

**BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
Of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority
[July 22, 2016, 8:00 a.m.](#)**

OFFICIAL - MINUTES

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

Absent: None

Officials, Staff & Others: Doug Stanley, Steve Burke, Dan Murray, Dan Whitten, Mike Graff, Nate Budryk, Joe Silek, Ken Ferguson, Luke Fier, Jesse Bausch and Missy Henry.

CALL TO ORDER: Patricia Wines

ADDITIONS/DELETIONS TO AGENDA:

APPROVAL OF MINUTES: June 2016

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

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

FINANCIALS: June 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

Mr. Stanley reported the following:

Health and Human Services Complex – Warren County will be holding an open house for the recently completed Warren County Health and Human Services Complex on Thursday, August 4th from 10:00 am to 12:00 pm.

FOIA – One of the new laws that took effect on July 1st was the requirement that localities designate a FOIA officer. Janice Standridge, Deputy Clerk, is Warren County's designated contact. Contact information for her, along with FOIA rights and our FOIA request form, are located on the County's website under Administration. In addition, each constitutional officer has a designated FOIA officer.

Zika Virus Outbreak – County staff took part in a teleconference conducted by the Virginia Department of Health on June 28th regarding the Zika virus. Localities across the state will be prepared to respond if and when there are local cases reported. The primary recommendation at this point is to ensure that you do what you can to stop the breeding of mosquitos in and around your home. Some examples include:

- Put away items that are outside and not being used
- Keep flower pots and saucers free of standing water
- At least once a week empty, turn over or cover anything that could hold water including: tires, buckets, toys, pools & pool covers, birdbaths, trash, trash containers and recycling bins, boat or car covers, roof gutters, coolers, and pet dishes

Community Development

Development Review Committee – The Development Review Committee met on June 22nd. The Committee discussed projects in the County including: proposed expansions at Christendom College, a proposed bulk natural gas storage company, the upcoming Appaloosa Festival, and a solar energy project. The Committee also discussed Town projects including: a proposed brewery on Main Street, IT Federal, Chelsea Academy expansion, workforce housing, and a possible restaurant expansion. The Committee will meet again on July 27th.

Zoning Ordinance Amendment/Chickens in Residential One (R-1) Zoning District – At its meeting on July 13th, the Planning Commission held a public hearing on a proposed ordinance to allow chickens in the R-1 zoning district. After hearing comments from the public, the Commission tabled the ordinance for further discussion.

Building Inspections – I have enclosed a copy of a graph outlining construction for the first six months of 2016. As you can see, we had 75 new home starts. Of that number, 6 were in Town limits and the remaining 69 outside of Town limits. As a comparison, in 2015 we had a total of 116 new home starts for the year and 55 through June 30th. Based on a projected total of 150 new starts, it represents an annual growth rate in housing stock of .90%.

The growth rate is well below our 2-3% maximum outlined in the Warren County Comprehensive Plan, but is slightly above the .82% average experienced since January 1, 2005.

For FY2015-2016, the number of total permits was up considerably from 2,158 to 2,498 (15.75%) in addition to the total inspections that were also up significantly from 7,533 to 10,528 (39.76%).

FY 2016-2017 Capital Improvement Plan – The FY 2016-2017 Capital Improvement Plan was approved by the Board of Supervisors at its meeting on June 21st. The Board adjusted some of the priorities by moving the Rivermont Fire Station replacement project up to the 3rd highest priority. A copy of the adopted plan is available for review on the County website under resources.

Project Updates

2nd Middle School – The project is approximately 40% complete with 100% of the building footers having been poured:

- 98% of slab-on-grade complete (fire pump room remains).
- Electrical duct bank 97% complete.
- Under slab electric is 100% complete.
- Light pole conduits are 60% complete.
- Laying up Aux. gym walls now to close up the gym, the other gym walls are complete.
- Area-A classroom wing slab is in place.

