

NC STEP Minutes, June 24, 2010

NC STEP Advisory Committee Meeting
Town of Bayboro Town Hall
June 24, 2010 @ 5:30 p.m.

NC STEP Coordinator Barbara Baker welcomed everyone and called the meeting to order.

Our guests were introduced and attention was drawn to the posted notice informing the public that meetings held in the Bayboro Town Hall were recorded as an aid in the recordation of the official minutes.

Ms. Baker stated the purpose of tonight's meeting was to update the committee as to where to go and what to expect from the point of project approval to the implementation phase. She went on to inform the committee that the Town of Bayboro Town Council met and discussed the procedures for project updates and payments.

As the Town Council meets twice a month, updates are expected in a timely manner and when any changes occur. As projects progress, detailed updates are to be sent to the Town Council. The Town Council is to be kept informed throughout every aspect of the project implementations. Ms. Baker informed the Committee that if chairpersons would send her the updates prior to the Town Council meetings, she would see that the Council Members received copies of the updates.

Estimates and/or bids are to be solicited and presented to the Town Council, where they will review said estimates and/or bids prior to choosing. Chairpersons and members involved with individual projects may be asked to attend in order to answer any questions that may arise when going over any received estimates and/or bids.

Regarding project payments, itemized invoices are to be presented to the Town Council before any payment is rendered. The Town Council will review these invoices. Chairpersons and members involved with individual projects may be asked to attend in order to answer any questions that may arise regarding the invoices.

Ms. Baker went on to explain the planning to implementation transition steps:

1. Project list, templates, and budgets will be submitted to the Rural Center and final project list must be approved by the Town Council. Ms. Baker stated that this has already been done.
2. When the Rural Center receives the project list, templates, and budgets, an implementation contract will be prepared and mailed to the Town. Monthly reports are expected.
3. When the Town returns the signed contract, at the same time a \$40,000 advance can be requested.
4. Two separate financial reports, one for planning and one for implementation grants, are expected quarterly.

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5. The NC STEP Advisory Team will continue to meet and should actively monitor the completion of projects. Any major changes in projects, or shifting of funds from one project to another should be approved by the NC STEP Advisory Team and Town Council before being submitted to the Rural Center for approval. Requests to amend projects must include new budgets.
6. The NC STEP Coordinator will handle all reports, financial requests, and requests for information. She is the liaison with the Rural Center. This is to avoid unnecessary confusion.
7. The implementation contract will run through December 30, 2011 and all projects must be finished and expenditures completed by this date.

Ms. Baker informed the Committee that an error was discovered in the June 8, 2010 project templates in that the amounts quoted for the Networking Project and the Amenities Project were incorrect. Ms. Baker explained that when the projects were tweaked to get them under budget, the amount was changed on the official request report presented to the Town Council, but not on the templates themselves. This error has held up the contract from the NC Rural Center. Upon receiving the corrected templates, the Rural Center will send the Town of Bayboro the contract and projects will be able to move forward.

In answer to a question presented by Dr. Coon, Ms. Baker stated that after allotting planning funds to the CBC Project and the Hotel Feasibility Study Project, there will be \$2,742.82 left of the Planning Funds to be designated for travel and training. Ms. Baker went on to explain that the CBC Project and the Hotel Feasibility Study Project are Planning Projects and the monies for these projects will come out of Planning Funds and not Implementation Funds.

Ms. Baker went on to say that Ms. Jude Dodds has been requested to give an update of the Farmer's Market/Pavilion Project to the Town Council at the next Council meeting. Ms. Prescott stated that they have applied to the Bates Foundation for a grant to fund this project and they should know by the next Council meeting whether or not they received the grant.

Ms. Baker also informed the Committee that Pamlico County did receive the 21st Century Designation status that Jayne Robb has been working so hard to achieve. She went on to say that Pamlico County was also being considered as a bike route for the Multiple Sclerosis Bike-a-thon.

Ms. Baker reported on the CBC Project update she had received from Dee Sage. Several potential CBC's have been identified such as: Tourism Products & Services, Retirement Products & Services, Military Support Services, Technology Products & Services, Specialty Automotive Products & Services, and Marine Trades. S.W.O.T. sessions are currently being done on each of these potential CBC's and as soon as they are completed, the list will be narrowed down to three CBC's.

It was noted that Mark Sutherland, Executive Director of the Military Growth Task Force, is scheduled to meet with the B-E Subcommittee. All Advisory Team members are encouraged to attend. Date and time to be announced at a later date.

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Dr. Coon gave a brief update regarding the NC REAL Institute. Thanks to special funding, the program is being offered at a reduced rate. The program will be offered at a special rate of \$950 registration plus \$275 materials. He went on to give a brief overview of the course itself.

The Program will be offered on August 2-6, 2010 at the Pamlico Community College Delamar Center. There will be 4 teachers from the Pamlico High School, 1 from the Middle School, 3 from Anderson Elementary School, and 2 or 3 from the Pamlico Community College. Dr. Coon went on to state that Selva Staub, Instructor for the REAL Curriculum, will be contacting area colleges and schools with an invitation to participate. The program is shooting for 13-15 member participation. There was some discussion regarding the potentials of this program.

Ms. Baker went on to give brief updates on the remaining projects in that there was really no change at this time. There was some discussion.

Dr. Coon requested that when the Commuters Projects gets underway, the Commuters Subcommittee consider allowing the high school students to submit designs for the signs and also the landscaping aspect of the beautification projects. This could be a great way to integrate the students with the communities as well as give them valuable experience.

Larry Moolenaar gave a brief report on the Retiree Projects. He stated that he will be working with the Amenities Project to acquire information for the retirees' amenities.

Ms. Baker reminded the committee the projects are unique in that they blend in and interact with each other. Each project in some aspect touches upon other projects to create unification that compliments each other. This is why Pamlico County is being used as a template for the NC Rural Center regarding their STEP Program.

The next STEP Committee meeting will be determined at a later date. There being no further business the meeting was adjourned.

Respectfully Submitted,

Barbara Baker, NC STEP Coordinator

Attendees:

Barbara Baker—Town of Bayboro Town Clerk, NC STEP Coordinator

Tom Braaten—Craven Regional Airport

James P. Coon—Superintendent of Pamlico County Schools

Alice Garrison—Pamlico County Schools, Small business owner, NC STEP Co-Coordinator

Larry Moolenaar—Eastern Carolina Council of Government (ECC)

Jerry Prescott—retired from Pamlico Community College Small Business Center

Pat Prescott—Town of Grantsboro Town Clerk, Pamlico County Heritage Center

Kathy Enzerink—Below the Deck

Mim Miller—Below the Deck