

**COMMUNITY DEVELOPMENT
AGENDA
April 9th, 2020
10:00 A.M.**

- I. Agenda Changes

- II. Adoption of Minutes
 - 1 March 12, 2020

- III. Continuity of Government Ordinance

- IV. Events & Activities
 - 1. Food Trucks by the River
 - 2. Farmer's Market
 - 3. Chesty Puller 10K
 - 4. 150th Anniversary

- V. West Point H.O.P.E. Initiative

- VI. Budget Public Hearing Arrangements

- VII. LOVE Sign Grant

- VIII. General Information
 - 1. Town Hall Closed
 - 2. Pavilion

- IX. Town Council Agenda

- X. Next Meeting: May 14th, 2020 @ 10:00 a.m.

- XI. Adjournment

**ECONOMIC AND COMMUNITY DEVELOPMENT
COMMITTEE MEETING
April 9th, 2020**

Mr. Lawson called the meeting to order at 10:00 a.m.

Members Present Via WebEx: James H. Hudson, Mayor; Deborah Ball, Gail Nichols, James Pruett, Robert Lawrence, John Ragsdale.

Also Present in Person: John Edwards, Town Manager and Karen Barrow.

Also present Via WebEx: Holly McGowan, Director of Community Development and Tim Sawyer, Chief of Police.

I Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

March 12th 2020

Mrs. Ball made a motion to adopt the minutes as presented, seconded by Mrs. Nichols. Upon a unanimous vote, the motion was approved.

III. Continuity of Government Ordinance

Mr. Edwards presented a Continuity of government Ordinance prepared by the Town Attorney. It would allow some flexibility so that the Town Council and Committees, Boards and Commission can continue to meetings and operate during the pandemic. The Town Attorney recommends Town Council adopt the ordinance. Upon discussion with the Mayor, the Ordinance has been advertised for a public hearing at the April 28th 2020 Town Council meeting.

IV. Events and Activities

1. Food Trucks by the River

Mr. Edwards recommended that that due to the COVID-19 virus three of the events be cancelled. The last spring event is scheduled for June.

2. Farmer's Market

Mr. Edwards advised that due to COVID-19 we are not allowed to have a Farmers Market where folks can walk up and browse the produce. We are allowed to have a drive up market where the public place their order in advance then drive up to pick up their order. The challenge we have is the construction of the pavilion at the Farmers Market location. We are looking at other possible locations for a temporary Farmers Market.

Mr. Pruett suggested the lot the town recently purchased on the south side of 13th Street. Mr. Edwards stated that he does not want that location to become an issue. If the town is constructing a pavilion for the Farmers Market and Food Truck events and because of the past location, it might not be a good to draw the public back to the location.

Mr. Lawson suggested the Downtown Park, it has an alley to do the drive up and the town can use signs to bring people down to the park.

Mr. Edwards advised that staff will continue to work on a temporary location for the Farmers Market.

3. Chesty Puller 10K

Mr. Edwards advised that the Governor has issued an executive order closing public gathering through June 10th and there is no way of knowing if the order will be extended or reduced. The Chesty Puller run is 10 days after the executive order. The town spends a lot of money planning this event and suggested the town consider an alternative date. The event organizers are willing to reschedule the event for the Sunday after Crab Carnival. The event would be held early in the morning, so it would be over by the time church services started.

The consensus of Town Council is for town staff to proceed with changing the race date.

4. 150th Anniversary

Mr. Edwards advised that he has not heard from the Marine Corps Band for the Saturday evening entertainment and that there has not been a good response from non-profit groups for the food fest. Mr. Edwards suggested that the town consider partnering with the Chamber and hold part of the event at the Crab Carnival and part at Christmas on the Town in December and cancel the event in June.

The consensus of Town Council is to reschedule the event for later in the year.

Mr. Edwards said that he would see if he can get the Marine Corps. Band and work with others to rearrange the activities.

Ms. McGowan advised that she was going to cancel the Anniversary meeting next week and send out a summary email with the changes.

Mr. Edwards advised that we need to talk with the Chamber first before making any kind of announcement.

Mr. Lawson stated that there has been a turn-over at the Chamber and currently there is no secretary. There is concerns in the community that there might be problems this year with the organization of the Crab Carnival.

V. West Point H.O.P.E Initiative

Mr. Edwards presented a coupon booklet as an economic stimulus to help the businesses and citizens of west point. Mr. Edwards advised that the town would approach businesses in West Point and ask them to accept the coupons from the books, the business would then submit the coupons to the town for reimbursement. Mr. Edwards suggested the distribution of the books be done after the social distancing is lifted. Mr. Edwards also stated that the expiration date would be December 31st 2020.

Mr. Lawrence stated that the town should wait to use the booklets until after businesses open back up. Mr. Lawrence also asked if there can be two different expiration dates on the coupons.

Mr. Edwards stated that he would check into the expiration dates. The estimated cost for this stimulus program is approximately \$70,000 to \$75,000. The funds budgeted in marketing this year and next year would cover the program. The time on reimbursement would depend on when a business submits the coupons. Some of the coupons could be submitted this fiscal year, but the majority of the coupons will most likely be submitted next fiscal year.

Mrs. Ball suggested a business be given 30 days after the expiration date to submit the coupons for reimbursement.

The consensus of Town Council was for the Town Manager to proceed with the program and for the booklets to be distributed after businesses open back up.

VI. Budget Public hearing Arrangements

Mr. Edwards stated that he is working on an electronic public hearing. A quorum of Council needs to be present in person and the remainder of Council can be via electronic attendance. The public would enter Town Chambers through the back door.

Mr. Hudson stated that four members is a quorum and he does not count towards the quorum.

VII. Lovework Sign Grant

Mr. Edwards stated that at meeting last month Jeff Bateman asked about placing a Virginia for Lovers mural on the wall to the downtown business center. There is a grant funding from the state of up to \$1,500. The locality would have to apply for the grant and the state would need to approve the signage. Mr. Edwards asked if Town Council wanted to move forward with Lovework signage and does Town Council want to offer some assistance with the funding.

Mr. Lawson stated that the mural is a great idea and that the town should wait to see what Mr. Bateman comes up with.

Mr. Edwards advised that he would contact Jeff to see what ideas he has for a mural.

VIII. General Information

1. Town Hall Closed

Mr. Edwards advised that the Governors Executive Order closes DMV and Town Hall. Town Hall will be closed tomorrow until further notice due to COVID 19.

Mr. Hudson stated that Town Hall needs to regroup, that the entire Treasurers office is self-quarantining and that some staff members are trying to set up so they can work from home.

2. Pavilion

Mr. Edwards advised that the contract was signed with the Norman Company and that work will begin on the pavilion during the next few weeks.

IX. Town Council Agenda

Mr. Edwards advised that Ordinance 02-2020, Continuity of Government will be on the agenda for a public hearing and for adoption.

X. Next Meeting Date: May 14th 2020 @ 10:00 a.m.

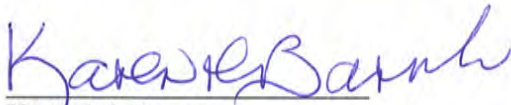
XI. Adjournment

There being no further business, Mr. Lawson adjourned the meeting at 10:48 a.m.



Jack Lawson
Chairman

ATTEST:



Karen M. Barrow
Town Clerk