

Commission Members

Sharon C. Bryant
Beth Walker
Sarah Proctor
Leander Morgan
Steve Strickland
Julius Parham
Tabari Wallace



Chair

Vacant

Co-Chair

Kip Peregoy

Consultant

Zeb Hough

Ex-Officio Members

Rick Prill

Barbara Best

Hazel Royal

**MEETING AGENDA
July 12, 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. Guiding Principles
5. Public Comments (limit of 4 minutes)
6. Presentation by Habitat for Humanity of Craven County about the following development opportunities on Eubanks Street:
 - a. Habitat for Humanity's use of the house located at 911 Eubanks Street; and
 - b. Request for [list properties] on Eubanks Street for housing projects.
7. Presentation on the purchase of 1101 Main St - PID 8-007-004.
8. Presentation on the draft of the RDC Rules of Procedure.
9. Consider adopting a resolution approving the demolition of homes on West A Street including any required asbestos testing.
10. Consider adopting a resolution adding properties owned by the Redevelopment Commission to the existing Property & Liability policy.
11. Conduct discussion on the need for a strategic planning session, set a date and who will lead the session.
12. Conduct discussion on the need to elect a chair and vice chair at the August meeting. Establish the process to be followed.
13. Conduct a discussion on converting work group into project groups.
14. Closed Session
15. Adjourn.

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

Agenda Item Title:

Presentation by Habitat for Humanity of Craven County about the following development opportunities on Eubanks Street.

Date of Meeting: 7/12/2023	Presenter: Tracy Lilly, Executive Director of Habitat for Humanity
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	This presentation will give the commission a summary of what is possible for habitat if the specified parcels are conveyed to them. The presentation is an opportunity for the commission to ask questions about Habitat's model, the timelines for a project like this, and any other pertinent information.
Actions Needed by Board:	Hold a discussion.
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title:

Presentation on the purchase of 1101 Main St - PID 8-007-004.

Date of Meeting: 7/12/2023	Presenter: Kurtis Stewart
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	Kurtis Stewart is interested in parcel 1101 Main St - PID 8-007-004. It's owned solely by the City, since it falls in the boundaries of the RDC, he will need to get the Commission's endorsement for submission of a bid.
Actions Needed by Board:	Consider endorsing Mr. Stewart's request to purchase and develop this parcel.
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title:

Presentation on the draft of the RDC Rules of Procedure.

Date of Meeting: 7/12/2023	Presenter: Attorney Jaimee Bullock-Mosley
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	Staff has been working on establishing a document that outlines the powers and authority of the commission, established policies, and procedures for the work of the commission. This draft is presented to the commission so that it can reviewed, amended, and finalized.
Actions Needed by Board:	Conduct a discussion and review the document for future use.
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

**Redevelopment Commission
of the
City of New Bern**

I. Applicability

These rules apply to all meetings of the Redevelopment Commission of the City of New Bern.

II. Authority of the Redevelopment Commission

Rule 1. Statutory Powers

The Redevelopment Commission shall exercise only those powers set forth in the General Statutes of North Carolina. Specifically, the Redevelopment Commission shall exercise those powers set forth in Article 22 of Chapter 160A of the North Carolina General Statutes. By way of illustration, these powers may include, but are not limited to the following:

- (a) To purchase property located within the redevelopment area;
- (b) To otherwise acquire property in the redevelopment area;
- (c) To hold, improve, clear, or prepare land for redevelopment;
- (d) To obtain surveys, appraisals, or other preliminary studies;
- (e) To make plans for a program of voluntary repair rehabilitation of buildings;
- (f) To make plans for code enforcement related to land use and the use and occupancy of buildings;
- (g) To execute contracts for construction, demolition, moving structures, and repair work;
- (h) To make resolutions;
- (i) To make expenditures;
- (j) To make recommendations to the Board of Aldermen of the City of New Bern;
- (k) To sell property with or without conditions, subject to approval by the Board of Aldermen by:
 - 1. Advertisement for sealed bid
 - 2. Upset bid
 - 3. Public auction
 - 4. Exchange
 - 5. Private sale to an entity carrying out a public purpose
 - 6. Temporarily rent or lease property in connection with an ongoing redevelopment project
- (l) To exercise the right of eminent domain
- (m) To change the redevelopment plan

III. Regular, Special and Emergency Meetings

Rule 2. Regular Meetings

The Redevelopment Commission shall adopt a schedule of its regular monthly meetings prior to the commencement of each calendar year. Regular meetings of the commission shall be held at city hall, located at 300 Pollock Street, New Bern, North Carolina, and shall begin at 6:00 p.m. A

current copy of the commission's regular meeting schedule shall be filed with the city clerk, and available on the commission's official website.

