



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Building
Board Room
122 E. Main Street
Bedford, VA 24523
December 5, 2019
5:30 p.m.**

Economic Development Authority:

Present:

Dennis Novitzke - Dist. 1; Mickey Johnson, Chairman - Dist. 2; Wyatt Walton - Dist. 3; Kristy Milton - Dist. 5; Jim Messier, Vice-Chairman - Dist. 7

Absent: Matthew Braud - Dist. 4; Kelly Harmony - Dist. 6

Staff Present: Traci Blido - EDA Secretary; Pam Bailey - Marketing & Business Development Coordinator; Sheldon Cash - Director of Public Works; Patrick Skelley - County Attorney

Staff Absent: Robert Hiss - County Administrator; Amanda Kaufman - Deputy County Administrator

Transcriber: Julia Peters

Guests: Charla Bansley - County Supervisor District 3; Edgar Tuck - County Supervisor District 2

(1) APPROVAL OF AGENDA

Chairman Johnson asked for a motion to approve and/or any amendments to the Authority's December 5, 2019 agenda. Mr. Skelley added **Agenda Item (10) Successorship of Chairman Position** and Mrs. Blido added **Agenda Item (4)B. Close out of Bison Printing Performance Agreement.**

Mr. Walton moved, seconded by Mr. Novitzke, to approve the December 5, 2019 EDA agenda, as amended.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mrs. Milton, Mr. Messier

Voting no: None

Adopted Unanimously

(2) APPROVAL OF MEETING MINUTES - November 7, 2019

Chairman Johnson asked for approval and/or any amendments to the Authority's November 7, 2019 meeting minutes.

Mr. Messier moved, seconded by Mrs. Milton, to approve the November 7, 2019 meeting minutes, as presented.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mrs. Milton, Mr. Messier

Voting no: None

Adopted Unanimously

(3) REPORTS

A. Economic Development Director's Report

Mrs. Blido said she is receiving many inquiries due to the County having several graded lots available and the thriving economy. She learned that 60% of inquiries in Virginia are for existing buildings statewide and she noted this to be true for Bedford County as well. The transient meals and sales tax report shows we have exceeded collections that were in the budget for FY19 and the collections for the first four months of FY20 show a continuing trend. Progress is being made in the broadband project and Blue Ridge Towers has given us over \$1 million dollars in receipts so far. She thanked the EDA for another great year where we have incentivized four companies with a total of \$4 million in investments, 23 new jobs, and saved/retained 138 jobs. We also sold a lot in Montvale in 2019. More change is coming in 2020 with some new members of the Board of Supervisors and EDA; the shell building construction; and working toward more graded lots in the Montvale, Bedford, and New London centers. We are also looking forward to a new hotel in 2020. Mr. Tuck updated the EDA members on the broadband project. He said that the tower location in the Diamond Hill area will not work and a new site had to be found, delaying the project by 30 days. No leases have been signed yet, adding another 60 to 90 days delay to the original schedule.

B. Marketing/Business Development Report

Ms. Bailey reported that Bedford One toured L3Harris and CERE on November 14 but only six students attended because many students failed to have permission slips signed by their parents. She received positive feedback and much student interest in the engineering-type careers shown to be possible on the tours. Next week, students will be going to Southern Air and Coleman-Adams at their Piedmont Fleet site. A "Shop Local" spot will be airing on the local Fox TV channel, WFXR, starting today and will run until the end of December. Ms. Bailey has also worked on the second round of receipts for over \$400,000 for reimbursement on the shell building project. The first check was received from the Tobacco Commission for \$361,000 and once the Board of Supervisors accepts the funds at their December 9 meeting, the money will be released back into the EDA's account. She is also working on the newsletter and scheduling dates for next year's business roundtable meetings.

C. Monthly Financial Report (November 2019)

Staff reviewed the financial report with the EDA members and answered questions.

D. Monthly Accounts Payable Report – Bills that have been paid (November 2019)

Staff reviewed the accounts payable report with the EDA members and answered questions.

(4) TOWN OF BEDFORD

Mrs. Blido said Mary Zirkle is working with Jamie Oliver and Dogwood and will be applying for the \$300,000 left of the Tobacco Commission's funds from the CERE project. The monies will be used for a hotel which Bedford County needs and will support.

A. Close out Smyth Performance Agreement

Mrs. Blido reported that Smyth has done very well the past three years since the Performance Agreement was entered. At that time, they had 99 employees. They currently have 107 full-time employees plus five corporate positions and also have ten full-time temps, totaling 122 jobs. Mrs. Blido and Mrs. Zirkle have a business retention visit next week with Smyth and Mrs. Blido will be closing out the Performance Agreement as successful.

