for annual Workers Compensation audit and correspondence with auditor.
- Oversees the contract for annual actuarial valuation of the City of Fairhope's Other Postemployment Benefits (OPEB) liability, provisions of all necessary documentation for the valuation.
- Oversees the preparation of annual City of Fairhope financial budget.
- Oversee the preparation of reimbursement requests for federal and state grants; prepares correspondence and expenditures reports, monitors grant related expenditures and ledgers; prepare annual expenditure reports.
- Assist Fairhope Airport Authority.
- All special projects as assigned by Mayor and City Council.
- Prepare various reports as directed by the Mayor and City Council.

IV OTHER DUTIES AND RESPONSIBILITIES

- Acts as Treasurer of the City and assumes all statutory requirements of the position.
- Reviews contracts and legal documents and establishes related accounts, cash collections procedures and any necessary special tracking requirements for project user fees, economic development incentives or other non-standard transaction.
- Performs other duties as assigned.
- Assists City of Fairhope Revenue Department with balancing cash receipts, as needed,

City Treasurer

- Reviews bank reconciliation reports.
- Reviews and approvals of any changes/additions/deletions to employee pay records of the City of Fairhope.
- The City Treasurer is classified as “Essential Personnel”, during the period 72 hours prior to expected arrival of a major storm until major services and safety of the City has been restored after the storm event. Availability before, during and after a major storm event is required for FEMA documentation.

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of fund accounting and finance, with a clear understanding of banking and financial transactions, with associated regulations pertaining to Governmental agencies.
- Generally Accepted Accounting Principles (GAAP), policies and processes as related to governmental accounting standards and operations.
- Principles, theories, and practices of municipal accounting (including cost and fund accounting), auditing and financial management.
- Knowledge of basic procedures and policies involved in debt financing through General Obligation and Utility Revenue Warrants.
- Knowledge of current State bid laws and procurement regulations.
- Knowledge of the Code of Alabama, City polices, ordinances, and resolutions.
- Skills to communicate effectively with the office staff, public, and elected officials.
- Skills to perform accounting and bookkeeping operations and prepare budgets.
- Computerized accounting and auditing software.
- Demonstrated ability to lead and develop a department and department staff members.
- Demonstrated ability to serve as a knowledgeable resource to the organizations’ s management team that provides leadership and direction.
- All computer applications and hardware related to performance of the essential functions.
- Knowledge of general office procedures.

VI REQUIRED EDUCATION, EXPERIENCE AND TRAINING

- Bachelor’s degree in Accounting, Finance, or related Fields, with a preference for a master’s level degree; and
- Five (5) years progressively accounting experience with three (3) years’ experience in Governmental Accounting; or
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Certified Public Accountant (CPA) is desirable.

City Treasurer

- Certified Revenue Examiner (CRE), Certified Public Finance Officer (CPFO), Certified Government Financial Manager (CGFM) is desirable
- Valid State of Alabama driver's license and ability to be insured by City of Fairhope vehicle insurance carrier.

VII EXTENT OF PUBLIC CONTACT

The City Treasurer receives requests for information on a regular basis from the public through the City Clerk and the Access to Public Information Act. In addition, contact with local vendors, individual citizens, and local interest groups is very common, requiring verbal and written communication. Presentations at City Council and other public meetings are an important part of this position.

VIII PHYSICAL DEMANDS

This position requires sitting at a desk for long periods, using and viewing computer keyboard and monitor. Keyboard data entry, calculator use, phone use, opening and closing of filing cabinets, lifting moderate weight in files and books are normal daily demands. Vision, hearing, and speech are required. Frequent walking to other departments and offices is also necessary. Occasional trips to the City Warehouse and other city buildings are required.

IX WORKING CONDITIONS AND ENVIRONMENT

Working environment is moderately quiet, enclosed offices, with capability of closing doors for additional privacy and quiet. The work environment is friendly and supportive for productivity.

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.



CITY OF FAIRHOPE

Uniform Job Description

Position Title: Finance Manager Position Number: 1312
 Department: Treasury Pay Grade: 28
 Reports To: City Treasurer Effective Date: _____
 Supervises: City Accountant Supercedes: _____

Approvals: _____	
Supervisor	Human Resources Director
_____	_____
Date	Date
FLSA Exempt: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

I BASIC PURPOSE OF THE POSITION

The Finance Manager is responsible for the daily accounting and budgeting operations. To produce accurate and timely financial reports for the City by using generally accepted accounting principles. Interprets and applies Governmental Accounting Standards to ensure compliance with professional accounting standards and applicable federal and state laws and regulations. Responsible for all audits, fixed asset, and inventory. Performs internal audits.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The principal function of an employee in this position is to produce accurate financial statements, conduct internal audit functions, compile, and monitor budgets. The work is performed under the supervision of the City Treasurer, but is performed with considerable latitude for independent judgment, initiative, and decision-making.

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepares monthly, semiannual, and annual financial statements.
- Maintain various data bases used for reports.
- Review, audit and adjust monthly financial statements.

- Prepare evaluations and analysis of financial data.
- Reviews various accounts and funds for discrepancies and variance to budget.
- Compile information for annual budget process and budget preparation.
- Assist department heads and their staff with routine budget matters.
- Assigns proper account codes to revenues and expenditures by fund and line items.
- General Ledger maintenance, preparing correcting entries.
- Coordinates grant accounting and reporting.
- Serves as Liaison with CIS department for computer upgrades and software installations.
- Responsible for internal and external auditing.
- Ensure and review the reconciliation of all bank statements in a timely manner.
- Responsible for maintaining the fixed asset records for the City.
- Oversee the annual closing process to ensure all necessary adjustments, accruals, and revisions are timely completed.
- Act as primary liaison to outside auditors in the performance of the annual audit.
- Complete the MD&A (Management Discussion and Analysis) for publication in the annual Audited Financial Statement.
- Prepares the SEFA spreadsheet for audit purposes.
- Reviews FEMA worksheets.
- Prepare Greensheets for Council meetings.
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing those problems.
- Special projects as assigned.
- Any other duties as directed by the City Treasurer and/or Mayor/Council.

IV OTHER DUTIES AND RESPONSIBILITIES

- Attend meetings, conferences, workshops and training sessions as required;
- Review professional publications and journals to remain current on the principles and practices of governmental accounting;
- Respond to citizen's and other employee's questions and comments in a timely and courteous manner;
- Perform other duties as required.

