

**CDAB MEETING
MEETING MINUTES
OCTOBER 18, 2018**

MEMBERS PRESENT:

Twyla Williams, Chair
Michael Wyant, Second Vice-Chair
Vanessa Harris
Anita Dawkins
Kristopher Doss
James Snellgrove

MEMBERS ABSENT:

Rufus Davis, Vice-Chair
Ruby Harris
Victor Laurie
Buford George
Ramona Miley

OTHERS PRESENT:

Maurice Head, CDAB Administrator; Todd McDonald, AICP, Planning Director; and, Theresa Eddy, Secretary

Chair Williams called the meeting to order at 4:05 p.m.

1. Minutes

Approve the May 17, 2018 Meeting Minutes

Ms. Dawkins made a motion to approve the minutes, Vice-Chair Wyant seconded, and the motion carried.

2. Presentation by Amy Schutz, Executive Director, Wiregrass Habitat for Humanity, on the

Emergency Repair and Weatherization Program. Executive Director Amy Schutz gave an update on where her organization was at as far as the use of the CDBG awarded funds. Ms. Schutz reported that the Critical Home Repair present balance was at \$69.80 and the Weatherization Program was at an estimated \$8,000.00. They have a stack of 45 to 50 critical repair applications and she stated that they continually come in. The Weatherization applications come in when the weather gets hot and when it turns cold and with the temperature change coming soon, that \$8,000.00 will go quick. She stated that her organization used Craig McManus to do an Energy Audit to give them tips on what was the most critical need and he'll be utilized on more projects as well. Ms. Schutz explained that at the end of each repair, the applicant signs off on a letter stating that the job was completed and then the applicant receives a one-year warranty. Chair Williams asked if Habitat received an influx of applications since the hurricane to which Ms. Schutz responded that they haven't yet and that there were a couple of the habitat homes that suffered minor damage. They did receive one call from Gordon, AL that received substantial damage and others are still accessing their damages. Mr. Head stated that there is a process for these applications and they aren't always easy. Ms. Schutz explained that one of the issues was that the applicant has to be the only homeowner and it has to be the only property that they own. There's always some little issue that has to be worked out before an application can be accepted. Ms. Dawkins wanted to know how many applicants were helped out this year and Ms. Schutz stated that it was about 16-18 with 45-50 waiting in queue for critical repair. She continued stating that it is not a first come-first service; it is who has the most critical care needs first. Ms. Dawkins asked what the income requirement was and Ms. Schutz responded that it is based on the HUD Guidelines and they stick to those guidelines. Ms. Dawkins shared that she was chosen to sit on HUD's Advisory Committee through Neighborhood Works and will be going to Washington DC soon. Ms. Dawkins added that in her portfolio it discusses adding more funds to the States that have a greater need.

3. Status Report by Michael Jackson, Executive Director, Aunt Katie's Community Garden

Redevelopment. Mr. Michael Jackson gave everyone an update on Aunt Katie's Community Garden stating that he completed the final inspection in order to get an occupancy permit. Mr.

