

# *The City of Pelham*

## **MINUTES OF THE COUNCIL MEETING**

**March 20, 2025 – 6:30 p.m. – Council Chambers**

### **PRESENT:**

Mayor, James Eubanks  
Mayor Pro-Tem, Rhonda Brown  
Council Member, Cody Shiver  
Council Member, Mistry Troutman

City Manager, Christian Drake  
City Clerk, Lisa Austin  
Attorney, Flin Coleman  
Assistant Chief Rod Williams  
Police Officer, Reggie Feagin  
DDA/Main Street Director, Cameron Harris  
Enterprise/Journal, Donna Clark

**\*\*Absent from the meeting Council Member Bennett Adams, Council Member Bobby Robinson, and Council Member Fredrick Davis\*\***

With a quorum present, Mayor Eubanks called the meeting to order at 6:35 p.m. followed by the Pledge of Allegiance. Mayor Eubanks gave the opening prayer.

### **APPROVAL OF AGENDA**

**Council Member Shiver a motion to approve the agenda, seconded by Mayor Pro-Tem Brown. The vote was unanimously approved.**

### **CITIZEN'S COMMENTS**

No comments were made during the council meeting.

### **APPROVAL OF MINUTES**

**Mayor Pro-Tem Brown made a motion to approve the Council Meeting Minutes for February 20, 2025, and Work Session March 13, 2025, as distributed, seconded by Council Troutman. The vote was unanimously approved.**

## **DEPARTMENT REPORTS**

City Manager Drake gave the following updates:

Pleasant Grove Missionary Baptist Church Retaining Wall project will begin on April 1, 2025.  
Water Main Project at Cannon and East Railroad Street will begin on April 14, 2025.  
GMA 2025 Annual Convention registration will begin March 26, 2025, at 11:00 a.m.

## **CUSTOMER SERVICE POLICY**

The City of Pelham has been operating under the long-standing customer service practices that guide utility service operations. The proposed Customer Service Policy does not introduce a lot of new procedures but formalizes the city's existing practices into a written policy backed by the city council's approval. This ensures clarity, consistency, and transparency for both customers and city staff. The only new addition to the policy is the inclusion of a payment arrangement option to assist customers who may struggle to pay their utility statement. Customers will be allowed to receive a payment arrangement if they pay half of their past due balances as well as not been of the delinquent list for the previous twelve months.

**Council Member Shiver made a motion** to adopt the City of Pelham Customer Service Policy as the official guideline for utility service operation as presented, **seconded by Council Member Troutman. The vote was unanimously approved.**

## **AUDIT JOURNAL ENTRIES**

Each year after the fiscal year has been audited the auditor presents journal entries to be made once they have completed and finalized the audit. The journal entries presented were to clear the due to due from accounts, audit journal entries, and due to due from balances.

**Council Member Troutman made a motion** to adopt the audit journal entries, **seconded by Mayor Pro-Tem Brown. The vote was unanimously approved.**

## **HOTEL MOTEL DISTRIBUTION**

Discussion was heard regarding redirecting Hotel Motel Tax Distribution from the Chamber to Pelham Main Street. The council will designate Pelham Main Street, Inc., as the official Destination Marketing Organization (DMO), replacing the Pelham Chamber due to inactivity and noncompliance with reporting requirements. Pelham Main Street, Inc. will establish a separate 501 © (6) nonprofit entity to ensure compliance with Georgia state law. All outstanding

and future hotel-motel tax payments will be directed to the Pelham Main Street Foundation. The tax revenues will be allocated strictly for tourism, conventions, and trade shows, in accordance with the legislative intent and legal requirement under Georgia Law. Pelham Main Steet, Inc., in collaboration with the Pelham Downtown Development Authority (DDA), will ensure timely and transparent reporting of revenues and expenditures.

**Mayor Pro-Tem Brown** made a motion to terminate agreement between the City of Pelham, Georgia, and Pelham Chamber of Commerce for the utilization of hotel-motel tax funds to promote tourism, conventions and trade shows, **seconded by Council Member Troutman. The vote was unanimously approved.**

### **EXECUTIVE SESSION**

**Council Member Shiver made a motion** to enter into an executive session for purpose of personnel and ligation matters, **seconded by Mayor Pro-Tem Brown. The vote was unanimously approved. Mayor Eubanks declared the regular meeting closed at 6:48 p.m.**

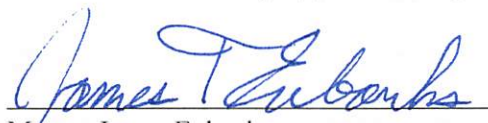
### **RECONVENED REGULAR MEETING**

**Council Member Shiver made a motion** to come out of executive session and reconvene regular session, **seconded by Council Member Troutman. The vote was unanimously approved.**

**Mayor Eubanks declared the executive session closed at 6:59 p.m., and the regular session convened at 6:59 p.m. Mayor Eubanks declared no motion or action was taken during executive session.**


### **ADJOURN**

**Council Member Shiver made a motion** to adjourn, **seconded by Council Member Troutman. The vote was unanimously approved. Mayor Eubanks declared the meeting closed at 6:59 p.m.**

  
Mayor, James Eubanks

AUTHENTICATED:

This 17th day of April 2025

  
City Clerk, Lisa Austin