

## KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

Date: December 1, 2025

To: Board of Commissioners

From: Benjamin M. Bentley, Secretary

Subject: **AGENDA**  
Board Meeting of the Board of Commissioners  
**Thursday, December 4, 2025, 5 p.m.**  
901 N. Broadway Street  
Knoxville, TN 37917

1. Call to Order.
2. Motion to add, delete or postpone agenda items.
3. Reports of officers and special presentations.
4. Approval is requested to execute the minutes for the *regular* meeting held on October 30, 2025. (Item 4 Attachment)

### NEW BUSINESS

#### DEVELOPMENT (Jim Hatfield)

5. Approval is requested to enter into a contract or issue a purchase order for the abatement of asbestos containing materials at the remaining public housing units at Western Heights. (Item 5 Attachment)
6. Approval is requested for permission to award the RFP for demolition of an industrial building at 2323 W. Blount Avenue in Knoxville 0000000009. (Item 6 Attachment)
7. Approval is requested to sell 2516 Selma Avenue (Tax ID #082-NE-003) to East Tennessee Housing Development Corporation for construction of a single-family home. (Item 7 Attachment)

Unfinished Business  
Public Forum  
Adjournment

Next month's agenda review meeting will be held  
**Thursday, January 22, 2026 @ 5 p.m.**  
Next month's board meeting will be held  
**Thursday, January 29, 2026 @ 5 p.m.**

# KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

## BOARD MEETING MINUTES

The Board of Commissioners of Knoxville's Community Development Corporation met on **October 30, 2025** at 901 N. Broadway, Knoxville, Tennessee.

The meeting was called to order and a quorum declared present at 5:00 p.m.

**Present:** Chair Scott Broyles  
Vice Chair Felix Harris  
Treasurer Becky Wade  
Commissioner Robert Whetsel  
Commissioner Martha Tate

**Absent:** Commissioner Nadim Jubran  
Commissioner Kim Henry

Approval to execute the minutes for the *regular* meeting held on September 25, 2025. **Commissioner Harris moved to approve. Commissioner Wade seconded the motion. All other Commissioners present voted "Aye."**

### REDEVELOPMENT (Jim Hatfield)

A final bond resolution authorizing KCDC to issue up to \$45,000,000 of revenue bonds to support the financing of approximately 202 units of new affordable housing located at the intersection of Cedar Bluff Road and N Peters Road in West Knoxville. **Commissioner Wade moved to approve. Commissioner Harris seconded the motion. All other Commissioners present voted "Aye."** Resolution 2025-27 is attached.

Resolution regarding an amendment to the Master Development Agreement between KCDC and Brinshore Development. **Commissioner Whetsel moved to approve. Commissioner Wade seconded the motion. All other Commissioners present voted "Aye."** Resolution 2025-28 is attached.

### HOUSING (Sabrina Draplin)

Approval to increase payment standards to 110% of HUD's published SAFMRS in zip codes 37917, 37919, 37920, 37922, 37932 and 37921 remaining at 100% of HUD's published rates. **Commissioner Whetsel moved to approve. Commissioner Harris seconded the motion. All other Commissioners present voted "Aye."**

### PUBLIC FORUM

None

### UNFINISHED BUSINESS

None

**ADJOURNMENT**

With no further business to come before the Board, the meeting adjourned by consent at 5:12 p.m.

\_\_\_\_\_  
Scott J. Broyles, Chair

Approved:

**ATTEST:**

\_\_\_\_\_  
Benjamin M. Bentley, Secretary

Approved:

# KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

## BOARD ACTION FORM - ITEM #5

<b>MEETING DATE</b>	December 4, 2025
<b>AGENDA ITEM DESCRIPTION</b>	Approval is requested to enter into a contract or issue a purchase order for the abatement of asbestos containing materials at the remaining public housing units at Western Heights.
<b>SUBMITTED BY</b>	<b>Name, Title / Department:</b> Jim Hatfield, CDO, Redevelopment
<b>MEETING TYPE</b>	<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Special <input type="checkbox"/> Annual
<b>CLASSIFICATION</b>	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Approval
<b>BUDGET / FINANCIAL IMPACT</b>	<b>Budgeted:</b> \$ <u>n/a</u> <b>Expenditure:</b> \$ <u>NTE \$350,000</u> <b>Source of Funds:</b> TDEC BRAG Grant Funding
<b>APPROVAL / REVIEWS</b>	<input checked="" type="checkbox"/> Department Head /VP <input checked="" type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Executive Director/CEO <input type="checkbox"/> Legal Counsel: Other – Name/Title:

### BACKGROUND

#### 1. What is the objective of this action?

The action allows for KCDC to enter into a contract or issue a purchase order for the abatement of asbestos containing materials ("ACMs") in the remaining 26 public housing buildings at Western Heights prior to their demolition in early 2026.

