

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

MEETING AGENDA
November 8, 2023, 6:00 P.M.
City Hall Courtroom
300 Pollock Street

1. Call to order and Welcome.
2. Roll Call.
3. Approve the Agenda.
4. Approval of Minutes (October)
5. Guiding Principles
6. Public Comments (limit of 4 minutes)
7. Housing Working Group Report
8. Neighborhood Working Group Report
9. Wellness Working Group Report
10. Rule of Procedure Project Group update
11. Strategic Planning Project Group update
12. New Business.
 - a. Staff Report
 - i. Walt Bellamy Dr. project construction update
 - ii. CDBG change update regarding Eubanks house.
13. Closed Session
14. Adjourn.

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

REDEVELOPMENT COMMISSION OF NEW BERN

GUIDING PRINCIPLES

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



Everything Comes Together Here

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AGENDA ITEM COVER SHEET

Agenda Item Title: Approval of October Minutes

Date of Meeting: <u>11/8/2023</u>	Presenter: Beth Walker
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	Per Procedure, the minutes were prepared according to statues and guidelines provided to staff. They were edited based upon feedback received from the commission.
Actions Needed by Board:	If there are no amendments. The commission needs to consider approving these minutes for the public record.
Backup Attached:	Minutes Attached
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

**City of New Bern
Redevelopment Commission Meeting
October 11, 2023
300 Pollock Street- City Hall
Minutes**

Members Present: Kip Peregoy, Sharon Bryant, Tabari Wallace, Steve Strickland, Julius Parham, Leander Morgan Jr., Sarah Proctor

Ex-Officio Members Present:
Alderman Hazel Royal, Alderman Barbara Best

Members Excused (E)/Absent (A):
Beth Walker (A)

Staff Present:
Zeb Hough, Redevelopment Commission Consultant
Jaimee Mosely Bullock, Attorney

1. Call to order and Welcome.

Vice-chair Kip Peregoy called the meeting to order and requested staff to call the roll.

2. Roll Call.

The staff established a quorum.

3. Approval of the Agenda.

Vice Chair Peregoy presented the agenda to the commission as disseminated and asked for a motion to accept. Steven Strickland moved to approve the agenda, and Julius Parham seconded the motion. The agenda was accepted as disseminated.

4. Approval of Minutes (August)

The Vice-chair presented the minutes. The Motion to accept for August 9th minutes was made by Steve Strickland and seconded by Julius Parham. The motion passed unanimously.

5. Guiding Principles

The Commission read the guiding principles.

6. Public Comments (limit of 4 minutes)

No public Comments were made.

7. Consider a resolution approving the purchase of 1307 Main St.

The request was referred to the Housing workgroup. The Housing workgroup recommended approval to go to the upset bid process. Action to vote to accept the offer and forward the request to the Board of Aldermen for their review and approval. The Motion was made by Julius Parham and seconded by Sarah Proctor. Roll Call was called by staff, and the Motion carried unanimously.

8. Housing Working Group Report

Vice Chair Kip Peregoy gave the Housing Workgroup report for August and September. Housing Workgroup recommended the approval of the three bids for the construction of the Walt Bellamy project. Housing Workgroup recommended approval of a budget for the three Walt Bellamy homes, including a 10% contingency for change orders.

- (a) A motion to consider approving the winning bid for the Walt Bellamy project with a 10% contingency change order was made by Julius Parham and seconded by Leander Morgan Jr. Discussion was had concerning the specifications and timeline. Roll Call was called and carried unanimously.

9. Neighborhood Working Group Report

Leander Morgan Jr reported on both the August and September Neighborhood Workgroup reports, noting the perception of the residents in the Redevelopment zones. Robust discussion was had about the Redevelopment activity in the Redevelopment zones. No motions were made.

10. Wellness Working Group Report

Tabari Wallace reported on the Health and Wellness Working Group's progress in the Redevelopment zones. No motions were made.

11. (a) RDC Budget Amendment Proposal

The RDC Budget Amendment Proposal was discussed with several questions and suggestions. A motion was made by Julius Parham to adopt the budget amendment as proposed, and Steve Strickland seconded the motion. The Roll Call was held by staff and carried unanimously.

