

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON MARCH 23, 1998, AT 3:35 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 3:35 p.m. A roll call by Secretary Taylor identified the following members present:

Mr. Vincent Campana
Mr. John Carmichael
Mr. Sterling Nichols
Mr. Jon Nystrom

ALSO PRESENT

Keith A. Taylor, Secretary, IDA
Sandra Barner, Economic Development Technician
Sanford Wanner, County Administrator
Donna Christian, Recording Secretary, IDA
Ronald Nervitt, Board of Supervisors

LATE ARRIVAL

Mr. Gilbert Bartlett

ABSENT

Mr. Robert Demer
Mr. John Berkenkamp

2. APPROVAL OF MINUTES

On a motion by Mr. Campana, and a second by Mr. Nichols, the minutes of the December 11 and 19, 1997 and the February 23, 1998 meetings were approved by unanimous voice vote.

3. TREASURER'S REPORT

The Treasurer's Report from Ms. Pettengill for the Authority was presented by Mr. Taylor, along with the Capital Improvement Expenditure Report and the IDA budget report. Mr. Nystrom reported regarding his Report to Top Management trip that he had the opportunity to meet with some investors and potential prospects. On a motion by Mr. Carmichael and a second by Mr. Bartlett, the Treasurer's Report and related financial reports were accepted as presented by unanimous voice vote.

4. REPORTS

a. 1997 Annual Report

Mr. Nystrom reported that this report is put together yearly by staff and the report will be presented to the Board of Supervisors soon, most likely at the end of April. Mr. Campana suggested that the IDA's mission statement also be discussed at that time.

b. Planning Commission Liaison

Mr. Nichols suggested that the IDA study all of the issues thoroughly before taking a stand regarding any proposed economic development projects. Mr. Nervitt stated that the IDA is a resource and could give an objective independent viewpoint on such projects from an economic standpoint.

c. Peninsula Alliance for Economic Development

Mr. Nystrom reported that for the past month the Alliance has held several meetings. He further stated that time is critical and the Alliance hopes to be making an offer regarding the CEO position within the next two to three weeks. After a CEO has been hired the Alliance can then focus on the real mission of the organization. Mr. Nystrom stated that it is critical that all involved cooperate and work together to be successful in drawing businesses to our area. Mr. Taylor stated that during this interim period, the Virginia Peninsula Economic Development Council is still functioning to help bridge the gap.

d. Local Enterprise Zone Association

Mr. Campana reported that the first meeting of the Local Enterprise Zone Association was held and stated that its purpose will be to promote industry in certain sections of the County. Ms. Barner reported that the Enterprise Zone designation has a component that includes community development of the surrounding neighborhoods in the Enterprise Zone to help improve the quality of life in this section of the County. She further reported that a good portion of the community development component is being implemented through the Neighborhood Connections office in the County.

e. Business & Industrial Zoning Ordinance Review Committee

Mr. Campana reported that the committee is reviewing all commercial and industrial zoning ordinances and that the group is very meticulous. Their concern is to streamline the process for businesses so that the zoning review committee is viewed as a resource, not a hindrance.

f. IDA Strategy 2.4.1: County Regulatory Policies/Procedures Review

Mr. Wanner reported that the expedited review process now has a formal process. He further stated that the problems all stem from the process not the laws. Mr. Wanner also reported that the process is being worked on constantly so as to send the community the message that the County is listening to their concerns.

g. IDA Strategy 3.2.5: IDA Presentation at FY 98 Business Leaders' Breakfast

Mr. Taylor stated that part of the IDA's strategic plan was to present a program at one of the Business Leaders' Breakfasts to give some exposure to the IDA to the community. Mr. Nystrom asked for a volunteer to put together a program for the event and Mr. Bartlett volunteered. Mr. Nystrom also suggested that all of the directors should spend some time on the function.

h. Prospect Plant Visit

Mr. Taylor reported that Nucor Steel is continuing to look at James City County as a location for their next plant. Nucor invited a delegation to visit their South Carolina plant. Mr. Taylor stated that this delegation included a cross section of persons from the County. Mr. Bartlett reported on the Nucor visit regarding the plant's process, pay, labor and management style. Nucor is highly viewed by the national business community. Some of the County issues to be considered are roads, traffic, power, water, and community acceptance issues. Mr. Nystrom suggested appointing a director to be the IDA liaison. Mr. Bartlett and Mr. Carmichael both volunteered.