#### 2. Why is the action needed now?

The vacant remaining public housing buildings at Western Heights pose life safety issues given their current condition. A solicitation for abatement services is published, and necessary ACM testing results are anticipated the first week of December. Due to the timing of the December board meeting relative to the availability of testing results, a not-to-exceed ("NTE") cost approval is required now to allow for a prompt selection of an abatement firm so that demolition can thereafter take place quickly in early 2026. The NTE amount is based on historical costs for abatement work in Western Heights and proposers will be evaluated competitively per KCDC's procurement policies.

#### 3. Who are the parties involved and what are their roles (if appropriate)?

KCDC and a to-be-selected professional ACM abatement firm.

#### 4. What are the long-term and short-term exposures?

KCDC has a short term exposure due to life-safety concerns brought on by the present vacancies at Western Heights. This action seeks to remedy this.

<b>HISTORICAL / TRANSACTIONAL INFORMATION</b> (who, when, where)	KCDC previously entered into a contract for ACM testing at the remaining Western Heights public housing units with Pinchin, LLC. A solicitation for abatement services is published, pending an addendum to include the aforementioned testing results.
<b>ATTACHMENTS</b>	Site map



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# KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

## BOARD ACTION FORM - ITEM #6

<b>MEETING DATE</b>	December 4, 2025
<b>AGENDA ITEM DESCRIPTION</b>	Approval is requested for permission to award the RFP for Demolition of an Industrial Building at 2323 W. Blount Avenue in Knoxville 0000000009.
<b>SUBMITTED BY</b>	<b>Name, Title / Department:</b> Jim Hatfield, Chief Development Officer
<b>MEETING TYPE</b>	<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Special <input type="checkbox"/> Annual
<b>CLASSIFICATION</b>	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Approval
<b>BUDGET / FINANCIAL IMPACT</b>	Budgeted: \$ _____ Expenditure: \$ 219,000.00 Source of Funds: COK Funds
<b>APPROVAL / REVIEWS</b>	<input checked="" type="checkbox"/> Department Head /VP <input checked="" type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Executive Director/CEO <input type="checkbox"/> Legal Counsel: _____ Other – Name/Title: Terry McKee/Procurement Director

### BACKGROUND

**1. What is the objective of this action?**

This provides a vendor for the demolition of an Industrial Building location at 2323 W. Blount Avenue so that the building can be leveled in accordance with local and state requirements.

**2. Why is the action needed now?**

This action allows KCDC to prepare the site area for future redevelopment.

**3. Who are the parties involved and what are their roles (if appropriate)?**

The selected vendor, DH Griffin, will perform the demolition under KCDC's staff oversight.

**4. What are the long-term and short-term exposures?**

None.

<b>HISTORICAL / TRANSACTIONAL INFORMATION</b> (who, when, where)	This award provides a vendor at a fixed rate to provide the necessary demolition services.
<b>ATTACHMENTS</b>	Proposal tabulation form with pertinent information.





Benjamin M. Bentley, Executive Director/CEO

901 N. Broadway • Knoxville, TN 37917

865.403.1100 • Fax 865.403.1117

800.848.0298 (Tennessee Relay Center)

www.kcdc.org

**TO:** The KCDC Board

**FROM:** Benjamin M. Bentley, Secretary

**DATE:** December 1, 2025

**SUBJECT:** Approval of staff awarding the RFP for the Demolition of an Industrial Building at 2323 W. Blount Avenue in Knoxville 0000000009.

KCDC's Procurement Policy requires written formal solicitations (publicly advertised and opened) for services that may exceed \$50,000. Staff requests Board approval of the following recommendation.

<b>Scope of Work</b>	Demolition of an Industrial Building at 2323 W. Blount Avenue in Knoxville 0000000009
<b>Funding Source</b>	Operating funds
<b>Total Award Amount</b>	\$219,000.00
<b>Review Committee</b>	Jim Hatfield, Chief Development Officer Terry McKee, Procurement Director
<b>Solicitation Type</b>	Request for Proposals
<b>Vendor for Award</b>	D.H. Griffin Wrecking Co. Inc.

