

**Minutes of the
ECONOMIC DEVELOPMENT FINANCE COMMITTEE
of the Economic Development Growth Engine (EDGE)
Industrial Development Board of the City of Memphis and County of Shelby, Tennessee
Wednesday, February 3, 2016**

The Meeting of the **Economic Development Finance Committee of the Economic Development Growth Engine (EDGE), Industrial Development Board of the City of Memphis and County of Shelby, Tennessee** was held at **Memphis Bioworks Foundation, 20 S. Dudley, Breakout Room #2, Memphis, TN 38103**, on **Wednesday, February 3, 2016 at 2:05 p.m.**

Members Present:

Natasha Donerson, Committee Chairperson
John Ivy, Vice-Chairperson
Keith Collins
Luke Yancy IV

Members Absent:

Phil Stevenson

Also Present:

Reid Dulberger, President/CEO	Andrea Jamerson, Virtuous Beacon Association
Monice Hagler, Legal Counsel	Ashley McCreight, MAAE's Market
Katrice Feild, Legal Counsel	Malcolm McCreight, MAAE's Market
John Lawrence, EDGE	Shawn Coburn, Major & Son Master Muffler
Emmett McKnight, EDGE	Robert Burnett, Jr., Restoration House Boxing Academy
Carmen Franklin, EDGE	Pete Mitchell, Restoration House Boxing Academy
Stefanie Barrett, EDGE	Mike Granderson, private citizen
Alden Knipe, EDGE	Tracy Buckley, Community LIFT
Phylea Foster, Memphis Consulting Group	Helen Van Pelt, private citizen
Paulette Sanford, April House Premiere	Sean Norris, TKS Capital Advisors

Upon determination of a quorum, the meeting was called to order by Economic Development Finance Committee Chairman Natasha Donerson at 2:05 p.m. Chairman Donerson opened the floor for public comments. No public comments were made at that time.

Approval of Minutes from the December 2, 2015 ED Finance Committee Meeting

The first item of business was a review of the minutes of the ED Finance Committee meeting held on Wednesday December 2, 2015. Luke Yancy IV moved the minutes be approved as presented. The motion was seconded by Keith Collins. The minutes were approved on an affirmative vote of the following members:

Natasha Donerson
John Ivy
Keith Collins
Luke Yancy IV

Loan Program Opportunities

April House Premier ICED Loan Request

John Lawrence, Manager, Strategic Economic Development Planning at EDGE, along with April House Premier owner Paulette Sanford and Andrea Jamerson of the Virtuous Beacon Association, presented the Inner City Economic Development (ICED Loan Request. The Applicant requested a \$25,000 loan to help fund construction

of a food preparation area including a dish room and laundry, in addition to exterior facade improvements. The loan will help Ms. Sanford retain three jobs and hire additional staff for catered events. The building appearance and deli operation will be improved. The catering operation will expand into the existing 3,000 square foot warehouse space. A fully equipped training room will become available for community and business uses.

The total project costs would be \$151,890. The applicant requested assistance only for the first phase of construction estimated to be \$38,400. Staff recommended approval of the ICED loan, not to exceed \$25,000 to be distributed as the owner completes significant portions of the project located at 5406 Republic Drive per the schedule in the term sheet.

Keith Collins moved approval of the April House Premier ICED Loan Request in the amount of \$25,000.

**RESOLUTION TO APPROVE ICED LOAN TO
APRIL HOUSE PREMIER**

Elise Paulette Sanford, d/b/a April House Premier and related companies (the "Applicant"), has submitted to the Economic Development Finance Committee (the "Committee") of the Economic Development Growth Engine Industrial Development Board of the City of Memphis and County of Shelby, Tennessee (the "Board") an application (the "Application") for an Inner City Economic Development ("ICED") loan to assist the Applicant in making facade and interior improvements and renovations at 5406 Republic Drive, Memphis, Tennessee (the "Project").

WITH RESPECT THERETO, the Committee hereby resolves as follows:

1. Based on the representations set forth in the Application and the recommendation of the staff of the Board, as summarized in the attached term sheet, which is incorporated herein by reference, the Committee on behalf of the Board hereby awards and agrees to provide the Applicant a \$25,000 loan (the "Loan") to assist the Applicant in its Project.
2. The Board Chairman and any other officer of the Board are authorized to execute any and all documents related to the Loan on behalf of the Board.

Applicant: Elise Paulette Sanford, dba April House Premier / The Southern Deli / Top Tier Catering
Address: 5406 Republic Drive, Memphis, TN 38118
Parcel Number: 094213 A00067
Recommendation: \$25,000 ICED Loan

Elise Paulette Sanford, dba April House Premier and related companies, is seeking a \$25,000 Inner City Economic Development (ICED) Loan to help fund construction of a food preparation operation including dish room and laundry, in addition to exterior facade improvements. Total Project costs are \$151,890. The applicant is requesting assistance only for the first phase of construction estimated to be \$38,400.

