

The regular meeting of the Town Council of the Town of Front Royal, Virginia was held on October 26, 2015, 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 Daryl L. Funk
Councilman Bret W. Hrbek
Councilman Eugene R. Tewalt
Vice Mayor Hollis L. Tharpe
Town Attorney Douglas W. Napier
Town Manager Steven M. Burke, P.E.
Clerk of Council Jennifer E. Berry, CMC

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

Councilman Egger moved, seconded by Councilman Hrbek that Council approve the Regular Council Meeting minutes of October 13, 2015 as presented.

Vote: Yes – Connolly, Egger, Funk, Hrbek, 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

Sarah Chichester, of the F.O.R. Club of Skyline High School, noted that the club was created in memory of Rachel Joy Scott, who was the first victim in the Columbine shooting. She noted that Rachel left behind a legacy of spreading kindness and a message of anti-bullying and the F.O.R. Club decided to spread kindness in their school and the community. Miss Chichester stated that one event they chose was a candy drive to assist with trick or treat during the Hometown Halloween event on Main Street as it is one of her favorite Town events. Landon Holben, also with the F.O.R. Club, stated that they worked with RMA as well, and they thanked the Town for the event and noted that they were pleased to donate and they hoped to donate in the future.

Mayor Darr stated that the Town appreciates all that they do for the school, their peers and their community, and he presented a certificate to thank the Skyline F.O.R. Club for their efforts. Mayor Darr noted that their volunteer work should be recognized and commended.

REPORT OF THE MAYOR, COUNCIL & STAFF

Town Manager Steve Burke:

- Announced that the line painting will be conducted on Wednesday, October 28th along John Marshall Highway to finalize that area;
- Reminded Council and area citizens that the Town of Front Royal’s Hometown Halloween event will be held on Saturday, October 31st in conjunction with downtown businesses, with events beginning around 6 p.m.;
- Noted that Halloween neighborhood trick-or-treating would be held between 6:30-9:00 p.m. and reminded the community of safety measures;

- Stated that area leaf collection will continue through January 13th unless the week contains a holiday;
- Invited all area 7th graders to participate in Virginia Municipal League's "If I Were Mayor" Essay Contest, noting that the information was available on the Town's website page with complete details;
- Stated that the Town was accepting Board of Architectural Review applications for those interested in serving, and information was available on the Town's website;
- Alerted the community to an ongoing phone scam that has been reported; He noted that individuals are phoning and noting that they are with the IRS and requesting payment over the phone;
- Announced that the Town's DC Vehicle Fast Charger Station ribbon cutting was held earlier this evening near the Gazebo area on Main Street downtown. He invited the community to learn more about the charging stations; and
- Noted that Lot #6 – IT Federal held their ground breaking recently; Mr. Burke congratulated the Economic Development Authority for their ongoing efforts at Royal Phoenix noting that it was a very successful reuse of the EDA site.

Brandy Rosser, Special Events Coordinator for Warren County, presented the following report to the Town Council:

Development Review Committee – The Development Review Committee met on September 23rd. The Committee discussed projects in the County including: the UPS truck trailer storage lot on Kelley Court, the proposed Marriott, Interchange Phase II Warehouse and pending projects in the Riverton Commons Shopping Center. The Committee also discussed Town projects including: Angels Corner Daycare expansion, Afton Inn, the Royal Phoenix development, an office building on North Royal Avenue, and various other pending projects. The Committee will meet again on October 28th.

Rockland Historic District – The Rockland Historic District was officially created by the Virginia Board of Historic Resources at its meeting on September 17th. The designation, although it carries no regulatory requirements, offers financial incentives for property owners wishing to rehab their properties and has additional hurdles for projects using Federal funds.

FY2014-2015 Comprehensive Annual Financial Report – The County's auditor, Robinson Farmer Cox, has completed all field work for the FY2014-2015 audit.

Project Update

Warren County Government Center – Lantz Construction of Winchester (LCW) has started renovation of the Commissioner of the Revenue and Treasurer's Office spaces to provide security upgrades. The project will also include the installation of sound panels in the Board Room and Community Meeting Room to improve acoustics. The project will be completed by early 2016.

2nd Middle School – A groundbreaking ceremony for the project was held on October 15th. The site has been grubbed and stormwater management basins installed. The contractor has started moving dirt to construct the building pad and entrance roads.

Thompson Kiss-and-Ride – The County is hoping to start clearing work on the proposed bus stop in the next month. The Planning Commission approved the final site plan for the project at its meeting on March 11, 2015. We anticipate Phase I of the project, including clearing and grubbing of the site and placement of stone on the bus turnaround and parking lot, to be completed this winter. The site is very similar in layout and function to the Linden Park site. The County has been working with the School System on identifying school pickup sites along Freezeland Road for over ten years and has been

working with the Department of Game and Inland Fisheries on the acquisition of this property since 2009.

