



# Commercial Development Authority Agenda

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Pelham City Hall - Council Work Room  
January 27, 2026 – 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 the December 16, 2025 meeting of the Commercial Development Authority.
- E. Finance
  - 1. Presentation and approval of Finance Report
  - 2. Payment of Invoice in the amount of \$1,675 - Fortune, Beard, Arnold
- F. Marketing & Status of Properties Owned by CDA
  - 1. 1908 & 1910 Montgomery Highway
    - a. Change Order in the amount of \$17,835 with PPM Consultants, Inc. for in-place tank closure. Required due to rising costs of tank fill material since original proposal and remobilization for scope change due to over-excavation and disposal of contaminated soil along piping trench required by ADEM. Allows PPM to subcontract with GrayMar Environmental to complete closure and abandonment of underground storage tanks.
  - 2. Wellborn Property (2786 Pelham Parkway)
  - 3. Fran's Property (5103 Pelham Parkway)
- G. Economic Development Update
- H. Adjournment



# Commercial Development Authority Minutes

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

## Call to Order

In the absence of the Chairperson, the meeting was called to order by Commercial Development Authority Secretary/Treasurer Matthew Jaeh at 6:28 PM.

## Record of Attendance

Roll was called, with Eden Roy, Matthew Jaeh, and Keltin Garrett answering as present. Absent was Chairman Roberto Rodriguez and CDA board member Christopher Arvin. A quorum was established.

## Agenda Approval, Additions or Deletions

There were no proposed changes to the agenda. Eden Roy made a motion to approve the agenda as presented, which was seconded by Keltin Garrett. All members present voted to approve.

## Review and Approval of Minutes

### 1. Approval of minutes of the November 10, 2025 meeting of the Commercial Development Authority.

A motion was made by Matthew Jaeh to approve the minutes of the November 10, 2025 meeting of the Commercial Development Authority as presented. The motion received a second from Keltin Garrett. All members present voted to approve.

## Finance

### 1. Presentation and approval of Finance Report.

Eden Roy moved to accept the Finance Report as presented. Keltin Garret seconded the motion. All members voted to approve.

### 2. Approval of payment for 2025-2026 Travelers Insurance Company for the public official liability/crime policies. The payment of \$5,000 is due 12/19/2025.

Keltin Garret moved to approve payment to Travelers Insurance Company in the amount of \$5,000 for public official liability and crime policies. Eden Roy provided a second. All members present voted to approve.

### 3. Continuation of FY26 budget discussion

A brief discussion took place, ending in a request to carry-over this item to the new year.

## Marketing & Status of Properties Owned by CDA

A brief discussion of all items took place, with no substantive updates and no action taken.

### 1. 1908 & 1910 Montgomery Highway

### 2. Wellborn Property (2786 Pelham Parkway)

### 3. Fran's Property (3103 Pelham Parkway)

## **Economic Development Update**

### **1. Assistant City Manager, Justin Smith**

Assistant City Manager Justin Smith provided a brief update on economic development related items from the City.

### **Executive Session**

There was no executive session.

### **Adjournment**

Motion was made by Matthew Jaeh to adjourn the meeting. Eden Roy provided a second. All members voted in favor. The meeting was adjourned at 6:40 PM.

