



MINUTES

ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA

Bedford County Administration Ground Floor Training Room

122 E Main Street

Bedford, VA 24523

January 4, 2024

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, Doug Coffman- Public Works Director

(1) CALL TO ORDER

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

(2) ORGANIZATION

A. Election of Officers

Mr. Skelley asked for nominations for Chairperson. Mr. Messier nominated Mr. Walton, seconded by Mr. Robertson

Adopted Unanimously

Chairman Walton asked for a motion to nominate a Vice-Chairman. Mr. Messier nominated Mr. Braud, seconded by Ms. Gardner.

Chairman Walton asked for a motion to close nominations. Mr. Wells made a motion to close nominations.

Adopted Unanimously

Chairman Walton asked for a motion to nominate a secretary. Mr. Messier nominated Ms. Bailey, seconded by Mr. Braud

Adopted Unanimously

Chairman Walton asked for a nomination of Mr. William Perrow as Treasurer, seconded by Mr. Messier.

Adopted Unanimously

B. Approval of 2024 Meeting Calendar

Chairman Walton asked for a motion to accept the 2024 Meeting Calendar as corrected. Mr. Messier moved, seconded by Mr. Braud

Adopted Unanimously

(3) APPROVAL OF AGENDA

01/04/2024 Agenda

Chairman Walton asked for a motion to accept the agenda as written. Mr. Messier moved, seconded by Mr. Braud
Adopted Unanimously

(4) APPROVAL OF MEETING MINUTES – December 7, 2023

Mr. Wells made a motion to accept the December 7, 2023, minutes as presented, seconded by Mr. Braud.
Adopted Unanimously

(5) REPORTS

A. Economic Development Director's Report

Ms. Bailey stated that a check from KMR Aviation for clawbacks had been received and Nanotouch had paid their CAM fee. The check from Blue Ridge Optics has been processed but is currently being caught up at Pinnacle Bank or USPS.

Ms. Bailey follows through to maintain a business relationship and keep connections in place. It was determined that additional protections must be included in every agreement package regarding bankruptcy.

Chairman Walton spoke about the Montvale property tank farm. He expressed his desire to inform the BOS that the EDA is willing to be a partner if they are willing to fund the farm. Mr. Hiss stated that at the last BOS/EDA meeting, the message was to cease desist with no further conversation.

A meeting with Parkland Direct affirmed that eight-nine of the expected eighteen new employees have been hired. The expansion project is on track and going well and receipts for their grant project will be reimbursed by the state.

Ms. Bailey attended a CVPDC Brownfield Investment meeting and learned about a new online site identification tool.

Ms. Bailey met the new Director of Virginia Cooperative Extension, Dr. Mike Gutter. She is interested in their workforce programs and how they can work together.

Project Moonstone is still in discussion regarding the TEVA building. A presentation next month with Brown Edwards will offer potential assistance with the project.

Chairman Walton spoke about the recent request to issue bonds on their behalf to raise money for the project. The assurance is that there is no risk to the EDA, but we are a conduit as they work the market to receive their rate. Due diligence will be completed to ensure this is true.

Ms. Bailey has a meeting with the Red Team next week. Discussions will include real estate broker agreements and what is currently in place.

B. Business Programs Report

Ms. Scheffel stated there are four remaining tours for the 2023-2024 school year. Plans are already underway for scheduling tours for 2024-2025.

January 31st - Emergency Services Tour

February 28th – All Things Government

March 15th - Career Fair for High Schoolers

March 27th – Mariners Landing Hospitality & Tourism

BCPS is offering a free American Hotel & Lodging Educational Institute where participants can earn certifications as Front Desk Attendants, Guest Room Attendants, or Maintenance Employees.

Ms. Scheffel will be working with LRBA to assist on Workforce Subcommittees for two large-scale projects.

Pathway Development: This group will work on tasks such as career pathway branding and the Educator Workforce Academy to help highlight and promote the career pathways for in-demand job opportunities in our region. It will focus on how to better connect employers to educators, both K12 and post-secondary.

Career Navigation: This group will work on tasks that involve connecting students to the pathways which include planning and executing our Worlds of Opportunity Career Expo and other engagement opportunities. Also integrating existing programs into the career navigation process, such as 4H Real World Real Money, Individual School Job Fairs, and Internship programs.

Signing Day is scheduled for May 7, 2024, with time to be determined.

C. Monthly Financial Report

Ms. Anderson will be attending future meetings to review financial reports.

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

EDA	
EDA Mileage – December meeting	\$111.79
Bedford Center	
Town of Bedford Power – CVCC – (December)	\$2,677.93
Peaksview Landscaping – (December) (leaf removal)	\$878.34
BRWA (December)	\$176.67
New London	
Southside Electric – (December)	\$589.00
Peaksview Landscaping – (December) (leaf removal)	\$2, 959.17
Washington Street	
Peaksview Landscaping (December)	\$121.67

TOTAL:	\$7,514.57
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(6) TOWN OF BEDFORD

Due to Hampton Inn changing their design, the plan is still moving forward but has pushed it out a bit.

(7) BEDFORD CENTER FOR BUSINESS

Expansion efforts have halted due to cost. Doug Coffman's team was able to relocate a sprinkler to assist in rearranging new equipment.

(8) MONTVALE CENTER FOR COMMERCE

Nothing new to report currently.

(9) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Sign and fence cleaning quotes for approval

Several quotes were received for sign cleaning. The current sign material will deteriorate again so Mr. Coffman has requested metal roofing quotes.

Ms. Bailey will follow up with Smith Mountain Wash Pros on price and scheduling.

B. 2024 CAM fee structure for approval

The formula of 10% was added to the fees, restructuring the base cost to \$2,300 per site, then cost per acreage.

Ms. Bailey will speak with Finance, so this line item is specified clearly.

Each tenant is required to understand how requested items will be addressed if budget funds do not exist.

Chairman Walton asked for a motion to accept a line-item budget for income and expenses and revised numbers. Mr. Wells moved to accept as presented, seconded by Ms. Milton.

Adopted Unanimously

C. VBRSP grant scope of work revision approval

The original quote from Wiley Wilson was \$4 million but neglected to include the cost of grading and pad readiness. Ms. Bailey feels a road extension along with grubbing and clearing a lot would complete phase I, which could be completed in eighteen months. Next year Ms. Bailey could then apply for another VBRSP grant, if available.

Due to the change of scope to the project, Chairman Walton asked for a motion to submit the VBRSP grant as modified by staff. Mr. Wells moved, seconded by Ms. Gardner.

Adopted Unanimously

D. Disc Golf Tournament course usage agreement approval

The organizer of the event sent an agreement, which Mr. Butler reviewed and revised.

Clarification was requested of paragraph 4, which Ms. Bailey will follow up on. Paragraph 5 is to state - *the EDA and any lot owner in the park and county*, and an addition to paragraph 12 - *exclusive of its conflicts of laws rules*.

Chairman Walton asked for a motion to approve the disc golf tournament agreement as amended. Mr. Messier moved, seconded by Mr. Wells.

Adopted Unanimously

(10) WASHINGTON STREET PROPERTY

A. Review and approve vinyl and soffit repair and shingle replacement estimate at the Public Works office entrance.

Chairman Walton asked for a motion to approve the \$2,350 quote. Mr. Messier moved, seconded by Ms. Milton.

Adopted Unanimously

(11) OTHER BUSINESS

Adjourned 6:40 p.m.


Chairman


Secretary