

MEMPHIS AREA ASSOCIATION OF GOVERNMENTS
Executive Board Meeting
Meeting Minutes

MAAG Boardroom
Cordova, Tennessee

February 15, 2018
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. Baris Douglas, *Mayor of Henning*
Chief Roy Hill, *Representing Mayor Carol Witt of Jericho, AR*
Hon. Terry Jones, *Mayor of Millington*
Hon. Rhea Taylor, *Mayor of Fayette County*

Board Members Absent:

Hon. Minnie Bommer, *Vice-Chairman and Alderwoman of Covington*
Rep. Barbara Cooper, *Tennessee General Assembly, Distract 86*
Hon. Frank Fogelman, *Mayor of Marion, AR*
Hon. Maurice Gaines, Jr., *Mayor of Lauderdale County*
Hon. Gwendolyn Kilpatrick, *Mayor of Mason*
Ms. Vanessa Lynchard, *County Administrator, DeSoto County, MS*
Hon. Keith McDonald, *Mayor of Bartlett*
Mr. David McKinney, *Representing Mayor Mark Luttrell, Shelby County*
Hon. Jon Pavletic, *Mayor of Ripley*
Hon. Jim Strickland, *Mayor of Memphis*
Sen. Reginald Tate, *Tennessee General Assembly, District 33*
Hon. Judy Watters, *Mayor of Rossville*

Also Present:

Ms. Arlisa Armstrong, *Area Director- Rural Development, USDA*
Ms. Jasmine Champion, *MAAG*
Ms. Linda Coffman, *Linda's Accounting, CPA*
Mr. Steve Davis, *CPA Manager, Whitehorn Tarkersley & Davis, PLLC*
Mr. Tom Dyer, *Attorney, Wyatt, Tarrant, & Combs, LLP*
Mr. Alfred Green, *President & CEO, Lewis Mechanical Contractors*
Mr. Bill Lord, *Home Program Manager, THDA*
Mr. Ralph Moore, *Executive Director MAAG*
Mr. Paul Morris, *MAAG*
Ms. Joyce Ores, *MAAG*
Ms. Lisa Trexler, *MAAG*
Mr. Kelvin Willis, *Community Development Consultant, Mason*

I. Welcome and Call to Order

Chairman Davis called the meeting to order, after he recognized there is a quorum of the Executive Committee present to vote.

II. Invocation

Chairman Davis gave the invocation.

III. Approval of Minutes for November 16, 2017

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

IV. Guest Speakers

- Bill Lord – Home Program Manager, THDA
The website www.thda.org/business-partners/home
- Alfred Green – President & CEO, Lewis Mechanical Contractors
Mr. Green had a PowerPoint Presentation and sent via email after board meeting to the board members.

V. Financial Report

- January 2018 Financial Report– *Ms. Coffman reported on the packet emailed to Board Members*
- Steve Davis, CPA, Whitehorn Tankersley & Davis PLLC
MOTION by Mayor Taylor, to approve the Fiscal 2017 Audit, completed by Whithorn Tankersley & Davis PLLC. **SECONDED** by Chief Hill. Unanimously **APPROVED**.