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of Governmental Accounting and Financial Reporting Standards, Generally Accepted Accounting Principles and Generally Accepted Auditing Standards;

- Comprehensive knowledge of investment fund management, bond sales, utility accounting, budgeting and municipal debt administration;
- Knowledge of municipal finance administration, cost accounting principles and practices, and investment theory;
- Knowledge of federal, state and municipal laws, statutes, ordinances, regulations and policies, as they apply to finance administration and accounting;
- Ability to analyze, interpret and report research findings, recommendations and actions on complex financial, governmental and economic data;
- Ability to write with technical accuracy in order to maintain records and write reports;
- Thorough knowledge of modern office practices and procedures;
- Ability in math to add, subtract, divide and derive percentages;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable financial and narrative reports;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to work well with others;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

V ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

- Bachelor's degree in Accounting, Finance or related Fields; AND
- 3-5 years progressively accounting experience with three (3) years' experience in Governmental Accounting desirable or any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
- Experience or training in computerized accounting systems desired.

VII EXTENT OF PUBLIC CONTACT

An employee in this position must be able to communicate effectively with fellow City of Fairhope employees, outside vendors and the general public.

VIII PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools, or controls; reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or listen.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

An employee in this position must have:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review type written documents in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in the general office environment.

VI WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The work performed is almost exclusively in a general office environment, and the noise level is usually quiet, but there may be instances when the person in this position must travel to job sites throughout the City.

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.

ENVIRONMENTAL ADVISORY BOARD

NOMINEE (S)

4 - Year Term

APPOINTMENTS

Michelle Melton
Nigel Temple

This term shall end January 2025

REAPPOINTMENTS

CITY OF FAIRHOPE



APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

City Council seeks to have diversity in making appointment to boards and committees. It is the policy of the City Council to make appointments based on the needs of the City as well as the interests and qualifications of each applicant. In accordance with the Code of Alabama, all applicants must be qualified electors and taxpayers in the City, excluding the Planning Commission. All applications filed with the City Clerk will be public record.

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: Melton First Name: Michelle Phone Number: _____
Cell: (423)504-8253 Email: michelleleemeltonlee@gmail.com
Home Address: 405 Circle Drive
City: Fairhope State: AL Zip: 36532
Business Address: 205 Government Street
City: Mobile State: AL Zip: 36633
Name of Board or Committee: Bike/Ped and/or Environmental Advisory Board

EDUCATIONAL BACKGROUND:
University of Denver Strum School of Law, J.D.

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

PROFESSIONAL EXPERIENCE:

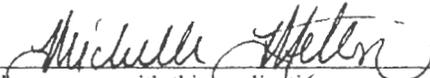
Project Manager III, Trust for Public Land (Chattanooga, TN)
Director of Real Estate and Economic Development, Mobile Airport Authority (Mobile, AL)
Deputy Director, Real Estate Asset Management, City of Mobile (Mobile, AL)

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

Baldwin County Trailblazers, Alabama Audubon Society, Tri-Beta Biological Honor Society

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

My law degree is specialized in land use and natural resource management and I currently sit on the Board of the Baldwin County Trailblazers, which is the steward of the Eastern Shore Trail, a gem and a destination for Baldwin County and particularly the City of Fairhope. I negotiate real estate transactions for the City of Mobile that includes land acquisitions to create parks, greenways, and blueways.

Signature:  Date: 11/3/20
You may attach a resume with this application.

MICHELLE L. MELTON
michelleleemeltonlee@gmail.com

405 Circle Drive

Fairhope, Alabama 36532

423.504.8253

PROFILE Energetic professional seasoned in negotiating and managing various contracts in private and public sectors by providing excellent communication skills, administrative, and legal services, with an emphasis in real estate, land use, and economic development.

PROFESSIONAL EXPERIENCE

City of Mobile (2018-present)
Mobile, Alabama

Deputy Director of Real Estate Asset Management

- Drafting and administering City real estate policies for leasing, acquisition, and disposition
- Charged with disbursing City's excess property through approved real estate transactions
- Coordination with City Council and other departments regarding compliance with policy
- Oversight of RESTORE Act Award for Three Mile Creek Greenway Trail and other grants
- Provide guidance regarding current real estate market through due diligence and research

Mobile Airport Authority (2016-2018)
Mobile, Alabama

**Director of Real Estate and Economic Development/Properties and Concession Manager/
Disadvantaged Business Enterprise Liaison Officer to FAA**

- Drafted, negotiated, and managed 100+ active leases at both airports within MAA's jurisdiction
- Increased revenue by diversifying tenant populations at KMOB, KBFM, and industrial park
- Creatively sought and developed alternative and interim lease revenue sources
- Spearheaded actions to better use underutilized and neglected real estate assets
- Restored and cultivated sensitive relationships with local government, businesses, and groups

Speakman & Jackson, LLC (2014-2016)
Auburn, Alabama

Paralegal/Firm Administrator

- Types of practice: personal injury, contracts, civil litigation, estate planning, probate, domestic relations, criminal, real estate, and social security disability and income
- Prepared and filed pleadings in appropriate municipal and state courts for two attorneys
- Case management; Correspondence with clients, courts, and opposing counsel; Scheduling consultations, appointments, and hearings

Chattanooga State Community College
Chattanooga, Tennessee

(2009-2013)

Assistant Professor Divisions of Business and Information Technology

- Major Projects: Secured ABA accreditation for paralegal studies program at 10K student college
- New curriculum development for electronic litigation
 - Courses Taught: Real Estate Law, Administrative Law, Environmental Law, State and Local Government, Business Law I and II, and Legal Reasoning and Writing

The Trust for Public Land
Chattanooga, Tennessee

(2007–2009)

Project Manager II

- Negotiated complex real estate transactions with private and commercial landowners increasing acreage of state and national parks and forests
- Routinely interfaced with government officials for permits and legislation
- Due diligence in real estate transactions from inception to completion
- Presented and drafted resolutions to City Council; administered several contracts between TPL and City of Chattanooga for greenways and trails

Skills

Basic French and Spanish; Macintosh, Windows XP, Excel, Microsoft 2003, 2007 and Office, Extensive Internet knowledge, Westlaw, Lexis/Nexis, WordPerfect, Real Estate Management Systems (REMS), CRM software; ArcGIS Mapping Systems, Powerpoint, Academic and Career Advising, Tax Preparation, Eventbrite, and title search software

Affiliations

Pi Gamma Mu – Member	ASPCA – Member
World Wildlife Federation - Member	CASA – Member, Volunteer
Tri-Beta Biological Honor Society	Baldwin County Trailblazers Board Member
Smithsonian Institute – Member since 1989	NBAA – Member since 2017

Accomplishments

- Cost effective donations and tax sale acquisitions of parcels for Greenway
- Spiked lease revenue bringing in over \$1M with new tenants and revamped legacy leases
- Secured federal grant money adding over 3,000 acres to Cumberland Gap National Historic Park
- Successful cultivator of strategic private, public, and government partnerships

EDUCATION

University of Denver Sturm College of Law, Denver, CO	Juris Doctorate, 2003
St. Andrews Presbyterian College, Laurinburg, NC	B.A., 1998