Scoring Matrix	
Company	
Complete Demolition Services, Inc.	49.20
D.H. Griffin Wrecking Co. Inc.	100.00
Environmental Abatement, Inc.	53.30
E. Luke Greene Co., Inc.	60.80
Renascent, Inc.	68.90
Spirtas Wrecking Company	61.60
Sunesis Environmental LLC	50.20
Tiny's Construction LLC	57.40
Total Demolition Services, Inc.	79.90



**Notice of this solicitation was distributed through the following KCDC centric methods to achieve the widest possible dissemination of the opportunity:**

**Registered Vendors.** Vendors who have registered on-line with KCDC and indicated an interest in providing these goods or services receive an automated email with a link to the solicitation document.

**KCDC Webpage.** The solicitation document and all related documents are posted to KCDC's Web Page for all interested parties to have access to whether they have ever registered with KCDC.

**KCDC Bulletin Boards.** KCDC property offices receive a copy of each solicitation to post on their bulletin boards for residents to consider should they own, work for or otherwise know of businesses that may be interested in the work.

**This solicitation was distributed through the following "distribution" groups for possible distribution to their members and/or contacts. This is part of our outreach to the widest possible marketplace as well as our outreach to small, minority, woman and veteran owned businesses:**

Black Contractors Association+

Centro Hispano de East Tennessee+

Dodge Data & Analytics

Knox County's Supplier Diversity Office\*+

Knoxville Area Urban League+

Knoxville Chamber Partnership

Knoxville's DBAC Office\*+

Knoxville Equity Partners+

SCORE

SERC

Small Business Administration

Tennessee Minority Supplier Development Council+

Tennessee Small Business Development Center

Tennessee Valley Authority Diversity Outreach\*+

U.S. Department of Commerce Minority Business Development Agency+

WJBE Radio+

\* Denotes an organization promoting/assisting Woman Owned Businesses

+ Denotes an organization promoting/assisting Minority Owned Businesses



# KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

## BOARD ACTION FORM #7

<b>MEETING DATE</b>	December 4, 2025
<b>AGENDA ITEM DESCRIPTION</b>	Approval is requested to sell 2516 Selma Avenue (Tax ID #082-NE-003) to East Tennessee Housing Development Corporation for construction of a single-family home.
<b>SUBMITTED BY</b>	<b>Name, Title / Department:</b> Jim Hatfield, CDO
<b>MEETING TYPE</b>	<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Special <input type="checkbox"/> Annual
<b>CLASSIFICATION</b>	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Approval
<b>BUDGET / FINANCIAL IMPACT</b>	Budgeted: \$ <u>n/a</u> Expenditure: \$ <u>n/a</u> Source of Funds:
<b>APPROVAL / REVIEWS</b>	<input checked="" type="checkbox"/> Department Head /VP <input type="checkbox"/> Budget/Finance <input checked="" type="checkbox"/> Executive Director/CEO <input type="checkbox"/> Legal Counsel: _____ Other – Name/Title:

### BACKGROUND

**1. What is the objective of this action?**

New construction of two, a 1-story, 3-bedroom, 2-bath home measuring approximately 1,176 square feet. The home will be ADA VISIBLE. Upon completion of construction, the home will be sold to a household at or below 80% of the area median income for a purchase price of approximately \$260,000.

**2. Why is the action needed now?**

Purchaser has submitted an application and development proposal with respect to the property to the City Homemaker's program.

**3. Who are the parties involved and what are their roles (if appropriate)?**

City - Homemaker program  
 KCDC - titled land owner  
 East Tennessee Housing Development Corporation - purchaser and developer

**4. What are the long-term and short-term exposures?**

None.

<b>HISTORICAL / TRANSACTIONAL INFORMATION (who, when, where)</b>	KCDC acquired the parcel in 2009.
<b>ATTACHMENTS</b>	Map, conditional sales agreement



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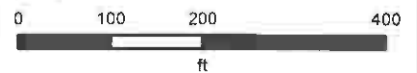
KGIS

2516 Selma

Knoxville - Knox County - KUB Geographic Information System



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J. ANDERSON GASS  
Attorney  
City of Knoxville

Document No. C-25-0353

**HOMEMAKERS PROGRAM  
CONDITIONAL SALES AGREEMENT**

THIS CONDITIONAL SALES AGREEMENT ("CSA") is made by and between the Department of Housing and Neighborhood Development, a department of the City of Knoxville, a municipal corporation organized and existing under the laws of the State of Tennessee, 400 Main Street, Suite 532, Knoxville, TN 37902 ("Department"), and East Tennessee Housing Development Corporation, 10414 Jackson Oaks Way Suite 202, Knoxville, TN 37922 ("Homemaker").

