

**WEST POINT
ECONOMIC DEVELOPMENT AUTHORITY
MINUTES
December 9th, 2014**

I. Call to Order

Jack Lawson called the meeting to order at 6:00 p.m. in Town Council Chambers located in Town Hall, 329 6th Street, West Point, Virginia.

Members Present: Debbie Brockwell
Carol Cunningham
Paul Kelley
Jack Lawson, Chairman
William B. Lee
Bub Shreaves

Members Absent: Lisa Graham

Also Present: John B. Edwards, Town Manager
Karen Barrow, Town Clerk

II. Election of Officers

Carol Cunningham asked how long one term is?

Mr. Edwards advised that on December 18th 2012 Lauren Shephard was elected Chairman, Paul Kelley was elected Vice Mayor, Bernard Lee was elected at Secretary and Jack Lawson was elected Treasurer. Lauren Shephard moved in 2013, Jack Lawson was elected Chairman on June 18th that left the Treasurer position vacant then Debbie Brockwell was elected as Treasurer. Jack Lawson has served only half a term as Chairman.

Mr. Shreaves made a motion for Jack Lawson to serve as Chairman, Paul Kelley to serve as Vice Chairman, Bernard Lee as Secretary and Debbie Brockwell as Treasurer. Seconded by Paul Kelley, upon roll call, Carol Cunningham, Debbie Brockwell, Paul Kelley, Jack Lawson, William Lee and Bub Shreaves voted "Aye".

III. Review of Agenda

Mr. Lawson moved the Request to Waive the Right to Repurchase Lot 6 Owned by JRJ Enterprises from item VI, 1 to item III, 1 on the agenda.

1. Request to waive the Right to Repurchase Lot #6 Owned by JRJ Enterprises

Tom Vosnick advised that he is attending the meeting to represent JRJ Enterprises LLC and to answer any questions that the EDA might have.

Mr. Edwards advised that the Town has received a letter from JRJ Enterprises LLC requesting the EDA sign a waiver of their rights to repurchase lot #6 that JRJ owns in the Industrial Park. JRJ has a potential buyer for the lot and in order to move forward with the sale of the lot JRJ would need a waiver from the EDA.

Carol Cunningham made a motion to authorize the Town Manager to write a letter to JRJ Enterprises LLC waiving the rights to repurchase Lot # 6 at the Industrial Park. Seconded by Bub Shreaves, upon roll call Mrs. Cunningham, Mrs. Brockwell, Mr. Kelley, Mr. Lawson, Mr. Lee and Mr. Shreaves all voted “Aye”, the motion was approved.

IV. Adoption of Minutes

A. September 17th 2014

Mrs. Cunningham made a motion to approve the minutes, seconded by Mr. Kelley. Upon a unanimous vote, the motion was approved.

V. Financial Report

Mrs. Brockwell asked if the Town has an Economic Development Coordinator, if so who does he have a contract with.

Mr. Edwards advised that Town Council has a contract with a part-time Economic Development Coordinator that works with the Town Manager on projects. His salary is being paid by the Town and the EDA pays the Town a small administration fee.

Mrs. Cunningham asked for the Economic Development Coordinator to attend the EDA meetings.

Mr. Edwards advised that he has attended the meetings in the past and provided that he is available Greg Kelly can attend meetings.

Mrs. Brockwell asked if he is not available, then can he send a written report.

Mr. Shreaves made a motion to adopt the Financial Report, seconded by Mr. Lee. Upon a unanimous vote the motion was approved.

VI. Industrial Park

A. Grass Cutting

Mr. Edwards advised that Town Employees have been cutting the grass at the Industrial Park. Letters have been sent to property owners advising that they are responsible for cutting their own grass.

VII. Economic Development Update

Mrs. Brockwell asked what the current status is of VPPSA locating a recycling center at the Industrial Park.

Mr. Edwards advised that the project is at a stand-still. There is an Executive Director that would like to move forward with the project and a Board of Directors that are not interested in building a recycling center. The Town will continue to maintain a dialogue with VPPSA.

A. Letter to Commercial Property Owners

Mr. Lawson advised that he sent out a letter and survey to businesses in Town.

Mrs. Brockwell advised that she would like to have known about the letter and survey before it happened.

Mr. Lawson advised that he is sorry if he offended any one.

Mrs. Brockwell advised that she is not offended but it would have been nice to know what was going on.

Mr. Lawson advised that he was not sure what kind of response there would be to the survey and so far there was one survey returned. This was the first letter that was sent to business owners, there will be additional letters to send as a follow up to the survey. Mr. Lawson asked if the EDA wanted to authorize the Town Manager to prepare a draft letter for the EDA to review.

The consensus of the EDA was for the Town Manager to prepare a draft letter for review.

B. Retail Market Analysis and Recruitment

Mr. Edwards advised that Buxton Marketing Company presented a proposal to the Community Development Committee for a Retail Market Analysis to be conducted in West Point. Buxton gave a review on how they operate and provided examples of how a Retail Market Analysis could assist the Town with Economic Development. They reviewed the difference between a traffic count and driving miles and how they are two different analyses that attract two different types of businesses.

Mrs. Brockwell suggested the EDA might want to wait to send the letters until after the Market Analysis is complete.

Mr. Edwards advised that Town Council are considering the project and have not indicated if they are ready to move forward with the project, the estimated cost of the project is \$50,000.

C. 14th Street Corridor

Mr. Edwards advised that there has been some activity on 14th Street. The Verizon/West Point Glass location has been sold.

Deborah Brockwell stated that she had spoken with Tidewater Therapy and they said they wanted to move into the C & F Bank location on 14th Street, but apparently there is an issue with a lack of restrooms.

Mr. Edwards advised that it is the responsibility of the property owner to provide restrooms.

VII. Old Business

There was nothing to report under Old Business.

VIII. New Business

1. EDA Member Attendance

Mrs. Brockwell asked if Lisa Graham is still a member of the EDA and that Ms. Graham has not attended a meeting in over a year.

Mr. Edwards advised that she is still a member and that if any of the current members know of someone that is interested in joining the EDA they can fill out a Community Service Application, the application is located on the Town's Web Site.

IX. Next Meeting Date: Tuesday, March 17th 2015 @ 6:00 p.m.

X. Adjournment

There being no further business, Mr. Lawson adjourned the meeting at 7:25 p.m.

Approved _____ / _____ / _____

Jack Lawson, Chairman
West Point Economic
Development Authority

Members Terms

Debbie Brockwell, Treasurer	843-2485	9/30/17
Carol Cunningham,	843-7399	9/30/17
Lisa Graham	843-3441	9/30/16
Paul Kelley, Vice Chairman	314-2120	9/30/18
Jack Lawson, Chairman	514-5150	9/30/16
W. Bernard Lee, Secretary	381-9868	9/30/18
Bub Shreaves	843-3080	9/30/16