



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

**December 2, 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:** Ashley Anderson - Director of Finance; Pam Bailey - EDA Director; Doug Coffman - General Property Manager; Amanda Kaufman - Deputy County Administrator; Patrick Skelley - County Attorney

**Staff Absent:** None

**Transcriber:** Julia Peters

**Guests:** Edgar Tuck - County Supervisor District 2

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**(1) CALL TO ORDER & DETERMINATION OF QUORUM**

Chairman Messier called the December meeting of the Bedford County Economic Development Authority to order.

**(2) APPROVAL OF AGENDA**

Chairman Messier asked for a motion to approve and/or any amendments to the Authority's December 2, 2021 agenda. Ms. Bailey requested adding the following items to the meeting's agenda:

- Under **(9) OTHER BUSINESS**, item **B. Consideration of an Estoppel Certificate for Tom Bell Property Enterprises, LLC, and Centra Health Inc. at the Lake Vista Corporate Centre**

- Under (9) **OTHER BUSINESS**, item C. **Consideration of a Bill of Sale and Quitclaim Deed for the Burnbridge Road Sewer to the Bedford Regional Water Authority (BRWA) from the EDA**
- **ITEM (10) 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 Mrs. Gardner, to approve the December 2, 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 - November 4, 2021**

Chairman Messier asked for approval and/or any amendments to the Authority's November 4, 2021 meeting minutes.

**Mr. Braud moved, seconded by Mr. Robertson , to approve the November 4, 2021 meeting minutes, as presented.**

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

**Voting no: None**

**Adopted Unanimously**

**(4) REPORTS**

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

Ms. Bailey thanked Mrs. Gardner and Mr. Robertson for their aid in reviewing the strategic plan and discussing the updates. They continue to work on the document and hope to have revisions ready for the EDA's review by January. Damage Prevention has received their Certificate of Occupancy (CO). They are planning to have an open house/ribbon cutting/job fair in January. Ms. Bailey has requested pricing from three firms to redesign the EDA's website and will make a decision on which firm to use later this month. She thanked Mr. Smith and Mr. Braud for their help in reviewing the firms involved. She has submitted three CIP projects for next year's budget. One pertains to the grading of Lots 10A and 12A in the New London park. She is also asking for funds to be set aside for the Commonwealth's Opportunity Fund which provides incentives for large prospects, such as a prospect for the Teva facility. There are currently two active prospects for the Teva site. The third project involves grading two pads in the Montvale Park. She is looking into some GO VA funds that may be able to offset some of the grading costs there. The Burnbridge Road sewer line will connect to Apocalypse Ale Works next week. Their cidery will be opening in April in the old Pints O' Plenty building.

**B. Marketing/Business Development Report**

Ms. Bailey presented the Agriculture and Forestry Industries Development (AFID) infrastructure grant information to the Board of Supervisors (BOS) to gauge their interest in matching funds required for approved grant requests. The projects are up to \$25,000 and require matching funds. Only one project is

approved per locality. One suggestion she received was to consider the Bedford Cannery as a possible project and she is exploring other options as well. Bedford One's Career Conversations highlighted WexcoUSA's co-owner Brad Brown. The next career conversation will be with Scott Gillespie with Abbott Nutrition. She is working on obtaining guest speakers for next semester and hopes to do some in-person tours depending on restrictions. Monday through Wednesday of next week she will be attending the Area Development Consultants Forum in Tampa, Florida.

**C. Financial Reports**

Finance Director Ashley Anderson gave an update of Fiscal Year 2021. She reviewed the lines items of various financial reports with the EDA members and answered their questions. She also reviewed financial policies and procurement policies and procedures.

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

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

**(5) TOWN OF BEDFORD**

Ms. Bailey reported that a letter of support for the train stop in Bedford was signed by the EDA Chairman and sent to the U.S. Secretary of Transportation. It referenced the County's business sectors as well as the ability to capitalize on the work-from-anywhere trend that the access to a train stop would assist in attracting talent.

