

MEMPHIS AREA ASSOCIATION OF GOVERNMENTS
Executive Board Meeting
Meeting Minutes

MAAG Boardroom
Cordova, Tennessee

December 6, 2018
10:00 A.M. CST

Board Members Present:

Hon. Hugh Davis Jr., *Chairman and Commissioner of Piperton*
Hon. Maurice Gaines, Jr., *Mayor of Lauderdale County*
Chief Roy Hill, *Representing Mayor Carol Witt of Jericho, AR*
Hon. Gwendolyn Kilpatrick, *Mayor of Mason*
Hon. Terry Jones, *Mayor of Millington*
Hon. Keith McDonald, *Mayor of Bartlett*
Hon. Rhea Taylor, *Mayor of Fayette County*

Board Members Absent:

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. Baris Douglas, *Mayor of Henning*
Hon. Frank Fogelman, *Mayor of Marion, AR*
Hon. Lee Harris, *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. Linda Coffman, *Linda's Accounting, CPA*
Mr. Ordis Copeland, *Business Development Consultant, TN ECD*
Mr. Tom Dyer, *Attorney, Wyatt, Tarrant, & Combs, LLP*
Mr. Odell Horton, *Attorney, Wyatt, Tarrant, & Combs, LLP*
Ms. Lindsay Jackson, *MAAG*
Ms. Kamillah Kelly, *MAAG*
Mr. Ralph Moore, *Executive Director MAAG*
Mr. Paul Morris, *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 and welcome attending Board Members and staff.

II. Invocation

Alderman Beard gave the invocation.

III. Declaration of Quorum

Chairman Davis has recognized there is a quorum of the Executive Committee present to vote.

Note: Chairman Davis's observation of the board meeting room was sparse of board members today. Mr. Moore has brought services and tools to MAAG to assist the region in their growth. MAAG has services/staff for all the counties to use and utilize for their cities and towns. The region needs to partake of these services to assist their communities for their growth.

IV. Approval of Minutes for September 20, 2018

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

V. Financial Report

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

VI. Program Updates

- a. West Tennessee Rural Transportation Organization (**WTRPO**) – *Ms. Champion - reported*
 - Ms. Champion, participated in a pre-brief and Road Safety field Audit for SR-206 and Holly Grove Rd. in Tipton County.
 - A Transportation Planning session held between the Town of Atoka and the Tennessee Department of Transportation (TDOT).
 - Ms. Champion attended a quarterly RPO Coordinators meeting in Nashville to discuss programs, contracts and share resources.
 - The West Tennessee RPO hosted a virtual E-TRIMS training for RPO members and staff. The training covered data collection and the basics of using the program.
 - Rural Planning Organization (RPO) meeting held on December 4th at Millington-University of Memphis Campus. The RPO recommended and ranked projects for TDOT's three proposed projects for funding through TDOT's Multimodal Access Grants.
- b. Tennessee Department of Environment and Conservation (Historic Preservation) Tennessee Historic Commission (**THC**) – *Ms. Champion - reported*
 - Ms. Champion along with the Tennessee Historical Commission (THC) Certified Local Government (CLG) Coordinator met with Germantown for their interest in becoming a CLG.
 - Ms. Champion assisted a homeowner in the Memphis area with a National Register Nomination under Criterion A, Commerce and African-American History. The nomination will focus on various businesses that operated in the home from the 1950's until the 1970's.
 - Ms. Champion conducted an architectural survey in Henning, TN, documenting historical sites and structures for the THC inventory list.
 - Ms. Champion attended the National Preservation Conference in San Francisco, touring historic tax credit projects, and attended surveying sessions to assist with the THC survey contract requirements.
- c. Tennessee Department of Tourist Development (**TDTD**) – *Ms. Champion - reported*
 - Ms. Champion toured Green Leaf Learning Farm and Memphis Agricultural Center with the Tennessee Department of Agriculture. The state Department of Agriculture is interested in collaborating and promoting rural tourism.
 - Ms. Champion met with Fayette County's new chamber director for introduction and technical assistance.
 - Ms. Champion attended the Rural Tourism Conference in Gadsden, AL.
 - Mr. Moore and the MAAG board looking towards, reinstate the Tourism Advisory Board (TAB) back to the towns and cities. The representation of TAB is with MAAG

board members to date. Each county needs to have representation in the MAAG region, the need will be two members from each county. There is a need for discussion with the county mayors regarding the gains in tourism for their counties. The guidelines to be, explained to the counties when the TAB board reestablished with the counties new TAB members.

MOTION by Mayor Taylor, dissolve the existing TAB board (MAAG board members).

SECONDED by Mayor Jones. Unanimously **APPROVED**.