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

VDOT/HB2 – County staff have completed the submission of the County’s top two transportation projects to VDOT through the new HB2 process. The projects that the County requested funding for include a portion of Route 55 East (town limits to the Gore Road area) and Happy Creek Road.

Gooney Creek Bridge – The Gooney Creek Bridge project has been completed. The \$14,664,392 project provides a new crossing of Gooney Run and an improved Route 340/Poor House Road intersection. Many thanks to all of the VDOT staff who worked on this project over the years.

Skyline Soccerplex – County staff has begun hauling excess topsoil from the new middle school site to the Soccerplex for the construction of the third and final field. The field will have in ground irrigation and is expected to be ready for use for the fall 2016 season.

Eastham Park Trail Phase Three – Bids for the third phase of the Eastham Park Trail are due Friday, October 30th. This phase of the trail will allow trail users to cross Route 340/522 at Skyline Vista Drive and enter into Shenandoah National Park. The Park has agreed to construct a trail on their property that will connect to the Dickey Ridge Trail. A 5'-0" wide sidewalk will also be constructed along the west side of Route 340/522 taking users from Skyline Vista Drive to Criser Road. From here, users will again be able to cross Route 340/522 and travel east.

Project	Ad/Bid Date	Cost	Estimated Completion Date	Status
Gooney Creek Bridge	11/20/13	\$14,664,392	Fall 2015	Completed
South Fork Bridge	9/2013	\$74,700,000	Fall 2017	Under Construction
Leach Run Parkway	6/2015	\$10,648,083	Fall 2016	Under Contract
Success Road/Hard Surfacing	N/A	\$100,000	Fall 2015	Fall Construction
Health and Human Services Complex – Renovation	Summer 2014	\$3,988,000	Winter 2015	Under Construction
Health and Human Services Complex – Parking Lot	Spring 2014	\$1,178,000	Spring 2015	Substantially Complete
Court Holding Renovation	Summer	Unavailable	Winter 2015	November Start
Rockland Park – Recreation Access Project	Spring 2014	\$600,000	May 2015	Completed
Rockland Park – Playground/Shelter/Parking Lot Project	Spring 2014	\$300,000	May 2015	Completed

Rockland Park Disc Golf Course	N/A	\$15,000	May 2015	Completed
2nd Warren County Middle School	Winter 2015	\$44,100,000	Summer 2017	Under Construction
Freezeland Road Kiss-n-Ride	Fall 2014	Unavailable	Winter 2016	October Start
Shenandoah Farms Boat Landing	N/A	\$75,000	Summer 2015	Winter Construction

Mayor Darr stated that he had the privilege of walking with area students from Randolph Macon Academy and RMA and the Warren County Middle School Interact Club for the Juvenile Diabetes Research Foundation recently and they raised \$20,000. He noted that the kids did a great job with the event.

Mayor Darr stated that the Annual Zombie Walk from Bing Crosby Stadium to Main Street has grown in size and it was a well-attended evening. He noted that the Town’s Hometown Halloween will be this coming Saturday, and he invited everyone to come out and participate in this great community event.

Mayor Darr announced that the Town’s DC Fast Car Charger ribbon cutting was held just prior to the meeting downtown at the Gazebo and it was an exciting addition to the community.

Mayor Darr noted that the groundbreaking of IT Federal at Royal Phoenix will bring a high tech business to the area. He stated that the Town Council needs to bring forth items to the community by planning for cultural events for the millennial generation. Mayor Darr stated that the Town needed to embrace the younger generation and added that they were at the point where working collectively was vital to making things happen in order to live in a prosperous community.

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

CONSENT AGENDA

- A. COUNCIL APPROVAL – Resolution of Support/Commitment for the Virginia Main St Application
- B. COUNCIL APPROVAL – Resolution for Home Decorating Contest
- C. COUNCIL APPROVAL – Resolution for Project Signage
- D. COUNCIL APPROVAL – Acceptance of Donation of Candy for Hometown Halloween

Councilman Tewalt moved, seconded by Councilman Funk that Council adopt the Consent Agenda as presented.

