



**MEETING MINUTES
BEDFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**Bedford County Administration Board Room
122 E. Main Street
Bedford, VA 24523
July 11, 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: Robert Hiss - County Administrator; Patrick Skelley - County Attorney; Pam Bailey - Marketing & Business Development Coordinator; Traci Blido - EDA Secretary

Staff Absent: None

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 July 11, 2019 agenda.

Mr. Braud moved, seconded by Mr. Novitzke, to approve the July 11, 2019 EDA agenda, as presented.

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

Voting no: None

Adopted Unanimously

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

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

Mr. Messier moved, seconded by Mr. Walton, to approve the June 4, 2019 meeting minutes, as presented.

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

Voting no: None

Adopted Unanimously

(3) REPORTS

A. Economic Development Director's Report

Mrs. Blido noted that CNBC voted Virginia as the best state for business and she was happy to see us back at the top of the list. She heard from Doyle Allen regarding the Burnbridge Road sewer project. We are still waiting for some businesses to sign the documents and send in their checks before work can start. Tom Scott will be going door-to-door to get the signatures so we should hear something soon. There was a broadband meeting today, and the groundbreaking event was held on June 19. The event was covered by local TV and news media. Delegate Kathy Byron attended and several great speeches were given. Mrs. Blido also attended the Tobacco Commission (TRRC) meeting on June 6 where it was announced that we received a Broadband grant. With this grant, Bedford County has about half the money needed to bring broadband to all citizens. Blue Ridge Towers and the Broadband Authority have jumped many hurdles on this project. Comcast has also been working in the Smith Mountain Lake area and has turned in a quarter of a million dollars worth of receipts this week. There have been several prospect meetings recently. Mrs. Blido and Mr. Hiss met with an international metal installation company last week and they will be returning in later this summer with their corporate team. We took them around to some of the businesses so they could talk with the CEO's. They went to Sentry Equipment and also met with Rich Diddams from the LU CERE group who spoke to them about the GO Virginia grants. They visited the CVCC mechatronics lab and talked to Dr. John Capps and the workforce team as well. Meanwhile, a national firm came and also looked at New London property and Mrs. Blido will keep in touch with their real estate site selector company. Since she has spoken to three companies interested in either the shell building and/or graded lots at New London, she believes that for future prospects, it would benefit the county to have at least one graded lot in every park ready to go. There is a graded lot in the Bedford Center, the graded lot in Montvale Center for Commerce has been sold, and the Lynchburg Regional Business Alliance (LRBA) received a grant through GO Virginia which will help the remaining lots move up the due diligence piece in Montvale. We will continue to look at CIP funds and grants to always have site-ready graded lots because it is very rare for a company to buy raw land.

B. Marketing/Business Development Report

Ms. Bailey made fliers and samples were in the EDA meeting packets. The purpose of the fliers is to market three business parks, as well as the New London shell building. They will be used for prospect visits and can also be found online at our website and they have been shared with the Virginia Economic Development Partnership (VEDP) and the LRBA. She has also worked on new "For Sale" signs for Bedford Center and is working on a different kind of sign for Montvale Center since the previous ones were stolen. There is a new sign posted for the shell building and she will be running an ad in the August issue of *Virginia Business*. We will be listed in the September/October issue and the March/April 2020 issue of the *Business Expansion Journal* and their online directory as well. We will continue to support the Bedford Area Chamber of Commerce and their various events, including their Business Expo and we will be a session sponsor for Leadership Bedford 2020. Ms. Bailey is also working on advertising plans for the fiscal year and continues to build social media audiences through Facebook, Twitter, and Instagram. She will be working on the Bedford One tours for the new school year and the steering committee meeting is next week.

Mr. Walton requested a list of the asking prices of all the sellable lots. Mrs. Blido noted that if the lot is graded the price would depend on how much money was invested in the grading and therefore prospects would call her to obtain price information. Mrs. Milton stated we should still have an asking price set for these graded lots. Discussion followed regarding the lot grading costs and other cost variables, usable versus non-usable land in the lots, and different asking prices for lots in the different business parks. Mrs. Blido will send the EDA members a link to the price list and the prices of the raw land lots per acre so that the discussion can continue. A correction was noted to the Bedford Center flyer to reflect the taxes as \$.81 per \$100 assessed value.

