



AGENDA

ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA
Bedford County Administration Ground Floor Training Room
122 E Main Street
Bedford, VA 24523
December 1, 2022
5:30 p.m.

- (1) CALL TO ORDER**
- (2) APPROVAL OF AGENDA**
- (3) APPROVAL OF MEETING MINUTES – November 3, 2022**
- (4) REPORTS**
 - A. Economic Development Director’s Report
 - B. Business Programs Report
 - C. Monthly Financial Report
 - D. Monthly Accounts Payable Report – (see November bills that have been paid)

EDA	
EDA Mileage – November meeting	\$106.70
Blair Marketing – print/digital	\$1,255.00
Bedford Center	
Town of Bedford Power – CVCC – (October)	\$3,158.97
Peaksview Landscaping – (October)	\$483.34
Johnny On the Spot (August) Unclog sewer/Repair sewer	\$1,850.00
Johnson Controls –Quarterly Inspection test	\$476.25
New London	
Southside Electric – (November)	\$607.86
Johnson Controls – Quarterly Sprinkler Service	\$775.50
Peaksview Landscaping – (October)	\$1,494.17
Washington Street	
Peaksview Landscaping (October)	\$121.67
TOTAL:	\$10,329.46

(5) TOWN OF BEDFORD

(6) BEDFORD CENTER FOR BUSINESS

(7) MONTVALE CENTER FOR COMMERCE

A. Survey status report

(8) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Meade Road Ext. progress report

(9) WASHINGTON STREET PROPERTY

(10) OTHER BUSINESS

A. Close out Blue Ridge Optics performance agreement

(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.

(12) ADJOURNMENT



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
November 3, 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 – Economic Development Director; Holley Scheffel – Business Programs Coordinator; Patrick Skelley – County Attorney; Robert Hiss – County Administrator; Justin Stauder – Deputy County Administrator, Doug Coffman – Public Works Director, Trish Luger-Administrative Assistant

Guests: Charla Bansley (District 3)

(1) CALL TO ORDER

Chairman Robertson called the meeting to order at 5:30 p.m. He welcomed new employees Trish Luger, Administrative Assistant; and Justin Stauder, Deputy County Administrator to Bedford County Administration.

(2) APPROVAL OF AGENDA

Ms. Bailey asked to add Montvale Center for Business. Item A (below).

Chairman Robertson asked for a motion to approve the November 3, 2022, agenda.

Mr. Messier moved, seconded by Mr. Braud, to approve the November 3, 2022, agenda.

Adopted unanimously.

(3) APPROVAL OF MEETING MINUTES – September 1, 2022 and October 11, 2022

Chairman Robertson asked for a motion to approve the meeting minutes.

Mr. Messier moved, seconded by Mr. Wells to approve the September 1, 2022 & October 11, 2022, meeting minutes.

Adopted Unanimously

(4) REPORTS

A. Economic Development Director's Report

A business round table was held in September to discuss workforce and recruitment with J.D. Fedor/Dept of Corrections and Tim Saunders/Virginia Career Works. Collaboration and turnout were good.

At the end of October, a virtual site visit regarding the application for Virginia Business Ready Sites Program grant for phase 2 in New London Business and Technology Center park. This was the second round of grant process. Hoping to hear back next week if approved for an on-site tour in December.

VEDA Conference in Lynchburg was a rewarding session.

Ms. Bailey attended a session with Senator Mark Warner regarding nuclear industry in the region. With Lynchburg being a nuclear hub, there is interest pertaining to Liberty University's Center for Engineering Research and Education building in the New London park where BWXT owns a nuclear test loop.

A week was spent in Louisville, KY attending the Oklahoma University Economic Development Institute attending several classes. Two beneficial classes were Credit Analysis & Managing Economic Development Organizations.

Ms. Bailey & Ms. Scheffel have had three BRE visits this past month, which included WexcoUSA, Custom Truck, and Moore and Giles.

Wexco USA has hired 5 employees and working towards more. Custom Truck is coming to the end of their three-year performance agreement. The expansion is complete, but the company has not had success in hiring the number of people as committed and is currently streamlining and incentivizing employees.

Moore & Giles currently has 105 employees and they are currently struggling with supply chain issues.

B. Business Programs Report

Ms. Scheffel reported on the Bedford ONE Program. She met with Justin Tucker, Principal of Liberty HS, the CTE Dept. & school counselors, explaining the program. This was received so well that 14 students signed up that next day. Custom Truck was gracious to meet the increase for that tour.

