

At a regular meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on December 13, 2022 at 9:00 AM.

Present: Cheryl L. Cullers, Chair (South River District); Delores R. Oates, Vice Chair (North River District); Jerome K. Butler (Happy Creek District); Victoria L. Cook (Fork District); Walter J. Mabe (Shenandoah District); also present were Edwin C. Daley, County Administrator; Taryn G. Logan, Deputy County Administrator; Jason J. Ham, County Attorney; Mike Berry, Public Works Director; James Bonzano, Chief of Fire and Rescue Services; Michael Coffelt, Deputy Public Works Director; Caitlin Jordan, Senior Assistant County Attorney; Chase Lenz, Zoning Administrator; Dan Lenz, Director of Parks and Recreation; Matt Robertson, Finance Director; Alisa Scott, Finance Director; Sherry Sours, Commissioner of the Revenue; Matt Wendling, Planning Director; and Emily Ciarrocchi, Deputy Clerk of the Board

Pastor Bobby Stepp opened the meeting with prayer.

Call to Order and Pledge of Allegiance of the United States of America

Adoption of Agenda – Additions or Deletions

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors adopted the agenda as presented:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

Special Presentation by Ressie Jeffries Elementary School Chorus

The Ressie Jeffries Jazzy Jaguars, under the direction of Kim Okland, performed a selection of holiday songs for the Board and the public.

Public Comment Period (60 Minute Time Limit)

Reverend Larry Johnson, 582 Simons Way, said he was here on behalf of the Joseph Warren Foundation, which wanted to recognize the political leaders who made the naming of the bridges over the north and south forks of the Shenandoah River possible. He presented the Board members, County Administrator Ed Daley, and Planning Director Matt Wendling with challenge coins from the Foundation commemorating their work.

Dale Carpenter, 509 Lena Court, read the following prepared statement to the Board: "The issue I would like the Supervisors to address today is the current motor vehicle property tax base for Warren County and Front Royal residents. For the sake of clarity and a comprehensive understanding of this issue, I've given each of you a folder that outlines in detail:

- The glaring lack of common sense or reasonableness in determining the tax base
- The prejudicial and regressive nature of the tax itself

“I’ve also called into question the necessity of an additional tax burden on you, me, and our Warren County neighbors. In my own situation, in less than two years, I have paid a sales tax and four property tax payments, the grand total being \$4,252.29. I’m sure that this same tax burden is shared by everyone at this meeting and in the County that owns a motor vehicle. We should all be aware that the County has increased the motor vehicle property tax, not on any intrinsic added value to the vehicle but on the basis of the inflation each citizen of this region (and throughout the country) has been contending with as they seek to balance a weakening dollar against the increasing costs of living.

“I’ve tried to make it clear that the tax is erroneously based on a manufactured fictitious value (namely the MSRP which means the Manufacturer’s Suggested Retail Price, of which it doesn’t exist). It has the same authenticity as a number that has been pulled out of a hat. No new car manufacturer publishes an MSRP for a two-year-old vehicle in Front Royal with 43,000 miles... everyone in this room with the possible exception of the Commissioner of the Revenue’s office, understands this. Maybe that is why they had bulletproof glass installed when their offices were refurbished a few years ago.

“In the handouts that I’ve given you there are 11 sections. They describe and support how flawed and unnecessary this artificially created increase in the vehicle property tax is, based on a host of evidence from numerous other used car valuation sources. I’ve suggested that the Board of Supervisors step in and review the entire vehicle property tax issue and establish a directive to the Commissioner of the Revenue to:

1. Develop a procedure that better reflects the actual value of automotive vehicles, a ‘real world’ value that is consistent with what the vehicle is worth to the taxpayer if it were to be disposed of through the normal channels available to them, such as a dealer trade-in or a private sale, not a ‘made up’ MSRP that is a figment of someone’s imagination;
2. Issue a rebate or tax credit for the unnecessary and punitive overcharges inflicted this past year; and
3. For all future vehicle tax assessments, utilize the same ‘real world’ criterion when calculating the value of used vehicles.”

Mike Adair, 327 Twin Oaks Drive, introduced himself as the President of the Homeowners’ Association (HOA) at River Oak, which is the community where the Walters’ proposed short-term tourist rental is located. River Oak and the HOA are in strong support of approval of the Walters’ application, and he urged the Board to reconsider their application and approve it.

Bill Talbot, 130 River Oak Drive, said he was a fellow member on the River Oak HOA board with Mr. Adair. He also encouraged the Board to approve the Walters' conditional use permit application.

There were no further comments from the public.

Report from the Virginia Department of Transportation (VDOT) – Ed Carter

Matt Smith, Assistant Residency Engineer with VDOT, submitted the following report to the Board:

Maintenance:

Last month, VDOT maintenance work focused on:

- Completing the season final mowing on primary routes fence to fence
- Ditched and repair shoulder on various routes
- Graded stabilized roads
- Removed dead trees on various routes
- Performed brush cutting on various routes

Looking ahead for the month of December, VDOT is planning the following work:

- Cutting brush on various routes
- Clean ditches on various routes
- Grade stabilized roads as needed
- Slope mowing on various routes

Board Concerns:

- VDOT has received the final design for the flashing yellow warning lights at High Knob. District Staff is now in the process of preparing a cost estimate, which will be forwarded to the Board once received.
- In response to speed complaints, VDOT has set up speed counters on Browntown Road and will report the speed data from the counters to the Board once finalized.

Report from the Warren County Department of Social Services – Jon Martz

Jon Martz, Social Services Director, reported on two special projects currently underway at the Department. They have been receiving large donations of clothing and books from the public, and an employee has designed a closet in combination with a library that is free to the public. The Department is also collecting new and gently used toys as part of its Holiday Toy Drive that will be available to the public for those in need. They hope to provide 3-4 toys per child.

Report – State of the County Address – Ed Daley

Dr. Daley delivered a presentation overviewing the years 2020-2022 (see attachment A).

