# The City of Pelham
# Commercial Development Authority Board (CDA) Special Meeting
### Thursday, April 7, at 6:00 p.m.
### Pelham Senior Center, 50 Racquet Club Parkway, AL 35124

## MEETING MINUTES

**I. Call to Order** — Darius Foster, Board Chair

The meeting was called to order at 6:08pm by Chair Darius Foster. All members were present as well as Atty. Josh Arnold and Econ Development Director Michael Simon. A motion was made to add the County Tax Assessment appraisal for the Wellborn property. A motion was made by Matt Jaeh to add the appraisal discussion to the agenda. Roberto Rodriguez seconded the motion. The addition was approved unanimously.

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

A motion was made by Matt Jaeh to adopt the agenda as a whole. Roberto Rodriguez seconded the motion. The agenda was approved unanimously.

**III. Approval of the Minutes from the March 16, 2022 CDA Board meeting**

A motion was made to approve the minutes by Matt Jaeh. Roberto Rodriguez seconded the motion. The minutes were approved unanimously.

**IV. Financial Report** — Matthew Jaeh, Secretary/ Treasurer

Matt Jaeh went over the current finances. A $1.1 million appraisal was completed by the County Tax Assessor for the Wellborn property (3.1 acres). A discussion ensued as to the benefits.

**V. Cooperative District Update** — Michael Simon, Economic Devel. Director

Michael Simon updated the board on the Cooperative District Board candidates. The board selection process will be on April 18th at 5pm during a joint City Council/ CDA Board meeting.

**VI. Professional Organization Memberships** — Michael Simon, Economic Devel. Director

Chair Darius Foster met with Michael Simon last week to discuss the groups the CDA should join. EDAA and IDAC were reviewed to see what the best direction may be to move in for this board. Ron Scott stated he used to be the Director of EDAA before he retired. He noted that EDAA does not deal with the retail industry; they focus on industrial industries and do not feel that they would benefit the focus for this group. This matter will continue to be looked into.

**VII. Discussion on Future Strategic Planning** **Darius Foster, Board Chair**

Chair Darius Foster would like to begin to chart out the process of redrawing the redevelopment area from Plan Pelham as well as awarding façade grants/ closing cost grants for businesses in the redevelopment area. Atty. Josh Arnold will research.

**VIII. Website Project Update** **Darius Foster, Board Chair**

Chair Darius Foster is researching updating the website. GrowPelham.com will be the name of the site. By next meeting, he will have a list of tab suggestions and content for the site. The goal is to launch within 45 days. Costar, Groupnet, as well as 58 Inc.'s websites are places that you can search for vacant sites for sale in the area.

**XI. Committee Reports**

**A. Purchases, Disposals & Development Committee**

**1) Status of Fran's Property** – Re: the corrective deed: the opposing attorney, Clay Maddox, has been notified. The documents have yet to be signed. Atty. Josh Arnold will follow up with him next week.

**2) Status of Welborn Street Property** – The City will take the lead on clean-up. Roberto Rodriguez put signs up, but some were taken down. Roberto will go and do a status check. As to the fuel, the diesel tank is full. Atty. Josh has been in discussions with Ruth and gave her 30 days. She has not followed up. In a worst-case scenario, at 31 days, Atty. Arnold will send out a certified claim letter stating that her no response is a response and the items left would belong to the CDA. He will also send a formal letter to retrieve the other monies owed. Regarding the County Assessment, Matt Jaeh will send a clarification email to ensure that they have the correct acreage noted. A motion was made by Tim German for Matt Jaeh to send a follow-up email. Roberto Rodriguez seconded the motion. The vote was unanimous.

**3) Discussion on Property Acquisitions** – Council President Maurice Mercer suggested adding the redevelopment zones to the joint Council meeting on April 18th to discuss the matter with Council. As to the property across the street from City Hall, adjacent to the Susan Schein car lot, Ron Scott stated there are two yellow buildings that were purchased in 2020 for $320,000, and the CDA should try to put that property at the top of the list. He has the information of who currently has that property.

**B. Policies, Procedures & Partnerships Committee**

**1) Discussion of a formal agreement for City services** – Ron Scott stated that this is a potential conflict of interest by turning the work over to the City employees. Atty. Josh Arnold stated that it may not be best to contract with the City on a long-term since the entities are separate, but it can be evaluated on a case-by-case basis. If the City agrees, an MOU can be created for this matter. Chair Darius Foster and Roberto Rodriguez will follow-up with Michael Simon, Andrè Bittas, and Gretchen DiFante to get the MOU process started.

2) **Operational Policy Update** – Tim German provided a list of suggested policies. Matt Jaeh and Tim German will meet again to go over any additional policies. Board members should send any other suggestions to them before the next meeting. Atty. Josh Arnold stated that instead of a tenant policy, they may need to ensure the lease agreement looks good.

3) **Discussion on CDA Corporate Seal** – Matt Jaeh will research seal options and the Board will discuss it again on April 19th

4) **Discussion on CDA Insurances** – Matt Jaeh will outline the policies that currently exist at the as well as get the tax-exempt form from the accounting firm by the next CDA meeting.

5) **Discussion on future Redevelopment Plan Amendment** – Previously discussed.

6) **Legal Opinion concerning future grant program** – Previously discussed.

7) **Additional Items**– A discussion ensued as to the offers on the table for Fran's property. Atty. Josh Arnold stated if the CDA sells, they need to insert a provision that there are issues with the corrective deed. It is best to start with an LOI. The CDA can engage with the potential buyers to ascertain interest and get an LOI in place. Tim German suggested selling the whole piece of property to Shane Jones instead of selling a piece to Tacala. Atty. Josh stated it would be best to discuss the purchase/ sale of real property in Executive Session. Roberto Rodriguez will contact Tacala.

-Ron Scott stated that board terms need to be evaluated, namely the member that was nominated for a one-year stint. He asked that Council President Maurice Mercer check into that for him with Tom Seale.

## X. Call for Adjournment

A motion was made to adjourn the meeting by Ron Scott. Matt Jaeh seconded the motion. The vote was unanimous. The meeting adjourned at pm.