



**MEETING MINUTES
ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA
Bedford County Administration Board Room
122 E. Main Street
Bedford, VA 24523**

**August 5, 2021
5:30 p.m.**

Economic Development Authority:

Present: Rhonnie Smith - Dist. 1; Vicki Gardner - Dist. 2; Wyatt Walton - Dist. 3; Matthew Braud - Dist. 4; Kristy Milton - Dist. 5; James Robertson - Dist. 6; Jim Messier - Dist. 7

Absent: None

Staff Present: Robert Hiss - County Administrator; Pam Bailey – Acting Director, Economic Development; Patrick Skelley - County Attorney; Brandon Butler - Senior Assistant County Attorney; Doug Coffman – Public Works Director

Staff Absent: None

Transcriber: Julia Peters

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

**(1) ORGANIZATION
A. Appoint EDA Secretary**

Mr. Walton nominated Pam Bailey, seconded by Mr. Braud, as the Secretary for the Economic Development Authority of the County of Bedford, Virginia.

There were no other nominations made.

Voting yes: Mr. Smith, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None

Adopted Unanimously

(2) APPROVAL OF AGENDA

Chairman Messier asked for a motion to approve and/or any amendments to the Authority's August 5, 2021 agenda.

Ms. Bailey noted two additions to the agenda:

Under (6) Bedford Center for Business, Item A. Consideration for a No Trespassing Sign at CVCC and under (8) New London Business and Technology Center, Item C. Water Filling Station Discussion

Mr. Braud moved, seconded by Mr. Walton, to approve the August 5, 2021 EDA agenda, as amended.

Voting yes: Mr. Smith, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None

Adopted Unanimously

(3) APPROVAL OF MEETING MINUTES - June 3, 2021

Chairman Messier asked for approval and/or any amendments to the Authority's June 3, 2021 meeting minutes.

Mr. Braud moved, seconded by Mrs. Milton, to approve the June 3, 2021 meeting minutes, as presented.

Voting yes: Mr. Smith, Mrs. Gardner, Mr. Walton, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None

Adopted Unanimously

(4) REPORTS

A. Economic Development Director's Report

Ms. Bailey reported that the Fiscal Year 2020 audit was completed and no issues were found. A copy of the audit was given to each EDA member as well as a copy of the lease spreadsheet for his/her future reference. Teva has been sold to Avet, LLC, an industrial development group out of Richmond. The new owner is seeking to sell or lease the facility in whole or in part and currently there are active prospects. The Lynchburg Regional Business Alliance (LRBA) has compiled a drone video of the facility which will aid in marketing the site. The grading plan is underway for Lots 10a and 12a in the New London Business and Technology Center. Mr. Hiss and Ms. Bailey met with Sentry Equipment regarding traffic problems along the Route 460 corridor, which affects Sentry, Custom Truck, and L3 Harris. They will also meet with Custom Truck and L3 Harris with the hope of discussing the issues with VDOT to create better traffic flow. The Burnbridge Road sewer project is nearing completion and all lines are in place but they are waiting on AEP. Ms. Bailey also met with the Environmental Standards group, the Central Virginia Planning District, and the Town EDA regarding inclusion in an EPA Brownsfield regional grant. Applications are due in the fall. The stream and wetland delineation information will be submitted by Hurt and Proffitt to the U.S. Army Corp of Engineers on Friday, August 6. Ms. Bailey will be attending the CEO Summit at Liberty University (LU) this month. Staff from the LRBA will also be attending. It will be a good opportunity to network with CEO's from throughout the country. On Friday, August 27, 2021, from 9 a.m. to 1 p.m., the EDA members will attend the strategic planning session led by Liz Povar and Beth Dowdy. The session will be held at the CERE facility in the New London Business and Technology Center.

Chairman Messier explained to meeting attendees that the EDA is gathered in the Ground Floor Training Room because the space is more conducive to the type of discussions the EDA has rather than the Board Room which is better designed for the meetings of the Board of Supervisors. Consensus from the EDA members was agreeable to continuing meetings in the Training Room.

B. Marketing/Business Development Report

Ms. Bailey said she will be attending the Freshman Fair at Jefferson Forest High School promoting the Bedford One program. An Entrepreneur Day is planned for October 19, 2021, from 10 a.m. to 1 p.m. at the Bedford CVCC site. Annette Patterson from the Advancement Foundation who coordinated the Gauntlet program will be leading the discussion and work sessions with students who are interested in starting their own businesses. Ms. Bailey is still waiting for a decision to be made regarding field trips for students this coming school year. Career conversations and virtual tours of local industries will continue. She is working with the Virginia Economic Development Partnership (VEDP) to conduct BRE visits. A visit to Intercon is planned in a couple weeks. She also reviewed the workforce report, noting the County's unemployment rate for June was 3.6% compared to 4.3% statewide. She also attended the Workforce and Education Summit where she learned that many companies are competing to find qualified machinists. These machinist positions require computer and tech savvy individuals who are in high demand.

Mr. Hiss reported the search for a new Economic Development Director is ongoing but the deadline for accepting applications is tomorrow. Applications will be reviewed and narrowed down to first-round interviews and then follow-up interviews. EDA members will be included in the interview process as well as a couple members of the Board of Supervisors (BOS). A final decision is at least a month away.

