

**BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
Of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority
[January 27, 2017, 8:00a.m.](#)**

OFFICIAL - MINUTES

Attendance, Directors: Patricia Wines, Bruce Drummond, Bill Biggs, Brendan Arbuckle and Greg Drescher.

Absent: Jim Eastham and Ron Llewellyn

Officials, Staff & Others: Jennifer McDonald, Doug Stanley, Joe Waltz, Marla Jones, Roger Bianchini, Dan Whitten, Norma Jean Shaw, Tom Sayre and Missy Henry.

CALL TO ORDER: Patricia Wines

ADDITIONS/DELETIONS TO AGENDA:

APPROVAL OF MINUTES: December 2016

ON A MOTION BY MR. BIGGS (SECOND BY MR. DRESCHER) THE BOARD VOTED TO APPROVE THE MINUTES.

VOTE: ALL "AYE"; NONE OPPOSED; MOTION CARRIED.

FINANCIALS: November and December 2016

ON A MOTION BY MR. BIGGS (SECOND BY MR. DRESCHER) THE BOARD VOTED TO APPROVE THE NOVEMBER AND DECEMBER FINANCIALS.

VOTE: ALL "AYE"; NONE OPPOSED; MOTION CARRIED.

Ms. McDonald advised budget numbers will fluctuate due to Leach Run Parkway and the New Market Tax Credit Program.

TOWN MANAGER UPDATE: Joe Waltz

Mr. Waltz stated the following:

Rt. 522 Corridor Update- Town Council has finalized the Preliminary Engineering Review.

Waste Water Treatment Plant- Work continues. They are at 67% complete and on schedule to be complete in 2017.

Solar Project- Continue with site work. On schedule for completion in June.

Front Royal Police Headquarters- Moseley Architects are 95% complete on finalizing the design of the interior.

Criser Road Trail- Design work is 95% complete. Hope to be complete in 3-4 weeks.

Criser Road Bridge- The design work continues.

West Minister Drive- Waiting on final environmental design review.

Jennifer added that the Town will be accepting bids on the utility building on February 13.

COUNTY ADMINISTRATOR UPDATE: Doug Stanley

Mr. Stanley reported the following:

January 17th Board Meeting-

- Board approved two ordinances of particular interest 1) Effective July 1, 2017 - Businesses will have to pay all outstanding personal property, business license, meals tax, and lodging tax balances in order to obtain or renew a business license and 2) In order to pull a building permit on a property, effective July 1, 2017 all real estate taxes on that specific property will have to be paid up.
- Approved a short-term tourist permit and Rural Events Facility permit for the Clover Hill Farm property located off Rockland Road.

- Approved a rezoning for Blue Ridge Shadows that will allow 42 “Age-Restricted” units. The Board also approved a waiver for a second entrance for the property.
- Approved two additional F&R staff members for the South Warren VFD – Company #3. Will work on grant request for additional staff at Company #3 and at other stations.
- The meeting was the last for Warren County Deputy Clerk Janice Standridge who is retiring effective January 31st after 31+ years in the position. Janice has worked with 27 Board members and 3 County Administrators during her tenure. She has also typed 12 minute books or approximately 9,500 pages of board minutes (not including work sessions) and endured approximately 796 board meetings. She will be missed. Her replacement, Emily Mounce, started January 3rd and has had a month to work with Janice to get familiar with the position. We wish Janice the best in her retirement.

Highlights of major activities and other developments:

Chamber Office Space – The Chamber has moved into 1st floor of the former Teledata Building located at the corner of 2nd Street and Commerce Avenue. We welcome the Chamber to their new home – “The Chamber Building.”

VDOT/Commonwealth Transportation Board (CTB) – VDOT released the list of approved Smart Scale projects last week. The County had applied for funding for the Rockland Road grade separated crossing as well as the widening and four-laning a portion of Route 55 East from town limits to the Gore Road intersection. Neither project received funding. Even though our two projects did not receive funding this year, the need remains and we will look at resubmitting in the future as well as other funding options.

FY2017-2018 Budget – I have completed meetings with individual Department Heads and Constitutional Officers. The Board will meet with outside agencies at 7:00pm on January 24th, outside departments at 9:00 am on January 31st, and County Departments all day on February 14th.

2017 Board Goals – I have previously provided a list of the Board’s goals for 2016 with updates. The County has been very successful in addressing the adopted priorities over the past year. The list provides staff with a prioritization of the goals of the Board of Supervisors and helps us to know what to focus on in the coming

year. Once I put a complete list together, I will send it out to the Board members to be ranked by priority. We will then put it on a work session agenda for discussion.

Building Inspections Software – Staff went live with the EnerGov building inspections and zoning software in November. Configuration is now beginning for the public facing phase of the software called Citizen Self Service. This feature of the software will allow citizens to apply for permits online, view public record permits, manage their permit activity, and much more.

Project Updates

2nd Middle School – The project is approximately 75% complete. On target for June completion and August opening.

Health and Human Services Complex – The project to renovate the gym bathrooms has started. The project is approximately 80% complete and will be completed by the end of January.

