



MINUTES

ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA

Bedford County Administration – Ground Floor Training Room

122 E Main Street

Bedford, VA 24523

June 1, 2023

5:30 p.m.

Economic Development Authority:

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

Absent:

Staff Present: Pam Bailey – Economic Development Director; Holley Scheffel – Business Programs Coordinator; Robert Hiss – County Administrator; Patrick Skelley-County Attorney; Doug Coffman – General Properties Mgr; Trish Luger –Administrative Assistant

Guests: Mickey Johnson

(1) CALL TO ORDER

Chairman Robertson called the meeting to order at 5:30 pm

(2) APPROVAL OF AGENDA

Ms. Bailey requested changes to the agenda:

Item 8 addition: Primary duct heater replacement @ CVCC

Item 6, A&B - move to last item on the agenda

Chairman Robertson called for a motion to approve the agenda as presented. Mr. Braud moved, seconded by Mr. Wells.

Adopted Unanimously

(3) APPROVAL OF MEETING MINUTES – May 4, 2023

Chairman Robertson called for a motion to approve the May meeting minutes. Mr. Messier moved, seconded by Ms. Gardner

Adopted Unanimously

(4) FY22 AUDIT PRESENTATION, Brown Edwards

(5) REPORTS

A. Economic Development Director's Report

Ms. Bailey attended a GO Virginia/Region 2 meeting with focus on rural communities and how we differentiate ourselves from an urban core. Most of the funded projects to date have been workforce development related. Priorities and challenges were identified with apprenticeships, entrepreneurship, post pandemic on site employment, childcare, pro-growth sites and infrastructure, housing, K12 career exposure and soft skills were among the top.

The 2023 Consultants Forum in Virginia Beach was attended. A highlight from the conference was the need for suitable sites. We are in the rebirth of the industrial revolution so manufacturing utilities need to be in place along with workforce development. Housing crisis and affordability –

- 40% of renters are cost burdened by spending more than 30% of their income on housing costs.
- Virginia has the 14th highest housing wage in the US.
- Fair market rent for a 2-bedroom apartment is \$1292.
- A household income of \$4300, or \$24.85 per hour is needed to afford a 2-bedroom rental or 90 hours weekly at minimum wage.
- A shrinking workforce, especially men, is due to burn out, work life balance, child/elder care issues, and redefining success.

A recent CVCC Career Coach meeting discussed funding a full-time career coach at Jefferson Forest High School. For the 2022/23 school year, Jefferson Forest currently has 314 students, Liberty High school 94 students, and Staunton 70 students. 478. Of the 54 fulltime seniors pursuing a credential, with a 93% completion. In place is part-time coach at JF and a part-time coach shared between Liberty and Staunton River. The need is \$58,000 to make this a full-time position.

It was emphasized that a Perkins Grant could be acquired.

Teva - Project Moonstone should have an update within the next several weeks. Project Labor Day is still in place, and they were informed of another interested prospect.

New London-Project Dovetail has delayed their decision until the 4th quarter due to the economy. Ms. Bailey will discuss proceeding with grading at the August meeting.

Lot 11 – the prospect is still looking at developing their original option in Bedford County, pending the Board of Supervisors decision.

B. Business Programs Report

Ms. Scheffel has secured eight Bedford One tours for the 2023/2024 school year.

A rough draft of the Susie G. Gibson CTE video was shared.

Ms. Scheffel received a request from teacher Allison Burns of Teachers for Tomorrow at Susie Gibson to sponsor the faculty open house dinner August 10, 2023. The cost of the dinner for 35 members is approximately \$400. Ms. Scheffel will pass along business contact information to Ms. Burns.

Ms. Anderson will explain the balance sheet and year to date budget report at an upcoming EDA meeting.

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

| | |
|------------------------------|-------------------|
| EDA | |
| EDA Mileage – May meeting | \$51.80 |
| | |
| Bedford Center | |
| Town of Bedford Power – CVCC | \$2,801.31 |
| Peaksview Landscaping | \$483.34 |
| BRWA – CVCC | \$148.79 |
| | |
| New London | |
| Southside Electric | \$609.62 |
| Peaksview Landscaping | \$1,494.17 |
| | |
| Washington Street | |
| Peaksview Landscaping | \$121.67 |
| | |
| TOTAL: | \$5,710.70 |

(6) BUDGET

A. Approval of FY24 EDA Budget

The year-to-date spreadsheet was updated from March to May, per the Chairman's request. The \$7,100 auditing services billed last fall was for the FY21 audit. We were recently billed \$8,300 for the FY22 audit. Budget was updated to \$10, 000 for the FY24 audit. The exterminating, security and sprinkler services line item was increased to \$9,500. Given the approval to proceed with the duct heater replacement, the Equipment Repair-CVCC line item has increased to \$31,200. Parking lot paving changed to \$200,000. Building Repair & Maintenance fund changed to \$150,000. Chairman Robertson called for a motion to approve the budget, moved by Mr. Messier, seconded by Mr. Wells. Adopted Unanimously

B. Board of Supervisors budget update

Ms. Bailey asked if the EDA would like to provide a letter to the Board of Supervisors in favor of fully funding the Lynchburg Regional Business Alliance and the Small Business Development Center for the next fiscal year. Mr. Hiss commented that with the amount of EDA property, the

B. Board of Supervisors budget update

Ms. Bailey asked if the EDA would like to provide a letter to the Board of Supervisors in favor of fully funding the Lynchburg Regional Business Alliance and the Small Business Development Center for the next fiscal year. Mr. Hiss commented that with the amount of EDA property, the LRBA is a benefit to them in marketing the sale and lease of the property. The June 26 Board of Supervisors work session will give these organizations the opportunity to expand on the return on investment the organizations bring to the County. The EDA will review the Roanoke Business Alliance at a future meeting.

(7) TOWN OF BEDFORD

Nothing to report.

(8) BEDFORD CENTER FOR BUSINESS

Mr. Coffman discussed issues with the HVAC system at CVCC, which had classroom temps registering 60 degrees this past winter. A previous repair to the unit lasted 3-4 years. A quote of \$22,000 has been received from TRANE to replace the duct heater. To replace the entire unit, the cost is approximately \$50k-\$75k. Mr. Coffman will review additional pricing and report back with findings.

(9) MONTVALE CENTER FOR COMMERCE

The plats were picked up today, but corrections are needed as the name was listed as Industrial Development Authority. Once corrected and signed, it will be recorded.

(10) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

All contracts are signed for due diligence on Phase II.

(11) WASHINGTON STREET PROPERTY

A. Request for action regarding parking lot paving project

Three bids were received yesterday, with two bids being within \$2,000 of each other. Randall Patterson Paving was the lowest bid @ \$157,500.

Chairman Robertson called for a motion to award the paving contract to Randall Patterson Paving. Mr. Walton moved, seconded by Mr. Wells.

Adopted Unanimously

(12) OTHER BUSINESS

A. EDA Lease Overview

Nothing out of the ordinary.

Chairman Robertson asked for a motion to go into closed session. Mr. Messier moved, seconded by Ms. Gardner, to enter a closed session.

(13) CLOSED SESSION

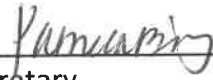
Closed Session pursuant to Section 2.2-3711 (A) (5). Discussion concerning a prospective business or

*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.
(Related to existing business expansion in Forest)*

A motion was made by Mr. Braud, seconded by Ms. Milton, to come out of closed session.

Adjourned 7:39 pm


Chairman


Secretary