

GREENVILLE REDEVELOPMENT COMMISSION MINUTES

June 5, 2007
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 Martin Luther King, Jr. Drive.

COMMISSION MEMBERS PRESENT:

Minnie Anderson, Chair
Melissa Hill

Max R. Joyner, Jr.
Britt Laughinghouse

Dennis Mitchell
Robert Thompson

COMMISSION MEMBERS ABSENT:

Don Edwards, Vice-Chair

STAFF MEMBERS PRESENT: Sandra Anderson, Senior Planner; Sandy Gale Edmundson, Secretary; Merrill Flood, Director of Community Development; Carl Rees, Urban Development Planner; and Tom Wisemiller, Planner I

OTHERS PRESENT: Monte Carlos Atkinson, Citizen; Andrew Stevenson, Intern in the City Manager's Office; and Carolyn Wilburn, Small Business and Technology Development Center (SBTDC)

APPROVAL OF JUNE 5, 2007 AGENDA: APPROVED

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner to approve the June 5, 2007 agenda. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 1, 2007: APPROVED

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner to approve the May 1, 2007 minutes. Motion carried unanimously.

PUBLIC COMMENT PERIOD

There were no public comments.

Consideration of Authorization for Small Business Incubator Feasibility Study

Mr. Rees introduced Carolyn Wilburn of the Small Business and Technology Development Center (SBTDC) who would like to conduct the Small Business Incubator Feasibility Study. The market study and the financial study will be most beneficial. This is an important first step.

Mr. Mitchell: What kind of questions will be asked?

Mr. Rees: Who is out there? What sort of budding entrepreneurs are out there who might avail themselves? What do they really need?

Ms. Wilburn: The study will consist of demographics and subject characteristics, an economic analysis, business incubator visioning, and real estate supply and demand.

Mr. Mitchell: Will the Study occur in the West Greenville area?

Mr. Rees: The market forces will be looked at throughout the City. When sites are being looked at, it will be in West Greenville.

Mr. Joyner: What is Staff asking the Commission to do?

Mr. Rees: Staff is asking the Commission to authorize the Secretary to approve a contract with SBTDC not to exceed \$10,000.00 for the completion of the feasibility study.

Mr. Joyner: What is the timeframe?

Mr. Rees: I believe it will be about six months.

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner to approve authorization for a Small Business Incubator Feasibility Study not to exceed the payment of \$10,000.00 for the cost of the study. Motion carried unanimously.

Consideration of Building Block Grant Awards

Mr. Wisemiller: The Redevelopment Commission has received three (3) applications for Building Blocks grants for the spring 2007 grant cycle. The Building Blocks program is designed to enhance the architectural quality and aesthetic appeal of commercial and office structures in the West Greenville Redevelopment Area as part of the overall strategy of restoring economic vitality in West Greenville. Qualified applicants may apply for \$1,500.00 direct grants and \$3,500.00 in additional matching grant funds per building to make improvements to their properties.

The first application is 07-01 submitted by Melvin Phillips for a Church at 618 Pitt Street. The total amount requested is for \$2,485.54 to replace windows with vinyl windows on front (south) façade and east elevation. On south elevation, replace 3 upper floor and 3 lower floor windows and on the east elevation, replace 5 windows.

Mr. Joyner: Is the Church applying for it or is the owner applying for it?

Mr. Wisemiller: The owners are the Phillips and they are operating a Church.

Mr. Rees: I talked with the City Attorney about the uses that would be appropriate, and I had excluded Churches as a category, but the City Attorney advised against that, so in turn, Staff added scoring factors that promoted economic development, economic growth and employment creation. A Church is a permissible occupancy to receive grant funding. Since the Commission is not scoring these applications, the Commission should act on them individually. The only thing that we are categorically excluding is residential. Since this cycle is noncompetitive, Staff is recommending approval of this application.

Motion was made by Mr. Max Joyner to approve the application.

Mr. Mitchell: If there is another noncompetitive cycle and four Churches decide to apply, the Commission would have to approve the funds, because the Commission approved this Church.

Mr. Rees: Another way to look at it is that improvements are being made to the building. It could be that the Church will not be the long term occupant. The Commission does not have to fund this if it is not the type of precedent that the Commission feels needs to be set.

Mr. Thompson: If Mr. Joyner will withdraw his motion, I would like to make a motion to table the application.

Mr. Joyner: I withdraw my motion.

Motion was made by Mr. Robert Thompson and seconded by Mr. Dennis Mitchell to table the application to get more economic development information to establish a threshold for scoring applications of nonprofits. Motion carried unanimously.

The second application is 07-02 submitted by Melvin McLawhorn for 307 Spruce Street. The total amount requested is for \$3,245.00 to repair front windows and entrance doors.

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner to approve application 07-02 by Melvin McLawhorn for 307 Spruce Street. Motion carried unanimously.

