

## **GREENVILLE REDEVELOPMENT COMMISSION MINUTES**

October 6, 2009  
Greenville, NC

The Greenville Redevelopment Commission met on the above date for a meeting at 5:30 p.m. in the City Council Chambers of the City Hall Building located at 200 West Fifth Street.

### **COMMISSION MEMBERS PRESENT:**

|                 |                             |                |
|-----------------|-----------------------------|----------------|
| Melissa Hill    | Don Mills                   | Terri Williams |
| Evan Lewis      | Dennis Mitchell, Chair      |                |
| Chris Mansfield | Robert Thompson, Vice-Chair |                |

**STAFF MEMBERS PRESENT:** Sandy Gale Edmundson, Secretary; Jonathan Edwards, Audio; Merrill Flood, Director of Community Development; Lamarco Morrison, Parks Planner; and Carl Rees, Urban Development Planner

**OTHERS PRESENT:** Roger Conner, Go-Science and Max R. Joyner, Jr., City Council Liaison

### **APPROVAL OF MINUTES OF SEPTEMBER 1, 2009:**

Motion was made by Mr. Robert Thompson and seconded by Ms. Terri Williams to approve the September 1, 2009 minutes. Motion carried unanimously.

### **CONSIDERATION OF TOWN COMMON DESIGN CONTRACT**

Mr. Morrison told the Commission that Cole, Jenest and Stone were selected to perform site analysis; develop design concepts and seek public input; develop cost estimates and phasing plans for improvements; make presentations to elected and appointed bodies; prepare final schematic plan; and prepare and deliver Town Common Master Plan to Redevelopment Commission. The contract terms are to complete all work as described in six months; complete all work for a fee of \$50,000.00; and provide a Master Plan to the Redevelopment Commission. There will be public input meetings for the public. Ms. Williams and Mr. Mansfield served on the Selection Committee. Staff recommends that the Redevelopment Commission approve a contract in an amount not to exceed \$50,000.00 with Cole, Jenest and Stone.

Motion was made by Mr. Robert Thompson and seconded by Mr. Don Mills to approve the contract with Cole, Jenest and Stone in an amount not to exceed \$50,000.00. Motion carried unanimously.

**CONSIDERATION OF CONTRACT FOR SIGNALIZATION IMPROVEMENTS AT READE AND COTANCHE STREET INTERSECTION**

Mr. Rees: Bids were received for the Traffic Signal Modifications Project at the Reade Circle/Cotanche Street Intersection on September 25, 2009. The project will involve the installation of new mast arm poles and traffic signal equipment at the Reade Circle/Cotanche Street intersection as well as pedestrian signals and illuminated street signs. The Signal Bid Tabulation is as follows: Fulcher Electric bid \$111,855.50; ALS of North Carolina bid \$136,574.50; and Watson Electric bid \$163,131.00. There is a contingency (5%) expenditure of \$5,592.78. Staff recommends that the Redevelopment Commission approve a contract in an amount not to exceed \$117,448.28 with Fulcher Electric, Inc. The Center City Revitalization Bonds will be used to pay the \$117,448.28.

Mr. Mills: Has the City had dealings with Fulcher Electric in the past?

Mr. Rees: I do not know. I can check.

Mr. Thompson: When will the project be complete?

Mr. Rees: The project should be completed by mid to late January.

Motion was made by Mr. Robert Thompson and seconded by Mr. Evan Lewis to approve a contract with Fulcher Electric, Inc. in an amount not to exceed \$117,448.28. Motion carried unanimously.

**CONSIDERATION OF LICENSING AGREEMENTS FOR DUMPSTER LOCATION ON REDEVELOPMENT COMMISSION PROPERTY**

Mr. Rees told the Commission that in the dense urban fabric of Uptown, it is hard to find locations for dumpsters. There are two situations with Starlight Café and Winslow's Deli with both having dumpsters on the Redevelopment Commission's property at the Theatre. Staff recommends that the Redevelopment Commission authorize the Commission's Secretary to enter into licensing agreements for location of refuse collection containers on theatre property

Mr. Joyner: Will there be a fee?

Mr. Rees: No fee will be charged.

Mr. Lewis: Please be sure that the businesses indemnify and hold harmless the Commission and the City in the event that a third party sued the Commission or the City related to the businesses' installation, maintenance or use of the dumpsters on City property.

Motion was made by Mr. Robert Thompson and seconded by Mr. Don Mills to authorize licensing agreements. Motion carried unanimously.

### **CONSIDERATION OF SMALL BUSINESS PLAN GRANT AMENDMENTS**

Mr. Rees: The Small Business Plan Grant Amendments are:

- 5.6 All submitting entities will receive notification via U.S. Mail as to their status. Applicants that are not selected for funding may not resubmit a business plan proposal for the same project for twelve (12) months following the decision by the Redevelopment Commission. (Applicants are eligible to submit business plan proposals for substantially different projects at any time.)
  
- 6.2 Following the disbursement of funds, recipients will be required to certify each year on or near the anniversary of grant acceptance that they have attended quarterly post-award business counseling facilitated by an individual or organization that has been previously approved by the Redevelopment Commission of Greenville and that the granted funds continue to be used in accordance with their business plan proposal. This requirement remains in effect during the entire three-year compliance period.

Ms. Hill: There should be clarifying language to make it truly be twelve (12) months from the original submission date. If application is pulled before submission, applicants can resubmit at any time.

