

**BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY
Of the Town of Front Royal and County of Warren, Virginia
dba as the Economic Development Authority
[December 08, 2017, 8:00a.m.](#)**

OFFICIAL - MINUTES

Attendance, Directors: Bruce Drummond, Bill Biggs, Greg Drescher, Ron Llewellyn and Gray Blanton.

Absent: Mark Baker

Officials, Staff & Others: Jennifer McDonald, Sandi McNinch, Doug Stanley, Joe Waltz, Dan Whitten, Dan Murray, Bill Sealock, Gene Tewalt, Roger Bianchini, Alex Bridges, Robert McDougal, Niki Cales, Doug Napier, Linda Glavis, Tom Sayre, Tony Carter, Lewis Millholland and Missy Henry.

CALL TO ORDER: Greg Drescher

Mr. Drescher asked that we take a moment of silence to remember our friend Mr. Jim Eastham.

ADDITIONS/DELETIONS TO AGENDA:

APPROVAL OF MINUTES: October 2017

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

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

FINANCIALS: October 2017

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

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

Ms. McDonald advised that the EDA budget numbers will fluctuate due to the New Market Tax Credits.

Budget 2018-19

Ms. McDonald advised this is the EDAs budget that we will be submitting to Warren County for FY2018-19.

ON A MOTION BY MR. BIGGS (SECOND BY MR. DRUMMOND) THE BOARD VOTED TO APPROVE THE BUDGET FY2018-19.

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

COUNTY ADMINISTRATOR UPDATE: Doug Stanley

Development Review Committee – The Development Review Committee met on November 15th.

The Committee discussed projects in the County including:

- CUP Modification for Christendom College for a new chapel – Christendom requested a height waiver for a new chapel. This Board of Supervisors approved the request at their meeting on November 21st.
- Michael's – Michael's has received their demo permit; the building permit is pending and may be approved within the week. This will be located in the old Staples building.
- Creative Coatings – The site is for sale; inquiries have been received regarding the proffers for the development.
- Shore Stop (Shenandoah Shores Road) Convenience Store – Several meetings have been held with potential buyers.

The Committee also discussed Town projects including:

- Possible use for Simonpietri's buildings/lots – A meeting was held on site. Potential renovations could include a restaurant and two other business uses.
- Café Amore is now open on Main Street.
- The site plan for IT Federal has been revised to a one-story building for retail and office space. Blueline Construction is the contractor.
- The traffic study for West Main Street Extended has been received.
- The DEQ plan review approval for the Workforce Housing project was received in November; this was originally applied for in July 2015. When the permit is received, it will be deeded back to the Aikens Group.

The Committee will meet again on January 24, 2018.

Holiday Closures – County offices will be closed on December 22nd at noon and all day on 26th and 27th for the Christmas Holiday and January 1st and 2nd for the New Year’s Holiday this year. On December 25th the compactor sites will have open top containers will be available at each site for citizens needing to dispose of garbage, but no attendants will be on site.

Front Royal Golf Club – The County received one proposal for management and use of the Front Royal Golf Club property. The proposal was reviewed and ultimately rejected by the Advisory Committee. The RFP is currently being re-advertised with a few changes. The deadline for submittal of proposals is January 25, 2018 at 2:00 PM.

Zoning Officer Position – I am pleased to announce Joseph W. Petty has been hired as the new Zoning Officer and will begin work on January 3, 2018. Joey joins us after nine years with the Crystal City Business Improvement District (BID), most recently serving as the Vice President of Programs. He has a Bachelor of Fine Arts from George Mason University. This is a bit of a homecoming for Joey, as he also previously worked for Warren County as a Parks and Recreation Maintenance Worker during his high school and college years. He replaces Charlie Morrison who left us to move to South America.

County Website – County staff are working with our website consultant on an upgrade to the County website. We are currently hoping to roll out the new site by January 1, 2018. The upgrade of the County’s website will drastically increase the security of the site while allowing for the reorganization and enhancement of the information that is published. Using Google Analytics and user statistics, staff will be reconfiguring the layout and content so that citizens are provided with a modern, efficient, and user friendly resource where they can find all of the information that they need in one centralized location.

Building Inspections – Through November, the County has seen a total of 162 new home starts. This eclipses the total of 145 for 2016 and represents the seventh consecutive year of growth in new home starts since the end of the great recession.

DuPont Grant Proposals – Working with the NSVRC and the EDA, the County submitted grant proposals for the Morgan Ford Boat Landing Project and the Avtex Conservancy Trail. The grants are being awarded as part of the settlement with DuPont in response from the pollution of the South Fork of the Shenandoah River

from its Waynesboro facility. The first round of grant awards will be announced on December 8th.

Project Updates

Ressie Jeffries Elementary School – Roof/Addition/Parking Lot Project – The building addition and roof project is 91% complete, and the site work project is 99% complete. At this point we are waiting on the delivery of the bus and parent drop-off/pickup canopies to complete the project. The canopies are currently scheduled to ship from the factory on January 12, 2018. We would hope to have all work completed by March 1st.

