

COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING



Board of the City of Memphis and Shelby County Redevelopment Agency

Downtown Memphis Commission (DMC)

114 N. Main St.

Memphis, TN 38103

Thursday, May 2, 2019

8:30 a.m.

Board Present:

McKinley Martin Jr. – Chairman
Ann Langston - Secretary
Kevin Spragling
Sam Cantor – Treasurer
Dynisha Woods

Absent:

R. Miles Mason Sr. - Vice Chairman
Britney Thornton

Also Present:

Rosalyn Willis – President, CRA
Andrew Murray – Director of Planning and Community Development,
CRA
Lisa Ivy - Office Manager, CRA
Michael Ross – Director of Finance, CRA
Felisa Cox – Senior Staff Attorney, City of Memphis
Monice Hagler – CRA Counsel

Visitors:

Lynn Evans
Allison Springfield
Alan Higdon
Andre Jones
Daryl Lewis

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, April 11, 2019. All Board members were present with the exception of Miles Mason and Britney Thornton.

I. CALL TO ORDER

Chairman McKinley Martin called the meeting to order at 8:40 a.m. and a quorum was present.

II. Approval of MINUTES – April, 2019 (Board Action)

Chairman Martin called for approval of Board minutes April 11, 2019. Upon motion made by Board Member Ann Langston and seconded by Board Member Dynisha Woods minutes were unanimously approved by the Board with Chairman Martin having to make some grammatical changes.

III. PUBLIC COMMENTS

There were no Public Comments.

IV. RESOLUTION APPROVING EXTENSION FOR JONES URBAN DEVELOPMENT: 5219C (Board Action)

Chairman Martin called for board action Item 5219C Resolution Approving Extension for Jones Urban Development. Mr. Andre Jones with Jones Urban Development appeared before the Board asking for an extension on their project. Mr. Jones stated that they are in the final stages of the project; the financial details are being worked out. In about three weeks the reappraisal will be complete and then there should be a feasible number to start closing. Chairman Martin asked why would an extension to September 30 be needed? Mr. Jones responded the extension would be in place just in case something comes back wrong with the appraisal, but does not anticipate on it taking that long. Chairman Martin called for a motion to approve an extension for Jones Urban Development. Upon motion to approve the extension for Jones Urban Development made by Board Member Cantor and seconded by Board Member Langston, the Board unanimously approved an extension for Jones Urban Development.

V. RESOLUTION APPROVING Funding for Chelsea Greenline Trail Extension: 5219B (Board Action)

Chairman Martin called for item 5219B – Resolution Approving Funding for Chelsea Greenline Trail Extension. Mr. Murray stated he had included in the board packet a couple of pages from the Uptown Community Plan specifying the extension of Chelsea Greenline. The Chelsea Greenline will go under construction in the next eighteen to twenty-four months to extend from Washington Park over to the Wolf River Trail. Approximately six (6) months ago it had been identified through the Uptown Community planning process to take the trail

through Washington Park using the abandon rail-line down toward Front Street then connecting to the Memphis River Parks Partnership trail system. The opportunity came up with the City of Memphis needing to purchase the right of way in order to finish the bridge that connects to Grind City Brewery. The railroad is fine with selling all this property. Mr. Murray feels this is a great opportunity to seize the moment. The City of Memphis is going to pay for the top portion and they are asking CRA to pay for the portion within the TIF district. This will enable them to pull the Chelsea Greenline across Second Street. Mr. Murray introduced Manny Belen with City of Memphis Engineering. Mr. Belen with the division of City of Memphis Engineering stated they are in support of the plan to extend the current trail. The idea is to procure a box culvert that will be eventually placed in the ravine, backfilled, and eventually Waterworks will continue above the box culvert into or close to the Grind City facility. This is a long term plan to extend the Greenline, and by providing this now the future growth of the trail. After discussion by the Board, Chairman Martin called for motion to approve funding for Chelsea Greenline Trail Extension. Upon motion to approve funding for the extension of Chelsea Greenline Trail made by Board Member Langston and seconded by Board Member Woods, the Board unanimously approved funding for Chelsea Greenline Trail Extension.

