

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
400-D Kendrick Lane
Front Royal, Virginia

December 4, 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 Jeff Browne

2. ADOPTION OF AGENDA - ADDITIONS OR DELETIONS

3. APPROVAL OF MINUTES

- October 23, 2020 Special Meeting
- October 29, 2020 Regular Meeting
- November 20, 2020 Special Meeting
- November 24, 2020 Special Meeting

4. 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, 426 Baugh Drive, Afton Inn 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, Stephens Industrial Park, pursuant to Va. Code §2.2-3711.A.5.
3. 2 matters – Consultation with legal counsel and briefings by staff members 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 EDA v. Town of Front Royal, pursuant to Va. Code § 2.2-3711.A.7.
4. 1 matter - 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, pursuant to Va. Code § 2.2-3711.A.8.

5. COMMITTEE REPORTS

A. Executive Committee

1. Meeting dates for 2021
2. Strategic Planning process

B. Finance Committee

C. Asset Management Committee

6. COUNTY ADMINISTRATOR'S REPORT

7. TOWN MANAGER'S REPORT

8. EXECUTIVE DIRECTOR'S REPORT

ADJOURN

The next EDA regular board meeting for November/December will be Friday, January 22, 2021, 2020 at 8 a.m.



400 Kendrick Lane Suite D
 P.O. Box 445
 Front Royal, VA 22630
 T: 540.635.2182 www.wceda.com

DATE 12/04/2020	ITEM 3	SUBJECT: Board Minutes	
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EXPLANATION & SUMMARY:

Board minutes for the following meeting(s) follow:

- October 23 Special Meeting
- October 29 Regular Meeting
- November 20 Special Meeting
- November 24 Special Meeting

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

SUBMITTED BY: Gretchen Henderson	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
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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)

**The meeting was conducted electronically using ZOOM due to the COVID-19 pandemic*

October 23, 2020, at 8:00 a.m.
Regular Meeting UNOFFICIAL Minutes

Present*: Jeff Browne, Chair; Greg Harold, Secretary; Jorie Martin, Treasurer; Tom Patteson, Director; Melissa Gordon, Director; Jim Wolfe, Director. Also present were EDA Legal Counsel Sharon Pandak of Greehan, Taves & Pandak; Doug Parsons, Executive Director; Gretchen Henderson, Administrative Assistant and Recorder.

Others Present*: Roger Bianchini, Royal Examiner; Alex Bridges, Northern Virginia Daily.

Mr. Browne called the meeting to order at 8:03 a.m.

Agenda

Mr. Harold made the motion, seconded by Dr. Patteson, to approve the agenda as presented. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Gordon, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Approval of Minutes

The minutes of the September 25, 2020 Regular meeting were presented. The motion to approve the minutes, as presented, was made by Mr. Harold, seconded by Mr. Wolfe. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Gordon, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Motion to Go into Closed Meeting was made by Mr. Harold and seconded by Mr. Wolfe.

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,

426 Baugh Drive, Afton Inn, and McKay Springs, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3.

2. 4 matters-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, Stephens Industrial Park and Happy Creek Industrial Park, Avtex parking lot, and Kelly Industrial Park, pursuant to Va. §2.2-3711.A.5.
3. 3 matters- Consultation with legal counsel and briefings by staff members 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, Town of Front Royal v. EDA, EDA v. Town of Front Royal, and EDA v. Jennifer McDonald, et al., pursuant to Va. Code § 2.2-3711.A.7.
4. 1 matter - Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by counsel, Waste Management and First Bank & Trust, pursuant to Va. Code § 2.2-3711.A.8.
5. 1 matter-Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, remediation of mold Avtex Building, pursuant to § 2.2-3711.A.6.

WHEREAS, pursuant to Va. Code §§2.2-3711.A.3, 5, 6, 7, and 8, such discussion(s) may occur in closed meeting;

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Gordon, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: 0

The Board entered into Closed Meeting at 8:08 a.m.

Director Melissa Gordon excused herself from the meeting at 9:15 a.m. due to a schedule conflict. She did not participate in discussions or voting for the remainder of the meeting. Director Jorie Martin excused herself from the meeting at 9:43 a.m. due to a schedule conflict. She did not participate in discussions or voting for the remainder of the meeting.

Closed Meeting ended at 9:44 a.m.

