

**AMHERST INDUSTRIAL DEVELOPMENT AUTHORITY**

Monday, March 6, 2016

**AGENDA**

5:15 PM

1. Call to Order & Determination of Quorum - Town Hall at 174 S. Main Street
2. Approval of Minutes - *Meeting February 6, 2017*
3. Discussion on EDA Work Plan and IDA/EDA Merger Status----- Chairman Addison
4. Brockman Park Prospect Activity -----Secretary Hobbs
5. Correspondence
  - A. Correspondence re CVTC status
6. Other Business
7. Adjournment

**Town of Amherst  
Industrial Development Authority  
February 6, 2017**

A regular meeting of the Town of Amherst Industrial Development Authority was called to order by Chairman Lewis Addison on February 6, 2017 at 5:15 PM in the Council Chambers of the Town Hall at 174 S. Main Street. It was noted that a quorum was present as follows:

P Lewis Addison	P Sharon W. Turner
P Jacob Bailey	P Vernon Wood
A Gary Jennings	P Richard Wydner
P C. Manly Rucker, III	

Town Manager Jack Hobbs was present in his capacity as Secretary to the Authority.

On a motion by Mr. Wydner, which was seconded by Mr. Rucker and carried 6-0, the minutes of the November 7, 2016 and January 18, 2017 meetings were approved. Messrs. Addison, Bailey, Rucker, Wood and Wydner and Mrs. Turner voted "Aye" and Mr. Jennings was absent.

Brockman Park Marketing and Maintenance Contract

Lee Cobb came forward to discuss an arrangement whereby the county EDA would be responsible for maintaining and representing Brockman Park. By consensus, the Authority asked Mr. Cobb to develop a contract proposal that:

1. Allows for the possibility of Brockman Park improvements but eliminates any significant commitment such as the proposed \$175,000 grading project,
2. Allows the IDA to provide input into the annual EDA work plan during a face-to-face presentation in April of every year, and
3. Allows the IDA to be released from the contract with a 45 day notice at the end of each fiscal year.

The IDA members asked for a presentation on the EDA's upcoming work plan during its meeting on March 6.

Report on Brockman Park Recoupment Program

The Secretary presented a status report on the Brockman Park Recoupment program per the October 2, 2001 agreement whereby the county would direct monies to the Town to defray Brockman Park development costs. On a motion by Mr. Rucker, which was seconded by Mr. Wood and carried 6-0, the Secretary was asked to transmit the 2016 report to Amherst County. Messrs. Addison, Bailey, Rucker, Wood and Wydner and Mrs. Turner voted "Aye" and Mr. Jennings was absent. A copy of the report is attached and made a part of these minutes.

Report on Brockman Park Property Maintenance and Billing

The Secretary presented a report on the costs of maintaining the common areas at Brockman Park that are to be shared among all tenants per the "homeowners association" section of the Brockman Park deed restrictions. On a motion by Mr. Rucker, which was

seconded by Mr. Wood and carried 6-0, the Secretary was authorized to bill Centra Health, Steven D. Clancy, LLC and HBH Amherst, LLC for calendar year 2016 expenses. Messrs. Addison, Bailey, Rucker, Wood and Wydner and Mrs. Turner voted "Aye" and Mr. Jennings was absent. A copy of the report is attached and made a part of these minutes.

FY17/18 Budget

The Secretary gave a report on recent and projected IDA-related revenues and expenses. The status of the Town's Economic Development initiative fund which currently contains \$179,669 was discussed. On a motion by Mr. Wydner, which was seconded by Mr. Rucker and carried 6-0, the Authority endorsed the document for consideration by the Town Council during its FY17/18 budget deliberations with the understanding that it would need to be adjusted depending on the terms of any Brockman Park marketing and maintenance contract. Messrs. Addison, Bailey, Rucker, Wood and Wydner and Mrs. Turner voted "Aye" and Mr. Jennings was absent. A copy of the IDA's budget proposal is attached and made a part of these minutes.

A letter from Amherst County expressing appreciation for the IDA's \$500 contribution to its Central Virginia Training Center lobbying effort was received.

The Secretary reported that Sweet Briar College has paid off it's 2011 bond.

There being no further business, the meeting adjourned at 6:40 PM.

Lewis Addison, Chairman

ATTEST: \_\_\_\_\_  
Secretary

# Brockman Park Investment Recoupment Report

Prepared: 01/30/17

Prior to the transfer of any amount by the Town, the IDA shall prepare an annual activity report on the Fund in January of each year for the prior calendar year and submit it to the Town along with estimates for the then-current year. A copy of this report and any accompanying documentation shall be concurrently submitted to the County.

