



# Agenda

## Greenville City Council

February 10, 2014  
6:00 PM  
City Council Chambers  
200 West Fifth Street

---

Assistive listening devices are available upon request for meetings held in the Council Chambers. If an interpreter is needed for deaf or hearing impaired citizens, please call 252-329-4422 (voice) or 252-329-4060 (TDD) no later than two business days prior to the meeting.

---

**I. Call Meeting To Order**

**II. Invocation - Council Member Smith**

**III. Pledge of Allegiance**

**IV. Roll Call**

**V. Approval of Agenda**

- **Public Comment Period**

The Public Comment Period is a period reserved for comments by the public. Items that were or are scheduled to be the subject of public hearings conducted at the same meeting or another meeting during the same week shall not be discussed. A total of 30 minutes is allocated with each individual being allowed no more than 3 minutes. Individuals who registered with the City Clerk to speak will speak in the order registered until the allocated 30 minutes expires. If time remains after all persons who registered have spoken, individuals who did not register will have an opportunity to speak until the allocated 30 minutes expires.

**VI. Consent Agenda**

1. Minutes from the January 25-26, 2013 Annual Planning Session, the March 25, 2013 Workshop on Budget and Bradford Creek, and the May 9 and June 13, 2013 City Council meetings
2. Resolutions granting and authorizing the execution of easements for the Pitt County-City of Greenville Airport Authority
3. Extension of Memorandum of Understanding with East Carolina University relating to the Lucille W. Gorham Intergenerational Center

4. Resolution approving the extension to the lease agreement with the State of North Carolina for the school building at the Lucille W. Gorham Intergenerational Center
5. Resolution approving the extension of the lease agreement with the State of North Carolina for the first floor of the Lessie Bass Building located at 1100 Ward Street
6. Resolution approving the extension of the lease agreement with Lucille W. Gorham Intergenerational Community Center, Inc. for the second floor of the Lessie Bass Building located at 1100 Ward Street
7. Resolution approving the extension of the lease agreement with the Little Willie Center, Inc., of Pitt County for the rectory and annex buildings at the Lucille W. Gorham Intergenerational Center
8. Resolution accepting dedication of rights-of-way and easements for Arbor Hills South, Phase 3
9. Supplemental Municipal Agreement with the North Carolina Department of Transportation for Design and Construction of South Tar River Greenway Phase 3 – Pitt Street to Moye Boulevard
10. Economic Development Grant Applications
11. Resolution declaring a 40' Coastal Traileras surplus and authorizing its disposition to the City of New Bern
12. Ordinance amending the Manual of Fees to address the C. M. Eppes Alumni Parade
13. Various tax refunds greater than \$100
14. Budget ordinance amendment #6 to the 2013-2014 City of Greenville budget (Ordinance #13-026)

**VII. New Business**

15. Presentations by Boards and Commissions
  - a. Board of Adjustment
  - b. Human Relations Council
16. Mid-year report on Uptown Greenville Contract for Services
17. Presentation of the Final Report of the University Neighborhood Revitalization Initiative (UNRI) Committee

**VIII. Review of February 13, 2014, City Council Agenda**

**IX. Comments from Mayor and City Council**

**X. City Manager's Report**

18. Demonstration of City Compass

19. Multi-Facility Improvement Project

20. Emergency and Adverse Weather Pay Policy

**XI. Adjournment**



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

---

**Title of Item:** Minutes from the January 25-26, 2013 Annual Planning Session, the March 25, 2013 Workshop on Budget and Bradford Creek, and the May 9 and June 13, 2013 City Council meetings

**Explanation:** Proposed minutes from the January 25-26, 2013 Annual Planning Session, the March 25, 2013 Workshop on Budget and Bradford Creek, and the May 9 and June 13, 2013 City Council meetings are presented for review and approval.

**Fiscal Note:** There is no direct cost to the City.

**Recommendation:** Review and approve proposed minutes from the January 25-26, 2013 Annual Planning Session, the March 25, 2013 Workshop on Budget and Bradford Creek, and the May 9 and June 13, 2013 City Council meetings.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

- [Proposed Minutes of the 2013 City Council Planning Retreat 947959](#)
- [Proposed March 25 City Council Budget Workshop 970102](#)
- [May 9 2013 City Council Meeting Minutes 970111](#)
- [Proposed Minutes June 13 2013 City Council Meeting 970913](#)

PROPOSED MINUTES  
ANNUAL PLANNING SESSION  
GREENVILLE CITY COUNCIL  
JANUARY 25-26, 2013



Having been properly advertised, the Annual Planning Session of the Greenville City Council was held on Friday and Saturday, January 25-26, 2013 on the third floor at City Hall, with Mayor Allen M. Thomas presiding. The event began with dinner at 5:30 pm and Mayor Thomas called the meeting to order at 6:00 pm on Friday, January 25, 2013. The Friday evening session was held in Conference Room 337.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Rose H. Glover, Council Member Kandie Smith, Council Member Marion Blackburn, Council Member Calvin R. Mercer, Council Member Max R. Joyner, Jr. and Council Member Dennis J. Mitchell

Those Absent:

None

Also Present:

City Manager Barbara Lipscomb, City Attorney David A. Holec, and City Clerk Carol L. Barwick

---

**APPROVAL OF THE FRIDAY EVENING AGENDA**

---

Upon motion by Council Member Joyner and second by Council Member Mitchell, the City Council unanimously approved the agenda.

---

**FRIDAY'S SESSION**

---

City Manager Barbara Lipscomb stated she was pleased to open the 2013 Planning Session, which will focus primarily on Economic Development. She stated the meeting is designed around the concept of presenting and developing ideas and that there are no rights or wrongs. She then introduced Ron Kimble, Deputy City Manager of Charlotte, North Carolina and former City Manager of Greenville, who would be making the evening's presentation. She stated Greenville is not trying to become Charlotte, but Mr. Kimble will discuss the tools they use for development so that the City Council may consider those which might be deemed appropriate for use in Greenville.

Mr. Kimble expressed his pleasure at being back in Greenville, stating he gives much credit to his 17 years here for his success in Charlotte. He stated he had been asked to focus on



Charlotte's model for Center City redevelopment and how Charlotte achieved its success. He stated the key points in this were to:

- Develop a shared vision
- Create a structure to support and sustain that vision
- Implement the shared vision
- Periodically update the vision
- Celebrate successes

Mr. Kimble stated that Charlotte has had a plan for its uptown since 1960 which is updated every 10 years. It is a shared plan that is embraced by the City, the County, the Chamber of Commerce, Center City businesses and Charlotte's residents. The plan does not lie on a shelf, but rather, it is used to guide discussions about public and private investment in their Center City. The last update was completed in 2011 and was funded in equal shares by the City, County and their Center City Partners. He characterized Charlotte's Center City as nice, modern, clean and vibrant, but noted the one thing they had not done well was to preserve its history.

Center City Partners is an organization created to be the shepherd of the plan and the "go to" organization for uptown issues. It has a 30 member governing board that consists of two members each from the City and County, with other representatives serving at-large. The organization oversees 4 municipal service districts (MSDs) with overlay property taxes assigned to each. It has a \$4 million annual budget, with \$3 million of that coming from MSD taxes. They organize Uptown's special events and serve as a key player in filling office space and recruiting businesses.

Mayor Thomas asked if membership is slated based on types of businesses or some other factor.

Mr. Kimble stated there are some targets for having a certain percentage from specific industries, but the real key is diversity in terms of people and skills they can bring to the table.

Council Member Joyner asked how Charlotte got the County involved.

Mr. Kimble stated the key to economic development in any urban city is getting the County to be a partner. Charlotte is different from Greenville in that Mecklenburg County runs the entire park system, but the City takes on the policing function for the entire County. They have eliminated duplication of services by focusing on teamwork, but they maintain separation of government.

Council Member Blackburn asked how the MSDs came about.



Mr. Kimble stated as large corporations were growing in the area, many wanted the downtown area to be brilliant and thriving. Leaders like Bank of America and Wachovia brought others along with them. There was much discussion about how to set things up, but the people got totally involved.

Council Member Mitchell asked what sorts of things are in Charlotte's Uptown plan.

Mr. Kimble stated it includes both residential and commercial, entertainment, retail, dining, open space, parks, hospitality, hotels, tourism and the Panther's Football organization. The area is separated into 4 wards and they establish what will be the staple in those areas over time.

Council Member Joyner asked how businesses and citizens feel about the amount of time and investment spent on their Uptown area versus the rest of the city.

Mr. Kimble stated Charlotte has many different "centers" because it is imperative to boost up the entire citizenry. For example, he stated he could have given an entirely different presentation tonight if asked to focus on revitalization strategies for distressed business corridors.

Mr. Kimble discussed the following major projects completed over the past two decades through public-private partnerships:

- \$250M Pro Football Stadium
- \$200M New Arena
- \$150M Convention Center
- 2 New Art Museums and 2 New Performing Arts Theaters
- \$195M NASCAR Hall of Fame
- \$54M Uptown AAA Baseball Stadium
- 2 Major Entertainment/Retail Destinations
- New \$462M Light Rail Line
- New \$1.28B Light Rail Extension Line Underway
- Major \$170M Retail Center Redevelopment

He stated that each of these projects was completed through a variety of funding sources, to include:

- Hospitality Taxes
- 8% Hotel/Motel Occupancy Taxes
- 1% Prepared Food & Beverage Taxes
- 6.5% Car Rental Taxes
- Municipal Service District Taxes
- Synthetic Tax Increment Grants
- General Fund Capital



- One Half Cent Local Option Sales Taxes
- Private Funding

Mr. Kimble stated Charlotte goes to its citizens every two years – in even-numbered years – for bond votes. Bonds, on average, are in the \$200 million to \$230 million range and are intended to cover things like transportation infrastructure, neighborhood improvements and affordable housing. All referenda in the past 30 years have passed by wide margins.

Mr. Kimble stressed that Charlotte has a very good capital program that allocates about 5% of its tax rate to pay for the bonds. That allocation allows Charlotte to assure their voters they can pay for the bonds.

Following an extensive question and answer session, Mr. Kimble made the following recommendations:

- Negotiate fairly, openly, respectfully, honestly
- Negotiate knowing there will be another day and another project
- Negotiate realizing that the final product must withstand all scrutiny
- Reduce the complex and complicated to its simplest terms
- Remember that redevelopment is a marathon, not a sprint
- Build on a strong public/private foundation
- Celebrate wins often

Mr. Kimble closed by encouraging Greenville to steal the best ideas from other communities and tailor them to fit Greenville's needs. He cautioned that projects of this nature are counted as debt and must be approved by the Local Government Commission, who will want proof that the financing works and taxpayer interests are protected.

---

**RECESS**

---

Upon conclusion of Mr. Kimble's presentation, City Manager Lipscomb reviewed the agenda for Saturday's session, noting the scheduled start time of 8:00 am.

Council Member Blackburn noted the inclement weather and moved to recess the current session and reconvene at 9:00 am on Saturday in the Gallery at City Hall. Council Member Joyner seconded the motion which passed by unanimous vote. Mayor Thomas declared the meeting recessed until 9:00 am on Saturday, January 26, 2013.





---

### RECONVENE

---

Mayor Thomas reconvened the meeting at 9:00 am on Saturday, January 26, 2013 in the Gallery.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Rose H. Glover, Council Member Kandie Smith, Council Member Marion Blackburn, Council Member Calvin R. Mercer, Council Member Max R. Joyner, Jr. and Council Member Dennis J. Mitchell

Those Absent:

None

Also Present:

City Manager Barbara Lipscomb, City Attorney David A. Holec, and City Clerk Carol L. Barwick

---

### APPROVAL OF THE SATURDAY AGENDA

---

Council Member Mercer stated he'd spoken to City Manager Lipscomb about the upcoming session not having a presentation on Public Safety and she had explained her plan for future workshops. He stated he could appreciate that the focus of the current session is economic development, but feels it should be considered in the context of other things, such as public safety. He asked if the City would be keeping its goals from last year or if the Council would be setting new ones.

City Manager Lipscomb explained her plan to have workshops on topics such as public safety, stormwater, sanitation, code enforcement, etc. As far as goals are concerned, she stated the six month update was provided with agenda materials for today's session. Many of the goals are not yet funded or will be funded in 2014. She stated she planned to continue working on them in the coming year.

Council Member Blackburn stated she is very concerned about neighborhoods and hopes there will be a workshop on neighborhood issues.

There being no further discussion, Council Member Joyner moved to approve the agenda. Council Member Mitchell seconded the motion, which passed by unanimous vote.

---

### SATURDAY'S SESSION

---



---

City Manager Lipscomb acknowledged the hard work of City staff in putting together this year's Planning Session, then introduced David Long, of David Long Consulting. Mr. Long is a 10<sup>th</sup> generation North Carolinian and University of North Carolina graduate who will serve as facilitator for today's session.

### **OPENING COMMENTS**

Facilitator David Long thanked the management staff for inviting him and said the common theme he sees in working with municipalities throughout the state is elected officials wanting to get on the same page. He stated local government is his passion and he never takes these opportunities for granted.

### **UPDATE ON CITY FINANCES AND FINANCIAL TRENDS**

Financial Services Director Bernita Demery reviewed the City's financial performance for 2012 and summarized performance for 2013 up to the mid-year point. In 2012, revenues exceeded expenses by slightly more than \$2.8 million. She stated that current year revenues are about 5% below the same point in 2012, but that was anticipated due to the property revaluation last year which resulted in a 3.95% decrease to 70% of Greenville properties. She further stated that sales tax is also down 5% compared to last year.

Ms. Demery stated that personnel costs are up 1% compared to the prior year, but operational expenses are down 4%. The four largest projects planned for the year are the Dream Park, improvements to the Eppes Center, the Financial Management System and Video Surveillance. For 2013, revenues will exceed expenses. The City is in good financial shape and mid-year finances are in line with budget.

Council Member Blackburn asked how many positions are currently frozen.

City Manager Lipscomb stated there are 5 positions frozen and some others that are under review.

Council Member Blackburn stated she wanted to be on record as opposing elimination of the Neighborhood Liaison position.

A general discussion of the information presented followed Ms. Demery's presentation.

### **DEVELOPMENT AND TAX BASE**

#### **DEVELOPMENT TRENDS**



Interim Assistant City Manager Chris Padgett stated property tax accounts for 39% of General Fund revenue and is the city's primary source, but Greenville's total valuation is relatively low compared to many of its peers. Sales tax accounts for another 20% of General Fund revenue, and Greenville tends to rely more heavily on sales tax than many other communities. Five-year development trends with regard to new construction building permits and associated construction values decreased in 2009, 2010 and 2011, but saw a significant increase in 2012. New construction decreased from 2008 to 2009, then showed little growth through 2011. 2012 saw an increase of 31%.

#### TAX BASE TRENDS

Interim Assistant City Manager Padgett stated Greenville is the 10<sup>th</sup> largest city in North Carolina. He showed a chart depicting tax valuation trends over the past 10 years and discussed the impact of a 1¢ change in the tax rate.

Mr. Padgett stated in North Carolina, various non-profit agencies can qualify to be tax-exempt. In Greenville, 26% of the land area is occupied by non-profits from which the City collects no property tax. These tax-exempt properties include Vidant Medical, which is the City's largest non-profit, East Carolina University, the Airport Authority, the Housing Authority and others. He stressed that although the City collects no property tax from these entities, they all partner with the City on many things and are vital to the community.

Council Member Joyner asked about needed infrastructure for north of the river development.

Mr. Padgett stated infrastructure is adequate along the main corridors, but that may not be the case in other areas. The biggest obstacle to development north of the river is the flood plain.

Mr. Padgett then presented the following policy considerations:

- Should the City consider pursuing opportunities to diversify its revenue sources and expand the revenue base by increasing revenues generated by those that live outside the city, but come here to eat and shop?
- Should the City coordinate with the major tax-exempt entities located within the city in an effort to maximize the benefit of their growth and to ensure that it does not unintentionally compromise the City's ability to provide quality services to its citizens?
- Should the City investigate opportunities for developing a more substantial industrial component as part of its tax base?
- Should the city consider developing design standards for new development so as to ensure quality development; maximizing the benefit to citizens and the tax base?



A general discussion of the information presented followed Mr. Padgett's presentation.

## RECESS

At the conclusion of discussion on Mr. Padgett's presentation and in accordance with the approved agenda, Mayor Thomas called a short recess, beginning at 10:38 am. He reconvened the meeting at 10:52 am.

City Manager Lipscomb stated she had not really found a formal vision statement for Greenville, but she read a fictionalized account of what it might be like to tell someone about Greenville 20 years in the future.

## **OPPORTUNITIES FOR ECONOMIC DEVELOPMENT**

### VISION FOR THE FUTURE

Community Development Director Merrill Flood introduced GIS Technician Christian Lockamy, who does much of the department's mapping and presentation work.

Mr. Flood stated the Center City/West Greenville plan was adopted in 2006. It links many transformational projects, such as the West Greenville Gateway Project and the Lucille Gorham Intergenerational Center. The Dream Park is under construction and award-winning affordable housing has been built in the West Greenville area. The Tenth Street Connector has been on the Department of Transportation's radar for the past 15 years, but East Carolina University and Vidant Medical Center have each put in \$2 million to help get this project going. Mr. Flood also discussed the potential small business incubator, which will help grow small businesses.

Mr. Flood also discussed the new courthouse in the Evans Street area, the streetscape project and the big overhaul to Five Points Plaza. He talked about plans for a parking deck and the Fourth Street Parklet. He stated civic opportunities are needed in the area and said it is important that the City not be afraid of increasing density in the area.

Council Member Mercer stated there has been much discussion about the Town Common recently and about building in that area. He stated he feels some development on the south side of First Street would get good feedback from the community and the City Council.

Council Member Blackburn stated the Town Common Master Plan that was approved by the City Council and shared with the public is a vision of what can be achieved in the future. She doesn't feel some of what is being proposed in that area is in line with that plan.



Mayor Thomas pointed out that Staff is not asking the City Council to make a final decision right now on what to do with the Town Common.

City Manager Lipscomb stated that well-financed developers are coming into Greenville wanting to do projects. East Carolina University's Master Plan includes such things as housing, hotels, performing arts centers, etc., but if the University sells, the money goes to the State with no guarantee it will come back to the University. Developers do not wish to waste their time, so the City needs to find other land.

A general discussion followed Mr. Flood's presentation.

#### BREAK FOR LUNCH

At the conclusion of discussion on Mr. Flood's presentation and in accordance with the approved agenda, Mayor Thomas called a short break for lunch, beginning at 12:06 pm and suggested that those present prepare their plates and plan to finish their meals as the meeting resumes. He reconvened the meeting at 12:27 pm.

#### REBUILDING THE BASE: TRANSPORTATION PROJECTS

Public Works Director Kevin Mulligan stated the City has 611 miles of roadways, mostly in residential areas, although the City does have some major thoroughfares such as Arlington Boulevard and Hooker Road. The major roads in Greenville, such as Memorial Drive, Charles Boulevard and Greenville Boulevard are State roads.

The general condition of major thoroughfares is fair to poor. The City's Street Maintenance Division does crack sealing, minor repaving, repair of utility cuts and striping, but the division is not funded to keep up with necessary roadway improvements.

Mr. Mulligan stated there are 100 miles of roads in poor condition that are in immediate need of resurfacing, which would cost approximately \$100,000 per mile. He noted that a 4 lane road costs 4 times as much for upkeep as a single lane road. To resurface the remaining 500 miles, the City would need \$50,000,000, or \$2,500,000 million annually to resurface them over a 20 year period. Failing to resurface roads on a 20 year cycle results in these roads falling into a state of disrepair. Rebuilding costs 5 to 10 times more than resurfacing.

Mr. Mulligan said if "Plan A" is to allocate \$10,000,000 of Capital Outlay immediately to resurface the City's worst 100 miles of roads, then a more feasible "Plan B" would divide that \$10,000,000 into three parts.

- Part 1 - \$5,000,000 to resurface the absolute worst streets (about 50 miles)
- Part 2 - \$1,000,000 to rehabilitate and resurface Arlington Boulevard from Stantonsburg Road to Evans Street



- Part 3 - \$4,000,000 for the streetscape project on 5<sup>th</sup> Street from Elm to Albemarle, which serves as a Gateway Entrance to downtown

Council Member Joyner stated Greenville's streets are in terrible condition and doing something like this would require a bond. He stated that he would support a bond for street repairs.

A general discussion of possible financing sources followed.

#### REBUILDING THE BASE: PARKS AND RECREATION PROJECTS

Recreation and Parks Director Gary Fenton stated he appreciates the opportunity to address his department's capital needs, but fears he has the reputation of being someone who is always addressing the City Council to ask for something. He stated he will do nothing today to dispel that idea, but he hopes everyone is working toward the same goal of insuring the City's recreational facilities are safe, functional and attractive. He stated the City Manager had asked him what he would do if he had \$10 million to spend on the City's recreational needs.

He then identified and discussed the following capital needs for the City's various recreation facilities, indicated estimated costs where known:

- South Greenville Recreation Center – a total reconstruction project to be implemented jointly with Pitt County Schools; total cost of \$3.1 million, City's share \$1.55 million
- ADA Compliance – a total of \$1.2 million in building renovations is required to be in compliance with regulations of the Americans with Disabilities Act; \$650,000 is urgently needed
- Eppes Recreation Center – needs include replacement of north stairs for safety, acoustical material in gym, roof drains on the newer section, improved drainage away from building
- Thomas Foreman Park – resurfacing of tennis courts and striping for Quick Start Tennis (\$24,000), maintenance access road at north end of park (\$24,000), replace fabric on baseball field fencing (\$16,000)
- Aquatics and Fitness Center – replace 5 sections of roof, rehab ductwork, interior building renovations
- Greenville Community Pool – improvements to retain functionality, expansion of deck for increased capacity, replace old diving platform and deteriorating water lines, replace cover (\$73,000)
- Elm Street Park – Resurface 6 tennis courts and repair sunken areas (\$26,000), replace stairs to Little League Field for safe access (\$24,000)
- Elm Street Center – Total renovation of restrooms and interior (\$110,000)
- Jaycee Park Administrative Offices – Replace 3 outdated HVAC units (\$35,000), redesign office entrance for better security/control and route all patrons through front entrance (\$52,000), replace roofing (\$118,000)



- Jaycee Park – Improve security lighting on building exterior and parking lot (\$16,000), install irrigation on athletic field (\$25,000), install standing metal seam roof on shelter (\$16,000)
- Hooker Road Maintenance Building – Install concrete under material storage bins, expand material storage bins, building upgrades (\$55,000)
- Evans Park – lighting improvements, tennis center road improvements, signage (\$60,000), install concrete storage building (\$22,000), replace lighting on 4 tennis courts and install automatic timers for energy efficiency (\$100,000), various athletic field improvements (\$365,000)
- Guy Smith Stadium – Replace rotted roof members and re-shingle stadium roof (\$45,000), repaint stadium interior (\$45,000)
- Peppermint Park – Relocate parking area from 14<sup>th</sup> Street to Brownlea Drive and pave for safety reasons, reclaim old parking site and provide ADA access (\$58,000), replace outdated playground units (\$55,000), install standing metal seam roof on shelter (\$14,000)
- River Park North – Replace 54” culvert at end of upper lake to prevent dam failure (\$95,000), install service bridge to allow access to western segment of park (\$125,000), install playground (\$75,000),
- Bradford Creek Soccer Complex – Install lighting on 3 additional fields to allow for more night games and practices (\$435,000), acquire additional land for parking expansion (\$95,000)
- Bradford Creek Golf Course – Building painting (\$12,000), bunker reconstruction (\$350,000), cart path repaving (\$44,000), Phase 1 irrigation replacement (\$350,000)
- Matthew Lewis Park – Picnic shelter installation (\$40,000), replace restroom for ADA access (\$65,000), replace lights on 1 softball and 1 youth baseball field (\$260,000), improve overall lighting (\$24,000)
- Boyd Lee Park – Redevelop cross country walking trail (\$46,500), concrete storage building (\$24,000), replace lighting and install control link system (\$48,500), improve parking lot circulation and signage (\$75,000)
- Boyd Lee Center – Install tile on concrete floors and add aluminum bleachers (\$24,500), install air conditioning in gymnasium (\$215,000), replace exterior malfunctioning doors, tint windows, paint interior, install dropped ceiling in offices (\$88,000), paint exterior (\$50,000)
- Paramore Park – Reconstruct 3,500 ft Fork Swamp Greenway (\$57,000), relocate driveway entrance to improve site distance and safety (\$65,000)
- Perkins Complex/Sports Connection – Replace pitching equipment and Sports Connection roof (\$36,000), improvements to parking lot lighting (\$22,000), renovate Perkins’ restrooms (\$45,000), demolish former Teen Center and add a picnic shelter (\$43,000)
- Westhaven Park – Replace playground and add amenities (\$78,000)
- Woodlawn Park – Replace outdated playground unit (\$75,000)
- Hillsdale Park – Replace outdated playground unit (\$75,000)



- Greenfield Terrace Park – Shelter, tennis and a connector trail to the Boys and Girls Club (Option A of the Master Plan - \$385,000)
- Dream Park – Evaluate and stabilize Minges Training Tower (\$50,000)
- Off-Leash Dog Area – Install lighting for evening use and a second fenced area for turf recovery (\$73,000)
- South Tar Greenway and Adjacent Properties – Install skateboard area and shelter, add parking, install a shelter, sand volleyball and a mountain bike trail on old City landfill (\$325,000)
- New Facility Development – Phil Carroll property on Highway 43 – Develop park access, install trails and picnic shelter, fishing areas and other basic amenities (\$225,000)
- Parking Lot Paving/Resealing (various locations) – (\$1,019,500)

Council Member Blackburn observed that she was seeing the making of a bond package, but expressed concern that there was no specific mention of the Town Common or Eastside Park. She said she wanted to be sure they were not left out of any bond issue.

Mayor Thomas asked if park usage was tracked. Mr. Fenton stated tracking usage is difficult. Attendants keep counts of those entering park buildings, but for open parks there often isn't a good indicator of usage.

#### REBUILDING THE BASE: ECONOMIC THRUST PROJECTS

Economic Development Manager Carl Rees stated the new Economic Development Plan is the City's roadmap to prosperity. He stated the presentation given by Ron Kimble the previous evening was very relevant at the present time. The City must set priorities and connect the dots between neighborhoods, transportation and partnerships. He then presented a number of investments that he believed would lead directly to new job creation and/or business development and engaged the City Council in a facilitated discussion on the following:

- Upgrades to the Convention Center (\$5 million)
- 10<sup>th</sup> Street Corridor Innovation Center District (\$3 million)
- Medical Office/Research Park (\$2.5 million)
- Small Business Incubator (\$1.5 million)
- Art Incubator (\$1.5 million)
- Greenville Transportation and Activity Center (\$7 million to \$10 million)
- West 5<sup>th</sup> Street-Scape Phase II (\$2 million)
- Uptown Parking Deck (\$3.8 million)
- Dickinson Avenue Street-Scape (\$3 million)
- Dickinson Avenue Maste Plan (\$150,000)
- Downtown Stormwater Project (\$4 million)
- First Street Area Improvements (\$3 million)





- Eastside Park, Phase 1 (\$4.1 million)
- Uptown Theater (\$3 million)
- GoScience Center and BMX Museum (\$4 million)
- Tar River Pedestrian Bridge (\$700,000 to \$1 million)
- River Study (\$100,000)
- Interstate Designation of US 264 (\$44 million)
- Southwest Bypass (\$226 million – 100% State funded)
- Expanded Air Service (Cost to be determined)

Mr. Rees noted that those investments related to local infrastructure were key to follow-on investment by the private sector, while regional transportation projects will make the area more attractive for business and industrial investment. The quality of life investments, such as Eastside Park and the Uptown Theater make Greenville an enticing place for business to invest and citizens to work.

Council Member Mitchell referred to Phase 1 for Eastside Park at \$4.1 million. He asked what the entire project would cost. Mr. Rees stated Park Planner Lamarco Morrison has estimated the total project at \$13 million. Council Member Blackburn stated even some low-key, low-cost improvements to Eastside Park would be beneficial. Currently it is just a place to park with walking trails and an area for star gazing.

Council Member Smith said she wants to be sure the basketball complex remains in the forefront.

#### CAPITAL PROJECT FUNDING ALTERNATIVES

Financial Services Director Bernita Demery stated interest rates are at an all-time low and borrowing now could easily save the City money for 20 years to come. The City's debt capacity is \$454 million, but current debt is only about \$34 million. She discussed the different types of debt a City could pursue and noted that it takes about 4 months to prepare for a bond issue.

In terms of other revenue sources, Ms. Demery noted that a 2 cent tax increase would generate funding to service the debt associated with borrowing about \$17 million, but would only cost the average tax payer in a \$200,000 home about \$3.33 a month, or less than a Happy Meal. She also noted the possibility of implementing special service districts.

At the conclusion of Ms. Demery's presentation, Mayor Thomas called a short recess, beginning at 2:39 pm.

Mayor Thomas reconvened the meeting at 2:50 pm.



## CITY COUNCIL DISCUSSION AND DIRECTION

Facilitator Long explained a structured brainstorming process he planned to use for the remaining discussion to gather information from Council Members on what they each feel are Greenville's most important needs and opportunities over the next 1 to 3 years. He asked each Council Member to state one idea in turn as he called upon them and stated he would write those ideas on the charts on the wall. The following were the ideas that emerged:

- Mayor Thomas – Further enhance and develop the building blocks necessary for an effective Economic Development Office
- Council Member Joyner – Study areas of the city to identify the economic development needs of each
- Council Member Blackburn – Ask more from the City's partners
- Council Member Smith- Promote more efficient roads and transportation to enhance safety
- Council Member Mercer – Diversify potential revenue sources
- Council Member Mitchell – GoScience Center
- Mayor Pro-Tem Glover - Funding sources for needed projects
- Mayor Thomas – Implementation of Comprehensive Community Crime Plan
- Council Member Joyner – Determine most pressing needs for Recreation and Parks
- Council Member Blackburn – Be more inclusive among ourselves on Council and encourage the goals for districts other than our own
- Council Member Smith- Be bold in our vision without fear or excuses
- Council Member Mercer – Consider a bond for parks, arts, recreation and infrastructure
- Council Member Mitchell – Address infrastructure needs
- Mayor Pro-Tem Glover - Prioritize street resurfacing and sidewalks in older neighborhoods
- Mayor Thomas – Develop Uptown as the heart and identity of the City
- Council Member Joyner – Incentive plan for economic development with focus on return on investment for the City
- Council Member Blackburn – Ask the community, public, developers and residents to participate with more than their opinions; ask them to participate in funding
- Council Member Smith- Upgrade most-used Recreation and Parks facilities
- Council Member Mercer – Address road conditions that can be improved relatively inexpensively before they become expensive
- Council Member Mitchell - Pass
- Mayor Pro-Tem Glover - Facilitated services for City Council
- Mayor Thomas – Work with other areas of the state to bring in opportunities (Regionalization, Quad-Cities concept)
- Council Member Joyner – Transportation bond
- Council Member Blackburn – Diversity funding sources without additional user fees



- Council Member Smith- Promote affordable and liveable neighborhoods to inspire economic development
- Council Member Mercer – Prioritize park needs based on usage and distribution throughout the City
- Council Member Mitchell - Pass
- Mayor Pro-Tem Glover - Identify viable private partnerships for funding
- Mayor Thomas – Identify and take action on lingering inefficiencies throughout the City
- Council Member Joyner - Pass
- Council Member Blackburn – Preserve the Town Common as an open public park
- Council Member Smith- Make decisions based on the City’s overall needs; remove politics
- Council Member Mercer – Have staff evaluate the feasibility of one bond versus establishing a two year bond cycle similar to Charlotte
- Council Member Mitchell - Pass
- Mayor Pro-Tem Glover - Have Council Members remember they represent all of Greenville when making decisions
- Mayor Thomas – Make bringing retain to the community a priority
- Council Member Joyner – Pass
- Council Member Blackburn – Streetscape for University Neighborhood area
- Council Member Smith- Be more inclusive for transportation, recreation and economic development
- Council Member Mercer – Pass
- Council Member Mitchell - Pass
- Mayor Pro-Tem Glover - Pass
- Mayor Thomas – Enfranchise all citizens, renters and owners, to take pride in community on a neighborhood level
- Council Member Joyner – Pass
- Council Member Blackburn – Create multi-functional art center with a visiting artists program downtown
- Council Member Smith- Sidewalk in high-traffic areas to prevent deaths
- Council Member Mercer – Pass
- Council Member Mitchell - Pass
- Mayor Pro-Tem Glover – Pass

Facilitator Long then asked Council Members to take a note card and write down what they felt were the top 7 needs of all the ideas listed on the wall. Once completed, he stated he would compile the resulting information and return it to the City Manager to share with the City Council.



---

City Manager Lipscomb thanked Facilitator Long for his service and thanked the City Council and City staff for their time and attention throughout the Planning Session.

---

**ADJOURNMENT**

---

There being no further discussion, Council Member Blackburn moved to adjourn the meeting. Council Member Joyner seconded the motion, which was approved by unanimous vote. Mayor Thomas declared the meeting adjourned at 4:16 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol L. Barwick".

Carol L. Barwick, CMC  
City Clerk

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, MARCH 25, 2013



Having been properly advertised, the Greenville City Council met on Monday, March 25, 2013 for a Budget Workshop in Conference Room 337, located on the third floor at City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 6:00 p.m.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Rose H. Glover, Council Member Kandie Smith, Council Member Marion Blackburn, Council Member Calvin R. Mercer, Council Member Max R. Joyner, Jr. and Council Member Dennis J. Mitchell

Those Absent:

None

Also Present:

City Manager Barbara Lipscomb, City Attorney David A. Holec and City Clerk Carol L. Barwick.

---

**APPROVAL OF THE AGENDA**

---

Council Member Blackburn moved to approve the agenda with the following changes: add a public comment period after the grant discussion and move discussion of Bradford Creek Golf Course ahead of the budget kick-off. Mayor Pro-Tem Glover seconded the motion.

Council Member Joyner said if the City Council added a public comment period to this workshop, all future workshops should have one as well. He pointed out that, at the Sanitation Workshop, the City Council did not have a public comment period per its current policy and denied Mr. Don Cavalini the opportunity to speak. Council Member Joyner wished to apologize to him and suggested setting a time limit for public comment.

Mayor Thomas pointed out the policy to not add agenda items on the night of a meeting, but he understood that the City Council had citizens at the meeting who may want to comment.

Council Member Mercer said although he has long supported not adding agenda items that could be delayed to a future meeting, a public comment period related to items for discussion tonight cannot be delayed.



Council Member Mitchell said that adding a public comment period to this workshop would be a dangerous precedent since Mr. Cavalini was denied the opportunity to speak based on the current policy to not have a public comment period at workshops.

City Attorney Dave Holec said Mayor Thomas told Mr. Cavalini that it was City Council's policy to not have a public comment period during special meetings. Mr. Holec said the City Council had the ability, by vote, to add agenda items on the night of a workshop, if the item was time sensitive in nature. To do so, the City Council must have a two-thirds vote, meaning four "yes" votes.

Council Member Blackburn said she was not against including a public comment period in all City Council workshops with a 10 to 15 minute time limit. She added that it may be useful to revisit this policy in the future.

Council Member Mitchell stated that he had concerns about the City Council revising its policy without informing citizens of the change.

Council Member Smith stated the policy should not be changed unless the City Council apologized to Mr. Cavalini. Mayor Thomas said an apology would be issued.

Council Member Blackburn said she would like to amend her motion to add a 12-minute time limit to the public comment period. Mayor Pro-Tem Glover accepted the amendment.

On Council Member Blackburn's motion, as amended, the City Council voted unanimously to approve the agenda with the following changes: add a public comment period, with a 12-minute time limit, after grant discussion and move discussion of Bradford Creek Golf Course ahead of the budget kick-off.

---

#### DISCUSSION ITEMS

---

#### **ACCEPTANCE OF BUILDING REUSE AND RESTORATION GRANT AWARD FROM NORTH CAROLINA RURAL CENTER**

Economic Development Manager Carl Rees said that, back in December, the City Council had the opportunity to apply to the North Carolina Rural Center for a \$250,000 grant on behalf of a local telecommunications company. The City Council authorized the application and the company received the award, which will allow it to double the physical size of its footprint and add 50 employees over the next two years. Mr. Rees said the documentation to accept the grant should be submitted prior to April 1, 2013. He asked the City Council for its formal approval and acceptance of the grant.



Council Member Mercer moved to accept the grant. Council Member Blackburn seconded the motion, which passed by a unanimous vote.

---

**PUBLIC COMMENT PERIOD**

---

Mayor Thomas opened the public comment period at 6:16 pm and explained procedures to be followed by anyone who wished to speak.

Jim Decker - No Address Given

Mr. Decker, a member of the Bradford Creek Advisory Committee, thanked Interim Assistant City Manager Chris Padgett for coming to their meeting and going over the operational analysis. He said some of the comments from the Advisory Committee were incorporated in the recommendations. Mr. Decker assumed, based on his impression of the operational analysis, that there was a possibility of the closure or sale of the golf course. He said the operational analysis mentioned multiple times that the golf course should never have been purchased and that selling it would be the best scenario. Mr. Decker said he has been a strong supporter of Greenville Recreation and Parks, and added that Bradford Creek is an asset to the City. He said he would support a movement for a plan of action that will meet the needs of Greenville's citizens.

Gordon Fulp - No Address Given

Mr. Fulp, another member of the Bradford Creek Advisory Committee, stated he has been a golf pro for 42 years. He said Bradford Creek is one of the few entities in Greenville in which minorities are able to become involved. Mr. Fulp pointed out that Bradford Creek is great for youth and the elderly, because golf is a sport that can be played by people of all ages. Mr. Fulp said that Bradford Creek was not attempting to compete with Brook Valley and the Greenville Country Club, but rather to fill a niche for those who otherwise would be unable to play golf. He mentioned that Bradford Creek has come closer to carrying its financial weight than other City entities.

Willie Wilson - No Address Given

Mr. Wilson said the consultant's detailed analysis had several contradictions in regards to demographics and pricing. He pointed out that the consultant did not consider pricing a factor of whether people play golf, but instead considered timing to be a larger factor. However, Mr. Wilson said that pricing does make a difference in whether or not people play golf. In addition, he suggested that the City Council should allow the professionals who run Bradford Creek to do so without getting involved in daily operations. He concluded by saying that if the City Council wanted to see results from Bradford Creek, those professionals must be able to do their jobs.



Chip Pennington – No Address Given

Mr. Pennington said he is not concerned about what he would do if Bradford Creek closed, but he is concerned about Greenville’s youth. Mr. Pennington said he is working with Police Chief Hassan Aden on getting youth off the streets. Mr. Pennington said he wanted to show at-risk youth that golf can be played by anyone.

There being no one else present who wished to address the City Council, Mayor Thomas closed the public comment period at 6:25 pm.

---

**DISCUSSION ITEMS (CONTINUED)**

---

**PRESENTATION OF BRADFORD CREEK GOLF COURSE PLAN OF ACTION**

Assistant City Manager Chris Padgett said the staff wanted to have a general discussion about a recommended plan of action related to Bradford Creek Golf Course, and to hear the City Council’s perspective. To implement the plan, it would come back to the City Council at a future meeting for action.

Mr. Padgett said in 2010, the former City Manager recommended that the City pay off the debt service related to Bradford Creek Golf Course, and that the golf course be able to operate for two years without debt, after which its financial situation would be reviewed. The financial review took place during last spring’s budget development process. It was recognized that Bradford Creek, which was designated as an Enterprise Fund, had operated at a deficit in recent years, leading to questions about funding and operations.

Council Member Mitchell said it was important to note that when the City Council bought Bradford Creek, the intent was for the golf course to be self-sustaining. It was presented to the City Council then as an Enterprise Fund, and was intended to carry its own load and pay off its debt. The former City Manager provided in memorandum form that, if Bradford Creek did not meet its goals after two years, the City could contract, sell or remove the golf course from the Enterprise Fund.

Mr. Padgett continued that, on May 7, 2012, the staff presented a report on Bradford Creek Golf Course Operational Alternatives to City Council. The City Council then decided to designate the golf course as a recreational facility of the Recreation and Parks Department, and moved it into the General Fund. The City decided to hire a management consultant from the private sector to evaluate the facility’s operations and offer recommendations. Much of the information in the report that the consultant provided was in the context of a private course and its financial analysis. It did not address the overall benefit of Bradford Creek to the community. Mr. Padgett said that the City hired a consultant from the firm





Golf Convergence to conduct the analysis. The consultant presented his report to the City Council on January 14, 2013. The City Council voted to refer the matter to Staff to develop a recommendation on how to proceed with operations and capital needs at the golf course, as well as how to fund it.

Mayor Thomas asked if a similar financial analysis was done when Bradford Creek was originally purchased. Mr. Padgett confirmed that the National Golf Foundation worked with the City during the purchasing process and made a buy recommendation at that time.

Council Member Blackburn added that acquiring a public golf course was something that had been in the City's long-term strategic plan, and was not an impulsive purchasing decision.

Mr. Padgett said he began with the background in 2010 because the total history dated back many years. He said that the consultant gave three primary recommendations of substantive changes in how the City does business to provide for long-term viability of Bradford Creek:

- The City should realign staffing to recognize the seasonal nature of golf, the skills and interests of existing staff, and the need to retain a general manager.
- Golfers should acknowledge their responsibility for paying fair market value for the experience provided by supporting an increase in green fees.
- Capital investment should be made by the City to bring the golf course in line with current industry standards. The consultant made a specific capital investment recommendation of \$400,000 initially in the course, followed by an annual investment of \$130,000.

Based on the framework of the General Fund, the Staff did not think the consultant's proposed capital investment was reasonably achievable. Mr. Padgett said the City had other capital needs and has had slower growth in recent years due to the national economy. However, the Staff did feel that it could address each issue in varying degrees that would meet the needs and desires of the golf course's patrons and the City Council.

On March, 14, 2013, the Staff met with the Bradford Creek Advisory Board to discuss the consultant's recommendation and to get the Advisory Board's input. The Staff and Advisory Board discussed how the course should be treated as a recreation facility, why it was treated differently than other recreation operations and activities, and what the Advisory Board's goals were for Bradford Creek. The Advisory Board came up with four goals:



- Bradford Creek should not be solely evaluated on its financial performance, but also on its role in supporting the Recreation and Parks Department.
- The golf course should serve as a gateway to the game for those who would otherwise not have opportunity to play.
- The City should experience a positive economic impact as a result of hosting statewide and regional tournaments.
- Bradford Creek should be treated as an amenity that adds to the City's overall quality of life.

Council Member Mercer inquired about a method to quantify the economic impact of the golf course.

Golf Operations Manager Mike Cato mentioned that Bradford Creek had a relatively generic Economic Impact Worksheet that was completed whenever the golf course hosted an event. According to Mr. Cato, the golf course had been doing the worksheets for the past two years. He went on to say that for five events the course produced \$229,000 over a two-year period.

Council Member Smith pointed out that although people have said that Bradford Creek was beneficial for underprivileged youth, she had yet to see any quantified results. Not all underprivileged youth use the golf course. Council Member Smith wanted to see what programs were planned for the future.

Mayor Pro-Tem Glover asked what the cost was to participate in the Junior Golf League. Mr. Cato said the cost was \$125.00 for the entire summer, but added that scholarships were available.

Council Member Smith inquired about minority participation in the Junior Golf League. Mr. Cato estimated that last year, out of 60 youth involved in the Junior Golf League, 10 were females and three were minorities. He said those figures did not include the youth who participated in PALS and other golf camps. The five PAL programs hosted last year had about 150 youth total, most of whom were minorities.

Mr. Padgett said the Advisory Board supported a fee increase. The Advisory Board backed Mr. Cato, and believed he should have flexibility to offer specials during times that the golf course is not busy to maximize yield. Also, the Advisory Board provided detailed input on specific capital investment needs, as capital investment had not been put into this facility in a number of years.



The Staff and Advisory Board's proposed plan of action was broken into three areas: operational modifications, fee schedule and capital investment.

### **Operational Modifications:**

- Bradford Creek would retain a part-time Business and Marketing Manager. That person's primary responsibilities would be marketing the facility, recruiting for tournaments, and insuring appropriate customer service practices.
- Bradford Creek would eliminate one full-time Pro Shop attendant position, and would use part-time labor instead. One of the full-time attendants had already given notice of retiring.
- Bradford Creek would also provide additional Pro Shop coverage.
- The existing Staff would ensure full utilization of the "fore" reservation system.
- Bradford Creek would work with East Carolina University College of Business to develop a marketing plan. The part-time Business and Marketing Manager would then implement the plan.
- Bradford Creek would raise part-time maintenance wages to attract more skilled part-time labor and to alleviate the need for additional full-time employees.
- Bradford Creek would improve tees, fairways and rough by implementing a fertilizer and weed control program.

### **Fee Schedule**

Mr. Padgett said the recommended changes would impact Bradford Creek in several ways. First, the changes would increase focus on marketing, customer service and technology. Second, these changes would place a greater focus on maintenance of the golf course, which is a city asset. Also, youth programs offered at the golf course would be increased and improved. Finally, labor at Bradford Creek would be better aligned with the seasonal nature of golf.

Mr. Padgett estimated that the result of all the changes combined would provide an increase in operating expenditures of about \$7,337.

Mr. Padgett introduced the proposed fee schedule as shown below:



The slide features the City of Greenville logo and a photograph of a golf course at night. The text on the slide is as follows:

**CITY OF GREENVILLE, NC**  
CITY COUNCIL MEETING

## Proposed Plan of Action

### Proposed Fee Schedule

- Immediate fee increases are proposed, typically \$2
- Specials remain (Seniors, Ladies and College Days), but fees increased proportionate to non-specials
- Season Pass fee is reduced \$100 for City resident
- Range Ball fees increase \$1 to \$2
- Anticipated net impact of fee increases are \$58,900 of additional annual revenue
- Consider additional increase during FY 15/16 Budget

Mr. Cato noted that the season pass includes unlimited green fees, but all players would still have to pay cart fees, which cost \$12.00 for non-city residents and \$6.00 for city residents. Currently there are 20 season pass holders.

Council Member Joyner said Greenville has other programs that charge one price for City residents and another for non-City residents. He said he supported Bradford Creek having a flat fee to play golf course, and a \$2.00 discount for those who had proof of residence that they lived in the City.

Mr. Padgett said Bradford Creek only had data on a limited number of players regarding their residency, and about half of those players lived in the City. He mentioned utilizing technology, such as the “fore” reservation system, to get residency information from the players, and a year from now, the City could make an educated decision on rates and residency. Mr. Padgett said golf is a dynamic sport and the market for playing will change annually, and the City Council will need to evaluate rates each year.

Mr. Padgett stated the proposed fee schedule will have an anticipated impact of just under \$59,000, noting the projection did not include any reduction in rounds played. He then provided the following comparative data for courses in the surrounding area:



OTHER COURSE RATES		
GOLF COURSE	CITY	18 HOLE GREEN FEE (Weekend with Cart)
Brook Valley Country Club (private club)	Greenville	\$55 with a member \$85 without a member
Greenville Country Club (private club)	Greenville	\$55 with a member \$85 without a member
Ironwood Golf & Country Club (semi-private)	Greenville	\$48.55
Ayden Golf & Country Club (semi-private)	Ayden	\$35
Cypress Landing Golf Club (semi-private)	Chocowinity	\$50 before 1:00 p.m. \$30 after 1:00 p.m.
Farmville Golf & Cty Club (semi-private)	Farmville	\$30
Cutter Creek Golf Club (semi-private)	Snow Hill	\$55
Kinston Country Club, Inc.	Kinston	\$40 with a member
Bradford Creek – Proposed Rate	Greenville	\$37

### **Capital Investment**

Mr. Padgett discussed the Five-Year Capital Improvement Plan with the assumption that the City invested \$50,000 annually. The plan included several projects identified by the consultant, the Bradford Creek staff and its maintenance employees. Mr. Padgett mentioned that bunker renovation, fairway modification, drainage and reduction of maintained turf were a few of the largest projects listed in the plan. The benefit to making these modifications and repairs would be that Bradford Creek would save on maintenance costs in the long run.


Council Member Joyner inquired about the cost of improving bunkers. Mr. Fulp said players at a public course do not generally anticipate the same quality as a private country club, so \$15,000 for sand should be sufficient.

Mr. Padgett said the Advisory Board was confident that improvements could be made to Bradford Creek for much less than the consultant suggested.

In regards to the financial impact, Mr. Padgett said the current operating loss of Bradford Creek was approximately \$35,615 annually. The operational impacts could cost an additional \$7,337 annually. The fees increases would generate additional revenues of \$58,900, so the net operational impact of the facility would be a profit of about \$15,948. The Staff's approach for this money recognized that success will vary from year to year.



Any surplus should be saved in the budget as a reserve fund to cover losses in bad years. If the deficit exceeds revenue, the City would first turn to what is in its reserve fund, and if deficits were still in excess, they would go to the Recreation and Parks fund. Apart from the reserve fund, Mr. Padgett proposed an annual capital contribution of \$50,000. He pointed out that the City has already budgeted for a \$50,000 investment and has earmarked it for capital improvements. The City's contribution to Bradford Creek would be confined to the golf course itself. Therefore, the City would have a definitive amount each year to put towards its investment in Bradford Creek.



**CITY OF GREENVILLE, NC**  
CITY COUNCIL MEETING

## Proposed Plan of Action

### Financial Impact

Operational Budget Impacts	
Current Operating Loss	(\$35,615)
Impacts of Operational Modifications	(\$7,337)
<u>Impacts of Fee Increases</u>	<u>\$58,900</u>
<b>Net Operational Impact</b>	<b>\$15,948</b>

Capital Budget Impacts	
<u>Annual Capital Contribution by City</u>	<u>\$50,000</u>
<b>Net Capital Impact</b>	<b>\$50,000</b>

Council Member Mitchell said he just read the minutes of the May 7, 2012 meeting, and asked if the 90% recovery threshold was ever put into place. Mr. Padgett said it was never put into the policy, although it was expressed as a desire of the City Council.

Council Member Blackburn pointed out that Bradford Creek was the only lighted driving range in Pitt County. She could not think of any other program or park in the City that has come within \$35,000 of paying for itself. She said that since Bradford Creek is surrounded by wetlands, moisture in the sand traps will always be an issue. She added that she talked with Mr. Decker about whether or not to narrow the fairways to save money, but that he suggested the golf course would be accessible to more players if it had wider fairways. Council Member Blackburn stressed the importance of having the golf pros weigh in on these decisions. She was personally against any fee increase because Bradford Creek should be inclusive to all. Council Member Blackburn suggested looking for a way around eliminating the full-time Pro Shop attendant position because, although the elimination may curb short-term costs, in the long run, she felt it would hurt Bradford Creek.



Mayor Thomas said the goal is not simply to be the low cost leader, but to have a product with long-term viability. Sometimes resources need to be redirected where needed. He mentioned that it was helpful to have an advisory group that was invested and involved in finding a solution. Mayor Thomas added that passion would make Bradford Creek a success.

Mayor Pro-Tem Glover said she was concerned about other facilities in which needs have not been addressed. She mentioned that the City had done some rehabilitation at Epps Gym, however there was still work to be done. Recreation and Parks Director Gary Fenton said that the project was currently underway. Mr. Fenton pointed out that the City had not put any capital money into Bradford Creek in many years.

Mayor Pro-Tem Glover urged the City Council to be as enthusiastic about other issues in the City as it is about golf, and that the Recreation and Parks Department should work to keep youth engaged and out of trouble. She said she wanted to see equality in all parts of the City.

Council Member Mitchell asked if any contingencies were in place in the event of a poor golfing year. Mr. Fenton said that the City had operated for many years with a fitness center budget, a golf budget, a recreation budget and a parks budget. The City can go over budget in some areas, but cannot go over the budget as a whole. The bottom line is to accrue revenues and keep all expenditures within budget. Mr. Fenton said that Mr. Padgett based the \$50,000 on historical data, rather than only data from the previous year.

Council Member Mitchell said that although the Advisory Board believed they could still make improvements without spending as much money, he did not simply want to put a Band-Aid on a situation. He would rather focus on the bigger picture so Bradford Creek can be successful.

City Manager Barbara Lipscomb said the City Council has made a good first step in terms of what the Staff was asked to do. She pointed out that since the City does not have the luxury to make all of the consultant's recommended improvements at this time, more improvements must be made in the future.

Mayor Thomas stated over the past 10 years, the population of Greenville had grown 38 to 39%. He said he hoped that the growth will lead to more people playing golf at Bradford Creek.

Council Member Joyner said he was supportive of a short-term fix, but he also said the City Council would need a long-term plan to maintain Bradford Creek. He suggested borrowing ideas and plans from other golf courses in Greenville.



City Manager Lipscomb suggested an additional \$1.00 surcharge for capital improvement. She said part of the solution for Bradford Creek was to raise sufficient revenue to provide for long-term maintenance.

Council Member Blackburn agreed with the idea of a temporary \$1.00 fee for capital improvements. She compared the temporary fee to a fundraiser for the golf course. Also, in contrast to some of her peers on the City Council, she said that she did not view this plan as a Band-Aid. She said it was simply an immediate opening to the long-range plan. Council Member Blackburn said that Bradford Creek has already shown good will to pay its own way because it has paid about \$1 million toward its purchase.

Council Member Mercer said when the consultant's report came out, the numbers concerned him because they did not seem to be sustainable. The Staff looked at the report, then worked with the Advisory Board to come up with a seemingly viable plan to maintain the facility without an undue burden on taxpayers. Council Member Mercer said the one pleasant unknown is the economic impact of Bradford Creek on the City's quality of life. In response to Mr. Wilson's public comment, Council Member Mercer said he hoped the City Council could let the professionals run Bradford Creek's daily operations without undue influence from others. Council Member Mercer said he considered Bradford Creek as a midlevel golf course. He said the Staff put together a program that should be viable and economically feasible for now. He added that he was supportive of the Staff's basic plan.

Council Member Smith said that she still wanted to see a long-term plan. Her concern was how to explain to her constituents the reasoning behind investing large amounts of funding into one entity, but not into others, such as South Greenville Recreation Center. She wanted to ensure that funds were directed as needed to show equality throughout the City, and that all citizens reap the same benefits.

Council Member Mitchell pointed out that the report suggested \$400,000 for bringing the golf course to current industry standards and \$130,000 annually to remain competitive. He asked how the Staff's proposal will bring Bradford Creek to par, since it has already fallen behind. He mentioned that other facilities within the City will still need to be fixed each year.

Council Member Joyner said the consultant was budgeting for a perfect course, which the City did not necessarily need. He added that closing Bradford Creek altogether was never on the table.

Mayor Thomas called a short recess at 7:59 pm.

The City Council reconvened at 8:11 pm.





## **FISCAL YEAR 2013-2014 BUDGET KICK-OFF**

City Manager Lipscomb began the Budget Kick-Off discussion by inviting Director of Financial Services Bernita Demery to discuss the City's position in its budget preparation efforts.

Ms. Demery began by reviewing the 2013 original approved budget, which reflected an increase of about 1% over 2012. She identified the top five revenues with some minor adjustments for 2014. The largest adjustment is a proposed 9% in the Greenville Utilities Commission transfer because they anticipate issuing additional debt. One of the revenue enhancement strategies is to increase rescue transport fees. The suggested increases include an additional \$50.00 for life support and an additional \$75.00 for advanced life support. Ms. Demery stated the Financial Services Department also proposes a business license cap increase from \$2,000.00 to \$5,000.00. Other revenue enhancements include increasing nonresident fees for some of the recreation programs. Sanitation indirect cost allocations would increase so that Sanitation is paying 50% of its indirect cost. She said Other Post-Employment Benefits (OPEB) increase for the next two years. The proposed budget also includes an 8% increase for health insurance. Staffing changes are included in the budget for operations for Fire Station 7. Two positions are proposed to be added this year and five are proposed for next year.

Council Member Joyner asked Ms. Demery how her department gathered the data that would determine the health insurance increase percentage. Ms. Demery said that during the renewal period, the City's consultant provides them with the projection increase.

Ms. Demery said the additional funding for street resurfacing increased to \$300,000 for 2013 and \$200,000 for 2014, bringing the total to about \$1 million over the next two years.

The expense impact included the Economic Development Fund. \$100,000 was included over the next two years for efficiency studies. Bradford Creek Golf Course moved to the General Fund, which will impact the General Fund in this fiscal year by 6%.

Council Member Mitchell asked if money not used in Fiscal Year 2013 is automatically carried into Fiscal Year 2014. Ms. Demery's response was that an ongoing project that was not completed would roll forward, but something simply not allocated would be reconsidered.

Council Member Joyner said that he thought the Economic Development fund was to be budgeted at \$100,000 annually. Ms. Demery said she understood it was budgeted at \$100,000 for 2013 and \$50,000 for 2014. She added that the Enterprise Resource Planning data was put in as a placeholder.



Council Member Blackburn asked if Enterprise Resource Planning (ERP) is the same as the Business Applications Needs Assessment (BANA), and asked when the City will get BANA. Ms. Demery said Enterprise Resource Planning is interchangeable with BANA. City Manager Lipscomb said BANA is out for bids and the Staff is doing a final evaluation.

Ms. Demery said the last cost reduction strategy was to freeze vacant positions in the second year to save approximately \$331,000.

Council Member Joyner brought up lighting and cameras in high-crime areas, and asked where they fit into the plan. Mr. Padgett said that both items are in the plan, but had not been incorporated into the presentation.

Mayor Pro-Tem Glover said lighting is necessary in high-crime areas in West Greenville, particularly on Myrtle Avenue. She asked if the City had cameras on Pitt Street yet. Deputy Police Chief Ted Sauls said that there are cameras on Pitt Street and that proposals have been submitted on lighting issues.

Council Member Joyner said he would bring up the business and license fee again in the future. He added that an extra fee would place a burden on businesses, and pointed out that many businesses which would have been affected by this fee have closed down.

Ms. Demery said the Financial Services Department looked at revenues in the 2014 plan and made adjustments of around \$1.4 million. She said no changes have been made to the appropriated fund balance, and expenditure adjustments net to about \$87,000. The top revenue adjustment was the GUC transfer, in which the City picked up around \$1 million because GUC did not get to do as many capital projects as they thought they would. Ms. Demery said there were 6% of net assets less outstanding debt.

Council Member Smith asked why GUC did not do as many capital projects as they projected. Council Member Joyner said the weather impacted GUC's sales; therefore GUC had not met its financial goals.

Ms. Demery said that investments were also made based on property tax value due to state procedural changes on how motor vehicle taxes are collected. She explained that the County used to bill and collect taxes, but now the State will be doing so.

Ms. Demery said that investment earnings decreased, so less was projected than was originally thought the City would get for 2014. The largest expense was salaries for Fire Station 7. Ms. Demery said she did not think the City would be able to add all of the additional five positions for Station 7.



Ms. Demery said that a new law required the City to reserve 1% of the payroll for up to the first \$24,100 per employee. Therefore, the City's unemployment reserve increased by 1%. Ms. Demery discussed the City's fund balance. It totaled approximately \$31.9 million for Fiscal Year 2012.

Ms. Demery broke the fund balance down into several categories:

### **City of Greenville Fund Balance Categories**

- Non-spendable items
- Spendable Items, which are restricted by State statute
- Committed Items, which are at the City Council's discretion
- Assigned Items, which are also at the City Council's discretion
- Unassigned Items, which include all other funds not defined in the categories above.

She said those unassigned items add up to approximately \$17.2 million.

Ms. Demery said the items restricted by State statute were on the balance sheet, but were not listed in the budget. She referenced General Statute 159-8(a), which states that restricted items are not available for appropriation under State law. The restricted amount is usually comprised of accounts receivable and interfund receivables, which have not been offset by deferred revenues.

Council Member Mercer asked if the items restricted by State statute and the Unassigned Items were the same number. Ms. Demery clarified that they were not, and that the State statute required 8%.

Council Member Blackburn asked Ms. Demery if the unassigned items were approximately \$14 million or \$17 million. Ms. Demery said that the \$17 million included the restricted items. She said the unassigned items were the \$14.6 million. She added that the Local Government Commission (LGC) recommendation was 8%. She said the LGC recommendation calculates what the City spent multiplied by 8% to determine what to set aside for unassigned funds.

Council Member Joyner asked what the City's \$1.8 million for streets was committed to. Ms. Demery said she recommended keeping 8% for fund balance and Powell bill, but the City could spend about \$1.5 million. Ms. Demery said this is fund balance that had accumulated over the years. Council Member Joyner wants to know how much of this could be spent on paving or debt service this year. Ms. Demery said the City could spend all but \$300,000. She said she would have to check on whether the money could be spent for debt service.



Ms. Demery said that, according to the City's Financial Policy Guidelines, the City will strive to maintain an Unassigned General Fund balance at the close of each fiscal year of at least 14% of the total annual operating budget. She said anything in excess of that 14% can transfer.

Council Member Joyner inquired about where the money for the parking deck fit into the fund balance. Ms. Demery said it was in the Capital Reserve Fund, which fell into the Committed Fund category.

Mayor Pro-Tem Glover said setting aside more than the LGC required was a good management practice. She stressed the importance of having a safety net, and that if just enough money is set aside, there may come a time where that amount would not be enough to survive. She referred to catastrophic events such as Hurricanes Floyd and Irene as examples, and said it was important to move as a City without waiting for the Federal government to step in and provide aid to citizens.