VI. Program Updates

- a. West Tennessee Rural Transportation Organization (**WTRPO**) - *Ms. Champion - reported*
 - Ms. Champion assisted Tennessee Department of Transportation (TDOT) in arranging One-on-One field visit to Lauderdale, Tipton, and Fayette counties for the first phase of TDOT's Rural Regional Transportation Plan. All county and municipal mayors, road superintendents and school board officials were invited to participate.
 - Ms. Champion attended the Rural Planning Organization meeting Tuesday, November 28th at Millington-University of Memphis Campus. TDOT hosted the meeting to rank transportation projects within the WTRPO.
 - MAAG submitted Crash Data Reports for Lauderdale and Tipton Counties for Road Safety Audits. TDOT's Special Litter Grant now accepts applications for funding of community based special litter projects.
 - MS. Champion attended the Town of Atoka Community Transportation Planning Grant final presentation for State Route 3, United State Route 51, State Route 206 Complete Streets study.
 - MAAG submitted a letter of interest on the behalf of the Town of Henning proposing funding for a Corridor Study on SR-209 through TDOT's Long Range Planning Division Community Transportation Planning Grant (CTPG). Notification to apply occurs later this Fiscal 18.
- b. Tennessee Department of Environment and Conservation (Historic Preservation) Tennessee Historic Commission (**THC**) - *Ms. Champion - reported*
 - Ms. Champion attended the National Preservation Trust Conference in Chicago as a Diversity Scholar. Ms. Champion met with a preservation mentor, discussed her role as a preservation planner with a quasi-government entity, attended sessions on preservation in Rural America, section 106 and using preservation as an economic tool.
 - MAAG submitted a National Register nomination for Bozo's Hot Pit Bar-B-Que in Mason, TN. The Tennessee Historical Commission (THC) reviewed and approved the nomination in January 2018. The THC submitted the nomination to the National Park Service for approval of local recognition.
 - Ms. Champion assisted the THC with Certified Local Government (CLG) Training in Brownsville. TN. Southwest Tennessee Development District Preservation Planner position is currently vacant. Ms. Champion assisted THC's CLG Coordinator, Jane-Coleman Harbison to assist with training Brownsville new CLG board members.

- Ms. Champion continues to serve on Clayborn Temple’s National Preservation Trust Storytelling Committee to preserve the history of Clayborn Temple and serve as a preservation resource.
- Adopt – Title VI, Limited English Proficiency
MOTION by Mayor Taylor, to approve addition - Title VI. Limited English Proficiency.
SECONDED by Mayor Jones. Unanimously **APPROVED**.
- Adopt - Title VI, Strategy for Board Diversity for Sub-Recipient Customization
MOTION by Mayor Taylor, to approve addition - . Title VI, Strategy for Board Diversity for Sub-Recipient Customization **SECONDED** by Mayor Jones. Unanimously **APPROVED**.

- c. Tennessee Department of Tourist Development (**TDTD**) - *Ms. Champion - reported*
- MAAG awarded Rural Marketing Co-Op grants to the Veterans Museum in Lauderdale County and Fayette Cares in Fayette County at the Chamber of Commerce. The grant affords the attractions the opportunity to increase their tourism marketing efforts. The granted awarded would be \$5,000.00 for each county.
 - West Tennessee Day Trippin’ annual Heritage and Roots tours started this month. Tours are every Tuesday in February visiting historical African-American sites, within the West Tennessee region. MAAG sponsored 10 seats for the tours, \$40.00, per set.
 - Ms. Champion on going assists to Fayette County with the Tennessee Department of Economic Development Tourism Enhancement grant.

Communication and 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.
 - Social Media:
 - Facebook: 1,135 Likes
 - Twitter: 369 Followers
 - Instagram: 779 Followers
- d. Tennessee Department of Environment and Conservation (**TDEC**) - *Ms. Jackson – reported*
- Ms. Jackson attended the Shelby County Municipal Solid Waste Planning Board Meeting, January 25, 2018. The topics discussed; board appointments and election of officers, the 2017 APR update, Shelby County Needs Assessment. The Needs Assessment submitted to Lisa Williams and staff for review, and a debris management plan for the region. The projection for 2018 is to form an advisory committee, providing education and public outreach for the region. On Monday, March 5, 2018, there will be a special meeting to discuss the annual progress report.
 - Ms. Jackson attended the 2017 Annual Progress Report (APR) workshop on January 26, 2018 in Jackson, TN. The training provided guidance on statutory and regulatory knowledge and best practices when completing an Annual Progress Report. The Four counties in the MAAG region will be submitting their Annual Progress Reports March 31, 2018.
 - Ms. Jackson attended the Development District Workshop on January 30, 2018 in Murfreesboro, TN. The workshop training provided guidance on statues and regulations related to the Development Districts. In addition, there was information regarding “Materials Marketplace” to benefit recycling programs and “Zero Waste

Principles and Practices of Solid Waste Association of North America (SWANA) Course". Finally, there was a presentation on the new Technical Assistance Providence Grant and TDOT Litter Grant.