C. Monthly Financial Report (June 2019)

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

Mr. Messier questioned whether the current bank accounts earned interest or were charged fees and whether the terms were the best for the EDA. Mrs. Blido reported that currently the EDA account terms are negotiated by the County Treasurer in conjunction with the County accounts but it could be bid out separately if the EDA members so desired. She will continue to talk with the Treasurer and Fiscal Management regarding the accounts and report back to the Authority in future meetings.

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

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

(4) TOWN OF BEDFORD

Mrs. Blido reported that Bedford Amtrak service is being officially studied and the bus service to the Lynchburg train station may be a factor in the study. Mr. Tuck noted that this time they are sending someone to be here locally and will look at the travel shed which extends into Franklin County. The previous study travel shed only considered Bedford and not surrounding areas. Two public meetings are being planned for the future, one in Bedford and one at Smith Mountain Lake.

(5) BEDFORD CENTER FOR BUSINESS

Mrs. Blido said Peaksview Landscaping will be bush hogging and cutting back some trees and will get a price for the work to her. The parked trucks that were moved temporarily to Plunkett Street are now being parked on an unused landing pad that was cleared on A. Schulman property. This landing pad can accommodate four or five trucks. The trucks provide raw materials used by A. Schulman and need to be readily accessible. Hopefully, this new parking area will suffice.

(6) MONTVALE CENTER FOR COMMERCE

A. GO Virginia Grant Update

Mrs. Blido said the GO Virginia grant was approved for the Lynchburg Site Readiness Project. Our region, Region Two for GO Virginia includes 18 localities: the cities of Covington, Lynchburg, Radford, Roanoke, and Salem, and the counties of Alleghany, Amherst, Appomattox, Bedford, Botetourt, Campbell, Craig, Floyd, Franklin, Giles, Montgomery, Pulaski and Roanoke. The LRBA received this grant which will move six sites in the Lynchburg Region from a Tier 2 to a Tier 3. The site for Bedford County is in the Montvale Center and \$30,000 worth of work will be covered with this grant. To get this site to the graded stage, it will take \$680,000 more. Mrs. Blido will be letting Mr. Hiss know she will be looking at a CIP grant for next fiscal year to get those remaining lots graded. She stated that thereafter, we can tackle the Bedford Center where we have one graded lot but it will take \$3 million to go forward

with the remaining lots because of the soil situation. The environmental grants that the grant money will cover are: US Work Boundary, Topographic Survey, Phase 1 Environmental, Endangered Species Review, and Cultural Resources Review on the 29 acres in the two lots in Montvale.

B. Authorization to Survey Lots and Vacate "Paper Street"

Ms. Bailey noted that the paper street is actually not an existing physical street but one that is listed only on paper. Apparently, whenever the EDA received the land in the past, the paper street was not vacated. No public hearing is needed because Starview Lane is a private road. It is confusing for any potential prospects and the two lots we will be grading will need to be resurveyed anyway if subdivided so it will be helpful to get it all done at the same time and have one less delay. The cost would be approximately \$3,000 but the lots will not be subdivided at this time. Discussion followed about whether the property needed to be resurveyed at all to abandon the paper street since there is a recorded survey now and when the site sells or is subdivided, it will have to be resurveyed at that time.

Mr. Messier moved, seconded by Mr. Novitzke to abandon the Paper Street without resurveying at present.

