



**Meeting Minutes**  
**ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA**  
**Bedford County Administration Ground Floor Training Room**  
**122 E Main Street**  
**Bedford, VA 24523**  
**April 7, 2022**  
**5:30 p.m.**

**Economic Development Authority:**

**Present:** Rhonnie Smith (District 1); Wyatt Walton (District 3); Matthew Braud (District 4); Kristy Milton (District 5); Jimmy Robertson (District 6); Jim Messier (District 7)

**Absent:** Vicki Gardner (District 2)

**Staff Present:** Pam Bailey – Economic Development Director; Holley Scheffel – Business Programs Coordinator; Doug Coffman – Public Works Director; Patrick Skelley – County Attorney; Robert Hiss – County Administrator

**Guests:** Charla Bansley (District 3)

**(1) CALL TO ORDER**

Chairman Robertson called the meeting to order at 5:33 PM.

**(2) APPROVAL OF AGENDA**

Chairman Robertson asked for a motion to approve/or any amendments to the Authority's April 7, 2022 agenda.

**Mr. Braud moved, seconded by Mr. Messier to approve the agenda.**  
*Adopted unanimously*

**(3) APPROVAL OF MEETING MINUTES**

Chairman Robertson asked for a motion to approve/or any amendments to the February 3, 2022, meeting minutes.

**Mr. Braud moved, seconded by Mr. Walton, to approve the February 3<sup>rd</sup>, 2022, meeting minutes.**  
*Adopted unanimously*

**(4) CLOSED SESSION**

*Closed Session pursuant to Section 2.2-3711 (A) (3). Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an*

*open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Closed Session pursuant to Section 2.2-3711 (A) (5). Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community*

**Mr. Braud moved, seconded by Mr. Messier to enter the closed session.**  
*Adopted unanimously*

**Mr. Braud moved, seconded by Mr. Messier to exit the closed session.**  
*Adopted unanimously*

**(5) NEW BUSINESS**

Ms. Bailey stated that there was no new business to discuss.

**(6) REPORTS**

**A. Economic Development Director's Report**

Ms. Bailey shared that recent Business Retention and Expansion visits have included KMR Aviation, Sam Moore, and Georgia-Pacific. She also visited Apocalypse Cidery, a recipient of an Agriculture & Forestry Industries Development Fund (AFID) grant, to check on their progress. Mr. Hiss and Ms. Bailey also met with leaders at Eastlake Church to discuss their expansion projects which include a new high school site. The church leaders shared their concerns regarding additional traffic along the road.

Ms. Bailey also attended the VEDA conference in Richmond which included news on prospect activity, available incentives from the state, and other pertinent information regarding current trends, legislative issues, and other concerns in the Commonwealth.

**B. Business Programs Report**

Career Conversations continue through the Bedford ONE program. Tyler Paitsel, Maintenance Tech II at BRWA, spoke in March and Kennedy Chase, Administrator with Runk & Pratt will speak in April. There is a possibility of an in-person tour in May, and we are waiting to hear from Bedford County Public Schools to approve this opportunity. Mrs. Scheffel has been working with Trevor Hoss, Supervisor of Career and Technical Education (CTE), with hopes of reinvigorating programs from the past such as a CTE Advisory Board. There will be a signing day next year to recognize students who have committed to careers in CTE, the military, or CNAs. We are also holding small business spotlights and have included The Well and Bridge Street Café thus far. After publishing these short videos, a local excavation company reached out to our department to do a business spotlight on their small business.

As a reminder, the Forest Farmer's Market summer season kicks off on Saturday, April 30th from 8 a.m. until noon and the Bedford Farmer's Market opens on May 7<sup>th</sup> from 8 a.m. until noon.

The Business Appreciation Event is scheduled for May 12<sup>th</sup> from 4:30 – 6:30 p.m.

**C. Monthly Financial Report**

Ms. Bailey shared that there was nothing out of the ordinary to report for this month's financials and all bills are up to date.

**D. Monthly Accounts Payable Report** – (see April bills that have been paid)

**(7) BUDGET**

**A. Presentation of FY23 draft budget**

Ms. Bailey pointed out one new item in the budget is the addition of an administrative position. This person would be charged with day-to-day tasks including managing leases, paying bills, preparing minutes and packets for EDA meetings, etc. Ms. Bailey asked if the board was open to hiring someone for these tasks. She further stated that it would be a shared position with the County administration and the EDA would fund half of the position. Ms. Bailey also noted that the EDA does have money in its budget for this position.

