



TOWN COUNCIL WORK SESSION/SPECIAL MEETING

Monday, March 30, 2015 @ **6:30pm** in Front Royal Administration Building

1. **Closed Meeting** – 1) Planning Commission Interview and 2) Consultation with Legal Counsel; Award of Public Contract

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of 1) assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of a public body, pursuant to Section 2.2-3711. A. 1. of the Code of Virginia and 2) consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia and discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an Open Session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711. A. 29. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion [At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Action as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

7:00pm – TOWN COUNCIL SPECIAL MEETING

1. Roll Call
2. COUNCIL APPROVAL – Setting Real and Personal Property Tax Rate (*2nd Reading*)
3. COUNCIL APPROVAL – Extend Date in Resolution to Reconvene Discussion of a Town Building Inspection Program
4. CLOSED MEETING – Investment of Public Funds; Consultation with Legal Counsel; Award of Public Contract

TOWN COUNCIL WORK SESSION CONTINUED

Town/Staff Related Issues:

2. Budget Amendment for Utility Work on Rockland Road - *Director of Environmental Services*
3. VDOT Local Administration of Happy Creek Rd Phase II Project - *Dir of Environmental Services*
4. Catlett Mountain Recreational Area – *Town Manager*
5. FY 2015-2016 Recommended Budget – *Town Manager*

Council/Mayor Related Items

6. Request for Joint County/Town/EDA Meeting
7. Display of “In God We Trust” in Board Room
8. Council Discussion/Goals (*time permitting*)



TOWN COUNCIL SPECIAL MEETING

Monday, March 30 @ 7:00pm
Front Royal Administration Building

1. Roll Call
2. **COUNCIL APPROVAL** – Setting Real and Personal Property Tax Rate (*2nd Reading*)
3. **COUNCIL APPROVAL** – Extend Date in Resolution to Reconvene Discussion of a Town Building Inspection Program
4. **CLOSED MEETING** – Investment of Public Funds; Consultation with Legal Counsel; Award of Public Contract



Town of Front Royal, Virginia
Council Agenda Statement

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Item No. 2

Meeting Date: March 30, 2015

Agenda Item: COUNCIL APPROVAL – Setting of Real/Personal Property Tax Rate (*2nd Reading*)

Summary: Council is requested to adopt on its second and final reading a real property tax rate of \$0.13 per \$100 assessed value, which represents an increase of \$0.0025 per \$100 assessed value from the current year's rate associated with the average increase in property values from the reassessment of properties completed by Warren County; the Personal Property tax rate at \$0.64 per \$100 assessed value, which represents no increase over the current year's rates; the Machinery and Tools Tax rate at \$0.64 per \$100 assessed value, which represents no increase over the current year's rates; and the Mobile Homes tax rate at \$0.13, which represents no increase over the current year's rates, for Fiscal Year 2015-2016.

Budget/Funding: None

Attachments: None

Meetings: Work Session held February 2, 2015. Public Hearing held March 9, 2015. Postponed from March 23, 2015 due to no quorum.

Staff Recommendation: Approval Denial

Proposed Motion: I move that Council adopt on its second and final reading a Real Property tax rate of \$0.13 per \$100 assessed value; Personal Property tax rate at \$0.64 per \$100 assessed value; Machinery and Tools Tax rate at \$0.64 per \$100 assessed value; Mobile Homes tax rate at \$0.13.

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
Council Agenda Statement

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Item No. 3

Meeting Date: March 30, 2015

Agenda Item: COUNCIL APPROVAL – Extend Date in Resolution to Reconvene Discussion of at Town Building Inspection Program

Summary: On February 9, 2015 Council moved to postpone a Resolution to Establish a Building Inspections Program for the Town of Front Royal until their March 23, 2015 Council Meeting. On February 23, 2015 Council approved a Resolution to extend the date to reconvene discussion of a Town Building Inspection Program from March 23, 2015 to April 13, 2015. Council is requested to extend the date to reconvene discussion of a Town Building Inspection Program from April 13, 2015 to May 26, 2015.

