

1. Economic Development Authority Agenda April 13, 2021

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[APRIL 2021 AGENDA PACKET.PDF](#)

# CITY OF POQUOSON



## ECONOMIC DEVELOPMENT AUTHORITY

APRIL 13, 2021

*Regular Meeting*

**ECONOMIC DEVELOPMENT AUTHORITY**

***Regular Meeting***

April 13, 2021 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 22 Budget

b.) Lease Discussion: Messick Point property

H. UNFINISHED BUSINESS

I. STAFF ACTIVITIES

a.) Next Meeting Date: May 4, 2021

J. ADJOURNMENT

*City of Poquoson, Virginia*

***Statement of Net Position***

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**March 31, 2021**

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	Economic Development Authority
<b>Assets</b>	
Cash and cash equivalents	\$ 27,144
Accounts receivable	-
Due from other governments	-
Inventory	-
Capital assets	
Non-depreciable	2,330,945
Depreciable - net	71,647
<b>Total assets</b>	<u>2,429,736</u>
<b>Deferred Outflows of Resources</b>	
Deferred pension contributions	-
<b>Total assets and deferred outflows of resources</b>	<u>\$ 2,429,736</u>
<b>Liabilities</b>	
Accounts payable and accrued liabilities	\$ 14,086
Accrued interest	-
Due to primary government	1,647,904
<b>Total liabilities</b>	<u>1,661,990</u>
<b>Net Position</b>	
Net investment in capital assets	754,688
Unrestricted	13,058
<b>Total net position</b>	<u>767,746</u>
<b>Total liabilities, deferred inflows of resources and net position</b>	<u>\$ 2,429,736</u>

*City of Poquoson, Virginia*

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

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**Month Ended March 31, 2021**

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	Economic Development Authority
<b>Operating revenues</b>	
YMCA Bond Fee	\$ 1,823
Beth Shalom Bond Fee	-
BMP Maintenance Fee	-
Miscellaneous Revenue	-
<b>Total operating revenues</b>	<u>1,823</u>
<b>Operating expenses</b>	
Building Maintenance	-
HR Economic Development	-
Small Business Grants	126,000
Property Insurance	1,832
Professional Services	14,140
<b>Total operating expenses</b>	<u>141,972</u>
<b>Operating income (loss)</b>	<u>(140,149)</u>
<b>Nonoperating revenues (expenses)</b>	
Interest Expense	(24,583)
Gain/(Loss of Sale)	-
<b>Net nonoperating expenses</b>	<u>(24,583)</u>
<b>Income (loss) before transfers</b>	<u>(164,732)</u>
<b>Transfers</b>	
Transfers in	140,356
<b>Net transfers</b>	<u>140,356</u>
<b>Change in net position</b>	(24,376)
<b>Net position, July 1, 2020</b>	<u>792,122</u>
<b>Net position, March 31, 2021</b>	<u>\$ 767,746</u>

**POQUOSON ECONOMIC DEVELOPMENT AUTHORITY**

Board of Directors Regular Meeting

March 11, 2021

Poquoson City Hall – Council Chambers

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

Wayne Moore, EDA Attorney  
Dave Callis, Economic Development Director  
Charity Gavaza, Economic Development Coordinator

**ABSENT:** Cliff Bowen, Treasurer

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 Yanello seconded, to approve the Consent Agenda as submitted. Recorded vote on the motion:

YES: Chairman Booth, Vice Chairman Meetze, Directors Freeman, Yanello, Feigh and Derby

NO: None

**PUBLIC COMMENT**

There was no public comment.

**CLOSED SESSION**

Vice-Chairman Meetze moved, seconded by Director Freeman, to go into Closed Session pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia (1950), as amended, to discuss the disposition of publicly held property i.e., the Big Woods Victory Blvd. Assemblage. Recorded vote on the motion:

YES: Chairman Booth, Vice Chairman Meetze, Directors Freeman, Yanello, Feigh and Derby

NO: None

**RECONVENEMENT**

Upon reconvening from closed session, Director Freeman moved, seconded by Director Feigh to adopt the following resolution certifying that only the disposition of publicly held real property was discussed in the closed session.

**RESOLUTION  
CERTIFICATION OF CLOSED SESSION**

**WHEREAS**, the Economic Development Authority of the City of Poquoson, Virginia convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3711(A)(3) of the Code of Virginia (1950), as amended requires a certification by the Economic Development Authority that such closed session was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED** that the Economic Development Authority of the City of Poquoson, Virginia does hereby certify that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification applies and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Economic Development Authority.

YES: Chairman Booth, Vice Chairman Meetze, Directors Freeman, Yanello, Feigh and Derby

NO: None

Vice-Chairman Meetze made a motion, seconded by Director Freeman, to authorize Chairman Booth to execute a Letter of Intent consistent with the terms and conditions discussed in Closed Session. Recorded vote on the motion:

YES: Chairman Booth, Vice Chairman Meetze, Directors Freeman, Yanello, Feigh and Derby

NO: None

**NEW BUSINESS**

None.

**UNFINISHED BUSINESS**

**STAFF ACTIVITIES**

Charity Gavaza advised the Directors that Poquoson Restaurant Week would be extended through March 13, 2021. All Poquoson residents are encouraged to support our local restaurants whether dining in or take out, especially during this difficult time.

The next meeting date is scheduled for April 13, 2021.

The meeting was adjourned at approximately 9:13 am.







