



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Board Room
122 E. Main Street
Bedford, VA 24523
May 2, 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*

**Arrived at 5:40 p.m.*

Absent: None

Staff Present: Robert Hiss - County Administrator; Patrick Skelley - County Attorney; Pam Bailey - Marketing & Business Development Coordinator

Staff Absent: Traci Blido - EDA Secretary

Transcriber: Julia Peters

Guests: Edgar Tuck - County Supervisor District 2

(1) APPROVAL OF AGENDA

Chairman Johnson asked for a motion to approve and/or any amendments to the Authority's May 2, 2019 agenda. He requested that a discussion of **Closed Session Protocol** be added under **OTHER BUSINESS**, which was moved up to **Agenda Item 9**.

Mr. Braud moved, seconded by Mr. Novitzke, to approve the May 2, 2019 EDA agenda, as amended.

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

Voting no: None

Absent: Mr. Messier*

Adopted Unanimously

(2) APPROVAL OF MEETING MINUTES - April 4, 2019

Chairman Johnson asked for approval and/or any amendments to the Authority's regular April 4, 2019 meeting minutes.

Mr. Braud moved, seconded by Mr. Novitzke, to approve the April 4, 2019 meeting minutes, as presented.

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

Voting no: None

Absent: Mr. Messier*

Adopted Unanimously

(3) REPORTS

A. Economic Development Director's Report

In Mrs. Blido's absence, Ms. Bailey updated the EDA members on this month's report. The listing agent for the Teva Pharmaceuticals space, JLL, noted that they have received some interested prospects in the pharma industry and those specializing in dispositions. Teva plans to complete manufacturing this year, ship product, empty the warehouse in the first half of 2020, and spend the remainder of 2020 preparing the facility for transfer or disposition. The site should be available for another user in January 2021. JLL will begin an aggressive proactive marketing campaign to reach out to possible users and leasing the building will remain an option. They have had interested prospects during touring and want to establish touring options where they can connect all parties and discuss the region as well as the state. They are also focusing on a coordinated digital outreach and a brochure is online, and on the EDA website. Mrs. Blido is working with VDACS on an Agriculture grant and a local expansion that will be announced by the Governor this month. A prospect is here from Liverpool, England, and if time permits, they will look at the New London Business and Technology Center. Mrs. Blido has nominated Kaelyn Wright as a Millennial on the Move in *Lynchburg Living*. She is a Staunton River High School graduate and is a Certified Bovine Inseminator with her own thriving business. This month is Business Appreciation Month and Ms. Bailey has a Proclamation for the EDA members to read and approve later in the meeting. Mr. Hiss reported that last Thursday, he met with the Lynchburg Regional Business Alliance and several managers of a company prospect that wants to expand and they were visiting multiple regions including Roanoke, Lynchburg and Bedford. They were given information about New London Business & Technology Center park and Montvale Center for Commerce as possible sites that would fit their needs. Hopefully they will be interested in one of our business parks and return for a tour of our pad-ready or soon-to-be-ready sites.

B. Marketing/Business Development Report

Ms. Bailey reported that she is finalizing the details for the upcoming Business Appreciation Event on May 16 at Beale's. More than 50 people have signed up so far. In conjunction with Business Appreciation Week and Month, ads are running in the Bedford Bulletin, Bedford Bullet, and Forest Focus. Planning for the Bedford One tours begins next week for the 2019-2020 school year. She is working on a large sign for the shell building at New London Business and Technology Center. The Taste of the Trails kicked off at New London on Saturday, where a few dozen people walked, ran, or biked the trails with an after-party at Beale's. It was not as well attended as last year, but still was successful and fun. The Forest Farmer's Market opened this past Saturday for the season and the Bedford Market opens tomorrow at 8:00 a.m. with a ribbon cutting ceremony at noon. The Bedford Area Chamber of Commerce is holding a Spring Job Fair on May 14 from 11:00 a.m. to 4:00 p.m. at CVCC. Ms. Bailey will be holding a breakout session at the job fair entitled "Marketing Yourself".

C. Monthly Financial Report (April 2019)

Staff will email the financial report for their review.

D. Monthly Accounts Payable Report – Bills that have been paid (April 2019)

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

(4) REVIEW OF FY20 DRAFT EDA BUDGET

The draft version of the EDA Budget was presented and Ms. Bailey reviewed it with the EDA members and answered questions.

(5) PROCLAMATION OF BUSINESS APPRECIATION MONTH

The proclamation was read aloud by Chairman Johnson. Ms. Bailey noted that Mrs. Blido has invited several company representatives to attend the next Board of Supervisors (BOS) meeting where the proclamation will also be presented.

Mr. Walton moved, seconded by Mr. Novitzke to approve the Proclamation In Recognition of Business Appreciation Month, and authorize the Chairman to sign said document.

