



CITY COUNCIL WORK SESSION MINUTES

Pelham City Hall
Council Chambers
April 7, 2025 – 3:00 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 Monday, April 7, 2025 at 3:00 p.m. The regular work session was held in the Council Chambers 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 3:00 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 Wash to approve the March 17, 2025 Regular Work Session Minutes.

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.

Request to Address the City Council – None

Review – Proposed FY2026 Municipal Budgets

City Manager Gretchen DiFante, Assistant City Manager Justin Smith, and Finance Director Jamie Wagner reviewed the following departmental budgets with the mayor and city councilmembers:

Revenue – Presented by Tax Accountant Phil Brashier

Capital Projects – Presented by Director of Development Services & Public Works André Bittas

Police Department – Presented by Chief Brent Sugg

City Manager – Presented by City Manager Gretchen DiFante

Mayor – Presented by Mayor Waters and City Manager Gretchen DiFante

Human Resources – Presented by Director of Human Resources Tracy Hill

Civic Complex & Ice Arena – Presented by Executive Director Seth Greenberg

It was noted for the record the FY2026 Budget review concluded at 4:57 p.m.

Old Business

1. Discussion – Voting Delegate(s) to the annual Alabama League of Municipalities Convention

Due to personal scheduling conflicts, it was the consensus of those members of the city council present that no elected official would be named a voting delegate for the 2025 convention.

New Business

1. Discussion – Digital Forms and Process Workflow Software

Assistant City Manager Justin Smith and Communications Manager Ainsley Allison presented an overview of the software and noted it would integrate with the City's current CivicPlus suite. Mrs. Allison noted she plans to reallocate budgeted funds to account for the software purchase. She said the existing software is through a different vendor and no longer meets the City's growing needs.

2. Discussion – Additional Funding for Parks & Recreation Capital Projects

City Manager Gretchen DiFante presented a proposed phasing plan to accomplish the improvements to the City Park Baseball Complex over the next two fiscal years. She stated Phase 1 of the project would cost approximately \$3.2 million and Phase 2 would cost approximately \$1.8 million, which would be budgeted in FY2027. Further discussion followed regarding the project and determining its budgetary priority level.

Old Business, continued

1. Discussion – Appointment to the Pelham Board of Education, Place No. 2

Further discussion followed by those members of the council present regarding the interview and selection processes.

Review of April 7, 2025 City Council Agenda

Council President Mercer and City Manager Gretchen DiFante reviewed the April 7, 2025 city council agenda.

E. New Business

1. **Resolution 2025-04-07-01** affirming the Mayor's appointment for Chief of Police of Pelham, Alabama
2. Oath of Office – Chief of Police, City of Pelham, Alabama

F. 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 on the request of any one member. Removed items may be taken up either immediately after the consent agenda is approved or placed later on the agenda at the discretion of the presiding officer and City Council.

1. Approval of the April 7, 2025 City Council Agenda
2. Approval of the March 17, 2025 Regular Council Meeting Minutes
3. **Resolution 2025-03-17-09** for consideration to designate certain elected officials as voting delegates to the Alabama League of Municipalities' annual business meeting

Councilmember Coram made a motion to remove Resolution 2025-03-17-09 from the April 7, 2025 council meeting agenda. Councilmember Harris seconded the motion.

There being no further discussion, the motion passed by a unanimous voice vote of those members of the council present and the President of the Council declared the same passed.

4. **Resolution 2025-04-07-02** for consideration to participate in the WBRC Fox 6 2025 Summer Staycation Campaign. This project was budgeted for FY2025.

City Manager Gretchen DiFante said the City has been the title sponsor for the WBRC Fox 6 Summer Staycation Campaign for the previous three years.

5. **Resolution 2025-04-07-03** for consideration to appoint citizens to fill the vacancies in Place Nos. 1, 3, 4, and 5 on the City of Pelham Commercial Development Authority

Council President Mercer stated it was the consensus of the city council to appoint the following, Matt Jaeh (reappointment), Eden Roy (filling an unexpired term), Chris Arvin, and Keltin Garrett to the City of Pelham Commercial Development Authority.

