

Dear Team Pittsboro:

I have represented the Town of Pittsboro either as a voting member, and officer or an ex-officio member of the Chatham County Economic Development Corporation at least January of 2006.

Given all of the issues that the Town and this board is dealing with now and in the future I asked EDC staffer Ben Townsend to review the CCEDC minutes for meetings over my tenure to indicate when Chatham Park officially was on the agenda and/or was mentioned or other items related to it were mentioned at EDC meetings.

In addition, I personally reviewed the minutes as well and came up with some other nuggets to share with you which include at least two meetings that I asked the EDC's board to officially endorse festivals including Shakori Hills as engines of economic and cultural development. (Carol Hewitt joined me on my second request in April of 2011 where I encouraged the EDC board to attend the festival and encountered no push back.)

I have also attached Ben Townsend's report and will bring over copies of minutes for Alice Lloyd to distribute. In addition, please note the following:

- Chatham Park has been an official agenda item at least five times;
- There have been at least five board EDC board members as well as its President who are in Pittsboro: **Diane Reid, Mayor R. Voller, J. Starkweather, N. Kelly, L. Harris;**
- The first mention of a project related to Chatham Park and/or Preston was on November 13, 2007 with the Pittsboro update that mentioned the rezoning of 64 Crossing at Eubanks Drive as well as the Preston assemblage under an update section entitled "developers and special projects";
- On March 11, 2008, CCEDC Chairman Joe Glasson officially asked the CCEDC to invite the Preston Development Group to make a presentation. The presentation was made at the May 13, 2008 meeting. At least 19 representatives and board members were present including two Mayors (Voller and Cunnup), Two County Commissioners and the President of CCCC;
- On August 11, 2009 the EDC held its 2009 board retreat. During the discussion of **essential partners** Preston and Chatham Park Investors, LLC. were listed and Phillip Culpepper was named as the contact to work with by the EDC. Two Mayors (Voller and Cunnup) and two County Commissioners were present for the retreat. In addition, Preston Development was listed as an **essential partner** by the EDC and its board.
- On February 15, 2011, the EDC was updated on the status of the Town's NPDES waste water discharge permit;
- On February 14, 2012, Chatham Park made an official presentation to the EDC, which included a promotional video and a discussion between the EDC board and Mr. Smith and Mr. Culpepper.
- On August 14, 2012, Chatham Park was discussed as it related to the EDC's strategic plan and it was supported by the board.

- On October 9, 2012 the EDC board reviewed a presentation of a comprehensive land use plan for Chatham County. The process resulted in at least four and perhaps five maps being developed, which are currently on the EDC's website. One is labeled "decentralized growth", another "conservation/farmland preservation", "another is compact centers/growth corridors", and the last one "targeted employment". Every single map takes note of Pittsboro and Chatham Park and incorporates Chatham Park and its potential into the plan. The following is where this process stands based on this current notice on the EDC's website:
- *PITTSBORO – On Thursday, August 15, the Chatham Economic Development Corporation (EDC) will host a joint meeting with the Board of Commissioners, the town boards of Goldston, Pittsboro, and Siler City, and the Board of Education to give an update on a countywide conceptual land use plan.*

Following months of research and planning, as well as public outreach, the EDC developed a hybrid growth scenario that combines farmland preservation and targeted employment growth.

The Chatham County Board of Commissioners approved this strategic direction for a conceptual land use plan at its work session on July 17, 2013. In the next few months, Chatham County and the EDC will work closely with the towns on developing a related infrastructure plan and will hold additional meetings for residents and businesses to educate them on the benefits of the adopted strategy and get their input on next steps.

The public event is at 7 p.m. at the Central Carolina Community College in Siler City, 400 Progress Blvd. Light refreshments will be provided.

For more information, contact the EDC at [919-542-8274](tel:919-542-8274).

- On July 9, 2013 Chatham Park made a presentation with an update to the EDC board which included the following estimates: 22,000 homes, 22,000,000 sf of non-residential space and at least \$12 billion dollars of taxable property at final build out.

Based on my research the concept of Chatham Park and what it will mean to the town and the county has been presented and discussed by the board members of the EDC for over six full years.

Chatham County Economic Development Corporation
March 11, 2008 Board Meeting Minutes

Board Members Present: Joe Glasson, Chris Angus, Jody Minor, George Lucier, Jamie Nunnely, Jeffrey Starkweather, and Randy Voller

Board Members Absent: Patrick Barnes, Tim Cunnup, Margie Ellison, John Grimes, Larry Hicks, Carolyn Underwood

Non-Voting Members Present: Dianne Reid and Matt Garrett

Staff Present: Jennifer Nelson

Guests Present: Jason Jolley, Ron Newcomb, Brent Lane, Lukas Brun, Allan Freyer, and Howard Stier

Chair Jamie Nunnely called the meeting to order at 12:05. She asked for introductions and check ins.

Matt Garrett, President of CCCC, spoke about a new program Governor Easley has worked to put into the community college system to encourage career ready workers in North Carolina. Students will receive a Career Readiness Certificate. He briefly explained the program to the board.

Jamie Nunnely explained to the board of directors the IRS rules regarding political campaigns; because the EDC is a 501(c)(3) organization, we cannot engage in partisan politics.

Chris Angus made a motion to approve the January 8, 2008 Board Meeting Minutes; the motion was seconded by Joe Glasson and approved.

Treasurer Joe Glasson presented and explained the February Financial Statements. Joe Glasson made a motion to approve the Financial Statements; the motion was seconded by Jody Minor and approved.

Chair Jamie Nunnely asked for Public Input. No public input.

Old Business

Dianne Reid introduced Jason Jolley to present to Chatham County Strategic Plan draft for board member comments and changes.

Board members made the following comments:

Joe Glasson stated that the board owns the plan and if any board member has any changes please speak now. Randy Voller spoke about the need for buy in by the towns and potential funding from towns. Jody Minor commended Jason Jolley on the plan and agreed with Randy Voller about town buy in. Matt Garrett stated he liked how specific the plan is.

Ron Newcomb stated that the board members/committee members need to go out and be doers. Jeffrey Starkweather thanked Jason Jolley and noted that the EDC and local governments should have the courage to have a plan and stick to it. George Lucier stated he thought it was money well spent and as the parts of the plan develop, the county needs to reach a consensus of how to move forward. Howard Steir asked about what do we want to achieve and he agrees with increasing the staff.

Jamie Nunnely noted that the next big task will be how we are going to prioritize. Dianne Reid pointed to the vision statement in the draft recommendations and argued that we can become a preferred location for emerging growth companies.

Major Corridors

Jeffrey Starkweather asked what the rationale for the Bear Creek retail center is. Jamie Nunnally asked about a letter currently going out to business owners along the major corridors. George Lucier described the letter, noting that it offers business owners the option of rezoning their property to commercial use, at no cost to the business. The board discussed the major corridors. George Lucier stated the EDC board would not have to send any recommendations back to the Board of Commissioners since it would be sometime in May before they discussed the corridors.

Joe Glasson asked that the Preston Development Group make a presentation to board.

Jeffrey Starkweather made a motion to adjourn; the motion was seconded by Chris Angus and approved.

Chatham County Economic Development Corporation
May 13, 2008 Board Meeting Minutes

Board Members Present: Joe Glasson, Tim Cunnup, Patrick Barnes, George Lucier, Randy Voller, Jeffrey Starkweather, Jamie Nunnely, Jody Minor, Margie Ellison and Larry Hicks

Board Members Absent: Chris Angus, John Grimes and Carolyn Underwood

Non-Voting Members Present: Dianne Reid and Matt Garrett

Staff Present: Jennifer Nelson and Pat McLaughlin

Guests Present: Philip Culpepper, Melody Troncale, Howard Stier, Thomas Colson, and Tom Glendinning

Chair Jamie Nunnely called the meeting to order at 12:05. She asked for introductions and check ins.

Chair Jamie Nunnely asked for public input.

