



**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**

**May 6, 2021  
5:30 p.m.**

**Economic Development Authority:**

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

**Absent:** Matthew Braud - Dist. 4

**Staff Present:** Robert Hiss - County Administrator; Traci Blido - EDA Secretary; Pam Bailey - Marketing & Business Development Coordinator; Patrick Skelley - County Attorney; Doug Coffman - General Property Manager

**Staff Absent:** None

**Transcriber:** Julia Peters

**Guests:** Edgar Tuck - County Supervisor District 2; Charla Bansley - County Supervisor District 3; Bruce Hartwick - Town of Bedford Councilman

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**(1) APPROVAL OF AGENDA**

Chairman Messier asked for a motion to approve and/or any amendments to the Authority's May 6, 2021 agenda.

**Mr. Walton moved, seconded by Mrs. Milton, to approve the May 6, 2021 EDA agenda, as presented.**

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

**Voting no: None**

**Adopted Unanimously**

**(2) APPROVAL OF MEETING MINUTES - April 1, 2021**

Chairman Messier asked for approval and/or any amendments to the Authority's April 1, 2021 meeting minutes.

**Mrs. Gardner moved, seconded by Mr. Smith, to approve the April 1, 2021 meeting minutes, as presented.**

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

**Voting no: None**

**Adopted Unanimously**

**(3) REPORTS**

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

Mrs. Blido reported the EDA closed on the shell building loan with the Bank of the James. The appraisal came in at \$2.1 million "as is" with the gravel on the floor, and once the build-out is complete, the building should appraise for \$4.2 million. Damage Prevention wanted to thank the EDA for its offer to loan the funds for construction of their temporary entrance, but they decided to do it on their own and pay cash. The engineer is working on redrawing the permanent entrance. Mrs. Blido stated that it is time to revisit the EDA's strategic plan and proposed that Friday, Aug. 27, 2021, 9 a.m. – 1 p.m., would be a good date for the planning day if it works for everyone. She also reported that they completed the budget process and hats off to Mr. Hiss, and Mrs. Ashley Anderson in Finance for their thoroughness. The Board of Supervisors (BOS) had fewer questions this year regarding the budget. The CIP funding received full support from the BOS for grading Lots 10A and 12A in the New London Business and Technology Center. The Tobacco Commission will have a virtual meeting on May 27 and commission staff will recommend a grant be awarded for this project. The TEVA property has been actively promoted. The Chamber of Commerce Chat and Cheers event is set for May 20, 2021, beginning at 4:30 p.m. at Beale's and Mr. Hiss will be giving an update regarding the County while Bedford Town Manager Bart Warner will report on the Town. Anyone interested in attending can register through the Chamber. Mrs. Blido received a request from John Loftis of the Virginia Economic Development Partnership (VEDP), which is being asked to provide a short list of high potential sites and specific investments required to enhance the competitiveness of those sites. The New London Park is one of the high potential sites and she will give the VEDP a cost estimate for fully developing 100 acres within 24 months. Discussion followed regarding this request, the Park's water and sewer, and whether obtaining piped natural gas within the Park is feasible. Staff will gather information and cost estimates about the possibility of gas lines into both the New London and Montvale Parks and report back to the EDA.

**B. Marketing/Business Development Report**

Ms. Bailey reported that blue folders for EDA members have been filled with reference materials, including the strategic plan and bylaws, and the folders can be useful tools for the Authority. All the information included is also found on the EDA website. There will be a groundbreaking ceremony for the Burnbridge Road Sewer Project at Apocalypse Ale Works on Friday at 4 p.m. The EDA members are invited and the media has also been contacted. Bedford One Career Conversations have been ongoing for several weeks. Companies such as Blue Ridge Optics, Hurt and Proffitt, and Innerspec have participated. The conversations have been interesting for the students and have kept them engaged. Additional companies scheduled to be featured include Southern Air, the Landing Restaurant, and L3Harris. The conversations are being recorded and can be viewed on the economic development YouTube channel and she will send the link to EDA members.

**C. Monthly Financial Report (April 2021)**

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

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

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

**E. Review FY22 Draft EDA Budget**

Staff reviewed the draft FY22 EDA Budget with the EDA members and answered questions.

Discussion followed regarding allocating funds for larger maintenance projects and holding the money in reserve to cover big long-term capital expenses anticipated such as new roofs or parking lot paving. Consensus was to allocate a "rainy day" or maintenance reserve fund of \$200,000 for all the properties owned by the EDA. Discussion also included other maintenance costs of owned properties and other budgeted items. Staff were directed to make the noted revisions to the budget, add explanations, and the EDA will review the budget again in the June meeting.

**(4) TOWN OF BEDFORD**

**A. Tree Project Update**

Mrs. Blido stated construction starts on Monday. The Town EDA and the County EDA will each pay \$3,425 toward this project with the balance covered by the grant. Total costs were \$13,000. The work should be completed in a week, weather permitting.

**(5) BEDFORD CENTER FOR BUSINESS**

**A. Review Updated Grading Cost Estimates**

New quotes were included in the EDA members' agenda packets. Jamerson-Lewis walked the land and looked through the Draper-Aden Master Plan. It will be costly to move dirt and grade the lots, totaling \$3.6 million. Although the park has not had a lot of prospect activity, graded lots may generate more interest. A joint meeting with the Town EDA was requested again by an EDA member.

