



**MEETING MINUTES  
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Building  
122 E. Main St  
Bedford, VA 24523  
June 26, 2015  
2:00 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; Kristy Milton, Dist. 7

**:Absent:** Kim McCabe, Dist. 6

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

**Staff Absent:** None

**Guest:** Carolyn Howard – Draper Aden Associates, Charlie Kolakowski – Town Manager, Sheldon Cash – Public Works, Dawn DeHart – Virginia Community Capital

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**(1) APPROVAL OF AGENDA**

Mr. Lusk asked if anyone had any changes they wished to make to the agenda. Mrs. Blido stated that the EDA may want to address items discussed during the planning day which occurred just prior to the EDA meeting, including demolition of the Washington Street buildings, the RFP to complete phase 2 of the Bedford Center for Business master plan, and additional CVCC and East Coast action items. Mr. Walton suggested the EDA address these items after the closed session under (9) All Other EDA Business as may be appropriate.

**Mr. Braud moved, seconded by Mr. Johnson, to approve the June 26, 2015 agenda, as amended.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mr. Walton, Mrs. Milton**

**Voting no: None**

**Adopted unanimously**

## **(2) APPROVAL OF MEETING MINUTES – May 7, 2015**

Mr. Lusk asked for approval and/or amendments to the Authority's May 7, 2015 meeting minutes.

**Mr. Braud moved, seconded by Mr. Walton, to approve the May 7, 2015 meeting minutes, as presented.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mr. Walton, Mrs. Milton**

**Voting no: None**

**Adopted Unanimously**

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## **(3) REPORTS**

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

Mrs. Blido reported that staff has been working on our marketing plan to include billboard ad space. We will bring the EDA up to speed at the next meeting on our ongoing marketing initiatives.

Mrs. Blido stated that she will be partnering with Region 2000, the Virginia Economic Development Partnership (VEDP), and Go SOVA for some upcoming industry trade shows or prospect visits to support our efforts in attracting businesses to Bedford County and the region.

Mrs. Blido stated she has received more VEDP prospect inquiries and proposal requests recently thanks to Megan Lucas's hard work. Locally, businesses are expanding, including Cintas, Mail America (now Innovairre), and Blue Ridge Optics, to name a few. Mrs. Blido stated she visited Simplimatic Automation a week ago, and they plan to do a groundbreaking once they are more established in their new building. She said she was pleased that Simplimatic started with 21 employees and is now up to 60 thanks to increased customer orders and the acquisition of Dramco.

Mrs. Blido stated that the BRWA has made changes to their facility fees and is trying to become more business friendly. She said the methodology for determining the fees changed, allowing the fee to be charged based on the small side of the fire protection meters.

Mrs. Blido stated that the Broadband Advisory Committee is moving forward on its Montvale tower. The plan is to have the tower up and running by end of the year if all continues to go well. Mr. Johnson asked what area of the county it would service. Mr. Boggess stated it would cover most of the Goose Creek Valley area. Mrs. Milton asked who will have access to it, to which Mr. Boggess stated that Mid-Atlantic Broadband will allow different internet service providers to pay a rent to attach to the new tower.

Mrs. Blido stated that the EDA should begin thinking about Thaxton and Body Camp Elementary Schools because they will be transferred to the county as of July 1 and that topic is likely to come up. Mr. Boggess stated that he took a tour with school officials, and after a quick analysis they found that Body Camp is in better shape, but the location isn't the best for commercial use. Mrs. Milton stated she thought there was someone interested in buying it. Mr. Boggess stated that was true, but it was at a very low price. Mr. Boggess' recommendation to public works is that they should probably sell it.

Mr. Johnson noted that he thought staff did an excellent job on the Bedford County Business Appreciation event.

**b. Monthly Financial Report**

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

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

Mrs. Blido reviewed the accounts payable report with the EDA.

**d. Existing Business Report**

Ms. Hupp said staff recently attended a town hall meeting at CVCC in Lynchburg hosted by Secretary of Commerce Maurice Jones and the Chancellor of the Virginia Community College System Glen DuBois. Mr. DuBois stated he would be traveling across the state this summer to discuss how skilled trades can be expanded upon within the community college system. He plans to come back sometime in August to report on what he found.

Ms. Hupp stated that staff hosted the County's business appreciation event at Benjamin's on May 26. Ms. Hupp stated that staff felt it was well attended by many of our county's larger companies including CommScope, Harris, and Simplimatic, and companies we interact with on a regular basis.

Ms. Hupp stated she has been working on the existing business program and has updated the old survey to gather new information on our county businesses. Staff has set up an appointment Monday with Intercon.

Ms. Hupp reported that the Bedford County Fair is moving forward with planning and the committee is currently looking for sponsorships. The fair will also hold a farmers market for local produce. Mrs. Blido stated Ms. Hupp has been the county contact for the Ag Board during this endeavor and is doing a great job.

**(4) Old Business**

**(5) New Business**

**A. Main Street request – Zero Interest Loan Program**

Ms. Hupp stated that Main Street's goal this past year has been to fill vacant storefronts and as a part of this initiative they would like to apply for a matching grant awarded by Virginia Main Street for \$25,000 to create a zero-interest loan pool for businesses looking to locate to the Town of Bedford. The Town of Bedford has offered \$12,500, and Main Street is hoping the EDA would be willing to contribute an additional \$12,500 too, for a total matching grant of \$50,000 for the loan pool.

