

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON MAY 24, 1999, AT 3:00 P.M. IN THE BUILDING C CONFERENCE ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

1. ROLL CALL

The meeting was called to order by Chairman Bartlett at 3:00 p.m. A roll call by Secretary Taylor identified the following members present:

Mr. Gilbert Bartlett
Mr. Vincent Campana, Jr.
Mr. Robert Demer
Mr. William Greenwood
Mr. Sterling Nichols
Mr. Jon Nystrom

ALSO PRESENT

Keith A. Taylor, Secretary, IDA
Donna Christian, Recording Secretary, IDA
Sanford Wanner, County Administrator
William Porter, Assistant County Administrator
Leo Rogers, Deputy County Attorney
Sandra Barner, Project Coordinator
John Horne, Development Management Manager
Ronald Nervitt, Board of Supervisors
Hugh Riley, Oyster Point Construction

2. APPROVAL OF MINUTES

On a motion by Mr. Campana and a second by Mr. Nystrom, the minutes from the March 18 and April 16 meetings were approved by unanimous voice vote.

3. TREASURER'S REPORT

Mr. Taylor gave a brief explanation and answered questions from the IDA regarding the Treasurer's report along with the IDA's Operating Budget and the Capital Improvements Budget. On a motion by Mr. Nystrom and a second by Mr. Greenwood, the financial reports were approved with a unanimous voice vote.

4. PERSONNEL MATTERS

There were no personnel matters to discuss at this time.

5. ACTION ITEMS

a. Resolution to Exercise Option to Purchase Mainland Farm

Leo Rogers gave an explanation of the Resolution and the Mainland Farm purchase option. He answered questions from the IDA. Mr. Nystrom asked if he needed to abstain from voting on the Resolution due to the fact that he is on the Land Conservancy Board. Mr. Rogers informed him that he can vote as this Resolution is between the IDA and Mr. and Mrs. White and does not have anything to do with the Land Conservancy. Mr. Nystrom noted that the Conservancy has not yet been successful in raising all the money needed to purchase the property. On a motion Mr. Nystrom and a second by Mr. Greenwood the resolution was passed by unanimous voice vote.

b. FY 2000 Operating Budget

Mr. Taylor explained the proposed budget and answered questions from the Directors. The IDA Directors decided to wait on approving the FY00 budget until they gather more background information. Mr. Greenwood and Mr. Nystrom agreed to review the IDA FY99 expenses and the budget request and approval for FY00 for the Economic Development office and report back to the IDA at their next meeting. A vote on the FY00 IDA budget was postponed until the July meeting.

6. PRESENTATIONS

None

7. REPORTS

a. BOS Liaison to IDA

No report.

b. Planning Commission Liaison

No report.

c. Peninsula Alliance for Economic Development

Mr. Nystrom reported that there have been many positive comments made regarding Rick Weigel, the Alliance's new CEO and President. He further reported that the Alliance is still seeking support from more private businesses and that membership is up.

d. Research & Technology District Task Force

Mr. Campana reported that the first meeting of the task force will be held on Wednesday, May 26, 1999. There is no agenda for the first meeting and Mr. Campana stated that he will report the results of the meeting to the IDA at their next meeting. Mr. Bartlett stated that he would like to have the IDA review and approve any mission statement that is developed for the Research & Technology District Task Force.

e. Strategic Plan Implementation

No report.

f. Dialog with Richmond Area IDAs

Mr. Demer contacted Mr. Taylor to find interest within the IDA to work with him on this project. He stated that the IDA will need to develop a plan to interface with the Richmond area IDAs and their regional organizations. He stated that the purpose would be to become more familiar with what other area IDAs are doing and to learn from them. Mr. Nystrom stated that the Peninsula Alliance for Economic Development is contemplating doing the same thing in their arena. Mr. Nervitt volunteered to help Mr. Demer with this task.

g. Questions Concerning Written Staff Report

There were no questions.

8. OTHER BUSINESS

Mr. Nervitt mentioned the joint Board of Supervisors and Industrial Development Authority meeting was held and went well. Mr. Bartlett stated that Mr. Berkenkamp had been assigned the task of developing a draft of IDA guidelines concerning what the IDA should do and what to avoid regarding future businesses wishing to move to James City County. Mr. Bartlett, Mr. Berkenkamp and Mr. Nervitt agreed to meet together to further discuss this issue.

Ms. Barner reported that Toano Business Park will hold a ribbon cutting ceremony in mid June. She further stated that the County Fair will be held on Saturday, August 14 at Upper County Park and solicited help from the IDA directors to help man the Economic Development booth.

Ms. Barner mentioned that there will be a development permitting process debrief meeting with Mr. Michael Brown, owner of Toano Business Park on June 1. Mr. Demer and Mr. Campana volunteered to attend.

Mr. Taylor thanked Mr. Hugh Riley with Oyster Point Construction and Mr. Bernard Farmer, Capital Projects Manager for their help expediting the fit out of the John Deere temporary space.

