

MEMPHIS AREA ASSOCIATION OF GOVERNMENTS
Executive Board Meeting
Meeting Minutes

MAAG Boardroom
Cordova, Tennessee

February 16, 2017
10:00 A.M. CST

Board Members Present:

Hon. Hugh Davis Jr., *Chairman and Commissioner of Piperton*
Hon. Alonzo Beard, *Alderman of Lauderdale County*
Hon. Minnie Bommer, *Vice-Chairman and Alderwoman of Covington*
Hon. Maurice Gaines, Jr., *Mayor of Lauderdale County*
Chief Roy Hill, *Representing Mayor Carol Witt of Jericho, AR*
Hon. Terry Jones, *Mayor of Millington*
Hon. Gwendolyn Kilpatrick, *Mayor of Mason*
Mr. David McKinney, *Representing Mayor Mark Luttrell, Shelby County*
Hon. Jon Pavletic, *Mayor of Ripley*

Board Members Absent:

Rep. Barbara Cooper, *Tennessee General Assembly, Distract 86*
Hon. Keith McDonald, *Mayor of Bartlett*
Hon. Frank Fogelman, *Mayor of Marion, AR*
Ms. Vanessa Lynchard, *County Administrator, DeSoto County, MS*
Sen. Reginald Tate, *Tennessee General Assembly, District 33*
Hon. Rhea Taylor, *Mayor of Fayette County*
Hon. Jim Strickland, *Mayor of Memphis*
Hon. Judy Watters, *Mayor of Rossville*

Also Present:

Ms. Jasmine Champion, *MAAG*
Ms. Linda Coffman, *Linda's Accounting, CPA*
Mr. Tom Dyer, *Attorney, Wyatt, Tarrant, & Combs, LLP*
Dr. Joey Edwards, *Campus Director, Webster University*
Mr. Mike Landrum, *MAAG*
Mr. Ralph Moore, *Executive Director MAAG*
Mr. Paul Morris, *MAAG*
Ms. Amy Schaftlein, *West TN Liaison, THDA*
Ms. Lisa Trexler, *MAAG*

I. Welcome and Call to Order

Chairman Davis, Jr. called the meeting to order, after he recognized there is not a quorum of the Executive Committee present to vote.

NOTE: 20 minutes into the meet Chainman Davis, Jr. stated a quorum was in place and moved forward with the slated motions.

II. Invocation

Alderman Beard gave the invocation.

****Chairman Davis, Jr. stated in the history of MAAG's website there has not been the technology and data that is now available on the website to the region. Anyone that visits the website has extensive information. He encourages your cities and towns to utilize this free tool.

III. Approval of Minutes for November 17, 2016

MOTION by Alderwomen Bommer, to approve the minutes as presented. **SECONDED** by Alderman Beard. Unanimously **APPROVED**.

****Alderwoman Bommer congratulated Mayor Terry Jones, for the visual enhancements in the City of Millington. Mayor Jones stated MAAG assisted with the grant for a new Millington Airport entrance.

IV. Financial Report

Reviewed October 2016 Financial Report– *Ms. Coffman reported on the packet emailed to Board Member*

Ms. Coffman stated the Membership Dues have not been paid by all cities/towns there were invoiced. There will need to be a write-off for unpaid Membership Dues. Salaries for employees had an increase of \$13,500.00 added into the payroll and additional FICA, SS and FICA Medicare increases. In addition, Professional fees regarding Payroll Processing, Legal fees, and Computer Consulting fees. The final correction was to maintenance agreement amount was underestimated and is corrected.

MOTION by Mayor Pavletic, to approve the seven amendments on the budget for FY16-Fy17. **SECONDED** by Mr. McKinney. Unanimously **APPROVED**.

