

**TAB 1**

**DRAFT  
CRA BOARD  
AUGUST 1, 2011  
7:35 PM**

CRA Board Members Present:

Shirley Groover Bryant, CRA Board Presiding Officer  
Brian Williams, Chair  
Tamara Cornwell  
Tambra Varnadore  
Alan Zirkelbach

CRA Board Members Absent:

Mary Lancaster, Vice Chair

Staff Present:

March Barnebey, City Attorney  
Jeff Burton, CRA Executive Director  
James R. Freeman, City Clerk  
Allen Tusing, Public Works Director  
Rick Wells, Chief of Police  
Diane Ponder, Deputy Clerk-Administration

PUBLIC COMMENT: None

Ms. Bryant called the meeting to order at 7:35 p.m.

1. CRA BOARD AGENDA APPROVAL

**MOTION: Mr. Zirkelbach moved, Mr. Williams seconded and motion carried 4-0 to approve the August 1, 2011 CRA Board agenda.**

2. CRA BOARD CONSENT AGENDA APPROVAL

Mr. Burton requested that the June 14, 2011 minutes be removed from the Consent Agenda because of a possible missing attachment. They will be brought back to the Board for approval at a future meeting.

- A) Minutes: June 6, 2011, June 14, 2011 (Joint CRA/CRA Advisory Board)
- B) Consultants' Competitive Negotiation Act (CCNA) Architectural Consulting Services Contracts
  - 1. Ugarte & Associates, Inc.
  - 2. Moore 2 Design, LLC
- C) Consultants' Competitive Negotiation Act (CCNA) Engineering Consulting Services Contracts
  - 1. Allison-Gause, Inc.
- D) Consultants' Competitive Negotiation Act (CCNA) Surveying Consulting Services Contracts
  - 1. Leo Mills & Associates, Inc.
  - 2. Clements Surveying, Inc.

Mr. Barnebey explained that any reference to action by the CRA in the contracts, unless it says the contract manager, means the CRA Board. Mr. Burton confirmed the CRA Advisory Board has conceptually approved the contracts, as has the attorney.

Mr. Burton discussed the fact that the Board previously awarded the bids to three firms in each consulting services category and additional contracts would be forthcoming. He also discussed the Board's approval of the conceptual plan of the 5<sup>th</sup> Street Streetscape project and the project's budgeted amount. The contracts define a scope of work to develop the plan, after which the project will be bid for construction. Mr. Barnebey confirmed that upon approval of the continuing contracts, they provide the CRA Director authority to approve work

assignments consistent with the budget of the project, without approval. Also, approval of a continuing contract removes the requirement to adhere to the City's purchasing code criteria for the consulting services.

Discussion ensued on the need to develop criteria for consulting services. A maximum percentage range of 10% to 15% of the project amount was discussed for architectural and engineering consulting services. Once the criteria are developed, change orders to the established maximum amounts would then require CRA Board approval. Mr. Barnebey suggested that adoption of a CRA resolution would be the best way to establish the criteria.

Mr. Tusing explained how the eight engineering firms with which the City has contracts were selected and how their services are negotiated for specific projects. He discussed an 8% to 12% range the City can expect to pay in engineering costs for any given project.

Mr. Barnebey explained how the dispute resolution language under Article X of the contract would apply to projects. A dispute that is not a percentage amount of a task would be settled through negotiation with the contract manager and then the CRA Board, or the courts if no resolution is reached. If a disputed item is a percentage of task it would come to the CRA Board and if no resolution is reached, then the courts.

Mr. Barnebey confirmed that a new RFQ would have to be issued by the City for new businesses to participate in a project during the duration of the contracts.

**MOTION: Mr. Zirkelbach moved, Ms. Cornwell seconded and motion carried 4-0 that prior to a formal policy put in place by resolution, architectural and engineering costs shall not exceed 10% of the overall estimated project without coming back to the CRA for approval.**

Mr. Barnebey anticipated having a resolution for consideration at the next meeting.