Reports – Board Members, County Administrator, County Attorney

Mr. Butler reported the following:

- Has been working with Mrs. Cook on projects at the Front Royal-Warren County Airport, including contracting with a new Fixed Base Operator
- Presented Dr. Daley with a list of 17 items ideas for conditions/parameters on data centers, should the text amendment be approved
- Has been attending meetings of the Finance/Audit Committee and is looking forward to working with Mrs. Scott

Mrs. Cook reported the following:

- Complimented staff on integrating Circuit Court information into the County website
- Attending meetings of the Finance/Audit Committee and working on creating policies
- Attended the Economic Development Authority meeting on December 9th
- Attended the joint Board of Supervisors/Warren County Public Schools Finance Committee meeting with Mrs. Oates and discussed FY 2023 operations and capital improvement projects
- Reviewed the Samuels Public Library budget request for FY 2023
- Attended the Airport Commission meeting on November 30th and an update will be provided to the full Board on its operations in the upcoming work session
- Met with Discover Front Royal at the Front Royal-Warren County Airport to discuss ideas to enhance tourism
- Warren County Senior Center is looking for volunteers, if anyone in the community is looking for service opportunities

Mr. Mabe thanked the children who were here this morning for their performance and said he had the pleasure of helping children and adults onto a horse drawn carriage during the downtown Christmas celebration before and after the parade.

Mrs. Oates reported the following:

- Attended the Town of Front Royal's tree lighting event at the gazebo on Main Street
- Participated in Front Royal Christmas Parade and gave a shoutout to Niki Foster at the Chamber
- Attended Food Freedom night on December 12th where attendants talked about alleviating onerous regulations on farmers as they sell directly to consumers in Virginia;

there were many homesteaders and farmers in attendance as well as Unit Coordinator Corey Childs from the Warren County Cooperative Extension Office

Mrs. Cullers reported the following:

- Thanked Mike McCool and Mark Williams with Royal Examiner for recording the Christmas parade, enabling her to watch even though she was dealing with health concerns and was unable to attend in person

Dr. Daley had nothing to report, and Mr. Ham wished everyone a safe and happy holiday season.

Approval of Accounts

On a motion by Mr. Mabe, seconded by Mrs. Cook, and by the following vote, the Board of Supervisors approved the list of to-date December 2022 accounts as presented:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

Approval of Minutes for the Regular Meeting of November 16, 2022

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the minutes of its regular meeting of November 16, 2022 as presented:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

Unfinished Business – Reconsideration of Conditional Use Permit 2022-08-04, Jaden and Tori Walter for a Short-Term Tourist Rental Located at 80 River Oak Drive and Identified on Tax Map 35B, Section 1, Lot K – Matt Wendling

On a motion by Mrs. Cullers, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the reconsideration of the conditional use permit request (2022-08-04) of Jaden and Tori Walter:

Butler, No; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

Mrs. Cullers asked who would be managing the property locally and addressing any immediate issues. Jaden Walter, applicant, said they have contracted with a local cleaner, handyman, and trash services, and the handyman would be the local point of contact.

On a motion by Mr. Mabe, seconded by Mrs. Oates, and by the following vote, the Board of Supervisors approved the conditional use permit request of Jaden and Tori Walter for a Short-Term Tourist Rental with the conditions as recommended by the Planning Commission and staff and listed below:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, No

1. The applicants shall comply with all Warren County Health Department and Warren County Building Inspections and Virginia Statewide Fire Prevention Code regulations and requirements.
2. The maximum number of occupants shall not exceed six (6) as determined according to the Health Department operational permit issued for a three-bedroom dwelling.
3. The applicants shall have the well water tested annually for e-coli and coliform bacteria and a copy of the results shall be submitted to the Planning and Health Departments.
4. The applicants shall have the septic system inspected annually by a State licensed inspector and a copy of the results shall be submitted to the Planning and Health Departments. The system shall also be serviced every five years as recommended by the Health Department and a copy of the service invoice shall be provided to the Planning Department.
5. The discharge of firearms and hunting on the property by guests shall be prohibited.
6. The use of All-Terrain Vehicles (ATVs) by guests on the property and within the subdivision shall be prohibited.
7. Outdoor burning and the use of fireworks by guests shall be prohibited.

Consent Agenda

1. Refund Request for Dale C. & Joann M. Sargent - Sherry Sours
2. Use of Courthouse Grounds for Christmas Signage, St. John the Baptist Parish/Knights of Columbus - Emily Ciarrocchi
3. Approval of the 2023 Parks and Recreation Fee Schedule - Dan Lenz
4. Recommendation to Award: Annual Term Contracts for Architectural, Interior Design, and Engineering Services Professional Services - Alisa Scott
5. Staff Recommendation to Approve Contract Modification: Renew Adams-Nelson Annual Term Contract for Real Estate Broker Services - Alisa Scott
6. Acceptance of Deed of Easement from Shane and Angela Cook - Tax Map 42-64 - Taryn Logan/Matt Wendling
7. Acceptance of Deed of Easement from Shane and Angela Cook - Tax Map 42, Parcels 70, 70A, and 72 - Taryn Logan/Matt Wendling

8. Acceptance of Deed of Easement from Shane and Angela Cook - Tax Map 42, Parcels 78, 78B, 78C and Tax Map 42F, Section 1, Parcels E and F - Taryn Logan/Matt Wendling
9. Authorization to Advertise for a Public Hearing - Airport Lease Agreements - Alisa Scott
10. Authorization to Advertise for Public Hearing - Modification Request for Conditional Use Permit 97-11-01, Alan Munson for Commercial Campground, Canoeing, Boating (kayaking and inner-tubing) and Fishing Equipment Rental and Sales - Chase Lenz
11. Authorization to Advertise for Public Hearing - Modification Request for Conditional Use Permit 2015-01-01, Gillian Greenfield & Richard Butcher for Private Use Camping (Non-Commercial) - Chase Lenz
12. Authorization to Advertise for Public Hearing - Conditional Use Permit 2022-10-02, Maura & Daan De Raedt for a Short-Term Tourist Rental - Chase Lenz
13. Authorization to Advertise for Public Hearing - Conditional Use Permit 2022-10-03, Wendy C. Willis for a Short-Term Tourist Rental - Chase Lenz
14. Authorization to Advertise for Public Hearing - Conditional Use Permit 2022-10-04, Anthony Constable for a Short-Term Tourist Rental - Chase Lenz

