

**Executive Committee Meeting Agenda | June 21, 2023**

1. **Call to Order | Randy Heady, Chairman**
  - a. Prayer
  - b. Pledge of Allegiance
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Randy Heady, Chairman**
  - a. Executive Committee Meeting Minutes – April 12, 2023
  - b. Lease Agreement Between Upper Cumberland Development District and Upper Cumberland Human Resource Agency
4. **UCDD Financial Report | Ginger Stout, Finance Director**
5. **Guest Speaker | Mark Farley, Executive Director**

Evan Spann, Deputy Director of Field Operations for the TDEC Division of Remediation
6. **UCDD Loans | Megan Choate, Director of Lending and Economic Development  
Mindy Tramel, Loan Officer**
  - a. Jackson Kayak
  - b. Highlands Cabinets
7. **Action Items | Randy Heady, Chairman**
  - a. FY-2024 Budget
  - b. 2023-2024 Work Plan
  - c. Meeting Date – Executive Committee, June 19, 2024
8. **Program Updates | Mark Farley, Executive Director**
  - a. Select USA | Tyler Asher, TN Small Business Development Center Director/ECD Assistant Director  
Aaron Lay, Economic Development Planner
9. **Executive Director Report | Mark Farley, Executive Director**
10. **Regional Partners | Randy Heady, Chairman**
11. **Old Business | Randy Heady, Chairman**
12. **New Business | Randy Heady, Chairman**
13. **Public Comments | Randy Heady, Chairman**
14. **Adjourn | Randy Heady, Chairman**

**Upper Cumberland Development District  
Executive Committee Meeting**

<b>DRAFT MINUTES</b>		<b>APRIL 12, 2023</b>	<b>10:00 A.M.</b>	<b>COOKEVILLE, TN</b>
<b>MEETING CALLED BY</b>	Chairman Randy Heady			
<b>TYPE OF MEETING</b>	UCDD Executive Committee Meeting			
<b>FACILITATOR</b>	Chairman Randy Heady			
<b>NOTE TAKER</b>	Sherry Thurman			
<b>MEMBERS PRESENT</b>	Dale Reagan, Allen Foster, Matt Adcock, Randy Heady, Lloyd Williams, Steve Jones, Steven Barlow, Stephen Bilbrey, Sam Gibson, Jeff Mason, David Sullivan, Alisa Farmer, Ryle Chastain, Marvin Lusk, Jerry Lowery			
<b>MEMBERS ABSENT</b>	Greg Mitchell, Andy Duggin, Luke Collins, R. J. Crawford, Josh Miller, Jimmy Johnson, Harvey Stowers, Jerry Wilmore, Curtis Hayes, Randy Porter, Laurin Wheaton, Stephen Babcock, Terry Bell, Denny Robinson, Representative Cameron Sexton, Senator Paul Bailey			
	<b>CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE</b>		<b>CHAIRMAN RANDY HEADY</b>	
<b>CALL TO ORDER</b>	Chairman Randy Heady called the meeting to order.			
<b>PRAYER</b>	Chairman Randy Heady opened the meeting with prayer.			
<b>PLEDGE OF ALLEGIANCE</b>	The Pledge of Allegiance was cited.			
	<b>ROLL CALL</b>			
<b>ROLLCALL</b>	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.			
	<b>APPROVAL OF CONSENT AGENDA</b>		<b>CHAIRMAN RANDY HEADY</b>	
<b>DISCUSSION</b>	Chairman Randy Heady advised that the consent agenda consist of the following: <ul style="list-style-type: none"> <li>• Executive Committee Meeting Minutes – February 15, 2023</li> </ul> A motion was made to approve the Consent Agenda.			
<b>ACTION</b>	<b><u>Motion to Approve</u></b> Motion made by: Jeff Mason Motion seconded by: Steve Jones  Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.			
	<b>UCDD FINANCIAL REPORT</b>		<b>GINGER STOUT, FINANCE DIRECTOR</b>	
<b>DISCUSSION</b>	Ginger Stout presented the July 1, 2022 through February 28, 2023 financial report for Upper Cumberland Development District.			

