

Commission Members

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



Chair

Tharesa Lee

Co-Chair

Kip Peregoy

Executive Director

Vacant

Ex-Officio Members

Rick Prill
Barbara Best
Hazel Royal

**BOARD MEETING AGENDA
JUNE 14, 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 4 minutes)
6. Approve Minutes
 - April 12th, 2023
 - May 1st, 2023 (Special meeting)
 - May 10th, 2023
7. Presentation by New Bern Preservation Foundation on 1772 Foundation Planning Grant
8. Working Groups Report
 - Health and Wellness Center Work Group
 - Discussion on the recombination and surveying for Wellness Center on Bloomfield property.
 - Discussion on construction timeframe, property ownership, and staffing.
 - Housing Work Group
 - Discussion on establishing utilities and water/sewer for 203/207 Jones Street.
 - Discussion on soliciting bids for construction contractors for three (3) small houses on subdivided lots on 203/207 Jones Street.
 - Discussion on establishing utilities and water/sewer for 911 Eubanks Street.
 - Neighborhood Work Group
 - Discussion on funding RDC monthly lot mowing for April / May.
9. Staff's Report
10. New Business
11. Closed Session
12. 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

AGENDA ITEM COVER SHEET

Agenda Item Title:

Presentation by New Bern Preservation Foundation on 1772 Foundation Planning Grant

Date of Meeting: 6/14/2023	Presenter: TBD
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	A presentation will be given by the New Bern Preservation Foundation on the 1772 Foundation Planning Grant. The Preservation Foundation received the grant for the purpose of restoring historic houses in Duffyfield, and then selling them as affordable housing to 1st-time homeowners.
Actions Needed by Board:	N/A
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title:

Health and Wellness Center Work Group.

Date of Meeting: 6/14/2023	Presenter: Tabari Wallace
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	A discussion needs to be held regarding the following items: 1) Recombination and surveying for the Wellness Center located on Bloomfield Street. 2) A discussion needs to be held to determine how the Commission wishes to proceed with the construction timeframe, property ownership, and staffing of Wellness Center.
Actions Needed by Board:	Hold discussion and give staff direction
Backup Attached:	
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

AGENDA ITEM COVER SHEET

Agenda Item Title:

Housing Work Group.

Date of Meeting: 6/14/2023	Presenter: Kip Peregoy, Vice-Chair
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	A discussion needs to be held on the following items: 1) Establishing utilities and water/sewer for 203/207 Jones Street. 2) Soliciting bids for construction contractors for three (3) small houses on the subdivided lots located at 203/207 Jones Street. 3) Establishing utilities and water/sewer for 911 Eubanks Street.
Actions Needed by Board:	Hold discussion and give staff direction
Backup Attached:	Housing workgroup report.
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

Housing Work Group Meeting

May 8, 2023

Agenda

- Review Jones St. project budget for recommendation to Commission
- Discuss hiring appraiser for 911 Eubanks for recommendation to Commission
- Discuss engaging a Realtor for sale of 911 Eubanks to public
 - Conditions of sale
 - Low to moderate income verification
 - Enter the upset bid process after accepted offer
- Discuss other potential sale of 911 Eubanks
 - Habitat
 - Housing Authority
 - Twin Rivers
 - Mt Carmel church
- Request authority to pay costs on 911 Eubanks until sold
 - Utilities
 - Landscape maintenance
 - Insurance
- Review policy on price of RDC property (Jamie resolution)
- Review sign designs for various projects
- Review survey invoices for Jones street project for recommendation to Commission

203, 207 Jones Street Project

Draft Budget

Preliminaries

• Survey lot	750	
• Combine lots	350	
• Site plan for City	350	
• House selection	0	
• House specifications	3000	
• Signage	700	5150

Site work

• Lot clearing	4000	
• Silt fence	1500	
• Staking house locations	750	
• Create building pads	5000	11250

House construction

• Permits	2000	
• Building cost (165/sf) (15% contingency)	455400	
• Utility connections	0	
• Access & parking	11000	
• Landscaping	15000	483400

Amenities

• Sidewalks	5000	
• Furniture	0	
• Appliances	20000	25000

Carrying cost

• Sales commissions	7500	
• Landscape maintenance	8100	
• Utilities	3600	
• Insurance	3000	22200

Total

\$547,000

Chance & Associates Inc.

