

**EAST TENNESSEE DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING**

**MAY 9, 2023
MINUTES**

The East Tennessee Development District's Executive Committee held a meeting on Tuesday, May 9, 2023, at Rothchild Conference Center in Knoxville, TN. The following Executive Committee members were present:

Joe Brooks, Claiborne County Mayor
Brian Langley, Morgan County Executive
Glenn Jacobs, Knox County Mayor
Rob Mathis, Cocke County Mayor
Mark Potts, Jefferson County Mayor
Wade Creswell, Roane County Executive
Neal Pucciarelli, Mayor of Cumberland Gap
Roland “Trey” Dykes, Mayor of Newport
Richard Briggs, State Senator
Elaine Davis, State Representative

Guests

Alan Woods, ETDD
Tim Hendrick, ETDD
Jane Jolley, Knox County Development Representative
Stacy Chambers, Monroe County Development Representative
Bryan Hall, TRDA
E. L. Morton, ETHRA
Ken Yager, State Senator
Gary Human, TN ECD

CALL TO ORDER

Chairman Joe Brooks called the meeting to order.

MINUTES

Chairman Joe Brooks presented the minutes of the April 11, 2023, meeting to the Executive Committee for approval. City of Newport Mayor Roland “Trey” Dykes made a motion to approve the minutes as presented, it was seconded by Representative Elaine Davis and the minutes were unanimously approved.

TREASURER'S REPORT

The Treasurer’s Report for the month ending March 31, 2023, was presented by Knox County Mayor Glenn Jacobs. Jefferson County Mayor Mark Potts made the motion to accept the report as presented and it was seconded by Roane County Executive Wade Creswell, and it was approved by all.

DIRECTOR'S REPORT

Rick Yakubic, ETDD Executive Director, gave his director’s report:

BUDGET OVERVIEW

Mr. Yakubic presented the proposed budget for the upcoming year. It has not changed significantly from prior years. We are in the state’s budget again for our appropriations this year. Our state association worked on a budget amendment for this upcoming year nonrecurring for \$995,000 which was approved for FY2024. Our portion will be \$95,000 and it is not reflected in the budget since we just recently found out after the books have been printed.

In terms of Revenues, we have added a line for EPA Brownfield Coalition Grant, the increase for planning contracts and the full year of Solid Waste Grant which totals about \$250,000.

In terms of Expenditures, our expense level is essentially the same as last year, with the primary increases being in the salary and fringe benefit line to cover cost of living and merit/step increases. Direct Expense line went to cover the EPA expenses and some minor increases to travel and for conferences and meetings to cover the higher cost of travel and meetings.

Our Revenues exceed our expenditures by \$7,500, and we have an extremely well-funded reserve fund that will allow us to remain in good shape in terms of meeting cash flow requirements. Therefore, we should have a good fiscal year.

Mr. Chairman, we will need a motion to recommend to the full board.

Morgan County Executive Brian Langley made a motion to recommend the FY2024 Budget to the full board, it was seconded by Cocke County Mayor Rob Mathis and approved by all.

ETDD Workplan Overview

Mr. Yakubic presented the ETDD Workplan for FY2024. This has not changed significantly from prior years. It looks like we will again have 39 Planning Advisory Service contracts along with the state-of-the-art GIS services. We will have a small housing component along with the Emergency Repair Program, Historic Preservation planning and National Register nominations, and continue with our North and South Rural Planning Organization. We will also complete the Public Needs Infrastructure Inventory, and we will focus on grant application and grant administration work with particular emphasis on the CDBG, ARC, EPA Region IV grants, FEMA Fire Fighters, HOME, and TDOT Enhancement programs.

The Areawide Development Corporation continues to be active in the field of small business financing. Our recent loan activity is not where we would like it to be, but we are optimistic about the loans being developed in our pipeline.

Mr. Chairman, we will need a motion to recommend to the full board.

Roane County Executive Wade Creswell made a motion to recommend the ETDD Workplan for FY2024 to the full board, it was seconded by Morgan County Executive Brian Langley and approved by all.

Schedule of Local Assessments

Mr. Yakubic presented the schedule of Local Assessments for FY2024. There has been no change from last year. These numbers are based off the 2020 Census.

Mr. Chairman, we will need a motion to recommend to the full board.

City of Newport Mayor Roland “Trey” Dykes made a motion to recommend the Local Assessment schedule to the full board, it was seconded by Representative Elaine Davis and approved by all.

Proposed Salary Adjustments

Mr. Yakubic presented the ETDD FY2024 COLA and Merit/Step salary adjustment proposal. A copy is available in your packet to review. A 6% COLA increase is proposed across the board for staff and some that are due a merit/step adjustment increase.

Mr. Chairman, we will need a motion to approve the proposed salary adjustments for FY2024.

Morgan County Executive Brian Langley made a motion to approve the salary adjustments as presented, it was seconded by Town of Cumberland Gap Mayor Neal Pucciarelli and approved by all.

Calendar Matters

Mr. Yakubic mentioned that in our last Executive Committee meeting, we discussed Solid Waste. In going forward, for topics to be discussed in future meetings, workforce, broadband, and housing were mentioned during our mayors retreat. Mr. Yakubic asked the committee which one of those would like to be discussed in our next meeting, and after discussion, the committee asked that Mr. Yakubic have an email sent out to the Executive Committee next week with a list of 4 or 5 topics asking for feedback on which topic would be beneficial for them. Whichever one comes back with the most feedback will be the one we choose to have a conversation on.

The next Executive Committee meeting will be held on June 13th at the ETHRA offices.

Adjournment

With no other business, Cocke County Mayor Rob Mathis made a motion to adjourn the meeting, it was seconded by Morgan County Executive Brian Langley and approved by all.