VI. RESOLUTION APPROVING AGREEMENT FOR SURVEY BY SAFEWAYS FOR UPTOWN TIF: 5219A (Board Action)

Chairman Martin called for board action 5219A – Resolution Approving Agreement for Survey by Safeways for the Uptown TIF. Mr. Murray stated that Safeways is an organization that does Crime Prevention Through Environmental Design (CPTED) surveys that have been used by the Downtown Memphis Commission and the Memphis Medical District Collaborative. Safeways process is to walk around the streets and alleys at night with a light reader and a camera to record what is happening in the conditions of the areas. Allworld is mapping the areas as we go by category – lights, cameras, alleys, and sidewalks. Allworld will use that data to prioritize what is important as we implement our infrastructure program. Mr. Murray asked for the Board to approve this contract with Safeways to conduct this process in Smokey City and for the Medical District. The estimate to conduct the survey is \$32,000. Chairman Martin called for motion to approve agreement for survey by Safeways for Uptown TIF. Upon motion to approve the agreement for survey by Safeways for Uptown TIF area made by Board Member Cantor and seconded by Board Member Langston, the board unanimously approved the agreement for survey by Safeways for Uptown TIF area.

VII. RESOLUTIONS REGARDING BANK ACCOUNTS: 5219D, 5219E, 5219F, 5219G

Chairman Martin called board action 5219D, 5219E, 5219E, 5219F, and 5219G resolutions regarding bank accounts.

5219G – President Willis asked for approval regarding changing signatures on current Tri-State Bank accounts. Once the resolution is signed the bank will distribute documentation for Board Member Sam Cantor to sign adding him as a signatory onto Tri-State Bank accounts. Chairman Martin called for motion authorizing the changing of signatories on accounts with Tri-State Bank. Upon motion authorizing the changing of signatories on account with Tri-State Bank made by Board Member Langston and seconded by Board Member Woods, the Board unanimously approved authorizing the changing of signatories on account with Tri-State Bank.

5219E – President Willis asked for approval of resolution authorizing the opening of necessary account(s) with First Alliance Bank for construction retainage funds for contractors. First Alliance proposed that the actual contractor opens the account and the signature of a CRA person(s) is required before any funds can be released from the account. Chairman Martin stated that CRA procedures require two signatures for any money to be release or checks to be signed. President Willis stated there is no policy regarding this matter for retainage accounts. President Willis reiterated that we are holding 5% of the contractors' payment until the job is complete and inspected then monies will be released. Chairman Martin asked that a new policy be developed for contractors. Lynn Evans commented that she is not a signatory on the CRA account, but is trying to get an understanding of the question being raised. Maybe a question should be asked if three (3) signatures can be on the account. President Willis replied, once the contractor is paid the 5% that CRA is holding by law; Jason at First Alliance suggested to have a contractor account so that the 5% retainage can't be released to either party without having both signatures until the project has been completed with inspection by CRA. Chairman Martin suggested a policy and procedure meeting to get this solved. Board Member Langston ask if there could be a meeting held with policy and procedures members and staff to get a full understanding of the contractors' account. Board Member Langston motion to amend 5219E to the motion to be two (2) CRA signatures on the contractors account. Upon motion to amend 5219E made by Board Member Langston and seconded by Board Member Woods, the Board unanimously approved to amend 5219E to have two CRA signatures on the contractors' bank account with First Alliance.

5219D – President Willis is asking for the Board to authorize the opening of necessary account(s) with First Alliance Bank for the Binghampton TIF to separate monies and to support a neighborhood bank. Chairman Martin called for motion to authorize opening an account with First Alliance Bank for Binghampton TIF funds. Upon the motion authorizing to open an account with First Alliance Bank for Binghampton TIF fund by Board Member Cantor and seconded by Board Member Woods, the Board unanimously approve to authorize the opening of an account for Binghampton TIF with First Alliance Bank.

