

**AMHERST INDUSTRIAL DEVELOPMENT AUTHORITY**

Monday, February 3, 2020

**AGENDA**

5:15 PM

- 1. Call to Order & Determination of Quorum - Town Hall at 174 S. Main Street
- 2. Approval of Minutes, *January 6, 2020 Meeting*-----Chairman
- 3. Approval of 2020 Recoupment Request from the County-----Chairman
- 4. Approval of 2020 Maintenance Costs for Brockman Park Association-----Chairman
- 5. Report to IDA on Future Directions Discussion-----Sara Carter
- 6. Other Business
- 7. Adjournment

**Town of Amherst  
Industrial Development Authority**

A regular meeting of the Town of Amherst Industrial Development Authority was called to order by Vice Chairman Richard Wydner on January 6, 2020, 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	Richard Wydner	P	Sharon W. Turner
A	Jacob Bailey	P	Kim Stein
P	Gary Jennings	A	Clifford Hart
P	C. Manly Rucker, III		

Town Manager Sara E. Carter, in her capacity as Secretary to the Authority, and Clerk of Council Vicki Hunt, were present.

**Election of Officers**

Secretary Carter opened the floor to nominations for Chairman. Mrs. Turner nominated Mr. Bailey, seconded by Mr. Rucker. There being no additional nominations, Mr. Wydner made a motion seconded by Mrs. Turner to close the nominations. The motion to close the nominations carried 5-0-2 with Mrs. Turner and Messrs. Wydner, Rucker, Stein and Jennings voting “Aye” and Messrs. Bailey and Hart absent. Mr. Bailey was elected Chairman on a 5-0-2 vote with Ms. Turner and Messrs. Wydner, Rucker, Stein and Jennings voting “Aye” and Messrs. Bailey and Hart absent.

Secretary Carter opened the floor to nominations for Vice Chairman. Mrs. Turner nominated Mr. Wydner, seconded by Mr. Jennings. There being no additional nominations, Mr. Wydner was elected Vice Chairman on a 5-0-2 vote with Ms. Turner and Messrs. Wydner, Rucker, Stein and Jennings voting “Aye” and Messrs. Bailey and Hart absent.

Ms. Carter was elected Secretary by acclamation on a 5-0-2 vote with Ms. Turner and Messrs. Wydner, Rucker, Stein and Jennings voting “Aye” and Messrs. Bailey and Hart absent.

**Continuation of Service**

Secretary Carter requested members present to confirm their want for continuation of service on the Industrial Development Authority.

Confirmation of Continuation of Service was as follows:

Richard Wydner	Yes		Sharon W. Turner	Yes
Jacob Bailey	Absent		Kim Stein	Yes
Gary Jennings	Yes		Clifford Hart	Absent
C. Manly Rucker, III	Yes			

Ms. Turner made a motion which was seconded by Mr. Jennings to approve the minutes of the July 1, 2019, meeting. There being no discussion, the motion carried 5-0-2 with Mrs. Turner and Messrs. Wydner, Rucker, Stein and Jennings voting “Aye”. Messrs. Bailey and Hart were absent.

**FY20/21 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, and the ACP lease in Brockman Park. Further discussion on the IDA budget is deferred to the February meeting.

**Potential Projects**

Secretary Carter gave a report on consideration of the Authority for best use of IDA funds and reinvestment of proceeds, such as engineered marketing materials for Brockman Park and potential projects outside of the Industrial Park that would improve the overall appearance, quality of life and attractiveness of the Town as a whole. After discussion, Secretary Carter was instructed to develop a project plan with estimates in the Industrial Park and outside the Industrial Park that would benefit the Town to include a well study, town improvements, engineering marketing plans, pad sites and internet access. Further discussion is deferred.

There being no further business, on motion of Mrs. Turner and seconded by Mr. Stein, with Mrs. Turner and Messrs. Wydner, Jennings, Rucker and Stein voting “Aye” and Messrs. Bailey and Hart absent, the meeting adjourned at 5:55 PM.

\_\_\_\_\_  
Richard Wydner, Vice Chairman

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



## TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521  
Phone (434)946-7885 Fax (434)946-2087

January 23, 2020

Dean Rodgers  
Amherst County  
P.O. Box 390  
Amherst, VA. 24521

RE: Brockman Park Recoupment Fund

Pursuant to the October 2, 2001 agreement, the Authority has prepared the enclosed report.

Please review this report for accuracy and appropriateness and forward the calculated \$26,264.18 recoupment as soon as they are paid to the County.

Thank you in advance for your attention to this.

