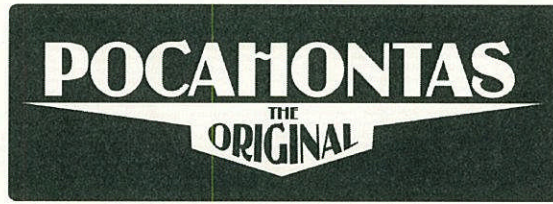


Toby Barbour
Mike Bralley
Tom Brewster
Richard Bullins
Tom Childress
Margie Douglas
Sheila Edwards
Johnathan Gibson

Pocahontas Management Team



James Gillespie
Jerry Gravely
Greg Jones
Debbie Milton
Pat Synan
Russell Synan
Patsy Valach
Mary Anne White

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Michael Closs, Chairperson

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April 5, 2011

Present: Debbie Milton, Arthur Scott, Curtis Gillespie, Jerry Gravely, Patsy Valach, Toby Barbour, Margie Douglass, Greg Jones, David Hill, Mary Anne White, Michael Closs, Jackie Stump, Sheila Edwards, Joy Rumley.

Absent: Mike Bralley, Tom Brewster, Richard Bullins, Tom Childress, Johnathan Gibson, Pat Synan, Russell Synan.

Michael Closs opened the meeting by welcoming everyone in attendance.

Agenda Item: Updates since December 9th, 2010 Management Team Meeting.

Joy Rumley stated that a cooperative agreement between the Town and Historic Pocahontas, Inc has been reached. Arthur Scott stated that the Edmonds Building located in the project area has been razed. Jerry Gravely stated more portions of the Company Store and Iron Fronts has collapsed.

Agenda Item: Status of pre-contract activities.

Debbie Milton provided the Management Team the Management Plan that includes the roles and responsibilities of all persons involved in the implementation of the project. The Management Plan is attached to the minutes.

Joy Rumley stated that following pre-contract activities have been complete:

- *Project Management Plan/Near Completion.
- *Environmental Review
- *Performance Based Project Budget Approved
- *Adopted Local Business & Employment Plan
- *Solicitation of Minority/Female Owned Businesses and Local Businesses and employees
- *Adopted Non-Discrimination Policy
- *Section 504 Self Evaluation, Grievance Procedures and Coordinator Designation
- *Adopted Anti-Displacement Plan
- *Certification of Yearly Action to Affirmatively Further Fair Housing
- *Documentation of Grant Administrator and Engineer
- *Local Government Attendance at all appropriate workshops.
- *Clearance of findings of previous CDBG Projects.

*Documentation of Availability and Expenditure all Funds Accepted as Leverage.

Joy Rumley stated that the following activities are needed to be completed prior execution of Grant Contract:

- *Completion of Downtown Revitalization Preconditions.
- *Business Loan Pool Committee and Design Developed.
- *Approval of Contracts and Agreements

Agenda Item: Management Plan; Activities to be accomplished in Phase I? Milestones & thresholds to move into Phase II, Activities and thresholds deadlines.

David Hill presented the scope of services for both Phase I and II as drafted in the Architectural Services contract. Architectural Services contract in draft form is attached to the minutes.

Phase I: Economic Restructuring,

- *Inventory/Assessment of Historic & Culture Assets
Begin on April 15th Completion by August 1st, 2011
- *Interpretive Planning Workshop and Implementation Plan
Workshop Date: May 15th, 2011
Implementation Plan, Begin in June and Completion by July 2011
- *Artifact Preservation
Pocahontas Exhibition Mine & Museum Assessment, Begin in June and
Completion by July 2011.

Jerry Gravely stated that the Pocahontas High School Grand-Reunion will be held on July 29th, 30th, and 31st. Mr. Gravely stated that he would like to see progress on the Company Store and Iron Fronts before the reunion. David Hill stated that progress should be underway by then.

Phase II: Building Coordination Plan

- *Kick Off – April 5th, 2011

Joy Rumley stated that the priorities should be in the following order 1) Debris Removal, 2) Ironfront Stabilization and Blight Abatement, 3) Company Store Stabilization and Blight Abatement.

- *Architectural and Engineering Assessment – Company Store & Iron Fronts
Begin on April 15th and Completed by May 1st, 2011
- *Community Meeting, May 10, 2011 – Hill Studios will present three concepts of
the Company Store & Iron Fronts.
- *Advertise Request for Bids, June 15th – July 1st, 2011
- *Notice to Proceed, August 1st, 2011

Joy Rumley asked about the progress on the development of the Business Loan Pool Committee. Greg Jones stated that Vice-Mayor Benjamin Gibson has been appointed as chairperson. Efforts to develop the committee membership is underway. Joy Rumley stated that once the committee

is in place, the program design will need to be approved. The Management Team discussed potential members for the committee.

Agenda Item: Next Meeting Date

Joy Rumley stated that the Management Team should schedule regular monthly meetings. The Management Team decided that the next meeting will be on May 10th at 6:30 pm. The meeting will be at the Educational Room. Joy Rumley stated that the public should be encouraged to attend in order to get community buy-in with the three proposals that will result from the Architectural and Engineering Assessment of the Company Store and Iron Fronts.

Without any further business, the Management Team meeting was adjourned.