



CITY COUNCIL WORK SESSION MINUTES

Pelham City Hall
Council Conference Room
January 22, 2025 – 5:00 p.m.

Proper notice of the regularly scheduled work session of the Pelham City Council was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

Members of the Pelham City Council met on Wednesday, January 22, 2025 at 5:00 p.m. The regular work session was held in the Council Conference Room at Pelham City Hall and was open to the public.

Call to Order

The work session was called to order by Council President Mercer at 5:00 p.m.

Record of Attendance

The following elected officials were present:

Council President Maurice Mercer
Councilmember David Coram
Councilmember Chad Leverett
Councilmember Rick Wash
Councilmember Michael Harris, Jr.
Mayor Gary Waters

The city clerk/treasurer recorded the attendance of the elected officials and announced a quorum was present. City Manager Gretchen DiFante and City Attorney Josh Arnold were present.

Media Present: Shelby County Reporter

Others Present: City department heads, city employees, and members of the public.

Approval of Minutes

A motion was made by Councilmember Coram to approve the January 6, 2025 Regular Work Session Minutes.

The motion was seconded by Councilmember Leverett. There being no further discussion, the President of the Council announced the motion passed by a unanimous voice vote of those members present.

Executive Session

Council President Mercer stated for the record the purpose of the executive session is to discuss consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property under Section 36-25A (6) and the legal ramifications of and legal options for pending litigation, controversies not yet being litigated, but imminently likely to be litigated if the governmental body pursues a proposed course of action under section 36-25A-7(3)(a), Code of Alabama 1975, as amended.

City Attorney Josh Arnold stated the purpose of tonight's Executive Session is appropriate under Section 36-25A (6) and Section 36-25A-7(3) (a) Code of Alabama 1975, as amended.

A motion was made by Councilmember Coram to enter an Executive Session of the city council for the stated purpose. Said motion was seconded by Councilmember Wash. Council President Mercer asked the city clerk/treasurer for a roll call vote. The vote to adopt said motion was recorded as follows:

Maurice Mercer, Council President	<u>Yes</u>
David Coram, Councilmember	<u>Yes</u>
Chad Leverett, Council Member	<u>Yes</u>
Rick Wash, Council Member	<u>Yes</u>
Michael Harris, Jr. Council Member	<u>Yes</u>

Council President Mercer asked the members of the City Council, Mayor Waters, City Manager Gretchen DiFante, City Attorney Josh Arnold, Assistant City Manager Justin Smith, Finance Director Jamie Wagner, Director of Development Services & Public Works Andre' Bittas, Director of Economic Development Michael Simon, Police Chief Brent Sugg, and City Clerk/Treasurer Tom Seale to attend the Executive Session. Council President Mercer stated he expected the city council to return from the Executive Session in approximately 40 minutes. The city council went into an Executive Session at 5:03 p.m.

Councilmember Coram moved to adjourn the Executive Session. Said motion was seconded by Councilmember Harris. The motion passed unanimously by voice vote of those members present, and the Executive Session was adjourned at 5:50 p.m.

Council President Mercer called the work session back to order at 5:51 p.m.

Request to Address the City Council

Dr. Chuck Ledbetter, Superintendent, Pelham City Schools, addressed the city council. He discussed and provided an update on the activities of the school system, including long-range goals. At the request of the city council, Dr. Ledbetter discussed class size, bus transportation, and the school system's plans for growth over the next few years. He also addressed additional subdivisions and the impact on Pelham City Schools.

Old Business – None

New Business

1. Discussion – Chief of EMS and Training Division (New Position)

Fire Chief Mike Reid addressed the city council regarding establishing a new position within the Pelham Fire Department. He explained the new position, Chief of EMS and Training Division, is a consolidation of existing duties and responsibilities. He further explained the new position is not an additional full-time staff member.

2. Discussion – FY2026 Budget Workshops – Review Dates and Times

City Manager Gretchen DiFante discussed possible dates and times for scheduling the strategic planning meeting and the FY2026 budget workshops. She asked the city council to consider having the strategic planning meeting on March 7th and the budget workshop sessions prior to the council work sessions on April 7th, April 21st, and May 5th at 3:00 p.m. She asked the Finance Committee to consider meeting on May 19th to review the proposed FY2026 budgets.

3. Discussion – City Manager's Annual Performance Review

Human Resources Director Tracy Hill stated it is time for the city manager's annual performance review. She further stated HRM, Inc. has performed and compiled the information in the past for the city council to review. The cost for the 2023 assessment was \$997.00, based on an hourly rate. There was discussion among the council members about how they wanted to proceed with the annual review. Mrs. Hill recommended hiring HRM to perform the 2024 review at a cost of approximately \$1,000.00. The city council concurred with Mrs. Hill's recommendation.

Review of January 22, 2025 City Council Agenda

Council President Mercer reviewed the January 6, 2025 city council agenda.

E. Consent Agenda

A consent agenda is presented by the presiding officer at the beginning of a council meeting. Items presented on the consent agenda are considered routine and/or non-controversial and are organized apart from the rest of the agenda and are adopted by general consent and vote by the city council without debate. Items may be removed from the consent agenda at the request of any member. Removed items may be taken up either immediately after the consent agenda is approved or placed on the agenda at the discretion of the presiding officer and City Council.

1. Approval of the January 22, 2025 City Council Agenda
2. Approval of the January 6, 2025 Regular Council Meeting Minutes
3. **Resolution 2025-01-22-01** for consideration to declare certain personal property (bleachers) of the City of Pelham's Parks & Recreation Department, which are no longer needed for public or municipal purposes, as surplus, and donate to the Pelham Board of Education.

Director of Parks & Recreation Brian Cooper stated new bleachers have been purchased and the old park bleachers are no longer needed. He requested the old bleachers be surplus and donated to the Pelham Board of Education.

4. **Resolution 2025-01-22-02** for consideration to enter into a Broker Listing Agreement extension with Mark Dinan, Broker, for the sole and exclusive right to sell, trade, convey, or exchange city owned properties located at Oak Mountain Trail (Shelby County Highways 52E and 35).

Director of Economic Development Michael Simon stated the extension agreement had been discussed previously with the city council. He recommended Resolution 2025-01-22-02 be approved extending the Broker Listing Agreement to October 15, 2025.

A motion was made by Councilmember Wash to remove Resolution 2025-01-22-02 from the consent agenda and move to New Business on the city council agenda. The motion was seconded by Councilmember Coram. There being no further discussion, the President of the Council announced the motion passed by a unanimous voice vote of those members present.

5. **Resolution 2025-01-22-03** for consideration to approve the job description and pay scale for a new position in the Pelham Fire Department (Chief of EMS and Training Division).

There were no additional comments or questions from the city council.

F. Public Hearing(s) – None

G. Mayor's Report/Comments – None

H. Proclamation(s) by the Mayor and Others – None

I. Report by the City Manager – None

J. Report by the City Attorney – None

K. Request(s) to Address the Council

1. Dr. Chuck Ledbetter, Superintendent, Pelham City Schools

2. Sam Woodall, Eagle Scout Project

L. Old Business / Resolutions / Ordinances / Orders and Other Business – None

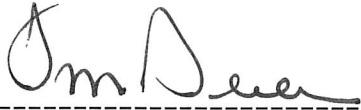
M. New Business / Resolutions / Ordinances / Orders and Other Business

(End of the January 22, 2025 Agenda Review)

Adjournment

A motion to adjourn the work session was made by Councilmember Coram and seconded by Councilmember Harris. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 6:46 p.m.

Respectfully submitted this 22nd day of January 2025.



Tom Seale, MMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

