

TOWN COUNCIL
First Subcommittee Meeting
March 14th, 2023

The Honorable Joshua T. “Jack” Lawson called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

Members Present: Jack Lawson, Mayor; Deborah Ball, Vice Mayor; James Hudson, Johnny Nein, James Pruett, John Ragsdale and other interested persons.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Walt Feurer, Director of Public Works; Susan Lathan, Town Treasurer; Holly McGowan, Director of Community Development; Donna Pauley, Human Resource Officer; Spencer Cheatham, Fire Chief; Melissa Anderson, Communications Manager/Events Coordinator and other Interested Persons.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

January 10th 2023

Mr. Pruett made a motion to adopt the minutes, seconded by Mrs. Ball. Upon a unanimous vote, the motion was approved.

III. Community Development Committee

A. Food Pantry Request

Teresa Glidewell advised that she has received a request for West Point to establish a Citizens Food Pantry to assist the small pockets of people that need food. The Good Neighbor Center has limited hours, the Feed More organization comes to West Point on the 3rd Thursday of each month and Social Services is located up the County. If a person needs anything outside of those operating hours, there is no-where else to go. Citizen Food Pantries have become well established across the country and providing a good service to those in need. Ms. Glidewell also stated that she went with Debbie Wilson to look at a pantry setup in New Kent. We are not looking for money or supplies, we are looking for a location on town property.

Mr. Hudson asked if this project would compete against the Good Neighbor Center.

Ms. Glidewell advised no. This is called a “mini free food pantry”, it will help people that have an immediate need. We have looked downtown at locations that have good lighting and we would like to put a 2nd location at the YMCA.

Mr. Edwards stated that the one location behind Main Street might not be on town property, that he would have to review the location.

Ms. Glidewell stated that another location downtown would be at the light behind the old Town Hall in the parking lot.

Mr. Lawson asked who supplies the pantry.

Ms. Wilson stated volunteers. The two locations are in areas that people can walk, you don’t need to drive, there are a lot of people that walk that can check on the pantry while walking.

Mrs. Ball asked if there was an organization that held a food drive, what would you do with the food that's collected.

Ms. Glidewell stated that this would be for non-perishable items and you can hold onto the items until they are needed.

Mr. Lawson advised that the next step is to verify locations and to contact the YMCA.

The consensus of Town Council is for Town Staff to review possible locations.

B. Ordinance 02-2023, Floodplain

Mr. McGowan advised that DCR has approved the changes and the ordinance is on the Town Council agenda for a public hearing this month.

C. Library Update

Mr. Edwards advised that he met with the architect last week to review their estimate for the project. Mr. Edwards presented a chart of revised numbers showing the architect estimate of \$982,800.00 and the cost if the project was done by the town in-house is estimated at \$683,616.75. Mr. Edwards also stated that the town would have the revenue from the sale of the current building and \$150,000 from the Pamunkey Library. That would leave \$149,000 cost to the town and \$149,000 cost to King William County. The \$683,616.75 is a realistic number.

Mr. Hudson stated that at this point the town can put \$149,000 in this project from town money to make it happen. Mr. Hudson said yes, he's for it.

Mr. Edwards reviewed the lease contract and extension on the contract.

Mr. Ragsdale asked what Mr. Edwards means by in-house.

Mr. Edwards stated that the town would sub-contract the jobs out to individual contactors just as when we moved into the current town hall.

Mr. Hudson stated that you would be moving the police department to a visible location, giving the library a new modern location and helping a viable downtown business grow.

Mrs. Ball advised that she is concerned about putting money into property that the town does not own. Mrs. Ball also stated that she sees children going to the library and crossing the street to go get ice cream after they've been to the library. Mrs. Ball advised she is concerned for the ice cream parlor and that the relocation of the library will affect the businesses downtown.

Mr. Lawson advised that he would like to see somethings done to attract more foot traffic downtown.

Mr. Ragsdale asked who would be responsible for the maintenance of the library building.

Mr. Edwards advised the owners are responsible for the building and the town is currently responsible for general maintenance.

Mr. Lawson stated that in real estate, the right property rarely becomes available and this is an opportunity that only happens once in every so many years. This is a good opportunity for the town.

Mr. Edwards advised that a public hearing will be required to sell the old building, you will need to vote to modify the lease, and the funding for this project will be included in the budget.

IV. Finance Committee

A. FY 2023-34 Budget

Mr. Edwards advised that he has met with all members of Council except for Mr. Vincent. Mr. Vincent is not feeling well and cancelled his appointment, I will meet with him later. I reviewed the expenditures with you all, no one offered any suggestions for changes, Susan and I are finalizing that document. Mr. Edwards reviewed the budget, the short fall and what the tax rate needs to be to balance the budget. The consensus of Town Council is for a tax rate of 53 cents per 100, the budget is built on 53 cents.

Mr. Edwards also stated that the schools are working on a schools facilities study, we will be meeting with the town's financial advisor today to review the priorities for the schools with the study.

Mr. Lawson suggested Town Council take a tour of the schools sometime this year.

Mr. Edwards advised that to move forward with the budget process, a budget public hearing is scheduled for April 17th 2023, the budget has to be advertised once, seven days before the public hearing. The tax rate has to be advertised for a public hearing thirty days prior to the public hearing.

Mrs. Ball made a motion to advertise a real tax rate of 53 cents per \$100 for a public hearing on April 24th 2023, seconded by Mr. Hudson. Upon roll call, Mrs. Ball, Mr. Hudson, Mr. Nein, Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

V. General Information

A. Relay for Life

Mr. Edwards advised that town employees are organizing a relay for life this year. There are some plans for fundraisers. The first fundraiser is planned for the Food Truck event in May with a dunking booth. We are in need of volunteers for the dunking booth. A second fundraiser is a movie night on a Wednesday at the Town Park.

Mrs. Ball asked if there will be food vendors for the movie night.

Mr. Edwards stated that town staff is working on possible popcorn and ice cream. The actual "Relay for Life" event is scheduled for June 24th at Colonial Downs race track.

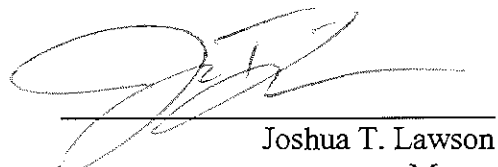
VI. Town Council Agenda

Mr. Edwards advised that the Floodplain Ordinance is scheduled for a public hearing.

VII. Next Meeting: April 11th 2023 @ 4:00 p.m.

VIII. Adjournment

There being no further business, the meeting was adjourned at 4:52 p.m.


Joshua T. Lawson
Mayor

ATTEST:


Karen M. Barrow
Town Clerk