Ms. Bailey also spoke about a \$2,500 check that was cut for the 2021 County Fair. The check was processed, but the Fair was canceled due to COVID-19 concerns. Ms. Bailey had requested the return of funds, but there has been no response to her request to date. If monies are not returned, the funds will roll over and be utilized for the FY 22-23 Fair instead.

Advertising services appear to have increased \$4,000; however, this is not the case. The budget was streamlined so that advertising for all the parks came from the same lump sum under advertising.

A discussion was held regarding the parking lot at Elba's. The board collectively agreed to add \$100,000 to the budget to help fund that project.

**(8) TOWN OF BEDFORD**

Ms. Bailey referenced a project that she is working on with Mary Zirkle with the Town. She also stated that there are several others that she is working on but that she has nothing to announce or any new information to share at this time.

**(9) BEDFORD CENTER FOR BUSINESS**

Mrs. Bailey is working on the final details on a prospect for the business park and she is waiting on revised numbers from the company to hear back about their machinery and tools investments.

## **(10) MONTVALE CENTER FOR COMMERCE**

Ms. Bailey shared that the prospect she had for Montvale has withdrawn their interest in purchasing a parcel due to information provided in the traffic study. On a separate note, Motiva, one of the tank owners in Montvale, will be dismantling their fuel tanks. Motiva's facility sits on a 35-acre parcel. Motiva has hired Louisiana Chemical Dismantling to deconstruct the fuel tanks; however, she has not been advised of a timeline for this to happen. The expectation is that Motiva will take the property down to grade and leave a 7,000 sq. ft. building on the property.

## **(11) NEW LONDON BUSINESS AND TECHNOLOGY CENTER**

### **A. Meade Road Extension update**

Mr. Coffman, Director of Public Works with Bedford County, stated that VDOT has concerns about the way water drains at the entrance to the Belvac building. Specifically, water is draining into the gutter on the road and the drop inlets and not into the pond as originally designed. VDOT has requested revisions to the entrance before they will approve it.

Hurt & Proffitt has reviewed the area and feels that what they were responsible for meets expectations; however, VDOT is not in agreement. Mr. Coffman believes that the best and most cost-effective option is to install a permanent asphalt speed bump across the entrance which would redirect the water. Considerable discussion was held among the board regarding other alternatives such as a ramp up, ramp down option, or using other materials such as pre-cast concrete. The speed bump option was a favorable option because it is the least disruptive to the tenant who occupies the building. Other more costly options include pulling up sections of asphalt, changing grades, and installing a trench drain. Mr. Coffman indicated that he is waiting to hear back from VDOT to see if his proposed changes would be approved.

Questions arose regarding who would be financially responsible for these changes. The Board agreed that Hurt & Proffitt needs to solve this issue and come up with a viable solution.

There are also issues with the angle of the handicap ramps on the sidewalk. Reworking the handicap entrances is also something that must be addressed before VDOT will give final approval.

### **B. Shell Building build-out report**

Mrs. Bailey shared a comprehensive spreadsheet on the building costs for this project. The term of the construction loan matures at the end of April; therefore, principal and interest payments will begin shortly thereafter.

**(12) WASHINGTON STREET PROPERTY**

A. Consideration of renovation of upper level of Elba's for DSS office space

Mr. Coffman indicated that Social Services needs additional space. He shared that the second story of Elba's is about 9,200 sq. ft. and is unused space. He suggested the idea of the EDA partnering with the county to make this a viable space that would be income-producing. Chairman Robertson recommended moving forward with a feasibility study.

B. Consideration of voter registration table behind Elba's on Franklin St.

Ms. Bailey received a phone call from a citizen who was organizing a Voter Registration event on a Saturday in May from 11:00 AM to 1:00 PM. The citizen was told that she needed EDA approval since she would like to set up a small table on EDA property outside of Elba's on Franklin Street. The EDA Board approved this informal request.

**(13) OTHER BUSINESS**

**(14) ADJOURNMENT**

Chairman Robertson asked for a motion to adjourn the meeting.

**Mr. Messier moved, seconded by Mr. Braud to adjourn the meeting.**  
*Adopted unanimously*

7:07 PM

**APPROVED:**

  
Chairman

  
Secretary