

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on December 12, 2016, in the Warren County Government Center's Board Meeting Room. Mayor Darr led Council and those attending in the Pledge of Allegiance to the flag and a Moment of Silence. The roll was called at 7:00 p.m.

PRESENT: Mayor Timothy W. Darr
Councilman John P. Connolly
Councilman Bébhinn C. Egger
Councilman Bret W. Hrbek
Councilman Jacob L. Meza
Councilman Eugene R. Tewalt
Vice Mayor Hollis L. Tharpe
Town Attorney Douglas W. Napier
Interim Town Manager Joseph E. Waltz
Clerk of Council Jennifer E. Berry, CMC

(The above listed members represent the full body of Council as authorized in the Town Charter.)

Councilman Tewalt moved, seconded by Councilman Egger moved that Council approve the Regular Council Meeting minutes of November 28, 2016 as presented.

Vote: Yes – Connolly, Egger, Hrbek, Meza, Tewalt and Tharpe
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)

RECEIPT OF PETITIONS OR CORRESPONDENCE FROM THE PUBLIC

Timothy Ratigan, of 120 W. 6th Street, wished a Merry Christmas to members of the public and Council. He reminded everyone of the American Legion Christmas Concert at Randolph Macon Academy tomorrow night Dec 14th, noting that it was also an annual fundraiser. He invited everyone to attend.

David Means, of 210 W. First Street, noted that he was a representative of the Town's UFAC Committee and he thanked Council for their efforts in support of UFAC. He stated that the little items added up to the betterment of the Town of Front Royal. He noted that the UFAC Committee had assisted in improving the zoning to help the community and reports that were given to the Town have shown how it helps the Town Council make decisions for all involved. He noted that they would like to continue that with the upcoming Council.

Tenia Smith, of 132 W. 15th Street, stated that she was addressing Council regarding the upcoming Council vacancy. She expressed her support for Mike McCool, noting that he was a long time resident and he wants to make Front Royal a great place to live and work. She added that he has the initiative, temperament and drive to serve and she asked Council to consider Mr. McCool for the open seat on Council.

Interim Town Manager Joseph Waltz noted that:

- The Christmas holiday closings would be Friday, December 23rd and Monday December 26th and he noted the trash and recycling rescheduling dates.

- The Town was Holiday Lights Contest once again was taking place and the information is available on the Town's Facebook page for those that would like to enter; and
- Town's New Year's Eve on the 31st near the downtown gazebo and he invited the community to attend.

Felicia Hart, Community Development Director, presented the following report to Council:

Thank you for this opportunity to showcase what we have accomplished thus far – and our work in progress. Following up from my last report, I am proud to say that community stakeholders are (still) working together. It's been exciting to see the number of volunteers increasing at our work table because they see, and believe we are getting things done. It's taken baby steps and a lot of work, but people are willing to come together to make a difference in our community.

And they're coming together for a number of reasons: *business owners* because they know we are listening and making changes on their behalf – and they (at least some of them) are realizing that things needed to change in order for them to make more money; *property owners* because they are wanting to make a difference and are seeing things get done; *visitors/tourists* because we are putting together a game plan that is working – we are continuing to educate/train business owners on how to get their word out. And best of all, we are starting to speak as one voice.

These past several months (thanks in part to Herb Melrath, owner of the Daily Grind) we are actually working from a plan. Herb gets it. He's pushed and prodded a number of the downtown merchants to come together under the tag line of "Open Late – Until 8, Friday and Saturday." As the town, we worked to produce a logo and have provided numerous sandwich boards, posters, tent cards and bag inserts for all the businesses who are participating – 20 at this point. Collectively they've been marketing in newspapers and radio to get the word out that downtown should be a shopping destination.

I've produced eye-catching posters that have been put in empty storefronts showcasing the business opportunities and numerous incentives the town has to offer. I've had a number of phone calls from these posters alone from potential business owners.

And we are starting to see the dividends from our updated agreement with the Lord Fairfax Small Business Development Center. At last week's training we had 52 people signed up to attend the Social Media training with Marc Willson – 32 who actually attended. This is a major increase in participants from where we started at. Our next training is in January and we are already promoting via social media and outlets with our other partners including FRIBA, the Chamber, Merchants on Main, People, Inc. and several others.

In addition, Jeremy Camp, Director of Planning and Zoning, and I have been working together on numerous projects. First, we are operating as a team. When a potential business or property owner addresses one of us, they have the attention and support of both of us – together – on behalf of the Town. Because we've established this relationship early on with these potentials, we have been able to address issues early on. Issues for example, such as what can and can't they do with the property, town incentives, what is the town doing as a whole to make a difference for property and business owners. And because we are meeting with them so early, we can work to ensure they do have a viable business plan. This benefits not only them, but the town as a whole.

