



TOWN OF FRONT ROYAL, VIRGINIA TOWN COUNCIL MEETING

Monday, August 11, 2014 @ 7:00pm

Warren County Government Center

1. Pledge of Allegiance
 2. Moment of Silence
 3. Roll Call
 4. Approval of the Regular Council Meeting minutes of July 28, 2014.
 5. Receipt of Petitions and/or Correspondence from the Public
 6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 1. Finance Report from Finance Director Kim Gilkey-Breeden
 - d. Proposals for addition/deletion of items to the Agenda.
 - *7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED)
 - A. COUNCIL APPROVAL – Bid for Storm Drain Pipe on Commonwealth Drive
 - B. COUNCIL APPROVAL – Bid for Waterline Upgrade along Manassas Ave and Braxton Rd
- *The nature of a consent agenda is such that discussion of individual items does not occur.*
8. **PUBLIC HEARING** – An Ordinance Amending a Franchise Ordinance to Allow Rappahannock Electric Cooperative (REC) to Construct and Install Certain New Facilities (*1st Reading*)
 9. **PUBLIC HEARING** – An Ordinance to Repeal Town Code Section 110-17 Pertaining to Fortunetelling or Practicing Magic Art (*1st Reading*)
 10. **COUNCIL APPROVAL** – Contract for Services - Small Business Development Center (SBDC)
 11. **COUNCIL APPROVAL** – Waiver of Planning Permit Fees and Develop an Agreement to Place a Lien on Property for Water and Sewer Connection Fees - Warren County Habitat for Humanity
 12. **COUNCIL APPOINTMENT** – Planning Commission
 13. **COUNCIL APPROVAL** – Acceptance of Bid for Catlett Mountain Landfill Storm Water Conveyance System and Exposed Waste Removal Project Jointly with County of Warren.



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(A)

Meeting Date: August 11, 2014

Agenda Item: COUNCIL APPROVAL – Bid for Storm Drain Pipe on Commonwealth Drive

Summary: Council is requested to approve the bid from Racey Paving in the amount of \$9,500.00 to replace the failed 30" CMP drainage pipe located outside the roadway of Commonwealth Drive with 30" HDPE drainage pipe to fill approximately 200 cubic yards of the swale to improve future maintenance. VDOT approved the use of HDPE drainage pipe in 2011, and Town Standards allow its use in areas not beneath roadway pavement.

Budget/Funding: FY14-15 DES Budget Line Item 4102-45471 "Storm Drainage".

Attachments: Memorandum from Purchasing Agent and Quotation Tabulation

Meetings: Work Sessions held July 21 and August 4, 2014

Staff Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the bid from Racey Paving in the amount of \$9,500.00 to replace the failed 30" CMP drainage pipe located outside the roadway of Commonwealth Drive with 30" HDPE drainage pipe to fill approximately 200 cubic yards of the swale to improve future maintenance.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JB



MEMORANDUM

Date: August 5, 2014
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Thursday, July 3, 2014, I received three (3) quotes from Terry Lewis, DES Manager (see attached Three Quote Form). These quotes were for the repair of a wash area located on West Commonwealth Drive. The quote is for all labor, materials and equipment needed to perform the work in a professional manner. The work will consist of digging out and replacing a 30" pipe, approximately 120 feet long, then back fill the area. There will be rip rap placed at the pipe exit. Approximately 200 yards of fill will be installed to raise the entire ravine up to grade to facilitate the owner maintaining the area.

Staff recommends the award for the West Commonwealth Drive wash area repair be made to Racing Paving, located in Strasburg, for a total project cost of \$9,500.00

Funding for this project is available in the FY15 DES budget line item 4102-45471 "Storm Drainage".

TOWN OF FRONT ROYAL THREE QUOTE FORM

DEPARTMENT DES

BUYER TOWN OF FRONT ROYAL

DATE 26 June 14

DESCRIPTION OF COMMODITIES/SERVICES	QTY	VENDOR	VENDOR	VENDOR
REPLACE 120' OF 30"		RACY PAVENL		
DRAIN LINE, RAISE			BUSHOWL	
AREA w/ Fill to A				POE
FLOWABLE STATE				
COST OF COMMODITIES/SERVICES (LESS FREIGHT)		\$ 9,500	\$	\$
FREIGHT/DELIVERY COST		\$	\$ 9,952	\$
GRAND TOTAL, NET, THIRTY TERMS		\$	\$	\$ 16,730
PRICES FIRM THROUGH				
Quotations on this form have been solicited by the buyer indicated on this form without furnishing any information to a vendor which may afford a vendor an advantage over another vendor. The undersigned has hereby solicited three valid quotations in accordance with the Town of Front Royal's purchasing procedures.	VENDOR NAME			
	FED TAX I.D./SSN#			
	ADDRESS			
	CITY, STATE			
	PHONE/FAX	540-481-0137	540-459-5975	540-635-7700
	CONTACT	WAYNE	AARON	DONALD
Number of vendors solicited _____ If none, please state reasons on the back of this form.	BUYERS SIGNATURE			



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 7(B)

Meeting Date: August 11, 2014

Agenda Item: COUNCIL APPROVAL – Bid for Waterline Upgrade along Manassas Avenue and Happy Creek Road

Summary: Council is requested to approve the bid from Bushong Contracting Corp in the amount of \$193,281.00 (\$175,710.00 + \$17,571.00 contingency) for a waterline upgrade along Happy Creek Road and Braxton Road that includes the installation of approximately 300 linear feet of 6" ductile iron water main and various 6" fittings on Braxton Road and 800 linear feet of 6" water main, various 6" fittings and transfer of existing water taps to the new water main along Happy Creek Road.

Budget/Funding: Department of Environmental Services Water and Sewer Maintenance FY15 Budget Line Item 9602-47513 "Water Line Upgrade"

Attachments: Memorandum from Purchasing Agent and Quotation Tabulation

Meetings: None

Staff

Recommendation: Approval ✓ Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve the bid from Bushong Contracting Corp in the amount of \$193,281.00 (\$175,710.00 + \$17,571.00 contingency) for a waterline upgrade along Happy Creek Road and Braxton Road.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB



MEMORANDUM

Date: August 1, 2014
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item

On Wednesday, July 30, 2014, I held a bid opening for a waterline upgrade along Happy Creek Road and Braxton Road. This project includes the installation of approximately 300 linear feet of 6" ductile iron water main and various 6" fittings on Braxton Road, and 800 linear feet of 6" water main, various 6" fittings, and transfer of existing water taps to the new water main along Happy Creek Road. I received three (3) responses to this Invitation for Bid (see attached tabulation sheet). As we have no method of determining what the selected Contractor will find when he begins digging up the old line, we would like to add a 10% contingency to the quotation for any costs that may arise due to unsuitable excavated materials, rock excavation, and/or replacement of galvanized pipe with copper pipe. Due to the cost of this project, I will need Council approval before continuing with the award. Please add this to the August 11, 2014 Town Council agenda for their action.

Staff recommends the award for the Happy Creek water line upgrade project be made to Bushong Contracting Corp., Woodstock, VA, for the base quotation of \$175,710.00. Additionally, staff requests a contingency amount of \$17,571.00, for a total bid award of \$193,281.00.

Funding is available from the Department of Environmental Services Water and Sewer Maintenance FY15 budget line item 9602-47513, "Water Line Upgrade".

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: HAPPY CREEK WATERLINE UPGRADE

Quotation #22

Date: JULY 30, 2014

Mailed: _____

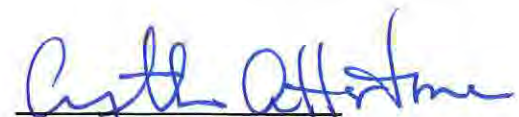
Replied 2

	Vendor Quotation			
	BUSHONG CONTRACTING	GENERAL EXCAVATION	LANTZ CONSTRUCTION OF WINCHESTER	
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
<u>PHASE 1 - BRAXTON ROAD</u>				
MOBILIZATION	\$600.00	\$5,200.00	\$3,250.00	
TRAFFIC MAINTENANCE	\$900.00	\$4,800.00	\$13,000.00	
EROSION CONTROL	\$100.00	\$3,300.00	\$2,340.00	
1 - 6" MJ CROSS	\$650.00	\$10,250.00	\$8,480.00	
5 - 6" GATE VALVE	\$7,500.00	\$6,500.00	\$10,000.00	
1 - 6" TEE	\$650.00	\$7,250.00	\$5,250.00	
1 - 4" x 6" REDUCER	\$1,000.00	\$3,160.00	\$2,340.00	
300 L.F. - 6" CL52 DI PIPE	\$30,750.00	\$48,000.00	\$40,500.00	
AS BUILT DRAWINGS	\$2,000.00	\$2,100.00	\$800.00	
	\$44,150.00	\$90,560.00	\$85,960.00	
<u>PHASE I - HAPPY CREEK ROAD</u>				
MOBILIZATION	\$1,600.00	\$18,450.00	\$3,250.00	
TRAFFIC MAINTENANCE	\$2,400.00	\$7,000.00	\$18,200.00	
EROSION CONTROL	\$100.00	\$6,800.00	\$2,730.00	
1 EA - 6" MJ CROSS	\$800.00	\$10,250.00	\$8,480.00	
8 EA - 6" GATE VALVES	\$12,000.00	\$10,400.00	\$16,000.00	
1 EA - 6" MJ TEE	\$800.00	\$7,650.00	\$5,250.00	
800 L.F. - 6" CL52 DI PIPE	\$82,000.00	\$124,000.00	\$108,000.00	
1 EA - FIRE HYDRANT W/ (1) 6" TEE AND (3) GATE VALVE	\$6,800.00	\$5,600.00	\$9,320.00	
16 EA - TRANSFER EXISTING TAPS	\$22,560.00	\$26,000.00	\$79,600.00	
AS BUILT DRAWINGS	\$2,500.00	\$3,675.00	\$800.00	
	\$131,560.00	\$219,825.00	\$251,630.00	
<u>CONTINGENCY ITEMS</u>				
EXCAVATE UNSUITABLE MATERIAL	\$150.00/CY	\$150.00/CY	\$160.00/CY	
HYDRANT EXTENSIONS	\$2,400.00/EA	\$1,500.00/EA	\$950.00/EA	
REPLACE NON-COPPER SERVICES	\$1,950.00/EA	\$4,500.00/EA	\$4,950.00/EA	
UPGRADE 1/2" SERVICE TO 3/4"	\$1,950.00/EA	\$4,500.00/EA	\$4,950.00	
TOTAL OF BASE BIDS	\$175,710.00	\$310,385.00	\$337,590.00	

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness


Purchasing Agent



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: August 11, 2014

Agenda Item: PUBLIC HEARING – An Ordinance Amending a Franchise Ordinance to Allow Rappahannock Electric Cooperative (REC) to Construct and Install Certain New Facilities (*1st Reading*)

Summary: Council is requested to affirm on its first reading an Ordinance amending a Franchise Ordinance passed January 12, 2009 granting to the Potomac Edison Company, d/b/a Allegheny Power, certain rights and privileges and imposing certain obligations regarding the use of the streets and public places of the Town. If approved, the ordinance amendment will allow Rappahannock Electric Cooperative (REC) to construct and install certain new facilities for a 34.5kV distribution line from Kendrick Lane to a location west of the intersection of Criser Road and Mount View Street within in the Town.

Budget/Funding: None

Attachments: Proposed Amendment

Meetings: Work Session held July 21, 2014

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an Ordinance to amend a Franchise Ordinance passed January 12, 2009 that will allow Rappahannock Electric Cooperative (REC) to construct and install certain new facilities for a 34.5kV distribution line from Kendrick Lane to a location west of the intersection of Criser Road and Mount View Street within in the Town.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB

TOWN OF FRONT ROYAL, VIRGINIA
AMENDMENT TO ORDINANCE

WHEREAS, on or about January 12, 2009, the Town of Front Royal, Virginia (the “Town”) did enact that certain ordinance granting The Potomac Edison Company d/b/a Allegheny Power (“Allegheny”) and its successors or assigns certain rights and privileges relating to the transmission and distribution of electricity within or outside the corporate limits of the Town, all as more particularly provided in said ordinance, a copy of which is attached hereto and marked as Exhibit A (“Ordinance”); and

WHEREAS, Rappahannock Electric Cooperative (“REC”) did acquire (as successor and assignee) a portion of Allegheny’s service territory and associated distribution assets, which territory includes the Town, all as provided more particularly in that certain State Corporation Commission Order in Case No. PUE-2009-00101 (“Acquisition”); and

WHEREAS, REC and the Town desire to amend the Ordinance for the purposes expressed more particularly below; and

NOW THEREFORE, in consideration of the mutual promises and conditions expressed hereunder, the Ordinance and other valuable consideration, the receipt of which is hereby acknowledged, the Ordinance shall be amended as follows:

Section 1. The above recitals are incorporated in this amendment to the Ordinance (“Amendment”) as material terms and conditions hereunder.