- Area-B classroom wing metal deck is complete and the classroom wing slab is in place.
- Area-C masonry walls are 60% complete.
- Area-D masonry low walls are 75% complete.
- The gym bar joists have been erected and detailing & decking are taking place.
- The bar joist for the low roof's in Area-D are 50% complete.
- The decking in the Library area should be close to 100% complete by the end of the week of 7/22/2016.
- The underground containment system has been installed.
- Curb and gutter has started.
- The plumbers and electricians are running overhead conduit and plumbing lines in the classroom wings of Area's A & B.
- The site contractor is working on the revised Fire Department Connection piping.
- The rollup security grille is to be installed the week of 7/22/2016.
- The masons are laying block on the second level in Area-A.

Skyline Soccerplex – The 8th and final soccer field has been completed and underground irrigation installed. We anticipate the field being in playing condition by fall 2016. The County is currently out to bid to complete paving of the new access road and the remaining trail sections.

Ressie Jeffries Elementary School – Bids for the addition and roof replacement and parking lot projects have been received. The School Board Building Committee will meet on July 20th to discuss the project and recommendations to the Board and School Board.

Comcast Reliance Road Service Extension/Cable Franchise Agreement – Comcast has indicated that they have completed the project to extend cable/internet service up the Reliance Road corridor. County staff is working with Comcast on the final language of the cable franchise agreement renewal.

VDOT/Oregon Hollow Rural Rustic Project – VDOT staff has completed the placement of stone for the project. The final step will involve putting down a tar-and-chip surface. The project will be completed by August 1st.

VDOT/Totten Lane Turnlane Project – VDOT has indicated that the project bid had to be delayed yet again due to the power company’s inability to obtain an easement from an adjoining property owner. REC is currently working on redesigning the electric service location in the area to be able to complete the project.

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. VDOT is scheduled to begin tree trimming operations this week and start placement of gravel in the next several weeks. The project will be completed by September 1st.

Warren County Courthouse – Court Holding – Lantz Construction of Winchester is approximately 90% complete on the renovation of the former jail to court holding cells. We anticipate that the project will be completed by July 31, 2016.

Eastham Trail/Phase III– Kickin’ Asphalt has completed the project. We have a couple minor punch list items to complete. Staff is awaiting final paperwork to finish payout to the contractor and close out the project.

Carson Trail/Phase II – The contract for the project has been signed. The contractor is awaiting final stormwater permit approval from DEQ to begin construction. We have received a grant extension through December 31st.

Shenandoah Farms Boat Landing – The County is nearing completion on the project. GEI construction completed cleared and grubbed the site, brought the site to grade, and placed stone on the parking lot. In the past week, County staff has been working on the installation of the boat ramp. In the next several weeks we will complete the ramp, sidewalk, curb-n-gutter and signage installation. Construction on the project should be completed by September 1, 2016.

Thompson Kiss-and-Ride – The site has been brought to grade. GEI will be placing stone on the bus turnaround and parking lot this week to allow the facility to be used in time for the opening of the FY2016-2017 school year. County staff will be onsite starting in August to begin work on the bio-retention basins to handle the associated stormwater from the site.

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	Unavailable	Fall 2016	Bids Received
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 – Awaiting Final Punch List Completion
Court Holding Renovation	Summer	\$224,864	Spring 2016	Under Construction
Totten Lane – Turn lane Project	Summer 2016	Unavailable	Fall 2016	Bid 6/28/2016

2 nd 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
Eastham Trail – Phase III	Fall 2015	\$377,447	Summer 2016	Completed
Shenandoah Farms Boat Landing	N/A	\$125,000	Summer 2016	Under Construction

DPS

TOWN MANAGER UPDATE: Steve Burke

Mr. Burke stated the following:

Waste Water Treatment Plant- Contractor continues to work on the pump station. They are on schedule to be completed in 2017.

Front Royal Police Headquarters- Public Information meeting will be scheduled in the near future.