Besides all of this, Jeremy and I are working together on the Community Development Block Grant. I know Jeremy just updated Council on this but, I would like to take a minute to update the community who is watching tonight. Our Community Development Block Grant, brought about for a need to work to revitalize the economy of our downtown, is well under way. And that's a good thing considering all of it must be wrapped up and submitted in March. But bits and pieces of it including a parking analysis, marketing analysis, re-branding effort and our plans for our future are all in the works. Besides being able to analyze what our findings are, we need to be looking at what else do we need to provide to make our downtown a destination for visitors and business owners who want to make money.

Do we need an outdoor bathroom that allows visitors to stay after 5:00 and stroll downtown? Do we want to host more events downtown after 5:00 and not have Johnny Blues sitting around? If the answer is yes, then of course, we have to address the housekeeping and how will it be managed – and understand what the ultimate return on our investment will be – or not. But that's all part of this

process. Do we want to enhance (and maybe expand) on the use of alleys downtown? These are prime examples of underutilized space that could be incorporated for event planning. Do we need to improve the lighting in these and others areas? Probably. But that's why we need to better understand what our next opportunities are regarding this grant. Simple things though, like outdoor directory boards at each end of Main Street and outside the Visitors Center so that visitors (after 5:00) know what we have available, and where. Do we want to bring the community together and produce murals around town? How do we incorporate our new logo and use new banners to direct people where we want them to go? How about our parking issues on Jackson Street? Where do I park? Where can I park? But again, that's why this part of the planning grant is so important. We need to understand what our options are and how much – not only as part of the grant request – but how much is the town willing to invest in ourselves because we have a viable plan that has been thought through. Remember, this grant is a competition. We must be smart. I can tell you, we'll be up against some towns that really do have their act together.

I'm still working with the Regional Commission on numerous grants and other community opportunities that we want to enhance and take advantage of. I'm working with other communities to see how we can help each other and maximize our limited resources. Sharing and partnering with marketing opportunities and getting and keeping our visitors here longer is something we really have to expand on. None of us as localities can afford to work independently on this. We realize we have to share and promote each other if we are all to be successful.

After the first of year, I'll be reaching out to all the local non-profits to better understand what is really happening in our community. What are our needs? Who are we serving – and not serving – as best we can. There are opportunities for us to partner regarding potential grants and state and federal resources. But we have to start working together. And I see bringing everyone to the table as a first step to making this happen.

I want to take this opportunity to thank the willingness of this Council, Town Departments and community members who have been working with me. It's clear there are plenty of people who care and are willing to roll up their sleeves

and work at this. I'm always available to meet with anyone who has ideas, concerns or suggestions – or just wants to educate me as to what's going on.

County Grants and Special Projects Coordinator, Brandy Rosser, presented the following report to Council:

Community Development

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

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

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

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

The Committee also discussed Town projects including:

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

The Committee is scheduled to meet again on January 25th.

Project Updates

2nd Middle School – The project is approximately 70% complete. County, School Board, and Town officials held a wall signing earlier today.

- 100% of slab-on-grade complete
- Electrical duct bank 97% complete
- Light pole conduits are complete
- Light pole bases are complete
- Concrete elevator caps and last RTU concrete pad are complete
- Area- E masonry walls are 99% complete
- Area-F masonry walls are 99% complete
- Area-C masonry walls are complete
- Area-D masonry low walls are 100% complete (Locker room & Kitchen interior walls remain and are 99% complete)
- Cavity wall insulation is complete
- Brick work (98% complete)
- The installation of the light gauge roof trusses for Area E and F started on September 15th and continued through the month on October; this has now been completed
- Metal decking on light gauge roof trusses is 98% complete
- The shingle roofing 95% complete with estimated finish date of December 16th

- PVC roofing 90% complete with estimated finish date of December 16th
- Roof coping installation to start December 20th
- Curb and gutter 99% complete
- Asphalt for last area needed before winter (front parking lot) to be installed week of December 12th
- Concrete sidewalks in progress with 10% complete
- The plumbers are testing water lines throughout building and are 98% complete with rough-in
- The electricians are running overhead conduit throughout building 80% complete with rough-in
- Duct work is 60% complete throughout building
- Sprinkler installation on going throughout Areas A, B, C, D, E and F. 80% rough-in complete
- Site work is 95% complete
- Building has temporary heat on
- Window installation to commence in December
- Electrical switch gear to be on site January 4th with permanent power to be available in mid-January