THE COMMERCIAL DEVELOPMENT AUTHORITY OF THE CITY OF PELHAM

01/27/26

Profit & Loss Detail

Accrual Basis

January 1, 2025 through January 1, 2026

Type	Date	Num	Name	Memo	Cir	Split	Debit	Credit	Balance
<b>Income</b>									
<b>4020 · MONTHLY PAYMENT - LODGING TAX</b>									
Deposit	01/27/2025		CITY OF PELHAM	November Lod...		3845 · CENTR...		25,523.66	25,523.66
Deposit	02/28/2025		CITY OF PELHAM	December 202...		3845 · CENTR...		19,944.63	45,468.29
Deposit	03/26/2025		CITY OF PELHAM	January Taxes		3845 · CENTR...		18,275.07	63,743.36
Deposit	04/28/2025		CITY OF PELHAM	February Taxes		3845 · CENTR...		26,720.40	90,463.76
Deposit	05/28/2025		CITY OF PELHAM	2025 March L...		3845 · CENTR...		36,362.40	126,826.16
Deposit	06/25/2025		CITY OF PELHAM	2025 April Lod...		3845 · CENTR...		36,265.34	163,091.50
Deposit	07/25/2025		CITY OF PELHAM	May 2025 Lod...		3845 · CENTR...		43,267.65	206,359.15
Deposit	08/27/2025		CITY OF PELHAM	June 2025 Lo...		3845 · CENTR...		39,672.76	246,031.91
Deposit	09/24/2025		CITY OF PELHAM	JULY 2025 Lo...		3845 · CENTR...		38,966.99	284,998.90
Deposit	10/29/2025		CITY OF PELHAM	AUGUST 202...		3845 · CENTR...		29,814.58	314,813.48
Deposit	11/26/2025		CITY OF PELHAM	SEPT 2025 Lo...		3845 · CENTR...		28,776.96	343,590.44
Deposit	12/24/2025		CITY OF PELHAM	OCT 2025 Lo...		3845 · CENTR...		41,096.88	384,687.32
Total 4020 · MONTHLY PAYMENT - LODGING TAX							0.00	384,687.32	384,687.32
<b>4240 · MISCELLANEOUS INCOME</b>									
General Journal	01/17/2025	YE 5	Central State Bank	Interest		0265 · CENTR...		4,050.00	4,050.00
General Journal	02/19/2025	YE 6	Central State Bank	Interest		0265 · CENTR...		4,066.33	8,116.33
General Journal	03/19/2025	YE 7	Central State Bank	Interest		0265 · CENTR...		3,687.64	11,803.97
General Journal	04/18/2025	YE 8	Central State Bank	Interest		0265 · CENTR...		3,074.03	14,878.00
General Journal	05/19/2025	YE 9	Central State Bank	Interest		0265 · CENTR...		2,986.88	17,864.88
General Journal	06/18/2025	YE 10	Central State Bank	Interest		0265 · CENTR...		652.31	18,517.19
General Journal	07/18/2025	YE 11	Central State Bank	Interest		0265 · CENTR...		631.81	19,149.00
General Journal	08/19/2025	YE 13	Central State Bank	Interest		0265 · CENTR...		653.40	19,802.40
General Journal	09/19/2025	YE 14	Central State Bank	Interest		0265 · CENTR...		2,199.20	22,001.60
General Journal	10/17/2025	YE 15	Central State Bank	Interest		0265 · CENTR...		2,494.25	24,495.85
General Journal	11/19/2025	YE 16	Central State Bank	Interest		0265 · CENTR...		2,585.73	27,081.58
General Journal	12/19/2025	YE 17	Central State Bank	Interest		0265 · CENTR...		638.84	27,720.42
Total 4240 · MISCELLANEOUS INCOME							0.00	27,720.42	27,720.42
Total Income							0.00	412,407.74	412,407.74
<b>Expense</b>									
<b>8340 · INSURANCE- BUSINESS</b>									
Check	02/21/2025		Travelers Insurance	Insurance ren...		3845 · CENTR...	5,000.00		5,000.00
Check	12/19/2025		Travelers Insurance	2026 Insurance		3845 · CENTR...	5,000.00		10,000.00
Total 8340 · INSURANCE- BUSINESS							10,000.00	0.00	10,000.00
<b>8440 · MISCELLANEOUS</b>									
General Journal	03/17/2025	YE 2	CITY OF PELHAM	Adjustment - S...		2710 · LINE OF...	212.05		212.05
Total 8440 · MISCELLANEOUS							212.05	0.00	212.05
<b>8580 · PROFESSIONAL FEES</b>									
Check	05/27/2025	1028	Fortune, Beard, Arno...	Invoice # 379		3845 · CENTR...	4,150.00		4,150.00
Check	06/04/2025	1030	Atlas	Invoice # 2623...		3845 · CENTR...	2,800.00		6,950.00
Check	06/04/2025	1029	Atlas	Invoice # 2649...		3845 · CENTR...	2,940.00		9,890.00
Total 8580 · PROFESSIONAL FEES							9,890.00	0.00	9,890.00
<b>8680 · REPAIRS AND MAINTENANCE</b>									
Check	06/23/2025	1031	Matt Ensor	Moe's Lawn C...		3845 · CENTR...	1,500.00		1,500.00
Check	08/07/2025	1032	Kellis Vegetation Ma...	Welborn Prop...		3845 · CENTR...	1,200.00		2,700.00
Check	09/11/2025	1033	Alabama Dept of Env...	Account 20660		3845 · CENTR...	1,206.00		3,906.00
Total 8680 · REPAIRS AND MAINTENANCE							3,906.00	0.00	3,906.00
<b>8800 · TAXES &amp; LICENSES</b>									
Check	12/08/2025	1034	Dan Armstrong, Prop...	Property Taxes		3845 · CENTR...	20,828.96		20,828.96
Total 8800 · TAXES & LICENSES							20,828.96	0.00	20,828.96
<b>8950 · UTILITIES - WATER</b>									
Check	06/10/2025		CITY OF PELHAM	Water Payment		3845 · CENTR...	53.04		53.04
Check	07/08/2025		CITY OF PELHAM	Water Payment		3845 · CENTR...	18.72		71.76
Check	08/08/2025		CITY OF PELHAM	Water Payment		3845 · CENTR...	21.22		92.98
Total 8950 · UTILITIES - WATER							92.98	0.00	92.98
Total Expense							44,929.99	0.00	44,929.99
<b>Net Income</b>							<b>44,929.99</b>	<b>412,407.74</b>	<b>367,477.75</b>