Ms. Demery said that money left over from the committed and assigned categories could be added to the unassigned category.

City Manager Lipscomb said the \$4.2 million represented what the City could have transferred to Capital Reserve, but the City kept the amount on the books as a buffer to keep the amount from falling short.

Mr. Padgett discussed the City's opportunities. He said revenue is projected up approximately \$1.3 million. However, the 2014 Fiscal Year plan was balanced with \$1.5 million of fund balance. He said the City Council must weigh those two things together.

Mr. Padgett brought up a list of items with budgetary implications and requested feedback from the City Council. The first item on the list was the Market/Merit increase. Last year included a 2.5% market adjustment for employees, and the City Council pulled the increase for 2014, which had been proposed at 2.5%, due to uncertain economic times. The City Council wanted to see where the City stood making a decision for 2014. There were no adjustments in 2009 and 2010 due to the economic downturn. 2011 had a 1.5% increase and 2012 had 2.5% increase.

Council Member Mercer said in the past, the City Council decided to have salaries at market increase. He asked the Staff what increase, if any, the City would need to remain at market. Mr. Padgett said the Joint Pay and Benefits Committee put together information on what other groups have done last year. He added that the Consumer Price Index was a good indicator for general information about the job market.



Council Member Mitchell asked if a market increase was a cost of living adjustment. Mr. Padgett said that it was.

Council Member Mitchell asked why prior City Councils tended to shy away from merit increases. Council Member Joyner responded that prior City Councils did not agree with the structure of the merit increases, and that the merit increases posed a disadvantage to lower-level City employees.

Council Member Mitchell pointed out that GUC has a good merit program, and suggested that since the City is supposed to behave similarly, it should adopt GUC's merit policy. Council Member Mitchell said that he would prefer to do merit increases and move away from market adjustments.

Mr. Padgett said that the evaluation tools for merit increases are dated and unreliable. He added that the City would pursue new tools within the next year which have more credibility.

Council Member Blackburn pointed out that City employees and GUC employees perform different duties, therefore GUC's evaluation tools may not be a fit for the City of Greenville.

Council Member Blackburn said the City should maintain both a market increase and a merit increase. If an employee has performed well, he or she should be able to count on a moderate increase in salary. She added that employees all have the same living expense increases, so an employee who did not receive a merit increase would still have to pay for increased living expenses. She said the merit increase should be in addition to a market increase.

Mayor Pro-Tem Glover said it would be difficult to compare the City of Greenville to GUC since GUC has a larger bank account. She added that the City Manager has the expertise to formulate a plan that is best for the City. Mayor Pro-Tem Glover said she did not want the City Council to emulate the way other organizations run, but instead the City should formulate its own methods for recognizing its employees. She said she did not think merit systems were fair. Her concern was that lower-paid employees would see fewer increases, in spite of performing more difficult jobs. The City should either have a merit system where all employees have an equal opportunity, or it should not have a merit system at all.

Mayor Thomas said the City Council committed to a two-year bridge budget with major changes, such as road renovations, sanitation issues, and maintenance for Bradford Creek Golf Course. He stressed the importance of thinking about the big picture and the context in which the previous year's decisions were made. The City has significant capital issues with its infrastructure that must be immediately addressed.



Council Member Joyner said although it is too late to update the merit system this year, the City Council should consider making changes next year.

Mr. Padgett said the Fiscal Year 2014 plan had around \$330,000 in proposed General Fund savings from personnel reductions. Five to seven positions would be frozen during Fiscal Year 2014. He told the City Council that there were two approaches that could be taken. First, the City Manager could identify which positions should be frozen and pull them out of full-time employee allocations. The alternative would be to manage the situation more manually and fill positions slower than normal in order to reap savings benefits. Mr. Padgett said the former approach was cleaner in that it directly helps with the bottom line budget, but the latter provided more flexibility for the City Manager.

Council Member Blackburn said that she was averse to eliminating any positions permanently. She asked Mr. Padgett to clarify that the freezing of these positions would only be temporary. She said that flexibility is always best in this sort of economic climate.

City Manager Lipscomb said the positions that were frozen were vacant, and she has been reviewing them to see if any were excess. She said the City of Greenville was overstaffed in certain areas and understaffed in others, and she wanted to see if some positions could be moved around. City Manager Lipscomb asked if the City Council was comfortable with the Staff managing the hiring process and slowly filling some positions to achieve the targeted savings.

Council Member Mitchell asked City Manager Lipscomb if she was planning on eliminating these positions to create others. City Manager Lipscomb explained that these positions have been vacated. The City could reinstitute the positions as they are, or it could slow the hiring process.

Council Member Joyner said the Staff was responsible for determining where the City needed to be staffed. He said the Staff should change the positions as it deems appropriate. He added that he was aware that changes needed to be made, and said he supported the Staff Management Plan.

Mayor Pro-Tem Glover suggested that lateral moves may help control costs, rather than hiring outside the organization. She said that she supported the Staff making its judgment calls to save money.

Council Member Mercer pointed out that one of the City Council's goals was neighborhood preservation. He said in the six-month status report, little progress was made in neighborhood preservation compared to the other goals. He encouraged the Staff to pay close attention to that goal in light of staffing, since neighborhoods are a big part of the City's tax base.



City Manager Lipscomb said the first six months has been mostly University Neighborhood Revitalization Initiative (UNRI) related. During the next six months the City Council will be ready to do more neighborhood planning.

Council Member Mitchell said it was important to leave the managing to the professionals, and to let them determine the employment needs of their departments. He stressed that the Staff was just asking for general direction from the City Council.

Mr. Padgett continued with unemployment law. He said that beginning in Fiscal Year 2014, there would be an additional reserve required equaling 1% of taxable wages or an additional \$172,000. He said this was a State mandate, and the City did not have any discretion. Mr. Joyner wanted to clarify that this was another \$172,000 that the City was required to pay. Mr. Padgett confirmed that it was.

Mr. Padgett said in regards to privilege licensing, there was much discussion to raise the \$2,000 cap limit. The adopted plan that the City Council approved included raising cap from \$2,000 to \$5,000. There was \$150,000 of revenue included in the Fiscal Year 2014 plan associated with that change. He noted that certain members of the City Council did not think the approach was fair. Mr. Padgett said the current dilemma was the timeline for billing and collections, since the City initiates the billing process and collects over half the revenues for the next year's privilege licenses during the current fiscal year. He added that he was uncomfortable sending out bills based on what the City Council thought it would do. Mr. Padgett said in order to achieve the revenues in the plan, the City Council will need to take action on this item separately from the budget at an upcoming City Council meeting.

Mr. Padgett continued with Greenville's current privilege license cap practices, as well as the practices in other communities. Currently, Greenville calculates \$50.00 for the initial \$25,000 in gross receipts, along with an additional \$0.50 per \$1,000 until \$2,000 is reached. Cary's privilege license cap is currently at \$5,000, while Raleigh's is at \$20,000, so Greenville would still have a relatively low cap in comparison with its peer cities.

Council Member Blackburn said the City Council agreed to increase the privilege license cap, and she said the increase was overdue. She added that if someone made \$9 million a year, an additional \$3,000 would be barely noticeable. She said this change was a prudent and logical step, and she saw no reason to revise the recommendation.

Council Member Joyner said the City Council approved a preliminary budget last year. The \$9 million was gross receipts, not profit. Businesses could still be losing money. He said gross receipts do not equate to gross profits.

Mayor Thomas asked if all communities' tax was based on gross receipts. Mr. Padgett said some do a flat rate tax.



Council Member Mercer said that as a matter of fairness, small and large businesses should pay the same percentage. He noted that currently the burden seemed to fall primarily on the smaller businesses. Council Member Mercer said the City Council should eliminate the Privilege License Fee for small businesses.

Mayor Thomas asked if City Council action would be requested in April. Mr. Padgett said the Staff was looking for feedback on how to approach next year's budget, and for it to be effective, the City Council should probably look at it again in April.

Council Member Joyner said he was concerned that local businesses would not have enough notice that they could face a potential tax increase.

Council Member Mitchell said he recognized the City's need to diversify how to collect funds. But from the perspective of someone running a business, he understood that the amount of revenue brought in does not necessarily reflect profit. Council Member Mitchell did not think that the amount of \$157,000 was enough to be worth raising taxes for.

City Manager Lipscomb responded that the tax increases would help by nearly offsetting the new mandate on the unemployment reserve.

Council Member Blackburn said she was not open to looking at other models because the City Council had discussed and agreed upon the Privilege License Cap last year. She stressed that the City was on a time line for distributing tax notices. Council Member Blackburn said the City Council may wish to look at other models in the future, but she wished to go with the plan already in place. She stated further that it was not the City Council's job to evaluate business profit margins, but that gross receipts were a reasonable tool for assessing a tax.

Mayor Thomas pointed out that many of the City Council members were not aware of the deadline. He saw many different models in these examples and the City Council did not expect to be approving a budget until June. He said the City Council needed time for the public to comment on this item.

City Manager Lipscomb said the City Council has always had the same schedule, and she was not aware of any State requirement that the City had to collect at a certain time. Council Member Joyner wanted to look at the other models that would raise revenue from different sources, rather than taxing the same groups. He referred to the statement made by City Manager Lipscomb when she said tax revenue would offset the City's additional unemployment tax. But Council Member Joyner mentioned that the businesses were experiencing tax increases, as well. He added that the Privilege License Cap should be passed at the same time as the City's other budget.





Mr. Padgett moved on to discuss additional capital and maintenance funding. For the street improvement plan, Mr. Padgett said the Staff's goal was to bring initial investment in, as well as ongoing, sustainable funding.

Mr. Padgett stated that few solid details are identified in the current financial plan for building and facility improvements. He added that the City has \$150,000 for a major building repair fund, but the City will need more money in order to address these needs.

Mr. Padgett said that the City Council endorsed approximately \$1.7 million in the capital reserve fund for the parking deck. But he added that the parking deck project still needed approximately \$2.3 million.

For BANA/ERP, Mr. Padgett said there is a place holder in the budget for debt service, but added that the City Council must find a better way to fund that project.

Mr. Padgett continued that there were a number of projects that are in the early stages. He mentioned South Greenville Recreation Center, and suggested involving the school system in the process if the City Council wanted to use it as a partner in the project.

He added that Dickenson Avenue needs a comprehensive land use plan to tie the multiple projects along that road together.

Lastly, Mr. Padgett suggested a river study to find ways to engage the Tar River as an asset for the community. He said there was potential for open space and recreational opportunities, as well as transportation opportunities.

Mayor Thomas said that lighting and cameras in West Greenville should be a priority for the City Council. He said he wanted to see tangible results in proper strategic areas. It was budgeted with a sense of urgency for some areas. Mayor Thomas pointed out that police officers cannot always be present, so it was important to have these measures in place. He pleaded with the City Council to take immediate action.

Public Works Director Kevin Mulligan followed up with a discussion about storm water and the Town Creek Culvert. He wanted to discuss moving the timeframe up for the conduit, which was to be in design and construction from 2014 to 2016. To give the City Council a brief background, Mr. Mulligan said the Town Creek Culvert is a large storm water channel that runs through the center of uptown Greenville and conveys storm water to the Tar River. He estimated that it was about 70 to 80 years old, and added that it was created to address federal and state requirements, as well as capital needs. He said there were impacts from the 10<sup>th</sup> Street Connector Project that needed to be addressed before construction was complete on the Town Creek Culvert. Mr. Mulligan said that the City did not have a map of the Town Creek Culvert so its exact size, routing and drainage were



unknown. He estimated that it was about six feet high and six feet in diameter. He added that the Public Works Department met with several potential contractors due to the condition of the Town Creek Culvert. Areas around Reade Circle have failed, and the brick and concrete have deteriorated. The City has rehabilitated the streets in the failed areas. Mr. Mulligan said other pipes conflict with the structure of the Town Creek Culvert, and garbage gets stuck and obstructs the flow of the water.

Council Member Blackburn said she was concerned that the City would not be able to proceed with the mixed-use construction project until the Town Creek Culvert was fixed. She inquired if the projects could proceed concurrently. Mr. Mulligan said no structure was in danger of imminent collapse as a result of the Town Creek Culvert, however it must be replaced.

Mr. Mulligan said there were larger pipes entering the City's lines due to the 10<sup>th</sup> Street Connector Project. Therefore, these larger storm water pipes have made it necessary for the City of Greenville to work with the State. He added that the City did not yet have the hydraulics from the State, and that the design was to be complete in 2014. The Public Works Department has begun meeting with the State about outfalls coming into Greenville's pipe system. The goal is to move the outfalls into the Town Creek Culvert, which must be replaced so Greenville's system does not become overwhelmed. Mr. Mulligan said if the State was agreeable, the City could minimize its work and focus on the Town Creek Culvert. But Mr. Mulligan said the caveat was that this may not be the perfect solution, and until the City receives the hydraulics from the State, that solution will remain unknown. Mr. Mulligan said that based on the June 2017 completion of Town Creek Culvert, the City must begin design and permitting in June 2013. He said that overall costs were proposed at \$4 million in 2012, but based on unknown factors, costs could range upwards of \$7 to 9 million.

Council Member Blackburn asked if reconstructing the Town Creek Culvert was in the City's budget. City Manager Lipscomb said there was fund balance for storm water to begin the study and design, so there was sufficient funding to start.

Civil Engineer Lisa Kirby said improvements to the Town Creek Culvert would mean that the City would have to push back other storm water projects if that fund balance was used for the Town Creek Culvert. City Manager Lipscomb pointed out that one of the Public Works Department's goals was to bring back a storm water program that included a bond, so they will be working toward that.

Council Member Blackburn said the City Council could revisit discussion of the Town Creek Culvert during storm water workshop, but she was reluctant to put other urgent programs off. She asked if anyone could help the City pay for this project. City Manager Lipscomb said that currently, the Staff was working with the State on cost reduction.



City Manager Lipscomb said currently the City seemed to be addressing storm water issues basin by basin, when instead the entirety needed to be reevaluated.

Council Member Joyner suggested that the City Council devise a way to charge a fee to vacant lots and lots in which utility boxes are not hooked up. He stressed the importance of spreading costs as much as possible.

Ms. Kirby said GUC does have a policy to attempt to capture lost revenue from vacant properties. She said that vacant developed lots do not have utility accounts because no account has been set up. Instead, GUC does a report and if a lot has been vacant for six months and its fee is in excess of \$10 a month, GUC creates a storm water-only account to bill for storm water. She added that tracking these accounts is sometimes problematic, so GUC tries to minimize the number of accounts it creates.

### **WORKSHOP SCHEDULE**

City Manager Lipscomb asked if the City Council needed a separate workshop on economic incentives, or if she could bring the item forth at the April 8, 2013 City Council meeting. Council Member Mitchell moved to cancel the separate workshop on April 8, 2013. Council Member Mercer seconded the motion, which passed by unanimous vote.

City Manager Lipscomb proposed canceling the April 22, 2013 workshop, discussing the Comprehensive Crime Plan during the May 6, 2013 City Council meeting and discussing the storm water plan during the May 9, 2013 meeting. Council Member Blackburn requested a separate meeting for storm water, and said it did not matter to her if that meeting was televised or not.

Upon motion made by Council Member Mitchell and seconded by Council Member Joyner to follow the City Manager's recommendation, the City Council voted unanimously to cancel the April 22, 2013 workshop, discuss the Comprehensive Crime Plan during the May 6, 2013 City Council meeting and discuss the Storm Water Plan during the May 9, 2013 meeting. Council Member Blackburn cast the dissenting vote.

---

### **ADJOURNMENT**

---

Council Member Joyner moved to adjourn the meeting, seconded by Council Member Mitchell. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 10:05 pm.



Prepared By:

Sara L. Ward, Clerical Assistant  
City Clerk's Office

Respectfully submitted,

Carol L. Barwick, CMC  
City Clerk

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
THURSDAY, MAY 9, 2013



A regular meeting of the Greenville City Council was held on Thursday, May 9, 2013 in the Council Chambers, located on the third floor at City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 7:00 pm. Council Member Calvin Mercer gave the invocation, followed by the Pledge of Allegiance.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Rose H. Glover, Council Member Kandie Smith, Council Member Marion Blackburn, Council Member Calvin R. Mercer, Council Member Max R. Joyner, Jr. and Council Member Dennis J. Mitchell

Those Absent:

None

Also Present:

City Manager Barbara Lipscomb, City Attorney David A. Holec, City Clerk Carol L. Barwick and Deputy City Clerk Polly W. Jones

---

**APPROVAL OF THE AGENDA**

---

Council Member Joyner moved to approve the agenda with the addition of the Paperless and Efficient Operations Policy. Council Member Mercer seconded the motion, which passed by unanimous vote.

---

**SPECIAL RECOGNITION**

---

**RETIREMENT RECOGNITION**

City Manager Lipscomb, joined by Mayor Thomas, Chief Hassan Aden, and Officer Carlton Joyner of the Greenville Police Department, recognized Mr. Anthony J. Dennison in honor of over 24 years of service to the Greenville Police Department.

**2013 CITIZENS ACADEMY GRADUATES**

Mayor Thomas recognized the graduates of the 2013 Citizens Academy. He explained that the Citizens Academy is a six-week intensive program that teaches participants about different departments of city government, while fostering community involvement. Mayor Thomas thanked the participants for taking the time to participate in the program. City Manager Lipscomb presented the following graduates with certificates of completion.



Rodney Cogdell, Kelvin Sutton, Paul Linden, Rajendra Jaga, James Blackwell, Lynne Ligett, Lydia Williams, James Wagner, Isaac Chemmanam, Helen Pase, Alice Whitley, Melanie Long and Patricia Hunt.

---

## APPOINTMENTS

---

### APPOINTMENTS TO BOARDS AND COMMISSIONS

#### Community Appearance Commission

Council Member Mercer made a motion to appoint Rebecca Powers to an unexpired term that will expire July 2014, in replacement of William Whisnant, who had resigned, and to appoint Lynn Caverly to a first three-year term that will expire April 2016, in replacement of Perry Kachroo, who was no longer eligible to serve. Council Member Joyner seconded the motion and it carried unanimously.

#### Environmental Advisory Commission

Council Member Blackburn made a motion to appoint David Kimmel to a first three-year term that will expire April 2016, in replacement of Laura Williamson, who did not seek a second term, and to appoint Caroline Loop to a first three-year term that will expire April 2016, in replacement of James Holley, who did not seek a second term. Council Member Joyner seconded the motion and it carried unanimously.

#### Historic Preservation Commission

Council Member Blackburn made a motion to appoint Alice Arnold to an unexpired term that will expire January 2016, in replacement of Ann Schwarzmann, who did not seek a second term, and to continue Richard Weir's seat, who had resigned. Council Member Joyner seconded the motion and it carried unanimously.

#### Housing Authority

Council Member Mercer made a motion to reappoint Ann Huggins to a second five-year term that will expire May 21, 2018. Council Member Joyner seconded the motion and it carried unanimously.

#### Human Relations Council

Mayor Pro-Tem Glover continued the appointment of Geoffrey Kenan's seat, who is no longer eligible to serve, and the East Carolina University seat.

#### Pitt-Greenville Convention & Visitors Authority

Mayor Pro-Tem Glover made a motion to appoint J.J. McLamb to an unexpired term that will expire June 2015, in replacement of Joseph Fridgen, who had resigned. Council Member Joyner seconded the motion and it carried unanimously.



### Planning & Zoning Commission

Mayor Pro-Tem Glover continued the appointment of Arthur Maxwell's seat, who is eligible to serve.

Council Member Blackburn made a motion to reappoint Tony Parker to a second three-year term which will expire May 31, 2016. Council Member Joyner seconded the motion and it carried unanimously.

### Planning & Zoning Commission (continued)

Council Member Joyner made a motion to reappoint Doug Schrade to a first three-year term which will expire May 31, 2016. Council Member Blackburn seconded the motion and it carried unanimously.

### Public Transportation & Parking Commission

Council Member Mercer continued the appointment of Adam Lawler's seat, who had resigned.

### Recreation & Parks Commission

Council Member Mercer continued the appointment of Brian Jacob's seat, who had resigned.

Mayor Thomas made a recommendation that Henry Jones be reappointed to serve a second three-year term which will expire May 31, 2016. Council Member Blackburn made a motion to that effect, it was seconded by Council Member Joyner, and it carried unanimously.

Mayor Pro-Tem Glover continued the appointment of Freddie Outterbridge's seat, who is no longer eligible to serve.

Council Member Smith made a motion to reappoint Donald Williams to a second three-year term that will expire May 31, 2016. Council Member Joyner seconded the motion and it carried unanimously.

### Redevelopment Commission

Council Member Smith continued the appointment of Dana Coles' seat, who had resigned.

### Youth Council

Council Member Blackburn continued the appointments due to lack of applicants.



---

**NEW BUSINESS**

---

**PUBLIC HEARINGS**

**RESOLUTION TO CLOSE A PORTION OF SEVENTH STREET - (Resolution No. 024-13)**

City Engineer Scott Godefroy presented the resolution to close a portion of Seventh Street, which includes the portion between Cotanche and Evans Streets. He said the closure would make provisions for the new Taft development project.

Mayor Thomas declared the public hearing open at 7:15 pm and invited anyone wishing to speak in favor of the resolution to come forward.

Durk Tyson - No Address Given

Mr. Tyson of Rivers & Associates spoke on behalf of Income Investments and Ward Properties. He said the developers are requesting the closure of the portion of Seventh Street between the former Taft Office Equipment building and Ham's Restaurant building in order to recombine the properties into a new development for downtown Greenville.

Hearing no one else who wished to comment in favor of the resolution, Mayor Thomas invited comment in opposition. Hearing no one, Mayor Thomas closed the public hearing at 7:16 pm.

Upon motion made by Council Member Joyner and seconded by Council Member Smith to approve the resolution, the motion passed by unanimous vote.

**ORDINANCE TO ANNEX NORTH CREEK COMMERCIAL PARK, LOT 3, INVOLVING 4.2838 ACRES LOCATED AT THE TERMINUS OF NORTH CREEK DRIVE AND ABOUT 350 FEET WEST OF NORTH WOODS SUBDIVISION - (Ordinance No. 13-019)**

Community Development Director Merrill Flood showed a map depicting the proposed annexation area, which is located in Pactolus Township in the northwest portion of the City in Voting District #1. He said that the proposed use would be approximately 20,526 square feet of industrial space, so no populations would be associated with the annexation. Current Zoning is RA20 (Residential-Agricultural). Present tax value is \$44,476. The property is located within Vision Area B.

Mayor Thomas declared the public hearing open at 7:17 pm and invited anyone wishing to speak in favor to come forward. Hearing no one, he then invited comment in opposition. Hearing no one, Mayor Thomas closed the public hearing at 7:17 pm.

Upon motion made by Council Member Blackburn and seconded by Mayor Pro-Tem Glover to approve the annexation ordinance, the motion passed by unanimous vote. Item # 1





**ORDINANCE INITIATED BY KEN MALPASS OF MALPASS AND ASSOCIATES TO AMEND THE ZONING ORDINANCE TO REDUCE THE PUBLIC STREET SETBACK IN THE O (OFFICE) ZONING DISTRICT FROM THIRTY-FIVE (35) FEET TO TEN (10) FEET - (Ordinance No. 13-020)**

Lead Planner Andy Thomas stated the purpose of the text amendment, initiated by Ken Malpass of Malpass and Associates, is to amend the Zoning Ordinance to reduce the public street setback in the O (office) zoning district from thirty-five (35) feet to ten (10) feet. Mr. Thomas said the O (office) district is the most restricted non-residential district in the City.

Mr. Thomas said that as a result of amending this ordinance, buildings would be pushed closer to the street, and parking for these buildings would be located in the rear. He added that the current ordinance of thirty-five feet usually guaranteed that parking lots were in front of buildings due to land expense. Mr. Thomas said reducing the public street setback in this zone would make the City more aesthetically appealing.

Council Member Blackburn asked why an applicant initiated amending the zoning ordinance rather than a member of the Staff, if this was a desirable change for the City. She was also curious as to why it had not been suggested before. Mr. Flood responded that thirty-five feet was the setback that was initially set up in the zoning district. He said this change was an opportunity to have a better design.

Mr. Thomas added that the proposed amendment to the zoning ordinance would bring the set-backs in line with those of the OR (Office Residential) district.

Mayor Thomas declared the public hearing open at 7:20 pm and invited anyone wishing to comment in support of the amendment of the zoning ordinance to come forward.

**Ken Malpass – No Address Given**

Mr. Malpass said the placement of parking lots in the rear of buildings, such as the apartments on Charles Boulevard, will enhance the appearance of the structures. He added that the zoning ordinances have been the same for some time, and suggested that the time has come for a change.

Hearing no one else who wished to comment in support of the change, Mayor Thomas invited anyone wishing to comment in opposition to come forward. Hearing no one, Mayor Thomas declared the public hearing closed at 7:21pm and opened Board discussion.

Council Member Blackburn asked Staff if any disadvantages would result from the change. Mr. Flood responded that the change would be more of an advantage than a disadvantage because the new plan promoted a better design. He added that existing structures with the original setback will not be non-conforming. Mr. Flood said the new plan would especially benefit small lots, because the developer would have the opportunity to make better use of the property.



Council Member Blackburn asked why the ordinance originally required a thirty-five-foot setback with parking lots in front of buildings. Mr. Flood said it simply was how lots were designed during the 1950's and 1960's, and concluded by saying that the new changes were a better way forward.

Upon motion made by Council Member Joyner and seconded by Council Member Blackburn to approve the zoning ordinance amendment, the motion passed by unanimous vote.

### **PUBLIC COMMENT PERIOD**

Mayor Thomas opened the public comment period at 7:23 pm, explaining procedures which should be followed by anyone who wished to speak.

- Deloris Brown – 556 Gray Road, Chocowinity, NC  
Ms. Brown stated she was with the Rivers of Hope National Association. Gang members threatened her life following the release of Community Watch and Wellness documents which contained her personal information. As a result of the threats, Ms. Brown was forced to leave Greenville. For the past month, she has lived out of her vehicle until she could find somewhere safe to stay. She said she has talked to Chief Aden and Captain Ivey already, and added that they had been helpful. Ms. Brown simply wanted to know what else could be done.
- Logan Keziah – No Address Given  
Ms. Keziah stated she is a student at ECU who just finished her junior year. She came to the meeting to discuss the student voting access resolution. The North Carolina General Assembly has several bills filed this session that will restrict students' voting access. The two bills that primarily concern her and other ECU students are Senate Bills 666 and 667, which state that if students register to vote in a city other than in their parents' city of residence, they cannot be claimed as dependents for tax purposes. The result would be a \$2,500 tax increase for the average family with college students. Ms. Keziah stated her parents live two hours away, so to return to her hometown to vote would place a burden on her. She has lived, worked and attended school in Greenville for the past four years. These bills would prevent her and others like her from being active participants in the community. She presented the City Council a petition of 524 student signatures in support of passing the resolution.
- Ebony West – No Address Given  
Ms. West also spoke on behalf of ECU students. She stated she is from Charlotte, North Carolina, and her family would be affected by a tax increase if they could not claim her as a dependent, since she is registered to vote through her college residential address. In addition, Ms. West said that Senate Bills 666 and 667 would also repeal same-day voter registration, which was used by 97,000 voters in 2012, especially by African Americans and youth. It also shortens the early voting period, eliminates early voting on Sundays, and eliminates many early voting sites. **Item # 1**



West added that in 2012, 56% of all votes were cast during the early voting period. She said that she enjoyed being able to participate in early voting at Mendenhall because it was convenient for her. Ms. West said that she and her fellow students believe that Senate Bills 666 and 667 suppress student and minority rights. She concluded that everyone should have their voices heard.

- Kathleen Daniels – No Address Given

Ms. Daniels, also a student at ECU, said that the 28,000 students who attend ECU are an important part of Greenville. However, many of them do not believe that their voices are heard. If Senate Bills 666 and 667 pass, the students could not be as active in matters that affect them. Ms. Daniels said that although Winterville is her home, she preferred voting in Greenville because she conducts most of her daily activities there and also because Greenville is where she attends school. Ms. Daniels said that she will be a resident assistant in a dormitory on campus next year and her goal is to be able to encourage other students to be active in Greenville. She concluded that this resolution would be a show of support for students in Greenville and across the state.

- Heather Deck – No Address Given

Ms. Deck, a river keeper with the Pamlico River Foundation, spoke on behalf of the organization and its 2,000 members about injection of wastewater from fracking. Hydraulic fracking is the method to extract natural gas. The process has already been approved and regulations are being worked on, but Senate Bill 76 would fast-track the process. Ms. Deck said that a large component of the bill that would affect Greenville and Eastern North Carolina is that the bill would also legalize the injection of oil and gas waste into the ground. Many decades ago, a company in Wilmington injected wastes into the ground. The waste leaked and contaminated a drinking water aquifer. For that reason, injection of waste into the ground was banned. Not only would Senate Bill 76 legalize injection of fracking waste, but it would also allow injection of other industrial municipal waste. Ms. Deck said that the Federal Commerce Clause limits a State's authority to regulate anything that burdens interstate commerce. She added that fracking waste could potentially fall under that clause. Ms. Deck said that, in other words, states that participate in fracking, such as Pennsylvania and New York, could possibly transfer their waste into North Carolina. Articles have shown that if fracking did occur, it would take place in the Coastal Plain region of North Carolina. This region does not have the bedrock that regions to the West have, making the soil a better location for injection sites. Ms. Deck said that the injection sites always leak due to pressure, and said that it would be nearly impossible to predict how the wastes would react. Ms. Deck concluded by asking the City Council to support the resolution.

- Jake Gellar-Goad – No Address Given

Mr. Gellar-Goad spoke on behalf of Democracy Greenville and its support for the resolution that would protect voting. Because Senate Bills 666 and 667 mainly target college communities, Greenville would be drastically affected. The



elimination of early voting sites would be detrimental to the community, as well. Mr. Gellar-Goad pointed out that half the people who voted in 2012 utilized early voting. He said that the resolution is a bipartisan measure that would protect voting. Mr. Gellar-Goad added that he is also personally opposed to fracking. At a meeting he attended with the Sierra Club and the Tar-Pamlico River Foundation, a video was shown that depicted what happened in Pennsylvania as a result of fracking. Mr. Gellar-Goad also read in The News and Observer how jobs may come to the Triangle, but waste would come to Eastern North Carolina. Mr. Gellar-Goad said this waste would negatively affect Greenville.

- Ashleigh Breedlove – No Address Given

Ms. Breedlove, an ECU student, spoke on behalf of the voting resolution. She pointed out that Greenville depends on ECU students, so the City should support them. Ms. Breedlove said that many college communities have already supported and passed the resolution. She concluded that if all these communities can combine their support, the legislature will take note of the issue's importance.

- Andrew Gorman – No Address Given

Mr. Gorman stated he recently graduated from ECU. He expressed his support for any measure that might increase voting. Although he is originally from Oak Island, North Carolina, Mr. Gorman said most of his time was spent in Greenville, where he attended school. Mr. Gorman said, therefore, it was more logical to voice his opinion in Greenville, rather than Oak Island, where his parents reside. He asked the City Council not to penalize parents of students who wish to vote in Greenville, and encouraged the City Council to support student voting in the community.

There being no one else present who wished to address the City Council, Mayor Thomas declared the public comment period closed at 7:39 pm.

---

**OTHER ITEMS OF BUSINESS**

---

**PAPERLESS AND EFFICIENT OPERATIONS POLICY**

Council Member Blackburn discussed the Paperless and Efficient Operations Policy, which was adopted last month. She said that as a result of the new policy, members of the City Council could not request documents in printed form. Since its adoption, she said that there have been occasions in which the policy prevented the City Council from doing its job. Council Member Blackburn suggested updating elements of the policy so that the City Council has the flexibility to communicate with its constituents. Council Member Blackburn cited an article in the Scientific American that stated "in addition to not having materials needed to communicate with constituents and to do research, there is also a different form of comprehension between a screen and a paper document. A screen does not allow the depth of comprehension and focus of study that paper does." Item # 1



Council Member Blackburn added that the City Council could not access necessary documents, such as closed meeting minutes, reports and other items. She said the current policy also restricts the City Council from doing the research they need to do.

Council Member Blackburn moved to keep the paperless policy, with the addition of the provision that the City Council may request printed items and information as needed. Council Member Mercer seconded the motion.

Council Member Joyner pointed out that the City purchased iPads for the City Council members this year at a cost of just over \$900.00 each. He said the Greenville Utilities Commission (GUC) and Airport Authority have already gone paperless. Council Member Joyner said Council Member Mitchell's original motion did not mention barring City Council members from retrieving papers for closed or town hall meetings.

Council Member Joyner asked City Manager Lipscomb what the original motion stated. City Manager Lipscomb read from the policy that "all information that needs to be distributed to the City Council will be provided through electronic means only, to include City Council notes, agendas and agenda materials."

Council Member Joyner said that he contacted GUC to gain insight on why the organization decided to go paperless. GUC said that they purchased iPads for their board members to reduce costs and to protect the environment. Council Member Joyner said GUC's first-year cost savings totaled over \$44,000. He referred to the City's need to increase various rates, such as taxes, sanitation, and storm water to emphasize that the City should not do away with a policy that would ultimately save it thousands of dollars. He said GUC only meets once per month and saved over \$44,000, and added that since the City Council meets twice monthly, it could potentially save even more money.

Council Member Blackburn argued that iPads were no less damaging to the environment than the use of paper. She pointed out that iPads contain an enormous amount of hazardous materials and are constructed in developing countries with dismal employment standards. Also, an iPad's environmental footprint includes the coal-fired power that allows for connectivity. Council Member Blackburn said that she personally owns an iPad, and did not accept the one purchased by the City. She said preference for using paper instead of an iPad was not a matter of laziness, but rather a matter of comprehension and job performance. Council Member Blackburn quoted briefly from the Scientific American article that "people approach computers and tablets with a state of mind less conducive to learning than the one they bring to paper." She could not imagine a circumstance in which the City Council would wish to limit its ability to do research and have information at hand. Council Member Blackburn clarified that she was not proposing to revert entirely back to paper, but stated the importance of access to printed items.

Council Member Mitchell said he wrote the original paperless policy and accepted modifications by Council Member Blackburn to make concessions for those City Council members who fit in some of the categories to make concessions for. The policy passed 10-1.



now the City Council was considering the removal of that policy. Council Member Mitchell said that the purpose of the original policy was to find a way for the City to save money, and added that he did not understand why the City Council would not learn to use the iPads if monetary savings were the result. In his opinion, allowing City Council members to request printed items at any time defeated the purpose of a paperless policy. Council Member Mitchell expressed willingness to compromise if the City Council established a \$50.00 threshold for City Council members to request printed items. As a concession for that compromise, another amendment was added to the policy stating that the City would pay to send paper mail to City Council members who did not pick up their mail from City Hall.

Council Member Mitchell made a motion to amend the original motion to set a \$50.00 annual limit per City Council Member, and to eliminate the provision allowing City Council members to request mail delivery of their accumulated mail at City Hall. Council Member Joyner seconded the motion.

Mayor Pro-Tem Glover said that, as a baby boomer, she did not grow up using computers. She said although she was willing to learn how to use new technology, she still needed to have access to printed items in order to perform her job in the interim. Mayor Pro-Tem Glover stated further that, as elected officials, the City Council is responsible for serving the community. Not all members of the community can afford or have access to a computer, therefore only sending information electronically will not work.

Council Member Mercer said that he opposed the motion to amend the original motion given its complexity. However, he said he supported the original motion.

Council Member Blackburn mentioned that many times, City Council members cannot conveniently check their mailboxes, so she felt that mailing the contents to the City Council members was important and should continue.

Council Member Mitchell's motion to amend failed by a final vote of 3 to 4, with Council Members Blackburn and Mercer, and Mayor Pro-Tem Glover casting the dissenting votes. Mayor Thomas broke the tie, also voting "no."

Council Member Joyner said the original motion wasted taxpayer money. He stated that the City Council should lead by example, and look for ways to save money.

Mayor Thomas mentioned that if the \$44,000 number is accurate, someone should investigate GUC. He said that it only cost \$60.00 to get an agenda packet printed at Kinkos, and said that number was nowhere near \$44,000.

Council Member Mitchell pointed out the other costs associated with using paper, such as copy machine maintenance. He said cities across the nation are adopting paperless policies. Council Member Mitchell said that if the City Council did not adopt this policy, he would continue to do his part to save the taxpayers money by not using paper.



There being no further discussion, the original motion to keep the paperless policy with addition of a provision that City Council members may request printed items as needed passed by a final vote of 4 to 3 with Council Members Blackburn and Mercer, and Mayor Pro-Tem Glover casting affirmative votes. Mayor Thomas broke the tie, also voting "yes."

### **RECLASSIFICATION OF THE CODE ENFORCEMENT SUPERVISOR FROM A SWORN POSITION TO A CIVILIAN POSITION WITHIN THE POLICE DEPARTMENT**

Police Chief Hassan Aden said he presented the strategic plan at Monday's meeting for 2014 and 2016. Part of that plan included a reclassification for the Code Enforcement Supervisor. He said the position is currently held by Police Lieutenant Richard Allsbrook, but that the goal is to transition it over to a civilian position in order to professionalize Code Enforcement and move the City forward.

Council Member Blackburn said Chief Aden has earned much respect in the community and from the City Council. She added that both Chief Aden and City Manager Lipscomb believe this change is positive, and they have both done the footwork. She said in the past, Code Enforcement was in one location, but was not effective. Once Code Enforcement was moved to the Police Department and staffed with police and Code Enforcement officers, the function was more efficient. She said the reclassification of the position would improve Code Enforcement because certified Code Enforcement professionals would hold those positions. Council Member Blackburn spoke to Larry Mills, a former Code Officer who now lives in California, and he agreed that the change was a good idea.

Council Member Blackburn suggested that the City Council approve the change and gauge its progress in a year. City Manager Lipscomb said that generally the Chief makes an annual presentation, so he can present the results of the reclassification at that time.

Mayor Pro-Tem Glover asked for clarification on who would supervise the Code Enforcement Department. Chief Aden said that a captain would be directly in charge of Code Enforcement, and that he would supervise that captain.

Mayor Pro-Tem Glover suggested that future Code Enforcement officers should be knowledgeable and certified. She expressed her concern that the previous civilian who held a Code Enforcement officer position was not versed in the field. She added that she was reluctant to change leadership because of the possibility that it would undo Chief Aden's positive work. Mayor Pro-Tem Glover stressed that she needed to see tangible results that the reclassification of the Code Enforcement Supervisor position would be positive.

Council Member Smith said the City Council supported the decision by City Manager Lipscomb to hire Chief Aden, and stated that it was evident that he did a wonderful job at working to reduce crime and dealing with other City issues. She pointed out that Chief Aden had done his research on why Code Enforcement was not performing as it should, and based on the opportunities he saw for improvement, he restructured Code



Enforcement in a more efficient way. Council Member Smith reminded the other City Council members not to micromanage, but instead let the professionals do their jobs. She expressed her support for Chief Aden's decision.

Mayor Pro-Tem Glover reiterated that, although she was hesitant to accept change until she saw results, she had faith in Chief Aden and his endeavors to improve the police department.

Council Member Mitchell made a motion to approve the reclassification of the Code Enforcement Supervisor position. Council Member Joyner seconded the motion, which passed by unanimous vote.

**ORDINANCE AMENDING CITY CODE TITLE II, CHAPTER 12, PUBLIC OR PRIVATE CLUBS SAFETY REGULATIONS – (Ordinance No. 13-021)**

Police Captain Chris Ivey said in 2009, the Public Safety Task Force was convened by the sitting City Council to consider crime reduction programs citywide. One recommendation of the Public Safety Task Force was the implementation of City Ordinance 09-98, "Public or Private Clubs Safety Regulations," also referred to as the Bouncer Ordinance.

Captain Ivey said the purpose of the ordinance was to ensure that public and private clubs reported all persons they employed as bouncers. He added that the ordinance clearly defined the job description of a bouncer. The requirements of the ordinance include completing background investigations on each bouncer, and forwarding that information to the Police Department's administrator. Captain Ivey said training of each bouncer is required after initial hiring and periodically thereafter. He also stated that submissions related to the number of persons employed as bouncers were also required by that ordinance.

Captain Ivey said that shortly after the ordinance was enacted, many clubs began to point out concerns related to it. Many of the concerns were related to the deadlines associated with the original ordinance, and the sanctions that resulted from the failure to comply. Those conversations resulted in the development of a modified ordinance proposal.

Original Ordinance 11-12-3 (c):

- A public or private Club shall submit to chief of police or designee on a monthly basis by the 5<sup>th</sup> day of the month all persons employed as bouncers within the previous month.
- No public or private club shall employ a bouncer who has not completed a training program within the immediately preceding 12-month period, except that a public or private club may employ a person as a bouncer for the person's initial employment for a period no more than 60 days without the person having received the training.





- All persons employed as a bouncer at a public or private club shall complete a training program for bouncers conducted by the police department at least once every 12-month period.

Proposed Amendment to Ordinance 11-12-3 (c):

- A public or private Club shall submit to chief of police or designee on a quarterly basis no later than the 15<sup>th</sup> day after the close of the quarter a list of all persons employed as bouncers that quarter.
- No public or private club shall employ a bouncer who has not completed a training program within the immediately preceding 12-month period, except that a public or private club may employ a person as a bouncer for the person's initial employment for a period no more than 90 days without the person having received the training.
- All persons employed as a bouncer at a public or private club shall complete a training program for bouncers conducted by the police department at least once every 2-years.

Original Ordinance 11-12-6 (b):

- Violators shall be issued a written citation which must be paid within seventy-two (72) hours. If a person fails to pay the civil penalty within seventy-two (72) hours, the City may recover the penalty, together with all costs and reasonable attorneys' fees by filing a civil action in the general court of justice in the nature of a suit to collect a debt.

Proposed Amendment to Ordinance 11-12-6 (b):

- Violators shall be issued a written citation which must be paid within ten (10) days. If a person fails to pay the civil penalty within ten (10) days, the City may recover the penalty, together with all costs and reasonable attorneys' fees by filing a civil action in the general court of justice in the nature of a suit to collect a debt.

Original Ordinance 11-12-6 (d):

- Each day a violation continues shall be considered a separate offense for purposes of penalties and remedies specified in this section

Proposed Amendment to 11-12-6 (d):

- Where a violation continues after the tenth (10) day a citation is issued and every tenth (10) day thereafter that any violation continues shall be considered a separate offense for purposes of penalties and remedies specified in this section.

Council Member Blackburn expressed her reservations about reducing bouncer training from each year to once every two years. She reflected on the City's past incidences in which the bouncers did not have the training to perform their duties in a safe and professional way. She said she was concerned that reduction of training would affect the quality of the bouncers. Captain Ivey responded that the City has had fewer incidences



recently since implementing bouncer training. He said that changing the training requirement would not impact the bouncers' ability to perform their duties.

Council Member Blackburn asked how long the training lasted. Captain Ivey told her that the training lasts a total of four hours, and that the bouncers receive training from police officers who work downtown.

Upon motion made by Council Member Mitchell, and seconded by Council Member Mercer, the City Council voted unanimously to approve the ordinance amending the public and private club safety regulations.

**RESOLUTION APPROVING ARCHITECTURAL AND SITE REQUIREMENTS FOR THE GEORGETOWN REDEVELOPMENT PROJECT – (Resolution No. 025-13)**

Economic Development Manager Carl Rees presented a resolution to the City Council on behalf of two local development firms that have joined to complete a large mixed-use development project in Greenville's Uptown Commercial District. The project site is surrounded by Eighth, Evans, and Cotanche Streets, as well as Reade Circle. By way of resolution, the Greenville City Council is providing approval of the architectural and site requirements for the project, specified by covenants attached to the underlying land.

Mr. Rees said in the process of working through the legal portion of the project, attorneys uncovered 1970's-era covenants placed on properties located in the urban core during the previous round of revitalizations done during that time. He stated further that if the City Council adopted the resolution related to those covenants, the developer would be able to move forward with the legal path of the redevelopment project.

Mayor Thomas asked if this was a procedural issue, since the former redevelopment commission does not exist, and therefore the power is now vested in the City Council. Mr. Rees said that was correct, and that this resolution would merely repair a policy glitch.

Mayor Pro-Tem Glover moved to approve the resolution related to architectural and site requirements for the Georgetown Redevelopment Project. Council Member Mercer seconded the motion, which passed by unanimous vote.

**SELECTION OF CONSTRUCTION MANAGER FOR UPTOWN PARKING DECK PROJECT**

Economic Development Manager Carl Rees stated that the development of a parking deck in Greenville's Uptown Commercial District was identified as a goal by the City Council for the current year. The City Council has selected a City-owned parking lot at the corner of 4th and Cotanche Streets for construction of the parking deck. Mr. Rees said the next step in the development process is for the City Council to select a construction firm to serve as construction manager for the project.



Mr. Rees said the City had been in a procurement process for several months to find a construction manager to provide guidance through the construction of the parking deck. He pointed out that Staff felt that the Construction Manager at Risk method was best for the parking deck project, and outlined the key traits of that method below:

#### Construction Manager at Risk Method

- The construction management firm can provide services through both pre-construction, cost estimating and construction phases.
- The services must be provided by a North Carolina licensed general contractor.
- At the conclusion of the project, the contractor guarantees the cost of the project.

Mr. Rees stated, based on the qualifications of the two proposals submitted, the Staff recommended that the City Council should select Barnhill Contracting Company as Construction Manager at Risk for the Uptown Parking Deck Project. He said if the City Council followed Staff's recommendation, the next step would be to sign a Pre-Development Construction Services Contract with Barnhill. The contract would assist with cost estimating and selection of other professional services necessary for the completion of the parking deck. Next, Mr. Rees said the City would design the parking deck, and Barnhill would provide the guaranteed maximum cost of the project. Then, the City Council would have the option to approve that cost, and would sign a contract with Barnhill stating that the firm was required to deliver the parking deck within the timeframe specified in the contract.

Council Member Mercer mentioned that he has received questions from citizens about the parking deck, and asked Mr. Rees to clarify the information for him. Council Member Mercer said he knew that initially the City was going to build an office building and a parking deck, and lease several of the parking spaces to employees who worked in the office building. The parking deck lot was supposed to be used as a staging and construction access site for the office construction so that Evans Street would not be closed. The potential tenants who were going to lease office space decided not to do so once the bids came in, thus the project did not work out.

Mr. Rees said that Council Member Mercer was correct, but also added a few points. He said initially Staff projected that the parking deck would have around 260 parking spaces, 180 of which would be leased. When Staff considered the option of having a private sector office building on the adjoining site, Staff thought that office building might account for 40 of the 180 spaces. Since the City is not building the office building at this time, Mr. Rees said that potential would not exist for those 40 spaces. He also said staging was not necessary at this time, since the City is not building the office building. Mr. Rees added that staging could be done in the future if someone wished to build on that site, however it would be more complex to do so.



Council Member Mercer asked Mr. Rees what the City may do to market the land that the private sector offices were going to be built on for prospective developers. Mr. Rees said it is possible that someone from the private sector may wish to build on the lot, but in the interim, the City and the Redevelopment Commission should do their part to make short-term improvements to that lot. Mr. Rees said prior to consideration of building an office building and parking deck on that site, the Redevelopment Commission was interested in providing a pedestrian pass-through from the parking lot that existed at that time and Evans Street. He added that idea remains a priority. The Redevelopment Commission has earmarked funds for aesthetic improvements to the site and to create the pass-through. Mr. Rees pointed out that the City should be mindful of safety, if the lot remains an open space, and also that what is done to the lot is within the budget.

Council Member Mercer asked how the City would handle the closure of Evans Street if it built something at that site in the future. Mr. Rees said that a long-term closure of Evans Street would not be realistic for the City. He stated that heavy equipment could possibly be delivered early in the morning or late in the evening, but mentioned that sometimes construction was restricted to normal business hours. Mr. Rees added that an odd-hour schedule would increase the cost of the project.

Council Member Mercer questioned how debt service for the parking deck would be impacted, given that the office building would not be built. Mr. Rees replied that, although the 40 spots were no longer guaranteed to be leased, the City has seen an overall increase in the level of leasing. Mr. Rees said as Uptown Greenville continues to thrive, demand for parking will rise.

Council Member Mercer asked Mr. Rees what the current cost of the deck was, and where the funding was coming from. Mr. Rees said Staff had originally estimated the cost to be around \$3.8 million and earmarked \$4 million during the budget process for the project. He stated further that the City would get better estimates upon the selection of a construction manager. Mr. Rees said the City had \$1.7 million remaining out of a parking deck savings account established by a prior City Council. Mr. Padgett clarified that the draft budget proposed financing the full \$4 million, with the \$1.7 million in reserve transferred into the capital fund for other capital needs projects.

Council Member Mercer said he supported the idea of having a parking deck downtown, however he expressed his disappointment that the office building would not be built. He said he was concerned about the City borrowing a large sum of money, and felt the process should be thought through more carefully.

Council Member Joyner moved to approve Staff's recommendation to select Barnhill Contracting Company to serve as Construction Manager at Risk for the uptown parking deck project. Council Member Mitchell seconded the motion, which passed by unanimous vote.



**ESTABLISHMENT OF UPTOWN OUTDOOR DINING PERMIT - (Ordinance No. 13-022)**

Foregoing the Staff presentation, Council Member Mitchell moved to approve the ordinance establishing an Uptown Outdoor Dining Permit. Mayor Pro-Tem Glover seconded the motion.

Council Member Mercer stated that he liked the idea of dining out on the street. He asked on behalf of a citizen, if an outdoor dining permit would allow free access from indoor dining in case of fire. City Planner Chantae Gooby said the review will include building inspectors, fire and police, and that Staff has safety mechanisms built in.

There being no further discussion, the motion to approve the ordinance establishing an Uptown Dining Permit passed by unanimous vote.

**CONSIDERATION OF A RESOLUTION REGARDING THE NORTH CAROLINA PARKS AND RECREATION TRUST FUND (PARTF) - (Resolution No. 026-13)**

Recreation and Parks Director Gary Fenton said that Governor Pat McCrory's proposed budget included a 45% cut in the Parks and Recreation Trust Fund (PARTF). As part of his proposed budget, Governor McCrory proposed the elimination of the dedicated source of funding for PARTF that it has had since its inception in 1994. Mr. Fenton said this item included a resolution encouraging members of the General Assembly to retain a dedicated source of funding for this important program.

Mr. Fenton said that PARTF has had a wonderful impact on the health and quality of life in countless communities across North Carolina. The City of Greenville has had five PARTF grants, and the funding has gone to Boyd Lee Park, River Park North Nature Center, Guy Smith Park, the Aquatics and Fitness Center, and the Drew Steele Center. Mr. Fenton was concerned that, without the dedicated source of funding, PARTF would go unfunded and ultimately not be assured beyond the next budget cycle. He pointed out that Pitt County Commissioners have passed a similar resolution, as well as 11 other counties and 68 other cities.

Council Member Mitchell said that he supported taking measures to keep the funds. However, he said he would need to look at the entire budget to support the resolution, as he did not have enough information.

Council Member Mercer said the resolution was a way for the City Council to show the General Assembly that PARTF is an asset to Greenville. Therefore, the City Council did not need to analyze facts and information about why Governor McCrory wished to eliminate the dedicated source of funding. Council Member Mercer expressed his support for the resolution.

Council Member Joyner was concerned that if the City succeeded in keeping the dedicated funds, that the State would revoke Powell Bill funding, which pays for roads and sidewalks. 1



He said the General Assembly budget was a State issue, that the City should not decide State issues. Council Member Joyner said he would rather lose PARTF money than Powell Bill money. With the limited information at hand, Council Member Joyner said he could not support the resolution.

Mr. Padgett said that each year Staff works with the League of Municipalities to identify items that might be coming up on the next legislative session and then the City Council develops with the assistance of the City Manager and Attorney to set up goals to send to the General Assembly. He stated that if Staff had foreseen the possibility of PARTF losing its dedicated source of funding, it would have been presented with the other items that the City Council discussed comprehensively. Mr. Padgett said Staff wished to give the City Council the opportunity to consider a resolution that many cities across the state have already considered and passed.

Council Member Blackburn made a motion to approve the resolution regarding PARTF. Council Member Smith seconded the motion, which passed by a vote of 5 to 1 with Council Member Joyner casting the dissenting vote.

#### **CONSIDERATION OF A RESOLUTION REGARDING VOTING - (Resolution No. 027-13)**

Council Members Blackburn and Mercer requested an item be placed on the City Council agenda for consideration of a resolution in support of early voting and college students' right to vote.

Council Member Mercer said, in general, the City Council should not get involved in state and federal issues unless the issues impact the City. However, given Greenville's significant college population, Council Member Mercer said that the resolution was merited. He pointed out that other municipalities have weighed in on this issue, and stated that he supported the resolution.

Council Member Blackburn praised the students who attended the City Council meeting. She said their participation gave her optimism for the future of democracy in Greenville, and added that these students are who the City needs voting. Council Member Blackburn stressed the importance of encouraging voting, rather than suppressing it. She added that preventing students from voting where they attend school by forcing them to travel home to do so, would be an unacceptable hardship. Council Member Blackburn said she was also opposed any other measures by the General Assembly to suppress voting, and expressed her support for the resolution.

Council Member Mitchell said this issue was an attack on voters' rights, and stressed the importance for college students to be able to vote. He was pleased to hear that Council Members Blackburn and Mercer support the resolution, because they recently voted against having a voting location on campus. Council Member Mitchell said it was important to offer students easy voting access, and that the City should not be worried with how it may influence the outcome of an election.



Mayor Pro-Tem Glover noted the courage it took for the students to speak to the City Council, and stressed that these students are the future and an integral part of the City. She said that voting is a civil rights issue and that students should be able to vote wherever they are.

Mayor Thomas said that voting is a citizen's God-given right, and added that he did not understand how anyone could support a bill that would infringe on that right. Mayor Thomas commended the members of the City Council for standing in support of this resolution on every side of the spectrum, and thanked the students for voicing their opinions.

Council Member Mitchell said that students were an untapped voting population, and added that some people were concerned that if students got involved they would sway election results in certain districts. He encouraged the students to stay involved, because they do make a difference in Greenville.

Council Member Mitchell made a motion to approve the resolution regarding voting. Council Member Blackburn seconded the motion, which passed by unanimous vote.

### **CONSIDERATION OF A RESOLUTION REGARDING FRACKING**

Council Member Blackburn requested that this item be placed on the agenda for discussion and consideration, and also requested that Staff provide the City Council with a draft resolution that was passed by Dare County.

Council Member Blackburn clarified that the resolution was not to oppose fracking, as the State has already approved the extraction of shell gas. Instead, the resolution was in regards to Senate Bill 76, which would lift the ban on deep well injection of the toxic wastewater that results from fracking. She explained that the resolution states that the City would oppose injection of toxic wastewater into the soil. Council Member Blackburn said that Eastern North Carolina has a particular type of soil hydrology that could cause environmental issues of the toxins seeping into groundwater, rivers and streams sooner rather than later.

Council Member Blackburn said several other counties and communities in Eastern North Carolina have passed resolutions opposing this deep well injection in the Coastal Plain. She offered Dare County's draft resolution as a template for the City Council's consideration.

Council Member Blackburn moved to approve the resolution opposing the deep well injection of fracking wastewater in Eastern North Carolina. Council Member Mercer seconded the motion.

Council Member Joyner said when he contacted GUC about this issue they did not express any concerns, but said that if fracking was not allowed, the price of natural gas would increase by 200%. Council Member Joyner said that fracking was a state issue, and item # 1



City Council to make an informed decision, representatives from both sides should present a report to the City Council. He did not believe he had enough knowledge about the issue to intelligently support the resolution.

Council Member Mercer said the only knowledge he had of this issue was the information that Ms. Deck presented to the City Council. Based on his confidence in her expertise, Council Member Mercer said it would be wise for the City Council to air on the side of caution and support the resolution.

Council Member Mitchell questioned that if there were no natural gas deposits in Eastern North Carolina, why would fracking take place there. Mayor Thomas responded that fracking alone was not the issue, but rather the byproduct of that process. He said the concern was that fracking waste would be released into the aquifers in Eastern North Carolina and would contaminate the water supply. Council Member Blackburn clarified that fracking waste from the central part of the State would be disposed of in Eastern North Carolina because the sandy soil would be more ideal for deep well injection.

Public Works Director Kevin Mulligan said he did not have further information, but the Staff could look into this issue further and come back to the City Council with a report. He said Staff could bring in the Environmental Advisory Commission to address byproduct questions.

Council Member Mitchell made a motion to table the discussion until Staff had further information. Council Member Joyner seconded the motion.

Council Member Blackburn expressed the urgency of taking action because the Legislature is moving forward quickly with this issue. She strongly suggested that the City Council approve the resolution while there is still an opportunity to impact decision making.

Council Member Mercer stated that due to the timeliness of the issue, he would vote against tabling the issue. He felt it was important to make an immediate decision.

Council Member Mitchell moved to table the discussion until the next available City Council Meeting. Council Member Joyner seconded the motion, which passed by a 4 to 2 vote. Council Members Blackburn and Mercer cast the dissenting votes.

---

**COMMENTS FROM THE MAYOR AND CITY COUNCIL**

---

The Mayor, Mayor Pro-Tem and Council Members made general comments about past and future events.





---

**CITY MANAGER'S REPORT**

---

City Manager Lipscomb said the Staff had reserved May 20<sup>th</sup> for an additional budget meeting. However, she mentioned that since the City Council has already had several workshops, a meeting on that day may not be necessary. City Manager Lipscomb requested that the City Council vote to cancel the May 20, 2013 meeting.

Council Member Joyner moved to cancel the May 20, 2013 meeting. Council Member Blackburn seconded the motion, which passed by unanimous vote.

---

**ADJOURNMENT**

---

A motion was made by Council Member Mitchell, and seconded by Council Member Joyner, to adjourn the meeting. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 9:38 pm.

Prepared By:  
Sara Ward, Clerical Assistant  
City Clerk's Office

Respectfully submitted,

Carol L. Barwick, CMC  
City Clerk

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
THURSDAY, JUNE 13, 2013



A regular meeting of the Greenville City Council was held on Thursday, June 13, 2013 in the Council Chambers, located on the third floor at City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 7:00 pm. Mayor Thomas gave the invocation, followed by the Pledge of Allegiance.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Rose H. Glover, Council Member Kandie Smith, Council Member Marion Blackburn, Council Member Calvin R. Mercer, Council Member Max R. Joyner, Jr. and Council Member Dennis J. Mitchell

Those Absent:

None

Also Present:

City Manager Barbara Lipscomb, City Attorney David A. Holec, City Clerk Carol L. Barwick and Deputy City Clerk Polly W. Jones

---

**APPROVAL OF THE AGENDA**

---

City Manager Lipscomb requested that the following items be added to the agenda: the Parks Naming Policy Amendment and Budget Ordinance Amendment #10.

Council Member Joyner moved to approve the agenda with the requested additions, seconded by Mayor Pro-Tem Glover. The motion passed by unanimous vote.

Council Member Mercer moved that the North Carolina Certified Retirement Community Designation item be discussed prior to budget adoption since it has budgetary implications. Council Member Blackburn seconded the motion, which was approved by unanimous vote.

---

**SPECIAL RECOGNITION**

---

City Manager Lipscomb, joined by Mayor Allen Thomas and Interim Fire-Rescue Chief Eric Griffin, read and presented a plaque to Battalion Chief Chuck Owens in honor of 33 years and two months of service to the Greenville Fire-Rescue Department.



---

## APPOINTMENTS

---

### APPOINTMENTS TO BOARDS AND COMMISSIONS

#### Board of Adjustment

Mayor Pro-Tem Glover made a motion to reappoint Scott Shook to a second three-year term that will expire June 2016. Council Member Blackburn seconded the motion and it carried unanimously.

Council Member Blackburn made a motion to reappoint Charles Ewen to a second three-year term that will expire June 2016. Council Member Joyner seconded the motion and it carried unanimously.

#### Greenville Utilities Commission

Mayor Thomas made a recommendation that Rebecca Blount be appointed to a first three-year term that will expire June 2016, in replacement of Don Edmonson, who was no longer eligible to serve. Council Member Joyner made a motion to that effect, Council Member Smith seconded the motion, and it carried unanimously.

Council Member Mitchell made a motion to appoint Don Mills to a first three-year term that will expire June 2016, in replacement of Vickie Joyner who was no longer eligible to serve. Council Member Joyner seconded the motion it carried unanimously.

Council Member Joyner made a motion to reappoint John Minges to a second three-year term that will expire June 2016. Council Member Smith seconded the motion and it carried unanimously.

#### Historic Preservation Commission

Council Member Blackburn continued the appointment of Richard Weir's seat, who had resigned.

#### Human Relations Council

Mayor Pro-Tem Glover made a motion to appoint Hassan Kandil to a first three-year term that will expire September 2016, in replacement of Geoffrey Kenan, who was ineligible to serve, and to appoint R. Terry Parrish to an unexpired term that will expire September 2015, in replacement of Gun Ho Lee, who had resigned. She chose continued the appointment of the East Carolina University seat. Council Member Joyner seconded the motion and it carried unanimously.

#### Pitt-Greenville Convention & Visitors Authority

Mayor Pro-Tem Glover made a motion to recommend the reappointment of Scott Hucks to a first three-year term that will expire July 2016, and to recommend the reappointment of Beatice Henderson and Candace Hollingsworth to the Pitt County Board of Commissioners. Council Member Joyner seconded the motion and it carried unanimously.