Tom Glendinning of Post Office Box 12 Pittsboro, NC 27312

Mr. Glendinning asked what does green mean. He suggested that the Chatham County Economic Development Corporation plan active support and promotion of existing green businesses and industries, and expand the presence of Chatham in the eyes of the green sector now growing in this country.

The board of directors discussed green and how it fits into the Strategic Plan. Dianne Reid stated one of the seven clusters identified is green technology.

Larry Hicks made a motion to approve the April 8, 2008 Board Meeting Minutes; the motion was seconded by Patrick Barnes and approved.

Joe Glasson presented and explained the April Financial Statements. There were questions about the funds for the business park marketing plan. Joe Glasson made a motion to approve the Financial Statements; the motion was seconded by Patrick Barnes and approved. He then presented 2007-2008 Budget Amendments (3). Joe Glasson made a motion to approve the 2007-2008 Budget Amendments (3); the motion was seconded by Patrick Barnes and approved.

New Business

Dianne Reid introduced Philip Culpepper, Project Manager for Preston Development. Mr. Culpepper noted that Preston Development has closed on 90% of approximately 6500 acres of property east and south of Pittsboro. He stated that they have been meeting with many groups in the community. He stated that Preston Development is no longer a vertical builder. He stated the first thing they are doing is working with the Town of Pittsboro to solve the sewer problem. He stated that there is a national move from green to sustainability. They are currently looking at a concept of a sustainable community and are conducting environmental studies. He discussed the proposed NCDOT bypass. He stated that this project will include an emerging businesses park as a central component. The board of directors discussed the project.

Dianne Reid presented the draft of the Code of Ethics and Conflict of Interest Provisions for Chatham County Economic Development Corporation Board of Directors to sign. She proposes that each board member sign the document annually. Dianne will add a definition of what a family is to the document before the next meeting. The board of directors discussed the draft.

Jamie Nunnally asked the board of directors to appoint a Nominating Committee – Joe Glasson, Carolyn Underwood, and Jamie Nunnally. After discussion – Jody Minor and Margie Ellison volunteered to serve with Carolyn Underwood – if she is available.

Jamie Nunnally stated that she is currently serving on RTRP Board of Directors and wouldn't like to serve again. She asked for someone from the board to volunteer.

Old Business

Dianne Reid updated the board of directors on the Strategic Plan. Jason will be sending the full report by May 31 and creating 450 copies of an Executive Summary. Dianne would like to have a meeting of the 5 person committee and then the task force.

Dianne Reid updated the board of directors on the 2008-2009 Budget which is part of the managers recommended budget.

Dianne Reid told the board of directors of a visit by 14 members of the North Carolina Department of Commerce on April 16 to Siler City area buildings and sites.

The board of directors discussed Pilgrims Pride.

Dianne Reid reported on the Major Corridors Work Session held the previous evening. Each existing business property will be rezoned to the appropriate use which the property owner wants it rezoned at no cost to the property owner.

Dianne told the board of the upcoming NC Small Town Summit, to be held June 4 at UNC Pembroke.

Randy Voller stated the American Asset zoning request was approved for a 50-acre site on the northeast corner of 64 Bypass and 15-501. He then stated the county would be putting the county garage in the old PTA Thift Store in Pittsboro.

Jody Minor made a motion to adjourn; the motion was seconded by Patrick Barnes and approved.

Chatham County Economic Development Corporation
August 11, 2009 Board Retreat Minutes

Board Members Present: Chris Angus, Joe Glasson, John Hammond, Larry Hicks, Ned Kelly, Jamie Nunnelly, Daniel Sundberg, Carolyn Underwood, and Drew Weniger

Board Members Absent: Margie Ellison and Jeffrey Starkweather

Non-Voting Members Present: Tim Cunnup, George Lucier, Bud Marchant, Cindy Poindextor, Dianne Reid, Carl Thompson, and Randy Voller

Staff Present: Mari Howe and Erin Husson

Joe Glasson welcomed everyone and encouraged board members to engage in moving from plan to program. Dianne Reid and Larry Hicks went through a power point presentation looking at where we've been and where we need to go (Attachment A).

Larry then gave instructions for small group work on identified business issues (Attachment B). A summary of each group's discussion is as follows:

INFRASTRUCTURE

Identify and inventory Chatham County infrastructure, including water, sewer, internet, roads, rail, and airports. Perform a gap analysis to determine specific and targeted deficiencies, (water, sewer, and broadband specifically). In conjunction with Essential Partners, develop and implement the plan, including timelines, in addressing the gaps. It is essential that the municipalities and the County jointly move forward in these assessments. The collaboration of the ex-officio members of the EDC Board representing the municipalities and County is critical for this program strategy to be successful.

Discussion Participants: Carl Thompson, George Lucier, Tim Cunnup, Randy Voller, Don Tarkenton, Larry Hicks

Champions: Carl, George, Tim, Randy, and Don (representing John Grimes), as ex-officio members of the EDC board, have offered to champion the issue of infrastructure identification and planning.

List specific agencies *and individuals within those agencies* that need to be involved in getting the team operational. Complete list:

Chatham County:

David Hughes, Public Works

Cynthia Van Der Weile, Director, Sustainable Communities Development

Roy Louder, water treatment plant

Jenny Williams, permitting

Charlie Horne, County Manager

Siler City

Joel Brower, City Manager

Jack Meadows, Planning and Community Development

Terry Green, Public Utilities

Goldston

Johnny Clark, Goldston-Gulf Sanitary District

Jeff Bright, Goldston-Gulf Sanitary District

Pittsboro

Bill Terry, City Manager
David Monroe, Planner
John Poteate, Public Works

Other

Karen McCraw, airport manager, Siler City
Marty Cleaton, Progress Energy
Steve Judge, Progress Energy (engineer)
Jerry Kidd, Embarq
Rubin Blakely, D.O.T.
Bennie Sloan, D.O.T.
Tom Roberts, Aqua America
Keith Hurand, Briar Chapel
Phillip Culpepper, Chatham Parks Investors LLC
Tim Smith, Preston Wood Partners
Joe Hackney
Bob Atwater

Determine who the *Essential Partners* are within the team.

- See above list **shown bolded & underlined**

Determine who should lead the team. David Hughes

Determine the strategy for soliciting participation.

- A joint letter from the Infrastructure Champions (noted above) to the identified participants asking their involvement and stressing the importance to economic development.
- Larry will craft a proposed letter for review.

Determine a target timeline for holding the first meeting of the team.

- First meeting by mid-September.
- NOTE: we may wish to discuss the sending of this invitation until after the joint elected bodies meet in December, so everyone see the bigger picture and the roles we will all be asked to play.

If time permits, determine a target goal/agenda for the first meeting.

- Provide the charge, mission, and timeline for the activities. These should be specific, measurable, attainable, reasonable, and timely.

Parking Lot Issues

- Schools
- Hospitals/healthcare
- Solid Waste
- Regional Partnerships
- Media

GOVERNMENT BUSINESS OPERATIONS (same participants):

Review government processes in an effort to streamline inquiries and applications for new and expanding businesses, clarification of regulations and procedures, and where possible shortening of approval processes (without lessening of protections). The ex-officio members of the board representing the municipalities and County will need to champion these efforts within their respective areas, and in interacting with various county and municipal agencies in support of streamlining processes. The EDC staff should take on function of shepherding client firms through the processes (economic gardening). This could perhaps be a primary role for a current or future employee assuming an expansion of existing budget.

Recommendation:

- EDC craft a letter requesting that each governing body participate in an evaluation of its processes with an eye towards economic development.
- Specific outcomes should be identified
- NOTE: Preliminary investigation of best practices should be offered as a guide.