Motion to Certify Closed Meeting was made by Mr. Harold and seconded by Dr. Patteson. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: Martin, Gordon

Actions in Open Meeting

Dr. Patteson made the motion, seconded by Mr. Wolfe, to approve a lease agreement for a portion of the parking lot of 426 Baugh Dr. with Dollar Tree Distribution, Inc/Family Dollar for \$2,100/month.

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: Martin, Gordon

Mr. Harold made the motion, seconded by Mr. Wolfe, to approve a settlement agreement negotiated with Sands Anderson with the heirs of Daniel McEatheron, for \$90,000.

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: Martin, Gordon

Dr. Patteson made the motion, seconded by Mr. Wolfe, to allow the EDA Board Secretary, Greg Harold, to award the contract for the remediation of mold and clean-up of the basements at the Avtex Building, in the absence of Executive Director Doug Parsons.

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: Martin, Gordon

Additional Actions in Open Meeting-Finance Committee

Dr. Patteson made the motion, seconded by Mr. Wolfe, to authorize the Warren County Treasurer to eliminate the EDA Rent account at Atlantic Union and transfer all monies to the main EDA Cash/Operation account.

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: Martin, Gordon

Dr. Patteson made the motion, seconded by Mr. Wolfe, to authorize the Warren County Treasurer to recode payments made to the EDA by the Northern Shenandoah Valley Regional Commission (NSVRC), erroneously coded as rent payments, to Note Receivable payments and to deposit them in the main EDA Cash/Operating account.

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe
NAYS: 0
ABSTAIN: 0
ABSENT: Martin, Gordon

Adjourn

All business having being completed, a motion to adjourn was made by Mr. Harold and seconded by Mr. Wolfe. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe
NAYS: 0
ABSTAIN: 0
ABSENT: Martin, Gordon

The meeting was adjourned at 10:17 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 for November/December is Friday, December 4, 2020.

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)

**The meeting was conducted electronically using ZOOM due to the COVID-19 pandemic*

October 29, 2020, at 10:30 a.m.
Regular Meeting UNOFFICIAL Minutes

Present*: Jeff Browne, Chair; Greg Harold, Secretary; Jorie Martin, Treasurer; Tom Patteson, Director; Melissa Gordon, Director; Jim Wolfe, Director. Also present were EDA Legal Counsel Sharon Pandak of Greehan, Taves & Pandak; Doug Parsons, Executive Director; Gretchen Henderson, Administrative Assistant and Recorder.

Others Present*: Alex Bridges, Northern Virginia Daily.

Mr. Browne called the meeting to order at 10:30 a.m.

Motion to Go into Closed Meeting was made by Mrs. Martin and seconded by Mr. Wolfe.

Closed Meeting

1. 1 matter - 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, 426 Baugh Drive, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3.
2. 1 matters-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, Stephens Industrial Park, pursuant to Va. §2.2-3711.A.5.
3. 1 matter-Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, remediation of mold Avtex Building, pursuant to § 2.2-3711.A.6.
4. 1 matter-Consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice - Proposed Master Agreement with Warren County for Tourism and Incentive Grants pursuant to Va. Code §2.2-3711.A.8.

WHEREAS, pursuant to Va. Code §2.2-3711.A.3, 5, and 8, such discussion(s) may occur in closed meeting;

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Gordon, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: 0

The Board entered into Closed Meeting at 10:31 a.m.

Director Melissa Gordon excused herself from the meeting at 11 a.m. due to a schedule conflict. She did not participate in discussions or voting for the remainder of the meeting. Director Greg Harold excused himself from the meeting at 12 Noon p.m. due to a schedule conflict. He did not participate in discussions or voting for the remainder of the meeting.

Closed Meeting ended at 12:02 a.m.

Motion to Certify Closed Meeting was made by Dr. Patteson and seconded by Mr. Wolfe. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Wolfe, Martin

NAYS: 0

ABSTAIN: 0

ABSENT: Gordon, Harold

Action in Open Meeting

Mr. Martin made the motion, seconded by Mr. Wolfe, to approve the Master Agreement between Warren County and the EDA for an Incentive Grant and Tourism Grant to Backroom Brewery as financial assistance to expand its operations. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: Martin, Gordon

Adjourn

All business having being completed, a motion to adjourn was made by Mr. Martin and seconded by Mr. Wolfe. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: Martin, Gordon

The meeting was adjourned at 12:04 p.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 for November/December is Friday, December 4, 2020.

