

**BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
Of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority
[October 28, 2016, 8:03 a.m.](#)**

OFFICIAL - MINUTES

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

Absent: Bill Biggs, Jim Eastham

Officials, Staff & Others: Jennifer McDonald, Doug Stanley, Steve Burke, Marla Jones, Hollis Tharpe, Nikki Cales, Dan Murray, Alex Bridges and Missy Henry.

CALL TO ORDER: Patricia Wines

ADDITIONS/DELETIONS TO AGENDA:

APPROVAL OF MINUTES: September 2016

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

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

FINANCIALS: September 2016

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

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

Ms. McDonald advised the operating balances reflect the New Market Tax Credits. Also, we should have our final audit report by Decembers' meeting.

COUNTY ADMINISTRATOR UPDATE: Doug Stanley

Mr. Stanley reported the following:

New Middle School- will soon be under roof and remains on schedule.

Walmart Refueling Station-We have received all approvals and construction will begin in the near future.

Ressie Jeffries Elementary School- Roof maintenance will begin next week.

Hidden Springs Senior Living- Ribbon cutting for a two story addition was October 27th.

Morgan Ford and South Fork Projects- Work is progressing.

Carson Trail- Is nearing completion.

Royal Farms- will be locating on Rt. 522 North.

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. Hope to put out to bid in February 2017.

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

Rebranding Forum- Was held October 25th. There is an online survey on the town website. The next meeting will be November 16th from 6pm-9pm..

Main Street Extension- VDOT will recommend to the Commonwealth Transportation Board to approve. We hope funds will be available in early 2017.

Commerce Avenue Reconstruction- Will be worked on nightly October 31st through November 4th.

Downtown Revitalization-Facade Program- Two buildings have been selected that the architect will be working on.

West Minster Drive Sidewalk- work is due to start in April 2017.

Leaf Collection- Every Wednesday, without holiday, through January.

Hometown Halloween- Monday, October 31st, 6pm to 8pm on Main Street.

CHAMBER UPDATE: Niki Cales
Ms. Cales reported the following:

November 8th- Chamber will set up a kids voting Poling Station.

November 9th- Ethics Workshop for high school seniors at Bowling Green Country Club.

November 16- Brown Bag Luncheon at Optimum Impact.

November 20- Business After Hours at Caldwell Banker.

December 3rd- Christmas parade at 4pm.

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.

Met with new EPA Project Manager on October 13th and he is very energetic and ready to get things moving on the site. We will be working with the County on the conservancy park and trails.

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 has applied for a grant from the National Endowment for the Humanities to curate the museum and produce a video history of the people and the site. Will update as this moves forward.

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 October.
- 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. Company would create 75 new jobs and have a \$22 million investment. They are in the initial site selection stages.
- Working with Dulles Industries on a potential purchase of property on Strasburg Rd.
- Working with prospect on property located off 522. Company distributes aquatic supplies. Company would create 40 new jobs and investment of \$12 million.

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 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 September 28th at 10am in County Caucus room. Next meeting will be held October 26th at 10am in the County Caucus room.

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 October/November.

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 \$448,072.90

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 \$235,677.26

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.

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: October 10, 2016 at Houlihan’s, Front Royal.

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. Staff is working to generate greater interest in workforce initiatives from the industrial users.

Staff has met with Workforce Solutions and the Public Schools to plan for the next career connect week.

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. The Middle School was awarded a 21st Century Learning Grant for after school projects; The Lemonade Stand may be part of that project. Joyce Jenkins Wimmer brought 2 students of the program to the Entrepreneur Café competition.

Chamber Small Business Committee: The Committee met in early September and discussed current issues of concern: unifying Front Royal merchants, hours of operation, specialized promotions, interactive Facebook page, etc.

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 200+.

Miscellaneous:

Staff is conducting a comprehensive update of the EDA's web site; this should be completed by November 1st.

Staff is working on updating the database and migrating to Excel format.

OLD BUSINESS:

STAFF COMMENTS:

DIRECTOR COMMENTS:

(8:40am)

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"; LLEWELLYN, "AYE"; SEALOCK, 'AYE'.

MOTION COMING OUT OF CLOSED MEETING

On a Motion by Mr. Drescher, seconded by Mr. Llewellyn, 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"; SEALOCK, "AYE"; LLEWELLYN, 'AYE'; AND DRESCHER, 'AYE'.

(9:32am)

NEW BUSINESS: Resolution

Greg Drescher made a motion, seconded by Mr. Llewellyn to authorize Patricia S. Wines, as Chairman and Jennifer R. McDonald, as Executive Director, to execute any and all documents for the negotiations of the option of agreement between the Industrial Development Authority and Michael Silek and Shelly Cook for the Afton Inn property located at 2 E. Main Street and with tax map number 20A8-4-14.

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

(9:35 a.m.)

MOTION TO ADJOURN: MOTION WAS MADE BY MR. DRUMMOND, WITH A SECOND BY MR. SEALOCK TO ADJOURN.

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

The next regular meeting of the EDA Board of Directors is scheduled for Friday, December 09, 2016, 8:00 AM in the EDA conference room.

Respectfully submitted by:

Michelle L. Henry
Administrative Assistant