

**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 27, 2016, 8:00 a.m.](#)**

**OFFICIAL - MINUTES**

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

*Absent:* Bill Sealock

*Officials, Staff & Others:* Jennifer McDonald, Doug Stanley, Steve Burke, Nathan Budryk, Hollis Tharpe Norma Jean Shaw, Roger Bianchini and Missy Henry.

**CALL TO ORDER:** Patricia Wines

**ADDITIONS/DELETIONS TO AGENDA:**

**APPROVAL OF MINUTES:** April 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:** April 2016

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

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

**COUNTY ADMINISTRATOR UPDATE:** Doug Stanley

Mr. Stanley reported the following:

***EDA– May 2016***

**Community Development**

***Development Review Committee*** – The Development Review Committee met on May 25<sup>th</sup>. The Committee discussed projects in the County including: proposed expansions at Christendom College, a proposed private school expansion, a proposed bulk natural gas storage facility, and a solar energy project. The Committee also discussed Town projects including: the Rural King locating in the ole K-Mart building, a proposed brewery on Main Street, and the Leach Run Parkway project. The committee will meet again on June 22<sup>nd</sup>.

***FY 2016-2017 Capital Improvement Plan*** – The Planning Commission held a public hearing on the proposed FY 2016-2017 Capital Improvement Plan at its meeting on March 9, 2016 and forwarded the plan to the Board for approval. The Board held a public hearing on May 17<sup>th</sup> and tabled action on the plan pending further discussion at their work session on June 7<sup>th</sup>. A copy of the draft plan is available for review on the County website under resources.

**County Project Updates**

***Health and Human Services Complex*** – DEQ gave the County final approval on the parking lot project. LCW will be completing the final punch list items including installation of signage in June which will complete the project.

***2<sup>nd</sup> Middle School*** – Like the Leach Run project, the recent wet weather has slowed progress on the middle school project. The good news is that they have started to set steel this week. It is hoped that the contractor can make up some time by working on Saturdays as the weather permits.

***Ressie Jeffries Elementary School*** – The site plan for the proposed parking lot improvements was approved by the Town Planning Commission's on May 18<sup>th</sup>. The plans for the addition and roof replacement project are out to bid with bids due on June 17<sup>th</sup>. We are hoping to get the parking lot project out to bid in the next several weeks.

***Comcast Reliance Road Service Extension*** – Comcast has indicated that they have run into a couple delays but should complete with the project to extend cable/internet service up the Reliance Road corridor by early June.

***VDOT/Totten Lane Turnlane Project*** – VDOT has indicated that the project will be put out to bid on June 28<sup>th</sup>. The project should be completed by December 1<sup>st</sup>.

***VDOT/Myers Drive Recreational Access Project*** – VDOT staff have completed pipe installation for the upgrade of Myers Drive/Farms Riverview Road to the new boat landing. Once grading work is completed on Oregon Hollow, VDOT crews will move to this project. The project will be completed by July 1<sup>st</sup>.

***Warren County Courthouse – Court Holding*** – Lantz Construction of Winchester is nearing completion on the renovation of the former jail to court holding cells. We anticipate that the project will be completed by June 30, 2016.

***Eastham Trail/Phase III***– Kickin’ Asphalt is nearing completion on the project. Yesterday they replaced the guardrail along Route 340. The final work will include installing the pedestrian crossing signals at Criser Road and Skyline Vista Drive. It is anticipated that the project will be completed by June 15, 2016 weather permitting.

***Carson Trail/Phase II*** – The contract for the project has not been signed. After discussions with DCR, we are going to have to re-bid the project to encourage greater participation by disadvantaged businesses. We are in the process of re-advertising and will have bids back in time to include on the June 21<sup>st</sup> agenda. We have received a grant extension through December 31<sup>st</sup>.

***Rural Addition Projects*** – The County contractor has completed construction of a portion of Farms Riverview Drive and staff is working on utility relocation, design and estimating for 5 rural addition projects to be completed this construction season. It is hoped that work will start in June.

***Shenandoah Farms Boat Landing*** – The County has started work on the project. GEI construction has cleared and grubbed the site, and is currently bringing the site to grade. County staff will be mobilizing in a couple weeks to complete installation of the boat ramp. Construction on the project should be completed by June 30<sup>th</sup>.

***Thompson Kiss-and-Ride*** – Clearing and grubbing of the site has been completed. CenturyLink has completed utility relocation which will allow completion of grading and placement of stone for the bus turnaround and parking lot. It is our intent to have the facility operational in time for the start of school in August.

<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	Unavailable	Fall 2016	Under Design
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
Health and Human Services Complex – Renovation	Summer 2014	\$3,988,000	Winter 2015	Completed
Health and Human Services Complex – Parking Lot	Spring 2014	\$1,178,000	Fall 2015	Completed
Court Holding Renovation	Summer	Unavailable	Spring 2016	Under Construction
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	Winter 2016	Under Construction
Shenandoah Farms Boat Landing	N/A	\$75,000	Spring 2016	Spring Construction

Former Department of Social Services building has been sold to CBM Mortgage.

**TOWN MANAGER UPDATE:** Steve Burke

Mr. Burke stated the following:

Road Map to Success Meeting- continue working with the EDA towards development of both the Avtex and the Technology Park.

Town Budget FY2016-2017 - Public Hearing was held May 23<sup>rd</sup> to discuss the Town budget. Council deferred action until the June 13<sup>th</sup> meeting.

Waste Water Treatment Plant- upgrades continue.