Budget/Funding: None

Attachments: Resolution approved on February 23, 2015

Meetings: Public Hearing for Public Input was held on December 8, 2014 and Work Session held February 2, 2015. Regular Meetings held February 9, 2015 and February 23, 2015.

Staff Recommendation: Approval Denial

Proposed Motion: I move that Council approve the extension of the date to reconvene discussion of a Town Building Inspection Program from April 13, 2015 to May 26, 2015.

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: 

Council Resolution



Town of Front Royal, Virginia



RESOLUTION TO CONTINUE DISCUSSION ON BUILDING INSPECTION PROGRAM

WHEREAS, the Town Council voted to postpone discussion to implement a Town Building Inspection Program from their February 9th meeting until their March 23rd meeting; and,

WHEREAS, the Town Council has requested additional information from staff to more fully discuss the implementation of a Town Building Inspection Program; and,

WHEREAS, at their February 17th Work Session, the Town Council discussed extending the date to reconvene discussion of implementation of the Program until their April 13th meeting.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby agree to postpone discussion regarding the implementation of a Town Building Inspection Program until their April 13, 2015 regular meeting.

Adopted this 23rd day of February, 2015

APPROVED:

[Signature of Timothy W. Darr]

Timothy W. Darr, Mayor

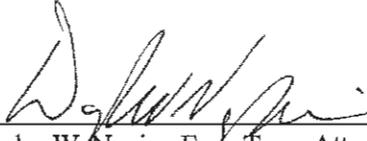
Attest:

[Signature of Jennifer E. Berry]
Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council on 2-23-2015, upon the following recorded vote:

- Bébhinn C. Egger Yes/No
Hollis L. Tharpe Yes/No
John P. Connolly Yes/No
Bret W. Hrbek Yes/No
Eugene R. Tewalt Yes/No
Daryl L. Funk Yes/No

Approved as to Form and Legality:



Douglas W. Napier, Esq., Town Attorney

Date: 2-23-15



Item No. 3

Town of Front Royal, Virginia Work Session Agenda Form

Date: March 30, 2015

Agenda Item: VDOT Local Administration of Happy Creek Road Phase II Project

Summary: The Virginia Department of Transportation (VDOT) is requesting that the Town of Front Royal appoint an individual to administer the Happy Creek Road Phase II Project. The Director of Environmental Services, Carl J. Hannigan Jr, requests approval to be appointed Local Responsible Person to administer the Happy Creek Rd Phase II Project through VDOT.

Council Discussion: Council is requested to review and approve the information submitted by the Department of Environmental Services regarding the Request to Administer Project application to VDOT.

Staff Evaluation: DES has completed the Request to Administer Project application that would allow for Mr. Hannigan to be the full-time local government employee who would be responsible for all major project decisions.

Budget/Funding: N/A

Legal Evaluation: The Town Attorney will be able to address any legal questions or concerns

Staff Recommendations: Staff recommends appointing Carl J Hannigan, Jr as the local responsible person for the Happy Creek Road Phase II project.

Town Manager Recommendation:

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Local Government: Town of Front Royal
Submittal Date: March 17, 2015
Name of Local Official Submitting Information: Carl J. Hannigan, Jr

Local Government Project Delivery Self-Evaluation for Requests to Administer Federal Aid Projects

Include with Request to Administer Submittal

UPC: 105005; Project #: U000-112-158

Local government administration of federal aid transportation projects can have many benefits and has become an integral part of Virginia's Transportation Construction Program. However, local governments that are considering administering federal aid transportation projects should work closely with their VDOT District Office to ensure that they have, or can obtain, qualified staff and processes ("project delivery systems") to administer federal aid projects. Accordingly, local governments are required to submit the attached self-evaluation to their VDOT District Office concurrent with their request to administer a federal aid project or project to be developed as federal aid. Approval for Tier 1 projects is delegated to the District Administrator. District Administrators may not permanently delegate this authority. Tier 2 project RtA's will be submitted to the Chief Engineer for final approval. Project Tier definitions are defined in VDOT's I&IM #249

(<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/iim249.pdf>). Tier 2 projects are all projects with construction costs over \$5 million, all Federal Oversight projects, and all projects procured as Design-Build.

