

**WEST POINT  
ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES  
September 17th, 2013**

**I. Call to Order**

Jack Lawson called the meeting to order at 6:00 p.m. in the Conference Room located in Town Hall, 329 6<sup>th</sup> Street, West Point, Virginia.

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

Members Absent:     Lisa Graham

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

**II. Review of Agenda**

There were no changes made to the agenda.

**III. Adoption of Minutes**

A. June 18<sup>th</sup> 2013

Mr. Lee made a motion to adopt the minutes of June 18<sup>th</sup> 2013, seconded by Mrs. Cunningham. Upon a unanimous vote, the motion was approved.

**IV. Financial Report**

Mr. Edwards advised that now that the business center has been sold, the EDA no longer has revenue generated from the rent on the building.

Mrs. Cunningham made a motion to adopt the Financial Report, seconded by Mr. Kelley. Upon a unanimous vote, the motion was approved.

**V. FY 2013-14 Budget**

Mr. Edwards advised that an annual budget would need to be adopted for the current fiscal year and that the current balance in the checking account is \$114,445.00. If the EDA does not find a source of income within three years, the EDA will be out of funds.

Mr. Lawson, stated that the revenue the EDA has been receiving from the Downtown Business Center is what it cost to operate the Business Center. We would be experiencing the same issues regardless.

Mr. Edwards advised yes and the best form of revenue would be the sale of the land to VPPSA in order to close out on the VDOT grant. It would be beneficial to the EDA to give the land to VPPSA in order to complete the VDOT requirements. If VPPSA does not meet the requirements for the VDOT grant then they would need to pay for the land.

Mr. Lawson asked the Town Manager if he has a recommendation for the CD's.

Mr. Edwards advised that if the EDA does not have any revenue by the end of this budget year. The EDA would need to transfer funds from one of the CD's. There is a one-time no penalty withdrawal, the renewal date is July 2014.

Mr. Kelley asked if the Maintenance at the Industrial Park is the main expense.

Mr. Edwards advised yes, it takes a lot of time to cut the grass and bush hog.

Mr. Lawson asked if the EDA needed to renew the contract for maintenance.

Mr. Edwards stated that the grass should not need cutting again this year and suggested the EDA considered putting the contract out to bid for next year.

Mr. Lee suggested the EDA consider using the inmates from Saluda Jail.

Mr. Edwards advised that there are several issues with the use of inmates, especially with the Town's insurance.

Mr. Lee advised that the requirements in order for the Town to use the inmates is that a Police Officer would need to pick up the inmates then return them within a time frame. The Town would need to supply the equipment for the work and a public restroom would need to be available.

Mr. Kelley made a motion to adopt the FY 2013-14 Budget as presented, seconded by Mrs. Cunningham. Upon a unanimous vote, the motion was approved.

## **VI. Economic Development Update**

Mr. Edwards advised there has been a wide variety of inquiries for the industrial park. The one possibility is the VPPSA project. Attached is a copy of a letter that was sent to Stephen Geissler, the Executive Director of VPPSA. The letter refers to the Industrial Park and what the EDA can do for VPPSA. If the VPPSA project

meets the criteria for the VDOT grant, we would be able to give VPPSA the land free of charge if the investment reaches \$2,200,000. If the project does not meet the criteria, then the EDA would need to pay back to VDOT \$442,000, therefore the EDA would need to charge VPPSA for the land.

Carol Cunningham asked how serious are VPPSA to do the project.

Mr. Edwards advised that VPPSA are very serious, they have an RFP out to design a facility for the West Point Industrial Park.

Mr. Lee made a motion to authorize the Town Manager to proceed with negotiations with VPPS, seconded by Debbie Brockwell. Upon a unanimous vote, the motion was approved.

## **VII. Old Business**

### Compana Waltz Contract

Mr. Edwards advised that he asked Andrea Erard, the Town Attorney to review the contract with Compana Waltz. Andrea advised that the automatic renewal was not valid. A letter was sent Compana Waltz approximately six weeks ago advising that we do not want to renew the listing contract. Mr. Edwards also stated that the only business that Compana Waltz brought to the EDA was Andy Kurfees and that was because the Town sent Andy to Compana Waltz. If you look on the Compana Waltz web site, there is no information regarding the two pieces property that the Town has listed.

The EDA are in agreement with the Town Manager not to renew the listing contract with Compana Waltz.

## **VIII. New Business.**

Mr. Shareaves asked the status of vacant buildings.

Mr. Edwards advised that except for Dr. Bristow, the C & F Operations Center and Dr. English's property the businesses on Main Street have tenants.

Jack Lawson stated that Stephen Palmer has listed his three properties on Main Street for sale. Most property owners either don't want to sell or the property is overpriced.

Carol Cunningham asked if there are any new developments with the Marina.

Mr. Edwards advised none.

Carol Cunningham asked the status of Greg Kelly.

Mr. Edwards advised that he is working very hard on marketing the Town with the VDEP and any general inquiries.

**IX. Next Meeting Date:** Tuesday, December 17<sup>th</sup> 2013.

**X. Adjournment**

There being no further business, Mr. Lawson adjourned the meeting at 6:50 PM.

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	9/30/14
Jack Lawson, Chairman	514-5150	9/30/16
W. Bernard Lee, Secretary	381-9868	9/30/14
Bub Shreaves	843-3080	9/30/16