



## TOWN OF BISCOE BOARD OF COMMISSIONERS Meeting Agenda

January 8, 2018 at 7:00 p.m.

1. Call to Order Mayor James Blake  
Pledge of Allegiance  
Moment of Silence in Memory of Commissioner James E. Cagle, Jr.
2. Audit Presentation John Frank, Partner, Dixon Hugh Goodman
3. Request for Approval of Surplus Vehicle to be Sold
4. Economic Development Planning Meeting Manager Holland
5. Manager Report Manager Holland  
a) Training for New and Veteran Board members (Information Only)
6. Mayor's Minutes - Commissioner Reports - Staff Reports
7. Public Comment
8. Adjournment



## Request Approval to Sale Surplus Vehicle

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The Police Department has taken a cruiser out of service. It is a 2006 Ford Crown Victoria. The following will appear in the Montgomery Herald after approval to sale.

### SURPLUS BID NOTICE SEALED BID

The Town of Biscoe Board of Commissioners has declared the following items surplus. Anyone that would like to make a sealed bid on either item can submit their bid, along with their name, telephone number, and address to the Town of Biscoe Town Hall or mail bids to PO Box 1228, Biscoe, NC 27209.

2006 Ford Crown Vic

VIN ending 4816

Sealed bids **will be opened at 5:00 p.m. on Friday, February 2, 2018**. Winners of sealed bids **will be contacted by 5:00 p.m. on Monday, February 5, 2018**. For more information, contact Brandon Holland at 910-428-4112.

The Town reserves the right to reject any bids and/or set minimum bids. All items are sold as is and sales are final.

**Town of Biscoe, NC  
Economic Development Assessment  
(EDAP)  
Proposal**

**Response to Request for Services  
October 6, 2017**



## **Who We Are**

The NC Main Street and Rural Planning Center (MS&RPC) is part of the NC Department of Commerce, the state's lead agency for workforce, community, and economic development. In this capacity, the Center provides downtown revitalization and planning assistance to communities across the state, primarily in economic development planning.

The Center has offices throughout the state, in the West (Asheville and Sylva), Northwest (N. Wilkesboro), the Piedmont (Winston-Salem), Southwest (Albemarle), North Central (Raleigh, and Wilson), South Central (Fayetteville) and the East (Washington, Jacksonville, and Wilmington). Recognizing that economic prosperity is the number one priority in most communities, our experienced staff partners with community leaders to add value to their economic development efforts through a variety of services and assistance.

## **Services Offered**

Whether rural communities are planning future economic expansion, injecting life into existing structures, or developing in an economically challenged area, the MS&RPC staff can help attain those goals through targeted assistance with these services:

- 1) Economic Development Assessment
- 2) Strategic Economic Development Planning;
- 3) Implementation Services;
- 4) Local & Regional Market Analysis;
- 5) Small Area Planning for High Impact Areas
- 6) GIS & Custom Mapping.

## **Project Proposal Biscoe Economic Development Assessment**

### **Overview**

The Economic Development Assessment Program (EDAP) provides a rapid and efficient assessment that will “jump start” a community's economic development efforts. The 2-day interactive team visit by the Rural Planning Team will provide the community with tangible, achievable local actions to provide quick economic development successes. These quick successes may inspire your community to begin a more comprehensive undertaking, such as a full-scale economic development strategic planning process or continued local investment in asset-based, wealth-building actions.

## **Basic Schedule & Activities**

### **Preliminary EDAP Activities**

- Prosperity Zone Planner Bruce Naegelen will meet (by telephone or in person) with local elected officials and/or staff of the municipality to discuss their interest in participating in the EDAP. This meeting will cover, for example:
  - EDAP overview
  - Roles and expectations of the Rural Planning Team (RPT) and municipal officials/staff;
  - Stakeholder identification;
  - Desired level/nature of community involvement;
  - Costs, deliverables, and requirements for post-EDAP monitoring and follow-up visits;
  - Format/agenda for the two-day EDAP session;
  - Discussion/confirmation of dates for the EDAP session;
  - Establishment of a local Work Group (*5-9 people that coordinates meetings, gives tour, provides input, etc. This may be comprised of Manager, Mayor, Administrator, Clerk, and other local leaders, for example*).

### **Day 1 Rural Planning Team Visit**

#### **Issue Identification**

- RPT delivers initial presentation on data gathered, previous plans, local and regional economic snapshot to local Work Group.
- Work Group and RPT meet for a couple of hours to share insights and develop a short list of major issues to be addressed (using SWOT analysis, asset identification/mapping, etc.), and review what has been done by the community to address issues to date.
- RPT tours community
- Lunch (with municipal and/or Work Group representatives, for example).
- RPT debriefs after lunch, if needed, to clarify and develop an understanding of the setting and issues.
- RPT conducts local stakeholder interviews (in person or by telephone), refines SWOT analysis, conducts further research, if needed, compiles findings, and drafts preliminary recommendations.
- RPT develops a “Findings Report”

**Day 2 Rural Planning Team Visit  
Findings & Next Steps**

- RPT presents “Findings Report” to Work Group.
- Work Group and RPT discuss findings and preliminary recommendations.
- RPT works with Work Group to identify potential next steps.

