

## COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING



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

Virtual teleconference via. Go To Meeting

**Thursday, January 21, 2021**

8:30 a.m.

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

**Absent:** Miles Mason – Vice Chairman  
Britney Thornton

**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 (City of Memphis)  
Andre Gibson (Shelby County)

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, January 21, 2021. All Board Members were present except for Miles Mason and Britney Thornton.

**I. CALL TO ORDER**

Chairman McKinley Martin called the meeting to order at 8:32 a.m. and a quorum was present.

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

*Chairman Martin called for approval of Board minutes from December 3, 2020. Board Member Sam Cantor made a motion and Board Member Ann Langston 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. Resolution 12121A (Board Action): AUTHORIZATION OF CRA STAFF TO BID AT PROPERTY TAX SALES**

CRA staff Andrew Murray provided background information on Shelby County tax sale property. He reminded the Board that while they had given CRA staff the approval to acquire property, Shelby County requests a specific resolution authorizing CRA staff to bid on tax sale property and to acquire property through the Shelby county Land Bank.

*Chairman Martin called for a motion from the Board to approve a specific authorization for CRA Staff to purchase real property from Shelby County. Upon motion made by Board Member Ann Langston and seconded by Board Member Sam Cantor, the motion was unanimously approved by the Board via roll call.*

Board Member Sam Cantor asked about the parcels that the Memphis Land Bank (MLB) transferred to CRA last year. Andrew explained that MLB was an entity created by the Housing Authority in cooperation with the Master Developer, but that entity is no longer involved with the CRA.

Board Member Sam Cantor also asked Andrew to explain any restrictions that might be involved. Andrew said that there are some restrictions, but less restrictions because it has been through the Tax Sale process. Attorney Monice Hagler pointed out that the issue for these properties is getting the title policy once the property has gone to Tax Sales.

**V. Resolution 12121B (Board Action): APPROVAL OF HR CONSULTING SERVICES AGREEMENT WITH ADAMS KEEGAN**

Chairman Martin reported that the Personnel Committee has met several times to discuss a contract to deal with a certain scope of services concerning the evaluation process of personnel, salary ranges and performance reviews for CRA general and Executive staff. Included as an attachment in the Board packet was the HR Consulting Services Agreement covering these issues.

*Chairman Martin called for a motion from the Board to approve the HR Consulting Services Agreement with Adams Keegan. Upon motion made by Board Member Sam Cantor and seconded by Board Member Kevin Spragling, the motion was unanimously approved by the Board via roll call.*

## **VI. DISCUSSION OF BOARD RETREAT**

Chairman Martin stated that the Personnel Committee, over the past couple of months, has been discussing holding a Virtual Board Retreat. Previously, the Personnel Committee had discussed that the Virtual Board Retreat would be a vehicle from which the goals of both the Board and President Willis could be set for the current year and also allow for staff participation. He had invited Hardin McLean's consultant, Angelica Hall, to speak at the Board meeting but she was unavailable to participate. He stated that he anticipates having the Virtual Board Retreat on a Saturday morning for approximately 3 to 3 ½ hours, with the staff participating in the last half of the retreat. As President Willis had stepped away from the meeting, CRA staff Andrew Murray suggested that due to CRA moving its administrative office, that the event be held in April rather than March due to the fact that the staff anticipated the office move in March. Chairman Martin suggested that at the next Board meeting Ms. Hall be invited, and that the Board vote on Hardin McLean as the facilitator of the Virtual Board Retreat. Board members Langston, Cantor and Woods suggested that the time allotted for the Virtual Board Retreat would not be enough. Chairman Martin stated that he would introduce Ms. Hall to President Willis so that they could further discuss the details next week.

## **VII. STAFF REPORTS AND UPDATES**

### **Update on Financials and Audit – Lynn Evans:**

CRA Liaison to the Auditors, Lynn Evans, said that Board members should have received the financial overview with the November 2020 financial statements. She noted that due to the holiday weekend, time did not allow for her to provide the December 2020 statements.

Accountant Evans gave an overview. She reported cashflow as of November 30, 2020 and that all bond payments, payroll taxes and accounts payable are current. She said that the June 30, 2019 audit continues to move toward completion and reported that the City had submitted requested information and that the auditors, in the meantime, are working around the outstanding information due from the County. The auditors will be present at the February 4<sup>th</sup> Board meeting to review the June 30, 2019 audit report. The June 30, 2020 audit will begin immediately afterwards.

### **Legal Update – Monice Hagler:**

Attorney Monice Hagler reported that in addition to reviewing contracts and acquisitions, she recently received a lawsuit. She provided a broad update on pending legal action and stated that Alan Wade will be representing the City and the CRA on the matter. Sam asked Monice if CRA Board Member's enjoy some level of a limited liability as members of a quasi-public entity. Monice answered yes.

### **Update – Rosalyn Willis:**

President Willis went through her notes with a commitment to follow up with an email. She reported that the CRA staff continues to be busy with construction projects. The following was also reported:

- CRA has received a TIF application from the Southwest Development Corporation, headed by J. W. Gibson. CRA has also talked to a second group that is also applying for a TIF that overlaps the real estate. CRA expects to receive the second application in April or May 2021.

- Morris Park is on hold pending approval of City Engineering. City Engineering wants to add additional work to the scope and is considering making a request to the CRA Board for additional funding.
- A resolution will be presented to the Board for approval to hire legal counsel to advise the Board on matters related to the Highland Row TIF tax appeal and debt service payment due April 1, 2021.
- The lease with Porter Leath has been signed and CRA can move forward with relocating its administrative offices effective February 1, 2021. Architecture Inc. has been retained to assist with the move and space planning since they were the firm that coordinated the renovations to Gould Cottage in 2000.  
*Note:* Chairman Martin mentioned his concern about security at the new location. President Willis mentioned that they had met with IT regarding this matter but was open to other suggestions from the Board.
- CRA has received final invoices from AllWorld. President Willis will be processing payment to them via Attorney Monice Hagler. A final report will be generated. Moving forward, the SFHR Program will be implemented under CRA Program Manager Lisa Ivy. Due to the COVID-19 Pandemic CRA is currently only processing hardship cases.

#### VIII. UNFINISHED BUSINESS

Board Member Sam Cantor requested that CRA staff Andrew Murray give a brief update on the **Highland Row Parking Garage** card system installation. **The staff is still concerned that the signs are not as visible along Highland Street as they should be. The card system has been installed and appear to be working.** A decision should be made soon as to how to close the matter with the new owners.

Board Member Sam Cantor asked if a Fiscal 2021-2022 Administrative Budget has been created. Accountant Lynn Evan said that this process has not yet been started. She stated that the proper timing for this will be around March or April 2021. Lynn will work with President Willis to prepare a draft administrative budget for review and that will go into effect as of July 1, 2021.

#### IX. NEW BUSINESS AND OTHER ANNOUNCEMENTS

There was no new business.

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

#### X. ADJOURNMENT

Chairman Martin adjourned the meeting at 9:45 a.m.

Respectfully submitted,



Ann W. Langston, Secretary