



## MINUTES

**ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA**  
**Bedford County Administration Ground Floor Training Room**  
**122 E Main Street**  
**Bedford, VA 24523**  
**May 2, 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 Armstrong – Economic Development Director; Robert Hiss-County Administrator; Holley Scheffel – Business Programs Coordinator; Trish Luger-Administrative Assistant; Patrick Skelley – County Attorney; Doug Coffman- Public Works Director

**Guests-** Charla Bansley, Mickey Johnson

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

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

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

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

Adopted Unanimously

### **(3) APPROVAL OF MEETING MINUTES – April 4, 2024**

Mr. Walton asked for a motion to approve the April 4, 2024, minutes, as amended. Mr. Braud moved, seconded by Mr. Wells.

Adopted Unanimously

### **(4) REPORTS**

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

The RFP for commercial real estate broker services was posted on April 11 and is due May 9. One proposal has been received so far.

The VDOT grant for Meade Rd improvements and design has been submitted and a public hearing is scheduled for May 7.

The sidewalk repairs in New London will be completed before the disc golf tournament. Entrance signs have been cleaned but need repair and repainting.

Pat Gatti is retiring from CVCC-Bedford on May 23.

TEVA updates: Project Moonstone is still in the capitol building phase and is scheduled to close mid-month.

Project Labor Day has changed its square foot measurement from 275,000 sq feet to 500,000 sq ft. and renamed to project Meadowlark.

Project Precision is still active.

Ms. Armstrong traveled to Richmond with the Regional Economic Developers/RED team. The new economic development brand was unveiled for the Lynchburg, VA region, the Edge of the Blue Ridge. Guests received door prizes made by local companies.

#### B. Business Programs Report

The final Bedford ONE tour for the 2023-2024 school year was March 27 and now the current focus is helping get seniors hired. Liberty High School polled students, focusing on those without post-graduate plans, to learn about their desired employment industry. Ms. Scheffel reached out to the businesses with an invitation to attend a reverse career fair. Students set up booths and showcased their highlights to these companies. Some students received multiple offers for employment; another received and accepted full-time employment with Southern Air upon graduation. CTE Signing Day will be held Tuesday, May 7 from 1:30 – 3 p.m. with approximately 25 students being recognized.

Business Appreciation is Thursday, May 9 at Clam Diggers from 5 – 7 p.m.

May 6 – 10 is Economic Development Week.

#### C. Monthly Financial Report

Mrs. Anderson stated revenues are at approximately 77.4% of the budget and expenditures at approximately 70.5% on an adjusted basis for the one-time paving project.

Page numbers will be added for easier reference.

Chairman Walton made note of inconsistent figures on the income statement and the budget. Ms. Anderson will review correction formulas.

Ms. Anderson recommended moving \$100,000-\$150,000 into the investment account, which would generate another \$8,000 in earnings.

Mr. Wells made a motion for a fund transfer of \$150,000, seconded by Mr. Robertson.

Adopted Unanimously

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

<b>EDA</b>	
EDA Mileage – March meeting	\$114.39
<b>Bedford Center</b>	
Town of Bedford Power – CVCC	\$2,642.67
Peaksview Landscaping	\$503.00
BRWA	\$169.17

<b>New London</b>	
Southside Electric –	\$609.64
Peaksview Landscaping	\$1,553.94
<b>Washington Street</b>	
Peaksview Landscaping	\$224.00
<b>TOTAL:</b>	<b>\$5,816.81</b>

**(5) TOWN OF BEDFORD**

A. Letter of support for CRISI program grant application related to rail stop  
The Town of Bedford is applying for a grant from the Federal Rail Administration for a consolidated rail infrastructure & safety improvements program grant. Ms. Zirkle is requesting a letter of recommendation.

Mr. Wells made a motion to authorize the signing of a letter in support of the rail stop, seconded by Mr. Braud.

Adopted Unanimously

**(6) BEDFORD CENTER FOR BUSINESS**

A. CVCC lease renewal discussion  
CVCC requests an addendum of five years to its lease, which expires in June 2025. A list of expenditures will allow the board to determine a new rate, with communication resuming at a future meeting.

Ms. Armstrong will update Mr. Bryant and Ms. Anderson will begin gathering information for FY21-23, and the current fiscal year.

**(7) MONTVALE CENTER FOR COMMERCE**

No new information to report.

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

A. Consideration of a request for additional funding and RFP for Lots 10A and 12A site development

A motion was made by Mr. Messier to move forward with an RFP to make both lots site-ready, seconded by Ms. Milton.

Adopted Unanimously

B. Consideration of a request for New London to be included as a USPDGA Tour stop

A motion was made by Mr. Robertson for New London to be included in the tour subject to legal review and acceptable contract terms and details, seconded by Ms. Milton.

Adopted Unanimously

**(9) WASHINGTON STREET PROPERTY**

The plumbing repair project is almost finished and as of today, patching the sidewalk is all that needs to be completed.

**(10) OTHER BUSINESS**

**A. Review FY25 draft budget**

The document was reformatted for easier reading and page numbers will be included moving forward.

Primary changes to this budget in terms of the actual budgeted dollars included:

Interest earnings are updated to reflect the change made with investments.

Increase of EDA share of the administrative salaries to reflect open enrollment changes in benefit-cost and proposed pay adjustments totaling an approximate \$4,000 increase.

The emergency fund was increased from \$50,000 to \$150,000. Ms. Anderson suggested changing the object code to list this as a contingency fund.

Removal of all revenues and expenditures related to the VBRSP grant. Once awarded, a supplemental appropriation will then reflect the grant awards.

A motion was made by Mr. Messier to accept the budget as presented, seconded by Mrs. Gardner. Adopted Unanimously

**B. Consideration of a resolution to adopt EDA Bond issuance rules and procedures.**

A motion was made by Mr. Wells to adopt the proposed policy, seconded by Ms. Milton. Adopted Unanimously

**C. Consideration of a childcare facilities grant program.**

The discussion was to advertise the program, list the \$30,000 opportunity, add a deadline, and evaluate the responses received.

A motion was made by Mr. Messier to accept the childcare grant program as discussed, seconded by Ms. Milton.

Adopted Unanimously

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

**CLOSED SESSION**

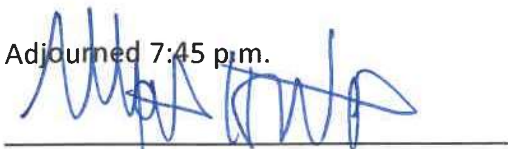
*Closed Session pursuant to Section 2.2-3711 (A) (5). Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community.*

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

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

Adopted Unanimously

Adjourned 7:45 p.m.

  
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Chairman

  
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Secretary