Ms. Sanford is dedicated to providing healthy food that is convenient. She operates Top Tier Catering, The Southern Deli and a hotel/restaurant cook apprenticeship program. The catering operation serves warehouse and trucking businesses in the area near Lamar and Holmes Roads. The deli is open to the public for breakfast and lunch. The apprenticeship program has three enrollees through a partnership with the Workforce Investment Network.

The loan will help Ms. Sanford retain three jobs and hire additional staff for catered events. The building appearance and deli operation will be improved. The catering operation will expand into the existing 3,000 square foot warehouse space. A fully equipped training room will become available for community and business uses.

Staff recommends approval of an Inner City Economic Development Loan to Elise Paulette Sanford, dba April House Premier, not to exceed \$25,000 to be distributed as the owner completes significant portions of the project located at 5406 Republic Drive per the schedule below.

LOAN DATA	DETAILS
Term	3 years
Interest Rate	0%
Loan Amount	\$25,000
Jobs	3 (Existing) 8 (New)

PROPOSED USE OF FUNDS	PROPOSED SOURCE OF FUNDS	
	OWNER EQUITY	ICED FUNDS
Phase One		
Carpentry, Drywall and Paint	\$8,600	\$15,400
Drop Ceiling, Electric and Lighting	\$3,467	\$6,933
Plumbing	\$1,333	\$2,667
Future Phase Two & Three		
Remaining Build-Out, Plumbing & Elec.	\$106,490	\$0
HVAC Upgrade	\$7,000	\$0
Total	\$126,890	\$25,000

The motion was seconded by John Ivy. After discussion by the Committee, the motion was approved on an affirmative vote of the following members:

- Natasha Donerson
- John Ivy
- Keith Collins
- Luke Yancy IV

MAAE’s Market ICED Loan Request

John Lawrence, along with MAAE’s Market owners Ashley and Malcolm McCreight, presented the ICED Loan Request. The Applicants requested an ICED loan to help fund HVAC installation, building façade improvements, disabled access, interior flooring, kitchen and restroom renovations, fencing, signage and equipment. MAAE’s Market will serve the community as a convenient produce and grocery store. The Applicant estimates 4 new jobs will be created with a target opening date of May 1, 2016. The total project costs are estimated to be \$32,249. Staff recommended approval of the ICED loan in an amount not to exceed \$21,499 to be distributed as the owner completes significant portions of the project located at 2063 Castex per the schedule in the term sheet.

Luke Yancy IV moved approval of MAAE’s Market ICED Loan Request in the amount of \$21,499.

**RESOLUTION TO APPROVE ICED LOAN TO
MAAE’S MARKET**

Ashley McCreight, d/b/a MAAE’s Market (the “Applicant”), has submitted to the Economic Development Finance Committee (the “Committee”) of the Economic Development Growth Engine Industrial Development Board of the City of Memphis and County of Shelby, Tennessee (the “Board”) an application (the “Application”) for an Inner City Economic Development (“ICED”) loan to assist the Applicant in making facade and interior improvements and renovations at 2063 Castex, Memphis, Tennessee (the “Project”).

WITH RESPECT THERETO, the Committee hereby resolves as follows:

1. Based on the representations set forth in the Application and the recommendation of the staff of the Board, as summarized in the attached term sheet, which is incorporated herein by reference, the Committee on behalf of the Board hereby awards and agrees to provide the Applicant a \$21,499.00 loan (the “Loan”) to assist the Applicant in its Project.
2. The Board Chairman and any other officer of the Board are authorized to execute any and all documents related to the Loan on behalf of the Board.

Applicant: Ashley McCreight, dba MAAE’s Market
Address: 2063 Castex, Memphis, TN 38109
Parcel Number: 050009 00011
Recommendation: \$21,499 ICED Loan

Mr. Ashley McCreight, dba MAAE’s Market, is seeking an Inner City Economic Development (ICED) Loan to help fund HVAC installation, building façade improvements, disabled access, interior flooring, kitchen and restroom renovations, fencing, signage and equipment. Total project costs are estimated to be \$32,249.

MAAE’s Market will serve the community as a convenient produce and grocery store. This neighborhood is in a food desert, deprived of fruits and vegetables, fresh meats and dairy products. MAAE’s Market will operate from 7 a.m. to 7 p.m., seven days a week to offer easy access to healthy necessities close to home.

The loan will help create 4 jobs and complete renovations to a 1,200 square foot building. The business will be located three blocks from Riverview Elementary School, Riverview Park and Riverview Community Center.

Staff recommends approval of an Inner City Economic Development Loan to Ashley McCreight, dba MAAE’s Market, not to exceed \$21,499 to be distributed as the owner completes significant portions of the project located at 2063 Castex per the schedule below.

