

**EAST TENNESSEE DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 9, 2021
MINUTES**

The East Tennessee Development District's Executive Committee held a meeting on Thursday September 9, 2021, at The Venue in Lenoir City. The following Executive Committee members were present:

Mark Potts, Jefferson County Mayor
Joe Brooks, Claiborne County Mayor
Jeff Tibbals, Scott County Mayor
E.L. Morton, Campbell County Mayor
Crystal Ottinger, Cocke County Mayor
Glenn Jacobs, Knox County Mayor
Ron Woody, Roane County Executive
Jason Bailey, Union County Mayor
Richard Briggs, State Senator

Guests

Alan Woods, ETDD
Anna Beth Walker, Claiborne County Development Representative
Omer Cox, Oliver Springs Mayor
Bill Walker, ETHRA
Jessica Stewart, ETHRA

CALL TO ORDER

Chairman Mark Potts called the meeting to order.

MINUTES

Chairman Mark Potts presented the minutes of the July 13, 2021, meeting to the Executive Committee for approval. Claiborne County Mayor Joe Brooks made a motion to approve the minutes as presented, it was seconded by Campbell County Mayor E.L. Morton, and the minutes were unanimously approved.

TREASURER'S REPORT

The Treasurer's Report for the month ending June 30, 2021, and July 31, 2021, was presented by ETDD Executive Director Rick Yakubic. Roane County Executive Ron Woody made the motion to accept the report as presented and it was seconded by Cocke County Mayor Crystal Ottinger, and it was approved by all.

DIRECTOR'S REPORT

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

Grants and Projects Update

Grants Overview

Mr. Yakubic reported we have 43 grants we are administering:

1. ARC - 12
2. CDBG - 14
3. Economic Development; EDA, State Site Grant - 9
4. Façade - 2
5. TEMA Grant – 1
6. Recreation – 3
7. EPA – 2

There are 20 applications submitted and waiting on approval.

1. ARC – 3
2. CDBG – 12
3. State Infrastructure Grant – 5

There are 13 applications being prepared for submittal.

1. ARC – 3
2. CDBG – 1
3. EDA – 4
4. Transportation Multi-Modal – 5

RPO Update

Mr. Yakubic reported that RPO meetings are scheduled to be held on December 2nd. Currently these meetings are planned to be in person at the TDOT Region 1 office. The primary agenda item will be prioritization of major transportation projects in the RPO.

Status on the County wide land use and transportation plans are:

- The Grainger County Transportation Plan is complete. Some of the plan recommendations are already being implemented by TDOT, such as a new US 11W (SR 1) and Main Street traffic signal in Bean Station.
- The initial draft of the Scott County Plan is almost complete.
- Work has started on the Campbell County Plan.
- Input from local officials is key in developing recommendations in these plans.

Rural Planning Initiative, RuPI studies are as follows:

- Newport – Bike / Pedestrian Master Plan. Plan is complete. Future efforts will focus on implementation of recommended projects.
- Parrottsville – Bike / Pedestrian Master Plan. Plan is complete. Future efforts will focus on implementation of recommended projects.
- Monroe County – SR 72 Corridor Study. Plan is complete. Future efforts will focus on obtaining Preliminary Engineering funding for the recommended improvements.
- Oneida – SR 29 Corridor Study. Plan is almost complete pending TDOT comments on proposed improvements. Future efforts will focus on obtaining Preliminary Engineering funding for the recommended improvements.

- New Tazewell – SR 33 Corridor Study. Plan is almost complete pending TDOT comments on proposed improvements. Future efforts will focus on obtaining Preliminary Engineering funding for the recommended improvements.

THDA/ERP: Emergency Repair Program

Mr. Yakubic reported that the 2021 Emergency Repair Program (ERP) Program Description allows THDA to evaluate the performance of each Administering Agency in its program administration during the prior year and to maintain, increase, or reduce the funding allocation to a particular Administering Agency during the current or subsequent years. Subsequent authorization also has been provided to award 2022 ERP funds based on the performance of each Administering Agency under the terms of its 2021 ERP Grant Agreement with THDA. Based on information from THDA’s record of expenditures incurred through July 27, 2021, THDA has increased the funding award to East Tennessee Development District as follows:

	<u>Project Funds</u>	<u>Admin Funds</u>	<u>Total Award</u>
<u>2020-2021 Current Contract:</u>	\$255,000.00	\$45,000.00	\$300,000.00
<u>2021-2022 Contract Allocation:</u>	\$255,000.00	\$45,000.00	\$300,000.00
<u>Performance Bonus Amount:</u>	\$131,057.00	\$26,211.56	\$157,269.63
<u>Revised Contract Amount:</u>	\$641,057.80	\$116,211.56	\$757,269.63

ETDD is in the process of allocating newly approved funds for the 2021-2022 grant period.

TDEC/THC: Tennessee Historical Commission – Historic Preservation Program Grant

Mr. Yakubic reported the following information:

- Currently assisting the THC Gravesite program with the addition of a 1790s gravesite located in Newport, which holds original Pittman and Clevenger family members. They were some of the earliest settlers of Tennessee.
- Currently wrapping up the 2020-2021 THC Grant Survey for Newport.
- Currently gathering projects eligible for the THC Historic Preservation Grant, which will be available in December. Working with Certified Local Governments to put potential projects together since the THC grant allocates 10% of monies to CLG programs.
- Currently assisting Clinton Historic Zoning Commission with becoming CLG status.
- ETDD assisted in the completion of two grant applications for the recently created Historic Development Grant from the Tennessee Dept. of Economic and Community Development.
- Currently assisting several community members on the development of National Register Nominations: 2 church buildings (one with gravesite) and Knoxville College.
 - National Register Nomination for the Laurel Springs Primitive Baptist

Church in Cosby, TN was completed and approved by both the THC and the NPS and has been officially listed on the National Register of Historic Places (4/12/21).

Other Projects

Mr. Yakubic mentioned the status for the proposed changes to the ETDD Bylaws. We have received 40 ballots and need 22 more ballots to meet the number required to pass the proposed changes. Mr. Yakubic asked the committee for a recommendation on getting the remainder 22 ballots. Claiborne County Mayor Joe Brooks recommended that we keep trying to get the number of ballots needed and report back in next month's meeting.

Employee Handbooks are still being updated and planned to be completed in a month.

Affirmative Action Plan

Mr. Yakubic reported we have recently completed the annual update of our Affirmative Action Plan for the East Tennessee Development District Board of Directors, Executive Committee and staff. Each year we update the plan to show five-year goals and timetables for diversification of the Board, Executive Committee and staff. The plan also contains all of the equal opportunity provisions which govern the employment practices of the District as well as specific procedures for complaint resolution. A copy of the revised plan is included in your packets. The Affirmative Action Plan must be adopted by the Executive Committee, and I would ask the Chair that such a motion be proposed.

Cocke County Mayor Crystal Ottinger made the motion to approve the Affirmative Action Plan, and Roane County Executive Ron Woody seconded the motion, and it was approved by all.

Calendar

The next Executive Committee meeting is scheduled for October 12th back at the ETHRA office.

Other Business

No other business.

Adjournment

With no other business, the Chairman entertained a motion to adjourn. Campbell County Mayor E.L. Morton made the motion, it was seconded by Claiborne County Mayor Joe Brooks, and approved by all.

