



Board of Memphis and Shelby County Community Redevelopment Agency

CITY HALL 125 NORTH MAIN STREET, SUITE 468, MEMPHIS TENNESSEE 38103-2084 (901) 576-6610

MINUTES Meeting of the Board of Directors 125 N. Main Street, 4th Floor - Room 477 Date: November 6, 2014

Meeting Attendance

CRA Board Members

OFFICERS/MEMBERS	NAME	PRESENT	ABSENT
Chairman	Michael R. Frick	X	
Secretary	Ann Langston	X	
Treasurer	Shawn Thomas	X	
Member	Deborah Massie	X	
Member	Luke Hill	X	
Member	John Smith	X	
Member	McKinley Martin		X

Legal Staff: Cheryl M. Hearn (HCD/Legal), City Attorney

DPD/CRA Staff: Clara Harris, Principal Planner, Norman “Chip” Saliba, Principal Planner, Marion Jones, Principal Planner and Mary Lynn Seale, Finance Manager.

Visitors: John Dudas, Tanja Mitchell, Alexandra Mobley.

I. Call to Order

By: Chairman Michael Frick

Time: 8:40 A.M.

Agenda Item II.

Item Summary: Approval of CRA Board Meeting Minutes – October 2, 2014.

Discussion Summary: Board Member Massie made a motion to approve the Board Meeting Minutes from October 2, 2014. The motion was seconded by Board Member Hill. Motion passed unanimously.

Agenda Item III.

Item Summary: Resolution approving CRA Board Schedule for 2015.

Discussion Summary: Clara noted that the only changes would be the deadline for

submittal of materials which would now be the 1st Friday of the month in order to be on the next Month's agenda. (Ex. – 1st Friday in Dec. will be on January's Meeting Agenda.)

Board Member Massie made a motion to approve the Resolution approving CRA Board Schedule for 2015. The motion was seconded by Board Member Hill. Motion passed unanimously.

Agenda Item IV.

Item Summary:

CRA Policies & Procedures Committee

Recommendation/Resolution: Proposed funding for Reconstruction

of Public Alley behind Cedar Ave. (East of Third & West of Seventh Streets): along North side of Bearwater Park Subdivision site – Re-allocation of \$192,500 from NS 7 (Acquisition) to NS 14 North of Chelsea-Bearwater Subdivision Phase II Infrastructure (Oasis of Hope).

Discussion Summary:

Clara gave a breakdown and reasoning for the Re-allocation of the \$192,500. Josh Whitehead explained the dimensions of the alley and the error that occurred with the ROW. He noted that the neighbors just want it returned to its original ROW size (10ft.) and usage.

One of the residents spoke stating that the project was in error from the beginning. The Contractor then consumed footage of the resident's backyards on Cedar St. that were not a part of the site plan. She along with other property owners wants the alley restored back to its original width so they can regain full use of their backyard properties.

Norman Saliba stated that its going to take a redesign of the site to restore the alley. He noted that the residents have driveways and the alley was only a secondary form of access. But for the new lots, the alley serves as a primary access and the additional width is needed.

Another resident stated that it would only take just the move of the entire project over 10ft and that the Developers do not want to do.

Chairman Frick suggested expanding the amount of funds to \$250K in order for the project to move forward with any adjustments needed for a mutual agreement. He also asked if Cheryl Hearn would report back to the CRA Board the final agreement and liabilities on all parties involved.

Board Member Smith stated that since there were a lot of inconsistencies, he did not feel comfortable voting. Chairman Frick suggested having the item on next month's agenda. After discussion, it was noted that the construction or progress of the development would not be impacted by postponing the item for another month.

Josh Whitehead explained to the Cedar St. property owners the next steps that would take place for the case when it goes to the LUCB as well as the Appeal process if needed. No action was taken on this Agenda Item.

Agenda Item V.

Item Summary:

CRA Policies & Procedures Committee

Recommendation/Resolution: Re-allocation of \$45,100 from NS 7 (Acquisition) to NS 14 North of Chelsea-NMCDC from Site Prep and Related Costs for 10 Lots obtained for NMDCD Affordable Housing Project.

Discussion Summary:

Clara gave a breakdown for the Re-allocation of the \$45,100.

Board Member Massie (CRA Policies & Procedures Committee Chair) made a motion to approve the Re-allocation of \$45,100 from NS 7 (Acquisition) to NS 14 North of Chelsea-NMDCD from Site Prep and Related Costs for 10 Lots obtained for NMDCD Affordable Housing Project. The motion was seconded by Board Member Thomas. Motion passed unanimously.

Agenda Item VI.

Item Summary:

CRA Policies & Procedures Committee

Recommendation/Resolution: Re-allocation of \$39,600 from NS 13B to NS 3A – Additional Funding for AHDI Program Consultant for the 2015-2016 Construction Season.

Discussion Summary:

Clara gave a breakdown for the Re-allocation of the \$39,600.