Planning & Zoning Commission

Mayor Pro-Tem Glover made a motion to appoint Christine Darden to fill an unexpired term that will expire May 31, 2014, in replacement of Godfrey Bell, who had resigned, and she chose to continue the appointment of Arthur Maxwell's seat. Council Member Joyner seconded the motion and it carried unanimously.

Public Transportation & Parking Commission

Council Member Mercer continued the appointment of Adam Lawler's seat, who had resigned.

Recreation & Parks Commission

Council Member Mercer made a motion to appoint Deb Jordan to an unexpired term that will expire May 31, 2015, in replacement of Brian Jacobs, who had resigned. Council Member Joyner seconded the motion and it carried unanimously.

Mayor Pro-Tem Glover continued the appointment of Freddie Outterbridge's seat, who was no longer eligible to serve.

Council Member Mitchell made a motion to appoint Garret Taylor to a first three-year term that will expire May 31, 2016, in replacement of Matt Smith. Council Member Joyner seconded the motion and it was carried unanimously.

Redevelopment Commission

Council Member Smith made a motion to appoint Angela Marshall to fill an unexpired term that will expire November 2016, in replacement of Dana Coles, who had resigned. Council Member Joyner seconded the motion and it carried unanimously.

Youth Council

Council Member Blackburn made a motion to appoint Jacob Barondes to fill an unexpired term that will expire September 2013. Council Member Joyner seconded the motion and it carried unanimously.

Nominations for Pitt-Greenville Convention & Visitors Authority Chair

Mayor Pro-Tem Glover made a motion to continue the recommendation. Council Member Mitchell seconded the motion and it carried unanimously.

---

**NEW BUSINESS**

---

**PUBLIC HEARINGS**



**RESOLUTION TO CLOSE A PORTION OF EAST ROCK SPRING ROAD AND A 20 FOOT WIDE ACCESS ALLEY - (Resolution No. 036-13)**

City Engineer Scott Godefroy reported that the State of North Carolina, on behalf of East Carolina University (ECU), has requested the closure of a portion of East Rock Spring Road, beginning on the south side of East 14<sup>th</sup> Street and a 20-foot-wide access alley. Mr. Godefroy said there were no structures on the property, and added that ECU did not have immediate plans for the property. The City Council adopted the Resolution of Intent to Close on May 6, 2013 and it was published in The Daily Reflector on four consecutive Mondays. A copy was sent by certified mail to each property owner owning property adjoining the street. Mr. Godefroy stated that Staff has reviewed the petition and recommends as a condition of the street closing that a recombination map be submitted in accordance with subdivision regulations. He said the Greenville Utilities Commission (GUC) made a request for the placement of an easement upon the utilities that will remain in the closed street right away. Mr. Godefroy said budget funds for the maintenance of these streets will no longer be required upon the adoption of the resolution and the City will no longer receive any Powell Bill funds for that portion of the street.

Mayor Thomas declared the public hearing open at 7:16 pm and invited anyone wishing to speak in favor of the resolution to come forward.

Hearing no one who wished to comment in favor of the proposed closing, Mayor Thomas invited comment in opposition of the resolution. Also hearing no one, Mayor Thomas closed the public hearing at 7:17 pm.

Council Member Blackburn asked if any projects were currently planned for the property. Mr. Steve Spruill, a surveyor on the project, said that he was not aware of any impending project plans.

Council Member Blackburn moved to approve the resolution. Council Member Joyner seconded the motion, which passed by unanimous vote.

**REQUEST FOR CAPITAL INVESTMENT GRANT FUNDS - (Resolution No. 037-13)**

Economic Development Manager Carl Rees introduced Mr. Tom Taft to present information about the grant request, and said that following Mr. Taft's presentation, he would continue with the Staff presentation.

Mr. Taft thanked Mr. Rees and the City Council for allowing him to present the item. Mr. Taft stated that he and Jim Ward are applying for a Capital Investment Grant for what will be a transformational project for Greenville and Pitt County. He said the project is a dedicated student housing development comprised of 310,000 square feet of commercial residential development, 11,000 square feet of commercial retail space outdoor dining and seating, a clubhouse with study space and recreation areas, along with a 429 space parking deck. The residential units will have up to four bedrooms, each with a private bathroom, as well as high-end finishes, such as granite counter tops and solid wood cabinets. He also

Item # 1



mentioned that the project will have a security system in place including cameras and controlled key fob access. Mr. Taft said that the security system was an important feature of the project because it will give parents piece of mind that their children live in a safe environment. He said the total construction cost will be approximately \$32 million.

In addition to the construction of the building, Mr. Taft said that the developers are also spending a considerable amount of money on landscaping, hardscape and streetscape, which will vastly improve the appearance of Downtown Greenville. He added that the future hardscape will include the construction of 1,700 feet of new sidewalks, new trees and a variety of landscaped areas.

Mr. Taft stated that, at full occupancy, the project is expected to bring more than 500 new residents to Uptown Greenville along with at least one new restaurant and several other retailers. He added that the retail portion will not only serve the building's residents, but also other nearby students and all citizens of Pitt County. Mr. Taft said this project would be a catalyst for additional development in the downtown area. He pointed out that about 30 retail and leasing jobs, as well as 100 construction jobs, will be created throughout the duration of the project. Mr. Taft added that the community benefits and revenues created will exceed the Capital Investment Grant which he is requesting the City and County to approve.

Mr. Taft discussed the requirements and challenges for building a five-story structure in Eastern North Carolina. He said urban infill construction is more expensive than building on agricultural land. From an architectural standpoint, he stated that four and five-story construction requires commercial fire sprinkling, fire-retardant lumber and commercial elevators which can ascend five stories. In addition, Mr. Taft stated that all five floors must comply with the Americans with Disabilities Act. He also said that, for the building to be five stories high, the retail portion on the bottom floor must be constructed under a concrete table, which is far more expensive than traditional wood construction. Although these requirements incur additional expenses, Mr. Taft said the benefits would be worth the costs.

Mr. Taft said that the idea to build a housing project on this property originated in 2007. Since then, the project has evolved through 14 different versions. Mr. Taft said prior designs would have required off-site parking. Then, Mr. Taft said that Mr. Ward came up with the idea in 2013 to combine all the properties on that site into one project.

Mr. Taft said several construction issues have arisen. He pointed out that due to poor soil conditions, auger cast piling will be necessary to support the residential building and the parking garage. He said that a contractor specializing in coastal piling will drill 450 holes throughout the site 50 to 60 feet deep. Mr. Taft explained the process of auger cast piling construction. He said that the drilling tool displaces soil horizontally, and compresses the soil into the pile wall, creating appropriate structural pressure. Next, he said, grout is pumped into the spaces created by the piles, and the drilling tool is withdrawn while grout pressure is maintained to ensure appropriate concentration. Lastly, the structure is built directly on top of the piles. Mr. Taft mentioned that the addition of auger cast piling was a



significant and unanticipated expense, increasing the cost of the project by around \$1,780,000.

In addition to poor soil issues, Mr. Taft pointed out several other infrastructure issues which must be addressed prior to moving forward with the construction of the project. He said an engineering study of the site revealed that the major storm water system that runs through Reade Circle was encroaching on the property. He also said that a major fiber optic and copper telephone system runs directly through the middle of the proposed project and conflicts with the foundation system of the buildings and parking garage. Many years ago, the City granted the property to Carolina Telephone and Telegraph, which is now CenturyLink, for the installation of the telephone lines. Over the years, these lines have evolved into large networks of conduits carrying fiber optic cables to serve high speed internet to the general public and other public institutions. Mr. Taft said that relocation of these lines would cost around \$185,000.

Mr. Taft said the total cost of those changes alone would cost over \$2.25 million. However, he emphasized that the project could not move forward unless these structures are relocated and the piling is constructed.

Mr. Taft stated that he was asking the City Council to approve the Capital Investment Grant because, not only have the developers had a large cost overrun, but the project was expensive to begin with. Mr. Taft stated that Branch Banking and Trust Company (BB&T), the project's construction lender, is requiring the Developer to have a \$131,747 grant from the City or the County in order to support the underwriting for the loan. He said the Capital Investment Grant would not be for the project, but rather as a vehicle for the developer to borrow additional funds from the lender that the developer would eventually pay back. Mr. Taft said that the Capital Investment Grant would hopefully be a combined amount from both the City and the County, totaling \$131,747. In exchange for the \$131,747 grant over a period of seven (7) years, the developer would create an additional \$300,000 in ad valorem tax. Mr. Taft added that the developer would only get the \$131,747 under the condition of paying the project's taxes each year. Mr. Taft said that the City and the County will enjoy benefits from this project only if it occurs, and the project cannot move forward without the Capital Investment Grant. He stated that he expected that the economic and community benefits will far exceed this capital investment grant.

Council Member Mercer thanked Mr. Taft for his presentation, and recognized that a project of this magnitude required significant investor risk. He said he appreciated a quality, dense, mixed-use property that is walkable and bikeable. He asked Mr. Taft to elaborate further about the County's participation regarding the grant. Mr. Taft said although nothing is certain, based on good information, he believes Pitt County is ready to contribute to the project.

Following Mr. Taft's presentation, Mr. Rees reminded the City Council that this development was not unsolicited, and said that although the City did not specifically request this particular development, it did ask for a similar type of project to that which Mr. Ward and Mr. Taft propose. Mr. Rees said that Staff has completed its due diligence related



to this project, which includes staff review, tax review and Institute of Government (IOG) review.

During the staff review, Mr. Rees stated that Staff matched up the grant request with the City Council's requirements for the Capital Improvement Grant policy. In that regard, he said Staff found that the project is high scoring. Based on the Staff review, Mr. Rees said the project had several strengths. First, he said the project will increase tax base by approximately \$29 million. He added that Staff believes that the ratio of public funds will be roughly 1 to 31 in public to private funds. Mr. Rees said a 1 to 10 ratio is a typical goal. He also stated that the project furthers the Center City Revitalization plan. Mr. Rees pointed out that a weakness of this project was job creation. He said although the project was expected to create approximately 30 full-time positions and 100 construction jobs, the exponential growth of jobs related to the project would be finite, as the project is not a basic industry. On a positive note, Mr. Rees pointed out that the increase of students living in the area would be a gateway for more job opportunities in the future.

Mr. Rees said Staff worked with Pitt County to do a preliminary tax review, and stated that the future tax value is estimated between \$25 and \$30 million. He said Staff also worked with the Institute of Government to obtain an expert opinion, and they concluded that the project financials are strong, and that the project would be a strong real estate asset if the developers decided to sell the property in the future. Mr. Rees stated that the IOG did mention, however that there is some risk in terms of the section of North Carolina General Statutes that Staff is using to provide the grant. Mr. Rees invited City Attorney Dave Holec to briefly address the statute.

Mr. Holec said the statute allows the City to engage in economic development activity and incentives. He stated that he has looked at the proposal and believes that it is in compliance with that statute and something that would be supportable.

Mr. Rees said the developers are seeking a Capital Investment Grant from the City of Greenville and an Economic Development Grant from Pitt County as follows:

- Combined grant amount of \$131,747 per year based on a tax valuation of \$31,665,000.
- Grants made for seven (7) years.
- Total grant payments of \$922,229 over seven (7) years.

Mr. Rees said that the grant would be split between the City and the County, with the City's share at 49.5% of incremental tax increase not to exceed \$74,498 per year. He said the County would provide the remainder of the funds. Mr. Rees added that no grant funds would be paid until the developer paid property taxes on the project. Mr. Rees stated that Staff recommended the following conditions for the development:

- 1) Architectural review and inspections.





- 2) Streetscape improvements should comply with the City's Streetscape Master Plan.
- 3) Claw-back provisions; if the property is sold to a non-taxable entity within the first 7 years, the City will recoup all grant funds paid.
- 4) Hold City & County harmless.

Mr. Rees said that Staff is of the opinion that the Capital Investment Grant request for the Georgetown Redevelopment Project is in compliance with the City's adopted Capital Investment Grant Policy. He also stated that the requested grant amount of up to \$74,498 per year over seven (7) years is appropriate and will facilitate construction of a transformative project in Greenville's Uptown Commercial District.

Council Member Blackburn asked if the Taft-Ward development project would mesh with the Evans Street streetscape project. Mr. Rees said the Evans Street project was broken into parts due to the Taft-Ward development project and also storm water repairs. He added that much of the portion of Evans Street which would be undergoing a streetscape project will be demolished due to the storm water repairs. Mr. Rees said that the streetscape project was still planned, but will be delayed until the other projects have been completed. He stated that Staff is also modifying some of the original plans due to the intensity of the Taft-Ward project, the construction of the Federal Courthouse, the final location of the transportation activity center, and ECU's plans to build a large building and parking deck at the corner of 10<sup>th</sup> and Evans Streets.

Council Member Blackburn pointed out that one of the plans for Evans Street was to reduce traffic and make the road more pedestrian friendly, and asked Mr. Rees if those improvements would still take place. Mr. Rees replied that he believed that plan would no longer be feasible at that particular corridor, however he added that improvements would still be made.

Mayor Thomas declared the public hearing open at 8:00 pm and invited anyone wishing to speak in favor of the Capital Investment Grant to come forward. Hearing no one who wished to comment in favor of the resolution, Mayor Thomas invited comment in opposition. Hearing no one, Mayor Thomas closed the public hearing at 8:00pm.

Upon motion made by Council Member Mitchell and second by Mayor Pro-Tem Glover, the City Council voted unanimously to adopt a resolution approving an Economic Development Incentive Grant for the Georgetown Redevelopment Project.



**RESOLUTION AUTHORIZING AN APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION FOR A SECTION 5307 GRANT FOR FEDERAL OPERATING AND CAPITAL ASSISTANCE FOR GREENVILLE AREA TRANSIT (GREAT) FOR FISCAL YEAR 2013-2014 – (Resolution No. 038-13)**

Transit Manager Steve Mancuso stated that this item concerns the funding available for transit for Fiscal Year 2014. Currently, that total for that funding is \$1,656,000. He stated that Staff is proposing that \$1.2 million of that amount be used for operating purposes, and that amount has been included in the overall operating budget for Fiscal Year 2014. In addition, he said that Staff is proposing that the remaining \$450,000 be included in the budget for capital purposes.

Mr. Mancuso suggested three capital purchase items:

- The purchase of a bus lift for the maintenance of the bus fleet.
- A real-time passenger public information system which utilizes smart phone technology to track the bus schedule.
- Set aside capital funding for a future bus purpose as replacements become necessary.

Mr. Mancuso said that Staff recommends the City Council adopt the resolution authorizing and executing the application.

Mayor Thomas declared the public hearing open at 8:04 pm and invited anyone wishing to speak in favor of the grant application to come forward. Hearing no one who wished to comment in favor of the resolution, Mayor Thomas invited comment in opposition. Hearing no one, Mayor Thomas closed the public hearing at 8:04pm.

Upon motion made by Council Member Joyner and second by Council Member Blackburn to approve the resolution authorizing application for a section 5307 grant, the City Council voted unanimously to approve.

**PUBLIC COMMENT PERIOD**

Mayor Thomas opened the public comment period at 8:05 pm, explaining the procedures which should be followed.

**Emily Coffman – 557 Westminster Circle**

Ms. Coffman stated that she is the owner of a local advertising and public affairs firm. She said she came to speak before the City Council in support of the adoption of a local vendor preference policy. Ms. Coffman said that careful consideration should be given to the policy to insure fairness to all. She referred to Wake County's procurement policy as an example, which states that "in accordance with the County's ethics policy the purchasing from or through employees of County government or through companies which County employees



have financial interest, either directly or indirectly, are not permitted.” Ms. Coffman mentioned that Corrie County in South Carolina has done much research on the benefits of a local vendor preference policy and how it benefits counties, cities and the state. She said the research should be done so that all the due diligence is placed into the adoption of a policy for the community. Ms. Coffman said that, for the City to grow and prosper, it must support the people who contribute to its quality of life.

#### Gary Hartong – 2002 Bloomsbury Road

Mr. Hartong stated that he is manager and part owner of a consulting engineering firm in Greenville. He said, like Ms. Coffman, he also wished to show support for a local vendor preference policy. Mr. Hartong said his firm represents one of 15 consulting engineering firms in Pitt County, and added that the engineering market has struggled due to the recent economic recession. Fortunately, Mr. Hartong said his firm has been able to retain its 13 employees, but mentioned that other firms have not been as fortunate. He said that the City has an obligation to spend taxpayer money on the most qualified technical services, and should utilize qualifications-based selection as a means of choosing consultants for projects. However, Mr. Hartong said if the City has a choice between two or more firms with similar experience, it should award the contract to a local firm. Mr. Hartong said that he and his colleagues have a vested interest in completing projects locally. He pointed out that other governments have similar policies in place. In addition, he said this policy would not only support local business, but would enhance local tax base.

#### Michael Saad – 307 King George Road

Mr. Saad stated he is a community member of the University Neighborhood Revitalization Initiative (UNRI). He briefly thanked all who were involved in the creation of the parking proposal, including UNRI’s six-member panel, Code Enforcement, Chief Aden, Merrill Flood, and Council Members Joyner and Blackburn. Mr. Saad stated that they had a productive meeting and addressed several pressing issues for the University area. He mentioned that there is never a perfect solution to any proposal, however the proposal that the group created is the most fair and equitable solution, and will improve the University area. Mr. Saad asked for the City Council’s support of the proposal, and stated UNRI had faith that the City’s Staff could fine-tune it once it is passed. He reminded the City Council that school will be starting in August, and if this proposal passed, it would alleviate many parking-related issues in the University area by designating parking for the local residents.

#### Donnie Brewer – 404 Forrest Park

Mr. Brewer, who stated that he is involved with a local consulting engineering firm, spoke in support of the City adopting a local vendor preference policy. He stated that such a policy would benefit Greenville because it would stimulate economic growth, attract young professionals, expand jobs and create environment for investment. Mr. Brewer said expertise not found locally may occasionally be needed, but added that local businesses have the connections to source that expertise when necessary. Mr. Brewer brought up a common concern that if Greenville adopted a local vendor preference policy, other cities would follow suit and would no longer solicit Greenville businesses. However, Mr. Brewer stated that was already occurring. He added that the competition to do business in other cities has stiffened because those cities are now choosing their own local businesses over



those from outside their communities. Mr. Brewer stressed the importance of protecting businesses in Greenville. He pointed out that, although the City is willing to provide incentives to attract new companies to Greenville, it needs create ways to benefit those which are already present.

There being no one else present who wished to address the City Council, Mayor Thomas closed the public comment period at 8:17 pm.

---

**OTHER ITEMS OF BUSINESS**

---

**CONSIDERATION TO EXPLORE THE NORTH CAROLINA CERTIFIED RETIREMENT COMMUNITY DESIGNATION**

Council Member Mercer suggested that this item be placed on the agenda, and stated he felt strongly that Greenville could achieve the North Carolina Certified Retirement Community Designation based on what the City has to offer retirees. He shared a statistic with the City Council from the Pew Research Center which stated that each day for the next 19 years, 10,000 baby boomers across the nation will reach age 65. Council Member Mercer mentioned that Greenville is an ideal retirement city due to its mild climate, close proximity to the Triangle and the coast, and a relatively low cost of living. He added that Greenville has many cultural opportunities and provides a “big town” atmosphere.

Council Member Mercer said attracting more retirees to Greenville would benefit the community. He said these individuals would stimulate the City’s economy by purchasing homes, utilizing goods and services, and investing in local businesses. He added that a boost in population would open doors for many economic development opportunities, which may not have otherwise been available. Council Member Mercer stated that, according to the Department of Commerce website, there are only six certified retirement communities in North Carolina, none of which are east of Interstate 95. Therefore, obtaining this designation would distinguish Greenville as a hub of the east.

Council Member Mercer outlined for the City Council the requirements to achieve the retirement community designation. First, the City Council must approve a motion to instruct Staff to form a committee to study the certification for six months. Following the study, the City Council could submit an application in January. The application fee is \$43,000, however, Council Member Mercer added that, according to the Department of Commerce, cities that receive this certification typically do not pay the entire fee themselves. Instead these cities work in partnerships with the Chamber of Commerce, the County or other organizations. In addition, Council Member Mercer said that an anonymous citizen promised a contribution of \$5,000 toward that total. Therefore, Greenville’s application fee could potentially be quite low. Council Member Mercer said the Department of Commerce would provide technical support to Staff for submitting the application. He said if the application submitted in January is not approved, the City will



not lose the \$43,000 application fee, and if the City's application successfully obtains approval, the Department of Commerce will provide marketing and promotion options.

Council Member Mercer moved to instruct Staff to form the necessary committee and work with the Department of Commerce toward applying for this status in January. Council Member Blackburn seconded the motion.

Council Member Mitchell said he supported the idea, but was concerned about its budgetary impact. He was uncertain whether the application fee included funding necessary to complete the requirements of the study, or if funds must be raised in addition to the \$43,000. Council Member Mercer responded that he was unable to answer authoritatively, but based on conversations with the Department of Commerce, the requirement of organizing a committee and pursuing partnerships is intended to gauge what the City already has in place to support its application.

Council Member Mitchell said that based upon information provided on the Department of Commerce website, the purpose of the committee is to find ways to raise the funds necessary to run the program. He said Staff should study the application requirements and present a report before the City Council forms a committee.

Council Member Smith said although she supported the pursuit of this designation, she did not want to make a decision on an item which was brought up at the last minute. She added that the citizens should have the opportunity to express their opinions on the issue, and Staff needs more time to discuss the topic and its implications in order to make an informed decision.

Council Member Smith moved to table a decision until the Planning Session in January. Mayor Pro-Tem Glover seconded the motion.

Mayor Thomas stated that Greenville is, without debate, a retirement community. He added that it has all the ingredients to be a lifelong learning area due to access to great healthcare, close proximity to the coast, among other benefits. However, he said the City should be cautious when combining strategic and tactical items. The retirement community designation is a tactical item that should be attached with other tactics towards a cohesive plan. Mayor Thomas mentioned that the towns which have already attained the retirement community designation include Asheboro, Lumberton, Sanford, Marion, Mount Airy and Pittsboro.

Council Member Joyner pointed out that working towards the designation would be an expenditure of Staff time and money. He did not feel confident in making a last-minute decision on this item, and expressed his support for tabling it until the Planning Session.

Council Member Blackburn said she was concerned that the City Council would lose momentum if it delayed making a decision until the Planning Session, and added that items deferred to the Planning Session often did not receive the City Council's full attention. She reiterated that Greenville would be the only community with this distinction east of Item # 1



Interstate 95 and expressed her interest in moving forward in any way possible, even by conducting a preliminary study.

Council Member Mercer stated that, contrary to his colleagues' concerns, the certification was not a new idea, nor was it being introduced at the last minute. He added that the City's economic consultant recommended that the City Council consider applying for the retirement community designation, and also that the item had been placed on the agenda. He stressed the importance of voting now, given the possibility that the application would otherwise miss the January deadline.

Council Member Mitchell said that he had done research on the item, and only one of the six communities which have the retirement community designation were listed among North Carolina's Top 10 Retirement Communities. He added that, although the City Council desires for Greenville to be considered a retirement community, he was not convinced that the retirement community designation would automatically draw more retirees to the City. He suggested that the City Council take a more comprehensive approach and explore other options that would create a larger impact.

Council Member Blackburn asked for more details about the January deadline. City Manager Lipscomb said the deadline for filing the application is in January and the application fee is due at that time. Council Member Mitchell added that there is an application round every six months.

Council Member Mercer requested rebuttal time. Mayor Thomas allowed him one minute.

Council Member Mercer clarified that his motion was simply to study the certification study, just as Council Member Mitchell suggested. He added that if the City Council completes the study, it will be in line for submitting the application on time.

On Council Member Smith's motion, the City Council voted 4 to 2 to table discussion to the January Planning Session. Council Members Blackburn and Mercer cast the dissenting votes.

**ORDINANCES ADOPTING BUDGETS FOR THE 2013-2014 FISCAL YEAR - (Ordinance No. 13-026 AND Ordinance No. 13-027)**

**CITY OF GREENVILLE INCLUDING SHEPPARD MEMORIAL LIBRARY AND PITT-GREENVILLE CONVENTION AND VISITORS AUTHORITY - (Ordinance No. 13-026)**

City Manager Lipscomb said that this ordinance would establish the Fiscal Year 2013-2014 budget for these entities. She added that also included in the ordinance is the proposed manual of fees, which is adopted as part of the ordinance, as well as information regarding the carryover funds.

Council Member Joyner made a motion to approve the ordinance adopting the budget. Council Member Mitchell seconded the motion. Item # 1



Council Member Blackburn said that Staff did a remarkable job of putting together a budget based on the City Council's majority opinion. However, she stated that her ongoing concern related to the budget is the combination of pulling out the entire fund balance while borrowing close to \$4 million for the parking deck. Council Member Blackburn stated that her reservations against the budget inclined her to potentially vote against it.

Council Member Mercer made a motion to amend the original motion, stating that in lieu of conducting a \$200,000 River Study, the City Council would spend \$100,000 on non-controversial items related to the Town Common Master Plan, such as kayak renting and a covered fishing pier. He added that Staff would conduct a smaller river study with \$50,000, and the City would place the remaining \$50,000 into savings. Council Member Blackburn seconded the motion.

Council Member Mercer clarified that his motion is not against the River Study, but rather a motion for fiscal responsibility. He stated that he is opposed to conducting the River Study at this time because he is uncertain how the City would benefit from it. Council Member Mercer pointed out that the City already has a widely-supported Town Common Master Plan that is less than three years old, and said it would be best to delay a large study and instead utilize funding to provide activities at the Town Common to attract the public. He said, as a result, the City would receive more public interest and input which could serve as a guide for the River Study.

Mayor Pro-Tem Glover cautioned against misleading the public into believing that the City Manager and Staff would create a budget which would drain the City's funds. She added that the City Council has reviewed the budget and is aware of where the funds are being allocated. She said the City's budget has been posted for public inspection, and stated that she has not received any complaints, but rather comments in support of the budget. Mayor Pro-Tem Glover emphasized that she was confident in Staff's decisions, and said that she was pleased to see that the budget addressed major infrastructure issues, such as the City's roads. She stated if the City Council did not invest in Greenville, the City would fall to the wayside.

Council Member Blackburn mentioned that \$100,000 could fund many concrete improvements to the Town Common, such as an ice cream stand, a kiosk, kayak rentals, and a covered fishing pier. She added that she liked the idea of having the extra \$50,000 for other future Town Common amenities as needed.

Council Member Joyner said that the City Council has held multiple budget planning sessions, and during that time, no one has suggested amending the amount of funds allocated to the River Study. He was confused why changes were only now being proposed, rather than during the previous meetings.

The motion made by Council Member Mercer and seconded by Council Member Blackburn to amend the original motion failed by a 2 to 4 vote. Council Members Mercer and Blackburn cast the votes in favor of the motion.



In regards to the original motion, Council Member Mitchell commended Staff on preparing the budget. He pointed out that the City's financial state remains solid, while many cities are going bankrupt, and said that Staff has played a crucial role in Greenville's success. Council Member Mitchell stated that the time has come to face the City's \$80 million in capital improvement needs. He said the City Council and Staff have had the opportunity to take a closer look at the City's finances and operation. Staff rose to the challenge of finding more efficient ways for the City to operate by cutting costs, without raising taxes. Council Member Mitchell pointed out that Staff delivered a \$2.5 million tax cut and an investment in Greenville's future with the creation of the Office of Economic Development. He added that due to the fiscal responsibility of last year's budget, and an increase of tax revenue in the current year, the City is able to invest in infrastructure, improve technology, and prepare for the future. He pointed out that the current City Council has been a council of action, and has begun to transform the downtown area. He said he believes these changes are the beginning of a time of prosperity for Greenville. Council Member Mitchell reminded the City Council that the ways of yesterday are no longer effective, therefore the City Council must be bold, have vision, and forge a new path so that Greenville can solidify itself as a true capital city of Eastern North Carolina. He quoted Robert Kennedy and said "some people see things as they are and ask why, I dream of things that never were and ask why not."

Council Member Mercer made a motion to amend the original motion so that in lieu of the \$4 million for roads, the City would instead allocate \$3 million to the roads and utilize the remaining \$1 million for completion of the parking deck in order to decrease the amount of money to be borrowed. Council Member Blackburn seconded the motion.

Council Member Mercer said that a reduction from \$4 million to \$3 million was reasonable. He pointed out that the City spent approximately \$350,000 to \$380,000 on streets over the last seven to eight years. Therefore, even if the City put \$3 million into street maintenance, he said the improvements would be significant. Council Member Mercer added that another \$1 million could be allocated for street improvements at a later time if the budget is successful. He reiterated the importance of being fiscally conservative, as the State is also tightening its budget and could potentially reduce funds for the City.

Council Member Joyner asked Public Works Director Kevin Mulligan to step forward to answer a few questions. He first stated that Greenville has previously spent an average of \$389,000 for street repairs annually. Council Member Joyner asked Mr. Mulligan how many miles of road were in Greenville. Mr. Mulligan said that Greenville has approximately 600 lane miles of city streets. He added that based on Greenville's average spending on repairs, each street would be repaved every 60 to 70 years, and that the average life span of a street was 15 years. Mr. Mulligan said it costs about \$100,000 per lane mile to resurface a road, and about \$1 million per lane mile to rebuild. Council Member Joyner asked if the roads can be maintained in a proper and safe manner at \$380,000 annually. Mr. Mulligan said that, although maintenance could be done with that amount, it would not be enough for long-term repairs. He added that \$4 million was an aggressive start to fixing the roads, and would save the City money in the long run. Mr. Mulligan said that there are currently 100 lane miles in poor condition that need to be repaired.





Mayor Thomas presented a chart dating back to 2003 that depicted Greenville's debt ceiling ratio. He stated that the City is at its lowest level of debt in over a decade, from about 13.52% in 2003, to approximately 7.10% in 2012. Mayor Thomas added that it is healthy for a municipality to carry a level of debt. He said that the City has plenty of room to be within the City's acceptable threshold. Mayor Thomas encouraged the City Council to use facts to move the City forward.

The motion to amend the \$4 million to \$3 million for road improvements failed by a 2 to 4 vote. Council Members Mercer and Blackburn cast the affirmative votes.

Council Member Smith said that this is a wonderful opportunity to make a one-time investment in these roads that the City may never have again. She stated that Greenville's citizens want the City Council to invest in local infrastructure. Council Member Smith added that the bigger picture is taking care of Greenville, and the City Council and Staff must work together to do so.

Council Member Joyner mentioned that he has been on the City Council since the beginning of the economic downturn. He stated that during that time, the City Council decided to be fiscally conservative and to pay down debt. Council Member Joyner pointed out that now, growth has begun again, and the City must prepare for that growth. He added that the time has come to invest. Council Member Joyner pointed out that the State requires that the City keep 8% of the funding in reserves, but Greenville is currently above its own limit of 14%.

Mayor Thomas said that Greenville's two-year budget process allows for adjustments after the first year based on changes in the community. He said that Greenville has made much visible progress within the past year. Mayor Thomas mentioned the Taft-Ward project, and said that although it could have been developed in the country, the developers invested in the center city due to potential growth and return of investment. Mayor Thomas said that the budget process has not been easy, and pointed out that two years ago, property values in Greenville were the lowest they had been since the Great Depression. So Staff created the new two-year bridge budget which continued on the smart plan of calculated improvement. For the first time, each department pitched its priorities and ideas to the City Council. Mayor Thomas said that part of tightening a budget is making prudent investments, and referred to the new budget as the Greater Greenville budget because the City is investing towards the future. He said that looking back at past spending was not conducive to moving Greenville forward.

On the motion to adopt the FY 2013-2014 Budget Ordinance for the City of Greenville, including Sheppard Memorial Library and Pitt-Greenville Convention and Visitors Authority, the City Council voted 5 to 1 to approve. Council Member Blackburn cast the dissenting vote.



**GREENVILLE UTILITIES COMMISSION - (Ordinance No. 13-027)**

Upon motion by Council Member Joyner, and second by Mayor Pro-Tem Glover, the City Council voted unanimously to adopt the FY 2013-2014 Budget Ordinance for the Greenville Utilities Commission.

**REIMBURSEMENT RESOLUTION FOR FINANCING GREENVILLE UTILITIES COMMISSION'S CAPITAL PROJECTS - (Resolution No. 039-13)**

City Manager Lipscomb explained that Greenville Utilities Commission (GUC) has passed its budget, and has developed about \$31 million in various capital projects that they would like to finance. She added that this is the standard reimbursement resolution for those projects.

Council Member Joyner moved to approve the resolution, which was seconded by Council Member Blackburn. The motion passed by unanimous vote.

**REIMBURSEMENT RESOLUTION FOR FINANCING GREENVILLE UTILITIES COMMISSION'S VEHICLE AND HEAVY EQUIPMENT PURCHASES WITH INSTALLMENT PURCHASE LOANS - (Resolution No. 040-13)**

Greenville Utilities Commission (GUC) seeks establishment of a reimbursement resolution to enable vehicles and heavy equipment to be purchased at various times and obtain financing at a later date. City Manager Lipscomb said this includes about \$2.1 million installment loans for vehicles.

Council Member Mitchell moved to approve the reimbursement resolution, which was seconded by Council Member Joyner. The motion passed by unanimous vote.

**ORDINANCE AMENDING ON-STREET PARKING RESTRICTIONS FOR "CONTROLLED RESIDENTIAL PARKING AREAS" AS RECOMMENDED BY THE UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE COMMITTEE - (Ordinance No. 13-028)**

Community Development Director Merrill Flood reviewed the history leading up to the proposed ordinance. He said that the City Council appointed a six-member body to analyze issues within the UNRI Overlay District over a 12-month period. At the April 11, 2013 City Council meeting, they presented two items to City Council which would improve parking conditions based on their work in the UNRI District. One of those items was to establish an on-street parking restriction within the Overlay District for Controlled Residential Parking within that district. The committee felt based on input that limiting parking to on-street only by residents was a key issue of their work at that time. Mr. Flood said that following a public engagement meeting on April 29, 2013, UNRI drafted an ordinance to effect and create the on-street parking designation within the UNRI Overlay District. Mr. Flood invited Public Works Director Kevin Mulligan to discuss the ordinance with the City Council and to answer any questions.



Mr. Mulligan said the UNRI Committee requests that the City Council consider an ordinance which will amend Chapter 2, Title 10, Article T, "Controlled Residential Parking Areas", of the City Code of Ordinances. He stated that the proposed revisions will allow the City to implement Controlled Residential Parking Monday through Friday, 7:00 am to 5:00 pm in the UNRI Overlay District, without a petition signed by at least 51% of the residents, as normally required by the City's standard policy. Mr. Mulligan showed the City Council a map of the UNRI Overlay District, with a green section depicting the Historic District and a purple section highlighting the area north of First Street. Mr. Mulligan stated that the proposal was vetted and approved by the Parking and Public Transportation Commission. He mentioned that areas near greenways, parks and state facilities will be exempt from the residential parking rules, however these would be limited to two-hour parking. Mr. Mulligan pointed out that one of the primary reasons for the proposal is to alleviate the confusion that exists currently in the area, where some streets are comprised of residential-only parking while others are not.

Council Member Blackburn pointed out that currently, parking is unlimited around parks and greenways. She expressed her concern that limiting parking in these areas to two hours would actually reduce parking for citizens. Mr. Mulligan said, since there are currently no limitations, an individual could park in these areas for weeks at a time. Therefore, measures must be taken so that citizens who wish to utilize these facilities will have adequate parking.

Council Member Blackburn inquired about how the parking policy would be enforced. Mr. Mulligan said that the enforcement would be handled by the Greenville Police Department, rather than the Public Works Department.

Mayor Thomas asked if these restrictions applied to business hours only. Mr. Mulligan said that was correct, and that the restrictions did not apply to evenings and weekends.

Police Chief Hassan Aden said the Greenville Police Department is implementing a Reserve Parking Officer Corps to enforce the new policy. He said that unfilled reserve police officer positions would be converted into reserve parking positions, and there would also be no additional benefits or costs. He said the police department is holding over cars due to be deadlined for transportation for the parking officers, and will also be implementing technology, such as license plate readers, to identify vehicles which do not have parking permits.

Council Member Mitchell moved to approve the ordinance. Council Member Joyner seconded the motion.

Council Member Blackburn pointed out that there were concerns about the parking availability near the Rotary building, as events are often held there. She asked if the Public Works Department had devised a solution to create adequate parking. Mr. Mulligan said that although the Rotary building is not a state building, he said he was aware of the parking concerns and would look closely at the situation.



Council Member Blackburn said the Overlay was passed against her objections and against the objections of most of the resident homeowners in the area. She pointed out that while there may be benefits to the parking plan, she must object to it because it is part of a larger policy which she did not agree with.

Council Member Joyner said that it was inaccurate to state that a majority of the residents in the neighborhood are opposed to the parking plan. He stated that he has only received positive feedback, and added that while some adjustments may be necessary over time, the plan is a great first step towards resolving a parking dilemma which has continued for many years.

Council Member Mitchell said the Tar River University Neighborhood Association (TRUNA) area is one of Greenville's most active citizen groups, and if the residents truly disagreed with the plan, the public comment session would have had a much larger turnout. He read letters in support of the ordinance from two members that he appointed to the UNRI Committee who were unable to attend the City Council meeting. The letters stated that the UNRI Committee's primary focus was to ease congestion and provide better access to parking for residents. Based on a successful pilot program, the committee voted 5 to 1 in favor of expanding it to the entire new Overlay District. Combined with the support from the Parking and Public Transportation Commission, the letter expressed confidence that the plan would have a positive impact on resident parking should the City Council decide to move forward with the plan.

Council Member Joyner said if the City Council does not take action, TRUNA will continue to have parking issues. He added that the UNRI Committee has studied the problem over time, and the Parking and Transportation Commission unanimously passed their proposal. Council Member Joyner pointed out that the City still has time to implement these changes before ECU students return to Greenville in August.

Council Member Blackburn said, as representative of TRUNA, she has spent years attempting to address problems and find solutions for the area, but mentioned that there always seems to be a problem with her suggestions. She added that the parking policy itself may have benefits, however the process has been found objectionable by herself and the area's residents. Council Member Blackburn pointed out that, as a result of the Overlay, many TRUNA residents have pursued legal action against the City. She said they did not attend public forums or provide input about the parking policy because they wished to have no association with the Overlay District.

Mayor Thomas read letters sent to himself and Council Member Blackburn by individuals in favor of the parking proposal. The first letter was from Mr. Postma, a resident who has lived in the area for two decades. In his letter, Mr. Postma said that parking has always been an issue that was discussed at meetings through the years, however nothing has ever been done to solve the problem. Mayor Thomas also read a letter from Phillip Rogers, who is Chief of Staff for Chancellor Ballard. Mr. Rogers, who is relocating to Washington, D.C., said in his letter that parking regulations have received the most attention of any issue discussed at the meetings. He added that he was confident that the proposal is a fair



compromise, and is pleased with the work UNRI has done on the parking proposal. After reading the letters, Mayor Thomas stressed the importance of the success of the campus edge area of Greenville. He said that the City Council would protect campus edge as long as he is mayor, regardless of the matter. Mayor Thomas mentioned that the City Council received a petition from 500 of the 700 property owners in the area who supported this initiative.

On the motion to adopt the Ordinance amending provisions in the City Code relating to Controlled Residential Parking areas, the City Council voted 5 to 1 to approve. Council Member Blackburn cast the dissenting vote.

### **BANA/ERP VENDOR RECOMMENDATION FOR A NEW BUSINESS APPLICATIONS SOFTWARE SYSTEM**

Mr. Padgett said that the City Council has requested that a recommendation be made for replacing the City's current Business Financial software systems with an Enterprise Resource Planning (ERP) system. He said that the City's current system was put into place in 1992, and is no longer meeting the City's needs, but he added that more advanced systems are now available that would make the City's business applications more efficient. Mr. Padgett said that much time and effort has been devoted to this project since it began in December of 2011. He stated that the efforts have resulted in the recommendation to select Tyler Technologies as the provider for the City's new ERP system. Mr. Padgett said ERP systems have been implemented in Asheville, Durham and Charlotte, and in recent years all three of those communities have switched to Tyler Technologies.

Mr. Padgett turned the presentation over to Jon Hoggard, Systems Analyst for the City's Information Technology Department, who has managed this project since its inception. Mr. Hoggard said that the goal of the Business Applications Needs Assessment (BANA) project is to assess the City's business financial systems and to replace its current systems, which provide ERP and functions that no longer meet the City's needs. He stated that the IT Department was tasked with managing the project, and the City contracted with Plante & Moran to perform a business applications needs assessment and to develop a Plan of Action. Mr. Hoggard said that the project's Executive Steering Committee, which includes Bernita Demery, Eric Griffin, Gary Fenton, Merrill Flood, Leah Futrell, Scott Godefroy, Ted Sauls, Rex Wilder and Chris Padgett, utilized the assessment and Plan of Action to make the decision to replace the City's current business financial system. After being directed to proceed with plans to select a replacement ERP system, the team developed software specifications for all of the business applications identified in the scope of the project. Those specifications were incorporated into a RFP document and distributed in September of 2012. Mr. Hoggard said the vendor proposals received were evaluated using the criteria and scoring methodology defined in the RFP. After two rounds of vendor evaluations were conducted, the Executive Steering Committee selected Tyler Technologies.

Director of Financial Services Bernita Demery briefly spoke about the benefits of the new system. She said one of the new system's main improvements is that it will eliminate repetitive tasks. In addition, Ms. Demery said that the new system will have complete drill-  
Item # 1



down capability, which means that users will be able to identify the date and time an entry originated, as well as who made the first entry.

Director of Human Resources Leah Futrell said the new system will bring numerous benefits to Human Resources by integrating the department's systems with payroll systems. She said the new system will offer additional modules, which will increase employee self-service for tasks such as tracking performance evaluation results. Ms. Futrell said the new system will also improve communication and will allow greater reporting ability.

Mr. Flood stated that issuing building permits is a major portion of the Community Development Department's duties. Currently, he said building permits are manually issued, and can take from two to five days to process. Mr. Flood said the new software will allow the issue of many permits on the spot. He also pointed out several other areas in which the Community Development Department would benefit from the new system. These benefits include immediate generation of reports, enhanced citizen management of permit requests, and improved departmental workflow.

Mr. Hoggard requested on behalf of Staff and the Executive Steering Committee that the City Council select Tyler Technologies, Inc. as the provider of the City's new ERP system, and grant the City Manager the authority to execute the Plan of Action and utilize the allocated budget to implement the new system.

Council Member Blackburn asked if the Mobile 311 system will mesh with the new system. Mr. Wilder said that Staff is currently looking at a new 311 product which will interface with the new system, and added that it should be available in 2014.

Upon motion by Council Member Joyner and second by Mayor Pro-Tem Glover, the City Council voted unanimously to approve the selection of Tyler Technologies, Inc. as the ERP software vendor and grant the City Manager the authority to proceed in executing the ERP Plan of Action and to utilize the allocated budget in order to implement an ERP solution. The negotiated contracts are not to exceed \$2.5 million.

### **UPTOWN TRAFFIC CALMING PILOT STUDY RESULTS**

City Manager Lipscomb said that Staff would be presenting the results of the traffic calming project which they initiated recently as a pilot study.

Public Works Director Mulligan presented the results of the pilot study to the City Council. He said the goals of the program were to slow vehicle speed within the area, control vehicle access, protect pedestrians, and allow safe co-mingling of pedestrians and vehicles. Mr. Mulligan said that Staff gauged success by utilizing data collected by devices before and after they study's installation. The pilot program compared traffic data from 5<sup>th</sup> Street, Cotanche Street and Reade Circle. Mr. Mulligan gave a brief interpretation of the data, as listed below:



- 5<sup>th</sup> Street had a volume of about 6,000 per day, the 85% speed decreased by 12% and maximum speed decreased by 7%.
- Reade Circle averaged about 6,900 vehicles per day, 85% speed decreased by 12% and the maximum speed decreased by 18%.
- Cotanche Street had a volume of about 5,500 vehicles per day, 85% speed decreased by 14% and maximum speed decreased by 5%.

Mr. Mulligan mentioned several other benefits of the pilot study. He said the interaction between pedestrians and vehicles was safer, the devices assisted the police to protect and serve the public by acting as a force multiplier, and will increase the safety of on-going and future event in the area.

Mr. Mulligan stated that the Public Works and Police Departments endorse the effectiveness of the devices deployed, and recommend that the devices remain permanently.

Mayor Thomas asked why two speed bumps were installed versus one speed table. Mr. Mulligan stated that the structure prevents emergency vehicles from being impacted or delayed when responding to emergencies. He pointed out that emergency vehicles have a wide span and are able to traverse on either side of the speed humps.

Council Member Joyner moved to accept Staff's recommendation to keep the devices in place. Mayor Pro-Tem Glover seconded the motion.

Council Member Blackburn said, although she respects the recommendation, she has concerns about the usefulness during the day to the majority of Greenville's citizens. She mentioned that she has not received positive feedback from her district's residents. Council Member Blackburn voiced her concern that the speed bumps would deter visitors from the downtown area, and added that she was uncomfortable with this particular solution.

Council Member Mercer asked what percentage of vehicles were exceeding the speed limit prior to and following the pilot study. Mr. Mulligan said there has been an overall decrease of 12 to 15% in average speed, and added that the volume of traffic before and after installation has been somewhat consistent.

Council Member Mercer said he thought the pilot study primarily addressed late-night traffic and safety. He asked if there were daytime traffic safety issues related to the downtown area. City Manager Lipscomb said the study focused more heavily on the issue of pedestrian safety at night, and not so much during daytime activities.

Council Member Joyner mentioned that he walks around the downtown area approximately once a month. He said that pedestrian traffic increases around 9:00 pm and continues throughout the evening. Council Member Joyner pointed out that the speed



bumps serve as a safety mechanism for much longer than the 30-minute window after the bars close. He asked Chief Aden if the speed bumps have made downtown Greenville safer for pedestrians. Chief Aden replied that the pilot study preceded him, but said that any mechanism to slow vehicle traffic is a benefit to public safety.

Mayor Thomas mentioned the safety risk of the velocity of speed on Reade Circle and tendency of students to cross the street while looking at their phones. Chief Aden said the speed at that particular location decreased by seven miles per hour.

Mayor Thomas asked if Staff had considered relocating the speed bumps, given the many events that take place at Five Points Plaza. Mr. Mulligan said the speed bumps are bolted into the road, so it is not recommended to relocate them. However, he said that Staff may consider adding additional speed bumps at other locations.

Council Member Mercer asked if the height of the speed bumps could be adjusted. Mr. Mulligan said the height is not adjustable, but they could technically be moved to a different location. He said the height of the speed bumps was designed for the posted speed limit.

Council Member Mercer said he is not necessarily opposed to having the speed bumps, but is against the process by which they came about. Council Member Mercer said that, although his colleagues claim to have received favorable feedback regarding the speed bumps, he has heard from many citizens who are opposed to them. However, Council Member Mercer recognized that the issue of whether the City should keep the devices in place is a professional question for Staff.

On the motion to keep traffic calming devices in place, the City Council voted 5 to 1 in favor. Council Member Blackburn cast the dissenting vote.

### **LOCAL VENDOR PREFERENCE POLICY**

City Manager Lipscomb said that Council Member Mitchell requested that the topic of potentially developing a local vendor preference policy be placed on the agenda for discussion and consideration. She said the Staff looked at it and the Staff had provided some background information to the City Council in the past.

Council Member Mitchell moved to have Staff bring back an ordinance based on what has already been studied. Council Member Joyner seconded the motion.

Council Member Blackburn said the City Council had previously considered instating a local vendor preference policy, but due to several issues, it was never passed. She encouraged the City Council to remember what the issues were and find out what has changed.

Mr. Padgett responded that an important question to ask is what constitutes "local." He added that the threshold which determines if a business is "local" must also be considered. Mr. Padgett said, when crafting a local vendor preference policy, the City must determine what definition will be the best fit for the community.





Council Member Joyner answered that the City Council did not pass this sort of policy previously because former City Manager Wayne Bowers was not in favor of it.

Mr. Holec said that there are legal restrictions pertaining to a preference policy, but it is legally permissible so long as the City complies with the legal restrictions. He said that he understands that the spirit of the motion would be to bring something back that would comply with those restrictions.

Council Member Joyner said that Greenville provides economic incentives to attract businesses, yet the City has not done the same for local businesses. He added that the Chamber of Commerce has shown its support for doing business locally whenever possible.

Council Member Joyner asked Council Member Mitchell if he wished to have a deadline for Staff to bring back the report. Council Member Mitchell said the Staff deadline would be September 2013.

There being no further discussion, the City Council voted unanimously to have Staff develop a relevant ordinance.

**AMENDMENT TO NAMING POLICY FOR PARKS AND RECREATION FACILITIES**

Council Member Smith moved to accept the amendment to the naming policy. Council Member Mitchell seconded the motion, which passed by unanimous vote.

**ORDINANCE (#10) AMENDMENDING THE 2012-2013 BUDGET - (Ordinance No. 13-029)**

Council Member Blackburn moved to approve Budget Ordinance Amendment #10. Council Member Smith seconded the motion, which passed by unanimous vote.

•-----•  
**COMMENTS FROM THE MAYOR AND CITY COUNCIL**  
•-----•

The Mayor, Mayor Pro-Tem and Council Members made general comments about past and future events.

•-----•  
**CITY MANAGER'S REPORT**  
•-----•

City Manager Lipscomb asked Ms. Futrell to present the Golden Apple award to the City Council and Staff. Ms. Futrell said the City and GUC's Joint Wellness Program received the award by the North Carolina Prevention Partners. She stated that only employers in the Greenville area received the award, including the City of Greenville and GUC, DSM and Vidant.



City Manager Lipscomb recommended that the City Council cancel the meeting on June 24, 2013.

Council Member Joyner moved to cancel the June 24, 2013 meeting. Council Member Mercer seconded the motion, which passed by unanimous vote.

---

**ADJOURNMENT**

---

A motion was made by Council Member Joyner, and seconded by Council Member Smith, to adjourn the meeting. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 10:58 pm.

Prepared By:  
Sara Ward, Clerical Assistant  
City Clerk's Office

Respectfully submitted,

Carol L. Barwick, CMC  
City Clerk



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Resolutions granting and authorizing the execution of easements for the Pitt County-City of Greenville Airport Authority

**Explanation:** **Abstract:** The Pitt County-City of Greenville Airport Authority's runway expansion project requires the relocation and construction of electric, water, sewer, and gas lines and facilities. The Authority has requested that the City and Pitt County, as the joint owners of the airport property, grant the necessary easements so that GUC can accomplish the required construction.

**Explanation:** The Pitt County-City of Greenville Airport Authority operates and maintains the property owned by the County and City for airport and landing field purposes. Title to the airport property is vested in the governing bodies of the City and the County, as joint tenants. This arrangement is established by an act of the North Carolina General Assembly.

The Airport Authority's runway expansion project requires the relocation and construction of electric, water, sewer, and gas lines and facilities. The Authority has requested, by the attached resolution, that the City and Pitt County, as the joint owners of the airport property, grant a necessary easement relating to water, sewer, and gas utilities so that GUC can accomplish the required construction. A similar resolution is scheduled to be adopted by the Airport Authority requesting the grant of easements for electric utilities.

The utility improvements required for the runway expansion project involve the relocation of all utilities currently located along the old NC 33 roadbed at the end of Runway 20 to an area approximately 1000 feet off the end of the expanded Runway 20 and, for electric utilities, to the edge of the airport property so that the utilities will be outside the runway safety area. This will allow future maintenance to be performed on the utilities without impacting use of the runway. Attached is a map depicting the utilities relocation. A more detailed description of the project as provided by Airport Executive Director Jerry Vickers is as follows:

## **Runway 2-20 RSA Improvements/Runway Extension Utility Relocation: Construction**

The Pitt-Greenville Airport has two runways (Runway 2-20 and Runway 8-26). This project is located north of Runway 20. Runway 2-20, at 6,505' long, is the primary runway with a non-Fed ILS and MALSR at the Runway 20 end.

Private- and publicly-owned underground utilities are located in a utility corridor running across the Airport property inside the Runway 2-20 Safety Area and the airport perimeter fence. The corridor is located as close as 250' north of the end of Runway 20, and as close as 600' from the Runway 20 displaced threshold.

The utilities are in the location of a former NCDOT roadway (NC 33) that was relocated over ten years ago to extend the runway; the utilities were not removed as part of that project.

There are twelve utilities in the existing corridor as follows:

- 36" waterline (DIP), 8" AC waterline, 6" PVC Sanitary Sewer Force Main, and 6" natural gas line, owned by Greenville Utilities Commission (GUC). The 36" waterline is the main water supply line for the City of Greenville.
- Fiberoptic, power and communications cables owned by GUC, Suddenlink and Century Link. These existing utilities will be relocated to the edge of the airport property by the utility owners.

To improve safety at the airport and to accommodate future airport improvements (proposed 670' extension of Runway 20), the following utilities will be relocated to a new corridor on the airport property approximately 1,850' north of the Runway 20 end:

- 36" DIP water line to be provided and installed by the airport's contractor and taken over by GUC.
- 6" PVC Sanitary Sewer Force Main to be provided and installed by the airport's contractor in new utility corridor and taken over by GUC.
- 6" MDPE Gas Main to be installed by the airport's contractor and taken over by GUC. GUC to provide gas main pipe materials.

Attached is the following:

- (1) Resolution Granting and Authorizing the Execution of an All Utilities and Access Easement
- (2) Resolution Granting and Authorizing the Execution of Electrical and Access Easements
- (3) Resolution of the Pitt-Greenville Airport Authority requesting that the City and County execute an easement for the runway expansion project.
- (4) Map depicting utilities relocation
- (5) Maps showing electric utility easement areas

**Fiscal Note:** There is no fiscal impact on the City in granting the easements.

**Recommendation:** It is recommended that the City Council approve the attached Resolution Granting and Authorizing the Execution of an All Utilities and Access Easement for the Pitt County-City of Greenville Airport Authority and the attached Resolution Granting and Authorizing the Execution of Electrical Easements for the Pitt County-City of Greenville Airport Authority.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

- [📄 Resolution](#)
  - [📄 Relocation](#)
  - [📄 Map](#)
  - [📄 Map](#)
  - [📄 Map](#)
  - [📄 RESOLUTION GRANTING AND AUTHORIZING THE EXECUTION OF AN ALL UTILITIES AND ACCESS EASEMENT FOR THE PITT](#)
  - [📄 RESOLUTION GRANTING AND AUTHORIZING THE EXECUTION OF ELECTRICAL AND ACCESS EASEMENTS FOR THE PITT C](#)
-

RESOLUTION - 14  
RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF GREENVILLE, NORTH CAROLINA GRANTING AND AUTHORIZING THE  
EXECUTION OF AN ALL UTILITIES AND ACCESS EASEMENT FOR THE PITT  
COUNTY-CITY OF GREENVILLE AIRPORT AUTHORITY

WHEREAS, the Pitt County-City of Greenville Airport Authority, due to a runway expansion project, will require the relocation and construction of water, sewer, and gas facilities and services;

WHEREAS, the runway expansion project will require Greenville Utilities Commission to obtain additional easements for water, sewer, gas and access across a strip of land approximately fifty-five feet (55') in width across property on the north side of Redmond Drive (formerly NC Highway 33 – sixty foot (60') right-of-way) and west of Haw Drive (sixty foot (60') right-of-way) to provide easement and access areas in which to place the newly constructed water, sewer, and gas lines and facilities and for access thereto;

WHEREAS, the City Council of the City of Greenville has concluded that such action is necessary and in the best interest of the citizens of the City of Greenville, and in the best interest of the Pitt County - City of Greenville Airport Authority which is a joint City/County Authority; and

WHEREAS, the City of Greenville and Pitt County, as the joint owners of the property designated for use of the Pitt County - City of Greenville Airport Authority for airport or landing field purposes, have been requested by the Pitt County - City of Greenville Airport Authority to execute an easement for the purpose hereinabove described.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville, as follows:

1. That the grant of water, sewer, gas and access easements by the City of Greenville, in conjunction with a similar grant by Pitt County, to the City of Greenville, for the

use and benefit of Greenville Utilities Commission, be and is hereby approved, said water, sewer, gas, and access easements being a Grant of All Utilities Easement and Access Easement for Ingress, Egress and Regress to facilitate runway expansion for the Pitt County - City of Greenville Airport Authority across properties denominated (1) Tax Parcel No. 07271 according to the records in the Office of the Tax Administrator of Pitt County, North Carolina, (2) Tax Parcel No. 21900 according to the records in the Office of the Tax Administrator of Pitt County, North Carolina, and (3) Tax Parcel No. 02093 according to the records in the Office of the Tax Administrator of Pitt County, North Carolina, all as is shown on that certain map entitled “Greenville Utilities Commission Easement Plat – City of Greenville, Pitt County, Pitt County - City of Greenville Airport Authority”, City of Greenville, Belvoir Township, Pitt County, North Carolina, dated October 21, 2013, prepared by Patrick W. Hartman, Professional Land Surveyor, Rivers & Associates, Inc., Engineers, Planners, Surveyors, 107 East Second Street, Greenville, NC 27858, (252) 752-4135, to which reference is hereby made for a more particular and accurate description of such easements and easement and access area.

2. That Mayor Allen M. Thomas and City Clerk Carol L. Barwick be and are hereby empowered to make, execute and deliver to the City of Greenville, for the use and benefit of Greenville Utilities Commission, the hereinabove described easement.

This the 10<sup>th</sup> day of February, 2014.

---

Allen M. Thomas, Mayor

(SEAL)

ATTEST:

---

Carol L. Barwick, City Clerk  
972697

Item # 2

RESOLUTION - 14

RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF GREENVILLE, NORTH CAROLINA GRANTING AND AUTHORIZING THE  
EXECUTION OF ELECTRICAL AND ACCESS EASEMENTS FOR THE PITT COUNTY-  
CITY OF GREENVILLE AIRPORT AUTHORITY

WHEREAS, the Pitt County - City of Greenville Airport Authority, due to a runway expansion project, requires the relocation and construction of electric lines and facilities;

WHEREAS, the runway expansion project will require Greenville Utilities Commission to obtain additional easements along NC Highway 33 West (Belvoir Highway) to provide an easement area in which to place the newly relocated electric lines and facilities;

WHEREAS, the City Council of the City of Greenville has concluded that such action is necessary and in the best interest of the citizens of the City of Greenville, and in the best interest of the Pitt County - City of Greenville Airport Authority which is a joint City/County Authority; and

WHEREAS, the City of Greenville and Pitt County, as the joint owners of the property designated for use of the Pitt County - City of Greenville Airport Authority for airport or landing field purposes, will receive a request from the Pitt County - City of Greenville Airport Authority to execute easements for the purpose hereinabove described.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville as follows:

1. That the grant of electrical easements by the City of Greenville, in conjunction with a grant by Pitt County, to the City of Greenville, for the use and benefit of Greenville Utilities Commission, be and is hereby approved, said electrical easements being Grants of Electrical Easements and Access Easements for Ingress, Egress and Regress to facilitate runway expansion for the Pitt County - City of Greenville Airport Authority across properties



denominated (1) Tax Parcel No. 080509 for a 15' wide permanent electrical easement along NC Highway 33 (Belvoir Highway) approximately 490' in length, (2) a 15' wide permanent electrical easement along NC Highway 33 (Belvoir Highway) across Tax Parcel No. 052336 extending 325' from Tax Parcel No. 028261, and then an additional 1,025' across Tax Parcel No. 052336 to NCSR 1419 (Flemming School Road) and a 10' wide permanent electrical easement extending along NCSR 1419 (Flemming School Road), approximately 400', and (3) an additional 15' wide permanent electrical easement along NC Highway 33 (Belvoir Highway) extending from Tax Parcel No. 080509 across Tax Parcel No. 080511 410' to a point; thence 465' to a point, thence 540' to a point in the property line dividing Tax Parcel No. 080511 and Tax Parcel No. 078414.

2. That Mayor Allen M. Thomas and City Clerk Carol L. Barwick be and are hereby empowered to make, execute and deliver to the City of Greenville, for the use and benefit of Greenville Utilities Commission, the hereinabove described easements.

3. That this Resolution shall be effective upon the receipt by the City Clerk of the City of Greenville of a resolution adopted by the Pitt County – City of Greenville Airport Authority requesting that the City Council of the City of Greenville grant the hereinabove described easements.

This the 10<sup>th</sup> day of February, 2014.