MOTION by Mayor Taylor, to establish the TAB board and every county provide two members, at meetings (total – 8 members). **SECONDED** by Mayor Jones. Unanimously **APPROVED**.

d. Tennessee Department of Environment and Conservation (**TDEC**) - *Ms. Jackson – reported*

- Fayette, Lauderdale, Tipton, and Shelby counties all achieved the 25% waste reduction and diversion goal based on information submitted for the 2017 Annual Progress Report.
- Ms. Jackson attended the Shelby County Solid Waste Region Board Meeting on October 25, 2018. There was discussion on a regional solid waste characterization study similar to Davidson County of Nashville. Currently staff does not have the expertise to produce the request for proposal, further discussion and action will take place at the next meeting. There was a presentation by Mike Larrivee of The Compost Fairy explaining the environmental benefits of composting and reducing waste in the landfill.
- Ms. Jackson continues to update and maintain solid waste database for the upcoming district wide needs assessment and provide technical assistance as needed. Ms. Jackson will be working with waste management companies regarding recycling, education and outreach materials for all counties.
- Ms. Jackson will be attending the upcoming Annual Progress Report workshop in Jackson, TN in January 2019.

e. Delta Regional Authority (**DRA**) - *Ms. Jackson – reported*

- Ms. Jackson provided technical assistance for several SEDAP Grant Applicants. After careful review, Delta Regional Authority found all applicants to be ineligible for DRA funding and was formally notified on November 15, 2018.
- Ms. Jackson is working with grant recipient and DRA on an extension for City of Moscow Water Treatment Plant Improvements.
- Mr. Moore and Mr. Morris met with Kemp Morgan, Director of Delta Regional Authority in Clarksdale, MS to assist City of Millington's request for an extension of their grant. MAAG Staff is also working closely with Millington Airport and DRA to implement project completion.
- Ms. Jackson continues to provide technical assistance with upcoming quarterly reports for reimbursement and final reports on behalf of the grant recipients.

f. Tennessee Housing Development Authority (**THDA**) *Mr. Morris – reported*
Homebuyer Education Classes

- MAAG staff will hold a class at our office on Saturday, December 8th. Persons who attend this class receive a certificate of completion. This certificate allows participants to receive a THDA loan product to purchase a home.
- Over 350 persons have attended our classes since February 2017. About 185 persons have taken the course on line and close to 165 persons have taken the course in person. Approximately 25 persons have taken the course online and 35 persons have attended in person since our last board meeting.

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, 146 persons have purchased a home through our program. Exactly 96 persons who took our class online purchased a home. The other 50 persons attended in person. Of the 150 persons, 130 persons purchased a home using the \$15,000 down payment assistance program. The breakdown by location, Fayette Count – 8, Lauderdale County – 10, Shelby County – 85, Tipton County – 7, Bartlett – 15, and Millington – 5.
- The other 16 participants have received THDA's Great Choice Loan that provides up to 5% down payment assistance only.

Emergency Repair Program

MAAG is working with Delta Human Resource Agency (Delta HRA) and USED Rural Development in providing home repairs in our development district. Delta HRA will combine our ERP funds with their Weatherization and Low Income Home Energy Assistance Program (LIHEAP) funds. USDA Rural Development will leverage our ERP funds with funding from their Section 504 Home Repair Program. The Section 504 Program provides loans for very-low-income homeowners to repair, improve, or modernize their homes.

Technical Assistance

MAAG is planning to make presentations to all County Board of Commissioners during Fair Housing Month next year. MAAG staff will contact the appropriate staff to schedule dates for the presentations.

- g. Tennessee Advisory Commission on Intergovernmental Relations (**TACIR**) *Mr. Moore – reported*
- Mr. Moore stated all MAAG staff is participating in input the data for the TACIR database. Mr. Moore stated MAAG is ahead of schedule for inputting data for TACIR completion.
- h. Economic Department Administration (EDA) *Mr. Moore – reported*
- No report regarding EDA.

VII. Executive Director's Report

- MAAG purchased a new phone answering system (Voice Mail). Callers have direct excess to individual staff members when calling.
- Met with Ms. Jessica Indingaró, Shelby County Assistant County Attorney, Office of Mayor Lee Harris. Discussed, Economic Engine / Economic Development process for Shelby County and City of Memphis was the core of the meeting.
- Met with DRA regarding the project extension for City of Millington.
- Visited Gallaway, the city has a good vision of growth potential. There is a need to create a TIF – Tax Increment Financing, as a financial tool for their city.
- Met with Eric Miller, Senior Vice President of Economic Development, Greater Memphis Chamber.
- Met with Ms. Athanasia Lewis, Town Administrator, Atoka, TN. Ms. Lewis came from the Town of Collierville. Ms. Lewis looks forward to working with MAAG.
- Met in Nashville with Executive Directors of the Tennessee Development District Association (TDDA). The Executive Directors plan to meet with the new commissioners that Governor Lee appoints.

- Attended WTRPO meeting at the U of M Campus, Millington, TN. The turnout was lite and members in the group were not pleased with the ranking of the projects at the meeting. More participation is need at the WTRPO meetings.

VIII. Adjournment

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