**(6) MONTVALE CENTER FOR COMMERCE**

**A. SWOT Analysis Report**

Mr. Robertson presented a SWOT analysis report for the Montvale Park and reported on its strengths, weaknesses, opportunities, and threats. Mrs. Blido will follow-up with the business representatives with whom the SWOT team spoke. Chairman Messier suggested that the park companies could network with their neighboring businesses which would especially help group purchasing power in the Center.

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

**A. Lot 7 Build-out Report (Belvac property)**

Mr. Coffman shared photos of the project's progress and reported the upfit is rolling along and that footers for the interior crane line are being excavated. Approximately 70-80% of the under-slab plumbing rough-in was completed and they were working on getting the electrical in place. The project is well

underway and making good progress. The target completion date for Belvac is July, but Mrs. Blido believes September is a better expectation.

**B. Gravel Parking Expansion Request**

Mrs. Blido said Parks and Rec. are requesting funds for adding gravel for additional parking spaces for the Tech Trails and disc golf course. Southside Electric is willing to move their gate back to make room for more parking and Parks and Rec. would like the EDA to consider granting \$2,000 for 15 tons of gravel which would double the parking spaces. Discussion followed. Consensus was to give the golf course more time to better gauge the level of usage before assisting with funds. It was noted that there is plenty of parking within the New London park that could be utilized, although the spaces may be further from the disc golf course and users would have to walk further.

**C. U.S. Army Corps of Engineers (USACE) Stream/Wetland Delineation Proposal**

Hurt & Proffitt drew up the proposal and the quote which would take care of the USACE permitting for the next five years, especially for the vernal pool located in the park. Research, site visits, flagging, and GPS mapping are included in the proposal. Discussion followed. County Attorney Skelley noted that Item number (5) **Indemnification** under the Standard Terms and Conditions of the agreement must be removed as it is deemed unconstitutional for Virginian localities.

**Mr. Robertson moved, seconded by Mr. Smith to approve \$6,500 for professional services required for the USACE permitting of the stream/wetland in New London Business and Technology Center.**

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

**Voting no: None**

**Adopted Unanimously**

**(8) OTHER BUSINESS**

**A. EDA Strategic Planning Session (proposed date August 27, 9am-1pm)**

Mrs. Blido asked EDA members to review their calendars to see if Friday, August 27, 2021 is an agreeable date for the EDA's strategic planning session. She would like to invite consultant Ms. Liz Povar, the former Deputy Director of VEDP, to assist in the strategic planning session. Mrs. Blido will send an email to EDA members to confirm their attendance.

**B. Economic Development Week Proclamation**

Mrs. Blido said that next week (May 9-15, 2021) is Economic Development Week and it is worth celebrating the good year the EDA had. Chairman Messier read the Proclamation aloud.

**Mrs. Milton moved, seconded by Mr. Robertson to authorize the Chairman to sign the Proclamation in recognition of National Economic Development Week.**

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

**Voting no: None**

**Adopted Unanimously**

The Proclamation follows:

**P R O C L A M A T I O N  
I N R E C O G N I T I O N O F  
N A T I O N A L E C O N O M I C D E V E L O P M E N T W E E K**

WHEREAS, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers and the organization has recognized May 9-15, 2021 as National Economic Development Week; and

WHEREAS, Bedford County economic developers promote the economic well-being and quality of life for our community by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

WHEREAS, economic developers actively work to develop the workforce and engage in a wide variety of activities that support nearly 3,500 existing and new companies in Bedford County that provide essential employment for its citizens; and

WHEREAS, despite the COVID-19 pandemic challenges, Bedford County's economic developers have assisted more than 100 local businesses with grants and assistance in order to help them continue to thrive and keep their doors open.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors and the Economic Development Authority of the County of Bedford do hereby recognize May 9 – 15, 2021 as “National Economic Development Week” in the County of Bedford and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life.

**(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.**

**Mrs. Gardner moved, seconded by Mr. Robertson to enter into Closed Session.  
Voting yes: Mrs. Gardner, Mr. Walton, Mrs. Milton, Mr. Robertson, Mr. Messier  
Voting no: None  
Adopted Unanimously**

County staff, County Supervisors and Transcriber were invited to remain for the Closed Session.

**Mrs. Gardner moved, seconded by Mr. Robertson to return to regular session.**

Voting yes: Mrs. Gardner, Mr. Walton, 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 6th day of May 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.

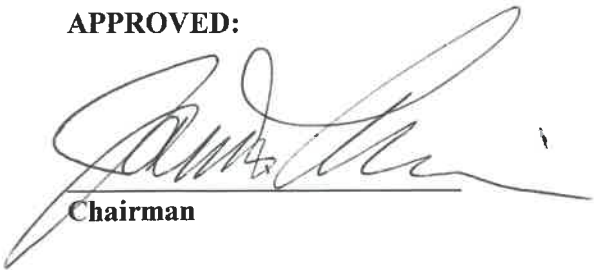
NOW, THEREFORE, BE IT RESOLVED, on this 6th day of May 2021, that the Bedford County Economic Development Authority does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the 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
Wyatt Walton, III	Yes
Kristy Milton	Yes
Vicki Gardner	Yes
James Robertson	Yes
Jim Messier	Yes

(10) ADJOURNMENT

7:32 p.m.

APPROVED:

  
Chairman

  
Secretary