



CITY COUNCIL WORK SESSION MINUTES

Pelham City Hall Council Conference Room December 15, 2025 – 5:30 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, December 15, 2025 at 5:30 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 5:48 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 Snowden to approve the December 1, 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 – Oak Mountain Trail Property owned by the City of Pelham

Assistant City Manager Justin Smith and Commercial Real Estate Agent Mark Dinan, provided a brief overview of the property. Mr. Smith said the contract agreement renewal for Mr. Dinan was previously provided to the city council for review.

It was the consensus of those members of the city council present to move the contract agreement renewal forward to the January 5, 2026 city council meeting agenda.

New Business

1. Review – Short-term and temporary business license requirements

City Manager Gretchen DiFante, Assistant City Manager Justin Smith, and Finance Director Jamie Wagner reviewed a few highlights of the recently adopted business license amendments. It was noted one of the changes allows for the mayor to waive any business license requirements for City and school sponsored events. Mr. Smith stated City staff is working on a list of suggested updates and will be brought to the city council at a later date.

2. Discussion – Annual Fair

City Manager Gretchen DiFante and City Clerk/Treasurer Jonathan Seale stated the City was approached over the summer by companies interested in hosting a fair at the former Oak Mountain Amphitheater property. Mr. Seale suggested creating a Request for Proposal (RFP) for interested companies to complete and return for further evaluation by City staff.

It was the consensus of those members of the city council present to move forward with the RFP process.

Review of December 15, 2025 City Council Agenda

Council President Leverett and City Manager Gretchen DiFante reviewed the December 15, 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 December 15, 2025 City Council Agenda
2. Approval of the December 1, 2025 Regular Council Meeting Minutes

3. **Resolution 2025-12-15-01** for consideration to authorize a License Agreement for non-exclusive parking in the City of Pelham Entertainment District

City Manager Gretchen DiFante stated the non-exclusive parking would be for employees of the Canopy property, which will allow for more customer parking. She noted the contract agreement excludes Birmingham Bulls games and other special events deemed to be unsafe or impractical. Assistant City Manager Justin Smith noted there is a 30-day cancellation clause.

4. **Resolution 2025-12-15-02** for consideration to authorize the City of Pelham Department of Human Resources to provide the applicable pay plan step for an employee returning to work after suffering an on-duty injury

Director of Human Resources Tracy Hill stated Pelham Police Officer Elizabeth Minter suffered a catastrophic injury in 2023 while on duty. She has returned to work in a limited capacity. Mrs. Hill noted had Officer Minter been working her normal shift schedule, she would be at Step 4 of the pay plan, however, she is only at Step 2. The Resolution before the city council is to move her to the proper pay plan step. She said the language in the Resolution is written with the acknowledgement that a precedent is being set for other employees who meet the same criteria.

5. **Resolution 2025-12-15-03** for consideration to accept the proposal from and enter into an agreement with Professional Turfgrass Services for the Ballantrae Golf Club Driving Range Tee Box Renovations Project. This project was budgeted for FY2026.

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

6. **Resolution 2025-12-15-04** for consideration to affirm the Mayor's appointment for Municipal Judge

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

7. **Resolution 2025-12-15-05** for consideration to affirm the Mayor's appointment for Municipal Prosecutor

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

8. **Resolution 2025-12-15-06** for consideration to affirm the Mayor's appointment for Municipal Public Defender

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

9. **Resolution 2025-12-15-07** for consideration to accept a proposal from Jim House & Associates, Inc. for the replacement of two (2) existing pumps at Sewer Lift Station T. This project was budgeted for FY2026.

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

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. 2025 State of the City

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 2025-12-15-08** for consideration to authorize the City Attorney to file on behalf of the City of Pelham regarding Simplified Sellers Use Tax (SSUT)

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

2. **Resolution 2025-12-15-09** for consideration of an ABC License Application 011 – Lounge Retail Liquor – Class II (Package) and 990 – Tobacco Only for applicant Encore Franchises, LLC operating under the trade name Gallops Liquors and Spirits located at 3569 Pelham Parkway, Suite 10, Pelham, Alabama 35124

The applicant was in attendance at tonight's meeting. There were no questions from any member of the city council.

(End of the December 15, 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 and to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property under Sections 36-25A-7(a)(3)(6), 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)(3)(6), Code of Alabama (1975), as amended.

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

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 Clerk/Treasurer Jonathan Seale, City Attorney Josh Arnold, Commercial Real Estate Agent Mark Dinan, and 58 INC Director of Development Reid Knight, 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 30 minutes. The city council went into an Executive Session at 6:33 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 7:01 p.m.

Council President Leverett called the December 15, 2025 city council work session back to order at 7:01 p.m.

Adjournment

A motion to adjourn the work session was made by Councilmember Harris and seconded by Councilmember Power. The motion passed unanimously by voice vote of those members present, and the work session was adjourned at 7:02 p.m.

Respectfully submitted this 15th day of December 2025.

Jonathan Seale, CMC, City Clerk/Treasurer

Chad Leverett, President of the Council