A completed self-evaluation will provide the VDOT District Office sufficient background information regarding the locality's ability to manage significant aspects of a major federal aid project and so that weaknesses or deficiencies in the local government's capabilities may be identified and addressed during the "Request to Administer" process. Weaknesses or deficiencies may not necessarily preclude a locality from administering a federal aid project; however, the locality and the VDOT District Office should work closely to identify actions, such as additional training or consultant procurement, which can reduce project risks and lead to an approval of the project administration request. The District office will also use this evaluation in determining the appropriate level project oversight provided by VDOT staff.

While denials are expected to be uncommon, circumstances which may justify a denial to administer a federal aid project include:

- The locality has no staff experience or training that demonstrates an ability to effectively deliver a federal aid project.
- The locality has a documented and repeated history of failure to meet federal phase obligation dates and cannot provide an acceptable corrective action plan.
- The locality has a documented history of violations to federal and/or state requirements and cannot provide or has not provided an acceptable corrective action plan.

Appeals to denials may be submitted in writing to the VDOT Central Office Local Assistance Division Director.

Local Government: Town of Front Royal
Submittal Date: March 17, 2015
Name of Local Official Submitting Information: Carl J Hannigan, Jr

Local Government Responsible Person (submit one for each RP)

A locality is required to provide a full-time local government employee who is responsible for all major project decisions. This person is referred to as the locality Responsible Person (RP) and may or may not be the project manager. This requirement is outlined in Chapter 3.1 of VDOT's Locally Administered Projects (LAP) Manual. An FHWA memorandum dated August 4, 2011 provides further explanation of this person's duties (www.fhwa.dot.gov/federalaid/110804.pdf).

Identify the full time Local Government Employee assigned as the "Responsible Person":

Name Carl J Hannigan, Jr Title Director of Environmental Services

Is the RP also the Project Manager? Yes No (complete the project manager evaluation page)

VDOT is required by federal regulation to ensure that the locality is adequately staffed to ensure the project is satisfactorily completed. Accordingly, local staff must have a working knowledge of the locally administered projects process and those federal regulations affecting federal aid projects. The following provides the experience and training of the Locality Responsible Person:

Select from the following the best choice describing the RP's experience:

The RP has successful experience providing oversight or managing a federal aid project within the previous five years. Identify and describe applicable project(s) on an attachment to include: Project Name and Description; Phases Included (PE/RW/CN), Approximate Date Advertised; Construction Value; Funding Source, if known, etc:

The RP has successful experience participating as a team member, but not a RP, for federal aid projects. Identify and describe applicable project(s) on an attachment to include: Project Name and Description; Phases Included (PE/RW/CN), Approximate Date Advertised; Construction Value; Funding Source, if known, etc:

The assigned RP has no successful experience with federal aid projects, but has provided oversight for a State-aid transportation project, such as Revenue Sharing or Access.

The RP has no experience providing oversight for a transportation project.

Has the RP completed VDOT's Core Curriculum on-line training, found on VDOT's Locally Administered Projects Webpage (<http://www.virginia.gov/business/local-assistance-lpt.asp>)?

Yes

No

Describe or attach a list of other formal and/or Informal training that qualifies him/her to act as a Responsible Person.

OSHA Level 2
Chemical Spill Response Training
Local Programs Workshop
Guardrail Installation Certification
MUTCD Certification
Mechanical / Schematics and Reading Certification
Road Safety Audits
VDOT Flagger Certification

Local Government: Town of Front Royal
Submittal Date: March 17, 2015
Name of Local Official Submitting Information: Carl J. Hannigan, Jr.