---

Allen M. Thomas, Mayor

(SEAL)

ATTEST:

---

Carol L. Barwick, City Clerk

RESOLUTION  
OF  
PITT-GREENVILLE AIRPORT AUTHORITY  
REQUESTING EXECUTION OF EASEMENT  
FOR RUNWAY EXPANSION

WHEREAS, the Pitt-Greenville Airport Authority operates as a joint City-County Authority for the purposes of operating an airport and providing air transportation services to the citizens of the City of Greenville and the County of Pitt and surrounding areas; and

Attachment number 3

WHEREAS, the real estate on which the airport is located is owned jointly by the City of Greenville and County of Pitt; and

WHEREAS, the Pitt-Greenville Airport Authority desires to expand its runway; and

WHEREAS, such expansion will necessitate the construction of certain additional water, sewer, and gas lines and facilities by Greenville Utilities Commission of the City of Greenville, North Carolina; and

WHEREAS, the Pitt-Greenville Airport Authority has agreed to pay for the costs of same; and

WHEREAS, such runway expansion requires the City of Greenville, for the use and benefit of Greenville Utilities Commission, to obtain a fifty-five foot (55') wide utilities and access easement on the north side of Redmond Drive (formerly NC Highway 33 – sixty foot (60') right-of-way) and west of Haw Drive (sixty foot (60') right-of-way) across property commonly known as Tax Parcel No. 07271, according to the records in the Office of the Tax Administrator of Pitt County, North Carolina (reference is hereby made to Deed Book 262 at Page 637, Pitt County Public Registry, and Map Book 27 at Page 143, Pitt County Public Registry), and across Tax Parcel No. 21900 according to the records in the Office of the Tax Administrator of Pitt County, North Carolina (reference is hereby made to Deed Book 525 at Page 145 and Map Book 7 at Page 8, Pitt County Public Registry), and across Tax Parcel No. 02093 according to the records in the Office of the Tax Administrator of Pitt County, North Carolina (reference is hereby made to Deed Book 221 at Page 37, Pitt County Public Registry); and

WHEREAS, the Pitt-Greenville Airport Authority concludes that the construction of certain additional water, sewer, and gas lines and facilities are necessary for the proposed runway expansion project, and that such action is in the best interests of the Pitt-Greenville Airport Authority and the citizens of the City and County and the public generally; and

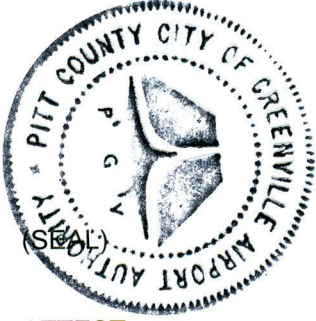
WHEREAS, the Pitt-Greenville Airport Authority desires that the City Council of the City of Greenville, North Carolina, and the Board of Commissioners of the County of Pitt, North Carolina, authorize the execution of a Utilities and Access Easement for such purposes across properties denominated as Tax Parcel Nos. 07271, 21900, and 02093, all as is shown on that certain map entitled "Greenville Utilities Commission Easement Plat – City of Greenville, Pitt County, Pitt-Greenville Airport Authority", City of Greenville, Belvoir Township, Pitt County, North Carolina, dated October 21, 2013, prepared by Patrick W. Hartman, Professional Land Surveyor License Number L-\_\_\_\_\_, Rivers & Associates, Inc., Engineers, Planners, Surveyors, 107 East Second Street, Greenville, NC 27858, (252) 752-4135, to which reference is hereby made for a more particular and accurate description of such easements and easement areas, which said easements are to be granted by an instrument in a form suitable for recording as set forth in the Grant of All Utilities Easement and Access Easement for Ingress, Egress and Regress attached hereto as Exhibit "A" and made a part hereof.

Attachment number 3  
Page 3

NOW, THEREFORE, BE IT RESOLVED by the Pitt-Greenville Airport Authority, in Regular Session held at Pitt-Greenville Airport on the 18<sup>th</sup> day of December 2013 as follows:


1. That the Pitt-Greenville Airport Authority hereby recommends to the City Council of the City of Greenville, North Carolina, and to the Board of Commissioners of the County of Pitt, North Carolina, that they grant to the City of Greenville, for the use and benefit of Greenville Utilities Commission, water, sewer, gas and access easements as described on the attached Grant of Utilities Easement and Access Easement for Ingress, Egress and Regress marked Exhibit "A" and attached hereto and made a part hereof, in order to facilitate runway expansion for the Pitt-Greenville Airport Authority across properties denominated (1) Tax Parcel No. 07271, (2) Tax Parcel No. 21900, and (3) Tax Parcel No. 02093, fifty-five feet (55') in width and otherwise as shown on the Map hereinabove described; and
2. That the appropriate City and County officials be authorized and empowered to execute such easement for the purposes herein expressed.

Adopted this the 15 day of JANUARY, 2014.



PITT-GREENVILLE AIRPORT AUTHORITY

By

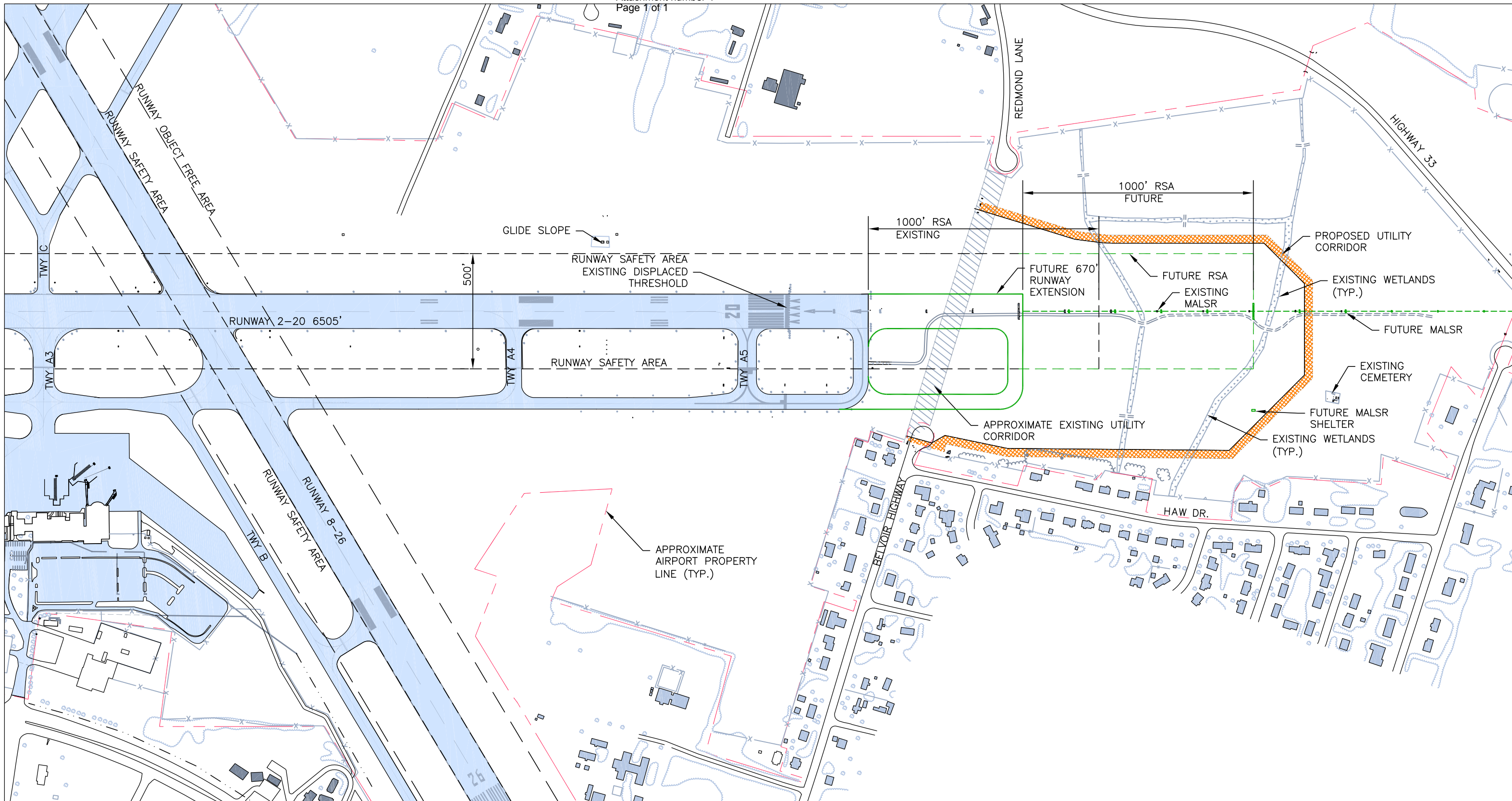
  
Donald Taylor, Chair

Attachment number 3  
Page 3 of 3

ATTEST:

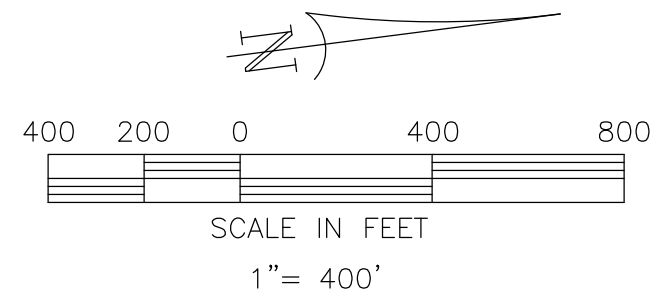
  
Julie Carlson, Secretary

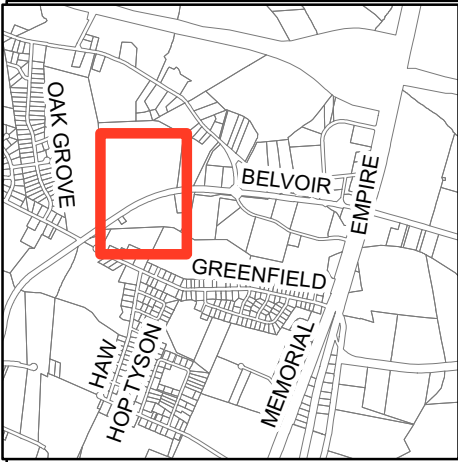
F:\WP\PRD\GUC\Resolution.Pitt Greenville Airport Authority 55'.docxs



PITT-GREENVILLE AIRPORT  
GREENVILLE, NORTH CAROLINA

UTILITY RELOCATION  
Item # 2

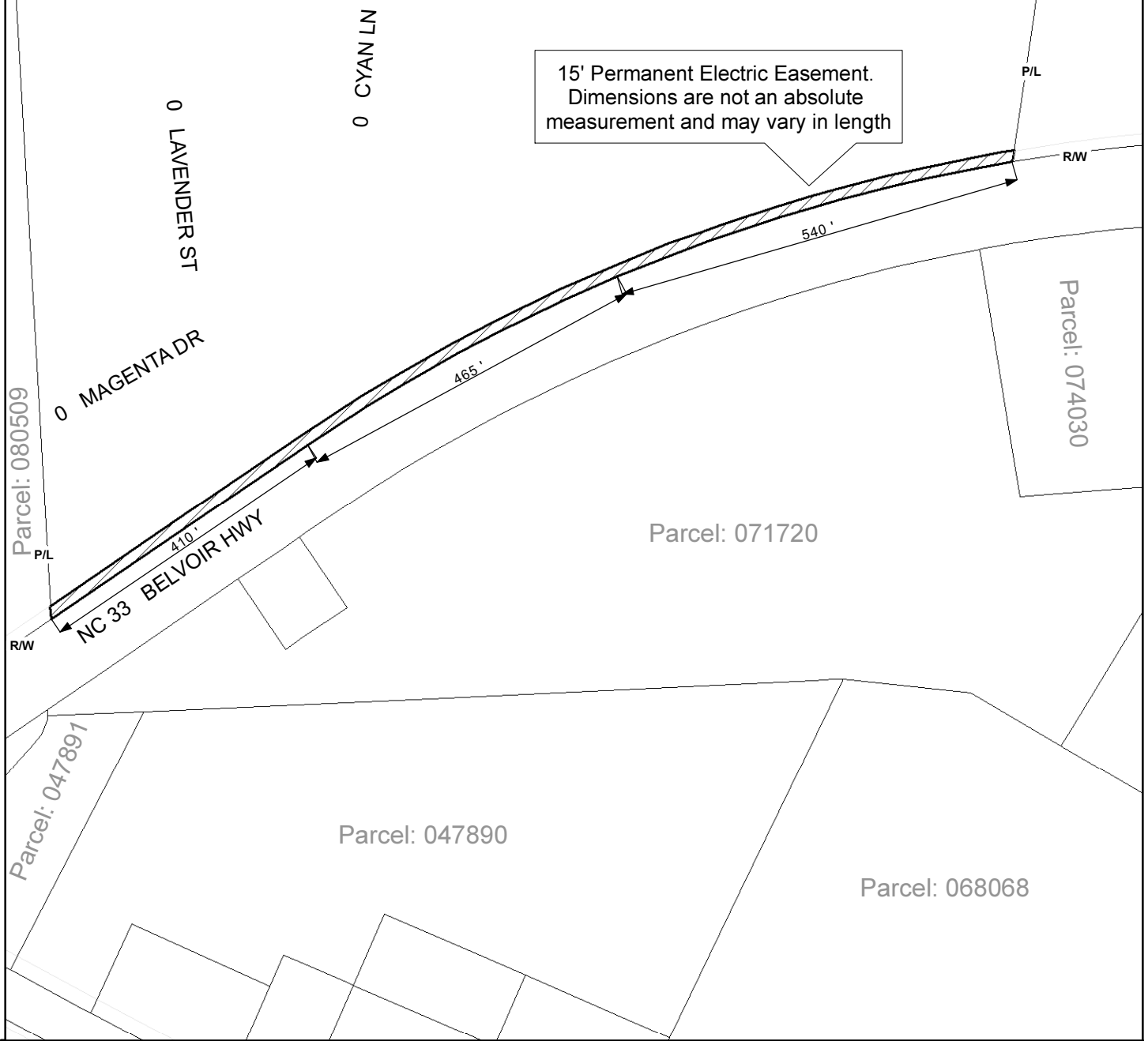




Parcel: 080511

Attachment number 5  
Page 1 of 1

15' Permanent Electric Easement.  
Dimensions are not an absolute  
measurement and may vary in length



Greenville Utilities  
P.O Box 1847  
Greenville, NC 27835  
(252) 752-7166  
Fax (252) 329-2172

**Pitt County City of Greenville  
Airport Authority  
Belvoir TWP, Pitt Co., NC**

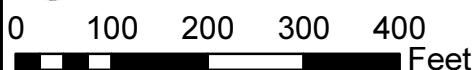
Disclaimer:  
Easements depicted on this map are for illustrative purposes only and may not be relied upon as an accurate representation for spatial reference. This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations. The source data is referenced from Pitt County Planning Department, the City of Greenville and GUC.

<b>Parcel: 80511</b>	<b>GIS ObjectID: 209222</b>
<b>Date Created: 11/13/2013</b>	<b>EA: Kyle Brown</b>
<b>Created By: GDS</b>	<b>Job ID/ WorkOrder ID:</b>
<b>Easement Area: 23,000 Sq Ft +/-</b>	<b>Easement Width: 15'</b>

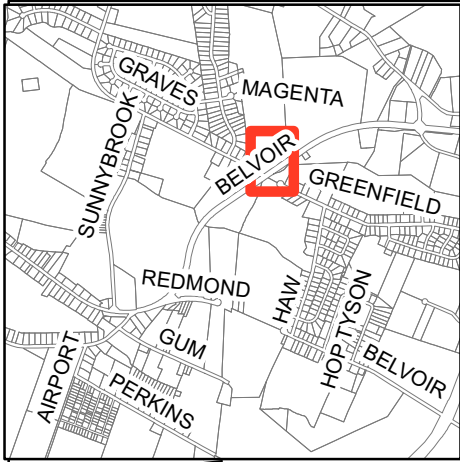


Know what's below.  
Call before you dig.  
Contact North Carolina 811 at "811" or "800-632-4949" for on-site utilities location services prior to any excavations.

**BasemapSource: Pitt County Planning Department**



Path: M:\GIS Data Services Group\NegotiatedEasementMap\TempMXD\143.mxd



0 MAHOGANY DR

0 TURQUOISE LN

Parcel: 080511

Attachment number 6  
Page 1 of 1

Parcel: 080509

0 MAGENTA DR

P/L

15' Permanent Electric Easement.  
Dimensions are not an absolute  
measurement and may vary in length

0 PERIWINKLE PL

R/W

490'

NC 33 BELVOIR HWY

Parcel: 080510

Parcel: 047891

Parcel: 047890

Parcel: 052336

R/W

Parcel: 021900

Parcel: 052336

SR 1419 GREENFIELD BLVD



Greenville Utilities  
P.O. Box 1847  
Greenville, NC 27835  
(252) 752-7166  
Fax (252) 329-2172

**Pitt County & City of Greenville  
Belvoir TWP, Pitt Co., NC**

**Disclaimer:**

Easements depicted on this map are for illustrative purposes only and may not be relied upon as an accurate representation for spatial reference. This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations. The source data is referenced from Pitt County Planning Department, the City of Greenville and GUC.



Know what's below.  
Call before you dig.

Contact North Carolina 811 at "811" or "800-632-4949" for on-site utilities location services prior to any excavations.

0 50 100 150 200 Feet



Parcel: 80509

GIS ObjectID: 209224

Date Created: 11/13/2013

EA: Kyle Brown

Created By: GDS

Job ID/ WorkOrder ID:

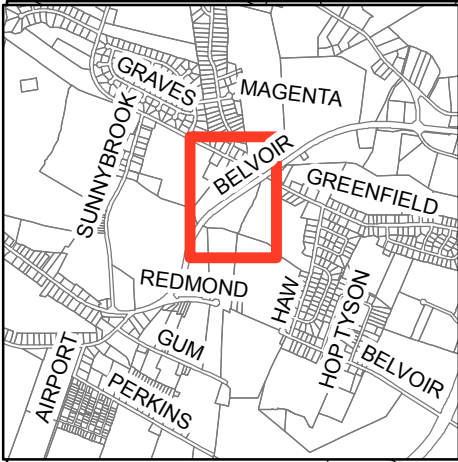
Easement Area: 8,610 Sq Ft +/-

Easement Width: 15'

BasemapSource: Pitt County Planning Department

Path: M:\GIS Data Services Group\NegotiatedEasementMap\TempMXD\144.mxd

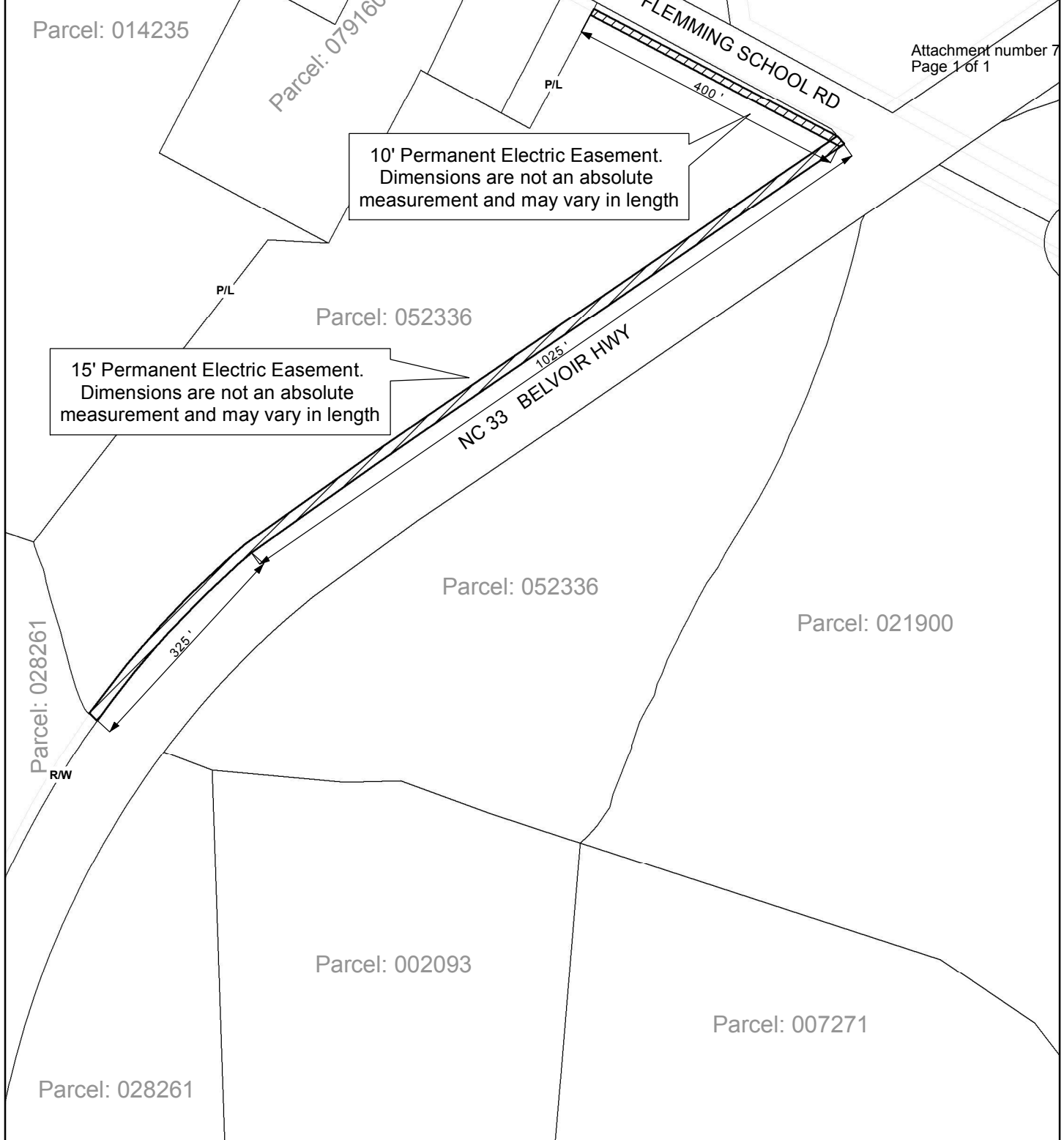
Item # 2



10' Permanent Electric Easement.  
Dimensions are not an absolute measurement and may vary in length

15' Permanent Electric Easement.  
Dimensions are not an absolute measurement and may vary in length

Attachment number 7  
Page 1 of 1



Greenville Utilities  
P.O Box 1847  
Greenville, NC 27835  
(252) 752-7166  
Fax (252) 329-2172

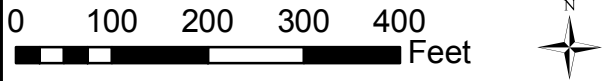
**City of Greenville**  
**Belvoir TWP, Pitt Co., NC**

Disclaimer:  
Easements depicted on this map are for illustrative purposes only and may not be relied upon as an accurate representation for spatial reference. This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations. The source data is referenced from Pitt County Planning Department, the City of Greenville and GUC.

<b>Parcel: 52336</b>	<b>GIS ObjectID: 213228, 213231</b>
<b>Date Created: 11/13/2013</b>	<b>EA: Kyle Brown</b>
<b>Created By: GDS</b>	<b>Job ID/ WorkOrder ID:</b>
<b>Easement Area: 21,200 &amp; 4,840 Sq Ft +/-</b>	<b>Easement Width: 15'</b>
<b>BasemapSource: Pitt County Planning Department</b>	
Path: M:\GIS Data Services Group\NegotiatedEasementMap\TempMXD\145.mxd	



Contact North Carolina 811 at "811" or "800-632-4949" for on-site utilities location services prior to any excavations.







# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Extension of Memorandum of Understanding with East Carolina University relating to the Lucille W. Gorham Intergenerational Center

**Explanation:** **Abstract:** The Lucille W. Gorham Intergenerational Center is owned by the City of Greenville and managed by East Carolina University. An extension of the Memorandum of Understanding to continue this cooperative effort is proposed to be approved. The goal is to provide a multidisciplinary community center in an attempt to meet the needs of West Greenville.

**Explanation:** The City of Greenville acquired the property in the Fall of 2006, which now comprises the Lucille W. Gorham Intergenerational Center. Since September 15, 2006, the City and East Carolina University have had a Memorandum of Understanding for the provision of services, lease of a building, and site management of the Intergenerational Center. The cooperative effort between the City of Greenville and East Carolina University is for the purpose of providing a multidisciplinary community center in an attempt to meet needs that exist in West Greenville.

The current Memorandum of Understanding is for a one-year period beginning on March 1, 2013, with a provision that it could be extended for additional terms upon mutual agreement. ECU has requested that the MOU be extended for an additional one year commencing on March 1, 2014.

The MOU provides that the University will lease the first floor of the Lessie Bass Building. It provides that the University will provide services and activities at the Lessie Bass Building and that it will coordinate with a planning team relating to the services and activities. The planning team consists of persons appointed by the University and members of the Board of Directors of the Lucille W. Gorham Intergenerational Community Center, Inc. (a nonprofit corporation whose representatives have been working closely with the University in the activities and services at the Lessie Bass Building). The MOU recognizes that the second floor of the Lessie Bass Building is leased to this nonprofit and provides that the University will cooperate with the shared use of the building.

The MOU also provides that the University will provide site management for the Center by developing regulations relating to the use of the Center by the tenants of the Center. Currently, the State of North Carolina, the Little Willie Center, Inc. of Pitt County, and the Lucille W. Gorham Intergenerational Community Center, Inc. are tenants on the property. A copy of the Memorandum of Understanding is attached.

**Fiscal Note:**

There are expenses to the City included in the Public Works Department budget for maintaining the buildings and grounds at the Lucille W. Gorham Intergenerational Center.

**Recommendation:**

Approval of the extension of the Memorandum of Understanding with East Carolina University relating to the Lucille W. Gorham Intergenerational Center.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [MOU Intergenerational Center Renewal](#)

---

NORTH CAROLINA  
PITT COUNTY

MEMORANDUM  
OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING made and entered into this the 12<sup>th</sup> day of February, 2013, by and between the City of Greenville, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, Party of the First Part and hereinafter referred to as the CITY, and East Carolina University, a constituent institution of the University of North Carolina pursuant to N. C. GEN. STAT. 116-1, *et seq.*, Party of the Second Part and hereinafter referred to as the UNIVERSITY;

WITNESSETH:

WHEREAS, North Carolina General Statute 160A-456 authorizes the CITY to engage in community development programs and activities, North Carolina General Statute 160A-492 authorizes the CITY to undertake and engage in human relations programming and activities, and North Carolina General Statute 160A-353 authorizes the CITY to operate recreational facilities;

WHEREAS, North Carolina General Statute 160A-274 authorizes the CITY to lease, upon such terms and conditions it deems wise, to any other governmental unit any interest in real property and North Carolina General Statute 160A-20.1 authorizes the CITY to contract with any person, association, or corporation to carry out a public purpose that the CITY is authorized by law to engage in;

WHEREAS, the UNIVERSITY'S involvement in this cooperative effort is part of its mission of service to promote economic development, community engagement, and to provide educational and service opportunities for its faculty and students; and

WHEREAS, the CITY and the UNIVERSITY have agreed to partner and cooperate with each other in order to operate the facilities known as the Lucille W. Gorham Intergenerational Center.

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and promises contained herein, the CITY and the UNIVERSITY agree as follows:

1. Purpose. The purpose of this Memorandum of Understanding is to provide for a

cooperative effort between the CITY and the UNIVERSITY for the operation of the Lucille W. Gorham Intergenerational Center in order to provide a multidisciplinary community center in an attempt to meet needs that exist in West Greenville. To the extent possible and consistent with the missions, resources, and operational limitations of the parties, this purpose will be accomplished by providing services and activities in such areas which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, and social work.

2. Definition of Center. For the purpose of this Memorandum of Understanding, the Lucille W. Gorham Intergenerational Center is defined as the property and buildings shown on the attached Exhibit A which is incorporated herein by reference. Buildings located upon the property, as shown on Exhibit A, are the former Sanctuary, former Rectory, former Annex, former School, and the Lessie Bass Building. The Lucille W. Gorham Intergenerational Center is hereinafter referred to as the CENTER. Whenever the CENTER is referred to in this Memorandum of Understanding it does not mean the legal entity of the Lucille W. Gorham Intergenerational Community Center, Inc.

3. Lease. The UNIVERSITY shall lease from the CITY the first floor of the Lessie Bass Building. The lease shall be on the terms as established in a separate lease agreement attached hereto as Exhibit B. It is understood and agreed that the second floor of the Lessie Bass Building, in part or whole, may be leased to the Lucille W. Gorham Intergenerational Community Center, Inc. In the event of such a lease for all or part of the second floor, the UNIVERSITY will cooperate with the Lucille W. Gorham Intergenerational Community Center, Inc. in connection with access to the Lessie Bass Building, the provision of services at the Lessie Bass Building, and other matters relating to the shared use of the Lessie Bass Building.

4. Services at the Lessie Bass Building. During the term of the lease agreement between the CITY and the UNIVERSITY described in Paragraph 3, above, the UNIVERSITY will operate programs and activities at the Lessie Bass Building in order to meet the objective of providing a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in the sole discretion of the UNIVERSITY, after

receipt and consideration of input from the planning team hereinafter described, in such areas which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, social work services, student support (interns, service learning), interior design services, assessment and evaluation services, health services, business services, culture and fine arts services, and grant writing support. Subject to availability of appropriate and adequate resources, including but not limited to funding and personnel, the specific programs and activities proposed to be provided by the UNIVERSITY at the Lessie Bass Building are as follows:

- (a) Availability of social work services via UNIVERSITY faculty and/or students;
- (b) Coordination of a planning team to convene on-site at the CENTER on the second Friday of each month. The planning team will consist of the director of UNIVERSITY programs and activities at the Lessie Bass Building, five (5) UNIVERSITY faculty members, appointed by the UNIVERSITY, with at least one (1) of the five (5) being from the UNIVERSITY College of Human Ecology, and five (5) members of the Board of Directors of the Lucille W. Gorham Intergenerational Community Center, Inc., appointed by the Board of Directors of the Lucille W. Gorham Intergenerational Community Center, Inc. The planning team will provide consultation and advice regarding issues that pertain to the development of proposals for, administration and delivery of the services and activities of the CENTER and report those issues to the UNIVERSITY and the CITY. The planning team will solicit input from the advisory board referenced in subparagraph (f) below and will provide the advisory board information about the planning team's actions;
- (c) Provision of programmatic assessment and evaluation services to all tenants who occupy space and propose to deliver services and activities at the CENTER;
- (d) Requirement of semi-annual service reports from all tenants of the CENTER. The service reports will become a part of the annual service provider evaluation and assessment report generated by the UNIVERSITY;
- (e) Coordination of funding possibilities and grant proposals for the UNIVERSITY and, as appropriate, other tenants relating to use of the CENTER based on needs that exist in West Greenville;
- (f) Provision of assistance for an advisory board relating to the CENTER to consist of representatives from the community, the Lucille W. Gorham Intergenerational Community Center, Inc., CITY, UNIVERSITY, and community partners such as the Little Willie Center, Inc. of Pitt County and Pitt Community College, said advisory board to provide input to the UNIVERSITY on the tenants as provided in Paragraph 5 and to provide input on other matters relating to the CENTER to

the planning team as provided in subparagraph (b) above; and

- (g) Provision of such other services and programs determined to be appropriate by the UNIVERSITY after receipt and consideration of input from the planning team hereinbefore described.

5. Other Tenants. If vacancies occur, the UNIVERSITY will recruit, assess, and approve the tenants that will be providing services and activities at the buildings located at the CENTER other than the first floor of the Lessie Bass Building which will be used by the UNIVERSITY and other than the former Sanctuary which will not be leased to a tenant but, instead, will be used as a community building for meetings, programs and events approved by the UNIVERSITY. In determining the tenants, the UNIVERSITY will establish and utilize a process which includes input from an advisory board consisting of representatives from the community, Lucille W. Gorham Intergenerational Community Center, Inc., CITY, UNIVERSITY, and community partners such as the Little Willie Center, Inc. of Pitt County and Pitt Community College. The tenants, if any, shall be chosen by the UNIVERSITY after soliciting input from the advisory board with the objective of providing a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in such areas which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, and social work. The CITY will be the lessor in the lease with each tenant located at the CENTER.

6. Utilities, Maintenance and Repairs. The CITY or the tenant as provided in a lease will be responsible for the expense for the utilities (not including telephone services and network connections), maintenance, and repairs of all buildings located at the CENTER except that, during the term of the lease agreement described in Paragraph 3, above, the UNIVERSITY will be responsible for the expense for telephone and network connections serving or used for that portion of the Lessie Bass Building leased to UNIVERSITY and the UNIVERSITY will be responsible for the expense of utilities at the Lessie Bass Building. The lease of each tenant of a building, or portion of a building, located at the CENTER shall provide that the tenant is responsible, at the tenant's expense, for utilities, telephone and network connections unless the CITY determines otherwise. The lease of each tenant of a building, or portion of a building,

located at the CENTER shall provide that the tenant leases the property in its existing condition and that the tenant shall make no material alterations, additions, improvements, or renovations to the property without the prior approval of the CITY.

7. Operation Expenses. During the term of the lease agreement described in Paragraph 3, above, the UNIVERSITY will be responsible for providing, at its expense, the staffing, furniture, equipment, supplies, and other items necessary for its programs and activities in that portion of the Lessie Bass Building leased by the UNIVERSITY. The lease of each tenant of a building, or portion of a building, located at the CENTER shall provide that the tenant is responsible for providing, at the tenant's expense, the staffing, furniture, equipment, supplies and other items necessary for the programs and activities which they conduct.

8. Housekeeping Services. During the term of the lease agreement described in Paragraph 3, above, the UNIVERSITY will be responsible, at its expense, for housekeeping, cleaning, and janitorial services for that portion of the Lessie Bass Building leased by the UNIVERSITY. The lease of each tenant of a building, or portion of a building, located at the CENTER shall provide that the tenant is responsible, at the tenant's expense, for housekeeping, cleaning, and janitorial services at the buildings or portions of building used by them for the provision of programs and activities at the CENTER.

9. Report. The UNIVERSITY will provide a written report to the CITY on an annual basis which describes the services being provided at the CENTER, describes issues related to the CENTER, and evaluates the activities and effectiveness of the programs and activities being provided at the CENTER.

10. Site Management Duties. In addition to recruiting, assessing, and approving tenants, the UNIVERSITY will develop regulations relating to the use of the CENTER by the tenants, said regulations to include, but not be limited to, the manner to resolve any disputes or conflicts involving the tenants and the manner to respond to complaints by the tenants, which shall be made binding upon the tenants under the terms of their respective leases. It is understood and agreed that said regulations shall not result in a fee or a charge to a tenant unless

the tenant expressly agrees. Additionally, the UNIVERSITY will advise the CITY of any needed repairs or maintenance. The CITY will make repairs in an expedient manner. The payment of any rental amounts from tenants shall be made directly to the CITY and will be retained by the CITY.

11. Hold Harmless. To the extent permitted and limited by the laws of North Carolina, the CITY will indemnify and hold the UNIVERSITY harmless from any liabilities which are associated with its activities as the owner of the CENTER, and its activities relating to its responsibilities as described in this Memorandum of Understanding to the extent that such liability for damages is caused by or results from the acts of the CITY, its officers or employees. The UNIVERSITY will be responsible for the conduct of its officers and employees arising out of the performance of this Memorandum of Understanding to the extent permitted and limited by the laws of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, the Excess Liability Policy administered through the North Carolina Department of Insurance, subject to the availability of appropriations and in proportion to and to the extent that such liability for damages is caused by or results from the acts of the UNIVERSITY, its officers or employees. The lease of each tenant located at the Intergenerational Center shall provide that, to the extent permitted and limited by the laws of North Carolina, the tenant will indemnify and hold the CITY and the UNIVERSITY harmless from any liabilities associated with the programs and activities conducted by the tenant at the CENTER.

12. Naming of Center and Buildings. The CITY shall have the sole right to name the CENTER and the individual buildings located at the CENTER. No signs shall be erected at the CENTER without the express written approval of the CITY. The CITY will consult with the UNIVERSITY prior to naming the CENTER and the individual buildings located at the CENTER and prior to approving the erection of any signs at the CENTER. The lease of each tenant located at the CENTER shall provide that the CITY has the sole right to name the CENTER and the individual buildings located at the CENTER and that no signs shall be erected at the CENTER without the express written approval of the CITY.

13. Duration. The term of this Memorandum of Understanding shall be for a period



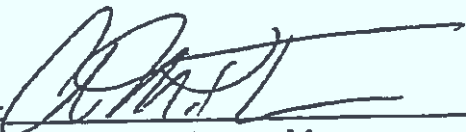
of one (1) year commencing on March 1, 2013. This Memorandum of Understanding may be extended for an additional term(s) upon the mutual written agreement of the parties.

14. Amendment. This Memorandum of Understanding contains the entire understanding of the parties and shall not be altered, amended, or modified, except by an agreement in writing executed by the duly authorized officials of both the UNIVERSITY and the CITY.

15. Governance. This Memorandum of Understanding shall be governed by the laws of the State of North Carolina.

IN WITNESS WHEREOF, the parties hereby have caused this Memorandum of Understanding to be executed in duplicate originals, as of the day and year first above written.

CITY OF GREENVILLE

By:   
Allen M. Thomas, Mayor

EAST CAROLINA UNIVERSITY

By:   
Steve Ballard, Chancellor

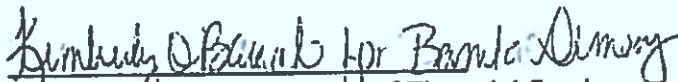
APPROVED AS TO FORM:



David A. Holec, City Attorney

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

  
Bernita W. Demery, Director of Financial Services

**Exhibit A: Lucille W. Gorham Intergenerational Center**



**Boundary of Property**



Item # 3



Exhibit B

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED  
BY THE NORTH CAROLINA DEPARTMENT OF ADMINISTRATION**

STATE OF NORTH CAROLINA

**LEASE AGREEMENT**

COUNTY OF PITT

THIS LEASE AGREEMENT, made and entered into this the \_\_\_\_ day of February, 2013, by and between the City of Greenville, hereinafter designated as Lessor, and the State of North Carolina, hereinafter designated as Lessee;

**WITNESSETH:**

THAT WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September, 1981; and as amended on September 8, 1999 and December 7<sup>th</sup>, 1999, and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the City of Greenville, County of Pitt, North Carolina, more particularly described as follows:

Being ±1,806 square feet of office space located at the Lessie Bass Building, First Floor, 1100 Ward Avenue, Greenville, Pitt County, North Carolina. (Exhibit A – Floor Plan Attached)

( ECU – Intergenerational Center )

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of one (1) year commencing on the 1<sup>st</sup> day of March, 2013, or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the 28<sup>th</sup> day of February, 2014.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of \$24,999.00 per annum, which sum shall be paid in equal monthly installments of \$2,083.25, said rental to be payable within fifteen (15) days from receipt an original invoice.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

## RENEWAL

This lease agreement may be renewed for two (2) additional one (1) year periods upon mutual agreement in writing by Lessor and Lessee and in the event of such renewal, all of the terms and conditions of this lease agreement shall continue in full force and effect.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Maintenance and cleaning of lawns, shrubbery, sidewalks and parking areas.
- C. Lessor to provide required fire extinguishers and servicing, pest control, and outside trash disposal, including provision for the handling of recyclable items such as aluminum cans, cardboard and paper.
- D. Parking.
- E. The leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.
- F. Any fire or safety inspection fee and stormwater fee will be paid by Lessor.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to, furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee, in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be or thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease

Exhibit B

is an extension or renewal shall be and remain the property of the Lessee, and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises were destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair, Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term, or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premises leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at c/o City Manager, Post Office Box 7207, Greenville, North Carolina 27835-7207 and the Lessee, c/o Associate Vice Chancellor for Administration and Finance – Business Services, ECU, 224 Ragsdale Building, Greenville, North Carolina 27858-4353. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

**STATE OF NORTH CAROLINA**

---

**Speros J. Fleggas**  
Deputy Secretary

City of Greenville

---

**Barbara Lipscomb**  
City Manager

Exhibit B

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and State  
aforesaid, do hereby certify that Speros J. Fleggas, personally appeared before me this date  
and acknowledged the due execution of the foregoing instrument as the Deputy Secretary of the  
Department of Administration of the State of North Carolina, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

My Commission Expires:  
\_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and  
State aforesaid, do hereby certify that Barbara Lipscomb, personally came before me this day and  
acknowledged the due execution of the foregoing instrument as City Manager of the City of  
Greenville for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

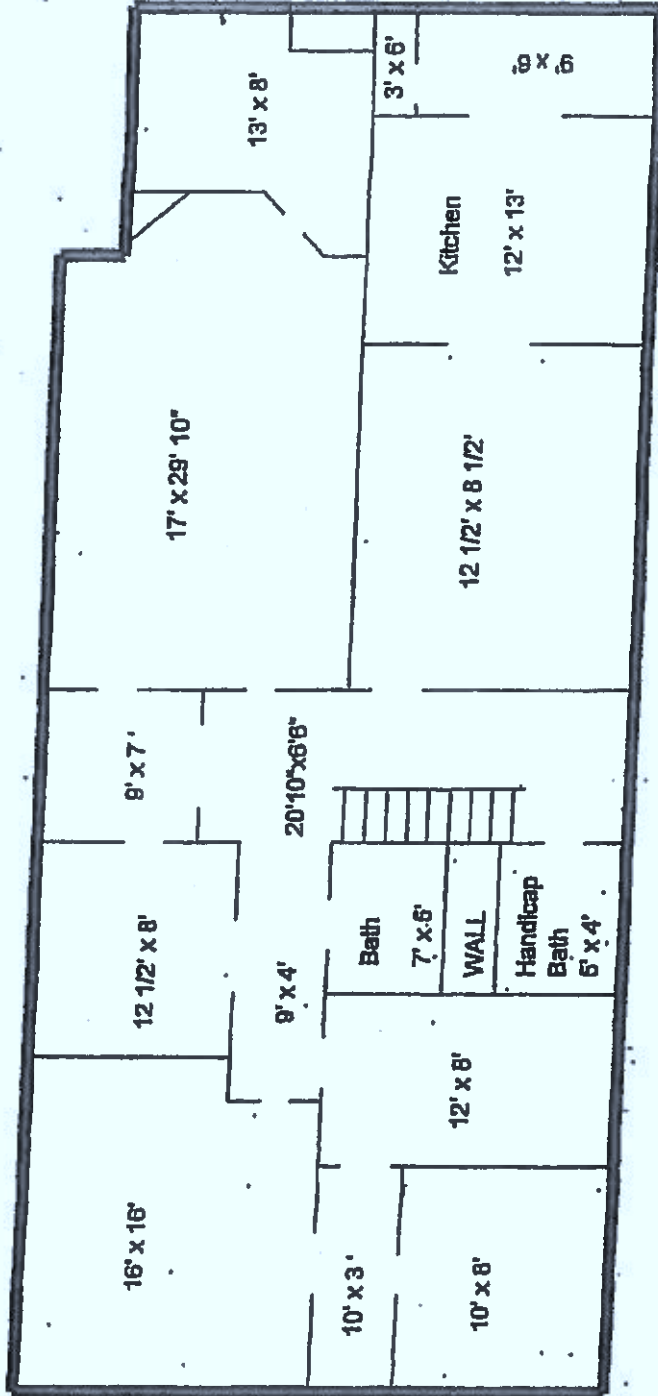
My Commission Expires:  
\_\_\_\_\_



**Exhibit A**

**LESSIE BASS BUILDING**

**First Floor Plan**



**EXHIBIT B**



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Resolution approving the extension to the lease agreement with the State of North Carolina for the school building at the Lucille W. Gorham Intergenerational Center

**Explanation:** **Abstract:** The Lucille W. Gorham Intergenerational Center is owned by the City of Greenville and managed by East Carolina University. Since 2010, the State of North Carolina has leased the school building at the Center for shared use with Pitt Community College. It is proposed to extend this lease.

**Explanation:** The former school building located at the Lucille W. Gorham Intergenerational Center has been leased by the State of North Carolina (for East Carolina University) since December 2010. Prior to that, it was leased by Pitt Community College beginning in 2007. The current lease is for a one-year period expiring on February 28, 2014. The State of North Carolina seeks a one-year extension.

East Carolina University and Pitt Community College have an arrangement in which they have a shared use of the school building. East Carolina University and Pitt Community College have a Use Agreement which allows Pitt Community College to conduct programs and activities at the school building. Pitt Community College's programs and activities at the school building relate to the delivery of a variety of adult education programs such as adult basic skills education, high school diplomacy/GED program, and occupational job skills training. East Carolina University's programs and activities at the school building relate to the delivery of services consistent with the purpose of the Intergenerational Center, which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, social work services, student support (interns, service learning), interior design services, assessment and evaluation services, health services, business services, culture and fine arts services, and grant writing support.

The extension is for a one-year period with a provision that it can be extended for

one additional one-year period by mutual agreement. The lease payment is \$1 per year. ECU is responsible for all utility expenses and all housekeeping, cleaning, and janitorial expenses for the building. ECU is responsible for maintenance and repairs for the building except that repairs greater than \$500 are to be shared equally and only occur upon agreement of both the City and ECU. The City is responsible for maintenance of the heating and air conditioning system, maintenance of lawns and parking areas, and fire extinguisher servicing, pest control, and outside trash disposal. A copy of the lease is attached.

East Carolina University has requested an amendment to the Lease Agreement to reflect the fact that it is self insured for the first \$1 million of liability coverage rather than having an insurance policy. East Carolina University has also requested an amendment which reflects that their responsibility to indemnify the City is subject to the limitations of the North Carolina Torts Claim Act. These requested amendments are acceptable and reflect factual and legal reality. Attached is a sheet which shows changes requested and a sheet which shows the language after the changes.

Notice of Council's intent to approve the lease has been published as required by law.

**Fiscal Note:** The rental payment in the lease is \$1 per year.

**Recommendation:** Approve the attached resolution approving the extension of the lease agreement with the State of North Carolina.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

- [📄 Lease](#)
  - [📄 RESOLUTION APPROVING THE EXTENSION OF THE LEASE AGREEMENT 972145](#)
  - [📄 Changes to Agreement 972156](#)
-

RESOLUTION - 14  
RESOLUTION APPROVING THE EXTENSION OF THE LEASE AGREEMENT  
WITH THE STATE OF NORTH CAROLINA

WHEREAS, North Carolina General Statute 160A-272 authorizes the City Council of the City of Greenville to approve a lease of property for a term of less than ten (10) years for any property owned by the City for such terms and upon such conditions as City Council may determine; and

WHEREAS, City Council does hereby determine that the property herein described will not be needed by the City for the term of the lease.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve the extension of the Lease Agreement with the State of North Carolina, for a portion of the Intergenerational Center Property consisting of the school, for a term of one (1) year, with a provision that it can be extended for one additional one (1) year term by mutual agreement, for an annual rental payment of one dollar, and with amendments relating to insurance and indemnity, and also further authorize the City Manager to execute said extension of the Lease Agreement.

This the 10th day of February, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

13. Insurance.

Pursuant to Chapter 143, Article 31 of the North Carolina Statutes, ~~the~~ LESSEE will at all times during the term of this Lease Agreement, at its own cost and expense, insure and keep in effect insurance on the leased premises against claims for personal injury or property damage ~~either (a) under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina or (b) under a program of self-insurance against claims for personal injury or property damage occurring on the premises and arising from the torts of its employees and agents in the course and scope of their duties in an amount of not less than \$1,000,000 for a single claim.~~ The LESSEE shall provide the LESSOR with a certificate of insurance evidencing said coverage ~~or a letter certifying self-insurance with said coverage on the leased premises.~~ Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to insure and keep in effect, at all times during the term of this Lease Agreement, at its own cost and expense, insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina and to provide the LESSOR with a certificate of insurance evidencing said coverage.

16. Indemnity.

To the extent permitted and limited by the laws of North Carolina, ~~including, but not limited to, the North Carolina Tort Claims Act,~~ the LESSEE agrees to indemnify and hold harmless the LESSOR and its officers and employees ~~and East Carolina University and its officers and employees~~ from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by the LESSEE on or within the demised premises. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to agree, to the extent permitted and limited by the laws of North Carolina, to indemnify and hold harmless the LESSOR and its officers and employees and East Carolina University and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by PCC on or within the demised premises.

13. Insurance.

Pursuant to Chapter 143, Article 31 of the North Carolina Statutes, the LESSEE will at all times during the term of this Lease Agreement, at its own cost and expense, keep in effect a program of self-insurance against claims for personal injury or property damage occurring on the premises and arising from the torts of its employees and agents in the course and scope of their duties in an amount of not less than \$1,000,000 for a single claim. The LESSEE shall provide the LESSOR with a certificate of insurance evidencing said coverage or a letter certifying self-insurance with said coverage on the leased premises. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to insure and keep in effect, at all times during the term of this Lease Agreement, at its own cost and expense, insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina and to provide the LESSOR with a certificate of insurance evidencing said coverage.

16. Indemnity.

To the extent permitted and limited by the laws of North Carolina, including, but not limited to, the North Carolina Tort Claims Act, the LESSEE agrees to indemnify and hold harmless the LESSOR and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by the LESSEE on or within the demised premises. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to agree, to the extent permitted and limited by the laws of North Carolina, to indemnify and hold harmless the LESSOR and its officers and employees and East Carolina University and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by PCC on or within the demised premises.

**NORTH CAROLINA  
COUNTY OF PITT**

**LEASE  
AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the 2<sup>nd</sup> day of February, 2013, by and between the City of Greenville, a North Carolina municipal corporation, Party of the First Part and hereinafter referred to as LESSOR, and the State of North Carolina, Party of the Second Part and hereinafter referred to as LESSEE;

Subject to the terms and conditions of this Lease Agreement, LESSOR does hereby let and lease unto the LESSEE, and LESSEE does hereby lease from the LESSOR, the following described premises located in Greenville, North Carolina:

A portion of the Intergenerational Center Property consisting of the school, said portion being leased being Building "D" as shown on Exhibit A and being hereinafter referred to as the leased premises, said Exhibit A is attached hereto and herein incorporated by reference.

The terms and conditions of this Lease Agreement are as follows:

1. Term.

The term of this Lease Agreement is for one (1) year, commencing on the 1st day of March, 2013, and expiring on the 28th day of February, 2014. The term of this Lease Agreement may be extended for two (2) additional one (1) year periods upon mutual agreement of the LESSOR and LESSEE and in the event of such extension, all of the terms and conditions of this Lease Agreement shall continue in force and effect.

2. Rent.

The annual rent shall be ONE DOLLAR, and shall be paid by the first day of December of each year. Rent payments shall be delivered to the Director of Financial Services of the City of Greenville, P.O. Box 7207, Greenville, NC 27835.

3. Use of Leased Premises.

During the term of this Lease Agreement, LESSEE shall conduct programs and activities at the leased premises which relate to the delivery of services which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, social work services, student support (interns, service learning), interior design services, assessment and evaluation services, health services, business services, culture and fine arts services, and grant writing support. Additionally, LESSEE may allow Pitt Community College (hereinafter referred to as PCC), pursuant to a Use Agreement between the LESSEE and PCC, to conduct programs and activities at the leased premises which relate to the delivery of a variety of adult education programs, such programs to include, but not be limited to, Adult Basic Skills Education, High School Diplomacy/GED

Program, and occupational job skills training. LESSEE shall make no other use of the leased premises without the prior written consent of the LESSOR. LESSEE shall be responsible, at its expense, for providing the staffing, furniture, equipment, supplies and other items necessary for the programs and activities which the LESSEE conducts.

4. Use Agreement with PCC.

It is understood and agreed that the LESSEE may enter into a Use Agreement with PCC which will allow PCC to conduct programs and activities at the leased premises in accordance with the limitation on the use of the leased premises set forth in section 3 of this Lease Agreement. Notwithstanding any provision of said Use Agreement, as between the LESSOR and the LESSEE, the LESSEE shall be responsible for any obligation or responsibility of the LESSEE as set forth in this Lease Agreement. In no event shall said Use Agreement provide for a charge to PCC for any fee, charge, or rental which exceeds an equitable sharing of an expense to be borne by LESSEE pursuant to this Lease Agreement. In no event shall said Use Agreement allow any use of the leased premises or extend any rights or privileges in addition to those allowed or conferred upon LESSEE pursuant to this Lease Agreement. Additionally, said Use Agreement shall require PCC to:

- (a) comply with the use limitations set forth in section 3;
- (b) comply with the regulations relating to use of the Intergenerational Center Property which are developed by East Carolina University in its capacity as the property manager for the Intergenerational Center Property as required by section 6;
- (c) cooperate with other tenants located upon the Intergenerational Center Property in order to meet the purpose of the Intergenerational Center Property serving as a multidisciplinary community center as required by section 6;
- (d) provide information to the LESSOR or its designee of the programs, activities and services being provided on the leased premises so that a report about the Intergenerational Center Property can be generated as required by section 7;
- (e) insure and keep in effect, at all times during the term of this Lease Agreement, at its own cost and expense, insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina and to provide the LESSOR with a certificate of insurance evidencing said coverage as required by section 13.
- (f) agree to indemnify and hold harmless, to the extent permitted and limited by the laws of North Carolina, the LESSOR and its officers and employees and East Carolina University and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated



with the programs and activities conducted by PCC on or within the demised premises as required by section 16; and

- (g) observe all applicable local, state, and federal laws and regulations as they pertain to PCC's use and occupation of the leased premises and to indemnify and hold harmless the LESSOR and East Carolina University, to the extent permitted and limited by the laws of North Carolina, from and against any liability arising from such laws or regulations caused by PCC's use or occupation of the leased premises as required by section 23.

5. Parking Lot and Common Areas.

LESSEE shall have the use of the parking lot at the Intergenerational Center Property and the common areas, as designated by the LESSOR, of the Intergenerational Center Property on the same basis and pursuant to the same regulations and requirements as applicable to other persons and entities that are leasing portions of the Intergenerational Center Property.

6. Intergenerational Center.

LESSOR and LESSEE understand and agree that this Lease Agreement and the programs and activities being provided by the LESSEE and PCC, pursuant to the Use Agreement between the LESSEE and PCC, at the leased premises are components of the efforts of the LESSOR and East Carolina University to provide, at the Intergenerational Center Property, a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in such areas which may include, but are not necessarily limited to, the following: adult education, job training and placement, home ownership readiness counseling, and social work. LESSEE understands and agrees that East Carolina University will serve as the onsite property manager for the Intergenerational Center Property which means that East Carolina University, in addition to recruiting, assessing and approving tenants, will develop regulations relating to the use of the Intergenerational Center Property by the tenants. The LESSEE shall comply with the regulations relating to the use of the Intergenerational Center Property which are developed by East Carolina University in its capacity as property manager of the Intergenerational Center Property. The LESSEE shall cooperate with other tenants located upon the Intergenerational Center Property in order to meet the purpose of the Intergenerational Center Property serving as a multidisciplinary community center. Additionally, the Use Agreement between the Lessee and PCC shall require PCC to comply with the regulations relating to the use of the Intergenerational Center Property which are developed by East Carolina University in its capacity as property manager of the Intergenerational Center Property and to cooperate with other tenants located upon the Intergenerational Center Property in order to meet the purpose of the Intergenerational Center Property serving as a multidisciplinary community center.

7. Activities Report.

LESSOR and LESSEE understand and agree that the leased premises will be actively used by the LESSEE. Within thirty (30) days of a request, the LESSEE shall provide information to the LESSOR or its designee of the programs, activities, and services being

provided on the leased premises so that a report about the Intergenerational Center Property can be generated. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to provide, within thirty (30) days of a request, information to the LESSOR or its designee of the programs, activities, and services being provided on the leased premises so that a report about the Intergenerational Center Property can be generated.

8. Signage.

No signs shall be erected on the leased premises or the Intergenerational Center Property without the prior written approval of the LESSOR. It is understood and agreed that the LESSOR has the sole right to name the Intergenerational Center and the buildings located on the Intergenerational Center Property.

9. Existing Conditions.

LESSEE agrees to accept the leased premises in its existing condition.

10. Repairs and Maintenance.

The LESSOR shall, at its expense, be responsible for the following maintenance at the leased premises:

- (a) Routine, periodic maintenance for heating and air conditioning systems including, but not limited to, the replacement of filter pads.
- (b) Maintenance of lawns and parking areas.
- (c) Fire extinguisher servicing, pest control, and outside trash disposal.

Except as otherwise provided in this section, the LESSEE shall be responsible for the maintenance and repairs to the leased premises so that the leased premises are kept in a habitable and usable condition. The LESSEE shall, at its sole expense, keep the leased premises, in good condition, reasonable wear and tear excepted. The LESSEE shall give the LESSOR notice of any repairs made. Notwithstanding the foregoing, in the event the repairs are major repairs, as defined herein, the LESSEE and LESSOR shall determine whether to complete the repairs prior to the repairs being completed by the LESSEE. If it is determined to complete the major repairs, then the major repairs shall be completed by the LESSEE and the LESSOR and LESSEE shall each pay fifty percent (50%) of the cost of the repairs. If it is determined to not complete the major repairs, then the LESSOR and the LESSEE shall each have the right to terminate this Lease Agreement, without breaching its obligations hereunder, by providing the other party with written notice of its decision to terminate and the leased premises shall be vacated by the LESSEE within sixty (60) days after notice. For the purpose of this paragraph, major repairs shall mean any repair which the cost of repair exceeds FIVE HUNDRED DOLLARS (\$500).

The LESSEE shall, at its sole cost and expense, be responsible for keeping the leased premises in a good, clean, neat, attractive, pleasant and sanitary condition at all times. The

LESSEE shall be responsible for providing and paying for all charges for housekeeping, cleaning, and janitorial services at the leased premises.

11. Alterations and Improvements.

No alterations, additions, improvements, or renovations shall be made to the leased premises without the prior written consent of the LESSOR.

12. Utilities.

The LESSEE shall be responsible for providing and paying for all charges for electricity, lighting, heating, water, air conditioning, and sewer used by LESSEE in connection with the occupancy of the leased premises. The LESSEE shall be responsible, at its expense, for the telephone charges, network connection charges, and all charges for utilities used by LESSEE in connection with the occupancy of the leased premises.

13. Insurance.

The LESSEE will at all times during the term of this Lease Agreement, at its own cost and expense, insure and keep in effect insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina. The LESSEE shall provide the LESSOR with a certificate of insurance evidencing said coverage. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to insure and keep in effect, at all times during the term of this Lease Agreement, at its own cost and expense, insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina and to provide the LESSOR with a certificate of insurance evidencing said coverage.

14. Damage or Destruction by Fire or Other Casualty.

In the event that the building located on the leased premises is destroyed by fire or other casualty or act of God, then this Lease Agreement shall terminate as of the time of such destruction without action on the part of either the LESSOR or the LESSEE. In the event that the building located on the leased premises is so damaged by fire, other casualty, or act of God that more than fifty percent (50%) of the floor space of the building cannot reasonably be used by LESSEE in the conduct of its activities, or the building is so damaged by fire or other casualty or act of God that it cannot, in the LESSOR's opinion, be economically repaired, then either party shall have the option to terminate this Lease Agreement by the provision of written notice to the other party.

15. Assignment and Subletting.

LESSEE may not assign or transfer this Lease Agreement or sublet the leased premises or any part of the leased premises without the prior written consent of the LESSOR. Notwithstanding the foregoing, it is understood and agreed that the LESSEE may allow PCC, through a Use Agreement between LESSEE and PCC, to conduct programs and activities at the leased premises in accordance with the limitation on the use of the leased premises set forth in section 3 of this Lease Agreement.

16. Indemnity.

To the extent permitted and limited by the laws of North Carolina, the LESSEE agrees to indemnify and hold harmless the LESSOR and its officers and employees and East Carolina University and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by the LESSEE on or within the demised premises. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to agree, to the extent permitted and limited by the laws of North Carolina, to indemnify and hold harmless the LESSOR and its officers and employees and East Carolina University and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by PCC on or within the demised premises.

17. Surrender on Termination.

Upon the termination of this Lease Agreement for any reason, the LESSEE shall yield and deliver peaceably to the LESSOR possession of the leased premises and any alterations, additions, and improvements made by LESSEE thereto, promptly and in good condition, order, and repair, except for reasonable wear and tear and acts of God.

18. Default.

If LESSEE shall neglect to pay any annual installment of rent when due, or shall neglect to do and perform any other matter agreed to be done, and shall remain in default for a period of thirty (30) days after receiving written notice from LESSOR calling attention to the non-payment or default, LESSOR may declare this Lease Agreement terminated and take possession of the leased premises without prejudice to any other legal remedy it may have on account of such default. If LESSOR neglects to do or perform any matter agreed to be done in this Lease Agreement and shall remain in default for a period of thirty (30) days after written notice from the LESSEE calling attention to such default, the LESSEE may declare this Lease Agreement terminated without prejudice to any other legal remedy it may have on account of such default.

19. Liens.

The LESSEE agrees that it will not permit the claim of any contractor, sub-contractor, mechanic, laborer or materialmen to become and remain a lien on the leased property or upon the

right, title or interest of the LESSEE created by this Lease Agreement after the indebtedness secured by such lien shall become due unless the same is in the process of actually being contested in good faith on the part of the LESSEE and in any event the LESSEE, to the extent permitted and limited by the laws of North Carolina, will protect, indemnify and save harmless the LESSOR from and in respect of any and all such claims.

20. Access.

LESSEE will be able to secure and restrict access to the leased premises when not in use for its activities. Notwithstanding the foregoing, LESSOR and LESSOR's officers and employees shall have full access to enter the leased premises anytime to examine the condition thereof or make repairs, additions or alterations as may be necessary for the safety, preservation or improvement of the property which the LESSOR, in its sole discretion, determines to make or for any other purpose which the LESSOR deems appropriate as it relates to the physical facility and equipment.

