

AT A MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON MARCH 18, 1999, AT 3:30 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 3:33 p.m. A roll call by Secretary Taylor identified the following members present:

Mr. Gilbert Bartlett
Mr. John Berkenkamp
Mr. Robert Demer
Mr. William Greenwood
Mr. Sterling Nichols
Mr. Jon Nystrom

Mr. Vincent Campana arrived at 3:40 p.m.

ALSO PRESENT

Keith A. Taylor, Secretary, IDA
Sanford B. Wanner, County Administrator
Donna Christian, Recording Secretary, IDA
Sandra Barner, Projects Coordinator, Economic Development Office
Leo Rogers, Deputy County Attorney
Bernard Farmer, Capital Projects Coordinator
John McDonald, Financial Management Services Manager

2. 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 consider a prospective business. On a motion made by Mr. Nichols and seconded by Mr. Berkenkamp, and approved by unanimous voice vote, the IDA went into Executive Session at 3:36 p.m.

On a motion made by Mr. Berkenkamp and seconded by Mr. Bartlett, and approved by unanimous voice vote, the IDA came out of Executive Session at 4:05 p.m.

RESOLUTION

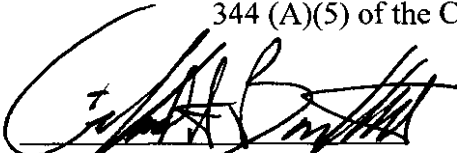
MEETING DATE: March 18, 1999

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

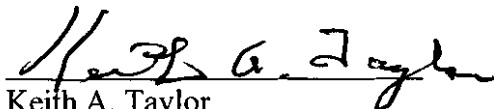
VOTE:

AYE: 7

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 18th day of March, 1999.

3. APPROVAL OF MINUTES

Ms. Christian reported a change that was made to the minutes that had been previously received for review by the Directors. The change was an addition to the wording in the body of the executive session resolution that stated the section of the Virginia Code that was used to go into executive session. On a motion by Mr. Berkenkamp and a second by Mr. Nystrom the minutes of the January 14 regular meeting and the February 3 and March 2, 1999 special meetings were approved by unanimous voice vote.

4. TREASURER'S REPORT

The Treasurer's Report from Ms. Davis for the Authority was presented by Mr. Taylor, along with the Capital Improvement Projects Expenditure Report and the IDA operating budget report. On a motion by Mr. Campana, and a second by Mr. Greenwood, the Treasurer's Report and related financial reports were accepted as presented by unanimous voice vote.

5. PERSONNEL MATTERS

None

6. ACTION ITEMS

a. Additional Improvements to Shell Building

Mr. Taylor reported that in order to make the shell building more readily available to potential prospects, he is recommending that the IDA make up to \$450,000 worth of additional improvements, which could include, lighting, heating and/or air conditioning, a sprinkler system, and some finished office space, etc. Bids have been requested from several contractors and are in the final stages of negotiation. Mr. Taylor presented to the IDA a resolution to enter into a contract to make improvements to the shell building. On a motion by Mr. Nystrom and seconded by Mr. Bartlett, the resolution was approved by unanimous voice vote.

7. PRESENTATIONS

None

8. REPORTS

a. Joint Work Session with Board of Supervisors

Mr. Bartlett reported that the joint meeting with the Board of Supervisors and the IDA was held and that they have scheduled a follow up meeting in September. Mr. Bartlett

had asked Mr. Berkenkamp to give some preliminary thoughts on economic development. Mr. Berkenkamp then reported some of his thoughts. Mr. Campana stated that he felt the IDA Directors should form small sub-committees to work on developing policies.

b. BOS Liaison to IDA

No report.

c. Planning Commission Liaison

Mr. Demer stated that there were no issues to report at this time. Mr. Taylor reported that the funding request for a second shell building has been incrementally recommended by the County Administrator for FY 2001 and FY 2002 in the total amount of \$2,600,000.

d. Peninsula Alliance for Economic Development

Mr. Nystrom reported that the Alliance has hired a new Vice President for Workforce Development from a pool of 180 applicants. The new Vice President will coordinate between the community and businesses to be sure the appropriate issues are being addressed. Mr. Nystrom then reported that the Alliance is working to get more private businesses to support them and that they are working on developing a funding campaign. Mr. Nystrom further reported that the Marketing Department is also working very hard.