### 3. GENERAL COMMERCIAL INCENTIVE PACKAGE

June Hunter referred to Appendix B. She stated her opinion that given the open property in the City, that by restricting what property is incentivized the policy is arbitrary, and it should be working to the code rather than zoning. Mr. Burton informed the Board that the Downtown Design Guidelines were for the Downtown Commercial Core. To date there are no design guidelines for General Commercial or Heavy Industry.

Mr. Burton confirmed that the density and intensity on page 5 and the map comes directly from the Comprehensive Plan. Mr. Burton will confirm if the Edenfield property was indeed identified as General Commercial.

**MOTION: Ms. Cornwell moved, Mr. Zirkelbach seconded and motion carried 4-0 to approve the CRA General Commercial Incentive Package.**

### 4. HEAVY COMMERCIAL/INDUSTRY INCENTIVE PACKAGE

**MOTION: Ms. Cornwell moved, Mr. Zirkelbach seconded and motion carried 4-0 to approve the CRA Heavy Commercial/Industry Incentive Package.**

Ms. Bryant commended staff for the development of the two incentive packages.

### 5. CRA DIRECTOR'S COMMENTS

Mr. Burton listed the items he plans to place on the August 15, 2011 agenda: CRA Budget, CRA Plan, updated Map, 5<sup>th</sup> Street Streetscape design (because of the \$585,000 grant) and the Sutton Park design.

He described a USDA matching grant that is available for residential rehabilitation, requesting permission to submit a pre-application. He stated that next year the City can apply for the grant for structures outside the CRA District.

**MOTION: Ms. Varnadore moved, Mr. Zirkelbach seconded and motion carried 4-0 to approve the USDA grant pre-application and authorize the Mayor to sign appropriate documents related to the grant application.**

**6. PRESIDING OFFICER'S COMMENTS**

Mr. Burton stated he has a great job and appreciates being here.

**7. CRA BOARD MEMBERS' COMMENTS**

Ms. Bryant stated she is very excited about the items that are moving forward and thanked both the CRA and CRA Advisory Boards staff.

**Ms. Cornwell**

Asked if a design for empty windows is being researched, mentioning specifically window wrappings. Mr. Burton will develop a design for consideration. Ms. Bryant reminded staff to look at requirements for visibility access for police enforcement.

Meeting adjourned at 8:45 p.m.

Minutes approved:

James R. Freeman  
City Clerk

**Approved Minutes  
JOINT CRA BOARD AND  
CRA ADVISORY BOARD MEETING  
JUNE 14, 2011  
5:30 P.M.**

Shirley Groover Bryant, CRA Board Presiding Officer

CRA Board Members Present:

Brian Williams, Chair  
Mary Lancaster, Vice Chair  
Tamara Cornwell  
Tambra Varnadore  
Alan Zirkelbach

CRA Advisory Board Members Present:

Sia Mollanazar, Chair  
Betty Ann Price, Vice Chair  
Nick Costides  
McArthur Sellars  
Charles Smith

Staff and Others Present:

Jeff Burton, CRA Director  
Mark Barnebey, City Attorney  
Antoinette Kilgore, Administrative Assistant

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Mayor Bryant called the meeting to order at 5:36 p.m.

1. JOINT CRA AND CRA ADVISORY BOARD AGENDA APPROVAL

**Action:** Motion by Nick Costides to approve the June 14, 2011 CRA Advisory Board agenda.  
Second by McArthur Sellars.

**Vote:** Motion carried by unanimous voice vote.

**Action:** Motion by Brian Williams to approve the June 14, 2011 CRA Board agenda.  
Second by Mary Lancaster.

**Vote:** Motion carried by unanimous voice vote.

2. CONSENT AGENDA

(TAB 1)

A) CRA Advisory Board Minutes: May 10, 2011

**Action:** Motion by Nick Costides to approve the May 10, 2011 Advisory Board Minutes.  
Second by Charles Smith.

**Vote:** Motion carried by unanimous voice vote.

3. STORE FRONT GRANT #11-07 (620 8<sup>TH</sup> AVE. W.)

(TAB 2)

Advisory Board

**Action:** Motion by Nick Costides to recommend approval of the Leo Mills & Associates Store Front Grant request, SFG#11-07, minus the awning, in the amount not-to-exceed \$2,900.00, Seconded by Betty Ann Price.