EDUCATION AND WORKFORCE DEVELOPMENT

Participants: Bud Marchant, Ned Kelly

- I. CCCC
 - a. Small Business Center
 - b. Currently has on-going technical training programs
 - c. Can create a training program based on a company's curriculum or a course from the NC Department of Public Instruction high school technical training curriculum
 - d. In some cases, can itself create the curriculum for a technical training program
- II. Chatham Co. Schools
 - a. Committed to technical training and has close working relationship with CCCC, to which it outsources certain courses for high school students
 - b. Can draw upon NCDPI's technical training curriculum
 - c. I'll endeavor to meet with Robert Logan to confirm his buy-in and to get a commitment that he or his designee join the coming meeting]
- III. Other business education resources
 - a. Chamber of Commerce
 - b. NC Cooperative Extension
 - c. SCORE Chapel Hill (919-968-6894)
 - d. REAL program for developing entrepreneurship in high school [I think this may be a program within SCORE. I intend to call them tomorrow to get their buy-in for the meeting. I'll ask them about REAL. 08/14/09 – no response yet from Chapel Hill Score]
- IV. Meeting to include as many of the above as possible by end of September 2009 – need to agree on a purpose and an agenda

ATTRACTION AND MARKETING

Participants: Jamie Nunnelly, John Hammond, Cindy Poindexter, Dianne Reid

Agencies/Individuals that need to be Involved

- Small Business Association
- Sue Szary, NC Arts Incubator
- Denise Dunn, Siler City Merchants Association
- Fidelity Bank, Sam Adams
- Siler City Town Manager, Town of Siler City website, Joel Brower
- Leslie Landis, Arts Community
- CVB, Neha Shah
- Pittsboro Merchant's Association, Leslie Fesperman
- Everything Chatham, Mary Bastin
- PR Business, Katherine Smart (friend of Jamie Nunnelly)
- Fearington Arts & Event Representative, Gilda McDaniel
- Fidelity Bank – Community Affairs, Leslie Walden
- Briar Chapel, Selina Backus
- Chatham County Communications, Debra Henzey
- Susan Kessee (friend of Jamie Nunnelly)
- Preston Development, Phillip Culpepper
- Town of Pittsboro Website, Misty Bonnauw

Essential Partners

- 3M and other non-cluster industries
- Progress Energy, Marty Clayton
- Basic Machinery, Hal Milhoen
- PSNC Energy, Linda Harris
- Embarrq
- Central Electric Membership Corporation, Jody Albright
- Banks
 - B.B. & T.
 - First Citizens
 - Capital Bank
 - Wachovia
 - RBC Bank
- Chatham County, Debra Henzey
- Siler City Planning Department, Jack Meadows
- Pittsboro Planning Department
- Preston Development, Phillip Culpepper

Possible Leaders

- Katherine Smart (friend of Jamie Nunnelly) Chair??
- Jamie Nunnelly, Co-Chair??

- a. Identify entrepreneurs in Pittsboro, Siler City, and Chatham County that are stable and have been in business for 2-5 years
 - b. Hold one-on-one or focus group meetings to get feedback about their experience of starting a business in their relevant jurisdiction
 - i. Where did they start when they decided they wanted to start a business
 - ii. What departments/agencies did they go through to get approval
 - iii. What challenges did they face
 - iv. Did anyone help them along the way
 - v. What help would they have wanted
 - c. Recruit from this pool potentially for Entrepreneurship committee leadership/participation
 - d. Potential entrepreneurs (Retail, service, manufacturing, tech, home based representatives?)
 - i. Pittsboro – Rob Poythreiss, Chad Virgil, Larkin
 - ii. Siler City
 - iii. Chatham County
3. Local Service Providers
- a. Build stronger relationships with local service providers to encourage cooperation and information sharing about start ups
 - b. Potential Partners
 - i. SBC - Gary Kibbler
 - ii. SBTDC – Ron Illinitch
 - iii. Chatham Chamber – Cindy Poindexter
 - iv. Siler City Merchants Association – Mary Bastin, Denise Dunn
 - v. Pittsboro Merchants Association – Gina, Leslie Fesperman?
 - vi. Everything Chatham?
 - c. Get other service providers tied into and trained on EPulse client tracking system in order to send information/service referrals and improve tracking of startup assistance
4. Schools
- a. Create projects that promote youth entrepreneurship in local high schools and at CCCC
 - i. Graduation Project – offer a Business Plan Competition so HS students can use the project to generate a start up plan
 - ii. Provide technical assistance and moderate cash prize
 - iii. Partners – identify person at each high school who deals with the Graduation project
 - iv. CCCC – Similar business plan competition? Potential Partners?
5. EDC website as portal for creative people in Chatham
- a. Due to lack of broadband and web training, many of Chatham’s creative people have poor web representations of their work – clunky websites, poorly designed
 - b. Offer to host artist pages on our high speed connection for a fee
 - i. Create partnerships with local designers to design state of the art pages with video and other cutting edge marketing tools

ii. Partners –

1. Chris Angus: potential EDC representative on this project
2. County MIS staff
3. Local web designers
4. Arts groups – Chatham Arts, Artists Guild, Incubator

Each group reported back to the full Board. After short discussion, the meeting adjourned at 11:45.

**Chatham County Economic Development Corporation
October 12, 2010 Board Meeting Minutes**

Board Members Present: Joe Glasson, Chris Angus, Jeffrey Starkweather, Daniel Sundberg, Drew Weniger

Board Members Absent: John Hammond, Larry Hicks, Ned Kelly, Jamie Nunnely, Carolyn Underwood, James Womack

Non-Voting Members Present: Charles Johnson, Carl Thompson, Randy Voller, Dianne Reid

Staff Present: Ben Townsend

Guests Present: Katherine Booth Butler

Auditors Present: Lisa Holt, CPA and Paul Miller, CPA

Joe Glasson called the meeting to order at 8:00am

Public Input

Mayor Voller suggested that the EDC become more supportive of local festivals. Several complaints by local festival organizers as well as local business owners are being heard. They are having difficulties with the Chatham County Planning Department making "personal interpretations" of the planning law and being resistant to releasing the proper permits. The EDC is going to make a concentrated effort to work with the Planning Department and make Chatham County more "business friendly". This work will be accomplished through the Government Business Operations Business Issue Team.

Minutes

Joe Glasson opened the floor for discussion of the August 10, 2010 Board retreat minutes. Chris Angus made a motion to approve the minutes; a second was heard by Drew Weniger and the motion was approved.

Financial Report

Joe Glasson and Dianne Reid presented and explained the August and September Financial Statements to the Board of Directors. Chris Angus made a motion to approve the August and September financial statements; second by Jeffrey Starkweather and the motion was approved. A cash flow statement for the months of August and September were also reviewed.

Audit

Lisa Holt and Paul Miller were present to review and discuss the June 30, 2010 audit with the Board members. They went through each of the financial statements with the Board members and addressed all questions. It was noted that the auditors took a conservative stand on the money being held by the Self-Help Credit Union. It is not recorded on the Statements of Financial Position because the EDC does not currently have control of that money, at least until the contract is over, and the contract is actually between Chatham County and the Self-Help Credit Union. There is a note at the end of the financial statements that explains the contract in greater detail. It was also noted that there is an inherent risk of fraud, which is always the case with organizations of our size. However, this inherent risk was downgraded from a "material weakness" in the June 30, 2009 audit to a "significant deficiency" this year because of a larger staff and, as a result, more internal controls. In the management letter the auditors suggested writing and adopting a Financial Policies and Procedures Manual. Chris Angus made a motion to adopt the corrective action listed and Dan Sundberg voiced a second. The motion was approved. Ben Townsend will begin to write the Financial Policies and Procedures Manual and it will be submitted to the Board for approval at the November Board meeting.

Change in Bylaws

Jeffrey Starkweather presented a revised bylaws document. At the August Board retreat, there were three suggested changes that were approved. First of all, due to conflicting time frames between Chatham County Commissioner elections and our Board member elections, the Board decided to change the officer elections to April. Secondly, the officer term will be for 1 year with one additional incumbent year if re-elected. After the maximum two year officer term has been served, the Board member would have to leave that office, but will be eligible to be elected for a different office. The new term limits will be effective beginning with the April 2011 elections. Finally, at the Board retreat the Board members agreed to expand the Board from 11 voting members to 15 voting members. That section of the bylaws has been changed as well. The number of Board members required for quorum will be increased to 6 voting members. Jeffrey Starkweather made a motion to approve the changes in the bylaws. A second was heard by Chris Angus and the motion was approved. The new bylaws will be presented to the Board of Commissioners at their next meeting because all EDC bylaw amendments require their approval.

