



REGULAR TOWN COUNCIL MEETING

TUESDAY, May 29, 2018 @ 7:00pm

Warren County Government Center

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of May 14, 2018
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager
***Report from Director of Community Development/Tourism Felicia Hart**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS** – (ROLL CALL VOTE REQUIRED)
 - A. COUNCIL APPROVAL – Resolution for “*Employee Appreciation Week*”
 - B. COUNCIL APPROVAL – Proclamation for “*Paint the Town Purple Month*”
 - C. COUNCIL APPROVAL – Fifth Amendment to Lease with Comcast
8. **PUBLIC HEARING** – Ordinance to Amend Town Code Sections 158-6 - Adoption by Reference of the State Motor Vehicular Laws (*1st Reading*)
9. **COUNCIL APPROVAL** – Utility Donation for Warren Heritage Society
10. **COUNCIL APPROVAL** – Budget Amendment/Bid for Construction of W. Main Street Connector Phase I Project
11. **CLOSED MEETING** – Interview for Planning Commission Vacancy

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(A)

Meeting Date: May 29, 2018

Agenda Item: COUNCIL APPROVAL – Resolution for Employee Appreciation Week

Summary: Council is requested to approve a Resolution recognizing Employee Appreciation Week as June 11 – 15, 2018 for all Town of Front Royal full and part-time employees, as presented.

Budget/Funding: None

Attachments: Resolution

Meetings: None

Staff

Recommendation: Approval Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a Resolution recognizing Employee Appreciation Week as June 11 – 15, 2018 for all Town of Front Royal full and part-time employees, as presented.

*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: *JW*



Town of Front Royal, Virginia
**RESOLUTION FOR
TOWN OF FRONT ROYAL
EMPLOYEE APPRECIATION WEEK**
June 11 – 15, 2018

WHEREAS, the Town of Front Royal has 177 employees (part-time and full-time); and,

WHEREAS, Town employees are recognized as professionals who accept and meet the daily challenges of providing quality service to our citizens and visitors; and,

WHEREAS, Town employees excel in the workplace and demonstrate dependability, initiative and accountability through their stewardship of Town resources; and,

WHEREAS, the Town Council desires to recognize the service of the Town’s employees,

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia hereby express deep and sincere appreciation to the all the employees of the Town of Front Royal for their dedication, service, and vital contributions to the community;

AND BE IT FURTHER RESOLVED that the week of June 11 – 15, 2018 be designated as “*Town of Front Royal Employee Appreciation Week*”.

APPROVED:

Hollis L. Tharpe, Mayor

Attest:

Jennifer E. Berry, CMC, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on _____, 2018 upon the following recorded vote:

William A. Sealock	<u>Yes/No</u>	Gary L. Gillispie	<u>Yes/No</u>
Eugene R. Tewalt	<u>Yes/No</u>	Jacob L. Meza	<u>Yes/No</u>
John P. Connolly	<u>Yes/No</u>	Christopher S. Morrison	<u>Yes/No</u>

Approved as to Form and Legality:

Douglas W. Napier, Town Attorney

Dated: _____

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(B)

Meeting Date: May 29, 2018

Agenda Item: COUNCIL APPROVAL – Proclamation - *“Paint the Town Purple Month”*

Summary: Council has received a request from the Front Royal-Warren County Relay for Life seeking to proclaim May 2018 as *“Paint the Town Purple Month”* in the Town of Front Royal.

Budget/Funding: None

Attachments: Proclamation

Meetings: None

Staff Recommendation: Approval Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a request from the Front Royal-Warren County Relay for Life seeking to proclaim May 2018 as *“Paint the Town Purple Month”* in the Town of Front Royal.