On a motion by Mrs. Cook, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors approved the Consent Agenda as presented:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

Closed Session – Virginia Freedom of Information Act

On a motion by Mrs. Oates, seconded by Mrs. Cook, and by the following vote, the Board entered into a closed meeting under the provisions of Section 2.2-3711(A)(3) of the Virginia Freedom of Information Act for the discussion or consideration of the disposition of publicly held real property, such real property being located in the South River Magisterial District within the limits of the Town of Front Royal, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

The Board also entered into a closed meeting under the provisions of Section 2.2-3711(A)(5) for discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating its facilities in the community, such prospective business to be located in the Happy Creek Magisterial District both inside and outside the limits of the Town of Front Royal.

Finally, the Board entered into a closed meeting under the provisions of Section 2.2-3711(A)(8) for consultation with legal counsel for the provision of legal advice, such matters being permissible provisions in conditional use permits:

Mabe, Aye; Cook, Aye; Cullers, Aye; Oates, Aye; Butler, Aye

On a motion by Mrs. Oates, seconded by Mr. Mabe, and by the following vote, the Board of Supervisors certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711(A)(3), (A)(5), and (A)(8) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body:

Butler, Aye; Oates, Aye; Cullers, Aye; Cook, Aye; Mabe, Aye

Adjournment

Mrs. Cullers adjourned the meeting at 12:03 PM.



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
Facsimile: (540) 636-6066
Email: edaley@warrencountyva.gov

Dr. Edwin C. Daley
County Administrator

2020-2022 STATE OF THE COUNTY

Economic Development

The Warren County Board of Supervisors has been heavily engaged in many projects since 2020. The prominent issue in January 2020 was the Front Royal/Warren County EDA. Since July 2019, Warren County has paid:

- \$ 1.9 million for EDA debt service;
- \$ 6.4 million for EDA legal bills; and
- \$ 500,000 for EDA operations.

The civil lawsuits initiated have resulted in three settlements, seven wins for EDA that are subject to appeal, and four (4) cases to be tried this Spring. To date, \$ 556,000 in settlement payments, and \$ 750,000 from insurance has been collected.

In 2019, the EDA was \$ 44.5 million in debt; today they are \$ 25 million in debt to banks and \$ 9 million dollars in debt to the Warren County taxpayers. The Board established a Warren County Department of Economic Development last year. A synopsis of Joe Petty's activities as Economic Development Director since his appointment is provided as Attachment A.

Coronavirus (COVID-19)

The new Supervisors didn't bring the Coronavirus (COVID-19) pandemic to Warren County, but it arrived shortly after they did. In March 2020, a state of emergency was declared in accordance with Federal and State guidelines. Offices were outfitted with pandemic protections as employees continued serving the citizenry. The County received \$7,008,308 from the CARES Act of 2020. These funds were used for:

- \$3,071,253 in grants to private businesses;
- \$3,541,935 to support Public Safety and Emergency Services;
- \$300,000 to the Warren County School System;
- \$59,066 to elections support;
- \$10,698 in Courthouse upgrades; and,
- \$25,356 in Health and Human Services support.

Strategic Planning

Two years ago, the Board adopted the following six priority needs for Warren County:

1. Provide key leaders in order to provide stability and guidance to staff;
2. Improve public trust and relationships with the Town of Front Royal and partnering agencies in order to make the best decisions for our community;
3. Work to ensure continued financial stability of the County;
4. Improve employee morale in order to enable staff stability;
5. Address inadequate technology in order to provide staff with current state of the art capabilities; and
6. Reduce legal fees in order to improve coordination of legal services.

Board Priorities

The Board of Supervisors chose to focus on expanding access to reliable broadband services throughout the County as well as addressing the opioid crisis as priorities. Supervisor Cullers formed a committee to research our Broadband needs. The committee worked closely with providers and Warren County was able to partner with the Northern Shenandoah Valley Regional Commission and contract with All Points Broadband. In December 2021, the Commission was awarded a grant through the Virginia Telecommunications Initiative (VATI) from the Virginia Department of Housing and Community Development for over \$96 million for the expansion of broadband services in participating localities in the region, including Warren County. The Board of Supervisors has approved the use of \$6.9 million in ARPA funding to match these State funds. Engineering is underway and construction will begin in 2023. Project completion is anticipated in 2025.

Supervisor Oates and Front Royal Town Council Member Gary Gillispie co-chaired the joint Drug Prevention Committee, an assembly of representatives from schools, law enforcement, and treatment agencies. The committee held several community events which led to the initiation of the Warren County Drug Court. Our Drug Court team has been certified and we are now part of the regional drug court initiative. The Warren County Drug Court should be approved for operations effective July 1, 2024.

Information Technology (IT)

The Board identified the lack of County Information Technology staff and the age of our IT hardware and software systems as a third critical need. The County had no IT staff and was supported by the Warren County Public Schools staff at that time. Warren County's IT system was hacked in March 2021, causing a significant disruption to customer services. Staff worked with Virginia officials and private entities to restore services. They found numerous outdated hardware units that needed to be replaced. Todd Jones was employed as the Warren County Director of Technology in September 2021. Since then, Todd has recruited a staff of three and deployed various software security systems. Our IT team has also:

- Standardized cost-effective desktop and mobile computer systems and deployed over 50 replacement/upgraded computer systems;
- Deployed, replaced, or upgraded numerous new servers;
- Extended the physical network to Public Works and the Youth Center while deploying new wireless services to the Warren County Courthouse;
- Provided new fiber connectivity to Warren County Fire Station 6 and deployed redundant internet services to the Warren County Sheriff's office;
- Enhanced internet services at the Community Center; and
- Deployed a trouble ticketing system and remote access systems for all employees to request services from the IT Department and began monitoring all third-party access into our network.

