

01-30-2019 Town Council Meeting
Responses to Council Questions #1

ITEM #8: Consider Approving a Memorandum of Understanding, Job Description, and Work Plan for Orange County Food Council

Council Question: Would you please send us a copy of the Partnership to End Homelessness MOU, so we can compare?

Staff Response: *A copy of the Partnership to End Homelessness MOU is attached.*

Council Question: Would you ask the presenter to be prepared to talk about the progress on the deliverables listed in pages 169-173?

Staff Response: *Since we have not entered into an agreement/MOU for this project, the Food Council has not provided progress reports on the goals and deliverables outlined in the work plan. Our thinking is that once we enter into an MOU, the Food Council will provide reports on their progress every six months and we could share those reports with the Council. If the Council has questions about the Food Council progress achieved to date, the current Coordinator and Food Council representatives will be available to provide that information.*

Council Question: What do the operating costs (~\$12K) encompass?

Staff Response: *Operating costs for the Food Council encompass typical office operating expenses, such as office and meeting supplies, travel expenses, etc.*

Council Question: Could we be provided with a copy of Memorandum of Understanding for 2-3 county Food Councils (e.g. Durham), just to get a sense of how other Food Councils are structured and operate?

Food Council Response: *Here is a [one-page document](#)² that I hope will provide the information and resources that this council person has requested. I have also attached the document as a PDF below along with some sample MOU/resolutions from other counties and municipalities in North Carolina. I want to be clear that there are no existing MOUs in our state that establish a jointly funded governmental position for a food council. Orange County is being looked at as an innovator and leader by the other 30+ food councils in North Carolina. Many of them including our neighbors in Durham and Wake hope to follow our lead. I believe the MOU that Chapel Hill council members will be voting on tomorrow is not to develop a structure but to vote on the*

² <https://docs.google.com/document/d/1Oj9i9UI7iyHjqry1ZT3RK315fvy-ARPrvfl9Svq-3Lo/edit?usp=sharing>

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structure that has been outlined in the MOU document. That is how Hillsborough and Carrboro have handled this process.



#14-07-12

**A RESOLUTION SUPPORTING A LOCAL FOOD COUNCIL FOR DARE COUNTY,
THE OUTER BANKS LOCAL FOODS COUNCIL**

WHEREAS, on February 20, 2013, an excess of 100 people gathered for a Local Foods Panel Discussion sponsored by The League of Women Voters of Dare County. This revealed a growing interest and demand in local food sources and production; and

WHEREAS, on June 3, 2013, the Dare County Cooperative Extension partnered with the Center for Environmental Farming Systems for a Local Foods Meeting open to the public to examine the relevance of a food council in the county; and

WHEREAS, the Dare County Local Foods Task Force came together December 16, 2013, hosted by the Dare County Cooperative Extension, bringing together key stakeholders and community members to generate ideas to improve the local food system. Professional facilitators from College of the Albemarle and Elizabeth City State were utilized for the duration of the Task Force; and

WHEREAS, all residents of Dare County should have access to affordable, nutritious, locally and sustainably grown food; and

WHEREAS, there is no existing agency, organization or body dedicated to functioning as the resource that compiles the assets related to local foods in a comprehensive, systematic, and creative way; and

WHEREAS, the Outer Banks Local Foods Council will be a community-based organization rather than a county entity, with 15 to 36 members representing a cross-section of the community and major stakeholders in the local food system; and

NOW THEREFORE, BE IT RESOLVED that the Dare County Board of Commissioners hereby supports the establishment of Outer Banks Local Foods Council to accomplish the following purposes:

- Conduct data gathering and research projects regarding Dare County's food system: to explore, review, and develop strategies to strengthen the local food system and economy.
- Develop a list of local food producers and suppliers by working with Dare County Cooperative Extension and other existing organizations in Dare County and the surrounding region.
- Advocate for-profit business opportunities within the existing local food system, seeking economic development and job creation for the Outer Banks.
- Explore the interest of neighboring counties and cities in a common effort to strengthen the local food system with the County and the State.
- Improve the access to safe and nutritious food that is affordable to all residents, particularly those most susceptible to food insecurity.

