



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Board Room
122 E. Main Street
Bedford, VA 24523
February 7, 2019
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; Kristy Milton - Dist. 5; Kelly Harmony - Dist. 6; Jim Messier, Vice-Chairman - Dist. 7

Absent: None

Staff Present: Patrick Skelley - County Attorney; Traci Blido – EDA Secretary; Pam Bailey - Marketing & Business Development Coordinator; Sheldon Cash - Director of Public Works; Kim Snow – Bedford County Treasurer

Staff Absent: None

Transcriber: Julia Peters

Guests: Edgar Tuck - County Supervisor District 2; Charla Bansley – County Supervisor District 3; Mary Zirkle - Town of Bedford, Economic Development Coordinator; Thomas Messier, Town Intern

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

Mr. Johnson called the meeting to order and Mr. Skelley called for nominations for a Chairperson.

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, Ms. Milton, Mrs. Harmony, Mr. Messier

Voting no: None

Adopted Unanimously

Chairman Johnson asked for nominations for Vice-Chairman.

Mrs. Harmony moved, seconded by Mr. Braud to nominate Jim Messier as Vice-Chairman of the EDA.

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

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, Ms. Milton, Mrs. Harmony, Mr. Messier
Voting no: None
Adopted Unanimously

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

B. Adoption of 2019 Meeting Calendar

Chairman Johnson asked for a motion to adopt the 2019 EDA meeting calendar as presented. Mrs. Blido mentioned to the EDA members that a planning day could be added in the future for June 14 in lieu of the regular June meeting which falls on June 6, if so desired, but the calendar could be approved as presented.

Mr. Walton moved, seconded by Mr. Braud to adopt the 2019 EDA meeting calendar as presented.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Braud, Ms. Milton, Mrs. Harmony, Mr. Messier
Voting no: None
Adopted unanimously

(2) APPROVAL OF AGENDA

Chairman Johnson asked for a motion to approve and/or any amendments to the Authority's February 7, 2019 agenda. Mrs. Blido added item #5A - Vista Foods Area Concept and also added item #7C - MBC Rate Increase

Mr. Walton moved, seconded by Mr. Braud, to approve the February 7, 2019 EDA agenda, as amended.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Braud, Ms. Milton, Mrs. Harmony, Mr. Messier
Voting no: None
Adopted Unanimously

(3) APPROVAL OF MEETING MINUTES - December 6, 2018

Chairman Johnson asked for approval and/or any amendments to the Authority's regular December 6, 2018 meeting minutes.

Mr. Braud moved, seconded by Mr. Messier, to approve the December 6, 2018 meeting minutes, as presented.
Voting yes: Mr. Novitzke, Mr. Johnson, Mr. Walton, Mr. Braud, Ms. Milton, Mrs. Harmony, Mr. Messier
Voting no: None

Adopted Unanimously

(4) REPORTS

A. Economic Development Director's Report

Mrs. Blido welcomed Kristy Milton, who represents District 5, to the EDA. Mrs. Blido also noted Chairman Johnson has been appointed to his second EDA term. She said the website has been updated and she would like to get a photo of the Authority members after the meeting to include in the record. She reported that the County has six grants at various stages pending with the Tobacco Commission, but noted the approval of one grant for an increase of funds for the shell building. Staff are currently in the budget process and the EDA annual allocation will probably remain at approximately \$163,000. The Board of Supervisors (BOS) gives funds to help with incentives which the EDA fully utilizes and appreciates, and businesses have grown as a result. She is working closely with Finance and the Water Authority to complete the projects noted at the December meeting, extending the water line in Moneta and extending the sewer line on Burnbridge Road. These projects will be brought to the BOS by the end of the month. Mrs. Blido and Ms. Bailey have been working with the businesses that are expanding regarding workforce issues or space issues. JLL, a real estate firm, is generating a professional marketing piece for the Teva Pharmaceutical space. Megan Lucas, CEO of the Lynchburg Regional Business Alliance, went to the BOS meeting and spoke about two grants she was able to acquire for the county. One grant was for site readiness at the Montvale Center of Commerce and another grant to help with the marketing of Teva. The BOS has signed the contract with Blue Ridge Towers to start the work needed for broadband service and a project manager will look at the technologies that will work best for Bedford County. Mrs. Blido read a thank you note from Carl Boggess, thanking the EDA members for their gift and good wishes upon his retirement as County Administrator.

B. Marketing/Business Development Report

Ms. Bailey stated that we started the new year with four Bedford One tours. Nine students from Jefferson Forest and Staunton River went to Custom Truck and Sentry Equipment, and Framatome and Innerspec Technologies were visited by 19 students from Jefferson Forest and Liberty High School. Staunton River and Liberty students cannot tour together because they share a part-time career coach and would need a chaperone which is hard to get. Future tours will include a health care tour for the BSTC students and a visit to Delta Star and US Pipe in March. Ms. Bailey has also worked on updating properties and adding information to the VEDP site. There is an ad currently in the Business Expansion Journal and also in the Smith Mountain Lake Guide. Bedford will also be featured in the March issue of the *Virginia Business* magazine and Mrs. Blido was featured in the *Lynchburg Business Magazine*. Upcoming events include the annual meeting of the Lynchburg Regional Business Alliance on February 27, a Meet and Greet with new county administrator Robert Hiss at the CERE Building on March 14, the Bedford Area Chamber of Commerce Annual Awards Dinner on March 28, and the County Business Appreciation Event in conjunction with the Town of Bedford on May 16 at Beale's. Ms. Bailey said she will send out emails regarding the events if anyone is interested in attending them.