21. Quiet Enjoyment.

LESSOR agrees that LESSEE, upon payment of rent and performing the agreements in this Lease Agreement may peacefully and quietly have, hold and enjoy the said leased premises in accordance with all the terms of this Lease Agreement.

22. Notices.

Any notice provided for herein shall be deemed to have been served sufficiently when presented personally or sent by first class mail addressed as follows:

If to LESSOR:

City Manager  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27835

If to LESSEE:

Associate Vice Chancellor for  
Administration Finance -  
Business Services, ECU  
224 Ragsdale Building  
Greenville, NC 27858

23. Legal and Regulatory Duties.

The LESSEE shall observe all applicable local, state, and federal laws and regulations as they pertain to LESSEE's use and occupation of the leased premises. To the extent permitted and limited by the laws of North Carolina, LESSEE shall indemnify and hold harmless the LESSOR and East Carolina University from and against any liability arising from such laws or regulations caused by LESSEE's use or occupation of the leased premises. Additionally, the Use Agreement between LESSEE and PCC shall require PCC to observe all applicable local, state, and federal laws and regulations as they pertain to PCC's use and occupation of the leased premises and to indemnify and hold harmless the LESSOR and East Carolina University, to the

extent permitted and limited by the laws of North Carolina, from and against any liability arising from such laws or regulations caused by PCC's use or occupation of the leased premises.

24. Amendment.

This Lease Agreement shall not be altered, amended or modified except by an agreement in writing executed by the duly authorized officials of the LESSOR and LESSEE.

25. Entire Agreement.

This Lease Agreement is the only agreement between the parties hereto with respect to the subject matter hereof and contains all of the terms agreed upon, and there are no other agreements, oral or written, between the parties hereto with respect to the subject matter thereof.

IN WITNESS WHEREOF, the parties hereto have caused this Lease Agreement to be executed in duplicate originals as of the day and year first above written.

**CITY OF GREENVILLE**

BY: Barbara Lipscomb  
Barbara Lipscomb, City Manager

**STATE OF NORTH CAROLINA**

BY: A. Scott Buck  
A. Scott Buck, Associate  
Vice Chancellor for Administration  
Finance-Business Services, ECU

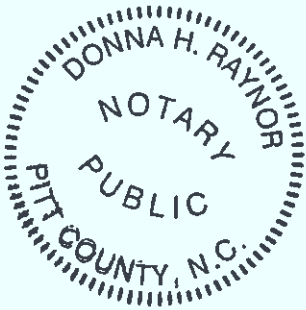
**NORTH CAROLINA  
PITT COUNTY**

I, Donna H. Raynor, Notary Public in and for the aforesaid County and State, do hereby certify that Barbara Lipscomb, City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 12<sup>th</sup> day of February, 2013.

Donna H. Raynor  
Notary Public

Donna H. Raynor  
Print Name



My Commission Expires: 12/25/2015

**NORTH CAROLINA  
PITT COUNTY**

I, Barbara A. Campbell, Notary Public in and for the aforesaid County and State, do hereby certify that A. Scott Buck, Associate Vice Chancellor for Administration Finance-Business Services, ECU, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 6<sup>th</sup> day of February, 2013.

Barbara A. Campbell  
Notary Public

Barbara A. Campbell  
Print Name

My Commission Expires: 10-24-2017

**Exhibit A: Lucille W. Gorham Intergenerational Center**



Building	Name
A	Former Sanctuary
B	Former Rectory
C	Former Annex
D	Former School
E	Lessie Bass Building

Boundary of Property



410 Feet





# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Resolution approving the extension of the lease agreement with the State of North Carolina for the first floor of the Lessie Bass Building located at 1100 Ward Street

**Explanation:** **Abstract:** The Lucille W. Gorham Intergenerational Center is owned by the City of Greenville and managed by East Carolina University. Since 2006, the State of North Carolina has leased the first floor of the Lessie Bass Building located at 1100 Ward Street. It is proposed to extend this lease.

**Explanation:** The State of North Carolina has been leasing the first floor of the Lessie Bass Building at the Lucille W. Gorham Intergenerational Center since November 2006. The building has been leased for the purpose of East Carolina University offering programs and activities in order to meet the objective of providing a multidisciplinary community center in an attempt to meet needs that exist in West Greenville. The current lease is for a one-year period expiring on February 28, 2014, with the provision for an extension for two additional one-year periods upon mutual agreement. East Carolina University seeks a one-year extension.

The extension for the lease is for a one-year term with a provision for an extension for one additional one-year term upon mutual agreement. The terms and conditions of the previous lease remain the same. This includes an annual rental payment to the City in the amount of \$24,999. A copy of the lease is attached.

The required notice of intent to authorize the extension of this lease has been published.

**Fiscal Note:** \$24,999 is to be received as an annual payment each year.

**Recommendation:** Approval of the attached resolution which approves the extension of the lease

agreement with the State of North Carolina.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [Lease Agreement](#)

 [2014\\_RESOLUTION\\_APPROVING\\_THE\\_EXTENSION\\_OF\\_THE\\_LEASE\\_AGREEMENT\\_972130](#)

---

RESOLUTION -14  
RESOLUTION APPROVING THE EXTENSION OF THE LEASE AGREEMENT  
WITH THE STATE OF NORTH CAROLINA

WHEREAS, North Carolina General Statute 160A-272 authorizes the City Council of the City of Greenville to approve a lease of property for a term of less than ten (10) years for any property owned by the City for such terms and upon such conditions as City Council may determine; and

WHEREAS, City Council does hereby determine that the property herein described will not be needed by the City for the term of the lease.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve the extension of the Lease Agreement with the State of North Carolina, for the property located on the first floor of the Lessie Bass Building located at 1100 Ward Street, Greenville, North Carolina, for a term of one (1) year with a provision for an extension for one additional one-year term upon mutual agreement, and for an annual rental payment of twenty-four thousand nine hundred ninety-nine dollars (\$24,999), and does further authorize the City Manager to execute said extension to the Lease Agreement.

This the 10th day of February, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED  
BY THE NORTH CAROLINA DEPARTMENT OF ADMINISTRATION**

STATE OF NORTH CAROLINA

**LEASE AGREEMENT**

COUNTY OF PITT

THIS LEASE AGREEMENT, made and entered into this the 11<sup>th</sup> day of ~~February~~ <sup>MARCH</sup>, 2013, by and between the City of Greenville, hereinafter designated as Lessor, and the State of North Carolina, hereinafter designated as Lessee;

**WITNESSETH:**

THAT WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September, 1981; and as amended on September 8, 1999 and December 7<sup>th</sup>, 1999, and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the City of Greenville, County of Pitt, North Carolina, more particularly described as follows:

**Being ±1,806 square feet of office space located at the Lessie Bass Building, First Floor, 1100 Ward Avenue, Greenville, Pitt County, North Carolina. (Exhibit A – Floor Plan Attached)**

( ECU – Intergenerational Center )

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of one (1) year commencing on the 1<sup>st</sup> day of March, 2013, or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the 28<sup>th</sup> day of February, 2014.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of \$24,999.00 per annum, which sum shall be paid in equal monthly installments of \$2,083.25, said rental to be payable within fifteen (15) days from receipt an original invoice.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

## RENEWAL

This lease agreement may be renewed for two (2) additional one (1) year periods upon mutual agreement in writing by Lessor and Lessee and in the event of such renewal, all of the terms and conditions of this lease agreement shall continue in full force and effect.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Maintenance and cleaning of lawns, shrubbery, sidewalks and parking areas.
- C. Lessor to provide required fire extinguishers and servicing, pest control, and outside trash disposal, including provision for the handling of recyclable items such as aluminum cans, cardboard and paper.
- D. Parking.
- E. The leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.
- F. Any fire or safety inspection fee and stormwater fee will be paid by Lessor.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to, furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee, in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be or thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease

is an extension or renewal shall be and remain the property of the Lessee, and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises were destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair, Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term, or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premises leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at c/o

**City Manager, Post Office Box 7207, Greenville, North Carolina 27835-7207 and the Lessee, c/o Associate Vice Chancellor for Administration and Finance – Business Services, ECU, 224 Ragsdale Building, Greenville, North Carolina 27858-4353. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.**

“N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.”

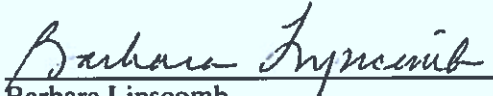
IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA



Speros J. Fleggas  
Deputy Secretary

City of Greenville



Barbara Lipscomb  
City Manager

STATE OF NORTH CAROLINA  
COUNTY OF WAKE

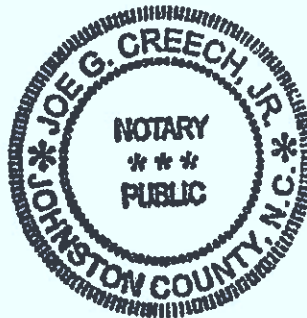
I, JOE G CREECH JR, a Notary Public in and for the County and State  
JOHNSTON  
aforesaid, do hereby certify that Speros J. Fleggas, personally appeared before me this date  
and acknowledged the due execution of the foregoing instrument as the Deputy Secretary of the  
Department of Administration of the State of North Carolina, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the 11<sup>th</sup> day of MARCH, 2013.

Joe G Creech Jr  
Notary Public

JOE G CREECH JR  
Print Name

My Commission Expires:  
9-8-2017



STATE OF NORTH CAROLINA  
COUNTY OF PITT

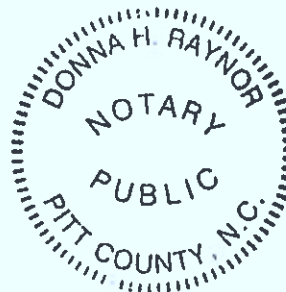
I, Donna H. Raynor, a Notary Public in and for the County and  
State aforesaid, do hereby certify that Barbara Lipscomb, personally came before me this day and  
acknowledged the due execution of the foregoing instrument as City Manager of the City of  
Greenville for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the 22<sup>nd</sup> day of February, 2013.

Donna H. Raynor  
Notary Public

Donna H. Raynor  
Print Name

My Commission Expires:  
12/25/2015

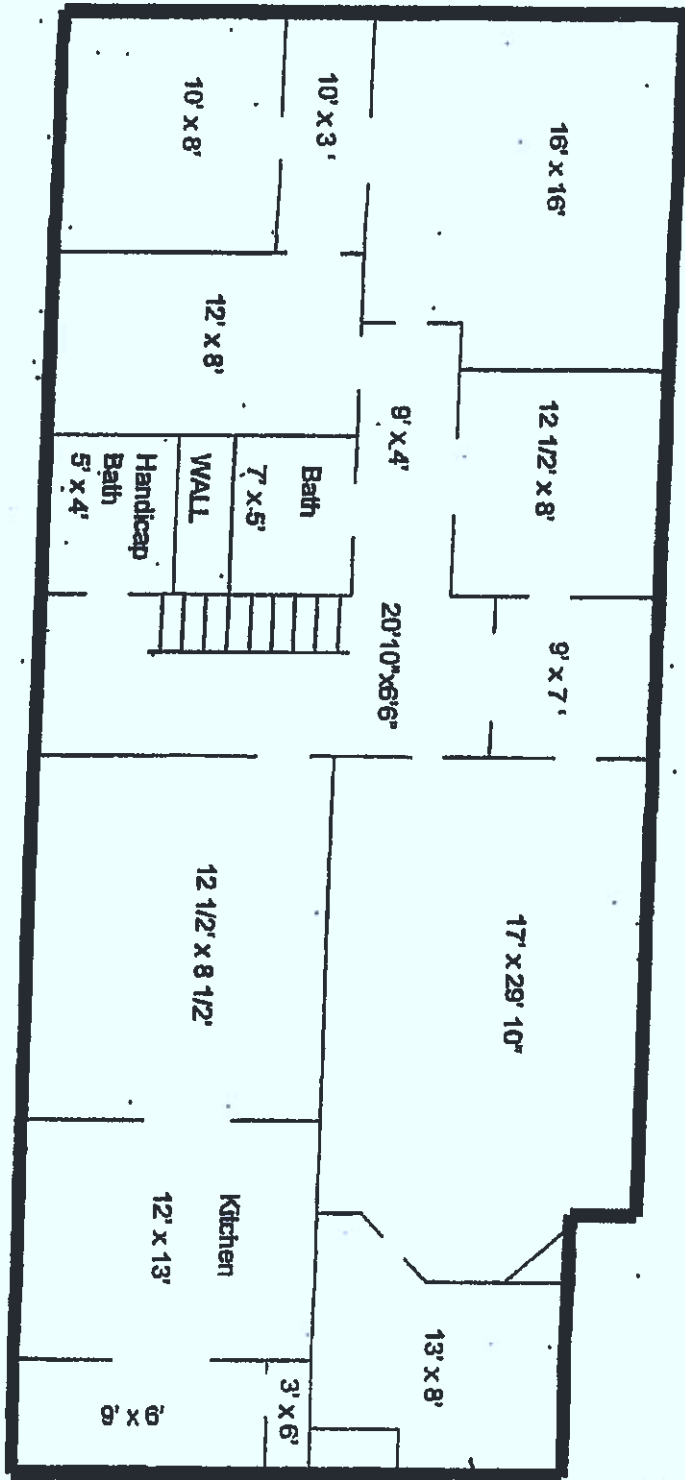




**Exhibit A**

**LESSIE BASS BUILDING**

**First Floor Plan**





# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Resolution approving the extension of the lease agreement with Lucille W. Gorham Intergenerational Community Center, Inc. for the second floor of the Lessie Bass Building located at 1100 Ward Street

**Explanation:** **Abstract:** The Lucille W. Gorham Intergenerational Center is owned by the City of Greenville and managed by East Carolina University. Since 2010, the Lucille W. Gorham Intergenerational Community Center, Inc., has leased the second floor of the Lessie Bass Building located at 1100 Ward Street. It is proposed to renew this lease.

**Explanation:** The Lucille W. Gorham Intergenerational Community Center, Inc. has leased the second floor of the Lessie Bass Building since March 1, 2010. The current lease is for a one-year period expiring on February 28, 2014, with a provision for an extension for two additional one-year periods upon mutual agreement. The nonprofit corporation seeks a one-year extension.

The extension for the lease is for a one-year term with a provision for an extension for an additional one-year term upon mutual agreement. This term and the other terms and conditions of the lease basically parallel the provisions of the lease with the State of North Carolina for the first floor except that the annual rental amount is a nominal amount of \$1. The lease also provides for the nonprofit to cooperate with East Carolina University relating to matters involving the shared use of the Lessie Bass Building. A copy of the lease is attached.

The required notice of the intent to authorize the extension of the lease has been published.

**Fiscal Note:** \$1 to be received as an annual lease payment each year.

**Recommendation:** Approval of the resolution which approves the extension of the lease agreement

with the Lucille W. Gorham Intergenerational Community Center, Inc.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [Lease Agreement](#)

 [2014\\_RESOLUTION\\_APPROVING\\_THE\\_EXTENSION\\_OF\\_THE\\_LEASE\\_AGREEMENT\\_WITH\\_972139](#)

---

RESOLUTION NO. - 14  
RESOLUTION APPROVING THE EXTENSION OF THE LEASE AGREEMENT WITH  
LUCILLE W. GORHAM INTERGENERATIONAL COMMUNITY CENTER, INC.

WHEREAS, North Carolina General Statute 160A-272 authorizes the City Council of the City of Greenville to approve a lease of property for a term of less than ten (10) years for any property owned by the City for such terms and upon such conditions as City Council may determine; and

WHEREAS, City Council does hereby determine that the property herein described will not be needed by the City for the term of the lease.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve the extension of the Lease Agreement with the Lucille W. Gorham Intergenerational Community Center, Inc., for the property located on the second floor of the Lessie Bass Building located at 1100 Ward Street, Greenville, North Carolina, for a term of one (1) year with a provision for an extension for one additional one-year term upon mutual agreement, and for an annual rental payment of one dollar, and does further authorize the City Manager to execute said extension to the Lease Agreement.

This the 10th day of February, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

**NORTH CAROLINA  
COUNTY OF PITT**

**LEASE  
AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the 12<sup>th</sup> day of February, 2013, by and between the City of Greenville, a North Carolina municipal corporation, Party of the First Part and hereinafter referred to as LESSOR, and Lucille W. Gorham Intergenerational Community Center, Inc., a North Carolina non-profit corporation, Party of the Second Part and hereinafter referred to as LESSEE;

Subject to the terms and conditions of this Lease Agreement, LESSOR does hereby let and lease unto the LESSEE, and LESSEE does hereby lease from the LESSOR, the following described premises located in Greenville, North Carolina:

The office space located on the second floor of the Lessie Bass Building located at 1100 Ward Avenue, Greenville, North Carolina.

The terms and conditions of this Lease Agreement are as follows:

1. Term.

The term of this Lease Agreement is for a period of one (1) year, commencing on the 1st day of March, 2013, and expiring on the 28th day of February, 2014. The term of this Lease Agreement may be extended for two (2) additional one (1) year periods upon mutual agreement in writing by the LESSOR and LESSEE and in the event of such extension, all of the terms and conditions of this Lease Agreement shall continue in full force and effect.

2. Rent.

The annual rent shall be ONE DOLLAR, and shall be paid by the first day of March of each year. Rent payments shall be delivered to the Director of Financial Services of the City of Greenville, P.O. Box 7207, Greenville, NC 27835.

3. Use of Leased Premises.

During the term of this Lease Agreement, LESSEE shall conduct programs and activities at the leased premises which relate to a multidisciplinary community center in order to meet the needs of West Greenville including, but not limited to, youth development, adult education, job training and placement, home ownership counseling, and social work. LESSEE shall make no other use of the leased premises without the prior written consent of the LESSOR. LESSEE shall be responsible, at its expense, for providing the staffing, furniture, equipment, supplies and other items necessary for the programs and activities which the LESSEE conducts.

4. Parking Lot and Common Areas.

LESSEE shall have the use of the parking lot at the Lucille W. Gorham Intergenerational Center and the common areas, as designated by the LESSOR, of the Lucille W. Gorham Intergenerational Center on the same basis and pursuant to the same regulations and

requirements as applicable to other persons and entities that are leasing portions of the Lucille W. Gorham Intergenerational Center. For the purpose of this Lease Agreement, the Lucille W. Gorham Intergenerational Center is defined as the property and buildings shown on the attached Exhibit A which is herein incorporated by reference.

5. Intergenerational Center.

LESSOR and LESSEE understand and agree that this Lease Agreement and the programs and activities being provided by the LESSEE at the leased premises are a component of the efforts of the LESSOR and East Carolina University to provide, at the Lucille W. Gorham Intergenerational Center, a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in such areas which may include, but are not necessarily limited to, the following: adult education, job training and placement, home ownership readiness counseling, and social work. LESSEE understands and agrees that East Carolina University will develop regulations relating to the use of the Lucille W. Gorham Intergenerational Center by the tenants of the Lucille W. Gorham Intergenerational Center. It is understood and agreed that said regulations shall not result in a fee or a charge to the LESSEE unless the LESSEE expressly agrees. The LESSEE agrees that the regulations relating to the use of the Lucille W. Gorham Intergenerational Center which are developed by East Carolina University shall be binding upon the LESSEE. The LESSEE shall comply with the regulations relating to the use of the Lucille W. Gorham Intergenerational Center which are developed by East Carolina University. Additionally, the LESSEE shall cooperate with East Carolina University and the other tenants of the Lucille W. Gorham Intergenerational Center in order to assist in the effort to provide a multidisciplinary community center at the Lucille W. Gorham Intergenerational Center in order to meet needs that exist in West Greenville.

6. Activities Report.

LESSOR and LESSEE understand and agree that the leased premises will be actively used by the LESSEE. Within thirty (30) days of a request, the LESSEE shall provide a written report to the LESSOR or its designee of the programs, activities, and services being provided on the leased premises so that a report about the Lucille W. Gorham Intergenerational Center can be generated.

7. Signage.

No signs shall be erected on the leased premises or the Lucille W. Gorham Intergenerational Center without the prior written approval of the LESSOR. It is understood and agreed that the LESSOR has the sole right to name the Lucille W. Gorham Intergenerational Center and the buildings located at the Lucille W. Gorham Intergenerational Center.

8. Shared Use of Building.

It is understood that the LESSEE is only leasing the second floor of the Lessie Bass Building and that the first floor of the Lessie Bass Building is being leased by the State of North Carolina for use by East Carolina University. The LESSEE will cooperate with East Carolina University in connection with access to the Lessie Bass Building, the provision of services at the Lessie Bass Building, and other matters relating to the shared use of the Lessie Bass Building. In

the event there is a conflict relating to any matter involving the shared use of the Lessie Bass Building which cannot be resolved by the LESSEE and East Carolina University, the LESSEE shall comply with the decision of East Carolina University relating to the unresolved matter involving the shared use of the Lessie Bass Building since it is understood and agreed that East Carolina University has the primary use of the Lessie Bass Building and LESSEE has a supplemental use of the Lessie Bass Building.

9. Repairs and Maintenance.

LESSEE agrees to accept the leased premises in its existing condition. The LESSOR shall, at its expense, be responsible for the following maintenance at the leased premises:

- (a) Maintenance of heating and air conditioning systems, electrical facilities, lighting fixtures and sockets, hot and cold water facilities, and toilet facilities.
- (b) Maintenance of lawns and parking areas.
- (c) Fire extinguisher servicing, pest control, and outside trash disposal.

The LESSOR shall be responsible for the maintenance and repairs to the leased premises so that the leased premises are kept in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to, furnishing and replacing electrical light fixture ballasts, heating and air conditioning filter pads, and broken glass.

The LESSEE shall, at its sole cost and expense, be responsible for keeping the leased premises in a good, clean, neat, attractive, pleasant and sanitary condition at all times. The LESSEE shall be responsible for providing and paying for all charges for housekeeping, cleaning, and janitorial services at the leased premises.

10. Alterations and Improvements.

No alterations, additions, improvements, or renovations shall be made to the leased premises without the prior written consent of the LESSOR.

11. Utilities.

It is understood that East Carolina University is responsible for the utility expense at the Lessie Bass Building. Therefore, the LESSEE shall not be responsible for providing and paying for any charges for electricity, lighting, heating, water, air conditioning, and sewer used by LESSEE in connection with the occupancy of the leased premises. The LESSEE shall be responsible, at its expense, for the telephone charges, network connection charges, and all similar charges in connection with the occupancy of the leased premises.

12. Insurance.

The LESSEE will at all times during the term of this Lease Agreement, at its own cost and expense, insure and keep in effect insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina. The LESSEE shall provide the LESSOR with a certificate of insurance evidencing said coverage.

13. Damage or Destruction by Fire or Other Casualty.

In the event that the building located on the leased premises is destroyed by fire or other casualty or act of God, then this Lease Agreement shall terminate as of the time of such destruction without action on the part of either the LESSOR or the LESSEE. In the event that the building located on the leased premises is so damaged by fire, other casualty, or act of God that more than fifty percent (50%) of the floor space of the building cannot reasonably be used by LESSEE in the conduct of its activities, or the building is so damaged by fire or other casualty or act of God that it cannot, in the LESSOR's opinion, be economically repaired, then either party shall have the option to terminate this Lease Agreement by the provision of written notice to the other party.

14. Assignment and Subletting.

LESSEE may not assign or transfer this Lease Agreement or sublet the leased premises or any part of the leased premises without the prior written consent of the LESSOR.

15. Indemnity.

To the extent permitted and limited by the laws of North Carolina, LESSEE agrees to indemnify and hold harmless the LESSOR and its officers and employees from and against any and all liabilities, claims, and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by the LESSEE on or within the demised premises. To the extent permitted and limited by the laws of North Carolina, LESSEE agrees to indemnify and hold harmless East Carolina University and its officers and employees from and against any and all liabilities, claims, and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by the LESSEE on or within the demised premises.

16. Surrender on Termination.

Upon the termination of this Lease Agreement for any reason, the LESSEE shall yield and deliver peaceably to the LESSOR possession of the leased premises and any alterations, additions, and improvements made by LESSEE thereto, promptly and in good condition, order, and repair, except for reasonable wear and tear and acts of God.

17. Default.

If LESSEE shall neglect to pay any annual installment of rent when due, or shall neglect to do and perform any other matter agreed to be done, and shall remain in default for a period of



thirty (30) days after receiving written notice from LESSOR calling attention to the non-payment or default, LESSOR may declare this Lease Agreement terminated and take possession of the leased premises without prejudice to any other legal remedy it may have on account of such default. If LESSOR neglects to do or perform any matter agreed to be done in this Lease Agreement and shall remain in default for a period of thirty (30) days after written notice from the LESSEE calling attention to such default, the LESSEE may declare this Lease Agreement terminated without prejudice to any other legal remedy it may have on account of such default.

18. Liens.

The LESSEE agrees that it will not permit the claim of any contractor, sub-contractor, mechanic, laborer or materialmen to become and remain a lien on the leased property or upon the right, title or interest of the LESSEE created by this Lease Agreement after the indebtedness secured by such lien shall become due unless the same is in the process of actually being contested in good faith on the part of the LESSEE and in any event the LESSEE will protect, indemnify and save harmless the LESSOR from and in respect of any and all such claims.

19. Access.

LESSEE will be able to secure and restrict access to the leased premises when not in use for its activities except in connection with access relating to the shared use of the Lessie Bass Building with East Carolina University. Notwithstanding the foregoing, LESSOR and LESSOR's officers and employees shall have full access to enter the leased premises anytime to examine the condition thereof or make repairs, additions or alterations as may be necessary for the safety, preservation or improvement of the property which the LESSOR, in its sole discretion, determines to make or for any other purpose which the LESSOR deems appropriate as it relates to the physical facility and equipment. In addition, East Carolina University shall have the right to access the leased premises in what reasonably appears to be an emergency situation (e.g. the presence of smoke) for purposes of taking action believed necessary to preserve the health or safety of persons or property. East Carolina University will make a good faith effort to contact a representative of LESSEE by telephone prior to accessing the leased premises if the situation allows, but in any event will notify LESSEE that such access has been made immediately afterward. LESSEE will provide emergency contact information to East Carolina University and update the same as necessary.

20. Quiet Enjoyment.

LESSOR agrees that LESSEE, upon payment of rent and performing the agreements in this Lease Agreement may peacefully and quietly have, hold and enjoy the said leased premises in accordance with all the terms of this Lease Agreement.

21. Notices.

Any notice provided for herein shall be deemed to have been served sufficiently when presented personally or sent by first class mail addressed as follows:

If to LESSOR:  
City Manager  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27835

If to LESSEE:  
Lucille W. Gorham Intergenerational  
Community Center, Inc.  
Gracie M. Vines, Registered Agent  
1104 Ward Street  
Greenville, NC 27834

Addresses for the purpose of this section can be changed by written notice to the other party by certified mail with returned receipt requested.

22. Legal and Regulatory Duties.

The LESSEE shall observe all applicable local, state, and federal laws and regulations as they pertain to LESSEE's use and occupation of the leased premises. LESSEE shall indemnify and hold harmless the LESSOR from and against any liability arising from such laws or regulations caused by LESSEE's use or occupation of the leased premises.

23. Amendment.

This Lease Agreement shall not be altered, amended or modified except by an agreement in writing executed by the duly authorized officials of the LESSOR and LESSEE.

24. Memorandum of Understanding.

It is understood that the LESSOR and East Carolina University have entered into a Memorandum of Understanding for the purpose of providing a cooperative effort between the LESSOR and East Carolina University for the operation of the Lucille W. Gorham Intergenerational Center in order to provide a multidisciplinary community center in an attempt to meet needs that exist in West Greenville.

25. Entire Agreement.

This Lease Agreement is the only agreement between the parties hereto with respect to the subject matter hereof and contains all of the terms agreed upon, and there are no other agreements, oral or written, between the parties hereto with respect to the subject matter thereof.

IN WITNESS WHEREOF, the parties hereto have caused this Lease Agreement to be executed in duplicate originals as of the day and year first above written.

**CITY OF GREENVILLE**

BY: Barbara Lipscomb  
Barbara Lipscomb, City Manager

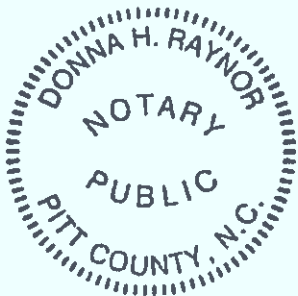
**LUCILLE W. GORHAM  
INTERGENERATIONAL  
COMMUNITY CENTER, INC.**

BY: Gracie M. Vines  
Gracie M. Vines, Co Chair

**NORTH CAROLINA  
PITT COUNTY**

I, Donna H. Raynor, Notary Public in and for the aforesaid County and State, do hereby certify that Barbara Lipscomb, City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 12<sup>th</sup> day of February, 2013.



Donna H. Raynor  
Notary Public

Donna H. Raynor  
Print Name

My Commission Expires: 12/25/2015

**NORTH CAROLINA  
PITT COUNTY**

I, Rhonda B. Wilkerson, Notary Public in and for the aforesaid County and State, do hereby certify that Gracie M. Vines, Co Chair of the Lucille W. Gorham Intergenerational Community Center, Inc., personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 5<sup>th</sup> day of February, 2013.

Rhonda B. Wilkerson  
Notary Public

Rhonda B. Wilkerson  
Print Name

My Commission Expires: 5/21/17



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Resolution approving the extension of the lease agreement with the Little Willie Center, Inc., of Pitt County for the rectory and annex buildings at the Lucille W. Gorham Intergenerational Center

**Explanation:** **Abstract:** The Lucille W. Gorham Intergenerational Center is owned by the City of Greenville and managed by East Carolina University. Since 2007, the Little Willie Center, Inc. of Pitt County has leased the rectory and annex buildings at the Center. It is proposed to extend this lease.

**Explanation:** The Rectory and Annex buildings located at the Lucille W. Gorham Intergenerational Center have been leased by the Little Willie Center, Inc. of Pitt County since 2007. The current lease is for a one-year period expiring on February 28, 2014. It is desired to extend the lease with the Little Willie Center for a one-year term.

The extension is for a one-year period, with a provision that it can be extended for one additional one-year term upon mutual agreement. The lease payment is \$1 per year. The Little Willie Center is responsible for all utility expenses and all housekeeping, cleaning, and janitorial expenses for the building. The Little Willie Center is responsible for maintenance and repairs for the building except that repairs greater than \$500 are to be shared equally and only occur upon agreement of both the City and the Little Willie Center. The City is responsible for maintenance of the heating and air conditioning system, maintenance of lawns and parking areas, and fire extinguisher servicing, pest control, and outside trash disposal. A copy of the lease is attached.

Notice of Council's intent to approve the lease has been published as required by law.

**Fiscal Note:** The rental payment in the lease is \$1 per year.


**Recommendation:** Approve the attached resolution approving the extension of the lease agreement with the Little Willie Center.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [Lease Agreement](#)

 [2014\\_RESOLUTION\\_APPROVING\\_THE\\_EXTENSION\\_OF\\_THE\\_LEASE\\_AGREEMENT\\_WITH\\_972144](#)

---

RESOLUTION - 14  
RESOLUTION APPROVING THE EXTENSION OF THE LEASE AGREEMENT WITH  
THE LITTLE WILLIE CENTER, INC., OF PITT COUNTY

WHEREAS, North Carolina General Statute 160A-272 authorizes the City Council of the City of Greenville to approve a lease of property for a term of less than ten (10) years for any property owned by the City for such terms and upon such conditions as City Council may determine; and

WHEREAS, City Council does hereby determine that the property herein described will not be needed by the City for the term of the lease.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve the extension of the Lease Agreement with the Little Willie Center, Inc., of Pitt County for a portion of the Intergenerational Center Property consisting of the Rectory and the Annex, for a term of one (1) year, with the provision that it can be extended for one additional one (1) year term upon mutual agreement, and for an annual rental payment of one dollar, and does further authorize the City Manager to execute said extension to the Lease Agreement.

This the 10th day of February, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

**NORTH CAROLINA  
COUNTY OF PITT**

**LEASE  
AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the 12<sup>th</sup> day of February, 2013, by and between the City of Greenville, a North Carolina municipal corporation, Party of the First Part and hereinafter referred to as LESSOR, and Little Willie Center, Inc. of Pitt County, a North Carolina non-profit corporation, Party of the Second Part and hereinafter referred to as LESSEE;

Subject to the terms and conditions of this Lease Agreement, LESSOR does hereby let and lease unto the LESSEE, and LESSEE does hereby lease from the LESSOR, the following described premises located in Greenville, North Carolina:

A portion of the Intergenerational Center Property consisting of Rectory and Annex, said portion being leased being "B" and "C", as shown on Exhibit A and being hereinafter referred to as the leased premises, said Exhibit A is attached hereto and herein incorporated by reference.

The terms and conditions of this Lease Agreement are as follows:

1. Term.

The term of this Lease Agreement is for one (1) year, commencing on the 1st day of March, 2013, and expiring on the 28th day of February, 2014. The term of this Lease Agreement may be extended for two (2) additional one (1) year periods upon mutual agreement in writing by the Lessor and Lessee and in the event of such extension, all of the terms and conditions of this Lease Agreement shall continue in force and effect.

2. Rent.

The annual rent shall be ONE DOLLAR, and shall be paid by the first day of December of each year. Rent payments shall be delivered to the Director of Financial Services of the City of Greenville, P.O. Box 7207, Greenville, NC 27835.

3. Use of Leased Premises.

During the term of this Lease Agreement, LESSEE shall conduct programs and activities at the leased premises which relate to the delivery of tutoring and mentoring services for latch-key (home-alone) children and similar activities which have been conducted by the LESSEE at the leased premises pursuant to a previous lease arrangement. LESSEE shall make no other use of the leased premises without the prior written consent of the LESSOR. LESSEE shall be responsible, at its expense, for providing the staffing, furniture, equipment, supplies and other items necessary for the programs and activities which the LESSEE conducts.

During the term of this Lease Agreement, the LESSEE shall not reinstall a chain link fence in the front yard of the property leased by the LESSEE at 807 West Fifth Street. During the term of this Lease Agreement, the LESSEE shall not place any outdoor play equipment,



picnic tables or similar items on the property leased by LESSEE at 807 West Fifth Street as long as said property is used by the LESSEE for administrative purposes. LESSEE may continue to use the property leased by the LESSEE at 807 West Fifth Street for a community garden provided that said use does not result in the reinstatement of a chain link fence in the front yard of the property or the placement of any outdoor play equipment, picnic tables, or similar items on the property.

4. Parking Lot, Playground, and Common Areas.

LESSEE shall have the use of the parking lot at the Intergenerational Center Property, the playground at the Intergenerational Center Property, and the common areas, as designated by the LESSOR, of the Intergenerational Center Property on the same basis and pursuant to the same regulations and requirements as applicable to other persons and entities that are leasing portions of the Intergenerational Center Property.

5. Intergenerational Center.

LESSOR and LESSEE understand and agree that this Lease Agreement and the programs and activities being provided by the LESSEE at the leased premises are a component of the efforts of the LESSOR and East Carolina University to provide, at the Intergenerational Center Property, a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in such areas which may include, but are not necessarily limited to, the following: adult education, job training and placement, home ownership readiness counseling, and social work. LESSEE understands and agrees that East Carolina University will serve as the onsite property manager for the Intergenerational Center Property which means that East Carolina University, in addition to recruiting, assessing and approving tenants, will develop regulations relating to the use of the Intergenerational Center Property by the tenants. The LESSEE shall comply with the regulations relating to the use of the Intergenerational Center Property which are developed by East Carolina University. Additionally, the LESSEE shall cooperate with other tenants located upon the Intergenerational Center Property in order to meet the purpose of the Intergenerational Center Property serving as a multidisciplinary community center.

6. Activities Report.

LESSOR and LESSEE understand and agree that the leased premises will be actively used by the LESSEE. Within thirty (30) days of a request, the LESSEE shall provide information to the LESSOR or its designee of the programs, activities, and services being provided on the leased premises so that a report about the Intergenerational Center Property can be generated.

7. Signage.

No signs shall be erected on the leased premises or the Intergenerational Center Property without the prior written approval of the LESSOR. Notwithstanding the foregoing, it is understood and agreed that LESSEE shall be permitted to install a sign at both the Rectory and Annex which incorporates the LESSEE's logo subject to the written approval of the LESSOR as to the size and location of the sign. It is understood and agreed that the LESSOR has the sole

right to name the Intergenerational Center and the buildings located on the Intergenerational Center Property.

8. Existing Conditions.

LESSEE agrees to accept the leased premises in its existing condition.

9. Repairs and Maintenance.

The LESSOR shall, at its expense, be responsible for the following maintenance at the leased premises:

- (a) Routine, periodic maintenance for heating and air conditioning systems including, but not limited to, the replacement of filter pads.
- (b) Maintenance of lawns, parking areas, playgrounds, and common areas.
- (c) Fire extinguisher servicing, pest control, and outside trash disposal.

Except as otherwise provided in this section, the LESSEE shall be responsible for the maintenance and repairs to the leased premises so that the leased premises are kept in a habitable and usable condition. The LESSEE shall, at its sole expense, keep the leased premises in good condition, reasonable wear and tear excepted. The LESSEE shall give the LESSOR notice of any repairs made. Notwithstanding the foregoing, in the event the repairs are major repairs, as defined herein, the LESSEE and LESSOR shall determine whether to complete the repairs prior to the repairs being completed by the LESSEE. If it is determined to complete the major repairs, then the major repairs shall be completed by the LESSEE and the LESSOR and LESSEE shall each pay fifty percent (50%) of the cost of the repairs. If it is determined to not complete the major repairs, then the LESSOR and the LESSEE shall each have the right to terminate this Lease Agreement, without breaching its obligations hereunder, by providing the other party with written notice of its decision to terminate and the leased premises shall be vacated by the LESSEE within sixty (60) days after notice. For the purpose of this paragraph, major repairs shall mean any repair for which the cost of repair exceeds FIVE HUNDRED DOLLARS (\$500).

The LESSEE shall, at its sole cost and expense, be responsible for keeping the leased premises in a good, clean, neat, attractive, pleasant, and sanitary condition at all times. The LESSEE shall be responsible for providing and paying for all charges for housekeeping, cleaning, and janitorial services at the leased premises.

10. Alterations and Improvements.

No alterations, additions, improvements, or renovations shall be made to the leased premises without the prior written consent of the LESSOR.

11. Utilities.

The LESSEE shall be responsible for providing and paying for all charges for electricity, lighting, heating, water, air conditioning, and sewer used by LESSEE in connection with the

occupancy of the leased premises. The LESSEE shall be responsible, at its expense, for the telephone charges, network connection charges, and all charges for utilities used by LESSEE in connection with the occupancy of the leased premises.

12. Insurance.

The LESSEE will at all times during the term of this Lease Agreement, at its own cost and expense, insure and keep in effect insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina. The LESSEE shall provide the LESSOR with a certificate of insurance evidencing said coverage.

13. Damage or Destruction by Fire or Other Casualty.

In the event that the building located on the leased premises is destroyed by fire or other casualty or act of God, then this Lease Agreement shall terminate as of the time of such destruction without action on the part of either the LESSOR or the LESSEE. In the event that either building located on the leased premises is so damaged by fire, other casualty, or act of God that more than fifty percent (50%) of the floor space of the building cannot reasonably be used by LESSEE in the conduct of its activities, or the building is so damaged by fire or other casualty or act of God that it cannot, in the LESSOR's opinion, be economically repaired, then either party shall have the option to terminate this Lease Agreement by the provision of written notice to the other party.

14. Assignment and Subletting.

LESSEE may not assign or transfer this Lease Agreement or sublet the leased premises or any part of the leased premises without the prior written consent of the LESSOR.

15. Indemnity.

To the extent permitted and limited by the laws of North Carolina, the LESSEE agrees to indemnify and hold harmless the LESSOR and its officers and employees and East Carolina University and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by the LESSEE on or within the demised premises.

16. Surrender on Termination.

Upon the termination of this Lease Agreement for any reason, the LESSEE shall yield and deliver peaceably to the LESSOR possession of the leased premises and any alterations, additions, and improvements made by LESSEE thereto, promptly and in good condition, order, and repair, except for reasonable wear and tear and acts of God.

17. Default.

If LESSEE shall neglect to pay any annual installment of rent when due, or shall neglect to do and perform any other matter agreed to be done, and shall remain in default for a period of thirty (30) days after receiving written notice from LESSOR calling attention to the non-payment or default, LESSOR may declare this Lease Agreement terminated and take possession of the leased premises without prejudice to any other legal remedy it may have on account of such default. If LESSOR neglects to do or perform any matter agreed to be done in this Lease Agreement and shall remain in default for a period of thirty (30) days after written notice from the LESSEE calling attention to such default, the LESSEE may declare this Lease Agreement terminated without prejudice to any other legal remedy it may have on account of such default.

18. Liens.

The LESSEE agrees that it will not permit the claim of any contractor, sub-contractor, mechanic, laborer, or materialmen to become and remain a lien on the leased property or upon the right, title, or interest of the LESSEE created by this Lease Agreement after the indebtedness secured by such lien shall become due unless the same is in the process of actually being contested in good faith on the part of the LESSEE and in any event the LESSEE will protect, indemnify, and hold harmless the LESSOR from and in respect of any and all such claims.

19. Access.

LESSEE will be able to secure and restrict access to the leased premises when not in use for its activities. Notwithstanding the foregoing, LESSOR and LESSOR's officers and employees shall have full access to enter the leased premises anytime to examine the condition thereof or make repairs, additions, or alterations as may be necessary for the safety, preservation, or improvement of the property which the LESSOR, in its sole discretion, determines to make or for any other purpose which the LESSOR deems appropriate as it relates to the physical facility and equipment.

20. Quiet Enjoyment.

LESSOR agrees that LESSEE, upon payment of rent and performing the agreements in this Lease Agreement, may peacefully and quietly have, hold, and enjoy the said leased premises in accordance with all the terms of this Lease Agreement.

21. Notices.

Any notice provided for herein shall be deemed to have been served sufficiently when presented personally or sent by first class mail addressed as follows:

If to LESSOR:  
City Manager  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27835

If to LESSEE:  
Executive Director  
Little Willie Center Inc. of Pitt County  
807 W. Fifth Street  
Greenville, NC 27834

Addresses for the purpose of this section can be changed by written notice to the other party by certified mail with returned receipt requested.

22. Legal and Regulatory Duties.

The LESSEE shall observe all applicable local, state, and federal laws and regulations as they pertain to LESSEE's use and occupation of the leased premises. LESSEE shall indemnify and hold harmless the LESSOR and East Carolina University from and against any liability arising from such laws or regulations caused by LESSEE's use or occupation of the leased premises.

23. Amendment.

This Lease Agreement shall not be altered, amended or modified except by an agreement in writing executed by the duly authorized officials of the LESSOR and LESSEE.

24. Entire Agreement.

This Lease Agreement is the only agreement between the parties hereto with respect to the subject matter hereof and contains all of the terms agreed upon, and there are no other agreements, oral or written, between the parties hereto with respect to the subject matter thereof.

IN WITNESS WHEREOF, the parties hereto have caused this Lease Agreement to be executed in duplicate originals as of the day and year first above written.

**CITY OF GREENVILLE**

BY: Barbara Lipscomb  
Barbara Lipscomb, City Manager

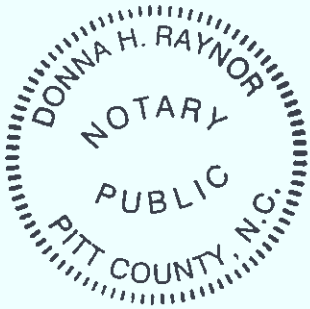
**LITTLE WILLIE CENTER, INC.  
OF PITT COUNTY**

BY: Marvin N. Arrington, Jr.  
Marvin N. Arrington, Jr., Chairman

**NORTH CAROLINA  
PITT COUNTY**

I, Donna H. Raynor, Notary Public in and for the aforesaid County and State, do hereby certify that Barbara Lipscomb, City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 12<sup>th</sup> day of February, 2013.



Donna H. Raynor  
Notary Public

Donna H. Raynor  
Print Name

My Commission Expires: 12/25/2015

**NORTH CAROLINA  
PITT COUNTY**

I, Rhonda B. Wilkerson, Notary Public in and for the aforesaid County and State, do hereby certify that Marvin N. Arrington, Jr., Chairman of Little Willie Center, Inc. of Pitt County, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 11<sup>th</sup> day of February, 2013.

Rhonda B. Wilkerson  
Notary Public

Rhonda B. Wilkerson  
Print Name

My Commission Expires: 5/21/17

**Exhibit A: Lucille W. Gorham Intergenerational Center**



Building	Name
A	Former Sanctuary
B	Former Rectory
C	Former Annex
D	Former School
E	Lessie Bass Building

Boundary of Property



Item # 7





# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Resolution accepting dedication of rights-of-way and easements for Arbor Hills South, Phase 3

**Explanation:** **Abstract:** This item proposes a resolution to accept dedication of rights-of-way and easements for Arbor Hills South, Phase 3. Funds for the maintenance of these rights-of-way and easements are included within the fiscal year 2013-2014 budget.

**Explanation:** In accordance with the City's Subdivision regulations, rights-of-way and easements have been dedicated for Arbor Hills South, Phase 3 (Map Book 76 at Page 114). A resolution accepting the dedication of the aforementioned rights-of-way and easements is attached for City Council consideration. The final plat showing the rights-of-way and easements is also attached.

**Fiscal Note:** Funds for the maintenance of these rights-of-way and easements are included within the fiscal year 2013-2014 budget.

**Recommendation:** Adopt the attached resolution accepting dedication of rights-of-way and easements for Arbor Hills South, Phase 3.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

[Arbor Hills South, Ph3 Map](#)

[February 2014 Right of Way Resolution 969375](#)



RESOLUTION NO.

A RESOLUTION ACCEPTING DEDICATION TO THE PUBLIC OF  
RIGHTS-OF-WAY AND EASEMENTS ON SUBDIVISION PLATS

WHEREAS, G.S. 160A-374 authorizes any City Council to accept by resolution any dedication made to the public of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction; and

WHEREAS, the Subdivision Review Board of the City of Greenville has acted to approve the final plats named in this resolution, or the plats or maps that predate the Subdivision Review Process; and

WHEREAS, the final plats named in this resolution contain dedication to the public of lands or facilities for streets, parks, public utility lines, or other public purposes; and

WHEREAS, the Greenville City Council finds that it is in the best interest of the public health, safety, and general welfare of the citizens of the City of Greenville to accept the offered dedication on the plats named in this resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville, North Carolina:

Section 1. The City of Greenville accepts the dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes offered by, shown on, or implied in the following approved subdivision plats:

Arbor Hills South, Phase 3

Map Book 76

Page 114

Section 2. Acceptance of dedication of lands or facilities shall not place on the City any duty to open, operate, repair, or maintain any street, utility line, or other land or facility except as provided by the ordinances, regulations or specific acts of the City, or as provided by the laws of the State of North Carolina.

Section 3. Acceptance of the dedications named in this resolution shall be effective upon adoption of this resolution.

Adopted the 10<sup>th</sup> day of February 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

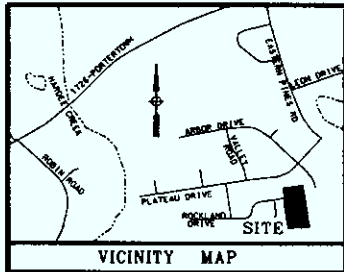
NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, Notary Public for said County and State, certify that Carol L. Barwick personally came before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument was signed in its name by its Mayor, sealed with the corporate seal, and attested by herself as its City Clerk.

WITNESS my hand and official seal this the 10<sup>th</sup> day of February 2014.

\_\_\_\_\_  
Notary Public

My Commission Expires:

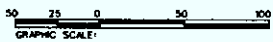


**CURVE TABLE**

CURVE 1 R = 25.00' DELTA = 50°00'00" CHORD = 548°29'39"E 35.36'	CURVE 2 R = 25.00' DELTA = 50°00'00" CHORD = N41°30'21"E 35.36'
---	---

**NOTES:**

1. THE DESIGNATION NOTED OVER WATER, SANITARY SEWER, GAS OR ELECTRIC LINES IS FOR THE PURPOSE OF ESTABLISHING THE WIDTH OF SAID EASEMENT. THE EASEMENTS SHOWN ARE NOT EXCLUSIVE AND WILL PERMIT THE FUTURE INSTALLATION OF WATER, SANITARY SEWER, GAS AND ELECTRIC LINES WITHIN THOSE DESIGNATED WIDTHS.
2. ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
3. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE NATIONAL FLOOD INSURANCE PROGRAM. REFERENCE: FIRM PANEL NUMBER 372056060J, DATED 1/2/2004.
4. IRON STAKES SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.
5. NO PERMANENT STRUCTURE(S), INCLUDING BUT NOT LIMITED TO SUBDIVISION STORAGE, FENCES OR STORAGE BUILDINGS, SHALL BE CONSTRUCTED OR LOCATED IN ANY DRAINAGE EASEMENT SHOWN ON THIS PLAT WITHOUT PRIOR APPROVAL FROM THE CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT.
6. NO BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, MATERIALS AND SURFACES, INCLUDING BUT NOT LIMITED TO PRINCIPAL AND ACCESSORY STRUCTURES AND ADDITIONS OR APPURTENANCES THEREON, STORAGE, FENCES, WALLS, MECHANICAL EQUIPMENT, CANOPIES, ANTENNAS, MASTS, AERIALS, MONUMENTS, LANDSCAPE PLANTINGS, FILL, MATERIALS, DEBRIS, SOLID WASTE COLLECTION CONTAINERS, MAIL RECEPTACLES AND IMPERVIOUS SURFACES, SHALL ENROACH WITHIN ANY DEDICATED EASEMENT WITHOUT PRIOR WRITTEN APPROVAL OF THE CITY OF GREENVILLE.
7. HOMEOWNER'S ASSOCIATION IS RESPONSIBLE FOR THE MAINTENANCE OF THE OPEN SPACE AND COMMON AREAS.



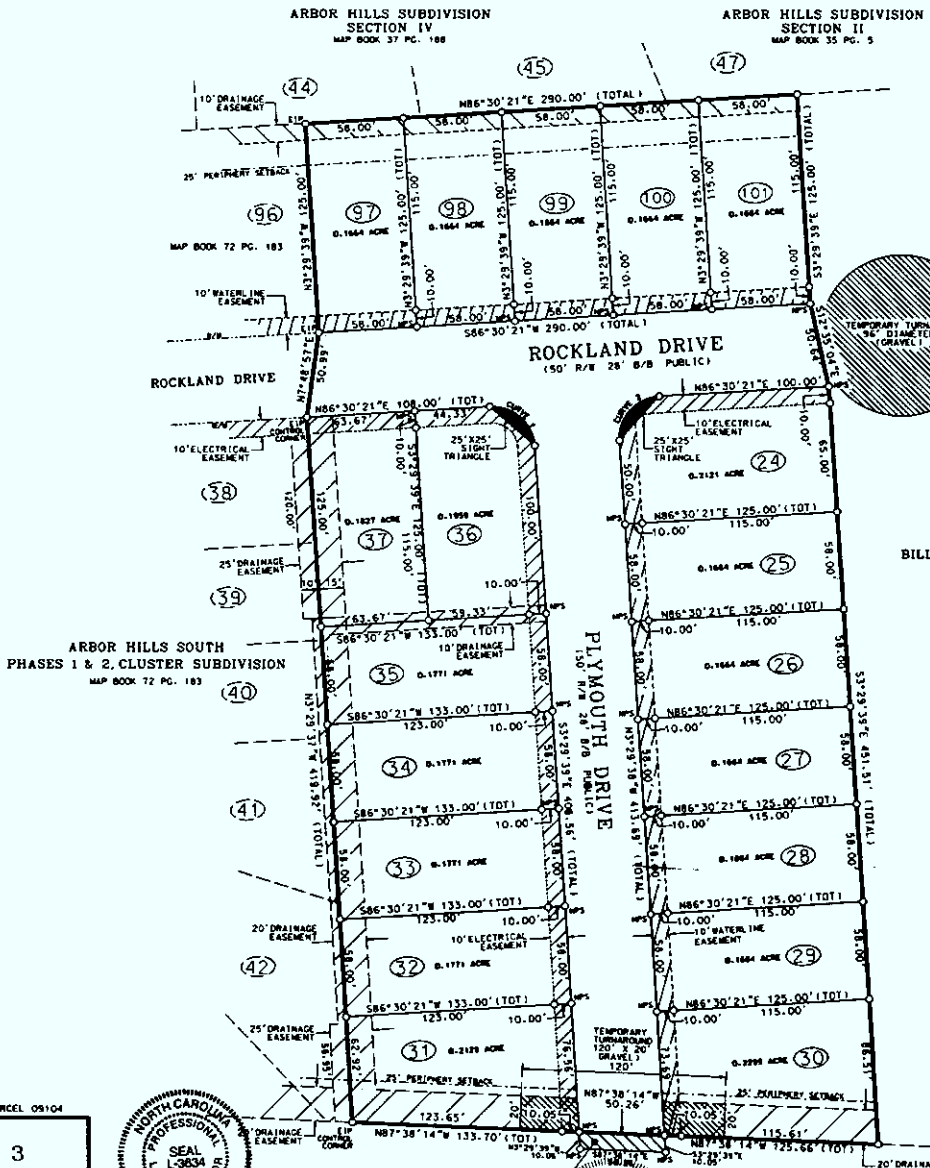
SHEET 1 OF 1 PORTION OF TAX PARCEL 09104

**MAP FOR RECORD  
ARBOR HILLS SOUTH, PHASE 3  
CLUSTER SUBDIVISION**

REFERENCE: A PORTION OF MAP BOOK 65, PAGE 147 AND DEED BOOK 3040 PAGE 779  
GREENVILLE, GRIMESLAND TOWNSHIP, PITT COUNTY, NC

**OWNER: BILL CLARK HOMES OF GREENVILLE, LLC**  
200 E. ARLINGTON BLVD.  
GREENVILLE, NC 27858  
(252) 355-5805

**STROUD ENGINEERING, P.A.**  
2075 COMMERCE STREET  
GREENVILLE, NC 27858  
(252) 756-9352  
LIC#SE NC-C-0647



GREENVILLE (252) 775-5000  
SANITARY SEWER EASEMENT  
NOTARY PUBLIC, BY COMMISSION  
EDWARDS HEIRS  
NOTARY TAX PARCEL 05052

**SITE DATA**

NUMBER OF LOTS CREATED	79
TOTAL AREA IN TRACT	4.2563 ACRES
AREA IN COMMON AREA	0
AREA IN PARKS, RECREATION AREAS AND THE LIKE	0

Doc ID: 011723860001 Type: 030  
Recorded: 03/11/2013 at 11:40:01 AM  
Rev. Amt: \$01.00 Page 1 of 1  
Deed No: T 741000000 REG. OF DEEDS  
Bk 76 Pg 114

**COPY**

**LEGEND**  
NPS - NO POINT SET  
EIP - EXISTING IRON PIPE  
Δ - DELTA  
R - RADIUS  
B/S - BACK OF CURB TO  
C/C - BACK OF CURB  
R/W - RIGHT-OF-WAY

**BILL CLARK HOMES OF GREENVILLE, LLC**  
DEED BOOK 3040 PG 779



**SURVEYOR'S CERTIFICATION**  
HOWARD O. BARNUM, CERTIFY THAT THIS PLAT AND DEED WERE MADE UNDER MY SUPERVISION (SEE DESCRIPTION RECORDED IN BOOK 3040, PAGE 779, OR FROM BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 3040, PAGE 779, OR AS REFERENCED HEREON; THAT THE BOUNDARIES OF THIS PLAT, AS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.  
FURTHER CERTIFY PURSUANT TO G.S. 47-30 (EXISTING): THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATE PARCELS OF LAND.  
WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS 27th DAY OF FEBRUARY, 2013.  
SIGNED: *Howard O. Barnum*  
PROFESSIONAL LAND SURVEYOR - L-3634

<b>OWNER: BILL CLARK HOMES OF GREENVILLE, LLC</b>	<b>SOURCE OF TITLE</b> THIS IS TO CERTIFY THAT THE LAST INSTRUMENT(S) IN THE CHAIN OF TITLE(S) OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTRY AT GREENVILLE NORTH CAROLINA IS:
DEED BOOK 3040 PAGE 779	DEED BOOK 3040 PAGE 779
DEED BOOK 3040 PAGE 779	DEED BOOK 3040 PAGE 779
<b>STROUD ENGINEERING, P.A.</b>	<b>OWNERS STATEMENT</b> THIS IS EVIDENCE THAT THIS SUBDIVISION IS MADE AT THE REQUEST OF
DRAWN/HOB	SWORN AND SUBSCRIBED TO BEFORE ME THIS 27th DAY OF February, 2013
CHECKED/HOB	<i>Howard O. Barnum</i> NOTARY PUBLIC, BY COMMISSION
APPROVED/HOB	<b>APPROVAL</b> THIS FINAL PLAT, 13-02, WAS APPROVED BY THE SUBDIVISION REVIEW BOARD IN ACCORDANCE WITH TITLE 9, CHAPTER 5 OF THE GREENVILLE CITY CODE THE 27th DAY OF FEBRUARY, 2013.
DATE: 2-12-13	SIGNED: <i>Carl Shuff</i> CITY PLANNER
SCALE: 1" = 50'	<b>DEDICATION</b> THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS PLAT AND ALLOTMENT TO BE MADE FREE ACT AND DEED, AND HEREBY DEDICATES TO PUBLIC USE AS STREETS, PARKS, PLAY-GROUNDS, OPEN SPACES AND EASEMENTS FOREVER, ALL AREAS AS SHOWN OR AS INDICATED ON SAID PLAT.
	SIGNED: <i>Howard O. Barnum</i> ATTEST: <i>Howard O. Barnum</i>

**REVIEW OFFICER'S CERTIFICATE**  
I, *Andrew Thomas*, REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIRMED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
REVIEW OFFICER: *Andrew Thomas*  
DATE: 2/28/13

**REVIEW OFFICER'S CERTIFICATE**  
I, *Andrew Thomas*, REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIRMED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
REVIEW OFFICER: *Andrew Thomas*  
DATE: 2/28/13

**REVIEW OFFICER'S CERTIFICATE**  
I, *Andrew Thomas*, REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIRMED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
REVIEW OFFICER: *Andrew Thomas*  
DATE: 2/28/13

**REVIEW OFFICER'S CERTIFICATE**  
I, *Andrew Thomas*, REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIRMED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
REVIEW OFFICER: *Andrew Thomas*  
DATE: 2/28/13

**REVIEW OFFICER'S CERTIFICATE**  
I, *Andrew Thomas*, REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIRMED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
REVIEW OFFICER: *Andrew Thomas*  
DATE: 2/28/13



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Supplemental Municipal Agreement with the North Carolina Department of Transportation for Design and Construction of South Tar River Greenway Phase 3 – Pitt Street to Moye Boulevard

**Explanation:** **Abstract:** The City has received additional funding for design, right-of-way/utilities, and construction of the South Tar River Greenway Phase 3 project. This additional funding requires the execution of a Supplemental Municipal Agreement with the North Carolina Department of Transportation (NCDOT).

**Explanation:** Design plans for the proposed South Tar River Greenway Phase 3 project have progressed to approximately 65% complete. During the plan development phase of work, a number of issues have been realized that has impacted the scope and design and will require additional construction funds to construct the project. These issues include traversing the CSX bridge, lengthening the greenway beyond the original termination point, acquiring more property than originally anticipated, added boardwalk and bridges to reduce wetland impacts, and providing trail heads for parking.

Originally, the City applied for a \$1.2 million grant for design and construction of the greenway. The City was awarded the grant in the amount of \$907,609 which required a 20% match from the City. Additionally, the City was awarded a grant from the Pitt County Health Department in the amount of \$50,000 to aid in the planning portion of this project. A request was made to NCDOT for additional funding for this project due to the added scope and constraints. NCDOT has approved an additional \$903,000 to fund the project. No additional matching funds are required by the City to receive this grant. To officially add this funding to the project, a Supplemental Municipal Agreement is required to be executed by the City.

**Fiscal Note:** This Supplemental Municipal Agreement will provide an additional \$903,000 for the South Tar River Greenway Phase 3 project with no matching funds required by the City. The total funding associated with this project is now as follows:

**\$ 907,609 Federal Grant**

**\$ 50,000 Pitt County Health Department Grant**

**\$ 903,000 Additional Federal/State Grant**

**\$ 226,902 Original City Share**

**\$2,087,511**

**Recommendation:** Approve the attached Supplemental Municipal Agreement with NCDOT for the Design and Construction of South Tar River Greenway Phase 3 – Pitt Street to Moye Boulevard.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [South Tar River Greenway Phase 3 Agreement](#)

---

NORTH CAROLINA  
PITT COUNTY

**SUPPLEMENTAL AGREEMENT**

DATE: 9/4/2013

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

TIP #: EB-5539

AND

WBS ELEMENTS: PE 45529.1.1

ROW 45529.2.1

CITY OF GREENVILLE

CON 45529.3.1

FEDERAL AID #: TCSP-0220(64)

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$903,000

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the City of Greenville, hereinafter referred to as the "Municipality."