Vote: Yes – Connolly, Egger, Funk, Hrbek, 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)

☞ RESOLUTION – VA Main Street Application ☞
RESOLUTION OF SUPPORT & COMMITMENT
FRONT ROYAL APPLICATION TO VIRGINIA MAIN STREET PROGRAM

WHEREAS, the Virginia Main Street Program has been established by the Virginia Department of Housing and Community Development (DHCD) to assist localities in developing public/private efforts to revitalize their downtown commercial areas; and,

WHEREAS, up to three Virginia cities, towns, and counties will be selected to participate in the on-going program and receive intensive technical assistance from DHCD; and,

WHEREAS, the Town of Front Royal has invested significant public funds to enhance our downtown area through improvements, public events, and marketing; and,

WHEREAS, this investment is leading to new business and increased visitation; and,

WHEREAS, the Downtown Front Royal association has been formed to support and enhance these efforts; and,

WHEREAS, the Town of Front Royal believes that it would be a great honor and in the Town's best interest to be included in the Virginia Main Street Program; and,

WHEREAS, the Town of Front Royal and the Downtown Front Royal association recognized that downtown revitalization requires an on-going commitment, continuous attention, and a full public private partnership.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby fully and enthusiastically supports Downtown Front Royal's application to participate in the Virginia Main Street Program with the goal of economically revitalizing the designated Main Street district using the Main Street Approach and looks forward to Front Royal's successful participation; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby commit to working with the County of Warren to fund the establishment of the Virginia Main Street Program through Downtown Front Royal for three years.

☞ RESOLUTION – Home Decorating Contest ☞
RESOLUTION ESTABLISHING
THE 2015 HOLIDAY HOME DECORATING CONTEST

WHEREAS, the Town of Front Royal encourages our residents to promote local tourism through the decoration of their homes for the 2015 holiday season; and,

WHEREAS, the Town of Front Royal desires to encourage friendly competition amongst our residents in their decoration efforts;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby establish the 2015 Holiday Home Decorating Contest sponsored by the Town on our Facebook page with awards to the top three votes receiving homes being \$100 credit towards their electric bill for the first place home, \$50 credit towards their electric bill for the second place home,

and \$25 credit towards their electric bill for the third place home. Funding for this contest will come from our Electric Fund.

☞ RESOLUTION – Capital Project Signage ☞

RESOLUTION ESTABLISHING

CAPITAL PROJECT SIGNAGE

WHEREAS, the Town of Front Royal conducts several capital improvement projects that our residents and visitors may not recognize as enhancing our community; and,

WHEREAS, the Town desires to highlight our accomplishments through temporary signage identifying the project and funding source.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby establishes a program to install signage for major capital improvement projects to highlight improvements made in our community; and,

BE IT FURTHER RESOLVED that the Mayor and Council of the Town of Front Royal, Virginia hereby directs staff to temporarily install these signs during the project’s construction and remove the signs within one month of completion of the project.

PUBLIC HEARING – FY2015-2016 Budget Amendment for Unpaid Balances on Purchase Orders and a Short Term Loan to EDA

Summary: Council is requested to approve a FY2015-2016 Budget Amendment in the amount of \$62,550,789.15 to carry forward to the FY16 budget cycle, unpaid balances on purchase orders not completed at the end of June 2015 for fiscal year 2015 in the amount of 52,550.789.15 and a short term loan to the Economic Development Authority (EDA) for IT Federal Project in the amount of \$10,000,000.

Budget/Funding:

- General Fund \$ 468,329.88
- General Fund [EDA] \$10,000.000.00
- Special Projects 761,808.30
- Electric Fund 512,321.93
- Sewer Fund 47,565,738.34
- Water Fund 2,677,761.50
- Solid Waste Fund 20,000.00
- Street Fund 544,829.20
- TOTAL \$62,550,789.15

Mayor Darr opened the public hearing. As no one came forward to speak, the public hearing was closed.

Councilman Connolly moved, seconded by Councilman Egger that Council approve a FY2015-2016 Budget Amendment in the amount of \$62,550,789.15 to carry forward to the FY16 budget cycle, unpaid balances on purchase orders not completed at the end of June 2015 for fiscal year 2015 in the amount of 52,550.789.15 and a short term loan to the Economic Development Authority (EDA) for IT Federal Project in the amount of \$10,000,000.

Mr. Burke noted that a second vote on this item will be taking place.

Vote: Yes – Connolly, Egger, Funk, Hrbek, 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 – Bid for In-Car Camera Systems and Body Cameras for Police Department

Summary: Council is requested to approve a bid from WatchGuard Video in the amount of \$96,545 that includes (10) in-car camera systems, (1) motorcycle camera and (30) body cameras for patrol officers.

Councilman Connolly moved, seconded by Councilman Tharpe that Council approve a bid from WatchGuard Video in the amount of \$96,545.00 that includes (10) in-car camera systems, (1) motorcycle camera and (30) body cameras for patrol officers.

Councilman Connolly noted that he was pleased with this item and he feels that body cameras are necessary to protect our Town officers and our citizens. He stated that the Police Department has worked hard with common sense measures towards this issue.

