

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

**Regular Meeting
October 26, 2015
4:00 p.m.**

Members Present: Dee Woodham, Reed Prince, DeAnna Smith
Staff Present: Regina Ashmore, Chris Hershey, Susan Hayes
Others Present: Janice Seaman; Alex Dudchock, Shelby County Manager

The meeting was called to order at 4:03 pm by Chairman Woodham.

Mr. Dudchock addressed the Board. He suggested the Board consider looking at staffing vendors such as ADP. The future may dictate the Board hire employees for the Golf Course or hotel project. He suggested the consideration be well in advance of the actual need for staff, to be well prepared. Mr. Dudchock stated the Board could use the county personnel staff as reference contacts. He further stated the County Commission has a recommendation to reappoint Mr. Prince to the MDCD Board for consideration at its next regularly scheduled meeting.

Ms. Smith stated she was very familiar with ADP. She would also look at UM assisting with the future staffing concerns internally, as well.

Chairman Woodham asked if the Board had staggered the term expirations for board members. She suggested the Board research and consider making the necessary changes so all seasoned board members not reach term in the same year. Ms. Smith stated the Articles of Incorporation state each term appointment was four years from the date of the filing. Mr. Hershey to investigate further for by-laws or other documentation that may set terms other than the initial term.

Chairman Woodham asked if Ms. Smith had an opportunity to review the August 24th minutes. Ms. Smith stated she had not. Mr. Prince stated the Board should move forward amending the minutes to reflect the 1/3 interest, remove the specific detail, and add a line to show money to follow, each entity to billed the actual amounts. Chairman Woodham stated the Board should not approve the August 24th minutes until next month. Ms. Smith to prepare the funding document as an attachment reflecting the one-third make-up. Chairman Woodham stated the city portion in the August minutes is correct at \$75,000 from line 20 to line 4. Ms. Smith made a motion to move \$75,000 from line 20 to line 4 with remaining 1/3 to line 4 to be estimated at \$30,000. The motion was seconded by Mr. Prince. The motion was approved by all with a three to zero vote.

Mr. Prince updated the Board on the progress at the Coach Company. The Health Department approval letter has been received. The budget is coming in around \$175,000 as estimated. There

are a few invoices for materials outstanding. The awnings are outstanding. Chairman Woodham stated the awnings would be green like on the side to cover the outdoor dining and front doors. Mr. Prince stated a handrail would be required for safety purposes. Ms. Seaman asked the Board if the Coach Company sign would remain. Chairman Woodham stated yes the sign would remain, the new tenant sign must meet all regulations. Ms. Seaman stated the Historical Committee had approved all design changes for the Coach Company building.

Chairman Woodham informed the Board Ms. Massey was moving forward with her Cajun restaurant in the former Tavern location. She further explained an initiative currently called “Mo-town” or “Montevallo Project” as an ad hoc project by the mayor to generate retail and enhance business. Chairman Woodham stated she wanted the Board to be informed of initiatives within the city as she expects the organizations to request funding assistance moving forward.

Chairman Woodham stated the Main Street project would not be going out to bid until January, which delays construction until March or April. The track facility is also complete. The street sign replacements is 98 percent complete. The Middle street project is 80 percent complete with design work. The Shoal Creek Park plans are in review and awaiting funding.

Ms. Hayes requested the Board to consider making account adjustments to zero out the finalized projects. Ms. Smith made a motion to move \$13,646.43 from line 9, street sign project, to line 21, Orr Park Lighting, to cover budget overrun. The motion was seconded by Mr. Prince. The motion was approved by all with a three to zero vote.

Ms. Smith made a motion to move \$7,994.95 from line 9, street sign project, to line 18, Stephens Park renovation, to cover the budget overrun. The motion was seconded by Mr. Prince. The motion was approved by all with a three to zero vote.

Ms. Hayes stated there were several non-bond projects that also needed adjustments. Most are projects that began prior to the bond issuance. The Board discussed using excess cash to make the necessary adjustments. Ms. Smith made a motion to move \$54,529.90 from sales tax income reserves for the ALDOT Main Street project overrun. The motion was seconded by Mr. Prince. The motion was approved by all with a three to zero vote.

Ms. Smith made a motion to move \$159.55 from sales tax income reserves for the downtown revitalization project overrun. The motion was seconded by Mr. Prince. The motion was approved by all with a three to zero vote.

Ms. Smith made a motion to move \$10,864.32 from sales tax income reserves for the Promenade overrun. The motion was seconded by Mr. Prince. The motion was approved by all with a three to zero vote.

Ms. Smith made a motion to pay 50 percent of all utilities for fiscal year 2016, 25 percent for fiscal year 2017, with the city of Montevallo taking complete possession in fiscal year 2018 leaving the MDCD owing 0 percent. The motion was seconded by Mr. Prince. The motion was approved by all with a three to zero vote.

Chairman Woodham stated TruGreen will be replacing the plants damaged by them. Ms. Hayes requested clarification on utility bills for the Coach Company building. Mr. Prince stated the tenant would receive all utility bills upon occupation of the facility.

Ms. Smith informed the board the track was temporarily closed to the public due to installation of light fixtures. The work should be completed this week and inspection completed next week with full access granted to the public thereafter.

Ms. Seaman asked about the makeup of the Board considering Chairman Woodham's desire not to run for city council. Chairman Woodham stated the board makeup does not require the city representative to be a council member; she would be capable of serving the Board if reappointed.

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

There being no other business the meeting adjourned at 5:03 pm.