

**MEETING AGENDA**

**INDUSTRIAL DEVELOPMENT AUTHORITY  
OF JAMES CITY COUNTY**

**BOARD ROOM, BUILDING C, 101 MOUNTS BAY ROAD**

**4:00 PM, THURSDAY, DECEMBER 16, 1993**

1. CALL TO ORDER
2. ROLL CALL
3. MINUTES - September 1 and November 23, 1993
4. TREASURER'S REPORT - B. Petengill
5. REPORTS
  - a. James River Commerce Center - J. Horne / K. Taylor
  - b. Industrial Shell Building Initiative - K. Taylor
  - c. Strategic Plan Implementation Committee - G. Hudgins / K. Taylor
  - d. Ambassadors Project - G. Hudgins
  - e. Business Incubator Development Evaluation Committee (BIDEC) Work - G. Bartlett / S. Barner
  - f. Next Business Leaders' Breakfast Meeting - K. Taylor
6. ACTION
  - a. Adoption of CY 1994 Meeting Calendar
7. OTHER BUSINESS
8. ADJOURNMENT

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON DECEMBER 16, 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 4:05 p.m. A roll call by Secretary Taylor identified the following members present:

Mr. Gilbert Bartlett  
Mr. Myrl Hairfield  
Mr. George Hudgins  
Mr. Jon Nystrom

LATE ARRIVAL

Mr. Robert Whitehorne

ALSO PRESENT

Keith A. Taylor, Secretary, IDA  
David Norman, County Administrator  
Jeane Trevino, IDA Recording Secretary  
Sandra Barner, Development Management Technician  
John McDonald, Financial Management  
Janice Brown, DIR Real Estate  
Bertram Aaron  
Ron Stenzel

2. APPROVAL OF MINUTES

On motion of Mr. Bartlett, seconded by Mr. Hairfield, the minutes of September 1, 1993 and November 23, 1993 were unanimously approved, as presented, by voice vote.

3. TREASURER'S REPORT

The Treasurer's Report for the Authority was read by Mr. Taylor along with an attached Capital Improvements Expenditures Report. On motion by Mr. Hudgins, seconded by Mr. Hairfield, the Treasurer's Report, as presented, was unanimously approved by voice vote. A copy of that report is attached.

4. REPORTS

James River Commerce Center

Mr. Taylor reported that recent meetings with Williamsburg Development Inc. (WDI) shows favorable commitment. WDI is budgeting \$336,000 to cover its share of anticipated costs in developing the park's marketing infrastructure and entrance off Route 60. Colonial Williamsburg's quarterly budget reviews may or may not affect this commitment. It is believed that the infrastructure design and engineering will be completed by May 1994.

Shell Building Initiative

Mr. Taylor thanked the Authority for authorizing up to \$10,000 of its funds to hire a consultant to facilitate the shell building project. Mr. Taylor reported that following a formal proposal process, Caro Monroe Liang Architects of Newport News had been selected and will hopefully present its preliminary findings to the Authority in February 1994 or at the scheduled meeting in March. Caro Monroe Liang has been involved in four shell buildings in Newport News and also authored the criteria for the State's shell building program.

Mr. Nystrom and Mr. Hairfield both commented that shell buildings are in demand at the present time, and it is necessary that this shell building be completed as soon as possible.

Mr. Norman commented that Staff is committed to convincing the Board of Supervisors to advance this project as soon as possible.

Strategic Plan Implementation Committee/Economic Development Ambassadors Project

Mr. Hudgins reported that the Ambassadors' Group will convene again soon. He is concerned that too much lag time between meetings will undermine the momentum of the group.

Mr. Nystrom felt confident that once some of the other IDA projects move forward, the Ambassadors program will follow suit.

Business Incubator Project

Mr. Nystrom recommended that the Business Incubator presentation to the Board of Supervisors be postponed until some additional research and a business plan can be developed for the Incubator. Mr. Nystrom also noted the arrival of Mr. Whitehorne at 4:30 p.m.

Mr. Norman offered additional Staff support to also help

develop the business plan for the Incubator.

Ms. Brown wanted to reassess the type of clientele needed for the Incubator.

Mr. Bartlett stated that the primary target candidates are businesses oriented towards manufacturing and not service. He also suggested that before presentation to the Board, some ads should be placed in local newspapers to attract clients so an expanded list might be developed.

Mr. Taylor recommended utilizing an ad similar to the ones used by John Campbell in the first study.

Mr. Bartlett inquired if there would be additional funding for these ads, if necessary.

Mr. Taylor stated that the Authority had money available from funds previously committed to the incubator project.

Mr. Nystrom suggested that when the funds need to be disbursed that Mr. Taylor be informed and he, in turn, would contact Mr. Nystrom and Mr. Hudgins for approval of disbursement.

