

**MEETING MINUTES**

**ECONOMIC DEVELOPMENT AUTHORITY (EDA)  
OF JAMES CITY COUNTY (JCC)  
101-D MOUNTS BAY ROAD  
WILLIAMSBURG, VA 23185  
8:00 AM, THURSDAY, FEBRUARY 14, 2013**

**1. CALL TO ORDER**

The meeting was called to order by Chairman Gerhardt at 8:05 AM.

**2. ROLL CALL**

A roll call identified the following members present:

Ms. Leanne DuBois  
Mr. Paul W. Gerhardt, Chairman  
Mr. Tim Harris  
Mr. Stephen Montgomery  
Mr. Thomas Tingle  
Mr. Marshall Warner, Vice Chair

Also Present:

Ms. Cheryl Cochet, EDA Fiscal Agent  
Mr. Jason Hooker, Economic Development Intern, JCC  
Mr. Adam Kinsman, EDA Legal Counsel  
Ms. Laura Messer, EDA Recording Secretary  
Mr. Leo Rogers, EDA Legal Counsel  
Ms. Kathryn Sipes, Business Development and Retention Coordinator, JCC  
Mr. Russell Seymour, EDA Secretary  
Mr. Telly Tucker, EDA Assistant Secretary

Absent:

Ms. Robin Carson, Director

**3. MINUTES**

a. January 10, 2013 Minutes

Mr. Gerhardt asked if there were any changes to the January 10, 2013 EDA meeting minutes. Ms. Messer stated she had omitted Mr. Kinsman and would need to add him to the attendee list. There being no further changes, he asked for a motion to approve the minutes as amended. Mr. Montgomery made a motion to approve the minutes, which was seconded by Mr. Harris. It was approved unanimously by voice vote.

#### 4. CLOSED SESSION

Mr. Seymour stated it was recommended that the EDA go into Closed Session pursuant to Section 2.2-3711 (A) (3) of the Code of Virginia to consider acquisition/disposition of a parcel/parcels of property for public use.

Mr. Steven Brecker (*Daily Press*) and Ms. Brittany Voll (*WY Daily*) were asked to leave the room as the only non-JCC affiliated attendees.

The closed session of the EDA began at 8:11 am. The closed session of the EDA ended at 8:26 am.

Mr. Gerhardt made a motion that the EDA only spoke of the acquisition/disposition of a parcel/parcels of property for public use and asked Mr. Seymour to take a roll call vote:

Ms. Carson	Absent
Ms. DuBois	AYE
Mr. Gerhardt	AYE
Mr. Harris	AYE
Mr. Montgomery	AYE
Mr. Tingle	AYE
Mr. Warner	AYE

#### 5. FINANCIAL STATEMENTS

##### a. January Financial Statements

Mr. Gerhardt asked Ms. Cochet for a financial update and she discussed the expenditures in Period 7 (January 2013) stating that incubator and interest revenue had been collected.

Ms. Cochet discussed the expenditures and said these expenses included monthly expenses of JCCBTI management contract and legal fees. She stated a payment had been made for the William & Mary Homecoming Joint Event with the City of Williamsburg and York County. She stated that the Renwood Farm contract had been received and the grant had been paid, which resulted in approximately \$12,000 in revenue.

Mr. Tingle asked if this was the final payment of the Mainland Farm contract and Ms. Messer stated that this was the last one and starting with the new contract only an annual payment would be made for leasing the land.

There being no more questions, Mr. Montgomery made a motion to approve the January financial report, which was seconded by Mr. Warner and passed unanimously by voice vote.

## 5. ACTION ITEM

- a. Approval of Resolution of Support for Agriculture and Forestry Industries Development Fund (AFID) Planning Grant Application

Ms. DuBois discussed a resolution of support for the Agriculture and Forestry Industries Development Fund (AFID) Planning Grant Application. She stated the AFID program was new through the State of Virginia. JCC would apply for a grant to support a consultant to perform a study of the agricultural and forestry assets in JCC. This study would later help implement goals, strategies, and actions to build the agricultural and forestry economy.

Ms. Sipes stated the grant would be administered through two departments, Economic Development and Planning. She stated that the grant was for \$20,000 and required a match that could be comprised of half staff time. She stated that County Administration supported the grant and would supply a \$10,000 grant through a grant-matching line item in the Non Departmental budget.

The EDA asked if they were being asked for financial assistance, to which Ms. Sipes said no, the EDA was not being asked for financial assistance.

Mr. Montgomery made a motion to support the resolution as provided, which was seconded by Mr. Tingle and approved unanimously by voice vote.

A copy of the resolution is attached.

A brief discussion about rural economic development occurred including marketing Mainland Farm. Ms. DuBois stated that a meeting with Ms. Jody Puckett, Director of Communications to discuss possibilities was scheduled to occur following the EDA meeting.

