

Council Member \_\_\_\_\_ introduced the following Resolution,  
which was seconded by Council Member \_\_\_\_\_.



**RESOLUTION 060925-H**

**AUTHORIZING A MOU WITH ALABASTER CITY SCHOOLS,  
SHELBY COUNTY – DISCOVER SHELBY, AND SHELBY BAPTIST MEDICAL CENTER  
TO PROVIDE A HEALTH FAIR**

**WHEREAS**, the Mayor and City Council wish to partner with Alabaster City Schools (ACS), Shelby County – Discover Shelby (Discover Shelby) and Shelby Baptist Medical Center to promote public health for the community by providing a Health Fair to be held Saturday, **August 16, 2025 at Thompson High School, Warrior Arena** and outside area and parking, and;

**WHEREAS**, ACS will provide a location and resources, the City will provide staff and resources, named in MOU (attached), for the Health Fair Event which will provide health screenings, mental health seminars and a special needs exposition, and;

**WHEREAS**, the term of the MOU is for a period of **August 15, 2025 – August 17, 2025**, and;

**WHEREAS**, City Administration has recommended entering into the attached memorandum of understanding with Alabaster City Schools (ACS), Discover Shelby and Shelby Baptist Medical Center for the benefit of the general public.

**NOW THEREFORE, BE IT RESOLVED, AS FOLLOWS:**

1. The City Council of Alabaster, AL hereby agrees with City Administration request to enter into an agreement, as attached, with Alabaster City Schools, Discover Shelby and Shelby Baptist Health Center.
2. That the Mayor and City Clerk are authorized and directed to execute and/or attest any related and necessary documents on behalf of the City for said agreement.

**ADOPTED AND APPROVED THIS 9TH DAY OF JUNE 2025.**

ATTEST:

CITY OF ALABASTER

\_\_\_\_\_  
J. Mark Frey, City Clerk

\_\_\_\_\_  
Sophie Martin, Council President

APPROVED:

\_\_\_\_\_  
Scott Brakefield, Mayor

Scott Brakefield  
Mayor

Brian Binzer  
City  
Administrator

## **Memorandum of Understanding**

**The City of Alabaster (City), Alabaster City Schools (ACS) Shelby Baptist Medical Center** (the “Organization”) enter this memorandum of understanding on this the \_\_\_\_ day of June 2025. Accordingly, Parties agree as follows:

### **I. Public Purpose and Scope**

This agreement is for the benefit of the general public in that the City seeks to promote public health, by providing health screenings, mental health seminars and provide a special needs exposition. To fulfill this purpose, the City will partner with ACS, Brookwood Baptist Health-Shelby Baptist Medical Center and the Angel Warriors Foundation to utilize the following public resources in the following manner: Facilitate the hosting of the Alabaster Health Fair community event at Thompson High School, Warrior Arena and outside area and parking. The event shall take place on August 16, 2025 with setup after 5 pm on August 15, 2025 and early morning August 17, 2025.

### **II. Organization Responsibilities**

The Organization agrees that the resources utilized will be used only for the purposes set forth in Section I. Further, the Organization understands and agrees that ACS and the City shall not be liable to Organization for: 1) Set up or take down of any shelters, tents, awnings, easels, or booths. 2) provision of electricity or sound systems. 3) Musical licenses.

At least 30 days prior to the start of the first scheduled event, the Organization, ACS and City staff shall meet on-site to determine logistic needs appropriately for safety.

The Organization is allowed to set up within Thompson High School campus, Warrior Arena and outside area and parking starting at 5:00 pm on August 15, 2025. Unless approved otherwise, the property shall be cleaned and all vendors, food trucks and tents shall be removed, and ACS-owned tables stacked no later than 7 pm August 17, 2025. The organization shall be responsible for any damages to ACS property.

The Organization further agrees to add, as an additional insured, ACS and the City of Alabaster, Alabama on its general liability insurance policy, and provided a certification of insurance to ACS and the City.

The Organization understands that the use of public resources and assets is subject to emergency conditions and ACS and the City may have to reallocate resources and assets on short notice for emergency situations that may arise. ACS and the City reserves the right to determine emergency situations in its sole discretion.

### **III. ACS Responsibilities**

Use of Thompson High School facilities, Warrior Arena and bathrooms and outside area and parking. Subject to availability, the ACS will provide tables, and chairs, as well as extra garbage cans outside.

### **IV. City Responsibilities**

The City shall assist by setting up and/or taking down any tables and chairs. The City will promote the event through its social media outlets. Subject to availability, the city will supplement ACS (if needed) by providing tables, and chairs, as well as extra garbage cans outside.

### **V. Terms of Understanding**

The term of this MOU is for a period of August 15, 2025- August 17, 2025.

Subject to Section II concerning emergency situations, all parties reserve the right to terminate this MOU upon 10 days written notice.

IV.        Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in this MOU.

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*City of Alabaster*

\_\_\_\_\_  
Mayor: (Signature)

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
City Clerk: (Attest)

\_\_\_\_\_  
DATE:

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Alabaster Board of Education

\_\_\_\_\_  
Superintendent: (Signature)

\_\_\_\_\_  
DATE:

SHELBY BAPTIST MEDICAL CENTER

\_\_\_\_\_  
Christy Byars  
Title:

\_\_\_\_\_  
DATE

## EXHIBIT A

### Health Fair MOU

- Shelby County providing 50, 6ft tables and 100 chairs, plus the digital signage on the ROW two weeks before event (The wording will change the morning of the event to direct traffic to event).
- Entrance and exit to Health Fair will be at the lower side doors of the arena floor. Hand Sanitizers stations will be needed.
- Wrist bands will be provided and put on all vendors and visitors to keep up with head count.
- Ticket Booth - G234, just inside the arena to the left - 10 chairs & iced down water bottles - 100 - remove at 2:15 pm
- Concession Stand will be the Vendor Hospitality Room - 10 chairs & iced down water bottles - 100 - remove at 2:15 pm
- A drop off and pick up for vendors to drop off items and for visitors (handicap, special needs, senior citizens) is located in the lower door of the arena. We will have directional signage and volunteers helping.
- Direction parking cones, barricades, signage, and ROTC volunteers will direct visitors, vendors, and answer questions.
- After G236 - Walk to the water fountain and trophy case - a barricade to block anyone from entering this part of the second floor of the arena.
- On the opposite side, on this floor, is another trophy case. After restrooms, a barricade will be needed to keep visitors from entering this part of the second floor of the arena.
- Trash boxes and bags will be needed - no food, gum, drinks, or candy are not allowed on the arena floor.
- Trash box with bags by inflatable to assure items are thrown away before entering the exhibit.
- Hand Sanitizer Stand - one at the inflatable
- Extra extension cords will be needed and the special tape to secure in place so there is no tripping.
- During the event, any spills, trash boxes full, wiping down of rails on the back of the bleacher seating, and keeping this area clean will be needed as well.
- Checking restrooms during the event will be needed as well - wiping down surfaces, emptying trash, as well as using sanitizing wipes to keep water fountains clean.
- Television, audio and curtains to be assembled for the seminar booth, along with 12 - 15 chairs ACS and Park/Rec will be set up in the enclosed foyer.
- Audio for announcement of group performing.
- Flooring rolled out to cover arena floor before event, cleaned and put away when it is over. Park/Rec
- Stanchions will be needed but areas are TBA
- Set up of Giant Colon will be needed and placed – TBA
- Special needs auditory and sensory area - two 6 ft tables
- No food trucks will be there this year.
- AFD will be doing blood pressure checks
- All entities will be promoting on social media and some through email blasts.