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)

**The meeting was conducted electronically using ZOOM due to the COVID-19 pandemic*

November 20, 2020, at 8:00 a.m.
Special Meeting UNOFFICIAL Minutes

Present*: Jeff Browne, Chair; Greg Harold, Secretary; Jorie Martin, Treasurer; Tom Patteson, Director; Melissa Gordon, Director; Jim Wolfe, Director. Also present were Doug Parsons, Executive Director; Gretchen Henderson, Administrative Assistant and Recorder.

Others Present*: Alex Bridges, Northern Virginia Daily.

Mr. Browne called the meeting to order at 8:04 a.m.

Motion to Go into Closed Meeting was made by Mr. Wolfe and seconded by Mr. Harold.

1. 1 matter - 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, Stephens Industrial Park, pursuant to Va. Code § 2.2-3711.A.3.
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, Stephens Industrial, pursuant to Va. §2.2-3711.A.5.

WHEREAS, pursuant to Va. Code §§2.2-3711.A.3 and 5,, such discussion(s) may occur in closed meeting;

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Gordon, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: 0

The Board entered into Closed Meeting at 8:06 a.m.

Closed Meeting ended at 9:16 a.m.

Motion to Certify Closed Meeting was made by Mr. Wolfe and seconded by Mr. Harold. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Martin, Gordon

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Adjourn

All business having being completed, a motion to adjourn was made by Mr. Wolfe and seconded by Dr. Patteson. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Martin, Gordon

NAYS: 0

ABSTAIN: 0

ABSENT: 0

The meeting was adjourned at 9:17 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 for November/December is Friday, December 4, 2020.

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)

**The meeting was conducted electronically using ZOOM due to the COVID-19 pandemic*

November 24, 2020, at 7:30 a.m.
Special Meeting UNOFFICIAL Minutes

Present*: Jeff Browne, Chair; Greg Harold, Secretary; Jorie Martin, Treasurer; Tom Patteson, Director; Melissa Gordon, Director; Jim Wolfe, Director. Also present were EDA Legal Counsel Sharon Pandak of Greehan, Taves and Pandak; Doug Parsons, Executive Director; Gretchen Henderson, Administrative Assistant and Recorder.

Mr. Browne called the meeting to order at 7:36 a.m.

Motion to Go into Closed Meeting was made by Mr. Wolfe and seconded by Dr. Patteson.

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, Stephens Industrial Park, pursuant to Va. Code § 2.2-3711.A.3.
2. 2 matters - 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, Stephens Industrial, pursuant to Va. §2.2-3711.A.5.

WHEREAS, pursuant to Va. Code §§2.2-3711.A.3 and 5, such discussion(s) may occur in closed meeting;

The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Martin, Harold, Gordon, Wolfe

NAYS: 0

ABSTAIN: 0

ABSENT: 0

The Board entered into Closed Meeting at 7:38 a.m.

Closed Meeting ended at 7:43 a.m.

Motion to Certify Closed Meeting was made by Mr. Wolfe and seconded by Mr. Harold. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Martin, Gordon

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Motions Out of Closed Meeting

Mr. Harold made the motion, seconded by Mr. Wolfe to authorize the Chair and Secretary to sign a Letter Of Intent (LOI) to sell the former Atlantic Skyline Building at 426 Baugh Drive for the full asking price of \$5,750,000 to Parallel Virginia, LLC. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Martin, Gordon

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Dr. Patteson made the motion, seconded by Mr. Harold, to approve a short-term storage lease with Interchange Group for 10,000 square feet of space at 426 Baugh Drive for \$4,125 per month. Tom Patteson made the motion, Greg Harold seconded. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Martin, Gordon

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Adjourn

All business having being completed, a motion to adjourn was made by Mrs. Martin and seconded by Mr. Harold. The vote in favor was unanimous as follows:

VOTE

AYES: Browne, Patteson, Harold, Wolfe, Martin, Gordon

NAYS: 0

ABSTAIN: 0

ABSENT: 0

The meeting was adjourned at 7:45 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 for November/December is Friday, December 4, 2020.*



