



CITY COUNCIL WORK SESSION MINUTES

Pelham City Hall Council Conference Room September 8, 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 Monday, September 8, 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, ABC 33/40

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 August 18, 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.

Old Business

1. Discussion – Appointing citizens to the City of Pelham Storm Water Board

Councilmember Harris noted his comments from the August 18, 2025 work session and stated he was comfortable moving forward with the appointments. He asked this topic also be added to the Executive Session for further discussion.

New Business

1. Review – Comprehensive amendment to the City of Pelham Business License Ordinance

Assistant City Manager Justin Smith noted there have been no significant or comprehensive updates to the City of Pelham's Business License Ordinance since 2008. He stated Finance Director Jamie Wagner has been working on the updated ordinance language for the better part of two years. He added she had been meticulous in ensuring the language creates easier understanding for businesses and staff members while still complying with State law.

Mrs. Wagner thanked the city council for being open and receptive to updating the City's Business License Ordinance. She said City staff has been diligent over the past several years in making notes and keeping track of updates adopted by other municipalities. She noted the new ordinance would establish clearer guidelines for compliance as well as strengthening the City's enforcement mechanisms. Mrs. Wagner reviewed several of the key changes with the city council.

It was noted for the record the city council would have time to review the proposed changes and all questions could be sent to Mrs. Wagner and Mr. Smith.

Review of September 8, 2025 City Council Agenda

Council President Mercer and City Manager Gretchen DiFante reviewed the September 8, 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 September 8, 2025 City Council Agenda
2. Approval of the August 18, 2025 Regular Council Meeting Minutes
3. Approval of the September 2, 2025 Council Meeting Minutes

4. **Resolution 2025-09-08-01** for consideration to accept the proposal and enter into an agreement with USGS for a stream gauge to monitor water levels along Buck Creek in Pelham, Alabama. This project was budgeted for FY2025.

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

5. **Resolution 2025-09-08-02** for consideration to approve the final summary change order for the County Road 52 water tank painting project

City Manager Gretchen DiFante stated the project finished under budget.

6. **Resolution 2025-09-08-03** for consideration to enter into lighting service agreements with Alabama Power Company for the Silverleaf subdivision

Director of Development Services & Public Works Andrè Bittas stated the City would be accepting the streetlights in the Silverleaf subdivision and assuming electrical costs, as is customary with other subdivisions in the City.

7. **Resolution 2025-09-08-04** for consideration to declare certain items (vehicle) as surplus personal property and to authorize the disposal of the same

Director of Development Services & Public Works Andrè Bittas stated a pickup truck assigned to the Building Department is no longer needed due to ongoing maintenance issues.

8. **Resolution 2025-09-08-05** for consideration to repair and resurface a portion of Mitoba Trail due to settlement of the existing roadway

Director of Development Services & Public Works Andrè Bittas stated a portion of Mitoba Trail has a low, sunken spot and approving this agreement would allow for the repair and resurfacing of said portion of the roadway.

9. **Resolution 2025-09-08-06** for consideration to amend certain general ledger accounts regarding operational transfers within the General Fund and Pelham Racquet Club

City Clerk/Treasurer Jonathan Seale stated the City transfers budgeted funds for operational expenses at the Pelham Racquet Club throughout the year. He said he did not anticipate needing to make any budget amendments, but since the end of the fiscal year is approaching, he spoke in favor of approving the resolution in the event additional funds are needed.

10. **Resolution 2025-09-08-07** for consideration to accept the lowest responsive and responsible bid from Peregrine Solutions for outsource utility billing services

City Clerk/Treasurer Jonathan Seale stated sealed bids were solicited and later opened on August 21, 2025. He stated the low bid was the City's current service provider and recommended approval of the two-year contract with an optional third year.

F. Report by the City Manager

G. Public Hearing(s)

1. To consider an amendment to the City of Pelham Business License Ordinance
- H. Mayor's Report/Comments
- I. Proclamation(s) and Resolution(s) by the Mayor and Others
 1. Proclaiming September 17-23, 2025 as Constitution Week in the City of Pelham, Alabama
 2. Proclaiming September 2025 as Gynecologic Cancer Awareness Month in the City of Pelham, Alabama
- J. Report by the City Attorney
- K. Request(s) to Address the Council – None
- L. Old Business / Resolutions / Ordinances / Orders and Other Business
 1. **Resolution 2025-08-18-02** for consideration to appoint citizens to the Pelham Storm Water Board (Removed from the August 18, 2025 City Council Agenda)

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

2. **Ordinance No. 135-268** an amendment to the zone district boundaries of the City of Pelham changing the present zoning B-2 (General Business District) to R-1A (Single Family Residential District) for property located near Ridge Drive, containing 5.22 acres (+/-). (**First Reading was on August 18, 2025**)

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

- M. New Business / Resolutions / Ordinances / Orders and Other Business
 1. **Resolution 2025-09-08-08** for consideration to approve the Fiscal Year 2026 Operating and Capital Budgets, and Debt Service Schedule

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

2. **Resolution 2025-09-08-09** for consideration to accept all real property and easements associated with the Eagle Cove Subdivision Sewer Lift Station rehabilitation and improvement project

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

3. **Resolution 2025-09-08-10** for consideration to adopt the City of Pelham Classification Pay Plan for Fiscal Year 2026

City Manager Gretchen DiFante stated this Resolution was tied to the FY2026 budget, which included a 3% Cost of Living Adjustment (COLA) for all full-time and part-time employees.

4. **Ordinance No. 288-17** amending the City of Pelham Business License Ordinance – Chapter 5, Article I, Section 5-1 (28) Schedule DD regarding short-term and seasonal businesses (**First Reading**)

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

(End of the September 8, 2025 Agenda Review)

Executive Session

Council President Mercer stated for the record the purpose of the Executive Session is to discuss 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 and to discuss the general reputation and character, physical condition, professional competence, or mental health of individuals, or, subject to the limitations set out herein, to discuss the job performance of certain public employees under Sections 36-25A-7(a)(1)(3), 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)(1)(3), 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 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 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, Finance Director Jamie Wagner, Pelham Public Library Director Mary Campbell, City Clerk/Treasurer Jonathan Seale, and City Attorney Josh Arnold 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 5:29 p.m.

Councilmember Coram moved to adjourn the Executive Session. Said motion was seconded by Councilmember Wash. 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 September 8, 2025 city council work session back to order at 6:44 p.m.

Adjournment

A motion to adjourn the work session was made by Councilmember Coram and seconded by Councilmember Wash. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 6:45 p.m.

Respectfully submitted this 8th day of September 2025.



Jonathan Seale, CMC, City Clerk/Treasurer



Maurice Mercer, President of the Council