*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: *JW*

~ Proclamation ~
Paint the Town Purple



WHEREAS, cancer is a group of diseases characterized by uncontrolled growth and spread of abnormal cells which, if not controlled, can result in death; and

WHEREAS, tens of thousands of new cases of cancer are estimated to occur in our State, and approximately 609,640 people are expected to die from cancer this year; and

WHEREAS, the **American Cancer Society** is a voluntary community based health organization in Virginia dedicated to eliminating cancer as a major health problem, and

WHEREAS, the **Relay for Life** is a “**Celebration of Life**” benefiting the **American Cancer Society**; and

WHEREAS, the **Relay for Life** is a community affair held throughout the State of Virginia which presents an opportunity to dust off our camping gear, slip on our walking shoes and network with business associates, family and friends;

NOW THEREFORE, I, Hollis L. Tharpe, on behalf of the Town Council of the Town of Front Royal, Virginia, do hereby proclaim May 2018 as:

“Paint the Town Purple Month”

throughout Front Royal and we urge citizens to recognize and participate in the **Relay for Life** and **Paint the Town Purple** events held in this community.



SIGNED:

Hollis L. Tharpe, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

This proclamation was adopted by the Town Council of the Town of Front Royal, Virginia on _____

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 7(C)

Meeting Date: May 29, 2018

Agenda Item: COUNCIL APPROVAL – Fifth Amendment to Lease with Comcast

Summary: Council is requested to approve a Fifth Amendment to Lease between Comcast California/Maryland/Pennsylvania/Virginia/West Virginia, LLC and the Town of Front Royal effective May 12, 2018 and continue on a month-to-month basis for lease of a portion of 15 N. Royal Avenue.

Budget/Funding: None

Attachments: Lease Amendment

Meetings: Work Session held May 21, 2018

Staff

Recommendation: Approval Denial

Should Council wish to remove this item from the consent agenda, the following motion would allow approval of this request:

Proposed Motion: I move that Council approve a Fifth Amendment to Lease with Comcast California/Maryland/Pennsylvania/Virginia/West Virginia, LLC for lease of a portion of 15 N. Royal Avenue, as presented.

*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: *JW*

FIFTH AMENDMENT TO LEASE

THIS FIFTH AMENDMENT TO LEASE entered into this _____ day of May, 2018, but effective as of May 12, 2018, by and between Town of Front Royal (“Landlord”) and Comcast of California/Maryland/Pennsylvania/Virginia/West Virginia, LLC (“Tenant”).

WHEREAS, Tenant is tenant and Landlord is landlord under a certain business premises lease originally between Town of Front Royal and Comcast of California/Maryland/Pennsylvania/Virginia/West Virginia, LLC, dated July 25, 2005, as amended by the Amendment to Lease dated August 10, 2009, by the Second Amendment to Lease dated June 25, 2013, by the Third Amendment to Lease dated June 6, 2016, and by the Fourth Amendment to Lease dated May 24, 2017 (collectively, the “Lease”) respecting certain real property located at 15 North Royal Ave, Front Royal Virginia and

WHEREAS, the Term of the Lease will expire on May 11, 2018, and both parties wish to extend the Term thereafter on a month to month basis.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant hereby AMEND the Lease as follows:

1. The Term of the Lease shall continue on a month-to-month basis effective May 12, 2018. Either party may terminate this Lease by giving the other party 30 days’ notice.
2. The Rent for the month-to-month Term shall be payable in monthly installments of \$ 986.93.
3. All other terms and conditions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, Landlord and Tenant caused this Fifth Amendment to Lease to be duly executed as of the date first written.

Town of Front Royal

By: _____

Name:

Title:

Comcast of California/Maryland/
Pennsylvania/Virginia/West Virginia, LLC

By: _____

Name: Scott Knaub

Title: VP- Finance

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: May 29, 2018

Agenda Item: PUBLIC HEARING – Ordinance to Amend Town Code Sections 158-6 - Adoption by Reference of the State Motor Vehicular Laws (*1st Reading*)

Summary: Council is requested to affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Sections 158-6 pertaining to Adoption by Reference of the State Motor Vehicular Laws, as presented.