Criser Road Bridge- We have received 70% of the plans from our consultant and they have been submitted to VDOT.

Leach Run Parkway- Contractors are now working on the waterline installation.

Downtown Revitalization- Work continues. We are in the process of identifying a consultant and putting together an RFP to assist with branding efforts.

South Street- Council had joint meeting with our Planning Commission where VDOT presented options for improvements to South Street.

Corridor Water Supply- Consultant has recommended a 2nd tank at Fairground Road.

Main Street Extension-Town continues working with VDOT.

The Administrative building at 102 East Main Street has been renamed the Town Hall.

Town has approved the reinstallation of cameras at the Gazebo.

CHAMBER UPDATE: Niki Cales-Absent

EXECUTIVE DIRECTOR /PROPERTY UPDATE: Jennifer McDonald-absent

EXPLANATION & SUMMARY:

Royal Phoenix/Avtex:

The Town has submitted an application to VDOT for revenue sharing of West Main Street Extended.

Town continues to work on plans for new police department. The EDA is working with the Town to find some additional financing options for the project.

The EDA continues to work with EPA on the release of lot 6. Dan Whitten is in direct communication with Michael Hendershot, attorney for EPA.

Avtex Museum:

Marla is working on submitting a grant application to help offset the cost associated with the start-up of the Museum.

Town Business Activity:

- West Main Street Extended
- Afton Inn
- Hotel site identification
- Workforce Housing
- McKay Springs
- Leach Run Parkway
- ITFederal
- Lalo, Inc.- new Art company
- Microbrewery on Main Street
- 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

County Business Activity:

- McKay Springs
- Leach Run Parkway
- Working with a restaurant looking at property in Corridor
- Working with a distribution center referred by the Partnership in Stephens Industrial Park
- Working with Dulles Industries on a sublease for the property located on Strasburg Rd.
- Reliance Rd property purchase

Leach Run Parkway:

Work continues to move forward on the Leach Run Parkway. Attached is a copy of the progress meeting minutes from June 1st and a copy of the 3-week schedule provided by Branch Highways.

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.

Last meeting was held June 22nd at 10am in County Caucus room. Next meeting will be held July 27th.

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. The meeting was held June 15th. The EDA has to submit some additional information to the Town before forwarding on to Council.

The EDA has went to closing on the property for the housing project.

EDA has delivered proposed plans to surrounding property owners and asked each property owner for a list of dates to meet and discuss any questions or issues they may have.

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. Start date of training academy has been pushed back to November due to DEQ permitting.

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 \$461,010.38

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 \$244,319.50

Of the 24 loans, 2 are currently in default with payment arrangements being made by the County Attorney's office.

McKay Springs:

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

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

The EDA went to closing on the Eastep property located directly behind the McKay Springs property. This property will help in marketing efforts for McKay Springs.

8:30am-

Public Hearing, Christendom College Bond Issuance

Resolution of the Industrial Development Authority of the Town of Front Royal and the County of Warren, Virginia Authorizing the issuance of up to \$6,000,000 Revenue Bonds for the benefit of Christendom Educational Corporation.

ON A MOTION BY MR. LLEWELLYN (SECOND BY MR. BIGGS) THE BOARD VOTED TO APPROVE THE BOND ISSUANCE.

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

OLD BUSINESS:

STAFF COMMENTS:

DIRECTOR COMMENTS:

(8:32 am)

NEW BUSINESS:

Approval of Brotherhood of Railroad Signalmen expansion and easement.

ON A MOTION BY MR. LLEWELLYN (SECOND BY MR. EASTHAM) THE BOARD VOTED TO TABLE.

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

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

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

(8:54 a.m.)

The next regular meeting of the EDA Board of Directors is scheduled for Friday, August 26th, 2016, 8:00 AM in the EDA conference room.

Respectfully submitted by:

Michelle L. Henry
Administrative Assistant