Dept. of Energy Services -fully relocated from 6<sup>th</sup> Street to the north end of Manassas Avenue.

Main Street Extension Road- Council will look at the resolution that needs to be approved at the June 6<sup>th</sup> meeting. We are working to prepare paperwork for VDOT for the Industrial grant.

Front Royal Police Headquarters- Planning and design continues. A public information meeting will be scheduled in the near future.

Criser Road Bridge- Our consultant has completed their environmental study and will be submitting that to VDOT.

Downtown Revitalization- Management team met last week. Hope to have an architect in early June.

South Street- Joint meeting will be June 22<sup>nd</sup> with the Planning Commission to talk with VDOT about possibly reducing lanes .

Westminster Sidewalk- VDOT has received the environmental information needed to put in a sidewalk.

**CHAMBER UPDATE:** Niki Cales-Absent  
(No Report)

**EXECUTIVE DIRECTOR/PROPERTY UPDATE:** Jennifer McDonald

Ms. McDonald reported the following:

**Royal Phoenix/Avtex:**

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

Town continues to work on plans for new police department on the lot they purchased in the former Avtex parking lot. The EDA is working with the Town to find some additional financing options for the project.

ITFederal completed their geotechnical study on lot 6 and plan to have their revised site plan submitted to the Town the week of May 23<sup>rd</sup>. (See attached)

Blair is working with Michael Hendershot, EPA Attorney, on a path moving forward with the sale of property at the site. Dan Whitten is now in communications with Mr. Henderson and we feel we have all of the information we need to move forward with the sale and release of individual parcels.

**Avtex Museum:**

EDA staff completed the IRS form 1023 and submitted it with fees to IRS to reinstate the nonprofit status for the Center. Reinstatement was granted in February. Staff will now continue to compile all artifacts and videos to be included in the museum.

**Town Business Activity:**

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

Engineering studies and environmental studies were completed by a potential prospect for the Afton Inn. The group has determined that the building is not in a condition where it makes financial sense for them to move forward with the renovations. They have suggested a demolition of the building and starting with a new building. I have asked for a copy of the studies and hope they will be willing to provide those to me.

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 prospect. They will be removing the old Town Hall letters on the building and will be working to put together language for a memorial plaque.

Connie and Jeremy with the Planning Department continue to send us all business license applications. We have sent out welcome packets to each new business. To date the EDA has sent out over 170 marketing packets to new businesses.

**County Business Activity:**

The EDA continues to work with one manufacturing company, a packaging plant and one distribution center. All prospect are looking at lot 4 in the Stephens Industrial Park.

The EDA has met with two commercial prospects for the corridor.

**Leach Run Parkway:**

Branch Highways continues to work on erosion and sediment controls for the parkway, installing utility lines and box culverts. Attached is a copy of their current schedule and progress meeting reports.

**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 May 25<sup>th</sup> at 10am in County Caucus room. Attached is a copy of the agenda.

**Workforce Housing:**

Revisions were made to the site plan for the workforce housing project. Pennoni has submitted the special use permit application to the Town.

**Regional Training Academy/Indoor Firing Range:**

Continue to work with the Sheriff and Moseley Architects on finalizing the design for a regional training academy and indoor firing range. Design completion is scheduled for May.

**Business Development:**

**Regional Entrepreneur Café:** The Entrepreneur Café was held April 19<sup>th</sup> at 6pm at the Corron Center in Middletown. 20 entrepreneurs signed up for the Café and

participated in classes offered by People, Inc. and the Small business Development Center. Six finalists were selected to participate in the event on the 19<sup>th</sup>. Bill Long was the judges' choice winner of the competition and Route 11 Outfitters was the winner of the Peoples' choice award.

**Venture Club:** EDA staff is working with several local entrepreneurs in establishing an "Entrepreneur Club" to support emerging local/regional entrepreneurs. Meetings are scheduled every month at Joe's Steakhouse in Front Royal and Winchester. Keep an eye on their facebook page for the next meeting date.

**Career Connect:** 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. Career Connect took place the week of April 18<sup>th</sup>. 15 students participated in the program.

**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.

**Job Bank:** EDA staff maintains information on known available jobs in Front Royal and Warren County.

**IRP Program:**

The EDA was awarded \$500,000 from the USDA to be used for larger investments in the community. The EDA borrows the money from the 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 \$467,654.67.

**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 \$294,558.99.

Of the 24 loans, 3 are currently in default with payment arrangements being made by the County Attorneys' office.

**McKay Springs:**

The EDA has received no inquiries in the month of May for the McKay Springs property.

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

**EXPLANATION & SUMMARY:**

**OLD BUSINESS:**

**PROJECT REPORTS:**

**STAFF COMMENTS:**

**DIRECTOR COMMENTS:**

*(8:25 a.m.)*

### 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'; LLEWELLYN, 'AYE'; DRUMMOND, "AYE"; WINES, "AYE"; EASTHAM, "AYE"; AND BIGGS, "AYE" .**

### *MOTION COMING OUT OF CLOSED MEETING*

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

(9:10 am)

The following motion was made by Mr. Jim Eastham:

On a Motion by Mr. Jim Eastham, seconded by Mr. Ron Llewellyn, move that we approve the submission for the Skyline Criminal Justice Academy design submitted by Moseley Architects.

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

**NEW BUSINESS:**

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

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

(9:20 a.m.)

The next regular meeting of the EDA Board of Directors is scheduled for Friday, June 24th, 2016, 8:00 AM in the EDA conference room.

**Respectfully submitted by:**

**Michelle L. Henry  
Administrative Assistant**