

***Board of Memphis and Shelby County***

***Community Redevelopment Agency***

*CITY HALL 125 NORTH MAIN STREET SUITE 450, MEMPHIS TENNESSEE 38103-2084 (901) 576-6610*

**MINUTES**

**Meeting of the Policies and Procedures Committee**

**125 N. Main Street, Conference Room A**

**Date: April 19, 2012**

**Meeting Attendance**

**Policies and Procedures Committee Members**

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| --- | --- | --- | --- |
| **OFFICERS/MEMBERS** | **Name** | **PRESENT** | **ABSENT** |
| **Chairman** | **Deborah Daniels** |  | **X** |
| **Vice Chairman** | **Ann Langston** | **X** |  |
| **Member** | **Michael Massey** |  | **X** |
| **CRA Board Member** | **Luke Hill** | **X** |  |

**Legal Staff:** None

**DPD/CRA Staff:** Clara Harris, Principal Planner; Marion Jones, Senior Planner, and Verlean Kelly, MLC Secretary.

**Visitors:** John Dudas and Luretha Phillips

Meeting started at: 8:40 A.M.

**Agenda Item II.**

**Proposed Bearwater Redevelopment Project [North of Chelsea Initiative]**

John Dudas gave a presentation on the site plan of the redevelopment of Bearwater and the status of work currently being done. He stated that it was a project of a non-profit called Oasis of Hope, Inc. In the member’s packets was an outline map and scope of the area of (4) four different Phases but John focus of discussion was on Phase 2. Phase 2, consists of 7 Single Family lots and 6 Duplex lots which Oasis of Hope, Inc. has requested partnering with Uptown Partnership/LGLLC. John noted that the partnership would consist of them coordinating the design and construction of a new street and open space to serve the subdivision. Also, for the redevelopment and partnership, John requested $350,700.00 from the CRA’s TIF funds to coordinate the design and construction of the new street and open space in Phase 2 of the project. He also stated that the new street/alley would serve as a joint outlet for Phase 1 & 2 and also assess for any Fire and Police emergency vehicles which OPD staff submitted a memo requesting verification of adequate feasibility from the Fire and Police Depts.

Committee Member Ann Langston asked if the homes would be sold or rental property. John Dudas nor Luretha Phillips could answer but stated they would find out. Clara Harris stated that staff would like a response regarding Fire & Police accessibility, whether the homes would be sold or rented, Engineering status and other source of funding they have or might have applied for the project prior to the next CRA Board Meeting. She also requested for a representative from Oasis of Hope, Inc. to be in attendance. John stated that Terry Hoff would be present.

CRA Board Member Hill asked if the TIF funds were just going to be used for only the alley in Phase 2 or future alley projects in Phase 3 & 4. John outlined what the current request was for and noted that as the Redevelopment moves forward, Oasis of Hope, Inc. probably would request more funding. John added that in order for Oasis of Hope to get approval of HCD’s grant funds to build the homes on their lots, they need to show and/or have approval that they have funds for the design and construction of the new street and open space.

Clara also asked what cost/fees that Oasis of Hope, Inc. would be paying or responsible for and the relationship between North Memphis CDC and Oasis of Hope, Inc. have regarding the Bearwater Redevelopment Project. Marion Jones also asked what would be their match towards the project. John stated that their contribution would the building of the homes once funding has been approved and awarded. Clara Harris and Ann Langston suggested having Terry prepare a 15-20 mins. presentation answering their questions and/or addressing their concerns. They also asked if he could submit a memo by Wednesday, May 2nd prior to the next Board Meeting in regards to what he was going to present. John Dudas also mentioned he would include a budget.

Vice Chairman of the Policy and Procedures Committee, Ann Langston made a motion to recommend approval of the Proposed Bearwater Redevelopment Project [North of Chelsea Initiative] Phase 2 pending the following questions and concerns is addressed:

1. Fire & Police accessibility
2. Whether the homes would be sold or rented
3. Engineering status
4. Other source of funding that has been or might have been applied for the project
5. What would Oasis of Hope be paying or responsible for and
6. The relationship between North Memphis CDC and Oasis of Hope, Inc. have regarding the Bearwater Redevelopment Project

**Agenda Item III.**

 **Discussion: Proposed Burkle Estate Land Acquisition and Redevelopment Activity**

 **[North of Chelsea Initiative]**

Vice Chairman Ann Langston stated that she had several questions regarding the agenda item due the financial stability of Slavehaven Underground Railroad Museum to undertake the redevelopment of the project. She added that she would like to know the plan, the financial stability, how active the board members were and if it was a wise decision overall to put CRA funds into a project that may not succeed. The committee did allow John Dudas to proceed with his presentation of the project.

