

**BOARD OF DIRECTORS MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
Of the Town of Front Royal and County of Warren, Virginia  
dba as the Economic Development Authority  
[May 26, 2017, 8:05a.m.](#)**

Commented [MH1]:

**OFFICIAL - MINUTES**

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

*Absent:* Jim Eastham, Brendan Arbuckle, Ron Llewellyn

*Officials, Staff & Others:* Jennifer McDonald, Doug Stanley, Hollis Tharpe, Roger Bianchini, Alex Bridges, Mike McCool, Marla Jones, Dan Whitten, Kenneth Dameron and Missy Henry.

**CALL TO ORDER:** Patricia Wines

**ADDITIONS/DELETIONS TO AGENDA:**

**APPROVAL OF MINUTES:** April 2017

**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:** April 2017

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

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

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

**TOWN MANAGER UPDATE:** Joe Waltz -absent  
Hollis Tharpe reported the following:

**Rt 522 Corridor Water Upgrade:** Preliminary engineering review has been completed.

**Afton Inn:** EDA continues to market the property.

**Solar Farm:** Ribbon cutting was May 22<sup>nd</sup> and officially up and running.

**CBBG Grant:** Application was submitted in March and awaiting approval in September or October.

**Criser Road Bridge:** Design is 100% complete but we are working on some easements associated with this project.

**Happy Creek Phase 2:** Funding is through the New Market Tax Credit and we will be issuing a RFP for design work.

**Jamestown Road/John Marshall Highway turn lane:** Construction is in progress.

**Trail along John Marshall Highway:** We will be lighting the trail hopefully in late July.

**Leach Run Parkway:** Work continues with completion being in June.

**Main Street Extension:** Working on road design and will go for Council approval.

**Police Department Building:** Closing may be scheduled in June.

**New Police Department Building:** March 13<sup>th</sup> Council approved the advertising for bid.

**West Minister Sidewalk:** All trees have been removed and survey is complete. Hopefully this project will be completed by next school year.

**Waste Water Treatment Plant:** Upgrades are 77% completed. Completion is scheduled for November 2017.

Mr. Tharpe advised they have gone through the first reading of their budget and all went smooth. He also credited Mr. B.J. Wilson for a wonderful job done as Finance Director.

Mr. Biggs asked about the progress on the Main Street Extension Road. Ms. McDonald advised that Mr. Joe Waltz is working with Pennoni to make that happen. She also stated that the EDA does appreciate Mr. Waltz' efforts and the fact that he is fast tracking this.

**COUNTY ADMINISTRATOR UPDATE:** Doug Stanley

Mr. Stanley reported the following:

***FY 2017-2018 Budget Book*** – County staff is working to put together the FY 2017-2018 budget book for submittal for GFOA award consideration.

***FY 2016-2017 Audit*** – Staff from Robinson Farmer Cox were in the week of May 22<sup>nd</sup> to perform their field work for the upcoming audit.

***DSS Director*** – The County recently announced the appointment of [Elizabeth “Beth” Reavis-DeAnna Cheatham](#) as the new Director of the Warren County Department of Social Services (DSS), effective July 1, 2017. ~~Ms. Reavis will begin her employment February 1, 2011, at an annual salary of \$90,000. Ms. Cheatham is currently employed as the County’s Assistant DSS Director, and her appointment follows outgoing DSS Director H. Elizabeth “Beth” Reavis’ retirement effective June 30, 2017. She holds a bachelor’s degree from Empire State College where she majored in Human Services Administration.~~

~~Ms. Cheatham holds Master’s Degrees from Liberty University in Human Services Counseling and Business Administration and has Ms. Reavis has more than 3011 years of experience with the Virginia Department of Social Services. She began her DSS career in 2006 with the City of Franklin Norfolk Department of Human Services as an Eligibility-Employment Service Worker. During her career in Franklin, Ms. Cheatham also served as Social Worker, Senior Social Worker, Volunteer Domestic Violence Prevention Trainer, and Family Services Specialist Supervisor. and also served Norfolk as Senior Eligibility Worker and Eligibility Supervisor. Ms. Reavis later served Chesapeake Department of Human Services as Generic Intake Worker, and then returned to Norfolk as Eligibility Supervisor, Program Supervisor, and Special Projects Manager. Since 2007, Ms. Reavis has served as Director of Social~~

~~Services for the City of Franklin. In August 2016, she was hired by Warren County as the Assistant Director for the Department.~~

~~Community involvement; career awards; highlights, etc. Other information.~~

~~Mrs. Reavis is a former secretary of the Executive Board of the Virginia League of Social Services Executives. While in Franklin, she served as a board member of the Franklin-Southampton United Way, the Western Tidewater Community Services Board, the Bright Starts Advisory Board, the Safe and Drug Free Schools Advisory Board, the Adult Education Advisory Board, the Western Tidewater Homeless Consortium, and was on the Executive Board of the Franklin Rotary Club.~~