5219F – President Willis is asking for the Board to authorize opening an account with First Alliance Bank for non-TIF funds. Board Member Langston asked when money comes into that account does that money stay for Binghampton TIF or is that CRA monies? President Willis stated that it will be CRA monies. Mr. Murray stated he believes that legally the funds will be the CRA's but not tied to a specific TIF. Board Member Langston suggested to get clarity on how the monies can be spent that goes into that account before we move forward. Attorney

Hagler stated she would research it further and update the Board with more information. Chairman Martin stated 5219F, authorizing opening of an account with First Alliance for non-TIF funds to be moved to the next board meeting in June.

VIII. APPROVAL OF BINGHAMPTON ADVISORY COMMITTEE AND UPTOWN ADVISORY COMMITTEE NOMINATIONS SLATE

Chairman Martin called for board action for the approval of the Binghampton Advisory and Uptown Advisory Committee nominations slates. Chairman Martin wanted to be assured by the staff that the committees are made of diverse representation both culturally and ethnically. Mr. Murray stated that the members are diverse. Chairman Martin called for a motion to approve the nominations for the Uptown Community Advisory Committee. Upon the motion to approve the nominations for the Uptown TIF Community Advisory Committee made by Board Member Woods and seconded by Board Member Langston, the Board unanimously approved the nominations for the Uptown TIF Community Advisory Committee.

Chairman Martin called for a motion to approve the nominations for Binghampton TIF Community Advisory Committee. Upon the motion to approve the nominations for Binghampton TIF Community Advisory Committee made by Board Member Langston and seconded by Board Member Woods, the Board unanimously approved the nominations for the Binghampton TIF Community Advisory Committee.

President Willis stated the Tillman Cove RFQs' came in there were five (5), there were three (3) packets that were very promising. There were some good responses, the demolition should happen this summer when HCD choose a developer.

IX. STAFF REPORTS & UPDATES

Finance: (Michael Ross)

Mr. Ross introduced Lynn Evans, CPA who is working on the audit to give an update. Ms. Evans stated there is progress being made on the external audit for June 2018. Mr. Ross has made multiple submissions to the external auditors. Ms. Evans stated she spoke with external auditors Mike Roy and Jason Pitman, they have been receiving information from CRA and ATA. Ms. Evans and the auditors are now going through the information insuring that all the information is in correct format. Ms. Evans has been interacting with Mary Lynne Seale concerning some journal entries that need to be made; in order to get the final pieces to the auditors by June 30, 2018 to complete the audit. Ms. Evans also stated another situation that is needed to be aware of is the audit for June 30, 2019; with ATA removal from serving as CRA accountant we recognized that there should be a plan for plan for current year. Next week Ms. Evan will start working towards a plan for the current fiscal year audit. Board members will start receiving current financial updates on a regular basis. There will be more definitive information by next board meeting. Board Member Cantor asked if the processes were being documented to prevent this from happening in the future. Ms. Evans stated she has be documenting the process as she goes along in order to have a clear understanding of the process. Once the process has been documented Mary Lynne Seale will review for accuracy.

Legal: Monice Hagler

Attorney Hagler stated the Gavin matter has been settled, the check has been delivered and the order has been filed with the court.

Chairman Martin stated that Attorney Hagler's contract will automatically renew at the end of the month.

X. UNFINISHED BUSINESS

Chairman Martin asked the staff to have at the next board meeting the State of CRA report. Chairman Martin also asked Board Member Cantor and Board Member Langston to get with staff to develop a priority list and have it for the next board meeting June 6.

XI. New Business and Other Announcements

There is no new business.

The next board meeting will be June 6, 2019 at 8:30 a.m.

X. ADJOURNMENT

With no additional business to be discussed; the meeting was adjourned at 9:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ann W. Langston", written over a horizontal line.

Ann W. Langston