Section 2. The Town hereby reaffirms all rights and privileges granted under the Ordinance for the benefit of REC as successor to Allegheny’s service territory under the Acquisition.

Section 3. This Amendment specifically addresses the installation and replacement of utility poles, conductors and facilities within the Town along the locations designated on

Exhibits 1-4 (collectively the “Facilities” or individually “Facility”), which exhibits are incorporated herein by this reference as material conditions and obligations under this Amendment (all of the foregoing under this Section 3 the “Project”)

Section 4. REC will transfer all Town facilities from existing poles to new poles as shown on Exhibits 1-4. In this regard, REC will install and construct the Facilities in the locations described on the Exhibits 1-4. The installation will include approximately fifty-three (53) wooden utility poles, three (3) steel utility poles, approximately 8,100 feet of 3-phase 336 ACSR and various crossarms and support facilities. All new steel poles shall have a galvanized finish and be directly imbedded in the ground according to applicable ASCE, ASTM, NESC and ANSI standards. REC will also install all related hardware and materials as may be reasonably required for the Facilities, except for the triplex conductor required on Exhibit 2, from P/S 110 to P/S 230. REC will undertake all efforts pertaining to the Project in a reasonable and diligent manner endeavoring to minimize any disruption to electric services. Prior to any disruption in electric services, except in emergency or unanticipated situations, REC will undertake reasonable efforts to notify Town customers before any outage is required for the construction of a Facility. Before the project described herein commences, REC will mail notice letters (example Exhibit 5) to landowners and/or residents of affected properties indicating the work being performed, and REC contact information for any questions. Prior to undertaking any actions that may likely disrupt services, REC will contact customers in person and/or by hanging outage notification “door knockers” at the residence at a minimum of 24 hours before outage occurs.

Section 5. After successfully energizing the new 34.5kV line, REC will, in regard to the existing dual circuit 34.5kV and 12.5kV overhead utility line section shown on Exhibit 4 and Exhibit 6, de-energize, and remove or abandon all such facilities no longer required for REC

12.5kV distribution services, relocate those portions of the 34.5kV line section that are not currently occupying streets, avenues, alleys, parks, or other public places to a mutually agreed upon route, and thereafter vacate any applicable right of ways, all within a reasonable time period thereafter not to exceed eighteen (18) months.

Section 6. Upon completion of the Project, REC will relinquish ownership of the Facilities and convey and assign said ownership to the Town, except REC will maintain ownership of the conductor, supports and insulators used for 34.5kV REC circuit. Also, where Century Link is present owner of poles (P/S 110-220 Exhibit 2, Sheet 2, 3 & 4), Century Link will retain ownership after completion of project.

Section 7. The Ordinance shall remain in full force and effect except as amended through this Amendment.

Section 8. REC, subject to a separate agreement and in accordance with any applicable state corporation commission and/or local approvals, agrees, in good faith, to evaluate (in cooperation with the Town) the potential of consolidating facilities on 6th Street (within the Town) to the extent that such consolidating does not: (i) impact REC service reliability levels, (ii) place undue financial burden on the Cooperative, and (iii) follows sound engineering and safety standards.

This Amended Ordinance was passed by the Town Council of the Town of Front Royal, Virginia, and approved by the Mayor on this _____ day of _____, 2014.

Timothy W. Darr, Mayor

EXHIBIT A

EXHIBITS 1-7

Allegheny
Exhibit A

TOWN OF FRONT ROYAL, VIRGINIA

An Ordinance to grant to The Potomac Edison Company, d/b/a Allegheny Power, and its successors or assigns, the right for the term and upon the conditions herein stated, to occupy and use the streets, avenues, alleys, parks and other public places of the Town of Front Royal, Virginia and to acquire, erect, construct, reconstruct, maintain and use, and if now constructed to reconstruct, maintain and use, poles, towers, attachments, wires, fiber optic cable, CATV and telephone lines and appliances over and along, and to acquire, construct, reconstruct, maintain and use, and if now constructed to reconstruct, maintain and use, conduits or subways, including necessary manholes and to run cables and wires in, under and along the streets, avenues, alleys, parks and other public places of the Town of Front Royal, Virginia for the purposes of transmitting and distributing electric current for light, heat and power, and for transmitting and distributing video or data for its own use, and to supply and sell electric current for light, heat and power to any point within or outside the corporate limits of the Town of Front Royal Virginia, as the same now exist, or may hereafter be extended or altered.

BE IT ORDAINED BY THE

COUNCIL OF THE

TOWN OF FRONT ROYAL, VIRGINIA

Section 1. That the right is hereby granted unto The Potomac Edison Company, d/b/a Allegheny Power, hereinafter referred to as the "grantee," its successors and assigns, for the term and subject to the conditions and limitations hereinafter stated, to occupy and use the streets, avenues, alleys, parks and other public places of the Town of Front Royal and to acquire, erect, construct, reconstruct, maintain and use, and if now constructed, to reconstruct, maintain and use, poles, towers, attachments, wires, fiber optic cable, CATV and telephone lines and appliances over and along, and to acquire, construct, reconstruct, maintain and use, and if now

2005-173

constructed to reconstruct, maintain and use, conduits or subways, including necessary manholes, and to run cables and wires in and under and along the streets, avenues, alleys, parks and other public places of the Town of Front Royal, for the purposes of transmitting and distributing electric current for light, heat and power, and transmitting and distributing video or data for grantee's own use, and to supply and sell electric current for light, heat and power to any point within or outside the corporate limits of the Town of Front Royal as the same now exists or may hereafter be extended or altered.

Section 2. From and after the date on which this ordinance shall become effective, the poles, towers, attachments, wires, cable, conduits and other structures in, under and along the streets, avenues, alleys, parks and other public places of the Town of Front Royal authorized by this ordinance to be located and constructed, shall be located at reasonably suitable and convenient points, and a permit for the location of said poles, towers, attachments, wires, cable, conduits and other structures as shall from time to time, on application of the grantee, be issued by the Mayor or other proper administrative officer of the Town of Front Royal. When plans showing the location of such poles, towers, attachments, wires, cable, conduits or structures as aforesaid shall have been presented to the Town of Front Royal and permits issued for the same, said plans shall be effective and binding to the same extent as if they were set out fully and at length in this ordinance. However, the Town of Front Royal will not unreasonably refuse to give the grantee a permit for some reasonable and practical location for each pole, tower, attachment, wire, cable, conduit and other structure that is required in order that the grantee may meet and discharge its duties to the public as a public service corporation.

Section 3. In the location and erection of the poles, towers, attachments, wires, cable, conduits and other structures and fixtures and in stringing the wires as herein authorized grantee

shall have the right to trim, cut and keep clear of its wires and fixtures the trees in and along the streets, avenues, alleys, parks and other public places of the Town of Front Royal, but shall not cut or otherwise injure the trees to any greater extent than is reasonably necessary in the construction, reconstruction, maintenance and operation of the poles, towers, attachments, wires, cable, conduits, fixtures and other structures of the grantee as herein authorized and provided.

Section 4. Wires and cables are to be used for transmitting, distributing and selling electric current and CATV, and video, data and telephone communications for grantee's own use under this franchise.

Section 5. In the event that grantee shall, in the construction or repair of its works under this franchise, injure any sewer, water or other pipe or works belonging to the town or other utility, it shall, upon notice thereof from the Mayor or other designated official, promptly repair the same at its own cost and expense. Any conduits, ducts, mains and pipes which shall be laid by the grantee, under this ordinance, shall be so laid as not to unnecessarily obstruct or interfere with public travel or do damage to public or private property.

Section 6. The grantee shall, when so requested by the Council of the Town of Front Royal, permit its poles, towers, conduits and other structures to be used without compensation (except for any applicable make-ready charges as determined by grantee) by Town of Front Royal, provided that such use by the Town of Front Royal shall not interfere with the proper use of the grantee's poles, towers, conduits, structures and fixtures by the grantee, and that the location and character of the wires and fixtures of the Town of Front Royal shall be subject to the approval of the grantee, and provided further that the Town of Front Royal shall, and it hereby agrees to, indemnify and save harmless the grantee from any and all loss, damage, cost or expense to, or which may be incurred by grantee, to which it may be subjected by reason of or as

a result of the use of the grantee's poles, towers, conduits, structures and fixtures by the Town of Front Royal pursuant to this section.

Section 7. The grantee agrees and binds itself by the acceptance of this ordinance, to indemnify, keep and hold the Town of Front Royal free and harmless from liability on account of injury or damage to persons or property growing out of the construction, reconstruction, improvement, maintenance, repair and operation of its lines or works; but nothing herein contained shall be construed to render grantee liable for the negligence of the Town of Front Royal, its agents or employees, or of any other person or corporation.

Section 8. The rights and privileges herein set forth are granted and conferred upon the grantee, upon the express condition and understanding on the part of the grantee, that it will render to the public in the Town of Front Royal within the territory served by the grantee, at all times during the term of this ordinance, an efficient light and power service at reasonable rates, and that it will maintain its properties, works and structures located within the Town of Front Royal in good order throughout the term of this grant, and the grantee by accepting this ordinance expressly agrees that the Virginia State Corporation Commission shall have jurisdiction, to the full extent and in the manner now or hereafter during the life of this ordinance provided by law, to require the grantee to render efficient service at reasonable rates, and to maintain its property in good order throughout the term of this grant, and to otherwise enforce the provisions of this section to the full extent provided by law.

Section 9. Any person who maliciously or wrongfully tampers or interferes with, cuts, injures or destroys any of the poles, towers, wires, fixtures, or any property of the grantee, constructed and maintained in accordance with the provisions of this ordinance, within the corporate limits of the Town of Front Royal shall, upon conviction, be punished and fined in full accordance with law.

Section 10. All the rights and privileges granted herein to grantee may be exercised by any successor or successors, assignee or assignees of the grantee, but the successor or successors, assignee or assignees shall be subject to all the provisions, obligations, stipulations and penalties as prescribed herein.

Section 11. The right of the Town of Front Royal to impose any lawful franchise, license, property or any other tax upon the property and franchise granted shall not be deemed to be in any manner waived or abridged.

Section 12. The rights and privileges granted herein shall continue for four (4) consecutive periods of five (5) years each. All the terms and conditions granted herein shall renew automatically upon the conclusion of each term, unless either party provides notice in writing one year prior to the expiration of the current term of the party's intent in good faith to conclude its obligations under this Agreement or its desire in good faith to re-negotiate the rights and privileges granted herein.

Section 13. In exchange for the rights granted herein, the grantee agrees to transfer the customers of Allegheny Power located on Kendrick Lane, Town of Front Royal, and the service facilities exclusively used to serve those customers. The grantee also agrees to provide space, where available, on its poles for the Town of Front Royal to construct the necessary primary facilities to serve those customers. The grantee and the Town of Front Royal agree to petition jointly for the State Corporation Commission's approval of the transfer of these customers and facilities, as required by law. The grantee will bear the costs of the application for approval. Upon receipt of the Commission's approval, the grantee shall transfer the customers and the assets to the Town of Front Royal at such time that the Town of Front Royal is prepared to provide service to those customers.

Section 14. Upon the expiration of the term of this grant and upon the termination of the rights hereby granted, by surrender, forfeiture or otherwise, all of the facilities of the grantee in the streets, alleys or public places of the Town of Front Royal shall remain the property of the grantee and may be removed from the streets, alleys and public places of Town at the expense of the grantee within a reasonable time after the expiration or termination of the rights and privileges.