- Educate the public on the benefits of healthy food choices, the Council's activities, and actively seek participation from the general population regarding our local food system.
- Encourage residents and businesses to pledge to the use of marketing opportunities such as the North Carolina Cooperative Extension's 10% Campaign, to encourage the use of local foods and support the local economy.
- Serve as a resource to address, identify, and recommend policies pertaining to local foods, further developing a holistic food system including production, processing, marketing, distribution, and waste management.
- Pursue any other recommendations in response to food assessments conducted by the Council.

This the 21ST day of July, 2014

Warren C. Judge, Chairman

Attest:

Gary Gross, Clerk to the Board

City of Raleigh Resolution 2014-()

A Joint Resolution Establishing a Food Policy Council

WHEREAS, the Raleigh City Council adopted a Comprehensive Plan on October 7, 2009, with an effective date of November 1, 2009, that committed the City to making sustainability a cornerstone of the community's future; and

WHEREAS, the Comprehensive Plan includes broad policy goals and action measures aimed at creating a more resilient and livable community; and

WHEREAS, the Wake County Board of Commissioners in 2013 established a goal of "Becoming the Nation's Healthiest Capital County in the Nation;" and

WHEREAS, Wake County has the additional goal of preserving farmland and encouraging vibrant farms and healthy people; and

WHEREAS, interest in urban agriculture and local food from residents of the City of Raleigh and Wake County has increased in recent years, as evidenced in the growth and success of farmers markets, Community Supported Agriculture (CSA) programs, and the response to the urban agriculture rules in Raleigh's new Unified Development Ordinance; and

WHEREAS, food impacts several areas of interest to units of government, including, but not limited to, public health and economic development; and

WHEREAS, the Raleigh City Council and the Wake County Board of Commissioners wish to encourage access to safe and nutritious food in the capital city and all areas, rural and incorporated, throughout Wake County; and

WHEREAS, the Raleigh City Council and the Wake County Board of Commissioners believe the community would benefit through research, education and ongoing dialogue on food related topics and policies; and

WHEREAS, nationally and in several counties in North Carolina, the means to conduct research, educate the community, and coordinate activities that strengthen the local community food system is conducted through a food policy council;

NOW, THEREFORE BE IT RESOLVED by the Raleigh City Council and the Board of County Commissioners of Wake County that it is the policy of the City of Raleigh and County of Wake to establish the Raleigh Wake Food Policy Council to raise awareness in Wake County about the food system and health generally; to identify and strengthen the network that comprises the community food system; to improve connections between the community food system and stakeholders such as farmers, urban gardeners, grassroots organizations, units of local government, health-related institutions, food-related businesses, and the general public.

AND BE IT FURTHER RESOLVED that the Raleigh Wake Food Policy Council is hereby established and shall be charged with conducting research, educating the community, convening stakeholders, developing strategies, and making policy recommendations to encourage the growth of a robust community food system and a healthier population. The Raleigh Wake Food Policy Council will serve in an advisory capacity to the government on issues related to the Raleigh Wake community food

system and serve to facilitate communication between community groups, committees, commissions, and other boards whose work supports a thriving local farm economy, access to healthy food, food-related economic development, strong communities, sustainable ecosystems, and healthy people..

Adopted:

DRAFT

Food Council Structures Overview

Most food councils in North Carolina exist without staff support and this is a primary barrier to furthering their work. Five of the thirty plus food councils in North Carolina have part-time staff that are mostly funded through a combination of small grants and some governmental support. A majority of the councils work through fiscal agent partnerships and are not fully established 501(c)3 non-profits. Orange County, Chapel Hill, Carrboro and Hillsborough have a unique opportunity to be a leader and innovator in North Carolina and the Southeast by establishing a full-time jointly funded County position to support the work of the Orange County Food Council. Many of our regional partners and food councils are looking to Orange County as an example for how they can move forward in their food systems and food policy efforts.

