

**Tompkins County Industrial Development Agency
Board of Directors Meeting Final Minutes
September 13, 2018
3:30 PM
Tompkins County Legislative Offices
121 E. Court Street, Ithaca, NY**

Present: Rich John, Jennifer Tavares, Mike Sigler, John Guttridge, Laura Lewis, Martha Robertson, Leslyn McBean-Clairborne

Staff Present: Heather McDaniel, Ina Arthur

Guests: Sue Kittel, Schelley Michell-Nunn (Diversity Consortium of Tompkins County), Bill Kelly (Emmy's Organics), Yamila Fournier (Whitham Planning and Design), Rick Snyder

CALL TO ORDER

Rich John called the meeting of the **Tompkins County Industrial Development Agency** to order at 3:35 pm.

PRIVILEGE OF THE FLOOR

None.

ADDITIONS TO THE AGENDA

Leslyn McBean-Clairborne moved to change the order of the meeting agenda to consider the project application first and then also to add a short discussion on the Diversity and Inclusion Policy. Martha Robertson seconded the motion. The motion was approved unanimously.

NEW BUSINESS

Emmy's Organics - Application

Yamila Fournier of Whitham Planning and Design introduced the project. Emmy's Organics is purchasing land from the Ithaca Urban and Renewal Agency (IURA) at the end of Cherry Street in Ithaca. With the planned job creation by Emmy's Organics, the City can access funding to pay for extending the existing road to reach the proposed building site. The project will have two phases. The first phase is a 14,000 s.f. facility with a very near term expansion on a 2.6 acre parcel.

Bill Kelly, CEO of Emmy's Organics, talked about the origins of the company. It is a local company that started in Ithaca nine years ago. It has been a slow growth model trying to grow without going for outside capital. In the last two years, growth has taken off due to more notoriety and being put into Starbucks stores nationwide. The company has grown about 150% in the last year. Their current space has limited their production. There is a definite need to expand their manufacturing space. They are currently working with a co-manufacturer, as it is SQF certified. The new facility will be Safe Quality

Food (SQF) certified. To date this year, they have grown by 17 jobs. They started looking for larger facilities a year ago. They really want to stay in Ithaca NY. This search led to the partnership with the IURA.

They are agreeable to the City's Diversity and Inclusion policy and have a desire to be able to pay all their workers a living wage. They have looked at the Energy YES program and will try to attain the energy efficiency goal for this project. They are also in the process of being certified as a NYS Minority and Women owned business. They are also a B-Corporation.

Comments and corrections:

Benefit memo will be corrected to match the application in number of jobs created over three years.

On page three of the application the "property size – existing" will be corrected to 2.6 acres

On page eight of the application the living wage question will be corrected to "no" and the percentage of current workforce whose wages meet or exceed the livable wage will be changed to "32%"

Questions:

Page 4 – overnight visitors and training programs? The over night visitors are ones who will be touring the facility or ingredient and/or equipment suppliers. For apprenticeship programs they are looking into internship programs.

Living wage – clarification – Entry level staff initially start at an hourly payment level and then when 90 days are past they are given a wage increase. Does the living wage question apply to all employees? Yes, all employees. The error was in how the application was read – would you be willing to pay – willing? Yes, able to do so now? Not yet. If they checked yes, they would be committing to paying all employees (current and future) at a living wage level.

Building elevation – are you going to raise the level due to this being in a flood plain? The current plans show the finish level to be above the 100-year flood level.

Has the financing been secured? Not all yet.

Is IDA support tied to getting the project financing? It would be helpful, but the company would forge ahead without it. It would be better if we got some help.

Has the Finger Lakes Regional Prosperity Network been involved? Not yet, FLRPnet is starting a virtual business incubator for food businesses and is in the process of hiring a director for that program.

What about Empire State Development (ESD) help? This is a very small project for the REDC and this project is on the ESD radar.

Heather McDaniel stated that the project has met with the Energy YES program manager at the County. Initially the company thought they would not qualify for the programs that are referenced by the IDA's enhanced energy incentive. However, they will be amending the application to ask for the enhanced incentive as they may qualify for the NYSERDA new construction program. This will help with cash flow.

A revised application and benefit memo would be created and sent out and posted on the website.

Can we still take action at this time? Yes, action could still be taken today. The legal documents will be written in such a way that if they do not meet the energy incentive requirements, they would fall back to a basic PILOT agreement.

Martha Robertson moved to accept the application and to send the project to a public hearing. John Guttridge seconded the motion. The motion was approved 7-0.

OLD BUSINESS

CIITAP Diversity and Inclusion Policy and Toolkit – continued discussion

Heather McDaniel commented that the proposed diversity and inclusion policy was sent out to the County municipalities for comment. They were asked to respond within 30 days. As the 30 day deadline will be September 22, 2018. This policy will be in the October 2018 IDA agenda.

Laura Lewis hopes that we can move forward on the diversity policy and figure out who will monitor compliance.

Schelley Michell-Nunn asked what would happen if the other municipalities did not agree with the proposed policy?

Rich John stated that the IDA would then have a hard decision to make.

It was clarified that the municipalities were made aware that the TCIDA was considering the proposed policy and that they were asked to send any comments within 30 days.

There was a recap and clarification of the discussion about capping the Diversity Consortium membership fee at \$500 vs. \$100.

Jennifer Tavares commented again on her concerns about how projects would be able to comply with this proposed policy in terms of DCTC membership. She proposed simplifying the question to “are you a member of DCTC in good standing.”

John Guttridge asked about the local labor reporting data – is this available?

Heather McDaniel responded. It is the goal to have an annual report on this data and possibly to post the data on the TCIDA website. But at this time we do not even have a year’s amount of data. The information we receive has personal data integrated into it (names, wages, etc.) so that is not open to the public. We are hoping to have some aggregated data available in the future.

Laura Lewis asked about non compliance with the various provisions and if this would trigger claw back? Yes, everything that is part of the project agreement would be subject to claw back except for the diversity and inclusion policy.

Sue Kittel commented that the City of Ithaca is trying to get the data on diversity and inclusion so that we can move forward to make a change.

CIITAP Affordable Housing Policy – continued discussion

Heather McDaniel finished up the affordable housing policy discussion that was started at the August meeting. She recommended the following regarding the CIITAP Affordable Housing Policy:

- Pause and spend some time getting this right
- Establish and lead a collaborative IDA/City committee
- Further research of other IDA affordable housing programs
- The Chamber led housing analysis will inform options
- Commit to work with applicants in the City recommended Density Zone to identify best-fit incentives for affordable housing on a case-by-case basis – this will inform what works.

CHAIR'S REPORT

None.

STAFF REPORT

Heather McDaniel reported that the revenue guarantee that was requested by the Ithaca Tompkins Regional Airport would not be needed, as the State grant that it was to support was not awarded to the airport.

The GreenStar Coop ground-breaking ceremony will take place November 8, 2018 at 10:00 am.

APPROVAL OF MEETING MINUTES

Martha Robertson moved to approve the draft minutes from the August 9, 2018 Board meeting. John Guttridge seconded the motion.

A vote was taken. The minutes were approved. 7-0.

The meeting was adjourned at 5:00 pm.

Minute approved at October 10, 2018 Meeting.