<b>ACTION</b>	A motion was made to approve the financial report.
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>            Motion made by: Steve Jones            Motion seconded by: Dale Reagan</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.            Motion carried unanimously.</p>
	<p><b>GUEST SPEAKER</b> <span style="float: right;"><b>EXECUTIVE DIRECTOR MARK FARLEY</b></span></p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley introduced Bill Piper with VC3.</p> <p>Mr. Piper gave an overview of the services VC3 provides and how they can assist the counties/cities.</p>
	<p><b>UCDD LOANS</b> <span style="float: right;"><b>JESSE VILLARD, LOAN OFFICER</b></span></p> <ul style="list-style-type: none"> <li>• <b>Meg’s Bread</b></li> <li>• <b>Cumberland Child Care, LLC</b></li> <li>• <b>Wonderbees Child Care Center, LLC</b></li> </ul>
<b>DISCUSSION</b>	<p>Jesse Villard presented a loan request for Meg’s Bread located at 52 S. Cedar Avenue, Cookeville. The loan request will fund the creation of a natural grocery store and deli next door to the bakery.</p> <ul style="list-style-type: none"> <li>• Project Total Cost: \$115,000.00</li> <li>• Loan Amount: \$65,000.00</li> <li>• Meghan Borland and Luke Yoder: \$30,000.00</li> <li>• Microloan: \$20,000.00</li> <li>• Proposed Interest Rate: 8.70%</li> <li>• Proposed Terms: 10 years</li> <li>• Collateral: First lien on new equipment, furniture &amp; fixtures, current equipment</li> <li>• Personal guarantees on Meghan Borland and Luke Yoder.</li> </ul> <p>A motion was made to approve the loan request.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>            Motion made by: Dale Reagan            Motion seconded by: Matt Adcock</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.            Motion carried with a roll call vote. Fifteen board members voted yes.</p>
<b>DISCUSSION</b>	<p>Jesse Villard presented a loan request for Cumberland Child Care, LLC in Crossville. At the October, 2022 board meeting, CAIC approved a loan to Cumberland Child Care in the amount of \$55,000. Cumberland Child Care is seeking an increase of \$30,000 to install a smoke detector system located at 161 Dooley Street.</p> <p>The new proposed project is as follows:</p> <ul style="list-style-type: none"> <li>• Project Total Cost: \$205,000.00</li> <li>• Loan Amount: \$85,000.00</li> <li>• Janna Farris: \$20,000.00</li> <li>• Childcare Grant: 100,000.00</li> <li>• Proposed Interest Rate: 1.00%</li> </ul>

	<ul style="list-style-type: none"> <li>• Proposed Terms: 12 years</li> <li>• Collateral: First lien on building located at 161 Dooley Street</li> <li>• Assignment of life insurance for the loan amount</li> <li>• Personal guarantees on Mr. and Mrs. Farris</li> </ul> <p>A motion was made to approve the loan request.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>          Motion made by: Steve Jones          Motion seconded by: Jeff Mason</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Fifteen board members voted yes.</p>
<b>DISCUSSION</b>	<p>Jesse Villard presented a loan request for Wonderbees Childcare Center, LLC. Wonderbees Childcare Center is seeking a loan amount of \$55,000 to renovate the building located at 1008 East Main Street in Livingston.</p> <ul style="list-style-type: none"> <li>• Project Total Cost: \$260,000.00</li> <li>• Loan Amount: \$55,000.00</li> <li>• CDBG-CV Grant: \$160,000.00</li> <li>• Jamie and Jeffrey Nunan: \$45,000.00</li> <li>• Proposed Interest Rate: 1.00%</li> <li>• Proposed Terms: 12 years</li> <li>• Collateral: First lien on building located at 1010 East Main Street</li> <li>• Personal guarantee on Jamie and Jeffrey Nunan</li> </ul> <p>A motion was made to approve the loan request.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>          Motion made by: Jeff Mason          Motion seconded by: Steve Barlow</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Fifteen board members voted yes</p>
<b>DISCUSSION</b>	<p>City Mayor Sam Gipson asked about the status of the DOTA loan presented at the February board meeting.</p> <p>Executive Director Mark Farley advised that the owner is working with the Angel Investment Firm and the Biz Foundry to secure funding.</p> <p>Executive Director Mark Farley advised that the Angel Investment Firm has met all their requirements and they have sent out notifications. The firm will be ready for their first investment soon.</p>
	<p><b>ACTION ITEMS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p> <ul style="list-style-type: none"> <li>• <b>Lease agreement between UCDD and CRDC</b></li> <li>• <b>Area Agency on Aging and Disability FY 24 Area Plan</b></li> <li>• <b>Strategic Plan</b></li> <li>• <b>Performance Evaluations</b> <ul style="list-style-type: none"> <li>• <b>Mark Farley, Executive Director</b></li> <li>• <b>Ginger Stout, Executive Director</b></li> </ul> </li> </ul>