**WITNESSETH:**

WHEREAS, the Department and the Municipality, on 2/7/2012, entered into a certain Locally Administered Project Agreement for the original scope: preliminary engineering, right-of-way, and construction of a 10-ft wide asphalt paved multi-use trail with 2-ft wide granite screenings shoulders from the western terminus of the existing South Tar River Greenway at Pitt Street to Moye Boulevard programmed under Project EB-5539; and,

WHEREAS, the Department and the Municipality have agreed to extend the Scope, increase the Funding, and update the Time Frame for the Project; and

WHEREAS, pursuant to SL 2013-183, the Department will provide the non-federal match for the STP-EB funds for a limited time;

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

## SCOPE

The Project consists of the original scope with an extension from the western terminus of the existing South Tar River Greenway at Pitt Street along Moye Boulevard to intersect the existing sidewalk on West 5th Street.

## FUNDING

The Department's original participation was \$907,609 in TCSP funds, with the Municipality providing the non-federal match of \$226,902. Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall participate in additional funding up to a maximum amount of \$903,000, with Federal STP-EB funds in the amount of \$722,400 (80%) and State Match funds in the amount of \$180,600 (20%). The Municipality shall provide the non-federal match to the TCSP funding and all costs that exceed the total estimated cost, as shown below in the REVISED FUNDING TABLE.

### REVISED FUNDING TABLE

<b>Fund Source</b>	<b>Federal Funds Amount</b>	<b>Reimbursement Rate</b>	<b>Non-Federal Match \$</b>	<b>Non-Federal Match Rate</b>
High Priority Projects	\$907,609	80 %	\$226,902 (Local)	20 %
STP-EB	\$722,400	80%	\$180,600 (State)	20%
<b>Total Estimated Cost</b>		<b>2,037,511</b>		

## TIME FRAME

The Municipality, and/or its agent, shall complete pre-construction activities, to include Environmental Document, Right of Way Certification and final PS&E package, by December 31, 2014, in order to authorize construction funds prior to the end of the State Fiscal Year (June 30, 2015). If the funding is not authorized by June 30, 2015, the Municipality forfeits the state match for the STP-EB funds, and will instead provide additional local funds to cover the non-federal match for the STP-EB funds. A supplemental agreement will be required if funding is not authorized by June 30, 2015 to address changes to funding and delivery schedule.

The Municipality shall complete the Project by January 1, 2016. Completion for this Agreement is defined as completion of all construction activities, acceptance of the project, and submission of a final reimbursement package to the Department.

The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet milestone dates included herein.

Except as hereinabove provided, the Agreement heretofore executed by the North Carolina Department of Transportation and City of Greenville on 2/7/2012, is ratified and affirmed as therein provided.



IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the North Carolina Department of Transportation and the Municipality by authority duly given.

ATTEST: CITY OF GREENVILLE  
BY: \_\_\_\_\_ BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by \_\_\_\_\_ (Governing Board) of the City of Greenville as attested to by the signature of \_\_\_\_\_, Clerk of the \_\_\_\_\_ (Governing Board) on \_\_\_\_\_ (Date)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

\_\_\_\_\_  
(FINANCE OFFICER)

Federal Tax Identification Number

\_\_\_\_\_  
Remittance Address:

City of Greenville

\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
(CHIEF ENGINEER)

DATE: \_\_\_\_\_

APPROVED BY BOARD OF TRANSPORTATION ITEM O: \_\_\_\_\_



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Economic Development Grant Applications

**Explanation:** **Abstract:** The Office of Economic Development proposes to submit two grants, one to ElectriCities and one to the Pitt County Development Commission. These grants seek funding in support of current City of Greenville economic development initiatives.

**Explanation:** The Office of Economic Development proposes to submit two grants, one to ElectriCities and one to the Pitt County Development Commission. The ElectriCities Smart Communities grant is an economic development tool made available by ElectriCities to member units of government. As described in the attached briefing document, this grant proposal will support a joint partnership with Uptown Greenville that will be used to recruit new retail businesses to the Uptown Commercial District. Additional information on the ElectriCities grant is provided in the attached brochure.

The Pitt County Development Commission (PCDC) recently launched a grant program to provide up to \$5,000 at a time to Pitt County municipalities to further economic development initiatives. Staff proposes to utilize this grant funding to expand upon the successful partnership that created the SEED co-working space in the Uptown district. Additional information on the SEED program along with information about the PCDC grant program is attached.

**Fiscal Note:** The ElectriCities Smart Community grant requires a match equivalent to the grant amount. Funds to cover the \$4,000 are available in the Economic Development Office budget and were earmarked for this purpose. The PCDC grant does not require a match.

**Recommendation:** Staff requests that the City Council authorize submittal of a \$4,000 grant to ElectriCities and a \$5,000 grant to the Pitt County Development Commission.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [ED Grants Memo](#)

 [ElectriCities Grant](#)

 [PCDC ED Grant](#)

---

---

---

**MEMORANDUM**

---

---

To: Barbara Lipscomb, City Manager  
From: Carl Rees, Economic Development Officer  
Date: January 28, 2014  
Subject: Grant Opportunities

In an effort to advance Greenville's 2013 – 2014 economic development initiatives, Office of Economic Development Staff is pursuing two new grant opportunities. Please find information below on each. We will be requesting that the City Council authorize applications for these two grants at the February 10, 2014 City Council meeting.

ElectriCities Smart Communities Grant

Smart Communities, an economic development assistance tool sponsored by ElectriCities, was created to help cities attract and retain commercial and industrial customers. Participants are eligible to receive a \$4,000, 50/50 matching grant to be used towards specific economic development projects in various categories, including downtown redevelopment.

The Office of Economic Development plans to submit a "Retail Challenge" proposal as a recruitment tool aimed at promoting economic development by attracting and retaining new and existing business in the Uptown Commercial District. With support from Uptown Greenville, the Retail Challenge will be a collaborative effort offering subsidies for rent, utilities, and advertizing to a new retail business for one year. The award package will incentivize retail businesses to reseed Greenville's growing Uptown Commercial District by providing direct operating support and by increasing visibility.

If awarded, the \$4,000 grant would assist with brand development and layout work for the Retail Challenge program as well as to help fund the incentive program. Funds to cover the \$4,000 match are currently included in the Office of Economic Development budget in a line item dedicated to the Retail Challenge program. Utilizing City funds, potential grant funds and contributions from Uptown Greenville, the proposed budget for the program is \$15,000.

Pitt County Development Commission Municipal Support Grant

Staff is preparing an application for a \$5,000 grant from the Pitt County Development Commission (PCDC) in support of a proposed expansion to the SEED program which has been dubbed "SEED 2.0". The grant is funded by the PCDC and is available to all Pitt County municipalities to provide support for economic development initiatives.

Over the past six months, City staff has been working along with staff from the Greenville-Pitt County Chamber and Uptown Greenville to build upon the existing model of SEED (Supporting

Entrepreneurial and Economic Development) a co-working office space in the Uptown district. The co-working space currently allows early stage entrepreneurs a chance to locate in the Uptown district with a low overhead cost, and while in residence to collaborate with other local entrepreneurs in development of their business idea. Current SEED tenants are allowed to utilize the space for up to 90 days. The program is operated by the Chamber of Commerce and is also supported financially through contributions from some Chamber member businesses.

After several successful 90-day SEED sessions, the partners cited above have determined that the timing is right to build upon the existing program in order to add additional space for use by local entrepreneurs. This additional space will allow SEED participants as well as other entrepreneurs the opportunity to remain in a co-working environment while moving to a cubicle or even small office space. This proposed expansion is in line with the findings of Greenville's recently completed economic development assessment that cited the need to develop buildings and sites at a variety of scales through public/private partnerships. This natural evolution is also a positive step along a pathway that may ultimately lead to the development of a full-service small business incubator in the city of Greenville.

The new space proposed for "SEED 2.0" is just over 3,000 square feet and is located above the East Group offices on Evans Street. The owners of the space have offered a below market lease and have been exceptionally generous with other lease terms. To date, there are three tenants committed to the SEED 2.0 space over and above the standard SEED participants. The SEED partnership via the City of Greenville is requesting that the PCDC grant \$5,000 to help with the startup costs such as a security system and some minor up-fits to the space. With a grant award from the PCDC as well as other City and private sector support, the goal is to open the doors of SEED 2.0 on April 1<sup>st</sup>.

Cc: Chris Padgett, Assistant City Manager  
Merrill Flood, Community Development Director



## Let ElectriCities Help Prepare Your Community for Industrial and Commercial Growth.

Smart Communities, an Economic Development assistance tool from ElectriCities, was created to help NCMPA1 and NCEMPA Participants attract and retain commercial and industrial customers.

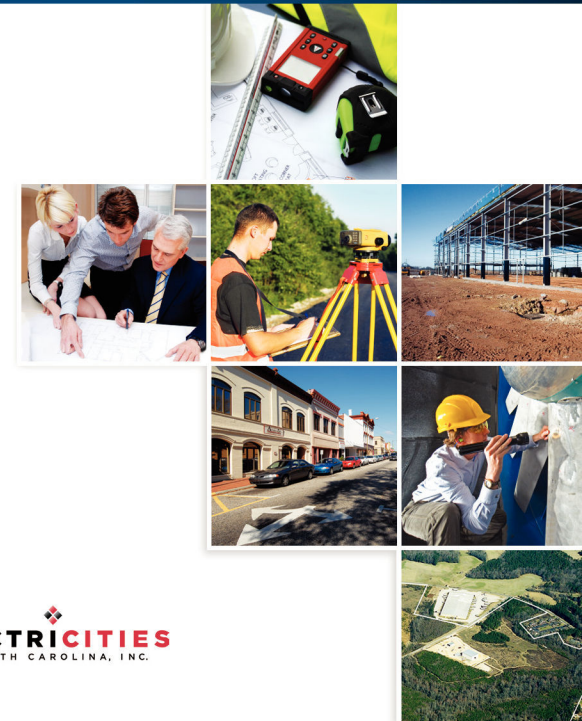
NCEMPA and NCMPA1 Participants are eligible to receive a \$4,000 matching grant to be used towards specific economic development projects. Smart Communities grants are matching funds and must involve local funding. In 2012, grant awards are limited to 10 NCEMPA Participants and 10 NCMPA1 Participants. Grants will be awarded based on the strength of the overall project and impact to the community. Grant applications will be reviewed continuously with awards made as applications are approved. Once the project funding is spent, no further applications will be considered in that calendar year.

# Smart Communities

## ElectriCities Economic Development

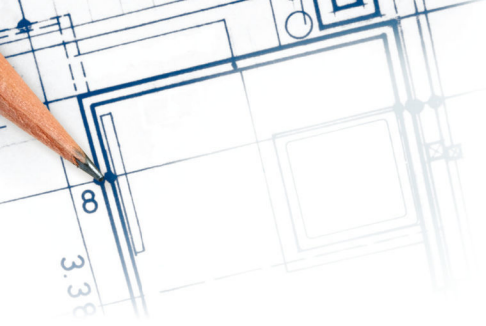


[www.electricities.com](http://www.electricities.com) | 800-768-7697 ext. 6363



Item # 10





Grants are available in the following areas:

- **Brownfield Remediation**
- **Building/Parcel Layouts**
- **Business Retention**
- **Downtown Redevelopment**
- **Facade Upgrades**
- **Grant Writing**
- **Infrastructure Plans**
- **Rail Study**
- **Signage**
- **Site Certification**
- **Site Plan Development**
- **Strategic Planning**
- **Website Design**
- **Other**

*(Partial List)*

## Smart Communities Snapshot

### What is Smart Communities?

Smart Communities is a grant program available through ElectriCities Economic Development that provides funding for specific economic development projects.

### Who is eligible for Smart Communities grants?

All NCEMPA and NCMPA1 Participants.

### What is the maximum funding?

\$4,000 maximum is available per community and does require a 50/50 match from the city or town.

### How many awards will be made?

In 2012, 10 \$4,000 awards are available for each Power Agency (10 for NCEMPA and 10 for NCMPA1).

### When are applications due?

Applications are accepted at any time and will be reviewed as they are received. If the maximum funding is exhausted before December 31, 2012, no more applications will be accepted. If this happens, the website will be updated and the application will be removed.

### Where do I find an application?

Find applications online at [www.electricities.com](http://www.electricities.com).

### Who do I contact for information or questions?

Contact Brenda Daniels at 800-768-7697 ext. 6363 or [bdaniels@electricities.org](mailto:bdaniels@electricities.org)

**To apply for a Smart Communities grant, complete the short application and submit to:**

Brenda Daniels  
Manager, Economic Development  
ElectriCities of NC  
[bdaniels@electricities.org](mailto:bdaniels@electricities.org)  
Fax: 919-760-6060



Item #



# **MUNICIPAL SUPPORT GRANT APPLICATION**

## **Funding Year 2013-2014**

**The goal of this grant program is to provide support for economic development initiatives in Pitt County municipalities.**

**Timing:** Grant applications will be received on an ongoing basis from July 1, 2013 to June 30, 2014.

### **Requirements:**

- 1) Only Pitt County municipalities may apply for funds.
- 2) Requests must be directly related to economic development.

### **Instructions:**

- 1) Read the grant guidelines in full prior to beginning your application.
- 2) Complete the application cover page.
- 3) Answer all questions in the narrative section. Your application can include up to 2 pages.
- 4) Submit the application via email, fax or mail.
  - Email applications to Mandy Moyer [mandy.moye@pittcountync.gov](mailto:mandy.moye@pittcountync.gov).
  - Fax applications to (252) 758-0128.
  - Mail applications to PO Box 837 Greenville, NC 27835-0837.
- 5) You will receive a confirmation within 3 business days of receipt of the application. You will also be given the date of the next Board meeting at which the application will be discussed and eligible for Board action. Following the designated meeting, you will be notified of the Board's decision. Depending on the timing of the submission and the upcoming Board meeting agenda, the Development Commission reserves the right to move an application to a future Board meeting beyond the next meeting date. You may be asked to present at a Board meeting, but it is not required and will be on a case-by-case basis.

### **Guidelines:**

- Applications may be submitted for up to \$5000 per request.
- Total amount of grant funding for 2013-2014 fiscal year is \$25,000.
- Each municipality will be allowed one open grant application at a time.
- Applications will be accepted on a rolling basis.
- An organization may apply for funds multiple times in a fiscal year.
- Grant money will be dispersed on a reimbursement basis or by direct invoice at the Development Commission's discretion.
- Municipalities may apply on their own behalf or on behalf of other entities with the municipality as the host applicant (provided the application meets all other guidelines).
- The PCDC Board will review all requests and may ask for additional information.
- The grant program will be reviewed each year to determine future funding availability and appropriation and is not guaranteed for future fiscal years.
- The grant will not fund the following:
  - Festivals, parades and other community-specific events
  - Dues/fees to organizations
  - Salaries and wages
- A final report with appropriate documentation is required to close the grant and qualify the municipality to submit a future grant, if desired.



## Pitt County Development Commission Municipal Support Grant Program Cover Sheet

Project Title			
Applicant			
Project Manager (Name and job title)			
Title			
Address ( <i>Street, City, ZIP Code</i> )	Website URL	Other Telephone (    )	E-mail Address

**Certification and Approval**

I hereby certify that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable application guidelines and instructions, and that the requested budget amounts are necessary for the implementation of this project.

<b>TOWN/CITY MANAGER</b>	
Signature	Date
Type or print the name	

### **Application Narrative**

**I. PROJECT DESCRIPTION**

Describe the proposed project and how it directly relates to economic development initiatives.

**II. BUDGET**

Outline the budget of the project. Include quotes if applicable. List any other financial support obtained or pending.

**III. EXPECTED BENEFITS**

Describe the specific benefits that you expect from this project.

**VI. OTHER INFORMATION**

Include any other relevant information to be considered.



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

---

**Title of Item:** Resolution declaring a 40' Coastal Traileras surplus and authorizing its disposition to the City of New Bern

**Explanation:** **Abstract:** The Fire/Rescue Department has determined that a 1989 40' Coastal Trailer is no longer needed and can be declared as surplus. The City of New Bern has a need for such a trailer, and staff recommends disposition of the trailer to the City of New Bern.

**Explanation:** The Fire/Rescue Department has determined that a 1989 40' Coastal Trailer is no longer needed and can be declared as surplus. The State of North Carolina provided funding for the purchase of a newer trailer for the City of Greenville.

The City of New Bern has unmet needs for a trailer of this type to assist in providing regional response capabilities as part of the North Carolina Urban Search and Rescue Program (USAR). A regional partnership exists between the City of Greenville and the City of New Bern's Fire/Rescue Department USAR teams. Allowing disposition of Greenville's surplus trailer to the City of New Bern would meet one of their long-range planning goals.

**Fiscal Note:** No fiscal impact to the City anticipated.

**Recommendation:** Approval of the resolution declaring the trailer as surplus and authorizing its disposition to the City of New Bern.

**Attachments / click to download**

 [Resolution for Surplus Trailer](#)

---

RESOLUTION NO. \_\_\_\_\_  
RESOLUTION DECLARING CERTAIN PROPERTY AS SURPLUS  
AND AUTHORIZING ITS DISPOSITION TO THE CITY OF NEW BERN

WHEREAS, the Fire/Rescue Department has determined that certain property is surplus to the needs of the City;

WHEREAS, the City of New Bern can put this property to use; and

WHEREAS, North Carolina General Statute 160A-267 permits City Council to authorize the disposition, upon such terms and conditions it deems wise, with or without consideration, of real or personal property to another governmental entity;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that the hereinafter described property is declared as surplus to the needs of the City of Greenville and that said property shall be conveyed to the City of New Bern for one dollar (\$1.00), with the condition that said property shall be re-conveyed to the City of Greenville upon it no longer being utilized for municipal purposes by the City of New Bern, said property being described as follows:

One 1989 40' Coastal Trailer  
VIN#1HHUTX428KM000432

This the 10th day of February, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Ordinance amending the Manual of Fees to address the C. M. Eppes Alumni Parade

**Explanation:** **Abstract:** At its January 13, 2014, meeting, City Council adopted an ordinance which addressed the fees for parades. The fees for the C. M. Eppes Alumni parade were not specifically addressed in the ordinance. An amendment to address the fees for this parade is proposed.

**Explanation:** At its January 13, 2014, meeting, City Council adopted an ordinance which addressed the fees for parades. It was noticed later that the fees for the C.M. Eppes Alumni parade were not specifically addressed. This was an oversight which should be corrected.

In 2013, the C.M. Eppes Alumni parade was charged fees for a parade permit and a street closing but was not charged a fee for parade staffing and off-duty officers. This parade and the manner fees were charged is similar to the Christmas parade, ECU Homecoming parade, and Martin Luther King Jr. march. Because of this, it is recommended that this parade be included in the same provision of the Manual of Fees as these other parades so that the practice continues that no fees are charged for this parade for parade staffing and off-duty officers. Fees will continue to be charged for a parade permit, street blocking application, and outdoor amplified sound permit.

An ordinance is required to accomplish this.

**Fiscal Note:** No fiscal impact in continuing with existing practice.

**Recommendation:** Adoption of the attached ordinance which amends the Manual of Fees to address the fees for the C.M. Eppes Alumni parade.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [Ordinance Amending Manual of Fees Parade Permit 972158](#)

---

ORDINANCE NO. 14-  
ORDINANCE AMENDING THE MANUAL OF FEES RELATING TO FEES  
FOR PARADE PERMITS AND FACILITY USE TO ADDRESS THE  
C.M. EPPES ALUMNI PARADE

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES HEREBY  
ORDAIN:

Section 1. That the Manual of Fees of the City of Greenville, North Carolina, be and is hereby amended by rewriting the portion of the list contained in the Police Fees section which states “There shall be no fee for parade staffing and off duty officers for the Christmas parade, ECU Homecoming parade, Martin Luther King, Jr. Day march, and PirateFest” so that it shall read as follows:

There shall be no fee for parade staffing and off duty officers for the Christmas parade, ECU Homecoming parade, C.M. Eppes Alumni parade, Martin Luther King, Jr. Day march, and PirateFest.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Any part or provision of this ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinance.

Section 4. This ordinance shall become effective upon its adoption.

This the 10<sup>th</sup> day of February, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Various tax refunds greater than \$100

**Explanation:** **Abstract:** Pursuant to North Carolina General Statute 105-381, adjustment refunds are being reported to City Council. These are refunds created by a change or release of value for City of Greenville taxes by the Pitt County Tax Assessor. Pitt County Commissioners have previously approved these refunds; they are now before City Council for their approval as well. These adjustment refunds will be reported as they occur when they exceed \$100.

**Explanation:** The Director of Financial Services reports adjustment refunds of the following taxes:

<u>Payee</u>	<u>Adjustment Refunds</u>	<u>Amount</u>
Reco Crawford	Registered Motor Vehicle	\$165.27
Patti J. King	Registered Motor Vehicle	\$168.56
Ashley N. Voss	Registered Motor Vehicle	\$141.55
Demetria C. Young	Registered Motor Vehicle	\$113.76
Antioch Church Ministry, Inc	Registered Motor Vehicle	\$135.03
Lois Dean Dupree	Registered Motor Vehicle	\$171.64
Robert W. Evans	Registered Motor Vehicle	\$134.53
Aretha G. Gray	Real Property	\$889.05
Valentine Howell-Melton	Registered Motor Vehicle	\$100.30
Tanika Knight	Individual Personal Property	\$297.92
Eric H. Kregloh	Registered Motor Vehicle	\$118.57
Pitt & Greene EMC	Registered Motor Vehicle	\$462.74
Superior Concrete of NC	Business Personal Property	\$2853.54
Garry C. Whitley II	Registered Motor Vehicle	\$206.59



**Fiscal Note:**           The total to be refunded is \$5,959.05.

**Recommendation:**    Approval of tax refunds by City Council

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

---



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Budget ordinance amendment #6 to the 2013-2014 City of Greenville budget (Ordinance #13-026)

**Explanation:** **Abstract:** The budget amendment is for City Council to review and approve proposed changes to the adopted 2013-2014 budget.

**Explanation:** Attached is an amendment to the 2013-2014 budget ordinance for consideration at the February 10, 2014, City Council meeting. For ease of reference, a footnote has been added to each line item of the budget ordinance amendment, which corresponds to the explanation below:

**A** To appropriate additional funds needed to record the pass-thru dollars from the Town of Winterville and Town of Ayden for their share of the Transmap project. The funds for this project will be used to procure street system/asset data management software. This project is 80% federally funded. No additional funding is being requested for the City's portion. (Total - \$85,862).

**B** To appropriate Contingency funds to replace the carpet at the South Greenville Recreation Center gym. (Total - \$28,000).

**Fiscal Note:** The budget ordinance amendment affects the following funds: increase the General Fund by \$85,862:

<u>Fund Name</u>	<u>Original /Amended Budget</u>	<u>Proposed Amendment</u>	<u>Amended Budget 2/10/2014</u>

General	\$ 87,320,801	\$ 85,862	\$ 87,406,663
---------	---------------	-----------	---------------

**Recommendation:** Approve budget ordinance amendment #6 to the 2013-2014 City of Greenville budget (Ordinance #13-026).

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[Budget Amendment FY 2013\\_2014\\_958470](#)

---

ORDINANCE NO. 14-  
CITY OF GREENVILLE, NORTH CAROLINA  
Ordinance (#6) Amending the 2013-2014 Budget (Ordinance No. 13-026)

**THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES ORDAIN:**

**Section I:** Estimated Revenues and Appropriations. **General Fund**, of Ordinance 13-026, is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	<b>ORIGINAL 2013-2014 BUDGET</b>	<b>#6 Amended 2/10/14</b>	<b>Total Amendments</b>	<b>Amended 2013-2014 Budget</b>
<b><u>ESTIMATED REVENUES</u></b>				
Property Tax	\$ 30,725,377	\$ -	\$ -	\$ 30,725,377
Sales Tax	14,910,654		-	14,910,654
Video Prog. & Telecom. Service Tax	988,360		-	988,360
Rental Vehicle Gross Receipts	124,554		-	124,554
Utilities Franchise Tax	5,650,969		-	5,650,969
Motor Vehicle Tax	947,925		-	947,925
Other Unrestricted Intergov't Revenue	773,961		-	773,961
Powell Bill	2,190,005		-	2,190,005
Restricted Intergov't Revenues	906,300	A 85,862	612,106	1,518,406
Privilege License	635,694		-	635,694
Other Licenses, Permits and Fees	4,441,905		-	4,441,905
Rescue Service Transport	3,109,570		-	3,109,570
Parking Violation Penalties, Leases, & Meters	320,760		-	320,760
Other Sales & Services	594,405		27,803	622,208
Other Revenues	368,049		-	368,049
Interest on Investments	1,416,062		-	1,416,062
Transfers In GUC	6,482,380		-	6,482,380
Other Financing Sources	2,083,920		629,767	2,713,687
Appropriated Fund Balance	9,466,137		-	9,466,137
<b>TOTAL REVENUES</b>	<b>\$ 86,136,987</b>	<b>\$ 85,862</b>	<b>\$ 1,269,676</b>	<b>\$ 87,406,663</b>
<b><u>APPROPRIATIONS</u></b>				
Mayor/City Council	\$ 388,957	\$ -	\$ -	\$ 388,957
City Manager	1,307,015		-	1,307,015
City Clerk	273,769		-	273,769
City Attorney	453,843		-	453,843
Human Resources	2,632,937		-	2,632,937
Information Technology	3,089,753		-	3,089,753
Fire/Rescue	13,465,164		21,404	13,486,568
Financial Services	2,388,772		1,880	2,390,652
Recreation & Parks	7,532,229	B 28,000	168,051	7,700,280
Police	23,120,136		331,853	23,451,989
Public Works	10,196,796	A 85,862	(739,646)	9,457,150
Community Development	1,917,798		827,241	2,745,039
OPEB	350,000		-	350,000
Contingency	200,000	B (28,000)	418,175	618,175
Indirect Cost Reimbursement	(1,014,572)		-	(1,014,572)
Capital Improvements	6,550,990		506,821	7,057,811
Total Appropriations	\$ 72,853,587	85,862	\$ 1,535,779	\$ 74,389,366
<b><u>OTHER FINANCING SOURCES</u></b>				
Debt Service	\$ 3,995,586	\$ -	\$ -	\$ 3,995,586
Transfers to Other Funds	9,287,814		(266,103)	9,021,711
	\$ 13,283,400	\$ -	\$ (266,103)	\$ 13,017,297
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 86,136,987</b>	<b>\$ 85,862</b>	<b>\$ 1,269,676</b>	<b>\$ 87,406,663</b>

**Section II:** All ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Adopted this 10th day of February, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

---

<b><u>Title of Item:</u></b>	Presentations by Boards and Commissions  a. Board of Adjustment b. Human Relations Council
<b><u>Explanation:</u></b>	The Board of Adjustment and the Human Relations Council will make their annual presentations to City Council at the February 10, 2014, City Council meeting.
<b><u>Fiscal Note:</u></b>	N/A
<b><u>Recommendation:</u></b>	Hear the presentations from the Board of Adjustment and the Human Relations Council.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

---



# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Mid-year report on Uptown Greenville Contract for Services

**Explanation:** **Abstract:** By contract, Uptown Greenville is required to provide the City of Greenville with a mid-year report in which the organization provides updates on performance and achievements under the terms of the contract.

**Explanation:** Beginning in 2010, the City Council has approved requests to execute annual contracts with Uptown Greenville in the amount of \$25,000 for the provision of a defined set of services. That amount was increased by City Council to a total of \$50,000 per year in September of 2012 and was continued by City Council at that funding level into the current fiscal year.

The services outlined in the approved contract for 2013 (attached), include business recruitment and retention, beautification projects, management of special events and promotions, along with organization and management of public input for infrastructure projects in the Uptown Commercial District. The Uptown organization is also charged with assessing the feasibility and developing support for the establishment of a municipal services district within the City's urban core.

Uptown Greenville has provided a written report (attached) that details their progress in fulfilling the current contract.

**Fiscal Note:** A total of \$25,000 has been paid to Uptown Greenville as per the terms of the current contract with a second payment of \$25,000 due to the organization upon acceptance of the mid-year report by the City of Greenville.

**Recommendation:** Staff is of the opinion that the Uptown Greenville organization is in compliance with the contract and recommends that the City Council accept the mid-year

report.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [Uptown Greenville Contract Signed](#)

 [Uptown Greenville Report](#)

---



NORTH CAROLINA  
PITT COUNTY

CONTRACT FOR SERVICES

This CONTRACT is made the 1<sup>st</sup> day of July, 2013, by and between the City of Greenville, a North Carolina municipal corporation (the CITY), and Evergreen of Greenville, Inc. doing business as Uptown Greenville, a North Carolina nonprofit corporation (UPTOWN);

WITNESSETH

1. Consideration.

The consideration of this CONTRACT are the services to be performed by UPTOWN for the CITY, and the sum of \$50,000 paid by the CITY to UPTOWN.

2. General Work to be Performed.

UPTOWN will use its best efforts to publicize the economic, educational, social, and cultural benefits of the Uptown business district of Greenville; assist in recruiting businesses and residents to the Uptown area; and provide information on the Uptown business district of Greenville to prospective businesses and residents. UPTOWN will publicize and promote the Center City-West Greenville Revitalization Plan through the normal business activities of UPTOWN.

3. Specific Work to be Performed.

UPTOWN will perform the following specific services:

I. BUSINESS RECRUITMENT AND RETENTION:

- A. Identify types of retail/restaurants that will fill areas of wants, needs or leakage in the Uptown business district of Greenville, utilizing data collected from shopper surveys and market analysis.
- B. Contact appropriate businesses/companies/corporations and promote vacant properties within the Uptown business district of Greenville.
- C. Maintain up-to-date information for use by prospective new businesses on downtown demographics, traffic counts, populations, and vacant properties for lease or sale to be used in but not limited to:
  - Flyers
  - Postcards
  - Uptown Greenville website
- D. Market the Uptown business district of Greenville to the local community as well as to neighboring cities/counties through television, print media, websites, etc.
- E. Continue to work with CITY staff and the Pitt County Development

Commission to recruit new businesses and help make their experience pleasant.

- F. Continue to bring arts into the Uptown business district of Greenville by working with the Pitt County Arts Council at Emerge Gallery & Art Center, Greenville Museum of Art, and Magnolia Arts Center.
- G. Assist the City of Greenville with developing a list of 5-10 businesses that would be a good fit for recruitment to Greenville's Uptown district including a hotel and mixed-used development opportunities. Uptown Greenville will assist the City with outreach, marketing and recruitment activities as needed in order to attract and locate those businesses in the Uptown district.
- H. Assist the City of Greenville with marketing for economic development initiatives to include SEED, a co-working space partnership with the Chamber of Commerce, the Small Business Plan competition and the Façade Improvement Grant program, new Amtrak shuttle, events at Five Points Plaza and fundraising efforts for projects in Uptown Greenville such as the Uptown Community Arts Space and Go-Science.
- I. Assist the City of Greenville in developing options for the location of an Arts Incubator within the Uptown District.
- J. Attend one trade show annually to recruit new businesses to district.
- K. Make three monthly cold calls to attract new investors/businesses to the district.
- L. Serve as the primary liaison between private investment community and landowners to facilitate new investments, especially a hotel in the district.
- M. In conjunction with the CITY, Redevelopment Commission, and active citizen groups, develop a Request for Information in order to find a qualified private sector partner to assist with activating the State Theater as a tax generating, performing arts center.

## II. UPTOWN BEAUTIFICATION:

- A. Continue and expand marketing and communication efforts regarding the Façade Improvement Grant program workshops, deadlines, and resources.
- B. Encourage new and vibrant seasonal window displays.
- C. Continue to maintain and improve on Planter Beds adopted through the Adopt-A-Bed program located along Evans Street between 5<sup>th</sup> and 3<sup>rd</sup> Streets and explore a private maintenance contract for all Uptown planters.
- D. Add to destination feel of Uptown by providing colorful event and district lamppost banners throughout the Uptown business district of Greenville.
- E. Lead a campaign to improve lighting levels in the Uptown district.

## III. SPECIAL EVENTS, PROMOTIONS & PRIVATE SUPPORT

- A. Serve as organizer or sponsor for PirateFest, First Friday ArtWalk Series, Freeboot Friday, and the Uptown Umbrella Market.
- B. Provide information regarding who to contact for appropriate permits and approvals needed to outside organizations interested in holding special events

in the Uptown business district of Greenville.

- C. Serve on the City of Greenville's review committee for organizations applying to hold special events on the Five Points Plaza or in the Uptown District
- D. Credit the CITY as a major sponsor of PirateFest, Freeboot Friday, and the Uptown Umbrella Market.

#### IV. GUIDANCE FOR PUBLIC INFRASTRUCTURE PROJECTS

- A. Build consensus for public infrastructure projects in the form of public input gathering, surveying, and communication of plans.
- B. Coordinate and conduct Public Input Forums regarding future redevelopment plans.
- C. Serve as intermediary between the CITY and Uptown merchants and property owners during all phases of Uptown public infrastructure projects, including but not limited to the Parking Deck, Greenville Transportation and Activities Center, and the Evans Street and Dickinson Avenue Streetscape projects.
- D. Gather input from local, professional design experts regarding design strategies (Visioning Process).
- E. Distribute design guidelines and encourage, through face to face meetings with investors, a design in conformity with recommended guidelines.
- F. Mesh the interests of East Carolina University, Uptown, property owners, government agencies, and others into actionable plans for economic growth.

#### 4. REVENUE SOURCES.

- A. UPTOWN, in conjunction with the CITY, will develop a strategy and implement a plan to generate support for capital improvement projects and cultural events.
- B. UPTOWN will develop a strategy and implement a plan to generate support from property owners in the Uptown business district of Greenville for the establishment by the CITY of a municipal service district. The purpose of the municipal service district will be to generate funds for downtown revitalization promotion and developmental activities as defined in NC General Statute 160A-536.

#### 5. Schedule of Payments.

Payment of \$25,000 will be made by the CITY to UPTOWN on a semi-annual basis with the first payment being made within 30 days of the effective date of this contract for services and the second and final payment made on or about six months following the first payment.

#### 6. Reports.

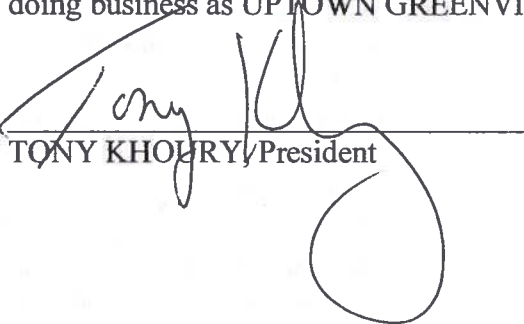
Prior to the CITY making the second payment as described in Section 5, UPTOWN shall provide a written report to the City Council of the CITY of the significant achievements of UPTOWN with regard to the work performed under Sections 2, 3, and 4 of this CONTRACT.

7. Duration, Termination, and Amendment.

This CONTRACT shall commence on JULY 1, 2013, and terminate on JUNE 30, 2014. This CONTRACT may be amended with the consent of both parties when such an amendment is made in writing and signed by an authorized officer of each party.

IN WITNESS WHEREOF, the parties hereto have executed this contract, in duplicate originals, this the day and year first written above.

EVERGREEN OF GREENVILLE, INC.  
doing business as UPTOWN GREENVILLE

  
TONY KHOURY, President

ATTEST:

  
WAYNE CONNORS, Secretary

CITY OF GREENVILLE

  
Barbara Lipscomb, City Manager

ATTEST:

  
Carol L. Barwick, City Clerk



APPROVED AS TO FORM:



\_\_\_\_\_  
David A. Holec, City Attorney

PRE-AUDIT CERTIFICATION

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.



\_\_\_\_\_  
Bernita W. Demery, Director of Financial Services

Doc #955537

# MID-YEAR REPORT

FY 2014

**Uptown Greenville** is the voice of the downtown. We exist to promote quality cultural, residential and economic development in the central business district.



# TABLE OF CONTENTS

## Contents

To Our Stakeholders _____	1
Business Recruitment and Retention Highlights _____	2
Beautification Highlights _____	4
Special Events, Promotions and Private Support _____	5
Guidance for Public Infrastructure Projects _____	6
Municipal Service District and Expanded Contract Deliverables _____	7

Please note that this report is a response to the City of Greenville and Uptown Greenville's Contract for Services executed on 1 July, 2013. The report responds directly to section 3.0, *Work to be performed*.

# UPTOWN GREENVILLE MID-YEAR REPORT

## To Our Stakeholders

### STRATEGIC HIGHLIGHTS

**July, 2013:** The district celebrates private investments totaling approximately 43,000gsf of new and adaptive reuse office/retail projects, 300,000gsf of new residential development and a private five tiered parking deck. These investments represent an estimated \$43,000,000 in private equity for the center city, the largest net gain in history.

**September, 2013:** After many years of collaborative research and assessment between the City and Uptown Greenville, Inc. the City lets the contract for design services for the first municipal parking deck.

**November, 2013:** The Freeboot Friday Music Series ends. We are proud to report record attendance, volunteer levels and a positive experience with Uptown Game Day shuttle.

### BUSINESS RECRUITMENT AND RETENTION HIGHLIGHTS

We said it last year but we'll say it again, the Uptown District has reached a tipping point. In the last few months, the organization met with many developers and current business owners as a means to recruit and retain private investment. In 2013, 113 full and part time jobs were created in the Uptown district.

### BEAUTIFICATION HIGHLIGHTS

New public art installed on the façade of the Starlight Building, in conjunction with municipal efforts, such as the planters on East 5<sup>th</sup> Street, keep the district's appearance moving Up!

### SPECIAL EVENTS, PROMOTIONS AND PRIVATE SUPPORT HIGHLIGHTS

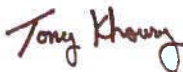
In the last six months, we estimate that Freeboot Friday, the Umbrella Market, and the First Friday Artwalks collectively brought 26,600 people to the Uptown district, or 31% of the municipal population.

### GUIDANCE FOR PUBLIC INFRASTRUCTURE PROJECTS

Drawing on the voice of our membership base, Uptown Greenville offered guidance to City officials on a range of issues including the outdoor dining policy, the E-Tag program and the Uptown Parking Deck!

### LOOKING AHEAD

You can anticipate more data-driven marketing, promotional and development expertise.



Tony Khoury  
President, Uptown Greenville  
January 1, 2014



Bianca Shoneman  
Director, Uptown Greenville



# UPTOWN GREENVILLE MID-YEAR REPORT

## Business Recruitment and Retention Highlights



### SEVEN NEW BUSINESSES

- Courtside Café
- E-Audit
- Purple Blossom Yoga Studio
- The Varsity Club
- Oliver Friesen Cheek Law Firm
- Southend Reclaimed Wood/Brick
- Federal Courthouse

### SEVEN BUILDING UPFITS

- Art Avenue
- Superblock
- The Greenville Times
- Dickinson Ave. Antique Mall
- GVegas Magazine
- Cubbies, Uptown
- MHA Works

# UPTOWN GREENVILLE MID-YEAR REPORT

## Business Recruitment and retention highlights, continued

### FIVE BUSINESSES EXPANDED

- Matt Holder Hair Dressing
- Signature Jordan Design
- S'Up Dogs
- Hair by Rycky
- MHA Works

### SEVEN BUSINESSES RELOCATED TO OR WITHIN DISTRICT

- Fitness by Vidal
- Southend Reclaimed Wood and Brick
- Hookah Lounge
- The Greenville Times
- MHA Works
- Leslie Vincent Massage
- Signature Jordan Design

### 113 NEW FULL/PART TIME JOBS CREATED

- The Varsity Club: 20, P/T
- Southend Reclaimed Wood: 1, FT
- Peasant's Pub: 40, PT
- The Greenville Times: 1 FT
- Oliver Friesen Cheek: 3 FT
- MHA Works: 3 FT
- E-Audit: 2 FT
- Matt Holder Hair: 4 PT
- Signature Jordan: 1 PT
- S'Up Dogs: 14 PT
- Purple Blossom Yoga Studio 10 PT
- United State Bankruptcy Court: 14FT

### RESIDENTIAL, ADAPTIVE REUSE AND NEW CONSTRUCTION TOTALS

- 300,000,000 GSF Residential: Taft/Ward Investment
- 43,000 GSF of new and adaptive reuse office/retail projects

### RECORD PRIVATE INVESTMENT LEVELS

- \$ 30,000,000: Taft/Ward Investment
- \$ 10,000,000: Federal Courthouse
- \$ 3,000,000: Superblock
- \$43,000,000: estimated

# UPTOWN GREENVILLE MID-YEAR REPORT

## Beautification Highlights

### CONTRACTED SERVICE

- A. Continue and expand marketing and communications efforts regarding the Façade Improvement Grant (FIG) Program workshops, deadlines and resources.
- B. Encourage new and vibrant seasonal window displays.
- C. Continue to maintain and improve on Planter Beds adopted through the Adopt-A-Bed program located along Evans Street between 3<sup>rd</sup> and 5<sup>th</sup> Streets.
- D. Add to destination feel of Uptown by providing colorful event and district lamppost banners throughout the Uptown business district.

### APPROACH

- A. Existing business resources, like the Façade Improvement Grant, are marketed to the community through Uptown Greenville's weekly e-news and on the website.
- B. Uptown Greenville awards winners of the annual Holiday Window display competition with E-Tag Parking Passes.
- C. Uptown Greenville contracts the maintenance of the planters along Evans with a private landscaping firm.
- D. Forty-eight new *Freeboot Friday* banners were purchased and installed to welcome the fall football season.



# UPTOWN GREENVILLE MID-YEAR REPORT

## Special Events, Promotions and Private Support

### CONTRACTED SERVICE

- A. Serve as an organizer or sponsor for PirateFest, First Friday Artwalks, the Uptown Umbrella Market and Freeboot Fridays.



- B. Provide information regarding contacts for appropriate permits and approvals needed for outside organizations interested in holding special events in the Uptown District.
- C. Serve on the City of Greenville's review committee for organizations applying to hold special events at Five Points Plaza or in the Uptown District.
- D. Credit the CITY as a major sponsor of PirateFest, Freeboot Friday and the Uptown Umbrella Market.

### APPROACH

- A. As a means to promote the district, Uptown Greenville hosts a variety of events and activities that put feet on the street. In the last six months the following event related successes took place:

- **First Friday ArtWalks:** A monthly self-guided walking tour of eight art galleries and 12 restaurants. Estimated average attendance during the school year is 300 per event;
- **The Umbrella Market,** the weekly summer open-air market, wrapped up on September, 2013. Estimated average attendance was 350 per event;
- **Freeboot Friday Music Series:** The official pep-rally of home football games, this music series was hosted five times in 2013. By adding an event within each event (Freaky Freeboot, PirateClub, Food Truck Rodeo, etc.) we attracted 4,000 people per event.
- **Game Day Shuttle:** With the help of the Uptown merchants, we launched the game day shuttle, a free transportation service linking the Uptown district to Dowdy-Ficklen Stadium. An estimated 1,600 people used the service.

- B. In the last six months, Uptown Greenville met with four unique groups interested in hosting an event in the district. We will continue to provide information regarding the special event permit process.
- C. We continue to participate on the review committee.
- D. The CITY is a major sponsor of all of Uptown Greenville's events. Please note that the City's logo was added to the FreeBoot Friday Lamppost banners.

# UPTOWN GREENVILLE MID-YEAR REPORT

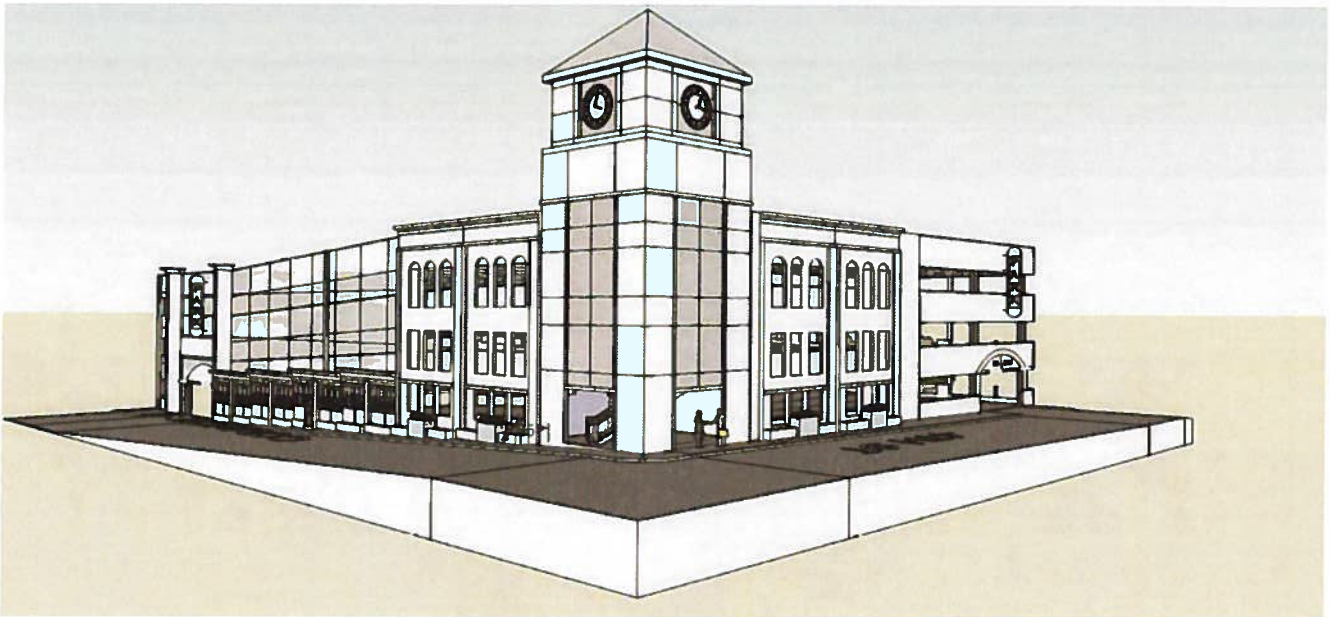
## Guidance for Public Infrastructure Projects

### CONTRACTED SERVICE

- A. Build consensus for public infrastructure projects in the form of public input gathering, surveying and communication of plans.
- B. Coordinate and conduct public infrastructure projects regarding future redevelopment plans.
- C. Gather input from local, professional design experts regarding design strategies (visioning process).
- D. Develop and distribute design guidelines and continue facilitation of public input for Five Points Plaza.

### APPROACH

- A. Hosted two public forums to vet the design of the Uptown parking deck.
- B. Hosted no less than three public forums on the Outdoor dining policy.
- C. Uptown Greenville hosts public information sessions on behalf of public infrastructure projects in the district. Three events were hosted on behalf of the parking deck.
- D. Work to improve the quality of design continues.



# UPTOWN GREENVILLE MID-YEAR REPORT

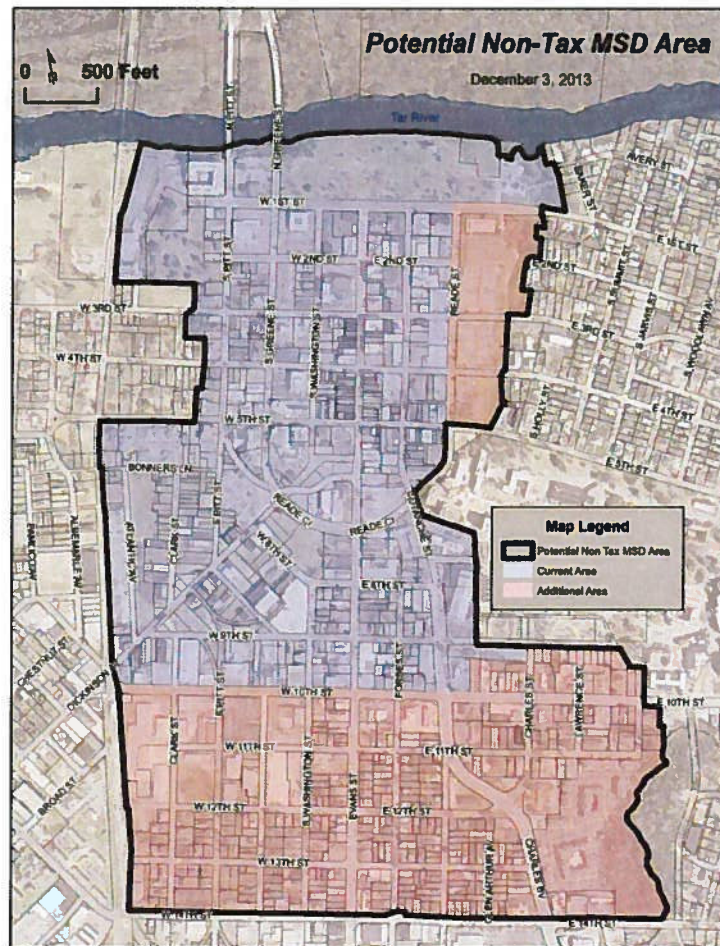
## Municipal Service District

### CONTRACTED SERVICE

- A. Uptown Greenville will develop a strategy and implement a plan to generate support from property owners in the Uptown district for the establishment by the CITY of a municipal service district. The purpose of the Municipal Service District will be to generate funds for downtown revitalization promotion and developmental activities as defined in General Statute 160A-536

### APPROACH

- A. - January, 2014: Present to Uptown Greenville's Executive and Board of Directors on the relevancy a non-taxed Municipal Service District.
  - Leverage support from key property owners for the creation of a non-taxed MSD.
- May 2014 Present Non-taxed MSD Resolution to the Greenville City Council.



# UPTOWN GREENVILLE MID-YEAR REPORT

## Expanded Contract Deliverables

### CONTRACTED SERVICE

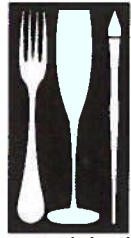
- A. Assist the City of Greenville with developing a list of 5-10 businesses that would be a good fit for recruitment to Greenville's Uptown district including a hotel and mixed-used development opportunities. Uptown Greenville will assist the City with outreach, marketing and recruitment activities as needed in order to attract and locate those businesses in the Uptown district.
- B. Assist the City of Greenville in developing options for the location of an Arts Incubator within the Uptown District.
- C. Assist the City of Greenville with marketing for economic development initiatives to include SEED, a co-working space partnership with the Chamber of Commerce, the Small Business Plan competition and the Façade Improvement Grant program, etc.
- D. Attract positive change to the Uptown District; create 24-hour downtown.

### APPROACH

- A. Review ESRI market data to identify the penetration successful competitive products, analyze market for purchase patterns and reach underserved consumers. Develop marketing materials to highlight "development opportunities" within the Uptown district.. Provide professional and confidential recruitment.
- B. Art Avenue currently serves as an Art Incubator; discussion with the Arts Council continues.
- C. Make direct investments into SEED. Communicate the availability of investment incentives and link to appropriate investors/businesses. Participate in and promote the fundraising efforts for Uptown Arts and Science groups. Serve as a Public Space Manager and Uptown Events recruiter (three events will be proposed in next six months).
- D. Mesh the interest of East Carolina University, Uptown property owners, government agencies and others into actionable plans for economic growth.

# UPTOWN GREENVILLE MID-YEAR REPORT

## NEW UPTOWN EVENTS 2013



### EAT DRINK ART

Celebrate the vibrant culinary and artistic offerings found in Uptown Greenville  
Thursday, Feb. 14, 2013 | 6-8pm | Thursday, August 8, 2013

**6 Spots**  
Ticket Cost: \$50 per hour  
price includes tax and tip

**uptown GREENVILLE**  
uptowngreenville.com  
Phone: 252.463.6400



**Umbrella Market Farm Tour**

Eastern North Carolina

September 29<sup>th</sup>, 2013

Contact Kelsey Anderson, Umbrella Market Manager for further information at [Kelsey@uptowngreenville.com](mailto:Kelsey@uptowngreenville.com) or (828)329-5203

Uptown Greenville

**STREET FOOD**

**AUGUST 6, 2013**  
**NATIONAL NIGHT OUT**  
**Food Truck Rodeo**

**BRING IT ON!**

**LOCAL AND REGIONAL FOOD TRUCKS**

**BOUNCE HOUSES**

**MUSIC**

**HULA HOOP THROWNDOWN**

**CHILDREN'S "DRESS LIKE A COP" COMPETITION**

**NETO #007**  
252.561.8400

**AUGUST 6, 2013**  
5:00-8:00PM  
FIVE POINTS PLAZA





# City of Greenville, North Carolina

Meeting Date: 2/10/2014  
Time: 6:00 PM

**Title of Item:** Presentation of the Final Report of the University Neighborhood Revitalization Initiative (UNRI) Committee

**Explanation:** **Abstract:** The purpose of this item is to present the University Neighborhood Revitalization Initiative Committee's final report to City Council.

**Explanation:** The University Neighborhood Revitalization Initiative (UNRI) Committee was created by City Council on October 11, 2012, following the establishment of the University Neighborhood Revitalization Overlay district. Appointments to the Committee were made by City Council on November 8, 2012. The Committee was to serve for a 12-month period, evaluate issues faced by residents in the UNRI Overlay area, and prepare a final report with recommendations to the City Council.

City Council established the following 5 objectives for the Committee:

- a. Establish a temporary citizen working group for a period of up to 12 months, composed of 2 appointees each by City officials elected by the district (district council person, at-large council person, and mayor) to assist in implementation of items described below and further define and execute additional revitalization efforts in the overlay district.
- b. Pursue funding sources to establish favorable terms and low-interest loans and grants for revitalization of properties for citizens in the overlay district with the goal of encouraging transition/up-fit over a period to owner-occupied homes.
- c. Pursue a parking permit plan for the overlay district which includes permits by right to all legal residents and/or employees in the overlay district with valid driver's licenses as well as a set number of available permits for purchase to East Carolina University students, staff and faculty. Funds generated will be dedicated to increased code enforcement, trash collection, lighting, security, and marketing of best practices for the overlay district.

- d. Launch an active community watch program joining together residents, law enforcement, neighborhood, and university groups in the overlay district.
- e. Attach unpaid code violation fees to property tax bills of property owners.

The UNRI Committee first met on December 12, 2012, and concluded their work on January 21, 2014. The Committee evaluated many issues affecting residents of the UNRI Overlay area after careful deliberations. When possible the Committee made recommendations to City Council for policy changes in advance of the 12-month assignment that would have an immediate impact to the area. Most notable was the recommendation to change on-street parking in the area to "resident only parking". This amendment was approved by City Council on June 13, 2013.

The committee has recommended the following initiatives for future City consideration.

- A. Develop and fund a rental dwelling conversion incentive program for those who convert an existing rental dwelling to an owner-occupied dwelling.
- B. Continue to enforce current ordinances and insure that code enforcement actions are pursued aggressively with proper resources. Reconsider the development of a property inspection program as allowed by the North Carolina General Statutes with appropriate support and resources. The program should specifically be developed as a residential property inspection program for landlords or owners having more than 2 verified violations of the housing standards within a 12-month period.
- C. Continue refuse collection programs recently initiated by the Public Works Department with emphasis on those programs implemented during the beginning and ending of the semesters and following Halloween.
- D. Develop a streetscape master plan program for the University Area and its major corridors.
- E. Work with East Carolina University to maintain a presence and active participation in the neighborhood area. Encourage East Carolina University to appoint a staff person to work with landlords and renters.
- F. With City Council approval, allow the UNRI Committee to meet at least on a quarterly basis to evaluate the programs and policies established by the current committee.

The full report summarizes the findings, work history, and recommendations of the University Neighborhood Revitalization Initiative Committee in greater detail.

**Fiscal Note:**

Items as presented will have to be considered by City Council for implementation, program development, and the financial impacts. As programs are developed, a financial plan will be developed.

**Recommendation:** Staff recommends that City Council accept the report.

---

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [UNRI Report](#)

---



*Find yourself in good company*

# FINAL REPORT

UNRI

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE

UNRI Citizen Task Force

January 21, 2014

THIS PAGE INTENTIONALLY LEFT BLANK

## **UNRI BOARD MEMBERS**

David Carpenter  
Paul Clifford  
Joanne Kollar  
Phillip Rogers  
Michael Saad  
James C Sullivan  
Chris Woelkers

## **CONTRIBUTING CITY OF GREENVILLE STAFF**

### **Community Development Department**

Merrill Flood, Director  
Facilitator of the Board

Gwen Turnage, Admin Assistant  
Board Secretary

Mike Dail, Planner II

Seth Laughlin, Planner II

### **City Manager's Office**

Barbara Lipscomb  
City Manager

Chris Padgett  
Assistant City Manager

Steve Hawley  
Public Information Officer

### **City Attorney's Office**

Dave Holec  
City Attorney

### **Greenville Police Department**

Hassan Aden  
Chief of Police

Richard Allsbrook  
Code Enforcement Lieutenant

Corey Barrett  
Code Enforcement Officer

A. J. Basile  
Code Enforcement Officer

S. A. Bass  
Professional Standards Lieutenant

Johnny Butler  
Code Enforcement Officer

Ed Carson  
Lieutenant

Laura Hensley  
Code Enforcement Officer

Rawls Howard  
Code Enforcement Coordinator

David Ivey  
Fields Operations Commander

**Greenville Police Department Cont.**

Gervis Leathers  
Parking /Code Enforcement

Cpl. Chris Viverette  
Field Operations Supervisor

Ted Sauls  
Deputy Chief of Police

Rob Williams  
Captain Investigations

**Public Works Department**

Kevin Mulligan  
Director

Delbert Bryant  
Sanitation Superintendant

Rick DiCesare  
Traffic Engineer

Scott Godefroy  
City Engineer

Kenneth Jackson  
Operations Manager

Stacey Pigford  
Assistant Traffic Engineer

Colleen Sicley  
Billing Coordinator

THIS PAGE INTENTIONALLY LEFT BLANK



## Executive Summary

### **The University Neighborhood Revitalization Initiative Committee.**

The University Neighborhood Revitalization Initiative (UNRI) Committee was created by City Council on October 11, 2012, following the establishment of the University Neighborhood Revitalization Overlay district. The purpose of the 6 member committee was to evaluate livability and quality of life issues faced by the residents and property owners of the district. City Council established 5 objectives for the committee in connection with the implementation of the overlay district. The Committee was to serve for a 12 month period and report back to City Council.

The Committee started evaluating and identifying issues that were common to the area on December 19, 2012. Committee work was supported by various departments of the city and their work ultimately led to amendments to existing parking regulations, establishment of marketing priorities and identification of several improvement strategies for the overlay area.

The committee has recommended the following initiatives for future city consideration:

- A. Develop and fund a rental dwelling conversion incentive program for those who convert an existing rental dwelling to an owner occupied dwelling.
- B. Continue to enforce current ordinances and insure that code enforcement actions are pursued aggressively with proper resources. Reconsider the development of a property inspection program as allowed by the North Carolina General statutes with appropriate support and resources. The program should specifically be developed as a residential property inspection program for landlords or owners having more than 2 verified violations of the housing standards within a 12 month period.
- C. Continue refuse collection programs recently initiated by the Public Works program with emphasis on those programs implemented during the beginning and ending of the semesters and following Halloween.
- D. Develop a streetscape master plan program for the University Area and its major corridors.
- E. Work with East Carolina University to maintain a presence and active participation in the neighborhood area. Encourage East Carolina University appoint a staff person to work with landlords and renters
- F. With City Council approval, allow the UNRI Committee to meet at least on a quarterly basis to evaluate the programs and policies established by the current committee.

The full report summarizes the findings, work history and recommendations of the University Neighborhood Revitalization Initiative Committee in greater detail.

## **The University Neighborhood Revitalization Initiative Committee.**

The University Neighborhood Revitalization Initiative (UNRI) Committee was created by City Council on October 11, 2012, following the establishment of the University Neighborhood Revitalization Overlay district. The purpose of the 6 member committee was to evaluate livability and quality of life issues faced by the residents and property owners of the district. City Council established 5 objectives for the committee in connection with the implementation of the overlay district. The Committee was to serve for a 12 month period and report back to City Council.