LOAN DATA	DETAILS
Term	3 years
Interest Rate	0%
Loan Amount	\$21,499
Jobs	4 (New)

PROPOSED USE OF FUNDS	PROPOSED SOURCE OF FUNDS	
	OWNER EQUITY	ICED FUNDS
Phase One		
Roof	\$3,000	\$0
Interior & Exterior Stabilization	\$2,800	\$0
Electrical Service Installation	\$1,200	\$0
Phase Two		
HVAC Installation	\$0	\$7,250
Concrete Ramp, Steps & Handrail	\$0	\$2,100
Exterior Imp. Roof, Gutters & Gable	\$0	\$3,120
Tile Floor, Sheet Rock & Interior Paint	\$0	\$5,050
Fence	\$0	\$2,776
3 Compartment Sink, Faucet, Plumbing	\$0	\$728
Exterior Signage	\$1,505	\$475
Deli Case	\$2,245	\$0
Total	\$10,750	\$21,499

The motion was seconded by John Ivy. After discussion by the Committee, the motion was approved on an affirmative vote of the following members:

- Natasha Donerson
- John Ivy
- Keith Collins
- Luke Yancy IV

Major & Son Master Muffler ICED Loan Request

John Lawrence, along with Major & Son Master Muffler owner Shawn Coburn, presented the ICED Loan Request. Mr. Coburn requested the ICED loan to help fund replacement of overhead doors and the roof, refurbishment of the office and reception areas, upgrade the shop and expand the building. The total project costs are estimated to be \$62,865. Major & Son Master Muffler has been serving the community since 1987. The company has partnerships with 5 other repair shops to provide complimentary service on a referral basis. The loan will help maintain 2 jobs, complete renovations to a 1,305 square foot building and improve the experience for customers. Staff recommended approval of the ICED loan for an amount not to exceed \$25,000 to be distributed as the owner completes significant portions of the project located at 2207 Airways per the schedule in the term sheet.

Keith Collins moved approval of the Major & Son Master Muffler ICED Loan Request in the amount of \$25,000.

**RESOLUTION TO APPROVE ICED LOAN TO
MAJOR & SON MASTER MUFFLER**

Shawn Coburn, d/b/a Major & Son Master Muffler (the “Applicant”), has submitted to the Economic Development Finance Committee (the “Committee”) of the Economic Development Growth Engine Industrial Development Board of the City of Memphis and County of Shelby, Tennessee (the “Board”) an application (the “Application”) for an Inner City Economic Development (“ICED”) loan to assist the Applicant in making facade and interior improvements and renovations at 2207 Airways, Memphis, Tennessee (the “Project”).

WITH RESPECT THERETO, the Committee hereby resolves as follows:

1. Based on the representations set forth in the Application and the recommendation of the staff of the Board, as summarized in the attached term sheet, which is incorporated herein by reference, the Committee on behalf of the Board hereby awards and agrees to provide the Applicant a \$25,000 loan (the “Loan”) to assist the Applicant in its Project.

2. The Board Chairman and any other officer of the Board are authorized to execute any and all documents related to the Loan on behalf of the Board.

Applicant: Shawn Coburn, dba Major & Son Master Muffler
Address: 2207 Airways, Memphis, TN 38114
Parcel Number: 060092 00005
Recommendation: \$25,000 ICED Loan

Mr. Shawn Coburn, dba Major & Son Master Muffler, is seeking an Inner City Economic Development (ICED) Loan to help fund replacement of overhead doors and roof, refurbishment of office and reception space, shop upgrade and building expansion. Total project costs are estimated to be \$62,865.

Major & Son Master Muffler has been serving the community since 1987. The company has partnerships with five other repair shops to provide complimentary service on a referral basis. The company also has a contract to service City of Memphis vehicles. Primary competitors are national chains such as Midas and Discount Mufflers.

The loan will help maintain two jobs, complete renovations to a 1,305 square foot building and improve the experience for customers.

Staff recommends approval of an Inner City Economic Development Loan to Shawn Coburn, dba Major & Son Master Muffler, not to exceed \$25,000 to be distributed as the owner completes significant portions of the project located at 2207 Airways per the schedule below.