You can learn more about the network of North Carolina Local Food Councils [here](#).

Descriptions of neighboring food councils

- [Durham Farm and Food Network](#) -- The Durham Farm and Food Network is a grassroots, county-wide collaborative group of diverse, committed, and engaged residents and organizations. The DFFN partners with some local non-profits for staff support but does not receive any formal support from the city or county at this time. Mayor Steve Schewel's office is currently exploring how the City of Durham can increase support for food systems efforts. The DFFN is a part of this ongoing conversation.
- [Capital Area Food Network](#) -- The Capital Area Food Network is community-led organization of Wake County citizens working together to support, sustain, and improve our local food system. The CAFN covers the Wake County area. This council has received support from municipalities in the past to develop and help implement a food security plan and create a position in Wake County Cooperative Extension for food access efforts. The CAFN does not have staff and is not a part of the county or municipal government.

Examples of food councils that are a part of county/municipal governments

- [Austin-Travis County Food Policy Board](#) -- Link to the ordinance that established the structure of the Austin-Travis County Food Policy Board; this council is a jointly funded partnership between the city and county. Learn more on their [website](#).
- [Douglas County Food Policy Council](#) -- Link to the ordinance that established the Douglas County Food Policy Council in partnership with the City of Lawrence Kansas; this council is a jointly funded partnership between the city and county. Learn more on their [website](#).

Examples of MOUs signed by counties and municipalities in North Carolina in support of their local food councils

- Outer Banks Local Food Council [resolution and charter](#) (attached as PDF in email shared with Town of Chapel Hill staff)
- [City of Raleigh resolution](#) to establish a food policy council (attached as PDF in email shared with Town of Chapel Hill staff)

Memorandum of Understanding
between
Orange County, NC
and
The Towns of Chapel Hill, Carrboro and Hillsborough
and
The Executive Team for the Partnership to End Homelessness

Whereas, the Orange County Board of Commissioners, Chapel Hill Town Council, Carrboro Board of Alderman, and Hillsborough Board of Commissioners have endorsed the Orange County 10 Year Plan to End Chronic Homelessness, and

Whereas, each governmental partner has agreed to provide financial support for the position of the Ten Year Plan Coordinator, and

Whereas, the Plan creates an Executive Team consisting of representatives from each of the above municipalities, along with a cross section of community representation, whose role is to provide oversight and direction to the plan as it evolves over the coming 10 Years, and

Whereas, the Plan has specified the hiring of a Coordinator whose responsibilities have been outlined in a Job Description (Attachment A) and is funded by the four governmental partners, and

Whereas, the current Executive Team for Orange County's 10 Year Plan to End Chronic Homelessness has recommended this position be housed within Orange County Government.

Now Therefore Be it Resolved, this Memorandum of Understanding between Orange County, NC (the County), the Towns of Chapel Hill, Carrboro and Hillsborough (the Towns) and the Executive Team of Orange County 10 Year Plan to End Chronic Homelessness (the Executive Team) will serve as a mechanism to clarify roles and responsibilities of each body as it relates to the funding and oversight of the Coordinator for the 10 Year Plan.

The Executive Team will:

- Provide ongoing indirect supervision of the Coordinator through the County Managers Office or the Managers designee by:
 - Approving an annual workplan based on the goals of the 10 Year Plan
 - Reviewing the workplan with the Coordinator on a quarterly basis
- Ensure that the funding for the Coordinator position, benefits and operating expenses are secured for the Coordinator on an annual basis
- Operate its program on a fiscal year basis.
- Report, at least annually, to the elected bodies of all the municipalities in Orange County about the progress of the plan.

