

Industrial Development Authority of the Town of Front Royal  
and the County of Warren, Virginia, trading as  
**ECONOMIC DEVELOPMENT AUTHORITY**

P.O. Box 445, 400-D Kendrick Lane  
Front Royal, Virginia USA 22630  
540.635.2182 office; [www.wceda.com](http://www.wceda.com)

400-D Kendrick Lane  
Front Royal, Virginia

April 24, 2020 8:00 a.m.

**AGENDA**

*\*The EDA Board of Directors continues to meet virtually due to the COVID-19 crisis\**

1. **CALL TO ORDER – Chair Ed Daley**
2. **ADOPTION OF AGENDA - ADDITIONS OR DELETIONS**
3. **APPROVAL OF MINUTES:**

- Special Meeting April 10, 2020

4. **COMMITTEE REPORTS (ATTACHED)**

- **FINANCE**

5. **COUNTY ADMINISTRATOR UPDATE (ATTACHED)**

6. **TOWN MANAGER UPDATE**

7. **EDA EXECUTIVE DIRECTOR UPDATE (ATTACHED)**

8. **CLOSED MEETING**

1. 3 matters - Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Royal Lane Housing property, 2 E. Main St./Afton Inn, and 514 E. Main St., and legal advice related thereto, pursuant to Va. Code §§ 2.2-3711.A.3 and 7.
2. 2 matter-Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, 426 Baugh Drive and Happy Creek Industrial Park, pursuant to Va. §2.2-3711.A.5.
3. 1 matter – Consultations with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, Criminal Court Update, pursuant to Va. Code §2.2-3711.A.7.
4. 4 matters - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by counsel, First Bank Strasburg, small business loan program, Small Business Loan Committee (SBLC), RFO auditor services, pursuant to Va. §2.2-3711.A.8.

9. **NEW BUSINESS**

- 9-1: Motion to Authorize Using Accumulated Escrow for Loan Payments to First Bank-Strasburg
- 9-2: Motion to Appoint Members to Small Business Loan Committee (SBLC)
- 9-3: Motion to Approve SBLC Charter

- 9-4: Motion to Approve RBEL/IRP Loans Emergency Deferment Program
- 9-5: Motion to Approve Letter of Support for EDA Participation in "Start Up Shenandoah Valley" program
- 9-6: Motion to Approve Returning Security Deposit to ShenProp20, LLC Due to Termination of Sales Contract for 514 E. Main St.

**10. ADJOURN**

*The EDA Board of Directors will be holding their next Regular Board Meeting*

*Friday, May 29, 2020 at 8 a.m.*



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<b>DATE</b> 04/24/2020	<b>ITEM</b> 3	<b>SUBJECT:</b> Board Minutes	
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**EXPLANATION & SUMMARY:**

Board minutes for the following meeting(s) follow:

- Special Board meeting April 10,2020

**Action Required:** Review and discussion. Will require appropriate motion(s) to amend, correct, or adopt the minutes for each meeting as presented.

<b>SUBMITTED BY:</b>  Gretchen Henderson	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	<b>PROCESSED BY:</b>
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**BOARD OF DIRECTORS MEETING**  
**INDUSTRIAL DEVELOPMENT AUTHORITY**  
of the Town of Front Royal and County of Warren, Virginia  
dba as the Economic Development Authority (EDA)

April 10, 2020 at 8:00 a.m.

Special Meeting UNOFFICIAL Minutes

**Present\*:** Ed Daley, Chair; Jeff Browne, Vice-Chair; Jorie Martin, Treasurer; Greg Harold, Secretary; Gray Blanton, Director; Tom Patteson, Director. Also present were EDA Legal Counsel Sharon Pandak of Greehan, Taves, and Pandak; EDA Legal Counsel Cullen Seltzer and Dan Siegel of Sands Anderson; Doug Parsons, Executive Director; Gretchen Henderson, Administrative Assistant and Recorder.

**Others Present\*<sup>1</sup>:** Walt Mabe and Delores Oates, Warren County Board of Supervisors; Doug Stanley, Warren County Administrator; Roger Bianchini, Royal Examiner; Josh Gully, Northern Virginia Daily.