LOAN DATA	DETAILS
Term	3 years
Interest Rate	0%
Loan Amount	\$25,000
Jobs	2 (Existing)

PROPOSED USE OF FUNDS	PROPOSED SOURCE OF FUNDS	
	OWNER EQUITY	ICED FUNDS
Improve Shop and Upgrade Equipment	\$4,600	\$0
Install New Sign	\$625	\$0
Replace Overhead Doors	\$0	\$1,040
Refurbish Office, Reception & Exterior	\$0	\$5,900
- Demo		
- Paint		
- Tank Storage		
- Drop Ceiling		
- Restrooms		
- HVAC		
Replace Roof	\$2,833	\$5,667
Construct Building Addition	\$20,607	\$12,393
Side and Front Parking Paved	\$9,200	\$0
Total	\$37,865	\$25,000

The motion was seconded by Luke Yancy IV. After discussion by the Committee, the motion was approved on an affirmative vote of the following members:

- Natasha Donerson
- John Ivy
- Keith Collins
- Luke Yancy IV

Restoration House Boxing Academy ICED Loan Request

John Lawrence, along with Restoration House Boxing Academy owner Robert Burnett, Jr. and representatives Pete Mitchell and Mike Granderson, presented the ICED Loan Request. The Applicant requested a \$7,190 ICED loan to help fund wall construction and bracing, floor installation, roof repairs and painting. The total project costs are estimated to be \$10,795. The loan will help Restoration House Boxing Academy complete build-out of the space that houses a boxing ring and training equipment. The Academy is operated by Pete Mitchell who currently works with 80 children ranging in age from six to fifteen. Staff recommended approval of the ICED loan for an amount not to exceed \$7,190 to be distributed as the owner completes significant portions of the project located at 4050 North Watkins per the schedule in the term sheet. The Applicant is supported by Community Lift and the Frayser Community Development Corporation

Ms. Helen Van Pelt, a private citizen, spoke in support of the Academy and commented that the training program helps the children by building their confidence and teaching discipline. Ms. Van Pelt also stated that the Academy presents a positive influence for the Frayser community.

John Ivy moved approval of the Restoration House Boxing Academy ICED Loan Request in the amount of \$7,190.

**RESOLUTION TO APPROVE
ICED LOAN TO RESTORATION HOUSE BOXING ACADEMY**

Robert Burnett, Jr., d/b/a Restoration House Boxing Academy (the "Applicant"), has submitted to the Economic Development Finance Committee (the "Committee") of the Economic Development Growth Engine Industrial Development Board of the City of Memphis and County of Shelby, Tennessee (the "Board") an application (the "Application") for an Inner City Economic Development ("ICED") loan to assist the Applicant in making facade and interior improvements and renovations at 4050 N. Watkins, Memphis, Tennessee (the "Project").

WITH RESPECT THERETO, the Committee hereby resolves as follows:

1. Based on the representations set forth in the Application and the recommendation of the staff of the Board, as summarized in the attached term sheet, which is incorporated herein by reference, the Committee on behalf of the Board hereby awards and agrees to provide the Applicant a \$7,190.00 loan (the "Loan") to assist the Applicant in its Project.
2. The Board Chairman and any other officer of the Board are authorized to execute any and all documents related to the Loan on behalf of the Board.

Applicant: Robert Burnett, Jr., dba Restoration House Boxing Academy
Address: 4050 North Watkins, Memphis, TN 38127
Parcel Number: 069067 00026
Recommendation: \$7,190 ICED Loan

Robert Burnett, Jr., dba Restoration House Boxing Academy, is seeking a \$7,190 Inner City Economic Development (ICED) Loan to help fund wall construction and bracing, floor installation, roof repairs and painting. Total Project costs are estimated to be \$10,795.

Restoration House Boxing Academy, an arm of Living for Christ Ministries, is operated by Pete Mitchell and recently relocated to the corner of North Watkins and North Thomas Street. The boxing academy currently works with 80 children ranging in age from six to fifteen. More than 85% of these children live in the 38127 zip-code. The boxing academy is preparing for growth and expanded hours of operation.

The loan will help Restoration House Boxing Academy complete build-out of the space that houses a boxing ring and training equipment. The academy space will be separated from other church activities.

Staff recommends approval of an Inner City Economic Development Loan to Robert Burnett, Jr., dba Restoration House Boxing Academy, not to exceed \$7,190 to be distributed as the owner completes significant portions of the project located at 4050 North Watkins per the schedule below.

LOAN DATA	DETAILS
Term	3 years
Interest Rate	0%
Loan Amount	\$7,190
Jobs	1 (Existing)

PROPOSED USE OF FUNDS	PROPOSED SOURCE OF FUNDS	
	OWNER EQUITY	ICED FUNDS
Construct Interior Walls	\$2,638	\$0
Brace Walls	\$457	\$593
Repair Roof	\$500	\$1,000
Finish Windows	\$0	\$670
Install Rubber Flooring	\$0	\$2,783
Paint	\$0	\$2,144
Total	\$3,595	\$7,190

The motion was seconded by Keith Collins. After discussion by the Committee, the motion was approved on an affirmative vote of the following members:

- Natasha Donerson
- John Ivy
- Keith Collins
- Luke Yancy IV

Administrative Issues and Reports to the Committee

Other/Remarks for the Good of the Order:

There being no further business before the Committee, the meeting was adjourned at 2:55 p.m.

_____ ED Finance Committee Chairperson