Mr. Rees: Scoring factors that will be taken into consideration by the Redevelopment Commission includes cash flow, credit history, employees, equity and experience.

Mr. Lewis: A request of grant recipient to report back to the Redevelopment Commission in twelve (12) months for accountability.

Mr. Thompson: Receiving a report from the grant recipient will also inform the public of grant recipient results with business.

Mr. Rees: I will add a 6.4 requesting a report back to the Commission.

The Commission suggested several changes to eliminate the double negative in 5.6 and changing signing to signing.

Motion was made by Mr. Robert Thompson and seconded by Mr. Evan Lewis to approve the document with changes recommended by the Commission. Motion carried unanimously.

## **CONSIDERATION OF SELECTION CRITERIA FOR PROPERTY DISPOSAL**

Mr. Flood: The consideration of criteria to be used in the selection of one of several non-profit entities interested in purchasing a structure owned by the City of Greenville at 1003 West Fifth Street. Three proposals were received. Criteria was developed by Staff: organizational structure; experience; financial resources; public purpose; compliance with the West Greenville/Center City Revitalization Plan and land use provisions of the City of Greenville; and presentation. If the Commission thinks the criteria is okay, three (3) presentations would be made at the November Redevelopment Commission meeting. Staff recommends that the Commission adopt property disposal criteria and request that interested organizations present qualifications at the November meeting.

Mr. Thompson: There should be a statement of community needs and some assessment of probable impact of doing that. What are the real needs in the area?

Mr. Mitchell: How are financial resources defined?

Mr. Flood: Balance sheets would be submitted to show they had the funds for operation and maintenance.

Mr. Mitchell: The Commission needs to know how money will be obtained. A letter from the bank for preapproval could be included in their information. I do not want the building to be left empty due to no financial resources.

Ms. Hill: The experience of Staff should be noted and information on their board. As Mr. Thompson brought up, community needs should be added into the criteria.

Mr. Flood: Points would be given based on the answer to that question.

Ms. Hill: I think that needs to be rated.

Mr. Mitchell: There should be an amount of time given in getting the building in working order. The Commission should get a copy of the business plan for review before the November meeting. How many minutes should the presentation be?

Mr. Flood: Each presentation could last ten minutes. The Commission could make a decision at the November meeting.

Ms. Hill: What are the names of the three nonprofits?

Mr. Flood: The three nonprofits are: A Step Towards Better Health; The Exceed Organization; and The Kinston Charter Academy.

## **UPDATE ON THEATRE DESIGN PROCESS**

Mr. Rees: The North Carolina Rural Economic Development Center has made a grant of \$25,000.00 to the City of Greenville to be used for preliminary design work on the theatre. Staff will provide an update to the Redevelopment Commission on recent repair activities at the theatre and will map out a strategy for redesign of the theatre building necessary in advance of fundraising and renovation. The theatre was acquired in December 2008. Theatre was added as a “contributing structure” in the Downtown National Register Historic District. Minor repairs were completed to the western wall. The next step is to hire an architectural firm/team to complete Phase I design work to include: existing conditions study; conceptual designs for existing space and rear addition; detailed designs for repair of front façade and flyway; and cost estimates for all work. Staff recommends:

1. Amend Redevelopment Commission budget to include \$94,850.00 in a construction account;
2. Authorize staff to initiate a Request for Qualifications (RFQ) process to select an architect; and
3. Nominate 2-3 Commission members to serve on the interview panel.

Mr. Mills: What is the extent of deterioration?

Mr. Rees: The flyway is in bad shape. The building will have to be checked for asbestos and lead paint.

Motion was made by Mr. Robert Thompson and seconded by Mr. Don Mills to amend the Redevelopment Commission’s budget to include \$94,850.00 in a construction account and to authorize staff to initiate a request for qualifications process to select an architect. Motion carried unanimously.

Ms. Melissa Hill, Mr. Evan Lewis and Mr. Robert Thompson volunteered to serve on the interview panel.

Mr. Rees: Proposed interview dates will be November 9, 2009 and November 13, 2009.

## **REPORT FROM SECRETARY**

### **Expenditure Report**

Mr. Flood: The expenditure reports for West Greenville and the Center City have been submitted for review by the Commission.

## Housing Activities Report

Mr. Flood: The City of Greenville's West Greenville 45-Block Revitalization Area Cumulative Report as of June 30, 2009 has been submitted to the Commission by the Community Development Department's Housing Division.

### **COMMENTS FROM COMMISSION MEMBERS**

Mr. Mitchell: Nathaniel Village is really taking shape and is appealing.

Mr. Mills: Winslow's Tavern is a nice addition to the Center City.

Mr. Thompson: I agree.

### **PUBLIC COMMENT**

There was no public comment.

### **CLOSED SESSION**

Mr. Rees: The purpose of the closed session is to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, said law rendering the information as privileged or confidential being the Open Meetings Law; and

to establish or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease for purpose of redevelopment.

Motion was made by Mr. Robert Thompson and seconded by Mr. Evan Lewis to go into closed session. Motion carried unanimously.

### **ADJOURNMENT**

Motion was made by Mr. Robert Thompson and seconded by Mr. Evan Lewis to adjourn the October 6, 2009 meeting. Motion carried unanimously.

Respectfully submitted,

Carl Rees, Urban Development Planner  
The City of Greenville Community Development Department

