

# COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING



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

Virtual teleconference via. Go To Meeting

**Thursday, October 1, 2020**

8:30 a.m.

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

**Absent:** Miles Mason – Vice Chairman

**Also Present:** Rosalyn Willis – President, CRA  
Andrew Murray – Director of Planning and Community Development, CRA  
Cynthia Durham – Administrative Office Manager, CRA  
Lisa Ivy – Single Family Project Manager, CRA  
Monice Hagler – (CRA Counsel)

**Visitors:** Andre Gibson (Shelby County)  
Joe Fletcher (City of Memphis)

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, October 1, 2020. All Board Board Members were present except for Miles Mason.

**I. CALL TO ORDER**

Chairman McKinley Martin called the meeting to order at 8:39 a.m. and a quorum was present.

**II. Approval of MINUTES – September 3, 2020 (Board Action)**

*Chairman Martin called for approval of Board minutes from September 3, 2020. Upon motion made by Board Member Britney Thornton and seconded by Board Member Sam Cantor, minutes were unanimously approved by the Board using roll call method.*

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. Update: HIGHLAND ROW PARKING GARAGE**

President Willis began by asking Board Member Langston to do a follow up to her call to Attorney Justin Starling on the matter of the parking garage not being open to the public pursuant to the Parking Garage Use and Operating Agreement. She also asked Attorney Monice Hagler to give an update on what she has done.

Board Member Langston stated that she spoke with Justin Starling, Attorney for Forge Properties, after the Finance Committee meeting on Thursday, September 24<sup>th</sup>. She said that Attorney Starling called her back on Fri., September 25<sup>th</sup>. He reported to her that he was surprised that there was a problem with the garage and that Forge Properties was surprised when they inherited the problem and that the problem was to have been taken care of immediately. He stated to Board Member Langston that the owner was doing an investigation to see what the problem was and that they would be moving forward. Board Member Langston and President Willis said that they have not heard back from Attorney Starling. Board Member Langston said that she has replied to Attorney Starling asking for further updates. She suggested that CRA move ahead with their contingency plan.

Attorney Hagler mentioned that she has drafted a default letter., pursuant to the Agreement. She is awaiting a call back from Attorney Starling and/or will give him a call this afternoon to find out what Forge Properties' response.

Chairman Martin, for clarification, asked "is the default letter going to be delivered to Forge Properties or will CRA wait to receive an updated status from Attorney Starling?" Board Member Langston suggested that CRA make a decision on the matter and then if Attorney Starling replies back by the end of the day tomorrow with an unsatisfactory resolution CRA should move forward with delivering the default letter. Attorney Hagler and President Willis both agreed.

Attorney Hagler pointed out that the information that was discussed and agreed upon during the acceptance of the assignment clearly stated what was needed and what the community and CRA observed. President Willis confirmed Attorney Hagler's comments by adding that because the issues have not yet been addressed by Forge Properties, it is very important that CRA go on record as having notified the owner in writing of their deadline to comply. Chairman Martin agreed with President Willis' comments and noted that Forge Properties has been given more than enough time to remedy the situation. He said that as soon as the letter has been approved it should be issued.

## V. Update: CRA FINANCIALS AND UPDATE ON AUDIT

Chairman Martin reported that financial information was received late last night. President Willis noted that CRA Auditor Lynn Evans has been working diligently on the CRA audit. She excused Ms. Evans from having to participate in today's meeting because Ms. Evans had to take care of personal business. President Willis stated that if there were questions from the Board about the financials, a call can be coordinated with Ms. Evans. President Willis plans to speak with Ms. Evans the first part of next week followed by an email update to the Board.

## VI. Update: BANK ACCOUNT

President Willis gave an update. She said that the new account has been opened and the old account has been closed. She also said that because the Admin account had not been compromised, it is still active and that Payroll, which comes out of the Admin account, still needs to be switched over. Currently there is still money in the Admin account, and it will be terminated at a reasonable time in the future and consolidated into the one new account. President Willis said that CRA will be switching to on-line banking and that there are a lot of factors that need to be worked through.

President Willis has been in touch with Darius Davis, President of Tri-State Bank, about sending someone to CRA to do a training to include everyone who is signed on the account. She said that in regards to the amount of money that has already been or will be placed back into CRA's Tri-State Bank account, as well as the altered checks – this is being investigated and has been elevated to the Federal level because this situation involves other banks as well as other individuals.

President Willis reported that in reference to the transfers – that money has been reversed through Bank of America where it originated. She announced that there is a very good detective investigating this matter who keeps her well informed as he tries to resolve this issue. President Willis stated that with on-line banking CRA will now have the ability to check daily for any suspicious activities.

## VII. STAFF REPORTS AND UPDATES

Chairman Martin called for staff reports.

**Program Updates: President Rosalyn Willis reported on her 10 Key Updates (to be emailed to the Board).**

President Willis said that she has compiled her 10 Key Updates report and that she will be emailing it to the Board Members after the meeting -- she was pulled away to deal with the banking situation. She mentioned that CRA's debt service payment to Highland Row was made even though the report needed from the City to submit the letter for the wire came at the last minute. Receipt of the wires has been confirmed by the Bond Trustee (Regions Bank). President Willis said that a conversation will have to take place with City about receiving reports on a more timely basis. In President Willis' report she said that she recommends discussing how to make the money more readily accessible to the Bond Trustee.

**VIII. UNFINISHED BUSINESS**

President Willis reported that CRA continues to deal with the Highland Row real property tax appeal. She said that CRA spoke with the Executive Director of The Board of Equalization and that she was very helpful and shared her thoughts about how this may move forward. President Willis said that CRA has a lot at stake if this issue cannot be worked out.

**IX. NEW BUSINESS AND OTHER ANNOUNCEMENTS**

President Willis reminded Board Members that everyone who signed up to tour the Porter-Leath property after the Board meeting is to meet at that location at 10:30am. Board Member Thornton asked how long the tour would take. President Willis estimated approximately 30 to 45 minutes. Board Member Thornton announced that she would not be able to attend due to another commitment.

Board Member Cantor asked that the CRA's Beacon Newsletter be emailed to all Board Members. President Willis informed the Board that the newsletter can be accessed on CRA's website and that she would also bring copies with her to the Porter-Leath tour.

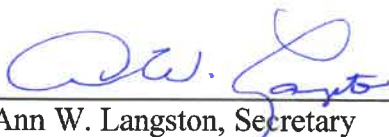
President Willis announced that CRA has been investigating a program titled ClickUp that will allow CRA to load photographs from the Block Wellness Program and all the work that is going on out in the field. The software will be available for the Board to upload in order to access the photographs. She said that CRA is moving more and more towards getting things placed on the website so that the Board and others can access CRA information at their leisure. She invited the Board to investigate ClickUp ahead of time.

The next CRA Board meeting will be held Thursday, November 5, 2020 at 8:30 a.m., virtually.

**X. ADJOURNMENT**

The meeting was adjourned by Chairman Martin at 9:00 a.m.

Respectfully submitted,



Ann W. Langston, Secretary