



CITY COUNCIL WORK SESSION MINUTES

Pelham City Hall Council Chambers May 5, 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, May 5, 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 3:04 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 April 21, 2025 Regular Work Session Minutes.

The motion was seconded by Councilmember Harris. 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:

City Clerk/Treasurer – Presented by City Clerk/Treasurer Jonathan Seale
Information Technology (IT) – Presented by Director Chuck Crocker
Court – Presented by Court Clerk/Chief Magistrate Jennifer Bridwell
Parks & Recreation – Presented by Director Brian Cooper
Ballantrae Golf Club – Presented by General Manager Hal Brown
Racquet Club – Presented by Director Chaney Mills
Communications – Presented by Manager Ainsley Allison
City Council – Presented by City Manager Gretchen DiFante

It was noted for the record the FY2026 Budget review concluded at 4:39 p.m.

Old Business – None

New Business

1. Review – Strategic Planning Session Notes

City Manager Gretchen DiFante led the discussion with the city council regarding the strategic planning session held on March 7, 2025. She asked the city council to review the proposed mission statement, vision statement, and organizational values of the City. She said a resolution would be prepared for their consideration at a future city council meeting.

2. Update – Annual Paving Project

Director of Development Services & Public Works André Bittas stated the current paving project is in progress and is under budget by approximately \$150,000.00. He asked for permission to allocate the excess funds to resurface a street currently scheduled on next year's project list. It was the consensus of those members of the council present to move forward with allocating the excess funds.

3. Discussion – Business License Clarification on Non-Profits

City Manager Gretchen DiFante noted receiving an inquiry earlier today regarding non-profit business license requirements. Finance Director Jamie Wagner said the State code exempts certain named non-profit businesses from privilege and tax accounts. Further discussion followed and it was determined more information would need to be gathered and reported later since there was not enough time prior to the beginning of the work session.

Review of May 5, 2025 City Council Agenda

Council President Mercer and City Manager Gretchen DiFante reviewed the May 5, 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 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 May 5, 2025 City Council Agenda
2. Approval of the April 21, 2025 Regular Council Meeting Minutes
3. **Resolution 2025-05-05-01** for consideration to enter into a License Agreement with John and Diane Boolos to maintain and utilize a portion of their real property for recreational purposes

The following comments apply for Resolution 2025-05-05-01 through Resolution 2025-05-05-06.

City Manager Gretchen DiFante stated license agreements were drafted by City Attorney Josh Arnold. Mr. Arnold stated the agreement is non-binding and the landowner can terminate at any time. Mrs. DiFante said the purpose of the agreement is to allow the City to have the option to install equipment and/or fixtures related to a disc golf course. Director of Parks & Recreation Brian Cooper stated the City has already been maintaining a portion of these properties for years due to their proximity to Coker Park. Further discussion followed between those members of the city council present and City staff.

4. **Resolution 2025-05-05-02** for consideration to enter into a License Agreement with Mary Clardy to maintain and utilize a portion of their real property for recreational purposes
5. **Resolution 2025-05-05-03** for consideration to enter into a License Agreement with Raymond and Kathy League to maintain and utilize a portion of their real property for recreational purposes
6. **Resolution 2025-05-05-04** for consideration to enter into a License Agreement with Kenneth and Teresa Bell to maintain and utilize a portion of their real property for recreational purposes
7. **Resolution 2025-05-05-05** for consideration to enter into a License Agreement with Jeff and Jennifer Dees to maintain and utilize a portion of their real property for recreational purposes
8. **Resolution 2025-05-05-06** for consideration to enter into a License Agreement with Geoffrey and Kay Morgan to maintain and utilize a portion of their real property for recreational purposes
9. **Resolution 2025-05-05-07** for consideration to accept a private donation to be used exclusively for the purchase and installation of a bench at Carroll Park

Director of Parks & Recreation Brian Cooper stated a Pelham resident donated funds to add a park bench in Carroll Park. He said the bench will match the other ones already installed. He recommended approval of the Resolution.

10. **Resolution 2025-05-05-08** for consideration to declare a certain item (vehicle) as surplus personal property and to authorize disposal of the same

City Manager Gretchen DiFante stated the water department has a Ford SUV no longer needed for City business.

11. **Resolution 2025-05-05-09** for consideration to affirm and adopt the process for filling various municipal board vacancies

City Manager Gretchen DiFante stated this Resolution covered the same information presented to the city council during the work session on April 21, 2025.

12. **Resolution 2025-05-05-10** for consideration to enter into an agreement with OpenGov for budgeting and planning software

City Manager Gretchen DiFante stated Assistant City Manager Justin Smith and Finance Director Jamie Wagner presented on this topic during the April 21, 2025 work session. She noted the quote and agreement was included for the city council's review.

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

1. Larry Short – Apparatus Operator, Pelham Fire Department

G. Public Hearing(s) – None

H. Mayor's Report/Comments

I. Proclamation(s) and Resolution(s) by the Mayor and Others

1. Proclaiming May 2025 as Building Safety Month in the City of Pelham, Alabama

J. Report by the City Manager

1. Recognition of Eagle Scout Cliff Windham, Pelham Troop 404

K. Report by the City Attorney

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

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

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

1. **Ordinance No. 524** to regulate parking within the city limits of Pelham, Alabama (**First Reading**)

Assistant City Manager Justin Smith stated the former zoning ordinance did not allow for consistent enforcement of the City's parking regulations. He stated moving the parking regulations into its own ordinance will allow for better clarify and enforcement.

(End of the May 5, 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(3)(a), Code of Alabama (1975), as amended.

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

A motion was made by Councilmember Coram to enter into an Executive Session of the city council for the stated purpose. Said motion was seconded by Councilmember Harris.

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>

Councilmember Leverett asked for his comments to be reflected in the minutes as follows: *"I am voting yes to enter into an Executive Session so as to not prevent the City from conducting business, but I would like it on the record I have no confidence that the topics discussed in the Executive Session will remain confidential."*

Council President Mercer noted the Executive Session would take place in the Council Conference Room and 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 André Bittas, Finance Director Jamie Wagner, Pelham Racquet Club Director Chaney Mills, Parks & Recreation Director Brian Cooper, Fire Chief Mike Reid, Deputy Fire Chief Matt Maples, 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 90 minutes. The city council went into an Executive Session at 5:23 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 7:01 p.m.

Council President Mercer called the May 5, 2025 city council work session back to order at 7:05 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 7:06 p.m.

Respectfully submitted this 5th day of May 2025.



Jonathan Seale, CMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

