MEMPHIS AREA ASSOCIATION OF GOVERNMENTS

Executive Board Meeting Meeting Minutes

MAAG Board Room Cordova, Tennessee December 17, 2015 2:00 P.M. CST

Board Members Present:

Hon. Hugh Davis Jr., Chairman and Vice Mayor of Piperton

Hon. Minnie Bommer, Vice-Chairman and Alderwoman of Covington

Hon. Alonzo Beard, Alderman of Lauderdale County

Mr. Terry Emerick, Representing Mayor Keith McDonald of Bartlett

Ms. Vanessa Lynchard, County Administrator, DeSoto County, MS

Hon. Rhea Taylor, Mayor of Fayette County

Board Members Absent:

Rep. Barbara Cooper, Tennessee General Assembly, Distract 86

Hon. Frank Fogelman, Mayor of Marion, AR

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. Mark Luttrell, Mayor of Shelby County

Hon. Jon Pavletic, Mayor of Ripley

Sen. Reginald Tate, Tennessee General Assembly, District 33

Hon. AC Wharton, Mayor of Memphis

Also Present:

Mr. Ordis Copeland, Business Development Consultant, ECD

Ms. Hope Dalton, Account Manager, S2N Design

Mr. Tom Dyer, Attorney, Wyatt, Tarrant, & Combs, LLP

Ms. Gwyn Fisher, Greater Memphis Regional Director, ECD

Mr. Odell Horton, Attorney, Wyatt, Tarrant, & Combs, LLP

Mr. Justin Jamerson, Business Development Consultant, ECD

Mr. Michael Nunn, President, S2N Design

Mr. Ken Welch, Public Participant

Mr. Ralph Moore, Executive Director MAAG

Mr. Paul Morris, MAAG

Mr. Josh Shumaker, MAAG

Ms. Lisa Trexler, MAAG

Ms. Linda Coffman, Linda's Accounting, CPA

I. Welcome and Call to Order

Chairman Davis, Jr. called the meeting to order, after he recognized that a quorum of the committee was present.

II. Invocation

Alderman Beard gave the invocation.

III. Approval of Minutes for September 24, 2015

MOTION by Alderwoman Bommer to approve the minutes as presented. SECONDED by Mayor Taylor. Unanimously APPROVED.

IV. Introductions

a. Ms. Gwyn Fisher, Greater Memphis Regional Director, Economic Community Development (ECD) – PowerPoint Presentation

Mr. Moore introduced Ms. Gwyn Fisher. Mr. Moore stated that the presentation made in Nashville, TN at the ECD conference would be an asset to the MAAG board members.

b. S2N Design, Mr. Michael Nunn, President and Ms. Hope Dalton, Account Manager – packets given out regarding new website, from S2N.

Mr. Moore Introduced, Mr. Nun and Ms. Dalton. Their company created MAAG new website and will maintain the website, along with the Westtndaytrippin website.

V. Financial Report –*Ms. Coffman's report accompanied by large white handout and two packets.*

a. Budget Report.

MOTION by Alderman Beard to approve the financial report as presented. SECONDED by Mayor Taylor. Unanimously APPROVED.

b. Proposed Budget Amended

MOTION by Mayor Taylor to approve the financial report as presented. SECONDED by Alderwoman Bommer. Unanimously APPROVED.

VI. MAAG Organizational Services

a. Community Planning

i. **CEDS Contract**

Mr. Moore stated, an RFP was sent out regarding the EDA, CEDS to five firms, all communications were reviewed and Randall Gross Development Economics was chosen, total for services \$79,613.00. MAAG received contract back, signed from Randall Gross Development Economics. Regarding the CEDS process, MAAG board members will receive further details in the upcoming months.

ii. City of Piperton, TN Contract

Mr. Moore stated Piperton, TN had entered in to a contract with MAAG for a market study. MAAG will work with the city in regards to pass, present and future innovation changes.

b. **Program Updates**

i. Tennessee Department of Environment and Conservation (TDEC) – Mr.