V. Program Updates

a. Tennessee Department of Transportation (WTRPO) *Mr. Landrum's report accompanied by handout*

- Attended Rural Planning Organization (RPO) meetings at Northwest Development District (NWDD) and Southwest Development District (SWDD) Mr. Landrum observe the workings of the Districts and gained better insight on effective ways to conduct the RPO meetings within our Development District.
- Attended the RPO Coordinators' meeting on behalf of MAAG, in Nashville, TN. received an overview of the Improve Act introduced by Governor Bill Haslem presented by Commissioner John Schroer from TDOT.
- Mr. Landrum organized the West Tennessee RPO meeting in Millington, TN and introduced proposed agenda for the upcoming year. Representatives from TDOT-OCT (Office of Community Transportation) and from the Tennessee Department of Safety, (Brandon Darks), spoke to the body and answered questions.
- Mr. Landrum continues to follow the West Tennessee Rural Planning Organization (WTRPO) contract terms by participating in continuing education sessions through, webinars and monthly conference calls.

b. Tennessee Department of Environment and Conservation (TDEC)

- Attended mandatory workshop developed by Tennessee Department of Environment and Conservation (TDEC) introducing the new tracking systems. Traveled to Jackson, TN for consultation with Wanda Fuzzell, NWDD for a better understanding of how TDEC expects the Development Districts to submit our required reporting.
- Met and introduced myself to all the Solid Waste Directors, (Tony Marbry of Ripley-Charles Traylor of Somerville-Lisa Williams of Shelby County-Bill Arthur of Tipton County), and toured each landfill. I assured the landfill

operators that MAAG will continue to assist as needed with their development of Annual Progress Reports and Needs Assessments.

- Mr. Landrum continues to follow the Tennessee Department of Environment and Conservation (TDEC) contract terms by participating in continuing education sessions through webinars and monthly conference calls.
- Mr. Landrum attended a mandatory workshop in Jackson, TN. Workshop sponsors introduce the newly Re-Trac reporting system. The Solid Waste Managers will generate the report and use for the upcoming Annual Progress Reports.
- Mr. Landrum attended the Shelby County Municipal Solid Waste Planning Board Meeting. Development of Shelby County's required Needs Assessment this year is MAAG's primary responsibility. The Needs Assessment is 90% near completion.

c. Tennessee Advisory Commission on Intergovernmental Relations (TACIR)

- Mr. Landrum contacted all of the local school system representatives to acquire the necessary information needed to complete the State of Tennessee Existing School Facility School Inventory Forms.

d. Tennessee Department of Tourist Development (TDTD)– *Ms. Champion's report accompanied by handout*

- The Department of Environment and Conservation (TDEC) awarded Fayette County a \$10,000 Tourism Enhancement Grant. The Tourism Enhancement Grant awarded to communities enhances tourism assets and potentially increases economic impact. Fayette County uses the funds to complete a countywide tourism asset plan.
- MAAG was instrumental in the award of two Rural Marketing Co-Op grants in December 2016. Fayette and Lauderdale County awarded funds to market and promote their local tourism attractions. The co-op funding provided by a partnership between MAAG and the Tennessee Department of Tourist Development's Developmental Co-op.
- MAAG annual West Tennessee Heritage and "Roots" tour started this Tuesday. This tour is a partnership between MAAG and Heritage Bus Tours. The tour explores West Tennessee's African-American history within one-day trip of Memphis. MAAG provided small gift bags of tokens every Tuesday during this tour.

e. Tennessee Historic Preservation Grant

- MAAG assisted National Preservation Inc. in updating Clayborn Temple national register status from local significance to national significance. National Preservation Inc. submitted the application, January 30th. Submission of the application to the Tennessee State Review Board occurs in May of 2017. Ms. Champion encouraged board members to identify potential sites for National Register nomination in their communities by contacting the Historic Preservation Planner.
- Ms. Champion attended the National Preservation Conference in Houston, Texas November 2017. She networked with fellow preservationist, attended sessions on the role of preservation and leveraging preservation to increase economic impact, how to use preservation as a tourism tool.
- Ms. Champion attended Section 106 training at the State Historic Preservation Office in January. The training provided guidance on regulatory knowledge and best practices when completing a Section 106 review.

- Section 106 review – explanation

In the National Historic Preservation Act of 1966 (NHPA), Congress established a comprehensive program to preserve the historical and cultural foundations of the nation as a living part of community life. Section 106 of the NHPA is crucial to that program because it requires consideration of historic preservation in the multitude of projects with federal involvement that take place across the nation every day.

Section 106 requires federal agencies to consider the effects of projects they carry out, approve, or fund on historic properties. Additionally, federal agencies must provide the ACHP an opportunity to comment on such projects prior to the agency's decision on them.