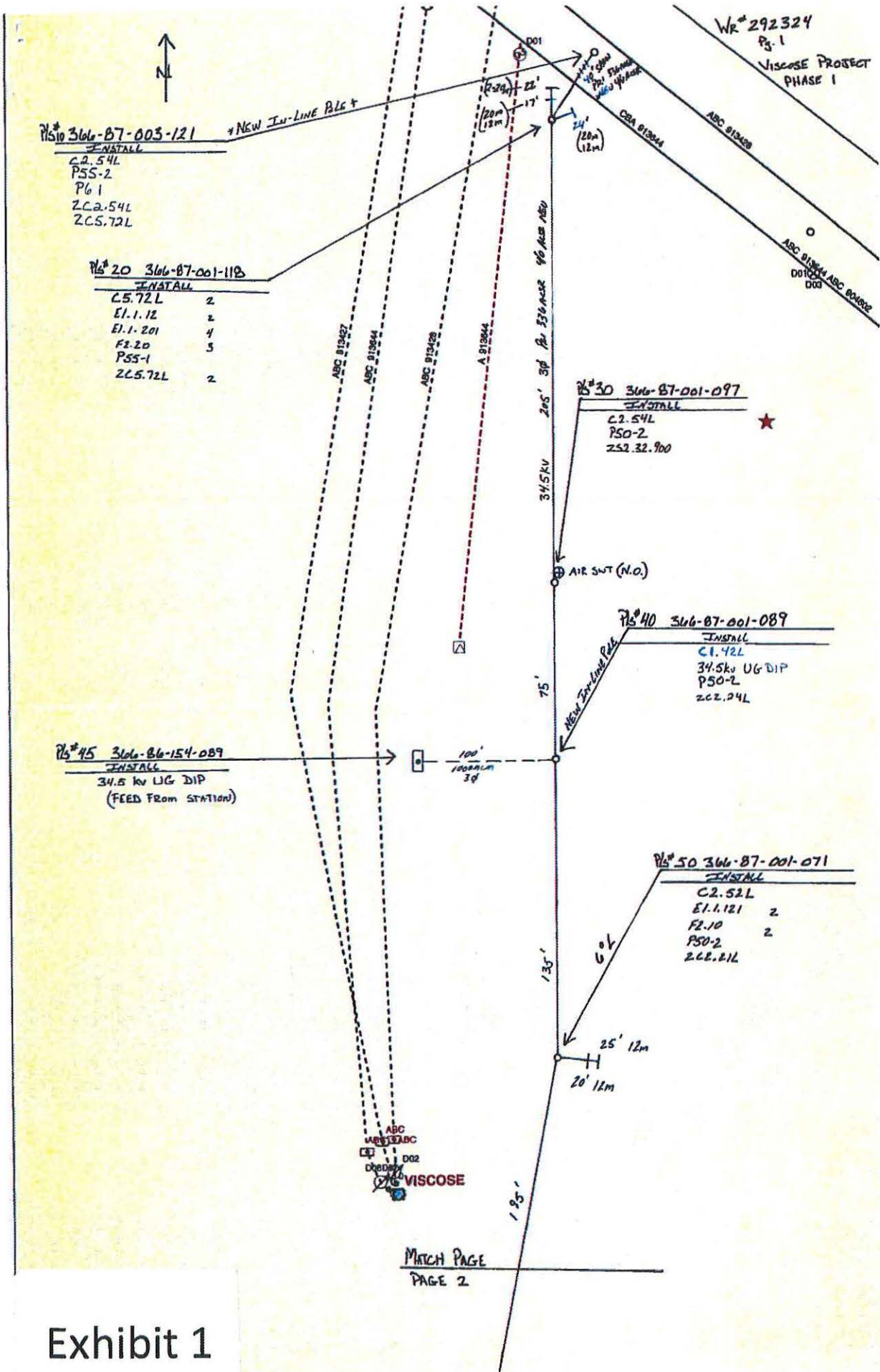
Section 15. This ordinance and the rights and privileges herein granted and conferred shall not become effective unless and until the grantee shall file with the Clerk of the Council of the Town of Front Royal its written acceptance thereof, in form satisfactory to the Town of Front Royal, and shall have entered into a bond, in the sum of \$100, with security satisfactory to the Council of the Town of Front Royal, conditioned to the effect that the grantee will construct and maintain or if constructed, maintain the property provided for and reasonably necessary for the exercise of the rights and privileges granted in and by this ordinance, and will maintain the same in good order throughout the term of this grant, and will comply in all respects with the terms, conditions and provisions of this ordinance.

Section 16. This ordinance shall be in force from its passage.

Passed by the Town Council of the Town of Front Royal, Virginia and approved by the Mayor on 12th day of January, 2009.



Eugene R. Tewalt
Mayor of the Council of the Town of Front Royal, Virginia



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7/5*70 366-86-156-037
INSTALL
C2.54L
P50-2
ZC2.24L

MATCH PAGE
PAGE 3



PAGE 2
MATCH PAGE

PS# 80 366-86-154-01B
INSTALL
C.R. 54L
P50-2
ZC2.24L



195'
345' SW

← SWAMPY AREA *
AROUND POLE
VERY WET

PS1 SWAMPY AREA

PS# 90 366-96-151-13B
INSTALL
C.R. 54L
P50-2
ZC2.24L

PS# 100 366-96-149-11B
INSTALL
C.R. 54L
P50-2
ZC2.24L

* SWAMPY AREA
AROUND POLE →
VERY WET

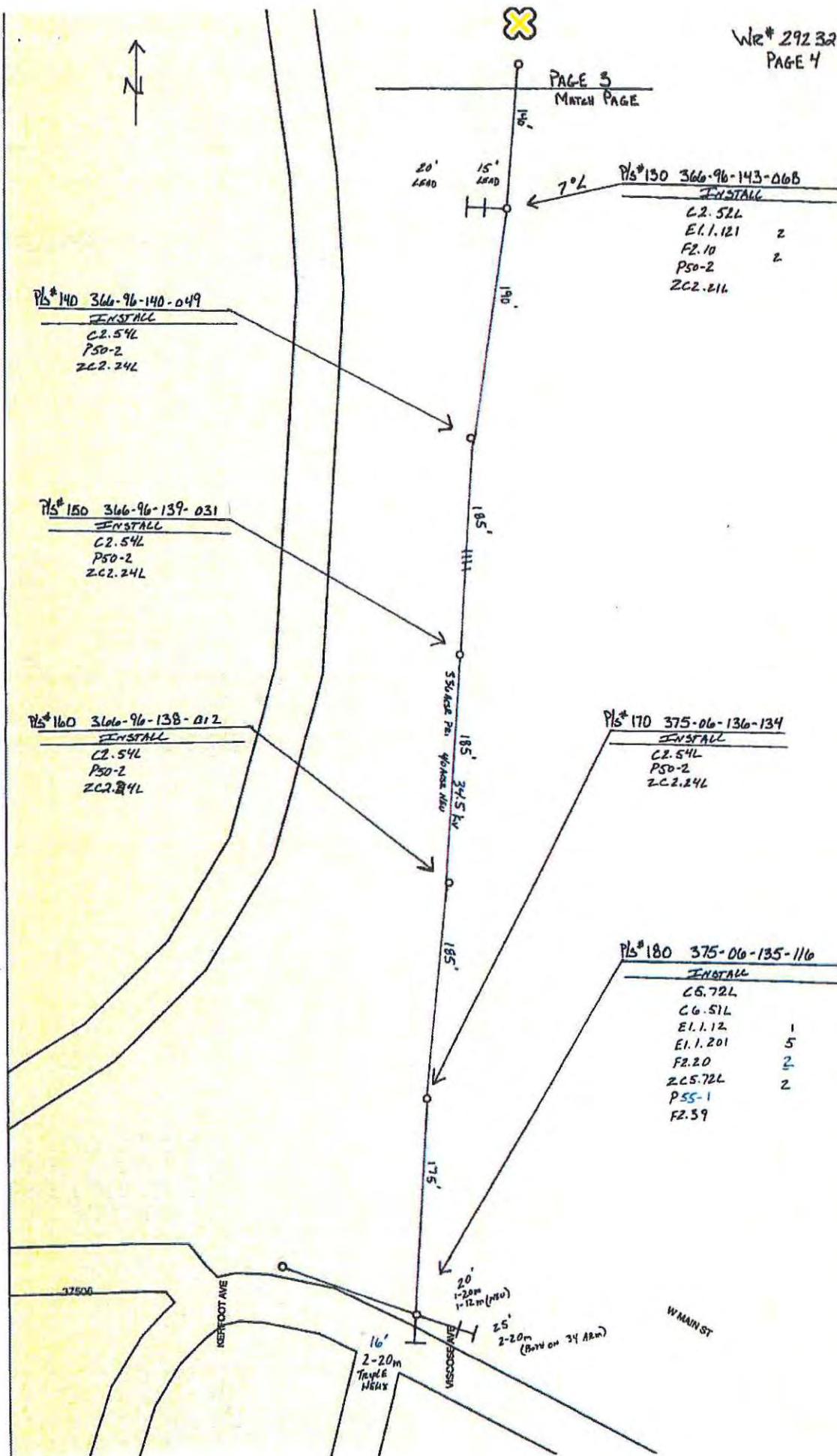
PS# 110 366-96-146-099
INSTALL
C.R. 54L
P50-2
ZC2.24L

PS# 120 366-96-144-080
INSTALL
C.R. 54L
P50-2
ZC2.24L

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PAGE 4

WR# 292324
PAGE 4

PAGE 3
MATCH PAGE



REC-Overbuild Town of
Front Royal line w/ 34.5 kV,
336 ACSR
Phase 2A

WR 242325

Note-All poles are foreign owned & will remain
SD. Pts 10-100, 215, and 230-250 are
owned by Town of Front Royal, Pts 110-220
are owned by Century Link.

- This WR is Phase 2A of the job to overbuild the Town of Front Royal's (TFR's) electric line with 34.5 kV, 336 ACSR from Viscose sub to W. Crisler Rd. The 34.5 kV will then continue along an existing REC line route to a proposed stepdown transformer near Skyline Cafeteria. The Bentonville and Fort District cts will then come out of the stepdown transformer.
- This WR covers along Kerfoot Ave in Front Royal from W. Main St. to just before Lurray Ave.

- Pts 10-110 → Replace poles; overbuild with 34.5 kV, 336 ACSR; replace existing neutral w/ 4/0 ACSR (neutral to be shared w/ TFR); transfer secondary, services, transformers, lights, TFR's primary, etc.

- Pts 110-250 → Replace poles; overbuild with 34.5 kV, 336 ACSR; replace existing neutral w/ 4/0 ACSR (neutral to be shared w/ TFR); replace open wire secondary w/ 2/0 triplex to be provided by TFR; transfer taps, services, transformers, lights, TFR's primary, etc.

- Contact for TFR Electric is Carey Suffelle, line crew supervisor, at 540-635-3027.
- Neutral spacing to be 5' from TFR's crossarm through bolt to neutral attachment. Transformers to be mounted between primary & neutral.

375-06-115-123	
Inst	Rem
P56-1	P45-2
C5.72L (2)	C4.2
2C5.72L (2)	3 phase UG dip
3-phase UG dip	Transfer
	M26-1005

375-06-106-105	
Inst	Rem
P55-2	P45-3
C6.51L	C3.1
2C6.21L	Transfer
	M26-1005

375-06-106-090	
Inst	Rem
P50-2	P45-3
C2.54L	C1.11L
2C2.24L	Transfer
2A6-63-36	G10
	M26-1005

375-06-106-055	
Inst	Rem
P50-2	P45-3
C2.54L	C1.11L
2C2.24L	

375-06-106-040	
Inst	Rem
P50-2	P45-3
C2.54L	C1.11L
2C2.24L	

Ex. TFR 3 phase
UG Primary
North-Inst 2-20M
A.guys to triple helix
for REC-15' lead
-Inst 2-20M A.guys to
triple helix for TFR-
10' lead
-Inst 1-12M A.guy to
single helix for
neutral-5' lead

West-Inst 2-20M
A.guys to D.helix for
REC-25' lead
-Inst 2-20M A.guys to
D.helix for TFR-20' lead
-Inst 1-12M A.guy to
S.helix for neutral-
15' lead

250'-Inst 1-20M A.guy
to D.helix for REC-
20' lead.
-Inst 1-20M A.guy
to D.helix for TFR-
15' lead.

375-06-106-074	
Inst	Rem
P50-2	P45-3
C2.54L	C1.11L
2C2.24L	Transfer
	M26-1005

375-06-106-024	
Inst	Rem
P50-2	P45-3
C2.54L	C1.11L
2C2.24L	Transfer
	M26-1005

REC-Overbuild Town of
Front Royal line w/ 34.5 KV,
336 ACSR
↑N Phase 2A

Page 2 of 4
Town of Front
Royal
Viscose Ave.