400 Kendrick Lane Suite D
 P.O. Box 445
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 T: 540.635.2182

www.wceda.com

DATE 12/04/2020	ITEM 4	SUBJECT: Closed Meeting	
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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, 426 Baugh Drive, Afton Inn 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, Stephens Industrial Park, pursuant to Va. Code §2.2-3711.A.5.
3. 2 matters – Consultation with legal counsel and briefings by staff members 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 EDA v. Town of Front Royal, pursuant to Va. Code § 2.2-3711.A.7.
4. 1 matter - 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, pursuant to Va. Code § 2.2-3711.A.8.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Front Royal Warren County Economic Development Authority (“Authority”) has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Va. Code §2.2-3712 requires a certification by the Authority that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Authority.

SUBMITTED BY:	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
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www.wceda.com

DATE 12/4/2020	ITEM 5-A-1	SUBJECT: Executive Committee	
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Board of Directors meeting dates for calendar year 2021:

- January 22, 2021
- February 26, 2021
- March 26, 2021
- April 23, 2021
- May 21, 2021
- June 25, 2021
- July 23, 2021
- August 27, 2021
- October 29, 2021
- November/December 3, 2021

SUBMITTED BY:	DISPOSITION OF BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
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WCEDA Asset Management Committee Report

December 4th, 2020

- **Baugh Drive:** To be discussed by the Executive Director during his report

- **Royal Lane Property/Work Force Housing Apartments**
 - Royal Lane is still active in the investment community. A change in sales strategy may need to be discussed based upon current EDA prospect activity at our various sites.

- **Afton Inn**
 - 2 East Main, the contract purchasers of the Afton Inn continues to work toward a settlement by the end of December. The Town of Front Royal, via their legal department has begun obstructing this process by not cooperating with requests made by both 2 East Main and the EDA. The EDA's sole ambition in this sale is to remove it from our asset book by selling it to a private developer that is qualified and capable of rebuilding this historic structure to benefit the entire community, including the Town Administration Offices that sits adjacent to this currently dilapidated building. The community should start lobbying Town Council to allow this sale to commence without further delay or disruption. This is critical both from a safety standpoint as stated by Town Attorney Doug Napier, and from an aesthetic standpoint being the corner of historic downtown Front Royal. Delaying the sale and settlement places additional unnecessary risk to public money in the maintenance and public security of this building which has been previously stated by the Town Attorney as the responsibility of the Town tax payer. Much like former Chairman Daley and Harold met with Town administration on the Royal Lane property, The EDA is always willing to discuss the Afton Inn with any member of Town Administration.

- **404 Kendrick Lane**
 - Kendrick Lane basement suites were vacated of personal effects from prior EDA administrations. Property deemed of any value was properly cataloged and donated to Warren County for interdepartmental use.



- Past flooding (Sept 7) has been fully remediated. The basement areas are cleaned, dried, and free of unnecessary debris and personal effects.
- Kendrick CDL Lot
 - Lease expiration is due in December. The Asset Committee will report back to the greater board a recommended lease rate. Asset Committee Chairman Harold has been approached by an area non-profit seeking a possible joint venture or other partnership arrangement on a greater use for this 4+ Acre parcel.
- Other asset activity to be discussed in the Executive Director's Report



COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100

Front Royal, Virginia 22630

Phone: (540) 636-4600

FAX: (540) 636-6066

Email: edaley@warrencountyva.net

Dr. Edwin C. Daley
Interim County Administrator

Memorandum

TO: Chairman and Members of the Warren County EDA
FROM: Dr. Edwin C. Daley, ICMA-CM, Interim County Administrator
DATE: November 18, 2020
RE: County Administrator's Report

Coronavirus Update – County staff continue to monitor the situation and take the necessary precautions. As you are aware, we are still in the Governor's "Phase Three" of Virginia's "Path Forward".

The relative the number of COVID-19 cases in our locality continues to increase, more so than it has this past summer. We are now experiencing COVID-19 outbreaks in three of our congregate living facilities, and a general rise in case numbers across our County and surrounding health district. As such, we must all remain vigilant and continue to implement measures that allow us to safely interact with our extended family, friends and the public. All County offices and most services are open and remain available to the public.