Received 12/7/2020

[Handwritten Signature]

CITY OF FAIRHOPE



APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

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Last Name: **Temple** First Name: **Nigel** Phone Number: _____

Cell: **757-803-3589** Email: **757nigel@gmail.com**

Home Address: **8751 Gale Rowe Lane**

City: **Fairhope** State: **AL** Zip: **36532**

Business Address: **8751 Gale Rowe Lane**

City: **Fairhope** State: **AL** Zip: **36532**

Name of Board or Committee: **Environmental Advisory Board**

EDUCATIONAL BACKGROUND:

- Ph.D., Wildlife Fisheries and Aquaculture, Mississippi State University**
- M.S., Biology, University of Alabama**
- B.S., Biology, Virginia Tech**

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

- Society of Wetland Scientists**
- Coastal and Estuarine Research Federation**

PROFESSIONAL EXPERIENCE:

8+ years stream and coastal plant ecological research, coastal restoration design, permitting and installation

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

South Baldwin Literacy Council

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

I will to leverage my background in practical applied science and coastal restoration to improve the state of coastal properties owned by the city and to enhance the use of green infrastructure and low impact and environmentally friendly techniques in future projects where possible.

Nigel A. Temple Digitally signed by Nigel A. Temple
Date: 2020.12.07 07:39:07 -06'00' **12/7/20**
Signature: _____ Date: _____
You may attach a resume with this application.

Nigel A. Temple

Environmental Consultant | Coastal Restoration Specialist
 WSP (formerly Ecology and Environment, Inc.)
 Email: 757nigel@gmail.com | Phone: 757.803.3589

NARRATIVE SUMMARY

I have over eight years' experience developing, implementing, and managing research projects related to freshwater and coastal ecology, conservation, restoration, environmental engineering, sensor development, science communication, nutrient management, and other drivers of events, relevant to restoration and conservation project outcomes, and development and implementation of robust project monitoring programs. Over these eight years, I have gained the knowledge and expertise necessary to contribute immediately and work with a team to implement impactful and coordinated coastal restoration projects that work closely with local stakeholders, incorporate novel and innovative research tools and leads to improved health and resiliency of these coastal habitats. In the first 2 years of my career, my experience focused on the short- and long-term effects of shifting interspecific interactions on ecosystem productivity in freshwater ecosystems. Over the last 6 years, my work has focused more on applied research in coastal ecosystems, including research on ecosystem responses to sediment and nutrient addition, evaluating effects of wetland restoration design on capacity to remove nutrient pollution, developing low-cost and high-quality environmental sensor technology, evaluating knowledge gaps in effective design of onshore and nearshore coastal restoration projects, such as marshes and oyster reefs, exploring ecosystem level relationships between environmental variables and primary producers, and communicating science-based information to technical and non-technical audiences. Recently, I have gained experience working with homeowners to design and implement small scale restoration projects, and have built extensive working relationships with State and Federal regulatory agencies to secure project permits through my business Alabama Living Shorelines, LLC. The skills developed throughout these diverse work and research experiences are particularly relevant to the Environmental Advisory Board including needs and knowledge gap assessment, data management and quality assurance, project management, grant/proposal writing and management, development of science communication tools, organizing, working with, and leading a diverse team of researchers, building and maintaining relationships with relevant coastal stakeholders, analyzing and interpreting experimental results for management decisions, and communicating research findings in peer-reviewed and news media publications and to diverse audiences at regional, national and international meetings and conferences.

EDUCATION

Ph.D., Wildlife, Fisheries and Aquaculture , Mississippi State University	<i>Expected graduation 2021</i>
M.S., Biological Sciences , University of Alabama	2016
B.S., Biological Sciences , Virginia Polytechnic and State University (Virginia Tech)	2013

PROFESSIONAL EXPERIENCE

WSP (formerly Ecology and Environment, Inc) <i>Environmental Consultant Coastal Restoration Specialist</i> <u>Duties and accomplishments</u>	2020 – Present
<ul style="list-style-type: none"> • Project Management of large-scale coastal restoration projects • Review and preparation of technical documents, summaries and reports • Led and assisted preparation of grant proposal materials • Worked with and led a diverse team working remotely and in the field to execute project deliverables 	
Alabama Living Shorelines, LLC <i>Owner/Operator</i> <u>Duties and accomplishments</u>	2018 – Present
<ul style="list-style-type: none"> • Designed, prepared and secured permits for homeowner-scale Living Shorelines projects 	

- Provided detailed estimates of project material and labor costs
- Led and managed implementation of project designs and monitoring of project goals
- Created and maintain an interactive website providing educational information for clients and potential avenues for business development
- Increased business 38% by cultivating partnerships with marine contractors
- Developed and maintain strong working relationships with State and Federal regulatory agencies

Mississippi State University

2016 - Present

Research Assistant

Duties and accomplishments:

- Developed, implemented and managed coastal restoration projects and monitoring programs
- Planned, developed and managed data, logistics, budgets and personnel (2-8) to complete four large-scale field experiments focused on enhancing the effectiveness of coastal restoration projects including nutrient removal capacity of restored marshes and wave climate effects on fringing marshes
- Developed and acquired funding for two complementary experiments performed by lab personnel
- Managed logistics and expenses for research-related travel and experimental equipment
- Worked with a team of researchers to plan outreach and educational activities to engage local stakeholders on coastal issues
- Developed a high-quality, low-cost wave gauge for use in nearshore coastal environments
- Processed and performed statistical analyses on environmental and experimental data
- Developed custom code for processing experimental data using Matlab and R statistical software
- Communicated experimental results in news media, extension and peer-reviewed journal articles and at conferences
- Proficiency with QGIS and Microsoft Office products
- Drove, maintained and trailered 27' research vessel

University of Alabama

2014 - 2016

Research Assistant

Duties and accomplishments:

- Worked with a small team of researchers (5) to design and implement a large-scale field sediment-addition experiment in a coastal marsh
- Designed and implemented a complementary laboratory experiment
- Managed logistics and expenses for research-related travel and experimental equipment
- Processed and performed statistical analyses on environmental and experimental data
- Developed custom code for processing environmental data using R statistical software
- Communicated experimental results in peer-reviewed journal articles and at conferences

Virginia Tech

2013

Research Fellow

Duties and accomplishments:

- Designed and implemented an independent research project exploring the effects of a shifting symbiosis on macroinvertebrate production in a freshwater stream
- Developed and implemented structural improvements for experimental equipment
- Managed a team of researchers (3) to collect experimental data
- Assisted with statistical analyses of environmental and experimental data
- Communicated experimental results in research poster and presented at student conference

Virginia Tech

2011-2013

Undergraduate Researcher - Advisers Erik Nilsen and Bryan Brown

Duties and accomplishments:

- Assisted graduate students in plant and stream ecology research
- Designed custom experimental equipment
- Used and maintained environmental monitoring equipment (i.e., sondes, light meters, pH/salinity meters)
- Assisted with statistical analyses of environmental and experimental data

REFEREED JOURNAL PUBLICATIONS

Temple, N.A., Webb, B.M., Sparks, E.L., Linhoss, A.C. (2020) Low-cost pressure gauges for measuring water waves *Journal of Coastal Research (in press)*.

