CITY OF POQUOSON

ECONOMIC DEVELOPMENT AUTHORITY

JULY 12, 2016

Regular Meeting

ECONOMIC DEVELOPMENT AUTHORITY
Regular Meeting
July 12, 2016 8:30 am
Poquoson City Hall – Council Chambers

A. ROLL CALL

CONSENT AGENDA

B. APPROVAL OF MINUTES
   a. May 3, 2016 – regular meeting

C. REPORT OF THE SECRETARY
   a. None

D. REPORT OF THE TREASURER
   a. Monthly Reports
   b. FY2017 EDA Budget

DISCUSSION AGENDA

D. PUBLIC COMMENT

E. NEW BUSINESS
   a. Proposed New Business
   b. Inventory of "non-commercial" EDA property

F UNFINISHED BUSINESS
   a. Poquoson Athletic Association request for use of Teen Center

G. STAFF ACTIVITIES – verbal
   a. Grand Openings and Ribbon Cuttings
   a. Next Meeting Date Discussion

H. ADJOURNMENT

POQUOSON ECONOMIC DEVELOPMENT AUTHORITY

Board of Directors Regular Meeting
May 3, 2016, 8:30 a.m.
Poquoson City Hall – Council Chambers

PRESENT: Donald F. Booth, Jr., Chairman
Alan E. Meetze, Vice Chairman
Timothy O. Trant, II, Director
Kristen Webber, Director

David Callis, Economic Development (ED) Director
Charity Gavaza, Economic Development (ED) Coordinator
Deborah L. Vest, Director of Community Development
D. Wayne Moore, City Attorney
Mary J. "Evie" Insley, Secretary

ABSENT: Henry L. Freeman, Director
Angela Ward-Costello, Director
Walter E. Apelt, 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 Trant moved, seconded by Vice Chairman Meetze, to approve the Consent Agenda as submitted. Recorded vote on the motion:

YES: Directors Trant, Webber, Meetze and Chairman Booth.

NO: None.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

Introduction of New Director – Kristen Webber

Chairman Booth introduced Ms. Webber to the Commission. Commissioner Webber replaces P. Craig Moore who resigned effective April 1, 2016.

UNFINISHED BUSINESS

1. *Election of Treasurer*

Chairman Booth stated that due to the resignation of Director Moore, the Treasurer position was open and he asked for nominations from the floor.

Director Trant moved, seconded by Vice Chairman Meetze, to elect Kristen Webber as EDA Treasurer. Recorded vote on the motion:

YES: Directors Trant, Meetze, Webber and Booth.

NO: None.

2. *EDA Retreat*

The consensus of the Directors at the April meeting was that an off-site retreat to review EDA goals, strategies, mission and vision statements, similar to the EDA retreat of 2012, was desired. Staff was requested to poll the City Manager, Mayor and Directors for an available date as early in June as possible to avoid summer vacations. The Community Recreation Building, 830 Poquoson Avenue, was chosen as the venue.

STAFF ACTIVITIES

1. David Callis, Economic Development Director, reported on the April 12th City Council Retreat which focused on the development of the EDA owned property on Victory Boulevard. He reported that discussion varied on the desirable and non-desirable developments for the "Gateway" property. Chairman Booth stated that he felt the discussion included not only the EDA owned parcels, but also the privately owned parcels on the north side of Victory Boulevard. He stated that there was more focus on what is not wanted, such as a public facility developed and supported with tax dollars.

2. D. Wayne Moore, City Attorney, stated that at the last City Council meeting, Council approved a Conditional Use Permit for Brad Drummond to utilize a storefront in the Wythe Creek Plaza Shopping Center for an Escape Room/Family Entertainment business which will give him access to his laser tag field in the Big Woods.

3. Mr. Callis reminded the Directors that at the last meeting Planner, Kevin Wyne had given a presentation on the Comprehensive Plan process and that an invitation to have a volunteer on the Steering Committee may be forthcoming. In response, Chairman Booth stated that Director Apelt had expressed interest in that position but due to a family emergency he was not able to commit right now. It was agreed that if Director Apelt was unable to serve, Director Trant would serve as the Authority representative.

4. Charity Gavaza, Economic Development (ED) Coordinator, reported that she had been going door-to-door to local businesses to promote the www.EnjoyVa.com website. She also

encouraged them to utilize this app to promote their business by providing specials and discount coupons through the site and gave each business a 5 ½ inch square sticker containing a QR Code for customers to scan at the store front. The City Attorney suggested that Zillow also be contacted to request a link for the Poquoson site on their website for additional coverage.