Councilman Egger stated that due to the use of asset forfeiture funding for this project, and the number of cameras being purchased, when there were so few officers on one shift, she would not be voting in favor of said project.

Vote: Yes – Connolly, Funk, Hrbek, 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)

COUNCIL APPROVAL – Revenue Sharing Project for Leach Run Parkway

Summary: The bid for construction of the Leach Run Parkway exceeded the available funding for construction of the project as designed. The project has been awarded with a Change Order to eliminate the landscaping and street lighting, as well as reduce the project to two lanes in the center of the project. The Town is to seek additional Revenue Sharing funding from VDOT to complete the project as originally designed. The estimate to complete the project and purchase the ROW from the EDA is \$5,000,000. Council is requested to approve the application to VDOT for additional Revenue Sharing funding and to authorize the Town Manager to execute the project administration agreement.

Councilman Tewalt moved, seconded by Vice Mayor Tharpe that Council approve a Resolution to submit an application for the remainder of the Leach Run Parkway project to the VDOT Revenue Sharing Program in the amount of \$5,000,000 and authorize the Town Manager to execute the project administration agreement.

Councilman Tewalt noted that the project began in 1989 and it has taken an immense amount of time to go to construction. He stated that he is proud to be a part of the project and see it come to fruition.

Vote: Yes – Connolly, Egger, Funk, Hrbek, 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 – Revenue Sharing Project for Commerce Avenue

Summary: The Virginia Department of Transportation has determined that the Town must reconstruct South Commerce Avenue from Main Street to John Marshall Highway as part of the annual inspection for continued Urban Maintenance Funding. The estimated cost for this work is \$375,000. Council is requested to approve the application to VDOT for Revenue Sharing funding for this project and to authorize the Town Manager to execute the project administration agreement.

Councilman Connolly moved, seconded by Councilman Egger that Council approve a Resolution to submit an application for the reconstruction of South Commerce Avenue from Main Street to John Marshall Highway to the VDOT Revenue Sharing Program in the amount of \$375,000 and authorize the Town Manager to execute the project administration agreement.

Councilman Tewalt asked if this was a matter of final issue, or could it be reviewed. Mr. Burke noted that the changes must be completed, per VDOT. He added that VDOT does recognize that the project creates a large financial burden for the Town, and therefore there is a good likelihood for funding approval.

To answer Councilman Connolly’s questions, Mr. Burke stated that it would be a 2-3 year project without VDOT funding, though with funding it would be a 2016 initiated project perhaps.

Vote: Yes – Connolly, Egger, Funk, Hrbek, 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 – Budget Amendments/Award of Criser Road Bridge

Summary: The Town has established a VDOT Revenue Sharing Project to reconstruct the Criser Road Bridge at a total estimated cost of \$450,000. At the July 6, 2015 Work Session, Town Council interviewed firms to conduct the design

and directed staff to negotiate a design fee with Mattern & Craig. During the negotiations, staff met with VDOT to discuss the scope of the project. It was determined that the initial design effort should be limited to Preliminary Engineering Report (PER) to evaluate the hydraulic and floodplain characteristics that will determine the final design requirements. As such, Mattern & Craig has proposed a PER design scope of services in the attached proposal for a fee of \$39,500. Following the PER, staff will negotiate a fee for the final design based upon the findings of the PER. The FY14-15 Budget included \$24,793 (Town Share) for the design which needs to be carried forward as a budget Amendment. VDOT's share of \$19,750 for design also has to be added to the budget for Revenue Sharing.

Budget/Funding: Budget Amendment (1): FY 14-15 Budget Design Carry Forward
4500-R43002 - \$24,793.00 [Professional Services]
4500-3510110 - \$24,793.00 [Fund Balance]
Budget Amendment (2): VDOT Revenue Sharing
4500-47962 - \$19,750.00 [Criser Road Bridge – VDOT]
4500-3420206 - \$19,750.00 [VDOT Revenue Sharing]
Contract Award: Mattern & Craig
4500-47962 - \$19,750.00
4500-R43002 - \$19,750.00

Councilman Tewalt moved, seconded by Vice Mayor Tharpe that Council approve a budget amendment of \$24,793.00 to carry forward the design funding for the Criser Road Bridge from the FY14-15 Budget to the FY15-16 Budget. He further move that Council approve a budget amendment of \$19,750 to account for the Virginia Department of Transportation Revenue Sharing funds for the design of the bridge. He further moved that Council approve the award of a contract for the design of the Preliminary Engineering Report for the Criser Road by Mattern & Craig in an amount not to exceed \$39,500.

Vote: Yes – Connolly, Egger, Funk, Hrbek, 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)

There being no further business, the Mayor declared the meeting adjourned at 7:32 p.m.

APPROVED:

Jennifer E. Berry
Clerk of Council