**Agenda**

Dr. Daley recommended that the agenda be reordered, moving New Business to #5 and Director Comments to #6. The **Motion to Accept the Agenda as Amended** was made by Mr. Browne and seconded by Mr. Blanton. The vote in favor was unanimous as follows:

VOTE

AYES: Daley, Browne, Martin, Patteson, Blanton, Harold  
NAYS: 0  
ABSTAIN: 0  
ABSENT: 0

**Minutes**

The minutes from the regular meeting of March 27 were presented. Mr. Browne made the motion, seconded by Mr. Blanton, to accept the minutes as presented. The vote in favor was unanimous as follows:

VOTE

AYES: Daley, Browne, Martin, Patteson, Blanton, Harold  
NAYS: 0  
ABSTAIN: 0  
ABSENT: 0

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<sup>1</sup> \*This was a virtual meeting with all attendees participating via Zoom at <https://zoom.us/j/150916999>

**Motion to Go into Closed Meeting** was made by Mr. Browne and seconded by Mr. Blanton. The vote in favor was unanimous as follows:

**VOTE**

AYES: Daley, Browne, Martin, Patteson, Blanton, Harold

NAYS: 0

ABSTAIN: 0

ABSENT: 0

**Closed Meeting**

1. 2 matters - Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, 2 E. Main St./Afton Inn and 514 E. Main St., and legal advice related thereto, pursuant to Va. Code §§ 2.2-3711.A.3 and 7.
2. 1 matter - Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, 426 Baugh Drive, pursuant to Va. Code §2.2-3711.A.5.
3. 2 matters – Consultations with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, EDA v. Jennifer McDonald, et al., and Cornerstone, L.P., LLP, pursuant to Va. Code §2.2-3711.A.7.
4. 5 matters - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by counsel, First Bank & Trust, First Bank Strasburg, small business loan debt collection, auditor contracts with Yount, Hyde & Barbour, P.C., and RFQ auditor services, pursuant to Va. §2.2-3711.A.8.

The Board entered into Closed Meeting at 8:03 a.m.

Closed Meeting ended at 9:57 a.m.

**Motion to certify Closed Meeting** was made by Mr. Browne and seconded by Ms. Martin. The vote in favor was unanimous as follows:

**VOTE**

AYES: Daley, Browne, Martin, Patteson, Blanton, Harold

NAYS: 0

ABSTAIN: 0

ABSENT: 0

**Motions Out of Closed Meeting:**

**1. Resolution** to file a civil action against TLC Settlements, LLC, Tracy L. Bowers, Service Title of Front Royal, LLC, Victoria L. Williams, Century 21, Campbell Realty, Inc., Jeannette M. Campbell, Walter L. Campbell, Rappawan, Inc., and William T. Vaught, Jr. to seek recovery of money and/or property wrongfully taken from the EDA.

Motion made by Mrs. Martin, seconded by Mr. Browne. The vote in favor was unanimous as follows:

**VOTE**

AYES: Daley, Browne, Martin, Patteson, Blanton, Harold

NAYS: 0

ABSTAIN: 0

ABSENT: 0

**2. Resolution** to authorize a Security Agreement with First Bank & Trust. This agreement will work in conjunction with the Forbearance/Extension agreement the EDA signed with First Bank & Trust on December 27, 2019.

Motion made by Mr. Blanton, seconded by Mr. Browne. The vote in favor was unanimous as follows:

**VOTE**

AYES: Daley, Browne, Martin, Patteson, Blanton, Harold

NAYS: 0

ABSTAIN: 0

ABSENT: 0

**3. Resolution** to authorize the Chair and EDA Board Secretary to sign a settlement agreement with Joseph F. Silek, Jr. This agreement shall provide for the payment of \$16,000 to the EDA. The Warren EDA expresses its appreciation to Mr. Silek for his work and cooperation in achieving this agreement and for his service to the Warren County and Front Royal communities.