Ressie Jeffries Elementary School – Work on the roof replacement, building addition, and parking lot expansion has commenced. Work will progress as allowed by weather and conditions through the winter. The estimated completion date is October 2017.

Rivermont Fire Station – The preliminary design contract with Moseley has been signed and the survey of the property and associated topo are being developed by the surveyor. County staff is awaiting completion of the evaluation of the existing discharge system at the Airport and its potential use/expansion to serve the proposed fire station.

VDOT/Totten Lane Turn Lane Project – The project is currently out to bid. The project should be set to go to construction in late winter.

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Spring 2017	Contract Awarded/D EQ Permit Obtained
South Fork Bridge	9/2013	\$74,700,000	Fall 2017	Under Construction
Morgan Ford Bridge	12/2016	\$9,713,152	Spring 2018	Under Construction
Guardrail Projects	N/A	\$142,140	Winter 2016	Under Construction
Leach Run Parkway	6/2015	\$10,648,083	Fall 2016	Under Construction
Totten Lane – Turn lane Project	Summer 2016	Unavailable	Spring 2017	12/27 Bid Date
2 nd Warren County Middle School	Winter 2015	\$44,100,000	Summer 2017	Under Construction
Freezeland Road Kiss-n-Ride	Fall 2014	Unavailable	Spring 2017	Under Construction
Health and Human Services Complex – Gym Bathroom Renovation	Summer 2016	\$50,000- \$100,000	February 2017	Under Construction
Ressie Jeffries Renovations	Fall 2016	\$4,485,300	Fall 2017	Under Construction

CHAMBER UPDATE: Niki Cales (absent)

EXECUTIVE DIRECTOR/PROPERTY UPDATE: Jennifer McDonald;
EXPLANATION & SUMMARY:

Royal Phoenix/Avtex:

Town continues to work on plans for new police department. The EDA will be working with Town staff to use new market tax credits to construct the facility.

New EPA Project Manager has given us the green light to move forward with trails along the conservancy park property. Staff has met with Mr. Stanley and Ms. Rosser to coordinate the efforts moving forward.

Lockhart Construction has started hauling dirt to the site.

Avtex Museum:

EDA staff completed the IRS form 1023 and submitted it with fees to IRS in KY to reinstate the nonprofit status for the Shenandoah Center for Heritage and the Environment. Was granted reinstatement as a nonprofit organization. Filed all paperwork with the Virginia Corporation Commission. Staff has applied for a grant from the National Endowment for the Humanities to curate the museum and produce a video history of the people and the site. Will update as this moves forward.

Town Business Activity:

- Afton Inn- EDA is working with an active letter of intent on the property.
- Hotel site identification
- Workforce Housing
- Leach Run Parkway
- Met with investor looking to purchase property on Main Street regarding financing and business structure
- Working with private school to find an alternative location in Town
- Working with one fast food company, one gas station, and one law office to find a suitable space in Town
- Working with Brotherhood of Railroad Signalmen on their expansion in Happy Creek Tech Park
- Working with developer on former B&G Goods store

County Business Activity:

- McKay Springs
- Working with a restaurant looking at property in Corridor

- Continue to work with a distribution center referred by the Partnership in Stephens Industrial Park. Company would create 75 new jobs and have a \$22 million investment. They are in the initial site selection stages.
- Working with Dulles Industries on a potential purchase of property on Strasburg Rd.
- Working with prospect on property located off 522. Company distributes aquatic supplies. Company would create 40 new jobs and investment of \$12 million.

Leach Run Parkway:

Work continues to move forward on the Leach Run Parkway. Attached is a copy of the 3-week schedule provided by Branch Highways. The current anticipated completion date is June 24, 2017. Attached are copies of our last progress meetings.

Development Review Committee

Staff continues to work with County and Town building/planning/zoning officials, VDOT, utility providers, and health department on introducing new businesses to the community and making the occupancy/licensure/signage process streamlined and user-friendly.

Next meeting will be held January 25, 2017 at 10am in the County Caucus room. I have attached the agenda for your reference.

Workforce Housing:

Project was approved by Town Council on November 14th.

EDA has started to meet with developers on the construction of the project.

Regional Training Academy/Indoor Firing Range:

Continue to work with the Sheriff and Moseley Architects design and construction of the Skyline Regional Criminal Justice academy and indoor firing range. Start date of training academy has been pushed back due to DEQ permitting and Town subdivision requirements.

IRP Program:

The EDA was awarded \$500,000 from the USDA to be used as loans for larger investments in the community. The EDA borrows the money from USDA and then relends the money to expanding or start-up businesses that are creating or saving at least 15 jobs and must have a minimum investment in the community of \$500,000.

We currently have 4 loans outstanding with a balance of \$437,675.57

Loan Recipients:

KTS Solutions
AKM Properties
Dominion Health & Fitness
J's Gourmet

RBEL Program:

Since 1997 the EDA has loaned over \$1.7 million to local start-up or expanding businesses through our Rural Enterprise Loan Program. The EDA currently has 24 outstanding loans totaling \$149,725.74

McKay Springs:

The EDA received three inquiries in the month of December for the McKay Springs property.