The following week Ms. Scheffel met with Darcy Parker from Staunton River High School. She was impressed that Ms. Scheffel would make the time to meet with her to explain the value of this program. The school is currently without a Career Coach, but was able to send kids for both tours.

Bedford County Public Schools ribbon cutting for HVAC invited the economic development staff to speak, which was a tremendous testimony to the partnership being formed.

Upcoming tours: Wicked Diesel, Craft Collision/Moneta, Pete's Tire & Lube

Supervisor of CTE/BCPS and the Principal of Susan G. Gibson invited Mrs. Scheffel to be part of an upcoming CTE Advisory Board. There was a pre-meeting last week, and the first meeting is scheduled for December 15th.

Franklin County Economic Development emailed Ms. Bailey and Mrs. Scheffel regarding the Bedford ONE program. They desire to meet and roll out the same.

C. 2021 EDA Audit Report

Ms. Bailey recommended to please review at your leisure. Finance is currently working on the 2022 audit and Ashley Anderson, Director of Finance would like to attend the meeting to discuss and answer questions. Discussion included striving to be good stewards, receiving several bids, with quality of work being taken into consideration.

D. Monthly Financial Report

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

E. Monthly Accounts Payable Report

Ms. Bailey shared that there was nothing out of the ordinary for the month. She gave an invitation to Mr. Robertson to review the financial reports at her office, which he accepted.

(5) BEDFORD CENTER FOR BUSINESS

Nothing new to report.

(6) MONTVALE CENTER FOR COMMERCE

A. Authorization to survey and prepare two subdivision plats on Market Place Dr.

Ms. Bailey received word from Norman Moon with Thalhimer regarding current the prospect. The purchaser withdrew their request to purchase lot C3 because of the 60-day due diligence period. It does not mean they want to pull out but had concerns with the contract. Ms. Bailey will proceed with the surveys as discussed previously in closed session.

(7) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Meade Road sidewalk and drain status report

Contractor is behind but is mobilizing equipment and utilities are marked. Ms. Bailey and Mr. Coffman have each applied pressure in hope to expedite the process.

(8) WASHINGTON STREET PROPERTY

A. Parking lot cost update

Mr. Coffman stated total investment is \$238,000. This includes whole front parking lot, left side, around the right side to loading dock, curb and gutter, sidewalk adjustments, new entry way to

Washington St and to Bridge St. and landscaping. Mr. Coffman will get bids to compare pricing. Ms. Bailey will speak with Mary for grant recommendations to green up the parking lot.

(9) TOWN OF BEDFORD

A. Town metal works facility – presentation by Mary Zirkle

Mrs. Zirkle spoke about an opportunity for Town a. Town metal works facility – presentation by Mary Zirkle of Bedford to purchase a steel foundry building that recently closed but had been in operation since the 1970s. The strategic plan for the town is driving this initiative for the space to become a workforce center for metal works. Currently it is an empty shell with a concrete floor. The Town’s EDA is asking for a partnership with the County’s EDA to be second on an application for a GO Virginia grant. No funds are being requested. Ms. Bailey will write a letter of support.

**Mr. Walton moved, seconded by Mr. Messier to be a second party on the application.
Adopted Unanimously**

(10) OTHER BUSINESS

A. Blue Ridge Professional Park, Vista Centre Drive, Forest site plan approval
Site plan emailed and copies given to all at meeting to review.

**Mr. Walton made a motion to approve the site plan for Blue Ridge Professional Park,
seconded by Mr. Braud
Adopted Unanimously**

B. Close out SML Packaging performance agreement
Ms. Bailey requested to close this performance agreement as they have met their commitment. Currently they employ 13 full time employees and have added \$350,000 in machinery and equipment.

**Mr. Walton moved, seconded by Ms. Milton to close out the performance agreement.
Adopted Unanimously**

C. Additional comments
Mr. Messier commended the Bedford ONE Program and wanted to clarify that only public schools were given the advantage to participate. Ms. Bailey confirmed.

Ms. Bailey mentioned that Gunnoe’s Sausage facility is closing. The brand was sold and will still be available in stores, but the Cifax operation will close on November 5, 2022.