### **Objectives established for the UNRI Committee by the City Council included the following:**

- a. Establish a temporary citizen working group for a period of up to 12 months, composed of 2 appointees each by City officials elected by the district (district council person, at-large council person, and mayor) to assist in implementation of items described below and further define and execute additional revitalization efforts in the overlay district.
- b. Pursue funding sources to establish favorable terms and low interest loans and grants for revitalization of properties for citizens in the overlay district with the goal of encouraging transition/up-fit over a period to owner occupied homes.
- c. Pursue a parking permit plan for the overlay district which includes permits by right to all legal residents and/or employees in the overlay district with valid driver's licenses as well as a set number of available permits for purchase to East Carolina University students, staff and faculty. Funds generated will be dedicated to increased code enforcement, trash collection, lighting, security and marketing of best practices for the overlay district.
- d. Launch an active community watch program joining together residents, law enforcement, neighborhood and university groups in the overlay district.
- e. Attach unpaid code violation fees to property tax bills of property owners

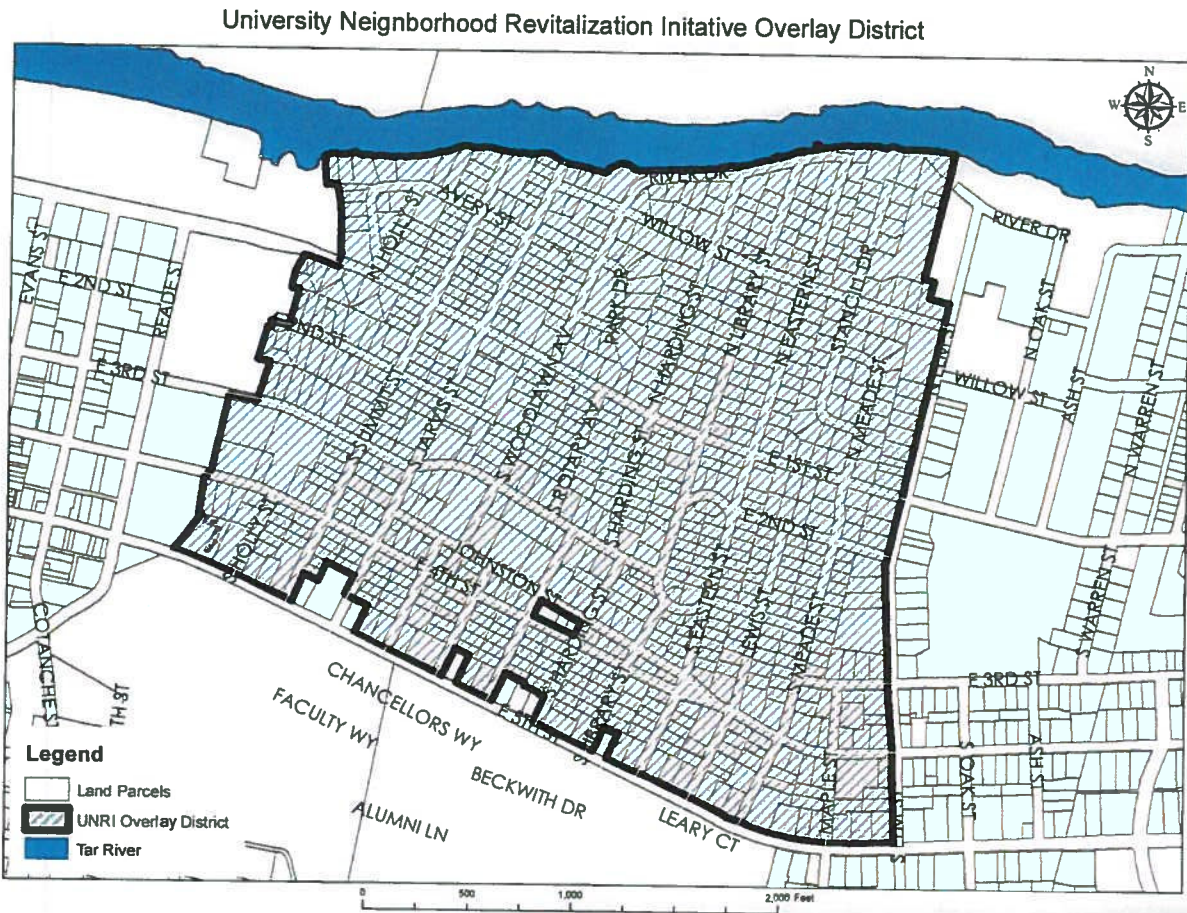
Based upon the motion that authorized the creation of the committee, appointments to the committee were made by Mayor Allen Thomas, At-Large member of City Council, Dennis Mitchell and City Council Member representing the UNRI District, Marion Blackburn. The direction given to the newly created committee of City Council was to identify programs, resources and ways address issues that impact the area and that are routinely expressed by area residents. The appointments represented a cross section of the UNRI area including owner-occupants, absentee property owners and East Carolina University.

Appointments to the committee were made by City Council on November 8, 2012.

**Members of the UNRI Committee:**

1. David Carpenter  
Area Property Owner  
Appointed by Councilmember Dennis Mitchell
  
2. Paul Clifford  
Associate Vice Chancellor Office of Alumni Relations  
East Carolina University  
***Appointed by Mayor Allen Thomas to replace Mr. Philip Rogers following his relocation out of the state***
  
3. Joanne Kollar  
Resident and Property Owner  
Appointed by Councilmember Marion Blackburn
  
4. Philip Rogers  
Executive Assistant to the Chancellor  
East Carolina University  
Appointed by Mayor Allen Thomas
  
5. Michael Saad  
Area Property Owner  
Appointed by Mayor Allen Thomas
  
6. James Sullivan  
Resident and Property Owner  
Appointed by Councilmember Marion Blackburn
  
7. Chris Woelkers  
Resident and Area Property Owner  
Appointed by Councilmember Dennis Mitchell

The UNRI Overlay Area as established by City Council is depicted below:



### Summary of Activities

The first meeting of the committee was on December 19, 2012 at 2:00 pm. The first meeting was organizational in nature and the committee agreed to meet on the third Tuesday of each month at 2:00 pm in City Hall. Committee members unanimously agreed that the first meeting should consist of a “Walk-Through” of the UNRI Overlay district to identify issues faced by the community.

On January 15, 2013, the second meeting of the committee was held starting with a “walking tour” of several streets in the neighborhood beginning at the City Market. Committee members Jim Sullivan and Joanne Kollar identified several streets and locations of specific concern for the tour in advance. The walk through covered of a few selected streets within the district and identified 20 addresses with code violations. The violations identified covered 4 general areas of concern for further analysis and are summarized below:

1. A major concern was the amount of code enforcement violations in the area.
2. An in depth discussion on parking conditions in the area needed to take place. These discussions were immediately scheduled to begin during the February 19, 2013 meeting.
3. Some locations were identified with front yard parking possibly exceeding 30% of the front yard area, (a violation of the current standards).
4. Are standards needed for rear-yard parking? A review of the standards for properties outside of the Historic Preservation district area was recommended.
5. A general concern was expressed about refuse disposal by residents

Code Enforcement updates for identified concerns were regular agenda reporting items throughout the year.

During the February 19, 2013 and March 21, 2013 meetings, parking presentations were made to the committee by the Public Works Department, Police Department and Community Development Department. The Committee heard and recognized that parking is a system where one action taken affects parking needs in another area of the community. This is especially true within established neighborhoods. Committee members expressed community concerns regarding the lack of parking for residents of the area. This was a major concern for the area as a whole because on street parking areas were heavily used by students while attending class due to proximity to the university. Committee member Philip Rogers informed the group that the University had sufficient parking on campus for faculty, staff and students.

Committee members Chris Woelkers and David Carpenter suggested that there be some attempt to provide further protections for resident parking within the overlay area. As a result the committee recommended that a permit program for "on- street resident only parking" be developed for residents only within the overlay district. In addition, rear yard parking standards should be developed for those who utilize the rear yard for onsite parking (within the overlay district only) as a way to insure that the residential area continued to appear as residential properties and not parking lots.

Following the March 19, 2013 meeting, the following recommendations were forwarded to City Council on April 11, 2013:

A. Develop standards that will establish rear yard surface and screening parking standards for dwellings in the overlay district. Suggested standards would limit the number of vehicles on site to four (4), require parking to be on an improved surface and with proper screening. There were no standards and the committee felt this would improve the visual appearance of structures within the overlay district.

B. Establish the on-street parking areas within the overlay district as an area for controlled residential parking for residents of the overlay district only. After evaluation, the committee felt that limiting the parking to residents within the overlay district only would improve parking for the residents of the area. It was the desire of the committee that efforts to make the change be timed such that needed changes take place in order to implement the new parking restrictions near the beginning of the fall 2013 semester. City Council approved the concepts recommended by the UNRI Committee and instructed staff to develop the required ordinances for adoption by City Council.

At this meeting, Lt. Edward Carson provided a discussion on the benefit of Community Watch programs and assistance provided by the Police Department. The current Community Watch neighborhood coordinator, Ms. Belinda Perkinson attended the meeting and informed the UNRI Committee of current neighborhood efforts with neighborhood watch activities. Chief of Police, Hassan Aden discussed additional enforcement efforts and programs being instituted by the Police Department in neighborhoods across the city.

Beginning in April of 2013, the committee began to focus their attention to other issues faced in the community. Areas of refuse disposal and pick up were topics discussed by the committee with various staff members of the Public Works department. Several new initiatives for refuse removal and enforcement were shared with the committee by Kevin Mulligan Director of Public Works. With the discussions, the UNRI Committee expressed acceptance and appreciation for the new initiatives instituted by the department. Specific programs such as the pick-up of item during the end and beginning of semesters , after Halloween and increased pick-up of refuse including actions by Code Enforcement requiring the immediate weekend clean-up of yards following parties.

On April 29, 2013, several UNRI Committee members attended a City sponsored public information forum for parking changes recommended by the UNRI Committee. A meeting was held for residents of the overlay district to explain the proposed parking amendments and gather input. Over 700 meeting notices were mailed to area residents. Twenty-nine residents attended the meeting and identified concerns regarding the proposed amendments. A summary concerns identified at the meeting are listed below:

1. On-street parking regulations should insure that parking near public facilities and buildings such as parks, the greenway access points and ECU properties should not be by permit only
2. An implementation and public information campaign with a grace period will be needed when the on-street parking permit program is implemented.
3. General concerns regarding enforcement and ticketing were raised.
4. Consider a maximum lot coverage percentage for rear yard parking standards

At the May meeting the UNRI Committee received a report on the current process for billing of liens. This was one of the work items assigned to the committee by city council identified as item number 5. ***Attach unpaid code violation fees to property tax bills of property owners.*** Information was provided and a presentation was led by Assistant City Manager Christopher Padgett of the current methods used for collection of citations and liens. Mr. Padgett shared information from

Jacksonville, NC that previously implemented a similar program to collect property liens from tax collections. During the presentation, the UNRI Committee was informed that under the current NC General Statutes, citations cannot be attached to property tax bills. Mr. Padgett also informed the committee that future discussions were scheduled with the Pitt County Tax Collector's Office to determine ways to collect liens, which can be collected under NC General Statutes, with property tax bills. This would be an ongoing item that will last longer than the committee's work assignment.

The Committee also investigated ways to increase public information for the residents and students about city requirements. Information on the former "Take Heed" program was provided and the committee requested that the City "re-institute" the program. As a result the City partnered with East Carolina University and the distribution of the "Take Heed" booklets within the overlay district and neighborhoods near the university resumed in August of 2013.

During the June 18, 2013 meeting, City Attorney David Holec provided the UNRI Committee with an update on the City of Greenville's Minimum Housing Standards and authorities granted to municipalities by the NC General Statutes for minimum housing standards and residential registry programs.

The first parking amendment for controlled resident on street parking (resident only) by permit for residents within the overlay district was considered and approved by the City Council at the June 13, 2013 meeting. The program was fully implemented following a City staff initiated education campaign and grace period at the end of September of 2013.

The idea for rear yard parking standards was first introduced at the June 18, 2013, meeting. In consideration of several concerns resulting from citizen and committee input, the rear yard parking standards were developed and later amended. Following careful consideration the recommended standards were forwarded to the Planning and Zoning Commission for approval by the Commission on August 20, 2013. The standards were approved by City Council on September 12, 2013.

Starting with the July 16, 2013, meeting of the UNRI Committee and also during the August 20, 2013 meeting, the UNRI Committee explored ways and methods to better market the unique qualities of the neighborhoods within the UNRI area. The committee wanted to be better informed about programs offered by the City and other private lenders for property owners in the area. City staff invited a number of lenders over the course of two months. Ms. Ludie Smith of B B&T attended the July 16, 2013, meeting informing the members of available loan programs. Additional lenders were invited but due to scheduling conflicts could not attend but did provide written material of programs and services offered.

Steve Hawley, Public Information Officer also attended the July meeting and discussed upcoming "City Scene" programming on G-TV9 that would spotlight various neighborhoods including the TRNA area. A "City Scene" segment with various city staff members was developed and was broadcast in August. Steve answered questions about marketing the

community and provided some marketing information that the community might consider implementing through the neighborhood association.

At the August 20, 2013 meeting, Mr. Paul Clifford representing East Carolina University joined the committee replacing the seat held by Mr. Philip Rogers who resigned due to relocation. Mr. Clifford assisted by identifying University avenues to market the area for housing opportunities through the Human Resources Department of the University. The committee received an update on crime statistics for the neighborhood in addition to the regular Code Enforcement report from Lt. Richard Allsbrook.

At the September 17, 2013 meeting additional information was shared with the committee on the University Homebuyer Program that was funded in 2007.

At the October 15, 2013 meeting, a presentation was made about various financing options for funding capital improvements to neighborhoods. Information was also shared on the number of loans made under in the University Homebuyer and the Historic Preservation Grant programs. Ms. Jane Rolfe, a local realtor and immediate past President of the Pitt County Board of Realtors gave some ideas to the committee members for ways to market the neighborhoods.

The committee expressed a desire to see the development of public infrastructure improvements to help improve the UNRI area. Improvement needs identified by the committee were lighting, sidewalk maintenance, street signs. During this discussion the committee was presented with a copy of the adopted Street-Scape Master plan for the City of Greenville. This helped to shape and guide conversations of the committee. Committee members felt that a similar effort was needed for the overlay area and East Fifth Street corridor. Following this presentation, the committee recommended that the completion of a street-scape improvement and master plan be completed for the overlay area and East Fifth Street. Their recommendation also included that the City consider property assessments in addition to bonds for funding the improvements.

Marketing needs continued to be a topic of interest and carried over into the November 19, 2013 meeting. Committee Michael Saad committed to covering the initial expenses for an initial printing of marketing materials that would be developed for the neighborhood.

During the December 17, 2013, meeting the committee spent it's time finalizing recommendations to City Council. The Committee realized that recommendations must be considered by City Council with all of the identified needs of the city then programmed and approved by City Council. As such, the recommendations made represent the collective thoughts of the committee as a result their 12 month assignment.

Meetings were well attended by all of the committee members who provided valuable input throughout the project. In addition, several citizens attended the meeting regularly and also added input during the committee's meetings during the designated public comment period.



Those that attended included, Jake Postma, Carol Collins, Teresa Salt, Brenda Ernest, Andrew Morehead, Vance Harper Jones, Belinda Perkinson, Catherine Darby, Inez Fridley, Myron Casper, Greg Rubec, Edward Owens, Jane Rolfe. Additional several members of the media attended and City Councilmember Marion Blackburn was in attendance at the monthly meetings.

## Final Recommendations

- A. Develop and fund a rental dwelling conversion incentive program for those who convert an existing rental dwelling to an owner occupied dwelling. The program should be funded by the city and administered in the same manner as the University Area Homebuyer Program. Prospective owners should be eligible to utilize both programs. The current funding of the University Area Homebuyer Program is up to \$10,000 for a purchase of a home in the neighborhoods that are adjacent to East Carolina University.
- B. Continue to enforce current ordinances and insure that code enforcement actions are pursued aggressively with proper resources. Reconsider the development of a property inspection program as allowed by the North Carolina General statutes with appropriate support and resources. The program should specifically be developed as a residential property inspection program for landlords or owners having more than 2 verified violations of the housing standards within a 12 month period. The city may also implement the residential property inspection program in a targeted area designated by City Council.
- C. Continue refuse collection programs recently initiated by the Public Works program with emphasis on those programs implemented during the beginning and ending of the semesters and following Halloween.
- D. Develop a streetscape master plan program for the University Area and its major corridors.
- E. Work with East Carolina University to maintain a presence and active participation in the neighborhood area. Encourage East Carolina University appoint a staff person to work with landlords and renters. Much success occurred in the past when the university had a person who worked with landlords and tenants.
- F. With City Council approval, allow the UNRI Committee to meet at least on a quarterly basis to evaluate the programs and policies established by the current committee. The committee realizes that new committee members may be established by City Council.



*Find yourself in good company*

# APPENDIX

## UNRI UNRI Overlay District

## APPENDIX

### Attachments A

UNRI Meetings Minutes, Wednesday, December 19, 2012  
UNRI Meetings Minutes, Tuesday, January 15, 2013  
UNRI Meetings Minutes, Tuesday, February 19, 2013  
UNRI Meetings Minutes, Tuesday, March 19, 2013  
UNRI Meetings Minutes, Tuesday, April 16, 2013  
UNRI Meetings Minutes, Tuesday, May 21, 2013  
UNRI Meetings Minutes, Tuesday, June 18, 2013  
UNRI Meetings Minutes, Tuesday, July 16, 2013  
UNRI Meetings Minutes, Tuesday, August 20, 2013  
UNRI Meetings Minutes, Tuesday, September 17, 2013  
UNRI Meetings Minutes, Tuesday, October 15, 2013  
UNRI Meetings Minutes, Tuesday, November 19, 2013  
UNRI Meetings Minutes, Tuesday, December 17, 2013

### Attachments B

Article in the Daily Reflector *Parking near ECU gets trickier*  
Article in the Daily Reflector *Greenville talks trash*  
Article in the Daily Reflector *Officials: Students key to neighborhood watches*  
Article in the Daily Reflector *Push for permits, Change in parking policy recommended*  
Article in the Daily Reflector *Walk exposes parking plight*  
Article in the Daily Reflector *Study group will focus on parking*



*Find yourself in good company*

# Meeting Minutes

**UNRI**  
UNRI Overlay District

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
**MEETING MINUTES**

Wednesday, December 19, 2012 @ 2:00PM  
Conference Room 337 – City Hall

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Phillip Rogers (P)
- Michael Saad (P)
- James C Sullivan (P)
- Joanne Kollar (P)
- Chris Woelkers (P)
- David Carpenter (P)

**CITY COUNCIL MEMBERS PRESENT**

- Council Member Marion Blackburn

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, Mike Dail, Planner II, Seth Laughlin, Planner II, and Gwen Turnage, Administrative Assistant: Public Works Department: Delbert Bryant, Sanitation Manager, Scott Godfrey, City Engineer, and Stacey Pigford, Assistant Traffic Engineer: City Manager's Office: Steve Hawley, Public Information Officer: Police Department: Chief Hassan Aden, and Lt. Richard Allsbrook, Code Enforcement: and Dave Holec, City Attorney

**I. INTRODUCTIONS**

Merrill Flood, Director of Community Development asked the board members and staff to introduce themselves, and noted that this board is an appointed board by City Council.

**II. THE UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI) AS DEVELOPED BY CITY COUNCIL**

Merrill provided information to the UNRI board the directives as adopted by the Greenville City Council. The focus and objectives of the board are listed below:

- (1) Establish a temporary citizen working group for a period of up to 12 months, composed of 2 appointees each by city officials elected by the district (district council person, at-large council person, and mayor) to assist in implementation of items described below and further define and execute additional revitalization efforts in the overlay district.
- (2) Pursue funding sources to establish favorable terms and low interest loans and grants for revitalization of properties for citizens in the overlay district with the goal of encouraging transition/up fit over a period to owner occupied homes.

- (3) Pursue a parking permit plan for the overlay district which includes permits by right to all legal residents and/or employees in the overlay district with valid driver's licenses as well as a set number of available permits for purchase to East Carolina University students, staff and faculty. Funds generated will be dedicated to increased code enforcement, trash collection, lighting, security and marketing of best practices for the overlay district.
- (4) Launch an active community watch program joining together residents, law enforcement, neighborhoods, and university groups in the overlay district.
- (5) Attach unpaid code violation fees to property tax bills of property owners.

**WORK FOCUS AREAS AND CONCERNS:**

Merrill asked the board to discuss their concerns and areas they would like to focus on. The following list is a summary of the board's responses.

- (1) Ways to increase home ownership/owner occupancy in the UNRI Overlay District.
- (2) What is a bedroom? Can the city create a definition or standards for a bedroom?
- (3) How do occupancy violations get reported?
- (4) Create rear yard parking area, maximum coverage standards.
- (5) Address Trash can placement after garbage pickup
- (6) Refuse collection after occupant/tenants move out.
- (7) Parking issues audit, permit no permits parking delineated in the rearyard.
- (8) Address ECU commuter parking along street within the UNRI Overlay District.
- (9) Increase Code Enforcement activities.
- (10) Provide information on Community Watch and Crime Prevention Through Environmental Design (CPTED) Standards and Involve Greek Organizations in community service projects that will help the neighborhood.
- (11) Develop better lines of communication between the Code Enforcement Division and area rental residents about code enforcement issues.
- (12) Increase landlord and resident education programs and efforts by tenants to comply.
- (13) Crime free addendum information.
- (14) Issues with party trash information and fines for such activities and attaching fines to utility bills.
- (15) Branding and marketing of the neighborhood and area.
- (16) Change real estate agents attitude toward the area and how it is marketed (rental property). Invite the President of Pitt County Board of Realtors to a future meeting.
- (17) Have information about the existing Historic Preservation program presented to the committee.

- (18) Consider getting information from Chapel Hill's staff on how they handle similar issues
- (19) Consider working on one item at a time and handle the time sensitive issues first.
- (20) Neighborhood plan and the task force on the preservation of neighborhoods report all the ordinances dealing with parking.

### III. PRESENTATION OF EXISTING PROGRAMS AND POLICIES RELATED TO THE OUTLINED OBJECTIVES

- (1) Mike Dail identified the standards that a home must meet in order to be considered for occupancy of 4 unrelated persons. Mike also explained that the Inspections Division within Public Works Department handles the room size requirements.
- (2) Delbert Bryant described refuse collection procedures and how citations are issued.
- (3) Stacey Pigford displayed a map and described the City's current Controlled Residential Parking program. This rule allows residents to receive 3 parking permits per household. Controlled Residential Parking is established on a block-by-block basis. Currently, for residents to get controlled residential parking on their street they have to submit a petition with signatures from at least 51% of the residents on the block.
- (4) Lt. Richard Allsbrook Described the methods used for inspections by Code Enforcement and factors affecting the identification of violations.
- (5) Chief Hassan Aden discussed Code Enforcement issues related to heir properties.

### IV. DATA NEEDS:

- (1) The number of parking permits issued, and revenues generated from ticketing.
- (2) How many houses are in the UNRI Overlay District?
- (3) Expected revenue potential with newly issued parking permits.
- (4) How many parking tickets have been issued and the amount of revenue has been generated over the last five years.
- (5) A copy of the parking plan that was developed by TRUNA community work group.
- (6) A copy of the Neighborhood plan that has been developed for TRUNA.
- (7) A copy of the current parking ordinances.
- (8) Investigate parking problems in the rear yard that currently exist on South Woodlawn, Biltmore, and Rotary Streets.



**V. ESTABLISHMENT OF MEETING TIMES**

- (1) Regular meetings will be held on the third Tuesday of each month at 2:00PM.
- (2) At the next meeting a walkthrough of sections of the UNRI district will take place Tuesday, January 15<sup>th</sup>, 2013, at 2:00PM and will start at the City Market Parking Lot. The meeting will be followed up in the Municipal Building located in the COMSTAT conference room #328.

**VI. CLOSING REMARKS**

***TOPIC AREAS FOR FUTURE DISCUSSION:***

- (1) Parking standards and programs
- (2) Standards for the neighborhood
- (3) Code Enforcement Issues
- (4) Home Ownership
- (5) Community Watch
- (6) Sanitation
- (7) Education / Information efforts
- (8) Past Plans
- (9) Rental Registry
- (10) Invite the chair of Historic Preservation Commission to a future meeting

Having no further business, the meeting adjourned at 3:40PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, January 15, 2013 at 2:00PM  
City Market Parking Lot - 211 S Jarvis Street, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Phillip Rogers (P)
- Michael Saad (P)
- James C Sullivan (P)
- Joanne Kollar (P)
- Chris Woelkers (P)
- David Carpenter (P)

**CITY COUNCIL MEMBERS PRESENT**

- Council Member Marion Blackburn

**CITY STAFF PRESENT**

*Community Development Department:* Merrill Flood, Director, Chris Padgett, Chief Planner & Interim Assistant City Manager, Mike Dail, Planner II, Seth Laughlin, Planner II, and Gwen Turnage, Administrative Assistant; *Public Works Department:* Delbert Bryant, Sanitation Manager, Scott Godefroy, City Engineer, and Stacey Pigford, Assistant Traffic Engineer; *Police Department:* Ted Sauls, Deputy Police Chief, Lt. Ed Carson, A. J. Basile & Laura Hensley-Code Enforcement Officers, Gervis Leather, Parking Enforcement, Lieutenant Richard Allsbrook-Code Enforcement Division Commander

On Tuesday, January 15, 2013 at 2:00pm members of the UNRI board met at the City Market parking lot to tour the UNRI district. They were joined by neighbors in the UNRI district, several city employees, Councilmember Blackburn and staff from the Daily Reflector.

**I. WALK - THROUGH OF UNRI NEIGHBORHOODS**

The walk-through identified areas that had possible code violations. UNRI Board member Jim Sullivan led the walk-through and UNRI Board member JoAnne Kollar led the bus tour of the neighborhood. Several violations were identified by Code Enforcement and a notice was sent to property owners. Such violations included, but not limited to; junk vehicles & several vehicles parked on unimproved surfaces; a fire pit in front yard; curbing chipped away to access backyard parking; trash and debris in the front and the backyard.

After the tour, the UNRI board members and citizens that reside in the UNRI district met in front of City Market to discuss possible solutions to the concerns identified.

1. The major concern was the amount of code enforcement issues.
2. An in depth discussion on parking will take place at the next meeting.
3. Several areas with front yard parking currently greater than 30%
4. What are the standards for rear-yard parking? Review the standard with the exception of the Historic Preservation area.

Having no further business, the meeting adjourned at 4:02PM.

Respectfully submitted,



---

Merrill Flord, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, February 19, 2013 at 2:00PM  
City Hall Conf Room 337 @ 2:00PM, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Phillip Rogers (P)
- Michael Saad (P)
- James C Sullivan (P)
- Joanne Kollar (P)
- Chris Woelkers (P)
- David Carpenter (P)

**CITY COUNCIL MEMBERS PRESENT**

- Council Member Marion Blackburn

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, Mike Dail, Planner II, Seth Laughlin, Planner II, and Gwen Turnage, Administrative Assistant; Police Department: Hassan Aden, Police Chief, Lieutenant Richard Allsbrook-Code Enforcement Division Commander, A. J. Basile & Corey Barrett-Code Enforcement Officers, and Jonathan Rexroad, Code Enforcement intern; Public Works Department: Delbert Bryant, Sanitation Manager, Rick DiCesare, Traffic Engineer, and Stacey Pigford, Assistant Traffic Engineer.

1. **APPROVAL OF MINUTES – December 19, 2012 & January 15, 2013**  
The UNRI members unanimously approved the minutes by a consensus
2. **Reporting on the status of walk-through enforcement items from the January 15, 2013 meeting**  
Chief Aden addressed the violations reported during the walk-through and discussed an increased Code Enforcement presence in the UNRI district, as well as other areas of the city to lower the number of violations. Additionally, the Chief informed the board that the entire city will have more police presence in the areas where the volumes of calls are reported. A new Parking Enforcement Officer has been hired to assist with parking efforts.
3. **Report on Parking – Seth Laughlin, Planner II** reported on the rearyard parking in the Historic District and distributed a memo of "Potential Parking Issues within Historic District Portion of UNRI". The Historic Preservation Commission (HPC) is currently in the process of re-writing the Design Guidelines. The current standard for rear-yard parking states that "It is not appropriate to create large off-street parking areas encompassing much of the rear yard that the residential character of the site

is lost". This subjective statement leaves the design and extent of a proposed rear yard parking area up to the HPC for approval on an individual basis.

Stacey Pigford, *Assistant Traffic Engineer* presented the 2008 parking plan for the TRUNA neighborhood, and provided the following information to the board:

1. Not every street in the TRUNA area has controlled parking. The area that had a two hour limit was taken away and replaced with parking by permit only.
2. Parking that was 32' wide or less has been removed on one side of the street to comply with safety regulations.
3. The Public Works department created a temporary parking permit policy in 2011 which was approved at that time. Since this policy have been enforced there have been 14 temporary permits issued.
4. The goal is to have parking repainted on the streets.

**4. Parking Recommendations**

1. Do away with all permits and allow a permit for residents only within the entire overlay district.
2. Report from staff on implementation of parking standards for the overlay area.

**5. Discussion Topics for the March meeting**

1. Pursue parking permit plan for the overlay district.
2. Launch an active Community Watch Program.
3. Rear Yard Parking Standards.

**6. ADJOURN**

Having no further business, the meeting adjourned at 3:55PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, March 19, 2013 at 2:00PM  
City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Phillip Rogers (P)
- Michael Saad (P)
- James C Sullivan (P)
- Joanne Kollar (P)
- Chris Woelkers (P)
- David Carpenter (P)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, Mike Dail, Planner II, Seth Laughlin, Planner II, and Gwen Turnage, Administrative Assistant; City Manager's Office, Chris Padgett, Interim Assistant City Manager; Police Department: Chief Hasan Aden, Lieutenant Richard Allsbrook-Code Enforcement Division Commander, Corey Barrett, A. J. Basile, & Johnny Butler, Code Enforcement Officers, and Jonathan Rexroad, Code Enforcement intern, Lt. Ed Carson, Cpt. Robert Williams; Public Works Department: Kevin Mulligan, Director Delbert Bryant, Sanitation Manager, Ken Jackson, Scott Godfrey, and Stacey Pigford, Assistant Traffic Engineer.

- I. **ROLL CALL** – ALL MEMBERS WERE PRESENT
- II. **APPROVAL OF MINUTES** – February 19, 2013

MOTIONED BY: James C Sullivan      SECOND BY: Chris Woelkers

**A MOTION TO ADD "APPROVAL OF THE AGENDA" AFTER APPROVAL OF THE MINUTES; AND TO ADD "PUBLIC INPUT" AT THE END OF THE AGENDA ALLOWING EACH SPEAKER ONE MINUTE NOT TO EXCEED TEN SPEAKERS AND TEN MINUTES TOTAL TIME:**

MOTIONED BY: James C Sullivan      SECOND BY: Michael Saad

**DISCUSSION:**

Mr. Sullivan asked for a discussion on an enforcement item to follow item #4.

Motions passed unanimously.

- III. **Presentation of Community Watch Programs**

Lt. Carson explained the importance of having a Neighborhood Watch in communities. Brochures on "Establishing a Neighborhood Watch Program in Your Community", and "Speak Up Stop Crime" brochures were distributed. Lt. Carson encouraged those with concerns or questions to contact him at the Greenville Police Department.

Ms. Belinda Perkinson has been the coordinator for the TRUNA area since February 2011. TRUNA has a webpage for community watch and an email account. While they do not currently focus primarily on block captains, they rely upon electronic communication within the neighborhood. TRUNA is registered with USA a Watch organization, and is interested in obtaining a City grant for the neighborhood which would get students involved. During ECU orientation training is provided for the safety procedures of students which explain

the importance of commuting from the downtown area to the university. Landlords are encouraged to provide the importance of neighborhood watch and be more involved with their renters.

Chief Aden noted that he will be meeting with the newly created University Community Advisory Board today, and information about community watch will be discussed, along with the role students have to accomplish a successful community watch program.

Additionally, the topic of cameras placed strategically throughout the city seems to be working well, and the question was asked if cameras could be placed in neighborhoods. Chief Aden explained that having cameras in neighborhoods has the potential of violating the privacy of citizens, instead providing additional lighting is a better source of security.

#### **IV. Presentations on Recommended Parking Standards/Modifications**

Stacey Pigford, of the Public Works Department, Traffic Division explained that the preferred approach of the Public Works Department for parking in the UNRI district would be to extend the Controlled Residential Parking area northward to 1<sup>st</sup> Street to include the entire UNRI Overlay District. The four colors on the map represent four different controlled residential parking zones with four different permit letters to keep permit holders from migrating into areas not near their residence. The Public Works Department does not want to force residents to obtain a parking permit in the overlay district. If the intent is to change the entire UNRI Overlay District to Controlled Residential Parking it would be implemented a few streets at a time, due to the cost of signs and manpower. If the board decides to move forward with the implementation recommendation, a plan needs to be developed after City Council hears the recommendation to include the Public Transportation and Parking Commission.

##### Discussion:

Staff recommended keeping the implementation of Controlled Residential Parking as street-by-street by a petition process, as it is currently. A board member pointed out that this could be problematic because some blocks do not have owner occupied dwellings and some landlords may not sign the petition.

The UNRI board recommended the following go to council with the recommendation that staff refine the implementation steps:

1. Implementation for the controlled parking enforcement area to include the entire overlay district effective fall 2013.
2. Provide resources for additional enforcement excluding signage.
3. Request adoption by City Council.
4. Assure a general consensus from residents in the UNRI district which will include property owners to attend a community wide meeting with the Parking & Transportation Commission.

##### **Rear Yard Parking Standards:**

Mike Dail, Planner II from the Community Development Department presented a survey he conducted with several cities regarding "Rear Yard Parking Survey". Mike contacted several cities inquiring of their parking regulations. Discussions of backyard setbacks for each city were discussed to include the right-of-way, and how they matched up to the City of Greenville's guidelines. Results for each city were distributed and discussed.

Discussion:

In an effort to curtail eye sores within the community, it was suggested that parking areas be screened and graveled lots be outlined with a railroad tie or other suitable materials. A question was asked "if properties that are located in the university area along Fifth Street and the business dwellings included in the parking regulations standard?" Chris Padgett explained that the goal was to apply the standard to the overlay district and the university owned properties were excluded from the overlay district. Focusing on regulating parking in the backyard may force homeowners to redesign the front yard. Merrill explained that as part of the Design Guideline Review this is being discussed by Historic Preservation Commission with the consultants

**RECOMMENDATION TO CITY COUNCIL FOR THE APRIL 2013 MEETING**

1. Develop standards that will establish rear yard parking standards for dwellings in the overlay district. Suggested standards would limit the number of vehicles on site to 4, require parking to be on an improved surface and with property screening. Currently there are no standards and the committee felt this would improve the visual appearance of structures within the overlay district.
2. Establish the on street parking areas within the overlay district as an area for controlled residential parking for residents only. After evaluation the committee felt that limiting the parking to residents within the overlay only would improve parking for the residents of the area. It is the desire of the committee that efforts to make the change be timed such that needed changes take place in order to implement the new parking restrictions in time for the beginning of the fall 2013 semester.

Each of the items has been evaluated by the various departments of the City responsible for implementation and administration of the recommended action. The Public Works and Police Departments are the two departments that will be primarily impacted with the recommendations. There will be additional action steps and budgetary considerations that will have to be developed in advance of implementation if City Council approves the actions. In addition, there may be some phasing of the controlled parking access plans in order to give the Public Works Department time to make the needed striping and signage changes.

**A MOTION TO RECOMMEND THE ESTABLISHMENT OF CONTROLLED ACCESS PARKING IN THE UNRI OVERLAY AREA AND ESTABLISH REARYARD PARKING STANDARDS BE SENT TO COUNCIL IN APRIL WITH STAFF RECOMMENDATION.**

MOTIONED BY: Chris Woelkers SECOND BY: David Carpenter

Motion passed by a 5-1 vote with James C Sullivan opposing.

**V. Enforcement**

Mr. Sullivan spoke on several code issues, too many people living in houses, parking, trash, rental registry, etc. When this goes to City Council, specifics need to be defined in the request from the board. Mr. Sullivan awaits a ruling on front yard parking from staff. Violations of the area which the board toured in January currently show the same violations.



**VI. Discussion Topics for the April meeting**

- Continue Code Enforcement Update
- Sanitation Rules and Guidelines from Public Works

**VII. Public Comment Period**

- Myron Casper noted that City Code currently lists the City Engineer as the person that determines where gravel may be laid. Mr. Casper was informed by the Assistant City Attorney that permits can be obtained from Code Enforcement for gravel to be laid in backyard. Currently this permit does not exist or they are not being kept. The house on Johnston and Student Streets has dumped big loads of gravel on 70% of the front yard. Enforcement is the present problem in this neighborhood. The backyards in this area are not big enough for four cars to park.
- A student preventative for East Carolina University noted that students without the appropriate university parking sticker face a parking dilemma after 6:00PM. The current parking stickers allow students to park after 7:00PM. Most student classes start around 6:30PM. If the larger, nearly empty, parking lot had the time frame changed on the parking permit, this would allow students to park on the available space on campus without the hassle of searching for a parking space off campus. Changing the parking permit would be a big help to the ECU students.

**VIII. ADJOURN**

**A MOTION TO ADJOURN:**

MOTIONED BY: Phillip Rogers    SECOND BY: Chris Woelkers

Having no further business, the meeting adjourned at 4:06PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, April 16, 2013 at 2:00PM  
City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Phillip Rogers (P)
- Michael Saad (P)
- James C Sullivan (P)
- Joanne Kollar (P)
- Chris Woelkers (P)
- David Carpenter (P)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, Mike Dail, Planner II, Seth Laughlin, Planner II, and Gwen Turnage, Administrative Assistant: City Manager's Office, Chris Padgett, Interim Assistant City Manager: Police Department: Lieutenant Richard Allsbrook-Code Enforcement Division Commander, A. J. Basile, & Johnny Butler, Code Enforcement Officers, Lt. Ed Carson, Public Works Department: Kevin Mulligan, Director and Stacey Pigford, Assistant Traffic Engineer.

- I. **ROLL CALL – ALL MEMBERS WERE PRESENT**
- II. **APPROVAL OF MINUTES – February 19, 2013**

MOTIONED BY: James C Sullivan      SECOND BY: Chris Woelkers

**A MOTION TO ADD "APPROVAL OF THE AGENDA" AFTER APPROVAL OF THE MINUTES; AND TO ADD "PUBLIC INPUT" AT THE END OF THE AGENDA ALLOWING EACH SPEAKER ONE MINUTE NOT TO EXCEED TEN SPEAKERS AND TEN MINUTES TOTAL TIME:**

MOTIONED BY: James C Sullivan      SECOND BY: Michael Saad

**DISCUSSION:**

Mr. Sullivan asked for a discussion on an enforcement item to follow item #4.

Motions passed unanimously.

- III. **Presentation of Community Watch Programs**

Lt. Carson explained the importance of having a Neighborhood Watch in communities. Brochures on "Establishing a Neighborhood Watch Program in Your Community", and "Speak Up Stop Crime" brochures were distributed. Lt. Carson encouraged those with concerns or questions to contact him at the Greenville Police Department.

Ms. Belinda Perkinson has been the coordinator for the TRUNA area since February 2011. TRUNA has a webpage for community watch and an email account. While they do not currently focus primarily on block captains, they rely upon electronic communication within the neighborhood. TRUNA is registered with USA a Watch organization, and is interested in obtaining a City grant for the neighborhood which would get students involved. During ECU orientation training is provided for the safety procedures of students which explain the importance of commuting from the downtown area to the university. Landlords are

encouraged to provide the importance of neighborhood watch and be more involved with their renters.

Chief Aden noted that he will be meeting with the newly created University Community Advisory Board today, and information about community watch will be discussed, along with the role students have to accomplish a successful community watch program.

Additionally, the topic of cameras placed strategically throughout the city seems to be working well, and the question was asked if cameras could be placed in neighborhoods. Chief Aden explained that having cameras in neighborhoods has the potential of violating the privacy of citizens, instead providing additional lighting is a better source of security.

#### **IV. Presentations on Recommended Parking Standards/Modifications**

Stacey Pigford, of the Public Works Department, Traffic Division explained that the preferred approach of the Public Works Department for parking in the UNRI district would be to extend the Controlled Residential Parking area northward to 1<sup>st</sup> Street to include the entire UNRI Overlay District. The four colors on the map represent four different controlled residential parking zones with four different permit letters to keep permit holders from migrating into areas not near their residence. The Public Works Department does not want to force residents to obtain a parking permit in the overlay district. If the intent is to change the entire UNRI Overlay District to Controlled Residential Parking it would be implemented a few streets at a time, due to the cost of signs and manpower. If the board decides to move forward with the implementation recommendation, a plan needs to be developed after City Council hears the recommendation to include the Public Transportation and Parking Commission.

##### Discussion:

Staff recommended keeping the implementation of Controlled Residential Parking as street-by-street by a petition process, as it is currently. A board member pointed out that this could be problematic because some blocks do not have owner occupied dwellings and some landlords may not sign the petition.

The UNRI board recommended the following go to council with the recommendation that staff refine the implementation steps:

1. Implementation for the controlled parking enforcement area to include the entire overlay district effective fall 2013.
2. Provide resources for additional enforcement excluding signage.
3. Request adoption by City Council.
4. Assure a general consensus from residents in the UNRI district which will include property owners to attend a community wide meeting with the Parking & Transportation Commission.

##### **Rear Yard Parking Standards:**

Mike Dail, Planner II from the Community Development Department presented a survey he conducted with several cities regarding "Rear Yard Parking Survey". Mike contacted several cities inquiring of their parking regulations. Discussions of backyard setbacks for each city were discussed to include the right-of-way, and how they matched up to the City of Greenville's guidelines. Results for each city were distributed and discussed.

##### Discussion:

In an effort to curtail eye sores within the community, it was suggested that parking areas be screened and graveled lots be outlined with a railroad tie or other suitable materials. A question was asked "if properties that are located in the university area along Fifth Street and the business dwellings included in the parking regulations standard?" Chris Padgett explained that the goal was to apply the standard to the overlay district and the university owned properties were excluded from the overlay district. Focusing on regulating parking in the backyard may force homeowners to redesign the front yard. Merrill explained that as part of the Design Guideline Review this is being discussed by Historic Preservation Commission with the consultants

**RECOMMENDATION TO CITY COUNCIL FOR THE APRIL 2013 MEETING**

1. Develop standards that will establish rear yard parking standards for dwellings in the overlay district. Suggested standards would limit the number of vehicles on site to 4, require parking to be on an improved surface and with property screening. Currently there are no standards and the committee felt this would improve the visual appearance of structures within the overlay district.
2. Establish the on street parking areas within the overlay district as an area for controlled residential parking for residents only. After evaluation the committee felt that limiting the parking to residents within the overlay only would improve parking for the residents of the area. It is the desire of the committee that efforts to make the change be timed such that needed changes take place in order to implement the new parking restrictions in time for the beginning of the fall 2013 semester.

Each of the items has been evaluated by the various departments of the City responsible for implementation and administration of the recommended action. The Public Works and Police Departments are the two departments that will be primarily impacted with the recommendations. There will be additional action steps and budgetary considerations that will have to be developed in advance of implementation if City Council approves the actions. In addition, there may be some phasing of the controlled parking access plans in order to give the Public Works Department time to make the needed striping and signage changes.

**A MOTION TO RECOMMEND THE ESTABLISHMENT OF CONTROLLED ACCESS PARKING IN THE UNRI OVERLAY AREA AND ESTABLISH REARYARD PARKING STANDARDS BE SENT TO COUNCIL IN APRIL WITH STAFF RECOMMENDATION.**

MOTIONED BY: Chris Woelkers SECOND BY: David Carpenter

Motion passed by a 5-1 vote with James C Sullivan opposing.

**V. Enforcement**

Mr. Sullivan spoke on several code issues, too many people living in houses, parking, trash, rental registry, etc. When this goes to City Council, specifics need to be defined in the request from the board. Mr. Sullivan awaits a ruling on front yard parking from staff. Violations of the area which the board toured in January currently show the same violations.

**VI. Discussion Topics for the April meeting**

- Continue Code Enforcement Update
- Sanitation Rules and Guidelines from Public Works

**VII. Public Comment Period**

- Myron Casper noted that City Code currently lists the City Engineer as the person that determines where gravel may be laid. Mr. Casper was informed by the Assistant City Attorney that permits can be obtained from Code Enforcement for gravel to be laid in backyard. Currently this permit does not exist or they are not being kept. The house on Johnston and Student Streets has dumped big loads of gravel on 70% of the front yard. Enforcement is the present problem in this neighborhood. The backyards in this area are not big enough for four cars to park.
- A student preventative for East Carolina University noted that students without the appropriate university parking sticker face a parking dilemma after 6:00PM. The current parking stickers allow students to park after 7:00PM. Most student classes start around 6:30PM. If the larger, nearly empty, parking lot had the time frame changed on the parking permit, this would allow students to park on the available space on campus without the hassle of searching for a parking space off campus. Changing the parking permit would be a big help to the ECU students.

**VIII. ADJOURN**

**A MOTION TO ADJOURN:**

MOTIONED BY: Phillip Rogers SECOND BY: Chris Woelkers

Having no further business, the meeting adjourned at 4:06PM.

Respectfully submitted,

  
\_\_\_\_\_  
Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, May 21, 2013 at 2:00PM  
City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Phillip Rogers (P)
- Michael Saad (P)
- James C Sullivan (A)
- Joanne Kollar (P)
- Chris Woelkers (P)
- David Carpenter (P)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, Mike Dail, Planner II, and Gwen Turnage, Administrative Assistant; City Manager's Office: Assistant City Manager Chris Padgett; Police Department: Chief Hassan Aden, Lieutenant Richard Allsbrook-Code Enforcement Division Commander, Corey Barrett, A. J. Basile, & Johnny Butler, Code Enforcement Officers; Public Works Department: Stacey Pigford, Assistant Traffic Engineer, and Colleen Sicley, Billing Coordinator.

City Council Member Present: Council-member Marion Blackburn

- I. **ROLL CALL -- ALL MEMBERS WERE PRESENT**
- II. **APPROVAL OF THE AGENDA**  
Motioned by: David Carpenter                      Second by: Phillip Rogers
- III. **APPROVAL OF MINUTES -- April 16, 2013**  
Motioned by: Phillip Rogers                      Second by: David Carpenter

**DISCUSSION:**

Merrill Flood provided an update on the recommended Parking Ordinance Amendments and a tentative adoption schedule.

- The proposed ordinance was adopted by the Public Transportation and Parking Commission on May 8, 2013.
- Over 700 letters were mailed and 29 persons spoke. Concerns expressed by citizens that attended the April 29, 2013 input meeting consisted of parking near Parks, the Greenway and Rotary building. The ordinance will be sent electronically to the UNRI members for review prior to the City Council meeting.
- If the board thought that a special call meeting before the next meeting is in order, they should decide that today.
- Councilmember Marion Blackburn noted that City Council was trying to adopt the proposed ordinance before the next school year.
- The Public Transportation and Parking Commission endorsed the recommended resident only on street parking requirements recommended by the UNRI Committee during the May 8, 2013 meeting.

**IV. ENFORCEMENT UPDATE**

- Members of the Code Enforcement Division provided an update of ongoing Code Enforcement actions.
- Code Enforcement has made contact with the homeowner on Rotary & 3<sup>rd</sup> Streets concerning the housing issues. The property has been brought into compliance, and should be available for someone to move in shortly.
- All concerns from the walk through have been addressed and closed out.

**V. PARKING PROGRAMS UPDATE**

- Chief Aden noted that the parking enforcement program is moving forward.
- There will be a two week grace period for students returning to school in the fall.
- Parking changed from 8:00AM-5:00PM to 7:00AM-5:00PM
- A presentation to the Planning and Zoning board is planned for June 18, 2013.
- City Council will vote on the parking ordinance Thursday, June 13, 2013.
- City Council will implement the ordinance on Thursday, August 8, 2013.

**VI. UPDATE ON TAX BILL DISCUSSIONS**

The UNRI Committee was provided with an update on the current efforts by the city to recover funds from citations, nuisance abatement expenses from abatement actions of the city. The following points were summarized for the committee.

- According to the state law, citations cannot be attached to tax bills
- The County currently charges the City of Greenville 1.5% of funds collected
- The City is working with the County to determine if there is an opportunity to expand what the county might collect in the future.

**VII. TAKE HEED PROGRAM MATERIAL**

- "Take Heed Pamphlet" - The UNRI Committee was presented with a copy of the Take Heed Pamphlet as an information idea to convey vital information to residents and property owners in the Overlay district. They were asked to review the information and make suggestions for additional information to be included in the current pamphlet.

**VIII. PUBLIC COMMENT PERIOD**

One speaker made the following comments and asked questions which are noted below. He was provided with answers by various staff members present during the meeting.

- Property owners wanting to upgrade their property need to know where to go to get permission
  - Is it legal to convert a garage to real property, and once a garage is built without permission, it was noted that usually nothing happens to the homeowner.
  - Once a violation has been made, where should they go to correct it?
  - What is the definition of "appearance" and can it be placed in the code?
  - If anything about the "code" is changed, it should be citywide.
- ONE (1) MINUTE ALLOTTED PER SPEAKER
  - TEN (10) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD

**IX. OTHER**

Invite The City Attorney David Holec to the next meeting to discuss:

- (1) Can additional Minimum Housing standards be adopted in the UNRI Overlay area?
- (2) Hold a general discussion on what are the current Minimum Housing standards

(3) Phillip Rogers announced that this will be his last meeting. He has accepted a new position in Washington, DC as the Vice President of the American Council on Education.

X. ADJOURN

**A MOTION TO ADJOURN:**

Motioned by: David Carpenter                      Second by: Phillip Rogers

Having no further business, the meeting adjourned at 3:31PM.

Respectfully submitted,

  
\_\_\_\_\_  
Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator



UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, June 18, 2013 at 2:00PM  
City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Joanne Kollar (P)
- Michael Saad (A)
- Chris Woelkers (P)
- James C Sullivan (P)
- David Carpenter (P)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, Mike Dail, Planner II, and Gwen Turnage, Administrative Assistant; City Attorney's Office: Attorney Dave Holec; City Manager's Office: Assistant City Manager Chris Padgett; Police Department: Lieutenant Richard Allsbrook-Code Enforcement Division Commander, Corey Barrett, A. J. Basile, & Johnny Butler, Code Enforcement Officers; Public Works Department: Stacey Pigford, Assistant Traffic Engineer, and Colleen Sicley, Billing Coordinator.

CITY COUNCIL MEMBER PRESENT: COUNCIL-MEMBER MARION BLACKBURN

**I. Roll Call**

**II. Approval of the Agenda**

MOTIONED BY: David Carpenter                      SECOND BY: Joanne Kollar

**Discussion:**

A change was made to the agenda by David Carpenter to add "Follow-up on Sanitation". These changes were included as item 6A which is before the Public Comment period. All in favor

**III. Approval of an Amendment to the April 16, 2013 Minutes**

MOTIONED BY: Joanne Kollar                      SECOND BY: David Carpenter

**DISCUSSION:**

The April 16, 2013 minutes were amended, as recommended by Chief Aden, in section VI **Public Comment Period**, bullet #3 to include "parking" before the word "enforcement" to clarify enforcement. May's Minutes were not available for approval by the board. All in favor

**IV. Parking Programs Update**

**RESTRICTED PARKING**

- City Council adopted the ordinance to create the restricted parking, on street in the overlay district June 13, 2013. The areas not affected by the restrictions are the areas new to the Greenways, the Dog Park, the Rotary Building, and parking owned by ECU.

- Historic Preservation Commission (HPC) received a presentation on the rear yard parking standards at their May 28, 2013 meeting. HPC will review the presentation again during their June meeting after their Design Review Committee has reviewed what is being recommended.
- The Planning & Zoning Commission will take action during their July 16, 2013 meeting.
- City Council will vote on the ordinance during their August 8, 2013 meeting.
- UNRI will have a chance to review the ordinance which will include details during their July meeting.

### **REAR YARD PARKING**

- The Rear Yard Parking Standards are currently being reviewed by HPC, and scheduled for action during the June 25, 2013 meeting, the Planning & Zoning Commission July 16, 2013, and adoption by City Council August 8, 2013. The final drafting of the ordinance will be on the table at UNRI's July meeting.
- Assistant City Manager Chris Padgett noted that it was never the intent of staff to obtain approval from the Public Parking and Transportation Commission concerning the "on street recommendation" because it is not in their purview of design and review for private parking.
- UNRI will have the opportunity to review the final version at its July meeting.

### **A MOTION THAT THE ORDINANCE NOT BE REQUIRED TO GO TO THE PUBLIC TRANSPORTATION COMMITTEE BEFORE IT GOES TO CITY COUNCIL**

MOTIONED BY: David Carpenter      SECOND BY: Chris Woelkers

#### **Discussion:**

A majority of the board members were in favor of the motion. Mr. Sullivan was not in favor of the motion.

### **V. Code Enforcement Update**

- City Attorney Dave Holec distributed "Minimum Housing Standards" which included several statutes and noted that a question was raised... "can you have different minimum housing standards apply to the UNRI district that don't apply to other areas of the city". Attorney Holec explained that this particular rule could not be enforced because of the authority by which the city implements various zoning district regulations. Minimum Housing Regulation is a Police power regulation which is basically regulated by Code Enforcement to assure that residential structures are habitable for human habitation.
- Code Enforcement staff reported that they have been able to patrol one-on-one approximately three times a week in the UNRI neighborhoods. Patrolling the neighborhoods on the segways establishes a rapport with the neighbors and a sense of allegiance. Public Works was able to make a second run in the Tar River neighborhood and pickup items that were left behind by students leaving for the summer. Code Enforcement will be working with property owners to distribute door hanging materials pertaining to Take Heed. Grass violations are in high volume this summer.
- Monitoring the four unrelated rules can be complex. Before an administrative warrant can be issued a pattern of violations must be reported. The city relies on neighbors' observation and reports to Code Enforcement such as phone calls. Unfortunately an administrative warrant cannot be obtained by counting cars, evidence must be gathered.

- Mike Dail distributed "Residences Approved for Four unrelated Occupancy in the UNRI Overly District". It was noted that this list did not include some properties.

## **VI. Update on Efforts to discuss favorable Finance Options**

The City is currently seeking assistance from financial institutions to provide favorable options for potential homeowners in the UNRI district. The four financial institutions which the city has made contact with are BB&T, Wells Fargo, State Employees Credit Union and a private lending institution. More information will be available in the near future on this topic.

### **(A) FOLLOW-UP ON SANITATION**

A request was made by David Carpenter for Merrill Flood to draft a letter to City Council itemizing specific bulleted projects that Public Works is currently working on and state UNRI's full support of their efforts. An additional request was made by Joanne Kollar that the list is made available during the July meeting allowing review by UNRI before a motion has been made to endorse the project.

Merrill will ask Kevin Mulligan for the list and will provide to UNRI at the July meeting.

## **VII. Public Comment Period - Nothing**

- ONE (1) MINUTE ALLOTTED PER SPEAKER
- TEN (10) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD

## **VIII. Other**

- Take Heed brochure will be printed and distributed to students when they return for fall 2013.
- Tax Bill Discussion – Assistant City Manager Chris Padgett provided an update on the Tax Bill. Chris explained that the City of Greenville is currently discussing with the County the possibility of applying unpaid coded violations to the tax bills of the county on an annual basis. The City has reviewed a five year period of property violations to find out which property has resulted in liens. Within this time frame there were approximately 1,400 code enforcement related liens. Chris noted that this entire total of liens will not be applied to the tax bills. The annual equation is approximately 287 liens, total value is about \$461,000. At this time the City has collected \$113,000 of these liens. In an effort to reach an agreement with the county, the city will have to offer them an incentive monetarily wise. The City of Greenville is currently communicating with the county the most cost effective process to obtain funds for providing information on accounts which can be added to tax bills. Currently there are many property owners delinquent on county taxes, and at this point there is no resolution to the issue. Placing the bill in their utility bill will require the city to work with GUC, and this may require additional funding.
- A question was asked how complicated would it be to tabulate fines within twelve months, and how many of those fines have been collected.
- Assistant City Manager Chris Padgett noted that he cannot officially commit to providing detailed information of fines of a geographical area due to the manpower it

may require by the July UNRI's meeting. However, he will explore various options to obtain the statistical data of fines and violations.

- Is it possible to invite Steve Hawley to the next meeting to discuss marketing?
- James Sullivan requested that someone review the citizen action line with the UNRI committee to explain how well the system is working, and how many people have been reporting on it.
- Collaborating marketing efforts with the University, Uptown, and UNRI is a possibility.

**IX. Adjourn**

**A MOTION TO ADJOURN:**

MOTIONED BY: David Carpenter                      SECOND BY: Jim Sullivan

Having no further business, the meeting adjourned at 3:37PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

**MEETING MINUTES**

Tuesday, July 16, 2013 at 2:00PM  
City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Joanne Kollar (P)
- Michael Saad (P)
- Chris Woelkers (P)
- James C Sullivan (P)
- David Carpenter (A)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, Mike Dail, Planner II, and Gwen Turnage, Administrative Assistant; City Manager's Office: Assistant City Manager Chris Padgett and Steve Hawley, Public Information Manager; Police Department: Chief Hassan Aden, Lieutenant Richard Allsbrook-Code Enforcement Division Commander, Corey Barrett, Code Enforcement Officer; Public Works Department: Kevin Mulligan, Director of Public Works, Stacey Pigford, Assistant Traffic Engineer, and Colleen Sicley, Billing Coordinator.

CITY COUNCIL MEMBER PRESENT: COUNCIL-MEMBER MARION BLACKBURN

**I. Roll Call**

**II. Approval of the Agenda**

MOTIONED BY: Chris Woelkers                      SECOND BY: Joanne Kollar

Discussion:  
All in favor

**III. Approval of the May 21<sup>st</sup> and June 18<sup>th</sup> 000, 2013 Minutes**

MOTIONED BY: Joanne Kollar                      SECOND BY: Chris Woelkers

DISCUSSION:  
All in favor

**IV. Possible Lender Presentation**

Ms. Linda Smith provided an update on permanent residential mortgages. BB & T offers a variety of assistance to the public Ms. Smith broke explained how much the lender will provide to those interested in the program and encouraged those interested to give her a call.

**V. Coordination of Rear Yard Parking**

Mike Dail, Planner II in the Community Development provided a presentation with handouts of the agenda item for the Planning & Zoning Commission meeting that will be held tonight and the ordinance. Mike explained the provision in the existing rear yard parking code defining the screening provisions.

Merrill explained that the last two provisions will permit grandfathered situation that have historically parked in a certain location. There is a provision in the existing city code that explains unimproved parking areas where this will apply. Currently in the overlay district you can park as many vehicles as you would like in the backyard on and improved surface.

**A MOTION TO EXPAND ONE CAR TO ANYTHING MORE THAN TWO CARS IN THE BACK YARD WITHOUT A FENCE IN THE BACKYARD:**

MOTIONED BY: David Carpenter

SECOND BY: Jim Sullivan

Discussion:

Joanne Kollar noted that this was the first time the board had the opportunity to view the amendment and would like additional time to review it before they make an official vote on it. Several questions about screening were observed by board members. Merrill explained that City Council has final approval and that the intent is to screen the cars in the backyard.

Jim Sullivan had an amendment to this motion. Chris Walters did not accept the amendment. The motion has unanimously with the exception of Jim Sullivan.

**VI. Sanitation Endorsement**

Kevin Mulligan, Director of Public Works provided information concerning the following:

- on street on street parking was approved by city Council
- Public Works (P/W) will be providing and educational program
- Public Works is looking to make back yard pick up more compressed
- the automated plan should be in place in approximately 4 or 5 years
- UNRI in the West Greenville areas of the most compact areas and may present the most difficult
- PW is currently evaluating the routes to evaluate backyard pickups
- Currently looking at yard waste and is working with the Police Department and Code Enforcement to discuss ways to better educate the general public on leaves and grass to stay on the property not the street. This process of starting and educational process on this.
- PW inspect garbage if you pass you may be eligible for a \$50 gift card to Harris Teeter
- Looking at Saturday yard pickup
- Street sweeping is done every two weeks. Looking at putting a GPS on the street sweepers for property owners to locate their street sweeper

Kevin said that he would draft a letter for the UNRI group to review, before it goes to City Council.

**VII. Draft of Take Heed Program**

Richard Allsbrook made a presentation about the Take Heed Program, and stated that the program "Good Pirates Put it in the Can" has been a successful program in the UNRI area. Richard also stated that additional Take Heed pamphlets will be printed for distribution in the near future.

**VIII. Citizen Action Update**

Steve Hawley, public information officer provided information on the citizen action line. Last year there were proximately 3,600 service requests on the citizen action line which was routed to the appropriate staff person. Staff is currently working on improving the process by which the system will be more user-friendly for citizens using the Internet. It

is hopeful that "Public Stuff" we up and running in about 2 to 3 months. Steve brought up a couple of notable topics which are listed below.

- Marketing the community - will take place when students start coming back in August. Students will be educated on code enforcement issues
- Spotighting neighborhoods, showing good things that are going on the neighborhoods
- Down payment assistance program - let more people know about it and remind those that already know that.
- Question: is there any chance of partnering with the Chancellor's office to sell the positives and stay away from the negatives... Location of events in the overlay district.(A representative from the University was not available to respond)

A question was asked if it was possible to provide free Wi-Fi in the UNRI district and the West Greenville areas. Steve Hawley explained that cable providers may not like the idea of the City infringing on their business.

#### IX. Public Comment Period – Nothing

Mr. Casper expressed as he walked around in his neighborhood, he has seen an increase in satellite disc. Satellite does not provide coverage of Greenville TV. The efforts to reach students, via cable, will be a waste due to the increase in satellite coverage.

- ONE (1) MINUTE ALLOTTED PER SPEAKER
- TEN (10) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD

#### X. Other

- Chief Aden provided an update on reserve officers. There were 91 applicants, PD will proceed with the top 16, and will move forward with eight. From that eight, four will be reserve parking officers. Officers will work in the designated areas, and will not exceed 20 hours per week per officer. This does not require additional funding because PD will be using reserve officers.

#### XI. Adjourn

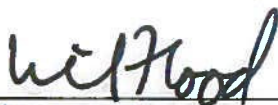
##### A MOTION TO ADJOURN:

Motioned by: Michael Saad

Second by: Jim Sullivan

Having no further business, the meeting adjourned at 3:52PM.

