

MEMPHIS AREA ASSOCIATION OF GOVERNMENTS
Executive Board Meeting
Meeting Minutes

MAAG Boardroom
Cordova, Tennessee

June 21, 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. Minnie Bommer, *Vice-Chairman and Alderwoman of Covington*
Rep. Barbara Cooper, *Tennessee General Assembly, Distract 86*
Hon. Terry Jones, *Mayor of Millington*
Hon. Rhea Taylor, *Mayor of Fayette County*

Board Members Absent:

Hon. Baris Douglas, *Mayor of Henning*
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. Gwendolyn Kilpatrick, *Mayor of Mason*
Ms. Vanessa Lynchard, *County Administrator, DeSoto County, MS*
Hon. Keith McDonald, *Mayor of Bartlett*
Hon. Mark Luttrell, *Mayor 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*
Ms. Evelyn Davis, *Guest – Rep. Cooper*
Mr. Tom Dyer, *Attorney, Wyatt, Tarrant, & Combs, LLP*
Ms. Doreen Graves, *West TH Liaison, THDA*
Mr. Odell Horton, *Attorney, Wyatt, Tarrant, & Combs, LLP*
Ms. Lindsay Jackson, *MAAG*
Mr. Ralph Moore, *Executive Director MAAG*
Mr. Paul Morris, *MAAG*
Ms. Joyce Ores, *MAAG*
Ms. Lisa Trexler, *MAAG*

I. Welcome and Call to Order

Chairman Davis called the meeting to order and welcome attending Board Members and staff.

II. Invocation

Alderman Beard gave the invocation.

III. Declaration of Quorum

Chairman Davis has recognized (five minutes into the board meeting) there is a quorum of the Executive Committee present to vote.

IV. Approval of Minutes for February 15, 2018

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

V. Financial Report

- May 2018 Financial Report– *Ms. Coffman reported on the packet emailed to Board Members*

- 2018 Budget Amendment

MOTION by Mayor Taylor, to approve the Fiscal 2018 Amended Budget.

SECONDED by Representative Cooper. Unanimously **APPROVED**.

- 2018 Membership Dues Invoices to be Reversed

Alderwoman Bommer stated that it's sad that Tipton County and Covington, TN, don't pay their dues. Alderwoman Bommer has had discussions with County Executive Huffman and Mayor Hanson regarding MAAG dues and informed that it would be considered to the MAAG Board.

MOTION by Mayor Taylor, to approve the reversal of 2018 Membership Dues Invoices.

SECONDED by Alderwoman Bommer. Unanimously **APPROVED**.

- MAAG Budget Fiscal 2019

MOTION by Alderman Beard, to approve the Fiscal 2019 Budget. **SECONDED** by Alderwoman Bommer. Unanimously **APPROVED**.

VI. Program Updates

a. West Tennessee Rural Transportation Organization (**WTRPO**) - *Ms. Champion - reported*

- MAAG assisted Tennessee Department of Transportation (TDOT) in arranging Corridor Management Agreement meetings between the Town of Atoka and Munford to maintain highway US-51.
- A Rural Planning Organization (RPO) meeting held on March 27th at Millington-University of Memphis Campus. The WTRPO–Executive Board (WTRPO-EB) and WTRPO-Technical Committee (WTRPO-TC) met regarding, Town of Henning's (State Route 209)Tennessee Department of Transportation (TDOT) Community Transportation Planning Grant, Letter of Intent presentation and endorsement. The Committee voted on WTRPO By-laws, received Rural Regional Transportation Plan updates and next steps. In addition, the committee reviewed TDOT's SPOT website enhancements presentation and TDOT's Community Transportation Planning Request Form.
- Ms. Champion attended TDOT's Local Government Guidelines Manual and Right-of-Way training. Training provided on applying and administering TDOT's Local Program's grants and Right-of-Way laws, acquisition, negotiation, deeds, property management, and utility relocation. A certificate awarded upon completion of both trainings.
- MAAG Town of Henning's Community Transportation Planning Grant (CTPG) proposal for SR-209, selected for funding through TDOT.

b. Tennessee Department of Environment and Conservation (Historic Preservation)

Tennessee Historic Commission (**THC**) - *Ms. Champion - reported*

- Ms. Champion attended the Shelby County Historical Commission meeting. Ms. Champion informed the group about MAAG's preservation services.
- Bozo's Hot Pit Bar-B-Que in Mason, TN was enlisted to the National Register of Historic Places in March. Ms. Champion currently assists the owner with guidance on purchasing a plaque with the recognition for placement on the façade of the restaurant.

