

**The City of Pelham
Commercial Development Authority Board (CDA) Meeting
Tuesday, November 15, 2022 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 6:00pm. All members were present with the exception of Roberto Rodriguez.

II. Acknowledge of Central State Bank Guests

Darius Foster, Board Chairman

Introductory discussion ensued.

III. Agenda Approval, Additions, or Deletions

Darius Foster, Board Chairman

Motion made to approve the November 15, 2022 Board meeting agenda was by Tim German; seconded by Matt Jaeh; vote to approve was unanimous.

IV. Approval of the Minutes from the October 18, 2022, CDA Board meeting

Motion made to approve the minutes from the October 18, 2022 Board meeting was by Tim German; seconded by Matt Jaeh; vote to approve was unanimous.

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 and New Accounts - *A presentation of information was provided by Matt Jaeh. A suggestion was made to create a CDA budget for the year. Chairman Foster will talk with Michael about forecasting.*

VI. Economic Development

Darius Foster, Board Chairman

- A. Pertinent Updates from City Hall - *A presentation of information was provided by Chairman Foster. ED Director Michael Simon will not be present at meetings for the remainder of the year.*
- B. Current Projects - *A presentation of information was provided by Chairman Foster.*
- C. Prospective Projects - *A presentation of information was provided by Chairman Foster. Melody Whitten, 58 Inc., suggested the board can obtain a STAR report to obtain data to correlate what impacts economic development for hotel stays or even going to speak with general restaurants in the area about their biggest volume days.*

VII. Marketing

Darius Foster, Board Chairman

- A. Grow Pelham Website - *A presentation of information was provided by Chairman Foster. Melody Whitten, 58 Inc, discussed their process for choosing sites to list on their website, including their subscription to Costar.*
- B. Grow Pelham Launch Event (February 7, 2023 / 11am - 1pm / Pelham Civic Center) - *A presentation of information was provided by Chairman Foster. Central State Bank will sponsor the event on behalf of the CDA.*
- C. Signage - *A presentation of information was provided by Chairman Foster. The goal is to get it finalized in January. Chairman Foster will follow up with ED Director Simon regarding this.*

VIII. Committees

Darius Foster, Board Chairman

A. Purchases, Disposals & Development Committee

1) Purchases

- Opportunities - *Discussion amongst the Board members included steps to take for property research. No motions were made.*

2) Disposals

- United Contracting Response // Welborn Property - *Discussion amongst the Board members ensued. The septic tanks are in the process of being verified. The CDA will disclose that they are there during sales discussions instead of removing them. Chairman Foster will respond to Tim Reddock via email in the morning and he will update the other board members once he hears back.*

3) Development

- Status of Fran's Property - *Discussion amongst the Board members ensued. There are still tractor trailers parking on the property.*
- Status of Welborn Property
 - Consideration of Demolition Proposals - *Discussion amongst the Board members ensued. A motion was made to act on the LEC demolition proposal by Matt Jaeh; seconded by Tim German; vote to approve was unanimous. Chairman Foster will sign the documents to get this started.*

B. Policies, Procedures & Partnerships Committee

1) Policies

- Operational policy update - *Discussion amongst the Board members ensued.*
- Grant program - *Discussion amongst the Board members ensued. Chairman Foster will meet with the city's code enforcement and zoning official alongside ED Director Michael Simon to get their opinions.*
- Strategic plan update - *Discussion amongst the Board members ensued.*

2) Procedures

- Bylaw amendment for consideration - *Discussion amongst the Board members ensued. This amendment will be voted on at the next called meeting.*

3) Partnerships

- Organizational memberships
 - EDAA // \$300 annually - Economic Development Association of Alabama
 - BBA // \$599 annually - Birmingham Business Alliance
 - ACRE // \$1000 annually - Alabama Commercial Real Estate Council // UA
 - A discussion ensued about the benefits of belonging to these organizations and alternating attendance at meetings. Each member will report back on what they learned at the meetings. Motion was made to join these organizations by Tim German; seconded by Matt Jaeh; vote to approve was 3 to 1 with Ron Scott voting against.
- Conferences
 - EDAA // Mon. 1/30/2023 – Wed. 2/1/2023 (\$775 per person) - *Discussion amongst the Board members ensued.*

IX. Call for Adjournment

A motion to adjourn was made by Board member Matt Jaeh and seconded by Tim German; vote to approve was unanimous. The meeting adjourned at approximately 7:09 pm.