Pt. 90

Inst	Rem
P50-2	P45-3
C2.52L	C2.21L
ZC2.21L	
Transfer	
M26-1005	

Pt. 90

Inst	Rem
P50-2	P45-3
C2.52L	C2.21L
ZC2.21L	
Transfer	
M26-1005	

Pt. 100

Inst	Rem
P50-2	P45-3
C2.54L	C2.24L
ZC2.24L	
ZMS-63-36	
Transfer	
M26-1005	

Pt. 110

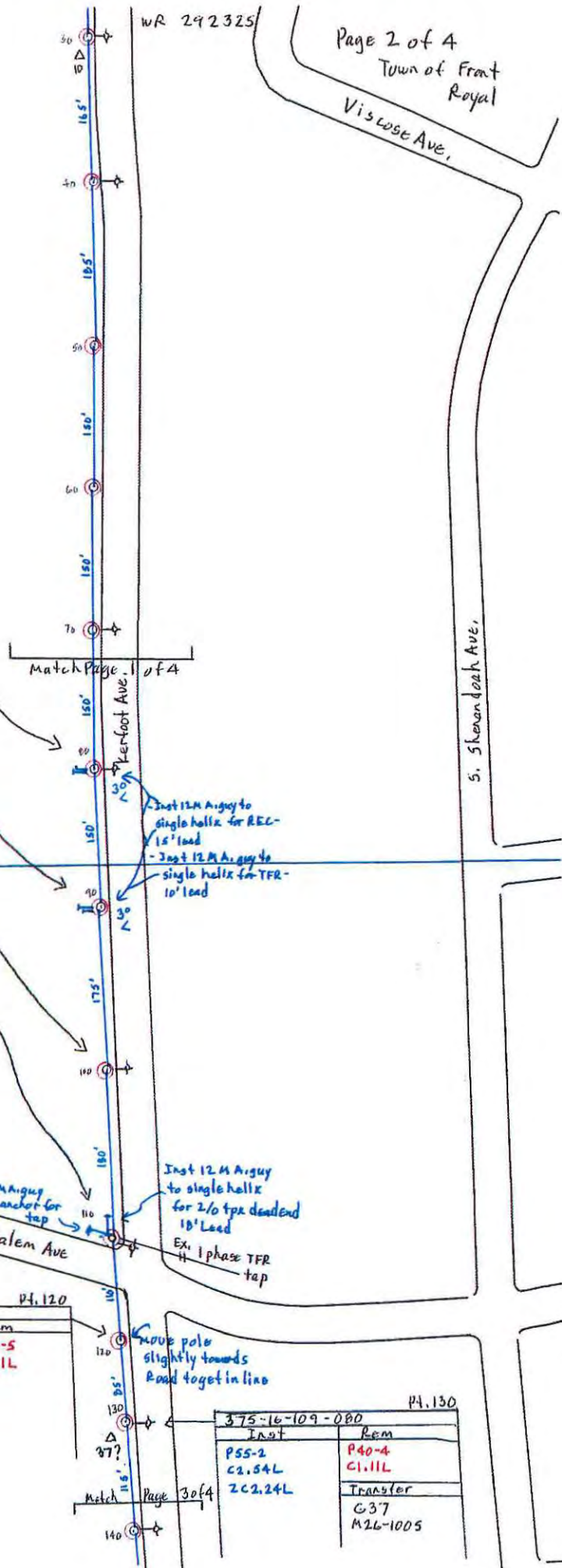
Inst	Rem
C2.54L	P45-4
ZC2.24L	C1.11L
A6.2	A5.2
P55-2	
Transfer	
M26-1005	
MS-9LB	

Pt. 120

Inst	Rem
P55-2	P40-5
C2.54L	C1.11L
ZC2.24L	
Transfer	
M26-1005	

Pt. 130

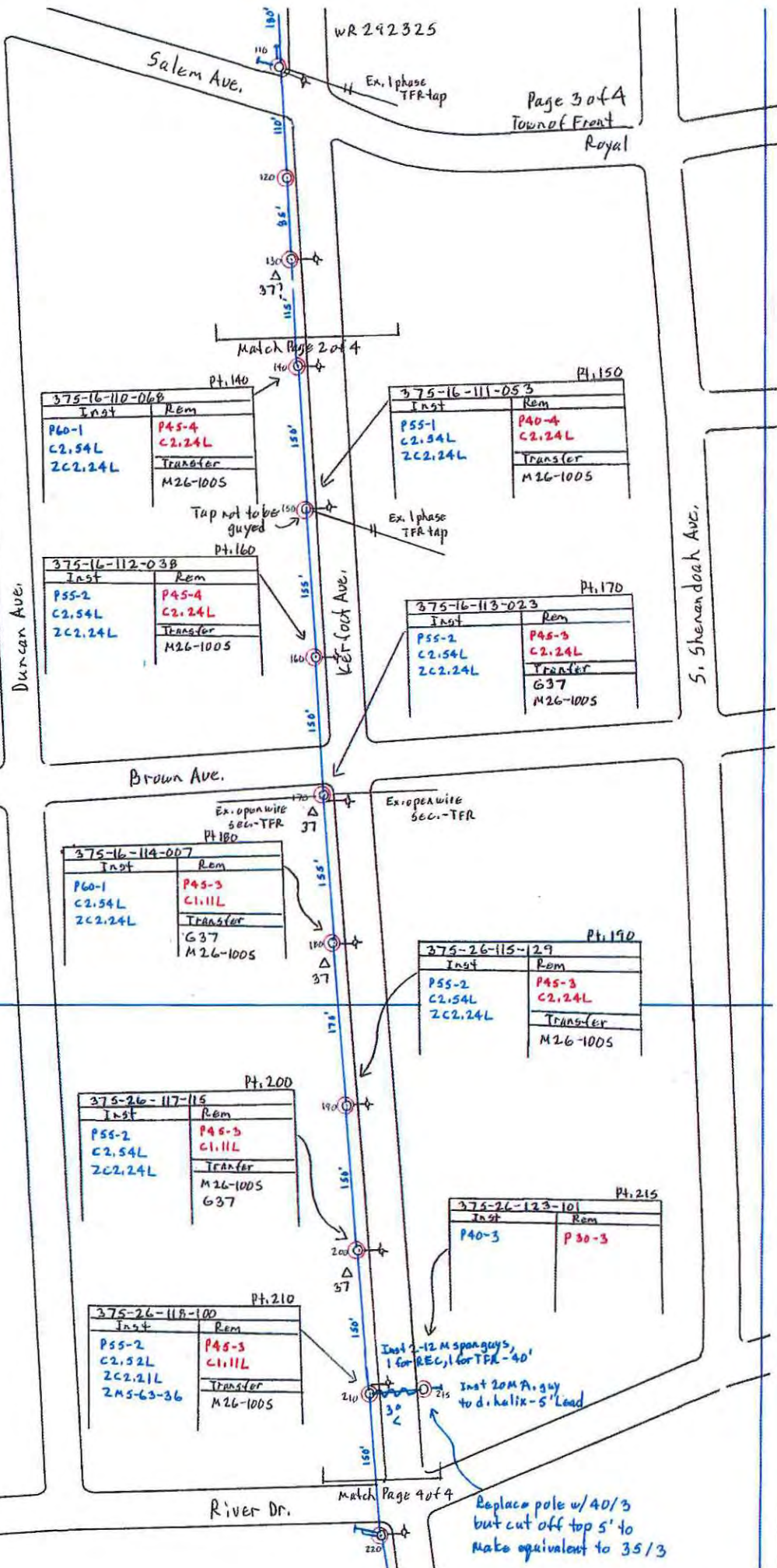
Inst	Rem
P55-2	P40-4
C2.54L	C1.11L
ZC2.24L	
Transfer	
G37	
M26-1005	



REC- Overbuild Tower
of Front Royal line
w/ 34.5 KV, 336 ACSR
Phase 2A
↑ N

WR 242325

Page 3 of 4
Town of Front
Royal



REC-overbuild Town of
Front Royal line w/34.5 kV,
336 ACSR
Phase 2A

WR 292325

Page 4 of
4
Town of
Front Royal



Duncan Ave.

37526

Herfoot Ave.

S. Shenandoah Ave.

Pt. 220

Inst	Rem
P55-1	P45-3
C2.52L	C2.21L
C5.72L	C5.21
A5.2	A5.2
2C2.52L	Transfer
	M26-1005
	M5-9LB (4)

Inst 2-12 M span guys
1 for REC, 1 for TFR-40'
Inst 20 M A. guy
to d. helix-5' lead

River Dr.

Match Page 3 of 4

Ex. 1 phase TFR tap

Ex. 3 phase TFR tap

Note - Move poles 230-250 away from Rd
about a foot to line up with pole
at Pt. 220 and next pole
south of 250.

Pt. 230

Inst	Rem
P55-2	P45-3
C2.54L	C2.24L
2C2.24L	Transfer
	G37

Inst 12 M A. guy
to ex anchor for
secondary if
can find anchor -
if need new anchor,
inst single helix
in same general
location

Ex. TFR tpx
secondary

Inst 12 M span guy at 240
at TFR Level due
to change in wire size

Lurray Ave

Pt. 240

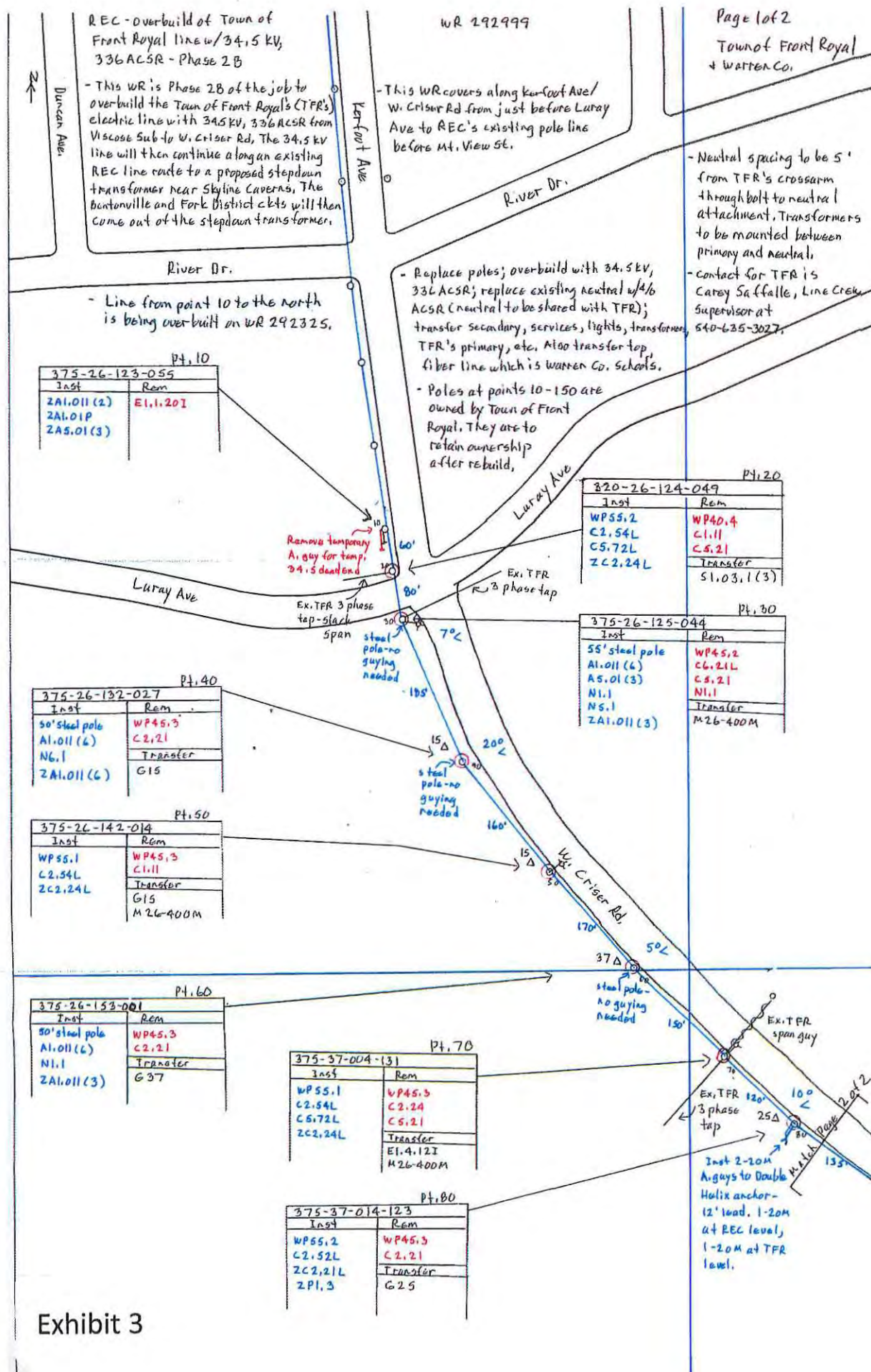
Inst	Rem
P55-2	P45-3
A1.011 (3)	C6.21L
A5.01 (3)	Transfer
C5.73XL	M26-1005
2C2.24L	

- Inst 2-20 M A. guys to
d. helix anchor to backup
span guy & deadend for
26 tpx - 20' lead
- Inst 2-20 M A. guys
to d. helix anchor for
tamp 34.5 deadend -
35' lead - this
guy & anchor to
be removed
when line
is extended.