e. Business & Industrial Zoning Ordinance Review Committee

Mr. Campana reported that the Committee wants to change the regulation for neighborhood commercial buildings that will require a special use permit from the current size of 10,000 square feet to 2,500 square feet. The IDA decided it does not need to take a stand on neighborhood commercial or retail issues.

f. Strategic Plan Implementation

Mr. Nichols suggested the IDA should hold a future meeting to assign duties related to the IDA's revised Strategic Plan.

g. Possible Dialog with Richmond Area IDA's

Mr. Taylor reported that he has mailed a letter to Mr. Gregory Wingfield of the Greater Richmond Partnership requesting a current list of the IDA's in that service area to include names, addresses, etc. Mr. Taylor will report back to the IDA when he receives a response from Mr. Wingfield.

h. VEDA Spring Conference

Mr. Taylor reported on the 2nd annual spring conference of the Virginia Economic Developers Association which was held here in Williamsburg. He stated that the conference was well attended. He further expressed appreciation to the IDA for their \$500 sponsorship.

i. Written Staff Reports

Ms. Barner stated that the upcoming Small Business Appreciation event will be held on March 30th.

9. OTHER BUSINESS

Mr. Berkenkamp stated that he has been asked to speak at the upcoming Kiwanis and asked staff to provide him with any information he could use in addressing this body that pertains to small businesses.

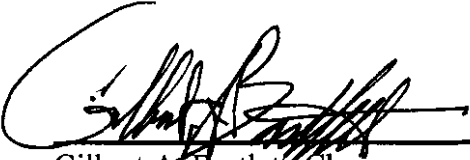
Mr. Taylor reminded the Directors of the upcoming Celebration of Industry event on May 20.


10. ADJOURNMENT

Mr. Bartlett stated that he is interested in setting up policies for the IDA.

Mr. Bartlett stated that the IDA Directors receive invitations from time to time for various events and that he was going to assume that spouses are included automatically in the invitations.

There being no further business Chairman Bartlett entertained a motion from Mr. Greenwood to adjourn. The motion was seconded by Mr. Campana and approved by unanimous voice vote. The meeting was adjourned at 5:40 p.m.


Gilbert A. Bartlett, Chairman


Keith A. Taylor, Secretary

RESOLUTION

WHEREAS the Industrial Development Authority of James City County, Virginia wishes to attract compatible, capital intensive industry to the County;

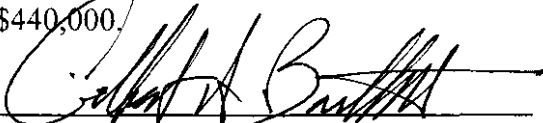
AND WHEREAS the Authority's industrial shell building is a primary vehicle for doing so;

AND WHEREAS the Authority believes certain improvements to the shell building and site will enhance the building's immediate usability and aid in attracting compatible clients;

AND WHEREAS the Authority desires to undertake such improvements; and

AND WHEREAS bids have been requested and negotiations held with the lowest bidder.

NOW THEREFORE BE IT RESOLVED that the Authority hereby authorizes and directs its Chairman to enter into a contract on its behalf with the lowest bidder for an amount not to exceed \$440,000.



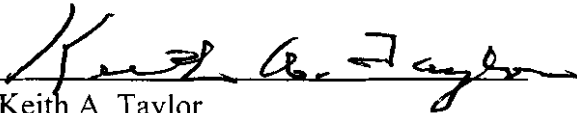
Gilbert A. Bartlett
Chairman, Industrial Development Authority

VOTE:

AYE: 7

NAY: 0

ATTEST:



Keith A. Taylor
Secretary to the Industrial Development Authority

Adopted by the Industrial Development Authority of the County of James City, Virginia, this 18th day of March, 1999.

