

The City of Pelham

MINUTES OF THE WORK SESSION

December 14, 2023 – 6:30 p.m. – Council Chambers

PRESENT:

Mayor, James Eubanks
Council Member Bennett Adams
Council Member Rhonda Brown
Council Member Fredrick Davis

Council Member Bobby Robinson
Council Member Cody Shiver
City Manager, Christian Drake
Police Chief, Nealie McCormick

Court Clerk, Helen Cody
Accounts Payable Clerk, Jasmine Riddle
Mistry Troutman

Absent from the meeting was Mayor Pro Tem Brown

With a quorum present, Mayor Eubanks called the meeting to order at 6:30 p.m.

CITIZEN COMMENTS

There were no citizen comments.

COUNCIL MINUTES

Minutes for approval: November 16, 2023 Council Meeting
December 14, 2023 Work Session

This will be an **ACTION ITEM**.

DEPARTMENT REPORTS

A review of all department reports. City Manager Drake highlighted the work done in Kahn Park to fix electrical/gas issues that were affecting the splash pad and the lamps. He also stated that the library board hired a contractor to do a structural report to see what exactly needed to be renovated/repared. The library board received a \$10,000 grant that will help with the administrative costs of the renovation, including the structural reports that will be completed. City Manager Drake also gave an update to the work being done at the Donnie Cochran Center, stating that the floor in the gym has been completed and the next thing to be completed there is for a gas line to be placed for heating purposes in the gym and water needs to be restored to half of the gym.

FINANCIAL REPORT

A review of the financial report.

ANNUAL CALENDAR

City Manager Drake presented the proposed Council meetings and holiday calendar for 2024. The Council meetings will remain consistent with the second and third Thursday of each month with no holiday conflicts. The holiday calendar will mirror the 2023 calendar.

City Manager Drake is recommending the Council approve the calendar as presented.

This will be an **ACTION ITEM**.

FY2023 AUDIT CONTRACT

City Manager Drake presented a memorandum submitted by Mr. Perry L. Henry of Perry L. Henry, LLC. The memorandum outlined the scope of work to be completed by Perry L. Henry, LLC and the contract price in regards to FY 2023 audit.

City Manager Drake is recommending the Council approve the City entering into a contract with Perry L. Henry, LLC for the purpose of completing the FY 2023 audit.

This will be an **ACTION ITEM**.

CITY BOARD APPOINTMENTS

City Manager Drake presented several board appointments, whose terms will begin in 2024. They are as follows: Pelham Main Street members Shirley Daniels and Kacey Blackburn are seeking to renew their board terms. Pelham Downtown Development Authority members Charles Gilbert and Donnie Palmer are seeking to renew their terms. There are two vacant seats on the DDA board that will need to be filled as well. There are four volunteers that need to be confirmed to serve on the Planning Commission: Shirley Daniels, Earl Clayton, Sarah Lynn Kelly-Lunderman, and Woodrow Jones. There are four volunteers that need to be confirmed to serve on the Pelham Historic Commission: Felicia Battle, Rhonda Lisa Atkins, Ed Lunderman, and Tonya R. Johnson. Council Representation on the Main Street board needs to be filled. Additional appointments that need to be filled are: Mayor Pro Tem, Southwest Georgia Regional Commission Council Non-Public Representative, and the Ethics Board. There are two potential members for the Ethics Board: Alfred Brown and Leslie Lamb. Council Members Brown, Davis, and Robinson expressed interest in being the Mayor Pro Tem.

City Manager Drake is recommending the Council approve the recommendations for the various boards and authorities as presented.

This will be an **ACTION ITEM**.

CITY CEMETERY PRESERVATION COMMITTEE

City Manager Drake presented a memorandum to the Council outlining key points for a proposed resolution to establish a Cemetery Preservation Commission. The commission will be for the Liberia Street Cemetery only. The commission will consist of five members that will serve four-year terms. The commission will be authorized to identify and prioritize rehabilitation needs of cemeteries, assist in legal research and action related to cemetery relocation and maintenance and other tasks. The commission will be able to accept donations in addition to receiving from the City, subject to Council approval.