Steering Committee update

Dianne updated the Board on the cluster and business issue teams. The Retention committee has begun meeting monthly and some of the members have been trained on our ePulse client tracking software. The Entrepreneurship Committee sponsored a Bootstrap Chatham event for speed networking. It was a large success and there have been multiple requests for doing another one soon. Business Issues/Infrastructure will be meeting in the next few weeks to discuss the complaints that have been stemming from public about the Chatham County Planning Department. The Arts cluster met with the Executive Service Corp. They are planning an art conference and developing a plan to make Chatham an arts destination. The Life Science cluster has developed a subcommittee that is working on the idea of an incubator. The Wood cluster is in the process of planning another meeting of wood company representatives for networking opportunities. Marketing and Attraction will be presenting the marketing plan at the November Board meeting. A Food Processing cluster is being developed and will be launched soon.

Annual Report

The EDC staff has compiled an annual report for the 2009/2010 fiscal year. It highlights the accomplishments of the year as well as presenting a few statistics and some financial information. Dianne distributed a bundle of 25 to each Board member that was present. She then asked them to distribute them to friends and colleagues to show the public what the EDC has been working on and to spread the word of our accomplishments thus far.

Conflict of Interest

Dianne distributed the conflict of interest policy to each of the Board members present. Each Board member is required to sign one of these policies annually.

Courthouse Renovation update

Jeffrey Starkweather updated the Board on the progress of the courthouse renovation. He distributed a personal email that he had submitted to the Board of Commissioners asking for flexible seating rather than fixed seating in the renovated courthouse. This would allow for a wider range of seating arrangements, which would make the former Superior courtroom more conducive for a multi-use space. Jeffrey Starkweather made a motion for the EDC to write a letter of recommendation to the Commissioners for flexible seating in the renovated courthouse. A second was made by Chris Angus and the motion was approved.

Chris Angus made a motion to adjourn; a second was made by Dan Sundberg. The meeting was adjourned at 10:10am.

Chatham County Economic Development Corporation
April 12, 2011 Board Meeting Minutes

Board Members Present: Chris Angus, Al Devine, Michael Donoghue, Joe Glasson, Jay Hand, Linda Harris, Keith Hurand, Ned Kelly, Bill Milholen, Jamie Nunnally, Michael Ryan, Jeffrey Starkweather, Dan Sundberg, Carolyn Underwood, Drew Weniger, Twig Wood

Board Members Absent: Larry Hicks, James Womack

Non-Voting Members Present: Brian Bock, Tim Cunnup, Dianne Reid, Charles Johnson, Bud Marchant, Walter Petty, Randy Voller

Staff Present: Alyssa Stepusin, Ben Townsend

Guests Present: Carol Hewitt

Joe Glasson called the meeting to order at 8:00am

Welcome and Introductions

Joe Glasson welcomed the attendees to the meeting. This was the first meeting for the eight newly appointed Board members and the last meeting for the three members rotating off. All Board members introduced themselves.

Public Input

Carol Hewitt wanted to invite everyone to attend the Shakori Hills Music Festival. She also invited everyone to a kiln opening for Mark Hewitt and reminded everyone of the Piedmont Farm Tour and Silk Hope Farm Heritage Day. Randy Voller reminded the Board that the EDC should actively support these types of festivals and encouraged everyone that possibly could to attend at least one of these events.

Minutes

Joe Glasson opened the floor for discussion of the March 8, 2011 Board meeting minutes. Chris Angus made a motion to approve the minutes; a second was heard by Jeffrey Starkweather. The motion was approved.

Financial Report

Dianne Reid first presented the Opportunity Chatham Cash Flow Analysis. It reflects that the EDC is now just \$71,507 away from reaching the break-even point between the campaign expenses and the cash that has been collected to date. She then presented and explained the March 2011 financial statements. Chris Angus made a motion to approve; a second was heard by Ned Kelly and the statements were approved.

Budget Report

Dianne Reid disbursed a draft of the proposed budget for 2011-2012. She and Ben Townsend have met with Renee Paschal, Assistant County Manager, but the draft is subject to final approval in May. Then the Chatham County Board of Commissioners will have to vote on it. Some changes are possible between now and then.

Officer Elections

Chris Angus had previously emailed each of the Board members the nominating committee's recommendations for Board officers. The nominees are: Joe Glasson – Chair, Larry Hicks – Vice-Chair and Michael Donoghue – Secretary/Treasurer. No other nominations were emailed to Chris. The floor was opened for other nominations, but hearing none, the entire ballot was unanimously approved.

President's Report

Dianne Reid presented a report on the year-to-date activities of the EDC. It has been quite a busy year with the EDC submitting sites for 13 attraction projects (11 of which are still active), working on 22 retention and

expansion projects (including Townsend, which saved over 1,000 jobs) and making 73 contacts with 44 entrepreneurs. The EDC has also held several events including 2 joint elected officials meetings, 2 Bootstrap Chatham events for entrepreneurs, and, most recently, the Creative Economy Arts Summit.

Closing

Chris Angus, Jamie Nunnely and James Womack are all rotating off of the Board. They were presented with Certificates of Appreciation for all of their services. The EDC would like to continue the working relationship that has been established with these individuals. Hopefully they will stay involved in other areas of the organization including the cluster and business issue teams.

Ned Kelly made a motion to adjourn; a second was heard by Dan Sundberg. The meeting adjourned at 9:30am.

Chatham Park Agenda Items - 7 Years

2006-2007

None

2007-2008

Feb 13, 2008 – “Chatham Development” discussion

May 13, 2008 – Philip Culpepper was guest speaker

2008-2009

None

2009-2010

None

2010-2011

None

2011-2012

Feb 14, 2012 – Philip Culpepper - update on Chatham Park

March 20, 2012 – Joint Chatham and Lee Boards – Philip Culpepper - update on Chatham Park

2012-2013

None

2013-2014

July 9, 2013 – Philip Culpepper – update on Chatham Park

Chatham Harnett Lee Workforce Preparedness

Kirk Bradley was in attendance to discuss a new workforce preparedness initiative for CCCC. There are 3 expected outcomes:

1. Expansion of Advising Services – Each of the public high schools in the service area will have a Career and College Advisor onsite.
2. Increased Participation in Dual Enrollment – Currently CCCC offers dual enrollment where high school students can take courses which, upon completion, earn credits toward both high school and community college degrees. This program would hopefully increase the current rate of participation by 300%.
3. Development of Scalable, Technology-Assisted Advising Best Practices – Although the program would focus on the CCCC service area, the same principles and procedures could be applied to other community college systems in the state.

The Board decided to support CCCC in this innovative program. CCCC will now approach Golden Leaf for a 1 time grant for seed capital of approximately \$200,000. CCCC is also approaching the Chatham BOC for an undetermined contribution. That amount will be estimated after getting as many grants as possible from other foundations. This program could be very complimentary to the K-14 initiative that the EDC has been working on. Larry Hicks made the motion for the EDC to formally support the Chatham Harnett Lee Workforce Preparedness Initiative. Mike Donoghue seconded that motion and it was approved unanimously.

Chatham Park Update

Philip Culpepper was in attendance to present the Chatham Park master plan to the EDC Board. Preliminary figures estimate \$12billion of investment in the construction of 22,000 homes and 22,000,000 sf of non-residential space. His presentation is attached. A public hearing will be held on July 22 at 7pm. The location is still to be determined, but Dianne will send out an email to the Board as soon as the details are known.

