



Commercial Development Authority Agenda

Pelham City Hall - Council Work Room
October 21, 2025 – 6:00 PM

- A. Call to Order
- B. Record of Attendance
- C. Agenda Approval, Additions or Deletions
- D. Review and Approval of Minutes
 - 1. Approval of Minutes of September 16, 2025 Commercial Development Authority Meeting
- E. Finance
 - 1. Presentation and approval of Finance Report.
- F. Marketing & Status of Properties Owned by CDA
 - 1. 1908 / 1910 Montgomery Highway
 - 2. Wellborn Property (2786 Pelham Parkway)
 - 3. Fran's Property (3103 Pelham Parkway)
- G. Executive Session
 - 1. Opinion of CDA Attorney
- H. Adjournment



Commercial Development Authority Minutes

Pelham City Hall - Council Work Room
September 16, 2025 – 6:00 PM

Call to Order

Meeting was called to order by CDA Chairman Roberto Rodriguez at 6:01 PM.

Record of Attendance

A call of the roll established a quorum with CDA members Roberto Rodriguez, Matthew Jaeh, and Eden Roy answering "Present". Absent were CDA members Keltin Garrett and Christopher Arvin.

Agenda Approval, Additions or Deletions

A motion was made by Matthew Jaeh to approve the agenda as presented. Motion was seconded by Eden Roy and approved unanimously by the members present.

Review and Approval of Minutes

1. Approval of minutes of August 19, 2025 Commercial Development Authority Meeting.

A motion was made by Eden Roy to approve the minutes of the August 19th, 2025 meeting of the Commercial Development Authority as presented. Motion was seconded by Matthew Jaeh and approved unanimously by members present.

Finance

1. Presentation and approval of Finance Report.

The Finance Report was presented by Secretary/Treasurer Matthew Jaeh. Eden Roy made a motion to approve the Finance Report as presented. Motion was seconded by Roberto Rodriguez and approved unanimously by the members present.

Marketing & Status of Properties Owned by CDA

A discussion was held regarding the four CDA-owned properties with no action taken.

1. CDA Owned

a. 1908 Montgomery Highway

b. 1910 Montgomery Highway

c. Wellborn Property (2786 Pelham Parkway)

d. Fran's Property (3103 Pelham Parkway)

2. General Discussion and CDA Updates

Economic Development Update

1. Assistant City Manager - Justin Smith

A brief economic development update was given by Assistant City Manager Justin Smith with no action taken.

Executive Session

1. Opinion of CDA Attorney

A motion was made to recess the regular meeting of the CDA by Eden Roy and seconded by Matthew Jaeh. The motion was approved unanimously by all members present. The CDA members went into Executive Session to discuss the purchase and sale of real estate with an anticipated duration of 30 minutes with no action to follow.

Adjournment

After executive session concluded, the meeting was reconvened. A motion was made by Eden Roy to adjourn at 7:20 PM. Matthew Jaeh seconded the motion and it was passed unanimously by all members present.

Profit & Loss Budget Overview

Accrual Basis

January through December 2025

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	TOTAL Jan - Dec 25
Income													
4020 - MONTHLY PAYMENT - LODGING TAX	66,372.23	22,576.86	18,496.77	0.00	31,942.35	74,761.08	0.00	83,676.83	38,773.78	29,356.05	32,883.34	58,610.15	457,449.44
Total Income	66,372.23	22,576.86	18,496.77	0.00	31,942.35	74,761.08	0.00	83,676.83	38,773.78	29,356.05	32,883.34	58,610.15	457,449.44
Expense													
3010 - ADVERTISING	0.00	0.00	0.00	0.00	2,349.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,349.89
8130 - CONVENTIONS & SEMINARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	0.00	0.00	0.00	1,700.00
8220 - DUES & SUBSCRIPTIONS	0.00	300.00	1,599.00	0.00	0.00	9,250.00	0.00	0.00	0.00	0.00	0.00	0.00	11,149.00
8340 - INSURANCE- BUSINESS	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
8440 - MISCELLANEOUS	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00
8470 - MEALS & ENTERTAINMENT	0.00	0.00	0.00	-250.00	485.15	289.84	0.00	667.18	908.17	0.00	0.00	0.00	2,100.34
8580 - PROFESSIONAL FEES	0.00	387.52	4,950.00	0.00	0.00	0.00	4,600.00	0.00	3,275.00	0.00	0.00	0.00	13,212.52
8680 - REPAIRS AND MAINTENANCE	0.00	49,395.00	0.00	0.00	0.00	917.99	5,750.00	0.00	0.00	0.00	0.00	0.00	56,062.99
8880 - TRAVEL & LODGING	0.00	0.00	0.00	0.00	0.00	4,667.52	0.00	0.00	7,999.25	-2,483.40	0.00	0.00	10,183.37
Total Expense	5,012.00	50,082.52	6,549.00	-250.00	2,835.04	15,125.35	10,350.00	667.18	13,882.42	-2,483.40	0.00	0.00	101,770.11
Net Income	61,360.23	-27,505.66	11,947.77	250.00	29,107.31	59,635.73	-10,350.00	83,009.65	24,891.36	31,839.45	32,883.34	58,610.15	355,679.33

