

Commission Members

Sharon C. Bryant
Jimmy Dillahunt
Sarah Proctor
Leander Morgan
Steve Strickland
Julius Parham
Tabari Wallace



Chair
Beth Walker
Co-Chair
Kip Peregoy
Executive Director
Zeb Hough
Ex-Officio Members
Rick Prill
Barbara Best
Hazel Royal

**The Redevelopment Commission
May 08, 2024, 6 P.M.
City Hall, Court Room
300 Pollock Street**

1. Call to order and Welcome.
2. Roll Call.
3. Mission Statement and Guiding Principles
4. Consider Approving the Agenda.
5. Consider Approving Minutes (April)
6. Public Comment
7. New Business:
 - a. Walt Bellamy Drive Update
 - b. West A Street Update
8. Staff Report:
 - a. Monthly activity Review
 - b. Financial update
 - c. Health and Wellness Clinic Update
9. Closed Session
10. Adjourn.

REDEVELOPMENT COMMISSION OF NEW BERN

MISSION AND GUIDING PRINCIPLES

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1. PAST, PRESENT, FUTURE (EQUAL TIME)
2. RESPECT OTHER'S OPINIONS
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4. SHARE ACCURATE INFORMATION, PUBLIC PERCEPTION
5. STAY FOCUSED, BE ACTION-ORIENTED
6. BELIEVE



Everything Comes Together Here

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD
CALL (252) 639-2931 NO LATER THAN 3 P.M. THE DATE OF THE MEETING.

AGENDA ITEM COVER SHEET



1. Agenda Item Title: Consider Approving the Agenda.

Date of Meeting: <u>5/8/2024</u>	Presenter: Kip Peregoy
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The agenda was prepared by staff at the direction of the commission. It was disseminated to the commission in advance and posted for public review.
Actions Needed by Board:	The Commission may consider approving or amending the agenda at this time.
Backup Attached:	N/A
Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

1. **Agenda Item Title: Consider Approving the April Minutes.**

Date of Meeting: <u>5/8/2024</u>	Presenter: Kip Peregoy
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The April Minutes were prepared by staff at the direction of the commission. They were disseminated to the commission in advance for review and feedback.
Actions Needed by Board:	The Commission may consider approving or amending the minutes at this time.
Backup Attached:	Copy of the Minutes provided
Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Additional Notes:

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**City of New Bern
Redevelopment Commission Meeting
300 Pollock Street- City Hall
April 10, 2024
Minutes**

Members Present: Beth Walker, Sharon Bryant, Kip Peregoy, Steve Strickland, Jimmy Dillahunt Sr, Sarah Proctor,

Ex-Officio Members Present:

None

Members Excused (E)/Absent (A):

Leander Morgan (E)

Julius Parham (A)

Tabari Wallace (A)

Staff Present:

Zeb Hough, Executive Director

Jaimee Bullock, Assistant City Attorney

Marvin Williams, Assistant City Manager

Time: 6:00 PM

****1. Call to Order****

The meeting was called to order at 6:00 PM by the Chair, Beth Walker.

****2. Roll Call****

Executive Director Zeb Hough conducted a roll call and established that a quorum was present. Members present included Sarah Proctor, Beth Walker, Kip Peregoy, Steve Strickland, Jimmy Dillahunt Senior, and Sharon Bryant. Members absent were Leander Morgan, Tabari Wallace, and Julius Parham. Staff present included Zeb Hough, Executive Director, Jaimee Bullock, Assistant City Attorney, and Marvin Williams, Assistant City Manager.

****3. Approval of the Agenda****

Item number three on the agenda was to consider approving the agenda. Kip Peregoy made the motion to approve, and Jimmy Dillahunt seconded the motion. The vote was called, and the motion carried.

****4. Approval of Minutes from March Meeting****

Consideration for approving minutes from the March meeting was presented as item number four. Sarah Proctor made the motion for approval, and Sharon Bryant seconded the motion. The motion was carried without objection.

