

The Saraland City Council met in regular session on October 10, 2024, at the Saraland Municipal Annex. The meeting was called to order at 6:24 p.m. by Council President McDonald. Roll call was as follows:

Present: Council President Joe McDonald
Councilmember Wayne Biggs
Councilmember Veronica Hudson

Absent: Councilmember Newton Cromer
Councilmember Natalie Moye

Attorney, Andy Rutens was present.

Councilmember Hudson opened the meeting with prayer.

APPROVAL OF MINUTES

Motion was made by Councilmember Biggs, seconded by Councilmember Hudson, to approve the minutes of the meetings of the Pre-Meeting and Regular Session on September 12, 2024, Special Sessions on September 16, September 17, and September 23, 2024, Pre-Meeting and Regular Session of September 26, 2024, and Work Session of October 7, 2024. Motion carried.

REPORT OF OFFICERS

Motion was made by Councilmember Biggs, seconded by Councilmember Hudson, to approve the following invoices to be paid from the General 2022-A – Sportsplex:

1. J.T. Harrison Construction – Application # 004	\$966,576.47
2. Rabren General Contractors – Pay Application # 11R1	\$713,249.13
3. Hellas Construction - Application # 6	\$53,278.71
4. Geotechnical Engineering Testing – Inv# 22207-924-206	\$27,028.00
5. Geotechnical Engineering Testing – Inv# 24177-924-209	\$4,142.86

Motion carried.

Motion was made by Councilmember Biggs, seconded by Councilmember Hudson, to approve expenses for the Saraland Christmas Parade. Motion carried.

REPORT OF STANDING COMMITTEES

Motion was made by Councilmember Biggs, seconded by Councilmember Hudson, to advertise with the North Mobile YMCA Annual Campaign, in the amount of \$1,000.00. Motion carried.

APPROVAL OF INVOICES

Motion was made by Councilmember Hudson, seconded by Councilmember Biggs, to approve the following invoices with addendum to item number 1:

General Fund

1. John G. Walton - Const Est No. 1, Celeste Rd Imp. at the Land \$212,859.04
2. John G. Walton - Const Est No. 2, Celeste Rd Imp. at the Land \$195,984.15
3. Galloway, Wettermark & Rutens – General Matters as of 07/20/24 \$10,021.73
4. R. Jeffrey Perloff – September 2024 Statement \$3,150.00

Motion carried.

Motion was made by Councilmember Hudson, seconded by Councilmember Biggs, to approve the following invoices:

General Obligation Warrant 2022-A Sportsplex

1. HPM – Inv# 4664-23, Preconstruction Services Phase 1 \$70,320.00
2. Chambless King Architects – Inv# 22014.22 \$26,475.00

Motion carried.

Motion was made by Councilmember Hudson, seconded by Councilmember Biggs, to approve the following invoices with the addition of item number 2:

General Obligation Warrant 2023-A New City Hall Complex

1. PCDA Architecture – Inv# 4017, Construction Drawings \$32,760.00
2. Persons Services Corp. – Inv# 17303, September HVAC Jobs \$12,060.00

Motion carried.

ORDERS, RESOLUTIONS, ORDINANCES & OTHER BUSINESS

Motion was made by Councilmember Hudson, seconded by Councilmember Biggs, to ratify the authorization of training expenses and adopt a resolution for a cash advance for Austin Sullivan and Shelby Carter to attend the Defense Technologies Training Academy – Less Lethal Instructor Course, October 7-11, 2024, in Crestview, Florida. Motion Carried.

RESOLUTION 2369

BE IT RESOLVED by the City Council of the City of Saraland, that

WHEREAS a cash advance for Austin Sullivan and Shelby Carter to attend the Defense Technologies Training Academy – Less Lethal Instructor Course, October 7-11, 2024, in Crestview, Florida; and

WHEREAS a statement of said expenditures will be presented to the City Clerk immediately upon return, at which time all monies will be balanced.

Motion was made by Councilmember Hudson, seconded by Councilmember Biggs, to authorize training expenses and adopt a resolution for a cash advance for Brandon Patton to attend the Criminal Interdiction & Hidden Compartments, October 22-23, 2024, in Bay St. Louis, Mississippi. Motion Carried.

RESOLUTION 2370

BE IT RESOLVED by the City Council of the City of Saraland, that

WHEREAS a cash advance for Brandon Patton to attend the Criminal Interdiction & Hidden Compartments, October 22-23, 2024, in Bay St. Louis, Mississippi; and

WHEREAS a statement of said expenditures will be presented to the City Clerk immediately upon return, at which time all monies will be balanced.

