

**CITY OF MEMPHIS AND SHELBY COUNTY COMMUNITY REDEVELOPMENT  
AGENCY BOARD MEETING**



**Board of the City of Memphis and Shelby County Redevelopment Agency**

Meeting held at CRA Offices / 850 N. Manassas - Gould Cottage / Memphis, TN 38107

**Thursday, May 5, 2022**

8:30 a.m.

**Board Present:** McKinley Martin Jr. – Chairman  
Sam Cantor – Treasurer  
Ann Langston – Secretary  
Kevin Spragling  
Kandace Stewart  
Emily Greer

**Absent:** Britney Thornton

**Also Present:** Rosalyn Willis – President, CRA  
Andrew Murray – Director of Planning and Community Development, CRA  
Cynthia Durham – Community Builder, Block Wellness Program, CRA  
Kimani Shotwell – Director of Community Building, Engagement and Impact, CRA  
Monice Hagler – (CRA Counsel)  
V. Lynn Evans – (CRA CPA)

**Guests:** Glen Lloyd – Resident / Owner of TechFix LLC  
Mr. Martin – Pennrose, LLC  
Brian Thomas – Pennrose, LLC  
Luretha Phillips – Memphis Housing Authority

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, May 5, 2022, at CRA. All Board Members were present except for Britney Thornton.

**I. CALL TO ORDER**

Chairman Martin officially called the meeting to order at 8:34 a.m. and a quorum was present.

**II. Approval of MINUTES – April 7, 2022 and April 14, 2022 (Board Action)**

*Chairman Martin called for approval of the Board minutes from April 7, 2022. Board Member Emily Greer made a motion and Vice Chair Kandace Stewart provided a second. The April 7th Board meeting minutes were approved unanimously by the Board.*

April 14, 2022 Special Board Meeting:

*Chairman Martin called for approval of the Special Board Meeting minutes from April 14, 2022. Board Member Emily Greer made a motion and Vice Chair Kandace Stewart provided a second. The April 14<sup>th</sup> Special Board meetings minutes were approved unanimously by the Board.*

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. AUDIT UPDATE:**

Lynn Evans/CRA's CPA gave a quick update on the June 30, 2021 audit. She said that the auditors are close to completing the audit and that they are awaiting some information from Shelby County I. She stated that the completed audit is expected to be presented to the Board for approval in June, 2022. A question and answer session followed.

Board member Sam Cantor asked if the auditors anticipate any findings this year. Lynn answered no, stating that nothing has been indicated to her at this point.

**V. BOARD ACTION: CRA FY 2022-2023 OPERATING BUDGET**

Staff Member Andrew Murray reported on CRA's first budget assumptions and operational budget. He said that the Operating budget is 5% of CRA's revenues and that 95% of TIF monies collected has to go to programs.

Andrew said that he and Lynn Evans/CRA's CPA discussed and then assembled the Operating budget. .

Board Member Kevin Spragling thanked Andrew and Lynn and said that he is comfortable with setting this as a framework for the operating budget. He added that the spreadsheet was easy to follow and stated that he sees it as being a good starting point. Board Member Sam Cantor thanked them for all the hard work they did and said how pleased he is with the outcome. Lynn said that starting July 1,2022 the financials will include 'actual versus budget'.

Chairman Martin thanked Andrew, Lynn, Kevin and Sam for working together as a unit to accomplish this goal.

*Board Member Sam Cantor moved that the Board approve the CRA FY2022-2023 Operating Budget as presented. Board Member Kevin Spragling seconded it. The Operating Budget was approved unanimously by the Board.*

## VI. STAFF UPDATES

President Willis introduced Bryant Thomas/Sr. Developer and Mr. Martin//Regional Vice President of Pennrose, LLC. Also present was Luretha Phillips of the Memphis Housing Authority who is co-partner and co-developer with Pennrose. They requested an updated conditional commitment letter for THDA in order to get their tax credits approved. Rosalyn walked everyone through Pennrose's handout which included the 2020 Resolution. She said that Pennrose was able to get additional funding from the City and State to close the gap (19 million dollars of public and private financing outside of CRA).

President Willis said that no vote was required for the updated conditional commitment letter, just a signature.

### **President Willis presented her key points to the Board:**

- President Willis summarized the status of various projects.
- Morris Park should have been completed in March, 2022 but has been delayed partly due to weather. An updated schedule is expected.
- June 30<sup>th</sup> is President Willis' final day with CRA. She will submit an updated letter of resignation.

Board Member Sam Cantor asked Kimani Shotwell/*Director of Community Building, Engagement, and Impact* to give a breakdown on monies spent on Tree Services to cut down dead trees versus trimming up good trees, and how sustainable it is. Kimani talked about the importance of tree maintenance in the TIF community and how trees can damage homes and lead to even more blight.

Andrew recommended that each department Director address the Board (at some point) to give an update on what is being done in their department. The Board agreed. Chairman Martin will follow up with Andrew on this.

## VII. UNFINISHED BUSINESS

There was no unfinished business to report.

## VIII. NEW BUSINESS AND OTHER ANNOUNCEMENTS

There was no new business to report.

### **EXECUTIVE SESSION:**

Chairman Martin dismissed all attendees except for the Board members and the meeting went into the Executive Session.

The Board came out of Executive Session at 10:16 am.

***Chairman Martin asked for a motion on the floor for a Resolution of Recognition and Appreciation for Rosalyn Willis. Board Member Sam Cantor moved to approve the Resolution. The motion was seconded by Board Member Ann Langston. The motion was unanimously approved by the Board.***

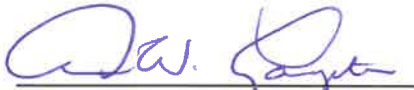
*Chairman Martin called for a motion to post the position of CRA Chief Financial Officer (CFO) pending the posting and the job description being sent to Board Members to review. Board Member Ann Langston moved to approve the motion. It was seconded by Board Member Sam Cantor. The motion was unanimously approved by the Board.*

The next CRA Board meeting will be held in person at the CRA offices on Thursday, June 2, 2022, at 8:30 a.m.

**IX. ADJOURNMENT**

Chairman Martin adjourned the meeting at 10:17am.

Respectfully submitted,

  
Ann W. Langston, Secretary