Fire and Rescue

Chief James Bonzano began leading Warren County Fire and Rescue in January 2021 as we opened our new Rivermont Fire Station. The County received a \$1,216,724 SAFER grant from the Federal Emergency Management Agency (FEMA) in Fall 2020. This has been used to employ additional Fire and Rescue personnel for the new station.

COVID concerns resulted in a loss of volunteers at the Chester Gap Fire and Rescue Company causing Warren and Rappahannock Counties to enter into an agreement to support staff paid by the volunteer company. This support continues today as we focus on addressing our rapidly growing number of calls for Emergency Medical Services. Since 2021, the Fire and Rescue Department has:

- Upgraded and enhanced our supervisory capacity through additional training opportunities;
- Created new leadership opportunities for staff with the promotion of Gerry Maiatico to Assistant Chief and the addition of Battalion Chief positions;
- Graduated 6 volunteer members from the Volunteer Fire Academy Training Program;
- Transferred Shenandoah Farms Fire Station operations to a temporary facility and demolished the old structure;
- Initiated planning for the new Shenandoah Farms Station;
- Initiated the Linden Station remodel project to ensure safe and adequate facilities;
- Begun renovations at the North Warren Fire Station; and
- Ordered 5 Ambulance Transport Units and 2 Tanker/Pumper Fire Suppression Units.

Parks and Recreation

Our Recreation activities were curtailed during COVID and we were forced to cancel many programs. This past year, we have reinstituted numerous programs and are initiating a series of programs for 2023.

Our park maintenance crews have joined Public Works to create one central maintenance force. Recreation staff members located at the Youth Center have moved to the Community Center so all staff can be together and coordinate activities.

We completed construction on a new community shelter in August 2022 that was donated by retired Avtex employees. We have also added an outdoor basketball court to Rockland Park where we will be making additional improvements with a Federal grant next year. Another need with high priority is the rebuilding of the Happy Creek Fantasyland Playground – an excellent opportunity for citizen participation.

The Morgan Ford Boat Launch has been upgraded and was dedicated this Fall. This was the culmination of work coordinated by Deputy County Administrator Taryn Logan and Construction Manager Jeff Hayes. The Virginia Department of Wildlife Resources and Department of Environmental Resources assisted County Recreation and Public Works with the project.

Two years ago, the Board leased the Front Royal Golf Course to private operators. The County has responsibilities for capital needs, but the operational costs are no longer a drain on the taxpayers.

Tourism

Supervisors engaged with Front Royal and the joint tourism committee. Supervisor Oates and Deputy County Administrator Logan worked extensively with the Town and the joint committee to create a new agreement wherein a new tourism entity named Discover Front Royal would assume responsibility for tourism activities. This is a new, private entity with a liaison from the Town and the County. The County and the Town now have an agreement to equally fund Discover Front Royal to promote our community. Discover Front Royal has contracted with JLL for tourism services.

Finance

Matt Robertson and Alisa Scott began work as Warren County Finance Director and Deputy Director respectively in Fall 2021. They initiated a Warren County Finance/Audit Committee consisting of Supervisors Cook and Butler and appointed citizens. The department has:

- Developed new procurement regulations that have been adopted by the Board;
- Initiated the first phase of a purchase order and/or carryover process to ensure previously funded projects retained funding across fiscal years;
- Created new Chart of Accounts which better complies to GAAP/GASB standard;
- Developed reserve structure from outdated Special Projects Fund which aligned funding with high priority projects.
- Implemented the p-card program in preparation for weekly payment of all accounts payables:

- Began a monthly training program for end users from other departments on various financial topics.
- Submitted the Budget Book on schedule and received the GFOA Distinguished Budget Award
- Improved the audit timeline, moving forward 4 months from prior year; and
- Instituted our Capital Improvement and Asset Replacement Funds.

Human Resources

Jane Meadows joined Warren County as Human Resources Director in Fall 2021. She worked quickly to implement a bi-weekly payroll system which had been a Board priority since 2020. The Department worked closely with Finance to automate all employee payroll transactions and provide transparency. Human Resources has worked with our departments to provide opportunities for employee development. We will be working to continue this effort.

Warren County Public Schools

The Board of Supervisors strived to improve communications with the Warren County School Board by creating:

- a liaison committee;
- a joint finance committee; and
- a joint construction committee.

A school bus fund and a school capital fund have been established to allow the Board to reserve funds for these activities. There is currently \$410,000 reserved for new buses and \$1 million reserved for capital needs.

Warren County has many school buses that need to be replaced according to state guidelines. A minimum of 6 to 8 buses are needed each year until we catch up. This requires an investment of \$800,000 to \$1,000,000 annually for several years. To begin addressing this, the Board has approved funds to purchase fifteen (15) buses in the past two years.

The Warren County School Board has identified \$ 20 million in capital projects over the next five years. This is in addition to the \$ 16,000,000 in Federal, State, and local funding that is reserved for the Leslie Fox Keyser renovation project that is currently underway.

Public Works

Several County functions were added to Public Works since Mike Berry became Director in Fall 2020. The department provides:

- sanitation collection and transfer;

- airport operations support and liaison with SAA and FAA;
- County facilities maintenance;
- Maintenance to County owned roads; and
- sanitary district liaison and maintenance.

Some Public Works highlights of the past three years are:

- Reorganization of our airport support activities with Public Works assuming maintenance activities;
- Fire Station renovations at Shenandoah Farms and Linden Fire Stations;
- Improvements at the county office building; and
- Renovations at the Courthouse.

In March 2022, the POSF notified the Board of Supervisors that POSF desired to terminate the management agreement with the County for the Shenandoah Farms Sanitary District effective July 1, 2022. The Public Works Department now provides services to the SFSD.

