



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

**June 4, 2020
5:30 p.m.**

Economic Development Authority:

Present:

Dennis Novitzke - 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: Traci Blido - EDA Secretary; Pam Bailey - Marketing & Business Development Coordinator; Sheldon Cash - Director of Public Works; Patrick Skelley - County Attorney; Amanda Kaufman - Deputy County Administrator (by phone)

Staff Absent: None

Transcriber: Julia Peters

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

(1) CALL TO ORDER

Chairman Messier called the June meeting of the Economic Development Authority of the County of Bedford, VA to order.

(2) APPROVAL OF AGENDA

Chairman Messier asked for a motion to approve and/or any amendments to the Authority's June 4, 2020 agenda.

Mr. Walton moved, seconded by Mr. Braud, to approve the June 4, 2020 EDA Agenda, as presented.

Voting yes: Mr. Novitzke, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier
Voting no: None
Adopted Unanimously

(3) APPROVAL OF MEETING MINUTES - May 7, 2020

Chairman Messier asked for approval and/or any amendments to the Authority's May 7, 2020 meeting minutes.

Mr. Braud moved, seconded by Mr. Novitzke, to approved the May 7, 2020 meeting minutes, as presented.

Voting yes: Mr. Novitzke, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier
Voting no: None
Adopted Unanimously

(4) REPORTS

A. Economic Development Director's Report

Mrs. Blido reported that staff has felt the strain of the pandemic as small businesses, retail, and restaurants are suffering massively. Manufacturers have fared better, but still some have decreased while some have actually grown. The County will be looking at the CARES Act funding and the County Administrator, Robert Hiss, would like Mrs. Blido to work on a small business program similar to what other localities have created and she will be writing some criteria for such a program. She continued by saying some businesses have experienced layoffs and Custom Truck laid off 20 people this week. Custom Truck management are aware of their Performance Agreement with the County but informed her that they are confident they will come back in the future. Sam Moore is back to 95% of their employees which is great news. Georgia Pacific is doing very well because of their paper towel and toilet paper products. Nanotouch is now adding another 5,000 square feet to their facilities due to an increased demand for their products. The U.S. Senate has signed the extension of the PPP to 28 weeks instead of eight weeks which means employees can be called back to work up until the end of the year and businesses can get credit on their payroll. The unemployment has been staggering. As of last week, the continued claims for unemployment in Bedford County were 2,338. On the first week of the shutdown, March 14, continued claims were 174, due to previous layoffs. Week after week the claims went higher with the highest count being 2,501 on May 2. Since then, the claims have been decreasing. On the up side, Planning and Zoning have an increase of 15% in building permits compared to April of 2019. In a call from BWXT, Mrs. Blido was notified that Framatome is acquiring their small business unit that is located in Bedford County. Framatome specializes in the nuclear power plant maintenance business. It is an exchange of facilities where BWXT will be acquiring one of the Framatome facilities off of Mt. Athos Road and Framatome is acquiring the work and assets of the unit based on Vista Center Dr., in Forest. She also spoke with Framatome's Vice President of Communications who said they will not continue the BWXT lease in Bedford County, which means they will be moving out all the equipment and she will be notifying the Commissioner of Revenue. This month staff will focus on prospects, expansions, marketing, recovery and broadband. Shentel wants to invest in the County in addition to the ongoing buildout by Briscnet and Comcast, and she believes that with these three build-outs, the County will be almost fully covered with internet access in the end. In response to Mr. Walton's question regarding how many jobs were affected in the BWXT/Framatome swap, she said about 40 were based in that facility. Roughly 20 people were laid off, 10 jobs will be absorbed by Framatome, and 10 more will be absorbed into other BWXT units. BWXT wants to focus on their core business while Framatome's core business is in nuclear power plant services and maintenance.

B. Marketing/Business Development Report

Ms. Bailey had a written report included in the Authority members' agenda packets and follows:

EDA staff have entered into a contract with a digital media company for the upcoming fiscal year. The digital ad campaign will target site selectors from around the world. Ms. Bailey will be working with the company on messaging and visuals over the next several weeks and the campaign should kick-off in mid-August. The contract is one year and will be updated on a quarterly basis as needed. Eight hundred thousand impressions are guaranteed.

Two local companies; Sentry Equipment and a salon, MJ Designs, have submitted requests for reimbursement of up to \$300 for COVID-19 related cleaning supplies and PPE. This will be promoted beginning Friday, June 5, 2020.

On June 22, 2020, EDA staff will be facilitating a meeting with property owners along Burnbridge Road, Hurt & Proffitt, and BRWA for the proposed sewer project. Mr. Doyle Allen will lead the discussion. The meeting will be held at Apocalypse Ale Works.

The Elba Butcher Shoppe post has received the most interaction of any Facebook post to date. As of 2:00 p.m. June 4, 2020, it had reached 36,448 people with 11,719 engagements. The post was shared by 545 people. EDA Authority Chairman, Jim Messier, will be interviewed June 5, 2020 and the EDA welcome banner is now up at the store.