## CITY OF POQUOSON

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Economic Development  
Authority

500 City Hall Avenue, Poquoson, Virginia 23662-1996  
(757)868-3000 Fax (757)868-3101

**DATE:** April 13, 2021

**TO:** Poquoson Economic Development Authority

**FROM;** EDA Secretary

**SUBJECT:** **Election of Chair, Vice Chair, Treasurer & Secretary**

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The Authority is scheduled to hold elections to fill the offices of Chairman, Vice Chairman, Secretary and Treasurer each year at its Annual Meeting in April. The offices are currently filled as follows: Chairman, Donald Booth; Vice Chairman, Alan Meetze; Treasurer, Cliff Bowen; Secretary, Charity Gavaza. Your action on this matter is requested at this meeting.



*Economic Development Authority*

*Proposed Budget Fiscal Year 2022*

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	Approved Budget 2021	Proposed Budget 2022
<b>Operating revenues</b>		
YMCA Bond Fee	\$ 1,745	\$ 1,745
Beth Sholom Bond Fee	11,475	11,475
BMP Maintenance Fee	2,849	2,849
<b>Total operating revenues</b>	<b>16,069</b>	<b>16,069</b>
<b>Operating expenses</b>		
Property Insurance	\$ 2,200	\$ 2,200
HR Economic Development Alliance	14,141	14,480
Professional Services	5,500	5,000
<b>Total operating expenses</b>	<b>21,841</b>	<b>21,680</b>
<b>Operating income (loss)</b>	<b>\$ (5,772)</b>	<b>(5,611)</b>
<b>Nonoperating</b>		
2002 LOC Interest Expense	\$ 31,697	\$ 17,516
<b>Net nonoperating</b>	<b>\$ 31,697</b>	<b>\$ 17,516</b>
<b>Income (loss) before transfers</b>	<b>\$ (37,469)</b>	<b>\$ (23,127)</b>
<b>Transfers</b>		
Transfers in for operating expenses - General Fund	\$ 19,141	\$ 21,000
Transfers from unappropriated net position	18,328	2,127
<b>Net transfers</b>	<b>\$ 37,469</b>	<b>\$ 23,127</b>



# City of Poquoson, Virginia

**Parcel ID:** 32-1-12  
**Account #:** 4724  
**Property Address:** 386 Messick Road , 23662  
**Property Description:** LOT  
**Legal Description:** RD & FORREST  
**Owner Name:** City of Poquoson EDA  
**Owner Address:** 500 City Hall Avenue  
 Poquoson, Va. 23662

## Assessment Information

<b>Assessment Year:</b>	2019
<b>Land Value:</b>	\$50,000
<b>Improvement Value:</b>	\$0
<b>Total Value:</b>	\$50,000

## Utilities

<b>Public Water:</b>	Y
<b>Public Sewer:</b>	Y
<b>Well Water:</b>	N/A
<b>Septic Tank:</b>	N/A
<b>Underground Utilities:</b>	N/A

## General Information

<b>Sub Division:</b>	3403 Census Tract
<b>Census Tract:</b>	3403
<b>Voting Precinct:</b>	EASTERN
<b>Zoning:</b>	B2
<b>Commercial:</b>	N/A
<b>Residential:</b>	N/A
<b>Acreage:</b>	.11

<b>Waterfront:</b>	N/A
<b>Topography:</b>	LEVEL
<b>Soil Type:</b>	LOAMY
<b>Road Type:</b>	Paved
<b>Sidewalks:</b>	N/A
<b>Curbs and Gutters:</b>	N/A

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## Improvements

<b>Year Built:</b>	<i>N/A</i>
<b>Year Assessed:</b>	2019
<b>Square Footage:</b>	<i>N/A</i>
<b>Stories:</b>	<i>N/A</i>
<b>Fireplaces:</b>	<i>N/A</i>
<b>Chimneys:</b>	<i>N/A</i>

<b>Rooms:</b>	<i>N/A</i>
<b>Bedrooms:</b>	<i>N/A</i>
<b>Bathrooms:</b>	<i>N/A</i>
<b>Central Heat:</b>	<i>N/A</i>
<b>Central Air:</b>	<i>N/A</i>
<b>Fuel Type:</b>	<i>N/A</i>

## Construction

<b>Foundation Type:</b>	<i>N/A</i>
<b>Roof Type:</b>	<i>N/A</i>
<b>Exterior Type:</b>	<i>N/A</i>
<b>Exterior Condition:</b>	<i>N/A</i>
<b>Basement Type:</b>	<i>N/A</i>
<b>Flooring Type:</b>	<i>N/A</i>
<b>Wall Type:</b>	<i>N/A</i>

## Additional Details








## Ownership History

<b>Name</b>	<b>Purchase Date</b>	<b>Purchase Price</b>	<b>Address</b>	<b>Deed:</b>	<b>Plat</b>
City of Poquoson EDA	06-23-2004	\$183,000	500 City Hall Avenue Poquoson, Va. 23662	040013079 DBS	<i>No Data</i>
Thompson Michael E Etux	05-21-2003	\$0	386 Messick Road Poquoson, Va. 23662	030014457 DBS	<i>No Data</i>
Freeman Connie M	09-13-1993	\$0	386 Messick Road Poquoson, Va. 23662	745/541 DG	<i>No Data</i>

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# City of Poquoson, Virginia

## Legend

-  City Boundary
-  Poquoson Streets (12,000)
- 
-  Poquoson Streets Back (12,000)
-  Yorktown Road, PR 172; PR 171; Ridge Rd; Poquoson Ave
-  Other
-  Road Labels
-  Parcel Boundaries



**Title: Parcel Boundaries**

**Date: 3/29/2021**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Poquoson is not responsible for its accuracy or how current it may be.*