City Manager Drake is recommending the Council adopt a resolution establishing the Cemetery Preservation Committee.

This will be an **ACTION ITEM**.

PUBLIC HEARING PROCEDURES

City Manager Drake presented proposed resolution 2023-12-21-1 for Adoption of Zoning Hearing Procedures. The purpose of the resolution is to establish procedures for zoning hearings in accordance with O.C.G.A. § 36-66-5(a).

City Manager Drake is recommending the Council adopt resolution 2023-12-21-1 that sets policies and procedures governing hearings.

This will be an **ACTION ITEM**.

DEMONSTRATION & PARADE ORDINANCE

City Manager Drake presented proposed ordinance 2023-12-21-2 that will regulate demonstrations and parades. It aims to protect the health, safety and welfare of the citizens of Pelham while preserving their constitutional right.

City Manager Drake is recommending the Council adopt ordinance 2023-12-21-2 regulating demonstrations and parades.

This will be an **ACTION ITEM**.

CITY MANAGER POWERS & DUTIES

City Manager Drake presented proposed ordinance 2023-12-21-3. The purpose of this ordinance is to restore the city manager's ability to hire, suspend, and remove all city employees and administrative

officers. It will repeal conflicting provisions in the current charter, specifically those introduced by the Home Rule Ordinance on December 15, 2016.

City Manager Drake is recommending the Council adopt Ordinance 2023-12-21-3, restoring powers and duties of the city manager to provide for the appointment, suspension, and removal of all city employees and administrative officers.

This will be an **ACTION ITEM**.

ESTABLISHING THE PELHAM DEVELOPMENT AUTHORITY

City Manager Drake presented proposed resolution 2023-12-21-4 that will establish the Pelham Development Authority. Establishing the Pelham Development Authority will address the urgent need to foster economic growth and enhance employment opportunities within the city of Pelham.

City Manager Drake is recommending the Council adopt resolution 2023-12-21-4 establishing the Pelham Development Authority.

This will be an **ACTION ITEM**.

PELHAM LIBRARY GRANT RESOLUTIONS

City Manager Drake presented resolutions that will allow the City to submit an application for a grant to receive funding from the Hurricane Michael Disaster Assistance Emergency Supplemental Historic Preservation Fund to be used for the library and also allow the City to elect to use the Southwest Georgia Regional Commission to administer the grant should it be awarded.

City Manager Drake is recommending the Council adopt the resolutions allowing the City to submit and application for the grant as well as allowing the Southwest Georgia Regional Commission to administer the grant should it be awarded.

This will be an **ACTION ITEM**.

RETAIL USE ONLY DISTRICT

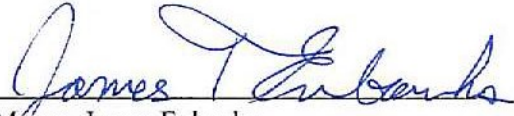
City Manager Drake introduced proposed ordinance 2023-12-21-05 amending the Zoning Ordinance that will establish a retail use only district in the downtown area of Pelham. Establishing this district will be crucial for the fostering the growth of retail establishments and preserving the unique character of the city. It will also prevent incompatible establishments and activities that may conflict with the development of retail businesses. City Manager also presented a map that outlined the propose retail use only district.

BLIGHT TAX

City Manager Drake presented a memorandum for a blight tax proposal. If a property is deemed **blighted**, the owner of the property would receive a letter that would state that their property is considered blighted and they would have one year to make progress on their property. If not done, ad valorem tax would be applied by a factor of seven to the millage rate to the property. The funds received from the blight tax will be used for community development costs, including cleaning up blighted properties. The blight tax would apply to the entire city of Pelham

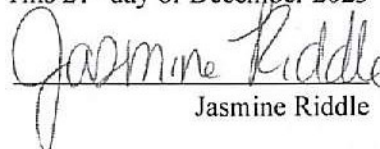
ADJOURN

Mayor Eubanks declared the meeting closed at 8:36 p.m.



Mayor, James Eubanks

AUTHENTICATED:

This 21st day of December 2023


Jasmine Riddle