Adjusted Trial Balance

January 1 through October 20, 2025

	Unadjusted Balance		Adjustments		Adjusted Balance	
	Debit	Credit	Debit	Credit	Debit	Credit
1030 · REGIONS CHECKING	2,770.16				2,770.16	
3845 · CENTRAL STATE BANK - OPERATING	263,028.62				263,028.62	
3853 · CENTRAL STATE BANK - HOLDING	100,000.00				100,000.00	
11000 · Accounts Receivable	250.00				250.00	
1310 · BUILDING & BUILDING IMPROVEMENT	253,423.91				253,423.91	
1311 · LAND	2,148,409.90				2,148,409.90	
1315 · LAND IMPROVEMENTS	179,049.01				179,049.01	
1320 · OFFICE FURNITURE AND EQUIPMENT	299.00				299.00	
0265 · CENTRAL STATE BANK - CD	774,676.79				774,676.79	
2710 · LINE OF CREDIT - CITY OF PELHAM	0.00				0.00	
3500 · NET POSITION		3,431,513.67				3,431,513.67
4020 · MONTHLY PAYMENT - LODGING TAX		284,998.90				284,998.90
4240 · MISCELLANEOUS INCOME		24,495.85				24,495.85
8340 · INSURANCE- BUSINESS	5,000.00				5,000.00	
8440 · MISCELLANEOUS	212.05				212.05	
8580 · PROFESSIONAL FEES	9,890.00				9,890.00	
8680 · REPAIRS AND MAINTENANCE	3,906.00				3,906.00	
8950 · UTILITIES - WATER	92.98				92.98	
TOTAL	3,741,008.42	3,741,008.42	0.00	0.00	3,741,008.42	3,741,008.42

7:00 PM

10/20/25

Accrual Basis

THE COMMERCIAL DEVELOPMENT AUTHORITY OF THE CITY OF PELHAM

Transaction Detail by Account

September 1 through October 20, 2025

Type	Date	Num	Name	Memo	Cir	Split	Debit	Credit	Balance
3845 · CENTRAL STATE BANK - OPERATING									
Check	09/11/2025	1033	Alabama Dept of Env...	Account 20660	X	8680 · REPAIR...		1,206.00	-1,206.00
Deposit	09/24/2025		CITY OF PELHAM	JULY 2025 Lo...	X	4020 · MONTH...	38,966.99		37,760.99
Total 3845 · CENTRAL STATE BANK - OPERATING							38,966.99	1,206.00	37,760.99
0265 · CENTRAL STATE BANK - CD									
General Journal	09/19/2025	YE 14	Central State Bank	Interest		4240 · MISCEL...	2,199.20		2,199.20
General Journal	10/17/2025	YE 15	Central State Bank	Interest		4240 · MISCEL...	2,494.25		4,693.45
Total 0265 · CENTRAL STATE BANK - CD							4,693.45	0.00	4,693.45
4020 · MONTHLY PAYMENT - LODGING TAX									
Deposit	09/24/2025		CITY OF PELHAM	JULY 2025 Lo...		3845 · CENTR...		38,966.99	-38,966.99
Total 4020 · MONTHLY PAYMENT - LODGING TAX							0.00	38,966.99	-38,966.99
4240 · MISCELLANEOUS INCOME									
General Journal	09/19/2025	YE 14	Central State Bank	Interest		0265 · CENTR...		2,199.20	-2,199.20
General Journal	10/17/2025	YE 15	Central State Bank	Interest		0265 · CENTR...		2,494.25	-4,693.45
Total 4240 · MISCELLANEOUS INCOME							0.00	4,693.45	-4,693.45
8680 · REPAIRS AND MAINTENANCE									
Check	09/11/2025	1033	Alabama Dept of Env...	Account 20660		3845 · CENTR...	1,206.00		1,206.00
Total 8680 · REPAIRS AND MAINTENANCE							1,206.00	0.00	1,206.00
TOTAL							44,866.44	44,866.44	0.00

October 21, 2025

Members of the City of Pelham Commercial Development Authority
P.O. Box 1419
Pelham, AL 35124

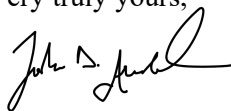
Re: Opinion on Applicability of Executive Session

Dear Commercial Development Authority Members:

This is to advise the members of the City of Pelham Commercial Development Authority (“CDA”) that I have reviewed the matters on which the CDA is considering convening an executive session for discussion regarding the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property and to discuss preliminary negotiations involving matters of trade or commerce in which the governmental body is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act. I have determined that, in my legal opinion, this matter is appropriate for executive session under Section 36-25A-7(a)(6) and (7), Code of Alabama 1975, as amended.

Pursuant to Section 36-25A-7(a)(6) and (7), a copy of this letter should be attached to the minutes of the CDA meeting wherein the CDA considers the motion to convene an executive session to discuss this matter.

Very truly yours,



Joshua D. Arnold
Attorney for the City of Pelham Commercial
Development Authority
Alabama Bar No. ASB-0018-A28A

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