



**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**  
**September 1, 2022**  
**5:30 p.m.**

**Economic Development Authority:**

**Present:** David Wells (District 1); Vicki Gardner (District 2); Wyatt Walton (District 3); Matthew Braud (District 4); Kristy Milton (District 5); Jimmy Robertson (District 6); Jim Messier (District 7)

**Staff Present:** Pam Bailey – EDA Director; Holley Scheffel – Business Programs Coordinator; Patrick Skelley – County Attorney; Robert Hiss – County Administrator

**Guests:** Charla Bansley (District 3)

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**(1) CALL TO ORDER**

Chairman Robertson called the meeting to order at 5:30 p.m.

**(2) APPROVAL OF AGENDA**

Chairman Robertson asked for a motion to approve the September 1, 2022, agenda.  
Mr. Walton moved, seconded by Mr. Braud, to approve the September 1, 2022, agenda.  
Adopted unanimously.

**(3) APPROVAL OF MEETING MINUTES – August 4, 2022**

Chairman Robertson asked for a motion to approve the meeting minutes.  
Mr. Wells moved, seconded by Mr. Braud to approve the August 4, 2022, meeting minutes.  
Adopted Unanimously

**(4) REPORTS**

A. Director's Report - Ms. Bailey shared that there is a lot of prospect activity right now; however, she cannot speak publicly about projects at this time.

This past month she has met with East Coast Fabricators, KMR Aviation, LyondellBasell, and Central Virginia Manufacturing (CVM).

She recently attended a dinner sponsored by the Lynchburg Regional Business Alliance where both the Secretary of Trade of Commerce, Caren Merrick, and the Secretary of Education, Aimee Guidera, were in attendance. The purpose of the familiarization tour was to showcase the assets of the region.

The office is hosting a Business Roundtable on September 15. There will be two guest speakers: Tim Saunders from Virginia Career Works and J.D. Fedor with the Virginia Department of Corrections. The topic is entitled, "Creative Approaches to Hiring and Recruitment."

Ms. Bailey is also working on guidelines for a Tourism Zone that will focus primarily on the Smith Mountain Lake area.

She attended an Agritourism tour at the Olde Dominion Agricultural Complex. Several state and local agencies were there presenting information and addressing issues and concerns. Virginia Agritourism yields a 2.2-billion-dollar economic development impact each year.

Ms. Bailey will be attending the Virginia Economic Developer's (VEDA) Conference in Lynchburg in mid-September.

#### B. Business Programs Report

Mrs. Scheffel reported that she arranged a luncheon with several BCPS employees in leadership roles, local economic developers in Bedford, and several local successful business owners/managers to discuss possible internship opportunities for BCPS students. The objective of the meeting was to build/strengthen relationships and establish the team that will be the prototype for future internship opportunities. As a result of our luncheon, BCPS is now working on standardized internship forms for all 3 high schools and Susie G. Gibson (SGG) to utilize.

She shared that SGG needs an electrical instructor for the 2022-2023 school year. They had to drop their electrical program because the instructor left to work that same program at CVCC.

#### C. Monthly Financial Report

Ms. Bailey shared that there was nothing out of the ordinary for the month.

#### D. Monthly Accounts Payable Report – (see August bills that have been paid)

Ms. Bailey shared that Economic Development has a new financial analyst assigned to the department. Mr. Carter will be assisting with providing reports for the EDA.

### **(5) TOWN OF BEDFORD**

Nothing new to report.

**(6) BEDFORD CENTER FOR BUSINESS**

Ms. Bailey shared that our landscaper has been asked to cut back a large weeping willow at CVCC that has engulfed three to four parking spaces. Additionally, there is a tree at East Coast Fabricators that will be removed due to it doing damage to the trucks on the lot there.

**(7) MONTVALE CENTER FOR COMMERCE**

Updates will be given in the closed session.

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

**A. Approval of submission of Virginia Business Ready Sites Program grant application**

Ms. Bailey explained the process for applying for the Virginia Business Sites Ready Program grant that she would like to apply for on behalf of the EDA. This grant would allow phase two of the New London Park to be elevated to a Tier 3 site. The cost for this project is estimated at \$127,500 and the EDA would be required to provide a 50% match (\$63,750). This money would provide the preliminary Geotech reports, surveys, environmental impact, endangered species, water, culture review, and a Master Plan. This project could potentially provide an additional million square feet of space for businesses looking to expand or move to Bedford County.

If the grant is awarded and the EDA continues to build out the site, it could elevate the space to become a Tier-5 facility. The estimate to do this is approximately 20-25 million dollars. This is not a project the EDA currently has in its budget.

**Mr. Walton moved, seconded by Mrs. Milton to authorize Mrs. Bailey to apply for the Virginia Business Ready Site Grant and provide the matching funds for the project as needed.**

**Adopted Unanimously**

The county engineer is waiting on the contractor to give him a start date on the sidewalk reconstruction project near the Belvac building.

Regarding Project Dovetail, Ms. Bailey's contact will send an updated potential construction schedule to their user to do a timeline of the completion date being about the same time as when their lease ends.

**(9) WASHINGTON STREET PROPERTY**

**A. Approval to use the Elba parking lot for the Healthy Foods event on Oct. 8, 2022**

The board agreed to allow the Healthy Foods event to be held in the Elba parking lot.

Also, Mack, from the Public Works Department, is hoping to have paving pricing available at the November EDA meeting.

**(10) OTHER BUSINESS**

The next meeting will be a joint meeting with the Board of Supervisors. That meeting will be held on October 11.

Mr. Walton moved, seconded by Mr. Braud to enter a closed session.

**(11) 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.*

Mr. Walton moved, seconded by Mr. Braud to come out of the closed session.

**(12) ADJOURNMENT**

Chairman Robertson called for a motion to adjourn the September 1, 2022, EDA meeting.

Mr. Walton moved, seconded by Mr. Braud to adjourn the meeting.

APPROVED:

  
Chairman

  
Secretary