I. Questions Regarding Written Staff Report Items

There were no questions regarding the written report. Ms. Barner reported that the date for the Small Business Appreciation event will be April 7, 1998 and the date for the Celebration of Industry will be May 19, 1998.

6. OTHER BUSINESS

Mr. Taylor reported that James City County was a finalist but was not chosen for a recent major prospect inquiry.

Mr. Taylor reported to the IDA that the Barré ground breaking went very well.

Mr. Taylor reported that AVID Medical, Inc. has signed a financing commitment letter.

Mr. Taylor stated that there was a recent new inquiry regarding the shell building plus three visits recently from other inquiries.

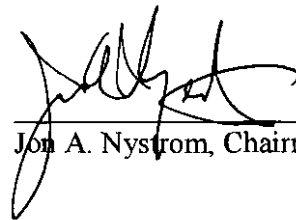
Mr. Taylor gave the IDA an update on the progress that has been made planning the Southern Economic Development Council Conference scheduled in Williamsburg for October 1998. Mr. Bartlett raised the possibility of some IDA financial sponsorship, and Mr. Taylor was amenable.

Mr. Sandy Wanner reported that the County budget does not include a tax rate increase.

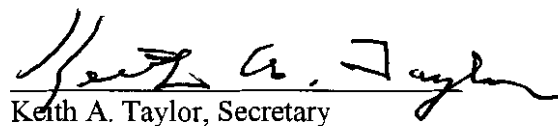
Mr. Nichols suggested the IDA update its strategic plan.

7. ADJOURNMENT

There being no further business, Mr. Nystrom entertained a motion by Mr. Nichols to adjourn. It was seconded by Mr. Carmichael and passed unanimously by voice vote. The meeting was adjourned at 5:45 p.m.



Jon A. Nystrom, Chairman



Keith A. Taylor, Secretary

TREASURER'S REPORT
INDUSTRIAL DEVELOPMENT AUTHORITY
DECEMBER, JANUARY, FEBRUARY
FY 98

Revenue Source	Collected this period	Collected to Date
	\$0.00	\$0.00
Farmers Market Lease	\$0.00	\$1,700.00
Interest on Available Cash	\$7,993.46	\$22,842.68
General Fund Transfer	\$37,812.38	\$337,812.38
Received from Commonwealth	\$0.00	\$0.00
Bond Application Fees	\$0.00	\$2,200.00
Williamsburg Land conservancy	\$0.00	\$30,000.00
Expense Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>
Quarterly Receipts	\$45,805.84	
Fiscal Year Receipts		\$394,555.06
Bank balance June 30, 1997		\$737,386.90
Total Receipts		\$1,131,941.96
Disbursements this Period	\$46,318.13	
Previous disbursements	\$337,769.18	
Total disbursements to Date		\$384,087.31
Bank balance February 28, 1998		<u>\$747,854.65</u>

**James City County
Capital Improvement Project Funds
Involving Industrial Development Authority**

Account #	Account Name	Total Budget	Exp. Dec-Feb	Expenses to Date*	Balance
013-071-0100	Strawberry Plains Rd Property	\$ 6,500.00	\$ -	\$ 6,500.00	\$ -
013-071-0200	James River Commerce Center	\$ 842,352.00	\$ -	\$ 455,156.63	\$ 387,195.37
013-071-0400	Shell Industrial Building	\$ 2,450,000.00	\$ -	\$ 1,929,835.00	\$ 520,165.00
TOTALS		\$ 3,298,852.00	\$ -	\$ 2,391,491.63	\$ 907,360.37

*Funds either expended or encumbered for specific purposes.

