

**BOARD OF DIRECTORS MEETING  
INDUSTRIAL DEVELOPMENT AUTHORITY  
Of the Town of Front Royal and County of Warren, Virginia  
dba as the Economic Development Authority  
[August 26, 2016, 8:01 a.m.](#)**

**OFFICIAL - MINUTES**

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

*Absent:* Bill Biggs, Bill Sealock

*Officials, Staff & Others:* Jennifer McDonald, Doug Stanley, Steve Burke, Dan Murray, Dan Whitten, Nick Bass, Marla Jones, Hollis Tharpe and Missy Henry.

**CALL TO ORDER:** Patricia Wines

**ADDITIONS/DELETIONS TO AGENDA:**

**APPROVAL OF MINUTES:** July 2016

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

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

**FINANCIALS:** July 2016

July Financials will be presented to the Board at the August 2016 meeting.

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

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

**COUNTY ADMINISTRATOR UPDATE:** Doug Stanley  
Mr. Stanley reported the following:

***Community Development***

***Health and Human Services Complex*** – Warren County held an open house for the recently completed Warren County Health and Human Services Complex on Thursday, August 4<sup>th</sup>. Thank you to everyone that was able to come out to the event.

***EnerGov Software*** – We continue to work diligently to bring the implementation phase of the software system to a successful close. We are currently set for training for the week of September 12<sup>th</sup> that will give all staff a final overview of the system. After this training we are scheduled to Go-Live on October 3<sup>rd</sup> and have support staff onsite the entire week to assist with any issues. We continue to strive to bring the entire process to a successful completion and begin using the software.

***Warren County Annual Residential Cleanup/Household Hazardous Cleanup Day*** – Warren County will hold its annual Residential and Household Hazardous cleanup day on Saturday, October 29, 2016 from 8:00 A.M. to 2:00 P.M. Open containers for bulky items, such as old furniture & appliances, will be at three (3) County locations including the VDOT Park n' Ride located on Dismal Hollow Road at Linden, the Transfer Station located on Shangri-La Road (Rt. 613) at Bentonville, and Shenandoah Farms Fire Department. Oil and paint will be accepted at the Transfer Station and passenger tires will be accepted at the Transfer Station up to a max of 20 tires. Residents are reminded to cover and secure their loads. The event is sponsored by the County of Warren & Anti-Litter Council of Front Royal/Warren County & Allied Waste. All vehicles must display a current Warren County or Town of Front Royal windshield decal or County waste decal.

***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 3<sup>rd</sup> highest priority. A copy of the adopted plan is available for review on the County website under the resources menu.

***Development Review Committee*** – The Development Review Committee met on August 24<sup>th</sup>. They discussed projects in the County including: the submission of the Royal Farms convenience store/gas station site plan, the reopening of the convenience store on Rivermont Drive, updates on the Marriott site plan, and the timeline for the addition to the Toray facility. They discussed projects in the Town including: the Brotherhood of Railroad Signalman expansion, the proposed Beer Museum on Chester Street, a potential microbrewery on Main Street, and updates on the Royal Phoenix project and the workforce housing project. The Committee will meet again on September 28<sup>th</sup>.

***Zoning Ordinance Amendment/Chickens in Residential One (R-1) Zoning District*** – At its meeting on August 10<sup>th</sup>, the Planning Commission authorized advertisement of a second public hearing on a revised ordinance to allow chickens in the R-1 zoning district. The Commission has included some changes to the draft ordinance including a sliding scale allowance for the number of chickens allowed on a parcel of land. The public hearing will be held on September 14, 2016.

### **Project Updates**

***2<sup>nd</sup> Middle School*** – The project is approximately 45% complete.

- 98% of slab-on-grade complete (fire pump room remains)
- Electrical duct bank 97% complete
- Light pole conduits are 70% complete
- Laying up Aux. gym walls 98% complete
- Area- E and F classroom wing 2<sup>nd</sup> floor metal deck is complete and slab is in place
- Area-C masonry walls are 90% complete
- Area-D masonry low walls are 100% complete
- The gym bar joists have been erected and detailing & decking are complete. Roofing to start week of 8/22/2016
- The bar joist for the low roofs in Area-D are 85% complete
- The decking in the Library area 100% complete
- Curb and gutter has started. Remobilizing to continue with curb and gutter 8/16/2016
- 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 masons are laying block on the second level in Areas- E and F
- Light gauge joist installation in Areas C and D started 8/15/2016
- Sprinkler installation started in Area A 8/15/2016
- Skylight curbs on gym started 8/15/2016
- Steel erector is installing bar joist and decking in Areas C and D presently and should be completed the week of 8/22/2016
- Plumber is installing roof drains on the Gym presently
- Light Pole base (precast) installation to start week of 8/15/2016
- Generator due on site end of August
- Site concrete ADA ramp walls are ongoing

***Skyline Soccerplex*** – At its meeting on August 16<sup>th</sup>, the Board awarded a bid in the amount of \$46,900 to R-N-J Paving to complete paving of the new access road and the remaining trail section for the complex. The work should be completed by early September.

***Ressie Jeffries Elementary School*** – Bids for the addition and roof replacement (LCW - \$3,714,300) and parking lot (LCW - \$768,000) projects were approved by the Board of Supervisors on August 16<sup>th</sup>. Once the contracts are signed, we would only need final approval from DEQ to start the projects.

