



MINUTES
ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA
Bedford County Administration Ground Floor Training Room
122 E Main Street
Bedford, VA 24523
February 3, 2022
5:30 p.m.

Economic Development Authority:

Present: 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: Rhonnie Smith – Dist. 1

Staff Present: Robert Hiss – County Administrator; Pam Bailey – EDA Director; Holley Scheffel - Business Development Coordinator; Doug Coffman – Director of Public Works; Patrick Skelley – County Attorney

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

(1) CALL TO ORDER

Mr. Skelley called the meeting to order at 5:30 PM and opened the floor for nominations for a Chairperson of the EDA for 2022.

(2) ORGANIZATION

A. Election of Officers

Mr. Walton moved, seconded by Mr. Braud, to nominate Mr. Robertson as Chairman of the EDA for 2022.

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

Voting no: None

Adopted Unanimously

Chairman Robertson then asked for nominations for Vice-Chairman

Mr. Messier moved, seconded by Mr. Braud, to nominate Mr. Walton as Vice-Chairman of the EDA for 2022.

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

Voting no: None

Adopted Unanimously

Chairman Robertson then asked for nominations for Secretary

Mr. Messier moved, seconded by Mr. Walton, to nominate Pam Bailey as Secretary of the EDA for 2022.

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

Voting no: None

Adopted Unanimously

Chairman Robertson then asked for nominations for Treasurer

Mr. Walton moved, seconded by Mrs. Milton, to nominate Kim Snow as Treasurer of the EDA for 2022.

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

Voting no: None

Adopted Unanimously

(3) APPROVAL OF AGENDA

Chairman Robertson asked for a motion to approve the EDA's February 3, 2022, EDA agenda.

Mr. Messier moved, seconded by Mr. Braud, to approve the February 3, 2022, agenda, as presented.

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

Voting no: None

Adopted Unanimously

(4) APPROVAL OF MEETING MINUTES – January 6, 2022

Chairman Robertson asked for a motion to approve the EDA's January 6, 2022, meeting minutes.

Mr. Braud moved, seconded by Mr. Messier to approve the January 6, 2022, meeting minutes.

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

Voting no: None

Adopted Unanimously

(5) REPORTS

A. Economic Development Director's Report

Ms. Bailey shared that the first Business Roundtable for 2022 is set for Tuesday, February 15th at CVCC Bedford Center from 8:30-10 a.m. The guest speaker will be Randy Dunton who runs the Legacy Education Center in Lynchburg. He will share his federally funded program with local businesses that may be interested in partnering with the Center in hopes of building their workforce.

Business retention and expansion visits have also been scheduled for the coming weeks. In addition, the Lynchburg Regional Business Alliance will hold its annual meeting on February 23rd.

Ms. Bailey shared that budget season is here and she is asking for one additional staff member for her department. This would likely be a split position between Economic Development and Administration.

Ms. Bailey informed the group that an Economic Development consultant picked up Bedford County's Economic Development YouTube channel and gave credit for the virtual Career Conversations that have been offered. This is the first time that the YouTube channel has received national attention.

B. Business Programs Report

Mrs. Scheffel shared that the most recent Bedford One Career Conversation went well. The guest speaker was MacKenzie Caun with Sentry Systems who shared her journey in how she became an HR Generalist there. Speakers have been secured for February, March, and April for the remaining school year. Randy Dunton will participate in the Career Conversation in March, a speaker from Bedford Regional Water Authority will speak in March, and Kennedy Chase with Runk & Pratt will be the final guest speaker in April.

C. Monthly Financial Report

Mr. Walton asked for clarification regarding the current cash on hand. Ms. Bailey stated that cash on hand is \$1.281M.

D. Monthly Accounts Payable Report

Ms. Bailey mentioned that we did not receive a BRWA invoice this month due to a change in their software system which likely means there may be two bills next month. No other expenses were out of the ordinary for the month.

