



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Building Board Room
122 E. Main Street
Bedford, VA 24523
July 7, 2016
5:30 p.m.**

Economic Development Authority:

:Present:

Dennis Novitzke - Dist. 1; Mickey Johnson, Vice-Chairman - Dist. 2; Wyatt Walton, Chairman - Dist. 3; Matthew Braud - Dist. 4; Jim Lusk - Dist. 5; Kelly Harmony - Dist. 6; Kristy Milton - Dist. 7

:Absent: None

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

:Staff Absent: None

:Guests: Charlie Kolakowski – Town Manager

(1) APPROVAL OF AGENDA

Mr. Walton asked for approval and/or amendments to the Authority's July 7, 2016 agenda.

Mr. Lusk moved, seconded by Mr. Novitzke, to approve the July 7, 2016 EDA agenda, as presented.

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

Voting no: None

Adopted Unanimously

(2) APPROVAL OF MEETING MINUTES – June 2, 2016

Mr. Walton asked for approval and/or amendments to the Authority's June 2, 2016 meeting minutes. Mrs. Milton stated she was listed as seconding a motion under closed session, but she was not in attendance.

Mr. Lusk moved, seconded by Mr. Braud, to approve the June 2, 2016 meeting minutes, as presented.

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

Voting no: None

Abstain: Mr. Braud

(3) REPORTS

A. Economic Development Director's Report

Mrs. Blido reported staff has been working on several company expansions, and working on bringing in new companies too. Both Mrs. Blido and Ms. Hupp attended conferences last month, including Medical Devices and Manufacturing Expo in New York City and Select U.S.A. in Washington, D.C. where international companies meet with economic developers. Mrs. Blido stated she and Megan Lucas used the Virginia booth at Select U.S.A. to meet with companies.

Mrs. Blido stated that staff is currently working on marketing through drone flyovers. Lynchburg Regional Business Alliance (LRBA) is paying for the aerial photography in New London, but staff decided to do the rest of the parks as well. The company completing the drone footage is Birds Eye Aerial Photography and the videos will be posted to the Alliance website.

Mrs. Blido stated the brewery project has been keeping us pretty busy and that staff attended an event at Trapezium Brewery, which is a creation of Dave McCormack in Petersburg, and we were very impressed.

Mrs. Blido stated the hotel study the Town of Bedford paid for is almost complete, and they believe it has the evidence needed to make a case for a hotel in Bedford.

Mrs. Blido stated that Virginia has a new program passed by the General Assembly called the Virginia Business-Ready Sites Program. If a locality has 100 contiguous acres to be developed in an industrial park, you can apply for a grant to work with an approved engineering firm to establish readiness for this program. Mrs. Blido stated this is something she would like to consider doing, and by being in the program she believes the state will look first at the sites in the program. Even though we don't have 100 contiguous acre lots, Mrs. Blido was informed you can add lots together and still be considered for the program. Mrs. Blido will bring more info about the program next month after further discussions with VEDP and the Alliance.

Mrs. Blido stated she added in the packet a list of accomplishments the EDA had this past fiscal year. It is a good opportunity to look at successes and to be prepared for the joint meeting taking place in October with the Board of Supervisors.

Mr. Walton asked about the hotel report, to which Mr. Kolakowski stated he reviewed the results but received some late information that should modify the report in a positive way. Therefore, an addendum will be added to the final report. The report should be ready in about two weeks. Mrs. Blido stated that one of those items not taken into consideration was the number of wedding venues in the county. Mrs. Milton stated Trivium and Sierra Vista need to be included in addition to some that Mrs. Blido mentioned.

Mrs. Milton asked about how many contacts are made at these conferences and how many are followed up with. Mrs. Blido said 10-20 at this past conference, and that Megan was capturing most of them with the intention of sending follow-up communications to them about the region. Mrs. Blido followed up with a handful that had serious projects. Mrs. Blido stated she spoke mostly to international companies. Mrs. Milton asked about what kind of companies she was able to speak with, to which Mrs. Blido responded there were a range from machining to wireless communication to a chocolate company.

Mrs. Harmony asked if staff had heard that Franklin County is getting fiber optics from a federal grant through Century Link. Mrs. Blido stated Franklin is probably running the program themselves, but said she will look into it.

Mr. Braud asked where we stood with Draper Aden's invoicing. Ms. Hupp stated that the preliminary plan invoicing is almost completely done, with \$5-6,000 more until they complete what the EDA approved. Mr. Boggess stated staff would be meeting with Draper Aden next week to see what our options are. Ms. Hupp reminded the EDA there was also some overlap of costs from the master plan expenses into this fiscal year, which is why the expenses look higher.

B. Monthly Financial Report

Mrs. Blido reviewed the monthly financial report with the EDA. Mr. Walton asked if we were getting the same amount from the board we received last year. Mrs. Blido stated we were approved for the same amount of \$163,055 this year, with \$120,000 put towards incentives and the rest towards operating expenses. Mrs. Blido stated that the EDA's money carries over every year in cash reserves.

