



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**County Administration Building
122 E Main St
Bedford, VA 24523
February 5, 2015 – 5:30 P.M.**

Economic Development Authority:

:Present:

Dennis Novitzke – Dist. 1; Mickey Johnson – Dist. 2; Wyatt Walton – Vice Chairman, Dist. 3; Matthew Braud, Dist. 4; Jim Lusk – Chairman, Dist. 5; Kim McCabe, Dist. 6; Paul Kelbaugh, Dist. 7

:Absent: None

Staff Present: Traci Blido – EDA Secretary; Carl Boggess – County Attorney; Jessica Hupp – Transcriber

Staff Absent: Mark Reeter – County Administrator

(1) ORGANIZATION

A. Election of Officers

Mr. Boggess stated the meeting would begin with the election of officers in order for the new Chairman to conduct the February meeting.

Ms. McCabe made a motion, seconded by Mr. Kelbaugh, to appoint Mr. Lusk as Chairman of the EDA for this year.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mr. Johnson, Ms. McCabe, Mr. Walton

Voting no: None

Adopted unanimously

Ms. McCabe made a motion, seconded by Mr. Braud, to appoint Mr. Walton as Vice-Chairman of the EDA for this year.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mr. Johnson, Ms. McCabe, Mr. Walton

Voting no: None

Adopted unanimously

Mr. Boggess further explained EDA by-laws state the EDA must appoint a secretary and the constitutional office of Treasurer as staff to the EDA.

Mr. Braud made a motion, seconded by Mr. Kelbaugh, to appoint Traci Blido, Economic Development Director, as Secretary and Rebecca Jones as Treasurer of the EDA for the current year.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mr. Johnson, Ms. McCabe, Mr. Walton

Voting no: None

Adopted unanimously

B. Adoption of Meeting Calendar

Mrs. Blido stated the only change to the calendar that has been made was the removal of the planning day in March. The EDA will hold regular meetings until Draper Aden is finished with the master plan and can present to the EDA. This should be done around June or July. Mr. Boggess suggested to adopt the calendar as presented.

Mr. Kelbaugh moved, seconded by Mr. Braud, to adopt the 2015 EDA Meeting Calendar as presented.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mr. Johnson, Ms. McCabe, Mr. Walton

Voting no: None

Adopted unanimously

(2) APPROVAL OF AGENDA

Mr. Lusk asked if anyone had any changes they wished to make to the agenda. Mr. Boggess stated he would like to add a subsection after the closed session to discuss a real estate matter relating to the New London Business and Technology Center.

Mr. Braud moved, seconded by Mr. Kelbaugh, to approve the February 5, 2015 agenda, as amended.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mr. Johnson, Ms. McCabe, Mr. Walton

Voting no: None

Adopted unanimously

(3) APPROVAL OF MEETING MINUTES – January 8, 2015

Mr. Lusk asked for approval and/or amendments to the Authority's January 8, 2015 meeting minutes. Mr. Boggess stated he had suggested to Ms. Hupp a minor wording change to the substation tree-planting section to reflect the exact location. Mr. Walton stated he was wrongly recorded as voting in the last meeting although he was not in attendance.

Mr. Braud moved, seconded by Mr. Kelbaugh, to approve the January 8, 2015 meeting minutes, as amended.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mr. Johnson, Ms. McCabe, Mr. Walton

Voting no: None

Adopted Unanimously

(4) REPORTS

a. Economic Development Director's Report

Mrs. Blido stated that we will inform new EDA members of certain state conferences that will better acquaint them with the code of Virginia and role of EDA's. She said it helps to hear from other EDA's across the state and share best practices. Mrs. Blido stated staff will inform them on when the next conference will be taking place.

Mrs. Blido reported she would be attending the school board meeting later in the evening to talk about the broadband advisory committee's recent initiative in Montvale as it related to Broadband

Mrs. Blido stated she attended the International Processing and Production Expo (IPPE) in Atlanta last week with the Virginia Department of Agriculture and Consumer Services (VDACS). The expo showcased a Virginia exhibit to market different localities. Mrs. Blido stated more than 30,000 people attended the expo and it was a good opportunity to showcase Virginia and Bedford County's Trident facility.

Mrs. Blido reported that the Army Reserve Center is now open and is currently looking to name the facility after a veteran, specifically one from a more recent war or conflict. Mr. Lusk added they were likely looking for a reservist. Mr. Johnson stated he could provide a list of Vietnam veterans. Mrs. Blido stated that Harmony Town Center is also in the same area as the Army Reserve Center which will be a good attraction for those visiting the area.

Mrs. Blido also reported that the Weldon Cooper Center released its updated population numbers which stated the county grew a bit more than Lynchburg did last year. Bedford County has a total population of 77,213, an increase of 2,313 people from last year.

Mrs. Blido brought some Bedford Grown directories for the EDA to give them an idea of what the Office of Economic Development does for the Ag Board. Mrs. Blido stated that they plan to distribute the brochures to restaurants and schools so that more businesses are using local foods.