W. Criser Rd.

Pt. 250

Inst	Rem
P55-2	P40-3
A5.01 (3)	C2.24L
A1.011 (3)	
C5.73XL	
2C5.73XL	



↑
N

WR 292999

Page 2 of 2

Town of Front Royal
+ Warren Co.

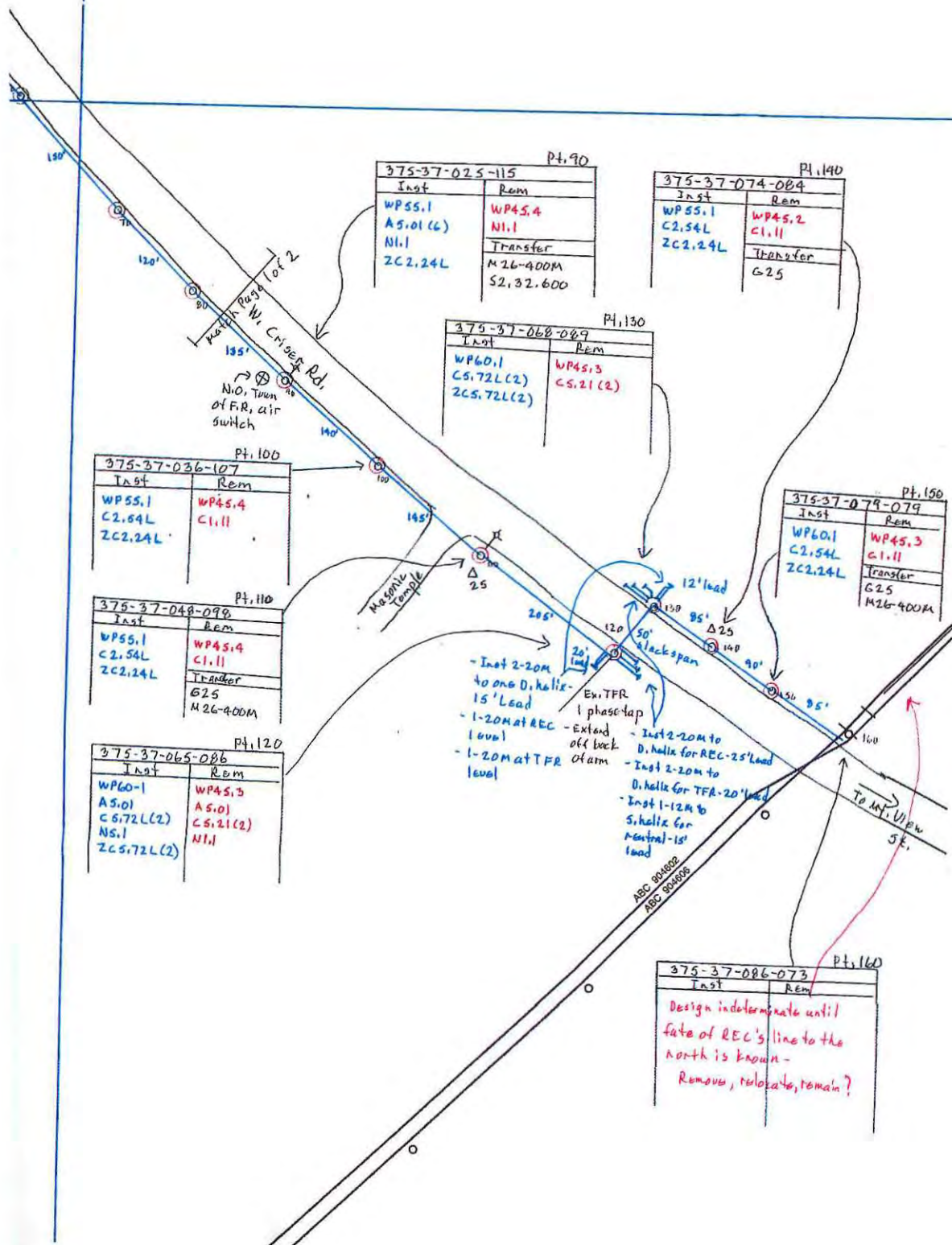




Exhibit 4

May 12, 2014

County of Warren
220 N. Commerce Ave, #100.
Front Royal, VA 22630

RE: Proposed work in the Town of Front Royal, Virginia;
Rappahannock Electric Cooperative Work Request# 292325.

Dear Sir:

The purpose of this letter is to inform you that in the near future Rappahannock Electric Cooperative will be upgrading the overhead power lines that cross your property in the Town of Front Royal in Warren County, Virginia. This work is necessary in order to continue to provide quality electrical service to our customers in the area.

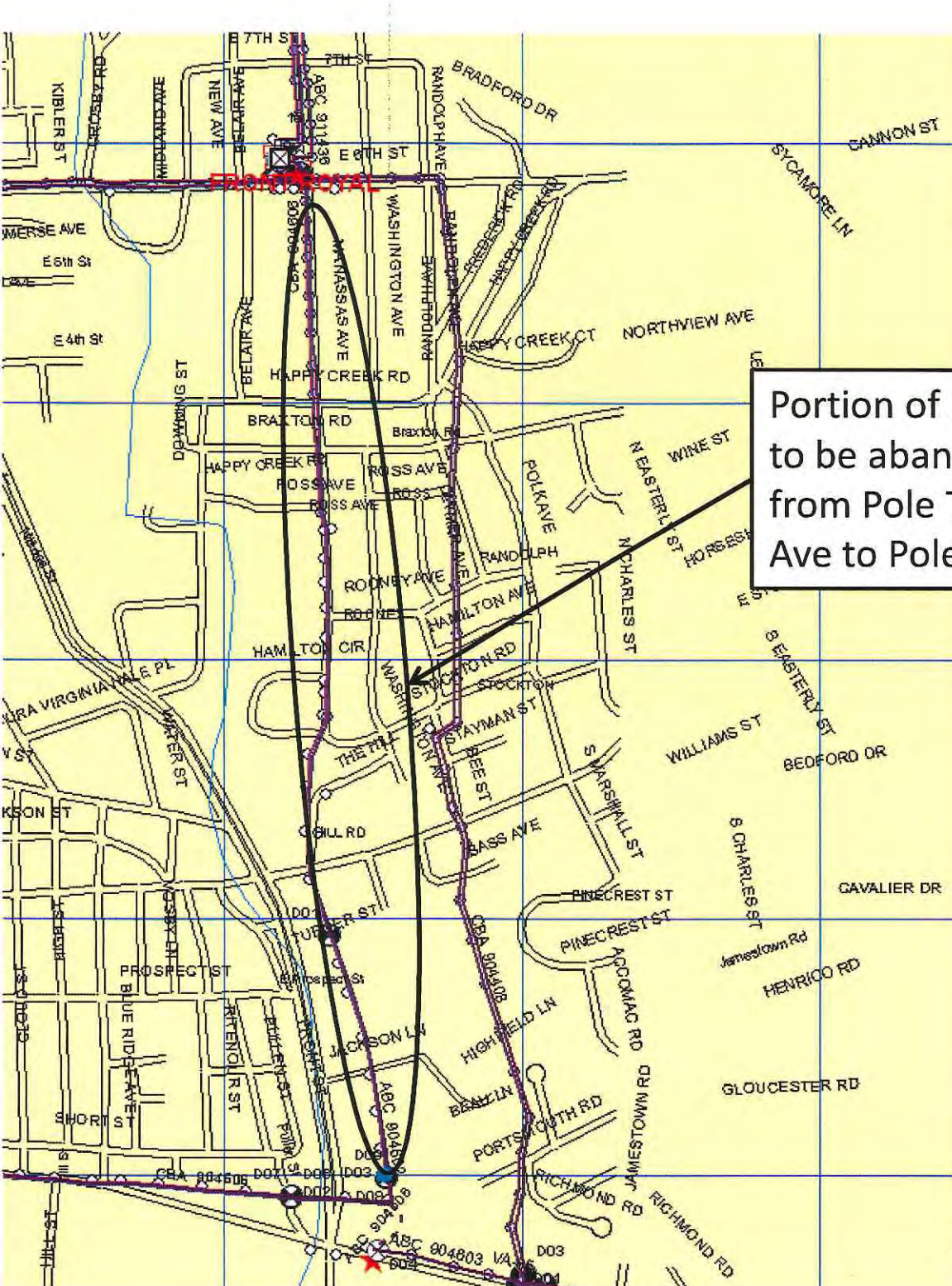
The work will involve the replacement and/or installation of some poles, guys, and anchor supports and an increase in the number of conductors. Tree trimming/clearing may also be necessary. The work will be along Kerfoot Avenue from West Main Street south to Luray Avenue.

It is our intention to keep you informed of any work being done on your property including any scheduled interruptions of electrical service. We will endeavor to perform this work with as little inconvenience to you as possible. If you have any questions concerning this matter, please do not hesitate to contact me at 540-622-5162 or toll free at 1-800-552-3904 (Ext 5162).

