The City of Pelham
Commercial Development Authority Board (CDA) Meeting
Tuesday, January 17, 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 6:00pm. 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 Roberto Rodriguez; seconded by Tim German; vote to approve was unanimous.

III. Approval of the Minutes from the December 20, 2022, CDA Board meeting

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

IV. Strategic Plan Update — Darius Foster, Board Chairman

A presentation of information was provided by Darius Foster regarding having a half day work session to plan. Chairman Foster will send three dates to choose from. He will also include at least two City Council members.

V. Finance — Matthew Jaeh, Secretary/Treasurer

A. 30-day Financial Report - *A presentation of information was provided by Matt Jaeh, presented by Chairman Foster.*
B. Line of Credit Update and New Accounts - *A presentation of information was provided by Chairman Foster. Attorney Josh Arnold is checking into the new information and Chairman Foster will follow up once he hears back.*

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. City Hall is open and ED Director Simon is willing to show board members around.*
B. Current Projects - *A presentation of information was provided by ED Director Michael Simon. He will have Lakeshore to come back and finish the few items they missed at Wellborn. Miller Environmental did have to remove more gas that was left in the tanks.*
C. Prospective Projects - *A presentation of information was provided by ED Director Michael Simon. The Birmingham Business Alliance (BBA), Shelby Chamber, 58 Inc., and Brooks Adams, owner of Manville Material Handling Solutions in Pelham, and ED Director Michael Simon have put together a networking event for industrial and manufacturing businesses located in Pelham and Shelby County. This event was the brainchild of Mr. Adams and has been strongly supported by all of the partners previously listed. Nino's is having work done on the inside. The CDA is interested in possibly collaborating as well. Campus 124 is moving forward with Vulcan as well as Poppa G's who is partnering with Bumper Nets to become more family friendly. The restaurant/ retail spaces at the Canopy should be ready for occupancy later summer and for apartment leasing in the fall. The creek behind the Civic Complex is being looked at to do some landscaping and make it more appealing and family friendly. Pickleball courts are being built next to the Senior Center. ED Director Simon discussed the property maintenance code updates and a discussion ensued regarding parking lots and several issues. He will speak with code enforcement about the issues.*

VII. Marketing — Darius Foster, Board Chairman

A. Grow Pelham Website – Photos - *A presentation of information was provided by Chairman Foster. He would like for all board members to assist with gathering/ taking photos of commercial properties. Once he gets the photos, he can have the site up within 2 days. Also take photos of some opportunities for the board to create a strategy "mood" board.*
B. Grow Pelham Launch Event – TDB - *A presentation of information was provided by Chairman Foster. He*

would like to have a digital and mailing strategy.

C. Signage – In Progress - *A presentation of information was provided by Chairman Foster. Signage is in motion and his goal is to have it up by next meeting. He will send the specs so the board can look at it.*

VIII. Committees — Darius Foster, Board Chairman

A. Purchases, Disposals & Development Committee
 1) Purchases
  - Opportunities *Discussion amongst the Board members included properties for consideration. No motions were made. Email opportunities to the board email group. Goal is to begin discussing/ reviewing 10 opportunities per meeting.*
 2) Disposals
  - United Contracting Response // Welborn Property *Discussion amongst the Board members included properties for consideration. No motions were made. Roberto Rodriguez will make a call to follow-up.*
 3) Development
  - Status of Fran's Property - *Discussion amongst the Board members ensued. The grass upkeep needs to continue to be maintained.*
  - Status of Welborn Property - *Discussion amongst the Board members ensued. ED Director Michael Simon will follow-up with the items that were missed. There needs to be an updated appraisal. Motion made to approve for ED Director Michael Simon to pursue an updated appraisal up to the cost of $2,000.00 by Roberto Rodriguez; Matt Jaeh seconded; vote to approve was unanimous.*

B. Policies, Procedures & Partnerships Committee
 1) Policies
  - Operational policy update – Vendor policy - *Discussion amongst the Board members ensued. These are due by next meeting.*
  - Grant program – Pending - *Discussion amongst the Board members ensued. Chairman Foster and ED Director Michael Simon will work together to follow up.*
 2) Procedures
  - None pending - *Discussion amongst the Board members ensued.*
 3) Partnerships
  - Organizational memberships
   - EDAA // Liaison - *Discussion amongst the Board members ensued. Tim German is the chosen liaison.*
   - BBA // Liaison - *Discussion amongst the Board members ensued. Roberto Rodriguez is the chosen liaison.*
   - ACRE // Liaison - *Discussion amongst the Board members ensued. Matt Jaeh is the chosen liaison.*
  - Conferences
   - EDAA // Mon. 1/30/2023 – Wed. 2/1/2023 ($775 per person) - *Discussion amongst the Board members ensued. Chairman Foster, Roberto Rodriguez, and ED Director Simon will all attend the conference. Matt Jaeh would like the CDA to get involved with Innovate Alabama. He will present information regarding the organization by next meeting. The members attending the conference will reach out to the organization.*

Chairman Foster will have name tags and business cards made for everyone.

IX. 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 7:17 pm.