John Dudas stated that MHA has a working history with the organization, Slavehaven Underground Railroad Museum and after meeting with all parties, they concurred the Burkle Estate would be a good project for the area. He pointed out (2) two recommendation requests from MHA and LGLLC. The first recommendation was that CRA fund the acquisition by the MLB of 3 vacant parcels north of the museum located at the corner of N. 2nd and Bickford. He stated that once the lots were completed and developed into a parking facility for the museum using TIF funds, the parcels would be turned over to the museum at a nominal price with an agreement that they would maintain the property. Secondly, that CRA fund the acquisition of a vacant house east of the above mentioned parcels. The acquisition would be contingent on the museum having commitments for funding the renovation of the house as an interpretive center/educational facility. Also, upon acquisition, the house would be turned over to the museum at a nominal price.

It was thought that the current museum/house had a tunnel that lead to the river but that fact had not been determined by anyone as of yet including the Second Street Environmental Group who researched the property. John Dudas stated that the Burkle family who lived there may have just assisted slaves in getting re-settled but not having an escape route with a tunnel. John added that the significant finding should be based on the fact that it’s a historic property and a visitor’s attraction.

Vice Chairman Ann Langston stated that the museum’s day to day operational expenditures submitted did not reflect the financial stability to take on this project and maintain the lots, especially from what’s reported as revenue left on their 990 Form. She added also that should create a “need” for the project for the area.

There were more discussion regarding the parking area for the museum. It was noted that the museum owns as much add’l unused space that could be converted into parking than to purchase lots that would require a variance at the corner of 2nd and Bickford.

Clara Harris closed the discussion and stated to John to inform the Slavehaven Underground Railroad Museum board members that there were yet still a lot of questions that needed answers and would like for them to come to a combined Finance and Policy and Procedures meeting (May 17th) to make a presentation.

**Agenda Item IV.**

 **Discussion: Progress and Schedule for the Uptown Multi-Family Rehab Program**

Clara Harris stated that an RFP had been submitted for review for a private management company. She stated also after discussion during a payout meeting, there are more discussion needed and items to be revisited. She added, at the current point of progress, there was no need for a property management company to be obtained. She also wanted to know if there was going to be an application of sort for the rehab work or just put out to bid. That concern was never answered.

Vice Chairman Ann Langston stated that if the process and schedule varies from the other rehab program, it could be discussed also at the May 17th meeting.

John stated that there really could not be any progress with the program until they can hire a property management company that can setup a format for progress, find a nonprofit, setup the policies and procedures and get more detail. He added that he did not see how they could proceed successfully without a property management company, which they already have an RFP prepared and letters of interest signed by Dir. Lipscomb to be sent out.

Luretha Phillips state also the after reviewing the RFP, she had some questions and concerns which she would email later.

Vice Chairman Ann Langston suggested that at the next Policies and Procedures meeting to review what’s been done, answer questions and address the concerns to be more prepared when the management company come on board. She also feels it would bring everybody up to speed on the process, timeline and schedules for the Uptown Multi-Family Rehab Program.

Clara yet stated that the RFP does not need to go out until a clear understanding of the process has been discussed more and agreed upon.

Marion Jones added that she felt would be good to have more internal discussions with CRA staff and MHA staff before proceeding.

Vice Chairman Ann Langston stated to let the committee know when the meetings/discussions had taken placed so they could schedule a meeting to review and make a recommendation to the CRA Board. April 30, 2012 at 9:00 a.m. was the date scheduled for CRA & MHA staff and the partners to meet for discussion. Ann also requested an update prior to their May 17th meeting.

**Adjournment**

\*This meeting was adjourned at 10:20 a.m.