

**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, August 3, 2023
8:30 a.m.

Board Present: McKinley Martin Jr. – Chairman (by phone)
Kandace Stewart – Vice Chairperson
Ann Langston – Secretary
Sam Cantor – Treasurer
Amy Schaftlein
Emily Greer
Deveney Perry

Absent:

Also Present: Monice Hagler – CRA Counsel (by phone)
Andrew Murray – CRA President
Cynthia Durham – CRA Staff
Lisa Ivy – CRA Staff

Guests: Charlotte Marshall – Uptown resident

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, August 3, 2023, at CRA. All Board Members were present (Martin McKinley/Chairman by phone).

I. CALL TO ORDER

Vice Chairperson Kandace Stewart chaired the meeting in the physical absence of Chairman Martin McKinley (who participated by phone). She officially called the meeting to order at 8:38 a.m. and a quorum was present.

II. (Board Action) APPROVAL OF MINUTES for June 29, 2023 (for JULY)

Due to the minutes not being finalized, the minutes will be presented for approval at the September Board meeting.

III. PUBLIC COMMENTS

Guest Charlotte Marshall/Uptown resident expressed her satisfaction of the work that CRA did on her home which was completed approximately one week ago.

IV. (Board Action) Resolution 080323A - APPROVAL OF RESOLUTION REGARDING SIGNATORY AUTHORITY

Board Member Ann Langston and Sam Cantor both stated that this item comes as a recommendation, first from the Policies and Procedures Committee and secondly from the Finance Committee.

Vice Chairperson Kandace Stewart called for a motion on the floor. Board Member Ann Langston moved that the Board approve Resolution 080323A regarding Signatory Authority. It was seconded by Board Member Sam Cantor.

During discussion, Board Member Ann Langston then moved that Resolution 080323A, page 2, paragraph 2, item #1 be amended to exclude the language 'and organizational'. Board Member Amy Schaftelein seconded the motion. The motion was passed unanimously by the Board.

V. REPORTS FROM COMMITTEES

Personnel Committee: Emily Greer gave an update on:

- The evaluation of the President, with the process to be completed in September.

Finance Committee: Sam Cantor pointed out that the committee has not met since the last Board meeting. He reported that Attorney Charles Carpenter reported that the real property tax appeal was rejected for the Highland Row TIF parking garage.

Policies & Procedures Committee: Ann Langston reported:

- The Signatory Authority Resolution 080323A from the committee meeting was presented today.
- The committee went through the Uptown TIF Manual and discussed the main changes. President Murray will review the manual and do some wordsmithing. The committee hopes to wrap everything up in one more meeting.

VI. STAFF UPDATES

Financials Update: In place of CFO/Lobelia Cole-Smith's absence President Murray reported:

- **Finance:** All required items have been submitted to the auditors for CRA's FY 2022 audit.

- Lobelia is awaiting items so that she can close out the year end financials.
- **Audit:** Lobelia reported that she is working with the County Trustee on them providing their information.
- CRA received two fixed-rate responses back from auditing firms in reference to the RFP (Banks Finley White and CBIZ).

President's Update: President Andrew Murray reported:

- CRA closed on the 850 N. Manassas/Gould Cottage and the vacant building next door.
- Within the next two months an RFP will be requesting quotes on things that need to be fixed at the Gould Cottage and around the property.
- There was a joint press release put out by Porter Leath announcing the purchase of the Porter Leath properties by CRA. CRA is awaiting the final copy in order to release it to CRA channels.
- CRA has full insurance coverage on all properties except for the Purple Church, which is being added.
- Property Maintenance and Block Crews are taking care of CRA's lots with cleanings and trash pick-ups.
- Grocery Store update:
 - o Market study results have been received. Four sites were evaluated. DMC, Council woman Easter Thomas and Promise Development is partnering with CRA to hopefully get grocery stores in the Downtown, Binghampton and/or North Memphis areas. Corner stores will also be considered.
 - o RFPs are coming out in the next 60-90 days for other sites as well.
- The redevelopment agreement has been signed for Collins Chapel.
- Single Family Home Rehab:
 - o 18 emergency cases have been addressed. CRA has spent ARPA funds in the last two months. The SFHR Program is completing the last of Phase 3 and will be starting Phase 4 of the Uptown TIF program this year.
 - o Approximately 20 residents in the Binghampton TIF program are scheduled to receive emergency home repairs as well.
 - o By the end of calendar year 2023 approximately 150 - 200 homes would have been through the home repair program to date. CRA's goal is to service at least 600 homes before the Uptown TIF expires.
- Mia's Orchard: The grand opening is scheduled for Wednesday, September 6, 2023.

Legal Update: CRA Counsel Monice Hagler gave an update (via phone).

- Collins Chapel: CRA negotiated and completed a redevelopment agreement. The targeted completion date is March 2024.
- CRA is closing soon on the Gould Cottage/Porter Leath property. Porter Leath credited CRA \$20,000 for the remaining work that needs to be done on the Gould Cottage and surrounding property.

VII. UNFINISHED BUSINESS

- Per Board Member Emily Greer's request, President Murray gave an update on the Employee Handbook.
- Board Member Emily Schaftlein said that the Board's self-evaluation questions will be reviewed next.

- President Murray concurs with the recommendation from CFO Lobelia Cole-Smith and Accountant Lynn Evans to approve a contract with CBIZ for 2023 since the current audit subsequent events overlap this audit about to begin. Moving forward, CRA staff recommends the agency enter in to a contract with Banks Finley White for subsequent years.

Vice President Kandace Stewart called for a motion on the floor. Board Member Sam Cantor moved that the Board approve the recommendation to approve a contract for CBIZ to undertake CRA's 2023 audit. It was seconded by Board Member Ann Langston. The motion was approved unanimously by the Board.

VIII. NEW BUSINESS AND OTHER ANNOUNCEMENTS

Board Member Sam Cantor announced that Councilwoman Mihael Easter Thomas will be chairing a townhall meeting on August 14, 2023 at Grace Missionary Baptist Church/Pastor King at 6:00pm.

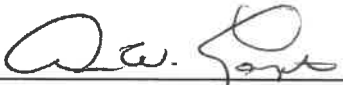
A tentative Finance Committee meeting was scheduled for August 24, 2023 at 8:30am. Staff Cynthia Durham will take an availability poll.

The next CRA Board meeting will be held in person at the CRA offices on Thursday, September 7, 2023 at 8:30 a.m.

IX. ADJOURNMENT

The meeting was adjourned at 9:35 am.

Respectfully submitted,



Ann W. Langston, Secretary