

**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 09, 2016, 8:03 a.m.](#)**

OFFICIAL - MINUTES

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

Absent: None

Officials, Staff & Others: Jennifer McDonald, Doug Stanley, Joe Waltz, Marla Jones, Hollis
Tharpe, Robert McDougall, Dan Murray, Roger Bianchini, Dan Whitten, Tom Sayre and
Missy Henry.

CALL TO ORDER: Patricia Wines

ADDITIONS/DELETIONS TO AGENDA:

APPROVAL OF MINUTES: October 2016

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

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

FINANCIALS: October 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.

Ms. McDonald advised budget numbers will fluctuate throughout the remainder of the
Leach Run Parkway.

Also, we will have our final audit report next week.

COUNTY ADMINISTRATOR UPDATE: Doug Stanley

Mr. Stanley reported the following:

VDOT/Commonwealth Transportation Board (CTB) – On December 7th, the CTB approved the Town’s application for Industrial Access funding for the Main Street extension for the IT Federal project. In addition, the CTB approved the designation of portions of Route 624, 639, and 658 as Scenic Byways as requested by the Board of Supervisors.

County Auction – The Sheriff’s Office held the County Surplus Auction on December 1st. In total 10 vehicles and various miscellaneous items were sold bringing a total of \$11,412.

Deputy Clerk Position – We have held interviews to fill the Deputy Clerk position which will be vacated by Janice Standridge’s retirement in January. We hope to have a replacement on board by January 3rd.

Community Development

Building Inspections Software – Staff went live with the EnerGov building inspections and zoning software on November. EnerGov staff was on-site for the first week to ensure a smooth transition. The most important feature of the software program is to provide interconnectivity between the Town Planning Department and the County Building Inspections Department. The software offers many other features including:

- Provides access to real time communication between field workers and office workers for inspections, etc.
- Provides for tasks and notifications to be tracked and assigned between users
- Inspections are assigned to the user by route for better time utilization
- Allows for applications to be tracked by property to provide for better historical knowledge of permits and properties
- Provides central repository for all information.
- Real time results to customer via email/text if requested.

Development Review Committee – The Development Review Committee met on November 18th. The Committee discussed projects in the County including:

- Industrial rezoning request on Rt. 340/522 North
- Blue Ridge Shadows Rezoning Request
- Capital One building at Riverton Commons
- Short Term Tourist Rental and Rural Events Facility in Rockland Area

The Committee also discussed Town projects including:

- Afton Inn
- Potential Microbrewery on West Main Street
- Update on IT Federal project

The Committee will meet again on January 25th.

Project Updates

2nd Middle School – The project is approximately 70% complete.

- 100% of slab-on-grade complete
- Electrical duct bank 97% complete
- Light pole conduits are complete
- Light pole bases are complete
- Concrete elevator caps and last RTU concrete pad are complete
- Area- E masonry walls are 99% complete
- Area-F masonry walls are 99% complete
- Area-C masonry walls are complete
- Area-D masonry low walls are 100% complete (Locker room & Kitchen interior walls remain and are 99% complete)
- Cavity wall insulation is complete
- Brick work (98% complete)
- The installation of the light gauge roof trusses for Area E and F started on September 15th and continued through the month on October; this has now been completed.
- Metal decking on light gauge roof trusses is 98% complete.
- The shingle roofing 95% complete with estimated finish date of December 16th.
- PVC roofing 90% complete with estimated finish date of December 16th.
- Roof coping installation to start December 20th.
- Curb and gutter 99% complete.
- Asphalt for last area needed before winter (front parking lot) to be installed week of December 12th.
- Concrete sidewalks in progress with 10% complete.
- The plumbers are testing water lines throughout building and are 98% complete with rough-in.
- The electricians are running overhead conduit throughout building 80% complete with rough-in.

- Duct work is 60% complete throughout building.
- Sprinkler installation on going throughout Areas A, B, C, D, E and F. 80% rough-in complete.
- Site work is 95% complete.
- Building has temporary heat on.
- Window installation to commence in December.
- Electrical switch gear to be on site January 4th with permanent power to be available in mid-January.

Health and Human Services Complex – The project to renovate the gym bathrooms has started. The project is approximately 40% complete and will be completed by the end of January.

Ressie Jeffries Elementary School – Work on the roof replacement has commenced. The County is awaiting notice from DEQ in the next week that the stormwater permit is approved which should allow work on the addition and parking lot portion of the project is anticipated to start in the next several weeks.