**Final Products and Deliverables**

- Findings Report with:
  - Stakeholder Interview Results
  - SWOT Analysis
  - Asset List/Map
  - Recommendations
  - Implementation/Resource Information
  - Next Steps

**Follow Up & Outcomes:**

- After a specified period, the Project Leader will determine:
  - If a full-scale strategic planning process is needed or desired by the municipality – or -
  - If the municipality might benefit from other asset-based, local economy, and wealth-building actions
- Project Leader conducts an annual review of the municipality’s progress and results.

**Proposed Budget (total project) <sup>1</sup>**

	Hours	Cost
<b>Mileage (3 trips)</b>	-	\$ 211.00
<b>Meals</b>		\$137.00
<b>Lodging (1 night – 2 rooms)</b>		\$200.00
<b>Copies &amp; Other Material Costs</b>		\$100.00
<b>On-site Visits</b>	30	0
<b>Analysis &amp; Document Preparation</b>	18	0
<b>Total</b>	<b>48</b>	<b>\$648.00</b>

<sup>1</sup>Roundtrip mileage, Fayetteville to Biscoe & return, is 132 miles. IRS mileage rate - \$0.535/mile. Trips to other locations on behalf of Town may require additional mileage. Daily per diem rate, if required, is \$38.30 (18.90 dinner, 11.00 lunch, 8.40 breakfast).

## MEMORANDUM OF UNDERSTANDING

NC Department of Commerce, Rural Economic Development Division,  
NC Main Street and Rural Planning Center  
(Rural Planning Program)  
September 25, 2017

### **Assistance with Economic Development Assessment Program (EDAP)**

- 1) As part of the **Town of Biscoe** request for service to be provided by the Rural Planning Program (“Program”), below you will find several conditions pertaining to these services. Please sign below to signify your agreement.
- 2) **The Economic Development Assessment Program (EDAP)** provides a rapid and efficient assessment that will “jump start” a community’s economic development efforts. The 2-day interactive team visit by the Rural Planning Team will provide the community with tangible, achievable local actions to provide quick economic development successes. These quick successes may inspire your community to begin a more comprehensive undertaking, such as a full-scale economic development strategic planning process or continued local investment in asset-based, wealth-building actions.
- 3) As part of the NC Department of Commerce, the state’s lead agency for promoting economic development and prosperity, the Program provides services and assistance to add value to community economic development efforts. In this context, clients are requested to provide data which demonstrates the economic impact of the services provided within one (1) year of project completion.
- 4) The mission of North Carolina Main Street and Rural Planning Center (“Center”) is to work in regions, counties, cities, towns, downtown districts and in designated North Carolina Main Street communities, to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth and jobs, and within that mission, the Center may share successful “best practices” with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities as needed.
- 5) For assistance with **Economic Development Assessment Program (EDAP)**, The **Town of Biscoe** will be responsible for paying for project-related expenses incurred by Rural Planning Center staff while providing services, such as transportation, meals, lodging, and other costs directly related to the project. The Center bills its clients for such monthly, and payment is generally due within 30 days following receipt of the invoice. For travel billing, the Department of

Commerce uses the Internal Revenue Service (IRS) business standard mileage rate, which is \$0.535 per mile for 2017. Other travel related expenses shall be billed at rates consistent with the Department of Commerce's Travel Policy in effect when the expenses were incurred.

- 6) The Center currently has a staff with various skill sets in economic and community development planning and is responsible for delivering services throughout the state. When the Center accepts a project its goal is to complete the project in a timely and responsible manner. In the event of staff turnover, budget reductions, or other unforeseeable events, however, we may be compelled to place a project in an indefinite "hold" status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated. Projects may also be re-prioritized consistent with departmental or division policies.
  
- 7) The project will tentatively be scheduled to begin and end in January 2018. The lead planner for this project will be Bruce Naegelen.
  
- 8) The Center will partner with others [partners and agencies], if applicable, on development of the Plan.

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Brandon Holland, Town Manager  
Town of Biscoe

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Date

Please sign, date, and return to:

Darren Rhodes, Rural Planning Program Administrator  
[drhodes@nccommerce.com](mailto:drhodes@nccommerce.com)

NC Department of Commerce  
Rural Economic Development Division  
NC Main Street and Rural Planning Center  
450 West Hanes Mill Road, Suite 101  
Winston-Salem, NC 27106

**Resolution Requesting the Services of the  
NC Main Street and Rural Planning Center  
for the Town of Biscoe**

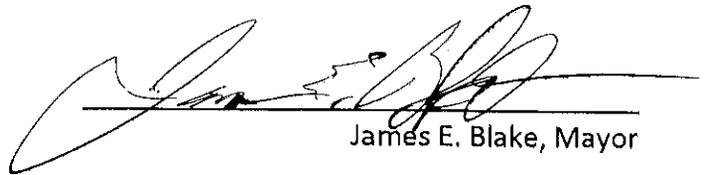
WHEREAS the Biscoe Town Commissioners wish to undertake the preparation of an economic development plan to focus on economic prosperity; and