6. **Resolution 2025-04-07-04** for consideration to accept the lowest and most responsive bid from Mark Johnson Construction, LLC for upgrades and improvements at Sewer Lift Stations “KOA” and “P” and to authorize the mayor to execute the Notice of Award. This project was budgeted in FY2025.

City Manager Gretchen DiFante stated this was a budgeted project and is considered routine maintenance.

7. **Resolution 2025-04-07-05** for consideration to accept the lowest and most responsive bid from Central Alabama Asphalt Construction, LLC for the city’s FY2025 street resurfacing projects. This project was budgeted in FY2025.

City Manager Gretchen DiFante stated this was a budgeted project and included in the City’s annual paving plan.

8. **Resolution 2025-04-07-06** for consideration to accept the lowest and most responsive bid from TriGreen Equipment for a remote-controlled commercial mower for the Public Works Department. This purchase was budgeted in FY2025.

City Manager Gretchen DiFante stated this was a budgeted purchase and will greatly enhance the safety of employees when mowing steep embankments.

9. **Resolution 2025-04-07-07** for consideration to approve a Water Resources, Conservation, and Emergency Plan for the City of Pelham

There were no comments or questions by any member of the city council.

10. **Resolution 2025-04-07-08** for consideration to accept the sole bid, plus alternate, from Sport Resource Group for street hockey dasher boards and netting for the Parks & Recreation Department. This purchase was budgeted in FY2025.

City Manager Gretchen DiFante stated this item was previously discussed by Parks & Recreation Director Brian Cooper. She noted the purchase was budgeted for this fiscal year.

11. **Resolution 2025-04-07-09** for consideration to accept the CAWACO R&D grant in the amount of \$7,500.00 for benefit of the Pelham Garden Club

There were no comments or questions by any member of the city council.

12. **Resolution 2025-04-07-10** for consideration to accept the lowest and most responsible bid from Stone & Sons Electrical Contractors, Inc. for the US-31 Roadway Lighting Project. This project was budgeted in FY2025.

City Manager Gretchen DiFante stated she and the staff are excited to see this project get started.

G. Public Hearing(s)

1. To consider revisions to the City of Pelham’s Zoning Ordinance

There were no comments or questions by any member of the city council.

2. To consider revisions to the City of Pelham's Code of Ordinances for Business Licenses

There were no comments or questions by any member of the city council.

3. To consider altering, rearranging, and increasing the corporate limits of the City of Pelham by annexing certain real property owned by Stephen Allen Thompson and Mary Jeanette Thompson, Parcel Nos. 14 4 18 4 001 099.001 and 14 4 18 4 001 005.003, containing approximately 1.12 acres, located at 1063 Shelby County Highway 72, Pelham, Alabama 35124.

City Clerk/Treasurer Jonathan Seale stated he received the annexation request a few weeks ago. He received memos from the Fire Chief and Chief of Police stating there were no issues with providing emergency services to the applicant's address.

4. To consider altering, rearranging, and increasing the corporate limits of the City of Pelham by annexing certain real property owned by Benjamin Thompson and Katie Thompson, Parcel No. 14 4 18 4 001 005.009, containing approximately 1.510 acres, located at 1060 Shelby County Highway 72, Pelham, Alabama 35124.

City Clerk/Treasurer Jonathan Seale stated he received the annexation request a few weeks ago. He received memos from the Fire Chief and Chief of Police stating there were no issues with providing emergency services to the applicant's address.

H. Mayor's Report/Comments

I. Recognition of Retirement(s) from the City of Pelham

1. Jeanie Davis, Communications & Records Manager – Pelham Police Department

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

K. Report by the City Manager

L. Report by the City Attorney

M. Request(s) to Address the Council – None

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

O. New Business / Resolutions / Ordinances / Orders and Other Business – Continued

1. **Resolution 2025-04-07-11** for consideration of ABC license 140 – Special Events Retail for applicant Margarita Grill, LLC operating under the trade name Margarita Grill Cinco de Mayo 2025 located at 234 Cahaba Valley Road, Pelham, Alabama 35124

Chief of Police Brent Sugg said all the submitted documentation was in accordance with the City's requirements. A representative of Margarita Grill, LLC was in attendance.