In 2023, Public Works expects to complete a new warming shed at the Transfer Station and a reengineering of the Crooked Run Refuse Site with double capacity. The Department will also be assisting with the completion of the new Senior Center at the Human Services Complex, and renovations at the old Senior Center for other County uses.

Planning Commission

Your Planning and Development staff have been working on updates to the Warren County Comprehensive Plan this entire year. Staff members from the NSVRC have assisted us. The Planning Commission has reviewed several sections. The Comprehensive Plan should be ready BOS review this Summer.

This work is in coordination with our updates to the Capital Improvement Plan. All new Capital Improvement Plan projects were submitted to County Administration in November 2022 and currently being scored by the Planning Commission to be submitted to the BOS in early 2023.

2023 Board Priorities

This coming year, the Board has identified the following issues as urgent priorities:

1. Develop alternate ingress/egress to Shenandoah Shores
2. Pursue funding options for needed road and traffic improvements
3. Reassess tax relief for Warren County seniors
4. Enhance communication plan for Board members and the general public
5. Explore Regional Water Authority
6. Complete EDA Audits and reconcile County and Town debt

7. Develop Youth Engagement Center & expand youth engagement opportunities
8. Replace AS 400

Other Pressing Needs

Additionally, the County will need to address several issues:

- Shenandoah Shores Access;
- Proffers on individual properties at Blue Ridge Shadows when other communities do not make these payments;
- Property reassessment and tax rate computation;
- Consideration of enlarged senior citizen discounts;
- Commencement of activities at the Warren County Drug Court;
- Completion of the Senior Center at 15th Street;
- Construction at the Indian Hollow Boat Launch;
- Determination of uses for Opioid Settlement funding;
- The dramatic increase in short-term tourist rentals caused by absentee owners looking for financial returns rather than community investment; and
- Enhancing our Human Resources capacity.

Our financial report for the past year will be presented with the audit in January. Sheriff Butler is preparing a report of activities which he will present at a later date.

Thank you for the opportunity to assist with the implementation of the Board's vision for Warren County.



COUNTY OF WARREN

Department of Economic Development
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 252-0050
Email: jpetty@warrencountyva.gov

Joseph W. Petty
Director of Economic Development

ATTACHMENT A

RE: Warren County Department of Economic Development
Activities in 2022

The Department of Economic Development became an internal department in 2022 to assist with economic opportunities in Warren County and support tourism, recreational, and arts & cultural initiatives within the community to provide a better quality of life for the County's residents, workers, and visitors. Coordination with the Board of Supervisors, County staff, the Front Royal-Warren County EDA, State agencies, the Town of Front Royal, and Discover Front Royal are integral to promoting economic development and tourism throughout Warren County.

The initial workload was to better understand the current day-to-day needs of the FR-WC EDA to continue the organization's successes. The current Board of Directors, consisting of 5 members, had been taking on additional responsibilities and by streamlining certain duties, getting invoices current, and creating a point of contact; the County and FR-WC EDA have been able to focus on true economic development opportunities. Apart from working with the FR-WC EDA, the County has been able to create a stable point of contact and facilitate meetings and conversations necessary to keep economic projects moving forward.

FR-WC EDA Assistance: The County has been the FR-WC EDA's fiscal agent since 2019, and as part of the agreement we have been processing their accounts payable. The Department has been able to streamline the process while still ensuring oversight and accountability and keeping the bills on time. Monthly meetings, agendas, minutes, and supplemental documents are created and organized by the Department which has allowed the process to be properly posted and notice given. Research is ongoing to better understand the FR-WC EDA's property assets, liabilities, previous development projects. The Department regularly speaks with the FR-WC EDA Board of Directors to ensure both organizations are striving for the same goals.

FR-WC EDA Legal Proceedings: Since July 2022, the FR-WC EDA has been successful in multiple civil cases with verdicts totaling approximately \$15.3 million. These cases are still ongoing and legal counsel is waiting for final rulings or appeals. To date the legal process has resulted in \$1,226,000 in awarded funds through insurance, mediation, and settlements. As of December 2, 2022, legal expenses total \$6,414,392.39.

Tourism & Discover Front Royal: The MOU between the Town & County was signed and the process of establishing a 501c6 DMO is ongoing. The tourism committee saw an increase in visitor traffic to the area and online in the past year, which was assisted by the return of local events such as the Wine & Craft Festival and the Festival of Leaves. In addition to events, the wayfinding signage is being installed throughout the County. The Department is currently conducting research and surveys regarding the economic and community impacts of Short-Term Tourist Rentals.

USDA RBEL/IRP Program: The FR-WC EDA has a long history of providing local small businesses with low-interest loans through the USDA Relending Program. This initiative has been successful in providing our local business owners with funding to finance improvements or supplies which allows their

company to grow. Given the gap in FR-WC EDA staff and transitions in County Finance staff the existing loans needed attention to ensure the success of the program. All the existing loans have been reconciled and loan holders have been notified. Since July 1 three of the thirteen loans have been paid off, and it continues to provide a positive impact on our local business. The FR-WC EDA is currently in the process of reestablish the committee.

426 Baugh Drive: Since purchasing the property in 2018, there has been an active effort to sell the property to an established manufacturing company that will bring new jobs to Warren County. On September 1, 2022, the property was sold to Shahi Foods, a family-owned Pakistani ice cream producer, which will be relocating their operations to Warren County and create more than 100 jobs in 5 years. The sale of this property closed one outstanding loan and provided proceeds totaling \$850k that will be used to pay down additional debt for the FR-WC EDA.

Prospects & Property Interest: The County routinely receives prospective interest from VEDP, brokers, and companies looking for commercial/industrial properties within Warren County. Our Department provides them with details regarding FR-WC EDA parcels and privately-owned parcels that are available and may fit their intended use. As conversations evolve we are able to facilitate meetings with multiple departments to assist in their decision making process.

