



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Board Room
122 E. Main Street
Bedford, VA 24523
February 1, 2018
5:30 p.m.**

Economic Development Authority:

Present:

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

Absent: None

Staff Present: Traci Blido – EDA Secretary; Patrick Skelley – County Attorney

Staff Absent: Carl Boggess - County Administrator

Transcriber: Julia Peters

Guests: Edgar Tuck - County Supervisor District 2; Mary Zirkle - Town of Bedford Economic Development Coordinator; Pam Bailey, incoming Marketing & Business Development Coordinator

**(1) ORGANIZATION
A. Election of Officers**

Mr. Skelley called the meeting to order and asked for a motion to nominate a Chairman.

Mr. Braud moved, seconded by Mr. Novitzke, to nominate Mickey Johnson as Chairman of the EDA.

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

Voting no: None

Adopted Unanimously

Mr. Johnson asked for nominations for Vice-Chairman.

Mr. Walton moved, seconded by Mr. Braud, to nominate Kelly Harmony as Vice-Chairman of the EDA.

Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Braud, Mr. Lusk, Mrs. Harmony, Mr. Messier
Voting no: None
Adopted Unanimously

Mr. Johnson asked for nominations for both Secretary and Treasurer of the EDA.

Mr. Walton moved, seconded by Mr. Braud, to nominate Traci Blido as Secretary of the EDA.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Braud, Mr. Lusk, Mrs. Harmony, Mr. Messier
Voting no: None
Adopted Unanimously

Mr. Walton moved, seconded by Mr. Braud, to nominate the County Treasurer as Treasurer of the EDA.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Braud, Mr. Lusk, Mrs. Harmony, Mr. Messier
Voting no: None
Adopted Unanimously

B. Adoption of 2018 Meeting Calendar

Mr. Johnson asked for a motion to adopt the 2018 EDA meeting calendar as presented. A planning day may be added in the future if it is needed.

Mr. Braud moved, seconded by Mr. Novitzke to adopt the 2018 EDA meeting calendar.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Braud, Mr. Lusk, Mrs. Harmony, Mr. Messier
Voting no: None
Adopted unanimously

(2) APPROVAL OF AGENDA

Mr. Johnson asked for approval and/or any amendments to the Authority's February 1, 2018 agenda.

Mr. Braud moved, seconded by Mrs. Harmony, to approve the February 1, 2018 EDA agenda, as presented.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Braud, Mr. Lusk, Mrs. Harmony, Mr. Messier
Voting no: None
Adopted Unanimously

(3) APPROVAL OF MEETING MINUTES - December 7, 2017

Mr. Johnson asked for approval and/or any amendments to the Authority's regular December 7, 2017 meeting minutes.

Mr. Walton moved, seconded by Mr. Lusk to approve the December 7, 2017 meeting minutes, as presented.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Lusk, Mrs. Harmony, Mr. Messier
Voting no: None
Abstain: Mr. Braud

Mr. Johnson welcomed Mr. Edgar Tuck of the Board of Supervisors and invited him to sit with the Authority members during their meetings.

(4) REPORTS

A. Economic Development Director's Report

A copy of the yearly audit had been given to the Authority members and Mrs. Blido spoke about the results of the audit. This audit covered the 2017 fiscal year and no deficiencies in internal control that would be considered a material weakness were found and no instances of noncompliance. Mrs. Blido reviewed the audit document with members. She also introduced Pam Bailey, the new Marketing and Business Development Coordinator who will be joining her office on Feb. 12. Ms. Bailey recently worked at Blair Marketing and she will be a great asset for Bedford County. Mary Zirkle was introduced. She is the new Economic Development Coordinator for the Town of Bedford and previously worked for the Bedford County Planning and Zoning Department. Mrs. Blido thanked her for coming to the meeting and looks forward to working with her.

