

TENTATIVE MEETING AGENDA

INDUSTRIAL DEVELOPMENT AUTHORITY  
OF JAMES CITY COUNTY

BOARD ROOM, BUILDING C, 101 MOUNTS BAY ROAD

4:00 PM, THURSDAY, JUNE 9, 1994

1. CALL TO ORDER
2. ROLL CALL
3. MINUTES - March 10 and 31, 1994 meetings
4. PERSONNEL MATTERS - Departures of Directors Axtell and Whitehorne
5. TREASURER'S REPORT - K. Taylor for B. Pettengill
6. REPORTS
  - a. Farmers' Market - A. Whitehorne
  - b. James River Commerce Center - J. Horne / K. Taylor
  - c. Celebration of Industry - S. Barner / K. Taylor
  - d. Industrial Directory Project Feedback - S. Barner
  - e. Strategic Plan Implementation Committee - G. Hudgins / K. Taylor
  - f. Ambassadors Program - G. Hudgins
  - g. Business Incubator Development Evaluation Committee (BIDEC) and Project Work - No Report
  - h. Industrial Shell Building Initiative - M. Hairfield / K. Taylor
  - i. Long Term ED Goals - R. Magoon / J. Nystrom
8. ACTION ITEMS
  - a. Resolutions of Commendation for Directors Axtell and Whitehorne
  - b. Shell Building Decision-Making Designee
  - c. Designee for County Administrator's Incentives Task Force
9. OTHER BUSINESS
10. ADJOURNMENT

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON JUNE 9, 1994, 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. Joe Cross  
Mr. Gilbert Bartlett  
Mr. Myrl Hairfield  
Mr. Robert Whitehorne  
Mr. Jon Nystrom

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 Director  
John T. P. Horne, Development Management Director

LATE ARRIVAL

Mr. Robert Magoon

2. APPROVAL OF MINUTES

On motion of Mr. Bartlett, seconded by Mr. Hairfield, the minutes of March 10, 1994 and March 31, 1994 were unanimously approved, as presented, by voice vote.

3. PERSONNEL MATTERS

Mr. Nystrom informed the Authority that the terms of IDA Directors Axtell and Whitehorne will expire in July. Both gentleman have declined reappointment.

4. TREASURER'S REPORT

The Treasurer's Report for the Authority was read by Mr. Taylor along with the Capital Improvements Expenditure report. On motion by Mr. Cross, seconded by Mr. Whitehorne, the Treasurer's Report, as presented, was unanimously approved by voice vote.

5. REPORTS

Farmer's Market

Mr. Whitehorne reported that the Farmer's Market is in the best shape ever this year, however, it is still not quite breaking even. In addition, their working capital is quickly vanishing.

Mr. Nystrom requested that the Authority consider this information and that it may be in the best interest of the Authority to consider potential alternative uses and/or tenants for the Strawberry Plains property.

James River Commerce Center

Mr. Horne reported that the architectural & engineering and landscape design contracts are nearly completed and will be out to bid in 45 to 50 days. Mr. Horne commented that the marketing infrastructure and landscaping should be completed behind scheduled by spring, 1995.

Mr. Taylor remarked that the completion of marketing materials has been delayed due to personnel matters at WDI, however it is his hope that the material will be completed in time to hold a kick off promotional event for brokers and local businesses in the fall.

Celebration of Industry

Ms. Barner informed the Authority that an industry recognition event will be held on June 14th at Jamestown Island. Among the attendees will be James City County major business leaders, the Board of Supervisors, the IDA, the Ambassadors and various noted officials. The Williamsburg Pottery Factory will be presented with the Captain John Smith Award in honor of its contribution and years of service to James City County.

Industrial Directory Project Feedback

Ms. Barner commented that the directory has been sent out to the Board of Supervisors, the members of the Industrial Development Authority and the local business and industry included in the directory. Ms. Barner commented that since the directory is a maturing process, she understands that some of the information may not be current. She hope to receive comments and corrections to aide in the improvement of future issues.

Mr. Nystrom commented that the name of the directory should be shortened to James City County Industrial Directory since the focus is primarily on base sector industry.

### Ambassadors Program

Mr. Nystrom stated that he is very impressed with the turn out of the Ambassadors' gatherings.

