



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Building Board Room
122 E. Main Street
Bedford, VA 24523
November 5, 2015
5:30 p.m.**

Economic Development Authority:

:Present:

Dennis Novitzke – Dist. 1; Mickey Johnson – Dist. 2; Matthew Braud, Dist. 4; Jim Lusk – Chairman, Dist. 5; Kristy Milton, Dist. 7

:Absent: Wyatt Walton – Vice Chairman, Dist. 3; Kim McCabe, Dist. 6

:Staff Present: Traci Blido – EDA Secretary; Jessica Hupp – Transcriber; Carl Boggess – Interim County Administrator/County Attorney

:Staff Absent: None

:Guests: Jared O'Brien; Sheldon Cash – Public Works; Charlie Kolakowski – Town Manager

(1) APPROVAL OF AGENDA

Mr. Lusk asked if anyone had any changes they wished to make to the agenda. Mrs. Blido stated the board has a revised version at their desk, in which staff has added a CVCC request to install a sign under (6) Bedford Center for Business.

Mr. Braud moved, seconded by Mr. Novitzke, to approve the November 5, 2015 agenda, as amended.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted unanimously

(2) APPROVAL OF MEETING MINUTES – October 13, 2015

Mr. Lusk asked for approval and/or amendments to the Authority's October 13, 2015 meeting minutes.

Mr. Braud moved, seconded by Mr. Johnson, to approve the October 13, 2015 meeting minutes, as presented.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted Unanimously

(3) REPORTS

a. Economic Development Director's Report

Mrs. Blido reported things are picking up with commercial activity in the county and that she is still working with many of the same prospects she has mentioned to the EDA before. Mrs. Blido stated she may be bringing projects to them in the near future addressing water and sewer needs of these prospects.

Mrs. Blido reported that Georgia-Pacific Big Island is currently in the midst of a \$40 million pulp mill expansion that will be completed at the end of the year. Mrs. Blido will be meeting with GP and the Virginia Economic Development Partnership because in addition to their expansion they have taken on some environmental initiatives that they may be eligible to receive a grant for.

Mrs. Blido stated that the mill began in 1891, and in 2016 they will celebrate 125 years. The mill burned down in 1914 and was rebuilt in 1915 and has dealt with many floods. On Saturday, October 8, 2016, GP Big Island will hold an event by invitation called "A Fine and Dandy Day" at the Sedalia Center to celebrate their 125 years. GP Big Island had an economic impact this year of \$133 million in Bedford County including payroll, fuel, etc.

Mrs. Blido stated she has been meeting with BWXT about their performance agreements with the EDA and Tobacco Commission on the Vista Center Drive expansion grants. It has been nearly three years since the announcement was made that Babcock & Wilcox would be expanding at that site in Bedford County. Mrs. Blido reported that BWXT has invested \$6.5 million in equipment and has 66 full time jobs so far at the Vista Center Drive location.

Mrs. Blido stated that the broadband project is moving forward and that a special use permit was approved 6-0 to locate the tower there. Mid-Atlantic Broadband Communities Corporation has already received five responses of interest from ISP's and we should soon know who will be providing internet service to that area. Mrs. Blido stated that Delegate Byron had Montvale's project on her agenda for the state level broadband committee since Bedford County has been so successful.

Mrs. Blido stated she is still looking for a space for Litesheet Solutions between 7-12,000 square feet. The previous Dramco facility was too large for them, but there are still others interested in the Dramco building.