**WITNESSETH:**

WHEREAS, by Ordinance No. O-207-95, the City of Knoxville ("City") established a process called the Homemakers Program to dispose of properties acquired through the Blighted Property Ordinance (codified as amended at Knoxville City Code § 6-150) and other properties acquired by or under control of the Department in order to meet the City's housing and community development objectives; and

WHEREAS, by agreement with the City, Knoxville's Community Development Corporation ("KCDC") conveys property acquired through the Five Points Redevelopment Plan through the Homemakers Program; and

WHEREAS, KCDC owns certain property located at 2516 Selma Avenue, Parcel ID No. 082-NE-003 ("Property"), which is more specifically described in the Warranty Deed whereby KCDC acquired the Property, which is recorded as Instrument No. 200912300044077 in the Knox County Register's Office, to which Instrument specific reference is made for a more particular description of the Property; and

WHEREAS, the Homemaker has been selected by the Homemakers Program Committee to purchase the Property, and the Homemaker has agreed to purchase the Property, under the conditions set forth in this CSA; and

WHEREAS, said contemplated conveyance shall be made only under the prescribed conditions of this CSA.

NOW, THEREFORE, the Department and the Homemaker, for the mutual considerations stated herein, agree as follows:

1. The total purchase price for the fee simple title to the Property is \$23,100.00. The Homemaker will deposit \$2,310.00 as earnest money. The City will hold said deposit in escrow until transfer of title. The Homemaker is responsible for any financing arrangements that must be made to pay any balance due.

2. Final authorization for the transfer of title is subject to the approval of the Board of KCDC. By executing this CSA, the Department agrees to recommend to KCDC that it execute a Deed conveying the Property to the Homemaker in consideration of \$23,100.00 and compliance with all provisions of this CSA.

3. The Homemaker agrees to assume full responsibility for payment of all taxes on the Property as of the date of delivery of the Deed, paying all property taxes when due and never allowing them to become delinquent.

4. The Homemaker agrees to assume full responsibility for obtaining and maintaining adequate hazard and/or builders' risk insurance as of the date of delivery of the Deed and will provide certificates, endorsements, and policies evidencing such insurance upon the City's request.

5. The Homemaker agrees to accept title upon delivery of the Deed by KCDC.

6. The Homemaker agrees to use the Property as proposed in the Homemakers Program application submitted to and approved by the Department and amended and restated below:

New construction of a one story, three-bedroom, two-bath, single-family home containing approximately 1,176 square feet that is energy-efficient and Visitable.

Upon completion, the home will be sold to a household with income at or below 80 percent of the Area Media Income, for a price of approximately \$260,000.00.

When used in this CSA: the term "ADA Accessible" means designed and constructed in such manner that the Property or part of the Property is readily accessible to and usable by individuals with disabilities in compliance with the provisions of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.* ("ADA"); the term "Visitable" means construction compliant with the provisions of the ADA that includes interior doorways that provide a minimum 32-inch-wide unobstructed opening, an accessible means of egress, and a full or half bathroom on the ground floor; the terms "Area Median Income" and "Fair Market Rent" mean the median family income and the fair market rent, respectively, for the Knoxville, Tennessee, metropolitan area as published annually by the United States Department of Housing and Urban Development; and the term "energy efficient" means compliant with minimum design requirements that promote efficient utilization of energy in buildings as set forth in the Residential Building Code of the City of Knoxville.

7. The Homemaker agrees to complete the rehabilitation and/or construction on the Property within one (1) year of the date of delivery of the Deed. The Homemaker will begin the work necessary to rehabilitate the structure and/or construct a structure on the Property within 180 days of the transfer of the Property to the Homemaker. All work shall comply with infill housing design guidelines and all applicable City codes, inspection and permitting rules, rehabilitation standards, and approved plans and specifications.

8. The Homemaker agrees to submit all necessary plans within 90 days of the date of this CSA for the rehabilitation and/or construction of a structure on the Property. This CSA is subject to cancellation by the Department if the Homemaker fails to complete this obligation within 90 days of the date of this CSA.

9. The Homemaker agrees to obtain a written commitment from any and all funding sources for all necessary financing for the purchase, rehabilitation and/or construction required by this CSA within 120 days of the date of this CSA. The Homemaker will provide, or cause to be provided, to the City supportive documents from the funding source(s) fully disclosing the financing terms. This CSA is subject to cancellation by the Department if the Homemaker fails to complete this obligation within 120 days of the date of this CSA.

10. During the period beginning upon delivery of the Deed and continuing to the date KCDC issues a notice of completion of the rehabilitation and/or construction, the Homemaker agrees to secure and maintain the Property.

