

NC STEP, March 17, 2011

NC STEP Advisory Committee Meeting
Pamlico County Courthouse Kitchen Annex Room
March 17, 2011 @ 5:30 p.m.

STEP Coordinator, Barbara Baker called the meeting to order, welcomed everyone, and asked our visitors if they would introduce themselves and tell how they came to know about the STEP Advisory Committee.

Ms. Baker opened the floor for discussion of the minutes from February 17, 2011. Dee Sage had submitted some clerical corrections to the minutes via email prior to the meeting. Dr. Coon made a motion to accept the minutes as presented. Ms. Vennie Himbry seconded. Beth Bucksot made a correction in the notification of who will be overseeing the Retirees project in that it is Judy Hills and not Larry Moolenaar. She also corrected the spelling of her name on page 2. Dr. Coon amended his motion to accept the minutes with corrections. Ms. Himbry seconded. Joyce Swimm corrected the spelling in her name on page 3. Once again, Dr. Coon amended his motion to accept the minutes with corrections. Ms. Himbry seconded. All ayes. Motion passed to accept the minutes as corrected.

CBC Project: Dee Sage proceeded to give an update on the CBC Project. She stated that they were just about done with the strategic plan. She also passed around two suggested copies of the survey for cyclists participating in the NC Cycle event in Oriental. Ms. Sage went on to say that they initially expecting about 1200 participants but only have about 700 registered. Mrs. Sage had created two surveys. One survey is a short six question survey for the registration table when they come into town. The other survey is a little more involved and will be given to the organizers after the event. Mrs. Sages was looking for input on the short survey in order to make it more efficient. The surveys are expected to be in by April 8, 2011, so there will not be another STEP meeting by the time they are due.

Mrs. Baker asked about the cost for the survey. Mrs. Sage responded that she will have a more accurate number soon, but that she believes the cost of paper and copies falls under the CBC scope for funding. After some discussion, Jayne Robb made a motion use CBC funds to print the survey for the bike path. Pat Prescott seconded. All ayes. Motion passed.

Mrs. Sage requested everyone to get the surveys back to her by next week. Mrs. Baker asked her to get an accurate cost of the project and she would handle the rest, she believes there is an amount of about \$400 for such use.

Mentoring Project: Mrs. Bucksot discussed the Mentoring project. She stated that because the Town Commissioners didn't feel like their questions were answered regarding the presented mentoring project, there was a need to put together a subcommittee and will discuss how to address the questions that were voiced.

Ms. Bucksot stated that the mentoring committee met this morning and discussed how to present the project to the Town Council. Ms. Selva Staub suggested going through the minutes and the questions they asked, then revisit the history of STEP with them and remind them they have already approved the monies. There seems to be a misperception by the Town of Bayboro Town Council regarding the STEP Advisory Committee and the Mentoring Project. The Mentoring Committee needs to show the Commissioners how many volunteer hours have been put into the mentoring process.

Ms. Bucksot went on to say that at the next B-E meeting, Brad Hufford will do a presentation on how to pull this process into the 21st century program and how he can help us grow the projects for long term planning. The STEP committee must put together a committee to work on the long term planning process. Anyone who wants to come to this meeting and participate please do so.

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Mrs. Staub stated that we need to recruit new faces and approach some locals once again. Mrs. Staub will chair a committee to recruit new people. The long term vision should be in place by October or November and will consist of new and old people. The STEP Grant completion deadline in December will be here fast. The next town council meet will be April 5, 2011.

Other things that we want to do are to find out how many businesses in Pamlico County have started and gone under in the last 4 or 5 years, find out how many empty store fronts we have in Bayboro, and the success stories of people who have come back and opened businesses. We need those statistics. The committee needs to speak to business owners and invite them to the commissioner's meeting. Mrs. Baker introduced Bayboro Commissioner Kelvin Credle. Ms. Beth Bucksot invited him to come to the B-E meeting.