Temple, N.A., Grace, J.B., Cherry, J.A. (2019). Patterns of resource allocation in a coastal marsh plant (*Schoenoplectus americanus*) along a sediment-addition gradient. *Coastal, Estuarine and Shelf Science*, 228, 106337.

Morris, R.L., Bilkovic, D.M., Boswell, M.K., Bushek, D., Cebrian, J., Goff, J., Kibler, K.M., La Peyre, M.K., McClenachan, G., Moody, J., Sacks, P., Shinn, J.P., Sparks, E.L., **Temple, N.A.**, Walters, L.J., Webb, B.M., Swearer, S.E. (2019). The application of oyster reefs in shoreline protection: are we over-engineering for an ecosystem engineer? *Journal of Applied Ecology*, 56, 1703-1711.

Cherry, J.A., Grace, J.B., **Temple, N.A.**, Vervaeke, W.C., Osland, M.J. (2019). Plant responses to sediment additions: what we know and what we need to know (*in prep*).

Morris, R.L., Angstadt, K., Bilkovic, D.M., Boswell, M., Bushek, D., Cebrian, J., Goff, J., Kibler, K.M., La Peyre, M.K., Aguilar, D., McClenachan, G., Moody, J., Sacks, P., Shinn, J.P., Sparks, E.L., Swearer, S.E., **Temple, N.A.**, Walters, L.J., Webb, B.M., Swearer, S.E. (2020). Evaluation of oyster reef living shoreline wave attenuation and shoreline stabilization across the Atlantic and Gulf coasts of the United States. *Ecological Applications (in review)*.

EXTENSION, OUTREACH AND MAGAZINE PUBLICATIONS

Beeson, V., **Temple, N.A.**, Linhoss, A.C., Sparks, E.L. (2019). Making waves. MAFES Discovers, Summer 2019. Link: <https://www.mafes.msstate.edu/discovers/article.asp?id=149>

Firth, D.C., Martin, S.E., **Temple, N.A.**, Sparks, E.L. (2018). The benefits of living shoreline techniques and coastal enhancement research. Weeks Bay Foundation's Pelican Post: Summer 2018, Vol. 33, No. 2. Link: <https://weeksbay.org/about/pelican-post-archives/>

Martin, S.E., Girard, Y., **Temple, N.A.**, Sparks, E.L. (2017). Ongoing Research: Plotting the Course for Protecting Shorelines. Weeks Bay Foundation's Pelican Post: Summer 2017, Vol. 32, No. 2. Link: <https://weeksbay.org/about/pelican-post-archives/>

Temple, N.A., Sparks, E.L., Martin, S.E., Firth, D.C., Amato, J., Cebrian, J. (2017). Living shorelines: adaptive strategies for changing tides. Weeks Bay Foundation's Pelican Post: Spring 2017, Vol. 32, No. 1. Link: <https://weeksbay.org/about/pelican-post-archives/>

Martin, S.E., Sparks, E.L., **Temple, N.A.**, Firth, D.C. (2017). Living shorelines: a permitting guide for Mississippi homeowners. MSU Extension publication: P3119 (09-17); MASGP-17-067. Link: <http://extension.msstate.edu/publications/publications/living-shorelines-permitting-guide-for-mississippi-homeowners>

Martin, S.E., Sparks, E.L., **Temple, N.A.**, Firth, D.C. (2017). Living shorelines: a permitting guide for Alabama homeowners. MSU Extension publication: P3120 (10-17); MASGP-17-068. Link: <http://extension.msstate.edu/publications/publications/living-shorelines-permitting-guide-for-alabama-homeowners>

Martin, S.E., Sparks, E.L., **Temple, N.A.**, Firth, D.C. (2017). Protecting your property and the environment: A homeowner's guide to living shorelines in Alabama. MSU Extension publication: P3063 (04-17); MASGP-17-010.

Link: <http://extension.msstate.edu/publications/publications/protecting-your-property-and-the-environment-homeowners-guide-living>

Martin, S.E., Sparks, E.L., **Temple, N.A.**, Firth, D.C. (2017). Protecting your property and the environment: A homeowner's guide to living shorelines in Mississippi. MSU Extension publication: P3062 (04-17); MASGP-17-011. Link: <http://extension.msstate.edu/publications/publications/protecting-your-property-and-the-environment-homeowners-guide-living-0>

PLANNED WORKSHOPS AND OUTREACH ACTIVITIES

Sparks, E.L., **N.A. Temple**, S.E. Martin, D. Firth (2017). Living Shorelines in your community. American Planning Association's ABCs of Community Flood Mitigation Workshop. Biloxi, MS. August.

Temple, N.A., S.E. Martin (2017). Estuary critters and foodwebs. Foley Middle School Science, Technology, Engineering, Art and Math (S.T.E.A.M.) Club Meeting. Foley, AL. February.

Temple, N.A., E.L. Sparks (2017). Addressing erosion issues at Camp Wilkes. Camp Wilkes Board Meeting. Camp Wilkes, Ocean Springs, MS. January.

Temple, N.A., S.E. Martin, E.L. Sparks (2016). Protecting your home and the environment: a homeowner's guide to Living Shorelines in Mississippi. Living Shorelines Workshop. Mississippi State Coastal Research and Extension Center, Ocean Springs, MS. April.

Temple, N.A., S.E. Martin, E.L. Sparks (2016). Protecting your home and the environment: a homeowner's guide to Living Shorelines in Mississippi. Living Shorelines Workshop. Weeks Bay NERR, Fairhope, AL. June.

PRESENTATIONS

Leading presenter:

Temple, N.A., Virden, M.F., Moss, H.B., Lucore, A.E., Linhoss, A.C., Sparks, E.L. (2018). Testing living shorelines design assumptions: site specific considerations for boat wake and wind driven waves. Bays and Bayous Symposium. Mobile, AL. December.

Temple, N.A., Palino, G., Martin, S.E., Sparks, E.L., Cebrian, J. (2018). Improving restoration evaluation and design through paired field and geospatial data collection. GIS Association of Alabama 2018 Coastal Geospatial Data Group Meeting. Foley, Alabama. January.

Temple, N.A., J. Cebrian, S.E. Martin, E.L. Sparks, D.C. Firth (2017). The effects of multiple environmental variables on the nutrient removal capacity of restored marshes. Annual Meeting of the Society of Wetland Scientists. San Juan, PR. June.