***Rivermont Fire Station*** – County staff have met with an engineer to evaluate the existing discharge system at the Airport and its potential use/expansion to serve the proposed fire station. We hope to have a report back in the next 30-60 days.

***VDOT/South Fork Bridge*** – The project is approximately 65% complete and still on schedule for completion in December 2017. Demolition of the old structure has been completed. 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 Contractor will be working on the substructure (foundations, piers and abutments) for Stage II over the next several months. The contractor will also be performing roadwork along the Route 55 corridor. There will be a few minor traffic shifts along this corridor in order to facilitate this work.

***VDOT/Oregon Hollow Rural Rustic Project*** – VDOT staff have completed the project. I was able to ride the project on August 12<sup>th</sup>. It is a great improvement for the residents of the area. This is a section of roadway that the County has been looking to improve for over 20 years.

***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 and tree trimming for the upgrade of Myers Drive/Farms Riverview Road to the new boat landing. VDOT started placement of gravel the week of August 1<sup>st</sup>. The project is expected to be completed by September 1<sup>st</sup>.

***Warren County Courthouse – Court Holding*** – Lantz Construction of Winchester has completed the renovation of the former jail to court holding cells. County staff has been working with the contractor to complete the punch list.

***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. A ribbon cutting ceremony for the project will be held at 4:30 this afternoon.

***Carson Trail/Phase II*** – The contractor started work on the project the week of August 8<sup>th</sup>. The project is expected to be completed by October 1<sup>st</sup>.

***Shenandoah Farms Boat Landing*** – The County has completed project. We will be holding a ribbon cutting ceremony in the near future.

<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	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
Court Holding Renovation	Summer	\$224,864	Spring 2016	Completed
Totten Lane – Turn lane Project	Summer 2016	Unavailable	Fall 2016	Waiting on Utility Relocation
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
Eastham Trail – Phase III	Fall 2015	\$377,447	Summer 2016	Completed
Shenandoah Farms Boat Landing	N/A	\$125,000	Summer 2016	Completed

DPS

**TOWN MANAGER UPDATE:** Steve Burke

Mr. Burke stated the following:

Waste Water Treatment Plant- Work continues. They are on schedule to be completed in 2017.

Front Royal Police Headquarters- Moseley Architects has presented a layout virtual tour.

Criser Road Bridge- We have received 90% of the plans and they have been submitted to VDOT. There will be a public information meeting on September 2<sup>nd</sup> , 11am-2pm.

Kerfoot Avenue- 12' water main has been installed to serve Avtex development.

Happy Creek Phase 2- All documentation has been submitted to VDOT.

Main Street Extension-Town continues working with VDOT. The grant application has been submitted.

Cooridor Water Supply- We continue to work with our consultants to develop a plan for additional water supply.

Downtown Revitalization-Facade Program- Plans are to apply for funding in early 2017. 13 people have signed up to participate.

West Minster Drive Sidewalk- All documentation has been submitted to VDOT.

Town has approved the reinstallation of cameras at the Gazebo and they have been ordered.

Town is competing for the title of "Top Adventure Town" in the Blue Ridge.

**CHAMBER UPDATE:** Niki Cales-Absent

Jennifer McDonald advised the Brews and Blues will be on September 24<sup>th</sup>.

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

**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:**

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 is now working to register with all of the necessary federal agencies in order to apply for a Humanities planning grant for the Center.

**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 3-week schedule provided by Branch Highways. The current anticipated completion date is June 24, 2016. Attached are copies of our last two 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.

Last meeting was held July 27th at 10am in County Caucus room. Next meeting will be held August 24th.

### **Workforce Housing:**

Town Planning Commission approved the special use permit at their June 17<sup>th</sup> meeting. It will now be forwarded to a work session with Town Council in September.

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

### **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

**Microenterprise Loan Program:**

The EDA serves on the microenterprise loan committee and has referred four potential clients to Leslie Currie with People, Inc. in the past month.

**McKay Springs:**

The EDA has received one inquiry in the month of August 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.

**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. Next meeting: September 2016.

**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. Very well received program.

**The Lemonade Stand Student Entrepreneurship:** EDA staff is working on facilitating this curriculum into the electives roster for 8<sup>th</sup> graders. Staff is working with Warren Coalition and staff development consultant and grant opportunities.

**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 250+

**Website:** EDA staff is in the process of updating all information on the website.

Ms. McDonald also advised that the EDA audit was completed this week and we may have the final report next month.

#### **OLD BUSINESS:**

Approval of Brotherhood of Railroad Signalmen expansion and easement.

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

**VOTE: ALL “AYE”; NONE OPPOSED; MOTION CARRIED.**

**STAFF COMMENTS:**

**DIRECTOR COMMENTS:**

(8:27 am)

**NEW BUSINESS:**

(9:07 a.m.)

**MOTION TO ADJOURN: MOTION WAS MADE BY MR. LLEWELLYN, WITH A SECOND BY MR. EASTHAM TO ADJOURN.**

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

The next regular meeting of the EDA Board of Directors is scheduled for Friday, September 23rd, 2016, 8:00 AM in the EDA conference room.

Respectfully submitted by:

**Michelle L. Henry**  
**Administrative Assistant**