Motion made by Mr. Blanton, seconded by Mr. Browne. The resolution was approved with the roll call vote as follows:

**VOTE**

AYES: Daley, Browne, Patteson, Blanton,

NAYS: Harold

ABSTAIN: Martin

ABSENT: 0

**New Business**

**Motion to approve lease with tenant Visionary Optics at 1325 Progress Drive.**

Mr. Harold made the motion, seconded by Mr. Browne, to approve to approve the resolution.  
The vote in favor was unanimous as follows:

**VOTE**

AYES: Daley, Browne, Martin, Patteson, Blanton, Harold  
NAYS: 0  
ABSTAIN: 0  
ABSENT: 0

**Adjourn**

All business have been completed, Mrs. Martin made a motion, seconded by Dr. Patteson to adjourn. The vote in favor was unanimous as follows:

**VOTE**

AYES: Daley, Browne, Martin, Patteson, Blanton, Harold  
NAYS: 0  
ABSTAIN: 0  
ABSENT: 0

The meeting was adjourned at 10:14 a.m.

*Until the Governor's State of Emergency has been lifted, all EDA board meetings will be conducted virtually.*

*The next EDA regular board meeting is Friday, April 24, 2020.*



## **Finance Committee Report: 4-24-2020 OPEN SESSION**

**Financial Statement:** Finance Committee received 11 reports on Friday for the trial balances, expenditures and income. Doug Parsons stated the two page financial report for the board will be ready the week of the board meeting and will be ready for distribution. Based on the cash balances and expected expenditures, the EDA will continue to operate through May without additional funding not budgeted from the county. A detailed cash projection will be sent under separate cover to the board prior to the Friday meeting,

**Insurance:** Insurance on Admin Building was renewed on 3-30-2020. This policy also includes GL for approximately 450 acres of vacant land and 1 acre at 1546 John Marshall Hwy. The policy also provides Business Income Loss and Equipment Breakdown coverages. The coverage is through Stoneburner and Carter and the insurance company is Cincinnati. This may be rebid in the late summer.

Baugh Drive building is due for renewal on May 15<sup>th</sup>. The insurance is currently with Cincinnati. The building policy will be bid this week to Erie, through McGreevy Agency, State Farm, Nationwide Lewis Agency, Multi Broker, and Crawford Agency. The EDA in anticipation of becoming a county agency will not solicit a bid from the current insurance agency due to possible conflict of interest.

Workers Compensation will be renewed with McGreevy Agency.

EDA Office Package currently with Stoneburner and Carter is due July 15<sup>th</sup> and will be rebid in June. Bidders will not include Stoneburner and Carter.

**Audit Selection:** The Finance Committee sent the engagement letter from Edwards and Brown to our attorney for review. The attorney will contact Edwards and Brown on Monday to discuss the revisions. The major concern is the auditor may withdraw from completing the audit with no penalty. The Finance Committee was advised this is a standard clause in an engagement letter. After the review with our attorney and discussion, Finance Committee anticipates recommendation of Brown and Edwards as the auditor for the EDA's fiscal 2018/2019 in the amount of \$12000 to \$15,000 plus expenses for each year. The deliverable date requested is not later than September 30<sup>st</sup> 2020 for both 2018 and 2019.