Temple, N.A., D.C. Firth, J. Cebrian, E.L. Sparks, S.E. Martin (2016). Effects of marsh platform slope, sediment type, sea-level rise, and initial planting density on nutrient retention in a restored marsh. Regional Conference of the Society of Wetland Scientists. Pensacola, FL. October.

Temple, N.A., J.A. Cherry (2015). Understanding the nature of marsh plant response to sedimentation. Regional Conference of the Society of Wetland Scientists. Memphis, TN. October.

Temple, N.A. and B.L. Brown (2013). The Ripple Effect: interactions between a keystone species and their symbionts alter aquatic communities. Summer Undergraduate Research Symposium Blacksburg, VA. August.

Temple, N.A., Bao, Z., Nilsen, E.T. (2012). Early observations of competition between native Black Locust and invasive Tree of Heaven. Semester Research Project Poster. Blacksburg, VA. December.

Contributed:

- Wilmoth, B.M, Colvin, M.E., **Temple, N.A.**, Spark, E.L. (2019). Evaluating the Accuracy of Inexpensive Water Level Sensors. Mississippi/Southern Division American Fisheries Society Conference. Starkville, M.S. December.
- Billingsley, P.B., Palino, G.M., **Temple, N.A.**, Virden, M.F., Linhoss, A.C., Sparks, E.L. (2019). To wake, or not to wake? Coastal and Estuarine Research Federation Biennial Conference. Mobile, AL. November.
- Cebrian, J., **Temple, N.A.**, Cherry, J.A., Firth, D.C., Lucore, A.E., Martin, S.E., Ramseur, G., Sparks, E.L. (2019). Maximizing living shoreline designs for runoff pollution filtration: lessons learned from multi-year projects. Coastal and Estuarine Research Federation Biennial Conference. Mobile, AL. November.
- Martin, S.E., **Temple, N.A.**, Palino, G.M., Cebrian, J., Sparks, E.L. (2019). Evaluating the impacts of large-scale breakwaters on fringing marshes in high wave energy environments. Coastal and Estuarine Research Federation Biennial Conference. Mobile, AL. November.
- Cebrian, J., **Temple, N.A.**, Cherry, J.A., Firth, D.C., Lucore, A.E., Martin, S.E., Ramseur, G., Sparks, E.L. (2019). Maximizing living shoreline designs for runoff pollution filtration: lessons learned from multi-year projects. Coastal and Estuarine Research Federation Biennial Conference. Mobile, AL. November.
- Sparks, E.L., Martin, S.E., **Temple, N.A.**, Palino, G.M., Firth, D.C., Cebrian, J. (2019). Evaluating the Performance of Living Shorelines across the Gulf of Mexico. Gulf of Mexico Alliance All Hands meeting. Orange Beach, AL. June.
- Martin, S.E., **Temple, N.A.**, Palino, G.M., Cebrian, J., Sparks, E.L. (2019). Evaluating the effectiveness of large-scale living shoreline projects at restoring fringing marshes. Mississippi Water Resources Conference. Jackson, MS. April.
- Sparks, E.L., Martin, S.E., **Temple, N.A.**, Palino, G.M., Firth, D.C., Cebrian, J. (2019). Testing the effectiveness of large-scale living shoreline projects at restoring fringing marshes Gulf of Mexico Oil Spill and Ecosystem Science Conference. New Orleans, LA. February.
- Sparks, E.L., Martin, S.E., **Temple, N.A.**, Palino, G.M., Firth, D.C., Cebrian, J. (2018). The impacts of large-scale breakwaters on ecosystem functioning in high wave energy environments. Restore America's Estuaries Summit. Long Beach, CA. December.
- Virden, M.F., Moss, H.B., Lucore, A.E., **Temple, N.A.**, Linhoss, A.C., Sparks, E.L. (2018). Development and evaluation of a low-cost pressure gauge. Restore America's Estuaries Summit. Long Beach, CA. December.
- Cebrian, J., **Temple, N.A.**, Martin, S.E., Firth, D.C., Lucore, A.E., Sparks, E.L. (2018). Design considerations for enhancing nutrient removal in restored marshes. Bays and Bayous Symposium. Mobile, AL. November.
- Firth, D.C., **Temple, N.A.**, Martin, S.E., Cebrian, J., Sparks, E.L. (2018). Faunal assemblages associated with living shorelines and implications for high-wave energy ecosystems. Bays and Bayous Symposium. Mobile, AL. November.
- Lucore, A.E., **Temple, N.A.**, Virden, M.F., Moss, H.B., Sparks, E.L. (2018). Channel width as a proxy for wave climate. Bays and Bayous Symposium. Mobile, AL. November.
- Martin, S.E., **Temple, N.A.**, Firth, D.C., Cebrian, J., Sparks, E.L. (2018). To plant or not to plant along breakwater-protected shorelines in a high energy environment. Bays and Bayous Symposium. Mobile, AL. November.