****5. Recitation of Mission Statement and Guiding Principles****

Sharon Bryant and Sarah Proctor carried out the recitation of the mission statement and guiding principles.

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****6. Public Comment****

There were no public comments.

****7. Consider a Resolution to Empower the Chair to Execute an Agreement with Carolina East for the Health and Wellness Clinic. ****

After some discussion regarding the health and wellness clinic, Sarah Proctor made the motion to empower the chair to execute an agreement with Carolina East and make the afore-mentioned transfers and conveyances. Jimmy Dillahunt seconded the motion. A roll call vote was held, and there were no objections.

****8-10. Consideration for Moving Property at 1002, 1004, and 1006 Walt Bellamy Avenue development to the available for sale list. ****

At the request of the chair, items 8-10 were handled together. The commission discussed the history and the desire to sell the homes now that the construction is complete. The commission considered the price point for these houses with consideration for the intended consumer and total development costs. Sarah Proctor made the motion to consider the moving of the properties at 1002, 1004, and 1006 Walt Bellamy Avenue to the available to sell list, each with the appraised value as the minimum bid. Steven Strickland gave a second to this motion and a roll call vote was requested. The motion was carried unanimously.

The Staff was given direction to research wording to present about potential deed restrictions that could be applied to these properties to maintain the standards that the homes were built to reflect.

****11. Staff Report****

Executive Director Zeb Hough provided a report of upcoming events, including a focus group the Redevelopment Commission would be participating in on April 16, and a roundtable on housing scheduled for April 17. Mr. Hough also presented a financial report, noting that the sale of the property at 209 Bryan Street had closed, resulting in a credit balance of \$5,456.80 to the revenue of the Redevelopment Commission. Mr. Hough reminded the commission of their duty to disclose any interest owned in the redevelopment zone. In January, all commissioners were given the disclosure form, and the staff was simply waiting for Mr. Dillahunt's form to bring the commission into compliance. A brief discussion followed his report. Last, Mr. Hough shared that County Commissioner Beatrice Smith will be doing a town hall at the senior center on May 30th and invited the commission to be present.

****12. New Business****

Jimmy Dillahunt shared his concern for the need for more 3-bedroom housing in the redevelopment zone. He further requested that staff give full briefings to onboarding commissioners so that they have a better idea of ongoing projects at the start of their term. Finally, he urged the commission to consider the future of First Avenue and its highest and best use.

Kip Peregoy updated the commission on the development happening at W. A Street. He reported that demolition and clearing have yet to occur, and that more information would be available once the surveyor completes the scope of work. Kip Peregoy reminded everyone that the commission is awaiting a title opinion from staff.

****13. Close Session****

There was no need for a closed session.

****14. Adjournment****

Kip Peregoy made the motion to adjourn, and it was seconded by Jimmy Dillahunt sr. A roll call vote was held, and there were no objections. The meeting was adjourned at 7:01 P.M. The next meeting is scheduled for May 8th at 6:00 P.M.

Date approved: _____

Beth Walker, Chair

Attest: _____

Zeb Hough, Executive Director

AGENDA ITEM COVER SHEET



1. Agenda Item Title: West A Street Update

Date of Meeting: <u>5/8/2024</u>	Presenter: Kip Peregoy
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	Project team will give an update.
Actions Needed by Board:	The Commission may discuss the update and ask any questions at this time. The Commission may also consider any direction for staff at this time.
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Additional Notes:

RE: Request for Proposal

May 6, 2024

Dear Roy Smith:

The Redevelopment Commission of the City of New Bern is seeking proposals for survey work on its ownership of 710 and 708 West A Street in New Bern. The contiguous parcels will be combined to create a housing development site. I've attached a scope of work for you to base your proposal. I've enclosed a site map and the scope of the requested work with this correspondence.

If you are interested in bidding on the proposed project, please provide a detailed bid and return the bid to my office by noon on May 10, 2024. The bids will be reviewed based on the total lump sum price for all proposed work on this date and time.

