

FINANCE AND ORGANIZATIONAL COMMITTEE
AGENDA
September 10th 2020
4:30 P.M.

- I. Agenda Changes
- II. Adoption of Minutes
 - 1. July 9th 2020
- III. Industrial Park Business Prospect
- IV. Bank Building Update
- V. Reuse of Town Hall
- VI. Appointments
 - 1. Town Council Seat

 - Other Appointments
 - 1 EDA
 - 2 Planning Commission
 - 3 BZA/Wetlands
- VII. General Information
 - 1. H.O.P.E Update
 - 2. Food Trucks by the River
 - 3. 150th anniversary
 - 4. Halloween
 - 5. VDEM Grant
 - 6. Airport
 - 7. Town Manager's Vacation 2021
- VIII. Town Council Agenda
- IX. Next Meeting Date: October 8th 2020
- X. Adjournment

**Finance and Organizational
Committee Meeting of Town Council
Minutes
September 10th 2020**

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

Members Present: Mayor Jim Hudson, Vice Mayor Deborah Ball, Jack Lawson, Robert Lawrence and John Ragsdale.

Also Present Via Electronic WebEx: James Pruett.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk, Donna Pauley, Human Resource Officer; Holly McGowan, Director of Community Development and Susan Harlow, Town Treasurer.

Town Staff Present Via WebEx: Walt Feurer, Director of Public Works and Tim Sawyer, Chief of Police.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

July 9th, 2020

Mr. Lawrence stated that the Members Present did not reflect his name as being in attendance and asked that the minutes be amended.

Mr. Lawrence made a motion to adopt the minutes as amended, second by Mr. Ragsdale. Upon a unanimous vote, the motion was approved.

III. Industrial Park Business Prospect

Mr. Edwards presented a plat for a possible business prospect at the Industrial Park and advised that we are currently having a wetlands study done to see how much vacant property there is and how much are wetlands. Town staff are working to pull several lots together to make this project work it would include property located in King William County. The company needs approximately 60 acres of land. Mr. Edwards also stated that the project would qualify with VDOT to release the EDA from their contract with VDOT.

Mrs. Ball asked how much land the town owns that can be used for this project.

Mr. Edwards stated the town has approximately 30 developable acres. We are working to pull 60 acres together, there are a lot of moving parts to pull the acreage together. Town staff will continue to review property lines to work on the required acreage for this project.

Mr. Hudson advised that this is good prospect for the town and for town staff to continue working on the project.

IV. Bank Building Update

Mr. Edwards presented a renovation plan for the 3rd floor of the bank building to include the Town Council chambers, a conference room and administrative offices.

Mr. Hudson advised that C&F have removed box's from storage on the 3rd floor, there are some safe deposit box's that have to be removed, once they are removed the town can go in to review the first floor, but you can look at the 3rd floor for renovation estimates.

Mr. Edwards reviewed the renovation plans for the bathrooms and the Mezzanine.

V. Reuse of Town Hall

Mr. Edwards advised that one of the possible uses for the current town hall would be to relocate the school board office.

Mrs. Ball asked if the school board have shown any interest in locating to the town hall.

Mr. Edwards advised that he has started the conversation with the school superintendent, and she said that the school board would be interested.

Mr. Lawson asked about the cost for relocation.

Mr. Edwards stated that it would have to be worked out.

Mr. Ragsdale asked how long the Police Department rental lease is.

Mr. Edwards stated that the lease does not expire until 2034.

The consensus of the committee is for the Town Manager to discuss the possibility of the School Board relocating in the current Town Hall.

VI. Appointments

1. Town Council Appointment Resolution

Mr. Hudson suggested that Chris Vincent fill the unexpired term of Gail Nichols.

Mrs. Ball made a motion to appoint Chris Vincent to the unexpired term of Gail Nichols to Town Council, seconded by Mr. Ragsdale. Upon a unanimous vote the motion was approved.

Other Appointments

1. EDA

Mr. Edwards advised that Jack Lawson and Roger Harmon are up for reappointment. Mr. Lawson is willing to be reappointed and Mr. Harmon is not seeking reappointment.

2. Planning Commission

Mr. Edwards advised that the terms for Mary Sikes and Jim Vadas expire on September 30th 2020 and both Mrs. Sikes and Mr. Vadas are seeking reappointment.

3. BZA/Wetlands

Mr. Edwards advised that Garland Jenkins term on the BZA and Wetlands Board expires on September 30th 2020. Mr. Jenkins is seeking reappointment to both boards.

Mr. Edwards stated that the reappointments will be on the Town Council agenda and that we will review applications for a replacement for Roger Harmon's position.

VII. General Information

1. H.O.P.E. Update

Mr. Edwards stated that almost 950 booklets have been distributed for an amount of \$40,000, there are still approximately 550 books to distribute. Mr. Edwards provide a report on how the funds have been spent, 70% was spent at restaurants, 19% at Retail and 11% on Services. We are continuing to make appointments to distribute books. Mr. Edwards suggested he hand out some booklets at the Food Truck events to thank the public for attending the Food Trucks.

The consensus of Town Council is for the Town Manager to distribute some of the books at the Food Truck events.

2. Food Trucks by the River

Mr. Edwards advised that the first Food Truck event is tomorrow evening. Tables have been spread out for social distancing and mask will be required. There will not be any entertainment as we are encouraging social distancing and we are encouraging take out orders.

3. 150th Anniversary

Ms. McGowan advised that the town will be having a scavenger hunt and that participants will receive an ornament upon completion. The town will be selling a book that was recently completed by Reverend Bill Palmer, other items for sale include clocks, the ornament and a 3-D desk pen set.

Mr. Edwards advised that Fireworks are scheduled for Friday night and that Saturday night is a rain date. Mr. Edwards also stated that the Town has developed an app for a walking tour that you can download on your phone.

4. Halloween

Mr. Edwards asked what Town Council would like to do about Halloween and do we have to adopt a resolution.

Mr. Lawson advised that the resolution sets the time and wearing of a mask.

The consensus of Town Council is to change the language in the resolution regarding the wearing of mask for persons over the age of 13.

5. VDEM

Mr. Edwards stated that VDEM are advising that the town qualifies for \$7,500 of grant funds that require matching funds. The funds can be used to buy equipment for the shelter, the operations center and a portion of the Town Managers salary.

6. Airport

Mr. Edwards advised that the Town is working on leasing the property at the Airport, the future business has been on a tour of the property. The company plans on presenting a proposal to the Town. Mr. Edwards stated he will let Town Council know when he receives a proposal. .

7. Town Manager 2021 Vacation

Mr. Edwards stated that in 2015 he and his family went on 3 week trip across the country visiting national parks and that his family would like to

plan another trip in 2021. If Town Council has no objections he will be planning another such vacation.

VIII. Town Council Agenda

Mr. Edwards stated that the Appointments and Halloween Resolution will be on the agenda.

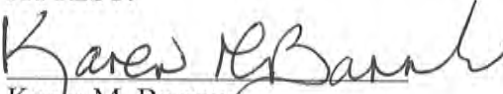
IX. Next Meeting Date: October 8th 2020

X. 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