

SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

January 15, 2025 – 1:00 PM

Shelby County Administration Building – Commission Chambers
200 West College Street, Columbiana, AL 35051

1. Call to Order

Chad Scroggins, County Manager, called the meeting to order at 1:03 pm and briefly reviewed the agenda.

The Shelby Urban County Policy Board (Policy Board) has representation from 13 municipalities and Shelby County, with each municipality appointing a representative and an alternate to the Board as follows:

Member Municipality	Representative	Alternate
Alabaster	Brian Binzer	Mark Frey
Calera	Connie Payton	Jon Graham
Chelsea	Chris Grace	Tony Picklesimer
Columbiana	Ricky Ruston	Charlene Tucker
Harpersville	Theoangelo Perkins	Janet Gill
Helena	Brian Puckett	Amanda Traywick
Indian Springs Village	Rick Harley	Dale Elliott
Montevallo	David King	Steve Gilbert
Pelham	Michael Simon	Gretchen DiFante
Vincent	Jim Latimer	Darryl Wood
Westover	Roberta Stamp	Larry Riggins
Wilsonville	Christa Henderson	Scotty Morris
Wilton	Deborah Hudson	Glenn Dabbs
Shelby County	Chad Scroggins	Jesslan Wilson

A written Roll Call was taken via sign-in sheet with 15 Policy Board attendees representing 11 member municipalities and Shelby County; 5 Shelby County staff; and 3 visitors as shown below. *[Clarifying note: Either the Representative or Alternate can make a motion; but each Member Municipality has just one vote counted for all Policy Board action items.]*

8 Representatives Present

Connie Payton	Roberta Stamp
Rick Harley	Christa Henderson
David King	Deborah Hudson
Michael Simon	Chad Scroggins

5 Shelby County Staff Present

Christie Hester, Director of Development Services
Josh Osborne, Manager of Planning & Community Development
Eric Womack, Community Development Programs Specialist
Shelli Davis, Director of Grants Management
Brenda Hungerford, Office Administrator, Planning

7 Alternates Present

Mark Frey	Scotty Morris
Charlene Tucker	Glenn Dabbs
Janet Gill	Jesslan Wilson
Darryl Wood	

3 Visitors Present

Helen Thweatt, Vincent Town Clerk
JoAnn Hamm, Wilton Town Council
Milton Warnock, Engineering Solutions

2. Approval of the Minutes of the December 18, 2024, Policy Board Meeting (Vote Required)

Janet Gill made a motion to approve the meeting minutes; Mark Frey seconded the motion. Chad Scroggins called for a motion and the Policy Board unanimously approved the meeting minutes of December 18, 2024.

Note: The signed minutes retained by the Shelby County Development Services Department will have a complete meeting information packet attached.

3. Applicant Presentations Discussion (Vote Required)

Christie Hester began the discussion by reminding everyone that presentations would be at the Policy Board's meeting on April 16; each applicant scoring a minimum of 400 points is eligible to make the presentation; and staff anticipated receiving six applications for this program year. She explained the Policy Board's discussion today would finalize details related to the presentations.

Presentation Criteria

Chad Scroggins stressed the importance of the Policy Board finalizing presentation format details to give clear guidance to applicants related to the presentation parameters. He stressed the importance of proposals being a priority need and talked about the benefit of tying applications to a comprehensive plan; and suggested Policy Board members reach out to County staff if their municipality was interested in developing and/or updating a comprehensive plan.

Chad Scroggins led the Policy Board's discussion regarding presentation criteria such as time limit, format, questions, visuals/handouts, match flexibility, and whether or not to score the actual presentation.

Following discussion, David King made a motion to set the presentation criteria as follows:

- Time limit of ten minutes for presentation;
- Presentations will be PowerPoint or similar format;
- A question & answer period will follow each presentation;
- Presentations and handouts should be submitted no later than April 9, for distribution to the Policy Board prior to the meeting;
- Presenter can be an engineer or someone familiar with the application who is not on the Policy Board;
- Someone with the ability to discuss each entity's match flexibility on the spot if a change in the match is warranted needs to be at the meeting; and
- Presentations are not to be ranked or scored.

Rick Harley seconded the motion. The Policy Board unanimously approved the motion to set the presentation criteria as outlined above.

Application Key Dates

Christie Hester reviewed key dates previously determined with the required Tier 1 consultations being held March 31 through April 3; the application deadline of midnight on Friday, April 4; staff scoring the applications and notifying the results by Tuesday, April 8; and presentations being made at the Policy Board meeting on Wednesday, April 16. She noted the Policy Board would make a decision on April 16 or could defer to May 21 if necessary.

Chad Scroggins led a discussion about changing the dates to enable sufficient time for presentations/handouts to be submitted earlier so the Policy Board could receive information prior to the meeting in order to be better prepared to discuss a recommendation on April 16 rather than delay to May 21.

Following discussion, David King made a motion to change the application due date to midnight on Wednesday, April 2, 2025; Michael Simon seconded the motion. The Policy Board unanimously approved the new application due date of midnight on Wednesday, April 2, 2025.

David King then made a motion to change the Application Tier 1 Consultations to late March through Tuesday, April 1, 2025; Rick Harley seconded the motion. The Policy Board unanimously approved the deadline for Tier 1 Consultations as Tuesday, April 1, 2025.

Josh Osborne encouraged applicants to schedule their consultations as soon as their applications are prepared, stressing Shelby County staff will meet wherever it is most convenient for each applicant.

Christie Hester reminded everyone to keep May 21 open for a Policy Board meeting on the chance it is needed.

OTHER BUSINESS

Eric Womack provided a new email address for the CDBG program: CDBG@shelbyal.com; this email is included on the Letter of Intent form.

The Policy Board reviewed upcoming meeting dates and other important dates for 2025. The next Policy Board meeting will be April 16, 2025, which will include applicant presentations.

Other Important Dates for 2025

Application Workshop	Wednesday, February 5
Application Tier I Consultations	Late March through Tuesday, April 1
Applications Due	Wednesday, April 2
Application Presentations to Policy Board	Wednesday, April 16
Policy Board Backup Meeting if needed	Wednesday, May 21
Shelby County Reporter Legal Advertisement	Wednesday, June 25
30-Day Public Comment Period	Sunday, June 29 through Monday, July 28

David King made a motion to adjourn; Michael Simon seconded the motion, which passed unanimously. Chad Scroggins thanked the Policy Board for their time and commitment, and adjourned the meeting at 1:44 pm.

 Chad Scroggins, Chairman
 Shelby Urban County Policy Board