



## MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA**  
**Bedford County Administration Ground Floor Training Room**  
**122 E Main Street**  
**Bedford, VA 24523**  
**April 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; Robert Hiss – County Administrator; Trish Luger-Administrative Assistant; Patrick Skelley – County Attorney; Doug Coffman- Public Works Director; Ashley Anderson – Finance Director

### **(1) CALL TO ORDER**

Chairman Walton called the meeting to order at 5:31 p.m.

### **(2) APPROVAL OF AGENDA**

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

Adopted Unanimously

### **(3) APPROVAL OF MEETING MINUTES – February 1 and March 5, 2024**

Mr. Walton asked for a motion to approve the February & March, minutes. Mr. Messier moved, seconded by Mr. Wells.

Adopted Unanimously

### **(4) REPORTS**

#### **A. Economic Development Director's Report**

The reimbursement payment for the VBRSP engineering grant has been received.

A prospect for TEVA is back with interest and is currently in the due diligence stage.

Ms. Bailey has been discussing potential interest in an employee resource network, alleviating the challenges of employee absenteeism. Bedford companies currently work well with their employees and if there is company interest, a grant will be pursued.

Ms. Bailey visited RA Tools, which purchased the building from Nanotouch. They currently have a tenant and expect to utilize the entire space.

Ms. Bailey, Megan Lucas/LRBA, and Shirley Dodson/VEDP completed BRE visits.

Innovairre – currently 140 employees and hiring 2<sup>nd</sup> shift production.  
 Sterling Blower – currently 44 employees and in need of 14 welders.  
 Both companies have been approached by DEQ, which is requesting a study on the dust produced by their laser equipment. Ms. Dodson will reach out to the DEQ and other resources for an explanation.

**B. Business Programs Report**

Two Bedford One Tours were held in March. The first tour connected with the BACC job fair held on March 15<sup>th</sup> at Timberlake Christian School. Nineteen students from Liberty & Staunton River High Schools were in attendance. JFHS was invited but there was no student interest. Two workshops were given before the tour. Zach Wimmer/Edward Jones spoke about elevator pitches & Chad Cobb/Cintas Co. spoke about responsible communication in a business setting.

March 27<sup>th</sup> at Mariners Landing Country Club was the second Bedford One tour. Students learned the practice of hospitality and tourism in a large resort. Tiffany & Bruno Silva worked with the students to make pizza dough and fresh pasta. The Director of Training and Talent completed the tour by speaking about the expectations of students. Students had the opportunity to complete an application for seasonal part-time employment.

**C. Monthly Financial Report**

Ms. Anderson reported on financials as of the end of February 2024.

**D. Monthly Accounts Payable Report – (see Feb/March bills that have been paid)**

<b>EDA</b>	
EDA Mileage – March meeting	\$114.39
<b>Bedford Center</b>	
Town of Bedford Power – CVCC	\$6,574.08
Peaksview Landscaping	\$1,006.00
BRWA	\$337.13
<b>New London</b>	
Southside Electric – (Feb. only)	\$618.92
Peaksview Landscaping	\$3,107.88
<b>Washington Street</b>	
Peaksview Landscaping	\$224.00
<b>TOTAL:</b>	<b>\$11,982.40</b>

**(5) CLOSED SESSION**

Mr. Wells made a motion to enter a closed session, seconded by Mr. Braud.

*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. (Project PhD)*

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

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

Voting no: None

Adopted Unanimously

#### **(6) TOWN OF BEDFORD**

The lease for CVCC expires July 2025 and they desire to extend the lease another five years, until 2030. Ms. Bailey will add this to next month's agenda.

#### **(7) BEDFORD CENTER FOR BUSINESS**

East Coast Fabricators had a repair and safety implication to one of their garage doors. Service has been completed.

#### **(8) MONTVALE CENTER FOR COMMERCE**

Nothing new to report.

A closed session will be on next month's agenda for a new business expected in the Montvale community.

Mr. Wells exited the meeting at 6:48 pm.

#### **(9) NEW LONDON BUSINESS AND TECHNOLOGY CENTER**

- A. Discussion regarding next steps for TRRC Grant for Lots 10A and 12A site development.

Ms. Bailey asked the question of grading the sites and the consensus is to move forward.

Mr. Braud made a motion, seconded by Ms. Milton to authorize the Director to seek an extension on the grant.

Adopted Unanimously

- B. Resolution to approve VDOT grant application for Meade Road improvement and extension design services.

Mr. Braud made a motion, seconded by Mr. Robertson to create a resolution to authorize the Director to seek grant funding from VDOT for the extension, improvement of the roundabout, and improvement of the Hwy 460 intersection.

Adopted Unanimously

Additions to the grant, letters submitted from Southside Electric and Rich Diddams/Liberty University were suggested.

#### **(10) WASHINGTON STREET PROPERTY**

- A. Consideration of sewer line repair.

Mr. Robertson made a motion, seconded by Ms. Milton to authorize Johnny on the Spot to complete the repair.

Adopted Unanimously

**(11) OTHER BUSINESS**

A. Review the FY25 draft budget.

Additions to the report include interest earnings, and increased insurance premiums, which may fluctuate. The VBRSP grant funds were removed.

Ms. Bailey spoke about utilizing performance-based incentives to help companies enhance services. To align with the EDA's strategic plan, the EDA is supportive of any business that generates revenue for the county.

A recommendation of \$150,000 for the emergency/contingency fund was discussed. Ms. Anderson spoke about a contingency fund that is equivalent to five percent, or larger, of the budget.

B. Consideration of RFP for broker services regarding EDA-owned business park land.

Mr. Braud made a motion, seconded by Mr. Robertson to authorize staff to circulate the RFP for real estate services for the EDA.

Adopted Unanimously

C. Consideration of plans for Centra warehouse in Forest Professional Park.

Expansions of 76800 square feet and another 20,000. EDA must approve due to the covenants of the park. The Planning staff of Community Development specifically asked the EDA to approve the plans due to the covenants.

Mr. Messier made a motion, seconded by Mr. Braud to approve the project as presented.

Adopted Unanimously

Adjourned 7:30 p.m.

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Chairman

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Secretary