Rivermont Fire Station – The preliminary design contract with Moseley has been signed and the survey of the property and associated topo are being developed by the surveyor. County staff is awaiting completion of the evaluation of the existing discharge system at the Airport and its potential use/expansion to serve the proposed fire station.

VDOT/Totten Lane Turnlane Project – VDOT has indicated that the project will go out to bid on December 27, 2016. The project should be set to go to construction in late winter.

VDOT/Linden Park-n-Ride Expansion Project – Commuters who use the Park and Ride lot on Route 647 (Dismal Hollow Road) in Warren County will have 62 additional spaces beginning December 9. The Virginia Department of Transportation has finished constructing an additional lot just east of the existing Park and Ride near Interstate 66 exit 13 (Linden). With this expansion, commuters have nearly 200 spaces along Route 647. The new 21,600-square-foot lot was built on existing VDOT property and right of way. It is fully paved and lighted and includes three handicapped-accessible spaces. The project was completed by Kickin' Asphalt Paving and Excavating LLC of Strasburg, Virginia at a cost of \$285,230.91.

McKay House – The contractor is substantially complete with the roofing project. The entire facility has a new standing-seam black metal roof.

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Spring 2017	Contract Awarded/A waiting DEQ Permit
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	Spring 2017	12/27 Bid Date
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
Health and Human Services Complex – Gym Bathroom Renovation	Summer 2016	\$50,000- \$100,000	Winter 2017	Under Construction
Ressie Jeffries Renovations	Fall 2016	\$4,485,300	Fall 2017	Roof Under Construction /Parking Lot Waiting on DEQ Approval

DPS

TOWN MANAGER UPDATE: Joe Waltz

Mr. Waltz stated the following:

Waste Water Treatment Plant- Work continues. They are at 61% complete and on schedule to be complete in 2017.

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

Criser Road Trail- Staff is working on the design.

Criser Road Bridge- The design work continues and the permit process is 90% complete.

West Minster Drive Sidewalk- Work is continuing with the Environmental Review.

Town of Front Royal was named the Top Mid-Size Adventure Town by the Blue Ridge Outdoor Magazine.

Town is prepping for First Night Downtown to be held December 31st.

CHAMBER UPDATE: Niki Cales (absent)

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 November 16th at 10am in County Caucus room. Next meeting will be held January 2017 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.

Project was approved by Town Council on November 14th.

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.

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;

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

OLD BUSINESS:

STAFF COMMENTS:

Ms. McDonald congratulated Mr. Bill Sealock on his Front Royal Town Council position.

DIRECTOR COMMENTS:

Mr. Sealock submitted his letter of resignation to the EDA Board.

(8:25am)

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

MOTION COMING OUT OF CLOSED MEETING

On a Motion by Mr. Sealock, seconded by Mr. Drescher, 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'; DRESCHER, 'AYE', AND EASTHAM, "AYE".
Mr. Biggs left while in Closed Session.)

(9:10 am Mr. Biggs left while in Closed Session.)

(9:34 am)

NEW BUSINESS: Resolutions

Greg Drescher read the following two resolutions:

Whereas, the Governing Body of the Industrial Development Authority acknowledges with grateful appreciation the dedicated services performed by Mr. William A. Sealock, as IDA Board of Director.

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

The memorandum of agreement for improvement on a motion by Greg Drescher, seconded by Bruce Drummond, agreement for the improvement for a portion of Route 340/522 between Diamond Ridge Road and Country Club Road through the Virginia Department of Transportation Revenue Sharing Program between the County of Warren, Virginia a political subdivision of the Commonwealth of Virginia (hereinafter "the County") and the Industrial Development Authority of the Town of Front Royal, Virginia and the County of Warren, Virginia a political subdivision of the Commonwealth of Virginia (hereinafter "the EDA").

VOTE: WINES, 'AYE'; DRUMMOND, "AYE"; SEALOCK, "AYE"; LLEWELLYN, "ABSTAIN"; DRESCHER, 'AYE', AND JIM EASTHAM, "AYE.

On a motion by Mr. Drummond, seconded by Ron Llewellyn, the board voted to approve a loan to Rev 3 Adventures in the amount of forty thousand dollars.

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

(10:00 a.m.)

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

The next regular meeting of the EDA Board of Directors is scheduled for Friday, January 27, 2017, 8:00 AM in the EDA conference room.

Respectfully submitted by:

**Michelle L. Henry
Administrative Assistant**