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

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

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

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

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

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

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
FRWC Airport Obstruction Removal	Summer 2016	\$804,000	Spring 2017	Contract Awarded/ waiting on DEQ Permit
South Fork Bridge	9/2013	\$74,700,000	Fall 2017	Under Construction
Morgan Ford Bridge	12/2016	\$9,713,152	Spring 2018	Under Construction
Guardrail Projects	N/A	\$142,140	Winter 2016	Under Construction
Leach Run Parkway	6/2015	\$10,648,083	Fall 2016	Under Construction

Court Holding Renovation	Summer	\$224,864	Spring 2016	Completed
Totten Lane – Turn lane Project	Summer 2016	Unavailable	Spring 2017	12/27 Bid Date
2 nd Warren County Middle School	Winter 2015	\$44,100,000	Summer 2017	Under Construction
Freezeland Road Kiss-n-Ride	Fall 2014	Unavailable	Winter 2016	Under Construction
Health and Human Services Complex – Gym Bathroom Renovation	Summer 2016	\$50,000-\$100,000	Winter 2017	Under Construction
Ressie Jeffries Renovations	Fall 2016	\$4,485,300	Fall 2017	Roof Under Construction/Parking Lot Construction to start in early 2017

Councilman Hrbek thanked the voters and citizens of Front Royal, noting that it had been an honor and privilege to serve. He noted that he looked forward to seeing the future Council build on the successes that had been built thus far.

Councilman Tewalt noted that it had been a privilege to work with his outgoing members of Council and he appreciated their work.

Mayor Darr presented a plaque to Councilman Hrbek for his service and commitment to the Town of Front and thanked him for his time with the Council.

Vice Mayor Tharpe presented a plaque to Mayor Darr for his dedication and service to the Town and thanked him for his devoted service and many years given to the Town.

Councilman Connolly thanked Mayor Darr and Councilman Hrbek for their efforts. He noted that Mr. Hrbek had a deep devotion to the community. Councilman Connolly expressed his deep appreciation to Mayor Darr for his tireless effort to the Town.

Mayor Darr thanked Gregory Harold for his service on the Board of Architectural Review and thanked him for his work on behalf of the Town Council.

Mayor Darr thanked the community for allowing him the opportunity to serve as Mayor. He noted that the Town has advanced during his watch on Council due to the dedication of Council, his wife Tammy, and the service of the dedicated Town employees. He stated that the groundwork for many projects has been laid and he wished everyone a very Merry Christmas and happy holidays.

Mayor Darr asked if there were any proposals for additions or deletions to the agenda.

CONSENT AGENDA

A. COUNCIL APPROVAL – Bid for Concrete for Calendar Year 2017

B. COUNCIL APPROVAL – Bid for Purchase of Vehicles

~~C. COUNCIL APPROVAL – Advertise for Council Vacancy~~*Councilman Tewalt moved, seconded by Councilman Egger that Council approve the consent agenda as presented.*

Vice Mayor Tharpe asked that Item C – Advertise for Vacancy be removed for separate discussion and vote.

Vote: Yes – Connolly, Egger, Hrbek, Meza, Tewalt and Tharpe
 No – N/A
 Abstain – N/A
 Absent – N/A
 (Mayor Darr did not vote as there was no tie to require his vote)
 (By Roll Call)

COUNCIL APPROVAL – Advertise for Council Vacancy*Vice mayor Tharpe moved, seconded by Councilman Egger, that Council direct the Clerk of Council to advertise for the vacant Council position with a deadline of all applications as December 28, 2016.*

Vote: Yes – Connolly, Egger, Hrbek, Meza, Tewalt and Tharpe
 No – N/A
 Abstain – N/A
 Absent – N/A
 (Mayor Darr did not vote as there was no tie to require his vote)

COUNCIL APPROVAL – Budget Amendment - Outstanding Purchase Orders (2nd Rdg)

Summary: Council is requested to adopt on its second and final reading an amendment to the FY2017 Budget concerning a list of outstanding purchase orders that the Finance Department has compiled totaling \$39,439,320.80 based on the final audit results that need to be carried forward to the FY2017 budget cycle to complete unfinished projects. Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects having been connected in previous budget cycles.

Councilman Egger moved, seconded by Councilman Connolly that Council adopt on its second and final reading an amendment to the FY2017 Budget concerning a list of outstanding purchase orders that the Finance Department has compiled totaling \$39,439,320.80 based on the final audit results that need to be carried forward to the FY2017 budget cycle to complete unfinished projects. He further moved that funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects having been connected in previous budget cycles, as follows:

General Fund	\$514,832.05	Water Fund	\$2,997,502.48
Special Projects	\$662,810.03	Solid Waste Fund	\$18,366.05
Electric Fund	\$894,353.75	Street Fund	\$8,883,055.69

Sewer Fund \$25,468,400.75

Councilman Connolly noted that this is a housekeeping issue in order to move forward with ongoing projects. Councilman Tewalt added that some of the higher numbers include large projects, including the Leach Run Parkway.