Discussion followed regarding the federal payments to the unemployed, the difficulties for County businesses to hire workers, and the lack of child care and its impact on both employees and employers.

C. Monthly Financial Report (July 2021)

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

D. Monthly Accounts Payable Report – (June/July bills that have been paid)

Staff reviewed the accounts payable report with the EDA members and answered questions. The County Fair Sponsorship costs were entered twice on the report in error. Ms. Bailey will amend the report to reflect only one entry.

Chairman Messier suggested a possible touring of the Belvac building project and Damage Prevention Solutions (DPS) after the strategic planning session in the New London Business and Technology Center on August 27, 2021.

(5) TOWN OF BEDFORD

A. Recap of Town and County Joint EDA Meeting

Ms. Bailey noted the minutes for the joint Town and County EDA meeting held on July 15 were included in the EDA members agenda packets. They were included for information purposes only and no formal approval of these minutes was necessary. The joint meeting went well. The needs identified at the meeting were for a business-class hotel, and Bedford Center for Business opportunities and covenant revisions. Discussion followed regarding the points of the joint meeting. Ms. Bailey reported that Ms. Zirkle is contacting the EPA to see if there are funds available for use on a hotel study. Mrs. Gardner

mentioned the study completed in 2016 needs updating and more information regarding the hotel project will be forthcoming.

(6) BEDFORD CENTER FOR BUSINESS

A. Consideration for No Trespassing Signs at CVCC

Ms. Bailey stated that there has been a stray cat problem at the CVCC site and other businesses have complained as well. The cats are a nuisance and a hazard. She has spoken with the Town police department but they do not have any animal control traps and have no animal control personnel due to the reversion. The County animal control department said the Town is responsible. Ms. Bailey has spoken with the Bedford Cares organization who are trying to catch and relocate the cats. Discussion followed regarding installing security cameras, who is responsible for animal control and enforcement, and whether moving the animals will solve the problem since people continue to feed the cats. Ms. Bailey requested that the EDA consider the posting of No Trespassing signs to discourage unauthorized people from coming onto the property and feeding the cats.

Mr. Walton moved, seconded by Mr. Smith, to authorize Ms. Bailey to have No Trespassing signs posted on the CVCC site at the Bedford Center for Business.

Voting yes: Mr. Smith, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None

Adopted Unanimously

(7) MONTVALE CENTER FOR COMMERCE

Nothing new to report.

(8) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Lot 7 Build-out Report

Ms. Bailey showed the EDA pictures of the building and the ongoing construction. Belvac is installing racks and its HVAC system. Mr. Coffman reported that the concrete slab is all poured except in the back area where the large truck ramp is being installed. All the crane rails are in and five or six small crane systems are already set in place. The electrical work is almost done and the HVAC is being worked on. He estimates completion is 60 days out. Carpeting, ceiling tiles, and lights are all installed. Paving is not done yet and they are working with Southside Electric on upgrading the electrical service but it won't hold up occupying the building. Belvac is also in discussion with the Bedford Regional Water Authority (BRWA) about the water line.

B. Consideration of Damage Prevention Façade Materials

Ms. Bailey reported that although Damage Prevention did not present an architectural drawing for the EDA's approval prior to building, all the materials they are using for their expansion on Lot 3b meet EDA specifications and fall within the guidelines of the park. She noted that their facade looks similar to the Nanotouch building and she received an email from Damage Prevention listing the specific building materials being used. She read the email to the EDA. Discussion followed regarding the façade materials being used.

Mr. Walton moved, seconded by Mr. Smith, to approve the materials used for Damage Prevention's building façade.

Voting yes: Mr. Smith, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

**Voting no: None
Adopted Unanimously**

C. Water Filling Station Discussion

Ms. Bailey stated Parks and Rec have a possibility of receiving a grant to install water stations in different areas. Ms. Bailey suggested having such a station placed on the west end of the New London Business and Technology Center since there is a lot of activity at the park's trails and disc golf course. BRWA was open to providing the meter and Mr. Woody asked if the EDA would be willing to pay the water bill for this station. Discussion followed on the feasibility of an unsupervised water dispensing station, funding the water bill and whether CAM fees could be used to cover the costs. The EDA requested more information about the project before they considered funding the water bill. Ms. Bailey will provide the EDA with more information as she receives it from Parks and Rec. and BRWA.

(9) CLOSED SESSION

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. Robertson to enter into Closed Session.

Voting yes: Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, 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. Smith to return to regular session.

Voting yes: Mr. Smith, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Messier

Voting no: None

Adopted Unanimously

WHEREAS, the Bedford County Economic Development Authority has convened a Closed Meeting on this 5th day of August 2021, 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 August 2021, 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>
Rhonnie Smith	Yes
Vicki Gardner	Yes
Wyatt Walton, III	Yes
Matthew Braud	Yes
Kristy Milton	Yes
James Robertson	Yes
Jim Messier	Yes

(10) OTHER BUSINESS

Nothing.

(11) ADJOURNMENT

7:15 p.m.

APPROVED:

Chairman

Secretary