



# *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, 4<sup>th</sup> Floor – Room 477**  
**Date: August 4, 2016**

**Meeting Attendance**

**CRA Board Members**

<b>OFFICERS/MEMBERS</b>	<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>
<b>Chairman</b>	<b>Michael R. Frick</b>	<b>X</b>	
<b>Secretary</b>	<b>Ann Langston</b>		<b>X</b>
<b>Treasurer</b>	<b>Shawn Thomas</b>	<b>X</b>	
<b>Vice-Chair</b>	<b>Deborah Massie</b>	<b>X</b>	
<b>Member</b>	<b>John Smith</b>		<b>X</b>
<b>Member</b>	<b>McKinley Martin</b>	<b>X</b>	

**Legal Staff:** Attorney Felisa Cox, City Attorney’s Office

**DPD/CRA Staff:** Clara Harris, Principal Planner; Marion Jones, Municipal Planner; Mary Lynn Seale, Finance Manager; and Verlean Kelly, Landmark’s Secretary.

**Visitors:** Alexandra Mobley, John Dudas, Jerry Gillis, Tanja Mitchell, Luretha Phillips, Paul Rankin, and Bob Rogers.

**I. Call to Order**

By: Chairman, Michael Frick  
 Time: 8:37 A.M.

**Agenda Item II.**

Item Summary: Approval of Minutes – June 2, 2016  
 Discussion Summary: Board Member Massie made a motion to approve the Minutes – June 2, 2016 with the noted changes: 1) explanation of statement by Chairman Frick regarding federal requirements of insurance limitations per deposit with financial institution and state requirements of guarantee/collateral for government funds above the FDIC amount deposited with financial institutions; and 2) clarification that the number of Phase III alley segments bided out is 7, not 6.  
 The motion was seconded by Board Member Martin. The motion passed unanimously.

### **Agenda Item III.**

Item Summary: Fifth Modification to Redevelopment Agreement for Highland Row Project

Discussion Summary: Bob Rogers explained the request for the Fifth Modification to the Redevelopment Agreement for Highland Row Project is to extend the date of substantial completion of the public improvements from August 31, 2016 to November 30, 2016, due to some material/equipment delays and weather issues. He stated they are approaching a point of Grand Opening; and Mr. Rogers introduce Paul Rankin to give a more detailed update on the progress of the Highland Row Project. Mr. Rankin noted the following:

1. Project will consist of 3 buildings and the parking garage
2. Total of 150 apartments and 25,000 sq. ft. of retail/restaurants
3. 30 apartments are occupied with over 100 apartments leased
4. Building II had passed inspection
5. Building III is set for inspection next month (September)
6. Building I inspection sometime after Building II
7. The new restaurants will be Char Steakhouse, opening in October & Newk's Express Cafe will be opening shortly afterwards
8. Public infrastructure including storm-water drainage infrastructure is essentially completed
9. The work on parking garage is progressing but still waiting for the installation of elevators and a few other items to finish

Mr. Rankin noted the modification being requested is an extension for completion due to the bad weather and delay with the elevator company. The request is to extend the completion date from August 31 to November 30, 2016.

Board Member Massie made a motion to approve agenda Item III, (Fifth Modification to Redevelopment Agreement for Highland Row Project) with an extend completion date of November 30, 2016. The motion was seconded by Board Member Martin. The motion passed unanimously.

### **Agenda Item IV.**

Item Summary: Committee Recommendation - Resolution & Attachments:

Additional Funding for Planning & Consulting Services to Support Construction of Area-wide Infrastructure Projects; Re-allocation of \$37,960.00 to Cover Over-drawn funds for Planning & Consulting and an Additional \$39,750.00 for Continuing Planning & Consulting Services for Area-wide Infrastructure thru December 31, 2016 – for a Total of \$77,710.00 to be Re-allocated within (NS) Part 11 – Transfer \$77,710.00 from Infrastructure Project Construction Funding to Planning & Consulting Line Item.

Discussion Summary: Clara Harris explained the cost over-run of \$37,960 in the Planning/Consultants Line and directed the Board Members to the project description for infrastructure planning work in progress to explain the need for some of the \$39,750 in additional funds requested (Phase III Alleys and Fall 2016 Street Trees). Ms.

Harris asked Alex Mobley explained elements and use of funds for the other two items – Uptown Center East Infrastructure and Additional Activities (TBD). Ms. Mobley stated that Uptown Center East Infrastructure elements would include infrastructure work related to redevelopment activity for the grocery store; and the Additional Activities (TBD) funds were is to cover any new infrastructure projects as well as to have funds immediately available in case any other issues arise instead of having to come back to the Board.