Ressie Jeffries Elementary School – Playground Project – Plans for the project have been completed. County staff started work on the project in September and hope to have the site work completed in December. Phases I and II of the project should be completed during the fall of 2017. Thanks to a \$5,000 donation and a 5-year \$25,000 donation match Phases III and IV will be fully funded if the school can raise another \$25,000-\$30,000.

Thompson Kiss-and-Ride – The County's contractor completed paving of the parking lot and bus turnaround. Next year we will install a bus shelter and work with neighboring subdivisions on funding playground equipment for the site.

Rockland Park – The County has been working with the contractor from the Royal Farms construction site to accept fill material at Rockland Park. Using this fill, three multi-purpose fields have been completed and seeded. Over the next few weeks the remaining field and two gravel parking lots will be completed. The contractor will come back in the spring and complete the remaining stormwater management facilities.

Rivermont Fire Station – The Building Committee recommended that the County proceed with a one-story option. County staff met with Company #2 leadership on October 6th to review the proposed plan and received a final go ahead from Company #2 membership with the proposal to construct a replacement station at the Airport Road site. At its meeting on November 21st the Board went with the recommendation and approved the design contract with Moseley Architects. We hope to complete final design plans and put the project to bid by mid-summer 2018.

Farm View Road Rural Addition Project – The County completed work last month on the Farm View Road (Shenandoah Farms) rural addition project. Farm View Road was the County's #8 Rural Addition Priority. The road is .31 mile long

and the estimated cost was \$260,000.

VDOT/Marlow-Silek Revenue Sharing Project – The project will widen a portion of Route 340/522 South from the crossover in front of Shenandoah Motors to the Crooked Run Boulevard entrance by adding a 3rd lane and right turn lane. The project will also extend the left turn lane for the crossover. W&L Construction started work the week of October 9th and has made significant progress. It is anticipated that the third lane and turn lane work will be completed by mid-January, and W&L will come back in the spring to complete the drainage pipe replacement under Route 340/522 when we have warmer temperatures.

VDOT/South Fork Bridge – The project is approximately 98% complete. The contractor has completed the final paving throughout the project. Final pavement markings will continue to be installed into early next week. The signal subcontractor will finish installing the permanent signal at the Route 55/340/522 Intersection this week and work to finish remaining signal incidental items into early next week. VDOT will monitor the signal timings and adjust as necessary over the next few weeks to synchronize and fine-tune the system. The contractor is working on various incidental work and cleanup throughout the project. Most of the work impacting traffic should wrap up this week but there will continue to be minor lane closures between 9:00 am – 3:00 pm next week, as necessary to complete the project. Motorists will be able to avoid traffic delays by using John Marshall Highway (Route 55 East) between Front Royal and Interstate 66 at exit 13 in the Linden area.

VDOT/Morgan Ford Bridge – The project is approximately 75% complete based on earnings and remains on schedule for completion in June 2018. The bridge deck has been completed, and the temporary work bridge has been removed from the river. The initial layer of asphalt has been placed on each end of the new bridge. The contractor will continue to construct the bridge concrete railing over the next few months. All work and schedules are heavily dependent upon weather conditions.

Commercial Projects – Work continues on the following projects:

- Royal Farms Convenience Store – Building permit for the project was released and picked up on December 1st – Spring 2018 Completion
- Marriott/TownePlace Suites – Summer 2018 Completion

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Fall 2017	Under Construction
South Fork Bridge	9/2013	\$74,700,000	Fall 2017	Under Construction
Morgan Ford Bridge	12/2016	\$9,713,152	Spring 2018	Under Construction
Thompson Kiss-n-Ride	Fall 2014	Unavailable	Fall 2017	Paving Completed
Ressie Jeffries Renovations	Fall 2016	\$4,990,077	Fall 2017	Under Construction
Rockland Park Athletic Fields	N/A	\$200,000-\$300,000	Fall 2017	Under Construction
Rockland Park Bathhouse Renovation	N/A	\$75,000-\$100,000	Spring 2018	Under Construction
WCSO/WCFR – Radio System Upgrade	N/A	\$1,509,022	Spring 2018	Installation

DPS

TOWN MANAGER UPDATE: Joe Waltz

Rt. 522 Corridor Water Upgrade/Reliability – The Town has completed the preliminary engineering review and has started a watering model study to determine the existing conditions with the corridor. The Town is also concurrently evaluating funding options and impacts to the rates. The water model will be completed in January to address the questions with existing infrastructure with the new proposed redundant lines through the corridor.

Afton Inn – The BAR denied the application for demolition submitted by the EDA on September 12, 2017. The EDA filed an appeal to Council on the decision and Council discussed at the work session on September 18, 2017. Town council voted to appeal the decision from the BAR on September 25, 2017.

Criser Road Bridge Replacement – The Town had an issue with a construction easement that was not resolved until late summer of 2017. The Town also issued an RFP for construction two times over the past three months and received limited responses along with double the construction cost. The project will be re-advertised in the Spring of 2018 with a construction timeframe for the summer while school is out.