Budget/Funding: None

Attachments: Ordinance

Meetings: Work Session held May 7, 2018

Staff

Recommendation: Approval Denial

Proposed Motion: I move that Council affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Sections 158-6 pertaining to Adoption by Reference of the State Motor Vehicular Laws, as presented.

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: *JW*

**AN ORDINANCE TO AMEND SECTION
158-6 OF THE FRONT ROYAL TOWN CODE
PERTAINING TO ADOPTION BY REFERENCE
OF THE STATE MOTOR VEHICULAR LAWS**

BE IT ENACTED by the Town Council of the Town of Front Royal, Virginia, that Section 158-6 of the Front Royal Town Code is hereby amended and enacted as follows:

Pursuant to the authority of Section 46.2-1313, Code of Virginia, 1950, as amended, all of the provisions and requirements of the laws of the State as of **July 1, 2018**, contained in Title 46.2, Code of Virginia, 1950, as amended, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, 1950, as amended, except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which, by their very nature, can have no application to or within the Town, are adopted and incorporated by reference and made applicable within the Town. References to "highways of the state" contained in such provisions and requirements hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made part of this chapter as fully as those set forth at length herein; and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia, which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement adopted exceed the penalty imposed for a similar offense under Title 46.2, Code of Virginia, and Article 2 of Chapter 7 of Title 18.2, Code of Virginia.

For purposes of § 4-4 (E) of the Town Code, this Ordinance is deemed routine, and is effective on **July 1, 2018**.

APPROVED:

Hollis L. Tharpe, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____2018, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	Jacob L. Meza	Yes/No
Gary L. Gillispie	Yes/No	William A. Sealock	Yes/No
John P. Connolly	Yes/No	Christopher S. Morrison	Yes/No

A public hearing on the above was held on _____, 2018, having been advertised in the Northern Virginia Daily on _____, 2018, and _____, 2018. The Ordinance was enacted at the Regular Meeting of the Town Council held _____2018, to become effective July 1, 2018.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 9

Meeting Date: May 29, 2018

Agenda Item: COUNCIL APPROVAL – Utility Donation for Warren Heritage Society

Summary: Council is requested to consider a utility donation to the Warren Heritage Society in the amount of \$15,000 for FY2018-2019.

Budget/Funding:

Attachments: Correspondence from Warren Heritage Society to Town of Front Royal

Meetings: Work Session held May 21, 2018

Staff

Recommendation: Approval Denial

Proposed Motion: I move that Council approve a utility donation in the amount of \$15,000 to the Warren Heritage Society.

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: *JW*

*Warren Heritage Society
101 Chester Street
Front Royal, Virginia 22630*

April 26, 2018

Mr. Joseph E. Waltz
Town Manager
102 E. Main Street
P.O. Box 1560
Front Royal, VA 22630-1560

Dear Mr. Waltz,

Per your March 12th letter, we requested funding from the County of Warren on March 12, 2018. Enclosed is a copy of their response stating they have decided to not add any outside organizations or agencies to their FY 2018-2019 budget.

As previously stated in our earlier correspondence, Warren Heritage Society would be most grateful if the Town of Front Royal would consider granting us a \$15,000.00 abeyance on utilities fees for FY 2018-2019.

Sincerely,



Deborah Corey
Acting Executive Director

Enclosed:

1. Letter from Warren County Administrator's Office
2. Letter from Town of Front Royal, Town Manager
3. Letter from Warren Heritage Society



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

April 20, 2018

BOARD OF SUPERVISORS

CHAIRMAN
Tony F. Carter
Happy Creek District

VICE-CHAIRMAN
Daniel J. Murray, Jr.
North River District

Archie A. Fox
Fork District

Linda P. Glavis
South River District

Thomas H. Sayre
Shenandoah District

Douglas P. Stanley
County Administrator

Deborah Corey, Acting Executive Director
Warren Heritage Society
101 Chester Street
Front Royal, Virginia 22630

RE: General Operating Expense Grant

Dear Ms. Corey:

I am writing in response to your letter dated March 21, 2018, received via email on April 12, 2018, regarding the request of the Warren Heritage Society to be considered for a general operating expense grant from the County of Warren. The County recognizes the valuable services the Society provides for the community regarding the preservation and commemoration of Warren County culture. However, for the FY 2018-2019 budget process, the Warren County Board of Supervisors decided to not add any outside organizations or agencies to the budget. We will keep the request of Warren Heritage Society for consideration during the FY 2019-2020 budget cycle.