If you have any questions about the scope of the proposed work or would like to schedule a time to review the site, please contact me at (252)639-7591.

Please return your proposal to:

Zeb Hough, Executive Director, Redevelopment Commission
PO Box 1129
New Bern NC, 28560

Best Regards,

Zeb Hough

Agenda Item Title: Staff Report

Date of Meeting: <u>5/8/2024</u>	Presenter: Zeb Hough
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	a. Monthly activity Review b. Financial update c. Health and Wellness Clinic Update
Actions Needed by Board:	The Commission may ask staff questions and give direction.
Backup Attached:	N/A
Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Additional Notes:

Commission Members

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**Redevelopment Commission of
The City of New Bern**
303 First Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 639-7587

**April 2024
Staff Report**

Community Outreach:

On April 16th, Commissioners participated in a focus group with the City of New Bern. The conversation was informative, and appropriate partners were added to the robust conversation. Three commissioners attended with the executive director, and many thanks were given for their engagement.

On April 17th, The Commission hosted a community round table with the Housing Authority geared towards a collaborative approach to community housing. The round table comprised several community partners who came together to discuss housing. The topics covered included the redevelopment of Trent Court, the strategic partnership of the Housing Authority and the Redevelopment Commission, and a potential FR Danyus property project.

On April 18th, the staff presented to the Recovery Alliance Initiative of Craven County. The presentation included information on the mission and work of the Redevelopment Commission. The initiative's members engaged in dialogue around housing and the importance of community housing partnerships.

On April 19th, the staff gave an interview on New Bern’s City Talk. The interview covered the RDC, the Commission’s approach to redevelopment, and the current projects the Commission is working on.

Walt Bellamy Update:

This month, the Commission moved the Walt Bellamy houses to the “sellable lots” list. This action has allowed interested parties to request the purchase of these homes. The houses were placed on the “sellable lots” list for a minimum bid equal to the appraised value. They are as follows:

- 1002 Walt Bellamy \$161,000
- 1004 Walt Bellamy \$163,000
- 1006 Walt Bellamy \$161,000

The staff has met with interested parties to discuss the potential purchase of these units. The assistant city attorney is working on a potential request to be presented to the Redevelopment Commission. The staff has also met with several citizens interested in these properties, outlined the process for purchasing any property from the Redevelopment Commission, and referred to community financial partners to work with them.

Wellness Update:

The commission empowered the chair and vice chair to execute the agreement for the conveyance of 727 3rd Avenue to construct and operate a community convenient Care Clinic. This agreement includes transferring the allocated funds to the Health and Wellness Clinic. The check to transfer the health and wellness funds has been processed. This week, staff and the finance team worked through the transfer, and the hospital should have those funds in the coming weeks. The next step is executing the special warranty deed and recording it. At that time, the property and project will officially be owned by CEHS. The redevelopment commission will continue to act as a community advocate and partner to the hospital.

Eubanks Update:

The Staff is working on a strategy to present to the Commission in its May meeting. There is approximately \$230,000.00 in CDBG funds tied to this property. The Commission must find a low-mod family to finance this property via an upset bid to clear those funds. This process will most likely be done through a third-party non-profit that can hold the lien from the CDBG. It is a very complex process. However, the staff is committed to finding a good strategy to execute.

West A Street Update:

The staff and Assistant City Attorney are conducting title work and developing site plans for the potential project. The staff will work with the established project team on this project. A request for quotes has gone out to several local surveyors.

Looking ahead:

The next redevelopment meeting is June 12, 2024. Please notify staff if you cannot attend.