Mr. Nystrom also noted that with the progression of the program the Ambassadors are more at ease with making comments, criticisms, and suggestions with regard to James city County's economic growth without fear of being offensive to the County or each other.

Mr. Norman commented that the Peninsula's Ambassadors Program has folded and is pleased to note that ours is progressing.

### Business Incubator Project

Mr. Bartlett commented that he would like to see some alternatives presented by Staff to the BIEDC committee members to give them something to work with for final development and implementation of the project. The alternatives can be generic plans, however, something is needed to help advance development of the project.

### Industrial Shell Building Initiative

Mr. Hairfield and Mr. Taylor both expressed their satisfaction in receiving an offer to develop the Shell Building. The offer is a turn key option that appears to be very beneficial to both parties. No specific information can be disclosed in public at this time until negotiations can be finalized.

### Long Term Economic Development Goals

Mr. Magoon suggested that the Industrial Development Authority and the Office of Economic Development develop goals for economic development which will assist in keeping our focus and can be utilized as a tool to measure our success.

## 6. ACTION ITEMS

### Resolutions of Commendation for Directors Axtell and Whitehorne

Mr. Nystrom read the Resolutions of Commendation for Directors Axtell and Whitehorne. On a motion of Mr. Cross, seconded by Mr. Hairfield, the Resolutions of Commendation for both Mr. Axtell and Mr. Whitehorne were unanimously approved by voice vote. Plans will be made to formally present the framed resolutions to Mr. Axtell and Mr. Whitehorne copies of the approved resolutions follow and shall become an official part of the Authority's proceedings..

### Shell Building Decision-Making Designed

Mr. Nystrom commented that now that the Shell Building Initiative is moving along rapidly toward completion, some major decisions will need to be made quickly. He does not believe it will be advantageous to try and convene a meeting of the IDA for each decision. He asks the Authority to consider appointing two members as decision makers for the IDA with regard to this project.

Mr. Cross made a motion that Mr. Hairfield and Mr. Nystrom be the designated decision makers and entrust them to decide any cost and design items as may be necessary and negotiate, in good faith, to bring a conceptually agreed upon development package and financing plan to the IDA for presentation to the Board of Supervisors. Mr. Bartlett seconded the motion. The motion was approved unanimously by voice vote.

### Designed for County Administrator's Incentives Task Force

Mr. Taylor explained that County Administrator Norman has requested the development of an Incentive Task Force consisting of one Supervisor, one Office of Economic Development member, one Financial Management member, one Service Authority member, and one IDA member. The charge to this Task will be to formulate alternatives for both attracting new business and maintaining existing industry.

Mr. Nystrom volunteered to work on the Task Force for the Authority.

On a motion from Mr. Cross, seconded by Mr. Hairfield, the motion was approved unanimously by voice vote.

### Other Business

Mr. Cross mentioned that the Office of Economic Development may want to discuss marketing strategies associated with the 1995 Anheuser Busch Golf Classic. The exposure is incredible and the Golf Classic offices and ESPN are always looking for filler pieces in the event of rain.

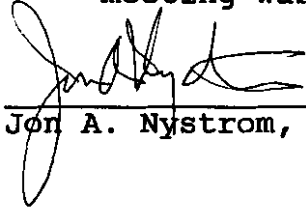
Mr. Taylor agreed this was an opportunity he has previously pursued and would look into again for future marketing alternatives.

Mr. Whitehorne commented that Mr. Taylor should consider Retirement Communities, such as the new Patriot Colony, as a commercial investment in economic development. He expressed that these project could be extremely desirable and cost effective for the County.

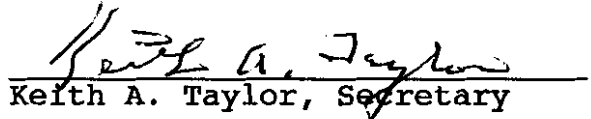
Mr. Taylor brought to the attention of the Authority the appointment by Governor Allen of a new Director of Economic Development for the State, Mr. Wayne Sterling.

7. ADJOURNMENT

There being no further business, Mr. Nystrom entertained a motion by Mr. Cross to adjourn. The motion was seconded by Mr. Hairfield and passed unanimously by voice vote. The meeting was adjourned at 5:48 p.m.