Mrs. Blido reported that she has been working on grants for training services for four companies. These companies have been discussed previously in closed sessions and they are looking to sign agreements and get announcements out soon. We have 11 active projects currently and many existing companies are growing. Megan Lucas from the Lynchburg Regional Business Alliance is starting an existing business program. Mrs. Blido stated that the VDEP is the state level existing business program and she is navigating when it is appropriate to bring them to her meetings with companies. Her office already has an existing business program with quarterly roundtable meetings and hopes to have a roundtable meeting soon since she will have more help when Ms. Bailey begins working. Emily Sides wrote an article for the newspaper about broadband and called her about the Adaptrum project. Charlotte County and Halifax County have a test pilot program where school children can get free internet through TV white space technology and they have 200 homes currently participating with a goal of 1,000 homes. Since this pilot is already successful, the next step is building out the Tobacco Commission footprint and Bedford is within that footprint and we will see what can we do to take advantage of the technology. The broadband advisory committee is meeting with Adaptrum this week and discussions regarding broadband are continuing. Bison Printing has an internet issue and a future tenant in New London also has an internet issue, but they are working with local providers to resolve these problems. Mr. Johnson stated that we have a good record of using grants in the past and Mrs. Blido summarized for Mr. Tuck how the EDA was able to help Beale's with an Industrial Revitalization Fund (IRF) grant. She also reported that she nominated Bison Printing and Central Virginia Manufacturing (CVM) for the Bedford Chamber Business Awards.

B. Monthly Financial Report

Staff reviewed the financial report with the EDA and answered questions.

C. Monthly Accounts Payable Report – Bills that have been paid

Staff reviewed the accounts payable report with the EDA and answered questions.

(5) TOWN OF BEDFORD

A. Introduction of Mary Zirkle, Economic Developer for Town of Bedford

Mrs. Zirkle said she is happy to be back working in Bedford. She is currently building an office and building networks with businesses, the Chamber, and the county. She is working on community development and meeting people in businesses right now and informing them about incentives. She

worked in Roanoke County for eight months and then became the Town Manager for Buchanan and she received great experience from these positions. Mr. Johnson welcomed her back to the area. Mrs. Blido said that she and Ms. Zirkle will be going to the monthly meeting of the Lynchburg Regional Business Alliance's economic development team.

(6) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Update on Site Development Work

Mrs. Blido reported that a small company still wants to locate to Lot 5 and we are working with Hurt & Proffitt on a concept plan for the lot, but first we are looking into the internet issue. Lots 3b and 4 are still being cleared and the work is moving along. Mr. Walton expressed concern about the internet problems and discussion followed regarding the internet companies and what solutions they may provide for smaller companies.

B. Update on LU CERE Grant Proposal to Go Virginia

Mrs. Blido thanked the Authority members for their letter of support and Liberty had entered their grant proposal. She will keep everyone posted.

C. Review Commercial/Industrial/Residential Allocation of Sewer in New London Corridor

Mrs. Blido noted that the members received an email from Mr. Boggess outlining the allocation of sewer in New London and they also have in front of them a map and the request from Mr. Norm Walton requesting the EDA allow Thomas Builders to modify or upgrade the pump station for a new development. She said Planning and Zoning are still working on getting some answers about the project. Discussion followed and the Authority decided to defer any action until Planning and Zoning has made their final decision.

(7) BEDFORD CENTER FOR BUSINESS — Nothing to report.

(8) MONTVALE CENTER FOR COMMERCE — Nothing to report.

(9) ALL OTHER EDA BUSINESS AS MAY BE APPROPRIATE

Mrs. Blido asked the Authority members how they wanted her to respond to requests for donations. She had received a request from the Bedford Volunteer Fire Department asking for a donation. Discussion followed and it was agreed that the Board of Supervisors should address these requests.

Mr. Johnson welcomed Ms. Bailey, Ms. Zirkle, and Mr. Tuck and thanked Mr. Walton for his leadership as Chairman throughout the last two years.

(10) ADJOURNMENT

6:30 p.m.

APPROVED:



Chairman



Secretary