5. Ms. Gavaza stated that a ribbon cutting had been scheduled for the Bull Island Secret Lair Comic Book Store located over the Poquoson Pharmacy/Virginia Dare Salon on Wythe Creek Road and for the new Day Spa establishment which will be in the brick house beside the previous Victor's Restaurant. She stated that there will also be a ribbon cutting in the near future for an industrial contractor in the old Victor's location once it is remodeled. Lastly she announced that the Crab Cake House on Poquoson Avenue will be reopening within the month with the same menu and recipes as the previous restaurant.

The City Attorney informed the EDA that Bob Moses told him recently all the commercial offices in the Fountains of Poquoson, Phase I, have been rented.

ADJOURNMENT

Chairman Booth then adjourned the meeting at approximately 8:58 a.m.

_____ _____

Chairman Secretary

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
999	** IDA FUND **						
8100	*IDA OPERATING REVENUE*						
1710	YMCA BOND FEE	4,715.00	4,715.00	.00	4,739.58	24.58-	.52-
1714	CNU BOND FEE	8,400.00	8,400.00	.00	.00	8,400.00	100.00
1730	MISCELLANEOUS REVENUE	.00	.00	.00	10,757.76	10,757.76-	100.00-
1750	BMP AVAILABILITY FEES	.00	.00	7,577.60	30,310.40	30,310.40-	100.00-
1755	BMP MAINTENANCE FEES	2,850.00	2,850.00	.00	.00	2,850.00	100.00
	IDA OPERATING REVENUE	15,965.00	15,965.00	7,577.60	45,807.74	29,842.74-	186.92-
8200	*STATE REVENUE*						
8300	*FEDERAL REVENUE*						
8400	*IDA TRANSFERS IN*						
4010	TRANSFER FROM GENERAL FUND	.00	.00	.00	25,000.00	25,000.00-	100.00-
	IDA TRANSFERS IN	.00	.00	.00	25,000.00	25,000.00-	100.00-
8500	*BUDGETARY REVENUE*						
5500	TRANSFER FROM UNAPP. FUND BALANCE	24,021.00	24,021.00	.00	.00	24,021.00	100.00
	BUDGETARY REVENUE	24,021.00	24,021.00	.00	.00	24,021.00	100.00
	IDA OPERATING REVENUE	39,986.00	39,986.00	7,577.60	70,807.74	30,821.74-	77.08-
	--FUND TOTAL--	39,986.00	39,986.00	7,577.60	70,807.74	30,821.74-	77.08-

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
999	** IDA FUND **							
88100	*IDA OPERATING EXPENSES*							
3140	PROFESSIONAL SERVICES	.00	.00	.00	50.00	.00	50.00-	100.00-
5320	PROPERTY INSURANCE	1,986.00	1,986.00	.00	1,986.00	.00	.00	.00
6001	OPERATING SUPPLIES	.00	.00	.00	25,000.00	.00	25,000.00-	100.00-
	IDA OPERATING EXPENSES	1,986.00	1,986.00	.00	27,036.00	.00	25,050.00-	261.32-
	IDA OPERATING EXPENSES	1,986.00	1,986.00	.00	27,036.00	.00	25,050.00-	261.32-
89000	*NON-OPERATING EXPENSES*							
89900	*NON-OPERATING EXPENSES*							
0302	2002 LOC INTEREST EXPENSE	38,000.00	38,000.00	.00	37,566.29	.00	433.71	1.14
	NON-OPERATING EXPENSES	38,000.00	38,000.00	.00	37,566.29	.00	433.71	1.14
89999	*BUDGETARY ITEMS*							
	NON-OPERATING EXPENSES	38,000.00	38,000.00	.00	37,566.29	.00	433.71	1.14
	--FUND TOTAL--	39,986.00	39,986.00	.00	64,602.29	.00	24,616.29-	61.56-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
-0000	****INDUSTRIAL DEV. AUTH. FUND****				
	****INDUSTRIAL DEV. AUTH. FUND***				
100-0000	**IDA CASH IN FUND**				
100-1000	CASH IN FUND	6,647.76	7,577.60	425.93-	13,799.43
	IDA CASH IN FUND	6,647.76	7,577.60	425.93-	13,799.43
140-0000	*ACCOUNTS RECEIVABLE OTHER*				
140-0166	ACCOUNTS RECEIVABLE OTHER	429.36	425.93		855.29
	ACCOUNTS RECEIVABLE OTHER	429.36	425.93		855.29
150-0150	NOTES RECEIVABLE - CURRENT	30,310.40			30,310.40
150-0155	NOTES RECEIVABLE - NONCURRENT				
	NOTES RECEIVABLE - CURRENT	30,310.40			30,310.40
160-0000	*DUE TO/FROM OTHER FUNDS*				
160-9010	DUE TO/FROM GENERAL FUND	1,684,587.00-			1,684,587.00-
	DUE TO/FROM OTHER FUNDS	1,684,587.00-			1,684,587.00-
175-0613	LOAN COSTS				
	LOAN COSTS				
190-0000	*IDA FIXED ASSETS*				
190-0190	IDA LAND IMPROVEMENTS	249,800.00			249,800.00
190-0191	IDA LAND	2,242,361.28			2,242,361.28
190-0192	IDA BUILDING	69,147.00			69,147.00
190-0198	IDA INFRASTRUCTURE	315,273.00			315,273.00
190-0199	IDA ACCUMULATED DEPRECIATION	224,992.50-			224,992.50-
	IDA FIXED ASSETS	2,651,588.78			2,651,588.78
	TOTAL ASSETS	1,004,389.30	8,003.53	425.93-	1,011,966.90
200-0000	*CURRENT LIABILITIES*				
200-0200	ACCOUNTS PAYABLE		425.93	425.93-	
200-0201	PR LIABILITES				
200-0202	ACCRUED INTEREST	14,087.36-			14,087.36-
200-0503	PROMISSORY NOTE CURRENT - THOMPSON				
200-9010	DUE TO GENERAL FUND				
	CURRENT LIABILITIES	14,087.36-	425.93	425.93-	14,087.36-
201-0223	AFLAC				
	AFLAC				
250-0000	*NON-CURRENT LIABILITIES*				
250-0302	MARCH 2002 LINE OF CREDIT				
250-0502	PROMISSORY NOTE - SHORES WHITE				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
250-0503	PROMISSORY NOTE NONCUR - THOMPSON				
	NON-CURRENT LIABILITIES				
	TOTAL LIABILITIES	14,087.36-	425.93	425.93-	14,087.36-
300-3010	CONTRIBUTED CAPITAL/CITY				
	CONTRIBUTED CAPITAL/CITY				
310-3100	FUND BALANCE	592,604.36			592,604.36
310-3110	RESERVE FOR ENCUMBRANCES				
310-3111	ENCUMBRANCES				
	FUND BALANCE	592,604.36			592,604.36
320-3200	RETAINED EARNINGS	1,584,278.45-			1,584,278.45-
320-3201	REVENUES CLOSING ACCT				
320-3202	EXPENDITURES CONTROL				
	RETAINED EARNINGS	1,584,278.45-			1,584,278.45-
	TOTAL PRIOR YR FUND BALANCE	991,674.09-			991,674.09-
	TOTAL REVENUE	63,230.14-		7,577.60-	70,807.74-
	TOTAL EXPENDITURE	64,602.29			64,602.29
	TOTAL CURRENT FUND BALANCE				6,205.45-
	TOTAL LIABILITIES AND FUND BALANCE	1,004,389.30-	425.93	8,003.53-	1,011,966.90-