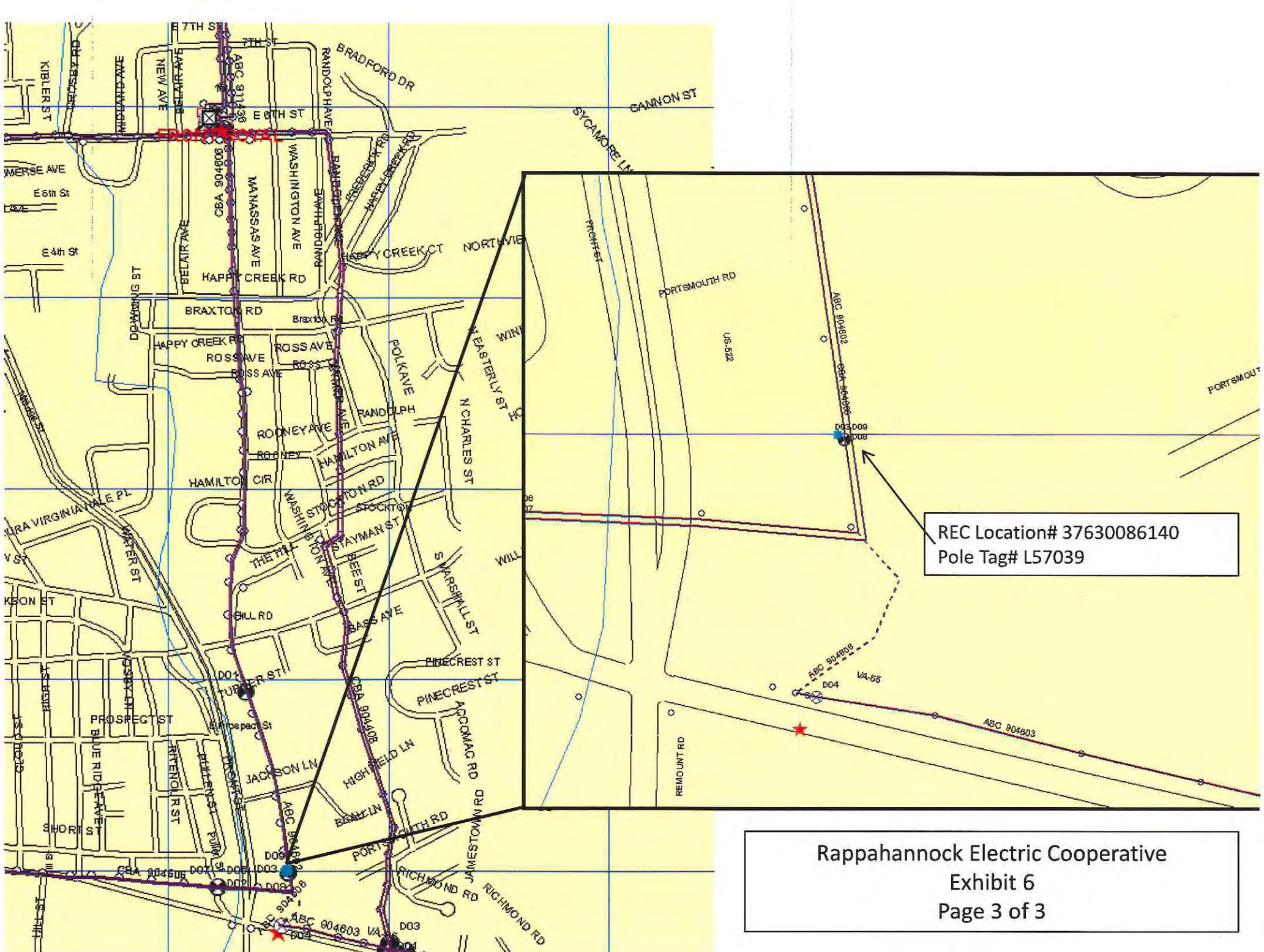
Sincerely,

John Dailey

John Dailey
Distribution Designer

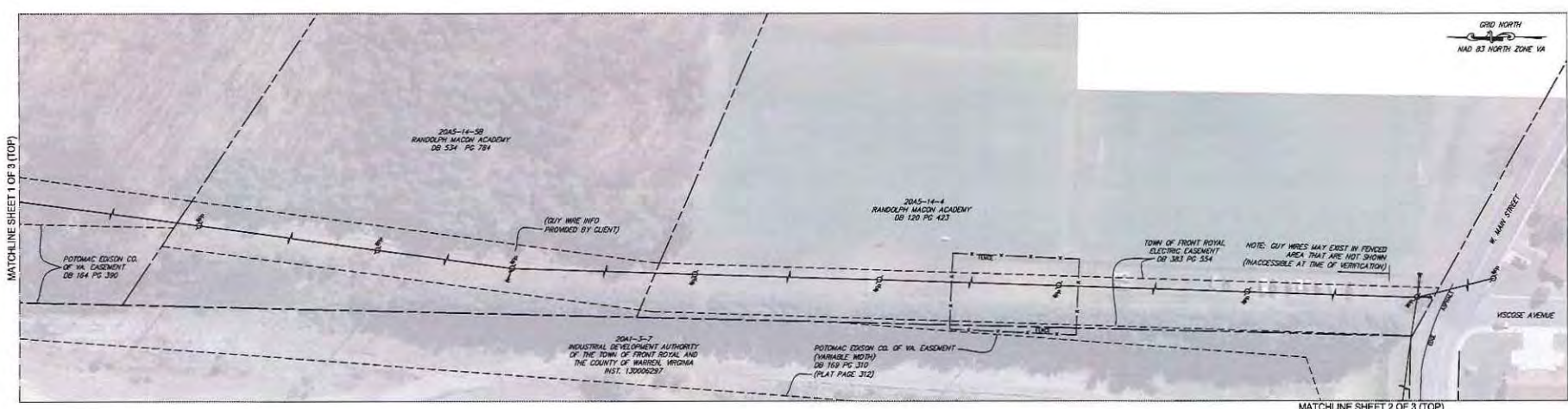
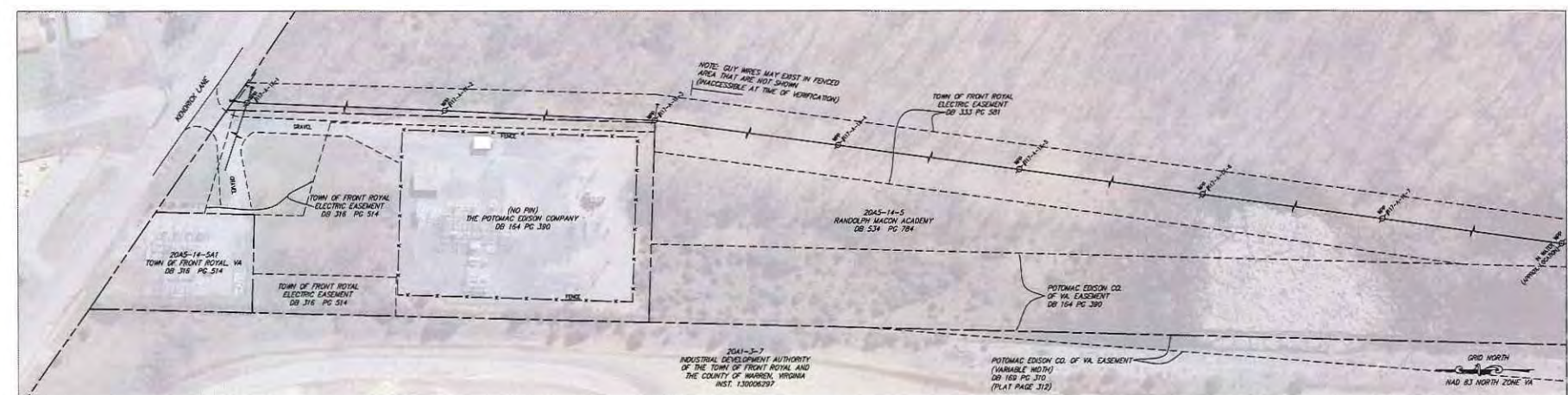


Portion of 12.5kV overhead line sections
to be abandoned to Town of Front Royal
from Pole Tag# L57074 along Manassas
Ave to Pole Tag# L57039



Rappahannock Electric Cooperative
Exhibit 6
Page 3 of 3

Exhibit
7



MATCHLINE SHEET 1 OF 3 (TOP)

MATCHLINE SHEET 2 OF 3 (TOP)

- LEGEND**
- WPP
 - WOOD POWER POLE (POLE NUMBER NOTATED IF TAG FOUND)
 - GUYANCHOR
 - OVERHEAD UTILITY LINE
 - PROPERTY LINE
 - FENCE
 - EASEMENT LINE (AS NOTATED)

50 0 50 100
SCALE: 1" = 50'

Marsh & Legge Land Surveyors, P.L.C.
560 NORTH LOUDOUN STREET - WINCHESTER, VIRGINIA 22601
PHONE (540) 667-0468 ~ FAX (540) 667-0468 ~ EMAIL office@marshandlegge.com
www.marshandlegge.com

UTILITY LOCATION SURVEY
FOR
RAPPAHANNOCK ELECTRIC COOPERATIVE
TOWN OF FRONT ROYAL AND
WARREN COUNTY, VIRGINIA

DRAWING NO.
102312

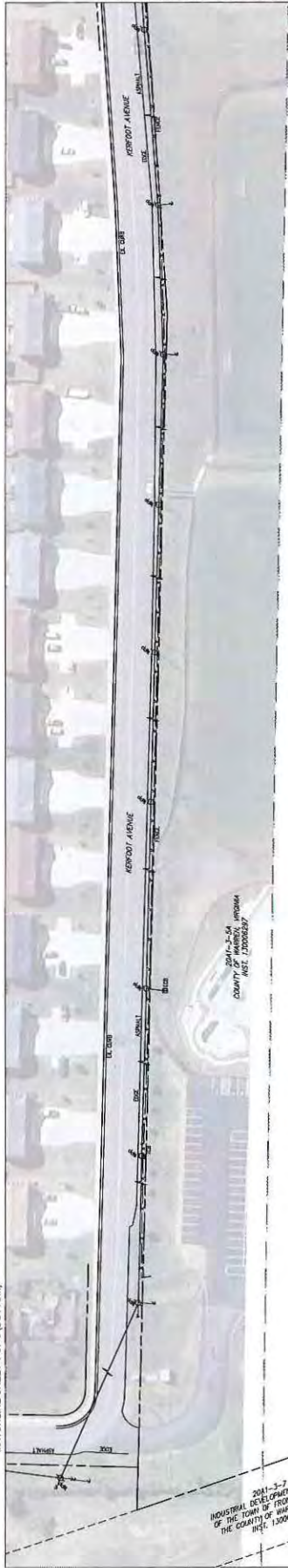
DATE:
NOVEMBER 9, 2013

TITLE:
"UTILITY" SHEET

BY:
[Signature]

DATE:
[Signature]

MATCHLINE SHEET 1 OF 3 (BOTTOM)



0 50 100
SCALE: 1" = 50'

MATCHLINE SHEET 2 OF 3 (BOTTOM)



- LEGEND
- WFP WOOD POWER POLE
 - POLE NUMBER NOTATED IF TAG FOUND
 - OUTSTANCHION
 - OVERHEAD UTILITY LINE
 - ELECTRICAL CONTROL BOX
 - OVERHEAD UTILITY LINE
 - PROPERTY LINE
 - FENCE
 - EASEMENT LINE (AS NOTATED)

0 50 100
SCALE: 1" = 50'

Marsh & Legge Land Surveyors, P.L.C.

560 NORTH LOUDOUN STREET - WINCHESTER, VIRGINIA 22601
PHONE (840) 867-0468 - FAX (840) 867-0469 - EMAIL office@marshandlegge.com
www.marshandlegge.com



UTILITY LOCATION SURVEY
FOR
RAPPAHANNOCK ELECTRIC COOPERATIVE
TOWN OF FRONT ROYAL AND
WINSTON COUNTY, VIRGINIA

DATE: 10/11/12
DRAWN BY: J. L. LEE
CHECKED BY: J. L. LEE
APPROVED BY: J. L. LEE



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 9

Meeting Date: August 11, 2014

Agenda Item: PUBLIC HEARING – An Ordinance to Repeal Town Code Section 110-17
Pertaining to Fortunetelling or Practicing Magic Art (*1st Reading*)

Summary: Council is requested to affirm on its first reading an Ordinance to repeal Section
110-17 of the Town Code pertaining to Fortunetelling or Practicing Magic Art.

Budget/Funding: None

Attachments: Proposed Ordinance

Meetings: Work Session held July 21, 2014

**Staff
Recommendation:** Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an Ordinance to repeal
Section 110-17 of the Town Code pertaining to Fortunetelling or Practicing
Magic Art.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB

**ORDINANCE TO REPEAL SECTION 110-17 OF THE FRONT ROYAL
TOWN CODE PERTAINING TO FORTUNETELLING OR PRACTICING MAGIC ART**

BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that Section 110-17 of the Front Royal Town Code, pertaining to Fortunetelling or Practicing Magic Art is hereby **repealed**.

~~110-17 — FORTUNETELLING OR PRACTICING MAGIC ART~~

~~A. It shall be unlawful for any company of gypsies or other strolling company or person to receive compensation or reward for pretending to tell fortunes or to practice any so-called "magic art."~~

~~B. Every person violating this section shall be guilty of a misdemeanor and fined not less than five hundred dollars (\$500.) or confined in jail not less than one (1) nor more than six (6) months, or by both such fine and imprisonment.~~

This ordinance shall become effective upon passage.

APPROVED:

Timothy W. Darr, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____ 2014, upon the following recorded vote:

Thomas H. Sayre	Yes/No	Bret W. Hrbek	Yes/No
Hollis L. Tharpe	Yes/No	Eugene R. Tewalt	Yes/No
N. Shae Parker	Yes/No	Daryl L. Funk	Yes/No

A public hearing on the above was held on _____, 2014 having been advertised in the Northern Virginia Daily on _____, 2014 and _____, 2014. The Ordinance was enacted at the Regular Meeting of the Town Council held _____ 2014.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____ / ____ / ____



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 10

Meeting Date: August 11, 2014

Agenda Item: COUNCIL APPROVAL – Contract for Services for Lord Fairfax Small Business Development Center (SBDC)

Summary: The Economic Committee has recommended as part of their Strategic Plan for Business Development in the Town for the Town to contract with the Lord Fairfax Small Business Development Center to provide expert assistance to the Town in developing the Town's Business Development Program and to provide training to local business owners and operators to enhance their business operations. As a government agency, the Town can contract with the SBDC for said services.

Budget/Funding: FY15 1101-43002 "Council Professional Services"

Attachments: August 4, 2014 Proposal for Services - Bill Sirbaugh, Director of Lord Fairfax SBDC (to be Appendix for Contract for Services)

Meetings: Work Session held August 4, 2014

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Town Council award a contract to the Lord Fairfax Small Business Development Center in an amount not to exceed \$20,000, exclusive of travel housing expenses, to provide business development assistance to the Town and provide training to Town business owners and operators. I further move the Town Council authorize the Town Manager to execute a Contract for Services with the Lord Fairfax Small Business Development Center with the services described in the Proposal for Services

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB



Where Business Comes to Talk Business

June 16, 2014

Craig, Niki and George,

You will also be receiving a copy of this by snail mail to insure you receive it.

We think it may benefit all parties if we meet again to cover anything left unexplained below. It will help us mark milestones in this process. I would like to suggest we meet at either 10:00am or 1:30 pm on June 30th or at 10:00am on July 2nd. If these dates and times don't meet your commitments please suggest another date after July 2nd.

I appreciate your patience with us in formulating this proposal. Admittedly it is not something we have done before as a complete package. We are certainly old friends with the individual pieces but we wanted to put it together as a single unit for you to consider. The lion's share of the work below is Casey's which he pulled from his vast inventory of experience working with the State of Maryland. The material below is a draft or proposal for you to consider to see if it moves you and Front Royal in the direction you envision for the town and the business community.