Shumaker's report accompanied by peach handout

Mr. Shumaker reported update to Tipton County's Solid Waste Needs Assessment is underway, working with Shannon Reed, Public Works Director. TDEC requires a needs assessment to be updated every five years to keep information current from the county's annual progress reports (APR).

ii. Tennessee Advisory Commission on Intergovernmental Relations (TACIR)

Mr. Shumaker stated TACIR's availability to copies for the 2014-15 Public Inventory
Report, "Building Tennessee's Tomorrow," for this fall. Hard copies are now
available. In progress is the survey for the 2015-16 Public Inventory Report. School,
city, and county officials requested to provide current information on public

infrastructure. Chairman Davis stated timeliness and accuracy are of the utmost importance to the TACIR data collection for the MAAG Tennessee region.

iii. Tennessee Department of Transportation (TDOT – WTRPO)

The Rural Planning Organization met on December 8, 2015. Two applications for the TDOT **Multimodal Access Fund** were approved by the RPO Executive Board. Somerville and La Grange's applications submitted to TDOT for funding consideration.

Atoka's application received approval for submittal to TDOT. Mayor Taylor commended Mr. Shumaker in the proper way he handle the WTROP meeting in regards to the application process.

iv. Grant Development Assistance and Awards

Delta Regional Authority awarded funding to five applicants under its recent State Economic Development Assistance Program (SEDAP). City of Germantown, Agricenter International, Urban League, Mid-South Minority Business Continuum, and Memphis BioWorks will be applying DRA funding to promote job creation and retention in the Memphis area. MAAG is the administrators for the awarded projects.

v. **Tennessee Department Tourist Development (TDTD)** – *Mr. Moore reported* Mr. Moore stated Ms. Johnson has left MAAG to pursue a marketing position with another company. Mr. Moore is reviewing resumes at this time and will interviewing candidates in January 2016.

Communications & Social Media – Mr. Moore reported

Mr. Moore will hire a part-time person to handle all social media.

- vi. **Tennessee Housing Development Authority** Mr. Morris's report accompanied by blue handout.
 - Tennessee Housing Development Authority Emergency Repair Program (THDA- ERP)
 - From July 1 through December 1, 2015, MAAG has helped 24 older adults that needed critical repairs to their homes. Also over the last five months, MAAG has received over 60 phone calls and e-mails from agencies and older adults needing home repairs. MAAG provided information about the Emergency Repair Program and partnering agencies that may offer assistance.
 - Online Homebuyers Education Program MAAG and THDA have partnered with eHome America in expanding homebuyer education program to include online classes. Registration is \$99, and 10 participants have registered and taken the course. For more information on services, please visit www.ehomeamerica.org/maagov.

In addition, MAAG and THDA will begin on-site homebuyer education classes in February 2016. These classes will involve a one-hour seminar on the first week of each month, and two-four hour classes on the second and third weeks of each month. Classes held in Covington, TN.

THDA HOME Program

MAAG is planning to submit an application for **the HOME Grant Program** for our region. The **HOME Grant Program** promotes the activities such as homeowner rehabilitation and down payment assistance. If you are interested in being a part of our application for the HOME Grant Program, please contact Mr. Moore or Mr. Morris.

VII. Executive Directors Report. Mr. Moore's report accompanied by gold handout.

- a. North Delta Planning and Development District Revolving Loan Fund (RLF) has approved the acceptance of MAAG's RLF. Mr. James Curcio will be picking up files on December 18, 2015. A check for the residual amount in RLF account, cut January 1, 2016 to, North Delta Planning and Development District.
- b. Closeout of EDA Planning Grant 2012-2014. Mr. Moore stated the last invoice went out September 2015.
- VIII. Other Business two handouts; Mr. Moore's email and map of Economically Distressed Counties by TNECD Region FY 2016.
 - a. For future discussion email sent out to the Development Districts, regarding \$100,000 to MAAG's rural counties. The email is an update, on the Tennessee economic and expected increase in revenue. The development district administrators are asking the state for additional funding to the DD for the purpose rural economic development. For MAAG the amount would be \$100,000. The map of Economically Distressed Counties by TNECD Region FY 2016, this item is of high priority. Mr. Moore will need to identify with each County Mayor, the city that is in dire need for the economic development and comprehensive planning funds. There needs to be a targeted area for the best use of the funds.
 - b. Board Members asked for an extra board meeting, in late February 2016 or early March 2016.

IX. Adjournment

MOTION to adjourn meeting by Alderwoman Boomer. SECONDED by Mayor Taylor. Unanimously APPROVED.