Respectfully submitted,



\_\_\_\_\_  
Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

**MEETING MINUTES**

Tuesday, August 20, 2013 at 2:00PM

City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Joanne Kollar (P)
- Michael Saad (P)
- Chris Woelkers (A)
- James C Sullivan (P)
- David Carpenter (P)
- Paul Clifford (P)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, Mike Dail, Planner II, and Gwen Turnage, Administrative Assistant; Police Department: Lieutenant Richard Allsbrook-Code Enforcement Division Commander, Corey Barrett and A.J. Basile, Code Enforcement Officers; Public Works Department: Stacey Pigford, Assistant Traffic Engineer, and Colleen Sicley, Billing Coordinator.

CITY COUNCIL MEMBER PRESENT: COUNCIL-MEMBER MARION BLACKBURN

**I. ROLL CALL**

**II. APPROVAL OF THE AGENDA & WELCOME OF NEW MEMBER PAUL**  
MOTIONED BY: David Carpenter      SECOND BY: Joanne Kollar

**Discussion:**

Scheduled lender presentation was not available. All in favor

**III. APPROVAL OF THE JULY 16, 2013 MINUTES**

MOTIONED BY: David Carpenter      SECOND BY: Joanne Kollar

**DISCUSSION:**

A brief discussion on rear yard parking encompassing the entire backyard.

All in favor

**IV. LENDER PRESENTATION**

Not available

**V. REAR YARD PARKING ORDINANCE UPDATE CONTINUED**

Mike Dail provided the board a copy of the ordinance which City Council approved. Mike noted that the 4 Brick Application is not the intent of the ordinance. Backyards that currently have concrete will not be penalized nor required to pull it up. The purpose of the ordinance is to move forward with standards for cars parking on a new improved impervious surface.



Merrill Flood, Director of Community Development noted that a more stringent parking rule would apply in the Historic District. In cases where two districts overlap, if HPC is reviewing a certificate of appropriateness (COA) for rear yard parking their standards would take precedent.

Board member James Sullivan voiced concerns about the screening decision. Board member Mike Saad suggested an amendment to the ordinance allowing the neighbors to sign a petition allowing no cover. It is noted that a majority of board members agreed that it's time to move forward without future changes.

Paul Clifford requested a brief report on the history of UNRI and why this rule only applies to the overlay district opposed to the entire city. Merrill Flood explained that City Council created the workgroup and a list of work items or the group at the October 11, 2012 City Council meeting.

## **VI. DRAFT OF TAKE HEED PROGRAM**

A.J. Basile made a presentation about the Take Heed Program, and stated that a little over a page was added to "Off Campus Living", and some phone numbers changed. The 3 unrelated did not change because it's directed towards students. If someone would like to report violations in the UNRI district, it would be advisable to start a report of community observation before an administrative warrant is obtained. The initial step would be to call the office of Code Enforcement Division which is a part of Greenville Police Department. It is extremely helpful if a resident can write a statement indicating what they observed such as the types of cars in questions. Thus far six plus one pending has made formal application.

Lt. Richard Allsbrook pointed out the ongoing efforts his staff has been doing to get the door hangers out which address many of the parking issues to inform the public in advance of the changes. Lt. Richard Allsbrook provided a crime update indicative of crime reports spanning a three year from 2010, 2011, and 2012. During that period there has been a decrease in crime by 9.74%. In 2011/2012 there was a decrease in robbery by 75% and motor vehicle thefts dropped 66%. In 2010 it was document that 154 part one crimes; 2011 there were 155 part one crimes; and 2012 there were 139. The increase has been the theft for larceny motor vehicle up approximately 33%.

Stacey Pigford, Assistant Traffic Engineer explained that Public Works is currently working on the signage installation in area "A", and area "C" which will begin in September. Permits for area "A" will be available September 3<sup>rd</sup> and cost \$5. The north side stickers have not arrived. Lt. Richard Allsbrook noted that Code Enforcement will adjust their schedule to accommodate Public Works with this task. Colleen Sicley, Billing Coordinator informed the board that Public Works is sending out post cards to everyone within the "A" section immediately indicating when the permits will be available.

Corey Barrett noted that once the stickers are available there will be a grace period. Official enforcement will take place October 1<sup>st</sup>. Code Enforcement" Office will be posting signs depicting "A Good Pirate". These posters will be distributed throughout campus. It is the goal of the Code Enforcement when students see the posters; it will prompt them to call the Code Enforcement.

Michael Saad wanted to know how many houses are in the UNRI district. Merrill Flood did not have this number readily available but said he would email information this week.

## **VII. PUBLIC COMMENT PERIOD – NOTHING**

A discussion item was suggested about property owners/landlords providing tenants with trash receptacles.

- o ONE (1) MINUTE ALLOTTED PER SPEAKER
- o TEN (10) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD

**VIII. OTHER**

**IX. ADJOURN**

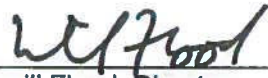
**A MOTION TO ADJOURN:**

Motioned by: Michael Saad

Second by: Jim Sullivan

Having no further business, the meeting adjourned at 3:23PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, September 17, 2013 at 2:00PM

City Hall Conf Room 337, Greenville, NC 27858

---

BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)

- Joanne Kollar (P)
- Michael Saad (P)
- Chris Woelkers (P)
- James C Sullivan (A)
- David Carpenter (P)
- Paul Clifford (P)

CITY STAFF PRESENT

Community Development Department: Merrill Flood, Director, and Gwen Turnage, Administrative Assistant; City Manager's Office: Assistant City Manager Chris Padgett; Police Department: A.J. Basile and Johnnie Butler, Code Enforcement Officers; Public Works Department: Stacey Pigford, Assistant Traffic Engineer, and Colleen Sicley, Billing Coordinator.

CITY COUNCIL MEMBER PRESENT: COUNCIL-MEMBER MARION BLACKBURN

I. ROLL CALL

II. APPROVAL OF THE AGENDA

MOTIONED BY: David Carpenter                      SECOND BY: Chris Woelkers

Discussion:

The scheduled lender from Southern Bank was not available. The following changes were made to the agenda;

1. Item #IV "Lender Presentation" changed to "Marketing and Promotion".
2. IV-A - University Home buyer Program
3. IV-B - Medical Parking Permit(s) for medical professionals for medical professionals

All in favor

III. APPROVAL OF THE AUGUST 20, 2013 MINUTES (with changes)

MOTIONED BY: Paul Clifford                      SECOND BY: David Carpenter

DISCUSSION:

The following changes to the minutes are noted:

1. Page 2, section VI, first paragraph, first sentence - replace "the" with "a" and;
2. Page 2, section VI, first paragraph, third sentence – replace "rapport" with "report"

All in favor

IV. MARKETING AND PROMOTION

- Chris Woelkers suggested that the city look for additional ways to assist the UNRI board with implementing marketing and promotion of neighborhoods.

- Chris Woelkers stated that the Public Information Officer and Seth Laughlin, City Planner has a GTV commercial taped in the UNRI district. Board members would like to know how this commercial can be aired more for the public to view.
- A question was asked if city staff started promoting collaboration with the University staff. Paul Clifford explained that the university does not have a designated person or office for marketing and promotion in the TRUNA area. However, the best person to ask for assistance is ECU Human Resources department personnel. Additional sources involves coming up with programs for financing in the TRUNA neighborhoods;
- Some marketing suggestions were made to consider joint collaborations with real-estate agents, Uptown Greenville, City Scene, the Daily Reflector feature story interviewing board members, street lights, Municipal Service District, and a bond referendum proposal.
- Merrill suggested that the board obtain a financial presentation from the Financial Services department and others to explain financing options such as bonds and the municipal service district. This and other questions were raised regarding past city funded initiatives to improve neighborhoods and the history of the programs. A report will be made at the next meeting.

**(A) University Home Buyer Program**

- Discussions were held on the Task force and Preservation of Neighborhoods committee's recommendation is that money be put towards the university neighborhood areas. To date loans were made to fourteen home buyers in the amount of up to \$10,000 per home. The program is not income based, but location based for purchases near the university area. Funds are placed in the two year budget capital improvement to cover these expenses. As long as the homeowner stays in the home, the amount is reduced by 10% each year until nothing is due. Currently \$20,000 is available in the budget.
- In addition to this program, in the College View/Historic District area, there is a similar program for homeowners to complete *renovations* to their home up to \$10,000 for home improvements. To date five homes have taken advantage of this program. Both programs may be used collectively.
- Councilmember Blackburn noted that she heard during a Council meeting, the Facade Improvement Grant program was not included in the budget this year. However, this conversation was regarding a large facade improvement grant that was submitted relating to structures on Fifth Street which took up a large sum of those funds.

**(B) Medical Parking Permit(s) for medical professionals for medical professionals**

- A question arose regarding the availability of parking permits for medical service provided for residents in the UNRI district. Currently there is a temporary hanging permit for medical personnel to use. They must go to Public Works located 1500 Beatty Street to obtain the permit. They are required to provide proof from the medical professional to Public Works for the person they are providing care. This allows public works know how long they will need the permit. The cost is five dollars per permit. Contractors may also obtain a temporary permit.
- There was a question on how parking for fraternities and sororities are monitored. Fraternities and sororities obtain permits depending on the residence in the house.

The director of the house submits the amount of people in the house. Community Development Department will assure those occupancy requests are not abused.

## V. TRASH RECEPTACLES DISCUSSION

Colleen Sicley in the Public Works department covered questions about refuse collections.

- Currently there is not a requirement of recyclables in the UNRI district.
- The dilemma with trash on recycling day is that the recyclables are not placed into a container. Items are being placed on the ground.
- Issues with people going through the trash and pulling out the aluminum cans.
- The City of Greenville's effort is to increase recycling. Public works offers a blue recyclable trash bin free of charge. Over the next four years the city of Greenville will be delivering over 17,000, 64 gallon recycling bins.
- The City of Greenville will order automated transportation trucks, however all trucks will not be delivered at one time. Recycling will be implemented one step at a time.
- The trucks will be manned with a single operator. These trucks will be easier to operate in suburban neighborhoods.
- The areas of TRUNA and West Greenville and possibly across the river will require the two-man trucks.
- Over the course of five years sanitation division will go from a 72 man crew to approximately 48 personnel without letting anyone go.
- Trash bins cost is charged to the Greenville Utilities bill. The person's name on the utility bill is the person billed for the container. New connections do not have the option of back yard service. Everyone within the city limits is required to obtain a city approved container within 10 business days. If they cannot pay at that time, they are billed \$25 for three months. Public Works informs tenants of their pickup dates. When tenants move their residence, they may take the bin with them.

### A MOTION FOR NO RECOMMENDED ACTION REGARDING TRASH RECEPTACLES:

Motioned by: Chris Woelkers

Second by: David Carpenter

Unanimously approved

## VI. THE PUBLIC COMMENT PERIOD

- Jake Postma a resident of the neighborhood who pays attention to the trash situation, believes the main problem is the tenants can dump anything they want on the curbside. It doesn't matter what day it is. Public Works may come and pick up the trash or they may not. If someone complains, Public Works will pick it up in a timely manner. Since school has started it is noted that Public Works, comes through the neighborhood at least three times a week. The law of placing the trash in the containers is not being enforced. Containers also sit on the Street constantly throughout the week. Securing the bins to the back of the house is not being enforced. As you drive through the neighborhood there are at least 24 visible containers.
- Another issue is the eviction. When people are evicted, the landlord dumps everything on the curb side. This has happened three or four times within the past month. There is no law stopping the landlords from this behavior.
  - ONE (1) MINUTE ALLOTTED PER SPEAKER
  - TEN (10) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD

**VII. OTHER**

**Items for Code Enforcement to investigate**

- 206 & 208 S. Summit appears to be a parking lot.
- At the end of North Library Street at the emergency turnaround that residents are using this as a parking lot. It was suggested that a "no parking" sign be placed there.  
A.J. Basile will check on these violations and report back to Joanne Kollar.

**VIII. ADJOURN**

**A MOTION TO ADJOURN:**

Motioned by: David Carpenter                      Second by: Michael Saad

Having no further business, the meeting adjourned at 3:50PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, October 15, 2013 at 2:00PM

City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Joanne Kollar (P)
- Chris Woelkers (P)
- David Carpenter (P)
- Michael Saad (P)
- James C Sullivan (A)
- Paul Clifford (P)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, and Gwen Turnage, Administrative Assistant; Police Department: Lieutenant Carson; Public Works Department: and Colleen Sicley, Billing Coordinator.

CITY COUNCIL MEMBER PRESENT: COUNCIL-MEMBER MARION BLACKBURN

**I. ROLL CALL**

**II. APPROVAL OF THE AGENDA (WITH ADDITIONS TO THE AGENDA NOTED BELOW)**

MOTIONED BY: David Carpenter      SECOND BY: Michael Saad

Discussion:

The agenda was changed to include the following:

1. **Item #6** – Marketing presentation by David Carpenter

**III. APPROVAL OF THE SEPTEMBER 17, 2013 MINUTES (WITH CHANGES)**

MOTIONED BY: David Carpenter      SECOND BY: Michael Saad

Approved Unanimously

**IV. DISCUSSION OF OPTIONS TO FUND NEIGHBORHOOD IMPROVEMENTS**

Bernita Demery, Director of Financial Services was not available to attend the meeting. Ms. Demery provided a PowerPoint handout describing various types of debt for the URNI Committee's information. The four main types of debt mentioned in the handout were: (1) General Obligation Bonds (2) Special Obligation Revenue Bonds (SORBS), (3) Certificates of Participation (COPS), and (4) Limited Obligation Bonds (LOBs). Merrill explained how each bond is used and the last time City of Greenville used.

**Several questions from board members were generated from the information shared and are noted below:**

- The entire city would have to vote for the General Obligation Bond which is similar to the Pitt Community College bond being considered now. The decision to move forward with a bond referendum would lie with City Council and as advised by city management team. The last time there was a general obligation bond was 2004. There were two bond referendums, one for Uptown Greenville and the other for 45-Block/West Greenville area. Both were for \$5 million dollars and were part of a \$20 million dollar bond package. These

types of bonds can be used with streetscape improvements and gateway entrances. There has to be revenue to pay the bond back. Bonds are generally paid back over a twenty-year period time.

- A question was raised on how long it would take to pay back an assessment? Merrill will get back with the board concerning this answer.
- A discussion regarding side walks improvements throughout the city and how these types of projects are funded? Currently the city develops a Capital Improvement Plan. The general fund budget has a series of sidewalk improvements which are approved annually with approximate funding of \$250,000. The American Recovery Act has also funded some of these expenses as well as State Highway Transportation projects. There is a schedule for new sidewalks as well as maintenance for current sidewalks.
- Councilmember Marion Blackburn noted that the city recently pulled \$4 million from the fund balance which will be used for roads. There is currently no additional funding for sidewalks, only streets/roads.
- A series of questions were raised regarding the possibility of improving lighting, streetscapes, sidewalks, landscaping, signs and ornamental neighborhood elements within the overall UNRI area. Merrill explained that from past project experiences there were various aspects involved such as moving utilities, construction details, moving fixtures, etc. Greenville Utilities has not participated financially in the past towards reconstructive underground utilities lines.
- Merrill recommended to the committee that their best option would be to factor their requests into the work program with the goals of City Council. The committee could recommend to City Council that they authorize the development of a Streetscape Master Plan in the overlay area and move forward from there.
- The board was advised that it is the decision of City Council and the City Manager's Office to choose if this is the appropriate time to move forward with this request. In addition, any proposal has to be factored with Public Works work schedule.
- David Carpenter questioned "could residents in the area provide matching funds with an assessment". Merrill explained that an assessment of this kind has never taken place in the City of Greenville.
- Merrill provided a copy of the Streetscape Master Plan for the board's observation to give them an idea of what was described for a basis to make public improvements.

**MOTION - PROPOSE THAT CITY COUNCIL APPROVE A STREETScape MASTER PLAN IMPROVEMENT PROGRAM FOR THE UNRI AREA TO BE DEVELOPED WITH AREA RESIDENTS AND FUNDING NOT LIMITED TO A CITY BOND, ASSESSMENT OR OTHER CREATIVE FUNDING.**

MOTIONED BY: Michael Saad    SECOND BY: Chris Woelkers  
Approved Unanimously

Discussion:

This item should be placed in December's report.

**V. INPUT BY A REPRESENTATIVE FROM THE PITT COUNTY BOARD OF REALTORS REPRESENTATIVE**

Ms. Jane Rolfe from the Pitt County Board of Realtors provided a presentation discussing ways to help market and show the neighborhood and to increase the interest for homebuyers. Additionally Ms. Rolfe spoke from the perspective of renting to students in the UNRI district.



The board wanted to know if there are marketing materials which realtors can send to residents in the UNRI district.

**VI. DISCUSSION ON CITY NEIGHBORHOOD IMPROVEMENT PROGRAMS**

- Handouts of summary loan information on the University Area Down Payment Assistance program and the pilot Historic Preservation Loan Program was provided. These two programs are presently active in the UNRI area.

**VI-A Marketing Presentation by David Carpenter (addition to agenda)**

- Uptown Greenville would like other organizations such as the Chamber of Commerce, and the Public Information Office to partner with them to get marketing information to the university neighborhoods. Uptown has a newsletter and a website for organizations, such as these, to place useful information. Uptown is requesting a cut-sheet to display pictures of the university area and requested the Public Information Officer to assist with this task. Merrill explained to the board that the Public Information Officer would have to be present to respond to those questions.
- Each UNRI member was asked to provide a bullet point of "why they would like to live in the UNRI district to include defining their specific neighborhood."
- Mike Saad offered to print 10,000 brochures to get the project started. His firm will coordinate this effort and design the brochure.

**VII. THE PUBLIC COMMENT PERIOD – NO ONE SPOKE**

- ONE (1) MINUTE ALLOTTED PER SPEAKER
- TEN (10) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD

**VIII. OTHER (COMMENTS BY COMMITTEE MEMBERS)**

- No "C" permits and nine cars parked on S Jarvis and S Summit
- Improvements in parking
- Traffic has decreased
- Backyard parking N. Jarvis
- Noticeable Improvements with trash
- Owner occupied house at 119 N. Woodlawn Avenue has been observed as one of the worst in the neighborhood with the appearance of to be dilapidation.
- The board will provide a report to City Council in January 2014 with their last meeting being January 21, 2014.

**IX. ADJOURN**

**A MOTION TO ADJOURN:**

Motioned by: David Carpenter                      Second by: Michael Saad

Having no further business, the meeting adjourned at 3:52PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

**MEETING MINUTES**

Tuesday, November 19, 2013 at 2:00PM

City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Joanne Kollar (P)
- Michael Saad (A)
- Chris Woelkers (P)
- James C Sullivan (P)
- David Carpenter (P)
- Paul Clifford (A)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, and Gwen Turnage, Administrative Assistant; City Manager's Office: Christ Padgett, Assistant City Manager, and Steve Hawley, Public Information Officer; and the Police Department: Lieutenant Carson, S.A. Bass, A.J. Basile and Johnnie Butler Code Enforcement Officers.

**CITY COUNCIL MEMBER PRESENT: COUNCIL-MEMBER MARION BLACKBURN**

**I. ROLL CALL**

**II. APPROVAL OF THE AGENDA (WITH ADDITIONS TO THE AGENDA NOTED BELOW)**

MOTIONED BY: Joanne Kollar SECOND BY: David Carpenter

Discussion:

Delete item #3. Minutes will be available for approval during the December 17<sup>th</sup> meeting.

**III. APPROVAL OF THE OCTOBER 15, 2013 MINUTES – ITEM DELETED FROM THE AGENDA**

**IV. Discussion of Marketing Ideas - Committee**

Steve Hawley noted that he has produced spot lights on parking issues, the top five code enforcement issues and the historic district. He has plans to continue those efforts. The committee discussed other ideas which included the following ideas:

1. Infusing more positive marketing to include "what's special and unique about the area".
2. Include positive selling points in the community such as churches, parking, etc.
3. Marketing should be targeted towards selling the area in a positive manner.
4. Interviewing Bianca Gentile, Executive Director of Uptown Greenville to discuss the Uptown area promoting positives and the proximity to residential areas.
5. Promote the programs that the city has initiated in the neighborhood.
6. Police/Code Enforcement - enforcing the codes
7. Extend the message to the real-estate community.
8. University Down Payment Assistance Programs and the pilot program for the Historic Preservation.
9. Linking the medical community and the Greenways to attract potential homeowners to move into this area.

10. Art in the community - focusing art into the neighborhood program. A huge piece of sculpture to draw people to the community.
11. Gateway entrance signs funds availability from the city. Various signs to identify areas of improvements in the overall improvement program.

**V. CRIME STATISTICS IN THE OVERLAY DISTRICT – LT. ED CARSON**

Lt. Carson made a presentation on Crime Date for the area for the past month. The first item was a map of the area, and the second item was a list of the top ten service calls for the entire city and the third hand out explained crime data for the UNRI area for the previous 30 day period.

Lt. Carson also explained two new initiatives of the Greenville Police Department to the Committee:

*Crime Prevention through Environmental Design* is known as CPTED. Officers assigned to this program are specially trained to view, assess and critique any area, including buildings, roadways, landscaping, etc. and to determine needed improvements that may diminish the opportunity for criminal activity. Such improvements could range from using better locks on doors, changing vehicular traffic patterns, trimming shrubs/trees, etc. (the list is endless). This initiative is free to all Greenville residents and businesses and the services are obtained by calling and making an appointment with the Crime Prevention Officer (Lt. Bass 329-4339).

*The Community Liaison* initiative organized by neighborhood associations and neighborhoods are eligible to have a Greenville Police Officer specifically assigned to it. The Community Liaison will assist with resolving community concerns. Neighborhood Associations are encouraged to participate in the Neighborhood Advisory Board forums and, may be assigned an officer. The Crime Prevention Officer will coordinate merging the neighborhoods with the Neighborhood Advisory forums. Captain Robert Williams is the Community Liaison for the T.R.U.N.A. community, and Ann Maxwell is the neighborhood contact person for the T.R.U.N.A. community.

Following his presentation, Lt. Carson answered several questions from the committee.

Joanne Kollar asked if identified areas on the map were considered hot spots for crime and David Carpenter asked if crime depicted was for the whole of the university area for a specific time frame.

**VI. CODE ENFORCEMENT UPDATE – CODE ENFORCEMENT**

1. A.J. Basile reported on ways the division will approach enforcing the new parking regulations which will allow officers to communicate with each other even when one officer is out.
2. A house on Library Street was converted into a five bedroom home. What fine will be landlord get? The enforcement of violations has a graduated fine schedule if the property owner fails to comply. The first violation results in a \$50.00 fine, the second violation is a \$100.00 fine and the third violation is \$250.00.
3. Marion Blackburn had a concern of a renter living with her young son and obtaining a parking permit because the renter does not have a lease. Staff present at the meeting advised that the owner can receive a parking pass (they are allowed three passes).

4. How can the commercial industry obtain a parking permit without being penalized?  
A.J. explained that Code Enforcement will work with citizens and service personnel need to communicate with the Code Enforcement office in an effort to avoid being ticketed.

## **VII. FINAL REPORT RECOMMENDATIONS**

Merrill passed out a draft UNRI report, and requested the board to provide their input at the December meeting. Members will vote on the final report before it is forwarded to City Council. This report will include all minutes of the UNRI committee.

## **VIII. OTHER**

1. A question was asked on how the down payment assistance program was administered?
  - a) Merrill explained that the Housing Division handles this process which is a deferred loan that amortizes over a 10 year period. Ten percent amortizes per year and is secured by a deed of trust and promissory note held by the city.

## **IX. THE PUBLIC COMMENT PERIOD – NO ONE SPOKE**

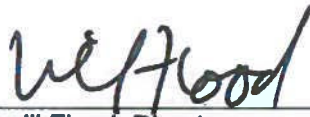
## **X. ADJOURN**

### **A MOTION TO ADJOURN:**

Motioned by: James C Sullivan      Second by: David Carpenter

Having no further business, the meeting adjourned at 3:15PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator

THE UNIVERSITY NEIGHBORHOOD REVITALIZATION INITIATIVE (UNRI)  
UNRI Citizen Task Force

MEETING MINUTES

Tuesday, December 17, 2013 at 2:00PM

City Hall Conf Room 337, Greenville, NC 27858

---

**BOARD MEMBERS ATTENDANCE - PRESENT (P) ABSENT (A)**

- Joanne Kollar (P)
- Michael Saad (P)
- Chris Woelkers (P)
- James C Sullivan (A)
- David Carpenter (A)
- Paul Clifford (P)

**CITY STAFF PRESENT**

Community Development Department: Merrill Flood, Director, and Gwen Turnage, Administrative Assistant; City Manager's Office: Chris Padgett, Assistant City Manager; Police Department: Lieutenant Richard Allsbrook, Rawls Howard Code Enforcement Coordinator, A.J. Basile and Johnnie Butler Code Enforcement Officers; Public Works Department: Stacey Pigford, Assistant Traffic Engineer, and Colleen Sicley, Billing Coordinator.

CITY COUNCIL MEMBER PRESENT: COUNCIL-MEMBER MARION BLACKBURN

**I. ROLL CALL**

**II. APPROVAL OF THE AGENDA (WITH ADDITIONS TO THE AGENDA NOTED BELOW)**

MOTIONED BY: Paul Clifford                      SECOND BY: Joanne Kollar

Approved Unanimously

**III. APPROVAL OF THE NOVEMBER 19 & OCTOBER 15, 2013 MINUTES**

MOTIONED BY: Chris Woelkers                      SECOND BY: Paul Clifford

Discussion:

Approve as amended

- (1) Remove item V.2 (incorrectly noted as Joann Kollar stating - her neighbors toured portions of the purple area on the map and noted this area is a hot spot for crime.); correction should be restated as a question to read, "Are portions of the purple area on the map considered a hot spot for crime?"
- (2) Discussion from Councilmember Marion Blackburn noted that she did not see the downtown payment assistance increase from \$10,000 to 15,000 in the November minutes or the final report as a recommendation. Merrill explained that a rental conversion program was discussed at the November's UNRI meeting as a recommendation to be funded at a higher amount for the University Down Payment Assistance Program. Councilmember Marion Blackburn expressed that if the UNRI board presented this request to City Council in January it may be considered in the current two year budget.

All changes approved unanimously.

#### IV. COMMENTS REGARDING FINAL DRAFT REPORT

##### **Recommendations to City Council from the UNRI Board:**

- (a) Create a new program called the "Rental Conversion Program" and funding will be at \$10,000 and the applicant will be allowed to use both programs. This would be applicable if renters are taking an existing home and converting it to an owner occupied structure. The renter will be able to use this program programs with the University Down Payment Assistance Program.
- (b) Code Enforcement Recommendations - Code Enforcement needs to be given the power to enforce the regulation and supported by the legal department. An example would be enforcement of the three unrelated requirements. Merrill explained that code enforcement interprets the violation. The City Attorney's office determines if the existing codes are followed and the appropriate action is taken to each case. The City Attorney's office is not guiding the Code Enforcement office, but they advise Code Enforcement of the N.C. General Statutes and answers questions. Code Enforcement staff explained that each case is different and is handled accordingly. Outside of an administrative warrant, Code Enforcement has legal statutes they are required to abide by..
- (c) Councilmember Blackburn noted that she sat down with attorney Dave Holec when they were developing the concept for the rental registry program. The City still has the legislate ability to require an inspection after two violations in the 45 block district and the Historic Preservation district. Also after three violations an inspection can be conducted. Within a special designated area such as the historic district, overlay district and the 45 block area you can have inspection after two or three violations.

By a unanimous consensus the board agreed to include these items in the final report and including a recommendation to develop a property inspections program after two violations as allowed by the statutes."

**Marion Blackburn noted that it appears that legislatively you do not need a housing violation if you are in the top 10% of crime within the city.**

**Merrill agreed to work with the City Attorney's office to word the recommendation within the guidelines as allowed by N.C. General Statutes.**

##### **V. Recommendations:**

1. Develop a property inspections program two violations in the top 10% of crime activity citywide (as allowed by N.C. General Statutes)
2. Development of a streetscape master plan program
3. Continue the efforts of the sanitation refuge program with ECU students when they move in/out at the end of a semester as well as holidays.
4. Encourage ECU to be more active in the UNRI district.
5. UNRI group to continue to meet on a scheduled time. Suggested that council recommends a group to meet quarterly.
6. Encourage ECU to appoint someone to work with the renters, and landlords. Michelle Lieberman worked well in the past spearheading this effort.

**VI. OTHER**

**VII. THE PUBLIC COMMENT PERIOD – NO ONE SPOKE**

- o ONE (1) MINUTE ALLOTTED PER SPEAKER
- o TEN (10) MINUTES ALLOTTED FOR THE PUBLIC COMMENT PERIOD

**VIII. ADJOURN**

**A MOTION TO ADJOURN:**

Motioned by: Paul Clifford Second by: Mike Saad

Having no further business, the meeting adjourned at 3:24PM.

Respectfully submitted,



---

Merrill Flood, Director  
Community Development Department  
UNRI Working Group Facilitator



## **Daily Reflector News Paper Articles**

**UNRI**  
UNRI Overlay District



# The Daily Reflector



MONDAY, August 26, 2013

reflector.com 50¢

## Parking near ECU gets trickier



PHOTOS BY RHETT BUTLER/THE DAILY REFLECTOR

Parking Control Officer Gervis Leathers talks with ECU student Lane Middleton on Friday morning about the new parking rules in the university area.

## Rules restrict spots north of campus to residents

BY JANE DAIL  
The Daily Reflector

Officers are hitting the streets near East Carolina University to inform motorists about new rules that restrict parking north of main campus.

The City Council in June approved an ordinance that requires drivers to obtain a permit to park in the residential area between Reade and Elm streets between 7 a.m. and 5 p.m. The area is bordered on the south by Fifth Street and extends north to the Tar River.

Only people who live in the neighborhood will be granted permits, so students, visitors and workers who have parked on neighborhood streets in the past will have to park elsewhere or risk getting a ticket.

The ordinance



A No Parking sign in the university area.

goes into effect Oct. 1, so city parking and code enforcement officers are in the neighborhood now to talk with residents and commuters and distribute flyers in an effort to head off problems down the road.

"I don't believe in the

gotcha game," Lt. Richard Allsbrook of the city's Code Enforcement Division said. "I'd rather educate you, and then you know what the ordinance says at that point in time. Once we've done everything we can to educate, it's up to you."

Allsbrook said officers will continue to pass out educational materials and talk to residents through September.

The new regulations are in response to complaints about inefficient parking for hundreds of home owners and renters in the neighborhood. Parking enforcement officer Gervis Leathers said ECU students and employees often park on the streets and crowd out residents.

See PARKING, A5

### Parking changes

To purchase a parking permit, contact Amanda Braddy at City of Greenville Public Works at 328-4467.

Applicants must provide proof of residence such as a copy of a lease agreement and their vehicle registration.

A permit will be required for on-street parking at the following locations between 7 a.m. and 5 p.m.:

- First Street
- Blitmore Street
- Lewis Street
- Student Street
- Second Street
- Eastern Street
- Library Street
- Summit Street
- Third Street
- Harding Street
- Maple Street
- Willow Street
- East Fourth Street
- Holly Street
- Meade Street
- Woodlawn Avenue
- Avery Street
- Jarvis Street
- Rotary Avenue
- Baker Street
- Johnston Street
- Staniel Drive

Visit [greenvillenc.gov](http://greenvillenc.gov) for more information.

# PARKING

Continued from A1

He has heard positive feedback from residents.

"It frees up a lot of parking for the ones that actually live here," Leathers said. "You've got students that don't live here that come over here and take up the whole area."

Residents can obtain permits for \$5 from the city's Public Works Department starting Sept. 3; ticketing will begin on Oct. 1. Permit holders can park in the street and allow more parking for themselves or guests in driveways.

"It kind of works out to everyone's advantage if you live over here," Leathers said.

Officer Corey Barrett spent 18 years in parking enforcement before joining code enforcement in 2009. He said the neighborhood has become more congested through time. It creates problems because many of the homes have limited space in their driveways.

"The areas have become very congested with the growth of the university," he said. "Traffic has really picked up. We started receiving a lot more complaints than we have in the past."

He expects the new ordinance to push commuters into other areas. That is what happened when the



RHETT BUTLER  
THE DAILY REFLECTOR

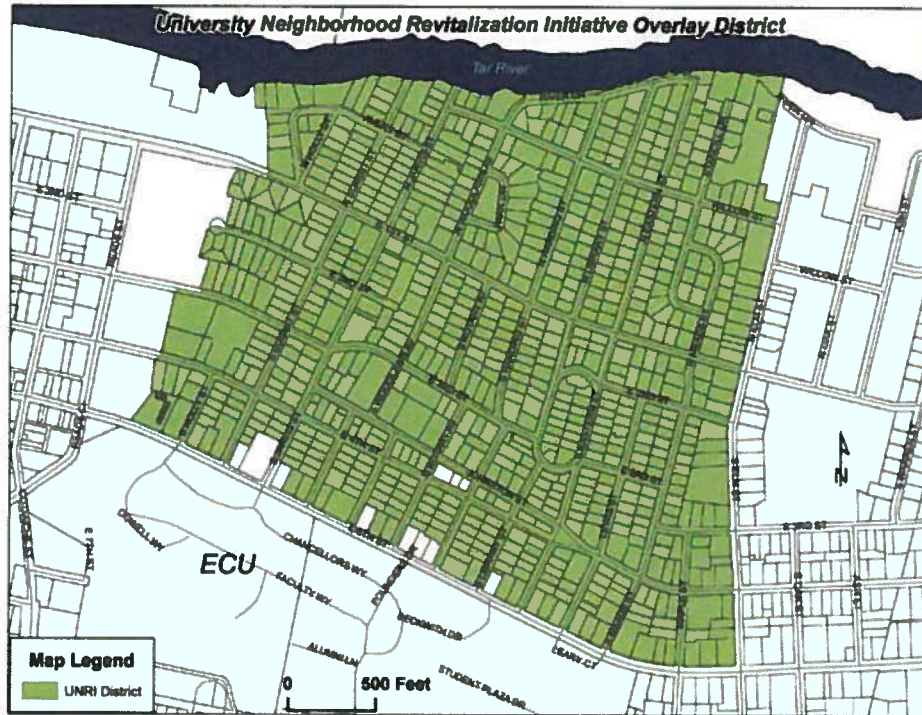
Code Enforcement Officer Corey Barrett discusses the new parking rules.

city required permits for a smaller area between Fifth and Third streets, he said.

"Each time they would go into an area and make it a residential parking zone, it would push the traffic farther north, south, east or west," he said.

To help with the potential parking issues and enforce ordinances, Barrett said the department should have four reserve parking officers ready by October.

"We have two officers that cover the entire city, so that would help take some off of them," he said. "You could put those officers over in this area, and it wouldn't have to be all at the same time. You could



stagger where they're needed the most."

Allsbrook and officers are in the neighborhood now to promote the parking regulations and to touch on other major code enforcement issues, including noise and trash.

"It's a comprehensive,

educational approach," he said. "We're taking the opportunity with the change of the parking ordinance to not only educate what's happening with the parking but at the same time we're trying to be proactive with the top code complaints we get."

Lane Middleton, a senior at ECU who recently moved to Meade Street, said he is looking forward to the new regulations.

"I have two roommates. They both have trucks and we have one driveway, so right now we're all parking in the driveway is kind of

hectic," he said.

"If it will free up space for (residents) to park in the street by our house, that's really awesome," Middleton said.

Contact Jane Dail at [jdail@reflector.com](mailto:jdail@reflector.com) or 252-329-9585.

# The Daily Reflector

THURSDAY, April 11, 2013

reflector.com 50¢

## Parking in university area on council agenda tonight

BY MICHAEL ABRAMOWITZ  
The Daily Reflector

The Greenville City Council will hear recommendations concerning parking in the East Carolina University area during its 7 p.m. meeting today at City Hall.

The University Neighborhood Revitalization Initiative (UNRI) Committee at its March 19 meeting approved recommendations to the council to develop backyard parking standards for the overlay district and to make on-street parking within the overlay district

controlled access for residents only.

The UNRI Committee was appointed by council following the establishment of the neighborhood revitalization initiative and overlay district. Objectives were to establish a temporary citi-

zen working group for up to 12 months, pursue funding sources to establish favorable terms and low-interest loans and grants for revitalization of properties in the overlay district, pursue a parking permit plan for the overlay district, launch an active community

watch program, and attach unpaid code violation fees to property tax bills of property owners.

Also scheduled for consideration and possible action will be a resolution to close a portion of

See COUNCIL, A5

### COUNCIL

Continued from A4

Seventh Street between Evans and Cotanche streets. The city no longer will receive Powell Bill Funds for these street sections upon adoption of the resolution.

The property owners are in the design phase of a redevelopment project for the area from Reade Circle south to Eighth Street and from Evans Street east to

Cotanche Street. City staff anticipates the property will be developed as a mixed use of commercial, residential apartments and a parking deck.

Several requests for zoning change ordinances also will be considered by the council. People who wish to speak before the council should arrive before the meeting begins and register at the door.

Speaking time will be limited to three minutes.

# The Daily Reflector



SATURDAY, August 10, 2013

reflector.com 50¢

## Greenville talks trash



PHOTOS BY AILEEN DEVLIN/THE DAILY REFLECTOR

A large pile of cardboard boxes overflows onto Third Street in the University Area on Friday.

A large pile of cardboard boxes overflows onto Third Street in the University Area on Friday.

## City praised for sanitation efforts

BY ABBIE BENNETT  
The Daily Reflector

The Greenville City Council talked trash during both of this week's council meetings.

Despite it being election season, the trash talk was not about candidate races, but focused on trash management in west Greenville and the university neighborhood.

Robert Montaquila, a 43-year Greenville resident and a 23-year property owner in the university neighborhood came before council on Monday to praise the city and the sanitation department for their efforts.

"This is the first year the city has actually put an effort into keeping the streets clean," Montaquila said on Friday. "The trash usually just gets piled up and just sits there but this is the first time the city is taking a proactive approach."

Montaquila said he has seen sanitation trucks "riding up and down the streets every other day picking up garbage and furniture. They've never done that before and it needed to be done."

The university district is an area with special circumstances due to the high student popula-



See TRASH, A7

## TRASH

Continued from A1

tion, Montaquila said, and the city "is finally recognizing that."

"Most of these students just don't know any better," he said. "They don't know what they're supposed to do with all the garbage when they move out, so they have to set it out on the street. But the city actually realized that and did something about it and now this is the cleanest and nicest the neighborhood has been."

Councilwoman Marion Blackburn said until the city focuses on the "root cause" of the trash problem — rental density with little landlord accountability — the problem will continue to worsen.

Blackburn specifically cited the four-unrelated policy as creating "more trash, more litter, more housing code violations."

"Instead of more code enforcement officers, we need more (landlord) accountability," Blackburn said.

Montaquila, who owns more than 15 rental properties in the neighborhood, said he disagrees with Blackburn.

"(She said) how dirty and terrible it is and how the four-unrelated has hurt the neighborhood, but that's

bull," Montaquila said. "All she can do is complain about it. The city is really doing wonderful things and improving living conditions in the university area."

Montaquila said he owns one four-bedroom rental property on Woodlawn Avenue and he's applying for the four-unrelated permit for that home.

Blackburn praised the sanitation department's efforts, but said she would like to see more engagement between landlords and tenants about following city trash rules and more responsibility from landlords to keep their properties in line with city ordinances.

Director of Public Works Kevin Mulligan briefed the council on some of the measures the sanitation department and code enforcement are working together on to combat trash piling up in the neighborhood in yards and on the curb.

Mulligan said the sanitation department has a team of about 12 working on two front-loader trucks, two rear-loaders and two knuckle-boom trucks on Saturdays from about 6 a.m. to noon doing sweeps throughout the troubled areas for bulky items and other trash.

These special sweeps, along with regular pickup on Monday and the occasional extra sweep on Wednes-

days, will continue through August and into September, Mulligan said.

"Until we start to see the problem dissipate as students get moved in, we'll keep going out there," he said. "We just want to stay caught up with move-in and move-out days."

Mulligan said the department and code enforcement are also working together to educate a largely transient population.

"We're trying to educate people and give them warnings if anything is being done inappropriately," he said. "Our goal in a perfect world is that we would educate people and it wouldn't happen anymore. But it's a continuous process with students and others cycling in and out of this area all the time."

Comments from residents during the spring move out were largely positive, Mulligan said.

"We got some great comments, some pairs on the back from the neighborhood," he said. "We just want people to follow our ordinances and respect the neighborhood and respect their neighbors."

"Every semester we're out there reeducating because of the high turnover rate of residents."

Mulligan said the area will always see some level

of trash, but the goal is for the city to get out and address the issue quickly and to educate residents on proper disposal of bulky items and trash.

Mayor Allen Thomas, Councilmen Dennis Mitchell and Max Joyner Jr. and Councilwoman Kandie Smith all supported public works and code enforcement for working together to combat the trash problem, and all said it is a "continuing process."

"The goal is to not have anything out there more than 48 hours. We'll get there," Joyner said. "Right now the sanitation department is going by the university neighborhood and west Greenville every other day to pick up trash and bulky items. This is at tremendous cost to us, but we want those neighborhoods to look good and be safe for everyone, students and permanent residents, renters and homeowners. We're trying to be proactive and do everything we can to address that need."

Councilman Calvin Mercer and Mayor Pro Tem Rose Glover could not be reached for comment on Friday.

Contact Abbie Bennett at [abennett@reflector.com](mailto:abennett@reflector.com) or 252-329-9579. Follow her on Twitter @AbbieBennett.

2 minutes as he told jurors the evidence would show he was the shooter.

The result has been a swift procession of witnesses, fueling speculation that the trial — which the judge originally said could take several months — would wrap up far sooner at Fort Hood's heavily guarded courthouse.

Hasan — who is acting as his own attorney — is accused of killing 13 people and wounding more than 30 others during the attack on Nov. 5, 2009, that remains the worst mass shooting on a U.S. military installation.

The military attorneys assigned to help him believe he wants a death sentence, and two of them spent Friday drafting an appeal after

two prosecution witnesses — his former supervisor and a member of his former mosque.

How Hasan would defend himself was the biggest mystery heading into the trial. The American-born Muslim wanted to argue that the killings were in "defense of others," namely members of the Taliban fighting Americans in Afghanistan. But the judge denied that strategy.

His mostly silent defense so far may prompt prosecutors to scale back their case, Victor Hansen, a former military prosecutor, said.

"You may see fewer witnesses called," Hansen said Friday. "Instead of hearing from maybe two or three forensic experts, you may only hear from one or two."

The Daily Reflector

B

FRIDAY, March 22, 2013

## LOCAL &amp; STATE

## Officials: Students key to neighborhood watches

BY WESLEY BROWN  
The Daily Reflector

City leaders and neighborhood watchers in the College View and Tar River historic housing districts began working on a plan this week to better combat off-campus crime by getting East Carolina University students more engaged in community affairs.

Many ideas were shared during a meeting before the University Neighborhood Revitalization Workgroup, a committee appointed by the Greenville City Council to study how to improve the safety and appeal of 200 acres of homes bordering ECU's northern boundaries.

But it was enhanced street lighting

and increased communication among homeowners, renters and landlords that won over a proposal to install more pan-and-zoom surveillance cameras in residential areas, which in some cases could be a violation of U.S. privacy laws.

"These cameras are powerfully strong," Greenville Police Chief Hassan Aden said of the idea of extending the reach of surveillance cameras used in commercial and residential zones along Fifth Street a block north to Fourth Street. "Literally, if it is on a utility pole, you have the potential to see into someone's bedroom."

Neighborhood watch groups have felt closely watched since February 2012, when George Zimmerman shot

Trayvon Martin in Florida. The incident appeared to dampen enthusiasm for block-watcher programs in Greenville university neighborhoods, which are not worlds away from the complexity of Stand Your Ground laws, similar to the Castle Doctrine in North Carolina, officials said.

Belinda Perkinson, community watch chairwoman for the Tar River University Neighborhood Association, has tried since February 2011 to get the ball rolling on a program in the neighborhood that is popular among ECU students.

Perkinson finally gained enough interest last month to host the inau-

See WATCH, B3



AILEEN DEVLIN/THE DAILY REFLECTOR

JIM SULLIVAN listens to Police Chief Hassan Aden during the University Neighborhood Revitalization Workgroup held at City Hall to discuss recommendations for combating off-campus crime.

## WATCH

Continued from B1

gural meeting for a TRUNA watch, but continues to have difficulty mobilizing ECU students to join the effort and getting people to volunteer to be block captains. At the moment, only three people have taken on the leadership role.

But there is help on the way.

Philip Rogers, chief of staff to ECU Chancellor Steve Ballard, said the school's Student Affairs Division is attempting to partner with campus police and the university's Greek community to help build interest. Chris Woelkers, a member of the newly formed University Neighborhood Association, offered the group's assistance with TRUNA on a community watch program. And Aden said he has formed a student advisory board to study how to get out the message of a crime watch. The chief held his first meeting with the panel this week.

"It is critical to make stu-

dents aware and encourage them to take action," Aden said. "We need their help to provide a service that is meaningful and of great impact to the community."

All groups have talked about requiring landlords to include informational packets in their leases to educate tenants on how to protect themselves, their belongings and to become involved in community watches.

Among the tips that may be required in leases are the paths of well-lit walking routes from downtown that were discussed this week

to keep students safe while walking home in the early morning, when most crime occurs in the city.

Perkinson said the group plans to apply for a city grant to buy signs, which costs about \$54, all hardware included — post and screws.

Lt. Ed Carson, Greenville police's crime prevention officer, said signs only will do so much and that a community watch is not a "100 percent guarantee crime will not occur in your neighborhood."

Carson said the keys to a successful program are

neighbors communicating with one another, being inclusive and paying attention to details, like the clothing, car and direction of travel of a suspicious character.

He stressed that watchers never should take risks to prevent a crime.

"Leave that up to us," Carson said. "We're equipped with the bullet-proof vests and trained to operate firearms."

"It is better to be a great witness," he said.

Contact Wesley Brown at 252-329-9579 or [wbrown@reflector.com](mailto:wbrown@reflector.com).

The Daily Reflector  
**LOCAL & STATE**

WEDNESDAY, March 20, 2013

## PUSH FOR PERMITS



AILEEN DEVLIN/THE DAILY REFLECTOR

**COMMUNITY DEVELOPMENT DIRECTOR** Merrill Flood discusses recommendations for the new parking standard in the Tar River and College View districts at City Hall on Tuesday.

## Change in parking policy recommended

BY WESLEY BROWN  
The Daily Reflector

A study group appointed to revive the Tar River University Neighborhood recommended its first change in city policy Tuesday, suggesting that all on-street parking spaces in the historic college district be permitted to residents only.

While the proposal still has to pass the Greenville City Council and the Parking and Transportation Commission before it becomes law, officials believe that they can have the ordinance approved by the two boards as early as April and on the books before the beginning of East Carolina University's fall semester.

The new standard was painted Tuesday as an act of compromise that touches on almost all areas of parking misconduct in the univer-



CONTRIBUTED IMAGE

**THE UNIVERSITY NEIGHBORHOOD REVITALIZATION WORKGROUP** proposed that all on-street parking spaces in the historic college district be permitted to residents only. The yellow and pink areas on the map would be affected by the change.

See PARKING, B3

WEDNESDAY, March 20, 2013

# PUSH FOR PERMITS



AILEEN DEVLIN/THE DAILY REFLECTOR

**COMMUNITY DEVELOPMENT DIRECTOR** Merrill Flood discusses recommendations for the new parking standard in the Tar River and College View districts at City Hall on Tuesday.

## Change in parking policy recommended

**BY WESLEY BROWN**  
The Daily Reflector

A study group appointed to revive the Tar River University Neighborhood recommended its first change in city policy Tuesday, suggesting that all on-street parking spaces in the historic college district be permitted to residents only.

While the proposal still has to pass the Greenville City Council and the Parking and Transportation Commission before it becomes law, officials believe that they can have the ordinance approved by the two boards as early as April and on the books before the beginning of East Carolina University's fall semester.

The new standard was painted Tuesday as an act of compromise that touches on almost all areas of parking misconduct in the univer-



CONTRIBUTED IMAGE

**THE UNIVERSITY NEIGHBORHOOD REVITALIZATION WORKGROUP** proposed that all on-street parking spaces in the historic college district be permitted to residents only. The yellow and pink areas on the map would be affected by the change.

See **PARKING, B3**



---

---

# PARKING

Continued from B1

sity area, clamping down on the student renters and commuters who abuse existing city regulations by parking on front and rear lawns and in zones where permits are required.

One component missing, though, was the question of enforcement, which the University Neighborhood Revitalization Workgroup purposely avoided, instead opting to clearly and simply state its objectives to council, who they said can figure out how to fund and execute the plan.

"I think we found a fair compromise, placing additional restrictions on areas where complaints are high and violations are many," Philip Rogers, chief of staff to ECU Chancellor Steve Ballard and workgroup

member, said. "We made a lot of progress and are moving in the right direction."

The workgroup moved forward with permitting all on-street parking spaces between Elm, Fifth and Reade streets to the Tar River — an area that includes 200 acres of residential property — against the advice of Assistant City Traffic Engineer Stacey Pigford.

Only committee member James C. Sullivan opposed the plan.

Pigford wanted to keep controlled parking as it is in the university neighborhood, where the city issues three \$5 permits to each household on a particular block only after 51 percent of its residents have signed a petition in favor of the move.

The engineer had no legal precedent for her request, except that she felt it would be smart to gain majority support for a plan in which

only about half of the area has voluntarily enrolled.

"We should not force people to get permits," Pigford said.

The bulk of the costs for the new program would be in paying for signs and painting curbs that mark restricted on-street parking areas, Pigford said.

Permits would be granted yearly by Public Works after a renter produces a copy of the lease.

They would provide on-street parking privileges in the Tar River area Monday through Friday 8 a.m. to 5 p.m.

Also under the plan, each house or duplex in the neighborhood would be limited to four cars and be required to have all rear-yard parking areas improved with an all-weather material, shielded by fencing or evergreen trees, and maintained in a "safe, sanitary and neat condition."

Special exemptions could be granted to properties with extenuating circumstances.

Greenville Police Chief Hassan Aden said he felt good about the plan but advised the workgroup that enforcement of the new plan would require "a lot of attention," not all of which would be alleviated by new technology that scans license plates to determine the identity of violators.

The chief said that while his department is searching for ways to offset costs, he foresees some additional costs in hiring a third officer devoted exclusively to monitoring the permitting plan. City parking enforcement only has two officers and two patrol vehicles.

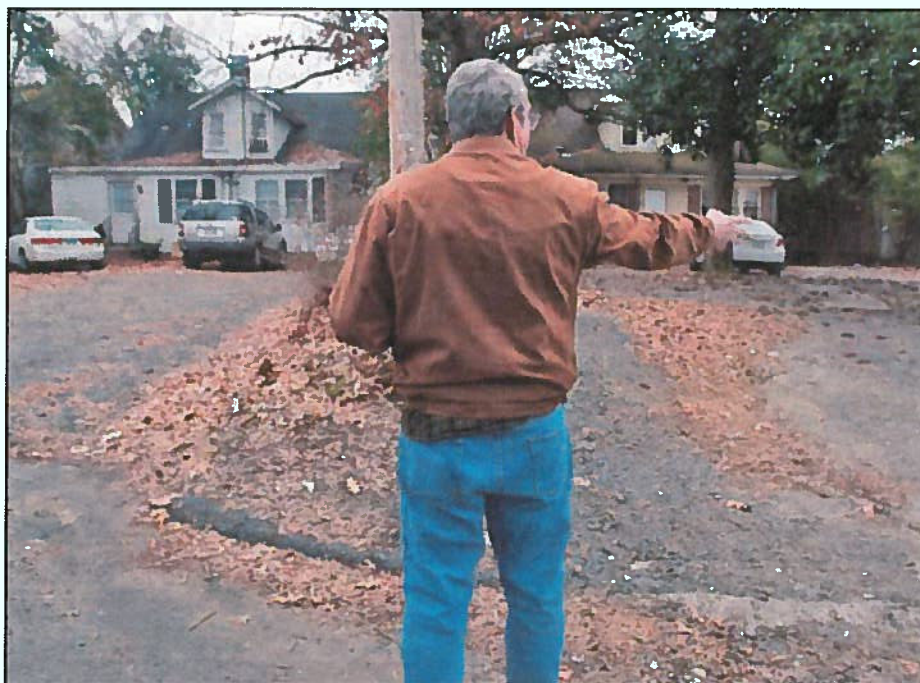
"This would take care of a lot of issues," Aden said of the plan on the behalf of Greenville police. "It looks solid, and we are behind it 100 percent."

The Daily Reflector  
Wednesday, January 16, 2013

# Walk exposes parking plight

## With regulations unenforced, property is being lost to erosion

BY WESLEY BROWN  
The Daily Reflector



PHOTOS BY AILEEN DEVLIN/THE DAILY REFLECTOR

**JIM SULLIVAN**, a member of the University Neighborhood Revitalization Work Group, points out parking behind city residences during a walk-through of the Tar River-university neighborhood on Tuesday afternoon.

On the traffic-clogged streets of the Tar River-university neighborhood, where parking is coveted like the rarest of treasures, any piece of grass, gravel or concrete is fair game for a college student in need of a spot.

Controlled-parking zones, specially marked curbs and city permitting laws are ignored in the residential district just north of East Carolina University.

In some areas, yards in both the front and back of residences are entirely used for parking, according to the findings of a walk-through of the neighborhood on Tuesday by a work group formed to revive the historic waterfront community.

"What's fascinating about this home is there is no driveway; not even an improved entrance way," James C. Sullivan said of a house on East Fourth

**R** Something to say? Post your comment about this story online at [reflector.com](http://reflector.com).

See **PARKING**, A7



**CARS ARE PARKED** in a yard in the university area. Code Enforcement Officer A.J. Basil, left, takes notes on his phone of an antique car code violation off Third Street.

### ON THE SPOT

■ Only about half of the neighborhood is taking advantage of a controlled residential parking program in which three \$5 permits are issued to each residence on a block, once the majority agrees to join the plan.

■ Greenville's lone parking officer on Tuesday wrote 48 citations in four hours in the university area for overtime, unimproved parking and parking without a permit.

# The Daily Reflector Wednesday, January 16, 2013

Continued from Cover Page

The Daily Reflector, Wednesday, January 16, 2013

A7

## FROM PAGE ONE

### PARKING

Continued from A1

Street. "The curb has been knocked down beyond total recognition.

"It's in bits and pieces."

Sullivan is one of six Greenville residents appointed to the University Neighborhood Revitalization Work Group. Tuesday's walk-through was part of a comprehensive review on parking the committee is conducting in a newly formed overlay district along East Fifth Street. The City Council in October said the area is in need of repair.

More than 40 residents, city leaders and elected officials attended the 90-minute neighborhood tour, with their observations and suggestions being jotted down by city clerks for the group to consider at its next meeting on Feb. 19, when it is scheduled to recommend new policy for the city.

Greenville Community Development Director Merrill Flood said his staff will compile a report on the city's standards for the committee to review, but the board said Tuesday it already knows where it will start: tighten-



AILEEN DEVLIN/THE DAILY REFLECTOR

MEMBERS OF the University Neighborhood Revitalization Work Group, landlords and code enforcement officers walk through areas of the Tar River-university neighborhood to evaluate the needs and problems in the area.

ing the regulations on rear and front-yard parking.

City code now says that all parking must be on an improved surface — asphalt, concrete, gravel — and no more than 30 percent of a front yard can be covered. Unlimited, stacked parking is allowed in backyards on covered surfaces, except in the College View Historic District.

But in a city that is lim-

ited to one parking control officer until late January, the laws are not being enforced to their fullest extent, and city, state and residential property is being lost to erosion.

"If they ever want to take this neighborhood and convert it from rental to single-family, I am not sure they could," Sullivan said. "Almost 100 percent of the area's yards are used for park-

ing. It's not very pretty."

The committee started its walk-through at the old City Market, using Jarvis, Johnston, East Fourth, Student, Rotary and East Third streets to make an eight-block tour.

During the visit, city officials pulled aside traffic engineers to document recurring violations, code enforcement officers cited chronic offenders, and even

one ECU student stopped the crowd to express gratitude. Among the charges of the study group is to draft a parking permit plan for all licensed residents and employees in the initiative's defined district, which spans Elm, Fifth and Reade streets to the Tar River.

But mass emails have been sent across the Tar River neighborhood in opposition of the objective, with the sentiment that residents do not want their neighborhood to become an ECU parking lot, even though the initiative states that only a select number of permits will be available for students, staff and faculty.

Proponents of the change remind the public that funds generated from the program are expected to be dedicated to increased code enforcement, trash collection, lighting and security in the neighborhood.

Only about half of the neighborhood is taking advantage of a controlled residential parking program in the city in which three \$5 permits are issued to each residence on a block, once the majority agrees to join

the plan.

Earlier in the day, Greenville's lone parking officer wrote 48 citations in four hours in the university area for overtime, unimproved parking and parking without a permit. Five of the cars were towed because the motorists had five strikes, the city threshold for impounding.

Phillip Rogers, a member of the committee and the chief of staff for ECU Chancellor Steve Ballard, said he might send out a mass email to students in the near future, warning of possible enforcement in the area.

While many of the committee members said gravel backyards would not prevent them from buying property in the neighborhood, their No. 1 priority is increasing curb appeal.

"A lot could be done with this neighborhood," committee member Mike Saad, owner of two apartment complexes in the area, said. "It just needs some TLC from its property owners."

Contact Wesley Brown at 252-329-9579 or [wbrown@reflector.com](mailto:wbrown@reflector.com). Follow him on Twitter @CityWatchdog.

**THURSDAY**, December 20, 2012

# Study group will focus on parking

■ A walking tour to assess needs in the Tar River university area is planned for next month.

**BY WESLEY BROWN**  
The Daily Reflector

A civilian study group appointed to revive the Tar River university area spent much of its first meeting on Wednesday discussing parking, a time-sensitive issue the committee said it had a “thousand questions” about, but few answers on how to fix.

The board said it plans to launch an expansive review on parking in the newly formed University Overlay District, a 200-acre community of homes along East Fifth Street that the Greenville City Council decried in October as a “troubled” neighborhood in need of rebuilding.

The six-member group, organized to guide the implementation of the University Neighborhood Revitalization Initiative, will begin its assessment on parking with a

See PARKING, A9

# PARKING

Continued from A1

walkthrough of the Tar River area — weather permitting — on Jan. 15 at 2 p.m.

The committee plans to meet at the old City Market to take a 45-minute tour of the neighborhood to get a better visual of the community's needs and its parking and code-enforcement problems.

"I have a thousand questions when it comes to parking," said James C. Sullivan, who agreed to serve on the committee as a member of the Tar River University Neighborhood Association.

## Seeking spaces

The way the council wrote the University Neighborhood Revitalization Initiative, parking looks to be central to its success, Sullivan said.

The initiative requires all landlords between Elm and Reade streets who wish to lease a four-bedroom, 1,500-square-foot rental home to a fourth unrelated person must provide at least three off-street parking spaces for their tenants.

Greenville Zoning Administrator Mike Dail said on Thursday that in the two months since the initiative passed, only one landlord — Allison Faulkner — has complied with the initiative's other requirements, which includes a crime-free rental addendum. Faulkner was approved for a permit at a home at 117 N. Harding St., records show.

"Many places do not have space for parking," fellow committee member Joanne Kollar, the secretary and

communications chairwoman of TRUNA, said. "We need to address parking first, before allowing a fourth person into a home."

Chris Woelkers, the vice chairman of the Pitt-Greenville Convention and Visitors Authority, agreed that it was important to settle on a policy early and not "change the game" late in the process for potential applicants.

Among the charges of the study group by the council is to draft a parking permit plan for all licensed residents and employees in the initiative's defined district, with a select number of permits available for purchase for East Carolina University students, staff and faculty.

Funds generated from the program are expected to be dedicated to increased code enforcement, trash collection, lighting and security in the neighborhood.

Lt. Richard Allsbrook, commander of Greenville Code Enforcement Division, said his staff is short one parking officer until late January.

## Program in place

Stacey Pigford, assistant traffic engineer for the city of Greenville, said the city already has a controlled residential parking program in place.

Pigford said the program is a petition process. On a block-by-block basis, if 51 percent of residents agree, the city can issue three \$5 permits per household to assure a resident has a spot to park.

Only about half of the neighborhood is taking advantage of the plan, a zoning map showed.

Greenville Community Development Director Merrill Flood said that after the board's walkthrough, staff will provide information on Greenville's existing parking ordinances and the revenue the city generates from parking tickets and permits.

## Improved surface

Flood gave a brief overview of additional parking standards. One notable change: parking must be on an improved surface — asphalt, concrete, gravel — and no more than 30 percent of a front yard can be covered. Unlimited, stacked parking is allowed in backyards.

Sullivan, a 45-year resident of the university neighborhood, said he wants to know how the city enforces and permits all parking in the neighborhood, including both marked and unmarked spaces on the street, in driveways, yards and apartment lots.

The group agreed to meet the second Tuesday of each month at 2 p.m. at City Hall.

At its next meeting, the board plans to decide whether to name a chairperson to lead the group or have Flood act as facilitator. Early discussions showed the group preferred a facilitator, a request city attorney Dave Holec said was "unusual," but not illegal.

"I think of this as a working group and I do not want to break down the leadership," Woelkers said. "I would like to keep us as equals."

Contact Wesley Brown at 252-329-9579 or [wbrown@reflector.com](mailto:wbrown@reflector.com). Follow him on Twitter @CityWatchdog.