

Orange County Economic Development Advisory Board

Minutes

November 10, 2014

131 W. Margaret Lane
LL Conference Room 004
Hillsborough, NC

Present: D.R. Bryan, Lori Eichel, Jim Kitchen, Ron Keizer, Karen McAdams, Mark O'Neal, Mark Sherburne

Staff: Steve Brantley; Yvonne Scarlett; Ellen Tai, Bonnie Hammersley

Guest: Hannah Keizer

Absent: Delores Bailey, Nicholas Thomas, Tom Underwood (excused)

Welcome

Chair D.R. Bryan called the meeting to order at 8:10 a.m. and welcomed Hannah Keizer and County Manager Bonnie Hammersley.

Review/Approve Minutes

MOTION: Jim Kitchen motioned to approve the minutes of September 8, 2014; seconded by Ron Keizer. **VOTE:** Approved unanimously.

Old Business

Committee Report - Business Investment Grant Committee - Jim Kitchen

Mr. Kitchen presented a revised draft presentation of policies and procedures document with the goal of gaining approval from the Advisory Board (so that the proposal may move forward for review/approval from County Manager Hammersley and the Board of County Commissioners).

Additional discussion included:

- Allocated funds from quarter-cent sales tax
- Fund distribution criteria
- Review process of submitted applications
- Review committee
- Types of applicants
 - Small businesses that need a little help
 - Larger businesses that need help to build prototypes or to get over the next big thing
- Diversity in the type of potential grant recipients (cover all spectrum from someone in an incubator to someone with a house cleaning business – someone on their own trying to grow a business to someone with 10 or 20 employees)
- Agriculture applicants

Applicants would be young farmers (who sell at farmers markets) and older farmers (who would be diversifying) *Karen McAdams suggested reviewing RAFI Ag Grant and the Business Investment Grant proposal to create an Agriculture Grant application (McAdams and Kitchen volunteered to work on application).*

- Review program after six months
- Criteria
 - Funding levels
 - Eligibility (business must be headquartered in Orange County)
 - Completed application
 - Recipient must commit to a six month mentoring period with SCORE, 1789, SBTDC or LAUNCH
 - Appear before Grant Sub-Committee
 - Eligible and ineligible uses of funds
- Revise to include “score” sheet
- Provide feedback to applicants (*Steve Brantley/Bonnie Hammersley suggested a letter from Economic Development office – include a copy of score sheet*)
- Awareness campaign

MOTION by Karen McAdams; second by Mark O’Neal to accept draft (Jim Kitchen will provide updated version to Advisory Board via email). Motion was approved unanimously.

Manager Hammersley asked when the policies and procedures document would be presented to the Board of County Commissioners for approval (Assembly of Government meeting is next week and there will be some interest in knowing when the eligibility criteria will be available). *Jim Kitchen will forward document to County Manager’s office for review by County Attorney.*

Advisory Board Recommendation - D.R. Bryan

The Advisory Board was asked to review applicants to fill the expired position of Tom Underwood (Core Business Sector) and make a recommendation to the Board of County Commissioners for appointment.

It was determined that Board members would submit their top three candidates to D.R. Bryan (via email) by November 19, with a follow-up conference call on November 24, 2014 to select final candidate.

Director’s Report - Steve Brantley

- Advisory Board Annual Report to Board of County Commissioners
All advisory boards are required to complete a year-end report on progress they have made from the previous year’s goals. This report is a new page report with 6 or 7 questions and is due in the Board of County Commissioners office by December 9, 2014. *Document will be emailed to Board Members November 10, 2014 for input.*
- Agriculture Economic Development Coordinator (Mike Ortosky) will begin November 16, 2014. Ortosky is a Durham native and a graduate of NC State University.
- Interviews will be conducted shortly for the Business Retention positions.
- Projects:
 - Alex Gold (Hillsborough Business Center) now has 70,000 sf available
 - The County does have one major project (significantly larger than Morinaga) that has asked about incentives and Mr. Brantley will meet with the County Commissioners tomorrow night in closed session to talk about incentives for this project.
 - Ellen Tai was asked to discuss how the department responds to projects RFIs (request for information) that we received, typically comprise of an excel spreadsheet with a lot of questions. The latest one was received Wednesday night (120 questions per site) and was due Friday. Tai said very little time is given to respond and she has to see if there are sites/product to suit their

needs and requirements. She also indicated the County receives a lot of inquiries but due to the County's limited products, there is only so much she can respond to.

- Mr. Brantley told the group that he and Tai called on BCBS last week and met with head of real estate to ask what they were doing with their building in Chapel Hill. They are thinking of anything from donating it or selling it to UNC to demolishing and renovating. Brantley indicated he encouraged them to put the building up for sale so that he could find a corporate private RTP type company to purchase.
- Board of County Commissioners will meet with the Town of Chapel Hill tomorrow night and Brantley has been asked to contribute toward the Ephesus Church Fordham Blvd. redevelopment.
- Assembly of Governments (Orange County and municipalities) Annual Meeting will be held later this month and at that meeting Brantley will be asked to present information about the quarter-cent sales tax uses.

With there being no further business, the meeting was adjourned by the Chair at 9:23 a.m.