<b>Balance, 6/30/2016</b>		<b>\$</b>	<b>2,307,901.91</b>
<b>FY 16 Activity:</b>			
County: Lot 10: Steven D. Clancy, LLC (BlackBox)) Real Estate Taxes	12,694.10		
Lot 10: MTS/Black Box Personal Property Taxes	848.02		
Lot 10: MTS/Black Box Business Equipment Taxes	7,405.43		
Lot 9b,c: HBH Amherst, LLC (Horizon) Real Estate Taxes	7,851.31		
<i>Note: Above is as per Commissioner of the Revenue Jane Irby on 2/12/2016</i>			
Less - FY98 Assessment	(2,740.65)		
<b>Total FY16 from County</b>		26,058.21	(26,058.21)
<b>Projected Balance, 6/30/2017</b>		<b>\$</b>	<b>2,281,843.70</b>

Ref: Acct#10-3320-0000

# Brockman Park Owners Association

Maintenance Reimbursement for CY16

Date	Vendor	Description	Invoice Amount
2/4/2016	AMERICAN ELECTRIC POWER		\$ 19.70
2/23/2016	AMERICAN ELECTRIC POWER		\$ 17.74
3/22/2016	AMERICAN ELECTRIC POWER		\$ 17.49
4/27/2016	AMERICAN ELECTRIC POWER		\$ 17.56
5/31/2016	AMERICAN ELECTRIC POWER		\$ 17.10
6/21/2016	AMERICAN ELECTRIC POWER		\$ 16.82
7/25/2016	AMERICAN ELECTRIC POWER		\$ 22.89
8/26/2016	AMERICAN ELECTRIC POWER		\$ 25.10
9/20/2016	AMERICAN ELECTRIC POWER		\$ 25.60
10/25/2016	AMERICAN ELECTRIC POWER		\$ 26.28
11/22/2016	AMERICAN ELECTRIC POWER		\$ 24.56
12/21/2016	AMERICAN ELECTRIC POWER		\$ 24.28
<b>Subtotal, Sign Electricity</b>			<b>\$ 255.12</b>
5/3/2016	GRASSHOPPER LAWN CARE		\$ 828.00
6/7/2016	GRASSHOPPER LAWN CARE		\$ 828.00
6/30/2016	GRASSHOPPER LAWN CARE		\$ 828.00
8/9/2016	GRASSHOPPER LAWN CARE		\$ 828.00
9/13/2016	GRASSHOPPER LAWN CARE		\$ 828.00
10/12/2016	GRASSHOPPER LAWN CARE		\$ 828.00
<b>Subtotal, Grass Cutting</b>			<b>\$ 4,968.00</b>
			\$ -
			\$ -
<b>Subtotal, Other Property Maintenance</b>			<b>\$ -</b>
\$ 14.24	\$/light/month per bill		
\$ 5.11	\$/light/month other charges		
\$ 19.35	Actual per-month cost per BP light		
	8 # lights		
	12 # months		
\$1,857.60	Cost to provide street lights at BP		
<b>Subtotal, Street Lights</b>			<b>\$ 1,857.60</b>
			Total <b>\$ 7,080.72</b>
			#Lots <b>16</b>
Per Lot Assessment			<b>\$ 442.55</b>

Ref Acct #'s 10-4001-0119 & -0126

Prepared 2/1/2017  
Printed: 2/1/2017

**IDA Budget Worksheet**

2/1/2017

	<u>FY17 Budget</u>	<u>FY17 Projected</u>	<u>FY18 Projected</u>	<b>Proposed FY18 Budget</b>	<u>Variance</u>
<b>Revenues</b>					
<b>3310.0000 TAX EXEMPT BOND FEES</b>					
Centra Health bond fee		6,489	6,013		
Sweet Briar bond fee		10,771			
Regional Radio bond fee		12,724	11,739		
Total	<b>29,508</b>	29,984	17,752	<b>17,752</b>	(11,756)
<b>3320.0000 BP RECOUPMENT REVENUE</b>					
County recoupment	25,916	26,058	26,058		
Total	<b>25,916</b>	26,058	26,058	26,058	142
BP ASSOCIATION FEES		1,328	1,328	1,328	1,328
Total Revenue	55,424	57,370	45,138	<b>45,138</b>	(10,286)

<b>Expenses</b>					
<b>4500.6100 BP PROPERTY MAINTENANCE</b>					
Entrance sign maintenance		255	270		
Mowing common areas		4,968	4,968		
Bushhog TOA-owned property					
Reimbursement via HOA arrangement					
Contingency			2,000		
Total	<b>7,082</b>	5,223	7,238	<b>7,238</b>	156
<b>4500.6200 BP - MARKETING</b>					
Region 2000 dues		2,774	2,763		
Marketing materials			4,000		
Marketing support		6,000	6,000		
Transfer to Economic Development Sinking Fund		43,373	25,137		
Total	<b>48,342</b>	52,147	37,900	<b>37,900</b>	(10,442)
Total Expenses	55,424	57,370	45,138	45,138	

