



**COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE
September 11, 2018
MINUTES**

Members Present

Dan Witcher, Chairman
Todd Dolehanty
Spence Flagg
Chase Mitchell
Vernon Perry
Marjorie Tester

Members Absent

Ron Crockett
Ella Kane

Others Present

Christina Blevins, Staff
Leif Greiss, Bristol Herald Courier

I. Call to Order & Roll Call:

The Community Development Advisory Committee (CDAC) meeting was called to order on September 11, 2018, at 5:32 p.m. at the City Hall Annex by Chairman Dan Witcher.

Christina Blevins called the roll, members present/absent are noted above.

Dan Witcher welcomed new committee member Vernon Perry to the group. Dan requested everyone give a brief introduction of themselves to Mr. Perry. Dan also announced that Tiffany Walden has resigned from the CDAC as she has started an MBA program at King University.

II. Election of Officers:

Dan Witcher noted we do have a quorum present then he read over the CDAC By-laws. Dan opened the floor for nominations for the annual election of officers. Dan stated that we need a committee Chair and Vice Chair as Christina will continue to be the Secretary.

Discussion among the group regarding the elections. Marjorie Tester nominated Dan Witcher as Chair for another year, seconded by Vernon Perry. With no other nominations, Chairman Witcher asked for a vote. All present were in favor of Dan Witcher's election as Chairman for another year.

Dan noted that we need a Vice Chair to act in the absence of the Chair. Marjorie nominated Todd Dolehanty as Vice Chair. Todd stated he would be happy to serve. Chairman Witcher asked for other nominations and hearing none he closed the floor and asked for the vote. All present were in favor of Todd Dolehanty becoming Vice Chair.

III. Approval of Minutes, April 10, 2018 and July 17, 2018 (called) Meetings:

Dan Witcher asked for any changes or corrections to the minutes. No changes or corrections were needed. Dan suggested we approve the minutes as presented. All present were in favor and approved minutes as presented.

IV. Public Hearing:

Dan Witcher opened the Public Hearing at 5:52 p.m., and noted the purpose of this Public Hearing is to provide citizens of Bristol, public agencies and other interested parties an opportunity to review and comment on the City's program performance this past year – Consolidated Annual Performance and Evaluation Report for 2017-18 (CAPER). A 15-day comment period in conjunction with the Public Hearing was advertised in the Bristol Herald Courier for September 4 - 19, 2018.

Dan Witcher added that this Public Hearing also provides citizens of Bristol, public agencies and other interested parties an opportunity to express views regarding the identification of housing and community development needs within the City of Bristol and sets aside a time for staff to respond to proposals and comments. Interested parties are encouraged to comment at this Public Hearing or within 30-days following this Public Hearing. Dan added that this begins the process for planning the 2019-20 one-year Action Plan for the City of Bristol, Tennessee. Public meetings will be conducted during the year and comments welcomed throughout the planning process. A 30-day comment period had been advertised for the time period of September 4, – October 4, 2018.

Dan Witcher then asked if anyone would like to speak regarding the 2017-18 CAPER or 2019-2020 Action Plan. Dan Witcher asked that the CAPER address the “goals” section a bit better and include reasons to why no progress was made. No other comments being heard, the Public Hearing was closed at 5:58 p.m. Dan Witcher then asked for a motion from the floor to approve the Draft Community Development Block Grant (CDBG) CAPER as presented. Marjorie Tester moved that the CDBG CAPER be approved as presented; seconded by Todd Dolehanty; all present were in favor and the motion carried.

V. Old Business:

Dan Witcher reviewed the total grant funding sheet with the committee members.

HUD Allocations and 2018-19 Action Plan (CDBG \$182,808.00 HOME \$1,137,999.00) - Dan Witcher continued as Chair and asked Christina Blevins to discuss the HUD Allocations and Action Plan. Christina noted that she had emailed the Action Plan to the committee for review and also brought several hard copies to the meeting. Christina added that in the April meeting we didn't know our allotment from HUD; all the final numbers for projects are now included in the Action Plan. Christina stated that we actually received a little less funding in CDBG than last year and an increase in HOME funding from the previous year.

Neighborhood Grant Award – Christina presented a brief PowerPoint that she had presented at a Bristol, TN City Council Workshop and most recently at the September City Council Meeting. Appalachia Sustainable Development (ASD) and Haynesfield Elementary School partnership for the expansion of the Haynesfield Community Garden. The Neighborhood Grant and conditions

set forth have been accepted and everything is now set to move forward on this project.

VI. New Business:

Consolidated Annual Performance Evaluation Report (CAPER) 2017-18 – Christina reported that all the documents including the Action Plan and CAPER are online at Bristoltn.org. Christina noted that at the end of the public comment period for the CAPER, she will send it to HUD for review and approval. Christina stated that it is very important to HUD that the public be invited and engaged in these processes. During the comment periods, the CAPER and Action Plan draft copies are delivered to the Bristol Public Library, the Slater Center, Community Development office and now online. Christina stated that our local ads for public hearings have sections that are Spanish. She also noted that she is required to hand out information regarding Fair Housing and Lead Based Paint for each project; those are online too. Christina noted that in the 2017-18 CAPER you will see we completed:

- Seven emergency and substantial home rehabilitations
- Three demolitions
- Helped 12 low-income families as the YWCA Child Care Center received \$25,000.00 in the Public Services category
- We did not spend any funding on sidewalks in low-income areas as planned, so that funding will carry over again to 2018-19.

VII. Other Matters:

CDBG & HOME Staff Monthly Reports – Christina presented the May, June and July monthly report for both CDBG and HOME. Christina also distributed a CDBG summary on what our program guidelines are and the current waitlist for both Substantial Rehab and Reconstruction projects. Christina stated that the CDBG program is working on two emergency rehabs, three substantial rehabs and we are partnering with the HOME grant to complete a reconstruction. Christina added that she is also working on several demolitions with the Codes Department. Christina also discussed Program Income and the requirement to spend Program Income first before any entitlement funding is used.

Poverty Education & Awareness Task Force – Christina noted that the Poverty Awareness & Task Force meets every other month to discuss social issues. Christina noted that if anyone from this committee is interested in joining she will be glad to forward information.

Appalachian Regional Coalition on Homelessness (ARCH) / AmeriCorps – Christina stated she was happy to announce that through a partnership with ARCH, the Bristol United Way awarded ARCH \$5,000 to use toward a Community Outreach Assessment Specialist for the City of Bristol, TN. Christina added that the Specialist will be stationed one day a week at the Haven of Rest, one day a week at the Bristol Public Library and one day floating throughout downtown as needed. Christina also added that this is the first time we have ever been able to have a direct people to have that one-on-one in various locations around downtown to help homeless with rapid rehousing and long-term housing needs. Christina added that ARCH will be training our AmeriCorps, Christina will be the staff liaison for the City and is excited for this first step.

VIII. Announcements & Adjournment:

Todd Dolehanty announced that he is helping with a fall food and clothing drive, asked for donations from the group.

Dan announced Bristol Rhythm & Roots is next week, come on downtown!

There being no further business, the meeting was adjourned at 6:31 p.m.

The next meeting is scheduled for October 9, 2018.

APPROVED:



Dan Witcher, Chair



Christina Blevins, Recorder