Rule 3. Special, Emergency, and Recessed Meetings

(a) **Special Meetings.** The chairman, or three members of the commission may at any time call a special meeting of the commission. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) given to each commissioner; (2) posted on the commission's principal bulletin board or, if none, at the door of the commission's usual meeting room; and (3) delivered to each newspaper, wire service, radio station, and person who has filed a written request for notice with the city clerk. Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless (1) all members are present; and (2) the commission determines in good faith at the meeting that is essential to discuss or act on the item immediately.

(b) **Emergency Meetings.** The chairman, or three members of the commission may at any time call an emergency meeting of the commission by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each commissioner and to each local newspaper, local wire service, local radio station and local television station that has filed written emergency meeting notice with the city clerk, and whose request includes the newspaper's, wire service's or station's telephone number. Notice to the news media shall be given at the expense of the party notified.

Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the commission. Only business connected with the emergency may be considered at an emergency meeting.

(c) **Recessed Meetings.** A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 13, Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting.

(d) **Cancellations.** Any regular, special, or recessed meeting of the commission shall be cancelled upon a declaration of a state of emergency by the Craven County Department of Emergency Services. In the event of such a cancellation, the commission shall notify each newspaper, wire service, radio station, and person who has filed a written request for notice with the city clerk of the cancellation, and to the extent possible, cause a notice of cancellation to be posted at the door of the commission's usual meeting room and on the commission's official website.

Any regular, special, or recessed meeting of the commission may be cancelled for good cause or lack of quorum. In the event of such a cancellation, the chairman shall cause written notification to be sent to each commissioner, posted at the door of the commission's usual meeting room and on the commission's official website.

IV. Agenda

Rule 4. Agenda

(a) Agenda. The executive director shall cause to be prepared an agenda and agenda package for each meeting. A request to have an item of business placed on the agenda may be raised by any commissioner as ‘new business’ on the agenda, and upon receiving a majority vote, shall be placed on a future agenda as directed. An agenda package shall include, for each item of business place on the proposed agenda, as much information on the subject as is available and feasible to reproduce, and shall contain a copy of all proposed resolutions as may appear on the agenda. Each commissioner shall receive a copy of the proposed agenda and agenda package no later than three (3) days prior to each regular meeting in either digital or hard copy form, as requested by each commissioner. The proposed agenda and agenda package shall also be available for public inspection and appear on the commission’s official website no later than three (3) days prior to each regular meeting, or as soon as possible if three (3) days is not practical. Nothing in this section shall preclude the executive director from modifying the proposed agenda and agenda package at any time prior to a meeting as the commission’s business dictates.

(b) Adoption of the Agenda. As its first order of business at each meeting, the commission shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. The commission may by majority vote add items to or subtract items from the proposed agenda, except that the commission may not add items to the agenda of a special meeting unless (1) all members are present; and (2) the commission determines in good faith at the meeting that is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the commission may, by majority vote, require that written copies of particular documents connected with the items be made available to the meeting to all commissioners.

The commission may designate certain agenda items “for discussion and possible action.” Such designation means that the commission intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(c) Open Meetings Requirements. The commission shall not deliberate, vote or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the commission to understand what is being deliberated, voted on or acted on. However, the commission may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

Rule 5. Public Comments

The commission may provide a period for public comment at its regular monthly meeting. The purpose of the time for informal public comments is to allow for public input to the commission on issues germane to the commission. It is not intended to compel commissioners or staff to answer questions in an impromptu manner.

Each speaker will speak from the podium, and begin their remarks by giving their name, stating whether or not they are residents of the redevelopment area, and stating the topic about which they intend to speak. Comments will be directed to the full commission, not to an individual

commissioner, staff members, or the audience. Speaker comments are limited to a maximum of 4 minutes during the public comment period. At the conclusion of 4 minutes, each speaker shall leave the podium. Speakers may not yield and of his or her time to another speaker.

Speakers must be courteous in their language and presentation. Personal attacks will not be tolerated. Speakers may leave written comments and/or supporting documents, if any, with the executive director.