WHEREAS the Biscoe Town Commissioners would like assistance with this project from the NC Main Street and Rural Planning Center; and

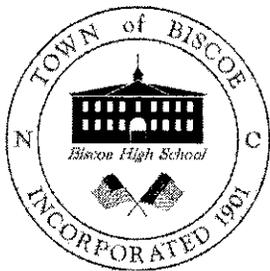
WHEREAS the NC Main Street and Rural Planning Center and the Town of Biscoe have reached an agreement on the work to be performed;

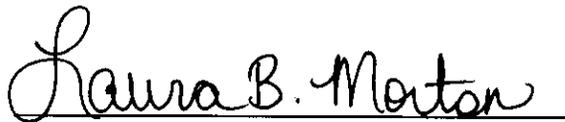
NOW THEREFORE BE IT RESOLVED that the Town of Biscoe Commissioners hereby request the NC Main Street and Rural Planning Center to assist the Town with the preparation of an economic development plan, agree to reimburse the NC Main Street and Rural Planning Center for the materials, mileage and meal allowances of the Rural Planning staff who assist the Town on this project, and are committed to the implementation of this project when the work is completed.

Duly adopted by the Biscoe Town Commissioners on December 11, 2017.

  
James E. Blake, Mayor

ATTEST:



  
Laura B. Morton, Town Clerk



## NC Main Street & Rural Planning Center Economic Development Assessment Program (EDAP)

### Establishment of Local Work Group

The Local Work Group meets and interacts with the Rural Planning Center staff during the 2-day process.

- The Local Work Group is comprised of 5-9 people from the community
  - Elected official(s) (Mayor, council member)
  - Town staff (Town Manager/Administrator/Clerk)
  - Citizens
  - Key constituents and business interests
  - Critical stakeholders
  - As fully representative a community cross-section as possible
- Responsibilities
  - Members of the Work Group agree to:
    - Participate in up to four (4) meetings (including an optional lunch) in the 2-day period
    - Provide candid input and information
    - Coordinate meetings and lunch location for up to 15 people (Dutch treat)
    - Give community tour to the Planning Team
    - Identify and arrange interviews in-person (or via phone if necessary) with local stakeholders



# NC Main Street & Rural Planning Center Technical Assistance Travel and Reimbursement Policy

North Carolina communities requesting on-site technical assistance from the NC Main Street & Rural Planning Center are required to cover the staff member's travel expenses for accommodations, meals and mileage. An invoice for any expenses not provided by the local community will be sent following the completion of travel.

## **Accommodations**

The community is responsible for making arrangements for overnight accommodations for the staff member at a business class hotel or B&B within the town/city limits. If the community does not have a business class hotel or B&B, then other arrangements should be made directly with the staff that is traveling. Any B&B accommodations must include an en suite bathroom. Also in the case of a B&B, the staff member should be consulted regarding additional accommodation needs, such as a shower, bath tub, television, internet access or other amenities typically available at business class hotels. If the local community is covering accommodations costs directly, payment should be made prior to the staff member's check in. Accommodations might be expected if the meeting ends in the evening (7pm or later) and the return travel distance is 2 hours or more. These details should be worked out with NCMS&RPC staff prior to the meeting.

**Please note: NC Main Street & Rural Planning Center employees do not stay in private residences.**

## **Meals**

Some meals may be provided by the community as part of a meeting. Any meals that are not covered are reimbursable at state per diem rates. Any changes to the state reimbursement rate for meals will be reflected in corresponding changes to the reimbursement rate charged by the NC Main Street & Rural Planning Center.

## **Mileage**

As of July 1, 2013, the NC Main Street & Rural Planning Center mileage reimbursement rate will be the same as the IRS mileage allowance. Any changes to the IRS rate will be reflected in corresponding changes to the reimbursement rate charged by the NC Main Street & Rural Planning Center.

## **Meeting Requirements**

- The community must finalize the agenda with the NC Main Street & Rural Planning Center staff member providing technical assistance two weeks prior to the meeting/presentation in order to allow sufficient preparation time.
- Providing water, coffee or other non-alcoholic beverages for the staff member during the meeting/presentation is greatly appreciated.

## **Contacting Staff**

If you need to contact the staff member with whom you're working after they've departed for your community, call the cell number listed in their email signature line, or call another NC Main Street or Rural Planning staff member and we will relay a message. We cannot release personal cell phone numbers.

April, 2017

## Mayor's Minutes

Attended Town of Biscoe's Annual B.E.S.T. Senior Prayer Breakfast  
Welcomed Jane Lassiter for Lion's Club Ladies' night as the Featured Speaker  
Attended the Ribbon Cutting for the new Verizon Wireless Store in Biscoe  
Met with DOT Re: Right of way for the Gazebo on South Main Street  
Attended a COG meeting in Kernersville  
Met with Kelly Kellam Re: Funding for the Gazebo on South Main Street