General Locality Project Management Experience

The locality must be able to demonstrate "adequate project delivery" systems* to administer a federal-aid project. This requirement is identified in Chapter 2.2 of the VDOT LAP Manual. *Select, from the choices below, that which best describes the locality's project management experience:*

The locality has successfully administered one or more federal aid highway improvement project(s) within the previous five years. Briefly describe the project(s) (including project scope, cost, and duration) and provide VDOT UPC and project number if available, in an attachment:

The locality has successfully administered one or more non-highway improvement federal aid project (e.g. sidewalk, streetscape, landscaping, multi-use trail, etc) project(s) within the previous three to five years. Briefly describe the project(s) and provide VDOT UPC and project number if available, in an attachment.

The locality has successfully administered a state aid or capital improvement highway improvement project within the previous five years. Provide a detailed explanation of the scope, cost, and duration of the project in an attachment.

The locality has not successfully administered a transportation-related project or Capital Improvement project in the recent past.

Provide list or description of any additional experiences which will demonstrate the ability of the locality to administer a federal aid project.

Project: 0658-093-185

UPC: 58243

Scope: Adjustment of water and sanitary sewer facilities at Route 658 where intersection was relocated.

Cost: \$28,554.51

Duration: 2-17-11 to 11-1-12

Project: 0000-112

UPC: 105639

Scope: Revenue Sharing of cost of pavement Fox Dr from Old Belmont to the cul-de-sac

Cost: Total \$260,000

Duration: October 2014

Local Government: Town of Front Royal
 Submittal Date: March 17, 2015
 Name of Local Official Submitting Information: Carl J. Hannigan, Jr.

Consultant Procurement

Federal consultant procurement requirements are outlined in Chapter 11 of the VDOT Locally Administered Projects Manual. Localities receiving federal reimbursement for professional service contracts must procure those professionals in accordance with the federal Brooks Act and Federal Acquisition Regulations.

Will the locality need to procure consultant services at any time to complete their federal aid projects?

yes no

If yes, select the services which will need to be outsourced:

		COMMENTS, if necessary
Project Management		
Environmental:		
Design:		
PS&E (Including Bid Document)		
Right-of-Way		
Construction Engineering/Administration & Inspection		
Other, please specify		

Select, from the options below, that which best describes the locality's understanding and experience using federal professional consultant procurement processes.

- The locality has successfully procured professional services in compliance with federal aid requirements within the previous five years. List the most recent projects and services procured in an attachment.
- The locality has not procured professional services in compliance with federal aid requirements within the previous five years, but has staff available, who are familiar with those requirements and will oversee the procurement process. Describe the staff experience in an attachment.
- The locality has no experience procuring or training in the procurement of professional services in compliance with federal aid requirements.

Provide any additional information which may demonstrate the locality's ability to comply with applicable federal rules and regulations applicable to professional services procurement for federal aid projects.

Local Government: Town of Front Royal
Submittal Date: March 17, 2015
Name of Local Official Submitting Information: Carl J. Harrigan, Jr.

Project Scheduling

Project Scheduling requirements are outlined in VDOT's Locally Administered Projects Manual Sections 10.6 (Appendix A to the Project Administration Agreement) and 12.3.3 (Project Schedules). A defined project schedule which includes major milestones is critical to ensure federal funding is obligated and expended within expected time frames. Adherence to a baseline schedule is critical to ensure that all available federal funds are obligated within each federal fiscal year. The ability to develop and meet a project schedule is critical to a project's success and is a key determination when agreeing to allow a locality to administer a federal aid project.

Does the locality have a written project scheduling process so that a project schedule can be sufficiently developed, maintained, and tracked in accordance with the LAP Manual?

