The City of Pelham
Commercial Development Authority Board (CDA) Meeting
Tuesday, April 18, 2023, at 6:00 p.m.
Pelham Council Conference Center
3162 Pelham Parkway, Rear Entrance, Pelham, AL 35124

MEETING MINUTES

I. Call to Order — Darius Foster, Board Chairman

Chairman Foster called the meeting to order at 6:01 pm. All members were present with the exception of Tim German.

II. Agenda Approval, Additions, or Deletions — Darius Foster, Board Chairman

Motion to change CDA bylaws as well as the redevelopment plan by Roberto Rodriguez; seconded by Matt Jaeh; vote to approve was unanimous. Motion to approve the agenda was made by Roberto Rodriguez; seconded by Matt Jaeh; vote to approve was unanimous.

III. Approval of the Minutes from the February 21, 2023, CDA Board meeting

Motion to approve the meeting minutes for February 21, 2023 and March 21, 2023 by Roberto Rodriguez; seconded by Matt Jaeh; vote to approve was unanimous.

IV. Bylaws Change

A discussion on term limits, i.e., two years, for officers was discussed by the board members. An overhaul of the CDA bylaws will begin this summer. December of this year Chair Foster's chairman term will be up. Next month Chair Foster will present a proposal for the board to consider.

V. Finance — Matthew Jaeh, Secretary/Treasurer

A. 30-day Financial Report - *A presentation of information was provided by Matt Jaeh.*
B. Line of Credit Update - *The line of credit is still available for use by the CDA.*

VI. Economic Development — Michael Simon, Economic Dev. Director

A. Pertinent Updates from City Hall - *A presentation of information was provided by ED Director Michael Simon.*
B. Current Projects - *A presentation of information was provided by ED Director Michael Simon, including many developments within the city.*
C. Prospective Projects - *A presentation of information was provided by ED Director Michael Simon.*
D. Redevelopment Plan - *A presentation of information was provided by ED Director Michael Simon. Discussion amongst the Board members ensued. Council President Mercer suggested the CDA invite Finance Director, Jamie Wagner to the next meeting to discuss accounting matters and project budgeting. ED Director Simon will schedule the meeting. ED Director Simon will get the map added to the next Council agenda for consideration.*

VII. Marketing — Darius Foster, Board Chairman

A. Grow Pelham Website – Frans Photos - *A presentation of information was provided Chair Foster. Gina Womack in the Communications office has some photos that ED Director Simon will get for the website. ED Director Simon will get all the meeting minutes to Chair Foster so that they can be added to the website. All board members will ponder branding and marketing as it pertains to the CDA and how it aligns with the city. Discussion ensued regarding marketing strategy.*

VIII. Committees — Darius Foster, Board Chairman

A. Purchases, Disposals & Development Committee
    1) Purchases
        - Opportunities - *Discussion amongst the Board members included properties for consideration. A beautification strategy discussion ensued amongst the board members.*

Chair Foster plans to schedule a meeting with CDA attorney Josh Arnold regarding potential purchases. No motions were made.

2) Disposals
   - *Welborn Property - Discussion amongst the Board members ensued. The goal is to schedule a meeting for next week. Chair Foster will acquire signage to create buzz. No motions were made.*

3) Development
   - Updates on Fran's Property - *Discussion amongst the Board members ensued. No motions were made.*
   - Updates on Welborn Property - *Discussion amongst the Board members ensued. The goal is to schedule a meeting for next week. No motions were made.*

B. Policies, Procedures & Partnerships Committee

1) Policies
   - Grant program Guidelines and Application - *Discussion amongst the Board members included having all board members to review the draft so that the board can vote on it. Chair Foster suggested having some Council members to look at the document as well as City Manager Gretchen DiFante and DSPW Director Andre` Bittas. ED Director Simon will talk with DiFante and Bittas and then give the feedback to Chair Foster who will then contact Council. The goal is to launch the grant program by June. Select board members will meet Friday between 12 pm and 2 pm to discuss property.*

2) Procedures
   - None pending - *Discussion amongst the Board ensued including correcting grammatical errors. No motions were made.*

3) Partnerships
   - Organizational memberships
     - EDAA Liaison // Roberto - *Discussion amongst the Board ensued. The plan is to attend the summer conference. Chairman Foster will start the process for registering for the summer conference. No motions were made.*
     - BBA Liaison // Tim - *Discussion amongst the Board members ensued. No motions were made.*
     - ACRE Liaison // Matt – *No motions were made.*
   - Conferences
     - None Pending Matt – No motions were made.

Council President Mercer invited all to come out to the Pelham Palooza on May 20, 2023, from 10 am to 3 pm.

IX. Call for Adjournment

A motion to adjourn was made by Board member Matt Jaeh and seconded by Roberto Rodriguez; vote to approve was unanimous. The meeting adjourned at approximately 7:29 pm.