

## **GREENVILLE REDEVELOPMENT COMMISSION MINUTES**

January 3, 2012  
Greenville, NC

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

### **COMMISSION MEMBERS PRESENT:**

Dana Coles	Don Mills	Mark Woodson
Evan Lewis	Judy Siguaw	
Chris Mansfield	Terri Williams, Vice-Chair	

**STAFF MEMBERS PRESENT:** Sandy Gale Edmundson, Secretary; Jonathan Edwards, Audio; Niki Jones, Planner; and Carl Rees, Senior Planner

### **APPROVAL OF MINUTES OF DECEMBER 6, 2011**

Motion was made by Mr. Mark Woodson and seconded by Ms. Dana Coles to approve the December 6, 2011 minutes. Motion carried unanimously.

### **UPDATES FROM BUSINESS PLAN COMPETITION WINNERS**

No updates were given.

### **PUBLIC COMMENT**

Mr. Barham: There are two small incubator loans of \$15,000.00 granted per loan that have been lost. I have spoken to City Manager Wayne Bowers and City Attorney Dave Holec, and they said they were working on how to proceed.

### **CONSIDERATION OF CONTRACT AMENDMENT WITH SMALL BUSINESS TECHNOLOGY DEVELOPMENT CENTER FOR SMALL BUSINESS INCUBATOR FEASIBILITY STUDY**

Mr. Jones: The SBTDC is a state agency that is housed at East Carolina University. The SBTDC assisted with developing original incubator model in 2008. Final feasibility report will be used to determine mix and number of tenants, lease rates, management structure and operating costs. Proposed contract is an extension of previous \$10,000 contract. (\$5,000 paid.) SBTDC will commence feasibility study in January and complete at the end of April. Additional fees of \$8,500 for completion of feasibility study are needed. Staff recommends amending the contract with the SBTDC to complete the Small Business Incubator Feasibility Study.

Mr. Lewis: What is the date of the earlier feasibility study?

Mr. Jones: 2008

Ms. Williams: Financial support will be gained by finishing report.

Mr. Mansfield: Does the market analysis need to be brought up to date?

Mr. Jones: Yes.

Mr. Mansfield: This will help bring new money.

Mr. Jones: This is not uncommon for municipalities to fund, because it is competitive out there, and a feasibility study is to help with competitiveness. There are a variety of small businesses like accountants and janitorial services not just technology.

Ms. Siguaw: I went to see an incubator and saw a children's furniture business.

Mr. Mills: Who is on the committee?

Mr. Jones: Ms. Williams, Mr. Woodson, Mr. Ensor, a variety of folks (hospital folks, small business owners, financial folks).

Motion was made by Mr. Evan Lewis and seconded by Mr. Don Mills to approve amending the contract with the SBTDC to complete the Small Business Incubator Feasibility Study. Motion carried unanimously.

### **CONSIDERATION OF BID AWARD FOR MERCHANT'S ALLEY PROJECT**

Mr. Rees: Project will improve alley surface, lighting and stormwater management. This is the alley from Fifth Street to Fourth Street. Project is being driven by a number of safety reasons. Construction expected to begin in late January and be complete by early April. Project was competitively bid with bids received on December 8, 2011. A total of five bids were received. Lanier Construction Company of Snow Hill, NC was the low bidder with a base bid of \$138,442.50. Staff recommends that the Redevelopment Commission authorize a contract with Lanier Construction Company in the amount of \$138,442.50 for construction of the Merchant's Alley project. In addition, staff requests that the Commission authorize a 10% project contingency not to exceed \$13,844.25.

Mr. Woodson: Is Lanier Construction Company MWBE qualified?

Mr. Rees: Yes, met goals.

Mr. Mills: What is there a big difference in price?

Mr. Rees: There is higher overhead.

Mr. Mansfield: What is the amount for lighting and what is the amount for landscaping?

Mr. Rees: Landscaping has a projected cost of \$5,000 and lighting has a projected cost of \$38,000 - \$40,000. City has surveyed lighting and took light readings and will bring up to standard to what is appropriate with lighting for a public way.

Motion was made by Mr. Chris Mansfield and seconded by Mr. Evan Lewis to authorize a contract with Lanier Construction Company in the amount of \$138,442.50 for construction of the Merchant's Alley project and a 10% project contingency not to exceed \$13,844.25. Motion carried unanimously.

### **REVIEW OF 2012 – 2013 WORK PLAN DEVELOPMENT SCHEDULE**

Mr. Rees: The proposed schedule is as follows:

- February – Workshop session
- March – Adopt priorities
- April – Receive draft work plan
- May – Review final draft and budget
- June – Adopt 12'-13' work plan

Mr. Rees: Ms. Edmundson will poll Commission members as to a specific date in February for the workshop session.

Mr. Mansfield: Workshop is helpful for thinking about the future.

Motion was made by Mr. Mark Woodson and seconded by Mr. Don Mills to approve the proposed schedule. Motion carried unanimously.

### **ELECTION OF OFFICERS**

Motion was made by Mr. Chris Mansfield and seconded by Mr. Evan Lewis to elect Ms. Terri Williams as the Chair of the Redevelopment Commission. Motion carried unanimously.

Motion was made by Mr. Don Mills and seconded by Mr. Mark Woodson to elect Mr. Chris Mansfield as the Vice Chair of the Redevelopment Commission. Motion carried unanimously.

## **REPORT FROM SECRETARY**

### **Monthly Financial Report**

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

Mr. Jones: There are two submittals for the Business Plan Competition. One is in the West Greenville area and one is in the Center City. There is a music studio in West Greenville and Tim Two Technology in the Center City.

## **COMMENTS FROM COMMISSION MEMBERS**

Mr. Mansfield: Uptown looks good. Wayfinding signs look good and blend with Greenway signs. Was it the same developer?

Mr. Rees: Recreation and Parks followed style of wayfinding signs.

Mr. Mansfield: Paper criticized wayfinding signs. The wayfinding signs are helpful to find way around town.

Ms. Siguaw: Signs are helpful. I have been here since 2008.

Mr. Lewis congratulated Ms. Terri Williams, Chair and Mr. Mansfield as Vice Chair on their recent appointments.

Mr. Mills congratulated Ms. Williams and Mr. Mansfield.

Mr. Woodson complimented Ms. Williams on chairing the shortest meeting.

Ms. Williams: Thank you for the vote.

## **ADJOURNMENT**

Motion was made by Mr. Evan Lewis and seconded by Mr. Don Mills to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

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