Sincerely,

Tracie L. Wright  
Office Manager

Enclosure

# Brockman Park Investment Recoupment Report

Prepared: 01/23/20

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, 6/30/2019</b>		\$	2,210,510.77
<b>FY 20 Activity:</b>			
County: Lot 10: Steven D. Clancy, LLC (BlackBox) Real Estate Taxes	12,694.10		
Lot 10: MTS/Black Box Personal Property Taxes	1,053.99		
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 1/23/20</i>			
Less - FY98 Assessment	<u>(2,740.65)</u>		
<b>Total FY20 from County</b>		26,264.18	(26,264.18)
<b>Projected Balance, 6/30/2020</b>		\$	2,184,246.59



## TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521  
Phone (434)946-7885 Fax (434)946-2087

January 23, 2020

Centra Health, Inc.  
ATTN: Ted Stryker  
3300 Rivermont Ave.  
Lynchburg, Va. 24503

RE: Brockman Park Association-CY 2019 Expenses

Pursuant to the terms of the Brockman Park Association agreement, the Authority has prepared the enclosed calculation of expenses for maintaining the common areas at the L. Barnes Brockman, Sr. Business and Industrial Park incurred during 2019.

Please review this report for appropriateness and forward the calculated \$442.22 reimbursement to the Town of Amherst at your earliest convenience.

Thank you in advance for your attention to this.

Sincerely,

Tracie L. Wright  
Office Manager

Enclosure

# Brockman Park Owners Association

Maintenance Reimbursement for C918

Date	Vendor	Description	Invoice Amount
01/24/2019	AMERICAN ELECTRIC POWER		\$ 22.88
02/20/2019	AMERICAN ELECTRIC POWER		\$ 22.03
03/26/2019	AMERICAN ELECTRIC POWER		\$ 16.13
04/23/2019	AMERICAN ELECTRIC POWER		\$ 13.10
05/21/2019	AMERICAN ELECTRIC POWER		\$ 13.10
06/25/2019	AMERICAN ELECTRIC POWER		\$ 13.10
07/23/2019	AMERICAN ELECTRIC POWER		\$ 12.82
08/20/2019	AMERICAN ELECTRIC POWER		\$ 12.74
09/24/2019	AMERICAN ELECTRIC POWER		\$ 13.10
10/22/2019	AMERICAN ELECTRIC POWER		\$ 12.88
11/19/2019	AMERICAN ELECTRIC POWER		\$ 12.76
12/20/2019	AMERICAN ELECTRIC POWER		\$ 13.43
<b>Subtotal, Sign Electricity</b>			<b>\$ 178.07</b>

Last year's grass cutting contract=	\$ 5,044.01
Increase by the Consumer Price Index (2.12%)	\$ 106.93

**Subtotal, Grass Cutting** **\$ 5,150.94**

\$ -  
\$ -

**Subtotal, Other Property Maintenance** **\$ -**

\$ 13.56	\$/light/month per bill
\$ 4.63	\$/light/month other charges
\$ 18.19	Actual per-month cost per BP light
	8 # lights
	12 # months
\$ 1,746.50	Cost to provide street lights at BP

**Subtotal, Street Lights** **\$ 1,746.50**

Total **\$ 7,075.51**

#Lots **16**

Per Lot Assessment **\$ 442.22**



Prepared 01/23/2020  
Printed: 01/23/2020



## TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521  
Phone (434)946-7885 Fax (434)946-2087

January 23, 2019

Steven D. Clancy  
Steven D. Clancy, LLC  
20 Speen St  
Suite 403  
Framingham, MA 01701

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January 23, 2019

Chris Gentry  
HBH Amherst, LLC  
695 Federal Hill Drive  
Forest, VA. 24551

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P.O. Box 280 174 S. Main Street Amherst, VA 24521  
Phone (434)946-7885 Fax (434)946-2087

**To:** Town of Amherst Industrial Development Authority  
**From:** Sara Carter  
**Date:** January 27, 2020  
**Re:** Report on IDA Request for Costs and Opportunities for Future Directions

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At the January IDA meeting, the Town Manager presented the IDA with a request to consider how the IDA would like to invest the money that is held in the designated fund. To date, the fund has approximately \$350,000. Of this money, approximately \$250,000 is from the recoupment agreement, and \$100,000 has been realized from the Dominion lease. Since that meeting, Dominion has made another payment of \$75,000. The remaining lease amount will bring an additional \$450,000 to the Town, unless Dominion extends the lease by a year, which would increase the amount by another \$300,000.

After a broad discussion, the IDA requested that the Town Manager bring forward a list of ideas with costs for consideration.

## Items for Brockman:

**Marketing Materials-** Staff intends to work with the LRBA to refresh the marketing materials that will be handed out to prospective clients. Additionally, staff would like to have a summer intern work on additional materials and internet postings. The total cost would be \$5-10,000.

**Engineered Pad Sites-** The total estimated cost to complete all site work at Brockman Park is \$5,000,000. LRBA staff is reaching out to Draper Aden (who is under contract with VEDP to assess sites state wide) to get some smaller site figures for the IDA to consider. Ultimately, on this topic, the question is how much the Town is willing to spend.

**Landscaping and Entrance Improvements-** The entrance to the Industrial Park and its appearance from Route 60 could be greatly improved with landscaping. This should be done in conjunction with the grading and improvements to the front lots so that work is not undone as property is developed. Currently, there is no landscaping plan for the park. Developing a landscaping plan in conjunction with the engineering work would allow the look of the park to be coordinated throughout its development.

