

**The City of Pelham  
Commercial Development Authority Board (CDA) Meeting  
Tuesday, March 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.*
- II. Agenda Approval, Additions, or Deletions Darius Foster, Board Chairman  
*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 table the meeting minutes for February 21, 2023 to the next agenda was made by Roberto Rodriguez; seconded by Tim German; vote to approve was unanimous.*
- IV. Finance Matthew Jaeh, Secretary/Treasurer  
A. 30-day Financial Report - *A presentation of information was provided by Matt Jaeh.*  
B. Line of Credit Update - *Chair Foster stated the LOC was active.*
- V. Economic Development Michael Simon, Economic Dev. Director  
A. Pertinent Updates from City Hall - *A presentation of information was provided by ED Director Michael Simon. ED Director Simon will provide CDA Board members a copy of the Harbert Realty presentation from Council meeting on March 20, 2023. April 7<sup>th</sup> at 5pm is the deadline for CDA board interests to apply.*  
B. Current Projects - *A presentation of information was provided by ED Director Michael Simon, including many developments within the city. The CDA will give an update to the Council April 24<sup>th</sup> tentatively.*  
C. Prospective Projects - *A presentation of information was provided by ED Director Michael Simon.*
- VI. Marketing Darius Foster, Board Chairman  
A. Grow Pelham Website – Frans Photos – Photos - *A presentation of information was provided by Chairman Foster. The site is up; more pictures are needed, particularly Fran photos. ED Director Simon will help to procure pictures. The renewal for the website is around \$100/ year.*  
B. *The Official Pelham CDA email address is [pelhamcda@gmail.com](mailto:pelhamcda@gmail.com).*
- VII. 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  
        *- See executive session - 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  
        *- Updates on Fran's Property - Discussion amongst the Board members ensued. No outside maintenance is needed. No motions were made.*  
        *- Updates on Welborn Property - Discussion amongst the Board members ensued. No outside maintenance is needed. No motions were made.*  
        *- Signs are in the works. ED Director Simon will email a copy of the sign ordinance.*  
B. Policies, Procedures & Partnerships Committee  
    1) Policies  
        *- Grant program – Pending - Discussion amongst the Board members included assistance*

*forthcoming from Rep. Kenneth Pascal. ED Director Simon will reprint the paperwork. A motion was made to move forward with the grant program by Matt Jaeh; seconded by Tim German; vote to approve was affirmed three to one with Chair Foster voting no.*

2) Procedures

- None pending - *Discussion amongst the Board ensued. No motions were made.*

3) Partnerships

- Organizational memberships – Chair Foster paid for memberships for all organizations below.
  - 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 – *A presentation of information was provided by Matt Jaeh regarding his meeting with ACRE. He asked them to take a look at Plan Pelham to see if the City was chartering in the right direction.*
  - *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.*
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- Conferences
  - None Pending - *Discussion amongst the Board ensued. No motions were made.*

VIII. Executive Session

1) United Contracting Meeting Follow Up - Welborn Property

IX. Call for Adjournment

*A motion to adjourn was made by Board member Tim German and seconded by Matt Jaeh vote to approve was unanimous. The meeting adjourned at approximately 7:26 pm.*