

**WEST POINT  
ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
January 26th, 2011**

**I. Call to Order**

Bernard Lee, Secretary called the meeting to order at 6 P.M. in the Downtown Business Center, 621 Main Street, West Point, Virginia.

Members Present: Paul Kelley, John Koch, Jack Lawson, William B. Lee

Members Absent: Carol Cunningham, Vice Chairperson, Lauren Shephard

Also Present: Shawn Hershberger, Economic Development Coordinator, Karen Barrow, Town Clerk

**II. Election of Chairperson**

William B. Lee advised that Mike Matthews had resigned effective January 5, 2011 and that due to the need to authorize signature cards for C & F Bank a new Chairperson needs to be elected.

Mr. Lee opened the floor for nominations for Chairperson.

Mr. Lawson made a nomination for Carol Cunningham to become Chairperson and for John Koch to become Vice Chairperson, seconded by Mr. Lee.

Mr. Lee asked if there were any other nominations, there being none the nominations was closed.

Mr. Lawson made a motion for the EDA to accept the nomination for Carol Cunningham to be Chairperson and for John Koch to be Vice Chairperson and for Mrs. Cunningham and Mr. Koch to be placed on the signature cards with C & F Bank, seconded by Mr. Lee. Upon roll call, Paul Kelley, John Koch, Jack Lawson and William B. Lee all voted "Aye". The motion was approved.

**III. Review of Agenda**

Shawn Hershberger asked for Grass Cutting to be placed on the agenda under Industrial Park Update and "BeCause" office space rental to be placed under the Downtown Business Center Update.

**IV. Adoption of Minutes**

December 15th, 2010

John Koch made a motion to adopt the minutes of December 15<sup>th</sup> 2010, seconded by Jack Lawson. Upon a unanimous vote, the motion was approved.

**V. Financial Report**

Shawn Hershberger advised that Lauren Shephard, the Treasurer has reviewed the Financial Report and has one amendment regarding the working for Non-Current Liabilities on the Assets page.

John Koch made a motion to accept the Finance Report with the above amendment. Seconded by Mr. Kelley, upon a unanimous vote, the motion was approved.

**VI. Economic Development Update**

Shawn Hershberger presented the EDA with the attached monthly activity report from the Economic Development office. Mr. Hershberger advised that Riverwalk and the Natural Gas project have been the priority projects for the past month.

John Koch asked the location for the Kayak launch for the Riverwalk project.

Shawn Hershberger advised East of 13<sup>th</sup> Street at the bend in the creek.

John Koch asked for an update of Safe Routes to School.

Shawn Hershberger advised that Holly McGowan is now in charge of the Safe Routes to School project that will go out to bid in March. The project completion date is July 2012.

## **VII.Old Business**

### **A. Industrial Park Update**

#### **1.Thalhimers**

Shawn Hershberger advised that he has called Dawn Calabresse and that she has not returned his phone call.

#### **2. Entrance Sign**

Shawn Hershberger presented the attached draft sketch for a new entrance sign at the Industrial Park by Scotty's Signs for an estimated cost of \$1,590.

Jack Lawson advised the current sign is rotten and falling down, it needs to be replaced by the Spring and asked how the EDA would pay for the sign.

Shawn Hershberger advised he would review the current budget for available funding.

#### **3. Grass Cutting**

Shawn Hershberger advised that Frank Thigpen has a contract for cutting the grass at the Industrial Park and that a request for bids needs to be advertised for FY 2011-12.

William Lee asked if the Town's Maintenance can cut the grass.

Mr. Hershberger advised no, the Town employees would not be able to cut the grass at the Industrial Park.

Mr. Lawson advised that Frank Thigpen cut the grass for a long time, one year the EDA decided not to cut the grass and the grass grew out of control. It cost the EDA a lot of extra funds to cut the grass and get it back under control.

Shawn Hershberger advised that last year the contract was bid out, the lowest bid was Frank Thigpen, the second lowest bid was double the price. Frank Thigpen's current contract has a two year extension clause built in.

Jack Lawson made a motion for Shawn Hershberger to contact Frank Thigpen with a two year extension on the current contract, seconded by John Koch. Upon a unanimous vote the motion was approved.

### **B. Downtown Business Center**

#### **1. TRYA Office Space**

Shawn Hershberger advised that Tri-Rivers Youth Association has signed a lease and moved into their office.

#### **2. BeCause Office Space**

Shawn Hershberger advised the BeCause is a non-profit organization that provides assistance to victims of domestic violence that is looking to rent office space in the Downtown Business Center. The Director will have a presentation with a business plan for the EDA to review at a future meeting.

#### **3. Painting Exterior of Building – Estimate**

Shawn Hershberger advised the estimate to paint the exterior of the building is approximately \$7,000.

Jack Lawson asked Mr. Hershberger to discuss the painting of the building with C & F Bank and ask if they would assist with the cost.

4. My 3 Sons

Shawn Hershberger advised that Charles Collins and My 3 Sons has left the business center and is no longer renting office space.

**VIII. New Business**

**IX. Next Meeting Date: February 23rd 2011**

**X. Adjournment**

**There being no further business, William Lee adjourned the meeting a 6:40 p.m.**

Approved \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Bernard Lee,**

**Secretary**

**West Point Economic**

**Development Authority**

**Members Terms**

<b>Vacant 9/30/12</b>		
<b>Carol Cunningham, Vice Chairman</b>	<b>843-7399</b>	<b>9/30/13</b>
<b>Paul Kelley</b>	<b>314-2120</b>	<b>9/30/14</b>
<b>John Koch,</b>	<b>843-7374</b>	<b>9/30/13</b>
<b>Jack Lawson</b>	<b>843-3500</b>	<b>9/30/12</b>
<b>W. Bernard Lee</b>	<b>842-2384</b>	<b>9/30/14</b>
<b>Lauren Shephard</b>	<b>843-7272</b>	<b>9/30/12</b>