Anyone interested in starting or expanding a business in the Town is eligible to apply. Grant money can be used for building improvements, façade improvements, and operating costs. Grant money cannot be used for signage. For businesses to qualify, they must have a secure business plan, and preference will be given to businesses that are unique from other established businesses in Bedford. If a business is approved for a loan from this pool, they would be required to work with the Small Business Development Center to take classes on sustaining their business and agree to allow a secret shopper program. Loan amounts may be as low as \$500 and up to \$10,000. Bedford Main Street and the approving loan committee will determine eligible winners of the loans.

Mr. Boggess asked if the Town was the fiscal agent for this project. Mr. Kolakowski explained the funds would flow through the Town's fiscal management department.

Mr. Johnson asked why the funds were not allowed to be used towards signage. Mrs. Blido stated that most likely Virginia Main Street's grant states signage improvements are not permitted or that they prefer capital investments.

**Mr. Walton moved, seconded by Mr. Johnson, to approve \$12,500 to Bedford Main Street for the creation of a Zero Interest Loan Program upon the award of the \$25,000 Virginia Main Street grant.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mr. Walton, Mrs. Milton**

**Voting no: None**

**Adopted unanimously**

### **B. 2015 – 2016 EDA Budget Approval**

Ms. Hupp stated that the EDA Operating Budget is the best overall view of costs incurred by the EDA such as income from lease revenue and operating and administrative costs. The business park budget is simply a more thorough breakdown for the EDA to see what costs are associated with each park.

Ms. Hupp stated that the proposed budget makes it seem like the EDA is spending much less this year, however, the proposed budget was created as a bare bones budget and does not include any capital improvement projects the EDA may take on this year as suggested by Mr. Cash and Draper Aden. Mrs. Blido asked if any changes are made to the proposed budget tonight, does the EDA have to amend the budget being presented. Ms. Hupp stated that the EDA can approve the proposed budget tonight with the amended changes.

Ms. Hupp stated that staff suggests the EDA continue to earmark \$100,000 in reserves for the Bedford Center for Business because the EDA still has to pay for the rest of Draper Aden's master plan and any other facility updates that may be made from the suggestions given by the master plan.

Ms. Hupp stated there is a typing error under meeting expense. It should read \$1,500 budgeted this year for meeting expenses this fiscal year, not \$1,200.

Mr. Boggess suggested under the heading Capital and Major Expenses to rename Vista as Washington Street, and suggests that we leave the budgeted \$18,000 alone until we get a better idea of what demolition will cost. Mr. Boggess also suggested increasing the Bedford Center for Business budget to \$130,000 to include capital improvements suggested by Draper Aden. The EDA agreed with those suggestions.

Mr. Braud asked if lodging is included in conference and education. Ms. Hupp explained that conference and education includes all costs related to any training or conference, including lodging.

**Mr. Braud moved, seconded by Mr. Novitzke to approve the proposed Fiscal Year 2015-2016 EDA budget, as amended.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mr. Walton, Mrs. Milton**

**Voting no: None**

**Adopted unanimously**

**(6) New London Business & Technology Center - None**

**(7) Bedford Center for Business**

**A. Capital Considerations**

**1. Improvements**

**a. Master Plan wrap up discussion**

Mr. Boggess stated he felt it was extremely important to request that staff put together a Request for Proposal for professional services of geotechnical, storm water/wetland delineation, topographic survey, and design for sites A and B as established in the Bedford Center for Business master plan. Mrs. Milton agreed that it may be best to do both sites at one time.

**Mr. Braud moved, seconded by Mr. Johnson, to have staff put forth a Request for Proposal for professional geotechnical, storm water and wetland delineation, and topographic surveying services for sites A and B as designated by the Bedford Center for Business Master Plan.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mr. Walton, Mrs. Milton**

**Voting no: None**

**Adopted unanimously**

A discussion followed about CVCC building improvements.

**Mr. Johnson moved, seconded by Mr. Braud, to authorize county staff to prioritize the immediate actions items for CVCC as suggested by Mr. Cash, not to exceed a cost of \$67,000.**

**Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mr. Walton, Mrs. Milton**

**Voting no: None**

**Adopted unanimously**

**(8) Montvale Center for Commerce - None**

**(9) All Other EDA Business as may be appropriate**

**A. Closed Session**

**Mr. Braud moved, seconded by Mr. Johnson, 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. Johnson, Mr. Walton, Mrs. Milton**

**Voting no: None**

**Adopted unanimously**

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

Voting yes: Mr. Novitzke, Mr. Braud, Mr. Lusk, Mr. Johnson, Mr. Walton, Mrs. Milton  
Voting no: None  
Adopted unanimously

On a motion made by Authority member Mr. Walton, which was seconded by Authority member Mr. Braud, 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 7<sup>th</sup> day of May 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 26<sup>th</sup> day of June 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, Chairman	Yes
Mickey Johnson	Yes
Kristy Milton	Yes

#### **B. Additional Discussion**

Mr. Walton suggested that staff go ahead and put out an Invitation for Bid to demolish the Washington Street buildings, and if it's a feasible price we could go to the County or the Town to ask for matching funds. Mr. Boggess stated that staff can create an IFB, but are not required to accept any of the bids if the pricing is too high.

Mr. Walton moved, seconded by Mr. Braud, to approve staff to put forth an Invitation for Bid for the demolition of the Washington Street properties.

Voting yes: Mr. Novitzke, Mr. Lusk, Mr. Braud, Mr. Johnson, Mr. Walton, Mrs. Milton  
Voting no: None  
Adopted unanimously

**(10) Adjournment**

**- 3:31 p.m.**

**APPROVED:**

  
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**Chairman**

  
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**Secretary**