- Yes
 No

Describe the project scheduling approach to be used by the locality, to include any software that will be employed. If the locality will rely on the design consultant to develop a project schedule, how will the locality engage with the consultant to ensure major milestones are met?

Local Government: Town of Front Royal
Submittal Date: March 17, 2015
Name of Local Official Submitting Information: Carl J. Hannigan, Jr

Construction Phase Work Orders

Localities must develop a process for managing work orders that are compliant with the processes outlined in the LAP Manual. The process must include an independent estimate of costs associated with the work order. This requirement is outlined in Chapter 13.3 of VDOT's Locally Administered Projects Manual.

Does the Locality have a documented work order process that meets the requirements outlined in VDOT's Locally Administered Projects Manual?

- Yes, (include documentation)
- No, however a work order process that meets the requirement outlined in VDOT's Locally Administered Projects Manual will be developed and incorporated into the construction contract.
- No
- The locality will use VDOT's Construction Directive Memorandum Work Order process and will incorporate it into the construction contract.

Compliance / Audit Findings

Does the Locality have any outstanding findings, as the result of any VDOT, FHWA, or US DOT audit or compliance review, related to any state or federal aid transportation project?

- Yes
- No

If yes, please describe the finding or attach the official report and describe corrective actions pending.

Town of Front Royal, Virginia Work Session Agenda Form

Date: March 30, 2015

Work Session

Agenda Item: Catlett Mountain Recreation Area

Summary: The Town has received a request from Warren County to consider the reuse of the Catlett Mountain Landfill for recreational activities. The County proposes to use the site for hiking trails, walking paths, a practice ball field, picnic shelter, mountain bike skills course, and a parking lot. The County requested at Liaison Meeting that the Town provide authorization to the County to submit the request to DEQ, prior to their submittal to DEQ. The County has indicated that ownership will remain joint between the Town and County, but the County will assume liability for all recreational use.

Council Discussion: Council is requested to discuss the proposed reuse of the site for recreational activity.

Staff Evaluation: The proposed use of the site is intended to restrict intense use of the area that is identified as the capped landfill. The Town Attorney will have to determine if an agreement relieving the Town of liability for use can be developed.

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommends that Council require that a Memorandum of Understanding be established with the County that specifically limits any and all liability of the Town from the recreational use of the property and specifically removes the Town from all future maintenance of the site.

Town Manager Recommendation: The Town Manager recommends that Council require that a Memorandum of Understanding be established with the County that specifically limits any and all liability of the Town from the recreational use of the property and specifically removes the Town from all future maintenance of the site.

Council Recommendation:

- Additional Work Session
 - Regular Meeting
 - No Action
- Consensus Poll on Action: ___(Aye) ___(Nay)





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: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

February 24, 2015

**BOARD OF
SUPERVISORS**

CHAIRMAN
Richard H. Traczyk
*Shenandoah
District*

VICE-CHAIRMAN
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*South River
District*

Tony F. Carter
*Happy Creek
District*

Archie A. Fox
*Fork
District*

Daniel J. Murray, Jr.
*North River
District*

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

***RE: Catlett Mountain Landfill
Redevelopment Concept Plan***

Dear Steve:

Attached is a draft concept plan and cost estimate for the former Catlett Mountain Landfill site to develop a portion of the site into a recreational area. The plan was developed by Warren County's on-call Landscape Architect, Land Planning & Design Associates, Inc. (LPDA) of Charlottesville. The concept plan was designed to work around the capped waste areas of the site and includes the following amenities:

- Hiking trails (unpaved)
- Walking paths
- Practice ball field (180' x 110')
- Picnic shelter and tot lot
- Mountain bike skills course
- Parking lot (30 cars)

The entrance and maintenance roads have been designed to follow the existing construction road alignment. The hiking trails are envisioned as unpaved, dirt nature trails that are built with erosion control in mind. The mountain bike skills course is envisioned as a roughly 1/2 acre area with obstacles and a dirt track where people can learn to mountain bike and/or test out new tricks, etc. Mountain biking would be prohibited on the hiking trails.