Chatham-Randolph Megasite Update

Dianne reminded the Board that next week, July 19, McCallum Sweeney is coming to give a presentation about the strengths and weaknesses of the Chatham-Randolph Megasite. This meeting is part of the Duke Site Readiness Program and we are anxious to hear what the consultants have to say. Many elected officials, at the state level as well as the local level, have shown interest in attending.

Conceptual Land Use Plan Update

Joe and Dianne will be presenting the Conceptual Land Use Plan to the Board of Commissioners on July 15. Part of the presentation includes a list of recommendations. The meeting will be held at 2pm in the Courthouse. That list is attached.

Fundraising

Joe and Dianne have been meeting with prospective campaign consultants to inform them of what we are looking for in our upcoming campaign. The next step is to get bids and see what each consultant thinks they can do for an amount we can afford. This accelerated campaign will most likely begin within a couple of months.

Board Retreat

Our next Board meeting is scheduled for September 10. The EDC has reserved the Clubhouse at Briar Chapel to hold a short Board retreat that day. The retreat will probably last 3-4 hours so please plan accordingly.

Joe Glasson made a motion to adjourn; a second was heard Mike Donoghue and the meeting adjourned at 9:55am. An orientation for new Board members was held after the Board meeting.

Chatham County Economic Development Corporation
November 13, 2007 Board Meeting Minutes

Board Members Present: Margie Ellison, George Lucier, Chris Angus, Patrick Barnes, Joe Glasson, Jamie Nunnelly, Jody Minor, Carolyn Underwood, Randy Voller, Jeffrey Starkweather

Non-Voting Members Present: Dianne Reid and Neha Shah

Staff Present: Jennifer Nelson

Guests Present: Guy Loeffler, Jason Jolley, Cathy Swindell, Edith Edmond, Howard Steir, Ron Newcomb, Angela Delp, and Melody Troncale

Jamie Nunnelly asked Guy Loeffler, owner of Horizon Cellar to describe his winery.

Chair Jamie Nunnelly called the Meeting to Order at 12:10.

Chair Jamie Nunnelly asked for introductions and check ins.

Joe Glasson made a motion to approve the September 11, 2007 Board Meeting Minutes; the motion was seconded by Patrick Barnes and approved.

Treasurer Joe Glasson presented and explained the September and October Financial Statements. Patrick Barnes made a motion to approve the September Financial Reports; the motion was seconded by Jeffrey Starkweather and approved. Patrick Barnes made a motion to approve the October Financial Reports; the motion was seconded by Chris Angus and approved. George Lucier asked about the budget process for 2007-2008. Dianne Reid explained the county budget and major issues process to the board. The budget was discussed by the board. After discussion, the board decided to email Dianne Reid any project suggestions by December 1, after which the staff will prepare a budget and present in a working section with the executive board. The budget will then be presented to the full board of directors at the January board meeting.

Chair Jamie Nunnelly asked for Public Input. There was no public input.

President's Report

Economic Developments – These items are drawn from newspaper accounts and CCEDC staff observations. During September and October:

- Construction continues on First Citizens Bank's full-service branch in the Chatham Downs shopping center at the corner of 15-501 and Lystra Road; the branch will open in early 2008.
- **Compadres Mexican Restaurant** has opened at Siler Crossing in Siler City.
- **Triangle Brick** completed a new 18,000 square feet truck and equipment facility in Merry Oaks, off US 1.
- Siler City officials held a ground breaking ceremony in late September for the expansion of the Lower Rocky River Reservoir.
- The Pittsboro Town Board approved the rezoning of **64 Crossing at Eubanks Drive** from residential to mixed use planned development.
- **Downtown Grounds**, a coffee shop, has opened in the NC Arts Incubator in downtown Siler City. In other activity, the construction of a courtyard – which will feature outdoor seating and a performance stage – for the Incubator is underway.
- **Flynt's Florist** of Pittsboro celebrated 50 years in business.
- Central Carolina Community College, the Chatham County Public Libraries, and the Friends of the Pittsboro Memorial Library sponsored a ceremonial groundbreaking at their site on the Pittsboro campus.
- EDC Treasurer Joe Glasson was honored by the United Way of Chatham County as one of twelve 2007 Chatham County Outstanding Volunteers.

- BOC Chair Carl Thompson proposed a forum comprised of the mayors of the county's three municipalities and the chairman and vice-chairman of the county Board. The forum would meet periodically to discuss common concerns, such as water and wastewater, revitalization and economic development.

Progress on Short-Term Goals – At the July meeting, I outlined three priority areas for the first three-four months of my employment:

- 1) Board Development/Alignment – After meeting individually with each Board member and participating in the September Board retreat, it is my perception that the Board is much more cohesive and is beginning to develop a shared vision. Your stated priority for the remainder of the fiscal year – completing the strategic plan – will force further alignment and, I trust, strengthen the relationships among you. We will continue to have shared educational components during most meetings.
- 2) Immediate Challenges – I identified several, including the impending closing of Joan Fabric, completing previous commitments, and tweaking the EDC website. Jennifer and I have been through the Joan Fabric building two times, had one meeting and several phone contacts with the owner. Valdese Weaving (which purchased the machinery) is leasing back part of the 387,000 square feet (50-100,000) for at least a year. We will continue to direct potential tenants to the building. We have completed the paperwork for the incentive agreement between ATC Panels and the County and are processing documentation for the first payment under the contract. We have signed a contract with our internet provider for immediate improvements to our web site, including the addition of a searchable commercial real estate component which would list all available commercial space. As reported earlier, shared files will be enabled once the county completes a fiber installation project for West Street later this fall. We have continued improving our office and are pushing making the building ADA-accessible next fiscal year.
- 3) Research – Work continued on the third area of immediate focus, research on five major issues: Central Carolina Business Park, the small business loan program, infrastructure issues, including telecommunication, an inventory of space/land, and existing business needs.

The fourth area of emphasis, obviously, is continuing to work with the Center for Competitive Economies on the development of the strategic economic development plan. A good portion of the November meeting will be devoted to the progress on the strategic plan, including additional input from the Economic Summit meetings on November 8 and 9.

Other Outreach Efforts – This list provides a summary by type of contact:

Existing businesses

- Floorazzo
- Barnes Precision Machine
- Brookwood Farms
- Olympic Steel
- 3M
- BioLogix
- Oneida
- Pallet One
- Moore's Machines

Developers/Special Projects

- NC Arts Incubator
- Preston Assemblage (Pittsboro)
- Goldston Wastewater Project
- Powell Place Commercial
- Regional Value Added Ag Processing Center
- ChathamArts, co-sponsor of Becky Anderson program

Real Estate Tours

- Former hatchery in Pittsboro (Lindsey Star)
- Former Joan Fabrics Building (Fred Godley)

Media Contacts

- Ted Natt (Sandhills Business Times)
- Leah Freidman (News and Observer)
- Heather McGowan (Triangle Business Journal)

Other Organizations

- North Carolina Rural Center – Rural Partners Forum
- Special Transit Advisory Commission
- NCEA Board – Co-Chair of Fall Conference
- Chatham/Orange Partners
- CCCC Long Range Planning Committee
- Culture Shock

Client Contacts – We have provided potential building and site information to the following (shaded text indicates current month update or new client):