Mr. Norman commented that a list of potential candidates would help support the idea and promote the feasibility of the program to the Board.

#### Business Leaders' Breakfast Meeting

The next Business Leaders' Breakfast Meeting will be held February 3, 1994 at the Williamsburg Hilton. A Disney America senior official will be present to speak regarding their proposed theme park and how their development will impact tourism in Williamsburg/James City County.

#### 1994 Meeting Calendar

On a motion from Mr. Bartlett, seconded by Mr. Hairfield, the Authority unanimously approved the 1994 meeting calendar.

### 5. OTHER BUSINESS

#### Strawberry Plains Road Property

Mr. Taylor commented that a one year lease extension addendum had been delivered to the Farmer's Market, but as yet he had no response.

Mr. Whitehorne assured the Authority that all documents are forthcoming. The Market has been completing its year end business, and it looked to be a pretty good 1993.

Board Liaison

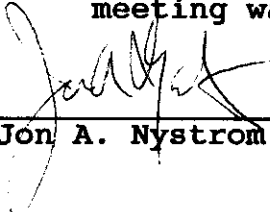
Mr. Nystrom commented that through recent meetings with members of the Board of Supervisors, he was pleased and encouraged with their support of the IDA's projects. He suggested that more communication with Board members would be helpful, and it might be in the Authority's best interest to invite a Board member to attend the IDA meetings.

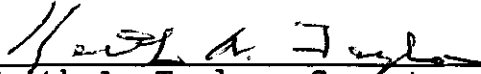
Mr. Bartlett suggested that the IDA might want to rotate the Supervisors invited so as not to offend any member.

It was the consensus to have the Authority's Chairman and Staff explore the notion of a Board liaison to the IDA.

6. ADJOURNMENT

There being no further business, Mr. Nystrom entertained a motion by Mr. Hairfield to adjourn. The motion was seconded by Mr. Hudgins and passed unanimously by voice vote. The meeting was adjourned at 5:15 p.m.

  
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Jon A. Nystrom, Chairman

  
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Keith A. Taylor, Secretary

TREASURER REPORT  
INDUSTRIAL DEVELOPMENT AUTHORITY

FY 94

<u>REVENUE SOURCE</u>	<u>COLLECTED THIS PERIOD</u>	<u>COLLECTED TO DATE</u>
Farmers Market Lease	\$ 1,350.00	\$ 2,700.00
Interest on Available Cash	165.00	215.70
Expense Reimbursement		
	=====	=====
Receipts	\$ 1,515.52	
Fiscal Year Receipts		\$ 2,915.70
BANK BALANCE JUNE 30, 1993		<u>35,908.46</u>
Total Receipts		\$38,824.16
Disbursements This Period	\$ 751.92	
Previous Disbursements	576.29	
Total Disbursements to Date		<u>\$ 1,328.21</u>
Bank Balance November 30, 1993		\$37,495.95

*Betty S. Pettengill*  
Betty S. Pettengill, Treasurer

**JAMES CITY COUNTY**  
**CAPITAL IMPROVEMENT PROJECT FUNDS**  
**INVOLVING INDUSTRIAL DEVELOPMENT AUTHORITY OF JAMES CITY COUNTY**  
**THRU 12/16/93**

<u>ACCOUNT</u>	<u>TOTAL BUDGET</u>	<u>FY TO-DATE</u>	<u>TO-DATE</u>	<u>BALANCE</u>
013-071-0100 Strawberry Plains Road Property Reserve	\$ 34,948	-0-	-0-	\$ 34,948
013-071-0200 James River Commerce Ctr	\$506,052	\$10,000	\$75,052	\$431,000
013-071-0400 Shell Industrial Building	\$450,000	-0-	-0-	\$450,000
<b>Totals</b>	<b>\$991,000</b>	<b>\$10,000</b>	<b>\$75,052</b>	<b>\$915,948</b>

Extrapolated by James City County Office of Economic Development from County Accounting Office Monthly Computer Printouts.

**1994 REGULAR MEETING CALENDAR**  
**INDUSTRIAL DEVELOPMENT AUTHORITY**  
**OF JAMES CITY COUNTY, VIRGINIA**

4:00 PM, THURSDAY, MARCH 10, 1994

4:00 PM, THURSDAY, JUNE 9, 1994

4:00 PM, THURSDAY, SEPTEMBER 8, 1994

4:00 PM, THURSDAY, DECEMBER 8, 1994

This schedule was adopted by the Industrial Development Authority of James City County on December 16, 1993.

The Industrial Development Authority reserves the right to modify this schedule as necessary. Special meetings may also need to be called as situations warrant.

Unless posted to the contrary, all meetings will be held in the Board Room of Building C, James City County Government Center, 101 Mounts Bay Road, James City County, Virginia.