

**MONTEVALLO DEVELOPMENT COOPERATIVE DISTRICT
BOARD OF DIRECTORS MEETING
Parnell Memorial Library
Minutes**

**Regular Meeting
September 28, 2015
4:00 p.m.**

Members Present: Dee Woodham, Reed Prince
Staff Present: Regina Ashmore, Chris Hershey, Susan Hayes
Others Present: Mayor Hollie Cost, City of Montevallo; Sarah Hogan, City of Montevallo;
Courtland Dusseau

The meeting was called to order at 4:00 pm by Chairman Woodham.

Chairman Woodham stated the minutes of the August 24, 2015 meeting be delayed until the next meeting.

Mr. Prince stated the Board delay invoicing the partners until Ms. Hayes completes several of the projects to ensure only one request be made for the additional funds.

Ms. Hayes requested the Board consider applying fraud alert protection on its bank accounts. The coverage would prevent unauthorized transfers or withdrawals from accounts without permission. An alert is generated with any attempt to access accounts not previously approved. The alerts will be directed to Ms. Hayes, who would approve or deny the payment. The cost is \$35 a month for the first account and \$15 a month per account thereafter. Mr. Prince made a motion to instate the fraud protection plan on all MDCD accounts. The motion was seconded by Chairman Woodham. The motion was approved by all with a two to zero vote.

Mr. Hayes stated the auditors will begin field work the week of November 2nd with a draft expected by November 25th. Ms. Hayes further stated the bank account documents were ready to be executed for the Coach Company incomes. The expenses will be paid from the general fund unless the Board instructed her do pay from income accounts.

Chairman Woodham asked about the Promenade project. Mayor Cost stated the replacement planting should wait a bit longer. Chairman Woodham asked if the utilities had been handed over to the city as planned. Ms. Hayes stated they had not. The average bills are \$500 a month for both water and electric. Chairman Woodham stated the Board needed to move forward with the separation, but agreed to delay the vote until the next meeting.

Chairman Woodham asked if the tenant had executed the lease for the Coach Company building. Mr. Prince stated he would follow up with the prospective tenant the following day. His last understanding was the tenant's attorney was reviewing the document. Mr. Prince said the renovations are going as expected. A separation wall has been erected, a mop sink, water heater,

epoxy flooring in kitchen and restrooms had all been completed. The kitchen hood system is still in process; coordinating with the Fire Marshal for inspections. The expected end date is November 13th. The only delay is the window replacements. There is no firm delivery date from the manufacturer at this time. Chairman Woodham stated she had forwarded all plans to the Design Review Committee. Mayor Cost informed the Board the official vote would be made at tonight's City Council meeting. She further stated she thought this project would serve as a great mock project. Chairman Woodham stated the Board had made every effort to match the existing look and feel of the architecture. The exterior colors are chestnut brown and green on front. Mr. Prince stated the parking lot portion of the project came in a little over expected due to unforeseen "soft spots" that were corrected.

Chairman Woodham stated the City Hall came in within budget. Mayor Cost stated the Arts Council loaned existing art pieces to the city to decorate the building and Mr. Lehman arranged them.

Chairman Woodham informed the Board that every time she comes by the track it is teeming with activity. She had been unsuccessful contacting the Board of Education up to this point.

Chairman Woodham stated the Main Street project plans were finalized. The FHWA review is eminent which will allow acquisition of construction easements for a December bid letting. Additional information was submitted to ALDOT for review regarding the water line relocation, with approval pending. She further stated the Water Board will help with the match funding for this project.

The community track lighting project is underway courtesy of Shelby County to meet the NCAA Lacrosse requirements.

The Middle Street project is 60 percent complete with design. Mayor Cost asked if they would still run parallel. Mr. Gauntt, via telephone, informed the Board the approval has been given from Montgomery and once the official letter of acceptance is in hand the rights of way can be acquired. He is concerned about the Dr. Anderson right of way. Mayor Cost stated she would assist in any way necessary. Mr. Gauntt stated the Main Street project should be well underway before bidding the Middle Street project. Middle Street will not be as complex as Main Street.

Mr. Gauntt stated the Alabama Coach Company building site improvements should come in around \$69,000 to \$70,000 leaving about \$15,000 available. Chairman Woodham stated the Board would discuss at the next meeting.

Chairman Woodham asked the status of the updated MOA for reflect the 1/3 equal partnership. Ms. Hayes stated it was discussed as an addendum, but she did not know if Ms. Smith had completed the task.

Mayor Cost stated the Board was invited to the ribbon cutting for City Hall on October 9th at 4:00 pm. The city's Founders Day is October 8th followed by the Mayor's breakfast on the 9th.

Chairman Woodham stated the other prospective Coach Company tenant had proceeded to contact Mr. Maddox about occupying the soon to be vacated site of the Main Street Tavern.

Chairman Woodham made a motion to adjourn the meeting. The motion was seconded by Mr. Prince. The motion was approved by all with a two to zero vote.

There being no other business the meeting adjourned at 4:42 pm.