

## **GREENVILLE REDEVELOPMENT COMMISSION MINUTES**

February 5, 2008  
Greenville, NC

The Greenville Redevelopment Commission held a meeting on the above date at 5:30 p.m. in the third floor conference room of the City Hall Building located at 200 West Fifth Street.

### **COMMISSION MEMBERS PRESENT:**

Don Edwards  
Melissa Hill

Britt Laughinghouse  
Dennis Mitchell, Chair

Robert Thompson, Vice-Chair  
Terri Williams

**STAFF MEMBERS PRESENT:** Sandy Gale Edmundson, Secretary; Merrill Flood, Director of Community Development; Thom Moton, Assistant City Manager; Carl Rees, Urban Development Planner; and Tom Wisemiller, Planner

**OTHERS PRESENT:** Marion Barnes; Jim Ensor, Pitt Community College Small Business Center; Carlton Gay, Exceed, Inc.; Justin Spellman; and Carolyn Wilburn, Small Business and Technology Development Center at East Carolina University

### **APPROVAL OF MINUTES OF JANUARY 8, 2008: APPROVED**

Motion was made by Mr. Britt Laughinghouse and seconded by Ms. Melissa Hill to approve the January 8, 2008 minutes. Motion carried unanimously.

### **PRESENTATIONS BY BUSINESS COUNSELING PROVIDERS**

Mr. Rees: Per the Redevelopment Commission's request, letters were sent out to Mr. Jim Ensor of Pitt Community College Small Business Center, Mr. Carlton Gay of Exceed, Inc., Ms. Carolyn Wilburn of the Small Business and Technology Development Center at East Carolina University and Mr. J. L. Young requesting a representative to cover the following topics:

Types of services provided by the firm/agency;  
How long has firm/agency been providing counseling services;  
Does firm/agency specialize in assisting a particular class of business;  
What sort of success rate has firm/agency amassed over the past 5-10 years; and  
Does firm/agency charge a fee for any or all services.

Mr. Rees: Mr. Jim Ensor, Mr. Carlton Gay and Ms. Carolyn Wilburn are present tonight to give their presentations.

Mr. Rees thanked them for their presentations.

The Commission decided to approve the three business counseling services. Motion was made by Ms. Melissa Hill and seconded by Mr. Don Edwards to approve Mr. Jim Ensor of Pitt Community College Small Business Center, Mr. Carlton Gay of Exceed and Ms. Carolyn Wilburn of the Small Business and Technology Development Center of East Carolina University as three business counseling services. Motion carried unanimously.

**CONSIDERATION OF CENTER CITY WAYFINDING SYSTEM DESIGN**

Mr. Rees: On February 18, 2008, Mr. John Bosio and Glen Swantack of RMJM Hillier Architecture will give their center city wayfinding system presentation to City Council for their review and comments.

Mr. Rees asked the Commission whether they had reviewed the wayfinding design.

The Commission agreed by consensus that the wayfinding design is on target.

**CONSIDERATION OF WAYFINDING CONTRACT WITH HILLIER ARCHITECTURE**

Mr. Rees: RMJM Hillier Architecture has prepared a proposal that addresses the tasks and process required for Phase 2 of the wayfinding project, which includes the expansion of the wayfinding program to include all areas and destinations throughout the City of Greenville beyond the Center City District. This includes:

- Minor adjustments to the design to accommodate unique conditions;
- Programming of sign locations and messages (citywide); and
- Documentation package/drawings (for Phase 2 sign types).
- Construction administration for the entire installation

Mr. Rees: The Citywide Wayfinding Program shall consider the following sign types:

- City and District Gateways;
- Vehicular and Pedestrian Directional; and
- Pedestrian Directional.

Mr. Rees: Based on the scope of the project, we propose the following compensation for planning, design documentation and construction administration for Phase 2.

Programming (Citywide)	\$14,000.00
Additional Design	
-Sign Types	\$ 4,600.00
- Orientation Map	\$ 5,300.00
- Logo Design	\$ 2,500.00

Documentation (remaining sign types)	\$ 5,500.00
Construction Administration	\$12,000.00
<b>DESIGN FEE (FIXED FEE)</b>	<b>\$43,900.00</b>
REIMBURSABLES (NOT TO EXCEED)	<u>\$ 5,790.00</u>
<b>PROJECT TOTAL</b>	<b>\$49,690.00</b>

Mr. Rees: The contract needs to be amended to include the entire citywide project. City Attorney, Dave Holec, has been contacted and has approved the new contract for additional services.

Motion was made by Mr. Robert Thompson and seconded by Ms. Melissa Hill to approve the proposed contract. Motion carried unanimously.

**PUBLIC COMMENT PERIOD**

There was no public comment.

**REPORT FROM SECRETARY**

Expenditure Report

Mr. Flood distributed the Expenditure Reports for West Greenville and the Center City.

Update on West Fifth Street Gateway Project

Mr. Rees: Rivers and Associates are underway with design. The first public meeting at the Eppes Center has been held with 45-50 people in attendance. Discussion of the civic art project dedicated to Mr. Eppes was held at the meeting. In the next month to a month and a half, renderings will be available to review.

Update on Incubator Project

Mr. Rees: Another City Department may be involved with the Incubator Steering Committee project. At the March meeting, the Commission should put together a Steering Committee.

**COMMENTS FROM COMMISSION MEMBERS**

There were no comments from Commission members.

## **CLOSED SESSION**

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

### **Approval of Closed Session Minutes for November 6, 2007**

Motion was made by Ms. Melissa Hill and seconded by Mr. Robert Thompson to move into closed session. Motion carried unanimously.

Motion was made by Mr. Don Edwards and seconded by Ms. Melissa Hill to approve the November 6, 2007 minutes. Motion carried unanimously.

Motion was made by Mr. Robert Thompson and seconded by Mr. Britt Laughinghouse to move into open session. Motion carried unanimously.

## **ADJOURNMENT**

Motion was made by Mr. Don Edwards and seconded by Mr. Robert Thompson to adjourn the February 5, 2008 meeting. Motion carried unanimously.

Respectfully submitted,

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