Professional Land Surveying - Firm License No. C-3662

1009 Basil Drive
New Bern, NC 28562-4951
Phone: (252) 636-9540

INVOICE

Date: May 27, 2023
Invoice # 1943
For: 203 & 207 Jones St.
New Bern, NC
044-CNB-012

Bill To:

City of New Bern
Redevelopment Commission
Kip Peregoy
PO Box 1129
New Bern, NC 28563
Phone: (252) 229-9025

Description	Amount
Subdivision Mapping - 203 & 207 Jones Street - March 13, 2023 Parcel ID: 8-009-037 & 8-009-038	\$ 300.00
Subdivision Mapping Update - April 6, 2023	150.00
Subdivision Final Mapping - May 2, 2023 New Addresses: 1002, 1004 & 1006 Walt Bellamy Drive	100.00
Paper & Mylar Originals - May 3 & 10, 2023	50.00
Set Subdivision Property Corners - May 28, 2023	200.00
TOTAL	\$ 800.00

Make checks payable to **Chance & Associates, Inc.**

Total due upon receipt. Overdue accounts subject to a service charge of 1% per month.

Any questions concerning this invoice, please contact Joe Chance, (252) 636-9540, josephthchance@reagan.com

Thank you for your business!

Chance & Associates Inc.

Professional Land Surveying - Firm License No. C-3662

1009 Basil Drive
New Bern, NC 28562-4951
Phone: (252) 636-9540

INVOICE

Date: May 27, 2023
Invoice # 1942
For: 203 & 207 Jones St.
New Bern, NC
044-CNB-012

Bill To:

City of New Bern
Redevelopment Commission
Kip Peregoy
PO Box 1129
New Bern, NC 28563
Phone: (252) 229-9025

Description	Amount
Recombination Mapping - 203 & 207 Jones Street - March 13, 2023 Parcel ID: 8-009-037 & 8-009-038	\$ 300.00
Recombination Mapping Update - April 6, 2023	150.00
Recombination Final Mapping - May 2, 2023	100.00
TOTAL	\$ 550.00

Make checks payable to **Chance & Associates, Inc.**

Total due upon receipt. Overdue accounts subject to a service charge of 1% per month.

Any questions concerning this invoice, please contact Joe Chance, (252) 636-9540, josephchance@reagan.com

Thank you for your business!

Chance & Associates Inc.

Professional Land Surveying - Firm License No. C-3662

1009 Basil Drive
New Bern, NC 28562-4951
Phone: (252) 636-9540

INVOICE

Date: May 27, 2023
Invoice # 1941
For: 203 & 207 Jones St.
New Bern, NC
044-CNB-012

Bill To:

City of New Bern
Redevelopment Commission
Kip Peregoy
PO Box 1129
New Bern, NC 28563
Phone: (252) 229-9025

Description	Amount
Boundary and Location Survey - 203 & 207 Jones Street - March 4, 2023 Parcel ID: 8-009-037 & 8-009-038	\$ 450.00
Working Drawing at 30 Scale - March 5, 2023	150.00
GPS Site Elevations by James Simmons - March 6, 2023	300.00
Updated Working Drawing at 30 Scale - March 7, 2023	75.00
TOTAL	\$ 975.00

Make checks payable to **Chance & Associates, Inc.**

Total due upon receipt. Overdue accounts subject to a service charge of 1% per month.

Any questions concerning this invoice, please contact Joe Chance, (252) 636-9540, josephthchance@reagan.com

Thank you for your business!

ENGAGEMENT LETTER

Date May 11, 2023
Client City of New Bern Redevelopment Commission
Address 300 Pollock St, New Bern, NC 28560

RE: Appraisal of 911 Eubanks St, New Bern, NC 28560

Dear Kip Peregoy,

Pursuant to your request, we are happy to submit a proposal for the appraisal of the property located at 911 Eubanks St, New Bern, NC 28560.