Last week, the Warren County CARES Act Committee began accepting a "third and final round" of applications for the local distribution of Coronavirus Relief Funds. Warren County realized that one group of businesses, those located within Front Royal that are not required to have a business license, had not been eligible to receive relief funds so far from either the County or the Town of Front Royal. This third round program was intended to provide funds to such businesses, and continued through 5:00 PM on November 17th.

Additionally, we received the majority of documentation required from the Town regarding the first round CARES Act fund distribution to Town small businesses. We are in the process of receiving the final documentation, and expect to complete reimbursement to the Town by Thanksgiving for "Round 1" receipts received. We also received the initial "Round 2" documentation required from the Town last week. It is our goal to complete "Round 2" reimbursement to the Town by Christmas, for receipts received.

Finally, we submitted a mandatory Coronavirus Relief Funds survey to the Commonwealth's Department of Accounts last week, will submit our next mandatory quarterly report of related expenditures to the Department in early January 2021, and plan to conduct an independent audit of our related CRF expenditures next fiscal quarter.

Front Royal-Warren County
Rivers of Opportunity-Mountains of Success

BOARD OF SUPERVISORS

CHAIRMAN
Walter J. Mabe
Shenandoah District

VICE CHAIR
Cheryl L. Cullers
South River District

Tony F. Carter
Happy Creek District

Archie A. Fox
Fork District

Delores R. Oates
North River District

Coronavirus Vulnerable Revenue – For the month of October, the County’s share of local sales tax revenue was \$440,381.98. This amount is up \$72,675.67 (19.8%) over the \$367,706.31 collected in October 2019. The year-to-date total for Business Licenses is \$947,725.19 - \$100,910.64 (11.9%) more than last year’s \$846,814.55.

Tourism Committee – The Town Council and Board of Supervisors voted in June to outsource tourism services moving forward. A Request for Proposals for a Destination Marketing Organization for Tourism Services for the Town and County was issued in August. Requests were received and ranked by an Evaluation Committee. After interviews, the Committee has agreed on a firm. The County and the Town are currently working on the necessary agreements to move forward.

Wayfinding Signage – The Design Phase has been completed by Frazier Associates. The final plan has been sent to VDOT addressing their remaining comments. The construction intent documents have been completed for the bidding process.

Development Review Committee – The Development Review Committee met on October 28, 2020. The Committee discussed County projects including:

- A discussion with the applicants of 4022 Rockland Road for proposed indoor classes/seminars and seasonal agricultural activities.
- A proposed Chapel on Strasburg Road. The public hearing was held by the Planning Commission in November.
- The Equus warehouse facility site plan is still under review with DEQ.
- Site plan review for the proposed warehouse facility on the corner of Baugh Drive and Fairground Road.
- Site plan review for Manual Trucking located on Winners Court.

The Committee also discussed Town projects including:

- The Thermal Shelter at the Health and Human Services Complex opened on November 1st.
- A request for 60 apartments on East Main Street.
- A proposed Gas Station/Convenience Store at the former site of Joe’s Steakhouse.
- A proposed Comprehensive Plan amendment on the Happy Creek area property that was

Building Inspections – In review of the new construction for 2020, we had a total of 157 new home starts through October 31st. Of that number, 31 were located in Town limits and the remaining 126 outside of Town limits. As a comparison, in 2019 we had a total of 150 new home starts for the year and 131 through October 31st. Based on recent permits the projected annual total is now up to 180 new starts, which represents an annual growth rate in housing stock of 0.92%. As projected, 2020 would now show an increase and stop the decline shown in the previous two years.

The growth rate is well below the 2-3% maximum outlined in the Warren County Comprehensive Plan, but is level at 0.92% average experienced since January 1, 2009.

In October, the permits are trending higher with an increase from 220 in 2019 to 275 this year (25.0%), and the total number of inspections are up from 1,180 to 1,230 (4.2%).

Project Updates

Rivermont Fire Station – The project is nearing completion. A Ribbon Cutting will be scheduled for December. A spring Open House is also being discussed that would include activities with the Airport.

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

- The new Warren Memorial Hospital is starting to coordinate with the Inspections Department for a schedule to start phased final inspections as well as a phased opening schedule.
- Chipotle continues to move forward at a steady pace. The Five Guys restaurant has begun work and is requesting inspections from the Building Inspections Department.
- Equus Warehouse facility – They continue to work with DEQ and the County and are moving forward.

