The City of Pelham
Commercial Development Authority Board Meeting
Wednesday, March 16, 2022 at 6:30 p.m.
Pelham Senior Center, 50 Racquet Club Parkway, AL 35124

MEETING MINUTES

I. Call to Order

6:33p by Darius Foster, Vice- Chair

II. CDA Officer Elections

Darius Foster was nominated for Chair by Tim German. Matt Jaeh seconded this nomination. Roberto Rodriguez motioned to accept the nomination. Matt Jaeh seconded the motion. The vote was unanimous.

Roberto Rodriguez was nominated for Vice Chair by Tim German. Matt Jaeh seconded this nomination. Matt Jaeh motioned to accept this nomination. Tim German seconded the motion. The vote was unanimous.

A motion to amend the agenda to move forward the discussion with attorney Josh Arnold was brought by Roberto Rodriguez. Matt Jaeh seconded.

III. Approval of the Minutes from the February 21, 2022, CDA Board meeting

A motion was brought to accept the minutes by Matt Jaeh. Tim German seconded.

IV. Josh Arnold, attorney

Atty. Arnold will work on the contract from gas station to get the exact price per gallon number on the gas that was sold. Ron Scott said he has not received a call back on the motor fuel transaction. Atty. Arnold said he will follow up.

As for the Shane Jones Enterprises, LLC sale of property, Clay Maddox drew up paperwork that states the legal description included entire piece of 5 acres instead of 1.5 acres. Clay approved the corrected deed, but it has not been executed by the CDA. This needs to be corrected before the other 3.5 acres can be sold. A vote on approving the corrected deed needs to be had and it then needs to be executed. Andre will get the updated plat map to Atty. Arnold to be recorded.

To officially engage Atty. Arnold, there must be a vote by the CDA. Once Atty. Arnold receives the minutes that include the vote, he will send a letter of engagement at the same rate as all of the firm's other city clients.

In order to get guidance on conducting workshop meetings in the future, Atty. Arnold will send a packet about how to conduct open meetings to the board members via email. He does suggest having a work session followed by a board meeting, which can be scheduled back-to-back. Brooke Jenkins will send Atty. Arnold the board's email addresses. Atty. Arnold did state that the board can work within committees to avoid breaches of the Open Meetings Act law.

V. Financial Report

Secretary/ Treasurer, Matt Jaeh, reported that there is $406,282.54 in the bank and that the board is trending ahead on the budget.
There was a motion to pay the management fee for March by Ron Scott. Tim German seconded.
There was a motion to pay the appraisal invoice for the association fee to Tim Reddock by Tim German. Roberto Rodriguez seconded.
Chair Foster asked Matt Jaeh to develop a form with two signatures for Tom Seale to sign check for better record keeping. Tim German motioned to adopt this policy and use the form for check signatures. Matt Jaeh seconded.
There was a motion to sign up for DocuSign for the CDA by Matt Jaeh. Roberto Rodriguez seconded. Matt Jaeh is in charge of establishing the account.
Chair Foster stated that he will work on getting Vice-Chair Rodriguez added to the board checking account next week as well as research getting a credit card for the board. Michael Simon will join that meeting.

VI. Update from Economic Development Director

Campus 124 is progressing with the City park design and parking lot. Half Shell Oyster will be opening in April or May. Slide is no longer slated to go into Campus 124.

The Canopy is moving along on-site work. The Civic Complex public parking lot is in progress.

The RFP is to be released soon for the Oak Mountain Trail site.

VII. Professional Development/Association Membership

There are two conferences and one association that Michael Simon thought would be beneficial to the board: The Economic Development Association of Alabama (EDAA) and the International Economic Development Association

(IEDC). The cost of membership for the EDAA is $300 per member. The summer conference with travel and hotel would be $1500 per member on average.

Gretchen DiFante, City Manager, recommended joining the Regional Planning Commission (RPC) for networking and stated that organization would be more specific to regional challenges.

Ron Scott suggested Chair Foster talk to former Chair Lenny Glenn regarding the value of the economic development organizations mentioned.

VIII. Cooperative District Applications: The Canopy and Campus 124

Three persons have agreed to be applicants and form a cooperative district board and a resolution and articles of incorporation have been signed by the City Council. The CDA is also needed to approve the board formation and sign by resolution in order to complete the application and send it to the state. The CDA will also need to appoint one of the three persons to the board. The CDA will do a joint meeting with the City Council on 18th during their Work session. The CDA will choose the first person and the Council will then choose the other two. Ron Scott recommends James Harris for the CDA appointee.