The appraisal shall be prepared for City of New Bern Redevelopment Commission
and is for the sole and exclusive use of City of New Bern Redevelopment Commission.
We request that you seek our written authorization before releasing the report to any other party.

The assignment will be to formulate an opinion of market value for the property. The legal property appraised would be the Fee Simple interest. The property will be valued as of the date of observation.

The appraisal will be prepared in accordance with the Uniform Standards of Professional Appraisal Practice. Attached to this letter you will find a copy of our Statement of Limiting Conditions and Appraiser's Certification which are attached to all appraisals prepared by this office. Please review and initial each attached page and return the executed copy to us indicating your acceptance and approval of our Limiting Conditions and Appraiser's Certification.

The estimated completion date of the appraisal is June 16, 2023.
We can only complete the appraisal by this date if we receive from you in a timely manner any relevant information needed for the preparation of the report. In order to complete this appraisal, the following information will be needed:
n/a

We will furnish you with 1 copies of the appraisal report. Our fee for this appraisal will be \$ 1,200.
This fee ☒ does ☐ does not include the cost of certain expenses that may be incurred in the preparation of the report.
If expenses are not included, a bill for these expenses will be provided to you upon completion of the report.

- ☐ A retainer in the amount of \$ _____ must be paid to this office before we can commence the preparation of this report.
- ☒ A bill for the \$ 1,200 appraisal fee will be presented and immediate payment will be requested at the time the report is completed.
- ☐ A bill for the appraisal fee of \$ _____ along with any other expenses incurred will be presented to you along with the completed report.

We will proceed with the preparation of this appraisal upon receipt of a signed copy of this letter and an initialed copy of the Statement of Limiting Conditions and Appraiser's Certification. If you have any questions about anything contained in this letter or in any of the attachments, please give us a call.

Sincerely,

Jordana Outlaw Deese

Engagement Letter Accepted:

(client signature)

(date)

AGENDA ITEM COVER SHEET

Agenda Item Title:

Neighborhood Work Group

Date of Meeting: 6/14/2023	Presenter: Kip Peregoy, Vice-Chair
Department: Redevelopment Commission	Person Submitting Item:

Explanation of Item:	A discussion needs to be held to determine how the Commission wishes to move forward with funding RDC monthly lot mowing for April / May and annual growing season.
Actions Needed by Board:	Hold discussion and give staff direction.
Backup Attached:	Work orders 1. Street-04-2023-020589 (\$1,473.91) 2. Street-05-2023-020723 (\$1,250.49) Neighborhood Work Group Report
Is item time sensitive? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Notes:

COMPLETE OVERVIEW OF WORK ORDER DETAILS

WORK ORDER DETAILS:

Work Order Type:	Mowing (Streets)	Work Order Status:	Completed
Work Order Classification:	Miscellaneous	Priority:	Medium
Scheduled Start Date:		Department:	Streets
Scheduled End Date:		Actual Start Date:	4/17/2023
Total Work Order Cost:	\$1,473.91	Actual Complete Date:	04/19/2023
Description:	RDC Lot mowing list		

LOCATION

Is GIS: TM

ASSIGNED TO

First Name	Last Name	Email	Department	Supervisor?
John	Saxton	saxton.john@newbernnc.gov	Streets	TM

RESOURCES

First Name	Last Name	Company Name	Skill	Labor Hours	Cost
Jeremiah	Clark		Maintenance Construction Worker	15	\$428.62
Jordan	Rodriguez		Maintenance Construction Worker	15	\$387.58
Devin	Robbins		Maintenance Construction Worker	15	\$376.71

WORK ORDER COST DETAILS

Total Equipment Cost:	\$206.00	Total Contract Item Cost:	\$0.00
Total Resource Cost:	\$1,192.91		

EQUIPMENT(S)

