



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**County Administration Building
122 E Main St
Bedford, VA 24523
October 14, 2014 – 6:45 P.M.**

Economic Development Authority:

:Present:

Craig Coker – Chairman, Dist. 1; Raymond Sellers – Dist. 2; Wyatt Walton, Dist. 3; Matthew Braud – Vice Chairman, Dist. 4; Jim Lusk, 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) APPROVAL OF AGENDA

Mr. Coker asked if anyone had any changes they wished to make to the agenda. No changes were suggested.

Mr. Braud moved, seconded by Mr. Kelbaugh, to approve the October 14, 2014 agenda, as is.

Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe

Voting no: None

Adopted unanimously

(2) APPROVAL OF MEETING MINUTES – September 4, 2014

Mr. Coker asked for approval and/or amendments to the Authority's September 4, 2014 meeting minutes. No changes were suggested.

Mr. Lusk moved, seconded by Mr. Braud, to approve the September 4, 2014 meeting minutes, as is.
Voting yes: Mr. Coker, Mr. Walton, Mr. Lusk, Mr. Kelbaugh, Mr. Braud, Mrs. McCabe
Voting no: None
Adopted Unanimously

(3) REPORTS

a. Economic Development Director's Report

Mrs. Blido reported that she nominated two Bedford County companies for the Region 2000's Technology Awards taking place on Tuesday. Both companies, Blue Ridge Optics and LiteSheet Solutions, LLC, made it in the top two of each nomination category. The award categories were Tech Company of the Year, Entrepreneur of the Year, and Innovator of the Year. Mrs. Blido stated several businesses were nominated for these awards so it is very impressive that our companies are being considered as finalists.

Mrs. Blido reported that TEVA is currently experiencing some electrical issues. She is following the situation and will report back to the EDA when she knows more.

Mrs. Blido stated she will be hosting the Rural Planning Caucus tomorrow which will consist of a walking tour and workshop in Bedford from 1:00 – 4:00 p.m. Various Bedford locations will be visited including the Bedford Loft apartments.

Mrs. Blido stated she is on the Tourism Director selection team with Annie Pollard and Mark Reeter. Mrs. Blido reported the Broadband advisory committee is beginning to have their meetings again.

Mrs. Blido asked the board to prioritize the review of the Department of Aging and Rehabilitative Services ADA report for the next meeting. She asked that someone on the board volunteer to help review and decide which handicap accommodations should be prioritized. Mr. Lusk volunteered to review the report before the next meeting.

Mr. Braud asked what Mrs. Blido may know about Cakebox's relocation to Amherst County. Mrs. Blido stated she didn't know much other than Cakebox wanted extra funding from our county which we could not offer.

Mrs. Blido stated that a restaurant is interested in opening a location in Bedford County. The owners believe there is a niche market for their restaurant on 221. Mrs. Blido stated they would like the EDA to consider crediting 3 years worth of meals tax to them in order to open up a new location in our county. Mrs. Blido stated she would provide more information at a later date.

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 paid bills, as presented.

Mr. Coker asked about the bill from Ambassadors Enterprises listed on the account payable. Mrs. Blido stated that the charge was for a fire alarm check at CVCC. Mr. Braud asked what account our Region 2000 contributions come from, to which Mrs. Blido reported that the contributions come from the Economic Development department's administrative fund, but with the EDA's acknowledgment. Mr. Walton asked how much in contributions we allot to Region 2000 to which Mrs. Blido stated \$63,000 annually.

Mrs. Blido reported that the contributions will increase next year about \$10,000 due to some financial changes for the region.

d. Existing Business Report

Ms. Hupp reported that the past month was a busy one for events in the economic development office. The office hosted a quarterly business roundtable meeting and Business Appreciation event. Both events were well attended, however they are hoping for more to attend the December roundtable meeting.

