



HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

MARCH 9, 2020

MINUTES

CALL TO ORDER

The Council Committee meeting of the Clarksville Housing and Community Development was called to order by Chairman David Allen on Monday, March 9, 2020, at 4:00 p.m. in the Office of Housing and Community Development Conference Room, 1 Public Square, Suite 201, Clarksville, Tennessee.

ATTENDANCE

MEMBERS PRESENT: Councilman David Allen, Councilwoman Stacey Streetman, Councilwoman Wanda Smith, and Councilman Travis Holleman

MEMBERS ABSENT: Councilman Jeff Burkhart

OTHERS PRESENT: Jean Adcock, Finance Director Housing and Community Development, Martias Kendrick, Project Coordinator Housing and Community Development, Tammy Kilgore, Grants Analyst Housing and Community Development, and Cassie Wheeler, Internal Audit

MINUTES

Councilwoman Smith made a motion to adopt the minutes of October 17, 2019 as presented. The motion was seconded by Councilwoman Streetman. A voice vote was taken; the motion passed without objection. It is noted that the committee meetings scheduled for January 13, 2020 and February 10, 2020 were cancelled.

NEW BUSINESS

1. Consolidated Plan and Annual Action Plan

Mrs. Adcock stated that the office is in the middle of completing the 2020-2024 Consolidated Plan and 2020/2021 Annual Action Plan. She explained the Needs Assessment section has been completed, half of the Market Analysis section is completed, and the Strategic Plan section has been started. The draft of the plan will be ready by March 27, 2020 and will also be the start of the 30-day comment period. The Consolidated Plan is due to the Department of Housing and Urban Development (HUD) by May 15, 2020. The resolution and Consolidated Plan will be presented to the full City Council on May 7, 2020. Councilwoman Smith asked what all was included in the Consolidated Plan. Mrs. Adcock explained it is the 5-year plan for CDBG and HOME funds that covers the plans for the Office of Housing and Community Development.

2. Discussion of Public Hearing held on March 5, 2020

Mrs. Adcock explained that five organizations attended the public hearing on Thursday, March 5, 2020. The Consolidated Plan was discussed and how public input would be needed. The five organizations in attendance gave presentations concerning their programs and how they intended to use CDBG funds if awarded. These presentations were given as information to the funding committee but unfortunately no one from the funding committee was in attendance. The public hearing was recorded so the funding committee could hear the presentations if needed. The subrecipient applications are located in ZoomGrants and have been made available to the funding committee for review.

3. Rehabilitation Projects

Mr. Kendrick explained there are five rehabilitation projects under review. The staff is scheduled to look at three of these projects on Wednesday, March 11, 2020 to complete the initial assessment. Two of the projects are located in South Clarksville, one in Red River, one in Brandon Hill and one in the city but not located within a target area. Councilwoman Smith asked for the location of the project in Red River. Mr. Kendrick stated that it was located on Roman Street.

4. Reconstruction Projects

Mr. Kendrick explained there are three reconstruction projects under review. One is located in Red River, one in South Clarksville and one in the city located outside of the target areas. The project in Red River is located on Stacker Drive but is currently on hold in a pending status.

5. Demolition Projects

Mr. Kendrick explained there are five demolition projects currently being reviewed. They are located on Edmondson Ferry Road, Union Street, Shelby Street, and Greenwood Avenue. The fifth property is located off the 101st Parkway. Mr. Kendrick stated the staff has been meeting once a month with Building and Codes and the Fire Department to discuss burn-outs and other dilapidated structures to maximize getting areas in the community cleaned-up so these types of structures are not setting vacant for several months.

6. Sidewalk Project – E Street

Mr. Kendrick explained the staff had met with the Street Department this morning at the site to discuss the plans and coordinate with the engineer and the Street Department making sure the sidewalks would be ADA compliant. Mr. Kendrick then explained that the staff would be working with the engineer to get the bid documents together and would be putting the project out for bid. He also explained that the sidewalk will run for two blocks from Plum Street to Oak Street and then from Oak Street behind the two Manna Café buildings to the alley. Councilwoman Smith asked if the sidewalks would be on both side of the street. Mr. Kendrick explained they would be located on only one side of the street next to the Manna Café buildings.

7. Plum Street Foreclosure

Mrs. Kilgore explained that the house located at 160 Plum Street was built for a homeowner approximately 10 years ago. After the homeowner passed away and the family decided they were not interested in keeping the property, the City foreclosed. Mr. Kendrick explained the house would need some minor repairs which were very minimal. This would include replacing the carpet, replacing the HVAC unit since copper had been stolen from the existing unit, installing gutters and downspouts, painting, and replacing the appliances. Mrs. Kilgore stated after the repairs are completed, the concern would then be what to then do with the house. In the past, houses in this similar situation were donated to different non-profit organizations to use as transitional housing for clients that were homeless. At this time, there may not be a non-profit available who would be interested in the property. Mrs. Kilgore stated if the property was sold, the buyer must be income qualified in the same manner as any client that comes through the program. Councilwoman Streetman asked if the house could be donated to Habitat for Humanity. Mr. Kendrick stated that option had been discussed with Habitat and it does not fit the model of their program.

8. Subrecipient Applications

Mrs. Adcock explained that eleven subrecipient applications were received this year. The staff is currently in the process of reviewing these applications. There are several different factors in determining which subrecipients are funded. A risk analysis is completed on each organization and is given to the funding committee for review. Councilwoman Smith asked how long it takes for the applications to be reviewed. Mrs. Adcock explained that applications were required to be submitted by January 31, 2020. After the applications are reviewed by the funding committee, the organizations awarded funds are then part of the overall Consolidated Plan that is submitted to HUD by May 15th with the funding year starting July 1st. Award letters are sent to the organizations after the City receives the Grant Agreement from HUD.

9. 2020/2021 CDBG and HOME Allocations

Mrs. Adcock explained that HUD provided the 2020/2021 CDBG and HOME allocations on February 14, 2020. The City was allocated \$1,021,544 in CDBG funds and \$489,225 in HOME funds. CDBG funds are \$40,001 less than the current year allocation and HOME funds are \$41,436 more than the current year allocation.

10. 2020/2021 Shelter Plus Care Increase

Mrs. Adcock explained that the Shelter Plus Care Grant runs from September 1 to August 31. On September 1, 2020, the new Shelter Plus Care allocation will be \$123,656 which is an increase of \$4,860 from the current year. The City took on the Robertson County Shelter Plus Care grant agreement which for the upcoming year will be \$40,608 which is an increase of \$3,204 from the current year grant. She stated that with this increase, approximately two additional homeless individuals could be housed. Currently 15 individuals are housed through the City Shelter Plus Care grant and 5 individuals are housed through the Robertson County Shelter Plus Care grant.

OTHER BUSINESS

Mrs. Kilgore reminded the committee members that the next meeting would be held in April to vote on the Consolidated Plan. Also, there was some discussion from the committee concerning the vacant director position at the Office of Housing and Community Development.

PUBLIC COMMENTS

There were no members of the general public present for public comments.

ADJOURNMENT

There being no further discussion or any further questions, the meeting was adjourned at 4:21 p.m.