(11) ADJOURNMENT

**Chairman Robertson called for a motion to adjourn the November 3, 2022, EDA meeting.
Mr. Braud moved, seconded by Ms. Milton to adjourn the meeting.
Meeting adjourned at 6:55 p.m.**

BALANCE SHEET FOR 2023 6

FUND: 556 ECONOMIC DEVELOPMENT AUTHORITY			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
556	110010	EQUITY IN GENERAL CHECKING	.00	1,936,512.94
556	120100	BRWA CELL TOWER FUND	.00	19,035.64
556	142100	OTHER RECEIVABLES	.00	2,550.00
556	145700	BEALE NOTES RECEIVABLE	.00	646,607.86
556	145700	DMPRE DAMAGE PREVENTION - NOTES REC	.00	90,225.00
556	181000	LAND	.00	454,408.81
556	181100	BLDG & LAND HELD FOR RESALE	.00	12,968,944.92
556	181200	LAND HELD FOR LEASE	.00	42,628.07
556	183000	BUILDINGS & IMPROVEMENTS	.00	4,417,721.81
556	184000	MACHINERY & EQUIPMENT	.00	18,253.99
556	189300	ACC DEPR-BUILDINGS & IMPROV	.00	-3,660,428.98
556	189400	ACC DEPR-MACHINERY & EQUIP	.00	-11,926.89
	TOTAL ASSETS		.00	16,924,533.17
LIABILITIES				
556	220300	ACCOUNTS PAYABLE	.00	-9,720.51
556	220600	PERFORMANCE GRANTS PAYABLE	.00	-520,225.00
556	281000	LOT7 SHELL BUILDING - NOTES PAYABLE	.00	-1,871,598.06
556	281000	VCC NOTES PAYABLE	.00	-645,001.23
556	293000	DEFERRED REVENUE UNEARNED	.00	-147,396.00
	TOTAL LIABILITIES		.00	-3,193,940.80
FUND BALANCE				
556	330000	FUND BALANCE-UNASSIGNED	.00	-13,617,953.39
556	340000	REVENUE CONTROL	.00	-192,930.37
556	350000	EXPENDITURE CONTROL	.00	82,604.51
556	392035	P-CARD CONTROL	.00	-2,313.12
556	393530	BUDGETARY FBAL RESRVD 4 ENC	.00	-20,014.41
556	395500	ENCUMBRANCES CONTROL	.00	20,014.41
	TOTAL FUND BALANCE		.00	-13,730,592.37
	TOTAL LIABILITIES + FUND BALANCE		.00	-16,924,533.17