~~On behalf of the County staff, we are very excited about DeAnna being promoted to Director of the Warren County DSS. I have been extremely pleased by her growth over the past year as Assistant Director. DeAnna has an excellent background with 11+ years of progressively responsible work in social services as well as a Master of Arts in Human Services Counseling and a Master's degree in Business Administration. In looking for someone to replace Beth, we hoped to find someone~~

~~with her same exceptional interpersonal skills and a strong background in dealing with state, local, and community agencies; we think we have that in DeAnna and more. Her passion for social services and the clients we serve is clearly evident. We feel very confident that DeAnna will continue guiding the Department forward in a positive manner and be an active and engaged member of the community. We are very excited about Beth joining the Warren County Department of Social Services as Director. When we began the search for a new Director, we hoped to find someone with exceptional interpersonal skills, a strong background in dealing with state, local, and community agencies; personnel management experience; and experience with the organizational structure found in Warren County. We found all of those qualities and more in Beth. Her passion for social services and dedication to the communities in which she has served are clearly evident. We feel very confident that Beth will guide the Department forward in a positive manner.~~

**Tax Collection** – First half 2017 tax bills are out and due on June 5<sup>th</sup>. The County has updated its “Top Ten List” of largest delinquent personal property and real estate

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taxpayers to our website and Facebook page. The Pond Law Group held a sale of delinquent real estate tax properties on May 11<sup>th</sup>. The sale included 12 properties and was very successful, bringing in \$62,000 on properties valued at \$88,500. Two of the properties sold for more than taxes owed and the cost of their sale.

***Building Inspections Software*** – We are still working to resolve the connectivity of the financial process between the Town and County. We have drafted a Memorandum of Agreement and submitted it to the Town Attorney for review. We hope to have the agreement on the Board agenda on June 6<sup>th</sup> for approval.

***Reassessment*** – The County, along with Rappahannock, Shenandoah, Clarke and Page Counties, received three proposals to conduct the County's next reassessment. Warren County is on a 4-year reassessment cycle. Under the current schedule, field work will begin on July 1, 2017 with the reassessment being completed by December 31, 2018. The Regional Reassessment Selection Committee interviewed prospective firms on April 26<sup>th</sup>. Staff will be making a recommendation to the Board at its meeting on June 6<sup>th</sup>.

***County Website*** – County staff will be working with our website vendor to update the County website over the next 3 months.

***Traffic Counts*** – VDOT and their subcontractor are currently counting traffic at various locations around the County including Route 55 East and Route 340.

***Building Permits*** – The County has had a total of 57 new home starts for the first 4 months of 2017. This is more than the total for the low-point of the recession in 2010 (51 starts).

***Development Review Committee*** – The Development Review Committee met on May 24<sup>th</sup>. The Committee discussed projects in the County including:

- VDOT Revenue Sharing Project- Improvements to Rt. 340/522
- Capital One Bank building in Riverton Commons
- Blue Ridge Shadows Age-Restricted Housing

The Committee also discussed Town projects including:

- Proposed short-term rental on South Royal Avenue
- Potential leases/changes with several Main Street properties
- Killahavlin Bed and Breakfast

The Committee will meet again on June 28<sup>th</sup>.

### ***Project Updates***

***2nd Middle School*** – The project is approximately 94% complete. The building will be completed in June to allow for staff to move into the facility in July ahead of the August opening.

- Brick work is complete
- Curb and gutter is 99% complete (one island remains)
- Concrete sidewalks in progress with 97% complete
- Electricians 99.9%
- Duct work complete throughout building
- Sprinkler installation complete
- Site work is 98% complete
- Building is permanently conditioned
- Window installation complete
- Aluminum storefront 75% complete
- Landscaping plantings/grass all complete except against the building
- Kitchen Equipment 85% installed
- Painter has final coated everything
- Ceiling grid installation/lights complete
- Terrazzo flooring and Linoleum flooring installation continues
- Gym flooring complete
- Acoustical panels being installed in gym presently
- Locker install complete

***Ressie Jeffries Elementary School*** – The building addition and roof project is 42% complete and the site work project 79% complete.