## 6. REPORTS

- a. Planning Commission

Mr. Harris noted that there were several horticulture requirements being reviewed in the Planning Commission. He stated this would change landscaping ordinances and that it was an issue of quality over quantity.

## 7. STAFF REPORT

Mr. Seymour began the OED staff report. He briefly discussed the existing industry visit program that Ms. Sipes would be running. He stated that members from the EDA were welcome to attend and that OED would let them know as visits were scheduled.

Mr. Seymour discussed Jamestown Fresh and publicizing local agricultural businesses utilizing the Virginia Grown directory for information.

Mr. Seymour discussed tourism and stated that REV3 was being finalized and that there would be an event in New Town coinciding with REV3.

Mr. Seymour noted that Crowne Plaza at Fort Magruder, a local hotel, had received an award from the National Softball Association for hosting the Girls' Fast Pitch tournament.

Mr. Seymour provided some information on the Virginia Employment Commission and discussed the region's statistics comparatively.

Mr. Seymour introduced Mr. Hooker, who is OED's intern. He is a student at Virginia Commonwealth University and grew up in JCC. Mr. Hooker has been working with Mr. Tucker on compiling and updating a database of existing properties in JCC. Mr. Hooker started his internship in November.

Mr. Seymour updated the EDA on the retreat and said there were two potential dates of March 14 or March 15 with Mr. Ron Monark being the facilitator. Mr. Montgomery asked if a March 14 retreat would replace March's meeting. Mr. Gerhardt stated that yes, a March 14 date would be in lieu of a regularly scheduled EDA meeting.

Mr. Seymour told the EDA that JCC was going through selection for the County auditor. He said that if someone from the EDA would like to participate on the selection committee that they were welcome too. Mr. Warner said he did not see a need to participate. Ms. Messer stated that Ms. Ann Davis, EDA Treasurer, participated in the selection process and would represent the EDA as she has in the past.

Mr. Kinsman told the EDA that United Methodist Homes of Virginia, the owner of WindsorMeade, had announced default on their revenue bonds. He stated that the bonds would be restructured and reissued. He reminded the EDA that they are simply a pass through organization for the bonds and that they would face no liability for the default.

The EDA thanked Mr. Kinsman for the update, and Mr. Seymour said that concluded his staff report. The EDA thanked OED staff for the update.

## 8. REPORTS CONTINUED

### a. Grants Committee

Ms. Sipes noted a report was being put together about the Business Accelerator Program's fall client. She stated the spring client was in progress.

Mr. Gerhardt noted "Grants Committee" was no longer the proper committee name.

### b. James City County Business and Technology Incubator

Mr. Gerhardt noted that there would be regional incubator management team meeting on

February 27. He stated that the group would be forming a strategic plan and that Mr. Bill Bean, JCCBTI manager, had several prospects for the JCCBTI.

c. Skybox Update

Mr. Tingle updated the EDA and said that the Skybox committee had discussed this year's LPGA and that it had been decided not to categorize days at the tournament, and instead let guests choose what day they would like to attend on a first-come, first served basis.

9. **ACTION ITEM CONTINUED**

b. Joint Business Appreciation Event

Ms. Sipes asked the EDA if they were interested in having the joint business appreciation event at the LPGA this year. She stated that it was JCC's year to host the event, which brings together regional businesses from JCC, York County, and the City of Williamsburg.

If the EDA opts to have the event during the tournament, Ms. Sipes stated the event would be at the James River Ballroom on the first day of tournament play, Thursday, and be from 4:00 – 7:00 pm.

The EDA opted to have the joint business appreciation event during the tournament as it highlights the LPGA, which is positive for JCC.

Ms. Sipes thanked the EDA for their input.

10. **REPORTS CONTINUED**

d. Real Estate Holdings

Mr. Tingle stated that the second part of site work for the EDA site in James River Commerce Center was now being done.

e. Rural Economic Development Committee

Ms. DuBois noted she had discussed most of the ongoings during the AFID resolution, but she stated that REDC was getting their own component of the Economic Development website.

f. Sports Grants Committee

Mr. Montgomery provided a brief update and stated another triathlon was interested in the area, but it did not seem likely that a football camp would return.

g. Miscellaneous Business

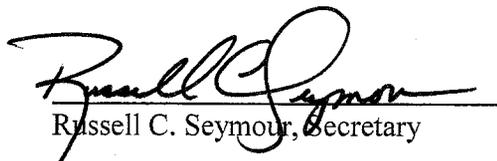
The EDA had a brief discussion about business closing and how it relates to what is reflected in the County's economy. It was noted that often restaurants have a high turnover.

**11. ADJOURNMENT**

There being no more further business, Mr. Warner made a motion to adjourn. The meeting was adjourned at 9:42 AM.



Paul W. Gerhardt, Chairman



Russell C. Seymour, Secretary