(b) Insurance Quote

Kip Peregoy presented the liability insurance as presented by the SIA Insurance Group. The commission had a discussion. A motion to accept the SIA Insurance group quote was made

by Steve Strickland and seconded by Julius Parham. Roll Call was held by staff and carried unanimously.

(c) Discuss a Project Group for Rules of Procedure

The discussion was about forming a project group to develop the Redevelopment Commission's Rules of Procedure. Members were appointed. No motions were made.

(d) Discuss a Project Group to plan the commissioner's planning retreat.

The commission discussed forming a project group. Members were appointed. No motions were made.

12. Closed Session

Julius Parham motioned to go into a closed session about procuring a property. The motion was seconded by Steve Strickland and carried.

Closed Session

13. Adjourn

A motion was made by Steve Strickland to adjourn and was seconded by Leaner Morgan and was carried unanimously. The meeting was adjourned.

Date approved: _____

Kip Peregoy, Vice Chair

Attest: _____
Zeb Hough, Consultant

AGENDA ITEM COVER SHEET

Agenda Item Title: Housing Working Group Report

Date of Meeting: <u>11/8/2023</u>	Presenter: Kip Peregoy
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The Housing workgroup will share an update on the work accomplished since the last meeting as well as any upcoming events.
Actions Needed by Board:	There is no action needed at this time
Backup Attached:	
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title: Neighborhood Working Group Report

Date of Meeting: <u>11/8/2023</u>	Presenter: Leander Morgan Jr.
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The neighborhood working group will share an update on the work accomplished since the last meeting as well as any upcoming events.
Actions Needed by Board:	There is no action needed at this time
Backup Attached:	
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title: Health and Wellness Working Group Report

Date of Meeting: <u>11/8/2023</u>	Presenter: Tabari Wallace
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The Health and Wellness working group will share an update on the work accomplished since the last meeting as well as any upcoming events.
Actions Needed by Board:	There is no action needed at this time
Backup Attached:	
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title: Rules of Procedure Project Group Report

Date of Meeting: <u>11/8/2023</u>	Presenter: Sarah Proctor
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The Rule of Procedure project group will share an update on the work accomplished since the last meeting as well as any upcoming events.
Actions Needed by Board:	There is no action needed at this time
Backup Attached:	
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title: Strategic Planning Project Group Report

Date of Meeting: <u>11/8/2023</u>	Presenter: Julius Parham
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The Rule of Procedure project group will share an update on the work accomplished since the last meeting as well as any upcoming events.
Actions Needed by Board:	There is no action needed at this time
Backup Attached:	
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title: Staff Report

Date of Meeting: <u>11/8/2023</u>	Presenter: Zeb Hough
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	Walt Bellamy Dr. project construction update CDBG change update regarding Eubanks house.
Actions Needed by Board:	There is no action needed at this time
Backup Attached:	
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:



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303 First Street, P.O. Box 1129
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November 8, 2023

Staff Report

Financial Monthly Report:

RDC Fund Balance Unassigned 363,233.65 – Beginning Balance
\$362,904.45- Balance after this month's expenses

Total Budget Walt Bellamy Affordable Housing \$547,000.00 designated
\$427,885.44 Projected \$119,114.56 Remaining Balance

Total Budget McCotter House (Wellness Center) 350,000.00
36,981.12 Spent \$313,018.88 Remaining Balance

Note: In the coming months, development services will be charging the RDC for the demolition of the A street houses approved in July. The RDC will also see the insurance premiums charged as well as some project costs from the designated lines.

Insurance:

Pursuant to the direction and resolution of the commission, all RDC properties are now insured! Staff will work with the SIA group to keep our policies up to date and add or subtract properties as the commission procures and sells interests.

Walt Bellamy Dr. Project Update:

The crews have begun the site work on the Walt Bellamy projects! This Friday, the commission and stake holders on the project are invited to visit the site to see the project scope before it begins. Drawings and the details about the project will be on the website for the public's information. This is a very exciting project for the RDC!

