

Minutes of the Town of Bedford

Economic Development Authority

The Economic Development Authority original scheduled meeting date of Friday, May 13, 2022 was rescheduled to Friday, May 20, 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; Mr. Kevin Turner, Mr. Ryan Kirkpatrick, and Mrs. Michelle Crumpacker

Board members absent:

Ms. Lynn Scott and Mrs. Liz Brown

Staff present:

Mr. Bart Warner, Town Manager; 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)

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	Absent
Mr. Kirkpatrick	Present
Mrs. Brown	Absent
Mrs. Crumpacker	Present
Mr. Sensenig	Present
Mr. Buttram	Present

Approval of Minutes:

Mr. Sensenig made a motion to approve the March 11, 2022 minutes. Mrs. Crumpacker seconded. The motion carried 5-0 to approve the minutes as presented.

Remarks by Chairman and Members:

Mr. Buttram welcomed Mrs. Anne Cantrell, the new Finance Director; she will take over as the EDA's Treasurer. Mr. Buttram stated that the agenda has been amended to move the hotel discussion by David Parker from DPC Hospitality to Closed Session.

Reports from Town Staff:

Ms. Zirkle on behalf of the Town Manager introduced Mrs. Anne Cantrell to the Economic Development Authority and that she filled Ms. Sonia Jammes' position. Ms. Zirkle stated that Mrs. Cantrell will provide the Finance Report at the next meeting.

Reports from Attorney:

Mr. Craddock stated that the Winoa property does not need to be discussed at Closed Session. Mr. Craddock updated the Authority pertaining to the closing date for the Winoa property. He stated that the contract is ready to be signed by the 30th of the May 2022. Mr. Craddock suggested that Ms. Zirkle and Mrs. Cantrell work together during the financial stages of the contract. Mr. Craddock told Mr. Buttram that it is fine to postdate the contract if he will be out of town on May 30.

Mr. Buttram addressed the need to work on a press release that week to release plans on the use of the building.

New Business:

For the first item of new business, Ms. Stephanie Keener, Executive Director of the Small Business Development Center (SBDC) Lynchburg Region was present to give a program update to the Authority. The program offers free or low-cost business assistance services for existing businesses and new start-up clients. Ms. Keener asked for the Authority's help in letting people know about the SBDC in Town.

Second item of new business, Ms. Zirkle stated that Tharp Funeral Home would like to discuss if the Town EDA would provide assistance to replace the crematory in order to keep three licensed crematory operators employed in the Town instead of moving those positions to Lynchburg. Ms. Zirkle directed members to the letter from Tharp and her memo that was in the packet for the Authority for discussion. The estimated cost of replacement of the crematory with related building upgrades is over \$100,000. Ms. Debbie Griffin, Office Manager, was present from Tharp, and she introduced Mr. Sam Dyba and Mr. Jared Tucker from the Bedford Branch at the meeting. They spoke about replacing the crematory to allow Tharp to continue operating a crematory in Bedford with three part-time employees. The Authority agreed to support the request as an incentive investment that confirms the commitment of Tharp to provide this service in the Town of Bedford. The Authority requested that Tharp submit the receipts to staff for consideration at the next meeting.

Third items of new businesses are incentive applications and requests, Ms. Zirkle gave the staff presentation for three incentive requests to the Authority.

108 North Bridge Street: Potomac Crest, LLC, owner, made real property improvements at that location for a new roof. The cost of roof work totaled \$24,666.00 per invoices and check stubs provided.

The property is in the Downtown Area; therefore, a real property incentive of 10% reimbursement of eligible expenditures would apply. The threshold of \$15,000 in expenses was met. The 10% incentive on \$24,666 would be \$2,466.60. The Mr. Sensenig made a motion to grant the \$2,466.60. Mr. Kirkpatrick seconded.

The Chair asked for a roll call vote:

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

The vote carried 5-0 to grant the \$2,466.60 incentive to Potomac Crest, LLC.

