

CARTER COUNTY TOMORROW
(Joint Economic and Community Development Board)
Regular Full Board Quarterly and Executive Board Meeting

June 3, 2014
11:30 AM

Elizabethton/Carter County Chamber of Commerce Boardroom

Agenda

1. Call to Order – Welcome
2. Approval of Minutes
3. Financial reports
4. FY 2014/2015 Proposed Budget for CCT, Chamber, Tourism, WDC
5. Proposed Purchasing Procedures
6. Approval for CCT to enter contract with Parsons Brinckerhoff
 - \$38,000 local RIDA funds approved
7. Partner Reports:
 - Chamber of Commerce
 - Tourism Program
 - Workforce Development Complex
 - Economic Development
8. Facilitated Strategic Planning Summer 2014
 - CCT – Review name, clear mission, funding options, etc.
 - Organizational – Structure, MOU's or Articles of Co-partnership
 - Strategic Focus Meetings/Sessions – include stakeholders, narrow target areas, develop action items w/measurable outcomes
9. Directors Comments
10. Old business - None
11. New business - For next meeting
12. Adjourn

**Next
Regular
Full Board
Meeting**
July 28, 2014
11:30 AM
Chamber of
Commerce
Boardroom

**Next
Executive
Board
Meeting**
August 19, 2014
11:30 AM
Chamber of
Commerce
Boardroom

CCT ED Activities – June 2014

- Industrial Site Development – TVA Program – Multijurisdictional Borla Site
 - Okolona Exit area – 2 large building projects
 - Market buildings in Cherokee Industrial Park
 - Working with TVA Sites, NETVRIDA, TCI Group, Owners
- Website Development – TVA marketing specialists
- Retail Plan – Working with the City on In-fill strategies
- TDOT SIA Route
 - NCI new management
 - Wetland mitigation (0.53 acre) re-flag delineated wetland
 - Creditor release for ROW
 - Surveyor re-marking centerline and ROW
 - Edge of disturbance issues
 - Storm water pollution prevention plan (swppp)
- NCI Expansion
 - 20 new hires this year
 - Will streamline and better configure existing building
 - Training and fast tract grants
- Downtown Sign Project – complete
- STL finalizing capitalization for purchase
- GP Harmon Group – continuing to hire
- Chamber activities
- Tourism Activities
- WDC activities
- Visiting industry as part of the existing industry program.
- Roan Mountain Sewer Project
 - May 27 confirmed a proposal is forthcoming from ETSU
 - Dr. Kelly Foster Director of Survey Research & Development, Applied Social Research Laboratory met in April with Utility
 - Surveys, canvassing and focus groups
- Education/Workforce Development Committee (next mtg June 18)
- *Mike makes on Inclusive Park funding*

*Friday
June 14
4:00
S.P.B.*

Minutes

CCT Full Board Meeting / First Tennessee Private Industry Council
June 3, 2014

Present: Richard Tester, Steve Lowrance, Sonja Culler, Keith Hart, Keith Young, Sam LaPorte, Leon Humphrey, Ken Rea, Danny McClain, Dale Fair, Tom Anderson, Kim Eggers, Tonya Stevens, Carl Brickey, Jordon Brown, Ashley Rader, Brandon Hicks, John Thompson.

Chairman Tester made motion to move agenda item #4 to #7. 1st Sonja Culler 2nd Danny McClain motion passed unanimously.

Approval of Minutes: Motion Steve Lowrance 2nd by Sonja Culler motion passed unanimously.

Approval of 3rd quarter (Jan-Mar 2014) Financial Report: Motion by Sonja Culler 2nd Steve Lowrance motions passed unanimously.

Richard reminded everyone that has any questions concerning the financials to please call Kim anytime.

Tom explained the purchasing procedures for the partnership and that nothing had changed except it is in writing now. When a request over \$100.00 is made a Director has to approve and sign the purchase request pink slip and attach to invoice for payment. Motion made to except purchase agreement by Keith Young 2nd Sonja Culler motion passed unanimously.

Motion made by Steve Lowrance for approval for CCT to enter contract of \$38,672 with Parsons Brinkerhoff (lowest qualified bidder) for the West Elk Area redevelopment master plan. 2nd by Richard Tester motion passed unanimously.

Partners Report:

Tonya updated the Board on Chamber Gala this Friday at the Bonnie Kate instead of annual dinner. It's been very busy getting ready for the Covered Bridge Celebration set for June 11th – 14th. Also new Chamber President has been elected for 2014-2015, Melanie Stanton and three new directors.

Carl updated the Board on Tourism activities in the first stage of smart phone & tablet application to be completed by August. Marketing plan for adventure tourism, Appalachian High Country and AVA viticulture in which this region was approved is underway.

Kim updated the Board on Workforce Development Complex that NECC inmates plan to paint the exterior buildings in mid- August of this year. The 5th Annual Catfish Tournament date is June 14th. Website with a free online marketing LoopNet has been completing to advertise available space. Also went before the County Commission to excuse annual rent of 41,000 dollars was approved to replace the roof on Building #2. Cheapest interest rate was 3.75% to borrow \$154,000 for four years. Richard made motion to secure loan and start paperwork 2nd by Sonja Culler motion passed unanimously.

Tom updated the Board on 2 large building projects at Okolona Exit area, market buildings in Cherokee Industrial Park, working with TVA sites and marketing specialists, retail plan with the City on in-fill strategies, SIA road with TDOT, NCI expansion has hired 20 this year, downtown sign project is complete,

STL finalizing purchase, GP Harmon continuing to hire, visiting existing industry, and Roan Mountain Sewer Project confirmed a proposal from ETSU with Dr. Kelly Foster Director of survey research & development and also working on park funding for Harmon Park.

Richard Tester said the City want a clearer picture of where CCT is going and better communication. We want to put a strategic team in place that will help point the agency in the direction it needs to go in the future. Tom said we would seek a facilitator for the group and would be contacting the city, county, tourism council and Chamber of Commerce to be a part of the strategic planning team. Sam LaPorte suggested to work with the Municipal Technical Advisory Service (MTAS) and the County Technical Advisory Service (CTAS) to see what information they had and if they could help with facilitation.

Proposed 2014-2015 Budget for Chamber, Tourism, Workforce Development Complex and CCT Joint Economic Development was presented for approval. Motion made by Richard Tester 2nd by Sonja Culler. Motion passed unanimously.

Richard read letter from Dwayne Taylor, stating he is in support of the work we are doing, but is resigning from the Board due to changes and demands from his job that doesn't allow him time to serve on CCT Board of Directors.

Next meeting July 28th at 11:30

Meeting adjourned.

A handwritten signature in black ink, appearing to read "Tim Eggers". The signature is written in a cursive, flowing style.