

MEETING AGENDA

INDUSTRIAL DEVELOPMENT AUTHORITY  
OF JAMES CITY COUNTY

BOARD ROOM, BUILDING C, 101 MOUNTS BAY ROAD

4:00 PM, TUESDAY, JUNE 15, 1993

1. CALL TO ORDER
2. ROLL CALL
3. MINUTES - March 10, 1993, and May 13, 1993
4. TREASURER'S REPORT - K. Taylor for B. Pettengill
5. PERSONNEL MATTERS
  - a. Introduce Jeane Trevino - K. Taylor
  - b. Introduce Sandra Barner - K. Taylor
6. ACTION ITEMS
  - a. Constitution of Business Incubator Development Exploratory Committee (BIDEC) Appointments Committee  
--G. Hudgins/K. Taylor  
G. BARTLETT
7. REPORTS
  - a. James River Commerce Center - J. Horne/K. Taylor
  - b. Farmers' Market - R. Whitehorne
  - c. Strategic Plan Implementation Committee - G. Hudgins
  - d. Economic Development Ambassadors Project - G. Hudgins/  
D. Norman
  - e. Business Incubator Feasibility Study - R. Whitehorne/  
K. Taylor
  - f. Golf Development Feasibility Study - K. Taylor
  - g. Shell Building Initiative - K. Taylor
  - h. Marketing Activities/Awards - K. Taylor
8. OTHER BUSINESS
9. NEXT REGULAR MEETING - Wednesday, September 1, 1993
10. ADJOURNMENT

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON JUNE 15, 1993, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101-C MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

The meeting was called to order by Chairman Nystrom at 4:00 p.m. A roll call by Secretary Taylor identified the following members present:

Mr. Kenneth Axtell  
Mr. Gilbert Bartlett  
Mr. George Hudgins  
Mr. Robert Whitehorne  
Mr. Jon Nystrom

ALSO PRESENT

Keith A. Taylor, Secretary, IDA  
David Norman, County Administrator  
Jeane Trevino, IDA Recording Secretary  
Sandra Barner  
John Horne, Development Management

2. APPROVAL OF MINUTES

On motion of Mr. Bartlett, seconded by Mr. Axtell, the minutes of March 10, 1993 and May 13, 1993 were unanimously approved, as presented, by voice vote.

3. TREASURER'S REPORT

The Treasurer's Report was read by Mr. Taylor. On motion by Mr. Axtell, seconded by Mr. Whitehouse, the Treasurer's Report, as presented, was unanimously approved by voice vote. A copy of that report is attached.

Mr. Bartlett asked that future financial reports include status reports on capital improvement funds for which the Authority has some level of Board-delegated responsibility. Chairman Nystrom agreed with this request.

4. PERSONNEL MATTERS

Mr. Taylor introduced Jeane Trevino as the Office of Economic Development's secretary, and Sandra Barner as the Office of Economic Development's half-time Development Technician.

5. ACTION ITEMS

Constitution of Business Incubator Development Exploratory Committee (BIDEC) Appointment Committee

Mr. Nystrom had approached Mr. Bartlett with appointment of Chairman of the BIDEC Appointment Committee. Mr. Bartlett has accepted the position and Mr. Taylor has assigned Ms. Barner as primary staff coordinator for this committee. Mr. Nystrom suggested that Mr. Whitehorne be placed on the committee since he has been involved so closely with the feasibility study at the College of William & Mary. Mr. Bartlett expressed concerns that the present business community needs to have a proper understanding of the Incubator as beneficial to all businesses not just new business.

Mr. Norman reported full support from the Board of Supervisors for the Business Incubator. Mr. Taylor noted Mr. Norman has already tapped into a grant that the library has obtained that would provide some additional staff support to develop what could become a business reference library for the Incubator, as it evolves, and there is some personnel that goes with that.

Mr. Nystrom requested that the BIDEC become independent of the IDA and that Mr. Bartlett be appointed Chairman of this Ad Hoc Committee. On a motion of Mr. Hudgins seconded by Mr. Whitehorne, Mr. Bartlett's appointment was unanimously approved, by voice vote.

6. REPORTS

James River Commerce Center

Mr. Horne reported that they were in negotiations right now on both the landscaping and the design of the infrastructure for the park. There have been numerous discussions with WDI and hopefully by month's end we will have a contract signed for both. The major point of discussion revolves around to what extent do we design certain components of the infrastructure. Mr. Nystrom noted that the project is behind scheduled. Mr. Horne stated that the current cost proposal for the engineering contract in particular, was higher than what was budgeted. From an installation point of view, we intend only to install a small portion of what we are going to design for marketing purposes.

Mr. Taylor voiced concerns with not being able to show the property, via any other means than airplane, as a major marketing concern.

### Farmers' Market

Mr. Whitehorne informed the Authority that the Farmers' Market had increased sales 50% versus May of last year, but it still was not breaking even. Meat and fish has brought increased business to the Market. Mr. Nystrom asked that the Grower's Cooperative provide the IDA with a progress or status report on the market, either in writing or in person, at the IDA's September meeting.

