

**CURRITUCK COUNTY  
NORTH CAROLINA  
January 24, 2008**

**ECONOMIC DEVELOPMENT BOARD**

January 24, 2008, 7 pm. Historic Currituck Courthouse.

Call to Order: Peter Bishop, Director

**Item I. Introductions**

Members introduced themselves and shared their background.

Mrs. Kugler is vice president of Coastal Carolina Water Service and is originally from Hickory, NC.

Mr. Burwell is director of Business Analysis and Strategy for the Port of Virginia; he is originally from Northeast Ohio.

Mr. Converse is CEO of the Bank of Currituck; he is from the eastern shore area of Virginia.

Ms. Newbern is a retired principal of Griggs Elementary School; she is a lifelong Currituck resident.

Mr. Newbern is president of a land development company and is a lifelong Currituck resident.

Mr. Collins is a retired marketing executive and resides in Corolla.

Mr. Innes is a former school teacher and owner of Re-Max Alpha Realty in Moyock; he is originally from Scotland.

Mr. Nelms is Chairman of the Board of Commissioners and sits ex-officio.

Mr. Palmer is Chairman of the Chamber of Commerce Board of Directors and sits ex-officio

## **Item II. Operations**

Director discussed operation, suggesting a loose following of Roberts Rules of Order. The ED Board will keep to an agenda, make motions, and proceed in an orderly fashion.

Director discussed sharing of documents, files, agendas and meeting packets. Most documents will be transmitted via email; email will serve as the primary source of contact among board members.

Director discussed voting district representation and at-large representation. There are 7 economic development board members. According to the County Ordinance, five of the members are to be selected from one of the county's five voting districts; the other two are selected at large. There are two overlapping selections in districts 2 and 5; as such, two of these four members will be randomly selected for At-Large service. The random selections for at-large membership are Mr. Converse & Mr. Newbern.

### **Ex-Officio Members**

The Director stated he believed ex-officio members would not have voting powers, as was his experience in previous boards. Mr. Palmer stated he thought Roberts Rules of Order allowed ex-officio members to vote, and felt that they should. Mr. Nelms thought that ex-officio members did not vote in Currituck County. Director replied that he would research both County procedure and the rules of order and share the results with the board. The Director will put the measure on the agenda at the next meeting for action and discussion.

### **Item III. Discussion of Authority and Charge of Board**

Director discussed ordinance creating the board and the role of the board as an advisory board to the Board of Commissioners. Director highlighted the main activities of the board for 2008 and outlined some general goals for the coming year.

The goals are as follows:

- 1) Focus vision on diversification of economy
- 2) Oversee completion of the UNC Vision Study contract, including implementation of strategic options and redevelopment of 5-year economic development plan
- 3) Develop and implement marketing and branding strategy for Currituck County as a competitive location for business
- 4) Work with Planning Board on review of development rules and regulations
- 5) Develop cluster-based industry recruitment objectives and target specific industries with regional strength
- 6) Oversee website development and continued improvement of marketing materials
- 7) Oversee development of available site and building space database in Currituck County
- 8) Identify areas for future development of industrial and business parks throughout Currituck County
- 9) Work with Board of Commissioners, County Manager, and Engineer on implementation of centralized wastewater improvements for Moyock

Mr. Nelms stated the Board of Commissioner's interest in Economic Development and willingness to work with this board on future projects. Mr. Nelms also ran through a brief history of Economic Development since his election to the Board of Commissioners, including the Horse Farm property and the role of the ED Board in recommending action on the property. Mr. Nelms and the board discussed possible recreation or lease options for the property.

Mr. Palmer wondered about some projects that Mr. Nelms was not at liberty to discuss, and cautioned about withholding information. The Director added that County Attorney Ike McRee would be at the next meeting to discuss confidentiality and closed session proceedings, and that any discussion that may fall under these parameters would wait for discussion until a briefing by Mr. McRee.

Mr. Newbern wanted to know about proposed DOT improvements to US 158 between Camden and Currituck. The director stated that the project was listed as unfunded on the most recent TIP released from DOT. No construction funding has been allocated for the project and no date for commencement is set.

Mr. Palmer stated that he felt the ED Board should be an active partner in setting policy and guiding projects and members should lend their expertise. Mr. Burwell agreed, stating his intentions to be an active and vocal member. The director concurred, stating

the board would be an integral part of policy and procedural development of the department.

#### **Item IV. Director's Report**

Director delivered a short presentation on the UNC Economic Development Vision Study. Please see attached. ED Board members were encouraged to attend the upcoming presentations on January 31 and February 7.

Director introduced former board's strategic plan to sitting board for redevelopment and updating. Also discussed were marketing plan and specific initiatives for marketing, including retail-specific marketing package, advertisements, and branding.

Director discussed the need for ED Board members to actively attend the board meetings of other county boards, such as Planning, Tourism and Recreation Boards; and to work collectively with these boards on projects of mutual interest.

Director updated board on Moyock sewer discussions (small centralized system running parallel to NC 168, serving new PUD's and new and existing commercial businesses). Mr. Burwell wondered if there were any details or specifics. Director stated the discussions were still preliminary. Mr. Newbern wondered if there was a connection between the 2002 Hobbs Upchurch sewer study. Director stated the differences in those projections versus the public-private model proposed here.

Director reported on submission of sites for WISP Marine Industrial Park consideration, Airport construction updates, and Maple Industrial Park site certification updates.

Director stated that the County may consider granting parcels as part of an incentive package. Mr. Palmer wondered if the county had a policy which regulated or formalized incentives. Director stated that the county had a policy, but it was not in active use, and the county currently evaluated projects individually. Mr. Nelms stated the Board of Commissioners sets incentive policy as cases arise. Mr. Palmer was concerned that there was no formal policy. Mr. Collins felt too detailed a policy could be inflexible for all firms. Director will provide members with the current policy and sample policies from other North Carolina counties for review.

### **Item V. Draw for Terms, Discussion of Leadership positions**

Director had each member draw a term sheet from a box. According to the ordinance, members serve staggered initial terms of 1, 2 or 3 years service. The following represents the breakdown for terms and members:

Mrs. Kugler – 1 year  
Mr. Burwell – 2 years  
Mr. Converse – 3 years  
Ms. Newbern – 3 years  
Mr. Newbern – 2 years  
Mr. Collins – 3 years  
Mr. Innes – 2 years

After a short discussion on leadership, Board members voted to postpone nominations and action until next meeting. Mr. Converse made the motion to postpone; Mr. Collins seconded; motion passed unanimously.

**Item VI. Other Business & Announcements**

Director announced the Tourism Advisory Board meeting on 2/11/08 at 7 pm. Also UNC Community Engagement Meetings, 1/31/08 and 2/7/08.

Mr. Palmer suggested that the board add a public comment section to the agenda. In a brief discussion, the board agreed. Mr. Converse made a motion to include public comment section; Mr. Innes seconded the motion; motion passed unanimously.

**Item VII. Public Comment**

No public comment offered.

**Item VIII. Adjourn**

Mr. Nelms moved to adjourn; Mr. Palmer seconded the motion; motion passed unanimously.