



COMMUNITY DEVELOPMENT ADVISORY COMMITTEE January 9, 2018 MINUTES

Members Present

Dan Witcher, Chairman
Ron Crockett
Ella Kane
Sid Oakley
Marjorie Tester
Tiffany Walden

Members Absent

Todd Dolehanty, Vice Chairman
Spence Flagg
Chase Mitchell

Others Present

Brian Rose, Staff
Christina Blevins, Staff
Karl Cooler & Kim Lester, Speakers

Call to Order & Roll Call:

The Community Development Advisory Committee (CDAC) meeting was called to order on January 9, 2018, at 5:31 p.m. at the City Hall Annex by Chairman Dan Witcher.

Dan welcomed Karl Cooler and Kim Lester from the Codes Enforcement Division to the CDAC meeting. Dan commended them for the work they do in the City, stating that he knows it's not an easy job and he appreciates all their efforts in making Bristol better.

Dan asked the committee if there were any changes to the agenda presented. None being heard, Dan continued the meeting.

Approval of Minutes, October 10, 2017, Meeting:

Dan Witcher asked for any changes or corrections to the minutes. None being heard, Ron Crockett moved the minutes be approved as presented; seconded by Sid Oakley; motion carried unanimously.

GUEST SPEAKERS – Bristol, TN Codes Division: Code Enforcement & Neighborhood Revitalization

Dan asked Karl Cooler and Kim Lester to introduce themselves to the group. Karl started the presentation by discussing what the Codes Division does; including new construction, re-builds and property maintenance. Karl passed out the PowerPoint with examples of before and after pictures and what the start to finish process looks like. Karl added that each property is unique and is looked at on an individual basis. Karl discussed the purpose of the Better Property Board and that the Codes Division will bring property discussions to that board when they feel they have done all they can do internally. The Better Property Board will look at the facts and have a public hearing allowing the property owner and neighbors to attend and speak. He added that the

Better Property Board is made up of five citizens and that the board does help give the division more credibility as the property owner knows it's not just the codes division making decisions. Once the Better Property Board has made a determination the only appeal is chancery court.

Karl discussed timelines and liens on properties, adding that the current City budget for clean-up and demolition is \$20,000. Karl thanked the CDAC for allotting CDBG funding, it does really help the division with demolition and emergency safety repairs. Karl mentioned that Christina has to complete environmental reviews including reaching out to the State Historical Commission for approval on demolitions.

Karl reviewed the PowerPoint and discussed several properties and their stories including The Pinnacle Development. He added that the department has worked hard over the past 10 years to make sure processes are better. Karl continued discussion on City fees, they have been the same for 10 years and are not the lowest or highest in the region.

Karl took questions from the group and then discussion regarding online forms, general information and timelines.

Dan and Christina thanked Karl and Kim for presenting to the group and complimented the Codes Division for their commitment.

Old Business:

CDBG & HOME Consortium Update - Christina handed out the November and December 2017 monthly reports for the group to review. She noted that we have approximately six applicants on the wait list for program assistance. Christina added that we have seven current projects in the works; including roofs, HVAC, and a substantial repair in CDBG and possibly two Affordable Homeownership Assistance and one reconstruction underway with HOME dollars. Christina noted that the City and First Tennessee Development District held a prebid meeting last week for the reconstruction project and a bid opening will take place this Thursday, the home is located at 200 Lakeview Street.

Christina mentioned to be on the lookout for general contractors for our CDBG and HOME programs. We normally try and obtain three competitive bids; however, it's been challenging as of late to get three bids as our contractors are extremely busy. She noted that Bristol allows a contractor to have up to three projects in the works with CDBG at one time, jobs are stacking up as contractors get jobs in other cities and it holds up our programs. She added that contractors do have several requirements to work in our program including an application, license, proof of insurance and a \$1,000 bond. Discussion from Ron, Ella and Dan on contractors and subcontractors. Additional discussion on how contractors and trades people could get discouraged by "the system", a possible training session to teach to do's and who to contact would be helpful.

Christina added that this year we have focused on emergency rehabs, we are just under \$80,000 spent. Christina discussed allocation, administration and public services funding. She is encouraging the group to have ideas, however to remember that we don't have a significant amount of funding.

New Business:

CDBG Project Discussion for FY '19 Budget – Dan reminded the group that any changes in the current budget needs to be brought up ASAP, he opened the floor for discussion. Brian added that he is working on the City budget and will have to have everything in by March to the City Manager. Christina added that the City will not know our funding allocation for several months, the budget will be to guesstimate. Christina asked if anyone had an idea they wanted to throw out, ARCH is working on an AmeriCorps application and may ask for support. Ron questioned if the committee funded ARCH would that affect other services our program provides specifically the YWCA, Christina replied that depending on the grant amount and the 15% allowed for Public Services, yes other things could see changes. Dan added that our program doesn't have much in Public Services anyway and for the money the YWCA does a great job for us. Brian added that he's not sure how the AmeriCorps person will be funded yet, that may come from another outlet rather than our program. Dan asked Brian and Christina if they see anything different than what the group looked and discussed last October or other needs to address. Dan feels like this committee is pretty much committed to the breakdown previously used. Discussion from the group regarding the housing study and how it shows that rehab and enabling people to live in their homes is the greatest need. Dan feels good with staying the course with our current priorities. Ron added he agrees and wishes for additional funding to do more. Dan added that the committee can help staff out with this budget process and say no changes to the current plan.

Other Matters:

Christina also disbursed the Citizen Participation Plan adding that she minimally updated it to show the time and location of committee meetings, as well as the Cities new logo on the front cover.

Ron noted that his term is opening up and he doesn't want to put in an application if there is another who wishes to participate. Ron added that he would like to see more diversity on the committee and asked the group to think about and possibly recruit for the committee.

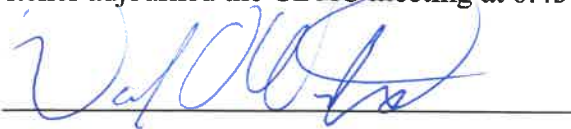
Brian announced the next and final workshop for the Comprehensive Plan, he encouraged the group to attend and participate.

Announcements & Adjournment:

Dan Witcher added that the next CDAC meeting is scheduled for February 13, 2018.

There being no other announcements, Dan Witcher adjourned the CDAC meeting at 6:45 p.m.

APPROVED: _____



Dan Witcher, Chair



Christina Blevins, Recorder