C. EDA FY18 Audit Report

Mrs. Blido noted that there were no issues or findings again for the fiscal year.

D. Monthly Financial Report (January 2019)

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

E. Monthly Accounts Payable Report – Bills that have been paid (December 2018- January 2019)

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

(5) TOWN OF BEDFORD

A. Vista Foods Area Concept

Mary Zirkle from the Town of Bedford gave a brief overview to the EDA members about the School-to-School/Bridge St. Area planning project. The final plan has three catalyst projects; repurpose a portion of the Vista Food parking lot into a public place or downtown square project, redesign and expand amenities at the Edmund Street Park recreation area, and repurpose the brownfield site on Depot Street into a green space. The Town needs partners with the community and county to move forward and develop a feasibility and site development study for the Vista Food's area. She is available to have further conversations with the EDA members, business owners, and county officials as to what might serve the community best. Discussion followed.

Ms. Zirkle also reported that the Town of Bedford applied for a rail grant on February 1. They are requesting funding for an inner city passenger rail operating capital grant and are awaiting a response. The Town has launched their Brick and Mortar Bedford Business Academy to better prepare destination businesses for D-Day's 75th Anniversary where 20,000 visitors are expected and can also be marketed to beyond that by existing businesses.

(6) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Shell Building and Grant Update

Mrs. Blido reminded Authority members that the contract with Price Building was signed on November 30, 2018 and the steel and other construction materials have been ordered. On January 7, she requested the increase of the Tobacco Commission grant for an additional \$71,000. The County will also ask Hurt & Proffitt to draw up a plan for the road development. The EDA members were provided with a schematic layout of the building in their agenda packet and Mr. Cash provided some brick samples for review.

B. Renewal of Landscape Contract with Peakview Landscaping

Mrs. Blido told the EDA members that this renewal is the last extension. Mr. Walton noted that next year a new contract would need to be put out for bid.

Mr. Walton moved, seconded by Mr. Braud to authorize the Chairman to sign the extension of the existing contract with Peakview Landscaping for the 2019 season ending on December 31, 2019.

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

Voting no: None

Adopted unanimously

(7) BEDFORD CENTER FOR BUSINESS

A. VBRSP Site Characterization - ESA, Cultural Review

Mrs. Blido stated that the Town of Bedford has agreed to cover some costs for site readiness to move the level from 2.5 to 3. This moves the EDA a little closer to being able to develop the land at the center.

B. Renewal of Landscape Contract with Peakview Landscaping

Mr. Walton moved, seconded by Mr. Braud to authorize the Chairman to sign the extension of the existing contract with Peakview Landscaping for the 2019 season ending on December 31, 2019.

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

Voting no: None

Adopted unanimously

C. MBC Rate Increase

Mrs. Blido reported that Mid-Atlantic Broadband had their HVAC system increased from a 1.5 ton system to a 4 ton due to the increase in heat generated by an equipment upgrade needed for Bedford County Public Schools broadband needs. Based on their lease, MBC pays us for the electricity they use. In 2012, the County decided to charge MBC \$141 per month, but the fee will need to increase due to the equipment upgrade increasing the electric usage. Mr. Cash said that putting in a separate metered system will probably be cost prohibitive, but a meter could be installed on the 200 amp panel feeding the 300 sq. foot room and measure the actual usage of electricity. The County would charge \$300 for the electricity per month for six months and then review the usage data for possible changes/corrections to the monthly charge. Mrs. Blido recommended the EDA Chairman sign a new six month lease with MBC and agree to renew thereafter once the actual electric usage is known.

Mr. Walton moved, seconded by Mr. Braud to authorize the Chairman to sign a new lease with Mid-Atlantic Broadband for 6 months with renewal thereafter.

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

Voting no: None

Adopted unanimously

(8) MONTVALE CENTER FOR COMMERCE

A. Bobblett Gap Update

Mrs. Blido noted that the government shutdown did affect the loan processing for our client, but now everything is moving forward and the company hopes to close on the property by the end of this week or next week.

(9) NEW BUSINESS – None

(10) OTHER BUSINESS

Mr. Tuck updated the EDA members on Smith Mountain Lake developments. He reported that Comcast is actively laying fiber in the Smith Mountain Lake area. The Huddleston Dollar General opened with great fanfare. The Sunset Cay property has been vacated and Smith Mountain Lake Christian Academy has signed a letter of intent for that property for next year's school session beginning in August. They anticipate having 300 students. Therefore, the Eastlake property where the old Shoprite was located will be on the market soon. The Smith Mountain Lake Center has signed a letter of intent to locate in Bedford County and they have been working with two universities about continuing education classes. They are also working with Ben Bowman for workforce development programs. There are four vacant restaurants in the area that need to be filled.

Mrs. Blido showed the EDA members a Southside Electric Cooperative flyer that the company published. The flyer provides service information to the businesses located in New London Park and includes information about the substation.

(11) ADJOURNMENT

6:35 p.m.

APPROVED:


Chairman


Secretary