

*Minutes of the Town of Bedford*

## Economic Development Authority

The Economic Development Authority held a scheduled meeting on Friday, January 13, 2023, at 1:00 p.m. in the Council Hall, Town Municipal Building, 215 East Main Street, Bedford, VA 24523.

**Board members present:**

Mr. Jonathan Buttram, Chairman; Mr. David Sensenig, Vice-Chairman; Ms. Lynn Scott; Mr. Kevin Turner; Mr. Ryan Kirkpatrick; Mrs. Liz Brown; and Mrs. Michelle Crumpacker

**Board members absent:**

None

**Staff present:**

Ms. Mary Zirkle, Director of Planning and Community Development; Mrs. Anne Cantrell, Director of Finance; and Ms. Cathy Johnson, Administrative Assistant

**Staff absent:**

None

**Other present:**

Mr. Theodore Craddock of Caskie & Frost, Attorney of Record for Economic Development Authority (via Zoom)

**Other absent:**

None

**Meeting Called to Order:**

The Chair called the meeting to order. There was a quorum of seven members present for conducting business.

The Clerk gave the roll-call:

Mr. Turner	Present
Ms. Scott	Present
Mr. Kirkpatrick	Present
Mrs. Brown	Present
Mrs. Crumpacker	Present
Mr. Sensenig	Present
Mr. Buttram	Present

### Approval of Minutes:

Ms. Scott made a motion to approve the December 9, 2022, minutes and Mrs. Brown seconded. The motion carried 7-0 to approve the minutes as presented.

### Remarks by Chairman and Members:

Mr. Buttram stated that the Winoa land transaction will be discussed in Closed Session. Mr. Buttram stated that the Town is applying for a GoVirginia grant and he planned to have a discussion with John Putney. He stated the need to put together a master plan for the Winoa building. Mr. Buttram stated that Delegate Wendell Walker toured the facility and posted it on his official website. Mr. Buttram stated he wants to invite Virginia Tech Research Foundry for a tour.

The members asked staff for an update of the following locations:

- The old Bedford Middle School –The windows have arrived and the developer is back on track. The developer plans to meet the April 2024 target date stated in the Performance Agreement with the Town.
- 100 E. Main Street – Two tenants will jointly open a new retail business - rented as part of the Gauntlet Business Program-Community Business Launch Grant
- 122 S. Bridge Street – Game room – part of the Community Business Launch Grant. Staff stated that the 4<sup>th</sup> business per State requirement must open within one year.
- Staff stated that the old Wells Fargo building was purchased by a contractor. He plans to use the space for his office headquarters, coffee shop, and other internal retail shops.
- Staff stated that the old Fulton garage/service station on Longwood Avenue was purchased by GBs. The site is being demolished for a new gas station/restaurant.
- Royal Farms is planned in the Harmony development on 460 West.

The Authority asked about any future VDOT road important plans on Longwood Avenue and at the Independence Boulevard intersection. Staff stated that a roundabout and right turn lane were proposed several years ago but not acted upon.

### Reports from Town Staff:

Ms. Zirkle stated that there will be a joint Economic Development Authority meeting with Bedford County on March 2, 2023, dinner at 5:00 pm and the meeting starts at 5:30 pm. Ms. Zirkle stated that this is the Bedford County's EDA regular meeting night, but this is the same night for the Town's Planning Commission meeting. Ms. Zirkle was concerned since she could not be at two meetings at the same time, and she was going to verify the joint meeting date with Bedford County.

Ms. Zirkle reminded the Authority to turn in its Conflict of Interest form to Debra Anderson or Cathy Johnson by January 23, 2023.

Mrs. Cantrell gave the financial report. The Authority reviewed the Year-to-Date Budget, the Balance Sheet, and the June 30, 2021 and June 30, 2022, audit report. She handed out the Fiscal Year 2023 Forecast for review. The forecast gives the Authority an idea of what it can spend by the end of the fiscal year (June 30, 2023).

#### Reports from Attorney:

Mr. Craddock stated that the environmental cleanup at Winoa is taking much longer. He hopes the project moves along and work starts quickly. Mr. Craddock stated that the target closing date is in February, if not, certainly by March 2023.

Ms. Zirkle stated that it's taking longer because the Town is waiting on DEQ. Ms. Zirkle mentioned the plat associated with the Winoa project for the road and pump station. The Authority agreed to discuss the matter in closed session.

#### New Business:

The Authority discussed the Winoa project and how to get State funding, Town Council, and other agencies on board. Mr. Buttram discussed how the project could be a leverage in getting Amtrak to the Town.

#### Incentives:

515 Bedford Avenue: HMLHLW, LLC, owner of 515 Bedford Avenue (Liberty Station restaurant), made real property improvement at that location for site drainage improvements. The cost of work totaled \$25,011.00 per a contract and invoice from the contractor. Ms. Zirkle stated that at the May 20, 2022, meeting, the Authority confirmed to consider the proposed work was eligible for reimbursement under the Real Property Improvement grant.

The property is in the Downtown Area, therefore, a real property incentive of 10% reimbursement of eligible expenditures would apply. The minimum of \$15,000 in eligible expenses was met. The 10% incentive on \$25,011 would be \$2,501.10. Mr. Kirkpatrick made a motion to grant the \$2,501.10. Mrs. Crumpacker seconded.