Motion was made by Councilmember Biggs, seconded by Councilmember Hudson, to approve a resolution adopting US General Services Administration (GSA) meals and incidental expense (M&IE) daily rates for city employees and officials traveling on official city business. Motion carried.

RESOLUTION NO. 2371

A RESOLUTION ADOPTING US GENERAL SERVICES ADMINISTRATION (GSA) MEALS AND INCIDENTAL EXPENSE (M&IE) DAILY RATES FOR CITY EMPLOYEES AND OFFICIALS TRAVELING ON OFFICIAL CITY BUSINESS

WHEREAS, the City of Saraland recognizes the importance of establishing consistent and fair reimbursement and pre travel per diem policies for city employees and officials travelling on official city business; and

WHEREAS, the US General Services Administration (GSA) establishes a federal per diem rates for meals and incidental expenses (M&IE) based on geographic location, which are widely accepted as a national standard; and

WHEREAS, adopting the GSA M&IE rates will provide clarity, and transparency, in reimbursing and allowing pre travel prepayment to city employees and officials for reasonable and necessary travel expenses; and

WHEREAS, the adoption of the GSA M&IE rates will simplify the reimbursement process and allow for prepayment of per diem prior to approved travel, ensuring that city employees and officials receive a fair and predictable allowance for meals and incidentals without the need for detail itemization of each expense; and

WHEREAS, the City Council recognizes the need to ensure fiscal responsibility while supporting employees and officials traveling for official city business; and believes that the GSA M&IE rates strike a balance between adequate compensation and prudent financial stewardship of tax payer funds.

NOW, THEREFORE be it resolved by the City Council for the City of Saraland, Alabama that:

1. The City of Saraland hereby adopts the US General Services Administration meals and incidentals expenses daily rates as a standard for reimbursement and advance payment for meals and incidental expenses for all city employees and officials travelling on official city business.
2. The rates for M&IE shall be based on the then approved GSA-approved rates specific to the geographic area where the travel occurs. In cases where a specific location is not listed by the GSA, the rates applicable to the nearest listed location shall be used.
3. Incidental expenses, as defined by the GSA (such as tips, laundry, and other minor expense), are included in the M&IE rates and will not be reimbursed separately.
4. City employees and officials are required to submit travel reports in accordance with the City's travel policy, but no meal receipts will be required if the GSA M&IE rates are claimed. Any employee or official who decides not to utilize the M&IE per diem reimbursement amount must do so for the entirety of the travel claimed. They will be required to submit detailed meal and incidental expense receipts, and any meal reimbursement above the M&IE rate shall require approval by the City. If the meal reimbursement above the M&IE rate is not approved, the employee or official will only receive reimbursement at the meal rate under the approved M&IE figure.
5. City employees and officials are allowed to request prepayment of the per diem amounts consistent with the length of travel, said payment to be made to the employee within 3 calendar days of the travel. Should the travel be cancelled or shortened from the amount upon which per diem is paid, the employee or official shall reimburse the City within 3 days of the travel change or agrees that their next payroll payment shall be reduced consistent with the reimbursement amount. Should travel be extended beyond any per diem prepayment, the employee or official shall submit the additional per diem request upon their return.

6. All reimbursement for lodging and travel expense shall be reimbursed at the amount of the lodging or travel expense incurred to include appropriate mileage if the employee or official uses their personal vehicle.

7. This Resolution shall take affect October 10, 2024 and apply to all future city employees and officials travel on official city business.

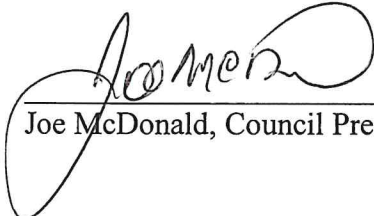
Motion was made by Councilmember Biggs, seconded by Councilmember Hudson, to approve the surveying proposal from Wattier Surveying for the Martha Alleyn Road and associated drainage project, in the amount of \$24,400.00. Motion carried.

Motion was made by Councilmember Hudson, seconded by Councilmember Biggs, to authorize the mayor to enter into an agreement with Skipper Consulting for the City traffic plan, in the amount of \$95,000.00, to be paid from the General Fund. Motion carried.

There being no further business to come before the Council, motion was made by Councilmember Hudson to adjourn at 6:35 p.m.

ACCEPTED and APPROVED the 24th day of October 2024.


Casey Ethredge, Assistant City Clerk


Joe McDonald, Council President