## Town Wide Items:

**Revolving Loan Fund-** There are opportunities for USDA grant money to start a small business revolving loan fund. The Town of Altavista was able to secure a \$99,999 grant with \$35,000 of the Town's money.

**Placemaking Opportunities-** The Town has been working to address quality of life projects, such as bike lanes, improved trail access and parks. There are opportunities that the Town is pursuing to create centers of activity throughout Town. The future vision is for four distinct hubs- one in the northern end of town, consistent with the residential development there, the downtown area, the Industrial Park area for employment generation and the southern end of town, focused on education, recreation and the arts. Since our last meeting, an opportunity for purchase of a piece of property at the high school has presented itself. There is an opportunity to tie this into future development of the school, recreation, parks, trails and activities at Sweet Briar. The listed price is \$120,400. It may be possible to purchase the property in conjunction with the School Board.

**Deal Closing Fund-** Because so many of our local competitors have access to regional Tobacco Commission funds, economic developers outside of the area are recommended to have ready cash to allow us to match what the Tobacco localities are able to do. The recommended amount was \$50,000-\$75,000.

**Well Study-** In consultation with the Town's engineer, the estimated cost to do the first part of a geologic study for well suitability would be \$25,000. The Town did dig some wells at the raw water pump station. Neither of them produced any significant volume. There was not a geologic study done prior to these wells. Alternatively, the Town could work with the County to discuss water sharing options that may exist through the Ebenezer Road pump station.

**Technology-** Staff has been consulting with local resources to consider if there are opportunities for broadband or WiFi within Town. At this point, there have not been issues found that need to be resolved from a government approach at this time. However, one idea was brought forward that any arts space that is created at the high school should also include technology and have a "maker space" that would allow the union of arts and science and can present collaboration opportunities with the school system, Sweet Briar, and local businesses.

In meeting with our regional partners, they encouraged the Town to consider a balanced approach that works on increasing available sites and improving local quality of life. Megan Lucas, from LRBA, emphasized the importance of place making for site selection and business marketing and John Smolak, Director of Economic Development for AEP, made the following recommendations:

*My recommendation from today's discussion would be to focus your next step effort in the following manner. (1) Determine the estimated costs to have an engineered pad ready site which accommodates at minimum a 50,000 sq. ft. shell building with employee parking and truck radius turning and parking. (2) a potential engineered pad to expand the building to 100,000 sq. ft. (3) the pad site would need to include storm water ponds, drainage plan, re-vegetation/erosion control plan and gravel access road into the pad site. (4) local permits to be in place to construct a building required by a client.*

*I like your ideas on quality of life enhancements for Amherst. The more you can accomplish with the community bike and walking trails and arts center design and construction, the better off you will be.*

## **Staff Recommendations**

### **Immediate Term:**

1. **Fund balance policy-** The IDA should develop a fund balance policy that sets a floor to be maintained in the IDA account to ensure that the Town will be well positioned to act when opportunities occur. Staff recommends an amount of \$200,000. The Town has fund balance policy in place for the other three major funds but does not include the IDA fund in this policy. This change would need to be adopted by the Town Council upon an IDA recommendation.
2. **Proceed with marketing materials and add an internship for Economic Development into the FY 21 budget-** Staff recommends placing this within the FY 21 budget but requesting action from Council to proceed with the expenditure of funds prior to the end of the current fiscal year so that work can be completed sooner, and an intern can work for the entire summer.
3. **Work with our local USDA representative to pursue matching funds for a revolving loan fund-** Begin application to USDA for the matching funds to develop a revolving loan fund for small businesses in Town.
4. **Request Council purchase the property at the High School-** In order to secure this land for community based development that would enhance the southern end of Town, recommend to Council that this property be purchased.

**Amount to be placed into Reserve: \$200,000**

**Amount to be expended: \$165,400**

**Remaining amount for next projects: \$59,600**

**Remaining amount coming from lease: \$450,000-750,000**

### **Intermediate Plan:**

1. **Work with Draper Aden Associates to move forward with engineering work on the front parcels of the Park-** The next project would be working with Draper/Aden, who has done the site rating for VEDP to determine the next steps and costs for grading the front of Brockman Park. Once firm estimates are available from DAA, staff recommends proceeding with site development at Brockman.
2. **Develop a landscaping plan for Brockman Park-** Concurrent with engineering work for the park should be development of a comprehensive landscape plan for the entrance and streetscapes of the park.
3. **Put clearing and grading for front parcels out to bid-** Bid out the clearing and grading of lots on the front portion of Brockman Park. Bid prices should include landscaping portions of the sites as grading is completed.

### **On-going Research:**

On-going with each of these projects should be an exploration of water opportunities. The Town has a connection to the County system at the Ebenezer Road pump station. Working with the County to determine what availability may be there in the future should be exhausted prior to committing funds to a well study, though that may be the correct next step, if there is no availability from the County.