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

Voting no: None

Adopted Unanimously

(7) NEW LONDON BUSINESS AND TECHNOLOGY CENTER

A. Shell Building Construction Update

Mrs. Blido reported there have been two change orders this week but we have a contingency of \$110,000-\$120,000. Mr. Cash told her that he does not anticipate any other significant change orders. We had the first TRC meeting with initial comments. Then the regional agencies spent more time reading over everything and presented more comments. The added cost for the site itself which includes additional grading, erosion, sediment control, water and sewer lines would be \$61,635 plus \$5,000 for the fiberglass insulation storage making a grand total of \$66,635. This would be the biggest item and Mrs. Blido has signed as Secretary since these were construction costs. The second change order would come later and is for the removal of unsuitable soil and installation of suitable fill material, costing an additional \$24,120. This amount could go up or down, depending, and pertains to the soil in the nice front area of the building. The total cost for both change orders is over \$90,000 but there is \$110,000-120,000 in contingency. Discussion followed about why comments come in later, any recourse, and how the basis of these changes come about when the contractor bids on an amount for the whole project at the beginning of the process. Mr. Cash told Mrs. Blido he believes these changes are within reason and we have a contingency in place to cover such issues and he does not see any further significant changes in the future. Mrs. Blido noted that the BRWA and VDOT came in with more comments which included some of these additional changes.

Mr. Walton moved, seconded by Mr. Braud to authorize payment of the two work change orders and request Mr. Cash attend the next EDA meeting to explain why these changes occur after the bid process.

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

Voting no: None

Adopted Unanimously

B. Quote for Bushhogging and Tree Maintenance

Mrs. Blido called Peakview Landscaping about the trees that are dying along the main entrance of the park. Peakview Landscaping said the trees have a fungal disease called cedar apple rust. The trees will need to be sprayed and the dead ones need to be replaced so she has asked for an estimate for the work. EDA members were given a landscape quote in their meeting packets. Discussion followed about replacing high maintenance trees with similar trees that will continue the maintenance costs and whether better, hardier trees should be planted.

Mr. Messier motioned, seconded by Mr. Novitzke to remove dead trees, spray existing surviving trees, and bush hog the graded lots. No dead trees will be replaced at this time.

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

Voting no: None

Adopted Unanimously

(8) CLOSE OUT PERFORMANCE AGREEMENTS

Mrs. Blido reported on the two performance agreements to be closed out. The International Critical Infrastructure Security Institute had a Tobacco Commission grant and they have succeeded in what they promised and submitted their final payments through the EDA for the TRRC grant. She asked for consensus to close out the EDA agreement portion since the TRRC grant portion would be closed. The second agreement is similar in nature where a TRRC grant was received by the County with Innerspec which moved into Bedford County from Lynchburg. They succeeded in what was promised and she would like to close out both the EDA agreement portion and the TRRC grant portion. There were no objections by the EDA members.

(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. 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. Braud moved, seconded by Mrs. Harmony, 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 11th day of July 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 11th day of July 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

(10) OTHER BUSINESS

Mr. Braud moved, seconded by Mr. Novitzke to authorize a second performance agreement with Liberty University (LU) where \$540,000 will be paid to the EDA from which payback will be calculated by square footage that is built but not to exceed \$430,000. LU has five years to satisfy the performance agreement.

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

Voting no: None

Adopted unanimously

Mrs. Blido reminded EDA members Wyatt Walton, Dennis Novitzke, and Kelly Harmony that their terms will expire January 1, 2020 and they should speak with their member of the Board of Supervisors to have their terms renewed.

Mr. Braud moved, seconded by Mrs. Harmony that the August EDA meeting be moved to Thursday, August 8, 2019 with the possibility of cancellation remaining open.

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

Voting no: None

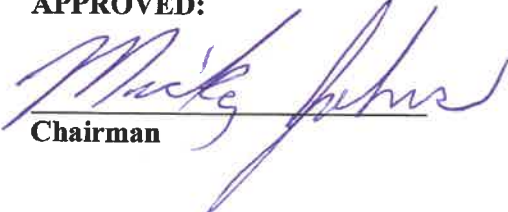
Adopted unanimously

Discussion followed regarding the scheduling of a planning day. No decision was made and the discussion will continue in the next EDA meeting.

(11) ADJOURNMENT

7:04 p.m.

APPROVED:


Chairman


Secretary