- Palino, G.M., Lucore, A.E., **Temple, N.A.**, Martin, S.E., Firth, D.C., Cebrian, J., Sparks, E.L. (2018). A GIS approach to determining the impact of large-scale breakwaters on fringing marsh vegetation. Bays and Bayous Symposium. Mobile, AL. November.
- Virden, M.F., Moss, H.B., Lucore, A.E., **Temple, N.A.**, Linhoss, A.C., Sparks, E.L. (2018). Development and evaluation of a low-cost pressure gauge. Bays and Bayous Symposium. Mobile, AL. November.
- Morris, R.L., Bilokovic, D.M., Bushek, D., Cebrian, J., Kibler, K.M., La Peyre, M.K., McCleanachan, G., Shinn, J., Sparks, E.L., **Temple, N.A.**, Walters, L.J., Webb, B.M., Swearer, S.E. (2018). Oysters on the front line: nature-based solutions for coastal defense. ECSA 57. Perth, WA, Australia. September.
- Sparks, E.L., **Temple, N.A.**, Martin, S.E., Firth, D.C., Palino, G.M., Cebrian, J. (2018). Impacts of large-scale breakwaters on shoreline vegetation in high wave energy environments. National Conference on Ecosystem Restoration. New Orleans, LA. August.
- Palino, G.M., Lucore, A.E., **Temple, N.A.**, Martin, S.E., Firth, D.C., Sparks, E.L. (2018). Influence of large-scale shoreline protection projects on fringing wetland vegetation. ASLO Summer meeting. Victoria, BC. June.
- Sparks, E.L., **Temple, N.A.**, Martin, S.E., Firth, D.C., Cebrian, J. (2018). Functionality and effectiveness of large-scale living shoreline projects. ASLO 2018 meeting. Victoria, BC. June.
- Cherry, J.A., J.B. Grace, **N.A. Temple**, W.C. Vervaeke, M.J. Osland (2017). Coastal wetland responses to sedimentation events: Expanding our understanding of the Sediment Subsidy Hypothesis. Coastal and Estuarine Research Federation Biennial Conference. Providence, RI. November.
- Sparks, E.L., **Temple, N.A.**, Martin, S.E., Firth, D.C., Palino, G.M., Cebrian, J. (2017). Impacts of large-scale breakwaters on shoreline vegetation in high wave energy environments. Society of Ecological Restoration Southeast Chapter Annual Symposium. Ocean Springs, MS. October.
- Sparks, E.L., Cebrian, J., Shelton, M.E., Haner, J., Collini, R.C., Brunden, E., Phipps, S.W., Adams, L.G., **Temple, N.A.**, Martin, S.E., Firth, D.C., Palino, G.M., Lucore, A.E. (2017). End-user derived research to improve the effectiveness, sustainability, and prevalence of coastal restoration projects. NERRS Science Collaborative Advisory Board Meeting. Ann Arbor, MI. September.
- Sparks, E.L., **Temple, N.A.** (2017). Environmentally friendly alternatives to hardened structures for erosion control. Little Lagoon Preservation Society Meeting. Gulf Shores, AL. April.
- Sparks, E.L., **Temple, N.A.**, Martin, S.E., Firth, D.C., Palino, G.M., Lucore, A.E. (2017). Coastal Research and Extension. EPA Gulf of Mexico Program Science Team Meeting. Gulfport, MS. August.
- Cherry, J.A., **Temple, N.A.**, Jones, J.A., Grace, J.B., McKee, K.L. (2016). Surface elevation dynamics in Gulf Coast tidal marshes: biological responses to sedimentation events. Ecological Society of America Annual Meeting. Ft Lauderdale, FL. August.

GRANTS AND AWARDS

- 2019 MSU-MAFES Special Research Initiative. Using wave gauges to map and assess the effect of wave climate on coastal ecosystems. PI: A.C. Linhoss, Co-PIs: **N.A. Temple**, E.L. Sparks. Total Funding: **\$49,900**.
- 2018 MSU-MAFES Special Research Initiative. Development of a wave and current sensor for low energy, shallow coastal environments. PI: A.C. Linhoss, Co-PIs: **N.A. Temple**, E.L. Sparks. Total Funding: **\$49,800**.

- 2016 **Best Poster Travel Award.** Joint Conference, Society of Wetland Scientists/Gulf Estuarine Research Society. **\$1,000.00**
- 2015 **Best Poster Travel Award.** South Central Chapter of the Society of Wetland Scientists Regional Meeting. **\$1,000.00**
- 2015 **Travel Award.** South Central Chapter of the Society of Wetland Scientists. **\$300.00**
- 2014 **Graduate Research Award.** Department of Biology, University of Alabama. **\$600.00**
- 2013 **Fralin Summer Undergraduate Research Fellowship.** Department of Biological Sciences, Virginia Tech. **\$4,000.00**

SERVICE AND SYNERGISTIC ACTIVITIES

Manuscript Reviewer for:

- Journal of Coastal Research
- Limnology and Oceanography Methods

Lead Volunteer

- Kayak Clean-up, Weeks Bay Foundation

Volunteer Education

- Math and Science Tutor, South Baldwin Literacy Council

PROFESSIONAL MEMBERSHIPS

- 2014-present **Society of Wetland Scientists, Student**
- 2014-present **Coastal and Estuarine Research Federation, Student**
- 2013-present **Virginia Tech Alumni Association**

ADVISEES

Undergraduate researchers

- 2014-2016 Steve Cerna, University of Alabama
- 2014-2016 Ben Christiansen, University of Alabama
- 2014-2016 Alan Gambriel, University of Alabama
- 2014-2016 Maggie Guice, University of Alabama
- 2014-2016 Connor Shelton, University of Alabama

Interns and intermittent workers

- 2017 Gillian Palino, University of Florida
- 2017-2018 Andrew Lucore, Mississippi State University
- 2018 Hayley Moss, Mississippi State University
- 2018 Matthew Virden, Mississippi State University

REFERENCES

Eric Sparks, Assistant Extension Professor
Coastal Research and Extension Center
Mississippi State University
eric.sparks@msstate.edu | 662-769-5607

Bret Webb, Professor
Department of Civil, Coastal and Environmental Engineering
University of South Alabama
bwebb@southalabama.edu | 251-460-6174

Scott Phipps, Research Coordinator
Weeks Bay NERR
Scott.Phipps@dcnr.alabama.gov | 251-928-9792

Wade Burcham, Principal Engineer
Geosyntec Consultants
wburcham@geosyntec.com | 251-402-4146

Julia Cherry, Professor
New College and Department of Biological Sciences
University of Alabama
cherr002@ua.edu | 205-348-8416

FEAB MEETING MINUTES

12/11/2020

3:00 p.m.

Fairhope Civic Center Delchamps Room, Fairhope, AL

Member Attendees: Gary Gover, Ben Frater, Jim Horner, Mike Shelton, Amy Paulson

Members not in attendance: Jeanine Normand (excused)

City of Fairhope: Kim Burmeister, Christina LeJeune (Planning and Zoning Department)

City Council: Corey Martin

Honored Guests: Michelle Melton-FEAB member candidate; Nigel Temple-FEAB member candidate; and Suzanne Sweetser (Thompson Engineering).

Minutes taken by: Kim Burmeister

Gary called the meeting to order at 3:05 p.m.

FEAB MINUTES:

Mike opened the motion for September 2020 and October 2020 minutes to be accepted as is; Jim seconded the motion. Minutes were accepted as is. There were no minutes to consider for November as there was no quorum.

DISCUSSION OF ITEMS:

FEAB Membership / By Laws Resolution:

Currently FEAB has seven members: Jim Horner, Mike Shelton, Gary Gover, Ben Frater, Tony Pritchett, Jeanine Normand and Amy Paulson. According to FEAB by-laws, 9 is the maximum membership allowance so there are two vacancies. City of Fairhope has received three applications for new FEAB members: Michelle Melton, Nigel Temple and Jennifer Foutch. Gary went over the resumes/qualifications for each of the candidates. Two were in attendance (Michelle and Nigel). Motion was made to accept the membership of Michelle and Nigel. Jennifer Foutch is encouraged to attend as an honored guest until a vacancy is available on the board. Gary said he would like to revise the by laws in the future to allow for 10 members instead of 9.

Amy made a motion to accept Michelle and Nigel as members. Jim seconded the motion. Board approved unanimously.

Meeting time: Gary said Friday at 3 p.m. appears to be a bad time for most members and city employees to attend. He asked everyone to offer their suggested time / day of the week for revision to the current time (2nd Friday at 3 p.m.)