Upcoming Projects – 2020

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
Bentonville Boat Landing Grant	2021	\$5,000	TBD	Grant application submitted in October; grant funding expected to be awarded in January 2021
Rockland Park Bathhouse Renovation	N/A	\$75,000-\$100,000	Summer 2020	On Hold
North Warren Fire Station Roof	Summer 2020	\$105,000	Fall 2020	Project should begin in the next couple of weeks
Rivermont Fire Station	Spring 2019	\$5.3 Million	Fall 2020	Under Construction; 98% complete
Fire Training Facility	Fall 2019	\$250,000	Summer 2020	On Hold
AT Connector: Phase 1	Winter 2021	\$1 million \$200,000 local match	2021	Completing survey work
Morgan Ford Boat Landing	N/A	\$150,000	Spring 2021	Construction documents out for review/comment
Thompson Kiss and Ride – Light Installation	N/A	\$7,500	Fall 2020	Quotes received to install lighting; work should begin this month
Laundromat Demolition	N/A	N/A	Summer 2020	Asbestos removed – Ready for interior demolition
LOVEworks Sign	N/A	\$12,000	TBD	On Hold
Warren County Government Center Signage	N/A	\$5,000	Summer 2020	Phase I installed Phase II in November

ECD

***Front Royal-Warren County
Rivers of Opportunity-Mountains of Success***

Executive Director's Report

December 4, 2020

To: The Honorable Jeff Browne and Members of the WCEDA Board
From: Doug Parsons, Executive Director
Subject: Executive Director's Report
Date: December 4, 2020

1. Audits:

Brown Edwards has sent draft documents to our accountant, Carolyn Stimmel, for her review regarding the classification of certain portions of our debt. They are also working on putting quality control measures in place to review the work. Brown Edwards is now saying December 31 for the FY18 audit.

2. Website:

Our thanks to Emma Rusnak, the GIS Coordinator at the County for working with us to design an interactive properties page for the new site. She is working with Queen Consulting on getting that built. Once that is done, we just need to edit the text on certain web pages, and we'll be ready to go live with Phase One by December 31, 2020.

3. WCEDA Owned Properties:

The remediation work at our offices is done. We are working to get new sump pumps installed. The Salvation Army's Angel Tree Network is taking advantage of the space at our offices for the storage and distribution of toys for children in need this holiday season.

4. Prospects:

We've had excellent progress on three projects which I can discuss in more detail in closed. Generally, our prospect activity is up, even with the Covid crisis and the holidays. We've seen an increase in leads coming in from brokers and site selector consultants in addition to those from VEDP.

We now have three leases in place for short term storage at the 426 Baugh Drive building that cover 30% of the total cost of ownership while we work toward selling the building.

5. VEDP Business Ready Sites Program:

The Front Royal Town Council approved the rezoning of two parcels at Happy Creek from residential to Industrial. Our thanks to Dan Farrell at Thrasher Engineering and the Front Royal Planning & Zoning Department and Town Council for this approval. This will help raise the Tier ranking with VEDP for Happy Creek Technology Park and make the property more competitive.

The State GOVA Board will vote on the application by the Shenandoah Valley Partnership for due diligence work at various industrial sites in the Shenandoah Valley, including the Stephens Industrial Park, on Monday, December 7. If approved, there will be money available for the due diligence work needed to raise Stephens Industrial Park from a Tier 2 to a Tier 4 in the Virginia

Business Ready Sites Program. Draper Aden will perform the work for all the sites. The work is expected to take seven months to complete for the Stephens Industrial Park.

6. **Collaborative Efforts:** Board Chair Jeff Browne participated in a Blue Ridge Association of Realtors' Shenandoah Valley Real Estate Market and Economic Summit to report on the current residential and commercial market in Front Royal and Warren County. My thanks to Jeff for stepping up while I was out that day.

7. **Leach Run Parkway:**

The final contractor invoice for \$101,158.55 has been submitted and paid. Karl Schaeffer at Pennoni has prepared and compiled most of documents necessary for closeout of the construction activities stormwater discharge permit with DEQ. He is still working on the Maintenance Agreement which will need to be signed off on by the Town. He will have us the draft NOT form for our review by December 4, 2020. The maintenance agreement will have to be recorded with the NOT.