

**BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
Of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority
[March 25, 2016, 8:00 a.m.](#)**

OFFICIAL - MINUTES

Attendance, Directors: Patricia Wines, Bruce Drummond, Jim Eastham, Bill Biggs, Ron Llewellyn, and Bill Sealock.

Absent: Greg Drescher

Officials, Staff & Others: Jennifer McDonald, Marla Jones, Dan Whitten, Blair Mitchell, Steve Burke, Nathan Budryk and Missy Henry.

CALL TO ORDER: Patricia Wines

ADDITIONS/DELETIONS TO AGENDA

APPROVAL OF MINUTES: February 2016

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

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

FINANCIALS: February 2016

ON A MOTION BY MR. BIGGS (SECOND BY MR. SEALOCK) THE BOARD VOTED TO APPROVE THE FINANCIALS.

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

COUNTY ADMINISTRATOR UPDATE: Doug Stanley-absent
(No Report)

TOWN MANAGER UPDATE: Steve Burke
Mr. Burke stated the following:

Budge FY 2016-17-is now available on the Town Website.

Food Truck Amendment- did pass and trucks will require a permit and a business license. License fee will be \$250.00.

Waste Water Treatment Plant- upgrades continue.

Dept. of Energy Services -relocated from 6th Street to the north end of Manassas Avenue.

Town Community Developer Position- this selection is on the agenda for March 28th.

Main Street Extension Road-Town continues to work with the EDA and County. We are working to prepare grant paperwork for VDOT.

Urban Archery- Town will have further discussion on March 28th.

Front Royal Police Headquarters-. The engineer estimates the construction of the building will be \$5.7 million dollars and the total project including furniture, fixture and equipment will be approximately \$7.8 million dollars.

Happy Creek Trail Phase 2- Town is addressing options to fund this project.

Criser Road Bridge- Council will be authorizing the final design March 28th. The total cost estimate came in at \$500,000.00-\$550,000.00 to replace the bridge which will include bike lanes and sidewalks.

Main Street Community- we are awaiting word on our application.

CHAMBER UPDATE: Niki Cales-Absent

EXECUTIVE DIRECTOR/PROPERTY UPDATE: Jennifer McDonald

Ms. McDonald reported the following:

Royal Phoenix/Avtex:

The EDA continues to work with Town and Pennoni on road design to be submitted to VDOT for industrial access funds.

ITFederal is in the process of getting all necessary permits through Town and County. Met with Richmond leadership on March 10th to discuss the VJIP program for ITFederal.

Town continues to work on plans for new police department on the lot they purchased in the former parking lot. The EDA submitted information to Moseley Architects regarding the Avtex covenants and restrictions.

Blair is working with Michael Hendershot, EPA Attorney on a path moving forward with the sale of property at the site. A meeting is being scheduled with all stakeholders for early Spring.

Town Business Activity:

The EDA continues to work with several prospects for town properties. The EDA has met with several commercial prospects and two industrial prospects within the past 30 days for town location.

Engineering studies and environmental studies are being conducted by a potential prospect for the Afton Inn.

New owners of the former Town Hall have completed some asbestos abatement in the building and are continuing with slight repairs to the building for a new project.

Thanks to Connie and Jeremy with the Planning Department for sending us all business license applications. We have sent out welcome packets to each new business.

County Business Activity:

The EDA continues to work with one distribution company, one manufacturing company and one assembly plant.

The EDA met with two commercial prospects for the corridor.

The Advisory Council of the Port of Virginia will hold its quarterly meeting at the Warren County Government Center on March 24th at 8am.

Leach Run Parkway:

Branch Highways continues to work on E&S plans for the parkway, installing utility lines and box culverts. Attached is a copy of their current schedule.

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/license/signage process streamlined and user friendly.

Next meeting will be held March 23rd at 10am in County Caucus room. A number of items were discussed at the last meeting including: Avtex site, Afton Inn, former Town Hall building, former Second Chance building, K-Mart building, Daycare expansion on Commerce Avenue, former Payne Supply building, Aldi, Marriott, Interchange Phase II, Wal-Mart fueling station and truck trailer storage in Kelley Industrial Park.

Workforce Housing:

Revisions were made to site plan for the workforce housing project. Pennoni is submitting the special use permit application to the Town for approval.

The Town asked for approval by the Fire Marshal for one entrance to the complex. Fire Marshal has provided us a letter and that has been submitted to the Town.

Business Development:

Regional Entrepreneur Cafe: EDA staff is working with organizational members of the two previous Entrepreneur Cafes and SBDC in developing competition. Beginning to generate a lot of interest. Have developed a proposal to go to regional bankers, business people, Chambers, etc. for sponsorships of the competition.

Entrepreneur Club: EDA staff is working with several local entrepreneurs in establishing an "Entrepreneur Club" to support emerging local/regional entrepreneurs. Had the first meeting and scheduled a February "gathering".

Workforce Roundtable: In response to a number of complaints from small business owners about our workforce preparedness. Staff has organized a roundtable discussion with small business owners. Chamber, Workforce Solutions, LFCC, and Warren County Public School leadership to discuss this national challenge. Career Connect has been added to the list of programs discussed by this roundtable.

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. This curriculum is also being utilized by Mr. Sean Ryder at WCHS in his marketing classes. Still in development. The Middle School Enrichment Program summer session will utilize the Lemonade Stand for a summer project.

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 sent 173.

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.

To date the EDA has loaned \$500,000 from the program.

Loan Recipients:

KTS Solutions

AKM Properties

Dominion Health & Fitness

J's Gourmet

EDA received notice from USDA that our program is the most successful IRP program in the Commonwealth. They have offered to have us additional funds in 2016 because of our success. Staff is trying to determine if we have need at this time to apply for additional funds.

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 25 outstanding loans totaling \$320,116.78.

McKay Springs:

The EDA received one inquiry on the site in the month of January. Proposed use by the prospect would be retail. One inquiry in the month of March.

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

OLD BUSINESS:

PROJECT REPORTS:

STAFF COMMENTS:

DIRECTOR COMMENTS:

(8:45 a.m.)

MOTION TO GO INTO CLOSED MEETING

I, Bill Sealock, 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: LLEWELLYN, 'AYE'; DRUMMOND, "AYE"; WINES, "AYE"; EASTHAM, "AYE"; SEALOCK, "AYE"; AND BIGGS, "AYE" .

MOTION COMING OUT OF CLOSED MEETING

On a Motion by Mr. Sealock, seconded by Biggs, 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"; EASTHAM, "AYE"; SEALOCK, "AYE"; LLEWELLYN, 'AYE'; AND BIGGS "AYE".

(9:07 a.m.)

NEW BUSINESS:

Ron Llewellyn made a motion, seconded by Jim Eastham, to authorize Patricia S. Wines, as Vice-Chairman, and/or Jennifer R. McDonald, as Executive Director, to execute any and all documents needed to negotiate the purchase of 3.58 acres located on Royal Lane with Tax map #20A17-1-14B in an amount not to exceed four hundred forty five thousand dollars and zero cents (\$445,000.00) for the purpose of Workforce Housing.

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

MOTION TO ADJOURN: MOTION WAS MADE BY MR. BIGGS, WITH A SECOND BY MR. SEALOCK, TO ADJOURN.

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

(9:15 a.m.)

The next regular meeting of the EDA Board of Directors is scheduled for Friday, April 22nd, 2016, 8:00 AM in the EDA conference room.

Respectfully submitted by:

Michelle L. Henry
Administrative Assistant