If at the beginning of the public comment period, the presiding officer determines that the time required to hear all speakers on the sign-up sheet would unduly disrupt the conduct of commission business or cause undue inconvenience to citizens in attendance for other items on the agenda, the presiding officer may require the designation of spokesman, or the selection of delegates, for groups of persons supporting or opposing the same positions, whose time shall be limited to a maximum of 4 minutes. The presiding officer may also move the period for public comment to some time later in the meeting.

Notwithstanding the presiding officer's prerogatives under this Rule 7, any decision of the presiding officer may be appealed and overruled by a majority of the commission.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Discussion and revision of the proposed agenda; adoption of an agenda
2. Public comments
3. Approval of minutes
4. Reports
5. Executive Director's Report
6. New Business
7. Closed session, if any

By general consent of the commission, items may be considered out of order.

V. Conduct of Debate

Rule 7. Presiding Officer

The chairman shall preside at commission meetings if he or she is present, unless he or she becomes actively engage in debate on a particular matter. In order to address the commission, a member must be recognized by the chairman.

If the chairman is absent, the vice chairman shall preside. If both the chairman and vice chairman are absent, another commission designated by majority vote of the commission shall preside. The vice chairman, or another commissioner who is temporarily presiding retains all of his or her rights as a commissioner, include the right to make motions and the right to vote.

If the presiding officer becomes actively involved in debate on a particular matter, he or she may designate another commissioner to preside over the debate. The presiding officer shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers:

To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;

To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other commissions on this ground;

To entertain and answer questions of parliamentary law or procedure;

To call a brief recess at any time;

To adjourn in an emergency.

A decision by the presiding officer under any of the first three powers listed may be appeal to the Commission upon motion of any commissioner, pursuant to Rule 15, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The commissioner making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out order.

Rule 8. Action by the Board

(a) The commission shall proceed by motion, except as otherwise provided for in Rule 4.

(b) Attendance via Simultaneous and/or Electronic Communication. In order to participate in a meeting via simultaneous and/or electronic communication, the following criteria must be met:

1. The official meeting was properly noticed under G.S. 143-318.12 and under any other requirement for notice applicable to the commission.

2. The commissioner or commissioners participating from a remote location by simultaneous communication can fully participate in the deliberations.

3. The commissioner or commissioners participating from a remote location by simultaneous communication can be heard by the other members of the commission and by any other individual in attendance at the official meeting.

4. The vote of the commissioner or commissioners participating from a remote location by simultaneous communication is not by electronic mail, instant message, or facsimile.

5. If the chairman is participating from a remote location by simultaneous communication, the vice chair or some other commission who is physically present shall preside at the official meeting. The chairman or presiding officer of the commission participating from a

remote location by simultaneous communication shall retain the same voting rights he or she has when presiding.

6. No written ballots may be taken at the official meeting with a commissioner or commissioners participating from a remote location by simultaneous communication.

7. If the official meeting involves a commissioner or commissioners participating from a remote location by simultaneous communication by which the commissioner or commissioners cannot be physically seen by the public body, that commissioner must comply with all the following:

(i) The participation of the commissioner or commissioners must be announced when the meeting is commenced or at the beginning of participation.

(ii) The commissioner identifies himself or herself prior to participating in the deliberations during the official meeting.

(iii) The member identifies himself or herself prior to voting.

8. The commissioner or commissioners participating from a remote location by simultaneous communication shall have been provided with any documents to be considered during the official meeting.

Rule 9. Second Required

A motion requires a second before the commission may proceed with discussion or action on the motion.

Rule 10. One Motion at a Time

A commissioner may make only one motion at a time.

Rule 11. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 12. Adoption by Majority Vote

(a) A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 18 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

(b) A roll call vote shall be required for the following actions:

1. Adoption of a written resolution;
2. Approval of an expenditure in excess of \$1,000.00;
3. Upon the request of the presiding officer, or at least two (2) commissioners.

Rule 13. Debate

The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according the following general principles:

1. The make of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 14. Ratification of Actions

To the extent permitted by law, the commission may ratify actions on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 15. Procedural Motions

(a) Certain Motions Allows. In addition to substantive proposals, only following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) Order of Priority of Motions. In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the commission as specified in Rule _____. This appeal is in order immediately after such a decision is announced and at no other time. The commissioner making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess to a time and place certain shall also comply with the requirements of Rule _____.