CDBG change update regarding Eubanks house:

- Tuesday, November 28, 2023 -** Substantial Amendments Public Hearing is held in the City Council Chambers at 6 PM.
- Monday, November 27, 2023 -** FY 2020 Annual Action Plan and the FY 2021 Annual Action Plan – Substantial Amendments are taken off Public Display.
- Tuesday, November 28, 2023 -** Board of Aldermen Meeting for approval of the FY 2020 Annual Action Plan and the FY 2021 Annual Action Plan – Substantial Amendments.
- Monday, December 4, 2023 -** UDV submits the FY 2020 Annual Action Plan and the FY 2021 Annual Action Plan – Substantial Amendments in IDIS to the HUD-Greensboro, NC Office.

We've sent the County attorney a proposed deed and the proposed transfer and reversion agreement between the RDC and Habitat. That agreement is in the works.

It may be possible to convey PIDS 8-006-274, 8-006-275 and 8-006-17001 (sliver) this calendar year. Here are the next steps I foresee:

1. We need the County's BOC to approve a transfer and reversion agreement between County and City and convey it's interest to CONB.
2. Have CONB (a) approve transfer and reversion agreement between County and City; (b) convey its interest to RDC; and (c) approve the RDC's transfer of the lots to Habitat* (I'm researching whether part C is required under the statute as there is some ambiguity).
3. Have RDC vote to convey only the vacant parcels to Habitat (right now) and approve a document (either it's a MOU or T&R) between RDC and Habitat reflecting the revised transaction.

Here's a link to the County's meeting schedule and agenda deadlines: <https://www.cravencountync.gov/1810/Meeting-Schedule>. We'll need to make sure meet both the BOC and BOA's deadlines.

Redevelopment Commission Monthly Financial Report
As of October 31, 2023

Org	Object	Project	Description	Fund Balance	2024 Budget	2024 Actual Expenses as of 10-31-23	Expense Detail	PO Total	CHECK # /PO #	VDR NAME/ITEM DESC	COMMENTS	Budget Balance
2116	30100		Fund Balance Unassigned	363,233.65	-	-						363,233.65
21167030	71190		Other Professional Services		25,320.00							25,320.00
			** \$10,000 of 21167030-71190 is for Public Works to do maintenance									
21167030	72310		Utilities		4,100.00	329.20						3,770.80
						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	
21167030	74910		Other Supplies & Materials		3,400.00	-						3,400.00
21167030	75520		Land & Structures		-	-						0.00

RDC Funds

Total Budget McCortner House (Wellness Center)												
11112160	75590	19001	Other Structures & Impr		116,666.00	12,327.04						104,338.96
						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	
11112160	75590	29001	Other Structures & Impr		116,667.00	12,327.04						104,339.96
						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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						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	
						2,697.34			239918	DAVIS HARTMAN WRIGHT	RDC property purchase: 910 & 914 Bloomfield Street	
Wait Bellamy project												
11112160	76450	39023	Affordable Housing		547,000.00							119,114.56
						427,885.44			2,325.00	20232227	Chance & Associates Inc	Management Services
						155,300.00			20241167	IMEC Group, LLC	1002 Wait Bellamy Drive	
						134,400.00			20241171	IMEC Group, LLC	1004 Wait Bellamy Drive	
						135,300.00			20241172	IMEC Group, LLC	1006 Wait Bellamy Drive	
						560.44			20241257	Three Guys Signs Inc	RDC Project Sign	

ARPA Funds



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City of New Bern Redevelopment Commission 2024 Meeting Schedule

AGENDA DEADLINE	BOARD MEETING
January 3, 2024	January 11, 2024
February 7, 2024	February 14, 2024
March 6, 2024	March 13, 2024
April 3, 2024	April 10, 2024
May 1, 2024	May 8, 2024
June 5, 2024	June 12, 2024
July 3, 2024	July 10, 2024
August 8, 2024	August 15, 2024
September 4, 2024	September 11, 2024
October 2, 2024	October 9, 2024
November 6, 2024	November 13, 2024
December 4, 2024	December 11, 2024

Please Note:

The City of New Bern Redevelopment Commission will meet every second Wednesday of the month at **6:00 PM** in the City Hall Court Room.

Any citizen wishing to make a presentation, please contact the redevelopment commission by the noted deadline above.

Please call Zeb Hough at (252) 639-7587 if you have any questions.