C. Monthly Financial Report (May 2020)

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

D. Monthly Accounts Payable Report – Bills that have been paid (May 2020)

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

(5) ADOPTION OF FY 2020-21 EDA BUDGET

Chairman Messier asked if there were any changes made to the proposed FY 2020-2021 budget. Mrs. Blido said that \$50,000 was now included in the Washington Street property maintenance project. Some of the EDA members felt some maintenance items on the site needed to be addressed immediately and the funds were taken from projected general revenues. Staff reviewed other items in the proposed EDA budget with the Authority members and answered questions. A question arose regarding the interest earnings under Revenues. As of March 2020 the actual interest earnings were \$1,221.80 but \$3,000 was entered in both the proposed FY 2020-2021 budget and the current FY 2019-2020. Staff will adjust the proposed amount of \$3,000 to better reflect actual earnings.

Mr. Walton moved, seconded by Mr. Braud to adopt the proposed FY20-21 EDA budget as amended.

Voting yes in a roll call vote: Mr. Novitzke, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier

Voting no: None

Adopted Unanimously

(6) TOWN OF BEDFORD

A. Ratify Authorization for Removal of Vista Food Parking Lot Sign

Mrs. Blido said that per the EDA's input through emails, the old Vista Food sign has been removed and asked the EDA to ratify that decision and authorize the charge for taking it down and its removal. Mr. Cash noted that the sign was not in good condition and very rusty throughout so it was not worth reselling. Mrs. Blido added that there was little metal left even for scrap. Mr. Cash also said that if the Dawson's want to put up another sign, they will have to go through the sign ordinance for the Town. Mrs. Blido noted that the Town proposes we plant trees along Washington Street and Bridge Street so that will be brought before the EDA at a later time for consideration.

Mr. Novitzke moved, seconded by Mrs. Milton, to ratify the removal of the old Vista Food sign and authorize the payment of \$580 for said work.

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

Voting no: None

Adopted Unanimously

(7) BEDFORD CENTER FOR BUSINESS

A. Update on CVCC HVAC Progress

Mr. Cash stated the \$147,000 project is complete and has received 100% billing at this point. He is still waiting on the County's IT department to provide a network connection so he cannot dial-in yet or make settings or change thermostats, but hopefully it will be possible within the next couple weeks.

B. HVAC Maintenance Contract for CVCC Building

Mr. Cash reported that after negotiating with Trane representatives and having the County staff do some filter changes and maintenance work internally, the maintenance agreement will cost \$5,000 per year. This cost includes any software updates. The County will also be able to dial-in temperature changes which he hopes will incur some energy savings at the CVCC facility. Mr. Robertson reminded him that documentation is necessary for the filter changes and any other work completed by staff as back up information for such an agreement. Mr. Cash assured him the filter changes and any other internal work will be documented. Trane will be on-site twice per year in spring and fall checking everything including refrigerant levels and county staff will do the in-between changes.

Mr. Braud moved, seconded by Mr. Novitzke, to approve the execution of the Trane maintenance contract for the CVCC building's new HVAC system at \$5,000 per year for a term of five years beginning July 1, 2020.

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

Voting no: None

Adopted Unanimously

C. Adoption of New MBC Lease

Mrs. Blido stated Mid-Atlantic Broadband Communities Corporation (MBC) is one of the three leases in the CVCC building. They are the Internet superhighway throughout Virginia and have provided high speed Internet to school systems and rural areas. They have their station set up in a closet in the CVCC building. Because of what they did for southern Virginia localities including Bedford County, they have

never been charged for the space they utilize, but only charged for their electricity use. Their use of electricity has gone up due to additional equipment MBC has installed in the closet. Their electric bill is approximately \$260-270 per month. The County charged them \$300 on a month-to-month basis and staff estimate the small overage actually covers administrative costs incurred in handling their account. Mrs. Blido proposed that a new lease be adopted charging MBC \$300 per month for a five-year lease that would continue month-to-month thereafter. MBC would need to give the County a three-month written notice if they choose to leave the building and the County retains the right to give them notice to move if deemed necessary in the future. Ms. Bailey said a meter was installed this past fall and the electric usage calculates between \$260 and \$275 per month. Currently they do not pay rent for the space and Mr. Cash estimated that the space utilized by MBC is 10x20 ft. Mrs. Blido said there has been a long-term partnership with MBC when they brought internet into our rural schools and the political will at that time was to do the most for them. They also have given their Montvale tower to the County as well as white space equipment that is ready for use when the broadband project is all built out and we see any gaps.

Mr. Walton moved, seconded by Mr. Braud, to authorize the EDA Chairman to sign a new lease with MBC for \$300 per month for five years commencing July 1, 2020.