City of Poquoson – Finance Department

500 City Hall Avenue, Poquoson, VA 23662-1995 (757) 868-3030 Fax (757) 868-3101

Memorandum

To: EDA Members

From: Theresa Owens, Finance Director

CC: Randy Wheeler, City Manager
David Callis, Director Economic Development

Date: 6/23/16

Re: 2017 EDA Proposed Budget

Enclosed for your review is a proposed budget for FY 2017. We recommend adoption of the budget as soon as possible.

Revenue:		**Expenditures:**	
Bond administrative fees	$ 23,506	Property Insurance	$ 2,100
BMP Maintenance Fees	2,850	Interest Expense	37,600
BMP Availability Fees	31,872	Grounds Maintenance	2,850
		BMP Capital	15,678
Total Revenue	$ 58,228	**Total Expenditures**	$ 58,228

The EDA is expected to see an increase in revenue for FY 2017 as a result of one additional conduit debt arrangement in which the EDA earns administration fees. Also included is the BMP buy in for Phase II of the Fountains which is expected to begin in FY 2017.

These additional revenues are expected to be used for the interest on the bonds and capital infrastructure maintenance on the BMP pond.

Should the EDA not make the projected revenue in FY 2017, a transfer request from the City may become necessary to pay the debt service.

The budget is intended to guide you through operations in FY 2017, but can be revised as new sources of revenue are identified.