** END OF REPORT - Generated by Pam Bailey **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
556 ECONOMIC DEVELOPMENT AUTHORITY	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
561500 EDA INTEREST EARNINGS									
561500 415210 BRWA CELL TOWER I	0	0	0	-2,653.02		.00	2,653.02	100.0%	
TOTAL EDA INTEREST EARNINGS	0	0	0	-2,653.02		.00	2,653.02	100.0%	
561800 EDA MISC REVENUE									
561800 418901 MISCELLANEOUS REV	0	0	0	-850.00		.00	850.00	100.0%	
TOTAL EDA MISC REVENUE	0	0	0	-850.00		.00	850.00	100.0%	
561900 EDA RECOVERED COSTS									
561900 419010 BLVAC RECOVERED CO	-1,448	0	-1,448	.00		.00	-1,447.59	.0%	
561900 419010 DMPRE RECOVERED CO	-390	0	-390	.00		.00	-390.41	.0%	
561900 419010 LU RECOVERED COSTS	-2,597	0	-2,597	.00		.00	-2,597.00	.0%	
561900 419010 NANO RECOVERED COS	-393	0	-393	.00		.00	-393.00	.0%	
561900 419010 SMPLM SMPLM -RECOV	-1,061	0	-1,061	.00		.00	-1,061.00	.0%	
TOTAL EDA RECOVERED COSTS	-5,889	0	-5,889	.00		.00	-5,889.00	.0%	
564100 EDA OTHER FINANCING SOURCES									
564100 441110 TRANSFER FROM GEN	-163,055	0	-163,055	.00		.00	-163,055.00	.0%	
TOTAL EDA OTHER FINANCING SOURCES	-163,055	0	-163,055	.00		.00	-163,055.00	.0%	
565600 EDA ADMINISTRATION									
565600 531110 ACCOUNTING & AUDI	8,000	0	8,000	7,100.00		.00	900.00	88.8%	
565600 531120 ADVERTISING SERVI	6,500	0	6,500	1,911.30		.00	4,588.70	29.4%	
565600 531130 ATTORNEY AND LEGA	2,500	0	2,500	.00		.00	2,500.00	.0%	
565600 531220 SAL ADMIN SALARY -	21,864	0	21,864	.00		.00	21,864.41	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 556	ECONOMIC DEVELOPMENT AUTHORITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
565600	531410	BUILDING REPAIR &	150,000	0	150,000	.00	.00	150,000.00	.0%
565600	531410	CVCC BUILDING REPA	0	0	0	2,488.00	.00	-2,488.00	100.0%
565600	531420	GROUPS REPAIR &	0	0	0	390.00	.00	-390.00	100.0%
565600	531510	POSTAGE AND FREIG	120	0	120	.00	.00	120.00	.0%
565600	531730	CONFERENCE & EDUC	1,500	0	1,500	415.00	.00	1,085.00	27.7%
565600	531750	EMPLOYEE RECOGNIT	100	0	100	.00	.00	100.00	.0%
565600	531820	TRAVEL MILEAGE	1,200	0	1,200	394.55	.00	805.45	32.9%
565600	541270	CONTRIBUTIONS TO	2,500	0	2,500	.00	.00	2,500.00	.0%
565600	551210	GENERAL LIABILITY	653	0	653	.00	.00	653.00	.0%
565600	551220	AUTOMOBILE LIABIL	150	0	150	.00	.00	150.00	.0%
565600	551230	PROPERTY INSURANC	9,935	0	9,935	.00	.00	9,935.00	.0%
565600	551240	BOILER AND MACHIN	1,170	0	1,170	.00	.00	1,170.00	.0%
565600	551250	OTHER FINANCIAL I	675	0	675	.00	.00	675.00	.0%
565600	551260	PUBLIC OFFICIALS	182	0	182	.00	.00	182.00	.0%
565600	551290	CYBER RISK INSURA	100	0	100	.00	.00	100.00	.0%
565600	561140	FOOD & MEALS NON-	2,300	0	2,300	534.70	.00	1,765.30	23.2%
565600	561140	BDONE BDONE-FOOD M	1,200	0	1,200	509.68	.00	690.32	42.5%
565600	561140	BSAPP BSAPP-FOOD M	2,500	0	2,500	495.33	.00	2,004.67	19.8%
565600	581680	CVCC CVCC-OTHER MI	0	0	0	1,500.00	.00	-1,500.00	100.0%
TOTAL EDA ADMINISTRATION		213,149	0	213,149	15,738.56	.00	197,410.85	7.4%	
565610 EDA PERFORMANCE INCENTIVES									
565610	541530	PERFORMANCE INCEN	120,000	0	120,000	.00	.00	120,000.00	.0%
TOTAL EDA PERFORMANCE INCENTIVES		120,000	0	120,000	.00	.00	120,000.00	.0%	
565615 EDA BEDFORD CTR FOR BUSINESS									
565615	531410	BUILDING REPAIR &	3,200	0	3,200	.00	.00	3,200.00	.0%
565615	531410	CVCC CVCC-BLDG REP	0	0	0	4,563.47	.00	-4,563.47	100.0%
565615	531420	GROUPS REPAIR &	8,900	0	8,900	2,858.36	.00	6,041.64	32.1%
565615	531430	CVCC CVCC - EQUIP	6,500	0	6,500	5,304.00	.00	1,196.00	81.6%
565615	531430	ECOST ECOST - EQUI	2,000	0	2,000	.00	.00	2,000.00	.0%
565615	551110	CVCC CVCC-ELECTRIC	40,000	0	40,000	14,127.68	.00	25,872.32	35.3%
565615	551130	CVCC CVCC-WATER &	2,000	0	2,000	693.61	.00	1,306.39	34.7%
565615	551170	OTHER SERVICE CHA	0	0	0	164.88	.00	-164.88	100.0%
565615	561510	CVCC CVCC-BUILDING	0	0	0	30.42	.00	-30.42	100.0%
TOTAL EDA BEDFORD CTR FOR BUSINESS		62,600	0	62,600	27,742.42	.00	34,857.58	44.3%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: 556 ECONOMIC DEVELOPMENT AUTHORITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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56561515 RENT

56561515 415201 CVCC PROPERTY RE	-142,296	0	-142,296	.00	.00	-142,296.00	.0%
56561515 415201 ECOST PROPERTY R	-121,280	0	-121,280	-40,426.68	.00	-80,853.32	33.3%
56561515 415201 MBC PROPERTY REN	-3,600	0	-3,600	-2,100.00	.00	-1,500.00	58.3%
TOTAL RENT	-267,176	0	-267,176	-42,526.68	.00	-224,649.32	15.9%