Mr. Nichols suggested that the IDA should have input into the next Comprehensive Plan. The IDA agreed, and asked Mr. Taylor to so advise the appropriate County personnel.

Mr. Demer asked the status of the Strawberry Plains Road property sale. Mr. Taylor reported that the property has been sold, plans have been submitted by the new owners and the Backfin Restaurant is the first business scheduled to be open for business there in August, 1999.

Mr. Wanner stated that FY00 funds have been approved by the Board of Supervisors for a second shell building for site acquisition, design engineering, and pre-marketing. Mr. Demer stated that Hampton Roads Sanitation District wastewater is available for cooling, etc. to businesses.

9. EXECUTIVE SESSION

Mr. Taylor recommended that the IDA go into Executive Session pursuant to Section 2.1-344.(A) (5) of the Code of Virginia to discuss a prospective business. On a motion made by Mr. Campana and seconded by Mr. Demer, and approved by unanimous voice vote, the IDA went into Executive Session at 3:55 p.m.

On a motion made by Mr. Nystrom and seconded by Mr. Campana, and approved by unanimous voice vote, the IDA came out of Executive Session at 4:20 p.m.

RESOLUTION

MEETING DATE: May 24, 1999

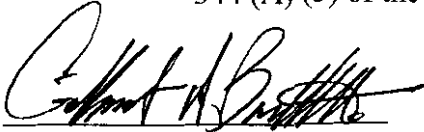
CERTIFICATION OF EXECUTIVE MEETING

WHEREAS, the Industrial Development Authority of the County of James City, (IDA) has convened an executive meeting on this date pursuant to an affirmative recorded vote and in Accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by the Board that such executive meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Industrial Development Authority of James City County, hereby certifies that, to the best of each

member's knowledge; (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies; and (ii) only such public business matters were heard, discussed or considered by the IDA as were identified in the motion, Section 2.1-344 (A) (5) of the Code of Virginia to consider a prospective business.



Gilbert A. Bartlett
Chairman, Industrial Development Authority

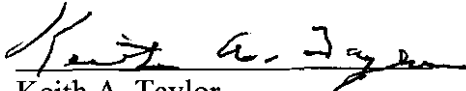
VOTE:

AYE: 6

NAY: 0

(For each nay vote, the substance of the departure from the requirements of the Act should be described)

ATTEST:

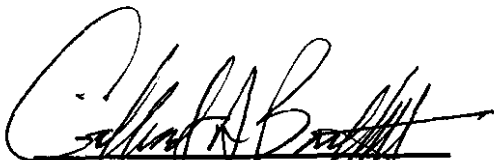


Keith A. Taylor
Secretary to the Industrial Development Authority

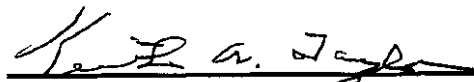
Adopted by the Industrial Development Authority of the County of James City, Virginia, this 24th day of May, 1999.

10. ADJOURNMENT

There being no further business Chairman Bartlett entertained a motion from Mr. Campana to adjourn. The motion was seconded by Mr. Nystrom and approved by unanimous voice vote. The meeting was adjourned at 4:25 p.m.



Gilbert A. Bartlett, Chairman



Keith A. Taylor, Secretary

RESOLUTION

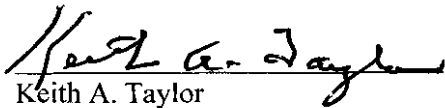
ACQUISITION OF MAINLAND FARM

- WHEREAS, the preservation of agricultural land and the preservation of the ambiance of the Jamestown area as a major tourist destination are both important economic development goals as recognized in the County's Comprehensive Plan; and
- WHEREAS, additional property is needed to help facilitate the 2007 Celebration at Jamestown; and
- WHEREAS, on August 7, 1997 the IDA entered into an Option Contract with Albert L. White, III, and Frances M. White, the owners of Mainland Farm, to acquire 217± acres for \$2,250,000; and
- WHEREAS, the IDA held a meeting on May 24, 1999, at 3:00 p.m., to consider this transaction.
- NOW, THEREFORE BE IT RESOLVED, that the Industrial Development Authority of James City County, Virginia, authorizes and directs its Chairman to exercise the option to acquire 217± acres from Albert L. White, III, and Frances M. White, and to execute such other documents as may be necessary for the IDA to acquire the property.



Gilbert A. Bartlett
Chairman, Industrial Development Authority

ATTEST:



Keith A. Taylor
Secretary, Industrial Development Authority

Adopted by the Industrial Development Authority of the County of James City, Virginia,
this 24th day of May, 1999.