B. Close out Bison Printing Performance Agreement

Mrs. Blido said Bison Printing has met their performance obligations early and she will be closing out their Performance Agreement as successful. They currently have 63 jobs and since January 2018, have hired 20 full-time and seven part-time employees. Meanwhile, they lost eight employees through retirement or other reasons but still have a net of 12 additional positions so they have exceeded their commitment.

(5) BEDFORD CENTER FOR BUSINESS

Ms. Bailey reported that the CVCC signed lease agreement has been received.

(6) MONTVALE CENTER FOR COMMERCE

A. Site Characterization Update

Mrs. Blido stated that the Lynchburg Regional Business Alliance helped with grant funds from AEP to complete the due diligence portion of site-readiness for the two remaining lots, taking the site from Tier 2.5 to Tier 3. She has not seen the report yet but the work has been completed. CIP funds of \$450,000 are being requested for grading and hopefully will be done in FY20, bumping the site to a Tier 5.

(7) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Shell Building Construction Update

Mr. Cash said work on the shell building is progressing well and the concrete foundation work is done. The building now has a strong presence. Framing, roof insulation, and metal work are complete. Curbing and concrete gutter work is now taking place and stone and masonry work will begin this week. We have spent over \$1 million but we are on budget so far. The next change order is coming but the contingency window is still fine. The completion date is currently mid-March.

B. Meade Road Extension Update

Mr. Cash said he has received the plats today so all is good to go. The plats will be recorded at the courthouse tomorrow and the project is ready for the road to be built.

(8) OTHER BUSINESS

A. Burnbridge Road Sewer Project Update

Mrs. Blido reported that 12 of the 17 lot owners attended the informational meeting on October 24. The owners were to sign pledges for the amount of money each could provide toward the project. The deadline is tomorrow but they only have four signed letters and are \$100,000 short of the amount needed before the County and EDA will submit their pledged funds. Some businesses are willing to put in a little more and are contacting the non-responsive businesses to apply peer pressure so the necessary goal is met. Mrs. Blido said she thinks they will get the needed numbers but it will take a community effort to make it happen.

B. Consideration of Proposed By-Laws Amendment

The By-laws amendment has been reviewed for 30 days by the EDA members. Approval of the amendment will be put on the February meeting agenda and EDA members will be provided with a copy of the amendment in their agenda packets for February's meeting.

C. Recognition of Chairman Mickey Johnson

Vice-Chairman Messier read and presented Chairman Johnson with a Resolution of Appreciation for his time, talent, and leadership given to the EDA for five years from 2014 to 2019. The Resolution was signed by Tommy Scott, Chairman of the Board of Supervisors, and Jim Messier, Vice-Chairman of the EDA.

(9) 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; and 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. Walton moved, seconded by Mr. Novitzke to enter into Closed Session.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mrs. Milton, Mr. Messier

Voting no: None

Adopted Unanimously

The EDA invited staff and guests to remain for the closed session.

Mr. Walton moved, seconded by Mr. Messier to return to regular session.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mrs. Milton, Mr. Messier

Voting no: None

Adopted Unanimously

WHEREAS, the Bedford County Economic Development Authority has convened a Closed Meeting on this 5th day of December 2019, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Bedford County Economic Development Authority that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED, on this 5th day of December 2019, that the Bedford County Economic Development Authority does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Bedford County Economic Development Authority.

| <u>MEMBERS</u> | <u>VOTE</u> |
|----------------------------|-------------|
| Dennis Novitzke | Yes |
| Mickey Johnson, Chairman | Yes |
| Wyatt Walton, III | Yes |
| Kristy Milton | Yes |
| Jim Messier, Vice-Chairman | Yes |

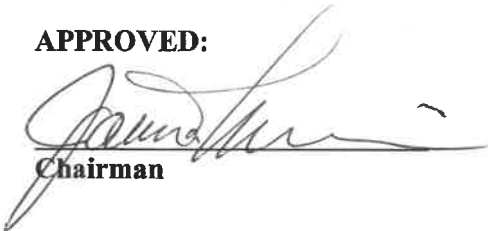
(10) SUCCESSORSHIP OF CHAIRMAN POSITION

Chairman Johnson addressed the EDA, noting his election to the Board of Supervisors effective January 1, 2020 and relinquishing the Chairmanship of the EDA effective December 31, 2019, to Vice-Chairman Jim Messier, until the end of Mr. Johnson's term and the EDA Organizational Meeting thereafter. Chairman Johnson said he enjoyed serving on the EDA and will cherish the relationships built over the years with the EDA members.

(11) ADJOURNMENT

7:06 p.m.

APPROVED:


Chairman


Secretary