Memorandum

July 12, 2016

TO: Economic Development Authority

FROM: Economic Development Coordinator

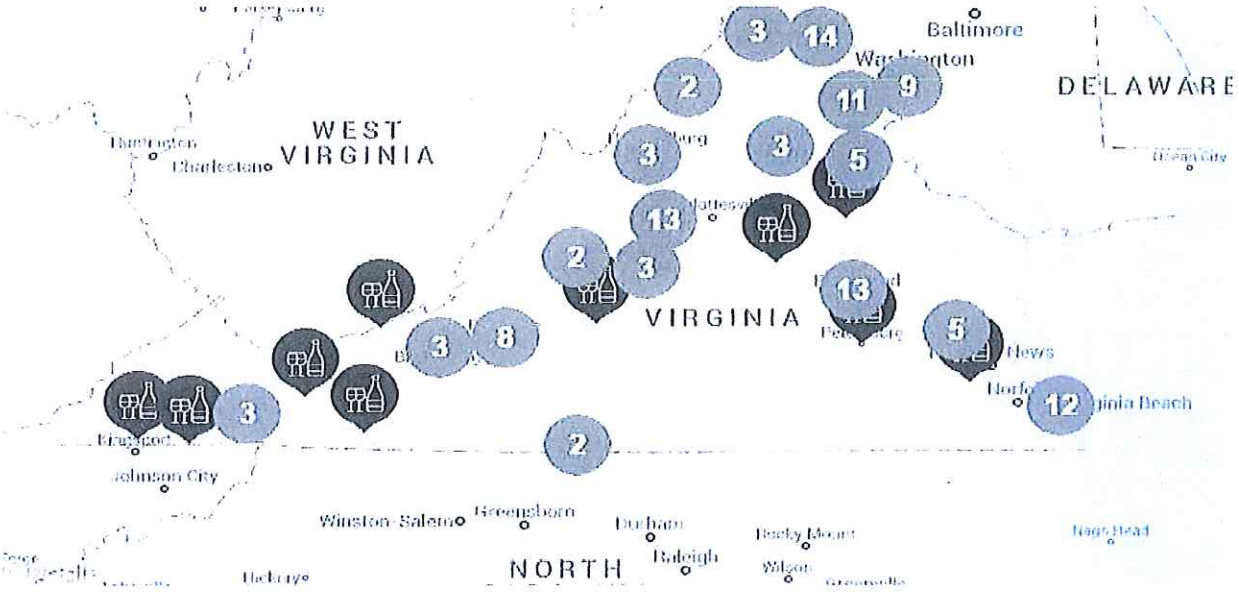
SUBJ: Prospective Business: Straight Shot Brewery

Poquoson resident Sam Straight recently expressed interest in attending the July 12, 2016 Economic Development Authority Meeting to share the vision for his prospective business, Straight Shot Brewery. As part of Mr. Straight's presentation today he would like to outline the elements of his business plan and seek support for it from the Economic Development Authority.

Mr. Straight envisions siting the business on the City Hall side of Big Woods on Tax Map Parcel No. 27-01-00-0092. He intends to construct and operate a small, independent craft brewery which will include a tasting area on a 2.42 acre parcel located on the south side of Victory Boulevard, east of City Hall, zoned VC (Village Commercial). Mr. Straight is in the process of purchasing the property for this use, provided he obtains all necessary permits and approvals.

Mr. Straight has submitted a Conditional Use Permit Application to the Planning Commission for his business which is scheduled for consideration at the Planning Commission's July 18, 2016 meeting. If it is recommended by the Planning Commission, it will likely be included for consideration at the City Council meeting on July 25, 2016.

Businesses of this type are gaining in popularity across the Commonwealth of VA. The image below depicts breweries in the State listed on the VTC website. Currently in Hampton Roads, there are a number of new breweries that will comprise our Brewery Trail including:
Tradition – Newport News, St. George's – Hampton, Wharf Hill – Smithfield/Isle of Wight, Virginia Beer Company – Wmsbg, Alewerks – James City County, Brass Cannon-Wmsbg. Bull Island Brewery should be opening in Hampton soon.



The VA Tourism Corporation (VTC) offers matching grants to localities and businesses offering unique and desired tourism facilities including microbreweries. The program entitled the Tourism Growth Fund, targets new and expanding facilities for destination retail products, epicurean, entertainment attractions and other uses.

Mr. Straight is pleased to answer questions from the Economic Development Authority and provide additional information as needed.

COMPLETE PROPERTY ROSTER

Owner's Name	Street Address	City, State, Zip	Parcel ID	Acreage	Zoning
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	18-01-00-0093-A	1.38	GC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	18-01-00-0094-A	1.61	GC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	18-01-00-0116	1.13	GC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	18-01-00-0117	1.13	GC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	18-01-00-0119	2.55	R&D
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	18-01-00-0127	1.34	R&D
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	18-01-00-0134	1.07	GC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	27-01-00-0003	0.45	VC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	27-01-00-0088	5	VC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	27-01-00-0085	1.81	VC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	27-01-00-0085-A	1.79	VC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	27-01-00-0094-A	1.06	VC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	27-01-00-0096	0.52	VC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	27-01-00-0097-A	0.27	VC
City of Poquoson EDA	500 City Hall Avenue	Poquoson, VA 23662	27-01-00-0098	1.34	VC
City of Poquoson EDA	962 Poquoson Avenue	Poquoson, VA 23663	20-01-00-0055	1	RI
City of Poquoson EDA	296 Messick Road	Poquoson, VA 23664	32-01-00-0016	1.14	B2
City of Poquoson EDA	386 Messick Road	Poquoson, VA 23665	32-01-00-0012	0.11	B2
Total				**24.7**	