

**Redevelopment Commission
Meeting Minutes
Tuesday, March 1, 2016
Greenville, North Carolina**

Present:

- Angela Marshall
- Jeremy King
- Judy Siguaw

- Tracie Gardner
- Patricia Dunn
- Richard Patterson

- Sharif Hatoum
at 5:38 PM

Absent:

- Angela Marshall
- Jeremy King
- Judy Siguaw

- Tracie Gardner
- Patricia Dunn
- Richard Patterson

- Sharif Hatoum

Staff:

- Merrill Flood
- McClean Godley (City Council Liaison)
- Roger Johnson
- Tom Wisemiller

- Casey Verburg
 - Christian Lockamy
 - Betty Moseley
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I. Welcome

II. Roll Call

III. Approval of Minutes – February 2, 2016

Mr. King stated that there has been an item added to the agenda. The new item is V. Consideration of Merchants Parking Lot Design Study. This is in regards to the parking lot off of Washington Street behind the theatre.

Motion was made by Mr. Patterson and seconded by Ms. Siguaw to approve the amended agenda. Motion carried unanimously.

Motion was made by Ms. Dunn and seconded by Mr. Patterson to approve the meeting minutes from February 2, 2016 as presented. Motion carried unanimously.

IV. Authorization of Contractor Selected to Complete the Uptown Theatre Remediation and Building Stabilization

Mr. Wisemiller stated that at the February meeting the commission approved the Brownfields sub-grant. The theatre is in need of remediation for items such as asbestos, lead-based paint surfaces, biological contamination, and removal of impacted materials. The building stabilization consists of removal of chimney and fly loft, and putting a new roof on. The remediation and stabilization must be done concurrently. The environmental remediation work is necessary regardless of project outcome.

Project Budget is approximately \$290,000:

- \$125,000 sub-grant from the Revolving Loan Fund program can be used on brownfields eligible expenses
- \$165,000 from Center City bond funds can be used either on building stabilization or remediation

Ms. Dunn asked if the Brownfields funds were a revolving loan or a grant.

Mr. Wisemiller replied that the funds will not need to be paid back. This is a sub-grant to do clean-up projects.

Mr. Wisemiller continued the theatre report. The Public Works Department (PWD) advertised the bid package in January.

Three bids were received:

- Progressive Contracting Company = \$271,300
- American Builders, Inc. = \$185,000
- IMEC Group, LLC = \$168,200 (low bidder)

All three contractors met the initial requirements. PWD has been vetting IMEC Group's references and working with them to ensure that both parties are in agreement. IMEC Group is currently satisfying additional regulatory requirements associated with this type of project. Once it is determined that IMEC Group is in compliance with all requirements, PWD will proceed to negotiate a contract with IMEC Group to complete the work.

Ms. Dunn asked if someone in the Public Works Department was overseeing the project.

Mr. Wisemiller replied correct. Also, the consultant, Cardno, will assist us in determining what parts of the project are Brownfields eligible so we can get full value of the sub-grant.

Ms. Dunn stated that there was quite a difference in the bids received. She asked what factors accounted for that.

Mr. Wisemiller replied that he will need to follow up with PWD.

Mr. King asked if there was a contingency.

Mr. Wisemiller replied yes, five percent.

Mr. King stated he wants to be sure that IMEC is fully aware of all that needs to be done and the full scope of the work. If they are unable to fulfill the requirements, will the project go to the next responsible bidder?

Mr. Wisemiller replied that if IMEC was deemed unable to fulfill the requirements then the bid would go to Americans Builders, then Progressive Contracting Company and then open back up for bids.

Mr. Hatoum stated that he felt the developer could utilize the resources better since they are bringing in contractors.

Mr. Wisemiller replied that the letter of intent from the developer states they will invest about a million dollars for improvements and the City will take care of the remediation and stabilization part according to the abatement plan.

Ms. Dunn asked if staff anticipated any overruns and how will the overruns be handled.

Mr. Wisemiller replied that the contingency is about five percent. IMEC cannot ask for any more than that.

Ms. Siguaw asked how much of the project will qualify for the \$125,000 sub-grant.

Mr. Wisemiller replied that the initial guess is about \$80,000.

Staff recommends that the Redevelopment Commission authorize the Public Works Department to hire IMEC Group, LLC to complete the Uptown Theatre Remediation and Building Stabilization, contingent on IMEC Group, LLC being compliant with all relevant regulatory requirements associated with the project.