- The Technical Assistance Providence Grant is a state effort developed to utilize technical assistance providers to help attain the goals of the public policy statement contained in the act and support of local governments'. These technical assistance providers may provide planning, training, guidance, assessments and other needed services to aid the local governments to reduce waste going to landfills and move materials to the best/highest use. Ms. Jackson visited and toured the landfills of Fayette and Lauderdale counties.

Delta Regional Authority (DRA) - Ms. Jackson / Mr. Morris - reported

Ms. Jackson, will work with Mr. Morris to host an orientation and training session for States' Economic Development Assistance Program (SEDAP) Grant Recipients. This session will provide the grant recipients an opportunity to meet the new program manager Ms. Jackson who will take on the responsibility of managing and monitoring SEDAP grant activities. This meeting tentatively scheduled for late February or early March.

e. Tennessee Housing Development Authority (THDA) Mr. Morris - reported
Homebuyer Education Classes

- MAAG is offering this course both online and in person. MAAG staff will hold a class at our office on Saturday, February 17th. Persons who attend this class receive a certificate of completion. This certificate allows participants to receive a THDA loan product to purchase a home.

To date approximately 125 persons have attended our classes. Roughly 50 persons have taken the course on line and 75 persons have taken the course in person.

Down Payment Assistance Program (HHF-DPA)

- THDA program for down payment assistance program provides \$15,000 for both down payment and closing costs. To date – 71 persons have purchased a home through our program. Specifically 46 of the 52 persons who took our class online purchased a home. The other 25 persons attended in person. Of the 71 persons, 63 persons purchased a home using the \$15,000 down payment assistance program. The total amount of money awarded through the HHF-DPA Program is \$945,000.
- Eight other participants have received THDA's Great Choice Loan, which provides up to 5% down payment assistance only.
- Emergency Repair Program
MAAG is providing a home repair program for City of Memphis residents. Four rehab projects are completed, two projects are underway, and three rehab projects are moving forward with bid invitation to contractors.

f. Delta Regional Authority (DRA) Mr. Moore – reported

- StartCO Support for Entrepreneurial Companies. DRA Investment: \$125,000.
- City Of Piperton: Water and Sanitary Sewer Improvements. DRA Investment: \$200,000
- City of Moscow: Water Treatment Plant Improvements. DRA Investment \$200,000
- Millington Airport road improvement – five lanes into the airport, DRA Investment \$242,000.
- City Boilermakers Workforce Training. DRA Investment: \$200,000

- g. Tennessee Advisory Commission on Intergovernmental Relations (**TACIR**) *Mr. Moore – reported*
- MAAG is 75% complete with the data input into the database.
- h. Economic Department Administration (EDA) *Mr. Moore – reported*
Comprehensive Economic Development Strategy (CEDS) Approval needed
Mr. Moore stated a letter went out to all Mayors in the MAAG region. The letter informed them of the redesigning of the MAAG website. Each county mayor needs to caucus with their cities of their county. With this task, finding up to seven prime properties to place on the MAAG website to assist in developing the region.

MOTION by Mayor Taylor, approve the Comprehensive Economic Development Strategy (CEDS) completed report. **SECONDED** by Chief Hill. Unanimously **APPROVED**.

VII. Executive Director’s Report

- Tennessee Build Award – Germantown, Thornwood Project. The award was presented to Mayor Palazzolo, Nashville, TN.
- Special Census Request – Arlington, Rossville, Somerville. There is a cost to have a special census and it is done by MAAG.
- Mr. Moore gave a copy of the Federal Budget 2019, titled An American Budget – Budget of the U.S. Government Fiscal Year 2019 to the board members for their review.
- Handout for the MAAG region unemployment rate and Memphis Area Economic Summary

VIII. Adjournment

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