### **Site contract**

- Rough Grading – 100%
- Curb & Gutter – 85%
- Additional Curb & Sidewalk – 30%
- Stone Subgrade Parking Lots – 100%
- Sidewalks – 85%
- Topsoil and Seeding – 85%
- Site Lighting – 100%

- Paving and Line Striping – 0%
- Landscaping – 0%
- SWM Pond Media – 100%
- SWM Pond Piping – 100%

#### **Building Addition and Roof**

- Metal Truss Supports – 100%
- Metal Truss Installation – 100%
- Metal Decking at Truss – 100%
- Metal Roofing – 80%
- TPO Roofing – 0%
- Soffit Framing – 95%
- Metal Canopy – 0%
- Plumbing – 80%
- Mechanical – 20%
- Electrical – 55%
- Building Addition Footings and Slab – 100%
- Building Addition Masonry – 100%
- Building Addition Structural Steel – 100%
- Interior Framing Rough-in – 70%
- Fire Proofing – 0%
- Doors and Hardware – 10%
- Storefront and Curtainwall – 0%
- Fiberglass Sandwich Panels – 0%
- Interior Finishes – 10%

#### **Playground Project**

- Working with Landscape Architect to finalize plans. It is anticipated that we will be able to start site work by mid-July. Phases I and II of the project should be completed fall 2017.

***Rivermont Fire Station*** – Moseley Architects is working on the conceptual design of the facility. The survey of the property and associated topo has been completed by the surveyor. The permit application to expand the existing airport sewage system has been approved by the Health Department. County staff held a conference call earlier this month to work on the final space requirements with Moseley, which will allow them to proceed with development of the two design options.

***Leach Run Parkway*** – The target date for project completion is June 24, 2017. The contractor has crews performing various tasks involved with the lane widening along

the Route 55 work area, where most of the remaining work is located. Crews are also currently finishing up the installation of landscaping and seeding along areas of the Parkway. Final paving, signage, and pavement markings have been completed along a portion of the north bound lanes. Branch continues to work towards completion of those tasks in other areas. Pavement milling and overlay of the adjacent portion of Happy Creek Road is scheduled for Tuesday and Wednesday of this week.

***VDOT/Totten Lane Turn Lane Project*** – The project will add a left turn lane NB on Totten onto Route 55 West (Strasburg Road) and add a right turn lane off Route 55 West onto Route 626 (Totten Lane). The project has been awarded, and construction will start within the next 15 days.

***VDOT/Marlow-Silek Revenue Sharing Project*** – The project will widen a portion of Route 340/522 South from the crossover in front of Shenandoah Motors to the Crooked Run Boulevard entrance by adding a 3<sup>rd</sup> lane and right turn lane. The project will also extend the left turn lane for the crossover. Project design is nearly complete. The project should be set to go to bid in the next few weeks. Target completion date is early September.

***VDOT/Morgan Ford Bridge*** – The project is approximately 30% complete based on earnings and remains on schedule for completion in June 2018. The contractor has completed constructing all substructures, including both abutments and MSE walls. The contractor is currently working on grading the southern approach and waiting on bridge beams to be manufactured. Later this summer they will install the temporary work bridge that will provide construction access over the river in order to set the precast box beams and place the concrete deck.

***VDOT/South Fork Bridge*** – The project is approximately 82% complete and still on schedule for completion in December 2017. The contractor is working on Stage II of the new bridge. This stage will widen the structure and provide 2 additional lanes, a bike lane, and sidewalk to the west. The piers and abutment foundations are

complete. The contractor completed setting steel beams and has begun placing deck forms. We anticipate beginning concrete placement of the Stage II deck in June with completion in early September. The contractor is continuing grading work along Route 55 and within the Stormwater Management Area between Route 55 and the QRI Road. The curb/gutter and stone has been installed on the service road along Route 55 and the south side of Route 340. The service road and other areas will be paved the last two weeks of May.



**Route 340/522 Trolley Project** – The County has received word that it will receive funding to start up trolley service in the corridor for FY 2017-2018. We are working with the NSVRC and Virginia Regional Transit to develop a proposed trolley schedule.

<b>Project</b>	<b>Ad/Bid Date</b>	<b>Cost</b>	<b>Estimated Completion Date</b>	<b>Status</b>
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Spring 2017	Under Construction
South Fork Bridge	9/2013	\$74,700,000	Fall 2017	Under Construction
Morgan Ford Bridge	12/2016	\$9,713,152	Spring 2018	Under Construction
Leach Run Parkway	6/2015	\$15,875,718	Summer 2017	Under Construction
Pine Ridge, Copenhaver, Western Rural Addition Project	N/A	\$1,271,250	July 1, 2017	Under Construction
Totten Lane – Turn lane Project	Summer 2016	Unavailable	Summer 2017	Contract Awarded
2 <sup>nd</sup> Warren County Middle School	Winter 2015	\$44,100,000	Summer 2017	Under Construction
Freezeland Road Kiss-n-Ride	Fall 2014	Unavailable	Summer 2017	Under Construction
Ressie Jeffries Renovations	Fall 2016	\$4,990,077	Fall 2017	Under Construction

DPS

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

**Royal Phoenix/Avtex:**  
 Meeting with Town staff to discuss design of West Main Street extended.

Will work with County to determine best location for walking trails on conservancy park.