A motion was made to approve the resolution to create the Canopy Cooperative District by Tim German. Roberto Rodriguez seconded.

A motion was made to approve the resolution to create the Campus 124 Cooperative District by Tim German. Matt Jaeh seconded.

IX. Status of Welborn Street Property Update

A. Status of Structures and site

Ron Scott got ATC to do an environmental survey regarding possible of asbestos. There was asbestos found in the house in the tiles. To remediate, ATC will charge between $3000 and $6000. Stephanie Pryor will let him know if ATC can in fact remediate or will give him a list of other companies that can.
Ron Scott spoke to the Mayor about the clean-up of the area around the underground storage tanks. ADEM gave approval to remove the storage tanks. The work needs to be done by someone certified by ADEM.
There is a $90 air permit charge that needs to be paid.
Paul Rogers, from ADEM, needs to be contacted before removing the tanks.
There was a quote for $19000 to remove the tanks, but Andre` Bittas stated they first need to follow ADEM guidelines and get both ATC and the $19000

proposal. They should give both proposals to Andre` for review and he will give a recommendation.
Brooke Jenkins and Michael Simon conducted a Brownfields discussion with Clark Henry of ICMA. There is money available for a grant, but the process takes about a year to complete. The deadline for this year is December.
Michael also spoke to Jesslan Wilson from the RPC. They already filed to receive some of the Brownfields grant money but did not include any site in Pelham. But they may be able to add at a later date.
The CDA needs to get quotes on cleaning up the site, especially the removal of the mobile home. Roberto Rodriguez will lead this effort.

B. Status of R & J Food Mart
(Included above)

X. Status of Fran's Corrective Deed for Property

Discussed by Atty. Arnold previously.

XI. Policies and Procedure Update

A motion was made to create two committees: Partnerships, Programs & Properties (PPP) and Purchases, Discards & Redevelopment (PDR) by Roberto Rodriguez. Matt Jaeh seconded.
The Partnerships, Programs & Properties (PPP) committee will be composed of Matt Jaeh and Tim German.
The Purchases, Discards & Redevelopment (PDR) committee will be composed of Roberto Rodriguez and Ron Scott.
Tim German went over some desired policies and procedures. The PPP committee will receive suggestions from the board members and then format as well as create a process map for potential buyers to add to the next agenda. They will get with Michael as well as develop a standard contract to be used.

XII. Grant Program Update

The PPP committee will investigate incentive programs to recruit businesses, like the city of Auburn has, and go back and look at what we already have.

XIII. Additional items for discussion

Action items need to be coordinated and given to Michael at board meetings.

A resolution needs to be prepared to sign for the next meeting listing all officers.

A motion was made to hire Josh Arnold as the board attorney by Tim German.

Matt Jaeh seconded.

A motion was made for Atty. Arnold josh to act on the corrective deed by Matt Jaeh. Roberto Rodriguez seconded.

The contract from Taco Bell for the remainder of Fran's property – adjacent to the Shane Jones property – will be tabled until the next meeting. Roberto Rodriguez and Ron Scott will meet to review the offer and compare it with Plan Pelham. They will also meet with Michael and have the buyers to meet with the City. Tim Reddock will email copies to the board and Michael of the contracts.

Roberto Rodriguez will work on a clean-up vendor for Wellborn.

Ron Scott will ask ATC for a more expansive quote on the asbestos abatement.

As for the management agreement with Reddock, the PPP will review the agreement and then strategize on how to get things organized. The board will consider re- engaging with a commercial agent at a later date.

A motion was made to accept Tim Reddock's resignation from the contract by Matt Jaeh. Tim Reddock seconded.

A motion was made to change the CDA board meeting time to 6pm by Matt Jaeh. Roberto Rodriguez seconded.

All CDA Board members will be at the City Council Work Session on April 18th at 5pm for a joint meeting regarding the cooperative district.

Matt Jaeh and Roberto Rodriguez will attend the council meeting on March 21st to hear the interviews for the cooperative district board members.

XIV. Call for Adjournment

A motion was made by Roberto Rodriguez. Tim German seconded. The meeting adjourned at 9:04pm.