

1. Economic Development Authority April 4, 2023

Documents:

[APRIL 2023 REVISED AGENDA PACKET.PDF](#)

# CITY OF POQUOSON



## ECONOMIC DEVELOPMENT AUTHORITY ANNUAL MEETING

APRIL 4, 2023

*Regular Meeting*

**ECONOMIC DEVELOPMENT AUTHORITY**  
***Regular Meeting***  
April 4, 2023 8:30 am  
**Poquoson City Hall – Council Chambers**

A. ROLL CALL

**CONSENT AGENDA**

B. APPROVAL OF MINUTES

C. REPORT OF THE SECRETARY

a.) No Report

D. REPORT OF THE TREASURER

a.) Financial Statement

**DISCUSSION AGENDA**

E. PUBLIC COMMENT

F. ELECTION OF OFFICERS

G. NEW BUSINESS

a.) Consideration of Proposed EDA FY 24 budget

H. UNFINISHED BUSINESS

I. STAFF ACTIVITIES

a.) Review ARPA Grant Funds

b.) Next Meeting Date: May 2, 2023

J. ADJOURNMENT

*City of Poquoson, Virginia*

***Statement of Revenue, Expenses, and Changes in Fund Net Position***

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**Month Ended March 31, 2023**

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	Economic Development Authority
<b>Operating revenues</b>	
YMCA Bond Fee	\$ -
Beth Shalom Bond Fee	10,430
BMP Maintenance Fee	-
Miscellaneous Revenue	-
<b>Total operating revenues</b>	<u>10,430</u>
<b>Operating expenses</b>	
Building Maintenance	-
HR Economic Development	14,112
Small Business Grants	94,786
Property Insurance	1,555
Professional Services	-
<b>Total operating expenses</b>	<u>110,453</u>
<b>Operating income (loss)</b>	<u>(100,023)</u>
<b>Nonoperating revenues (expenses)</b>	
Interest Expense	-
Gain/(Loss of Sale)	-
<b>Net nonoperating expenses</b>	<u>-</u>
<b>Income (loss) before transfers</b>	<u>(100,023)</u>
<b>Transfers</b>	
Transfers in	110,805
<b>Net transfers</b>	<u>110,805</u>
<b>Change in net position</b>	10,782
<b>Net position, July 1, 2022</b>	<u>756,480</u>
<b>Net position, March 31, 2023</b>	<u>\$ 767,262</u>

*City of Poquoson, Virginia*

*Statement of Net Position*

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**March 31, 2023**

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	<u>Economic Development Authority</u>
<b>Assets</b>	
Cash and cash equivalents	\$ 20,388
Accounts receivable	-
Due from other governments	-
Inventory	-
Capital assets	
Non-depreciable	2,330,945
Depreciable - net	42,985
<b>Total assets</b>	<u>2,394,318</u>
<b>Deferred Outflows of Resources</b>	
Deferred pension contributions	-
<b>Total assets and deferred outflows of resources</b>	<u>\$ 2,394,318</u>
<b>Liabilities</b>	
Accounts payable and accrued liabilities	\$ 6,569
Escrow	250
Due to primary government	1,647,904
<b>Total liabilities</b>	<u>1,654,723</u>
<b>Net Position</b>	
Net investment in capital assets	2,373,931
Unrestricted	(1,606,669)
<b>Total net position</b>	<u>767,262</u>
<b>Total liabilities, deferred inflows of resources and     net position</b>	<u>\$ 2,421,983</u>

# *Economic Development Authority*

## *Proposed Budget Fiscal Year 2024*

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### **Operating Revenues**

Beth Sholom Bond Fee	\$ 10,029
BMP Maintenance Fees	<u>2,849</u>
<b>Total operating revenues</b>	<b><u>12,878</u></b>

### **Operating Expenses**

Property Insurance	2,200
Hampton Roads Economic Development Alliance	14,329
Professional Services	<u>5,000</u>
<b>Total operating expenses</b>	<b><u>21,529</u></b>

**Operating income (loss)** (8,651)

### **Nonoperating**

2002 LOC Interest Expense	<u>15,415</u>
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**Income (loss) before transfers** (24,066)