Vote: Yes – Connolly, Egger, Hrbek, Meza, Tewalt and Tharpe
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call)

COUNCIL APPROVAL – Resolution to Co-Sponsor Memorial Day Event

Summary: Council has received a request from Malcolm Barr, Sr. seeking approval from Town Council to continue the tradition of memorializing the military for their service as well as recognizing the Military Working Dog aka “Dogs of War” by co-sponsoring the annual Memorial Day Event that he has helped organize the last few years. Council is requested to consider approval of a Resolution to co-sponsor a Memorial Day Event as presented.

Councilman Meza, seconded by Councilman Connolly that Council approve a Resolution to co-sponsor a Memorial Day Event as presented.

Vote: Yes – Connolly, Egger, Hrbek, Meza, Tewalt and Tharpe
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call)

COUNCIL APPROVAL – Internal Loan and Purchase of Refuse Truck

Councilman Connolly moved, seconded by Councilman Egger, that the Town Council approve an internal loan from the Water Enterprise Fund Balance in the amount of \$139,535 to the Refuse Department for the purchase of a new rear load refuse collection truck and that the loan will be paid back of the course of four (4) years with equal payments of \$34,883.75. he further moved that Council approve the bid from Richmond Machinery & Equipment in the amount of \$175,935 for the purchase of a 25 cubic yard Freightliner rear loader refuse truck.

Councilman Hrbek noted that he would not support the matter as it was borrowing from moving funds from one enterprise fund to another.

Councilman Meza noted that for about a year the Council has been discussing the Town’s refuse division and they have tabled the discussion in order to have Staff to review and return with an evaluation of efficiencies. He noted that during an evaluation of a program, another \$200,000 should not be invested in the program until the review of the program is complete and the presentation is received.

Vote: Yes – Connolly, Egger, Tewalt and Tharpe
No – Hrbek and Meza
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call)

COUNCIL APPROVAL – Resolution of Support for ITFederal, LLC

Councilman Hrbek moved, seconded by Councilman Connolly that Council approve a resolution of Support for ITFederal, LLC as presented.

Councilman Egger thanked Mr. Hrbek for bringing the resolution forward. She asked about the fourth paragraph regarding factual evidence. Councilman Hrbek noted that Mrs. McDonald of the EDA has seen the awards of the contracts.

Councilman Egger noted that the Town has not seen said awarded contracts. She asked if the EDA had possession of the letters. Councilman Hrbek noted that Mrs. McDonald has seen the letters, but does not have possession of the letters he does not believe.

Councilman Egger moved to strike paragraph four of the resolution.
As there was NO SECOND, the motion failed.

Councilman Hrbek moved, seconded by Vice Mayor Tharpe, to amend paragraph four to state that the “EDA has reviewed evidence.”

Councilman Egger asked if Council was comfortable signing the resolution seeing as they have never seen the documents.

Vote: Yes – Connolly, Egger, Hrbek, Meza, Tewalt and Tharpe
No – N/A
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(On Motion to Amend)

Councilman Egger asked if anyone on Council spoke to Congressman Goodlatte’s office.

Councilman Connolly noted that the Congressman had issued joint statements with the EDA and there were glowing reviews of the company. He noted that the Congressman was not going to acquiesce to a single Councilman’s request, which does not negate his other work in support of the company.

Councilman Egger asked for the status of the applications of ITFederal’s projects. Mr. Camp noted that the status of the site plan for zoning remains unchanged and the Town was still expecting them to be submitted soon.

Councilman Egger noted that she spoke with EPA and DEQ representatives who did not alleviate her concerns. She stated that she felt uncomfortable at this point and she questions the project and the overall secrecy.

Councilman Tewalt noted that this was not a Town project, but rather an EDA project. He stated that the Town has no influence in the project and it was handled through the EDA and he was thoroughly convinced with the word of Jennifer McDonald. He reiterated that the project belongs with the EDA, period.

Vote: Yes – Connolly, Hrbek, Meza, Tewalt and Tharpe
No – Egger
Abstain – N/A
Absent – N/A
(Mayor Darr did not vote as there was no tie to require his vote)
(By Roll Call)

There being no further business, the Mayor declared the meeting adjourned at 7:40 p.m.

APPROVED:

Jennifer E. Berry
Clerk of Council