



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
July 7, 2022
5:30 p.m.

Economic Development Authority:

Present: David Wells – 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: Pam Bailey - EDA Director; Patrick Skelley - County Attorney; Robert Hiss; County Administrator; Doug Coffman – Public Works Director

Staff Absent: Holley Scheffel – Business Programs Coordinator

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

(1) CALL TO ORDER & DETERMINATION OF QUORUM

Chairman Robertson welcomed David Wells, new EDA board member representing District 1.

Chairman Robertson then called the July meeting of the Bedford County Economic Development Authority to order at 5:31 PM.

(2) APPROVAL OF AGENDA

Ms. Bailey noted two amendments to the agenda including a Meade Road Extension report and an update on the Washington Street property.

Chairman Robertson asked for a motion to approve and or accept any amendments to the Authority's July 7, 2022, agenda.

Mr. Messier moved and was seconded by Mr. Braud to approve the Authority's amended July 7, 2022, agenda.

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

Voting no: None

Adopted Unanimously

(3) APPROVAL OF MEETING MINUTES – May 5, 2022

07/07/2022 Minutes

Chairman Robertson asked for a motion to approve the May 5, 2022, meeting minutes.

Mr. Messier moved and was seconded by Mr. Braud to approve the Authority's May 5, 2022, meeting minutes.

Voting yes: Mr. Wells, 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

Ms. Bailey shared that in May, Bramble Hollow Farm was awarded a \$9,000 AFID grant; the county will also be matching those funds. The grant will allow the farm to install a commercial tilt kettle to aid in the production of bone broth. It will also allow local growers to utilize the equipment.

Ms. Bailey's office is also in the process of revamping her department's website which should launch within the next few weeks.

She also noted that three Bedford County businesses were recently awarded cash and in-kind prizes for their participation in The Gauntlet, a 10-week business development program and competition that connects entrepreneurs to mentors and resources. Local awardees include: Cybercade, Sweet Bakeology, and Fables and Feathers Winery.

It was reported that Apocalypse Cidery opened in June; they were also AFID grant recipients. Winey Chicks was also noted as a Forest area business that has expanded its store and moved to a new location.

Lastly, Ms. Bailey reported that a decision was made by the County Fair Committee to cancel the fair for this year due to not having an adequate venue with ample parking.

Innovairre has repaid \$40,000 of the \$60,000 performance incentive that was awarded to them by the EDA in 2018. Due to lack of meeting the employment levels as part of the incentive, Innovairre was asked to return 2/3 of the monies.

In the coming weeks, staff will be meeting with VEDP personnel and conducting a site visit. Staff will also be meeting with Senator Newman and Del. Kathy Byron, Andy Crawford, and United Way representatives to discuss childcare needs in the county; and a flyer was shared regarding barriers to childcare in Bedford County.

Ms. Bailey has a meeting with Mr. Hiss about establishing a potential Tourism Zone in the county and grants for small businesses.

B. Business Programs Report

Ms. Bailey noted that Mrs. Scheffel is on vacation this month, but that Mrs. Scheffel has been busy making contacts with school division personnel, CVCC personnel, and local businesses preparing for the Bedford ONE Program that will begin when school starts. Many team members from last school year have moved on to other positions, so identifying and connecting with the right people takes time. Tours will be the fourth Wednesday of every month and several companies have already claimed dates for tours.

C. Monthly Financial Report

07/07/2022 Minutes

Regarding the monthly financial reports, Ms. Bailey provided account detail history and YTD report; both reports were run through June 2022. Ms. Bailey also shared that her department lost its financial analyst and the typical reports that are provided for board meetings were unavailable this month. Chairman Robertson asked if all tenants were up to date on their rent. Ms. Bailey indicated that they were. She also noted that Elba's initial lease will end in May and their rent just increased in May.

Mr. Messier asked if the EDA was able to secure the position that was to be shared with the county administration. This will be a full-time position with each department responsible for paying ½ of the salary for the position. Bailey indicated that the position was approved and will be posted in August with an expected start date of October 1, 2022.

D. Accounts Payable

Chairman Robertson asked if landscaping contracts were adjusted to account for the dry season. Public Works Director, Mr. Coffman indicated that in the dry season, grass does not get cut regularly, but it does get cut one time per month at a minimum.

(5) TOWN OF BEDFORD

Ms. Bailey and Mrs. Zirkle with the Town met representatives from Senator Kaine's office. Ms. Zirkle informed the senator's staff about the hotel study. Childcare needs, workforce needs, affordable housing, and the rail stop were also topics of conversation at the meeting.

(6) BEDFORD CENTER FOR BUSINESS

A. Mr. Coffman recently approved two pressure release valves to be installed at CVCC. Johnson Controls will provide them at a total cost of \$2,500. The pressure release valves were needed because the sprinkler system test was reading 275 PSI. The current sprinkler heads are rated for 175 PSI. To alleviate a potential flood that would disrupt the current tenants, the pressure valves were recommended as remediation.

Ms. Bailey indicated that the prospect that we have talked about has submitted a site plan to the Town. This is for lots A1 and A2 where the site is pad ready.

(7) MONTVALE CENTER FOR COMMERCE

Ms. Bailey has been trying to get additional information from her contact at Motiva regarding their tank farm; however, she has not heard anything back at this point. At last check, two of the tanks were completely taken down.

(8) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Approval for site characterization study of phase 2 – Ms. Bailey shared that there is a grant that will be coming available entitled, "Virginia Business Sites Ready Program." Applications will be accepted sometime in August. Before applying for the grant, the VEDP is requiring that all applicants disclose the current grade of their site. Ms. Bailey stated that the park was graded years ago, but Phase 2 was not included in the scope of that work. Ms. Bailey has already received several bids for this project. It was determined that the EDA would have more options for utilization of the property if the study were conducted.

Mr. Messier moved and was seconded by Mr. Braud to authorize the Director of Economic Development to move forward allowing Draper-Aden to conduct a site study for Phase 2. Voting yes: Mr. Wells, Mrs. Gardner, Mr. Walton, Mr. Braud, Mrs. Milton, Mr. Robertson, Mr. Messier.

Voting no: None
Adopted Unanimously

B. Meade Road extension update – Mr. Coffman reported that Hurtt & Proffitt has put together a plan to remediate the water directional issue they were having, and VDOT has tentatively signed off on the plan. Seven reputable contractors, several of who have participated in previous county projects, have been invited to bid on this project. The bids are due two weeks from today. Mr. Coffman is hoping that the remediation for this issue will be less than \$10,000. Mr. Coffman also noted that this will be a minor hindrance to the existing tenants.

Project Dovetail – The customer is still moving forward with plans for New London; however, there is no further information available at this time.

(9) WASHINGTON STREET PROPERTY

A. A resident with the Town of Bedford has requested to park his 48 ft. flatbed truck in the Elba parking lot every Friday through Sunday when he is home from work. The gentleman works for a trucking company, and he stated that it would be the same truck every weekend and only one truck. The board denied the request stating that if this was allowed, then it may lead to others parking additional large vehicles in the lot as well.

B. Parking lot update – The board held a discussion about paving the Elba parking lot. Collectively, they outlined steps they need to take before asking the Town or the School Superintendent (who are both aware of the project and have shown an interest) for money towards the project. Chairman Robertson stated that he will get with the Director of Economic Development first and then reach out to Hurtt & Proffitt to see what studies need to be done before moving forward with paving the parking lot.

(10) OTHER BUSINESS


(11) ADJOURNMENT

7:19 PM

APPROVED:



Chairman



Secretary