<b>Capital Funds</b>					
Economic Development (sinking) Fund at BOY	<b>179,669</b>	179,669	223,042	248,179	
Additions		43,373	25,137		
Economic Development (sinking) Fund at EOY		223,042	248,179		

# FY 2016-17 Action Plan

ITEM	PLANNED RESULT	COST
<b>INCENTIVE PROGRAM:</b>		
Greif	Administer annual incentive payments for first year of 5 year incremental tax increase reimbursement	\$245,000 reimbursement for incremental increase in taxes paid in 2016 vs. taxes paid in base year 2014, which will continue to be paid
Receive applications from qualifying businesses and administer program	Assist businesses as needed	staff time
<b>AMELON COMMERCE CENTER:</b>		
Vegetation control and property maintenance	Periodic cuttings, site repair as necessary, etc.	\$18,000 from EDA operating budget
Unnecessary easements	Complete the removal of unnecessary easements and re-plating of Amelon Commerce Center that was begun in FY 2015-2016	Less than \$500 from EDA operating budget
Create Space for Businesses to Grow - Strategic Plan Initiative 2 Amelon Commerce Center Due Diligence	Phase I Environmental Review, Geotech study, grading estimates updated, conceptual rendering of potential building design on lots	\$20,000 from Strategic Plan implementation budget
Create Space for Businesses to Grow - Strategic Plan Initiative 2 Grading of Lots 5 & 6	Partial grading of Lots 5 and 6 to create a pad-ready site (total grading costs require this project be split between two funding years)	\$99,000 from Strategic Plan implementation budget to be combined with funds from FY17-18 Strategic Plan implementation budget
New business attraction	Close on new business attracted in FY15-16 and attract at least 1 new business to Amelon by end of FY 16-17	to be determined
<b>HERMLE SITE AT ZANE SNEAD PARK:</b>		
Create Space for Businesses to Grow - Strategic Plan Initiative 2	Develop agreement between Hermle site owner and EDA whereby the EDA pays for the due diligence and	\$10,000 from Strategic Plan implementation budget

Hermle Site Due Diligence	is repaid when the land is sold. Phase I Environmental Review, geotech study, grading estimate, conceptual rendering of potential building design on site	
<b>LEADERSHIP DEVELOPMENT:</b>		
Leadership Development - Strategic Plan Initiative 5 Initiate Leadership Amherst	Investigate leadership development program models, create a committee under the EDA to lead the development of Leadership Amherst, determine program structure, curriculum, and cost. Initiate first class.	\$10,000 from Strategic Plan implementation budget
Leadership Development - Strategic Plan Initiative 5 Merge Town IDA/ County EDA	Create merger task force, update/amend EDA by-laws to reflect Town representation, determine funding sources, transfer of assets (Brockman Park)	\$5,000 for legal review/assistance from Strategic Plan implementation budget
<b>CVCC:</b>		
Lease	Ongoing--administer leases with building owner and CVCC	\$8,253 -- revenue per month from CVCC \$7,500 +/- costs per month for rent, utilities, etc.
<b>PROGRAM ORGANIZATION AND DEVELOPMENT:</b>		
Annual Report and Action Plan	Prepare Annual Report for FY 15-16 and Action Plan for FY 16-17	staff time
Part-Time Economic Development Specialist	Hire Economic Development Specialist beginning employment in August 2016.	\$20,000 (20 hours a week average) from EDA operating budget
Train Depot office	Move office to Train Depot and equip with furniture when facility is completed. Timing subject to completion of work by County.	\$5,000 (furniture, equipment for Specialist) from EDA operating budget
<b>LIAISON:</b>		
Regional and statewide economic development entities	Ongoing -- maintain liaison and coordinate with	Cost determined by travel, meetings, registrations,