Extrapolated from monthly computer printouts received from the County Accounting office.

Prepared 3/9/98

Industrial Development Authority of James City County FY 98 Budget Report						
Account #	Account Name	Beginning Budget	Exp. Dec-Feb	Previously Reported YTD Exp	Total YTD Expenses	Balance
021-010-0203	Professional Services	\$1,000.00	\$ 600.00	\$ -	\$ 600.00	\$400.00
021-010-0205	Promotion	\$5,000.00	\$ -	\$ -	\$ -	\$5,000.00
021-010-0210	Insurance	\$500.00	\$ -	\$ 500.00	\$ 500.00	\$0.00
021-010-0219	Telephone	\$300.00	\$ 86.98	\$ 41.30	\$ 128.28	\$171.72
021-010-0220	Travel & Training	\$2,500.00	\$ 909.18	\$ -	\$ 909.18	\$1,590.82
021-010-0232	James River Commerce Ctr.OE	\$6,900.00	\$ 2,831.50	\$ 877.49	\$ 3,708.99	\$3,191.01
021-010-0233	Shell Building Operating Exp	\$5,500.00	\$ 1,117.80	\$ 1,168.40	\$ 2,286.20	\$3,213.80
021-010-0234	Strawberry Plains - Ops	\$0.00	\$ 72.12	\$ -	\$ 72.12	(\$72.12)
021-010-0235	Annual Audit	\$3,900.00	\$ 1,300.00	\$ 2,600.00	\$ 3,900.00	\$0.00
021-010-0319	Office Supplies & Equipment	\$500.00	\$ -	\$ -	\$ -	\$500.00
021-010-0398	OED Discretionary Expenses	\$1,500.00	\$ 188.17	\$ -	\$ 188.17	\$1,311.83
					\$ -	
Totals		\$27,600.00	\$ 7,105.75	\$ 5,187.19	\$ 12,292.94	\$15,307.06

**OFFICE OF ECONOMIC DEVELOPMENT
PROJECTS STATUS REPORT
March 23, 1998**

James River Commerce Center

Both Ball Metal and Service Metal Fabricators have buildings under construction. Ball Metal will be closing its existing entrance on Rt. 60. All Ball traffic will now enter from the JRCC Rt. 60 entrance, Endeavor Drive.

Shell Building

Have had the building cleaned for spring showings. Planning an increased marketing emphasis this spring.

James River Enterprise Zone

Local Enterprise Zone Association (LEZA) had organizational meeting 3/5/98. Members include David Sisk (BOS), Dennis Lutz (Ball Metal), Johnella Carter (zone resident and Crestar Bank employee), Roland Wallace (zone resident and retired from brewery), Doug Powell (JCC Asst. Dir of Comm. Serv. and Zone Administrator), and Skip Campana (IDA). Sandra Barner will attend as OED liaison. To date, two companies have applied for local EZ benefits.

Small/New Business Assistance Program

Keith Taylor presented the final version of the Small Business Assistance Strategy to the BOS 2/24/98. Reaction was favorable from BOS members. Initial interest has been strong in the "How to Start a Business in James City County" booklet. Planning is underway for an educational session for commercial/industrial realtors re: resources and services available to them from various JCC offices. Planning is likewise underway for an appreciation event for small businesses in early April.

Promotion Marketing Brochure/Internet Home Page Redesign

Director Berkenkamp and OED staff have sent final comments to the agency. We are awaiting the final draft at this time.

Prospect Outreach

A seven member County cross-section delegation made a plant visit to a major prospect facility.

Briefings for New Board Members

Keith Taylor has briefed Supervisor Nervitt on local Economic Development approach.

Farmer's Market Property

Appraisal with IDA recommendation to sell has been forwarded to Board of Supervisors.