Motion 3. To Take a Brief Recess. This motion allows the commission to pause briefly in its proceedings rather than recess to a time and place certain.

Motion 4. To Go into Closed Session. The commission may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a):

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

(2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

(5) To establish, or to 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 (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(10) To view a recording released pursuant to G.S. 132-1.4A.

The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the commission expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 5. To Leave Closed Session. This motion is made to return from a closed session to an open meeting.

Motion 6. To Defer Consideration (also, To Table). The commission may defer a substantive motion for later consideration at an unspecified time.

Motion 7. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter wait until the specified time.

Motion 8. To Amend.

(a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed resolution shall be reduced to writing before the vote on the amendment.

Motion 9. To Reconsider. The commission may vote to reconsider its action on a matter. The motion to do so must be made by a commissioner who voted with the prevailing side (the majority, except in the case of a tie; in that case the “nos” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

Motion 10. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

Rule 16. Duty to Vote

(a) Every commissioner must vote unless excused by the remaining members of the commission. A commissioner who wishes to be excused from voting shall so inform the presiding official, who shall take a vote of the remaining commissioners. No commissioner shall be excused from voting except in cases involving conflicts of interest, as defined by the commission or by law. In all other cases, a failure to vote by a commissioner who is physically present in the meeting place, or who has withdrawn without being excused by a majority vote of the remaining commissions present, shall be recorded as an affirmative vote.

(b) Liaisons appointed under Section 2-134 of the Code of Ordinances of the City of New Bern shall have no right vote on any matter.

Rule 17. Conflicts of Interest

(a) The scope of human activity is so broad that it is unadvisable to attempt to enumerate here all possible areas in which a conflict of interest might arise. Consequently, the following is an illustrative list only, and is not intended to proscribe all aspects of the conduct of the commission in their capacity as appointed officials:

1. No member of commission should use their positions or knowledge gained therein in such a manner that a conflict between the commission's interests and their personal interests arise. Both the fact and the appearance of the conflicting interests are to be avoided.

2. Members of the commission should refrain from transmitting any knowledge of commission consideration or decisions or any other information in which might be prejudicial to the interest of the commission to any person other than in connection with the discharge of their responsibility.

3. Whenever a commissioner has a personal interest, whether individually or through another party that has or may have business dealings with the city, he or she shall disclose that interest to the executive director for proper consideration and action.

4. Whenever a commissioner has an opportunity to engage in a transaction in which the commission would otherwise wish to engage, he or she shall disclose that interest to the executive director for proper consideration and action.

5. If a commission is in a position where access to the commission's confidential information may materially influence his or her decisions in another party engaged in business with the commission, he or she shall decline that information.

6. If a commissioner is in a position where access to the commission's confidential information may materially influence his or her personal financial or investment decisions, he or she shall decline that information.

(b) Commissioners shall comply with all laws and requirements governing conflicts of interest, self-benefiting, gifts and favors, and misuse of confidential information, as required by N.C.G.S. 14-234, 14-234.1, 160A-511, and 133-32.

Rule 18. Closed Sessions

The commission may hold closed sessions as provided by law. The commission shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The commission shall terminate the closed session by a majority vote, using Motion 5 of Rule 15(b).

Only those action authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.

Rule 19. Quorum

(a) A majority of the actual membership of the commission, excluding vacant seats shall constitute a quorum. A majority is more than half. Any liaison shall not be considered a member of the commission for purposes of calculating a quorum. A commissioner who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

(b) A commission or commissioners participating from a remote location by simultaneous communication shall be counted as present for quorum purposes, and all votes of commissioners made during an official meeting with simultaneous communication shall be counted as if the commissioner were physically present in the place of the official meeting, provided all criteria outlined in the Rule 18, and Rule 16 above, are met.

Rule 20. Minutes

Full and accurate minutes of the commission proceedings, including closed sessions, shall be kept. The commission shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the commission, the entire commission shall be polled by name on any vote.

Commissioners' and other persons' comments may be included in the minutes if the commission approves.

General accounts of closed sessions are sealed upon approval by the commission. Such sealed general accounts shall be withheld from public inspection until the city attorney makes

determination that public inspection of such general accounts would frustrate the purpose of the closed session, at which point they shall be unsealed by the city clerk.