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

We would appreciate your preliminary feedback on the concept plan before we proceed in submitting it to the Department of Environmental Quality for comment.

Sincerely,



Douglas P. Stanley, AICP ICMA-CM
County Administrator

DPS
Attachments

CONCEPT NARRATIVE

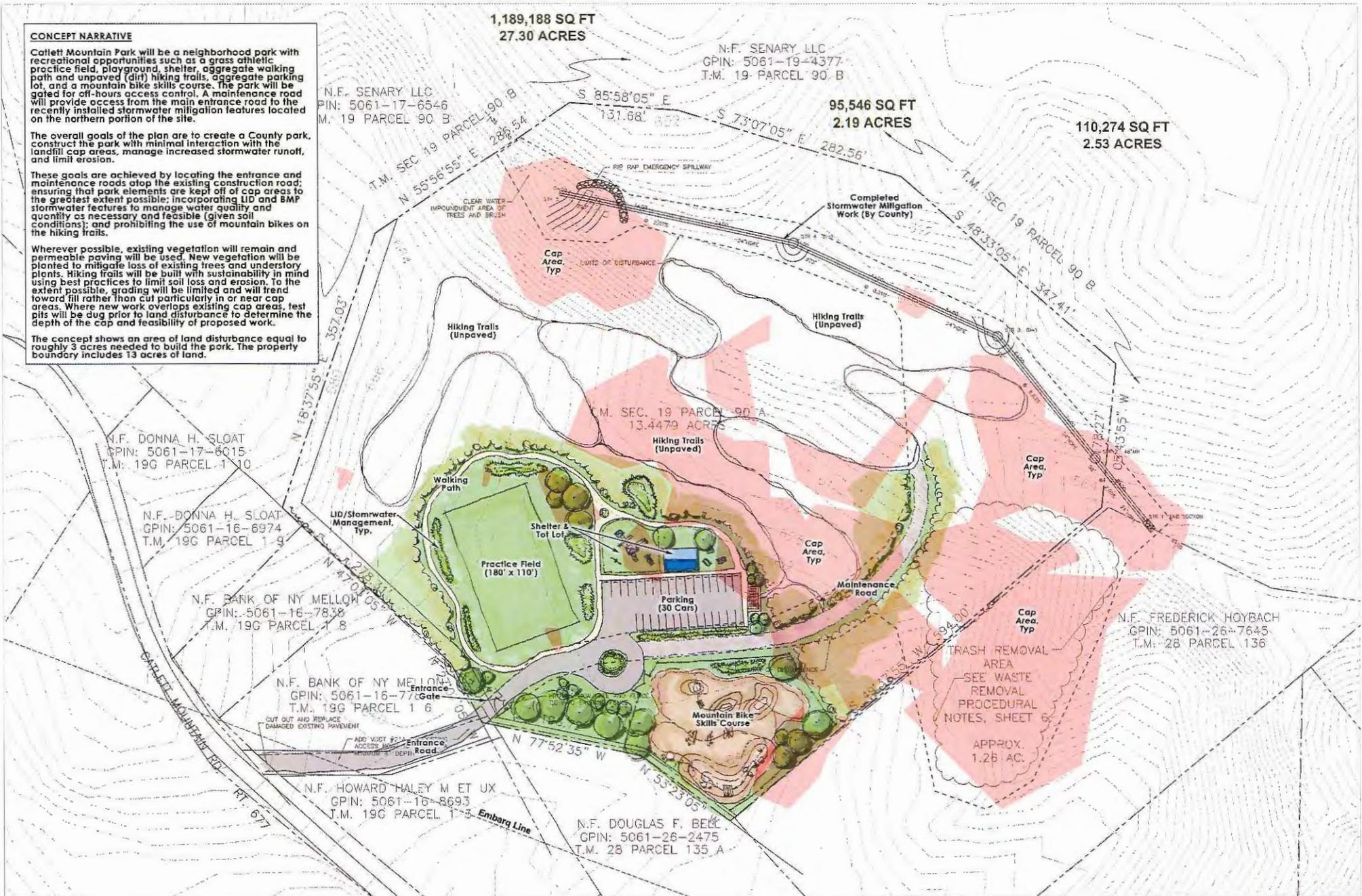
Catlett Mountain Park will be a neighborhood park with recreational opportunities such as a grass athletic practice field, playground, shelter, aggregate walking path and unpaved (dirt) hiking trails, aggregate parking lot, and a mountain bike skills course. The park will be gated for off-hours access control. A maintenance road will provide access from the main entrance road to the recently installed stormwater mitigation features located on the northern portion of the site.

The overall goals of the plan are to create a County park, construct the park with minimal interaction with the landfill cap areas, manage increased stormwater runoff, and limit erosion.

These goals are achieved by locating the entrance and maintenance roads atop the existing construction road; ensuring that park elements are kept off of cap areas to the greatest extent possible; incorporating LID and BMP stormwater features to manage water quality and quantity as necessary and feasible (given soil conditions); and prohibiting the use of mountain bikes on the hiking trails.

Wherever possible, existing vegetation will remain and permeable paving will be used. New vegetation will be planted to mitigate loss of existing trees and understory plants. Hiking trails will be built with sustainability in mind using best practices to limit soil loss and erosion. To the extent possible, grading will be limited and will trend toward fill rather than cut particularly in or near cap areas. Where new work overlaps existing cap areas, test pits will be dug prior to land disturbance to determine the depth of the cap and feasibility of proposed work.

The concept shows an area of land disturbance equal to roughly 3 acres needed to build the park. The property boundary includes 13 acres of land.



Catlett Mountain Park
 Concept Plan
 February 5, 2015
 Warren County, VA



Catlett Mountain Park

Warren County, VA

Estimate of Probable Cost - Conceptual

February 5, 2015

Prepared By: Land Planning and Design Associates Inc. Charlottesville, VA

Total Acreage: 3.61 acres (does not incl. hiking trails)

	QTY.	UNIT	UNIT PRICE	TOTAL
1 Site Preparation				
Mobilization	1	LS	\$23,000.00	\$ 23,000
E&S Measures	1	LS	\$10,000.00	\$ 10,000
Site Clearing & Grubbing	1	LS	\$5,000.00	\$ 5,000
On-Site Earthwork	3000	CY	\$5.00	\$ 15,000
			SUBTOTAL	\$ 53,000
2 Hardscape & Drainage				
8" of VDOT #21A Aggregate - Vehicular Road/Parking	1100	TON	\$35.00	\$ 38,500
Geotextile Fabric - Non-Woven for Vehicular/Parking	2800	SY	\$3.00	\$ 8,400
6" of VDOT #21A Aggregate - Walking Path	340	TON	\$35.00	\$ 11,900
Geotextile Fabric - Non-Woven for Walking Path	1275	SY	\$3.00	\$ 3,825
6" VDOT #21A to Improve Maintenance Road	170	TON	\$35.00	\$ 5,950
Concrete Unit Pavers, Agg. Base, & Geotextile	500	SF	\$8.00	\$ 4,000
Plastic Edging for Unit Pavers	100	LF	\$18.00	\$ 1,800
LID/Stormwater Measures	1	LS	\$12,000.00	\$ 12,000
			SUBTOTAL	\$ 86,375
3 Site Furnishings				
Wood 3-Rail Fence (Playground & Bike Course)	800	LF	\$10.00	\$ 8,000
Concrete Wheel Stops	30	EA	\$250.00	\$ 7,500
Picnic Shelter	1	EA	\$20,000.00	\$ 20,000
Playground (age 5-12)	1	EA	\$20,000.00	\$ 20,000
Picnic Tables	4	EA	\$800.00	\$ 3,200
Benches	4	EA	\$1,000.00	\$ 4,000
ADA Parking Signs	2	EA	\$350.00	\$ 700
Entrance Gate	1	EA	\$2,500.00	\$ 2,500
Rules/Regulations Signage	3	EA	\$450.00	\$ 1,350
Entrance Sign	1	EA	\$1,500.00	\$ 1,500
			SUBTOTAL	\$ 68,750
4 Mountain Bike Skills Park				
Earthwork	860	CY	\$15.00	\$ 12,900
Obstacles and Features	1	LS	\$3,000.00	\$ 3,000
			SUBTOTAL	\$ 15,900
5 Landscaping				
Seeding	70,000	SF	\$0.25	\$ 17,500
Deciduous Trees	25	EA	\$350.00	\$ 8,750
Shrubs	100	EA	\$40.00	\$ 4,000
			SUBTOTAL	\$ 30,250
			OVERALL SUBTOTAL	\$ 254,275
			Contingency (12%)	\$ 17,799
			Total	\$ 272,074

*This estimate represents 2015 dollars. Costs will need to be re-examined in subsequent years for increases in material and labor costs and inflation.

Town of Front Royal, Virginia
Work Session Agenda Form

Date: March 30, 2015

Agenda Item: Joint Town/County/EDA Meeting

Summary: At the March 19th Liaison Meeting, the County requested that the Town, County, and EDA conduct a joint meeting to discuss current projects, issues, and future opportunities.

Council Discussion: Council is requested to discuss a possible joint meeting and identify preferred dates for the meeting.

Staff Evaluation:

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations:

Town Manager Recommendation:

Council Recommendation:

- Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session





Town of Front Royal, Virginia Work Session Agenda Form

Date: March 30, 2015

Agenda Item: Display of "In God We Trust" in Warren County Board Room

Summary: At the March 19th Liaison Meeting, the County discussed the display of "In God we Trust" in the Board, which was followed by the attached memo from Doug Stanley. The County has already approved the installation of the display, but are seeking the Town's concurrence with this project.

Council Discussion: Council is requested to discuss and provide comments.

Staff Evaluation: Town Code Sections have been provided

Budget/Funding: The Director of Finance will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: None

Town Manager Recommendation: Town Manager will be available
Joint Town/County/EDA Meeting

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)



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: dstanley@warrencountyva.net

Douglas P. Stanley
County Administrator

Memorandum

TO: Steve Burke, Town Manager
FROM: Douglas P. Stanley, AICP, County Administrator *DPS*
DATE: March 20, 2015
RE: Display of "In God We Trust" in the Board Room

BOARD OF SUPERVISORS

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Shenandoah District

VICE-CHAIRMAN
Linda P. Glavis
South River District

Tony F. Carter
Happy Creek District

Archie A. Fox
Fork District

Daniel J. Murray, Jr.
North River District

At its meeting on Tuesday, January 6, 2015 the Warren County Board of Supervisors adopted a resolution supporting the display of the phrase "In God We Trust" in the Board Room of the Warren County Government Center. The action was prompted by a national movement that gained momentum with the surge in patriotism that occurred after the events of September 11th. Several states have passed or are considering legislation to post the motto "In God We Trust" in government facilities and schools.

County staff researched all Virginia localities that have or are planning on displaying the phrase in their buildings and provided the Board of Supervisors with four options of where the wording could be located. It was the consensus of the Board to place the phrase under the clock that is currently located on the upper portion of the wall above the audience seating. A rendering of the location has been attached for your review.

Given that the Front Royal Town Council uses the Board Room for its monthly meeting, the Board of Supervisors asked that I contact you and request that Town Council provide any comments on the display of the phrase.

Thank you for your assistance in this matter and please let me know if you have any questions.

DPS

Enclosure

**Display of "In God We Trust" in the Board Room
Placement Chosen by the Warren County Board of Supervisors**