# RBEL IRP Loans Report

Original Loan Amount	Monthly Payment Amount	Open Meeting Account Label	Date of last payment	Amt Paid	Balance at 03/01/2020		
11,241.47	101.17	1	3/18/2020	110.00	9,985.73	Agreement	
8,211.20	153.00	2	2/14/2020	200.00	1,499.71		
9,800.00	154.44	3	5/23/2016	100.00	5,065.70	Collections	28 Total RBEL Loans
9,000.00	125.10	4	8/12/2016	250.20	6,610.44	Collections	8 Delinquent
10,000.00	186.43	5	12/9/2014	200.00	9,016.58	Collections	5,065.70
8,047.55	148.20	6	3/19/2020	150.00	1,167.99		6,610.44
10,000.00	136.69	7	6/21/2017	273.38	7,085.07	Notice	9,016.58
8,500.00	156.54	8	6/10/2019	939.24	1,385.64		7,085.07
3,500.00	65.25	9	2/11/2020	196.05	386.42		4,227.28
10,000.00	186.43	10	4/7/2020	200.00	1,104.05		15,353.60
5,000.00	93.22	11	3/10/2017	200.00	4,227.28	Collections	7,979.11
40,000.00	404.98	12	3/9/2020	404.98	29,628.08		2,449.03
20,000.00	278.00	13	10/1/2019	278.00	15,353.60		<b>57,786.81</b>
5,000.00	114.02	14	3/16/2020	120.00	2,298.38		
10,000.00	181.92	15	3/17/2020	400.00	4,379.93	Agreement	
10,000.00	181.92	16	3/15/2020	181.92	5,550.23		3 total IRP loans
7,000.00	130.50	17	3/20/2020	130.50	4,158.52		1 Delinquent
7,000.00	130.50	18	3/19/2020	130.50	4,034.61		<b>125,670.82</b>
45,000.00	321.70	19	3/18/2020	500.00	35,846.69		
10,000.00	181.92	20	3/23/2020	363.84	6,371.68		
10,000.00	181.92	21	9/16/2019	364.00	7,979.11	Notice	
10,000.00	181.92	22	2/21/2020	250.00	8,452.29	Agreement	
10,000.00	181.92	23	3/20/2020	185.00	6,696.92		
10,000.00	181.92	24	3/19/2020	185.00	6,858.84		
10,000.00	181.92	25	1/28/2020	181.92	7,661.36		
3,000.00	87.91	26	3/29/2019	100.00	2,449.03	Notice	
20,000.00	268.80	27	11/18/2019	268.80	17,215.58		
10,000.00	134.40	28	3/12/2020	140.00	8,168.70		
8,000.00	145.53	29	4/2/2020	151.00	6,129.09		
					226,767.25		
125,000.00	1,295.48	A	3/13/2020	1,295.48	64,275.31		
150,000.00	1,590.98	B	12/7/2006		125,670.82		
150,000.00	1,554.58	C	2/5/2020	1,554.58	83,386.50		
					273,332.63		

Accounts for which payments received are not for the current month due.  
Accounts that are more than 90 days past due.

