

**BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
Of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority
[September 23, 2016, 8:00 a.m.](#)**

OFFICIAL - MINUTES

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

Absent: Bill Sealock, Ron Llewellyn

Officials, Staff & Others: Jennifer McDonald, Doug Stanley, Steve Burke, Dan Whitten, Beth Medved, Marla Jones, Hollis Tharpe and Missy Henry.

CALL TO ORDER: Patricia Wines

ADDITIONS/DELETIONS TO AGENDA:

APPROVAL OF MINUTES: August 2016

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

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

FINANCIALS:

July 2016

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

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

August 2016

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

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

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

Community Development

Building Inspections Software – While we have worked very diligently to maintain our schedule, we have experienced an issue with our field connectivity that will delay our Go-Live date a short amount of time. We will be going live with the newest version of the program and with that we have experienced this delay, but it would be very detrimental to proceed with the current schedule without having the field portion of the program properly working or tested. It is confidently felt that this will be the last delay that we will experience, but it has caused the training that we were supposed to have this week pushed to the week that we were to Go-Live, October 3rd. We have now set October 24th as the Go-Live and will push through this issue to achieve this without further delay.

Development Review Committee – The Development Review Committee met on August 24th. The Committee discussed projects in the County including:

- Toray facility expansion
- Ownership change at Rivermont Drive convenience store
- Proposed athletic facilities at Rockland Park

The Committee also discussed Town projects including:

- Brotherhood of Railroad Signalmen project
- EDA workforce housing project
- Leach Run Parkway
- Potential Microbrewery on Main Street
- Beer Museum on Chester Street

The Committee will meet again on September 28th.

Zoning Ordinance Amendment/Chickens in Residential One (R-1) Zoning District – At its meeting on September 14th, the Planning Commission held a public hearing on a revised ordinance to allow chickens in the R-1 zoning district. The

Commission voted 3-1 to forward the request to the Board with a recommendation of approval. The ordinance has included some changes including a sliding scale allowance for the number of chickens allowed on a parcel of land. The Board will have a work session at its meeting on October 4th.

Project Updates

2nd Middle School – The project is approximately 50% complete.

- 100% of slab-on-grade complete (fire pump room remains)
- Electrical duct bank 97% complete
- Light pole conduits are 80% complete
- Light pole bases are 65% complete
- Laying up Aux. gym walls complete
- Area- E masonry walls are 80% complete.
- Area-F masonry walls are 65% complete.
- Area-C masonry walls are 95% complete
- Area-D masonry low walls are 100% complete (Locker room & Kitchen interior walls remain).
- Cavity wall insulation has and continues to be sprayed to masonry walls on all areas ahead of brick
- Brick work has commenced on Areas A.
- The gym and aux. gym roofing is complete.
- The bar joist for the low roof's in Area-D are complete.
- The installation of the light gauge roof trusses for Area E and F will start on September 15th and continue through the month on October.
- Curb and gutter has started. Stone and Asphalt paving to start week of 9/12.
- The plumbers and electricians are running overhead conduit and plumbing lines in Area's A & B& C and D.
- Sprinkler installation on going throughout Areas A, B, C, and D.
- Site concrete ADA ramp walls are ongoing
- 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

Health and Human Services Complex – The County is out to bid for the renovation of the gym bathrooms. Bids are due on October 6th. The goal is to have them renovated for the winter basketball season. Funding for the project was included in the FY2016-2017 budget.

Skyline Soccerplex – Paving on the access road and trail was completed by RNJ Paving this week.

Ressie Jeffries Elementary School – Bids for the addition and roof replacement and parking lot projects were awarded by the Board of Supervisors at its meeting on August 16th. Once the contracts are signed, we would only need final approval from DEQ to start the project.

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 70% 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 that will include grading, drainage work and waterline relocations.

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 has received the necessary easement and has started relocating the electric service to be able to complete the project. Once completed VDOT will bid the project.

VDOT/Myers Drive Recreational Access Project/Shenandoah Farms Boat Landing – VDOT staff have completed the Myers Drive/Farms Riverview Road to the new boat landing. We hope to have a ribbon cutting on the project in the next couple weeks.

Eastham Trail/Phase III– The County held a ribbon cutting on the project on August 26th. Staff is working with the contractor and consulting engineer to closeout all paperwork for the project. Staff met with Shenandoah National Park representatives last week to layout the proposed connector trail from Browntown Road to Criser Road. They hope to have the trail connection completed in the next 12-18 months.