**Vote:** Motion failed 2 to 3. (Aye-Costides,Price; Nay-Mollanazar,Smith,Sellars).

**Action:** Motion by McArthur Sellars to recommend approval of the application as submitted, in an amount not to exceed \$3,658. Seconded by Charles Smith.  
**Vote:** Motion passed 3 to 2. (Aye- Mollanazar, Smith, Sellars; Nay - Costides, Price)

**CRA Board**

**Action:** Motion by Alan Zirkelbach, to approve the Leo Mills & Associates Store Front Grant request, SFG#11-07, minus the cost of recovering the existing awning, in an amount not to exceed \$3,392.00. Second by Brian Williams.  
**Vote:** Motion carried by unanimous voice vote.

**4. LAMB AND SUTTON PARK REDEVELOPMENT** (TAB 3)

Moore 2 Design presented a conceptual plan for the redevelopment of Lamb and Sutton Park.

**Action:** By consensus, the CRA Advisory Board and CRA Board voiced approval of phase one of the conceptual plan for the redevelopment of Lamb and Sutton Parks, as presented. Estimates for design and construction costs will be presented for approval at future meetings.

**5. 5<sup>th</sup> STREET STREETScape DESIGN** (TAB 4)

This project begins the redevelopment of the Downtown Commercial Core District. Part 1 of the project is the design for 5<sup>th</sup> Street. Part 2 of the project is redeveloping the City Hall parking lot with amenities that will be used in upcoming streetscape projects.

**Discussion indicated consensus among board members in favor of the streetscape project concept. More specific information regarding design costs and construction estimates that could be affected by the outcome of grant requests will be presented at a future date for consideration.**

**6. CRA DIRECTOR'S COMMENTS**

Information was provided on utilizing Facebook to advertise the 4<sup>th</sup> of July concert. The director noted that the "Celebration Center" will be open for VIPs invited to the concert.

An update was given on efforts to tie the Martin Luther King Jr. Park into the linear park trail, to include the need for conducting topographical and wetlands surveys and title searches on the properties involved. It was agreed that approval has already been given to proceed with the effort.

**Advisory Board**

**Action:** Motion by McArthur Sellars moved for a recommendation that the director move forward with necessary topographical surveys, wetlands surveys and possible title searches of the properties involved. Second by Charles Smith.  
**Vote:** Motion passed 4 to 1. (Aye—Costides, Molanazar, Sellars, Smith; Not voting—Price).

An update was provided on the possibility of locating a YMCA facility and pool in the area of the intersection of 10<sup>th</sup> St. and 10<sup>th</sup> Avenue and the need for appraisals, title searches and possible environmental surveys on some of the property involved.

**Advisory Board**

**Action:** Motion by McArthur Sellars to recommend approval of spending up to \$5000 for appraisals and other information needed on land in the southwest corner of 10<sup>th</sup> Avenue and 10<sup>th</sup> Street being considered for purchase. Second by Charles Smith.

**Vote:** Motion carried by unanimous voice vote.

7. PRESIDING OFFICER'S COMMENTS

8. CRA BOARD MEMBERS' COMMENTS

Brian Williams – No comment.

Mary Lancaster – Commented on student performances scheduled at the Lincoln School and recognized Chief Wells for his contribution to the program.

Tamara Cornwell - No comment.

Tambra Varnadore - No comment.

Alan Zirkelbach - No comment.

9. CRA ADVISORY BOARD MEMBERS' COMMENTS

Sia Mollanazar – No comment.

Betty Ann Price – No comment.

Nick Costides – Commented on the joint meetings and maybe trying to modify the meeting.

McArthur Sellars – Commented on the Fourth of July plans and a teacher appreciation program planned for August at the New Life church.

Charles Smith – Commented on his concerns about changes made to the proposed YMCA project.

10. PUBLIC COMMENTS FOR CRA AND CRA ADVISORY BOARDS

No additional comments were made.

11. ADJOURNMENT

Brian Williams adjourned the meeting at 8:51 p.m.

Minutes approved by:

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Jeff Burton, CRA Director