



CITY COUNCIL WORK SESSION MINUTES

Pelham City Hall Council Conference Room November 17, 2025 – 3:30 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, November 17, 2025 at 3:30 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 Leverett at 3:34 p.m.

Record of Attendance

The following elected officials were present:

Council President Chad Leverett
Councilmember Michelle Power
Councilmember Christine Townes
Councilmember Markus Hal Snowden
Councilmember Michael Harris
Mayor Rick Wash

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 Harris to approve the October 20, 2025 Regular Work Session Minutes.

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

New Business

1. Introduction of Current Mayor/City Council Appointees

- Chief of Police
- Fire Chief
- City Attorney
- City Clerk/Treasurer
- City Manager

2. Discussion – Appointment Process for Municipal Boards

- Amendment for Pelham Library Board appointments

City Manager Gretchen DiFante noted the former appointment process and stated the Library Director would be removed from the Pelham Public Library Board appointment process since they would have input on their direct superiors.

3. Discussion – Appointing a Council Member to the Pelham Planning Commission

Mayor Wash reviewed a few responsibilities of the Pelham Planning Commission. He noted it is an important board for the City.

It was the consensus of those members of the city council present to send their recommendations for the city council appointment to the Pelham Planning Commission to City Manager Gretchen DiFante by the end of the week.

4. Discussion – Process for contract development for the City Manager

City Manager Gretchen DiFante stated Director of Human Resources Tracy Hill was unable to be in attendance tonight to review this item with the city council. Mrs. DiFante said she recommends two members of the council be appointed to work with Mrs. Hill on the contract review process. She noted those two council members would then make a recommendation to the rest of the city council for consideration.

It was the consensus of those members of the city council present to appoint Councilmember Power and Councilmember Harris to work with Mrs. Hill on the City Manager's contract.

5. Discussion – Contract with the Franklin Covey Co.

City Manager Gretchen DiFante stated she is still working to finalize the contract between the City and Franklin Covey Co. for the City's strategic planning assessment. She noted the City's leadership team has been reading their book, "The 4 Disciplines of Execution." She said the Covey team would come to Pelham and perform an assessment to gauge if the City is ready to move forward in the process. It was the consensus of those members of the city council present to move the contract forward for consideration during the December 1, 2025 council meeting.

6. Discussion – Schedule the City Council Orientation and Procedural Planning Session

It was the consensus of those members of the city council present to meet on Friday, January 9, 2026.

7. Review – Funding Agreement between the City of Pelham and Shelby County for EMS Services

Assistant City Manager Justin Smith noted Shelby County provided funds in the amount of \$39,240.00 last year to support the ambulance transport services offered by the City of Pelham. He stated the agreement this year is identical and includes the same amount of funding.

8. Review – Abatement Agreements for Edgar's Bakery and Research Solutions

Amy Sturdivant, President & CEO of 58 INC, addressed the city council. She said 58 INC, Shelby County's economic development partner, has been working closely with these two businesses on their tax abatement agreements. She noted these are statutory abatements authorized by the State of Alabama and does not trigger the Amendment 772 process.

Assistant City Manager Justin Smith addressed the city council and spoke to the details of the abatement agreement for Edgar's Bakery. Founders and owners of Edgar's Bakery, Terry and Dottie Smith, were also present. Terry Smith noted the project investment is approximately \$13 million and an additional 40 employees would be hired. He said they have been in Pelham for over two decades on Southgate Drive and recently opened a new store next to the Pelham Public Library. He said the new facility will support the baking operations of their storefront locations across the State. He said they ship products all around the country as well. The city council thanked the Smiths for their commitment and investment in Pelham.

Rick Higginbotham, President of Research Solutions, provided an overview of their expansion project totaling nearly \$4 million. He said the project, when completed, would allow their facility to collect and recycle hazardous secondary materials. He said an additional eight new employees would be hired. He added Research Solutions has been proud to call Pelham home since 1974. Assistant City Manager Justin Smith spoke to the details of the abatement agreement. The city council thanked Mr. Higginbotham and Research Solutions for their commitment and investment in Pelham.

It was noted for the record the two abatement agreements would likely be considered at the December 1, 2025 city council meeting for approval.

9. Review – Work Session Agenda and City Council Meeting Agenda workflow

Council President Leverett led the discussion regarding the process of creating the council agenda and packet prior to their distribution. Further discussion followed between the city council and City Manager Gretchen DiFante.

It was noted for the record the draft agendas would be provided to the city council prior to the meeting between the Council President, City Manager, and City Clerk/Treasurer where the agendas would then be finalized. The council packet would be distributed to the city council and members of the public at the same time later in the week leading up to the Monday work session and council meeting. It was the request of the city council for the agenda link on the City's website be made available on Facebook.