Board Member Thomas made a motion to approve Agenda Item IV, re-allocation of \$77,710.00 to cover cost over-run and additional funding for Planning & Consulting Services to Support Construction of Area-wide Infrastructure Projects thru Dec. 31, 2016. The motion was seconded by Board Member Massie. The motion passed unanimously.

**Agenda Item V.**

Item Summary:

Committee Recommendation - Resolution & Attachment: Amendments to Uptown Single-Family Rehab Program Policies & Procedures Regarding Program Administration in Cases of Death of Rehab Grant Recipients.

Discussion Summary:

Clara Harris gave a brief update regarding the Agenda Item. She noted that per an email from Tanja Mitchell, Uptown Neighborhood Coordinator, the heirs to the property of 592 Bethel want to know if the CRA will still rehab the property since the owner was a grant recipient at the time of death. Per the Neighborhood Coordinator the owner signed the program agreements. Ms. Harris reviewed the Policies and Procedures for the Single Family (SF) Program and there were no guidelines for cases of the death of grant recipients prior to full execution of program documents or prior to rehab work completion. Ms. Harris stated that she requested and received legal advice regarding the matter from Attorney Cheryl Hearn; and summarized that advice- which included that Staff should submit the matter to CRA P & P Committee and Board to determine if the Board would want to establish policies and procedures to address the matter. Ms. Harris noted that a Policies and Procedures Committee Meeting was held and language was added to the SF Program on pages 7 and 9 – which she read verbatim to the Board Members. Board members agreed with the language added, except they wanted a redundant sentence struck from page 7 and to strike words “before death” from page 9.

Board Member Massie made a motion to approve Amendments to Uptown Single-Family Rehab Program Policies & Procedures Regarding Program Administration in Cases of Death of Rehab

Grant Recipients with the noted changes. The motion was seconded by Board Member Thomas. The motion passed unanimously.

**Agenda Item VI.**

Item Summary:

Presentation & Discussion: Grocery Store Parcel, Proposal for Grocery Store at Former Kroger/Chism Trail Site, Application for Commercial Rehab for Essential Services.

Discussion Summary:

Clara Harris noted that the developers, Lauderdale-Greenlaw requested that this Agenda Item be removed from today's agenda. Ms. Harris asked developer if there was a need for discussion of the Commission letter/agreement. Chairman Frick stated that the developer needs to provide the Board with market information that the requested 4% commission and terms are consistent with the market - normal and customary.

**Agenda Item VII.**

Item Summary:

**Unfinished Business**

Jerry Gillis gave a brief update on the status of sale of three (3) AHDI houses and plans for construction of additional houses. He stated there is currently one (1) house under contract to be sold. The purchaser for the second house pulled out of the contract. Mr. Gillis distributed a timeline for pre-construction work, financing and pricing for three additional houses. Chairman Frick asked if the right realtor was hired to sale the AHDI houses. Mr. Gillis responded that the first realtor left the Program for personal reasons and another Realtor has been hired, Pam Beall with Crye-Lieke—he is confident Ms. Beall is the right realtor for the Program.

**Agenda Item VIII.**

Item Summary:

**New Business**

Chairman Frick commented on the hiring of an Executive Director to manage the operations of projects on behalf of the interest of the CRA Board, starting with Highland Row and Uptown. He provided information from a meeting with City and County COOs and correspondence with Richard Copeland regarding the new position and gave a proposed timeline and process for the hiring of the Executive Director. He also suggested that the hiring of the Executive Director should be timed to coincide with new Board appointments and when a full CRA Board is in place--the CRA Board Hiring Committee (CRA Board Chair, Vice-Chair and another Officer) to meet with the finalists and select the Executive Director.

**Agenda Item IX.**

Item Summary:

**Next Meetings: CRA Committee 8/18/2016, Board 9/1/2016—  
Material due 8/5/2016**

Chairman Frick stated he would not be at the next meeting and asked the other Boards Members if they would be in attendance to confirm a quorum. With Massie, Martin and Thomas confirming,

there would still need to be another Board Member present. Board Member Massie stated that she would not be serving another term but will serve until another appointee has been approved.

**Agenda Item X.**  
Item Summary:

**Adjournment**  
Adjournment: 9:20 A.M.

Respectfully Submitted by:

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Ann W. Langston, Secretary