



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: November 1, 2023

SUBJECT: Economic Development Loan Conversion and Repayment Plan for Broken Top Candle Company

RECOMMENDED MOTIONS:

1. Move to authorize the County Administrator to convert \$14,400 in Economic Development Loan Program funds issued to the Broken Top Candle Company into a grant.
2. Move to authorize a repayment plan for \$1,800 plus interest for the remaining loan amount that did not meet the terms of the original loan agreement.

BACKGROUND AND POLICY IMPLICATIONS:

The Deschutes County Economic Development Loan Program was initiated to encourage and assist companies seeking to relocate to and/or create new jobs in Deschutes County. To receive a loan, companies must agree to create a specific number of jobs within a defined period, then maintain this level of employment for an additional set period of time.

Broken Top Candle Company (BTCC) is a consumer home products company founded in 2015 in Bend. In 2021, BTCC was approved for a \$16,200 Economic Development Loan which is forgivable upon the following conditions:

1. Create at least nine new full-time positions by December 31, 2021;
2. Maintain these new positions for a 12-month period; and
3. Provide wages of at least \$41,767 per year (excluding commissions) for each new position.

As EDCO has certified that BTCC has created eight new jobs meeting the requirements for conditions 2 & 3, the recommendation is to convert \$14,400 of the original loan into a grant and require repayment of the remaining \$1,800.

BUDGET IMPACTS:

No anticipated budget impact as the loan was accounted for in the previous year's budget.

ATTENDANCE:

Jen Patterson, Deschutes County, Strategic Initiatives Manager
Afton Coffelt, Broken Top Candle Co, Founder
Don Myll, EDCO, Bend Area Director