Mrs. Blido stated she will be attending the FabTech show next week in Chicago and will be meeting with site selectors to tell the story of Bedford's assets.

b. Monthly Financial Report

Mrs. Blido reviewed the monthly financial report with the EDA. Mr. Braud asked if we had not had any payments into the cell tower revenue fund. Mrs. Blido stated we have around \$60-70,000, but that is mainly shown to indicate when we feed money out of the account. Mr. Braud asked that it be moved into the assets.

c. Monthly Accounts Payable Report – bills that have been paid

Mrs. Blido reviewed the accounts payable report with the EDA. Mr. Braud asked about the locksmith charge. Ms. Hupp stated she believes CVCC wanted a new lock and light added to the back door.

d. Existing Business Report

Ms. Hupp reported that on November 17 the final Bedford One tour of 2015 will take place. It will be a day-long tour at Bedford Memorial Hospital (BMH) and the Bedford Science and Technology Center (BSTC) for students interested in health science careers and the Governor's Health Sciences Academy at BSTC. After the tours, there will be a series of presentations from health care providers including a physical therapist, pharmacist, and the medical director of BMH. The Bedford One steering committee will meet again in December to plan the upcoming spring tours.

Ms. Hupp stated that the last Lunch to Learn series put on by the Small Business Development Center got cancelled because of the hurricane, so staff has decided to sponsor their December Lunch to Learn series on search engine optimization. That event will take place on December 9 at CVCC in Lynchburg.

Ms. Hupp stated that the last quarterly roundtable meeting of the year will take place on December 10 at Simplimatic Automation. The meeting will begin as usual with companies sharing new business news and will be followed by a tour of Simplimatic's new facility. All EDA members are invited to attend.

Mr. Lusk stated that Ms. Hupp had done an excellent job on the recent newsletter.

(4) Washington Street

A. Authorization of Archery Building/Christmas Station abatement work

Mr. Cash stated the EDA has a memo in their packet on the asbestos abatement project for Washington St. The EDA has already approved Hurt & Proffitt to do the design work, which was then used for the invitation to bid for asbestos and lead paint abatement. Public works received three bids, with A&A Environmental being the lowest bid. Mr. Cash stated the cost was higher than he anticipated, however the Christmas Station is a difficult space due to its several layers of flooring. Mr. Cash stated that A&A was used for the courthouse projects and staff was pleased with their past performance.

Mr. Cash stated that for air regulations there must be a third party monitoring the site while work is being done. Hurt & Proffitt can monitor for \$450 per day for 16 days, for a total of \$7,200. They will also take samples, as it is required, to be sent to the lab. Mr. Cash recommends a 10% contingency in case they run into any surprises.

Mr. Cash stated the abatement would take place in two different phases. The contractor will abate the walls and flooring of the buildings and issue the invitation to bid for demolition before completely removing the roof. This will prevent the building from sitting without a roof while bids are being solicited. Mr. Cash stated they aren't expecting to run into any issue with the roof, which could help the

cost decrease by \$7-8,000 less than the \$37,000 estimate. Mr. Cash stated that once the abatement work begins there will be no turning back on the demolition.

Mr. Braud asked what the original figure was for the demolition of the Washington Street properties. Mr. Cash stated \$210,000, which included the abatement so hopefully that final completion amount will come down.

Mr. Cash stated he would also like the EDA to authorize staff to begin working on the invitation for bid for demolition. A discussion followed regarding what would be done with the space once the buildings were demolished. Mr. Cash stated that what the EDA would like to be done to the space must be included in the Invitation for Bid.

Mr. Johnson moved, seconded by Mr. Braud, to approve the \$50,675 worth of abatement work at the Washington Street buildings and authorize staff to move forward on creating an Invitation to Bid for the demolition of the Christmas Station and Archery Building.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted Unanimously

(5) Montvale Center for Commerce

A. Request for Authorization to install Montvale Park sign – Eagle Scout Jared O’Brien

Mrs. Blido introduced Jared O’Brien. Mr. O’Brien stated he was a member of Troop 183 and lives in Montvale. For his Eagle Scout project, he would like to install a sign off Rt. 460 to show people driving on the highway where the Montvale Park is located. The sign would be installed at the intersection of Marketplace Drive and 460, on the right side of the entrance. He anticipates it will be completed by spring 2016. Mr. O’Brien stated he has already received approval from Bedford County Parks and Recreation, and has checked with VDOT and Virginia 811. Mr. O’Brien stated the design of the sign will be a 4x6-foot v-pattern, with three 6x6-foot concrete posts. The sign would simply say “Montvale Park”, with an arrow, to identify its location.