### **Transfers**

Transfers in for operating expenses - General Fund	21,000
Transfers from unappropriated net position	<u>3,066</u>
<b>Net transfers</b>	<b><u>24,066</u></b>

**POQUOSON ECONOMIC DEVELOPMENT AUTHORITY**

Board of Directors Regular Meeting

June 7, 2022

Poquoson City Hall – Council Chambers

**PRESENT:** Donald Booth, Chairman  
Alan Meetze, Vice Chairman  
Kara Joyce, Director  
Bob Derby, Director  
Kathy Feigh, Director  
Henry Freeman, Director

Randy Wheeler, City Manager  
Tonya O'Connell, Assistant City Manager  
Wayne Moore, EDA Attorney  
Leigh Etheridge, Finance Director  
Dave Callis, Economic Development Director  
Charity Gavaza, Economic Development Coordinator  
Chief of Police Stephen Keatts  
Fire Chief Robert Holloway

**ABSENT:**  
Ray Yanello, Director

Chairman Booth called the meeting to order at approximately 8:30 a.m. in the Council Chambers located at 500 City Hall Avenue.

**APPROVAL OF THE CONSENT AGENDA**

Director Freeman moved and Director Feigh seconded to approve the Consent Agenda as submitted.  
Recorded vote on the motion:

**YES:** Donald Booth, Chairman  
Alan Meetze, Vice Chairman  
Kara Joyce, Director  
Henry Freeman, Director  
Bob Derby, Director  
Kathy Feigh, Director

**NO:**

**ABSENT:** Ray Yanello, Director

**PUBLIC COMMENT**

**NEW BUSINESS**

- a.) Hampton Roads Alliance Update  
(Presented by Amy Jordan, VP, Business Development, Hampton Roads Alliance)

Amy Jordan presented a slide show to the Directors outlining details of the following:

- Welcome back the Greater Williamsburg Partnership to the Alliance
- Staff Changes
- Each locality is tied by a Memorandum of Understanding (MOU)
- Current funding is at about 50% public/50% private sector
- Business Intelligence provided through staff, Steve Harrison, is an important part of what is provided to localities by the Alliance.
- Business Development, guided by the IBM study, includes European consultant with multiple offices, marketing developing strong pipeline for lead generation and the development of business attributable to offshore wind.
- Strong year for new business announcements including Breeze Airline, Aero Aviation, Siemens Ganesa and olive oil manufacturing
- Business Retention (BRE) efforts have resulted in lease renewal for existing business, development of international headquarters of major employers, regional assets and Alliance investors.
- Revamped marketing program has resulted in upgraded website, collaterals, social media producing over 7 million impressions, new logo and tagline “Every Business needs an Ally”
- The Alliance is a 501c3 non-profit organization.

Chairman Booth confirmed that the funding request from the Alliance has been recommended for approval by the City Council in the upcoming FY23 Poquoson EDA annual budget for next year.

b.) Consideration of City Council Property Request  
(Presented by City Manager Randy Wheeler)

City Manager Randy Wheeler provided a brief history of the need for a new Public Safety Building to house the administration of the Fire Department, the Police Department and associated additional rooms required for the functioning of these critical departments. The need was first addressed in the 2018 Comprehensive Plan update and progressed to include a feasibility study, presented in December 2019, which concluded the existing structures were insufficient. The urgent need to address the Middle School renovation took precedence on community time and funding, delaying the needed consideration for the Public Safety plan. However, the provision of ARPA funding to propose and construct this facility has placed this in a high priority if the process is to be completed in the designated ARPA timeframe. Recent meetings have been held to address the issue of site selection for the facility. The priorities were: 2.75 – 3 acres, not in a flood zone, current wetlands delineation, cost and acceptable ingress/egress to facilitate ease of emergency situations. Few properties are available to meet this need and nearly every property considered has issues complicating the potential for use. The site selection committee determined that the only property that could meet their needs were the parcels along City Hall Avenue currently owned by the EDA. City Council is officially requesting these properties for this use as of their meeting on May 23, 2022.