- Start-up biotech-related company looking for 5,000 square feet for freezer storage (Source of referral: D. Reid) Company completing due diligence; interested in Chatham Mills
- Steel fabrication company looking for 50,000 square feet existing building (Source of referral: local real estate agent) Company has decided to locate expansion in SC
- Early stage biotech company looking for 5-10,000 square feet office and lab space (Source of referral: RTRP) No activity this month
- South Carolina company looking for 100,000 square feet existing building (Source of referral: R. Sauls, Progress Energy) No activity this month
- Company looking for approximately 75,000 square feet with rail access (Source of referral: NC Commerce) No activity this month
- Two existing Chatham County manufacturers contemplating expansion projects (Source of referral: EDC staff visits) Companies continuing preliminary work for expansion
- A light manufacturer looking for 50,000 square feet existing building (Source of referral: RTRP) No activity this month
- A mobile technology installation service company looking for 5-10,000 square feet for office and shop (Source of referral: R. Voller) Provided information on potential sites; G. Kibler of Small Business Center working on training needs
- Auto restoration company looking for 6-8,000 square feet (Source of referral: office walk in) Provided information on potential sites
- Company looking for 22-32,000 square-foot stand alone building (Source of referral: NC Commerce) Provided information on potential site
- Boat/equipment manufacturer looking for 30-50,000 square feet (Source of referral: RTRP) Provided information on potential sites
- Retail client interested in Pittsboro location (Source of referral: local attorney) Provided demographic ring study
- International e-commerce supplier of natural products for candle-making, interested in relocating to Pittsboro area (Source of referral: G. Lucier) Met with client at RTP location; providing information on potential sites
- Existing businesses looking for space for expansion (Source of referral: company contact) Provided information on available sites
- Company looking for site for bio-additives manufacturing (Source of referral: RTRP) No appropriate site
- Company looking for 50,000 sq.ft. existing building (Source of referral: company contact) Provided information on sites in Siler City

- Company seeking facility with rotary kiln and rail access (Source of referral: RTRP) No appropriate facility
- Manufacturer seeking site on which to produce high tech material – large water user (Source of referral: R. Sauls) No appropriate site

Committee Reports

- 1) Strategic Plan - Jason Jolley made a presentation updating the board of directors on the status of the strategic plan process.
- 2) Retreat Planning - Chris Angus expressed to the board of directors how important the retreat was to the board. He also stated that Dianne Reid presented priorities and tasks which were discussed.
- 3) Business Campus - Joe Glasson presented a whitepaper on Central Carolina Business Campus to the board of directors. Cathy Swindell expressed to the board of directors that Dr. Matt Garrett wanted her to explain the no land cost by CCCC is required by the state of North Carolina. She stated that any county a community college moves into must cover the cost of land and construction. The business campus was discussed by the board.

New Business

1. Dianne Reid stated that she, Jennifer Nelson, Jamie Nunnely, Jeffrey Starkweather, and Randy Voller will be attending the Energizing Entrepreneurship Training sponsored by the NC Rural Center in December at Nags Head. Margie Ellison attended this training in June in Boone and speaks very highly of the program.
2. Jeffrey Starkweather explained the arts-based economic development strategy developed by Handmade in America. He stated that the regional program in the North Carolina mountains includes craft, tourism, and is called the heritage trail. Becky Anderson spoke at a workshop sponsored by the Chatham County Arts Council and the EDC. Jeffrey Starkweather discussed the small town program. Jeffrey Starkweather made the suggestion to do a mural project. He asked that the EDC ask the Department of Commerce Main Street Program for funds. The project was discussed by the board.
3. Edith Edmond with the Employment Security Commission updated the board on employment in Chatham County and the Chatham Job Link center in Siler City. The board asked some questions of Edith Edmond.
4. Cathy Swindell with CCCC explained the customized worker training programs offered through the college. She stated that she wants to visit the industries in Chatham County.

Old Business

1. Jennifer Nelson updated the board on the Chatham County Small Business Expo that was sponsored by the Chamber of Commerce. She stated that the event was very nice; she thanked the several board members who helped out with the EDC booth.

Joe Glasson made a motion to adjourn; the motion was seconded by Chris Angus and approved.

**Chatham County Economic Development Corporation
February 15, 2011 Board Meeting Minutes**

Board Members Present: Joe Glasson, Chris Angus, Larry Hicks, Ned Kelly, Jeffrey Starkweather, Daniel Sundberg, Carolyn Underwood, Drew Weniger

Board Members Absent: Jamie Nunnelly, James Womack

Non-Voting Members Present: Brian Bock, Charles Johnson, Bud Marchant, Walter Petty, Dianne Reid, Randy Voller

Staff Present: Ben Townsend

Guests Present: Carol Hewitt

Joe Glasson called the meeting to order at 8:00am

Public Input

None

Minutes

Joe Glasson opened the floor for discussion of the December 14, 2010 Board meeting minutes. He asked for an amendment to be made. He asked that the word "Additionally" be added to the beginning of the fourth sentence of the second paragraph of the "Implementation Update" section. Dan Sundberg made a motion to approve the minutes with the edit; a second was heard by Chris Angus. The motion was approved.

Financial Report

Larry Hicks presented and explained the December 2010 income statement to the Board of Directors. Ned Kelly made a motion to approve; second by Dan Sundberg and the motion was approved. Ned Kelly made a motion to approve the balance sheet; second by Dan Sundberg and the motion was approved. Larry Hicks presented and explained the January 2011 financial statements to the Board of Directors. Chris Angus made a motion to approve the income statement; a second was made by Ned Kelly and the income statement was approved. Dan Sundberg made a motion to approve the January balance sheet; a second was made by Ned Kelly and the balance sheet was approved.

President's Report

Dianne Reid presented new demographic information regarding Chatham County. It was extracted from the American Community Survey of 2005-2009 conducted by the US Census Bureau. The data includes population, nativity, education, income and race information for the towns and the county. The presentation is attached.

Dianne Reid also talked about the upcoming March 18-19 Creative Economies Summit. All weekend there will be arts events in Siler City and Pittsboro. The EDC is sponsoring a portion of the event in which a series of speakers will be presenting at the Silk Hope Community Center from 8:00am-3:00pm. The keynote address will be delivered by Linda Carlisle, Secretary of the NC Department of Cultural Resources.

February 23 is another important date for the EDC. With a mini-grant awarded by the Rural Center, Chatham County has teamed up with Lee, Harnett and Moore County economic development agencies and small business agencies to form the Triangle South Entrepreneurial Network (Tri-South eNet). On February 23 Tri-South eNet will hold an event which will focus on access to capital for small and startup companies. The event will be held at the Dennis Wicker Civic Center in Sanford.

Jamie Nunnally nominated the EDC for a free session with a professional videographer and we were selected. Dianne will shoot the video later this week. It will last for 1 minute and we can put it on our webpage and on youtube.

Report on Business Operations

Larry Hicks is the chair of the Business Operations Business Issues Team. He reported that the Business Operations team conducted three different roundtable discussions with small business owners, developers and entrepreneurs to ask about their experiences in working with Chatham County's planning department and the current regulations. The feedback was mostly negative from each of the three groups and bad customer service was a recurring theme. Most everyone had the opinion that Chatham County was not business friendly and that county staff was more of a roadblock to their efforts instead of a facilitator for them. We also received many good suggestions on ways that the process might be improved. The Business Operations team presented the findings to the Board of Commissioners at the Commissioners retreat on February 8. The EDC is working closely with the county and the municipalities to try and find parallels and streamline the processes that one must go through to get their business or their development up and running as soon as possible.

Nominating Committee Report

Chris Angus reported to the Board that the nominating committee is concluding their interview process. There are four slots that were made available from the recent changes to our bylaws, six Board members' terms are ending, and one Board member has resigned. Therefore there will be a total of eleven slots available. Including Board members that can serve another term, 24 applications have been received. After meeting tomorrow evening, February 16, the nominating committee will present their candidates to the Board of Commissioners. The target is to submit the recommendations to the Commissioners by February 18 so the Commissioners can appoint them at the first BOC meeting in March.