Meeting with Town Staff, Pennoni, and ITFederal on site work and layout of lot 6.

**Town Business:**

Working with one fast food company, one gas station, one restaurant and one developer.

The EDA received 4 inquiries on the B&G Goods property in the month of April. Had several site visits in the months of April and May. A hostile looking on Royal Avenue, an auctioneer looking at property on Harmony Manor, a site visit with new owners of Killahevin, Barnharts on Main Street and one at Afton Inn. Working with prospect looking at 17 acres on the Avtex site.

**County Business Activity:**

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.

Sent a response to an RFP from the VEDP. Prospect will need minimum 50 acres for a manufacturing facility still awaiting feedback from the response.

Conducted FAM tours with VEDP and regional EDA's on May 8<sup>th</sup> and 9<sup>th</sup>. Doug Stanley provided an overview of the County efforts in helping EDA efforts. Group took a tour of the area and were impressed with the initiatives the County, Town and EDA have taken to promote economic development in the area.

**404 Fairground Road:**

Lease continues with Dane's Great American Hamburger food truck.

**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 the County and Town buildings/planning/zoning officials, VDOT, utility providers and health departments on introducing new businesses to the community and making the occupancy/licensure/signage process streamlined and user-friendly.

Last meeting was held April 26<sup>th</sup>, 2017 at 10am in the County Caucus Room. I have attached the agenda for your reference. Next meeting will be May 24<sup>th</sup> at 10am.

**Workforce Housing:**

Project was approved by Town Council on November 14<sup>th</sup>.  
EDA has started to meet with developers on the construction of the project.  
Submitted revised plan to DEQ for any additional comments.

**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.

**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 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 \$425,787.52.

**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 18 outstanding loans totaling \$161,167.27.

The EDA issued a new loan to Rev3 Enablers in the amount of \$40,000 on March 13<sup>th</sup>, 2017.

The EDA issued a loan in the amount of \$7,000 to Greg Lewis on April 26<sup>th</sup>, 2017. The name of his company is Skyline Tech.

Loans that have paid in full in the past 6 months are: Hidden Springs, B&G Goods, Eshelman loan and Drivers Choice loan.

**McKay Springs:**

Since late 2012 the EDA has been working with the Town and County on marketing the McKay Springs property. The EDA has advertised McKay Springs in IEDA newsletter, Doing Business magazine, facebook page, CoStar, EDA website and flyers handed out at conferences attended by Jennifer McDonald.

Those conferences included ICSC annual conference, IEDC Federal Forum, Tradeshows in Richmond, Roanoke and Charlottesville.

Since the marketing efforts started the EDA has received 51 (additional 13 since last report) inquiries on the site. Inquiries included gas stations, a bank, a retail strip center, an office building, fast food chains, a solar panel area, a distillery, a recycling center, two pharmacies and several other smaller businesses.

Hurdles faced at the beginning of the marketing process included the ability to fit the size building that some of the companies required on the available land, access to the site with the expansion of the median on Reliance Road, the property located to the west of the site, and the half acre historical area on the site.

Possible resolutions included purchasing the neighboring property which the EDA did (through the County) in 2016. Since the acquisition of that property and within the past three months the EDA has seen an increase in the number of inquiries.

**Miscellaneous:**

Working with County on VDOT revenue sharing project for 522N Corridor project.

Working with County on Trolley Project that would extend service to the Corridor.

Working with Regional group on a Go Virginia initiative that would have regional collaboration.

Attended Front Royal Golf Club meeting.

Attended State of the Port Address.

Will be handing out EDA scholarships on May 24<sup>th</sup> and May 25<sup>th</sup>.

Preparing for auditors that will be in the office starting in June.

Ms. McDonald advised that this year we we're able to hand out \$5,500.00 in High School scholarships.

Ms. Jones added that this is the 22<sup>nd</sup> year that the EDA has given scholarships and to date we have awarded \$43,600.00.

**OLD BUSINESS:**

**STAFF COMMENTS:**

Ms. Marla Jones advised all that the EDA along with the Chamber of Commerce have been accepting applications for the Business Appreciation Awards. These are given yearly. Since the beginning of this program, \$11,000.00 has been awarded to local businesses.

**DIRECTOR COMMENTS:**

(8:26am)

**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 Warren County or town of 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. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

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

***MOTION COMING OUT OF CLOSED MEETING***

On a Motion by Mr. Drescher, seconded by Mr. 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"; DRESCHER, 'AYE', AND BIGGS, 'AYE'.**

(9:15 a.m.)

**New Business:**

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

*(9:17a.m.)*

The next regular meeting of the EDA Board of Directors is scheduled for  
Friday, June 23, 2017, 8:00 AM in the EDA conference room.

**Respectfully submitted by:**

**Michelle L. Henry  
Administrative Assistant**