

# *The City of Pelham*

## **MINUTES OF THE WORK SESSION**

**March 13, 2025 – 6:30 p.m. – Council Chambers**

### **PRESENT:**

Mayor James Eubanks	DDA/Main Street Director, Cameron Harris
Mayor Pro Tem Rhonda Brown	Accounts Payable Clerk, Jasmine Riddle
Council Member Bennett Adams	Enterprise-Journal, Dawn Clark
Council Member Fredrick Davis	Janie Holton
Council Member Bobby Robinson	Monica Davis
Council Member Cody Shiver	
Council Member, Mistry Troutman	
City Manager, Christian Drake	
Police Chief, Nealie McCormick	
Asst. Police Chief, Rod Williams	

With a quorum present, Mayor Eubanks called the meeting to order at 6:31 p.m. followed by the prayer given by Council Member Troutman.

### **APPROVAL OF MINUTES**

Minutes for approval: February 20, 2024 Council Meeting  
March 13, 2025, Work Session

This will be an **ACTION ITEM**.

### **FY 2024 AUDT REPORT**

Mr. Eon van Wyk from CKH Group presented the final audit report for FY 2024.

### **DEPARTMENT REPORTS**

A review of all department reports. City Manager Drake reminded the Council about their yearly financial statement that is due by July 1, 2025. He discussed the City Wide Clean Up that will take place April 21-25, 2025. He also gave an update on the well project taking place, stating the contractors had placed new doors at the wells and they would be coming back to continue work the following week. City Manager Drake stated there would be a pre-construction meeting held on March 18, 2025 for the Pleasant Grove

Missionary Baptist Church Retaining Wall project. DDA/Main Street Director Cameron Harris presented his 3<sup>rd</sup> Quarter report.

### **UPDATE PERSONNEL POLICY**

City Manager Drake presented an updated Personnel Policy, highlighting the changes that were made including adding a sexual harassment policy, a whistleblower policy, and updating the observed holidays, holiday work compensation policy, and the annual leave policy. After some discussion, the Council decided to move the Personnel Policy to next month's agenda.

### **CUSTOMER SERVICE POLICY**

City Manager Drake presented a new Customer Service Policy. The purpose of the policy is to have an official document that outlines the procedures that are currently followed for Customer Service and Utility Billing. He highlighted the one addition to the current procedures being the offering of a payment arrangement for eligible customers. City Manager Drake is recommending the Council adopt the Customer Service Policy.

This will be an **ACTION ITEM**.

### **AUDIT JOURNAL ENTRIES**

City Manager Drake presented journal entries for approval as suggested by the City's auditor to finalize the audit for FY 2024. Council Manager Drake is recommending the Council approve the journal entries.

This will be an **ACTION ITEM**.

### **BRACE GRANT CLEAN-UP PROJECT-MAYOR PRO TEM BROWN**

Mayor Pro Term Brown discussed the BRACE (Blight Reduction and Community Enhancement) Grant Program. The City of Pelham has received funds from the program. Mayor Pro Tem Brown discussed the clean-up project, stating it would be April 12<sup>th</sup>, and inviting all of the Council Members to participate.

### **BOYS AND GIRLS CLUB -COUNCIL MEMBER DAVIS**

Due to the time of the meeting, Council Member Davis made the decision to move this discussion item to next month's agenda.

**HOTEL/MOTEL TAX DISTRIBUTION**

City Manager Drake discussed redistributing the Hotel/Motel tax the City receives. Presently, the Chamber of Commerce receives 64% of the Hotel/Motel tax the City receives every month. Due to the Hotel/Motel report not being completed for at least the past three years, City Manager Drake stopped distribution of the funds to the Chamber of Commerce. He is recommending the Council approve redistribution of the funds to allow Pelham Main Street to receive the funds. He outlined what actions the DDA/Main Street Director would need to do in order to receive the funds.

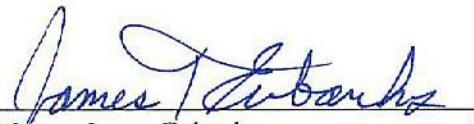
This will be **ACTION ITEM**.

**CITIZEN COMMENTS**

There were no citizen comments.

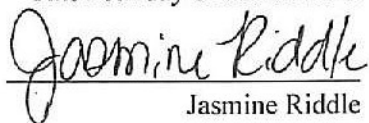
**ADJOURN**

**Mayor Eubanks declared the meeting closed at 8:34 p.m.**

  
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Mayor, James Eubanks

AUTHENTICATED:

This 20th day of March 2025

  
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Jasmine Riddle