Ms. Hupp reported that the Bedford One Steering committee is considering in the future to only host the business appreciation event on an every other year basis, and on the off year having a booth at the Chamber Business Expo in order to get in front of new companies that may be interested in hosting a tour or internship.

Ms. Hupp reported that the Bedford One program has started its tours for this year. An agriculture tour was hosted in September, a hospitality tour is planned for next week, and a health care tour is being arranged for November.

Ms. Hupp reported that she attended the VEDA conference with Mrs. Blido last week, which focused on incentives and what other counties are doing for business incentives.

(4) Old Business

a. MOU: Lovelace, Norvelle, Mathews

Mr. Coker reported the memorandum of understanding for Lovelace, Norvelle, and Mathews is in the EDA packet for the board's review of Ron Lovelace's financial assistance on a need-only basis.

(5) New Business

a. None

(6) New London Business & Technology Center

A. Capital Considerations

1. Improvements

a. Substation project update

Mr. Boggess reported that so far \$1.5 million has been paid out on the substation. Mr. Boggess stated he believes the EDA will fall \$140,000 under budget on what we expected to pay. Lot grading turned out to cost more than expected, but some other expenses came in lower to even it out.

Mr. Coker asked if the EDA was limited to what they could do with the CIP funds, which he wanted to consider using towards the handicap items at CVCC. Mr. Boggess stated the EDA is limited, but that he would need to ask Susan Crawford for clarification.

Mr. Boggess reported the substation would be operational on November 7. Mrs. Blido stated Ms. Hupp has drafted a press release that can be sent out the first week of November.

b. Transmission Easement Vegetative Buffer

Mr. Boggess stated he plans to call three companies that can plant trees in New London. He stated the park needed to fill 10,000 square feet with small trees and that he may ask Steve Wilkerson about this project. Mr. Lusk inquired about the type of vegetation Mr. Boggess was looking to plant, to which he replied he wanted to use redbuds or dogwoods, and preferably plants that already grow naturally there.

B. Operating Considerations

1. Operating Expenses

a. Landscaping RFP

Mr. Boggess stated the landscaping RFP will go out on Monday, Oct. 20. He reported that the pre-bid will take place at 2:00 p.m. in Bedford, and then at 3:30 p.m. in New London. There will be a gentleman from Parks & Recreation that will be assisting with the bid process. Mr. Boggess reported that the bids were being presented as four separate components: landscaping in Bedford Center for Business, landscaping in New London, and snow removal in both parks. Mr. Boggess hopes this will help to get more Bedford companies working on our park maintenance.

(7) Bedford Center for Business

A. Capital Considerations

B. Operating Considerations

1. Master Plan RFP update

Mr. Coker stated the EDA received four proposals for the Master Plan RFP from Timmons Group, Draper Aden, Wiley Wilson, and Thompson and Lidden. Mrs. Blido would like the EDA to create a selection committee to assist in the selection of a proposal. Mr. Coker stated that he works as a subcontractor for Draper Aden, therefore he believes his assistance would be a conflict of interest and that another board member should volunteer for the committee in his place.

Staff stated that Mr. Walton or Mr. Kelbaugh would be good candidates for reviewing the RFP because they served on BJEDA. Mr. Walton stated he would assist in the RFP review. Mrs. Blido stated she would like each committee member to take the next week to review the proposals and then email her about which dates will work best for the committee to meet to discuss the proposals.

(8) Montvale Center for Commerce

A. Capital Considerations

B. Operating Consideration

(9) All Other EDA Business as may be appropriate

Mr. Coker stated that he and his wife would be moving to Botetourt County, and that his last day on the authority will be December 31.

Mr. Lusk asked if anything was going on in Montvale. Mrs. Blido stated that a lot was sold a few years ago that has had no new development. Mrs. Blido stated she needed to put some pressure on the buyer company to find out what plans they have for developing the land. Mrs. Blido stated she would do so in the next couple of weeks.

(10) Adjournment

- 7:37 p.m.

APPROVED:

Chairman

Secretary