

MINUTES
JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
101 D Mounts Bay Road Williamsburg, VA 23185
October 13, 2016
8:00 A.M.

A. CALL TO ORDER

At 8:08 a.m., a quorum was established and the meeting called to order.

B. ROLL CALL

Paul W. Gerhardt - **Absent**
Tim G. Harris - **Absent**
Stephen H. Montgomery
Christopher J. Odle
Marshall N. Warner
Robin D. Carson, Vice Chairman
Thomas G. Tingle, Chairman

Ruth Larson, BOS Liaison
Russell C. Seymour, EDA Secretary and OED Director
Maxwell Hlavin, EDA Legal Counsel
Stephanie Lahr, EDA Fiscal Agent
Teresa Fellows, EDA Recording Secretary
Kate Sipes, OED Assistant Director

C. APPROVAL OF MINUTES

1. Minutes Adoption - September 8, 2016, Regular Meeting

A motion to Approve was made by Ms. Carson, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Carson, Montgomery, Odle, Warner, Tingle
Absent: Gerhardt, Harris

D. FINANCIAL REPORTS

1. September Financial Reports

A motion to Approve was made by Mr. Montgomery, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Carson, Montgomery, Odle, Warner, Tingle
Absent: Gerhardt, Harris

E. CLOSED SESSION

1. (1) Discussion or consideration of the disposition of publicly held real property located at the James City County Marina (2054 Jamestown Road) and the James River Commerce Center (8925 Columbia Drive), where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Section 2.2-3711(A)(3) of the Code of Virginia; and (2) consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Section 2.2-3711(A)(7) of the Code of Virginia

A motion to Enter a Close Session was made by Mr. Montgomery, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Carson, Montgomery, Odle, Warner, Tingle
Absent: Gerhardt, Harris

At 8:12 a.m., the EDA entered Closed Session.
At 9:23 a.m., the EDA re-entered Open Session.

2. Closed Session Certification

A motion to Certify the Close Session was made by Mr. Warner, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Carson, Montgomery, Odle, Warner, Tingle
Absent: Gerhardt, Harris

3. Directives Resulting from Closed Session

Ms. Carson made a motion to direct staff to work with Parks & Recreation to re-evaluate the current parking arrangement at the Marina property. The EDA feels that the parking at the Marina should be strategically redesigned to accommodate Marina users and Billsburg Brewery patrons.

The motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2
Ayes: Carson, Montgomery, Odle, Warner, Tingle
Absent: Gerhardt, Harris

F. NEW BUSINESS

1. Ombudsman Introduction - Christopher Johnson

Mr. Seymour introduced Mr. Johnson. As part of the recommendations coming out of the Business Climate Task Force, the Ombudsman position was created to help bridge the gap and connect the dots for citizens when dealing with various County departments. While Mr. Johnson's office is in Economic Development, he reports to County Administration.

Mr. Johnson stated that his role is to help facilitate and deal with issues as they arise. A few months ago, a citizen was having an issue getting a permit needed to operate a business at the Jamestown Marina. Mr. Johnson assembled the correct staff to address the issue, which was resolved within a week. Similarly, when looking at the directive to staff stemming from the Closed Session today, that would be a situation in which he would be involved. He has numerous years of planning experience, but also experience from the private sector. He has been on both sides of the aisle. Hopefully he will be able to enhance the services already provided by Economic Development and Community Development.

G. OLD BUSINESS

1. Joint Work Session Follow Up

Mr. Tingle stated that he had been meeting with the various Board members to discuss the Greater Williamsburg Partnership (GWP) and to introduce them to David Denny and his role as Executive Director of GWP. He stated that during his meeting with Mr. Hipple, he expounded upon his comments at the Work Session about building roads and getting sites shovel-ready. Those comments are in line with the work that Mr. Seymour is already doing with the Timmons Group and their Site Readiness Study.

2. Strategic Plan Update

Ms. Carson gave a brief update regarding the Strategic Plan and gave an overview of the materials included in the Agenda Packet. She stated that the next step is to conduct a Public Hearing in November and to ratify the Plan. She discussed how that Strategic Plan works in conjunction with the Comprehensive Plan (CP), the Capital Improvement Projects (CIP) and the Budget. The Strategic Plan is a live plan that will be continually updated and reevaluated based on continuous input from the stakeholders in the community and County staff. She stated that over the next year or two, the plan should be synced up with the CIP and will provide guidance for the Board and Administration.

General discussion ensued regarding Goal No. 3, Expanding and Diversifying Local Economy and how that goal will impact the work done in the OED office and the EDA. Parts of those goals are covered under the Timmons Group's Site Readiness Study and the Targeted Industry Study completed by the GWP.

H. LIAISON REPORTS

1. BOS Liaison - None

2. Greater Williamsburg Chamber & Tourism Alliance - None

3. Planning Commission

Mr. Tingle stated that Mr. Holt, Planning Director, is sending Planning Commission and Policy Committee Agendas to him and Mr. Harris, as a courtesy to keep us all in the loop about what is going on at their level.

4. Launchpad

Mr. Tingle stated that GWP is in the process of creating an LLC for Launchpad which would move the Launchpad out from under the three EDAs and under the umbrella of the GWP.

5. Greater Williamsburg Partnership (GWP)

Mr. Tingle stated that he and Ms. Carson have been making the rounds of the various stakeholders to discuss the purpose and vision of the GWP. All of those meetings have gone well and have received some very good feedback.

6. RAISE Advisory Committee

Mr. Tingle stated that there will be a meeting at the end of the month, so he will have more to report at the next EDA meeting.

7. JRCC Architectural Review Board - None

8. Real Estate Holdings - None

9. Finance - None

I. DIRECTOR'S REPORT

1. October Director's Report

Mr. Seymour gave a brief overview of the report included in the Agenda Packet and highlighted the upcoming dates of interest.

Ms. Carson highlighted the upcoming Williamsburg Harvest Celebration, happening in the community November 4 through November 13.

J. ADJOURNMENT

1. Adjourn until 8 am on November 10, 2016

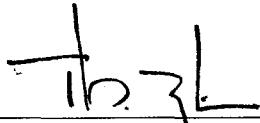
A motion to Adjourn was made by Mr. Warner, the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 2

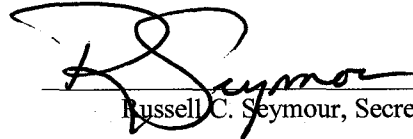
Ayes: Carson, Montgomery, Odle, Warner, Tingle

Absent: Gerhardt, Harris

At 10:10 a.m., Mr. Tingle adjourned the EDA.



Thomas Tingle, Chair



Russell C. Seymour, Secretary