

# SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

April 16, 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:

<b>Member Municipality</b>	<b>Representative</b>	<b>Alternate</b>
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	Justin Smith	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

The Policy Board held a written roll call via a sign-in sheet with 17 Policy Board attendees representing 11 member municipalities and Shelby County; 5 Shelby County staff; and 3 visitors as shown below. *Note: Justin Smith replaced Michael Simon as Pelham’s Representative. [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.]*

### 10 Representatives Present

Brian Binzer	Jim Latimer
Connie Payton	Roberta Stamp
Rick Harley	Christa Henderson
David King	Deborah Hudson
Justin Smith	Chad Scroggins

### 7 Alternates Present

Mark Frey	Darryl Wood
Charlene Tucker	Glenn Dabbs
Janet Gill	Jesslan Wilson
Steve Gilbert	

### 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

### 3 Visitors Present

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

## 2. Approval of the Minutes of the January 15, 2025, Policy Board Meeting (Vote Required)

Mark Frey made a motion to approve the meeting minutes; David King seconded the motion. Chad Scroggins called for a motion and the Policy Board unanimously approved the meeting minutes of January 15, 2025.

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

## 3. Applicant Presentations

Chad Scroggins reminded the Policy Board there were four applications meeting the required minimum score of 400 to make presentations today.

Christie Hester led the Policy Board through an overview of the applications prior to the presentations. She explained the process would include the applicant's presentation followed by a question & answer session with the Policy Board. *[Note: The approved minutes will include a copy of the presentations.]*

The presentation order was alphabetical by municipality. Each presenter discussed their proposed project and then answered questions from the Policy Board.

- Harpersville – Fire Protection Project – presented by Milton Warnock, Engineering Solutions
- Montevallo – Boy Scout Lodge Renovation Project – presented by Steve Gilbert, Montevallo City Clerk
- Vincent – Sewer Project – presented by Milton Warnock, Engineering Solutions
- Wilton – Birmingham Street Water Main Project – presented by Mayor Deborah Hudson

## 4. Select Project(s) for Year Two Action Plan

Eric Womack provided the scoring totals for the four finalists tallied by County staff using the criteria previously approved by the Policy Board.

- 679 – Harpersville
- 632 – Vincent
- 590 – Wilton
- 561 – Montevallo

Jim Latimer made a motion to fund the Vincent and Harpersville projects; Janet Gill seconded the motion.

Milton Warnock asked to amend the Harpersville project cost since the scope could be smaller because of the shorter distance required for service lines now that they have identified the exact placement of the fire hydrants—and emphasized there was no change in the number of residents to be served by this project.

The Policy Board discussed scoring implications if the scope was changed; the unfairness of changing a project scope this far in the process; potential tariff charges impacting a project's cost; and there being insufficient CDBG funding for multiple projects based on the funding matches presented by each applicant.

David King talked about the criticality of Wilton's project; Wilton's limited ability to raise additional funding without increasing their charges for service; and Wilton's unwillingness to use ARPA funding that would have enabled the Policy Board to recommend their project a year ago.

Chad Scroggins stressed that amending the project scope after the scoring and presentation—and with a motion on the floor—causes concern.

In response, Jim Latimer amended his motion to remove the Harpersville project and just fund the Vincent project; Janet Gill was amenable and she seconded the motion as amended.

Rick Harley asked if Vincent could contribute more in matching funds to, hopefully, fund two projects like last year. Chad Scroggins agreed and asked both Vincent and Harpersville to consider increasing the matching funds to enable two projects to benefit from the CBDG funding.

[*Note:* Chad Scroggins left the meeting and Jesslan Wilson assumed chair responsibilities.]

Jim Latimer said perhaps Vincent could fund an additional \$50,000 subject to City Council. Janet Gill thought Harpersville could also increase their total match as needed.

David King noted last year when the Wilton Town Council did not choose to fund with ARPA money, the Policy Board selected a different project; the current discussion about two municipalities changing their funding causes concern. He wondered if all three municipalities might be able to increase their match to enable funding for all three projects. Steve Gilbert and David King agreed they were not concerned about the Montevallo project due to having a greater concern related to priority and community improvement.

Noting the three projects total approximately \$1.221 million, David King asked if the three municipalities could split the shortfall of approximately \$363,000.

Using an excel spreadsheet shown on the presentation screen, Jesslan Wilson led the Policy Board through various calculations as they worked to identify potential funding shared among the top three projects. Following discussion, Mayor Deborah Hudson was not confident Wilton could increase their match; Jim Latimer and Janet Gill believed their respective councils would approve an increased match.

The Policy Board then discussed whether they should accept project scope adjustments without rescoreing the project; they determined consideration should be given to the project scope as identified in the scoring and presentation.

Jim Latimer withdrew his amended motion, Janet Gill agreed, and the original motion to fund both Vincent and Harpersville projects remained on the floor. The Policy Board discussed still having insufficient funds for both projects unless the matching funds were increased.

Jim Latimer amended the motion for the Policy Board to recommend funding the Vincent and Harpersville projects with Vincent increasing its match to \$125,848 and Harpersville increasing its match to \$75,848, both subject to respective council approval. Janet Gill seconded the motion as amended.

Jesslan Wilson called for a vote to amend the original motion as stated; the motion carried with David King and Deborah Hudson abstaining.

Jesslan Wilson then called for a vote on the amended motion. The Policy Board passed the amended motion with nine Member Municipalities voting in favor, Deborah Hudson voting against, and David King abstaining.

## **5. Recommend Projects for Year Two Action Plan to Shelby County Commission**

Contingent on the adoption of City/Town Council resolutions accepting the Policy Board's proposed funding, Mark Frey made a motion to recommend the Shelby County Commission approve two projects for the Year Two Action Plan and award the total CDBG funding amount of \$878,552 as follows:

- \$634,152 in CDBG funding for the City of Vincent's Sewer Project, provided Vincent commits approximately \$125,848 as a match; and
- \$224,152 in the remaining CDBG funds for the Town of Harpersville's Fire Protection Project, provided Harpersville approves a match of \$75,848.

Connie Payton seconded the motion. The Policy Board approved the motion with David King abstaining.

**6. Potential Meetings – May 21 or June 4**

Jesslan Wilson asked the representatives of Vincent and Harpersville to notify County staff whether the resolutions are adopted by their respective Councils. If necessary, the Policy Board agreed to reconvene on Wednesday, May 21, 2025.

**OTHER BUSINESS**

The Policy Board reviewed the remaining important dates for 2025.

Policy Board Backup Meeting if needed	Wednesday, May 21, 2025
Shelby County Reporter Legal Advertisement	Wednesday, June 25
30-Day Public Comment Period	Sunday, June 29 through Monday, July 28
Annual Action Plans Shelby County Commission Public Hearing/Adoption	No later than July 28, 2025
Annual Action Plans HUD Submission	No Later than August 1, 2025

Mark Frey made a motion to adjourn; Rick Harley seconded the motion, which passed unanimously. Jesslan Wilson thanked the Policy Board for their time and commitment, and adjourned the meeting at 3:08 pm.

  
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 Jesslan Wilson, Chairman Pro Tem  
 Shelby Urban County Policy Board