Jon A. Nystrom, Chairman



Keith A. Taylor, Secretary

# RESOLUTION

## CERTIFICATE OF APPRECIATION

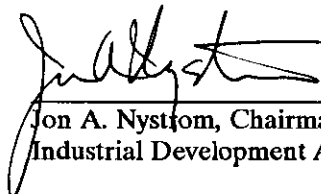
WHEREAS, Kenneth H. Axtell was an original Charter member of the Industrial Development Authority of James City County since its inception in July, 1979; and

WHEREAS, throughout this period of service Kenneth H. Axtell gave freely of his time, his energy, and his knowledge for the betterment of his County, not only as an active member but as a previous Chairman; and

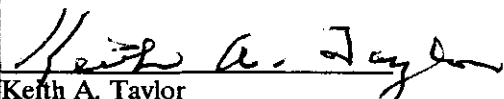
WHEREAS, Kenneth H. Axtell consistently demonstrated those essential qualities of leadership, diplomacy, perseverance and dedication while providing exceptional service to the citizens of James City County.

NOW, THEREFORE BE IT RESOLVED, that the Industrial Development Authority of James City County, Virginia, hereby extends its sincere appreciation to Kenneth H. Axtell and recognizes his distinguished service and dedication to the County and its citizenry.

BE IT FURTHER RESOLVED that this Resolution be spread upon the Minutes of the Industrial Development Authority and that a copy be presented to Kenneth H. Axtell.

  
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Jon A. Nystrom, Chairman  
Industrial Development Authority

ATTEST:

  
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Keith A. Taylor  
Secretary

Adopted by the Industrial Development Authority of James City County, Virginia, this  
6 day of June, 1994.

# RESOLUTION

## CERTIFICATE OF APPRECIATION

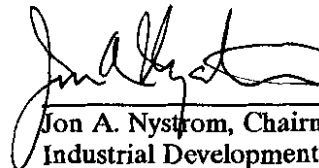
WHEREAS, Robert A. Whithorne served as a member of the Industrial Development Authority of James City County since December, 1987; and

WHEREAS, throughout this period of service Robert A. Whitehorne gave freely of his time, his energy, and his knowledge for the betterment of his County, as an active member; and

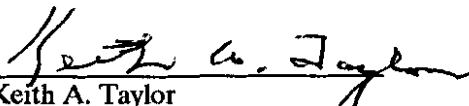
WHEREAS, Robert A. Whitehorne consistently demonstrated those essential qualities of leadership, diplomacy, perseverance and dedication while providing exceptional service to the citizens of James City County.

NOW, THEREFORE BE IT RESOLVED, that the Industrial Development Authority of James City County, Virginia, hereby extends its sincere appreciation to Robert A. Whitehorne and recognizes his distinguished service and dedication to the County and its citizenry.

BE IT FURTHER RESOLVED that this Resolution be spread upon the Minutes of the Industrial Development Authority and that a copy be presented to Robert A. Whitehorne.

  
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Jon A. Nystrom, Chairman  
Industrial Development Authority

ATTEST:

  
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Keith A. Taylor  
Secretary

Adopted by the Industrial Development Authority of James City County, Virginia, this  
9 day of June, 1994.



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	\$ 5,400.00
Interest on Available Cash	96.38	437.06
Expense Reimbursement		
General Fund Transfer	250,000.00	250,000.00
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Receipts	251,446.38	
Fiscal Year Receipts		255,837.06
BANK BALANCE JUNE 30, 1993		35,908.46
Total Receipts		291,745.52
Disbursements This Period	259,590.74	
Previous Disbursements	1,328.21	
Total Disbursements To Date		261,569.08
Bank Balance May 31, 1994		\$ 30,176.44

  
Betty S. Pettengill, Treasurer

**JAMES CITY COUNTY**  
**CAPITAL IMPROVEMENT PROJECT FUNDS**  
**INVOLVING INDUSTRIAL DEVELOPMENT AUTHORITY OF JAMES CITY COUNTY**  
**THRU 5/31/94**

<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	\$21,035	\$86,087	\$357,504
013-071-0400 Shell Industrial Building	\$450,000	-0-	-0-	\$450,000
<b>Totals</b>	<u>\$991,000</u>	<u>\$21,035</u>	<u>\$86,087</u>	<u>\$842,452</u>

Extrapolated by James City County Office of Economic Development from County Accounting Office Monthly Computer Printouts, and Electronic Inquiry File.