	regional entities Lynchburg Regional Business Alliance, Region 2000, Workforce Board, CVCC, Sweet Briar College, area municipalities and statewide groups VEDA, VEDP, Norfolk Southern RR, APCO	etc. and covered by EDA operating budget
<b>EXISTING BUSINESS SUPPORT:</b>		
Visits	Visit average of 2 businesses per month	staff time
Roundtable for major employers	Conduct 2 roundtables per year for major, basic employers in county	\$1,000 + -- from EDA operating budget
Roundtable for small employers	Conduct 1 roundtable per year for small, basic employers	\$1,000 +/- -- from EDA operating budget
Invest in Telecommunications - Strategic Plan Initiative 2 Telecommunications Gap Funding for Businesses	Assist businesses in attaining high speed, reliable telecommunications by providing gap financing on a case-by-case basis	\$15,000 from Strategic Plan implementation budget
Small Businesses and Entrepreneur Development Initiative 4 Small Business Assistance	Assist small businesses with gap funding for unexpected costs. Examples: offset cost of water and sewer availability fees, public improvements, etc. These would be small business grants or loans for which the EDA could show a positive return for the County in jobs and taxes	\$20,000 from Strategic Plan implementation budget
<b>MARKETING</b>		
VEDP and regional websites	Ongoing -- Insure VEDP, Lynchburg Regional Business Alliance, and Region 2000 websites are up-to-date regarding Amherst County	staff time
EDA website & Facebook	Ongoing -- Keep EDA community information, statistics, site profiles, photographs, etc. updated	\$2,000 +/- -- from EDA operating budget
Business assistance	Ongoing -- provide timely, thorough responses to inquiries of existing and potential new businesses	to be determined, based on nature of requests

Marketing trips	Join Regional Business Alliance and/or VEDP on 2 marketing trips per year	to be determined -- from operating budget
Branding - Strategic Plan Initiative 1	Coordinate with County staff and engage a marketing/branding firm to lead the development of an Amherst County brand	\$30,000 from Strategic Plan implementation budget
<b>CVTC:</b>		
CVTC Strategic Plan	Serve as County's - EDA's representative on regional task force charged with developing a strategic plan for the re-use of CVTC and surrounding properties	to be determined (\$300,000 to be requested from 2017 session of State Legislature)
<b>EDUCATION &amp; WORKFORCE DEVELOPMENT:</b>		
Education and Workforce Development - Strategic Plan Initiative 4 Develop a state-of-the-art workforce training system	Establish a task force, review best practice models, review Workforce Investment Board programs	staff and volunteer time
<b>SMALL BUSINESS &amp; ENTREPRENEUR DEVELOPMENT:</b>		
Certified Entrepreneurial Community Program	Identify two entrepreneurship initiatives, develop an action plan for task teams to implement, achieve Certified Entrepreneurial Community status	Included in the Economic Development Strategic Plan grant funds
<b>OTHER UNANTICIPATED PROJECTS:</b>		
Grant applications, special projects, emergencies, etc.	Respond to unanticipated demands necessary to be addressed in support of economic development program. Likely to be several of these per year requiring considerable effort.	costs and sources of funding to be determined as each unanticipated project/demand arises.

**From:** dcrodgers@CountyOfAmherst.com [mailto:dcrodgers@CountyOfAmherst.com]  
**Sent:** Wednesday, March 1, 2017 9:35 AM  
**To:** dcrodgers@countyofamherst.com  
**Cc:** Jack Hobbs [jack.hobbs@amherstva.gov](mailto:jack.hobbs@amherstva.gov) et al.  
**Subject:** Re: CVTC General Assembly Results - Legislative Language

Colleagues, FYI.

Here are links to the actual legislations:

\$260K for CVTC Environmental Assessment:

<http://budget.lis.virginia.gov/amendment/2017/1/HB1500/Introduced/CR/78/1c/>

\$250K for Public Behavioral Health System financial plan:

<http://budget.lis.virginia.gov/amendment/2017/1/HB1500/Introduced/CR/284/2c/>

Dean C. Rodgers  
Amherst County Administrator  
(434) 946-9400

From: Dean C Rodgers/Amherst  
To: Dean C Rodgers/Amherst@Amherst  
Date: 02/28/2017 07:04 PM  
Subject: CVTC General Assembly Results

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Colleagues,

The result of our lobbying effort with the General Assembly is good-- not entirely what was expected, but close enough. Our funds were well spent and our resolutions well deployed. Also, many thanks to the hard work of our legislative delegation.

The Assembly created two new taskings: 1) Dept of General Services (DGS) is to receive \$260K to conduct a Phase I environmental assessment; and 2) Dept of Behavioral Health and Developmental Services (DBHDS) is to conduct an analysis of the need to retain an additional centralized facility. I will forward along the report of our Legislative Liaison once it is received.

I have already been in contact with DGS to offer up our local expertise to understand the state of the facility as they prepare to craft the scope of work for the assessment.

Thank you, again, for your generosity in assisting in this endeavor. With an initial awareness of our issues established in the Assembly, we are now in better stead for next year when money will undoubtedly be needed for demolition and possible environmental remedial action.

I will continue to keep you informed.

Best regards,

Dean C. Rodgers  
Amherst County Administrator  
(434) 946-9400