



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Board Room
122 E. Main Street
Bedford, VA 24523
June 4, 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 5:35 p.m.*

***Left at 6:40 p.m.*

Absent: None

Staff Present: Robert Hiss - County Administrator; Patrick Skelley - County Attorney; Pam Bailey - Marketing & Business Development Coordinator; Traci Blido - EDA Secretary; Sheldon Cash - Director of Public Works

Staff Absent: None

Transcriber: Julia Peters

Guests: Charla Bansley - County Supervisor District 3; 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 June 4, 2019 agenda.

Mr. Braud moved, seconded by Mrs. Harmony, to approve the June 4, 2019 EDA agenda, as presented.

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

Voting no: None

Absent: Mr. Messier*, Mr. Walton*

Adopted Unanimously

(2) APPROVAL OF MEETING MINUTES - May 2, 2019

Chairman Johnson asked for approval and/or any amendments to the Authority's regular May 2, 2019 meeting minutes. Mrs. Blido noted that Ms. Bansley was listed in error as a **Guest** and therefore her name was removed from the minutes.

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

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

Voting no: None

Absent: Mr. Messier*, Mr. Walton*

Adopted Unanimously

(3) REPORTS

A. Economic Development Director's Report

Mrs. Blido thanked staff for handling the May 2 EDA meeting in her absence last month and thanked the EDA members for agreeing to act as the escrow agent to manage funds for the Burnbridge Road Sewer Project. Mr. Hiss and Mrs. Blido will host a prospect visit tomorrow in New London and afterward Mrs. Blido will attend the Tobacco Commission meeting in Danville for the Broadband/R&D committee meeting, chaired by Del. Kathy Byron. Mrs. Blido reviewed the staff recommendations after the broadband work session held two weeks ago at the Bedford Welcome Center. If the County wins the Tobacco Commission grant and combines the funds with the Virginia Telecommunications Initiative grant, Bedford County will have half of the money needed to provide countywide broadband coverage to the unserved. In addition, Comcast is building out the Smith Mountain Lake (SML) area of Bedford County with fiber and a press release is scheduled for tomorrow. Comcast is putting in approximately \$5 million covering service to 7,000 homes at SML. A ground breaking event for the first tower to be built by Blue Ridge Towers will be held at Big Island Elementary School on June 19 at 10:30 a.m. The Broadband Advisory Board members and Board of Supervisors will be invited and EDA members are invited to attend as well. They will be talking about the 10 towers going up in the county along with details about the service. Since the current fiscal year is coming to an end, Mrs. Blido reviewed some of the EDA's accomplishments. Jobs and investments were made in all the noted companies. A lot was sold to Bobblett Gap, Bison Printing was assisted; Blue Ridge Optics received a grant, Smyth Company began a \$6.5 million upgrade, Cintas was assisted with a water issue, and KMR Aviation broke ground on a \$1.2 million expansion. The EDA also sponsored the Bedford County Fair which hosted over 200 students. They also will assist Liberty University (LU) with a match on a grant to build a 3-D printing lab. Sentry Equipment, Blue Ridge Optics, and Innerspec were selected for the Virginia Valet Program which is a two-year international business assistance and acceleration program where the companies work with the Virginia Economic Development Partnership (VEDP). The EDA has helped these three companies in the past and played a role in getting them to a point where they could participate in such a program.

B. Marketing/Business Development Report

Ms. Bailey thanked the Authority members for attending the Business Appreciation Event at Beale's. She noted approximately 60 people attended and it was a great event. She is working on Bedford One tours for the fall. The committee is considering tours pertaining to aviation, pharmacy, media communications and culinary arts. She is finalizing advertising flyers for the three parks and hopes to have them completed by the end of June. She has worked on a sign for the New London Business and Technology Center and asked Mrs. Milton to review it before finalizing. On Thursday, Ms. Bailey will be volunteering at the D-Day Memorial for the 75th anniversary events. She will be updating the D-Day website, pushing notifications on their app, and posting on social media.

C. Monthly Financial Report (May 2019)

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

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

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

(4) ADOPTION OF FY20 DRAFT EDA BUDGET

The EDA Budget was presented and Mrs. Blido reviewed it with the EDA members and answered questions. Discussion followed regarding the incentive expenditures and the EDA incentive contributions. No changes were made to the proposed budget. Incentive questions can be answered at the joint session with the Board of Supervisors (BOS) in October.