Mr. Taylor informed the Authority that he and Mr. Bernie Farmer, the County's Code Compliance Officer surveyed the property's condition and found the facility to be in good shape, yet it is still highly likely that any use change would require some modifications and upgrading.

### Strategic Plan Implementation Committee/Economic Development

Mr. Hudgins mentioned that his committee continued to focus exclusively on the establishment of an Ambassadors program.

### Ambassadors Project

Mr. Hudgins gave the Authority an overview of the May 11th Kickoff meeting of the Ambassadors Focus Group. Of the twelve invitations sent out, 100% expressed interest in attending and receptiveness to the Ambassadors Project, even though, only seven out of the 12 could attend. Discussions provided better insight into attendees' concerns. Recommendations were made to develop a "Pros and Cons" list on James City County for the next meeting with the Ambassadors Group. Mr. Hudgins was pleased with the response yet feels another meeting should be scheduled as soon as possible. Mr. Whitehorne stated that Ambassadors Programs have been extremely successful in southern states.

### Business Incubator Feasibility Study

Mr. Whitehorne discussed John Campbell's continued interest in the subject and his desire to be kept informed of progress. Mr. Bartlett suggested considering a regional approach involving the greater Williamsburg area due to the County's leadership role on this project. Mr. Norman felt the actual facility should first be established in James City County. A public/private approach was recommended to provide funding and/or backing.

### Golf Development Feasibility Study

Mr. Taylor informed the Authority that the Golf Development Feasibility Study, being prepared by Robert Charles Lesser, should be completed by the end of summer. A Fall presentation date is as yet undecided.

Shell Building Initiative

Mr. Taylor stated that the BOS has approved initial funding of \$450,000 for an industrial shell building program and that this plan will consist of appropriations over a 3-year period to fully fund design, site, acquisition and construction of a \$2 million shell building. The location of the shell building is yet undecided. Mr. Taylor wants to explore expanding our menu of industrial sites by placing the building in one of the County's presently unimproved industrial areas.

7. OTHER BUSINESS

Marketing Activities

Mr. Taylor described a direct mail campaign he was doing to target 125 pharmaceutical and medical equipment companies.

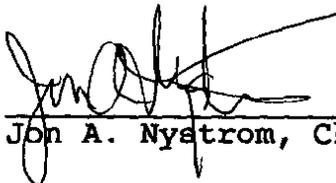
Mr. Taylor also reported that the JCC Paperweight Package has received a "Best of Class" award from the 2400-member American Economic Development Council. The paperweight package now holds two awards.

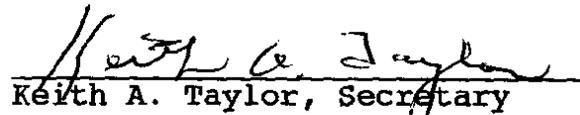
Mr. Nystrom and Mr. Taylor have been speaking with a financial services company which is considering James City County. They are looking to initially lease interim space and then possibly build their own facility.

Mr. Bartlett would like a presentation, and handout at the next IDA meeting on the status of major road and highway projects locally.

8. ADJOURNMENT

There being no further business, Mr. Nystrom entertained a motion by Mr. Whitehorne to adjourn. The motion was seconded by Mr. Axtell and passed unanimously by voice vote. The meeting was adjourned at 5:40 p.m.

  
Jon A. Nystrom, Chairman

  
Keith A. Taylor, Secretary

TREASURER'S REPORT

INDUSTRIAL DEVELOPMENT AUTHORITY

FY 93

| <u>REVENUE SOURCE</u>       | <u>COLLECTED<br/>THIS PERIOD</u> | <u>COLLECTED<br/>TO DATE</u> |
|-----------------------------|----------------------------------|------------------------------|
| Farmers Market Lease        | \$ 1,350.00                      | \$ 2,700.00                  |
| Interest on Available Cash  | 105.02                           | 473.85                       |
| Expense Reimbursement       | <hr/>                            | <hr/>                        |
| Receipts                    | 1,455.02                         |                              |
| Fiscal Year Receipts        |                                  | 3,173.85                     |
| BANK BALANCE JUNE 30, 1992  |                                  | <u>35,539.93</u>             |
| Total Receipts              |                                  | 38,713.78                    |
| Disbursements This Period   | 2,329.25 <sup>(1)</sup>          |                              |
| Previous Disbursements      | 528.80                           |                              |
| Total Disbursements To date |                                  | <u>2,858.05</u>              |
| Bank Balance May 31, 1993   |                                  | \$ 35,855.73                 |

(!) Check #13 Paulett's Card & Gift Boutique  
Cards & Invitations - \$56.59

14 Shelton Glass Works  
½ Wine Ships Decanters - 15 - \$225.00

15 W A C C  
Chamber Marketing \_ \$500.00

16 J C C General Fund  
I D A Advance - \$100.00

17 Keith A Taylor  
Reimbursement Va. Nippon Event - \$697.66

18 Fort Magruder Inn  
May 11 Banquet - \$750.00

  
Betty S. Pettengill, Treasurer