**PEDESTRIAN AND
BICYCLE COMMITTEE**

NOMINEE (S)

3-Year Term

APPOINTMENTS_____.

John Kavanagh
Chris Knight

REAPPOINTMENTS_____.

The terms shall end January 2024

Attn: Lisa Hanks

CITY OF FAIRHOPE



APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

City Council seeks to have diversity in making appointment to boards and committees. It is the policy of the City Council to make appointments based on the needs of the City as well as the interests and qualifications of each applicant. In accordance with the Code of Alabama, all applicants must be qualified electors and taxpayers in the City, excluding the Planning Commission. All applications filed with the City Clerk will be public record.

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: KAVANAGH First Name: JOHN Phone Number: work

251/345-8246 Cell: 251/423-0826 Email: John.Kavanagh@Burr.com

Home Address: 303 GASTON AVE

City: Fairhope State: AL Zip: 36532

Business Address: P.O. Box 2287 (11 Work Water St, Suite 22200)

City: Mobile State: AL Zip: 36652

Name of Board or Committee: Fairhope Bicycle-Pedestrian Committee

EDUCATIONAL BACKGROUND: BA Univ. of South Alabama 1989
Physical Science / Sociology (double major)
J.D. Tulane University 1992
School of Law

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:
Attorney, Licensed in AL and MS

PROFESSIONAL EXPERIENCE:
-Practicing attorney since 1993. Partner with Burr+Forman LLP.
-Co-chair of Maritime and Transportation Practice Group.

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

- Member, St. Lawrence Parish, serve as Lector.
- Volunteer, Fairhope Film Festival.
- active in Mobile and Baldwin County Bar Associations

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

avid runner and cyclist. Multi-year participant in Grandman Triathlon and Spring Term Chase. Want to work with citizens and local government to foster safe, active community for all Fairhope citizens.

Signature: _____

Date: _____

You may attach a resume with this application

J. P. Kavanagh 12/23/2020

CITY OF FAIRHOPE



APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

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Last Name: **Knight** First Name: **Chris** Phone Number:
301 538 8731 Cell: _____ Email: **knightatthebay@gmail.com**

Home Address: **50 N Bayview Street**

City: **Fairhope** State: **Al** Zip: **36532**

Business Address: _____

City: _____ State: _____ Zip: _____

Name of Board or Committee: **Pederstian & Bicycle**

EDUCATIONAL BACKGROUND:

Bach of Architecture, Tulane University
Masters of Architecture, Tulane University

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

Retired (see attached resume)

PROFESSIONAL EXPERIENCE:

See attached resume

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

**member of the Slow Bike Society of the Eastern Shore
Member of The Eastern Shore Art Center**

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

I am a enthusiastic biker and walker. I have been a resident of Fairhope for the past 10 year, and observed the many changes as the community has grown. My professional experience provided me with the opportunity to design and implement many projects working with state and local governments. This experience will be beneficial to me in serving on this committee

Signature: _____



Date: _____

12/9/20

You may attach a resume with this application.

CHRIS KNIGHT AIA-NCARB Licensed- NC, VA, DC, MD, DE, WV (Retired)
50 N. Bayview Street
Fairhope, AL 36532

Education **Masters of Architecture (1971)**
Tulane University School of Architecture

Professional Experience

- 1972** **Odell Associates, Charlotte, NC**
Projects include: Huntersville Hospital, Huntersville, NC, Westley Long Hospital, Greensboro, NC
- 1973** **McMurray Architects, Charlotte, NC**
Projects include: Carmel South, Charlotte, NC (Community of Single Family and Condominium Housing)
- 1974-1977** **Wolf Architecture, Charlotte, NC**
Associate Architect
Projects include: Mecklenburg County Courthouse, Charlotte, NC, NC State School of Design Addition, UNCC Office Classroom Building
- 1977-1980** **Glave Newman Anderson Architects, Richmond, VA**
Senior Associate
Projects include: Virginia Commonwealth University (Student Dormitory), St Catherine School Fine Arts Building, Brookstown Mill Historic Mixed Use Project
- 1980-1983** **Brooktown Mill Historic Renovation Ventures, Winston-Salem, NC**
Vice President Design
Projects include: Salem Cotton Company Restaurant, JJ Linsey Bar & Grill
- 1983-1990** **Clark Tribble Harris & Li Architects, Washington, DC**
Vice President
Projects include: Ritz Carlton Hotel Aspen, Colorado, Chevy Chase Pavilion Mixed Use Project, 1201 New York Avenue, Washington DC Office Building
- 1990-1995** **Heery International Architects, Washington, DC**
Vice President, Director Design
Projects include: MBNA Headquarters, Wilmington, DE, MBNA Corporate Headquarters Europe, Chester, England, Home Depot Headquarters, Atlanta, GA
- 1995-2005** **HLM Design, Washington, DC**
Vice President, Director Design
Projects include: Vaccine Research Center NIH Bldg.40, Consolidated Research Bldg. 50, James Madison Physics/Chemistry Bldg. Johns Hopkins School of Biomedical Engineering, Silver Spring District Courthouse, Richmond, VA Federal Courthouse, West Virginia Federal Couthouse
- 2005-2011** **VOA Associates Incorporated, Washington, DC**
Principal Director of Architecture
Projects include: Hampton University Proton Therapy Institute, The New York Proton Center, New York, NY, Provision Cares Proton Therapy Center, Knoxville, TN

Art Exhibits (one-man shows)

2000 Show Yellow Barn Gallery, Historic Glen Echo Park, Cabin John, MD
2004 Show Yellow Barn Gallery, Historic Glen Echo Park, Cabin John, MD
2012 Show Fairhope Unitarian Universalist Fellowship, Fairhope, AL
2017 Show Eastern Shore Art Center, Fairhope, AL

Bike Experience

2011 Member of the Slow Bicycle Society on the Eastern Shore since 2011
2011 C & O Canal Trail (October)
2013 Allegheny Trail & C & O Canal Trail (July)

Ped Experience

2015 Cotswold Way, Cornwall Path, England (Aug)
2015 Big Bend National Park (Dec)
2017, 2018 Vermont Trails
2019 Cleveland Way and Northumberland Coast Path, England
2020 North Carolina Trails



CITY OF FAIRHOPE
 P.O. DRAWER 429
 FAIRHOPE, AL 36533
 251/928-2136

ALCOHOLIC BEVERAGE LICENSE APPLICATION

PLEASE PRINT

We hereby apply for a license to sell Alcoholic Beverages in the City of Fairhope or its Police Jurisdiction. We agree to abide by all applicable Ordinances of the City, or any amendments to same, and to promptly furnish all reports required by the City.