<b>DISCUSSION</b>	Executive Director Mark Farley announced that the UCDD/UCHRA Boot Camp is tentatively scheduled for May 17 <sup>th</sup> , 9:00-2:00, at the Development District. UCDD will send out a Save the Date.
	<b>EXECUTIVE DIRECTOR REPORT</b> <b>MARK FARLEY,</b> <b>EXECUTIVE DIRECTOR</b>
<b>DISCUSSION</b>	The Executive Director Report was covered under program updates.
	<b>REGIONAL PARTNERS</b> <b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>          <b>DISCUSSION</b>	<p>Chairman Randy Heady asked for updates from the regional partners.</p> <ul style="list-style-type: none"> <li>• Angela Regitko and Jill Osborne with the Tennessee Department of Economic and Community Development advised that several partners are working on inventory by county. ECD met with MTIDA, TVA, UCDD and TDOT to talk about properties in each county.</li> <li>• Robert Becker announced that TDEC is in the middle of food, waste and awareness week. TDEC partnered with the UT Extension office and throughout the state there are several areas to drop off food donations. Mr. Becker announced advised that when ARP awards are announced, press releases will be going out to the counties.</li> <li>• Josh Wilkerson with USDA Rural Development announced that the interest rates for the next quarter have been posted. The Community Facilities Loans will remain the same at 3.75% and the Water &amp; Waste Loans will remain at 3%. The Rural Energy for American Program, which is a guarantee loan and grant program, is available through the USDA business division. The program is available to small businesses, manufactures, or any ag producers in the counties and cities. The program would allow them to install either a solar system on a farm/on top of their building or do energy efficiencies upgrades to lighting, windows, insulation, HVAC, etc. If anyone is interest in the program, they can contact Mr. Wilkerson.</li> <li>• Taylor Belcher with TVA announced that a meeting was held with MTIDA to go over inventory on industrial sites that are being marketing in the Upper Cumberland.</li> <li>• Tanner Cox with Senator Bill Hagerty’s office announced that Senator Hagerty came to the Upper Cumberland this past quarter and made manufacturing plant visits in Putnam and Cumberland counties. Staff is working on farm bills. Senator Hagerty recently introduced a school safety bill along with Senator Blackburn’s office to provide more funding for SRO’s.</li> <li>• Bonnie Warren with Senator Bill Hagerty’s office announced that she and Tanner visited local agencies to discuss legislative updates and advised them how to help people in their community.</li> <li>• Blake Ealey with Senator Marsha Blackburn’s office announced that the Senator has been working on a safe school’s act. Senator Blackburn will be in the Upper Cumberland in April and May.</li> <li>• Chelsea Ivens with Senator Marsha Blackburn’s office announced that staff can give a support of letter to anyone that is applying for a grant.</li> <li>• Sonya Rimmer with Volunteer Energy Cooperative advised that she works closely with TVA on Economic Development and if there is anything she can do to help the counties and cities please reach out to her.</li> </ul>

	<b>OLD BUSINESS</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	No old business was presented for discussion.	
	<b>NEW BUSINESS</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	Executive Director Mark Farley introduced new employees to the board. Jenna McKenzie, Center Hill RPO and Shelia Scruggs will be working with the Empower Program with Megan Choate on employment issues.	
	<b>PUBLIC COMMENTS</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	There were no public comments presented.	
	<b>ADJOURN</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>ACTION</b>	<p>Chairman Randy Heady advised that he would accept a motion to adjourn.</p> <p><b><u>Motion to Adjourn:</u></b>  Motion made by: Steve Jones  Motion seconded by: Stephen Barlow</p> <p>The UCDD Executive Committee voted unanimously to adjourn the April 12, 2023 meeting.</p>	
<b>CONCLUSION</b> 11:05 a.m.		

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**Randy Heady, Chairman**


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**Jimmy Johnson, Secretary**