Motion was made by Mr. King and seconded by Mr. Patterson to authorize the Public Works Department to hire IMEC Group, LLC to complete the Uptown Theatre Remediation and Building Stabilization, contingent on IMEC Group, LLC being compliant with all relevant regulatory requirements associated with the project; in the event IMEC is deemed unable to fulfill the requirements then the Public Works Department is authorized to proceed with the next lowest qualified bidder. Motion carried unanimously.

V. Consideration of Merchants Parking Lot Design Study

Mr. King gave an overview of the project and the consideration of the Merchants Parking Lot Design Study.

Mr. Hatoum asked if the parking lot was privately owned.

Mr. Flood replied that it is City owned.

Mr. Wisemiller delineated the parking on the map. This is the lot that would serve the theatre. It currently has an isle with dumpsters, a transformer box, and a grease pit. There are approximately 20 parking spaces.

Ms. Dunn asked how much was being proposed for the design study. Would it cover things like how to paint the lines and such?

Mr. Wisemiller replied that the proposal is for \$12,000. It will analyze the lot and make recommendations for more parking, better functionality, and how to make it more attractive. The isle takes up a considerable amount of space.

Ms. Dunn asked if the parking lot will be for merchants to lease.

Mr. Wisemiller replied that might be one use. The letter of intent, which the commission approved last month, states the following: "identify funding for improvements to the City-owned parking lot located on Parcel # 11436 and Parcel # 05937 which will reconfigure the parking lot in a manner that supports the Property and adjacent properties by relocating existing traffic islands and other measures and in order to accommodate tour buses and trailers typically used by performers at venues

similar to the Project at some location within 300 feet of the Property. The Parties, in consultation with the City, shall develop a mutually agreeable vehicle parking and traffic plan for the parking lot and surrounding areas no later than 120 days following the Effective Date.”

Improvements to the Merchant’s Parking Lot would aim to achieve the following goals:

- Accommodate the Uptown Theatre’s operational functions (tour buses, trucks)
- Upgrade the sanitation/utility infrastructure
- Increase efficiency of parking
- Make the lot more attractive, while supporting and complementing the adjacent business uses
- Build on existing improvements to Merchant’s Alley

To accomplish this, the proposal is to hire the East Group to complete a design study of the lot for \$12,500. The scope of services includes public input meeting(s). If the contract with IMEC Group goes forward, that contract would be more than \$100,000 under budget. RDC could use unneeded Center City Bond funds left over from the remediation and stabilization to pay for the East Group’s design study. Staff will come back to the RDC to request that additional Center City Bond funds be used for construction of the lot improvements.

Ms. Dunn asked if staff had an idea of how much the construction of improvements might cost.

Mr. Wisemiller replied that the total cost is to be determined.

Mr. Flood stated that this will be more of a schematic design than a study. The lot will need to be reconfigured to accommodate tour buses and the turning radius.

Staff recommends that the RDC authorize City staff to hire the East Group to complete a design study of the Merchant’s Parking Lot.

Motion was made by Ms. Dunn and seconded by Ms. Siguaw to authorize City staff to hire the East Group to complete a design study of the Merchant’s Parking lot. Motion carried unanimously.

VI. Discussion of Small Business Plan Competition Selection Subcommittee

Mr. Wisemiller stated that for the previous small business plan competition cycle in January, the board had elected to maintain the subcommittee members until the summer cycle. The current members are rotating off. There will be a couple of meetings prior to the summer cycle, so the board needs to address selecting a new subcommittee.

Mr. King stated that he cannot do it due to involvements with the small business owners.

Mr. Hatoum and Ms. Siguaw volunteered to serve.

Ms. Gardner requested clarification on the subcommittee.

Ms. Siguaw and Mr. King explained the small business plan process.

Ms. Gardner and Mr. Patterson volunteered to serve.

Mr. King asked if it was restricted to three members.

Mr. Wisemiller replied that he didn’t know of any reason why four people couldn’t serve.

Motion was made by Ms. Dunn and seconded by Mr. King to appoint Sharif Hatoum, Judy Siguaw, Tracie Gardner, and Richard Patterson to the Small Business Plan Competition Subcommittee. Motion carried unanimously.

VII. Public Comment Period

No comments received.

VIII. Report from Secretary

a. Monthly Financial Report

Mr. Flood gave the financial report.

Mr. King asked if there was a deficit in the Evans Gateway account.

Mr. Flood replied yes, however, the accounts will be trued up with any revenue. The overall budget does still have funds.

IX. Comments from Commission Members

No comments received.

X. Adjournment

Motion was made by Ms. Dunn and seconded by Ms. Siguaw to adjourn the Redevelopment Commission meeting at 6:16 PM. Motion carried unanimously.

Respectfully submitted,

Signature on file

Thomas G. Wisemiller
The Economic Development Project Coordinator
City of Greenville Community Development Department