Rule 21. Work Groups

(a) Establishment and Appointment. The commission may establish and appoint commissioners for such temporary and standing work groups as needed to help carry on the commission's work. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all commissions, or other bodies of a local governmental unit that are comprised of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the city's or commissions' professional staff.

Rule 22. Amendment of Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the commission provides otherwise. Adoption of an amendment shall require an affirmative vote equal to a quorum.

APPENDIX A
Protocols for Purchasing Property Owned by the RDC

1. Potential buyer submits an offer to purchase form and pays a 5% deposit on the predetermined minimum bid price to the City Clerk.
 - a. The City Clerk shall not accept an offer to purchase for any parcel not listed on the approved “Sellable Lots” list. The Sellable Lots list can be found on the RDC website:
https://www.newbernnc.gov/departments/development_services/redevelopment_commission.php.
2. City Clerk notifies the executive director of receipt of the offer to purchase and required deposit.
3. The executive director contacts the potential buyer within three (3) business days to inform the potential buyer of the meeting date of buyer’s presentation to the RDC.
 - a. Every effort will be made to select a mutually acceptable meeting date.
 - b. The potential buyer, or his or her designee, may make said presentation.
 - c. Any documents, photographs, drawings, etc. that the potential wishes to present to the RDC in support of their redevelopment plan shall be submitted to the executive director at least ten (10) days before the scheduled meeting date.
4. The executive director publishes documents related to the proposed redevelopment plan in the RDC’s agenda packet at least three (3) days before the scheduled meeting.
5. Potential buyer, or his or her designee, presents his or her redevelopment plan to the full Commission during an official meeting. At the conclusion of the presentation, the RDC considers the following queries:
 - a. Whether the proposed redevelopment plan is consistent with the RDC’s adopted redevelopment plan; and
 - b. Whether any restrictive covenants are necessary to ensure prompt implementation of the proposed redevelopment plan.
6. RDC votes to adopt a resolution upset bid process for the sale of the property with or without restrictive covenants. (Note: RDC can reject any and all offers.)
 - a. If the resolution does not pass, the City Clerk returns the deposit within three (3) business days.

- b. If the resolution passes, the executive director causes the required notice to be published in the New Bern *Sun Journal*.
7. At the end of the upset bid process, the City Clerk informs the executive director and assistant city attorney of the final, highest bidder.
8. RDC votes during an official meeting to adopt a resolution authorizing the sale of the property to the final, highest bidder with or without restrictive covenants. (Note: RDC can reject any and all offers.)
 - a. If the resolution does not pass, the City Clerk returns the deposit within three (3) business days.
 - b. If the resolution passes, the Chairman signs the offer to purchase on behalf of the Seller.
9. The executive director forwards the signed resolution authorizing the sale of the property and any other pertinent information to the City Clerk within two (2) business days.
10. The City Clerk includes the signed resolution and any supporting documents in the Board of Aldermen's next agenda packet.
11. The Board of Aldermen votes to adopt a resolution approving the sale.
12. Upon the Board's approval of the sale, the RDC Chairman and Vice Chairman sign the quitclaim deed and lien waivers.
13. The executive director, in consultation with the City Clerk and City Attorney's Office, shall schedule a closing within 30 days of approval by the Board of Aldermen.

**Protocols for Purchasing of City and/or County Owned Properties
in the Redevelopment Area**

1. Potential buyer submits an offer to purchase form and pays a 5% deposit on the City's predetermined minimum bid price to the City Clerk.
 - a. The City Clerk shall not accept an offer to purchase for any parcel not listed on the approved "Sellable Lots" list. The Sellable Lots list can be found on the RDC website:
https://www.newbernnc.gov/departments/development_services/redevelopment_commission.php.
2. City Clerk notifies the executive director of receipt of the offer to purchase and required deposit.
3. The executive director contacts the potential buyer within three (3) business days to inform the potential buyer of the meeting date of buyer's presentation to the RDC.
 - a. Every effort will be made to select a mutually acceptable meeting date.
 - b. The potential buyer, or his or her designee, may make said presentation.
 - c. Any documents, photographs, drawings, etc. that the potential wishes to present to the RDC in support of their redevelopment plan shall be submitted to the executive director at least ten (10) days before the scheduled meeting date.
4. The executive director publishes documents related to the proposed redevelopment plan in the RDC's agenda packet at least three (3) days before the scheduled meeting.
5. Potential buyer, or his or her designee, presents his or her redevelopment plan to the full Commission during an official meeting. At the conclusion of the presentation, the RDC considers the following query:
 - a. Whether the proposed redevelopment plan is consistent with the RDC's adopted redevelopment plan.
6. RDC votes to adopt a resolution recommending the Board of Aldermen initiate the upset bid process for the sale of the property.
 - a. If the resolution does not pass, the executive director shall send notification of such action and the basis for the decision to the City Clerk within two (2) business days.