Mr. Robertson asked if Peaksview Landscaping billed a standard amount each month or if invoices fluctuate each month. Ms. Bailey mentioned that landscaping invoices do vary some months based on factors such as snow removal or tree removal. Mr. Coffman noted that next month's bill will be significantly higher due to the amount of snow removal that was needed this month.

EDA	Amount Paid
Whittington Consulting – Website Management	\$150.00
EDA Mileage – January meeting	\$73.65
Bedford Center	
Town of Bedford Power – CVCC – January	\$3,821.20
Peaksview Landscaping – December service (paid in January)	\$400.00
New London	
Southside Electric – January invoice	\$563.60
Bank of the James – Interest charges January	\$4,163.46
Belvac Draw #8	\$21,460.00
Peaksview Landscaping – December service (paid in January)	\$1,410.83
Washington Street	
Hurt & Proffitt – Elba’s Parking Lot Conceptual Plans	\$1,500.00
TOTAL:	\$33,842.74

(6) TOWN OF BEDFORD

Ms. Bailey shared that Mary Zirkle had no new updates to share with the school-to-school project; however, Mrs. Zirkle is working on a green infrastructure site project with UVA. Beginning in March, several graduate students, who attend UVA’s school of architecture, will be working on conceptual designs and specifications as well as cost estimates for various projects in the Town. This will be a 6–7-week project-based learning opportunity. Mrs. Zirkle asked Ms. Bailey if the Elba parking lot could be included in the project. Ms. Bailey shared with the board that H&P has completed the initial parking lot study, but that initiative would complement what the students would be working on. If the board agrees with allowing the UVA students to move forward with their project, the students would analyze the space, conduct research, and provide recommendations. No official drawing plans would be provided, but a cost estimate would be included for any recommendations made. After a brief discussion about the benefits of this free opportunity, the board agreed to move forward with having the students begin the project in March.

The Regional Rail study group met on January 6th. Ms. Bailey noted that the General Assembly has been provided with the studies and reports regarding this project. Mrs. Gardner stated that there are ongoing roundtable discussions to help the group get the answers to questions they have about the project. It was suggested that many people in the area are unaware that a railway may be coming to the area, so the group will be working on marketing the project to help build public awareness.

(10) WASHINGTON STREET PROPERTY

Nothing new to report.

A motion and a second were made to go into a closed session.

(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.

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.

A motion and a second were made to come out of the closed session.

(12) OTHER BUSINESS

A. Award landscaping contracts

Ms. Bailey shared that RFP's for grass cutting at three parks and the Washington Street property went out in December. Several companies bid the projects and a comparison sheet was provided to the board with each company and their proposed expense. Mr. Coffman clarified that the comparison was for fixed costs and does not include snow removal or other landscaping needs as they occur.

Mr. Messier moved, seconded by Mr. Braud that the board approve the landscaping contracts awarded to Peakview Landscaping, LLC and Perfection Cut Landscaping. Mr. Walton moved, followed by a second from Mr. Braud to take money out of the existing loan to pay for half of the lighting (\$12,500) for this project.

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

Voting no: None

Adopted Unanimously

B. Adoption of Strategic Plan

Ms. Bailey stated that in late August a meeting was held regarding the strategic direction of the EDA. Ms. Bailey, Mrs. Gardner, and Mr. Robertson have been collaborating over the last few months and have updated the previous plan. Ms. Bailey asked the board to adopt the strategic plan.

Mr. Walton noted that he likes to see the changes highlighted. Mr. Braud asked for a synopsis of changes. Mr. Robertson shared that they removed the redundancy within the document to make it

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more streamlined, the language was edited to be clearer and more concise, and some additions were made to align with the discussion points made by Ms. Povar.

Mr. Walton motioned, seconded by Mrs. Milton, to adopt the strategic plan, as presented.

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

Walton

Voting no: None

Adopted Unanimously

(13) ADJOURNMENT 7:09 PM

APPROVED:



Chairman



Secretary