

Town of Pine Level

MINUTES REGULAR MEETING OF MAYOR AND COUNCIL OCTOBER 9, 2025, 5:45 p.m.

The Town of Pine Level held a Mayor and Council Regular Meeting on Thursday, October 9, 2025, in a meeting room of the Town of Pine Level Town Hall.

PLEDGE OF ALLIGANCE

INVOCATION

An invocation was given by Councilmember Bixler.

CALL TO ORDER Mayor Zachary Bigley called the meeting to order.

ROLL CALL Mayor Bigley called roll during the Public Hearing.

APPROVAL OF AGENDA

Mayor Bigley asked the Council to review the meeting agenda. A motion was made by Councilmember Hickman and was seconded by Councilmember Gray to approve the agenda. The agenda was approved by unanimous vote.

MINUTES Month of September, 2025

Work Session, September 9, 2025

Regular Meeting of Mayor and Council, September 11, 2025

Mayor Bigley called for a motion to approve the minutes as reviewed. Motion was made by Councilmember Hickman and was seconded by Councilmember Moore. The motion carried by majority vote.

OLD BUSINESS

Comprehensive Plan Update

Mayor Bigley announced that the plan is complete, posted to our website or it can be emailed.

Planning Commission Update

Mayor Bigley stated that they met on October 4, 2025 and it was a great meeting. The next meeting is October 28, at 6:00 p.m. Greg Clark had asked that as many of the Council as possible be at that meeting. The Commission will be working on the bi-laws and other items needed for the Town. Councilmember Hickman, who serves on the Commission, emphasized the need for the Council to attend for their knowledge for going forward with this process.

Town Hall Grand Opening

Mayor Bigley shared it is was a great event held on September 26, 2025.

NEW BUSINESS

Financial Report – September, 2025

Mayor Bigley reviewed the balances from the September report. Town Clerk Cook was called on to explain the large deductions of \$40,000 and \$4,200 for Central Alabama Regional Planning Commission. This check has not been sent yet but had to be written in the 2024/2025 financial year. Clerk Cook called attention to the tax revenue and motor fuels tax amounts and they have increased.

Councilmember Gray asked what was the status of the road maintenance agreement with Autauga County. Attorney Kirby stated she had received the agreement; sent some suggested edits and is waiting on a response from the County. She stated that she had updated the document and emailed it back to the County for their approval. She shared that the Council could approve the agreement she presented with the handwritten edits so that when the County approves the edits, we could move forward with a fully executed agreement. Councilmember Hickman stated that the agreement did not include Graham Ridge. It was the consensus to wait until the final document is returned by the County.

To approve the Finance Report, a motion was made by Councilmember Gray and seconded by Councilmember Gray. This passed unanimously.

Parking Overflow from PLCC Spooktacular, October 19

Mayor Bigley stated the need for use of the backyard of Town Hall for parking. A motion to permit this use for PLCC parking was made by Councilmember Hicken and seconded by Councilmember Gray. This passed unanimously.

Town's Booth at PLCC Spooktacular and Town Hall Fall Decorations

Mayor Bigley stated there was a request of \$300 for the Town's booth decorations, giveaways and Town Hall Decorations. There was a discussion of pop up tents and Councilmember Moore stated he could put the logo on a tent he already has and Councilmember Hickman stated that he found a tent online for approximately \$300 that would be delivered in three days. Clerk Cook stated there was a sheet in the Council's packets on an estimate for a pop up tent from Central Alabama Sign & Banner. There was a discussion and a decision was made. A motion was made for up to \$800 be spent on the event items, Town Hall decorations and customized pop up tent. A motion was made for this by Councilmember Gray and seconded by Councilmember Hickman. This motion passed unanimously.

PLCC plans for the Town's Christmas event(s) – Agreement

Resolution 2025-27 – Mayor to enter into agreement with PLCC.

Mayor Bigley read highlights from the agreement:

- PLCC to host Town and community events.
- Funding total is not to exceed \$15,000 during this financial year.
- Payments disbursed on a per event basis upon Town Council approval.
- To obtain Town Council approval and funding, a written event proposal should be submitted detailing the amount of money funding requested and the intended use of the requested funds. Approval by Resolution could take up to 30 days month due to the Council meeting schedule.
- PLCC will solely responsible for all aspects of the events.
- The “Town of Pine Level” shall not be used.
- All revenue and profits are collected by and deposited to PLCC.
- Business licenses and sales tax submittal are required.
- Both parties are to be insured.

Resolution attached to these minutes.

There was a discussion of the line item amount of \$15,000. Clerk Cook stated the line item was a combination of the previous line items of parks/recreation and events.

Mayor Bigley stated that the planning of events by PLCC would take responsibilities and liability from the executive side of the Town. Councilmember Gray asked if PLCC wants to plan an event do they have to get approval from the Town and the PLCC Board and Mayor Bigley stated that was not necessary if the Town is not funding the event. If there are funds requested of the Town, approval must be requested due to this being the use of public funds.

Mayor Bigley read the Resolution 2025-027 authorizing him to sign the agreement. A motion to suspend the meeting rules was made by Councilmember Moore and seconded. The motion passed unanimously by roll call vote with Councilmember Gray recusing himself, due to his wife serving on the PLCC Board.

A motion to adopt this Resolution was made by Councilmember Hickman and seconded by Councilmember Bixler. This passed by majority vote.

Mayor Bigley called on Malorie Gray to speak on the Christmas event on behalf of PLCC. Mrs. Gray asked about the request for funds and the month notification. Mayor Bigley asked if it could be prepared by the November meeting and she stated that she has it ready but needs to print it. Mrs. Gray stated that the ornaments and riser are in their budget to be presented. She stated that the amount is \$5,090 which includes the ornaments, riser, decorations and a live nativity scene. Councilmember Moore asked if the riser could be reused yearly and Mrs. Gray stated it would.

Mayor Bigley made note that the \$15,000 allocated was for the entire year and not just one event and Mrs. Gray understood that.

Councilmember asked if the amount of \$5,090 includes a Christmas for the children to decorate and for families to place ornaments on and Mrs. Gray said the amount includes two Christmas trees.

Mayor Bigley stated that he wanted it clear in the minutes that it is understood that PLCC has their own volunteer meetings and organizes the entire event.

ATRIPP II – Letters of Support & Update

Mayor Bigley stated that we had received a good number of letters of support.

Board of Zoning and Adjustments

Mayor Bigley asked each councilmember to select one member to voluntarily serve and they are required to be a Town resident. This is basically an appeals process to the Planning Commission.

November Oath of Office Ceremony

The Oath of Office Ceremony will held on Monday, November 3, at Town Hall.

Other Business


Mayor Bigley stated that there needs to be a laptop or desktop computer purchased for Clerk Cook. There was a discussion and it was decided to present three estimates in the November Council Meeting.

Public Comment

There was no public comment.

ADJOURNMENT There being no further business, there was a motion to adjourn. The motion was seconded and passed unanimously by those present.

Respectfully submitted,



Theresa L. Cook
Town Clerk

APPROVED:



Zachary Bigley
Mayor