Respectfully,



Zeb Hough, Executive Director
Redevelopment Commission of New Bern

Redevelopment Commission Monthly Financial Report
As of April 30, 2024

Org	Object	Project Description	Fund Balance	2024 Budget	2024 Actual Expenses as of 2-29-24	Expense Detail	PO Total	CHECK # /PO #	VDR NAME/ITEM DESC	COMMENTS	Budget Balance
2116	30100	Fund Balance Unassigned	363,233.65	-	-	-	-	-	-	-	360,095.60
21167030	71190	Other Professional Services	25,320.00	1,964.64	8,986.50						14,368.86
		** \$10,000 of 21167030-71190 is for Public Works to do maintenance									
				811.59		P-Card			Staples		
				202.74		P-Card			Chick-fil-a		
				155.44		P-Card			Zeb Hough	Employee mileage reimbursement	
				686.50		P-Card			SIA Group	Insurance Premium for RDC	
				31.45		P-Card			Dominio's		
				76.92		P-Card			Zeb Hough		
						Req			SIA Group	Reimburse for items purchased for Housing Authority Mtg	
							3,300.00	20241167	IMEC Group, LLC	Requisition has been entered	
							2,500.00	20241171	IMEC Group, LLC	1002 Wait Bellamy Drive	
							2,500.00	20241172	IMEC Group, LLC	1004 Wait Bellamy Drive	
										1006 Wait Bellamy Drive	
21167030	72310	Utilities	4,100.00	971.76							3,128.24
				32.10		JE			CNB Utilities	RECORD 7/15 UTILITY INVOICE	
				129.07		JE			CNB Utilities	UT DFT 9/05/23 Post 9/06/23	
				168.03		JE			CNB Utilities	UT DFT 10/05/23 Post 10/06/23	
				141.07		JE			CNB Utilities	UT DFT 11/05/23 Post 11/07/23	
				94.41		JE			CNB Utilities	UT DFT 12/05/23 Post 12/06/23	
				90.38		JE			CNB Utilities	UT DFT 1/05/24 Post 1/09/24	
				89.97		JE			CNB Utilities	UT DFT 2/05/24 Post 2/06/24	
				91.32		JE			CNB Utilities	UT DFT 3/05/24 Post 3/06/24	
				135.41		JE			CNB Utilities	UT DFT 4/05/24 Post 4/08/24	
21167030	72790	Advertising	1,700.00	1,122.40							577.60
				230.00		245264			Paxton Media Group	AD No. 70751931	
				437.00		244942			Paxton Media Group	AD No. 70721313 & 70712322	
				455.40		247678			Paxton Media Group	AD No. 7087419 & 70874197	
21167030	74910	Other Supplies & Materials	1,700.00	201.65							1,498.35
				36.75		P-Card			Staples	Office Supplies	
				145.69		P-Card			Chick-Fil-A	Food for Health & Wellness Clinic meeting	
				6.21		P-Card			Chick-Fil-A	Food for Health & Wellness Clinic meeting	
				13.00		P-Card			Poppy's Bikes & Barrels	Food for Health & Wellness Clinic meeting	
21167030	75520	Land & Structures	-	-							0.00
Total Budget McCotter House (Wellness Center)			350,000.00	350,000.00							0.00
11112160	75590	19001 Other Structures & Impr	116,666.00	116,666.00							0.00
				315.00		242144			ENVIRO ASSESSMENTS E	Asbestos Inspection for 908 BI	
				5,083.34		243490			ENVIRO ASSESSMENTS E	Asbestos Abatement 908 Bloomfi	
				3,752.31		JE			Public Works abatement	908 Bloomfield Demo 2.27.23	
				479.06		JE			Public Works abatement	910/914 Bloomfield 2.27.23	
				2,697.33		239918			DAVIS HARTMAN WRIGHT	RDC property purchase: 910 & 914 Bloomfield Street	
				104,338.96		248130			Carolina East Physicians	Development of a convenient care clinic	
11112160	75590	29001 Other Structures & Impr	116,667.00	116,667.00							0.00
				315.00		242144			ENVIRO ASSESSMENTS E	Asbestos Inspection for 908 BI	
				5,083.33		243490			ENVIRO ASSESSMENTS E	Asbestos Abatement 908 Bloomfi	
				3,752.31		JE			Public Works abatement	908 Bloomfield Demo 2.27.23	

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