

Minutes of the Town of Bedford

Economic Development Authority

The Economic Development Authority held a scheduled meeting on Friday, January 14, 2022, 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, Mrs. Liz Brown, Mr. Kevin Turner, Mr. Ryan Kirkpatrick, and Mrs. Michelle Crumacker

Board members absent:

None

Staff present:

Mr. Bart Warner, Town Manager; Ms. Mary Zirkle, Director of Planning and Community Development; 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)

Meeting Called to Order:

Chairman Buttram 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	Present
Mrs. Brown	Present
Mrs. Crumacker	Present
Mr. Sensenig	Present
Mr. Buttram	Present

Approval of Minutes:

Mr. Sensenig made a motion to approve the December 10, 2021, minutes. Ms. Scott seconded. The motion carried 7-0 to approve the minutes as presented.

Remarks by Chairman and Members:

Mr. Sensenig stated he heard that there is a lack of Pre-K daycares in the area and this is an incentive needed to draw younger families into the area. Ms. Zirkle stated that the County conducted a childcare study and she will share the report with the Authority. She added that existing daycares are closing due to new regulations since the Department of Social Services no longer has oversight but now the Department of Education does. Mrs. Brown asked if the County or State offers grants.

Mr. Buttram gave an update on the Winoa property. He stated that the clean-up will be completed by June 1st. Mr. Buttram stated that the purchase agreement has not been signed, and the Bedford Regional Water Authority and road agreement conveyances have not yet happened. He stated that there are a lot of open ends that will take time to complete.

Reports from Town Staff:

Mr. Warner reported that the Town is looking to hire a Finance Director to fill Ms. Jammes' position.

Mr. Buttram asked Mr. Warner about the Town Property Committee. Mr. Warner stated that the committee consists within the membership of Town Council and the committee is aware of the hotel proposal. Ms. Zirkle stated that she will forward the final hotel study prior to the scheduled Property Committee meeting this month.

Ms. Zirkle gave the financial report. Ms. Zirkle advised the Chair to add an item under New Business on the agenda to discuss a letter of support for an application for the National D-Day Memorial Foundation for an amphitheater.

Ms. Zirkle stated that the Town of Bedford is applying for a grant to fund the Otter Bus by February 1st. Ms. Zirkle mentioned that the Business Appreciation Month will be in May and there will be another scheduled joint meeting with the County Economic Development Authority this year.

Reports from Attorney:

Mr. Craddock stated that there is still a delay pertaining to the closing date for the Winoa property.

New Business:

For the first item of new business, the Authority discussed the final hotel study and the written proposal submitted by David Parker from DPC Hospitality who prepared the study. The Authority discussed Mr. Parker's \$4,800 per month fee and that the contract is on a month-to-month basis allowing the Authority to terminate at any time.

The Authority agreed to have weekly conference calls between Mr. Parker at DPC Hospitality and Mr. Buttram. Mr. Buttram suggested that one more Authority member join the meeting and asked Ms. Scott, and she in turn asked Mrs. Crumpacker. Mr. Buttram stated that either one is okay, but if three or more members meet, the meeting has to be posted. Mr. Buttram asked Ms. Zirkle to decide of the two who will join the weekly meeting with Mr. Parker to discuss the hotel study. Mr. Sensenig stated that Mr. Parker should visit the EDA meeting every three months to give an update on the hotel progress. Mr. Craddock stated that the letter is setup for the Town to sign and understands that the Economic Development Authority would be the entity that enters into the proposal rather than the Town. He stated that the contract should be with the Economic Development Authority. Ms. Zirkle stated that the agreement was sent as a PDF, but Mr. Parker can make changes. Mr. Craddock stated that he had no problems with the document and the changes should reflect an agreement with the Economic Development Authority instead of the Town.

Mr. Sensenig made a motion to approve entering into the agreement between the Town of Bedford Economic Development Authority and DPC Hospitality with a change to reflect that the agreement is between the Town of Bedford Economic Development Authority and not the Town of Bedford. 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 enter into an agreement with DPC Hospitality with the changes to market a hotel in the Town of Bedford for the Economic Development Authority.

For the second item of new business, Ms. Zirkle stated that the National D-Day Memorial Foundation is requesting a letter of support from the Town EDA for ARPA Tourism grant funding through U.S. EDA for an amphitheater to promote tourism. Ms. Zirkle provided the letter to each member and will have the letter available after the meeting for the Chairman's signature. The Authority agreed to support the request so that this will help with its case for a hotel within walking distance of the D-Day in the Town.

Staff gave an update on the 620 Railroad Avenue project and Mr. Buttram informed staff about the demolition at Rubatex. Ms. Zirkle reminded the Authority to submit their Statement of Economic Interest to the Town Manager's office. Ms. Zirkle stated that the railroad report is going before the General Assembly. Mr. Warner stated that Terry Austin will no longer represent the Town of Bedford as its Representative to the House of Delegate due to the redistricting of the Virginia 5th District and this impact will take effect in 2023.

Adjournment:

The meeting adjourned at 1:40 p.m. The next scheduled meeting will be on Friday, February 11, 2022, at 1:00 pm.

Respectfully submitted,
Cathy Johnson, Secretary

Approved on February 11, 2022.

Mr. Jonathan Buttram, Chairman