2. **Resolution 2025-04-07-12** for consideration to authorize a cost-of-living adjustment for the Pelham City Manager per the Employment Agreement dated March 18, 2024, retroactive to January 1, 2025. This expense was budgeted in FY2025.

There were no comments or questions from any member of the city council.

3. **Resolution 2025-04-07-13** for consideration to authorize the funding and phasing of City Park Baseball Complex Improvements

See comments above under New Business.

4. **Resolution 2025-04-07-14** for consideration to appoint a citizen to the Pelham Board of Education, Place 2, with the term of office ending on May 31, 2030

Councilmember Harris made a motion to add the name of Bob Lavett to Resolution 2025-04-07-14 and move forward with consideration during the April 7, 2025 city council meeting. Councilmember Wash seconded the motion.

Further discussion followed among the members of the city council regarding the interview and selection processes.

There being no further discussion, the motion passed by a majority voice vote (4-1) of those members of the council present, with Councilmember Coram dissenting, and the President of the Council declared the same passed.

5. **Ordinance No. 520** to alter, rearrange and reduce the corporate limits of the City of Pelham by deannexing certain real property owned by the North Shelby Library District, Parcel No. 10 6 23 0 001 018.002, containing approximately 4.490 acres, located at 5521 Cahaba Valley Road (Alabama Highway 119), Birmingham, Alabama 35244. (**First Reading was on March 17, 2025**).

There were no comments or questions from any member of the city council.

6. **Ordinance No. 521** for consideration to authorize and establish use of certain electronic vote counting devices and a system accessible for individuals with disabilities for the City of Pelham Municipal Elections. (**First Reading was on March 17, 2025**).

There were no comments or questions from any member of the city council.

7. **Ordinance No. 135-267** for consideration to repeal and replace the Zoning Ordinance of the City of Pelham, Alabama. (**First Reading**)

There were no comments or questions from any member of the city council.

8. **Ordinance No. 288-16** for consideration to amend and repeal certain sections of Chapter 5 of the Pelham, Alabama Code of Ordinances pertaining to business licenses. **(First Reading)**

There were no comments or questions from any member of the city council.

9. **Ordinance No. 522** for consideration to alter, rearrange, and extend the corporate limits of the City of Pelham by annexing certain real property owned by Stephen Allen Thompson and Mary Jeanette Thompson, Parcel Nos. 14 4 18 4 001 099.001 and 14 4 18 4 001 005.003, containing approximately 1.12 acres, located at 1063 Shelby County Highway 72, Pelham, Alabama 35124. **(First Reading)**

There were no comments or questions from any member of the city council.

10. **Ordinance No. 523** for consideration to alter, rearrange, and extend the corporate limits of the City of Pelham by annexing certain real property owned by Benjamin Thompson and Katie Thompson, Parcel No. 14 4 18 4 001 005.009, containing approximately 1.510 acres, located at 1060 Shelby County Highway 72, Pelham, Alabama 35124. **(First Reading)**

There were no comments or questions from any member of the city council.

(End of the April 7, 2025 Agenda Review)

Executive Session

Council President Mercer stated for the record the purpose of the Executive Session is to discuss preliminary negotiations involving matters of trade or commerce in which the governmental body is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act under Section 36-25A-7(a)(7a), Code of Alabama (1975), as amended, 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(a)(3)(a), Code of Alabama (1975).

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

A motion was made by Councilmember Wash to enter into an Executive Session of the city council for the stated purpose. Said motion was seconded by Councilmember Coram. 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, Assistant City Manager Justin Smith, City Attorney Josh Arnold, Director of Development Services & Public Works Andr  Bittas, and City Clerk/Treasurer Jonathan Seale to attend the Executive Session. Council President Mercer stated, per City Manager Gretchen DiFante, he expected the city council to return from the Executive Session in approximately 30 minutes. The city council went into an Executive Session at 6:07 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 6:44 p.m.

Council President Mercer called the April 7, 2025 city council work session back to order at 7:00 p.m.

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 7:00 p.m.

Respectfully submitted this 7th day of April 2025.



Jonathan Seale, CMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

