



**MINUTES OF THE
MEMPHIS CENTER CITY DEVELOPMENT CORPORATION
114 North Main Street
Memphis, TN 38103**

Wednesday, September 16, 2020

Due to the declarations of a State of Emergency by the President of the United States, the Governor of Tennessee, and the Mayor of Memphis relating to the COVID-19 Pandemic, the CCDC has determined that it is necessary that the meeting be conducted by electronic or other means of communication in order to protect the health, safety and welfare of the public, DMC staff, and CCDC applicants. This meeting of the CCDC was held via Zoom virtual meeting. Board members participated by phone with all materials made available to them as well as the public in advance. Procedures were in place to identify all participants on the call including members of the public and allow for questions and public comment.

Board Members Present (via conference): Michael Chance, Sharon Leicham, Anton Mack, Ray Brown, Julie Lansky, Deni Reilly, Terry Woodard and Benjamin Orgel

Board Members Absent: Carl Person

DMC Staff Present: Jennifer Oswald, Christine Taylor, Brett Roler, Penelope Springer, Penelope Huston, Erik Stevenson, Jaske Goff, Katie Flynn, Abram Lueders and Debra Streeter.

Guests (via conference): Charles Carpenter (Legal Counsel), James Stokes, B. Bethel, Andre Gibson, Doug Carpenter, Katie Flaim, Max Cookes, Jacob Steimer, Irving Sandoval, and Kenneth Worles.

Chairman Chance determined that a quorum was present, and the meeting was called to order at 9:02 A.M. Christine Taylor called roll for board members, staff and attending guest. Chairman Chance called for approval of the minutes from August 19, 2020 CCDC meeting. Sharon Leicham motioned to approve the minutes as presented, Benjamin Orgel seconded the motion, after roll call vote, the motion passed unanimously.

Agenda Item III: Financial Report

Penelope Springer presented the financial report and highlights.

Agenda Item IV: Conflict of Interest Policy Update

Jennifer Oswald presented the Conflict of Interest updates. Our current policy applies to all DMC related entities, it is dated in the year 2000 and is unclear. The policy has been clarified and is in accordance with state law. This policy clarifies our belief that volunteer board members should be able to participate in DMC programs as long as the proper disclosure and recusal is provided. This is also in compliance with state law for a non-profit organization. Legal Counsel, Charles Carpenter explained the policy updates in detail. Ray Brown made a motion to approve the

policy updates, Anton Mack seconded the motion, after roll call vote, the motion passed. (NOTE: Board member Deni Reilly was disconnected from call during roll call vote)

Agenda Item V: EIG Grant Request – 113 Madison Avenue

Abe Lueders presented the EIG grant request for property located at 113 Madison Avenue. The owner plans to renovate 113 Madison to serve as a new restaurant location (Los Comales). New windows will be installed on November 6th Street. The mid-century glazed brick covering the second floor will be removed, and new second floor windows and double doors that open onto balconies will be installed. The existing recessed storefront will be replaced with a new storefront consisting of three large arched doors. This renovation will include extensive exterior work. Anton Mack made a motion to approve the grant request for up to \$ \$80,000., Ray Brown seconded the motion, after roll call vote, the motion passed unanimously.

Agenda Item VI: EIG Grant Request – 2 North Main Street

Katie Flynn presented the EIG grant request for property located at 2 North Main Street (Walgreens). The applicant has worked diligently to negotiate a new long-term lease to keep Walgreens in Downtown Memphis, proposing major interior and exterior renovations that elevate the existing Walgreens store to a flagship store, along with second floor office and/or residential space. Applicant Max Cookes was available to answer questions from board members. Ray Brown made a motion to approve the grant request for up to \$100,000. Benjamin Orgel seconded the motion, after roll call vote, the motion passed unanimously.

Agenda Item VII: Update – Marketing Micro-Grant

Penelope Huston updated the board on the progress of the Marketing Micro-Grants. Grant money is to be used for social media marketing and implementation/development of e-commerce strategies. We currently have 30 participating businesses; we have had 8 on boarding sessions and multiply 1 on 1 sessions.

Agenda Item XII: President's Report

Jennifer Oswalt gave a brief update on ongoing projects. This year instead of Downtown Dining week, we will have Downtown Dining Month. Also, we would like to do extra with Downtown Holiday decorations.

Agenda Item VIII: Adjournment

Seeing no further business, the meeting was adjourned.