FUND #-094 \*\*ECONOMIC DEVELOPMENT AUTHORITY\*\*

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
81050	**ECONOMIC DEVELOPMENT AUTHORITY**							
1001	EXECUTIVE DIRECTOR	115,000.00	115,000.00	74,475.30	74,475.30	.00	40,524.70	35.23
1005	ADMINISTRATIVE ASSISTANT	37,000.00	37,000.00	26,250.03	26,250.03	.00	10,749.97	29.05
1008	ACCOUNTING STAFF	18,200.00	18,200.00	28,550.00	28,550.00	.00	10,350.00	56.86-
2001	FICA	13,650.00	13,650.00	8,975.17	8,975.17	.00	4,674.83	34.24
2002	VRS	15,500.00	15,500.00	8,884.17	8,884.17	.00	6,615.83	42.68
2005	HOSPITAL MEDICAL	34,000.00	34,000.00	22,874.30	22,874.30	.00	11,125.70	32.72
2006	GROUP INSURANCE	1,948.00	1,948.00	1,316.61	1,316.61	.00	631.39	32.41
2011	WORKER'S COMPENSATION	8,904.00	8,904.00	.00	.00	.00	8,904.00	100.00
3001	PROFESSIONAL FEES- LEGAL	12,500.00	12,500.00	56,469.97	56,469.97	.00	43,969.97	351.75-
3002	PROFESSIONAL FEES - AUDITOR	17,500.00	17,500.00	77,176.75	77,176.75	.00	59,676.75	341.01-
3003	PROFESSIONAL FEES - ACCOUNTING	.00	.00	42,508.21	42,508.21	.00	42,508.21	100.00-
3005	ENGINEERS AND CONSULTANTS	15,000.00	15,000.00	49,174.76	49,174.76	.00	34,174.76	227.83-
3007	ADVERTISING	8,000.00	8,000.00	1,928.10	1,928.10	.00	6,071.90	75.89
3008	EXISTING INDUSTRY	5,000.00	5,000.00	276.20	276.20	.00	4,723.80	94.47
3009	PROSPECT EXPENSES	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
3015	COMMUNITY PROJECT	.00	.00	5,457.00	5,457.00	.00	5,457.00	100.00-
3016	SCHOLARSHIP EXPENSE	3,000.00	3,000.00	.00	.00	.00	3,000.00	100.00
3018	PRINTING	4,000.00	4,000.00	613.28	613.28	.00	3,386.72	84.66
5101	ELECTRIC	36,356.00	36,356.00	21,247.04	21,247.04	.00	15,108.96	41.55
5103	WATER AND SEWER	8,910.00	8,910.00	4,675.33	4,675.33	.00	4,234.67	47.52
5201	POSTAGE	2,000.00	2,000.00	466.10	466.10	.00	1,533.90	76.69
5203	PHONE/INTERNET	6,500.00	6,500.00	2,899.46	2,899.46	.00	3,600.54	55.39
5205	TECHNOLOGY CORE OPERATIONS SUPPORT	9,000.00	9,000.00	7,446.78	7,446.78	.00	1,553.22	17.25
5302	PROPERTY/LIABILITY INSURANCE	36,922.00	36,922.00	26,983.41	26,983.41	.00	9,938.59	26.91
5305	BANK FEES	.00	.00	20.00	20.00	.00	20.00	100.00-
5307	PROFESSIONAL LIABILITY INSURANCE	391.00	391.00	.00	.00	.00	391.00	100.00
5310	BOARD EXPENSES	.00	.00	76.70	76.70	.00	76.70	100.00-
5401	SUPPLIES	3,000.00	3,000.00	2,479.34	2,479.34	.00	520.66	17.35
5407	MAINTENANCE	28,000.00	28,000.00	.00	.00	.00	28,000.00	100.00
5408	AUTO ALLOWANCE	5,400.00	5,400.00	.00	.00	.00	5,400.00	100.00
5504	TRAVEL AND TRAINING	5,000.00	5,000.00	1,324.08	1,324.08	.00	3,675.92	73.51
5800	INTEREST EXPENSE	.00	.00	709,826.94	709,826.94	.00	709,826.94	100.00-
5801	DUES AND SUBSCRIPTIONS	3,400.00	3,400.00	888.16	888.16	.00	2,511.84	73.87
5890	CONTINGENCY	10,000.00	10,000.00	5,774.54	5,774.54	.00	4,225.46	42.25
5899	MISCELLANEOUS	2,500.00	2,500.00	20,027.00	20,027.00	.00	17,527.00	701.08-
8001	COPIER LEASE	6,000.00	6,000.00	2,006.49	2,006.49	.00	3,993.51	66.55
	**ECONOMIC DEVELOPMENT AUTHORITY**	475,581.00	475,581.00	1,211,071.22	1,211,071.22	.00	735,490.22-	154.65-
	---FUND TOTAL---	475,581.00	475,581.00	1,211,071.22	1,211,071.22	.00	735,490.22-	154.65-
	-EXPENDITURE TOTAL-	475,581.00	475,581.00	1,211,071.22	1,211,071.22	.00	735,490.22-	154.65-
	---GRAND TOTAL---	202,733.00	202,733.00	112,359.44-	112,359.44-	.00	315,092.44	155.42