Mrs. Baker mentioned identifying the committee by another name and said she has asked Chilton Rogers if we can continue to use the name STEP since it is recognized. The answer to that question is no, once the STEP process is over committees can no longer use the acronym. A suggestion from Ms. Robb was to use the 21st century/STEP and by the time the STEP process is over and that part is dropped from the name people will recognize the committee. The county has received a 21st century grant and that should take off from the ending of STEP. We should show the partnership between 21st Century and STEP, get it in the media. STEP is the foundation, and 21st Century builds upon that.

Mr. Hufford said that's one of the reasons Pamlico County received the 21st Century grant because of the hard work members put in every month to continue the process. Mr. Hufford said to reiterate to the community the various projects in the community that have been started because of the STEP grant and many other grant awards that have come out of that. For example, the NC REAL, the Farmers market, and the waterfront project. Ms. Robb said if anyone who wants to apply for a grant come to her and she will make sure they know that Pamlico is a 21st century county and it will help get more grants.

Ms. Bucksot spoke about how Ms. Staub is looking for agencies who can train trainers (mentoring) who are located in NC; that was a concern voiced by the Town Council. She stated that we are also looking at ways to cut costs because the waterfront project is coming in over projected budget due to a revision of the building plans to accommodate handicapped regulations. Ms. Baker stated that the Town of Bayboro will have to cover the over cost and it is roughly around \$10,000 and that it would be nice if we could cut costs in the mentoring project and transfer the excess to the waterfront park project. Mrs. Bucksot said that Suzanne Julianne's knew someone who could possibly help in the area of mentoring. One of the concerns of the Council is what happens if the person you spend a lot of money to train decides to leave after they have been trained. When they meet with the town council they have a list of retired business professionals who may be willing to mentor business owners.

Hwy Corridor Plant Beautification Project: Ms. Baker reminded the committee, as stated in the previous meeting, that she had talked to Ben Hollowell regarding the status of this project. Concerned with the project not meeting the December 2011 deadline, Ms. Baker contacted STEP Coach Chilton Rogers. Per Ms. Rogers, because there are no funds allotted to this project, it does not matter if it goes past the deadline. The DOT project of planting plants along the highway 55 corridor is slated to begin in November.

Welcome Signs Project: Ms. Baker has gone over the county to take pictures of all the signs in various communities. Ms. Robb suggested designating areas of importance; the main corridor being #1, #2 could be Hwy 304 and secondary roadways #3.

Retiree Friendly Community Assessment Project: Ms. Baker reported that there are no updates for this project at this time. We are still pending information from the Amenities brochure project. There

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was some discussion regarding the fact that Judy Hills from ECC has taken over this project from Larry Moolenaar.

Amenities Project: Ms. Bucksot and Joyce Swimm reported that the project is well under way and moving forward.

Waterfront Development Project: Ms. Baker reported that the project is underway, but that we have run into additional costs that are being reassessed at this time. There is a need for a bulkhead and the contractor is working out the details.

Farmer's Market Pavilion: Ms. Prescott gave a brief update regarding the farmer's market. The opening of the Farmer's Market is set for April 2, 2011 and the Grand Opening is April 23, 2011.

Hotel Complex Marketing Analysis: Ms. Baker reminded the Advisory Committee that the Hotel Complex Feasibility Study belongs to the Town of Bayboro and if anyone wants a copy they may contact the Town of Bayboro.

Website Project: Ms. Prescott reported that Ms. Ann Holton is still working on making sure all targeted websites are up to date.

Ms. Bucksot asked if Dr. Coon could get a mentor to get students involved in coming to one of the STEP meetings. Dr. Coon responded that he will check into it.

There being no further business, Pat Prescott made a motion to adjourn. Jayne Robb seconded. All Ayes. Meeting adjourned at 7:00pm.

Respectfully Submitted,

Barbara Baker, NC STEP Coordinator

Attendees:

Barbara Baker
Beth Bucksot
Carla Byrnes
Eric Cedars
James Coon
Commissioner Kelvin Credle
Vennie Himbry
Mark Howell
Brad Hufford
Pat Prescott
Jayne Robb
Dee Sage
Joyce Swimm

Guests:

Libbie Holloway-Simmons
Dave Wickersham