The City of Pelham
Commercial Development Authority Board (CDA) Meeting
Tuesday, February 21, 2023, at 6:00 p.m.
Pelham Senior Center, 50 Racquet Club Parkway, AL 35124

MEETING MINUTES

I. Call to Order — Darius Foster, Board Chairman

Chairman Foster called the meeting to order at 6:04pm. All members were present with the exception of Ron Scott.

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

Motion to approve the agenda was made by Matt Jaeh; seconded by Tim German; vote to approve was unanimous.

III. Approval of the Minutes from the January 17, 2023, CDA Board meeting

Motion made to approve the December 20, 2022 Board meeting agenda was by Matt Jaeh; seconded by Tim German; vote to approve was unanimous.

IV. Strategic Plan Update — Darius Foster, Board Chairman

Chairman Foster has not received an update on dates at this time.

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 - *A presentation of information was provided by Matt Jaeh. Chairman Foster stated that he, the Mayor, and the City Clerk need to sign the documents next week.*

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.*

II. Marketing — Darius Foster, Board Chairman

A. Grow Pelham Website – Photos - *A presentation of information was provided by Chairman Foster. The site is up; more pictures are needed. Right now, just the CDA properties are there. The goal is to build up content overtime.*
B. Signage – In Progress - *A presentation of information was provided by Chairman Foster. Signs are done; they need to be installed.*

III. Committees — Darius Foster, Board Chairman

A. Purchases, Disposals & Development Committee
  1) Purchases
    - Opportunities - *Discussion amongst the Board members included properties for consideration. New opportunities are needed for the pipeline. Michael will work with each board member to compile a list before the next board meeting. No motions were made.*
  2) Disposals
    - United Contracting Meeting on Thursday, 2/23/2023 - Welborn Property - *Discussion amongst the Board members ensued. The goal is to schedule a meeting for next week. No motions were made.*
  3) Development
    - Status of Fran's Property - *Discussion amongst the Board members ensued. No outside maintenance is needed. No motions were made.*
    - Status of Welborn Property - *Discussion amongst the Board members ensued. No outside maintenance is needed. No motions were made.*

B. Policies, Procedures & Partnerships Committee

1) Policies
   - Operational policy update – Vendor policy - *Discussion amongst the Board members ensued. No motions were made.*
   - Grant program – Pending - *Discussion amongst the Board members included assistance forthcoming from Rep. Kenneth Pascal. ED Director Simon will reprint the paperwork. No motions were made.*
2) Procedures
   - None pending - *Discussion amongst the Board ensued. No motions were made.*
3) Partnerships
   - Organizational memberships
     - EDAA Liaison // Roberto - *Discussion amongst the Board ensued. The plan is to attend the summer conference. ED Simon will email a synopsis of the winter 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 - *Discussion amongst the Board ensued. No motions were made.*
     - *If any member has ideas of any other programs or organizations to join, please email Chairman Foster. Roberto Rodriguez will email the CDA with an update from this week's Chamber luncheon.*
   - Conferences
     - None Pending - *Discussion amongst the Board ensued. No motions were made.*

Council President Mercer gave an invitation for the CDA to come and give an update of the CDA to the Council at a future meeting, possibly in April.

IV. Call for Adjournment

A motion to adjourn was made by Board member Tim German and seconded by Roberto Rodriguez; vote to approve was unanimous. The meeting adjourned at approximately 7:03 pm.