As a preface the SBDC recognizes 3 primary goals of the town for engaging the SBDC to initiate economic development efforts to move forward the business base of the Town of Front Royal.

- 1. The SBDC will provide a base for the town to judge the merits of funding a formal economic development effort on either a part time or full time basis.**
- 2. The activities undertaken by the SBDC will provide an experience base upon which a search committee can build interview questions to pose to applicants for any position the town may create.**
- 3. The activities of the SBDC will represent the governing body's commitment to serving the entire business base of the Town of Front Royal and not any one centralized district.**

Point One: A specific time for completion or culmination is not given and we can certainly consider one. But we look at this as an ongoing evolutionary process to move the town and its merchants from current status into tomorrow. Depending upon the initial buy-in of the local merchants some steps may take longer than what we perceive. We would rather move at the speed the merchants are comfortable with rather than a preset, arbitrary calendar we establish. We are open to suggestions. **The SBC is not guaranteeing any specific set of economic out comes such as the establishment of a new specific business entity (shop) or business designation.**

Point Two: Our proposal is for the SBDC to supply a minimum of 8 hours a week on average of contact to the merchants in Front Royal. Due to obligations to various events we may not be there every week but in a month times we will average 32 hours per month. The contact will be provided by a variety of SBDC counselors but the primary lead for Front Royal deliverables will be Casey Willson. We will be bringing in subject matter experts as required and any cost associated with them will be covered by the requested amount below with the possible exception of housing. If a presenter with subject matter expertise needs to stay over a night it is expected a member of the local hospitality group would offer a room **gratis or the partners will cover the cost.** This need will be the exception rather than rule.

Point Three: As part of our delivery we will provide a subject specific seminar every other month for a total of 6 seminars annually which will be free to Front Royal businesses. We reserve the right to open the sessions to businesses outside Front Royal for a fee and to advertise them outside the immediate area. If space should ever be a concern preference will be given to the local businesses.

Point Four: The local partners will provide an appropriate space for the counseling and seminars. Counseling space should consist of an office or room where some privacy can be maintained. It is anticipated most one-on-one counseling will occur at the local business owner's location but there may be a need to talk to a pre-venture candidate in privacy.

Seminar space should be in a "quiet" location and the sponsor's choosing but should accommodate web access and comfortable seating.

Point Five: The Front Royal group will cover the SBDC expenses for these deliverables on a semi-annually basis (July 1st and January 1st each year ~~after the first year~~) **with the first \$10,000 payment due upon acceptance by the town in August 2014** with a check made out to the "Lord Fairfax SBDC" for \$10,000 (total of \$20,000 annually) mailed to their offices in the Corron Community Development Building on the campus of Lord Fairfax Community College.

What you will find on the following pages is a position paper to assist us internally to get our bearings. The opening 2.5 pages are for our benefit to maintain direction but we share with you to make the record complete. It is followed by an outline of how we see the project evolving over time.

When we meet **at either 10:00am or 1:30 pm on June 30th or at 10:00am on July 2nd** or at a date and time more convenient to your schedules after July 2nd we will have ready for your review 3 business checkup sheets we plan to use to initiate the program with the area businesses. There will be one for restaurants, a second for service oriented organizations and a third for general retail. We will also have the list of 6 seminars we propose in **Point Three** above for your review and comments.

If there is a better way to proceed we are open to your suggestions.

FRONT ROYAL, VIRGINIA

Small Business/Economic Development

Integration Outline

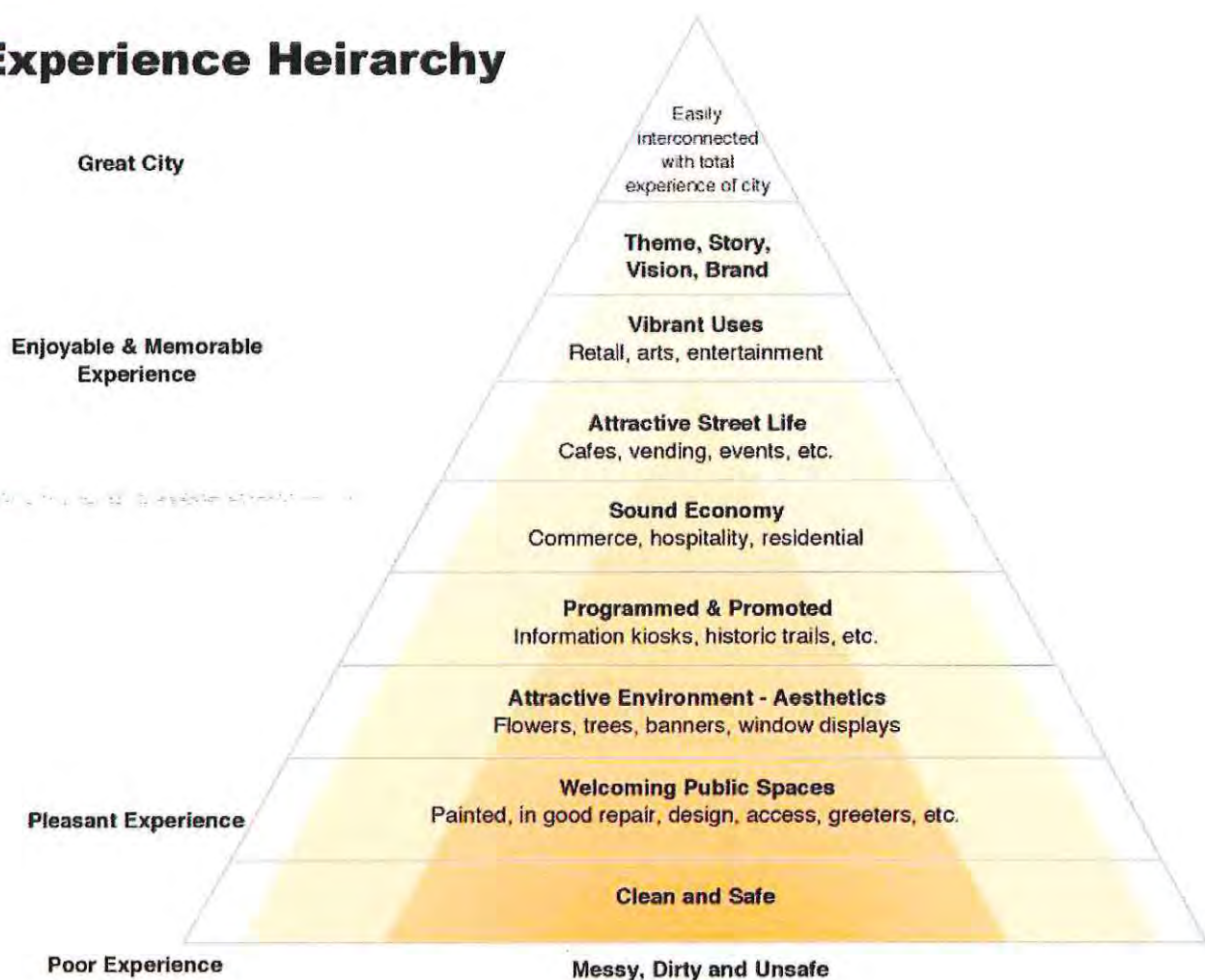
Introduction

The Town of Front Royal is currently updating its Comprehensive Plan and has consequently been involved in an ongoing process of reviewing Town assets and opportunities in all facets of operations, infrastructure, resource development and preservation, and economic development with the intent of ensuring a satisfying, prosperous, and enduring quality of life for its citizens. As an ancillary project to this effort the Town enlisted the Renaissance Planning Group and Herd Planning and Design to facilitate a visioning exercise among elected officials, town administrators and staff, the planning department, and citizens representing business, service and cultural sectors.

The roughly six month effort resulted in the *ENVISION Front Royal* report released in December 2013. The virtual and workshop input from scores of people resulted in a Vision with four themes to drive activity and the goals of development in the Town. These themes conceive of Front Royal as a town that embraces: A Lifelong Community, Preserved Assets, A Popular Destination, and, indeed, A Vibrant Town.

All aspects of a community and all departments in town, county, and state government come into play in order for such a reality to be created:

Experience Heirarchy



Purpose of the this Outline

As one contemplates the goal of a Town that becomes a great place in terms of experience for its residents and for out of market guests, it is very apparent that the businesses that operate in and from the town are a critical component to the success of the mission. Businesses of all types and sizes are integral to the sustainability and health of the community; small, locally owned businesses contribute out of proportion to their size and volume, though, in contributing stability and wealth to the community and, indeed, creating the character, complexity, and complexion of the Town.

The intent is to forge a program that enhances the operational capacities of existing businesses, creates or strengthens business organization and provides business owners with a focused voice in development policy, and fosters business attraction and development.

This outline is based on STAMP (Small Town and Merchant Program) developed at the Maryland SBTDC in 2007, refined by the Virginia SBDC, and now presented in a dozen state SBDCs; the National Trust for Historic Preservation Main Street Program; and the integration of county, state, and federal programs as applicable. In general, the program in Front Royal would commence using the “AAA (A)” approach commonly used with the STAMP program:

- **Awareness** = create awareness among businesses in the defined target area that a program to foster organization and business operational excellence will be offered as a service of the Town, and administered by the VA SBDC.
- **Assessment** = use diagnostic tools (see attached), confidential financial statements, and confidential one-on-one counseling to assess the operational expertise and sustainability of participating businesses.
- **Assistance** = design training sessions for participating merchants addressing common needs discovered in the Assessment activity, and offer one-on-one confidential counseling to foster the business acumen of individual business owners. (See attached for examples of possible training curriculum.)
- **(Achievement)** = adopt reporting that protects the confidentiality of individual businesses, but that rolls up meaningful metrics as Measurement and Evaluation reporting to appropriate parties.

The Outline

1. Define participating target group
 - a. Merchants and businesses within the town limits of Front Royal
 - b. Outlying commercial district tenants and owners
 - c. Inform and enlist property owners
2. Implement AAA (A) as defined above
 - a. Formulate marketing to garner participation
 - b. Schedule and implement outreach
 - c. Format and complete assessment
 - d. Schedule and deliver training, perhaps segmented by industry
 - i. Retail
 - ii. Restaurant/Food Service

- iii. Service
 - iv. Hospitality (Accommodations)
- e. Schedule and conduct one-on-one counseling
- 3. Enlist existing business organizations into the process
 - a. Chamber of Commerce
 - b. FRIBA
- 4. Assess the current market place
 - a. Windshield Audit (aesthetics and condition of major thoroughfares)
 - b. Tenant Mix analysis
 - i. Property occupancy
 - ii. Define tenant opportunities for adequate mix
 - iii. Property owner involvement
 - c. Pedestrian/Vehicle Traffic Flow
 - d. Parking
 - e. Municipal way finding and signage
 - f. Streetscape design
- 5. Possible Main Street Designation or committee model
 - a. Organization
 - b. Design
 - c. Promotion
 - d. Economic Restructuring
 - e. Green, Safe, and Growing
- 6. Business Attraction and Development
 - a. Assess the entire community's capacity and process for new business cultivation
 - b. Attraction strategy
 - c. Development opportunities
 - i. Redevelopment
 - ii. New opportunities
 - iii. Possible tax incentive strategies
 - d. Pop-up retail
- 7. Attractions, Branding, Marketing and Tourism
 - a. Assess current media/technology programs
 - i. Town website
 - 1. Business licensing flow chart
 - 2. How to Open a Business Brochure
 - 3. Potential business specific link (?)
 - 4. Town Attractions and Amenities (links?)
 - ii. Tourism website

- iii. Mobile Apps (hiking, tourism)
 - iv. Specialty videos
 - b. Assess current events and specialties
 - i. Farmer's Market
 - ii. Gazebo Gatherings
 - iii. Walking Tour of Front Royal
 - iv. Civil War Monuments Driving Tour
 - v. Battle of Front Royal Tour
 - c. Integration of branding and media
- 8. Identify possible funding resources and applications
 - a. State
 - b. Federal
 - c. Interface with housing/transportation/infrastructure funding

Thank you for giving us the opportunity to work with the Front Royal business community.

Bill Sirbaugh

Director, Loud Fairfax SBDC

Phone 540 868 7093

FAX 540 868 7095

bsirbaugh@lfsbdc.org

bsirbaugh@lfcc.edu

www.lfsbdc.org

where business comes to talk business

U.S. Small Business Administration



Mason Enterprise Center

Front Royal Independent Business Alliance



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 11

Meeting Date: August 11, 2014

Agenda Item: COUNCIL APPROVAL –Waiver Planning Permit Fees and Develop an Agreement to Place a Lien on Property for Water and Sewer Connection Fees – Warren County Habitat for Humanity

Summary: The Warren County Habitat for Humanity has requested a waiver of Planning Permit fees as well as a waiver for the water and sewer connection fees for a lot located on Cannon Street. During discussion with Habitat for Humanity representatives at the August 4th Work Session, it was agreed that the Town, Habitat for Humanity, and the Property Owner would execute an agreement to place a lien on the property on Cannon Street for the water connection fee of \$4,340 and the sewer connection fee of \$9,750. Council is requested to commit to the agreement to allow Habitat for Humanity to obtain the necessary Zoning and Building Permits, and Council will execute the agreement.