565621 EDA BEDFORD BREWERY

565621 591130 VCC VCC-DEBT PRINC	13,035	0	13,035	1,013.87	.00	12,021.42	7.8%
565621 591140 VCC VCC-DEBT INTER	30,783	0	30,783	2,637.66	.00	28,145.41	8.6%
TOTAL EDA BEDFORD BREWERY	43,818	0	43,818	3,651.53	.00	40,166.83	8.3%

56562115 RENT

56562115 415201 BREW PROPERTY RE	-43,818	0	-43,818	-14,606.12	.00	-29,212.24	33.3%
TOTAL RENT	-43,818	0	-43,818	-14,606.12	.00	-29,212.24	33.3%

565655 EDA MONTVALE CTR FOR COMMERCE

565655 531420 GROUNDS REPAIR &	1,125	0	1,125	1,170.00	.00	-45.00	104.0%
TOTAL EDA MONTVALE CTR FOR COMMERCE	1,125	0	1,125	1,170.00	.00	-45.00	104.0%

565680 EDA WASHINGTON STREET

565680 531220 SKILLED SERVICES	0	0	0	150.00	.00	-150.00	100.0%
565680 531410 BUILDING REPAIR &	10,000	0	10,000	350.00	.00	9,650.00	3.5%
565680 531420 GROUNDS REPAIR &	101,500	0	101,500	486.68	.00	101,013.32	.5%
TOTAL EDA WASHINGTON STREET	111,500	0	111,500	986.68	.00	110,513.32	.9%

56568015 WASHINGTON STREET RENT

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
556 ECONOMIC DEVELOPMENT AUTHORITY							
56568015 415201 PROPERTY RENTAL	0	0	0	-10,200.00	.00	10,200.00	100.0%
56568015 415201 VISTA PROPERTY R	-30,600	0	-30,600	.00	.00	-30,600.00	.0%
TOTAL WASHINGTON STREET RENT	-30,600	0	-30,600	-10,200.00	.00	-20,400.00	33.3%
565685 EDA NEW LONDON							
565685 531120 ADVERTISING SERVI	0	0	0	17.99	.00	-17.99	100.0%
565685 531210 A & E SERVICES	20,000	0	20,000	2,010.00	.00	17,990.00	10.1%
565685 531220 SKILLED SERVICES	0	0	0	750.00	.00	-750.00	100.0%
565685 531410 BUILDING REPAIR &	0	0	0	775.00	.00	-775.00	100.0%
565685 531420 GROUNDS REPAIR &	20,000	0	20,000	5,976.68	.00	14,023.32	29.9%
565685 551110 ELECTRICAL SERVIC	7,100	0	7,100	2,431.44	.00	4,668.56	34.2%
565685 551170 OTHER SERVICE CHA	0	0	0	9.12	.00	-9.12	100.0%
565685 561570 SIGNAGE	1,000	0	1,000	.00	.00	1,000.00	.0%
565685 582160 MEADE MEADE-ROADS	0	0	0	6,451.42	20,014.41	-26,465.83	100.0%
565685 591130 LOT7 SHELL BLDG -	153,534	0	153,534	9,932.92	.00	143,600.96	6.5%
565685 591140 LOT7 SHELL BLDG -	0	0	0	2,861.57	.00	-2,861.57	100.0%
TOTAL EDA NEW LONDON	201,634	0	201,634	31,216.14	20,014.41	150,403.33	25.4%
56568515 RENT							
56568515 415201 BLVAC PROPERTY R	-260,000	0	-260,000	-86,669.68	.00	-173,330.32	33.3%
TOTAL RENT	-260,000	0	-260,000	-86,669.68	.00	-173,330.32	33.3%
TOTAL ECONOMIC DEVELOPMENT AUTHORITY	-16,712	0	-16,712	-77,000.17	20,014.41	40,274.05	341.0%
TOTAL REVENUES	-770,538	0	-770,538	-157,505.50	.00	-613,032.86	
TOTAL EXPENSES	753,827	0	753,827	80,505.33	20,014.41	653,306.91	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	-16,712	0	-16,712	-77,000.17	20,014.41	40,274.05	341.0%
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** END OF REPORT - Generated by Pam Bailey **