

Minutes of the Town of Bedford

Economic Development Authority

The Economic Development Authority held a regular meeting on Friday, July 14, 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; Mrs. Liz Brown; and Mrs. Michelle Crumpacker

Board members absent:

Mr. Ryan Kirkpatrick

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 present for conducting business.

The Clerk gave the roll-call:

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

Approval of Minutes:

Ms. Scott made a motion to approve the June 9, 2023, minutes and Mr. Sensenig seconded. The motion carried 6-0 to approve the minutes as presented.

Remarks by Chairman and Members:

Mr. Buttram talked about the hotel press release. He stated that likely the developer would announce the brand after his approval for a hotel in Rocky Mount. Mr. Buttram gave an update on the Winoa project. He met onsite with Coleman-Adams about rewrapping the building and he spoke to Norfolk & Southern regarding repairs to the rail spur.

Mr. Buttram stated that he gave a strategic plan presentation before Town Council.

Ms. Scott asked staff about the statuses of the following projects: Middle School, Barrel & Forge, and GB convenience store. Staff stated that the Middle School and the Barrel Forge Tavern projects are moving forward and the GB site plan is under review. Staff stated that Royal Farms will be in Harmony, the old Pizza Hut building has a new restaurant tenant, and Azul will be an office.

Reports from Town Staff:

Ms. Zirkle stated that Amit Patel submitted a rezoning application to rezone the property for the future hotel and other proposed businesses on Burks Hill Road. The public hearing date before the Planning Commission will be on August 3.

Ms. Zirkle stated that she and Mr. Buttram met with someone interested in opening a business in Bedford with about ten employees to manufacture fentanyl blocker patches. She discussed location options such as Plunkett Street and the Bedford Center for Business. She will discuss the Bedford Center for Business location option with Pam Bailey, County Economic Development Director. Ms. Zirkle was concerned since the County retains ownership of the Center, and the Town could not put money into property it does not own. Mr. Turner explained that properties on Plunkett Street and Crenshaw Street are for sale.

Mrs. Cantrell gave the financial report as of May 2023. She stated that the total fund balance is \$726,849.58, and the Year-to-Date is \$310,081.19. She stated that one more month of the 2023 fiscal year is June and then the audit report.

Reports from Attorney:

Mr. Craddock stated that he had not heard from the attorney for the Winoa project. The target date for Winoa closing is August 1.

New Business:

Mrs. Cantrell explained the Economic Development Authority FY2024 Proposed Budget. The total EDA FY2024 proposed revenue for is \$980,203.00. She stated \$148,203.00 of the general fund is estimated to be transferred from General Fund budget of the 2024 fiscal year into the EDA account.

Mrs. Cantrell is seeking to move the EDA funds into a checking account that offers 5% interest.

Mr. Turner made a motion to adopt the FY2024 Economic Development Authority budget as presented. Mr. Sensenig seconded. The motion was carried by roll call vote as followed:

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

The vote carried 6-0, to adopt the FY2024 Economic Development Authority budget as presented.

Ms. Zirkle discussed details of the previously awarded Go Virginia Per Capita Allocation Grant Contract for a Metal Workforce Training Center with Virginia DHCD. Ms. Zirkle stated that the Town of Bedford Economic Development Authority is the Subgrantee and Virginia Polytechnic Institute and State University (Virginia Tech) is the Grantee. She explained that a total match of \$201,000.00 is committed to the project with \$200,000.00 from the EDA for property purchase and \$1,000.00 from the Town of Bedford for in-kind time. Ms. Zirkle stated that on page 5 of the agreement, the Grantee and Subgrantee shall comply with items A-F [FOIA, COIA, VPPA, ADA, 24 CFR Part 1, and Virginia Fair Employment Contracting Act] as they relate to the agreement.

Mrs. Brown made a motion to authorize the Chairman to execute the GO Virginia Grant contract with Virginia DHCD. Mrs. Crumpacker seconded.

The Chair asked for a roll call vote:

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

The vote carried 6-0, to authorize the Chair to execute the GO Virginia Grant contract with the Commonwealth of Virginia Department of Housing and Community Development.