Equipment Name	Equipment Number	Equipment Hours	Total Cost
E-019	15399	10.00	\$150.00
Zero Turn Mower	MO-03-2017-000088	5.00	\$30.00
Weed Eater	WE-09-2015-000047	15.00	\$22.50
Back Pack Blower	BPB-07-2016-000079	2.00	\$3.50

MISCELLANEOUS INVENTORY ITEM(S)

Vendor	Misc Item Name	Misc Item Cost
City of New Bern Public Works	Crossbow herbicide @ \$5/Gal.	\$35.00
City of New Bern Public Works	Trash removal @ \$40/ Ton	\$40.00



Signature

 4/24/23
Date

COMPLETE OVERVIEW OF WORK ORDER DETAILS

WORK ORDER DETAILS:

Work Order Type:	Mowing (Streets)	Work Order Status:	Open
Work Order Classification:	Miscellaneous	Priority:	Medium
Scheduled Start Date:		Department:	Streets
Scheduled End Date:		Actual Start Date:	5/16/2023
Total Work Order Cost:	\$1,250.49	Actual Complete Date:	05/22/2023
Description:	RDC mowing list May 2023		

LOCATION

Is GIS: TM

ASSIGNED TO

First Name	Last Name	Email	Department	Supervisor?
John	Saxton	saxton.john@newbernnc.gov	Streets	TM

RESOURCES

First Name	Last Name	Company Name	Skill	Labor Hours	Cost
Jeremiah	Clark		Maintenance Construction Worker	12	\$354.72
Jordan	Rodriguez		Maintenance Construction Worker	12	\$320.76
Devin	Robbins		Maintenance Construction Worker	12	\$311.76

WORK ORDER COST DETAILS

Total Equipment Cost:	\$206.25	Total Contract Item Cost:	\$0.00
Total Resource Cost:	\$987.24		

EQUIPMENT(S)

Equipment Name	Equipment Number	Equipment Hours	Total Cost
E-030	14762	9.00	\$135.00
Weed Eater	WE-09-2015-000047	20.00	\$30.00
Zero Turn Mower	MO-03-2017-000088	6.00	\$36.00
Back Pack Blower	BPB-07-2016-000079	3.00	\$5.25

MISCELLANEOUS INVENTORY ITEM(S)

Vendor	Misc Item Name	Misc Item Cost
City of New Bern Public Works	Herbicide/ \$5 Gal.	\$15.00
City of New Bern Public Works	Trash removal @ \$42/ton	\$42.00


Signature

5/25/23
Date

Neighborhood Work Group Report

- The community has voiced concerns over the 3 infrastructure projects underway and the completion dates for resurfacing:
 - Main St
 - Raleigh St
 - Washington St
 - There's been no activity and no city presence at these locations in Weeks.
 - There also has been no communication with the residents.
- The Tisdale House has been moved successfully and was a Public Event that was well attended and closely watched.
- Focus and Questions about the Stanley White Recreation Center and the particulars are a main concern now that the Tisdale House has been moved.
- No Dumping Signs have been placed in "Freddie's Curve" at the end of Main Street where there was a problem with illegal dumping, since the signage, the area has been cut back, well-kept and looks good.
- The Duffyfield Residence Council, The Phoenix Group, The People's Assembly, and other Community Action Groups will be contacted and asked to work in Concert with the Neighborhood Work Group. We've had discussions but our next project date has not been set yet.
- The work on the Eubanks House seems to be progressing but no information has been shared with the community as it relates to how its completion will benefit the area.
- The Neighborhood Work Group would like to welcome as members of this Work Group:
 - Sarah Proctor
 - Julius Parham
 - Sharon Bryant
- The Neighborhood Work Group looks forward to working with Mrs. Ruth on all our upcoming Projects.
- The overall landscape of the Redevelopment Area is looking better. The City Owned lots have been maintained through Public Works. These and other private properties look good when they're cut and properly maintained. The Trash situation is not as bad as it was this past fall and winter.
- The climate of the Community is not in a bad place, but improvements can always be made.
- Communication is the Key.