Mr. Walton moved, seconded by Mrs. Harmony to adopt the proposed FY20 EDA budget as presented.

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

Voting no: None

Adopted Unanimously

(5) TOWN OF BEDFORD

Mrs. Blido reported the Town is ready for the events marking the 75th Anniversary of D-Day.

(6) BEDFORD CENTER FOR BUSINESS

A. Venture Drive Truck Parking Update

Mrs. Blido thanked Mr. Messier for contacting the Town regarding the truck parking situation at A. Schulman. The trucks hold raw materials that need to be readily accessible and close at hand. The trucks can park on Plunkett Street temporarily until a permanent place is found.

Mrs. Blido also noted that Mary Zirkle is still pursuing the active prospect and will notify Mrs. Blido with any new information.

Mrs. Harmony questioned whether CVCC has made any repairs and asked about a lease renewal meeting. Mrs. Blido will contact CVCC regarding any repairs they may have made and she will also keep in mind some bushhogging that will need to be done at the site.

(7) MONTVALE CENTER FOR COMMERCE

A. Bobblett Gap Progress Report

Judy Galanes called and notified Mrs. Blido that she had the required pre-build meeting on-site two weeks ago and submitted her building plans to Jordan Mitchell. Building materials have been delivered to the site. Ms. Galanes has received the land disturbing permit, but is still waiting for the building permit.

(8) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Shell Building Construction Update

Sheldon Cash said we are still working on permits, but the end is near. The plats are back and signed by BRWA. The County sent them to VDOT who will sign them in the morning and then Gregg Zody will sign them sometime tomorrow afternoon. They will then be taken to the courthouse for recording and the building permit will be released thereafter. Mid-State Construction is on-site and staking out where the concrete footers and slabs will go. The silt fencing is going up and multiple pieces of heavy equipment are on-site and ready to move dirt. The concrete pad and footer work will commence in early July and the building delivery date has shifted to the end of July. Mr. Cash will provide a better timeline next month.

B. Meade Road Extension Review

Mrs. Blido noted the information is in the Authority members' meeting packets for their review. Mr. Cash said the estimate included water line extensions, fire hydrants, and sidewalks. Street lights were not included and would be addressed at a later time.

Mr. Messier moved, seconded by Mr. Braud to authorize and issue a change order for the Meade Road extension construction not to exceed \$400,000

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

Voting no: None

Adopted unanimously

(9) CLOSED SESSION

Mr. Braud moved, seconded by Mrs. Harmony, 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; and pursuant to Section 2.2-3711 (A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The EDA invited Mr. Hiss, Mrs. Blido, Mr. Skelley, and Ms. Bailey to remain in the Closed Session.

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

Voting no: None

Adopted unanimously

Mr. Walton moved, seconded by Mrs. Harmony, to return to regular session.

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

Voting no: None

Absent: Mr. Braud**

Adopted unanimously

WHEREAS, the Bedford County Economic Development Authority has convened a Closed Meeting on this 4th day of June 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 4th day of June 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
Kristy Milton	Yes
Kelly Harmony	Yes
Jim Messier, Vice-Chairman	Yes

(10) OTHER BUSINESS

Mrs. Milton moved, seconded by Mrs. Harmony, to revise Vista Foods lease to the end of the year at the current rent.

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

Voting no: None

Absent: Mr. Braud**

Adopted Unanimously

Discussion followed whether a revision to the lease was necessary since the rent was not changing and consensus was to keep the lease as is.

Mrs. Milton moved, seconded by Mrs. Harmony to withdraw the previous motion and amend it, to make known to the tenant that the EDA is aware of his request and chooses to take no action.

Discussion followed whether any action was necessary without a written request and the EDA requested that staff make the tenant aware that they are not inclined to take any action without a written request.

Mrs. Milton moved, seconded by Mrs. Harmony to withdraw the amended motion.

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

Voting no: None

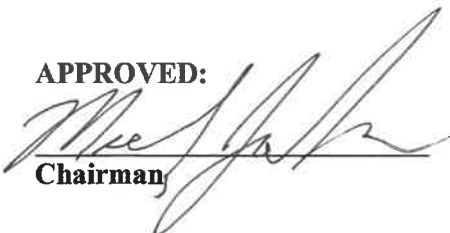
Absent: Mr. Braud**

Adopted Unanimously

(11) ADJOURNMENT

7:12 p.m.

APPROVED:


Chairman


Secretary