Council President Leverett and City Manager Gretchen DiFante reviewed the November 17, 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 November 17, 2025 City Council Agenda
2. Approval of the November 3, 2025 Regular Council Meeting Minutes
3. **Resolution 2025-11-17-01** for consideration to accept the proposal and enter into a professional services agreement with TTL, Inc. to provide construction materials testing and special inspection services for the Pelham Sports Park Renovations Project. This project was budgeted for FY2026.
4. **Resolution 2025-11-17-02** for consideration to accept the proposal from Rast Construction, Inc. for the installation of new water gate valves. This project was budgeted for FY2026.
5. **Resolution 2025-11-17-03** for consideration to accept the proposal and enter into an agreement with Taylor Power Systems for the installation of a new diesel generator for the Weatherly Booster Station. This project was budgeted for FY2026.
6. **Resolution 2025-11-17-04** for consideration to accept the proposal from Switch, LLC for the replacement and upgrade of existing audio/visual equipment at the Pelham Civic Complex & Ice Arena Banquet Hall Facility. This project was budgeted for FY2026.
7. **Resolution 2025-11-17-05** for consideration to accept the lowest responsive and responsible bid from Capstone Contractors, LLC for the Chandalar Lane/Hamilton Road Water Main Replacement Project. This project was budgeted for FY2026.
8. **Resolution 2025-11-17-06** for consideration to enter into a lighting services agreement with Alabama Power Company for the replacement of existing lights with LED fixtures for the parking lot adjacent to the Pelham Splash Pad and Dog Park. This project was budgeted for FY2026.
9. **Resolution 2025-11-17-07** for consideration to enter into a funding agreement with Shelby County, Alabama related to Emergency Medical Transport Services
10. **Resolution 2025-11-17-08** for consideration to approve a request made by AT&T for a special use permit for a cell tower modification located at 2052 Beabout Drive, Pelham, AL 35124

11. **Resolution 2025-11-17-09** for consideration to adopt an amendment regarding the appointment process for a municipal board
 12. **Resolution 2025-11-17-10** for consideration to authorize the purchase of police vehicles. This expense was budgeted for FY2026.
- F. Public Hearing(s) – None
- G. Mayor's Report/Comments
- H. Proclamation(s) and Resolution(s) by the Mayor and Others – None
- I. Report by the City Manager
1. Recognition of the Pelham Public Library – Best Library in the Birmingham Parent Magazine Readers Choice Awards
 2. Recognition of Ballantrae Golf Club
- J. Report by the City Attorney
- K. Request(s) to Address the Council – None
- L. Old Business / Resolutions / Ordinances / Orders and Other Business – None
- M. New Business / Resolutions / Ordinances / Orders and Other Business
1. **Resolution 2025-11-17-11** for consideration of ABC License 020 – Restaurant Retail Liquor – for applicant Crawdaddys, LLC operating under the trade name Crawdaddys located at 3220 Cahaba Valley Road, Pelham, Alabama 35124

(End of the November 17, 2025 Agenda Review)

Executive Session

Council President Leverett 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 under Sections 36-25A-7(a)(3), Code of Alabama (1975), as amended.

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

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

Council President Leverett asked the City Clerk/Treasurer for a roll call vote. The vote to adopt said motion was recorded as follows:

Chad Leverett, Council President	<u>Yes</u>
Michelle Power, Councilmember	<u>Yes</u>
Christine Townes, Council Member	<u>Yes</u>
Markus Hal Snowden, Council Member	<u>Yes</u>
Michael Harris, Council Member	<u>Yes</u>

Council President Leverett noted the Executive Session would take place in the Council Conference Room and asked the members of the City Council, Mayor Wash, City Manager Gretchen DiFante, Assistant City Manager Justin Smith, Director of Development Services & Public Works André Bittas, City Engineer Michael Eddington, Court Clerk/Chief Magistrate Jennifer Bridwell, City Clerk/Treasurer Jonathan Seale, and City Attorney Josh Arnold to attend the Executive Session. Council President Leverett stated, per City Manager Gretchen DiFante, he expected the city council to return from the Executive Session in approximately 45 minutes. The city council went into an Executive Session at 6:13 p.m.

Councilmember Harris moved to adjourn the Executive Session. Said motion was seconded by Councilmember Snowden. The motion passed unanimously by voice vote of those members present, and the Executive Session was adjourned at 6:59 p.m.

Council President Leverett called the November 17, 2025 city council work session back to order at 6:59 p.m.

Adjournment

A motion to adjourn the work session was made by Councilmember Harris and seconded by Councilmember Snowden. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 6:59 p.m.

Respectfully submitted this 17th day of November 2025.

Jonathan Seale, CMC, City Clerk/Treasurer

Chad Leverett, President of the Council