Input for County Policies

1. LEED Certification – Some debate has occurred with regards to the value of LEED Certification for County buildings, particularly the new judicial center being built. The current policy is that all public buildings over 20,000 square feet must be certified at least LEED silver. The question becomes, "Is LEED silver certification for a jail beneficial to economic development?" Everyone wants to be environmentally responsible, but is LEED certification worth the expense? Arguments were heard about branding the county as "green" and improving the marketability of Chatham County. However there is a diminishing point of returns. The Commissioners are requesting that the EDC compose a letter, due to them by Friday of this week (February 18), which will express an opinion on whether or not requiring LEED silver certification for all public buildings helps economic development. More research is necessary before the EDC can make an informed decision on this matter and unfortunately there appears to be little or no resources to consult regarding this specific topic.
2. Western Wake Partnership – Western Wake Partnership (a partnership between the towns of Apex, Morrisville and Cary) formed to address their need for more wastewater treatment capacity. The group has been approved by the NC Division of Water Quality to move treated wastewater to the Cape Fear River to be discharged below Buckhorn Dam. In order to do so, multiple scenarios involving pipeline configuration have been considered and the most practical and economical scenario involves running 8.1 miles of pipe through Chatham County. Obviously some Chatham residents would lose their land to the WWP, but there could be the potential for some economic development gain. These include, but are not limited to, compensating Chatham County for lost property tax revenue and providing a wastewater tap location in southeast Chatham. On the other hand, Chatham County could be opening themselves up to annexation from Cary and Apex. The BOC is asking the EDC to compose a letter of resolution and submit it to them by Friday of this week (February 18).

The Board entered closed session at 10:20am. Closed session ended at 10:38.

3. Town of Pittsboro NPDES – The Town of Pittsboro is trying to get a National Pollutant Discharge Elimination System (NPDES) permit to build a new 3.22 million gallon per day wastewater treatment plant. The new plant would be constructed on the same site as the existing 750,000 gallon per day treatment plant. A public hearing will be held on March 29. The EDC will issue a letter of resolution and submit it to the Town Pittsboro.

Chris made a motion to adjourn; a second was heard by Ned. The meeting adjourned at 10:40am.

Chatham County Economic Development Corporation
February 14, 2012 Board Meeting Minutes

Board Members Present: Joe Glasson, Larry Hicks, Al Devine, Linda Harris, Keith Hurand, Bill Milholen, Michael Ryan, Jeffrey Starkweather, Dan Sundberg, Carolyn Underwood, Drew Weniger, Twig Wood

Board Members Absent: Michael Donoghue, Jay Hand, Ned Kelly

Non-Voting Members Present: Brian Bock, Walter Petty, Dianne Reid, Randy Voller

Staff Present: Ben Townsend

Guests Present: Susan Little, Philip Culpepper, Tim Smith

Joe Glasson called the meeting to order at 8:00am

Welcome and Public Input

Joe Glasson welcomed the attendees to the meeting. There was no public input.

Minutes

Joe Glasson reviewed the minutes from the January Board meeting. Dan Sundberg made a motion to approve the minutes; a second was heard by Keith Hurand and they were approved.

Update on the Courthouse

Susan Little, a representative from The Chatham Historical Society, attended the meeting to update the Board on progress being made with the courthouse renovation, specifically the planned museum that will be located on the floor level. The organization needs to raise about \$25,000 more so the museum can be completed as designed. The target date for completion of the museum is late September.

Update on Chatham Park

Preston Development has recently released a promotional video featuring the Chatham Park project. Tim Smith spoke to us about his vision for the 7,100 acre park. It includes a hospital, residential housing, and retail. He is promoting Chatham Park as an enhancement to RTP, since that park is almost full and has no residential area within it. A few key issues must be worked out before any public announcements can be made.

President's Report

Dianne Reid shared some of the recent accomplishments of the EDC, including filling over 745,000 square feet of vacant industrial space within the last 6 months. With new companies coming into Chatham and established companies expanding, an estimated \$133 million dollars in capital expenditures has occurred since July 1, 2011. For every \$1 that Chatham County has given to the EDC this year, new and retained companies have invested \$390 in capital. This type of private investment increases the county's tax base.

2012-2013 Budget

Budget time is upon us and the EDC is planning accordingly. Chatham County has told us to prepare for a cut of up to \$80,000. Some campaign commitments have also fallen through. In total, the EDC expects to receive approximately \$102,000 less than what we project our expenditures to be for this fiscal year. Some tough cuts are on the horizon.

Board Commitment

Keith Hurand and Drew Weniger are leading an effort to get the Board more involved by encouraging them to attend County and municipal meetings. To accomplish this, they have been working with staff to develop a sign-up sheet that lists all relevant county and municipal meetings.

Committee Reports

- The business plan competition is underway and some teams have already submitted their plans. Brookwood Farms has agreed to donate the prize money.

Open Discussion

Dan Sundberg had resigned from the Workforce Development Board, but he plans to re-apply. Since this is a regional board, it should not interfere with his restriction to serve on only one county board.

March Board Meeting

Dianne Reid informed the Board that she has a speaking engagement on March 13, which is the date of the next regularly scheduled Board meeting. She asked that the meeting date be pushed back to March 20. The Board agreed. She then distributed a list of Board meeting dates for the remainder of the fiscal year. Also, an attendance record for the Board meetings of this fiscal year to date was distributed to each Board member. Some Board members are at risk of missing 4 meetings during this fiscal year, which could result in dismissal from the EDC Board.

Larry Hicks made a motion to adjourn. The meeting adjourned at 10:05 am.

**Chatham County Economic Development Corporation
Board Meeting Minutes
August 14, 2012**

Board Members Present: Joe Glasson, Larry Hicks, Mike Donoghue, Al Devine, Linda Harris, Keith Hurand, Bill Milholen, Michael Ryan, Jeffrey Starkweather, Dan Sundberg, Drew Weniger

Board Members Absent: Ned Kelly, Carolyn Underwood, Twig Wood

Non-Voting Members Present: Brian Bock, Charles Johnson, Bud Marchant, Walter Petty, Dianne Reid

Staff Present: Ben Townsend

Guests Present:

Joe Glasson called the meeting to order at 8:00am.

Welcome and Public Input

Joe Glasson welcomed the attendees to the meeting. There were no guests present and therefore no public input.

Minutes

Joe Glasson presented the minutes from the July Board meeting. One Board member asked to revise the wording in the July minutes. When referring to the strategic plan discussion and the projects to focus on, perhaps we should change our term of focus from "sustainable agriculture" to just "agriculture". After some debate, Drew Weniger made a motion to approve the minutes with the suggested edit; a second was heard by Keith Hurand and the minutes were approved.

President's Report

Dianne Reid presented the June 30, 2012 year end metrics for projects worked on, jobs created, and capital investment. During the year the EDC worked with 120 businesses that created 491 jobs (\$13.1 million in annual payroll) and generated \$117.15 million of capital investment. These figures have steadily increased since 2010 and exceeded the goals of this past year. For each dollar Chatham County invested in our organization during the 2012 fiscal year, they received \$363 in new capital investment. Dianne Reid and the staff were commended for these impressive statistics. The presentation is attached.

Officer Nominating Committee

The nominating committee has submitted a slate of the following officers: Joe Glasson – Chair, Larry Hicks – Vice-Chair, Mike Donoghue – Treasurer and Bill Milholen - Secretary. All nominees have agreed to serve in these respective capacities. A motion was made by the nominating committee to accept the nominees as presented. A second was heard by Drew Weniger. There were no other nominations from the floor and no discussion. The motion was unanimously approved. These newly elected officers will serve through June 2013.

Strategic Plan Discussion

At the July Board meeting, the Board agreed to focus on the following projects: Designating the 421 Corridor as an economic development zone, assisting in the development of Chatham Park, concentrating on agriculture, and funding a biotech incubator. The Board also wants to include education as a focus in all areas of economic development (attraction, retention and entrepreneurship). Some counties across the nation are actually paying for their students to complete 2 years of Community College. Several companies, particularly foreign owned companies, are taking notice of these counties and seem more open to the idea of locating their facilities there

**Chatham County Economic Development Corporation
Board Meeting Minutes
October 9, 2012**

Board Members Present: Joe Glasson, Larry Hicks, Mike Donoghue, Bill Milholen, Al Devine, Linda Harris, Keith Hurand, Michael Ryan, Jeffrey Starkweather, Dan Sundberg, Carolyn Underwood, Twig Wood

Board Members Absent: Ned Kelly, Drew Weniger

Non-Voting Members Present: Brian Bock, Tim Cunnup, Charles Johnson, Robert Logan, Bud Marchant, Walter Petty, Dianne Reid

Staff Present: Ben Townsend

Guests Present: John Alderman, Bill Causey, John Graybeal, Tim Keim, Sonny Keisler, Sally Kost, Don Shilesky, Rita Spina, Robin Stevens

Joe Glasson called the meeting to order at 8:00am.

