

# SHELBY URBAN COUNTY POLICY BOARD MEETING MINUTES

May 22, 2024 – 1:00 PM

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

## 1. Call to Order

Chad Scroggins, Chairman, called the meeting to order at 1:00 pm and briefly reviewed the meeting 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	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	

A written Roll Call was via sign-in sheet with 19 Policy Board attendees representing 12 member municipalities and Shelby County; 7 Shelby County staff; and 1 visitor 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.]*

### 11 Representatives Present

Brian Binzer	Michael Simon
Connie Payton	Roberta Stamp
Chris Grace	Christa Henderson
Ricky Ruston	Deborah Hudson
Rick Harley	Chad Scroggins
David King	

### 8 Alternates Present

Mark Frey	Steve Gilbert
Charlene Tucker	Darryl Wood
Janet Gill	Scotty Morris
Dale Elliott	Glenn Dabbs

### Visitors Present

Helen Thweatt, Vincent City Clerk

### Shelby County Staff Present

Jesslan Wilson, Deputy County Manager  
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  
Mindy Dent, Manager of Community Services  
Brenda Hungerford, Office Administrator, Planning

## 2. Approval of the Minutes of the February 14, 2024, Policy Board Meeting

David King made a motion to approve the meeting minutes; Rick Harley seconded the motion. The Policy Board unanimously approved the meeting minutes of February 14, 2024.

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

## 3. Review the HUD Funding Allotment and HUD Community Planning & Development (CDP) Map

Chad Scroggins referenced the allocation amount Christie Hester communicated to the Policy Board via email and explained the population discrepancy that resulted in the reduced amount of \$858,304. While County staff is working with HUD regarding this matter, Chad Scroggins stated HUD has dispersed the funds throughout the State so this year's funding is the allocation of \$858,304, and he hoped next year's allocation might include the additional funding.

## 4. Review CDBG Applications Submitted

Christie Hester reported the County received 13 project applications before the deadline. She explained that County staff reviewed the information and gave a preliminary score for each application based on the scoring criteria previously determined by the Policy Board.

The Policy Board reviewed a PowerPoint presentation detailing each application (copy of the presentation will be attached to the approved minutes) and the hardcopy applications that were circulated during the discussion. Chad Scroggins noted that County staff is filling the role of facilitator and it is the responsibility of the Policy Board to determine the funding and project selection.

In reviewing each project, the Policy Board discussed the criticality of sewer or water projects, the potential of funding less than requested, construction timeframe, project maturity, ineligibility based on HUD guidelines, and some discrepancy between digital and hardcopy applications submitted.

After identifying the four highest-rated applications based on the scoring criteria previously determined by the Policy Board, the Policy Board requested a brief description of each project's need.

Scotty Morris gave a brief history of Wilsonville's sewer system and talked about this proposed wastewater treatment plant project. He stressed this project would be completed regardless of the CDBG funding because of the urgency and expressed appreciation for the Policy Board's consideration.

Mayor Deborah Hudson talked about Wilton's water main replacement project and the need to replace infrastructure due to old pipes and fittings containing lead that are contributing to so many leaks. Glenn Dabbs added that some pipes are nearly 100 years old and major leaks have caused serious water shortages for the town of Wilton. They confirmed it is possible to complete the project in stages, as funding resources are available, and identified the Birmingham Street area as the most critical.

Darryl Wood spoke about Vincent's sewer project to benefit 22 buildings in downtown Vincent currently on septic systems (identified in the scoring as economic development), noting this project cannot be completed in stages and this does not serve residential properties. He confirmed the project did not include a recovery or impact fee for the property owners/businesses that would benefit from this sewer project.

Ricky Ruston talked about Columbiana's sports complex upgrade lighting project, noting it would be more cost-effective to complete the lighting project for the whole complex, but agreed lighting could be installed on just one or two fields if there was limited funding. He stated they could begin this project on October 1, 2024.

The Policy Board's discussion included a review and follow-up questions for each project; additional funding scenarios due to total project costs far exceeding the available CDBG funding; potential for the Town of Wilton to apply available American Rescue Plan Act (ARPA) funds toward their project; and projects benefiting residents versus businesses.