Budget/Funding: None

Attachments: Letter from Warren County Habitat for Humanity

Meetings: July 21 and August 4, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Town Council waive the Planning & Zoning Permit Fees for the Habitat for Humanity project on Cannon Street. I further move that commit to execute an agreement with Habitat for Humanity and the Property Owner to place a lien on the property for the water connection fee of \$4,340 and the sewer connection fee of \$9,750 in lieu of payment at the time of construction.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance
*To be clear and concise, motions should be made in the positive

Approved By: JB



PO Box 323
Front Royal, VA 22630-0007

From: Warren County Habitat for Humanity

Date: July 8, 2014

102 E. Main Street
Town Administration Building
Front Royal, VA 22630



Attn: Town Manager Steven M. Burke and Town Council

The Habitat's organization's goal is to provide affordable homes for area families in the median income range who are unable to qualify for conventional bank mortgages to own a house. The nonprofit organization relies heavily on donors and volunteers to construct homes.

Warren County Habitat Humanity has applied to the Town of Front Royal for a building permit to build a home for a mother and her three children. She lost her husband in October 2013 to cancer.

The reason for this request is for a waiver, this fee would help to lower the mortgage payment which would make it more affordable for this family. The location is Lot 8 on Cannon Street, the tax map ID is 20A131, off of Happy Creek Road.

We are requesting a waiver for the sewer and water hookup and if possible the fees for the building permit.

Thank you for considering this request for waiver, if any further information is needed please feel free, call the numbers listed below:

Board Members of Habitat for Humanity

Kim Jones (540) 6716097 or Juanita Blackman (540) 252-2653

Sincerely,

Kim Jones



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 12

Meeting Date: August 11, 2014

Agenda Item: COUNCIL RE-APPOINTMENT – Planning Commission

Summary: Council is requested to re-appoint a member to the Front Royal Planning Commission to fill a 4-year term, said term to expire August 31, 2018.

Budget/Funding: None

Attachments: None

Meetings: Interview August 4, 2014

Staff Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council re-appoint _____ to the Front Royal Planning Commission to a 4-year term, said term to expire August 31, 2018.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: 583



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 13

Meeting Date: August 11, 2014

Agenda Item: COUNCIL APPROVAL – Acceptance of Bid for Catlett Mountain Landfill Storm Water Conveyance System and Exposed Waste Removal Project Jointly Funded with County of Warren

Summary: Council has received a request from the County of Warren seeking to approve a bid in the total amount of \$177,100.00 from Lantz Construction Company (LCW) for the Storm Water Conveyance System and Exposed Waste Removal Project for Catlett Mountain Landfill. Consulting engineer, Pennoni Associates, Inc. has reviewed the bid documents and recommends award of a contract to Lantz Construction. The County has agreed to fund the Town's share of the project through the property value of the 2.57 acre parcel transferred to the County in September 2005 for the construction of their Park Maintenance Building.

Budget/Funding: The County of Warren will deduct the Town's 50% share of the cost from the property value of the 2.57 acre parcel transferred to the County in September 2005 for the construction of their Park Maintenance Building.

Attachments: Letter from Deputy County Administrator Robert B. Childress

Meetings: None

Staff Recommendation: Approval ☒ Denial ☐

Proposed Motion: I move that Council approve accept the bid from Lantz Construction Company, LLC for improvements at the Catlett Mountain Landfill and jointly award the contract with the County of Warren in an amount not to exceed \$177,100. The Town's contribution towards funding this project will be deducted from the property value of the 2.57 acre parcel transferred to the County for their Park Maintenance Building.

Alternative Motion: I move that Council postpone action on the acceptance and award of the bid for improvements at the Catlett Mountain Landfill until Council has discussed the project at their next Work Session.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JB



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: rchildress@warrencountyva.net

Robert B. Childress
Deputy County Administrator

BOARD OF SUPERVISORS

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Douglas P. Stanley
County Administrator

July 30, 2014

Town of Front Royal
Steve Burke
P.O. Box 1560
Front Royal, Virginia 22630

**Ref: Catlett Mountain Landfill
Storm Water Conveyance System & Exposed Waste Removal Project**

Dear Steve,

After proper advertisement of the Request for Bids (RFB), we have been successful in receiving three (3) bids from interested and qualified contractors. Bids were opened on Monday, July 28, 2014 at 10:00 a.m. without incident and no irregularities or exceptions being noted.

Lantz Construction Company (LCW) of Winchester, Virginia submitted the low bid of \$177,100.00. Our consulting engineering, Pennoni Associates, Inc. has reviewed LCW's bid documents and recommends award of a contract to them. A copy of Pennoni's award recommendation letter, bid summary form, and bid tabulation is enclosed for your information.

We have this action item on our Board of Supervisors meeting agenda next Tuesday, August 5, 2014. We anticipate the Board will take action to authorize an award of contract contingent upon similar approval action by Town Council. We appreciate you taking this to Council for action at your earliest opportunity. As soon as we receive both bodies' approval we will authorize Pennoni to proceed with the contract documents.

It is our goal to get the contract in place as soon as possible. This will allow the contractor to begin operations during the drier summer months and hopefully complete the project before winter weather sets in.



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

Please let me know if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert B. Childress". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert B. Childress
Deputy County Administrator

SLH

Enclosure

Cc: Douglas P. Stanley, County Administrator
Blair D. Mitchell, County Attorney



PENNONI ASSOCIATES INC.
CONSULTING ENGINEERS

WARREN COUNTY
BOARD OF SUPERVISORS

July 29, 2014

JUL 30 2014 *pk*

Mr. Robert Childress
Warren County Deputy Administrator
220 N. Commerce Avenue
Suite 100
Front Royal, VA 22630

Warren County
Administrator's Office

**RE: CATLETT MOUNTAIN LANDFILL STORMWATER CONVEYANCE SYSTEM AND
EXPOSED WASTE REMOVAL
CONSTRUCTION BID OPENING AND CONTRACT AWARD RECOMMENDATION**

Dear Bob,

At 10:00 a.m., Monday, July 28, 2014 bids were opened at the Warren County Administrator's office located at 220 North Commerce Avenue, Front Royal, Virginia for the Catlett Mountain Landfill Stormwater Conveyance System project. The opening was conducted under your supervision and proceeded without incident and no irregularities or exceptions were noted.

A total of three (3) bids were submitted with the low bid in the amount of \$177,100.00 submitted by Lantz Construction Company (LCW) of Winchester, Virginia. A copy of the Bid Tabulation and Bid Summary is attached for reference. A copy of all the Bids received is enclosed and following contract award I will provide you the original Bid Proposals for your records.

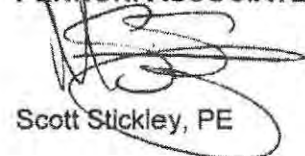
While Pennoni Associates has not worked with LCW on this type of project we have worked with them on other projects and have found them to be reliable and professional, and believe they are capable of completing this project in accordance with the plans and specifications. We therefore recommend the County award this contract to LCW in the amount of \$177,100.00.

If you are in agreement to award this contract to LCW please let me know and we will prepare the necessary Contract Documents for your use and schedule a pre-construction conference to allow construction to begin.

If you have any questions or need any assistance do not hesitate to contact this office.

Sincerely,

PENNONI ASSOCIATES INC.



Scott Stickley, PE

BID SUMMARY FORM

Owner: Warren County

Project Name: Catlett Mountain Landfill ~ Storm Water Conveyance System and Exposed Waste Removal

Project Description: This project is located at the old now unpermitted Catlett Mountain Landfill located off Catlett Mountain Route 677 in Warren County. This landfill is owned and was once operated by the Town of Front Royal and County of Warren. While now capped, stormwater on or across the landfill filters thru the cap and trash resulting in a discharge of leachate which is currently not controlled. This project consists of construction of approximately 5 concrete storm structures, 850 LF of 24" HDPE pipe, and excavation and grading to channel stormwater away from the landfill to reduce development of leachate to the storm inlets and retrieve and removal of surface "white" goods and trash.

Date/Time: Monday, July 28, 2014 10:00 a.m.

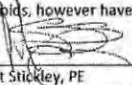
CONTRACTOR	License Number	5% Bid Bond	Acknowledge Addendums I, II & III	Bidder Questionnaire	Equal Employment Opportunity Statement	Drug Free Work Place Statement	BID AMOUNT ITEM 1
LCW	270102776	YES	YES	YES	YES	YES	\$177,100
GENERAL EXCAVATING, INC.	2701026132	YES	YES	YES	YES	YES	\$758,000
BUSHONG CONTRACTING	2705060068	YES	YES	YES	YES	YES	\$418,016

Catlett Mountain Landfill - Stormwater Conveyance System and Exposed Waste Removal
Bid Tabulation
July 28, 2014 - 10:00 A.M.

Item	<u>Lantz Construction (LCW)</u>				<u>Bushong Contracting</u>				<u>General Excavation</u>			
	LS				LS				LS			
1. Furnish & Install all plant labor, materials and equipment to construct the Bentonville Waste Transfer Station Water Supply Systems	\$177,100.00				\$418,016.00				\$758,000.00			
<u>Schedule of Values</u>	<u>Qty</u>	<u>Unit</u>	<u>U.P.</u>	<u>Total</u>	<u>U.P.</u>	<u>Total</u>	<u>U.P.</u>	<u>Total</u>	<u>U.P.</u>	<u>Total</u>	<u>U.P.</u>	<u>Total</u>
1. Mobilization	1	LS	\$5,500.00	\$5,500.00	\$1,000.00	\$1,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
2. General Conditions	1	LS	\$9,900.00	\$9,900.00	\$1,000.00	\$1,000.00	\$68,000.00	\$68,000.00	\$68,000.00	\$68,000.00	\$68,000.00	\$68,000.00
3. Performance & Payment Bonds	1	LS	\$3,700.00	\$3,700.00	\$5,500.00	\$5,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
4. Permitting	1	LS	\$1,100.00	\$1,100.00	\$1,000.00	\$1,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
5. Construction Survey	1	LS	\$2,200.00	\$2,200.00	\$5,800.00	\$5,800.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
6. Erosion & Sediment Control	1	LS	\$4,600.00	\$4,600.00	\$60,525.00	\$60,525.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
7. Chain Link Fence & 12" Swing Gate	1	LS	\$13,800.00	\$13,800.00	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
8. Construction Access Road	1	LS	\$22,700.00	\$22,700.00	\$23,117.00	\$23,117.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
9. DI-1 Storm Structures	2	EA	\$3,500.00	\$7,000.00	\$3,155.00	\$6,310.00	\$4,000.00	\$8,000.00	\$4,000.00	\$8,000.00	\$4,000.00	\$8,000.00
10. EW-1 Storm Structure with Trash Rack	1	EA	\$2,800.00	\$2,800.00	\$1,630.00	\$1,630.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
11. 48" Concrete Manhole	1	EA	\$3,600.00	\$3,600.00	\$7,500.00	\$7,500.00 *	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00
12. ES-1 Structure	1	EA	\$1,700.00	\$1,700.00	\$23,500.00	\$23,500.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
13. 24" HDPE Pipe	850	LF	\$54.00	\$45,900.00	\$160.12	\$136,102.00	\$90.00	\$76,500.00	\$90.00	\$76,500.00	\$90.00	\$76,500.00
14. Construct Storm Pond & Spillway	1	LS	\$8,100.00	\$8,100.00	\$18,352.00	\$18,352.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00
15. Remove Exposed Surface White Goods & Trash	1	LS	\$44,500.00	\$44,500.00	\$121,680.00	\$121,680.00	\$385,000.00	\$385,000.00	\$385,000.00	\$385,000.00	\$385,000.00	\$385,000.00
				\$177,100.00		\$417,016.00 *		\$758,000.00		\$758,000.00		\$758,000.00

I certify that this is a true and correct tabulation of all bids at this project letting held on the date shown.

*All bids, however have been checked wherever bidders made arithmetical errors in addition or extension of all unit prices.


 Scott Stickley, PE
 Pennoni Associates Inc.
 117 E. Piccadilly Street
 Winchester, VA 22601