Welcome and Public Input

Joe Glasson welcomed the attendees to the meeting. Several residents of the county had signed up to speak during the public input session. Joe reiterated that the EDC is only compiling information to start the process of developing a comprehensive land use plan. Presentations and written statements will be included as part of the minutes.

John Alderman is a concerned citizen that lives near the S. T. Wooten facility on Mt. Gilead Church Rd. He gave a presentation to the Board about community investment, property value, property taxes, and zoning. The presentation is attached.

Sonny Keisler provided some statistics about environmental impact and preserving our natural resources. His written comments are attached.

Bill Causey spoke about the need of a comprehensive land use plan that preserves the Rocky River. The Rocky River is home to endangered species like the Cape Fear shiner and provides a natural habitat for thousands of other species. He indicated that the Rocky River Heritage Foundation would like to be involved in completing a comprehensive land use plan. His written comments are attached.

Tim Keim spoke next, also about the Rocky River. He suggested that the land use plan place a buffer of at least 200 feet on the banks of the river. His written comments are also attached.

Don Shileski was the next speaker. In addition to being a candidate for Chatham County Commissioner, he is an environmental scientist. He wanted to introduce himself and he offered his assistance to the EDC Board as it relates to developing a comprehensive land use plan.

Sally Kost was the final speaker during the public session. She is the only commissioner that voted against the EDC's involvement with a land use plan. She then elaborated that she was a strong proponent of a comprehensive land use plan for Chatham County, but she felt that it was a responsibility of Chatham County government employees. Furthermore, Mrs. Kost told the EDC Board that a truly comprehensive plan needed to consider and incorporate the NCDOT transportation plan, parts 1 and 2 of the agriculture plan, the parks plan, the bicycle trail plan, the joint Chatham-Cary land use plan, and, among others, all of the municipal land use plans.

Other members of the public submitted comments in writing even though they were unable to attend the Board meeting. Those documents are attached.

Conceptual Land Use Plan

At the September Board meeting, Land Use Attorney Michael Lee presented some information about developing a comprehensive land use plan. Since that meeting, the Chatham County Commissioners tasked the EDC to begin the process of gathering information about developing such a plan. To be clear, it was reinforced that the EDC is merely the entity facilitating the process of information gathering. We will just be trying to bring all of the key people together, including the county residents. We are not developing the land use plan ourselves. After gathering as much information as possible, the EDC is supposed to make a recommendation to the county commissioners on how to best proceed in developing a comprehensive land use plan.

Some groundwork has already been laid for a comprehensive plan. The only decision that has been made by the BOC at this point is that they want the EDC to start this work. We will need to create a roadmap of how to accomplish this most efficiently and effectively and try to save the County some money. It was stressed that the Board members, including the Ex-Officio members, need to commit to seeing this all the way through.

There is an existing land use plan, but it is not comprehensive and it does not incorporate the municipalities. Chatham County is being left out of the decisions and discussions at the state and federal levels (NCDOT, Port Authority, etc.). Joe Glasson made a motion to "start the initial stage and related due diligence of creating a conceptual countywide land use plan in support of the request by the Chatham County Board of Commissioners." A second was heard by Keith Hurand and the motion was approved unanimously.

Minutes

Bill Milholen presented the minutes from the September Board meeting. Keith Hurand made a motion to approve the minutes; a second was heard by Bill Milholen and the minutes were approved.

Financial Report

Mike Donoghue presented the financial report for the first quarter of the new fiscal year. All of the towns have paid their appropriations ahead of schedule and we are ahead of schedule with collecting ticket sales and sponsorship payments for the upcoming Opportunity Chatham event. Quarterly expenses were also slightly less than budgeted for the first quarter, so the EDC is in great financial position.

Mike Donoghue made a motion to approve the report as presented. A second was heard from Larry Hicks and the motion was approved.

Innovation Center

Joe Glasson, Mari Howe, Dianne Reid and Drew Weniger attended a meeting about a program called EntreDot. Entrepreneurs can join this program and receive a volunteer "mentor" to help them get their business started. All of the members are either physically or virtually located in an "innovation center". The founders of EntreDot are interested in expanding their current Cary location into Pittsboro. The EDC is planning to meet with them and help them find office space for the proposed "innovation center". They are requesting 2,000-2,500 sf.

K-14 Education

Dan Sundberg has been researching the different K-14 education models that other counties and cities have adopted. He reported specifically on the Kingsport, TN model. Dr. Bud Marchant and Robert Logan have been working with other CCC and Chatham County Schools staff to determine what a similar program in Chatham

County would cost. The findings were reported to the Board (see attached presentation). The next step would be to write a white paper reflecting the EDC's position on this topic.

Agriculture

Mike Ryan has been studying agriculture and its importance to Chatham County. He will be giving an update at the next Board meeting.

Updates

Dianne reminded the Board that Opportunity Chatham is being held on October 19, 2012 at the Central Carolina Business Campus at 9:30am. The cost this year has been reduced to \$15 and all Board members are strongly encouraged to attend.

CCCC received a grant for funding college for veterans. It will provide over \$1M to help educate military veterans.

Role of the Board

The discussion about the role of the Board has been moved to the November Board meeting.

Joe Glasson made a motion to adjourn and a second was heard by Larry Hicks. The meeting adjourned at 9:55am.

Chatham County Economic Development Corporation
Board Meeting Minutes
Ag. Auditorium
July 9, 2013

Board Members Present: Rachel Burton, Joe Glasson, Mike Donoghue, Chris Ehrenfeld, Doug Emmons, Linda Harris, Larry Hicks, Keith Hurand, Pat Richardson, Tom Roberts, Drew Weniger, Twig Wood

Board Members Absent: Bob Enders, Michael Ryan, Dan Sundberg

Non-Voting Members Present: Brian Bock, John Grimes, Bud Marchant, Cindy Poindexter, Walter Petty, Dianne Reid

Staff Present: Ben Townsend

Guests Present: Kirk Bradley – CCCC Board Chair, Philip Culpepper – Chatham Park, Hillary Pace – Chatham County

Larry Hicks called the meeting to order at 8:00am.

Welcome and Board Introductions

Larry Hicks welcomed the attendees to the meeting. This is the first Board meeting for some of the new members, so introductions were held.

Public Input

None

Minutes

Larry Hicks presented the minutes from the May Board meeting. John Grimes made a motion to approve the minutes; a second was heard by Twig Wood and the minutes were approved.

Financial Statements

Mike Donoghue presented the summary of financial activity during for the fiscal year ended June 30, 2013. It was a good fiscal year for Chatham EDC. Linda Harris made a motion to approve the financials; a second was heard by Twig Wood and the statements were approved.

Scenic Byway Designation

Hillary Pace was in attendance to discuss a newly proposed 15 mile Scenic Byway route through part of Chatham County. The route originates in Orange County at the old UNC Well and travels south into Chatham County. Chatham County roads affected include Fearington Point, Lystra, a small portion along 15-501, and Old Lystra. The designation would need to be approved by both Chatham and Orange County, but Orange County employees have volunteered to submit the application. There are no implications for existing permitted signs. Implications for new signage include prohibiting new outdoor advertising (billboards) and off-premise directional signs (except for religious, service and utility organizations). On premise signs are allowed as long as they are in compliance with current sign regulations. Hillary made some notes on the input offered by various Board members. Due to the restrictions that would be placed on new signage, Twig Wood made a motion that the EDC does not endorse the Scenic Byway. A second was heard by Linda Harris. By a vote of 10 to 2 the EDC did not endorse the Scenic Byway designation.

