

FINANCE AND ORGANIZATIONAL COMMITTEE
AGENDA
May 14th 2020
4:30 P.M.

- I. Agenda Changes
- II. Adoption of Minutes
 1. March 12th 2020
- III. Delaying some FY 2020-2021 Expenditures
- IV. Federal CARES Funds Local Allocations
- V. Property at Main and 14th Street
- VI. H.O.P.E. Initiative Update
- VII. Building Re-opening Considerations
- VIII. June 19th Food Trucks By the River Event
- IX. ITI Constellis Lease
- X. Land Request – Tammy Haurand
- XI. General Information
 1. EOP Update
- XII. Town Council Agenda
- XIII. Next Meeting Date: June 11th 2020
- XIV. Adjournment

**Finance and Organizational
Committee Meeting
Minutes
May 14th 2020**

Mrs. Ball called the meeting to order at 4:30 p.m. at 329 6th Street, West Point, Virginia 23181.

Members present included Mayor Jim Hudson and Jack Lawson.

Also Present Via Electronic WebEx: Deborah Ball, Chairman; Tina Gulley, Robert Lawrence, Gail Nichols, James Pruett, John Ragsdale,

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk and Holly McGowan, Director of Community Development.

Town Staff Present Via WebEx: Susan Harlow, Town Treasurer; Walt Feurer, Director of Public Works and Donna Pauley, Human Resource Officer.

The members participating by electronic meeting are doing so due to medical reasons because of the COVID-19 pandemic.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

March 12th, 2020

Mr. Lawrence made a motion to adopt the minutes as presented, seconded by Mrs. Gulley. Upon a unanimous vote, the motion was approved.

III. Delaying some FY 2020-21 Expenditures

Mr. Edwards advised that due to the COVID-19 virus and economy issues, it might be prudent to consider delaying some expenditures until November 1st after the tax deadline. Taxes are due August 5th; we should have a good picture in September to see what meals taxes and other taxes have been collected. Mr. Edwards also stated that the Town should hold off on vehicle replacement purchases after January 2021. This will give us an idea on what revenue the town has received.

The consensus of Town Council is to delay some expenditures as listed by the Town Manager.

IV. Federal CARES Funds, Local Allocations

Mr. Edwards advised that the State has notified local governments what funding they will be receiving from the CARES Act. King William County will be receiving just under \$1.5 million dollars, West Point should be receiving about 19% of those funds for approximately \$280,000. Mr. Edwards also stated that he is working with King William to see what the funds can be used for. It's possible that the H.O.P.E. initiative will be paid for. Information about these funds was just released by the State this week, I will report back as we learn more about the project.

V. Property at Main and 14th Street

Mr. Edwards advised that he has been approached by the owners of the house at the corner of Main Street and 14th Street about buying the property just as in the recent purchase of the Hodges house. Based on the tax assessment I made a similar offer, I was told that it was not enough money. I told Mr. Mooney to figure out what he wanted and I would discuss it with Town Council.

VI. H.O.P.E. Initiative Update

Mr. Edwards advised that the Town has been working with Beth Kelley and the Chamber of Commerce on the H.O.P.E. Initiative, we are making a lot of good progress. So far, there is 50 businesses in Town that have said yes they want to participate. We have cleaned up some tax issues, business license issues and some other zoning issues. Mr. Edwards also stated that the Town will be doing some advertising on the local radio station and post on social media promoting the program.

VII. Building Re-opening Considerations

Mr. Edwards advised that DMV will be opening a minimum amount of locations next Monday, but there are restrictions and it is by appointment only. If we open the same time as full-service DMV's, we will be swamped. Mr. Edwards suggested the Town wait to see what DMV does before we open, and we should wait to open a couple of weeks after the full-service DMV's in Gloucester and Williamsburg opens. Mr. Edwards also stated that Town Staff are reviewing the best way to re-open that will keep everyone safe. We will have to limit the number of people entering the building.

VIII. June 19th Food Trucks by the River Event

Mr. Edwards suggested that the June 19th Food Trucks be cancelled. Even if the Town opened in Phase II, Phase II allows for 50 people in gatherings. It will be very difficult to have a successful event with a limit of attendees.

The consensus of the Town Council is to cancel the June 19th Food Truck event.

IX. ITI Constellis Lease

Mr. Hudson stated that the Town has continued discussions with Constellis regarding the ITI Lease. They recently told us that they are no longer going into bankruptcy and that they want to work something out with the lease. The last offer was that they would pay us \$150,000 and transfer the property they own to the Town. If we sue them it would be long and very expensive, they are current with payments and not in default with the lease, there is no reason to sue them. The current offer from Constellis is \$100,000 plus the land.

The consensus of Town Council is to counteroffer \$135,000 plus the land.

X. Land Request – Tammy Haurand

Mr. Edwards stated that the Town has received a request from Tammy Haurand who lives at 529 11th Street asking to purchase some town owned lots on West Point Creek and lots located in F Street. Mr. Edwards recommended that the Town does not sell the lots with access to West Point Creek.

The consensus of Town Council is that the Town Manager respond to Ms. Haurand to let her know that the Town is not interested in selling the lots.

XI. General Information

1. EOP Update

Mr. Edwards advised that the Town is working with Bob Ryalls to write the EOP. The deadline is July 1st. With the current COVID-19 issues it might not be ready by July 1st, if it is not ready, we will continue to do our normal operations in an emergency situation.

2. Schools Budget Amendment

Mr. Edwards advised that the schools have receive their ADM final number of 797, the estimated number was 782, this will mean additional funds for the school. The schools will also be receiving \$42,000 for the COVID-19 CARES Act funding. The schools would like to have access to the additional funds. If the total amount of the amendment is 1% of the budget, the State Code requires a public hearing. If the amount is less than 1% a public hearing will not be required. The School Board will be meeting next Tuesday, if I receive a request by Thursday, I will put it on the May Town Council agenda.

3. Computer – Email 365 Upgrade

Mr. Edwards advised that the Town is working on converting to Office 365 from Windows 2010. Town Council will not receive emails until your ipads are updated. I will send you the directions to update your ipads and I will be available to assist with the updates.

4. VHD COVID-19 Cases by Zip Code

Mr. Edwards advised that today the health department went live with COVID-19 cases by zip code.

5. Public Safety and Education Committee

Mr. Edwards suggested that both meetings scheduled for next week be cancelled.

The Consensus of Town Council is that the meetings be cancelled.

XII. Town Council Agenda

There were no items for the Town Council Agenda.

XIII. Next Meeting Date: May 14th, 2020

XIV. Adjournment

There being no further business Mrs. Ball adjourned the meeting at 5:45 p.m.


Deborah T. Ball
Chairperson

ATTEST:

Karen M. Barrow
Town Clerk