VOTE:

AYE: 6

NAY: 0

Treasurer's Report
Industrial Development Authority
March, April 1999

Revenue Source	Prior Collections	Collected this period	Collected to Date
Farmers Market Lease	\$0.00		\$0.00
Interest on Available Cash	\$23,271.27	\$9,084.00	\$32,355.27
General Fund Transfer	\$0.00		\$0.00
Received from Commonwealth	\$0.00		\$0.00
Bond Application Fees	\$11,250.00		\$11,250.00
Land Contract Payment Revenue	\$678,870.30	\$5,000.00	\$683,870.30
Williamsburg Land conservancy	\$0.00		\$0.00
Expense Reimbursement	\$0.00		\$0.00
MISC Revenue	\$0.00		\$0.00
March, April receipts		\$14,084.00	
Fiscal Year Receipts			\$727,475.57
Bank balance June 30, 1998			\$731,866.46
Total Receipts			\$1,459,342.03
Disbursements this Period	\$16,229.36		
Previous disbursements	\$307,406.80		
Total disbursements to Date			\$323,636.16
Bank balance April 30, 1999			<u>\$1,135,705.87</u>

**Industrial Development Authority
of the County of James City
FY 99 Budget Report
Periods Covered Mar 99 - Apr 99**

Account #	Account Name	Beginning Budget	Exp. Mar-Apr*	Previously Reported YTD Expenses*	Total YTD Exp.*	Balance
021-010-0203	Professional Services	\$ 3,500.00	\$ -	\$ -	\$ -	\$ 3,500.00
021-010-0205	Promotion	\$ 7,300.00	\$ 500.00	\$ 4,443.00	\$ 4,943.00	\$ 2,357.00
021-010-0210	Insurance	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
021-010-0219	Telephone	\$ 400.00	\$ 48.36	\$ 217.79	\$ 266.15	\$ 133.85
021-010-0220	Travel & Training	\$ 2,000.00	\$ -	\$ 1,734.25	\$ 1,734.25	\$ 265.75
021-010-0232	James River Comm.Ctr.OE.	\$ 12,000.00	\$ -	\$ 2,456.50	\$ 2,456.50	\$ 9,543.50
021-010-0233	Shell Building OE.	\$ 5,000.00	\$ 549.22	\$ 3,612.89	\$ 4,162.11	\$ 837.89
021-010-0234	Strawberry Plains OE.	\$ 2,000.00	\$ 184.10	\$ 1,992.91	\$ 2,177.01	\$ (177.01)
021-010-0235	Annual Audit	\$ 4,000.00	\$ -	\$ 3,950.00	\$ 3,950.00	\$ 50.00
021-010-0300	Advertising	\$ -	\$ -	\$ 67.20	\$ 67.20	\$ -
021-010-0319	Office Supplies & Equipment	\$ 500.00	\$ -	\$ 639.30	\$ 639.30	\$ (139.30)
021-010-0398	OED Discretionary Exp.	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Totals		\$ 38,700.00	\$ 1,281.68	\$ 19,613.84	\$ 20,895.52	\$ 17,804.48

*Extrapolated from monthly computer printouts
received from the County Accounting Office.

Shell Building Improvements

021-010-0240	Shell Building Improvements	\$ -	\$ 14,947.68	\$ -	\$ 14,947.68	\$ (14,947.68)
Totals		\$ -	\$ 14,947.68	\$ -	\$ 14,947.68	\$ (14,947.68)

James City County
Capital Improvement Project Funds
Involving Industrial Development Authority
FY 99
Periods Covered Mar 99-Apr 99

Account #	Account Name	Total Budget	Exp. Mar 99-Apr 99*	Previously Reported YTD Expenses	Total Expenses	Balance
013-071-0200	James River Commerce Center	\$ 842,352.00	\$ -	\$ 673,726.00	\$ 673,726.00	\$ 168,626.00
013-071-0300	Economic Development	\$ 1,315,000.00	\$ -	\$ 576,593.68	\$ 576,593.68	\$ 738,406.32
013-071-0400	Industrial Shell Building	\$ 3,250,000.00	\$ -	\$ 3,131,535.47	\$ 3,131,535.47	\$ 118,464.53
TOTALS		\$ 5,407,352.00	\$ -	\$ 4,381,855.15	\$ 4,381,855.15	\$ 1,025,496.85

*Extrapolated from monthly computer printouts
received from the County Accounting Office.

**OFFICE OF ECONOMIC DEVELOPMENT
PROJECTS STATUS REPORT
May 12, 1999**

James River Commerce Center

No new activity.

Shell Building

Work authorized by the IDA at its March, 1999 meeting is nearing completion and will be occupied temporarily by John Deere advance team while their permanent facility is being built nearby.

James River Enterprise Zone

No new activity.

Community Profile

Has been completed and was distributed to all Directors by mail.

Events IDA Directors invited to attend since last meeting

Small Business Recognition Event at the Williamsburg Winery, March 30

John Deere announcement at Stonehouse, April 16

Skiffes Creek Industrial Park ribbon cutting and reception at Bay Welding, April 30

Coming Up

Celebration of Business at Jamestown Island Thursday, May 20. Reception.