Orange County will:

- Provide office space and supplies
- Provide the Executive Team with the appropriate human resources technical assistance necessary to ensure that the Coordinator is treated like any other County Employee.
- Complete the six month probationary evaluation and annual performance evaluations thereafter that are based on the workplan outlined by the Executive Team
- Provide an annual appointment from the elected governing body of Orange County to the Executive Team.
- Assist with the annual implementation efforts.

Orange County will not:

- Be required or expected to continue funding the position, should the funding not be available through the partners.
- Require the Coordinator to perform work on goals that are not in the workplan for the Ten Year Plan to End Chronic Homelessness.

The Towns of Chapel Hill, Carrboro, and Hillsborough will:

- Continue to support Orange County's 10 Year Plan to End Chronic Homelessness
- Provide an annual appointment from the elected governing body to participate on the Executive Team
- Continue to provide staff support to the working group.
- Assist with the annual implementation efforts.

This Memorandum of Agreement will remain in effect until either party notifies the other in writing within a 60 day period.

[SIGNATURES ON THE NEXT PAGES]

TOWN OF CHAPEL HILL, N.C.

[Handwritten Signature]

Robert L. Stancil
Town Manager

RDE

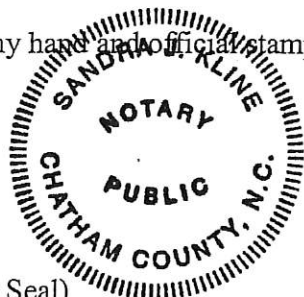
ATTEST:

[Handwritten Signature]
Town Clerk

NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that Sabrina M. Oliver personally came before me this day and acknowledged that she is the Clerk for the Town of Chapel Hill, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Manager of the Town of Chapel Hill, NC and attested by her as Town Clerk for the Town of Chapel Hill, NC.

Witness my hand and official stamp or seal, this 31 day of March, 2008.



[Handwritten Signature]

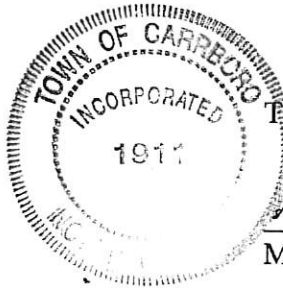
Notary Public

(Notary Seal)

My Commission expires: 12-05-09

This instrument has been preaudited
in the manner required by the North
Carolina Local Government Budget
and Fiscal Control Act.

[Handwritten Signature] 3/24/08
Director Business Mgmt



TOWN OF CARRBORO, N.C.

Mark Chilton
Mark Chilton, Mayor

Sarah C. Williamson
ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that SARAH WILLIAMSON, personally came before me this day and acknowledged that she is the Town Clerk for the Town of Carrboro, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Carrboro, NC and attested by her as Town Clerk for the Town of Carrboro, NC.

Witness my hand and official stamp or seal this 4th day of APRIL, 2008.

Andrew Cummings
Notary Public

(Notary Seal)

My commission expires: 9/23/08

ANDREW CUMMINGS
Notary Public, North Carolina
Durham County
My Commission Expires
September 23, 2012

TOWN OF HILLSBOROUGH, NC

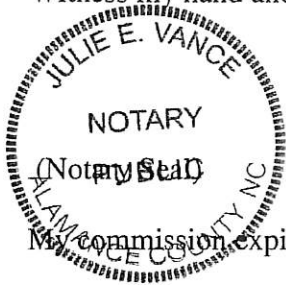
Tom Stevens
Tom Stevens, Mayor

Donna F. Ambriester
ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that Donna F. Ambriester, personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Hillsborough, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Hillsborough, NC and attested by her as Town Clerk for the Town of Hillsborough, NC.

Witness my hand and official stamp or seal this 4th day of April, 2008.



Julie E. Vance
Notary Public Julie E. Vance

My commission expires: 11/01/2009