- 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.
 - Clayborn Temple received a Certificate of Merit award from the Tennessee Historical Commission for its ongoing preservation efforts.
- c. Tennessee Department of Tourist Development (**TDTD**) - *Ms. Champion - reported*
- MAAG closed out the both Tennessee Department of Tourist Development (TDTD) Developmental Co-Op and Endowment grant for FY18.
 - Ms. Champion attended Fayette County’s Tourism Asset Plan meeting on findings and recommendations in April. Ms. Champion continues to assist 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: 373 Followers
 - Instagram: 788 Followers
- d. Tennessee Department of Environment and Conservation (**TDEC**) - *Ms. Jackson – reported*
- Ms. Jackson submitted the 2017 Annual Progress Report (APR) for Fayette and Lauderdale County to the State of Tennessee. The APR serves as an update for progress towards established goals of reaching state mandates for solid waste diversion. Each county shall submit the annual report to the commissioner by March 31 for the immediately preceding calendar year, which includes data on the following: collection, recycling, transportation, disposal, public costs, and any other information that the board, by rule deems relevant to solid waste planning and management.
 - Ms. Jackson completed the Technical Assistance Providers Grant and submitted to the state on April 2, 2018. The development of the grant provides technical assistance to attain the goals of the public policy statement contained in the Act and support local governments’ efforts also. MAAG provides technical assistance to counties, municipalities, solid waste planning regions to design, prepare, implement, update and assess the needs local governments to reduce waste stream into landfills.
 - Ms. Jackson attended the Shelby County Municipal Solid Waste Planning Board meeting April 26, 2018. The topics discussed; overview of Tennessee Department of Environment and Conservation (TDEC)’s Top 5 Counties initiative, Shelby County Basic Emergency Operations Plan Update and Review of Shelby County Solid Waste Needs Assessment, submitted to Lisa Williams and staff for review on February 2, 2018. The board provided feedback, recommendations, and the Needs Assessment.
 - Ms. Jackson attended the Environmental Show of the South in Chattanooga, TN on May 16-18, 2018. The largest and most comprehensive environmental conference and tradeshow in the region, the Environmental Show of the South provides high-quality, low-cost professional development with updates on government/ industry developments and trends.

- e. Delta Regional Authority (DRA) - Ms. Jackson / Mr. Morris – reported
- Ms. Jackson worked with Mr. Morris to host an orientation and training session for States' Economic Development Assistance Program (SEDAP) Grant Recipients, on March 2, 2018. This session provided the grant recipients an opportunity to meet the new SEDAP program manager Lindsay Jackson.
 - Ms. Jackson and Mr. Morris attended a meeting in Mason, TN with Mr. Kelvin Willis, Heathcoat & Davis, and concerned residents of the Town of Mason. The Town of Mason for the purpose of upgrading the Sanford Road water line proposes to apply for DRA grant.
 - Ms. Jackson submitted quarterly reports to DRA for reimbursement on behalf of the grant recipients.

Updates

- Ms. Jackson attended the Tennessee Development District Association on March 13, 2018 in Nashville, TN. The professional development conference provided guidance on planning legislation changes related to the Development Districts. In addition, an availability information regarding communication skills, time management, and dealing with different personalities, and other professional development topics to conference participants.
 - Ms. Jackson and Ms. Champion attended the National American Planning Association Conference in New Orleans, LA April 21-24 2018. The conference provided opportunity to network with Planners from all over the country and learn best practices from other regions of the country. Specific tracks included the following: Climate Change and Resiliency, Development and the Natural Environment, Planning, Economic Development, and the Economy, Technology and Big Data, Transportation, and Urban Design and Preservation.
- f. 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, June 2nd. Persons attending this class received a certificate of completion. This certificate allows participants to receive a THDA loan product to purchase a home.
- To date approximately 165 persons attended our classes. About 90 persons taken the course on line and 75 persons took 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. So far, 92 persons have purchased a home through our program. Specifically 59 of the 74 persons who took our class online purchased a home. The other 33 persons attended in person. Of the 92 persons, 78 persons purchased a home using the \$15,000 down payment assistance program. The total amount of money awarded through the HHF-DPA Program is roughly \$1.2 million.
- The other 14 participants have received THDA's Great Choice Loan that provides up to 5% down payment assistance only.

Emergency Repair Program

MAAG is providing a home repair program for City of Memphis residents. Six rehab projects are completed, one project is underway, and three rehab projects are moving forward with bid invitation to contractors.

Tennessee Renovation Loan Program (TRLP)

- This is a new home rehab program similar to the Appalachian Renovation Loan Program. This program will provide up to \$20,000 in assistance at 0% forgivable over a 5-year period. Applicants must meet certain income and eligibility requirements.
- g. Tennessee Advisory Commission on Intergovernmental Relations (**TACIR**) *Mr. Moore – reported*
- MAAG is 100% complete with the data input into the database, awaiting approval on data from TACIR.
- h. Economic Department Administration (EDA) *Mr. Moore – reported*
MAAG received a grant for \$208,000 from EDA. The use of the grant will be economic development and to yield the type of resources for job creation/development to enhance the area for pilot businesses to come in to the region.

VII. Executive Director's Report

- Work Plan 2018 – 2019 for MAAG.
MOTION by Alderwoman Bommer, approve the MAAG Work Plan for 2018-2019.
SECONDED by Alderman Beard. Unanimously **APPROVED**.
- Retail Academy – handout was provided to Board Members
- DeSoto County Withdrawal – Letter
The Chairman stated the MAAG Board accepts DeSoto County withdrawal.

VIII. Adjournment

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