Chris Grace recommended the Policy Board discuss fully funding the Wilton project and applying the remainder of CDBG funds to Wilsonville.

The Policy Board discussed Wilton's project that included a CDBG request of \$351,241 with the required 15 percent match of \$61,984 using some of Wilton's ARPA funds. The discussion also included details related to Wilton having a total available amount of approximately \$161,000 in ARPA funds. Mayor Hudson explained they were having difficulty accessing the ARPA funds due to a login problem, so there was concern related to Wilton's required 15 percent match. Mindy Dent, Shelby County's Community Services Manager, offered her assistance to solve the access problem.

Chad Scroggins explained there is a requirement to return any uncommitted ARPA funding as of the end of 2024 to the Federal Government. He stressed that Wilton's water main replacement project qualifies for ARPA funds, provided the funds are committed by December 31, 2024. With Wilton's ARPA funds not yet committed and the looming deadline, the Policy Board discussed the possibility of Wilton committing the entire ARPA funds to the water main replacement project to reduce the CDBG requested amount.

The Policy Board's discussion also included awarding the remainder of the CDBG funds to Wilsonville, recognizing their priority this year was water/sewer projects due to the public health situation.

The Policy Board collectively agreed to review the scoring criteria for the next program year, recognizing that different community needs will require periodic adjustments in prioritizing projects for CDBG funding.

#### **5. Select Project(s) for Year One Action Plan (Vote Required)**

In an effort to fund two projects for the Year One Action Plan, Chris Grace made a motion to select (1) the Town of Wilton's Water Main Replacement Project with CDBG funds of \$252,225, provided Wilton commits the entire available ARPA funds of approximately \$161,000 as a match, and (2) the Town of Wilsonville's Wastewater Treatment Plant Project with the remaining CDBG funds of \$606,079, provided Wilsonville approves increasing their match from \$137,025 to \$307,421. Janet Gill seconded the motion. The Policy Board unanimously approved the motion.

The Policy Board discussed the need for Wilton's Town Council to adopt a new resolution authorizing their project with an increased town match using the available ARPA funds of approximately \$161,000 and reduced CDBG funding of \$252,225, and for Wilsonville's Town Council to adopt a new resolution authorizing their project with an increased town match of \$307,421 and reduced CDBG funding of \$606,079.

Chad Scroggins explained that each Town Council must pass a new resolution before the June 12, 2024, deadline to advertise the 30-day comment period, noting the Policy Board would need to reconvene in order to amend its recommendation if both Town Councils do not pass the resolutions or Wilton could not access the ARPA funds for this purpose. He asked everyone to hold the afternoon of June 5, 2024, as a potential meeting date.

#### **6. Recommend Projects for Year One Action Plan to Shelby County Commission (Vote Required)**

Contingent on the adoption of Town Council resolutions accepting the Policy Board's proposed funding, David King made a motion to recommend the Shelby County Commission approve two projects for the Year One Action Plan and award the total CDBG funding amount of \$858,304 as follows:

- \$252,225 in CDBG funding for the Town of Wilton’s Water Main Replacement Project, provided Wilton commits approximately \$161,000 as a match; and
- \$606,079 in the remaining CDBG funds for the Town of Wilsonville’s Wastewater Treatment Plant Project, provided Wilsonville approves a match of \$307,421.

Rick Harley seconded the motion. The Policy Board unanimously approved the motion.

Chad Scroggins asked the representatives of Wilton and Wilsonville to notify County staff whether the resolutions are adopted by their respective Town Councils; if necessary, the Policy Board will reconvene on Wednesday, June 5, 2024.

## 7. Important Dates to Remember

Christie Hester reviewed the following dates with the Policy Board:

- Consolidated & Annual Action Plans SCC Public Hearing/Adoption – no later than July 22, 2024
- Consolidated & Annual Action Plans HUD Submission – no later than July 26, 2024

---

Chad Scroggins thanked everyone for their commitment to the Shelby Urban County CDBG Program and then adjourned the Policy Board meeting at 2:43 pm.



---

Chad Scroggins, Chair  
Shelby Urban County Policy Board