TREASURER'S REPORT
INDUSTRIAL DEVELOPMENT AUTHORITY
December, January, February FY 99

Revenue Source	Prior Collections	Collected this period	Collected to Date
Farmers Market Lease	\$0.00		\$0.00
Interest on Available Cash	\$14,534.93	\$8,736.34	\$23,271.27
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	\$0.00	\$678,870.30	\$678,870.30
Williamsburg Land conservancy	\$0.00		\$0.00
Expense Reimbursement	\$0.00		\$0.00
MISC Revenue	\$0.00		\$0.00
Dec, Jan, Feb receipts		\$687,606.64	
Fiscal Year Receipts			\$713,391.57
Bank balance June 30, 1998			\$731,866.46
Total Receipts			\$1,445,258.03
Disbursements this Period	\$292,775.56		
Previous disbursements	\$14,631.24		
Total disbursements to Date			\$307,406.80
Bank balance February 28, 1999			<u>\$1,137,851.23</u>

**Industrial Development Authority
of the County of James City
FY 99 Budget Report
Periods Covered Dec 98 - Feb 99**

Account #	Account Name	Beginning Budget	Exp. Dec-Feb*	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	\$ -	\$ 4,443.00	\$ 4,443.00	\$ 2,857.00
021-010-0210	Insurance	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
021-010-0219	Telephone	\$ 400.00	\$ 95.97	\$ 121.82	\$ 217.79	\$ 182.21
021-010-0220	Travel & Training	\$ 2,000.00	\$ 1,204.25	\$ 530.00	\$ 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	\$ 1,494.78	\$ 2,118.11	\$ 3,612.89	\$ 1,387.11
021-010-0234	Strawberry Plains OE.	\$ 2,000.00	\$ 1,124.20	\$ 868.71	\$ 1,992.91	\$ 7.09
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	\$ 414.36	\$ 224.94	\$ 639.30	\$ (139.30)
021-010-0398	OED Discretionary Exp.	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Totals		\$ 38,700.00	\$ 6,857.26	\$ 12,756.58	\$ 19,613.84	\$ 19,086.16

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

James City County
Capital Improvement Project Funds
Involving Industrial Development Authority
FY 99
Periods Covered Dec 98-Feb 99

Account #	Account Name	Total Budget	Exp. Dec 98-Feb 99*	Previously Reported YTD Expenses	Total Expenses	Balance
013-071-0100	Strawberry Plains Rd Property	\$ 6,500.00	\$ -	\$ 6,500.00	\$ 6,500.00	\$ -
013-071-0200	James River Commerce Center	\$ 842,352.00	\$ -	\$ 464,086.00	\$ 464,086.00	\$ 378,266.00
013-071-0400	Industrial Shell Building	\$ 2,450,000.00	\$ 1,700.93	\$ 1,929,835.00	\$ 1,931,535.93	\$ 518,464.07
TOTALS		\$ 3,298,852.00	\$ 1,700.93	\$ 2,400,421.00	\$ 2,402,121.93	\$ 896,730.07

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

**OFFICE OF ECONOMIC DEVELOPMENT
PROJECTS STATUS REPORT
March 18, 1999**

James River Commerce Center

No new activity.

Shell Building

Now working with two prospects interested in leasing.

James River Enterprise Zone

No new activity.

All-Business Labor Survey

Using a Virginia Employment Commission mailing list representing James City County businesses that pay unemployment insurance for workers, we mailed a labor survey to about 900 businesses last fall. We received about 150 back. The CNU class team for the project is now doing data input and analysis. We hope to invite them to present findings to next IDA meeting.

Community Profile

We are working with Virginia Power on updating our printed community profile, which summarizes data and other information we are frequently asked about. Expected completion date is late April.

Events IDA Directors invited to attend

Business Openings

AVID Medical in January

The Barre' Company commemorative event in March.

We are working with representatives from Skiffe's Creek Industrial Park and Bay Welding on a joint ribbon-cutting photo opportunity in April. Both have actually been open since last year, but completion of the road into the park was delayed until recently. Located off Blow Flats Road in lower County, park has been subdivided for small users. Bay Welding is a machine and welding shop that serves an impressive list of major clients in the region.

Recognition Events

Small Business Recognition Event at the Williamsburg Winery, Tuesday, March 30. Guests are those manufacturing, technical, and business service companies at commercial locations that employ up to 10 people. Opportunity to tour Winery will follow. Please do so if at all possible as an expression of interest in that business.

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