Mrs. Milton asked what the sign would be made of, to which Mr. O’Brien stated it would be a metal sign and assured it wouldn’t be a material that would corrode. Mrs. Milton asked if he had estimated what it would cost, to which he stated he hadn’t gotten that far. Mr. Novitzke asked who would be installing the sign, to which Mr. O’Brien stated he, his fellow troop members, and his grandfather who is a carpenter would be installing the sign. Mr. O’Brien stated Appalachian Power said there was no conflict with the location and underground power lines.

Mrs. Milton moved, seconded by Mr. Braud, to authorize Jared O’Brien’s Eagle Scout project of installing a sign for the Montvale Park, and to assist in his fundraising with an EDA donation of \$200.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted Unanimously

(6) Bedford Center for Business

A. CVCC Maintenance update

Mr. Cash reported that as staff begins entering lease negotiations with CVCC, one of the things CVCC continues to tell us is that they are running out of space. Ideally, they would like to expand into the old judge's chambers, which is a portion of the building that belongs to East Coast Fabricators. East Coast doesn't mind giving them the space since they're not using it and wouldn't mind a decrease in their own lease rate.

Mr. Cash included a quote from Virginia A&E to do a feasibility study on the additional space in the EDA packet. Mr. Cash explains the concern comes from the two facilities having different purposes, which brings a host of issues with building code involving the firewall. If CVCC were to move into the old judge's chambers, it would bring them on the other side of the firewall that separates classrooms from manufacturing.

Virginia A&E is willing to do a feasibility study for \$7,500. In order to do lease negotiations, Mr. Cash believes we need to find out what CVCC's options are and therefore, a feasibility study would address that. Mr. Lusk asked how CVCC plans to use the space they want from East Coast. Mr. Cash stated that CVCC has a paramedic program they would like to put in one to two classrooms and storage area for medical training equipment.

Mr. Cash stated he expects East Coast will want a rent reduction, and CVCC will see an increase, but it is up to the lease negotiations to see what it will end up looking like. A discussion followed concerning CVCC and East Coast's long term plans and if the additional square footage will appropriately fit their needs.

Mr. Braud asked approximately how much construction would cost, to which Mr. Cash stated they estimate it will cost \$80-\$100 per square foot at a total of 15,000 square feet. The EDA discussed concerns about recouping the investment. Mr. Boggess suggested the EDA wait to make a decision until he's able to talk to John Poole at CVCC to get a better, more concrete idea of future plans.

B. Landscaping/Snow removal contract renewal 2016

Mr. Boggess stated that we have three different vendors that deal with landscaping and snow removal for our two parks, New London and Bedford Center for Business. Mr. Boggess stated that Peakview Landscaping currently takes care of both snow removal and landscaping in the Bedford Center for Business, and agree to extend their contract for another year at the current rate.

Mr. Johnson moved, seconded by Mr. Braud, to extend the current landscaping and snow removal contract for the Bedford Center for Business held with Peakview Landscaping for the 2016 season.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted Unanimously

C. CVCC Request to install sign

Mrs. Blido stated that CVCC has asked the EDA in the past about installing a welcome sign, and is now offering to pay for the sign. Mrs. Blido stated that Mr. Gatti of CVCC could not make it this evening, but stated how thankful the college is for the new paint, which projects a positive image. Mr. Gatti further stated that he would like approval to install the sign recommended by the EDA's consultant. Mrs. Milton stated the sign still does not satisfy the two sides of the building, and that they should be aware it will not be a permanent sign. Mr. Braud asked if there was a multi-tenant pylon sign, to which Mrs. Blido stated no, but that Draper Aden had worked on plans for a sign once more tenants moved into the park. They also included a sign in their proposal for CVCC/East Coast, however East Coast does not want to be listed on the sign at this time. Mrs. Milton stated future tenants should at least have the option to have their name listed on the sign.