Mrs. Blido stated the Bedford Area Chamber's Annual business dinner will be on March 26 at 5:30 at the Boonsboro Country Club and invited Jim Lusk as new Chairman and his wife to attend at the reserved table.

Mrs. Blido stated that she has been looking at more recent expansion projects this past week and that Babcock and Wilcox has added much more growth than expected, exceeding their original goal at their Vista Centre Drive location.

Mr. Lusk asked about the Tobacco Commission reform he saw in the news. Mrs. Blido stated that she was disappointed with the article released because if the Commission requires a match it changes the game a little bit, but she stated that she believes they have not yet voted on the topic.

b. Monthly Financial Report

Mrs. Blido reviewed the monthly financial report with the EDA.

c. Monthly Accounts Payable Report – bills that have been paid

The Authority members present reviewed the recently paid bills, as presented.

d. Existing Business Report

Ms. Hupp reported that she has been working on their existing business visitations and visited Smyth and East Coast Fabricators that day. She plans to work on six other business visitations in the following weeks near Vista Centre Drive in Forest.

Ms. Hupp stated they would like to create an online survey for local businesses that can be dispersed around the middle of the year, in order to gain more information on local businesses and to keep in contact with them biannually.

Ms. Hupp reported that Bedford Main Street, a local organization that plans Centerfest, has been seeing a lot of changes, including a complete re-seating of the current board. Traci will be helping to reseat the board along with Charlie Kolakowski and Liz Brown.

Ms. Hupp reported that the quarterly business roundtable meeting would be taking place this coming Tuesday, February 10 at the CVCC Bedford Center at 8:30. Anyone who would like to attend is welcome.

Ms. Hupp also reported that the Bedford One program has organized a tour this month at Harris and Sentry.

(5) Old Business

A. Review of Incentives

Mrs. Blido stated that a spreadsheet has been created to show the EDA which businesses have been given incentives in the past. The chart identifies the projected revenue into the county from each business expansion commitment, as well as how much the EDA incentivized the company based on supporting numbers. This will help the EDA identify how much of an incentive has been given in the past based on the size of the companies committed investment.

Mr. Braud asked if the average salaries could be added to the spreadsheet to go along with the list of net new employees for each company.

(6) New Business

(7) New London Business & Technology Center

A. Capital Considerations

1. Improvements

Mr. Lusk asked about what has been going on with the CAER and Mrs. Blido responded that she hadn't talked to Bob since her last report but that he hadn't told her about anything new.

B. Operating Considerations

1. Operating Expenses

(8) Bedford Center for Business

A. Capital Considerations

1. Improvements

a. Master Plan update

Mrs. Blido reported that this will be left on the agenda in order to update the EDA every month until the project is completed. Mrs. Blido stated she had a meeting with Draper Aden this past week and discussed with them when we would want ours bills to come in and requested a report from them each month on where the project stands. Mr. Lusk stated he would like to meet them at Mrs. Blido's earliest convenience.

B. Operating Considerations

(9) Montvale Center for Commerce

A. Capital Considerations

B. Operating Consideration

(10) All Other EDA Business as may be appropriate

A. Closed Session

Mr. Kelbaugh moved, seconded by Mr. Braud, that the Bedford County Economic Development Authority go into a closed session under Section 2.2-3711(A)(5) discussion or consideration 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 and Section 2.2- 3711(A)(7) for consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigation posture of the public body.

Voting yes: Mr. Novitzke, Mr. Braud, Mr. Lusk, Mr. Kelbaugh, Mr. Johnson, Ms. McCabe, Mr. Walton

Voting no: None

Adopted unanimously

Authority member Mr. Braud made a motion, seconded by Authority member Mr. Kelbaugh, to go back into regular session.

Voting yes: Mr. Novitzke, Mr. Braud, Mr. Lusk, Mr. Kelbaugh, Mr. Johnson, Ms. McCabe, Mr. Walton
Voting no: None
Adopted unanimously

On a motion made by Authority member Mr. Braud, which was seconded by Authority member Mr. Kelbaugh, which carried on a vote of yes, the following resolution was adopted:

Whereas, the Bedford County Economic Development Authority has convened a Closed Meeting on this the 5th day of February 2015, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, §2.2-3712 of the Code of Virginia requires a certification by the Bedford County Economic Development Authority that such closed meeting was conducted in conformity with Virginia Law.

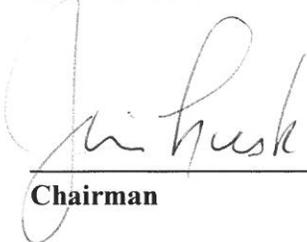
Now, Therefore Be It Resolved on this 5th day of February 2015, that the Bedford County Economic Development Authority does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Bedford County Economic Development Authority.

<u>MEMBERS:</u>	<u>VOTE:</u>
Dennis Novitzke	Yes
Matthew Braud, Vice-Chairman	Yes
Wyatt H. Walton, III	Yes
James A. Lusk	Yes
Mickey Johnson	Yes
Kimberly A. McCabe	Yes
Paul C. Kelbaugh	Yes

(11) Adjournment

- 7:02 p.m.

APPROVED:



Chairman



Secretary