Large parcel behind – 27-1-98 – 1.34 acres zoned VC

Corner parcel – 27-1-97A - .27 acres zoned VC

Midway frontage – 27-1-96 - .52 – zoned VC



Although the EDA is registered as the owner of these properties, the City of Poquoson has been paying principal and debt service on the properties since their acquisition. The process for offering a Request for Proposals (RFP) for the development has begun and needs to progress to meet the required timeline.

Chairman Booth asked for questions from the EDA Directors:

Director Derby conceded that this is valuable property, but the need to move right away is critical. He questioned access to the site, considering Victory Blvd, adjacent properties, Beta St and the Alphas St extension.

Vice-Chairman Meetze agreed that this request might be best for the City, but it is valuable property with high potential commercial use. He questioned if there is not another site in the city that could meet the needs.

The City Manager responded that the requirements to be out of the flood zone, big enough, current wetlands delineation and size severely limited choices. Other parcels in the higher areas around City Hall are not large enough and many are in the process for renewal of wetlands delineation, which are not guaranteed and will require considerable time.

There was general discussion on whether there were options with regard to needed property size and a general consensus to "do it right the first time" to ensure the facility can meet the City needs for decades to come. The Parks and Recreation building cannot be considered for this use due to location in a Flood Zone and not large enough.

Discussion ensued on the EDA-owned 6-parcel assemblage on Victory Blvd across from City Hall Ave. Several points were made, including the fact that ingress/egress to the property could approach or exceed \$1.5 million and that the 6-parcel assemblage property does not have a current wetlands confirmation from the Army Corps of Engineers.

Director Freeman stated that this move defeats the mission of the EDA by using the only valuable property and negating the possibility of at some point incorporating two adjacent privately-owned parcels into something with the potential for future development. He asked about consideration for the three other privately-owned properties along Wythe Creek Road, most of which were either not large enough or had other issues.

Vice-Chairman Meetze inquired about the parcels on City Hall Avenue across the street from the proposed property, but the parcels do not meet the recommended minimum 2.75 acres for development. Additionally, several of the aggregate parcels do not have a current wetlands confirmation from the Army Corps of Engineers.

Director Feigh inquired if the EDA properties had ever been considered for purchase and development. Charity Gavaza responded that the ED Office had previous discussions with potential local hotel owners at one point to build a boutique hotel with some event space and possibly a restaurant, but they expected a significant price reduction on the property to proceed with such a plan.

Chairman Booth and Dave Callis reinforced the current difficulties in obtaining and maintaining wetlands confirmations on commercial properties on EDA-owned properties in the Big Woods area.

Chairman Booth reviewed the discussion and outlined the need to take action in order to utilize the time sensitive opportunity for the \$10M ARPA funding opportunity to construct the facility. He stated that he is personally ok to move forward with this plan.

To that point, Director Derby confirmed the challenges with obtaining wetlands confirmations from the Army Corps of Engineers and cited the latest wetlands regulations evaluating wetlands plants fact that are being used to determine confirmations.

Vice-Chairman Meetze expressed a desire to look closer at additional property options.

Chairman Booth asked if the group was ready to proceed and if anyone wanted to make a motion.

Director Feigh made a motion to allow the EDA to transfer ownership of the three properties (27-01-00-0098, 27-01-00-097-A, 27-01-00-0096) to the City of Poquoson with the intended use for a new Public Safety Building. The motion was seconded by Director Joyce.  
Recorded vote on the motion:

YES: Donald Booth, Chairman  
Kara Joyce, Director  
Bob Derby, Director  
Kathy Feigh, Director

NO: Henry Freeman, Director

ABSTAIN: Alan Meetze, Vice Chairman

ABSENT: Ray Yanello, Director

### **UNFINISHED BUSINESS**

### **STAFF ACTIVITIES**

- a.) Review & current status discussion of ARPA Grant Funds disbursements.
- b.) Holiday Shop and Dine activities
- c.) The next meeting is scheduled for September 13, 2022. The meeting was adjourned at 10:02 am.