The Chair asked for a roll call vote:

Mr. Turner	Aye
Ms. Scott	Aye
Mr. Kirkpatrick	Aye
Mrs. Brown	Aye
Mrs. Crumpacker	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

The vote carried 7-0, to grant \$2,501.10 incentive to HMLHLW, LLC.

108 N. Bridge Street: Potomac Crest, LLC, owner of 108 North Bridge Street, made improvements for façade painting. The cost of exterior painting totaled \$6,500.00 per invoices and receipts provided.

The property is in the Downtown Area; therefore, the Façade and Signage Improvement incentive would apply for 50% of eligible expenditures that were incurred up to \$6,000. The work for \$6,500 exceeded the cap allowed so the 50% incentive would be the maximum allowable at \$3,000. Mr. Sensenig made a motion to grant the \$3,000. Mr. Kirkpatrick seconded.

The Chair asked for a roll call vote:

Mr. Turner	Aye
Ms. Scott	Aye
Mr. Kirkpatrick	Aye
Mrs. Brown	Aye
Mrs. Crumpacker	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

The vote carried 7-0, to grant \$3,000.00 incentive to Potomac Crest, LLC.

201-207 South Street – “Lawyer’s Row”: Proprietor’s Group of Bedford, LLC, owner of 201-207 South Street, made improvements at that location for façade painting in 2020 and 2021. The cost of exterior painting totaled \$10,567.85 per invoices and receipts provided.

The property is in the Downtown Area; therefore, the Façade and Signage Improvement incentive would apply for 50% of eligible expenditures that were incurred up to \$6,000. The work for \$10,567.85 exceeded the cap so the 50% incentive would be the maximum allowable at \$3,000. Mrs. Brown made a motion to grant the \$3,000. Ms. Scott seconded.

The Chair asked for a roll call vote:

Mr. Turner	Aye
Ms. Scott	Aye
Mr. Kirkpatrick	Aye
Mrs. Brown	Aye
Mrs. Crumpacker	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

The vote carried 7-0, to grant \$3,000 incentive to Proprietor’s Group of Bedford, LLC.

Ms. Zirkle asked the Authority if she should continue to push rebates and incentives going forward due to the Authority’s future plans. The Authority agreed to continue the current process of helping businesses with incentives.

Closed Session:

Mr. Craddock read into record to enter closed session pursuant to Section 2.2-3711 (a) (3) and Section 2.2-3711 (a) (5) in the Code of Virginia of 1950, as amended: Section 2.2-3711 (a) (3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and, Section 2.2-3711 (a) (5) for discussion concerning a prospective industry where no previous announcement has been made. The Chair asked for a motion. Mr. Sensenig moved to make the motion to enter into closed session as read and Mr. Turner seconded. The motion carried by a roll call vote 7-0, to enter closed session.

Mr. Turner	Aye
Ms. Scott	Aye
Mr. Kirkpatrick	Aye
Mrs. Brown	Aye
Mrs. Crumpacker	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

In addition to EDA members, the following were present during the closed session: Mr. Craddock, Attorney (via Zoom); Ms. Zirkle, Director of Planning and Community Development; Ms. Johnson, Administrative Assistant.

Mr. Craddock advised the Authority to make a motion to exit the closed session. Mr. Sensenig made a motion to exit the closed session, and Mr. Kirkpatrick seconded. The motion was carried by a roll call vote of 7-0, to exit closed session. The roll call vote as followed:

Mr. Turner	Aye
Ms. Scott	Aye
Mr. Kirkpatrick	Aye
Mrs. Brown	Aye
Mrs. Crumpacker	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

Mr. Craddock advised the Authority to make a motion to Section 2.2-3712 of the Code of Virginia, to certify at the conclusion of the closed meeting only public business matters lawfully exempted from open meeting requirements under this chapter and only such public business matters as were identified in the motion by which the closed meeting was convened were heard. Mr. Turner made a motion to certify the closed session as read by Mr. Craddock and Ms. Scott seconded. The motion was carried by roll call vote as follows:

Mr. Turner	Aye
Ms. Scott	Aye
Mr. Kirkpatrick	Aye
Mrs. Brown	Aye
Mrs. Crumpacker	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

The Authority reconvened into regular session, and the Chair asked for a motion to execute land purchasing negotiations with the adjacent property owners to property owned by the Town in

closed session as advised by Mr. Craddock. Mr. Sensenig made a motion to ratify the Authority granted to the Chair during closed session. Mr. Kirkpatrick seconded. The motion was carried by roll call vote as follows:

Mr. Turner	Aye
Ms. Scott	Aye
Mr. Kirkpatrick	Aye
Mrs. Brown	Aye
Mrs. Crumpacker	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

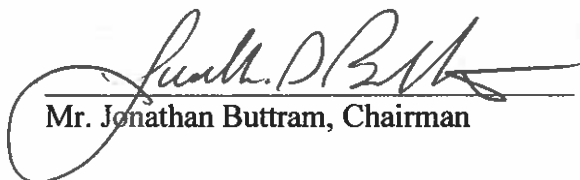
**Adjournment:**

The meeting adjourned at 2:35 pm. The next regular meeting will be on Friday, February 10, 2023, at 1:00 pm.

Respectfully submitted,

Cathy Johnson, Secretary

Approved on February 10, 2023



Mr. Jonathan Buttram, Chairman