Incentive Applications and Requests - Quarterly:

510 Blue Ridge Ave: The Bedford Christmas Station had renovations performed for new storefront door and windows, and interior flooring. The applicant submitted documented expenditures of \$60,970. The Christmas Station received a previous property incentive in July 2020 for an addition and was rewarded \$8,048.37 for a \$80,483 investment.

The property is located within the Downtown area; therefore, the Downtown Area incentive would apply for 10% of the amount of improvement between \$15,000 and \$100,000. The

\$10,000 cap was not reached in July 2020 and the application is requesting an incentive for the remaining amount to reach \$10,000. This amount, which is the difference in the amount of the incentive cap, is \$1,951.63. Mr. Sensenig made a motion to grant \$1,951.63 and Mrs. Brown seconded.

The Chair asked for a roll call vote:

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

The vote carried 5-0-1, with Mr. Turner abstaining, to grant \$1,951.63 incentive to the Bedford Christmas Station.

510 Blue Ridge Ave: The Bedford Christmas Station had two wall signs fabricated and installed. The eligible amount was \$11,150.

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

The Chair asked for a roll call vote:

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

The vote carried 5-0-1, with Mr. Turner abstaining, to grant \$3,000 incentive to the Bedford Christmas Station for signage work.

333A-339 West Washington Street: Kevin Turner & Rebecca Turner Rev Trust, the owners, had a new roof installed at the property. The cost of the eligible work totaled \$28,000.

The property is in the Enterprise Zone, just beyond the Downtown Area. Therefore, a real property incentive of 5% reimbursement of eligible expenditures would apply. The 5% incentive on \$28,000 would be \$1,400. Mr. Sensenig made a motion to grant \$1,400 and Ms. Scott seconded.

The Chair asked for a roll call vote:

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

The vote carried 5-0-1, with Mr. Turner abstaining, to grant \$1,400 incentive to Kevin Turner & Rebecca Turner Rev Trust.

503 4th Street: The Barrel and Forge Tavern, LLC performed real property improvements at 503 4th Street, formerly Fisher’s Restaurant. The applicant submitted expenditures in the amount of \$100,030.77. Staff reviewed and determined all expenditures were eligible.

The property is located within the Downtown area footprint; therefore, the Downtown Area incentive would apply for 10% of the amount of improvement between \$15,000 and \$100,000. The 10% reimbursement incentive on \$100,030.77 would be the maximum allowed at \$10,000 since the expenses reached the \$100,000 cap. The Authority discussed that since the restaurant is not complete or open, but is progressively moving forward, the Authority agreed to approve the incentive. Mr. Sensenig made a motion to grant \$10,000 and Mrs. Brown seconded.

The Chair asked for a roll call vote:

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

The vote carried 6-0 to grant \$10,000 incentive to Barrel and Forge Tavern, LLC.

118 E. Main Street: Harrison Building, Inc. owners of the Harrison Building had renovations performed for brick repointing on the front of the building. Staff reviewed and determined that the expenditures were eligible. The applicant has previously received incentives for façade or signage work (2018 and 2020), which this is not.

The property is located within the Downtown area; therefore, the 10% incentive would apply for the amount of improvement between \$15,000 and \$100,000. The 10% reimbursement incentive of \$18,190 would be \$1,819. Ms. Scott made a motion to grant \$1,819 and Mrs. Crumpacker seconded.

The Chair asked for a roll call vote:

Mr. Turner	Aye
Ms. Scott	Aye
Mr. Kirkpatrick	Absent
Mrs. Brown	Aye

Mrs. Crumpacker	Aye
Mr. Sensenig	Aye
Mr. Buttram	Aye

The vote carried 6-0 to grant \$1,819 incentive to Harrison Building, Inc.

Ms. Zirkle plans to send out a press release to all media explaining the Economic Development Authority quarterly incentives by next week. She wants the public and citizens to know what the EDA is doing for the community and local businesses. She stated that she had submitted the Enterprise Zone Report to the Virginia Department of Housing and Community Development and she gave an outline of the 2023 report.

Adjournment:

The meeting adjourned at 1:50 pm. The next regular meeting will be on Friday, August 11, 2023, at 1:00 pm.

Respectfully submitted,

Cathy Johnson, Secretary

Approved on August 11, 2023


Mr. Jonathan Buttram, Chairman