Jackson passed out photos of the finished product which showed decks on the front and back of the building and all the work finished on the inside of the building. Mr. Jackson explained that the CDBG offered him a facility that the community can be proud of, the shareholders can be proud of, and that he has a great facility to work with going forward. He stated that the biggest surprise was that he had to install a retrofire suppression system in the kitchen which added about 30 more days to the completion. Mr. Jackson stated that the Fire Department, FOG Department, and Building Official did their inspections and he received a 'thumbs up' from everyone. Mr. Jackson handed out a map to the area and stated that this work was to be done in phases and in the first phase, they still needed to work on the Chickasaw building. In Phase II, they will be working on increasing the commercial production to which they will be working with the Planning Department for a grant from Brownfields. Chair Williams asked what a tunnel house was and Mr. Jackson stated that it was a greenhouse with no electricity and stated that it's the hottest trend in agriculture today and he's become an expert in them as he has one of his own. Adding that to Phase II will help him sell to restaurants. Phase III would be post-harvest processing; to take a harvest into an area to be cleaned, processed, and packaged for public consumption. Mr. Jackson stated that Aunt Katie's Garden was one of five national non-profits that are competing for a vertical growing garden at this website: <https://greentalkgarden.com/vote/> and asked everyone to participate as it would be a great addition to the garden. This competition ends on October 31st, however, Mr. Jackson stated that it was great to be recognized. Mr. Jackson stated that the garden is working with some schools in the area and the students will be going in and out of the computer lab to vote on this. Mr. Jackson stated that Aunt Katie's is part of a competition through BBA Compass Bank for a \$50,000.00 prize that he's been going to school for since June for the completion in November. In November, he will make a presentation where they are competing against 16 other non-profit organizations. In addition to the dollar prize, there will be assistance for funding and some national exposure. Chair Williams offered a letter of recognition from the CDAB and Mr. Jackson thanked her but he wanted to wait until the presentation in November where he'll be competing against some tough competition. Mr. Jackson passed out a pen and postcard from the garden and told the group that a family from San Antonio, TX visited their grandparents here in Dothan and they thought it would be a great idea to have the children visit the garden. The grandfather posted a review on Trip Advisor and as a result of the review, Aunt Katie's Garden shows up on Google as the 13th item travelers need to do in Dothan. Mr. Jackson encourages everyone that visits the garden to fill out the Post Card and send it to Trip Advisor which states, "The Best Kept Secret in Dothan" on the bottom. Ms. Dawkins wanted an explanation of the chicken coop and Mr. Jackson stated that in Phase III there will be an area to raise chickens for their eggs. They'll begin to package fresh eggs at some point in the future. Mr. Jackson explained that there are dogs running in the neighborhood without leashes that keep him from starting this project, presently. Mr. McDonald stated that he didn't believe that was on the original BZA approval either to which Mr. Jackson responded that he would have to comply with the ordinance and seek approval from the BZA. Mr. Jackson stated that Honeysuckle Middle School's garden doubled in size this year and they will be working more with the city school system. The garden has a strong relationship with Montana Magnet School as they are renting beds in the garden instead of having a garden at their school. Every other week, students from Magnet School make a trip to the garden and they also volunteer with their parents and faculty. Chair Williams wanted to know the timetable for Phase II and III and Mr. Jackson stated that Phase II depended on their work with Brownfields and Phase III is tied to production. Mr. Head wanted to know if they were going to have an open house and Mr. Jackson stated that he's working with the Chamber of Commerce to see if the 1st and 15th of December would be open and would let everyone know. Mr. Jackson stated that this project started in 2015 and it's the end of 2018 and that it took some effort to continue on with the project rather than to not. Mr. Jackson stated that he's looking forward to bringing new ideas to the CDAB table as there are a lot of empty lots surrounding Aunt Katie's Garden and would like to see growth and prosperity come to those lots in the future.

4. Presentation by Staff on the Strategic Affordable Housing Implementation Plan

Mr. Maurice Head stated that this study had been in process since 2016 and it was approved by the City Commission this past Tuesday, October 16, 2018. In 2016, the City Commission directed staff to identify a consultant to perform the study and establish a housing committee who would review various proposals. The committee was comprised of the Mayor, Planning Director, CDBG Administrator, Wiregrass Habitat Director, Dothan Housing Authority representatives, and mortgage lenders in the community. The committee decided to go with Urban Planning and Management, LLC (APD-U) team out of Atlanta, GA. There were various focus groups that attended meetings with APD-U to share their concerns and offer ideas for this study. The focus groups were made up of local churches, lenders, major employer's, government staff, developers, consumers, non-profits, etc. that played a tremendous role in this study. There was also an online survey to which 177 people went online to offer their opinion of housing issues in Dothan and who needed housing the most. Mr. Head presented the final presentation of the Affordable Housing Implementation Plan to the board and then opened the floor for a Q&A. Mr. Head stated that a draft Memorandum of Understanding is being reviewed by the Housing Authority to implement the strategies and recommendations in the Housing Plan. Once this is done, the Memorandum of Understanding will go to the City Commission for approval. There are several recommendations in the Housing Plan, such as; creating a new city position for a Designated Housing Coordinator, zoning issues that the Planning Department will be working on, a Rental Registry Program is being proposed, and the creation of minimum housing standards, amongst other things. Recommendations in the Plan include working with Wiregrass Habitat and other organizations to do rehabilitation work in targeted areas as well as educate landlords and homeowners. Chair Williams asked to get an email out to all of those that participated in the focus groups and Mr. McDonald stated that it will be on the Dothan.org website. You can find the presentation at this link: <http://www.dothan.org/index.aspx?nid=267>.

Ms. Dawkins stated that one issue will be to find someone certified to counsel people and that's why most programs dropped HUD. The closest certified HUD location is in Montgomery and stated that she goes to Atlanta, upon appointment, and then there is one other person that goes to Troy. Ms. Dawkins would like to see the CDBG Office partner with the Alabama State Housing Finance Authority since they pay the 3.5% for homeowner downpayment. Mr. Head stated that is something that they will have to work on.

- 5. Public Comments:** Chair Williams expressed the importance of attendance to each meeting so that items can be voted on. She would like everyone to make the commitment and if not, please let Mr. Head know so they can appoint other people for these positions. If there is a certain meeting you can't make, please let Chair Williams or Mr. Head know.

6. Adjourn

*Vice-Chair Wyant motioned to adjourn, Mr. Snell seconded, and the motion carried.
The meeting ended at 5:25 p.m. The next meeting date is November 15, 2018.*


Twyla Williams, Chair


Kim Vann, Secretary