The third application is 07-03 submitted by Jane Joyner for 801 Dickinson Avenue. The total amount requested is for \$1,392.93 to install traditional commercial 10" canvas awning (New Yorker style). This application is for a contributing property in a National Register Historic District. The described work must be consistent with the Secretary of the Interior's Standards for Rehabilitation.

Motion was made by Mr. Britt Laughinghouse and seconded by Mr. Dennis Mitchell to approve application 07-03 by Jane Joyner for 801 Dickinson Avenue. Motion carried unanimously.

Consideration of Contract for Wayfinding Project Design

Mr. Rees: Staff has been working with Hillier Architecture to develop a scope of work and a contract has been submitted for the Center City Comprehensive Wayfinding Program. This is an outstanding scope of work that will lead to installing a wayfinding system in the historic center city of Greenville including some of the West Greenville neighborhoods and the central business district and will also provide a Master Plan for the entire City of Greenville. Initially, Hillier came in with a design fee of \$87,000.00. Negotiations took place for a figure of \$66,865.00 plus reimbursements for travel expenses of \$11,580.00 for a total of \$78,445.00. This design fee is in line. The construction total will be in the \$350,000.00 range for this project. Staff is asking for the Commission's approval to Hillier Architecture for \$78,445.00.

Motion was made by Mr. Dennis Mitchell and seconded by Mr. Robert Thompson to approve the contract of \$78,445.00 for Hillier Architecture. Motion carried unanimously.

Consideration of Resolution Exempting Streetscape Design Services from Standard Procurement Process

Mr. Rees: The Redevelopment Commission adopted the Financial Management Practices of the City of Greenville by resolution. In doing so, the Commission will be required typically to go through a process similar to what was done with Wayfinding to hire a consultant to do some work. In this case, the City of Greenville City Council had already hired a firm called Reynolds and Jewell out of Raleigh to do streetscape work on Reade Circle and design work to make improvements to a parking lot behind Chico's. The City is now at a point where we are ready to do the Cotanche Street Pilot Project and the City will save money by getting Reynolds and Jewell to continue working in that area. To do this the Commission would be required under State Law because the Commission's is tied to the City's purchasing procedures to waive the

process. The Commission is allowed to do this under law. There will need to be a motion.

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner to waive the procurement process of going through the Request for Proposal. Motion carried unanimously.

Consideration of Contract for Cotanche and Reade Streetscape Design

Mr. Rees: The next step is to consider the Reynolds and Jewell contract by adding Cotanche Street to the plans for Reade Circle.

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner to approve the \$44,600.00 contract for construction of the Cotanche and Reade Streetscape Design. Motion carried unanimously.

Consideration of Resolution Amending the Procurement Process for the Redevelopment Commission of Greenville

Mr. Rees: Staff would ask that the Commission amend the language in Section 3 of the Resolution of the Redevelopment Commission of Greenville adopting the procurement policies of the City of Greenville.

Section 3. The Redevelopment Commission of Greenville shall have the authority to privately contract for engineering, legal, surveying, professional or other similar services without advertisement or bid as per Section 160A-514 of the North Carolina General Statutes.

Motion was made by Mr. Max Joyner and seconded by Mr. Dennis Mitchell to add the power back so do not have to waive under Section 3 of the Procurement Process. Motion carried unanimously.

Consideration of 2007 - 2008 Annual Report

Mr. Rees: Staff worked with the Graphic Arts Advertising Department of Pitt Community College to develop the cover as a class project free of charge for the 2007-2008 Annual Report. Staff is asking for adoption of the report by the Commission. Upon adoption, Staff will be distributing this report to developers, boards and commissions, City Council, Greenville Utilities Commission and members of the community.

Motion was made by Mr. Robert Thompson and seconded by Mr. Dennis Mitchell to approve the 2007 – 2008 Annual Report. Motion carried unanimously.

Report from Secretary

Expenditure Report

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

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner to cancel the July 3, 2007 Redevelopment Commission meeting due to the July 4, 2007 Holiday. Motion carried unanimously.

MLK Gateway Project

Mr. Rees: Request for Proposals (RFP) for the MLK Gateway Project from Memorial to Nash Street will be mailed out this week and should be returned by July 6, 2007. A list of consultants to choose from should be available for selection on August 2 or August 3, so that consultant interviews can occur around August 22 or August 23, 2007. Commission members, Melissa Hill, Max Joyner and Britt Laughinghouse, will be assisting with the selection process to give their recommendations to the Commission.

Comments from Commission Members

There were no comments from Commission Members.

The Commission received comments from Mr. Monte Carlos Atkinson.

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 May 1, 2007

Motion was made by Mr. Max Joyner and seconded by Robert Thompson to move into closed session. Motion carried unanimously.

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner to approve the May 1, 2007 minutes. Motion carried unanimously.

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

ADJOURNMENT

Motion was made by Mr. Robert Thompson and seconded by Mr. Max Joyner, Jr. to adjourn the June 5, 2007 meeting. Motion carried unanimously.

Respectfully submitted,

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