Criser Road Trail – The Town has awarded the contract to Lantz for the construction of Criser Road Trail on October 2, 2017. The project is currently on schedule with a completion date of January 30, 2018.

East Main Street (One Way) – The Town referred to the planning commission in August to evaluate the proposal for one way. The planning commission recommended additional investigations in public safety and public support. Staff is currently working on surveys for community input, traffic counters along Main to measure traffic flow and to further investigate the safety issues raised with road width and loading along Main Street.

Happy Creek Road Phase II – The Town has requested VDOT to release remaining funds from the Phase I project and staff has submitted revenue sharing for the project for the upcoming year. Staff is currently reviewing the design of phase II for Happy Creek Road.

IT Federal Project – The Town is currently working with Pennoni on the design of the pumping station to serve the site. The preliminary design will be done next week with full design completed by the end of the year. The delivery of equipment could take up to 3 months and staff anticipates a 3 months construction time frame for completion.

Main Street Extension – Staff has met with Pennoni on final design and traffic analysis for Main Street. Staff is now working with Pennoni and Bohler to complete the final design of the road.

Police Department Building – The Town started construction on the new Police Department on November 1, 2017 with Dustin Construction. They are currently working on E&S controls and site work. The completion date for the project is scheduled for November 30, 2018.

Property Maintenance Code – Town Council held a public information meeting on August 28, 2017 and continue to evaluate the program in work sessions over the past several months. Discussions will continue after the first of the year.

Washington Gas & Light – WGL has been approved by SCC to do a pilot project to Front Royal in 2017. Staff continues to work with WGL on possible generation sites in Town and growth models for their business plan

Westminster Sidewalk Project (VDOT)– Staff has completed the first phase of the project with removal of trees along the sidewalk project. The Town is still currently waiting on approval from VDOT to advertising project for construction. Staff anitcapped release next Spring for construction.

WWTP Upgrade – Adams Robinson continues construction of the improvements to the WWTP and are approximately 94.5 % complete. Project has an estimated substantial completion of February 14, 2018 with an estimated final completion on March 16, 2018 with a certificate to operate under the 5.3 MG permit.

If you have any questions, or need additional information please feel free to contact me

Chamber of Commerce: Niki Cales, No report

(8:20 a.m.)

EXECUTIVE DIRECTORS REPORT: Jennifer McDonald, No report

Jennifer McDonald welcomed Ms. Sandi McNinch of the Virginia Economic Development Partnership. Ms. McNinch did a presentation on, with the perspective of the state, what the EDA roll is.

(9:24 a.m.)

STAFF COMMENTS:

Ms. McDonald wished all a Merry Christmas.

DIRECTOR COMMENTS:

Mr. Drescher also wished all Happy Holidays.

(9:25 a.m.)

MOTION TO GO INTO CLOSED MEETING

I, Ron Llewellyn, 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.3: Discussion or consideration of the acquisition of real property for a public purpose or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. I further move that discussion be limited to a purchase of a parcel in the Stephens Industrial Park and a building located in the Happy Creek Technology Park.

Section 2.2-3711.A.8: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. I further move that discussion be limited to the following items: (i) Afton Inn; (ii) RBEL and IRP Loan Programs.

Section 2.2-3711.A.29: Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors and

discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. I further move that discussion be limited to the contract for demolition and construction on the Afton Inn property.

ROLL CALL VOTE: DRESCHER, "AYE"; LLEWELLYN "AYE"; BIGGS,"AYE"; DRUMMOND, "AYE" AND BLANTON, "AYE".

MOTION COMING OUT OF CLOSED MEETING

On a Motion by Mr. Llewellyn, seconded by Mr. Blanton, 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 as 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: LLEWELLYN, "AYE"; DRUMMOND, "AYE"; DRESCHER, "AYE", BIGGS, "AYE", AND BLANTON, "AYE".

(10:15 a.m.)

New Business:

On a motion by Ron Llewellyn, with a second by Gray Blanton, the EDA Board of Directors made a motion to make an offer to purchase property located at 426 Baugh Drive, Front Royal, Virginia 22630 for the purpose of future economic development activity.

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

On a motion by Ron Llewellyn, with a second by Gray Blanton the EDA Board of Directors made a motion to make an offer to purchase property located at 999 Shenandoah Shores Rd, Front Royal, Virginia 22630 for the purpose of future economic development activity.

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

Resolutions:

I, Ron Llewellyn, seconded by Bruce Drummond, move the adoption of the following resolution:

Authorize Greg Drescher, as Chairman, Bruce Drummond, as Vice-Chairman and/or Jennifer R. McDonald as Executive Director, to execute any and all documents needed to negotiate the refinance of existing debt.

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.

(10:18 a.m.)

The next regular meeting of the EDA Board of Directors is scheduled for Friday, January 26, 2018, 8:00 AM at the EDA Conference Room.

Respectfully submitted by:

Michelle L. Henry
Administrative Assistant