126 South Bridge Street: The Well House of Bedford, LLC, owner and occupant, made extensive real property improvements that included electrical, mechanical, flooring refinishing, and plumbing. The cost of eligible work totaled \$112,705.24 per invoices, check numbers, and receipts provided.

The property is in the Downtown Area; therefore, a real property incentive of 10% reimbursement of eligible expenditures would apply. The maximum amount of \$100,000 in expenses was exceeded. The 10% incentive on \$100,000 would be \$10,000. Mr. Kirkpatrick made a motion to grant \$10,000.00. Mr. Turner seconded.

The Chair asked for a roll call vote:

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

The vote carried 5-0 to grant the \$10,000.00 incentive to The Well House of Bedford, LLC.

126 South Bridge Street: The Well House of Bedford, LLC, owner, made real property improvements to the façade at the Well. The cost of eligible exterior work totaled \$16,073.00.

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 exceeded this maximum so the 50% incentive would be the maximum at \$3,000. Mr. Turner made a motion to grant \$3,000.00. Mrs. Crumpacker seconded.

The Chair asked for a roll call vote:

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

For a possible future incentive request, Ms. Zirkle stated that Liberty Station at 515 Bedford Avenue is requesting support from the Town EDA for site drainage project potential due to water run-off impact. Ms. Zirkle stated that she discussed the matter with Mr. Wayne Hale, Town of Bedford Project Administrator, and asked if this was a solution. Ms. Zirkle read from the Town Code what eligible work is under the incentive program through the

Downtown Area Real Property Improvement Incentive. Mr. Sensenig and Mr. Kirkpatrick agreed that the request sounds like it qualifies under the definition requirement. The Authority was supportive of the site drainage project request at Liberty Station. Ms. Zirkle stated that the work will start in June and she would provide an application for a future incentive request for consideration by the EDA.

Closed Session:

Mr. Craddock read into record to enter closed session pursuant to Section 2.2-3711 (a) (5) in the Code of Virginia of 1950, as amended: 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. Kirkpatrick moved to make the motion to enter into closed session as read and Mr. Turner seconded. The motion carried by a roll call vote 5-0, to enter closed session.

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

In addition, the following were present during the closed session: Mr. Warner, Town Manager; Mr. Craddock, Attorney (via Zoom); Ms. Zirkle, Director of Planning and Community Development; Mrs. Cantrell, Finance Director; Ms. Johnson, Administrative Assistant; and Mr. David Parker, President of DPC Hospitality (via Zoom).

Mr. Kirkpatrick made a motion to exit the closed session, and Mr. Turner seconded. The motion was carried by a roll call vote of 5-0, to exit closed session. The roll call vote followed:

Mr. Turner	Aye
Ms. Scott	Absent
Mr. Kirkpatrick	Aye
Mrs. Brown	Absent
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. Sensenig made a motion to certify the closed session as read by Mr. Craddock and Mr. Kirkpatrick seconded. The motion was carried by roll call vote as follows:

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

The Authority reconvened into regular session, and the Chair asked if the Authority agreed to continue the month-to-month contract with DPC Hospitality. The Authority agreed to let DPC Hospitality continue and for Ms. Zirkle to talk to Mr. Parker.

Mr. Buttram discussed the Winoa property. He stated that grading work is being done on the hill and the pond dredging will be finished next month. He stated that Ms. Zirkle submitted a grant and the money can assist with hiring contractors to clean the dust inside the building. The Town has a year to get everything done.

The plan will be to have an EDA meeting at the site and to meet with CVCC to discuss a vocational training center with Dr. Capps. Mr. Buttram believes this will be positive cash flow for the Town EDA.

Adjournment:

The meeting adjourned at 2:20 p.m. The next scheduled meeting will be on Friday, June 10, 2022, at 1:00 pm.

Respectfully submitted,
Cathy Johnson, Secretary

Approved on June 10, 2022.

Mr. Jonathan Buttram, Chairman