Marketing: In an effort to better position FR-WC EDA properties, the Department has been working on updated marketing collateral to give prospects. Existing documents were out of date, unattractive, or did not exist. The new documents utilize aesthetic graphics, FR-WC EDA branding, images, and updated property and contact information.

Partnerships: The Department has been working with Chamber of Commerce to reestablish the one-stop resource concept that would allow new/existing businesses to have a primary contact to reach appropriate departments for a streamlined process. The program existed in the past, though progress stalled during staff transitions and pandemic.

McKay Springs: In June, the County Finance Department assisted in obtaining appraisals for the McKay Springs property. The site is made up of four individual properties; two are jointly owned by the Town & County, one County-owned, and one Town-owned. There have been discussions regarding future possibilities of the property which would require collaboration between the Town & County given the ownership and property boundaries. However, due to the transition with Town leadership discussions have been on hold.

Trails: The County continues to see positive interest in outdoor assets including walking and bicycling trails. The Virginia Department of Conservation and Recreation (DCR) completed the Shenandoah Valley Rail Trail Feasibility Study in 2021, and report found the trail feasible, although expensive. As part of Governor Youngkin's 2022 budget, \$93 million will be dedicated to Virginia's multi-use trails which would include the Shenandoah Valley Rail Trail. Our Department attends the Rail Trail committee meetings and has been working with citizens that have questions or concerns about the project. Additionally, we have been working with the FR-WC EDA, EPA, FMC, and Discover Front Royal on the Avtex Trail that would extend the existing Eastham Park Trail another 2.5 miles along the Shenandoah River.

By both looking back on the past few months in 2022 and looking forward to 2023, there are a number of great opportunities that the Department of Economic Development are planning to take advantage of. The first step is to define realistic goals for the Department, while also working to achieve greater aspirations. Below is a list

of short-term and long-term goals for next year which are truly only a snapshot of what the Department hopes to achieve.

This list involves multiple items regarding the FR-WC EDA, as their success will not only provide an economic impact it will also reduce their outstanding debt. There is also a great focus on marketing and an online presence that promote County assets that will focus on all businesses, large and small.

Short-Term 2023 Goals

- Complete FR-WC EDA Audits for FY20 and FY21
- Update & Maintain FR-WC EDA website and social media
- Work with FR-WC EDA to reestablish the USDA Small Business Loan Committee
- Distribute loans to qualified small businesses as part of the USDA Small Business Loan Program
- Complete marketing collateral for all FR-WC EDA properties
- Assist in the sale/conveyance of the McKay Springs site for commercial use
- Assist in the sale/conveyance of FR-WC EDA parcels that have no commercial/industrial use
- Complete the financial reconciliation of Leach Run Parkway
- Complete review/update of Avtex Redevelopment Site Master Planning
- Fill remaining two FR-WC EDA board seats
- Create Business Retention & Expansion program to assist existing businesses, especially small businesses
- Work with private property owners to sell/lease their commercial/industrial property
- Envision future use of 400 Kendrick Lane, Former Avtex Administration Building

Long-Term 2023 Goals

- Assist in the sale/conveyance of multiple FR-WC EDA parcels for commercial/industrial use
- Resolve FR-WC EDA v. Town of Front Royal litigation to reduce impact on taxpayers
- Build stronger relationship with Skyline & Warren County High Schools and Laurel Ridge Community College regarding workforce development programs
- Obtain grant funding for Virginia Business Ready Site Program through VEDP
- Begin construction the Avtex Trail

The reality is there are unique challenges that face the Department when attempting to overcome the financial debt that has been accumulated by the FR-WC EDA over the past three years. However, the County has been bringing on key staff throughout the organization that are integral in the success of the Department of Economic Development, which will help the community in attaining new economic progress. We are confident that the 2023 goals listed above can be achieved by the Department and look forward to working with County leadership in the future.



Capital Improvement Plan FY2018-2020

Ranking	County Priority	Dept. Priority	Project	Estimated Cost						Total County Contribution	Total Project Cost
				FY2019	FY2020	FY2021	FY2022	FY2023	Beyond 5FY		
25	1	1	WCA: VDOT Revenue Sharing Program	\$250,000	\$300,000	\$350,000	\$400,000	\$450,000		\$1,750,000	\$3,500,000
19	2	7	WCSW: Transfer Station Tipping Floor Rehabilitation	\$225,000						\$225,000	\$225,000
18	3	1	WCPS: A.S. Rhodes Elementary School Renovation	\$3,500,000						\$3,500,000	\$3,500,000
18	3	2	WCPS: Leslie Fox Keyser HVAC Upgrade/Roof Replacement		\$3,900,000					\$3,900,000	\$3,900,000
18	3	1	WCA: Roof Replacement Projects		\$126,945	\$160,000	\$245,000			\$531,945	\$531,945
18	3	4	WCA: Health & Human Services Complex – SAAA		\$125,000	\$1,250,000				\$1,375,000	\$1,375,000
17	4	2	WCA: North Warren Vol. Fire Rescue Co. Roof Replacement	\$60,000						\$60,000	\$60,000
17	4	3	WCSW: Shenandoah Farms Convenience Site	\$500,000	\$500,000	\$155,750				\$1,155,750	\$1,155,750
16	5	2	WCFR: Rivermont Fire Station #2	\$5,615,000						\$5,615,000	\$5,615,000
16	5	6	WCFR: Fire and Rescue Training Building	\$160,000						\$160,000	\$160,000
16	5	5	WCSW: Transfer Station Paving Rehabilitation	\$265,000						\$265,000	\$265,000
15	6	3	WCPR: Gertrude Miller Park – Concession/Restroom Facility		\$138,720					\$138,720	\$138,720
12	7	3	WCA: Morgan Ford Boat Landing	\$578,266						\$578,266	\$578,266
12	7	2	WCPR: Rockland Park – Master Plan Dev. – Athletic Fields		\$1,147,130					\$1,147,130	\$1,147,130
12	7	5	WCA: Avtex Trail System	\$50,000	\$50,000	\$1,127,176				\$1,227,176	\$1,227,176
12	7	6	WCA: Sawner Park			\$225,000				\$225,000	\$225,000
12	7	5	WCPR: Health & Human Svcs. Complex – Track Renov.		\$57,800					\$57,800	\$57,800
12	7	4	WCPS: SHS, WCHS, Transport Parking & Play Resurfacing				\$400,000			\$400,000	\$400,000
12	7	7	WCSW: Transfer Station Facility Upgrades		\$462,000	\$428,000				\$890,000	\$890,000
12	7	8	WCAA: Airport Hangar Construction	\$970,000						\$970,000	\$970,000
11	8	5	WCPS: Warren County High School – Gym Improvements					\$385,200		\$385,200	\$385,200
10	9	3	WCPS: HHSC - Maintenance and Food Service	\$3,273,083						\$3,273,083	\$3,273,083
10	9	6	WCPS: Warren Co. Public Schools – New Elementary School						\$21,000,000	\$21,000,000	\$21,000,000
9	10	4	WCPR: Rockland Park – Master Plan Dev. – Amphitheater		\$185,999					\$185,999	\$185,999
7	11	1	SPL: Floor Replacement		\$200,000					\$200,000	\$200,000
6	12	6	WCPR: Skyline Soccerplex-Stadium Elev. Bleacher Seating		\$93,415					\$93,415	\$93,415
5	13	1	WCPR: Saul Seide Memorial Park – Splash Pad		\$94,140					\$94,140	\$94,140
TOTALS				\$15,446,349	\$7,381,149	\$3,695,926	\$1,045,000	\$835,200	\$21,000,000	\$49,403,624	\$51,153,624