Carson Trail/Phase II – The contractor started work on the project the week of August 8th. The project is expected to be completed by October 15th.

Commuter Bus Service – The Northern Shenandoah Valley Regional Commission has worked to get approval of a new commuter bus service in the I-66 corridor. The private bus service would be subsidized for up to six months or until the ridership has reached 35 passengers, which is the point of profitability for the private bus operators. This service would consist of two AM peak trips and two PM peak trips that originate in the Northern Shenandoah Valley Region with passenger pick up at the Front Royal and Linden park-and-ride lots. The service would travel the I-66 corridor with the end destination at the Cushing Road and Manassas park-and-ride lots thereby providing connection to PRTC routes serving the District of Columbia, the Pentagon and the Metrorail at Tysons Corner. Service is planned to start in July 2017.

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Fall 2016	Contract Awarded
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
Court Holding Renovation	Summer	\$224,864	Spring 2016	Completed
Totten Lane – Turn lane Project	Summer 2016	Unavailable	Fall 2016	Waiting on Utility Relocation
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
Shenandoah Farms Boat Landing	N/A	\$125,000	Summer 2016	Completed
Health and Human Services Complex – Gym Bathroom Renovation	Summer 2016	\$50,000- \$100,000	Winter 2017	Out to Bid

DPS

TOWN MANAGER UPDATE: Steve Burke

Mr. Burke stated the following:

Waste Water Treatment Plant- Work continues. They are 52% through the improvements and on schedule to be completed in 2017.

Front Royal Police Headquarters- Moseley Architects continue to work on finalizing the design of the interior.

Criser Road Bridge- The design is completed and waiting on permits before putting out to bid.

Happy Creek Phase 2- Awaiting word from VDOT.

Main Street Extension- Awaiting word from VDOT.

Cooridor Water Supply- Consultants recommended a second tank for additional water supply.

Downtown Revitalization-Facade Program- Town is working on finalizing contracts.

West Minster Drive Sidewalk- VDOT should have the environmental review in November.

Solar Farm- Council has approved the final lease and contract.

Town Auction will be October 22 at the Public Works Yard.

Town Offices will be closed October 10th in observance for Columbus Day.

The October 10th Town Council Meeting will be rescheduled to October 17th.

CHAMBER UPDATE: Niki Cales-Absent

Jennifer McDonald advised:

The Brews and Blues will be on September 24th.

The Candidates Forum will be October 4th at 7pm at the Government Center.

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

Dan Whitten advised all that he received a letter from the Environmental Protection Agency releasing the 30 acres slated for development by ITFederal.

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- Steve Burke has submitted an email to Steve Damron of VDOT inquiring of the status of the application. As of September 16, 2016 Steve had no response from VDOT.
- Afton Inn- EDA is working with an active letter of intent on the property.
- Hotel site identification
- Workforce Housing
- McKay Springs
- Leach Run Parkway
- ITFederal
- Lalo, Inc.- new Art company
- Microbrewery on Main Street- offer was submitted to the Town for the former Police Department. Council will hold a public hearing in September.
- 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.
- Working with prospect on property located off 522. Company distributes aquatic supplies.

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 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 August 24th at 10am in County Caucus room. Next meeting will be held September 28th.

Workforce Housing:

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

The EDA staff met with Royal Lane residents that had some concerns about traffic and the project potentially deteriorating the value of their homes. They sent a letter to Town Council with their concerns and suggestions.

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. 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 \$453,751.31

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 \$238,892.92

Microenterprise Loan Program:

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

McKay Springs:

The EDA has received one inquiry in the month of September for the McKay Springs property.

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

OLD BUSINESS:

STAFF COMMENTS:

DIRECTOR COMMENTS:

(8:29am)

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'; DRUMMOND, "AYE"; WINES, "AYE"; EASTHAM, "AYE"; BIGGS, 'AYE'.

MOTION COMING OUT OF CLOSED MEETING

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

(8:59am)

NEW BUSINESS:

(9:00 a.m.)

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

The next regular meeting of the EDA Board of Directors is scheduled for
Friday, October 28th, 2016, 8:00 AM in the EDA conference room.

Respectfully submitted by:

**Michelle L. Henry
Administrative Assistant**