



MINUTES

ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF BEDFORD, VA

Bedford County Administration Ground Floor Training Room

122 E Main Street

Bedford, VA 24523

December 4, 2025

5:30 p.m.

Economic Development Authority:

Present: David Wells (*District 1*), Wyatt Walton (*Vice Chairman, District 3*); Matthew Braud (*Chairman, District 4*), Kristy Milton (*District 5*), Jimmy Robertson (*District 6*), Jim Messier (*District 7*)

Staff Present: Pam Armstrong, *Economic Development Director*, Lauren Thurston, *Business Programs Coordinator*, Niki Feazell, *Economic Development Administrative Assistant*, Robert Hiss, *County Administrator*, Patrick Skelley, *County Attorney*, Whitney Greenway, *Assistant Finance Director*

Absent: Vicki Gardner (*District 2*), Mickey Johnson, *Board of Supervisors, District 1*, Charla Bansley, *Board of Supervisors, District 3*

(1) CALL TO ORDER

Chairman Braud called the meeting to order at 5:33 p.m.

(2) APPROVAL OF AGENDA

Chairman Braud asked for motion to approve agenda. Mr. Walton moved, seconded by Mr. Messier. Adopted Unanimously by members present.

(3) APPROVAL OF MEETING MINUTES – November 6, 2025

Chairman Braud asked for motion to approve November 6, 2025, minutes as presented, Mr. Wells moved, seconded by Mrs. Milton. Adopted unanimously by members present.

(4) FY25 AUDIT PRESENTATION, Hailey Fox – Brown Edwards

- The FY2025 EDA budget audit was presented by Hailey Fox with Brown Edwards. The EDA was congratulated on another clean audit with no unqualified opinion for the FY25 audit.
- There was a slight increase in year-end cash. Total liabilities stayed consistent but did have a slight decrease due to the timing incentives being met and payment issued. No new leases were entered into during FY25; however, some leases were reconstructed and will be reflected in the FY26 audit report. Operating revenues stayed comparable to FY24 but did have a slight increase from grant revenues. All internal control and compliance matters held no findings.

(5) REPORTS

A. Economic Development Director's Report

- Mrs. Armstrong reported the first phase of work for lots 15 & 16 in New London is substantially complete. The state did officially approve the project to proceed to the next level by making both sites pad-ready using the remaining funds available.
- Last week both Pam and Lauren visited Parkland Direct. Two years ago, the EDA provided a \$30,000.00 incentive for their \$4,000,000.00 expansion. They now have 180 employees currently, which is 17 more than was needed to meet the incentive requirements.
- Mrs. Armstrong recently attended a Tobacco Commission Meeting to brainstorm ideas and learn about future grant opportunities.

B. Business Programs Report

- On the most recent Bedford ONE Tour, students toured and visited Smyth Companies' Bedford facility, where they saw how high-quality labels and packaging are produced. They then toured Bison Printing, a full-service commercial print shop using both digital and offset presses along with advanced finishing techniques like die-cutting, embossing, and foil-stamping.
- Mrs. Thurston visited Blue Ridge Montessori School for a tour to discuss their long-term goals and how they plan to utilize the FY26 childcare grant.
- Mrs. Thurston has been meeting with multiple companies to gather quotes for the new park signage. It is required to get three quotes since pricing will be over \$10k before being able to move forward.
- The graduation celebration for the Smith Mountain Lake Leadership Academy, a 12-month program focused on developing engaged and well-rounded community leaders, was held last night, where Mrs. Thurston graduated with perfect attendance.

C. Monthly Financial Report

- Nothing new outside of FY25 Audit report. Presented along with monthly financial report.

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

EDA	
EDA Mileage – (November) meeting	\$119.49
Bedford Center	
Town of Bedford Power – CVCC (November)	\$3,413.87
Peaksview Landscaping – (November)	\$518.09
BRWA (November)	\$180.16
Johnson Controls (November) – CVCC Qty Fire Prevention System Maint.	\$476.25
New London	
Southside Electric – (November)	\$583.95
Peaksview Landscaping – (November)	\$1,575.00
Washington Street	
Peaksview Landscaping (November)	400.50
Overhead Door Corp (November)	\$1,151.18
Total:	\$8,418.49

(6) CLOSED SESSION

A. *Closed Session pursuant to Section 2.2-3711 (A) (3), Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. (Montvale Lot I-1)*

At a regular meeting of the Economic Development Authority of the County of Bedford, Virginia held at the County Administration Building on the 4th day of December 2025, Chairman Braud asked for motion to enter closed session. Mr. Walton moved, seconded by Mr. Wells, pursuant to Section 2.2-3711(A)(3).

Board Member, Mr. Wells made a motion to move back into regular session; seconded by Board Member Mrs. Milton.

Voting Yes: Mr. Wells, Mr. Walton, Mrs. Milton, Mr. Robertson, Mr. Messier, and Mr. Braud.

(7) TOWN OF BEDFORD

- Nothing new to report.

(8) BEDFORD CENTER FOR BUSINESS

A. Consideration of a mural inside CVCC Bedford

- Mrs. Armstrong received an email from Rick Foster inquiring about consideration of a “LOVE” mural to be designed and painted on that back wall inside the lobby area. The mural will incorporate the words Bedford Center Early College in the design. Before any design begins, Mr. Foster has asked whether the EDA would consider the request and if permitted to proceed, the design would be presented to the EDA for final approval. It was agreed to by consensus to allow a design to be created assuming the artist and painter is licensed and insured.

(9) MONTVALE CENTER FOR COMMERCE

- Nothing new to report

(10) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

- Nothing new to report.

(11) WASHINGTON STREET PROPERTY

- Nothing new to report.

(12) OTHER BUSINESS

A. Consideration of a Childcare Grant for Blue Ridge Montessori School

- Blue Ridge Montessori School is requesting \$30,000 through the FY26 Childcare Facilities Grant to install and upgrade pre-primary and primary playground equipment, shade structures, and new rubber surfacing. The school currently maintains strong enrollment with waitlists and is seeking these improvements to support safe outdoor learning. These improvements allow the school to direct more of its own funds toward upcoming construction and expansion projects in the new year. If approved, the project will follow all

FY26 grant requirements and reporting timelines. Board member Mr. Walton made motion to fund grant, seconded by Mr. Messier.

Voting Yes: Mr. Wells, Mr. Walton, Mrs. Milton, Mr. Robertson, Mr. Messier, and Mr. Braud.

B. Approval of 2026 EDA Meeting Calendar

- Discussion regarding approval of the 2026 EDA meeting calendar was held. February 5, 2026, date approved for the organizational meeting. Further discussions will follow in the upcoming January 2026 meeting, into February's scheduled organizational meeting.

Motion made to adjourn by Mr. Wells, seconded by Mr. Robertson. Unanimous consent to adjourn.

Adjourned
6:57pm



Chairman



Pam Amstutz
Secretary