

COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING



Board of the City of Memphis and Shelby County Redevelopment Agency

Virtual teleconference via. Go To Meeting

Thursday, February 4, 2021

8:30 a.m.

Board Present: McKinley Martin Jr. – Chairman
Miles Mason – Vice Chairman
Sam Cantor – Treasurer
Ann Langston – Secretary
Britney Thornton
Kevin Spragling
Dynisha Woods

Absent:

Also Present: Rosalyn Willis – President, CRA
Andrew Murray – Director of Planning and Community Development, CRA
Lisa Ivy – Single Family Project Manager, CRA
Cynthia Durham – Administrative Office Manager, CRA
Monice Hagler – (CRA Counsel)
V. Lynn Evans (CRA Financial Liaison to the Auditors)

Visitors: Joe Fletcher (Attorney, City of Memphis)
Andre Gibson (CAO Liaison, Shelby County)
Jason Pittman (Auditor - Access Manager/CBIZ & Mayer Hoffman
McCann PC)
Mike Broy (Auditor - CPA and Managing Director/CBIZ & Mayer Hoffman
McCann PC)

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, February 4, 2021. All Board Members were present.

I. CALL TO ORDER

Chairman McKinley Martin called the meeting to order at 8:35 a.m. and a quorum was present.

II. Approval of MINUTES – January 21, 2021 (Board Action)

Chairman Martin called for approval of Board minutes from January 21, 2021. Board Member Ann Langston made a motion and Board Member Dynisha Woods provided a second. January Board meetings minutes were approved unanimously by the Board via roll call.

III. PUBLIC COMMENTS

There were no public comments.

IV. PRESENTATION OF AUDIT DOCUMENTS

President Willis introduced guest auditors Mike Broy and Jason Pittman -- Mike made the presentation. President Willis said that she had emailed a copy of the draft to the Board. Guest Mike Broy gave a high level update on the report and where CRA is to date. He said that a few things are left to be completed by the auditors and that all Board questions will be addressed before the report is filed with the State Comptroller this month.

Guest Mike Broy, on the audit, began by announcing that he and Guest Jason Pittman have been working on the CRA audits for several years and is very familiar with the CRA. Mike announced that he would be giving an update on the status of the audit as well as highlighting key points in the audit draft that was provided to President Willis, who had replied with comments. He said that the final draft should be completed today. He also said that the auditors are substantially finished with the audit but there are a few open items left that will not take much time to address. He anticipates issuing the audit next week along with the standard annual audit letter of communication, which should be consistent with last year. Mike reported that overall the audit went smoothly this year versus last year and that there were no significant findings.

Guest Mike Broy announced that they have not had the opportunity to review results from the financial statements for fiscal year ending June 30, 2019. He said that an unqualified audit opinion will be issued to CRA and that there is no significant change in the presentation of the report, accounting policy or footnotes. He pointed out that the big change this year, which is positive, is the schedule of findings in the internal control report. There were no findings this year versus four findings last year, which were addressed and remedied. He stated that the schedule of prior year findings will reflect last year's issues and what management did to address them.

Guest Mike Broy asked that the Board email them with any questions once they receive the final audit report. A question and answer session followed. Chairman Martin thanked all involved in the audit for a job well done.

V. Resolution 20421A (Board Action): AUTHORIZING RETAINING LEGAL COUNSEL REGARDING THE HIGHLAND ROW TIF AND REVENUE BOND AND STATE APPEAL

President Willis suggested that this resolution be pulled from the agenda. She reported that there was already an approved resolution put forth regarding Highland Row/legal counsel that makes it unnecessary for this resolution to go before the Board.

VI. STAFF REPORTS AND UPDATES

10 Keys Update – President Willis:

President Willis said that she will email to the Board the previous 10 keys, which have now turned into 20 keys. She supplied a video presentation (Attachment) and updated the Board on the below projects out in the field.

- 299 Chelsea – Historic Church Restoration Corridor Improvements
- North Memphis Greenline Trail Extension and Park
- Jackson Corridor Improvements
- CRA Sidewalk Programs
- Front St. Infrastructure Improvements
- Morris Park

President Willis made the Board aware that there is an ordinance before City Council regarding increases in sewer charges and fees.

President Willis stated that CRA has not advanced ‘full speed ahead’ the Single Family Home Program but that CRA is currently working on five or six hardship cases (e.g., no heat, no plumbing). She stated that one CRA requirement is that in order to minimize anyone becoming infected with the COVID-19 virus, the homeowner has to move out and stay elsewhere while the work is being done so that the contractors are the only individuals on the premises. She said that once less risk is involved, the program will be elevated back to full speed.

President Willis announced that CRA had identified two lots, over a year ago, that are contiguous to the Tillman Cove development site. CRA has posted the money with the courts and is in the last stages of getting the necessary documentation signed by the City of Memphis so that the lots can ultimately be included with the redevelopment of the Tillman Cove site. President Willis also said that CRA will continue to support Binghampton to the degree that we can.

President Willis reported that she sent out the ClickUp email the previous night last. She said that this system has been set up and customized for CRA’s purposes, and that consultants and sub-contractors are set up and using the system and it is working very well. She offered the Board a tutorial class on an individual basis.

A question and answer session on President Willis’ report followed. President Willis agreed to send the Board the Proposed Ordinance that is currently going through the approval process with City Council.

Board Member Sam Cantor commented on the article in The Daily Memphian on Andre Jones, who built his cottages – CRA sold him the lots. Chairman Martin exclaimed “kudos to Andre”.

Board Member Ann Langston mentioned that there was an article from the American Heart Association connecting that housing is very high on the list of social determinants of health that is making a significant impact on the negative heart disease issues, particularly of people of color. She stated that sidewalks are an important part in assisting individuals with mobility challenges.

Board Member Sam Cantor elaborated on 311 calls about bad sidewalks and the negative schemes behind the calls. He gave praise to the CRA team for looking out for and assisting the homeowners in these matters.

Board Member Brittney Thornton requested that the TIF Application support letters be sent to Board members. CRA staff Andrew Murray will follow up.

Update on Financials – Lynn Evans:

CRA Liaison to the Auditors, Lynn Evans reported that she had no addition updates besides what President Willis had already reported.

Board Member Sam Cantor requested a fee breakdown listing what CRA pays Adams Keegan for payroll services rendered. Lynn will supply this information. She said that it is a nominal fee compared to what it would cost to have that level of HR expertise in house.

VII. DISCUSSION OF BOARD RETREAT

Chairman Martin amended the Personnel Committee's initial recommendation. He said that the Virtual Board Retreat will now take place before fiscal year end 2021 in order to allow the CRA Administration Office time to relocate to their new facility in March. President Willis will provide the Board with a new date.

VIII. UNFINISHED BUSINESS

There was no unfinished business.

IX. NEW BUSINESS AND OTHER ANNOUNCEMENTS

Chairman Martin reminded the Board that the next Personnel Committee meeting is scheduled for next Thursday, February 11th at 8:30am.

The next CRA Board meeting will be held virtually Thursday, March 4, 2021 at 8:30 a.m.

X. ADJOURNMENT

Chairman Martin adjourned the meeting at 9:38 a.m.

Respectfully submitted,


Ann W. Langston, Secretary