FUND #-094 \*\*ECONOMIC DEVELOPMENT AUTHORITY\*\*

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	REMAIN.
18990	**ECONOMIC DEVELOPMENT AUTHORITY**						
4000	OPERATING ALLOTMENT	108,541.00	108,541.00	54,117.00	54,117.00	54,424.00	50.14
4050	DEBT SERVICE - COUNTY	.00	.00	418,116.62	418,116.62	418,116.62	100.00-
4100	REVENUE BOND PROCEEDS	2,200.00	2,200.00	.00	.00	2,200.00	100.00
4125	INTEREST INCOME - OPERATING	.00	.00	40.39	40.39	40.39	100.00-
4150	INTEREST INCOME -RBEL	.00	.00	5,770.49	5,770.49	5,770.49	100.00-
4175	INTEREST INCOME - IRF	.00	.00	4,564.11	4,564.11	4,564.11	100.00-
4180	INTEREST INCOME-IT FEDERAL LLC	.00	.00	45,241.52	45,241.52	45,241.52	100.00-
4200	RENT INCOME	123,582.00	123,582.00	45,819.85	45,819.85	77,762.15	62.92
4225	MISCELLANEOUS INCOME	38,525.00	38,525.00	749,760.68	749,760.68	711,235.68	846.16-
	**ECONOMIC DEVELOPMENT AUTHORITY**	272,848.00	272,848.00	1,323,430.66	1,323,430.66	1,050,582.66	385.04-
	---FUND TOTAL---	272,848.00	272,848.00	1,323,430.66	1,323,430.66	1,050,582.66	385.04-
	---REVENUE TOTAL---	272,848.00	272,848.00	1,323,430.66	1,323,430.66	1,050,582.66	385.04-

# EDA REPORT



## *April 2020*

***Development Review Committee*** – No meeting in March. There will be a meeting by teleconference or Zoom on April 22<sup>nd</sup> at 10:00 am.

***FY 2020-2021 Budget*** – The Board held a virtual public hearing on the proposed budget on April 14<sup>th</sup>. The Board will consider the budget at its meeting on April 21<sup>st</sup>.

***Fire and Rescue Grants*** – County staff has completed the grant application for FEMA's Assistance to Firefighters grant program and will be submitting the application before this week's deadline. The grant request was for 114 self-contained breathing apparatus at a cost of \$872,212 and a local match of \$79,292. The SAFER grant for additional staffing is due May 15<sup>th</sup>. We intend to recommend to the Board to reapply again this year for additional staffing.

***Building Permits*** – Permits for new home construction show 35 new home starts. This number is up 2 over the first quarter of 2019.

***Tourism Committee*** – The Tourism Committee will meet on April 29<sup>th</sup> at 3:00 pm by teleconference or Zoom.

***VDOT Smartscale*** – *The County submitted four applications for the 2020 Smartscale program:*

1. Route 340/522 North Corridor Safety Project – North River District: Includes shoulder widening, fixed object hazard removal, enhanced pavement markings/signage, and turn lane enhancements at Fairgrounds Road and Reliance Road. As proposed the project starts at the intersection of Country Club Road and ends at the Frederick County line near Nineveh. Estimated cost \$7,429,000. We look for this project to get reduced and/or length shortened to reduce the cost.
2. Route 55 East at High Knob Road – Happy Creek District: Construct eastbound right turn lane and westbound left turn lane on Route 55 at the High Knob Road intersection. Estimated cost \$2,180,153.
3. Route 340 South at Rivermont Drive – South River District: Lengthen existing Route 340 southbound right turn lane at Route 619 and re-configure pavement markings to eliminate existing southbound left turn lane and provide an additional southbound lane through the intersection. Estimated cost \$315,500.
4. Route 55 West at Route 678/610 Intersection – Fork District: Construct east and westbound left turn lanes on Route 55 at Route 678/610 intersection. Replace and lengthen box culvert under Route 55 at intersection. Estimated cost \$2,574,630.

## ***Project Updates***

***Rivermont Fire Station*** – The project is approximately 55% complete based on billing through March and is expected to be completed by fall 2020.

***Wayfinding Signage*** – Frazier and Associates have completed the updates on VDOT's comments. County and Town staff have approved the changes and they have been resubmitted to VDOT for review and approval. As far as the sign designs go, there were not any changes, but rather clarification on the total square footage of gateway sign panels and ensuring the corner radii of the trailblazers met the required specifications in VDOT's manual. County staff will be working with Frazier on the next steps which would be bidding the work and moving forward with construction of at least the phase from I-66 to downtown which is part of the CDBG funding.