The EDA continues to market the property on facebook, EDA website, CoStar, and several other commercial real estate magazines.

Stronger Economies Together (SET) Grant: Working with regional leadership and the Regional Commission on determining the objectives and implementation of a regional economic development initiative focused on developing a viable plan, sharing resources and working toward a unified project. There are 4 “clusters” on the table that are being developed: Tourism, Business Services + Workforce Development, Agribusiness and BioMed/BioTech. Goals and Objectives are being defined and Action Items are being established. A final report (overseen by VA Tech, USDA and Regional Commission) will be delivered ~ August-September 2016.

Regional Entrepreneur Café (RISE): Core Advisory Committee has begun work on the 2017 program. The Entrepreneur Café is being renamed, rebranded and will fall under the work of the lead agency: Lord Fairfax Small Business Development Center, led by Christine Kriz, with the Regional Commission serving as fiscal agent. The new name is Regional Initiative Supporting Entrepreneurship (RISE). Plans are underway for a program of education and an April 2017 competition event at The Corron Center.

VENTure Club: EDA staff is working with several local entrepreneurs in establishing an “Entrepreneur Club” to support emerging local/regional entrepreneurs. Have organized one year’s worth of gatherings and resources.

Workforce Roundtable: Staff has organized a roundtable discussion with small business owners, Chamber, Workforce Solutions, LFCC, and Warren County Public School leadership to discuss the national challenge of workforce preparedness. Workforce Solutions, EDA, School Staff just completed Career Connect program which linked high school students with on-the-job experience for one week. Staff is working to generate greater interest in workforce initiatives from the industrial users.

Staff has met with Workforce Solutions and the Public Schools to plan for the next career connect week.

The Lemonade Stand Student Entrepreneurship: Working with Joyce Jenkins-Wimmer at the Warren Coalition to create an after school enrichment program at the Middle School that includes exercises from The Lemonade Stand curriculum. The Middle School was awarded a 21st Century Learning Grant for after school projects; The Lemonade Stand may be part of that project. Joyce Jenkins Wimmer brought 2 students of the program to the Entrepreneur Café competition.

Chamber Small Business Committee: The Committee met in early September and discussed current issues of concern: unifying Front Royal merchants, hours of operation, specialized promotions, interactive Facebook page, etc.

Available Sites Postings: EDA staff posts all known available commercial, industrial and retail sites in Town and County to its web site.

Welcome Package: EDA staff sends information on how to start/run a business in Front Royal-Warren County to all new license applicants. To date have sent 200+.

Miscellaneous:

Staff is conducting a comprehensive update of the EDA's web site;

Staff is working on updating the database and migrating to Excel format.

OLD BUSINESS:

STAFF COMMENTS:

Ms. McDonald welcomed Mr. Brendan Arbuckle to the Economic Development Board of Directors.

DIRECTOR COMMENTS:

(8:19am)

MOTION TO GO INTO CLOSED MEETING

I, Greg Drescher, move that the Board of the EDA vote to go into Closed Meeting under the provisions of Section 2.2-3711 of the Virginia Freedom of Information Act for the following purpose(s):

Section 2.2-3711.A.1: Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

Section 2.2-3711.A.3: Discussion or consideration of the acquisition of real property for a public purpose or the disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the EDA. I further move that discussion be limited to a parcel or parcels in the Kelley Industrial Park, Stephens Industrial Park, Happy Creek Corridor, Royal Phoenix Site, 522 Corridor and/or parcel(s) in the North River District of Warren County and downtown Front Royal.

Section 2.2-3711.A.5: Discussion concerning a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business's or industry's interest in locating or expanding its facilities in the community.

Section 2.2-3711.A.7: Consultation with legal counsel employed by the EDA regarding specific legal matters requiring the provision of legal advice by such counsel.

ROLL CALL VOTE: DRESCHER, 'AYE'; DRUMMOND, "AYE"; WINES, "AYE"; LLEWELLYN, "AYE"; SEALOCK, 'AYE'; BIGGS, "AYE", EASTHAM, "AYE".

MOTION COMING OUT OF CLOSED MEETING

On a Motion by Mr. Drescher, seconded by Mr. Drummond, and by unanimous vote, the Board certifies to the best of each member's knowledge that only public

business matters lawfully exempted from open meeting requirements under this chapter and only such public business matters were identified in the Motion by which the Closed Meeting was convened were heard, discussed or considered in the meeting by the public body.

ROLL CALL VOTE: WINES, 'AYE'; DRUMMOND, " AYE"; ARBUCKLE, "AYE"; DRESCHER, 'AYE' AND BIGGS, 'AYE'.

(8:55 a.m.)

**MOTION TO ADJOURN: MOTION WAS MADE BY MR. DRESCHER, WITH A SECOND BY MR. DRUMMOND TO ADJOURN.
VOTE: ALL "AYE"; NONE OPPOSED; MOTION CARRIED.**

The next regular meeting of the EDA Board of Directors is scheduled for Friday, February 24, 2017, 8:00 AM in the EDA conference room.

Respectfully submitted by:

Michelle L. Henry
Administrative Assistant