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

Voting no: None

Adopted Unanimously

(8) MONTVALE CENTER FOR COMMERCE

Mrs. Blido reminded the EDA members that trees have grown in the retention pond at the Montvale Center for Commerce and need to be removed. Staff has found a reputable company owned by Bobby Nichols in Huddleston that can remove the trees for a low cost of \$3,800. He has agreed to have two or three men working at the site every day for one week removing the trees and putting them into a pile so they can be burned. John Goyne will be doing bush hogging and Bobby Nichols will work in conjunction with Mr. Goyne. In response to Mrs. Milton's question regarding other bids, Mrs. Blido responded that she had other company names, but was told by Voydee Spinner and Sheldon Cash that she would not get a bid lower than \$3,800 and Mr. Nichols could start the work quickly in the next week. Discussion followed regarding use of a bid procedure for future similar projects.

Mr. Robertson moved, seconded by Mrs. Gardner, to accept the proposal from Bobby Nichols to remove trees from the pond at Montvale Center for Commerce for \$3,800 based on a contract and certificate of insurance to cover liability.

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

Voting no: None

Adopted Unanimously

(9) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Shell Building Construction Progress

Mr. Cash reported that the new bricks have been delivered to the site. The building inspectors were on the site today and approved the vapor barrier so the new brick work is scheduled to start on Monday. The contractor has said completion of the shell building is July 8, but Mr. Cash estimates that with weather delays, completion may be August 8 instead.

B. Meade Road Extension Progress

Mr. Cash reported that there have been some rain delays to this project. Rough grading on the road is completed and a base layer of stone has been put down. The contractor thinks the completion date is June 26, but Mr. Cash estimates the project will be finished by July 26.

C. Update on BRWA Sewer Capacity

Mrs. Blido said this past week, she, Ms. Bailey, and Mr. Hiss were on a call with the Director of Engineering Rhonda English, and Director Brian Key from the Bedford Regional Water Authority (BRWA). She referred the EDA members to Ms. English's letter dated April 28, 2020 where she outlined the Water Authority's position on sewer capacity in Forest. The EDA partly paid for the New London pump station and while the New London station is not nearly close to capacity, the New London station flows into the Lake Vista pump station which is reaching capacity. BRWA is notifying the EDA that they have held off projects in the New London area, but are planning to take sewer requests for the Forest area on a first-come first-serve basis until sewer capacity is full which could indirectly affect the New London Business and Technology Center. An August meeting is being scheduled to discuss how the County can help BRWA extend sewer service in general as growth continues. Mrs. Blido asked the EDA members if a subcommittee should be formed to address this issue and if Mr. Braud and Mr. Walton could attend the joint Board of Supervisors (BOS) and BRWA August meeting. The previously set June meeting was canceled and reset into August. BRWA cannot get financing for expansion until 2022 and will reach capacity beforehand. Mr. Walton said the EDA needs to review the past history and documentation of the New London pump station to be fully aware of the factors involved. Discussion followed regarding the New London pump station, how much capacity is being used currently and if any capacity was reserved initially for the New London Park, the Lake Vista pump station, and the \$1.8 million BRWA has said will be needed to expand the Lake Vista pump station. Mrs. Blido will email all the documents and background information regarding the situation to the EDA members for their review and in preparation for the August meeting.

D. Consideration of Proposed Disc Golf Course

Kenny Palmer, Operations Coordinator for Parks and Recreation introduced himself to the EDA members and spoke of the easement the EDA granted them to build the trail system in the New London Park and how popular the trails have become. The area is still in need of other recreational opportunities and he would like the EDA to consider allowing Parks and Rec to build a professional level disc/frisbee golf course on the swaths of land that were cleared for installing the sewer lines in New London Park. There is a big boon in this sport in Bedford County because the five time World Champion and current World Champion, Paul McBeth, lives in Goode. Mr. Palmer said they have completed disc golf courses in Moneta Park, Falling Creek Park, Montvale Park, and another course is opening soon that is located just outside of the Town limits. Mr. McBeth has a very active social media presence and is considered the Tiger Woods of disc golf. He feels the property in New London would make the best pro disc golf course in the Commonwealth of Virginia and could host tournaments that would bring people to Bedford County from throughout the country. EDA members asked Mr. Palmer questions regarding the venture and future opportunities with such a course and also discussed potential issues or concerns. Consensus was agreeable to the concept and it would make the park more marketable to companies. The Authority members asked Mr. Palmer to stay in touch on this. Mr. Palmer said he would present more information and details to the EDA members and thanked them for their time.

(10) OTHER BUSINESS

None.

(11) 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 in a roll call: Mr. Novitzke, 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. Braud to return to regular session.
Voting yes: Mr. Novitzke, 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 4th day of June 2020, 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 4th day of June 2020, 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
Vicki Gardner	Yes
Wyatt Walton, III	Yes
Matthew Braud	Yes
Kristy Milton	Yes
James Robertson	Yes
Jim Messier	Yes

(12) ADJOURNMENT

7:40 p.m.

APPROVED:


Chairman


Secretary