## Profit &amp; Loss Prev Year Comparison

January through December 2025

	<u>Jan - Dec 25</u>	<u>Jan - Dec 24</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
4020 · MONTHLY PAYMENT - LODGING TAX	384,687.32	355,946.62	28,740.70	8.1%
4240 · MISCELLANEOUS INCOME	27,720.42	3,904.11	23,816.31	610.0%
<b>Total Income</b>	<u>412,407.74</u>	<u>359,850.73</u>	<u>52,557.01</u>	<u>14.6%</u>
<b>Expense</b>				
8010 · ADVERTISING	0.00	2,822.52	-2,822.52	-100.0%
8030 · ACCOUNTING & AUDITING	0.00	450.00	-450.00	-100.0%
8220 · DUES & SUBSCRIPTIONS	0.00	300.00	-300.00	-100.0%
8340 · INSURANCE- BUSINESS	10,000.00	4,923.00	5,077.00	103.1%
8440 · MISCELLANEOUS	212.05	0.00	212.05	100.0%
8580 · PROFESSIONAL FEES	9,890.00	5,450.00	4,440.00	81.5%
8680 · REPAIRS AND MAINTENANCE	3,906.00	3,000.00	906.00	30.2%
8800 · TAXES & LICENSES	20,828.96	37,531.88	-16,702.92	-44.5%
8950 · UTILITIES - WATER	92.98	0.00	92.98	100.0%
<b>Total Expense</b>	<u>44,929.99</u>	<u>54,477.40</u>	<u>-9,547.41</u>	<u>-17.5%</u>
<b>Net Income</b>	<u><b>367,477.75</b></u>	<u><b>305,373.33</b></u>	<u><b>62,104.42</b></u>	<u><b>20.3%</b></u>

	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	360,370.24				360,370.24	
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	778,562.04				778,562.04	
2710 · LINE OF CREDIT - CITY OF PELHAM	0.00				0.00	
3500 · NET POSITION		3,798,991.42				3,798,991.42
4020 · MONTHLY PAYMENT - LODGING TAX		23,482.16				23,482.16
4240 · MISCELLANEOUS INCOME		660.68				660.68
<b>TOTAL</b>	<b>3,823,134.26</b>	<b>3,823,134.26</b>	<b>0.00</b>	<b>0.00</b>	<b>3,823,134.26</b>	<b>3,823,134.26</b>