FY 2022-2026 Requests Capital Improvement Plan
Bond and Cash Funded Capital Improvement Plan

Department/Project	Prior Years Appropriations		PLANNING PERIOD					FY 2022-26		
	Cash/Grant Funding	Special Projects	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Future Years	CIP Total
<u>Fire, Rescue & Emergency Services</u>										
WCFR: Fire Vehicle Replacement			\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$3,250,000	\$650,000	\$3,900,000
WCFR: Fire Station Enhancements			\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$0	\$750,000
WCFR: ESA Lane Training Center			\$300,000							
WCFR: Cancer Prevention and Protection Measures				\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000		\$1,000,000
Subtotal, Fire, Rescue & Emergency Services	\$0	\$0	\$1,100,000	\$1,050,000	\$1,050,000	\$1,050,000	\$1,050,000	\$5,000,000	\$650,000	\$5,650,000
<u>Public Works & Maintenance Building and Grounds</u>										
WCA: Roof Replacement Projects		\$40,000		\$126,945	\$160,000	\$245,000	\$0	\$531,945	\$0	\$531,945
WCSW: Shenandoah Farms Convenience Site		\$1,864,880	\$500,000	\$500,000	\$155,750			\$1,155,750	\$0	\$1,155,750
WCSW: Transfer Station Paving Rehabilitation		\$100,000						\$0	\$0	\$0
WCAA: Airport Hangar Construction		\$186,296						\$0	\$0	\$0
WCSW: Crooked Run Refuse Site Replacement/Expansion				\$800,000				\$800,000	\$0	\$800,000
WCA: WCHHS: Senior Center			\$0	\$825,000				\$825,000	\$0	\$5,615,000
WCA: VDOT Revenue Sharing Program		\$649,091	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$0	\$500,000
WCSW: Transfer Station Facility Upgrades		\$896,885	\$578,266					\$578,266	\$0	\$578,266
Subtotal, Public Works	\$0	\$3,737,151	\$1,128,266	\$2,301,945	\$365,750	\$295,000	\$50,000	\$4,140,961	\$0	\$9,180,961
<u>Library</u>										
SPL: Floor Replacement			\$221,383			\$0	\$0	\$221,383		\$221,383
Subtotal, Library	\$0	\$0	\$221,383	\$0	\$0	\$0	\$0	\$221,383	\$0	\$221,383
<u>Parks & Recreation</u>										
WCA: Morgan Ford Boat Landing		\$36,121	\$50,000					\$50,000	\$0	\$50,000
WCA: Avtex Trail System				\$1,147,130				\$1,147,130	\$0	\$1,147,130
WCA: Indian Hollow Boat Landing								\$0	\$0	\$175,000
WCA: Sawner Park			\$265,000					\$265,000	\$0	\$265,000
WCPR: Rockland Park – Master Plan Dev. – Athletic Fields		\$38,282			\$1,611,300			\$1,611,300		\$1,611,300
WCPR: Health & Human Svcs. Complex – Track Renov.		\$65,471	\$85,558					\$85,558		\$85,558
WCPR: Rockland Park – Master Plan Dev. – Amphitheater				\$244,010				\$244,010		\$244,010
WCPR: Fork Park				\$225,000				\$225,000		\$225,000
WCPR: Skyline Soccerplex-Stadium Elev. Bleacher Seating			\$54,225					\$54,225		\$54,225
Subtotal, Parks & Recreation	\$0	\$103,753	\$454,783	\$1,616,140	\$1,611,300	\$0	\$0	\$3,682,223	\$0	\$3,857,223
COUNTY CIP TOTAL:	\$0	\$3,840,904	\$2,904,432	\$4,968,085	\$3,027,050	\$1,345,000	\$1,100,000	\$13,044,567	\$650,000	\$18,909,567
<u>School Division</u>										
WCPS: Leslie Fox Keyser HVAC Upgrade/Roof Replacement	\$0	\$0	\$606,830					\$606,830		\$606,830
WCPS: SHS, WCHS, Transport Parking & Play Resurfacing	\$0	\$0	\$560,000	\$560,000				\$1,120,000		\$1,200,000
WCPS: EWM Multipurpose Building Addition and Auditorium Seat Replacement			\$613,620					\$613,620	\$0	\$613,620
WCPS: Warren County High School – Gym Improvements	\$0	\$0						\$0	\$385,200	\$385,200
WCPS: LFK Elementary - Renovation		\$814,380	\$4,000,000	\$2,300,000				\$6,300,000	\$0	\$12,300,000
WCPS: Parking and Track Seating and Resurfacing		\$379,622			\$400,000			\$400,000	\$0	\$400,000
WCPS: HJB Elementary Shingle Roof Replacement					\$332,000			\$332,000	\$0	\$332,000
WCPS: HJB Elementary Membrane Roof Replacement						\$134,450		\$134,450	\$0	\$134,450
WCPS: Blue Ridge Technical Center - Roof Replacement			\$250,380					\$250,380	\$0	\$250,380
WCPS: Blue Ridge Technical Center - HVAC Replacement								\$0	\$0	\$1,000,000
WCPS: New Elementary School			\$0	\$0	\$0	\$0	\$0		\$25,000,000	
WCPS: 15th St. Renovation - Maintenance and Food Service						\$482,000		\$482,000	\$0	\$982,000
Subtotal, School Division	\$0	\$1,194,003	\$6,030,830	\$2,860,000	\$732,000	\$616,450	\$0	\$10,239,280	\$25,385,200	\$18,204,480
CIP GRAND TOTAL:	\$0	\$5,034,907	\$8,935,262	\$7,828,085	\$3,759,050	\$1,961,450	\$1,100,000	\$23,283,847	\$26,035,200	\$37,114,047