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 reported staff has had a fair amount of tying up loose ends for the end of the fiscal year this past month, but still attended the MD&M East Expo in New York City. It was a great opportunity to meet U.S. and international businesses to learn about new technology that could be brought to Bedford County.

Last week, staff attended the Region 2000 Workforce Center's ribbon cutting, which has been located to Mayflower Drive in Lynchburg. The importance of this event was that services for VEC and workforce were brought together under one roof for those needing assistance. The Secretary of Commerce and Trade Maurice Jones was in attendance and he shared with us that this has been the first workforce center opening in the Commonwealth since the Kaine administration, so it was a big deal for our region.

Mrs. Milton stated there is a sign in New London on the left coming into the park that looks pretty dilapidated and needs to come down. Ms. Hupp stated she would call maintenance to remove it. Mr. Lusk asked about how LiteSheet was doing. Mrs. Blido stated they are growing, and looking for a larger space, as they've started to outgrow their pre-existing building.

(4) TOWN OF BEDFORD

A. Brewery update

Mrs. Blido stated staff has been working on documents DHCD requires for the IRF project. Staff talked to Dave yesterday about the items, and he reported he is about to order the brewing equipment. Mrs. Blido stated Patrick has been a great help putting together some legal documents for us.

Skelley stated the EDA is down to the last two legal documents that need to be signed. The first is the option contract that provides for the brewery to buy out the EDA contract at the end of the 10-year period. The second is the Restriction Agreement, which is required by DHCD that relays the building is to remain a brewery for the 10-year period for the grant money to be applied to the project.

Mr. Braud moved, seconded by Mrs. Milton, to authorize the Chairman to sign the Option Contract and Restriction Agreement for the Bedford Brewing Project.

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

Voting no: None

Adopted Unanimously

Mr. Kolakowski stated the Bower Center re-opened this past week and looks spectacular. There were about 200 people at the ribbon cutting. Mr. Kolakowski believes the recent downtown activity has been a real shot in the arm for the town. The Town currently has five different buildings being worked on in the Main Street footprint, and we are seeing some activity coming back to the retail district. Mr. Kolakowski stated he spoke with the owner of the new coffee shop, and the improvements to the building have really made it unrecognizable in a good way. The coffee shop should open in about two weeks. With all of the above improvements, that makes over \$1 million in investment at the Bower Center, around \$200,000 in investment at Azul, and \$1.5 million with the brewery.

In addition, Mr. Kolakowski stated there is a currently vacant commercial building that will hopefully be reactivated in the next two months. Mrs. Milton challenged the members to encourage Bedford locals to attend the Bower Center, as almost all of their supporters are currently visiting from the Lake and Forest area.

(5) BEDFORD CENTER FOR BUSINESS

Mr. Boggess stated staff is going to meet with Carolyn Howard of Draper Aden & Associates on July 18 to see what they can do with the land in Bedford Center. Mr. Boggess stated they want to find out what can be done with the currently graded lot without spending a lot of money. Mr. Walton asked if anything new had happened with the CVCC lease, to which Mr. Boggess stated there have been no changes.

(6) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

Mr. Boggess stated he hopes next month staff can give the Authority some updates on grading plans in New London. Staff agrees they should try grading at least one lot in the park. Staff is looking to hear from Hurt & Proffitt next week, and then eventually move forward with some bids to get lots graded. Mrs. Milton asked how staff will decide which lots are worth grading. Mr. Boggess stated whichever site is most visible, which would logically be lot 3A or 3B. Another potential lot could be the residual of the lot that the substation sits on, which is lot 7. Another option could be to grade the lot across from the water tower.

(7) CLOSED SESSION

Mr. Braud moved, seconded by Mr. Lusk, that the Bedford County Economic Development Authority go into Closed Session pursuant to Section 2.2-3711 (A) (5) for discussion or consideration of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the businesses' or industry's interest in locating or expanding its facilities in the community.

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

Voting no: None

Adopted unanimously

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

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

Voting no: None

Adopted unanimously

On a motion made by Authority member Mr. Lusk, 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 7th day of July 2016, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

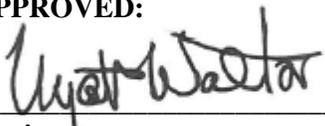
Whereas, §2.2-3712 of the Code of Virginia requires a certification by the Bedford County Economic Development Authority that such closed meeting was conducted in conformity with Virginia Law.

Now, Therefore Be It Resolved on this 7th day of July 2016, 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.

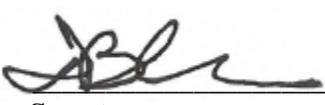
<u>MEMBERS:</u>	<u>VOTE:</u>
Dennis Novitzke	Yes
Matthew Braud	Yes
Wyatt H. Walton, III, Chairman	Yes
James A. Lusk	Yes
Mickey Johnson, Vice-Chairman	Yes
Kelly Harmony	Yes
Kristy Milton	Yes

(8) ADJOURNMENT
-7:28 p.m.

APPROVED:



Chairman



Secretary