***Burrell Brooks Music Park Playground*** – Reconfiguration of the playground and installation of the music park equipment should be completed in the next several weeks. A ribbon cutting ceremony will be held this summer after the COVID-19 restrictions are lifted.

***Commercial/Industrial Projects*** – Work continues on the following projects:

- Multi-tenant building (former Capital One) – Demolition, land disturbing, and building permits issued and demolition completed. The Pre-Construction Conference and Pre-Construction Inspection have been completed and approved.
- Equus – Warehouse facility is working on its site plan for submittal this spring.

## ***Upcoming Projects – 2020***

<b>Project</b>	<b>Ad/Bid Date</b>	<b>Cost</b>	<b>Estimated Completion Date</b>	<b>Status</b>
Bentonville Landing Grant	Fall 2020	\$5,000	TBD	Waiting on Brogan Survey for Landscape Architect – PO issued 2/12 – Should be completed next week
Finance Department Reconfiguration	N/A	\$10,000	Spring 2020	Waiting on Furniture Layout Plan
Rockland Park Bathhouse Renovation	N/A	\$75,000- \$100,000	Summer 2020	Waiting on plumbing and HVAC quotes
Burrell Brooks Music Park Playground	N/A	\$15,000- \$20,000	Spring 2020	Waiting on installation of swing set
North Warren Fire Station Roof	Summer 2019	\$75,000- \$100,000	Summer 2020	Project to be re-bid 4/2020
Rivermont Fire Station	Spring 2019	\$5.3 Million	Fall 2020	Under Construction
Fire Training Facility	Fall 2019	\$250,000	Summer 2020	On Hold

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
Parking Lot Resealing and/or Restriping	Summer 2019	\$42,274	Spring 2020	All but one location Completed
AT Connector	Winter 2021	\$1 million \$200,000 local match	Fall 2022	Completing survey work
Morgan Ford Boat Landing	N/A	\$150,000	Fall 2020	Waiting on VDGIF Funding
Thompson Kiss and Ride – Light Installation	N/A	\$7,500	Spring 2020	Lights to be ordered 4/2020
Laundromat Demolition	N/A	N/A	Spring 2020	Waiting for availability of staff
LOVEworks Sign	N/A	\$10,000	Spring 2020	Waiting for final sign pricing
Warren County Government Center Signage	N/A	\$5,000	Spring 2020	Phase I ordered Phase II in April

DPS





# Executive Director's Report

## April 24, 2020

To: The Honorable Ed Daley and Members of the WCEDA Board

From: Doug Parsons, Executive Director

Subject: Executive Director's Report

Date: April 24, 2020

### 1. Financial Management:

We are in negotiations with the respondents to our RFQ for an Auditor. Our goal is to have an engagement letter ready for review by the Board, and perhaps signature, by April 24, 2020.

The proceeds from the sales of 404 Fairground Road and 506 East Main Street have been applied to the loans at First Bank and the balances have been reduced accordingly.

### 2. Corona Virus Business Assistance:

We have four excellent potential members for our USDA Loan Committee. We've been working on a charter, bylaws, internal structure and loan criteria for the program and we're on track to start accepting application very soon. I respectfully ask for the Board's approval of the Loan Committee in today's meeting.

### 3. WCEDA Owned Properties:

400 Kendrick Lane- We are working on determining the best roofing solution and will incorporate into the RFP. We will time this work in concert with the removal of the panels, which will occur after the Corona Crisis is over.

514 East Main Street- We are working with a prospect on a purchase agreement for this property and hope to close within 2-3 weeks.

### 4. Prospects:

We have new interest in the building for short term storage at 426 Baugh Drive. I've also been working with the VA Inland Port to promote the building to their customers for both short term storage and for a purchaser that would be a significant employer and investor.

We have a new IT prospect that I'm working with on workforce recruiting resources, as their business is growing due to the Corona Crisis.

We also have another prospect for acreage at the Happy Creek Technology Park. Discussions are ongoing.

More detail in closed session.