Section 106 review encourages, but does not mandate, preservation. Sometimes there is no way for a needed project to proceed without harming historic properties. Section 106 review does ensure that preservation values are factored into federal agency planning and decisions. Because of Section 106, federal agencies must assume responsibility for the consequences of the projects they carry out, approve, or fund on historic properties and be publicly accountable for their decisions.

- MAAG continues to send monthly “Noteworthy News” to highlight and share relevant information to our subscribers. If you have information you would like to share please forward all information to MAAG Communications Manager.

f. **Communications & Social Media**

- MAAG continues to send monthly “Noteworthy News” to highlight and share relevant information to our subscribers. If you have information you would like to share please forward all information to MAAG Communications Manager.

- Facebook: 1128 Likes
- Twitter: 352 Followers
- Instagram: 698 Followers

g. **Tennessee Housing Development Authority (THDA) – Ms. Morris’s report accompanied by handout**

- Down Payment Assistance Program

The Commercial Appeal Newspaper, February 7, 2017 announced THDA’s new down payment assistance program providing up to \$15,000 for both down payment and closing costs. The loan – a second mortgage- comes with zero interest, no monthly payments, and a much easier way for families to avoid having to repay any of it.

- Neighborhoods that are eligible for this program include 21 ZIP codes in Memphis, the 38053 zip code that covers north central Shelby County (Millington) and the 38063 zip code that covers most of Lauderdale County. Program goals helps low- and middle-income families purchase houses in declining neighborhoods.

- Homebuyer Education Classes

The Memphis Area Association of Governments now offers first time homebuyer classes at our Cordova office. On January 28, 2017, MAAG had the first class and the next class is on Saturday, February 18th, 2017. A future class in Ripley, TN, located at Holly Grove Baptist Church, in March 2017. Persons attending this class received a certificate of completion from THDA and allows them to receive a THDA loan product to purchase a home.

h. **Delta Regional Authority (DRA) applications**

- State Economic Development Assistance Program (SEDAP)

DRA announced the opening of the SEDAP application and selection cycle for this year. The SEDAP application cycle opens March 1, 2017 and ends May 31, 2017. Projects considered as strong candidates is encouraged to meet the

following three federal priorities: 1) job creation and/or retention will be protected with a participation agreement, 2) DRA funds will leverage other sources of public and/or private funds, and 3) the project will have a regional impact.

In addition, projects must also clearly demonstrate how the project would meet at least one of the Federal Priority Eligibility Criteria

- Innovation and Small Business
- Regional Approach
- Multiple Funding Partners
- Small Business & Entrepreneurship Policy Framework
- Incorporated Resiliency Planning

VI Executive Director's Report

a. US Economic Development Administration (EDA) - Comprehensive Economic Development Strategy (CEDS)

- Mr. Randall Gross, consultant, Randall Gross/Development Economics is working on the final draft stage for this document to be reviewed. Mr. Gross had an opportunity to meet the stakeholders throughout the region and various industries. Some of the challenges were, creating and retaining jobs in the region.
- Mr. Moore stated a simply definition for Economic Development; It is the creation and retention of primary jobs and everything else after this is called, community building.

NOTE: The next three points are as one regarding the MAAG website. Mr. Moore introduced these topics:

b. MAAG Website Update

c. Plan Review

d. GIS – Geographic Information System

- MAAG revamped the website www.maagov.org. Mr. Moore proceeded to show and explain the new website to the board members on the large screen. This is to be a resource for the MAAG region. The website continues to grow, check in and utilize all it has to offer. Mr. Moore thanked all the counties for their participation and information to complete this segment of the website.

VII Executive Session

Chairman David, Jr. stated no Executive Session

VIII Other Business

- a. The next board meeting is Thursday, May 18, 2017.
- b. The workshop for TN WRO is Thursday April 13, 2017. The location is U of M Millington, TN campus.
- c. There will not be an MAAG Annual Dinner. The funds will go for MAAG enhancements.

IX Adjournment

MOTION to adjourn meeting by Mayor Jones. **SECONDED** by Mayor Taylor. Unanimously **APPROVED**.