- b. If the resolution passes, the executive director shall forward the signed resolution recommending the initiation of the upset bid process and any other pertinent information to the City Clerk within two (2) business days.

DRAFT

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider adopting a resolution approving the demolition of homes on West A Street including any required asbestos testing.

Date of Meeting: 7/12/2023	Presenter: Commissioner Kip Peregoy
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	<p>The following are the cost estimates for public works to demolish the structures located on West A Street:</p> <p>718 W. A St.- \$4,889.50 716 W. A St.- \$7,205.00 708 W. A St.- \$4,312.00</p> <p>Additionally, asbestos testing is required. The testing is generally \$500/per structure. However, there is a discount available if the Commission decides to demolish all three structures. Let Jaimee know if you need any additional information.</p>
Actions Needed by Board:	Consider adopting a resolution.
Backup Attached:	
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

RESOLUTION

BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF NEW BERN:

Section 1. That the Redevelopment Commission of the City of New Bern hereby authorizes asbestos testing for the three structures located upon the real properties located at 708 and 710 West A Street, more particularly described as Craven County Parcel Identification Numbers 8-006-104 and 8-006-105.

Section 2. That the Redevelopment Commission of the City of New Bern hereby authorizes the City of New Bern to demolish the three structures located upon the real properties located at 708 and 710 West A Street, more particularly described as Craven County Parcel Identification Numbers 8-006-104 and 8-006-105.

ADOPTED THIS 12TH DAY OF JULY, 2023.

KIP PEREGOY, Vice Chairman

ZEB HOUGH, Consultant

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider adopting a resolution adding properties owned by the Redevelopment Commission to the existing Property & Liability policy.

Date of Meeting: 7/12/2023	Presenter: Commissioner Kip Peregoy
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The SIA group will submit the other properties to several of our carriers and put a proposal together to share with the commission soon.
Actions Needed by Board:	Consider adopting a resolution.
Backup Attached:	
Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

RESOLUTION

BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF
NEW BERN:

That the Redevelopment Commission of the City of New Bern hereby authorizes the Vice
Chairman to execute a contract for and on behalf of the Commission, pursuant to G.S. 160A-
512(15), to add the following properties to the Commission's property and liability insurance
policies:

- 1.
- 2.
- 3.
- 4.
- 5.

ADOPTED THIS 12TH DAY OF JULY, 2023.

KIP PEREGOY, Vice Chairman

ZEB HOUGH, Consultant

AGENDA ITEM COVER SHEET

Agenda Item Title:

Conduct discussion on the need for a strategic planning session, set a date and who will lead the session.

Date of Meeting: 7/12/2023	Presenter: Commissioner Kip Peregoy
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The commission is in its fifth year of operating. A discussion has been suggested to have a strategic planning work session for the redevelopment commission to discuss and agree on what priorities and goals should be pursued in the next five years.
Actions Needed by Board:	Discuss the need and if consensus is reached to move forward, the commission will need to set a date and decide who will lead the session.
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title:

Conduct discussion on the need to elect a chair and vice chair at the August meeting. Establish the process to be followed.

Date of Meeting: 7/12/2023	Presenter: Commissioner Kip Peregoy
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	The chair of the redevelopment commission is recently vacant. As the elected official for the commission, entrusted to facilitate meetings and hold order for the commission, having this seat filled is essential.
Actions Needed by Board:	Establish the process to be followed and conduct a discussion.
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title:

Conduct a discussion on converting work group into project groups.

Date of Meeting: 7/12/2023	Presenter: Sarah Proctor
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	<p>During the meetings with the city, it was suggested that the commission consider shifting from workgroups to project groups. This approach would allow for a unified approach to the commission's work and bring the commission's full resources to every project. This is a discussion to explore if this is the best direction for the commission to go and for everyone to voice their thoughts on the record.</p>
Actions Needed by Board:	<p>Conduct a discussion and work towards consensus.</p>
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes: