



AGENDA
TOWN/COUNTY LIAISON
COMMITTEE MEETING
Warren County Government Center



July 16, 2015
6:00 P. M.

- A. Call to Order – Richard Traczyk, Board of Supervisors Chairman**
- B. Standardization of Public Parking Signs**
- C. Leach Run Parkway**
- D. Waste Water Treatment Plant/Septage Receiving Facility**
- E. Building Inspections Software**
- F. Residential Parking & Mail Boxes on 13th Street**
- G. Development Review Committee**
- H. McKay Property**
- I. Catlett Mountain Landfill**
- J. Warren County's in-Town Projects**
- K. Avtex Property – Main Street Extension**
- L. Adjournment**

**Town of Front Royal / County of Warren
Liaison Meeting Agenda Form**

Date: July 16, 2015

Agenda Item: Public Parking Signs Standardization

Summary: The Town Council has approved a standard sign for public parking in the Downtown area.



Discussion: Town Council would like to discuss the possibility of Warren County adopting a similar standard for their public parking areas to improve continuity of signs in the community.



**Town of Front Royal / County of Warren
Liaison Meeting Agenda Item**

Date: July 16, 2015

Agenda Item: Leach Run Parkway Project

Summary: The EDA is spearheading the design and construction of the long-planned 1.3 mile divided roadway that will connect Route 55 East with Happy Creek Road. The road will connect the proposed Swan Farm Development, Valley Health's proposed hospital site, and the proposed second Warren County middle school.

Discussion: Bids for the construction of Leach Run Parkway were received on June 18th and the EDA received a total of five (5) bids. Based on the fact that the apparent low bid is 60% over the \$8,000,000 construction budget, the project is currently being value engineered to evaluate options to proceed with the project. The apparent low bid was submitted by Branch Highways, Inc.

EDA, Town, and County staff have met with Pennoni to identify potential value engineering items and reduce the project scope to be able to bring the project closer to budget. Some items that are being discussed as being removed from the project/deferred include: street lighting, landscaping, stormwater management, and reduction in the number of travel lanes from four to two for a portion of the project.

We have already talked with VDOT about the potential of applying for additional revenue sharing funding. The deadline would be this fall with a funding award in June 2016. In order to be able to proceed with the project, we may be looking at having the EDA continue to carry the debt service for the acquisition of the rights-of-way and easements for the project separate from the \$12 million project budget (50% local/50% revenue sharing). The amount of the debt will be reduced as the County purchases the proposed middle school site for \$1,558,175.

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The current debt service for the project is as follows:

Leach Run Parkway Debt Service Projection June 2015			
Debt	Total	Town (34%)	County (66%)
VRA Bond (\$6 million)	\$437,615.63	\$148,789.31	\$288,826.32
EDA	\$340,831.00	\$115,882.54	\$224,948.46
Total	\$778,446.63	\$264,671.85	\$513,774.78

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Date: July 16, 2015

Agenda Item: WWTP Construction Update

Summary: The following status update is provided:

- March 24, 2015 Town gave Notice to Proceed to the Contractor Adams-Robinson. The contract for the Project to Final Completion is 970 Days which is November 18, 2018.
- As of June 9, 2015 the Project was into 77 days with 7.9% work completed.
- Currently the Biosolids Cake Storage Building Structure is 70% complete (All concrete foundation, walls & slab poured). Subcontractor to begin setting structural steel & roofing on July 8, 2015. Estimated completion in August 12, 2015. Town will be able to use this structure when completed so the existing biosolids shed can be demolished so the ATAD-Bio Filter can be constructed.
- Primary Sludge Pumping Pit is poured and piping modifications have taken place. Interim Primary Sludge Pumps & Scum Box will be put into service before November 2015. When this take place the existing Primary Pumping Station will be demolished to make room for the replacement Grit Chamber.
- Bypass piping (24") from the Equalization Basins to the Primary Clarifiers is completed. This also includes a new Flow Equalization Valve Vault. This 24" piping eliminated the existing 34 year old Grit Chamber Process. The Facility will have no Grit Removal System until January 2017 when the Replacement Grit Chamber goes into service.
- The existing Return Activated Sludge Piping from Return Activated Sludge Pumping Stations #1 & #2 to the Aeration Tanks has been abandoned and relocated piping is in place.
- The Chemical Storage Building foundation is place and forming of this structure is taking place.
- Excavation of the Process Building is currently underway.
- Installation of a new 10" Non-Potable Water Piping from the proposed Process Building to the Proposed Headwork's Screening Building is now taking place.
- Excavation for the Proposed Septage Receiving Station will begin in May 2016

Discussion: Construction activity continues.



**Town of Front Royal / County of Warren
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Date: July 16, 2015

Agenda Item: Building Inspections Software

Summary: The County and Town are working with EnerGov on the data migration that will allow the historical information to be utilized in the future and not lost.

Discussion: County staff has completed identifying all 23 years of existing data fields and is now working with EnerGov to ensure that the data mapping of all fields are captured in the new software system. It is critical that this information be correct for a successful transition. We continue to focus on the GIS portion of the configuration which is critical since the system relies on heavily for the tracking of data. The record keeping contained within the system will remove the work of tracking down information after it has been inputted as well as the tracking of any changes that have been made to the record. Both county planning and inspections department are committed to a successful go live date.

We currently expect that the system will be ready to go live on September 16, 2015.

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Date: July 16, 2015

Agenda Item: 13th Street Improvements

Summary: Installation of the new mailboxes and restricted parking signs has been completed. The following is a summary of the expenses for this project:

Component	Cost
Concrete	\$600.00
Topsoil	\$60.00
Stone	\$25.00
Mailboxes	\$672.15
<u>Signage</u>	<u>\$616.20</u>
TOTAL	\$1973.35

Discussion: Construction activity is completed.



**Town of Front Royal / County of Warren
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Date: July 16, 2015

Agenda Item: Development Review Committee

Summary: Council had requested an update of the Development Review Committee

Discussion: The Development Review Committee met on May 27th. The Committee discussed several projects in the County including: the proposed agricultural events center on Strasburg Road, an expansion of the Toray Plant, renovations for the Rockland Community Center, an expansion of Shenandoah Valley Moving and Storage, the Holtzman property in Linden, the Interchange Phase II warehouse, and pending projects in the Riverton Commons Shopping Center. The Committee discussed several projects in the Town including: a building expansion at the Happy Creek Road cemetery, a proposed office building on Shenandoah Avenue, a restaurant on Main Street in the old Second Chance building, Tractor Supply in the old K-Mart building, the Royal Phoenix development, and proposed uses of the Simonpietri property. The Committee will meet again on June 24th.

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**Town of Front Royal / County of Warren
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Date: July 16, 2015

Agenda Item: McKay Property

Summary: The Town and County are working with the EDA to market the McKay Property.

Discussion: The Executive Director of the EDA has been invited to provide an update on marketing activities.



ECONOMIC DEVELOPMENT AUTHORITY

AGENDA ITEM



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Since late 2012 the EDA has been working with the Town and County on marketing the McKay Springs property. The EDA has advertised McKay Springs in IEDC newsletter, Doing Business magazine, facebook page, EDA website, and flyers handed out at conferences attended by Jennifer McDonald.

Those conferences include ICSC annual conference, IEDC Federal Forum, Tradeshows in Richmond, Roanoke, and Charlottesville.

Since the marketing efforts started the EDA has received 24 inquiries on the site. Inquiries included gas stations, a bank, a retail strip center, an office building, a fast food chain, a solar panel area, a recycling center, and several other smaller businesses.

Hurdles: Some hurdles facing the site are ability to fit the size building that some of the companies require on the available land, access to the site with the expansion of the median on Reliance Road, the property located to the west of the site, and the 1-acre historical area on the site.

Possible resolution would be to inquire of the neighboring property owner if they would be willing to sell their property if we received a viable purchaser and get a firm asking price from the owner. If we had this information we may be able to market both parcels as one.

**Since the March report on McKay Springs the EDA has received an additional 2 inquiries on the property. The EDA received two inquiries in the months of May/June for the McKay Springs property. One for a retail strip center and one for a bank.*

Information was sent to each realtor via email and we have heard back from one of the realtors seeking additional information.

SUBMITTED BY:		
Jennifer McDonald		

**Town of Front Royal / County of Warren
Liaison Meeting Agenda Item**

Date: July 16, 2015

Agenda Item: Catlett Mountain Landfill Improvements

Summary: This drainage project was completed fall 2014. The Town has budget its share of the total project cost (\$191,118.05) in its FY2015-2016 budget. The Town will be reimbursing the County in July.

The County has requested approval from the Town to develop the site for recreational use. The County prepared 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 the 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'x110')
- ▶ 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 ½ 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.

The County would seek grant/Brownfield funding to redevelop the site.

The Town has agreed and requested approval of an MOA establishing the parameters for the use and development of the site.

DEQ has indicated that they are pleased with the restoration program and that the Town and County are looking to put the site back into a public use.

Discussion: The MOA has been approved by Town Council and will be on the Board of Supervisors agenda for July 21st for consideration.

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**Town of Front Royal / County of Warren
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Date: July 16, 2015

Agenda Item: Warren County In-Town Projects

Summary: Council had requested an update of the County's in-town construction projects. The following is an update of current projects:

Warren County Government Center – The County is out to bid with the plans to renovate the Commissioner of the Revenue and Treasurer's Office spaces. Bids are due on July 2nd. Once we receive bids we will be able to put the information together on whether the Board wants to proceed with the project.

2nd Middle School – Bids were received on June 11th. It appears that the low bid is within budget. The School Board Building Committee approved the bid award to Shockey at its meeting on June 17th. The facility should be ready to open for the 2017-2018 school year.

Health and Human Services Complex – Lantz Construction Winchester (LCW) is substantially completed with the parking lot project. LCW is continuing with work on the interior renovation of the building. Based on the current schedule, substantial completion of the project should be achieved by December 1st.

Eastham Park Trail (Phase III) – The County has received final environmental clearance from VDOT we will be able to bid the project in the next several weeks. The plan is to construct the project and be open by fall 2015.

Skyline Soccerplex – County staff has completed work on the next phase of capital improvements at the Soccerplex. We have completed two of the new soccer fields and the additional parking on the south side of the facility. The remaining field will be completed once we obtain sufficient topsoil from other projects. The two new fields should be in playing condition by fall 2015.

Warren County Courthouse – Court Holding – The County is working with Fred Andreae to finalize plans for renovation to portions of the former Warren County Jail to use for holding cells for the Warren County Courthouse. The County has reduced the scope of the project and performed demolition work after bids last year came in over budget.

Discussion: The MOA has been approved by Town Council and will be on the Board of Supervisors agenda for July 21st for consideration.

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Date: July 16, 2015

Agenda Item: Main Street Extension (Avtex Property)

Summary: The EDA, Town, and County are working with VDOT to investigate the availability of Industrial Access Road funding for the extension. Meetings with VDOT indicate that funding is available, however it is insufficient to construct the road in its entirety.

The EDA has requested that the Town accelerate the construction of the initial piece of the road from Kendrick Lane to just past the access road for Lot 6. Staff has submitted a request to VDOT to determine how this would impact an application for the Industrial Access Road funds. The Town is developing an RFP to construct this initial piece based upon Pennoni's design plans.

Discussion: The project will most likely be developed in phases based upon need and funding availability.