Mr. Lusk moved, seconded by Mr. Novitzke, to approve CVCC to install the sign designed by the Draper Aden's sign consultant until a multi-tenant sign is ready to be installed.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted Unanimously

(7) New London Business & Technology Center

A. Landscaping/Snow removal contract renewal for 2016

Mr. Boggess explained that the current contracted company for landscaping in New London wants to increase the contract amount a considerable amount to cover their costs. A-Plus Lawn Care projected an increase of \$373 more per month. Mr. Boggess stated that this price is higher than several bids we received last year, and believes staff should put out a limited bid to the four companies that were responsible and responsive to last year's landscaping RFP, and were also priced at a lower rate. Those four companies would include the current contractor A-Plus, and L&A Lawn Care, Peakview Landscaping, and RSG Landscaping.

Mr. Johnson asked how the current contractor did this year. Mrs. Blido stated that staff has been very pleased with both contractors in New London this past year.

Mr. Johnson moved, seconded by Mr. Braud, to extend the snow removal contract at the same rate with Rosser Landscaping and Design in the New London Business & Technology Center for the 2016 season.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted Unanimously

Mr. Braud moved, seconded by Mr. Johnson, to authorize staff to put out a limited bid to A-Plus, L&A Lawn Care, Peakview Landscaping, and RSG Landscaping for landscaping maintenance in the New London Business and Technology Center for the 2016 season.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted Unanimously

(8) All Other EDA business as may be appropriate

Mr. Boggess stated that at the Board's work session next Tuesday they will discuss a potential revenue sharing project for the extension of Corporate Park Drive to open up the area for further commercial or industrial work. The Board will hear from Scott Beasley from Hurt & Proffitt. Mr. Boggess will give the EDA an update about this discussion at the December meeting.

Mr. Kolakowski stated that the Town of Bedford would be seeking proposals for the clearing of trees at the end of Bell Town Road to see what's back there, to make it easier to do well monitoring, and for a potential production facility. In conjunction with that, the Town is willing to get a proposal for the EDA to clear trees in the Bedford Center for Business for no additional cost. Mrs. Blido stated they don't believe it would cost us anything because the Town could keep the timber. Draper Aden said we should jump on the offer, but to leave the stumps because taking them out could disturb the property at a new level.

Mr. Braud moved, seconded by Mrs. Milton, to authorize staff to work with the Town of Bedford to remove trees from the Bedford Center for Business properties subject to the preparation of a delineation map by Draper Aden.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted Unanimously

A. Closed Session

Mr. Braud moved, seconded by Mr. Novitzke, that the Bedford County Economic Development Authority go into Closed Session pursuant to Section 2.2-3711 (A)(3) and (5), for discussion or consideration of the acquisition or disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and for discussion or consideration of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the businesses' or industry's interest in locating or expanding its facilities in the community.

Voting yes: Mr. Novitzke, Mr. Braud, Mr. Lusk, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted unanimously

Authority member Mr. Braud made a motion, seconded by Authority member Mrs. Milton, to go back into regular session.

Voting yes: Mr. Novitzke, Mr. Braud, Mr. Lusk, Mr. Johnson, Mrs. Milton

Voting no: None

Adopted unanimously

On a motion made by Authority member Mr. Braud, which was seconded by Authority member Mrs. Milton, which carried on a vote of yes, the following resolution was adopted:

Whereas, the Bedford County Economic Development Authority has convened a Closed Meeting on this the 5th day of November 2015, pursuant to an affirmative

recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, §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 November 2015, 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
Matthew Braud	Yes
Wyatt H. Walton, III, Vice-Chairman	Absent
James A. Lusk, Chairman	Yes
Mickey Johnson	Yes
Kristy Milton	Yes
Kimberly McCabe	Absent

(9) Adjournment

-7:01 p.m.

APPROVED:

Chairman

Secretary