Southern Chill, LLC

APPLICANT'S NAME KIRK DYE SSN# _____

AGE _____ DATE OF BIRTH _____ PLACE OF BIRTH NEWARK, NJ

MAILING ADDRESS P.O. BOX 2001, FAIRHOPE, AL 36533

HOME # _____ WORK # 251-333-0211

CELL # _____ FAX # _____

RESIDENCE ADDRESS 314 DELAWARE AVE, APT 3, FAIRHOPE, AL 36532

NO. YEARS AT PRESENT ADDRESS < 1 NO. YEARS AT PREVIOUS ADDRESS 2

PREVIOUS ADDRESS 4848 BERMUDA AVE, UNIT B2, SAN DIEGO, CA 92107

NAME AND ADDRESS OF BUSINESS SOUTHERN CHILL

P.O. BOX 2001, FAIRHOPE, AL 36533

NAME OF CORPORATION SOUTHERN CHILL, LLC

BUSINESS LOCATION 85 N. BANCROFT ST, FAIRHOPE, AL 36532

HAS APPLICANT EVER HAD AN ALCOHOLIC BEVERAGE LICENSE BEFORE NO

IF SO, WHERE _____ UNDER WHAT NAME _____

HAS APPLICANT EVER BEEN ARRESTED NO IF SO, WHERE _____

WHEN _____ WHAT WAS CHARGE _____

DISPOSITION EXCELLENT

LIST THREE REFERENCES:

NAME	ADDRESS	PHONE NUMBER
CHERYL VIERREGGER	314 DELAWARE AVE., AL	
DAVID BONING	10707 WOODRIDGE, VA	
KIP DYE	8150, CO RD 24, AL	

City of Fairhope
 Alcoholic Beverage
 License Application
 Page -2-

PLEASE SELECT TYPE OF LICENSE APPLYING FOR:

- 011 - PACKAGE STORE LICENSE – Allows sale of liquor, wine, or beer at Retail, TO GO only. No one under age 21 allowed on premises. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10th of each month on the purchase price paid for all liquor for use or resale by the licensee.
- 010- LOUNGE LIQUOR LICENSE – Allows sale of liquor, wine, or beer for on and off consumption. No one under age 21 allowed on the premises. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10th of each month on the purchase price paid for all liquor for use or resale by the licensee.
- 031- CLUB LIQUOR LICENSE – Allows sale of liquor, wine, or beer but must meet ABC Board's "club" regulations. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10th of each month on the purchase price paid for all liquor for use or resale by the licensee.
- 020 - RESTAURANT LIQUOR LICENSE – Allows sale of liquor, wine, or beer for on-premises consumption only and 51% of gross receipts must come from the sale of food. A liquor tax of 10% City Limits or 5% Police Jurisdiction is due the 10th of each month on the purchase price paid for all liquor for use or resale by the licensee.
- 140 - SPECIAL EVENTS LICENSE
- 160 - SPECIAL RETAIL LICENSE – More than 30 days
- 040 - BEER ON/OFF PREMISES LICENSE – Allows sale of Beer Only, on and off consumption.
- 050 - BEER OFF-PREMISES LICENSE – Allows sale of Beer Only, TO GO only.
- 060 - WINE ON/OFF PREMISES LICENSE – Allows sale of Wine Only, on and off consumption.
- 070 - WINE OFF-PREMISES LICENSE – Allows sale of Wine Only, TO GO, only.
- 100 - WINE WHOLESALER LICENSE
- 210 - WINE IMPORTER LICENSE
- 200 - WINE MANUFACTURER LICENSE
- 240 - NON-PROFIT TAX EXEMPT LICENSE

I STATE ALL THE ABOVE TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Ken Ann DeJ
 SIGNATURE (FULL NAME)

11/28/2020
 DATE

NOT APPROVED _____ DATE _____
 Chief of Police

NOT APPROVED _____ DATE _____
 BY COUNCIL _____ City Clerk

APPROVED Shirley W DATE 1-19-2021
 Chief of Police
 Lieutenant

APPROVED _____ DATE _____
 BY COUNCIL _____ City Clerk

** The Chief of Police is only acquiring a background check on the owners, partners, or corporate officers of the business for the City of Fairhope. The Alabama Alcoholic Beverage Control Board does a thorough Federal and State background check before issuing the License.



CITY OF FAIRHOPE
P.O. DRAWER 429
FAIRHOPE, AL 36533
251/928-2136

ALCOHOLIC BEVERAGE LICENSE APPLICATION

JAN 27 21 AM 10:59

JAN

PLEASE PRINT

We hereby apply for a license to sell Alcoholic Beverages in the City of Fairhope or its Police Jurisdiction. We agree to abide by all applicable Ordinances of the City, or any amendments to same, and to promptly furnish all reports required by the City.

APPLICANT'S NAME Dolgencorp, LLC SSN# N/A See Page 3

AGE _____ DATE OF BIRTH _____ PLACE OF BIRTH _____

MAILING ADDRESS 100 Mission Ridge, Goodbellville, TN 37072

HOME # 615-855-4000 WORK # _____

CELL # _____ FAX # 877-364-4130

RESIDENCE ADDRESS _____

NO. YEARS AT PRESENT ADDRESS _____ NO. YEARS AT PREVIOUS ADDRESS _____

PREVIOUS ADDRESS _____

NAME AND ADDRESS OF BUSINESS Dollar General Store #21492

NAME OF CORPORATION Dolgencorp, LLC

BUSINESS LOCATION 8443 Twin Beech Rd. Fairhope, AL 36532

HAS APPLICANT EVER HAD AN ALCOHOLIC BEVERAGE LICENSE BEFORE yes

IF SO, WHERE multiple UNDER WHAT NAME Dolgencorp, LLC

HAS APPLICANT EVER BEEN ARRESTED NO IF SO, WHERE _____

WHEN _____ WHAT WAS CHARGE _____

DISPOSITION _____

LIST THREE REFERENCES:

NAME	ADDRESS	PHONE NUMBER
<u>see attached</u>		

City of Fairhope
Alcoholic Beverage
License Application
Page -2-

PLEASE SELECT TYPE OF LICENSE APPLYING FOR:

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- 100 - WINE WHOLESALER LICENSE
- 210 - WINE IMPORTER LICENSE
- 200 - WINE MANUFACTURER LICENSE
- 240 - NON-PROFIT TAX EXEMPT LICENSE

I STATE ALL THE ABOVE TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Signature]
SIGNATURE (FULL NAME)

1/5/21
DATE

NOT APPROVED _____ DATE _____
Chief of Police

NOT APPROVED _____ DATE _____
BY COUNCIL _____ City Clerk

APPROVED *[Signature]* DATE 1-19-2021
Chief of Police
Neutenard

APPROVED _____ DATE _____
BY COUNCIL _____ City Clerk

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