### 5. Business Assistance during Coronavirus:

Working with the Chamber of Commerce and the Small Business Development Center, we will have a webinar on Tuesday, April 21 at 1:00 p.m. to help businesses with the SBA Loan Programs, specifically the Paycheck Protection Program and the EIDL loans. Christine Kriz will give an update on the funding situation of these programs as well as other resources available to businesses. I will give an update regarding our loan program. Our thanks to the Chamber of Commerce for helping us promote this opportunity for Front Royal's and Warren County's small businesses.

**6. Collaborative Efforts:**

We are working with the Northern Shenandoah Valley Regional Council to apply for funds for the Startup Shenandoah Valley program.

Startup Shenandoah Valley (S2V) will provide a business acceleration program that will enable communities in the Region 8 area, such as Front Royal, to continue building a vibrant, all-inclusive entrepreneurial ecosystem. The program will specifically target entrepreneurs with scalable businesses, with a special focus on the traded sector industries of food processing, light manufacturing, information technology, bio-medical/ bio-technical, transportation and logistics, financial/business services, and agriculture.

If the Board approves, the next step would be a letter of support for Warren County's participation in the project.

More details to come as the project develops.



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[www.wceda.com](http://www.wceda.com)

<b>DATE</b> 04/24/2020	<b>ITEM</b> 8	<b>SUBJECT:</b> Closed Meeting	
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**WHEREAS**, the Front Royal Warren County Economic Development Authority desires to discuss in closed meeting the following matter(s):

1. 3 matters - Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Royal Lane Housing property, 2 E. Main St./Afton Inn, 514 E. Main St., and legal advice related thereto, pursuant to Va. Code §§ 2.2-3711.A.3 and 7.
2. 1 matter-Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, 426 Baugh Drive and Happy Creek Industrial Park, pursuant to Va. §2.2-3711.A.5.
3. 1 matter – Consultations with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, Criminal Court update, pursuant to Va. Code §2.2-3711.A.7.
4. 4 matters - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by counsel, First Bank Strasburg, small business loan program, Small Business Loan Committee (SBLC), and RFQ auditor services, pursuant to Va. §2.2-3711.A.8.

<b>SUBMITTED BY:</b> EDA Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	<b>PROCESSED BY:</b>
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<b>DATE</b> 4/24/2020	<b>ITEM</b> 9-1	<b>SUBJECT:</b> New Business Motion to authorize Using Accumulated Escrow for Loan Payments to First Bank-Strasburg	
<b>SUBMITTED BY:</b>	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		<b>PROCESSED BY:</b>



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<b>DATE</b> 4/24/2020	<b>ITEM</b> 9-2	<b>SUBJECT:</b> New Business Motion to Appoint Members to Small Business Loan Committee (SBLC)	
<b>SUBMITTED BY:</b>	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		<b>PROCESSED BY:</b>



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<b>DATE</b> 4/24/2020	<b>ITEM</b> 9-3	<b>SUBJECT: New Business</b> Motion to Approve SBLC Charter	
<b>SUBMITTED BY:</b> EDA Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER <b>(DESCRIBE)</b>		<b>PROCESSED BY:</b>



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<b>DATE</b> 4/24/2020	<b>ITEM</b> 9-4	<b>SUBJECT: New Business</b> Motion to Approve RBEL/IRP Loans Emergency Deferment Program	
<b>SUBMITTED BY:</b> EDA Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER <b>(DESCRIBE)</b>		<b>PROCESSED BY:</b>





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<b>DATE</b> 4/24/2020	<b>ITEM</b> 9-5	<b>SUBJECT: New Business</b> Motion to Approve Letter of Support for EDA Participation in "Start Up Shenandoah Valley" program	
<b>SUBMITTED BY:</b> EDA Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		<b>PROCESSED BY:</b>



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<b>DATE</b> 4/24/2020	<b>ITEM</b> 9-6	<b>SUBJECT: New Business</b> Motion to Approve Returning Security Deposit to ShenProp20, LLC Due to Termination of Sales Contract for 514 E. Main St.	
<b>SUBMITTED BY:</b> EDA Board of Directors	<b>DISPOSITION OF BOARD:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)		<b>PROCESSED BY:</b>