**WARREN COUNTY PUBLIC SCHOOLS
CAPITAL IMPROVEMENTS PLAN 2023-2031**

School Priority	Projects	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Project Cost
Complete	WCPS—Leslie Fox Keyser Elementary School Architectural and Engineering Design for Renovation	\$929,259										\$929,259
Complete	WCPS-Blue Ridge Technical Center Architectural and Engineering for HVAC Upgrade	\$113,385										\$113,385
Complete	WCPS—Blue Ridge Technical Center Roof Replacement	\$343,000										\$343,000
1	WCPS—Leslie Fox Keyser Elementary School Renovation		\$6,400,000	\$6,400,000								\$12,800,000
2	WCPS-Hilda J. Barbour Cooling Tower		\$100,000									\$100,000
3	WCPS-E. Wilson Morrison Elementary Multi-purpose Conversion Architectural and Engineering Design		\$70,000									\$70,000
3	WCPS- E. Wilson Morrison Elementary Multi-purpose Conversion Construction		\$500,000									\$500,000
4	WCPS—Blue Ridge Technical Center HVAC Replacement			\$750,000	\$750,000							\$1,500,000
5	WCPS-E. Wilson Morrison Elementary Multi-purpose/Gymnasium Addition & Architectural and Engineering Design		\$300,000	\$1,500,000	\$1,500,000							\$3,300,000
6	WCPS-Skyline HS Tennis Court Resurfacing (4 ea yr @80k per court)				320,000	320,000						\$640,000
6	WCPS-Warren County HS Tennis Court Resurfacing (4 ea yr @80k per court)				320,000	320,000						\$640,000
7	WCPS—Hilda J. Barbour Elementary School Shingle Roof Replacement				\$366,000							\$366,000
8	WCPS—Hilda J. Barbour Elementary School Membrane Roof Replacement					\$175,000						\$175,000
9	WCPS-Schools Parking Lots / Driveways Asphalt Resurfacing						\$500,000					\$500,000
9	WCPS-Warren County HS/Skyline High School Poly Track Resurfacing							400,000				\$400,000
10	WCPS—15th Street Renovation Maintenance and Food Service Departments								\$1,500,000			\$1,500,000
11	WCPS—Warren County High School Gym Improvements									\$385,000		\$385,000
12	WCPS—New Elementary School										\$25,000,000	\$25,000,000
	TOTALS (\$)	\$1,385,644	\$7,370,000	\$8,650,000	\$3,256,000	\$815,000	\$ 500,000	\$ 400,000	\$ 1,500,000	\$ 385,000	\$ 25,000,000	\$47,876,000

**CAPITAL IMPROVEMENT PLAN
FY 2023-2028 SUBMISSIONS**

PUBLIC WORKS:

Shenandoah Farms Convenience Site
Crooked Run Refuse Site Expansion
VDOT Revenue Sharing

PARKS AND RECREATION:

Happy Creek Fantasyland Playground Rebuild
Rockland Park Master Plan Development – Athletic Fields
Skyline Soccerplex – Stadium Elevated Bleacher Seating
Rockland Park Master Plan Development – Amphitheater
Fork Park
Sawner Park
Avtex Trail
Indian Hollow Boat Landing

PUBLIC SCHOOLS:

LFK Elementary School – Renovation
Hilda J. Barbour Elementary Cooling Tower
EWM Elementary Multi-Purpose Conversion Construction
Blue Ridge Technical Center HVAC Replacement
EWM Elementary Multi-purpose/Gym Addition and A&E Design
Skyline HS and Warren County HS Tennis Court Resurfacing
HJB Elementary School Shingle Roof Replacement
HJB Elementary School Membrane Roof Replacement
WCPS Schools Parking Lots/Driveways Asphalt Resurfacing
Skyline High and Warren County High Poly Track Resurfacing
15th Street Renovation – Maintenance and Food Service
Warren County High School – Gym Improvements
New Elementary School

SAMUELS PUBLIC LIBRARY:

Flooring

SOCIAL SERVICES:

Front Desk Reconfiguration

BUILDING INSPECTIONS:

Suite 400 Reconfiguration

**CAPITAL IMPROVEMENT PLAN
FY 2023-2028 SUBMISSIONS (Continued)**

FIRE & RESCUE:

New Fire Station 6
Cancer Prevention and Protection Measures
ESA Lane Training Center
Fire Station Enhancements – Capital Improvements
North Warren Fire Station Remodel Project
Linden Community Fire Station Replacement Project

COURTS:

J&DR Court - Renovations