11. The Homemaker agrees that if the Property is a contributing property within a potential Historic District, a National Register District, a Redevelopment Area, or an H-1 Historical Zoning Overlay, then all rehabilitation work, new construction, or other alterations shall conform to the specific area requirements.

12. Time is of the essence with respect to all matters to be performed pursuant to this CSA.

13. The Homemaker will permit inspections at reasonable times by the Department's staff and designated agents to determine compliance with the terms of this CSA.

14. The Homemaker agrees to provide to the City the following information about the family or individual that initially occupies the structure located on the property: income, family size, race, sex of head of household, and elderly and handicap status. The Homemaker will submit the information on the form provided to the Homemaker for such purpose by the Department.

15. The Homemaker agrees to comply with all applicable federal requirements related to the construction, sale, rental, and financing of the housing units constructed and/or rehabilitated on the Property, including, but not limited to, lead-based paint hazard elimination regulations, the Civil Rights Act of 1964, and the Fair Housing Act, and related regulations.

16. The Homemaker agrees to maintain the Property in accordance with all applicable City codes, ordinances, rules, and regulations related to the maintenance of property standards and shall not allow the Property to fall into disrepair or blight.

17. Notices shall be given between the parties in writing, and shall be delivered to the addresses of the parties as set forth herein. All notices shall be either personally delivered or mailed through the U.S. Postal Service, postage prepaid, in a sealed envelope, certified mail, return receipt requested. Notices shall be deemed given when personally delivered or the day following deposit in the U.S. Postal Service as aforesaid.



18. Transfer of title shall take place within 150 days of the date of this CSA. This CSA is subject to cancellation by the Department if transfer of title does not take place within 150 days of the date of this CSA.

19. If the circumstances surrounding or the facts underlying the decision of the Department to enter into this CSA have materially changed between the date of this CSA and closing, and said changes are outside the control of the parties and could not have been avoided by the exercise of due care, then the Department, in its sole discretion, reserves the right to cancel this CSA and return the earnest money deposit to the Homemaker.

20. If it becomes necessary to enforce this CSA through an attorney, or by institution of litigation or other proceedings, the prevailing party, in addition to all other damages or remedies that may be awarded, shall be entitled to receive all costs, out-of-pocket expenditures, and reasonable attorneys' fees.

21. It is expressly understood and agreed that this CSA contains the entire agreement between the Department and the Homemaker and that there are no oral or collateral conditions, agreements, or representations, all such having been incorporated and resolved into this CSA. All conditions of this CSA shall be satisfied at or before closing.

IN WITNESS WHEREOF, this CSA has been duly executed and is effective on the latest of the dates set forth below.

EAST TENNESSEE HOUSING  
DEVELOPMENT CORPORATION

11/3/2025  
Date

BY:

Todd Kennedy  
TODD KENNEDY  
EXECUTIVE DIRECTOR

DEPARTMENT OF HOUSING AND  
NEIGHBORHOOD DEVELOPMENT

11-03-2025  
Date

BY:


Kevin Dubose  
KEVIN DUBOSE  
DIRECTOR

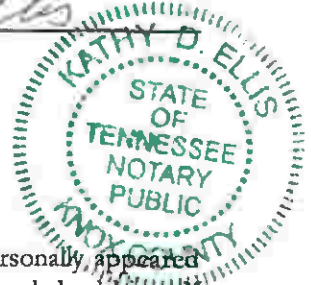
STATE OF TENNESSEE )  
COUNTY OF KNOX )

Before me, a Notary Public in and for the County and State aforesaid, personally appeared **Todd Kennedy**, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged that as the Executive Director of **East Tennessee Housing Development Corporation** is authorized to do so, executed the foregoing instrument for the purposes contained therein.

WITNESS my hand and seal at office in Knox County, Tennessee, this 3<sup>rd</sup> day of November, 2025.

My Commission Expires: 04/14/2029

  
Notary Public




STATE OF TENNESSEE )  
COUNTY OF KNOX )

Before me, a Notary Public in and for the County and State aforesaid, personally appeared **Kevin DuBose**, with whom I am personally acquainted and who, upon oath, acknowledged himself to be the Director of Housing and Neighborhood Development of the **City of Knoxville**, a municipal corporation, and, being so authorized, executed the foregoing instrument for the purposes contained therein.

WITNESS my hand and seal at office in Knox County, Tennessee, this 3<sup>rd</sup> day of November, 2025.

My Commission Expires: 04/14/2029

  
Notary Public