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

Voting no: None

Adopted Unanimously

WHEREAS, the Commonwealth of Virginia has declared the entire month of May 2019 as Business Appreciation Month; and

WHEREAS, Bedford County is pleased to have thriving businesses that support the local economy; and

WHEREAS, Bedford County's new business start-ups show an increase of 39% over last year, and outpace the region with 20% more start-ups in 2018; and

WHEREAS, existing and new businesses provide essential employment opportunities for the citizens of Bedford County; and

WHEREAS, these businesses provide local revenues from which the entire County benefits, and make significant contributions in our communities; and

WHEREAS, these businesses provide tours and internships for high school students through our Bedford ONE program and Bedford County Public Schools;

NOW, THEREFORE, we the Bedford County Board of Supervisors and Bedford County Economic Development Authority hereby recognize and thank all businesses, by virtue of this proclamation, for your continued contribution and positive impact in our County.

(6) TOWN OF BEDFORD

Nothing new to report.

(7) BEDFORD CENTER FOR BUSINESS

Ms. Bailey reported that Mary Zirkle is working with a prospect regarding a data center. The trucking company is still parking trailers on the road. Discussion followed. Consensus of the Authority members

was that the Center needs some vegetation clean-up and removal of the parked trailers to make the Center more attractive to potential prospects. Ms. Bailey said the landscaping contract is coming up for renewal and she will share the concerns with Mrs. Blido. EDA members also suggested having some sort of round-table session with the Town Council members, staff, and the Town Economic Development Coordinator, Mary Zirkle, to share information and encourage dialogue. Ms. Bailey will review the request with Mrs. Blido and they will see what can be arranged.

(8) MONTVALE CENTER FOR COMMERCE

Ms. Bailey said the Bedford Regional Water Authority (BRWA), Erosion and Sedimentation, and Planning have submitted comments in the online review system regarding the new lot for Bobblett Gap. They are still waiting on VDOT to submit their comments. Mrs. Blido has reached out to VDOT to see if she can assist.

(9) OTHER BUSINESS

A. Closed Session Protocol

Chairman Johnson has spoken to the State Attorney General's office about Closed Session protocol. He noted for the record that closed sessions are attended by the EDA members and whoever the members officially invite to the session. Therefore, at times, some staff and other individuals may not be included in a closed session. This has been the procedure in the past, but the Authority has not always been specific about who is invited to stay for a closed session and for the sake of transparency, Chairman Johnson would like proper procedure to be followed.

(10) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Shell Building Construction Update

In Mr. Cash's absence, Ms. Bailey read his report to the attendees. The land disturbing permit and DEQ stormwater permit were issued on April 30. The preconstruction meeting with the grading contractor is set for Tuesday morning and dirt can begin to be moved after the preconstruction meeting. Site plan approval has gone through two rounds of reviews. The regulatory agencies involved in these reviews are Bedford County Natural Resources, Bedford County Planning, Bedford Regional Water Authority, and VDOT. There are a few minor comments remaining to get the third and final approval, but Mr. Cash anticipates the final site plan approval will be within one to two weeks. Building plans have gone through the initial reviews and a building permit will be issued after the final site plan approval. Grading and concrete work should occur in May and June and building components are scheduled to be delivered the last week of June or the first part of July. The cost estimate for the road is awaiting pricing from Price Buildings and he hopes to have it within the next couple weeks.

B. CLOSED SESSION

Chairman Johnson invited all attending staff to remain for the closed session.

Mr. Braud moved, seconded by Mr. Walton, that the Bedford County Economic Development Authority go into Closed Session pursuant to Section 2.2-3711(A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

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

Voting no: None

Adopted Unanimously

Mr. Braud moved, seconded by Mrs. Milton, to return to regular session.

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

Voting no: None

Adopted unanimously

WHEREAS, the Bedford County Economic Development Authority has convened a Closed Meeting on this 2nd day of May 2019, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 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 2nd day of May 2019, 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
Mickey Johnson, Chairman	Yes
Wyatt Walton, III	Yes
Matthew Braud	Yes
Kristy Milton	Yes
Kelly Harmony	Yes
Jim Messier, Vice-Chairman	Yes

Mr. Braud moved, seconded by Mr. Messier to authorize staff to send a revised performance agreement to Liberty University.

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

Voting no: None

Adopted unanimously

(11) NEW BUSINESS

A. Consideration of Burnbridge Road Project Management

Mr. Skelley reminded the Authority members of funds that were set aside to construct a sewer line along Burnbridge Road. Tom Scott will be the project manager and the proposal is to have the EDA as the escrow agent to collect funds from the businesses. Each business will enter into an escrow agreement and contribute their portion of construction funds and as the work progresses and milestones are met, funds can be disbursed from the escrow agreement. The public procurement process can then be avoided and it will help streamline the process if the EDA is amenable. The EDA will not be signing any contract and will be strictly the escrow agent. Any shortfall would be covered by contingency and all monies will be collected from the businesses before any work is done. Discussion followed.

Mr. Walton moved, seconded by Mrs. Harmony to authorize the EDA to act as escrow agent to manage funds for the Burnbridge Road Sewer Project.

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

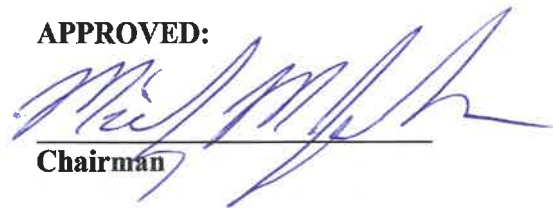
Voting no: None

Adopted unanimously

(10) ADJOURNMENT

6:35 p.m.

APPROVED:



Chairman



Secretary