Board Member Massie asked the start date for building since the Consultant Fee is being extended. Alex responded saying that it mostly depends on the weather.

Board Member Langston made a motion to approve the Re-allocation of \$39,600 from NS 13B to NS 3A – Additional Funding for AHDI Program Consultant for the 2015-2016 Construction Season. The motion was seconded by Board Member Massey. Motion passed unanimously.

Agenda Item VII.

Item Summary:

CRA Policies & Procedures Committee

Recommendation/Resolution: Amendment to Affordable Housing Development Incentive (AHDI) Program Policies & Procedures and Funding Schedule to add a line item for Contingency and Funding of up to \$100K by adjusting existing NS 13B Budget – use of Contingency to be approved by CRA Staff.

Discussion Summary:

Clara explained the need for the Amendment which was the need for a retaining wall and other site prep issues that were not included in the budget. She suggested allotting funds up to \$100K for any other unanticipated expenses. She noted also with re-allocation of funds, the recommendation was to reduce the number of houses from 22 to 19.

Board Member Smith made a motion to approve the Resolution to approve the Amendment to Affordable Housing Development Incentive (AHDI) Program Policies & Procedures and Funding Schedule to add a line item for Contingency and Funding of up to \$100K by adjusting existing NS 13B Budget –use of Contingency to be approved by CRA Staff. The motion was seconded by Board Member Massey. Motion passed unanimously.

Agenda Item VIII.

Item Summary:

CRA Policies & Procedures Committee

Recommendation/Resolution: Re-allocation of \$91,000 from NS 19 (Part @-Acquisition) to NS15-MLB Uptown Lot Maintenance for Insurance [October 2014-November 2015] and mowing, debris removal, erosion control for up to 85 Parcels [March-November 2015].

Discussion Summary:

Board Member Massie explained that even though the Board approve the Resolution for the funds, the Developer’s contract states that payment would be made only if the contract is approved.

Board Member Massie made a motion to approve the Resolution to approve the Re-allocation of \$91,000 from NS 19 (Part @-Acquisition) to NS15-MLB Uptown Lot Maintenance for Insurance [October 2014-November 2015] and mowing, debris removal, erosion control for up to 85 Parcels [March-November 2015]. The motion was seconded by Board Member Hill. Motion passed unanimously.

Agenda Item IX.

Item Summary:

CRA Policies & Procedures Committee

Recommendation/Resolution: Re-allocation of \$495,000 from NS 7 (Acquisition) to NS 19 Part 5 to NS 11 Area-wide Infrastructure

Discussion Summary: Planning in the amount of \$100K and Area-wide Infrastructure Implementation in the amount of \$300K. Clara Harris and Board Member Massie explained the Re-allocation of the funds to be as follows:
Planning - \$100,000
Implementation - \$350,000
Developer's Fee - \$45,000

Board Member Massie made a motion to approve the Resolution to approve the Re-allocation of \$495,000 from NS 7 (Acquisition) to NS 19 Part 5 to NS 11 Area-wide Infrastructure Planning in the amount of \$100K and Area-wide Infrastructure Implementation in the amount of \$300K. The motion was seconded by Board Member Hill.
Motion passed unanimously.

Agenda Item X.

Item Summary: CRA Policies & Procedures Committee
Recommendation/Resolution: Creation of NS 21: Public ROW Maintenance [including – mowing, edging, weed-eating, blowing, trash & debris removal, trash can servicing, etc.] and Re-allocation of 82,500 from NS___ to NS 21 to fund the activities.

Discussion Summary: Clara Harris explained that staff requested the need for the allocation of funds and she noted that Alex Mobley did provide the documents to justify the request. Documents were forwarded to Legal, Cheryl Hearn and her findings were that the Public ROW Maintenance was not an allowable expense in the Plan Development.

Board Member Massie suggested that the Agenda Item be tabled for discussion until the next Policies & Procedures Committee Meeting since Atty. Hearn was not present. The CRA Board agreed.

Agenda Item XI.

Item Summary: Unfinished Business.

Discussion Summary: John Dudas gave a brief PowerPoint Presentation of Uptown. He updated on the following:
1. Acquisition of Uptown Center
2. Nov. 17th – Eminent Domain for Slavehaven
3. Looney/Front/Main – Piral will submit new THDA application

Agenda Item XII.

Item Summary: New Business.

Discussion Summary: Tanja Mitchell reported that the Single Family Rehab has no recommendation yet. Some application were eliminated due to

back taxes.

Agenda Item XIII.

Item Summary:

Next Meeting

Discussion Summary:

CRA Committee Meeting Nov. 20th; CRA Board Meeting, Dec. 4th; Draft Material for 11/20 and 12/4 meetings were due by the end of day, Nov. 6th. [Agenda Item #10 was the only item that Alex noted would be ready for Dec. meeting] Chairman Frick noted that he would not be able to attend Dec. 4th CRA Board meeting.

Agenda Item XIV.

Item Summary:

Adjournment.

Discussion Summary:

Meeting adjourned at 11:06 a.m.