**A. Consideration of Parking Lot Concept Plan Contract at Elba's.**

Ms. Bailey asked Hurt and Proffitt to complete a concept plan addressing the ingress and egress issues of the Elba's parking lot as well as maximizing the space, paving it and striping it. The cost estimate for the concept plan is \$1,500. The concepts identified in the plan could then be bid out for the actual work. The Town of Bedford has expressed interest in assisting financially and other funds may be identified to help with the actual costs of the renovation project.

**Mr. Walton moved, seconded by Mrs. Milton to engage Hurt & Proffitt for a concept plan for Elba's parking lot renovation project.**

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

**Voting no: None**

**Adopted Unanimously**

**(6) BEDFORD CENTER FOR BUSINESS**

Nothing to report.

**(7) MONTVALE CENTER FOR COMMERCE**

Ms. Bailey said the EDA is in escrow with a company for a parcel in the park but no public announcement will be made until due diligence is complete. Due diligence may take six months to complete.

**(8) NEW LONDON BUSINESS AND TECHNOLOGY CENTER**

**A. Lot 7 Build-out Report**

Ms. Bailey reported that only dock levelers and redoing stair treads remain to be completed on the shell building project. Belvac has its CO and hopes to hold an open house in January. They are happy with the space but have noted the lights in the parking lot are not bright enough. Ms. Bailey will be informed in the future of cost estimates and the impact of obtaining better lighting for the parking lot.

**B. Lots 10A and 12A Grading Plan Status**

Ms. Bailey stated that the grading plans for the two lots are complete. The next phase is to send the project out to bid for the actual grading.

**(9) OTHER BUSINESS**

**A. Request to proceed with the landscape maintenance services Invitation to Bid (IFB) for EDA properties.**

Ms. Bailey reported the IFB is for landscape maintenance services for New London, Bedford Center for Business, Montvale, and the small area on the corner of Washington Street. The current contract with Peakview Landscaping expires in December. She would like to continue on a month-to-month basis with them until a new contract is finalized through the IFB process. The IFB will include a price per mowing and an estimated number of mowings per year for each landscaped area. Mr. Coffman noted that bidders may provide costs for individual parks/spaces separately rather than as a whole.

**Mrs. Gardner moved, seconded by Mr. Walton, to authorize an IFB be initiated regarding landscape maintenance services for all three County business parks and the Washington Street corner at Elba's.**

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

**Voting no: None**

**Adopted Unanimously**

**B. Consideration of an Estoppel Certificate for Tom Bell Properties (TBP) Enterprises and Centra Health, Inc. in the Lake Vista Corporate Centre**

Ms. Bailey said that Tom Bell Properties (TBP) acquired the old Commscope facility in Lake Vista Corporate Centre. Centra Health is leasing the property and will use it as a remote patient monitoring location. Attorney Skelley stated that TBP and Centra want a certificate noting that their use of the property does not violate the County's covenant clauses. He believes the company's use of the facility is in compliance with the covenants.

**Mr. Walton moved, seconded by Mrs. Milton, to approve the issuance of the Estoppel Certificate.**

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

**Voting no: None**

**Adopted Unanimously**

**C. Bill of Sale and Quitclaim for Bedford Regional Water Authority (BRWA) regarding the Burnbridge Road Sewer Line Project**

Ms. Bailey reported that the project is complete and now the EDA needs to transfer the sewer line to the BRWA for ownership and maintenance.

**Mr. Braud moved, seconded by Mr. Smith, to approve the Bill of Sale and Quick Claim for BRWA involving the Burnbridge Road sewer line extension project.**

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

**Voting no: None**

**Adopted Unanimously**

**(10) 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. Smith to enter into Closed Session.**

**Voting yes: Mr. Smith, 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. Braud moved, seconded by Mr. Walton to return to regular session.**

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

**Voting no: None**

**Adopted Unanimously**

**WHEREAS, the Bedford County Economic Development Authority has convened a Closed Meeting on this 2nd day of December 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 2nd day of December 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.**

MEMBERS VOTE

Rhonnie Smith	Yes
Vicki Gardner	Yes
Wyatt Walton, III	Yes
Matthew Braud	Yes
Kristy Milton	Yes
James Robertson	Yes
Jim Messier	Yes

(11) ADJOURNMENT

6:44 p.m.

APPROVED:



Chairman



Secretary