Sincerely,



Douglas P. Stanley, AICP ICMA-CM
County Administrator

EAM

CC: Warren County Board of Supervisors
Connie Oden, Finance Administrative Assistant



TOWN OF FRONT ROYAL
TOWN MANAGERS OFFICE
102 E. MAIN STREET
PO BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560
(540) 635-8007
(540) 635-7475 (Fax)

JOSEPH E. WALTZ
Town Manager
jwaltz@frontroyalva.com

March 12, 2018

Deborah Corey
Acting Executive Director
Warren Heritage Society
101 Chester Street
Front Royal, VA 22630

Dear Ms. Corey,

We have received your request for a utilities waiver for the Warren Heritage Society for FY18-19 in the amount of \$15,000.00. After discussing your request with the Mayor, he has instructed me to contact you requesting that the Warren Heritage Society request funding from Warren County before requesting any additional funds from the Town.

If you have any questions, please let me know

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Waltz". The signature is fluid and cursive, with a large initial "J" and a stylized "W".

Joseph E. Waltz
Town Manager

CC: Mayor Hollis Tharpe

Tina Presley

From: Jennifer Berry
Sent: Friday, March 2, 2018 10:25 AM
To: Joe Waltz; BJ Wilson
Cc: Hollis L. Tharpe; Tina Presley
Subject: FW: Utilities Waiver Request for Warren Heritage Society
Attachments: Utilities Waiver for WHS.doc

From: LVH Archives [mailto:whsarchives@comcast.net]
Sent: Friday, March 2, 2018 10:22 AM
To: Jennifer Berry <jberry@frontroyalva.com>
Cc: lorrainehult774@Comcast.net
Subject: Utilities Waiver Request for Warren Heritage Society

The Warren Heritage Society is requesting it be considered for a Utilities Waiver for FY18-19. The FY 17-18 **actual utility expenses** for all buildings (Ivy Lodge, Belle Boyd Cottage, Balthis House and the grounds) was **\$13,424.04**. Based on this number, our **estimated expenses** for FY 18-19 are **\$15,000.00**.

In an effort to reduce our carbon footprint we have replaced 86 florescent bulbs with LED bulbs and will continue looking for ways to lower our utility usage.

As this is the first time I, personally, have submitted this paperwork – please let me know if you need any further information and I will forward it to you as soon as possible. Attached is our formal request for a Utilities Waiver. Will your office be notifying us when we need to appear before a committee or the Town Council?

Appreciate all your support.

Sincerely,

Deborah Corey
Acting Executive Officer
Warren Heritage Society
(540) 636-1446 Ext 2

*Warren Heritage Society
101 Chester Street
Front Royal, Virginia 22630*

March 1, 2018

To: Honorable Hollis Tharpe, Mayor, Town of Front Royal & Members of Town Council, Town of Front Royal

From: Deborah Corey Acting Executive Director, Warren Heritage Society

Re: Cooperation between the Town of Front Royal and the Warren Heritage Society

Mayor Tharpe and Members of the Front Royal Town Council

It is an honor to be able to correspond with you again this year concerning the cooperative relationship enjoyed between the Town of Front Royal and the Warren Heritage Society. It is our mission but also our pleasure at the Warren Heritage Society to work with the staff and officials of the Town of Front Royal to advance the Front Royal and its rich history and heritage in the minds of the visiting public and for the benefit of our own local population. To that end, the Warren Heritage Society would like to respectfully request that the Town of Front Royal extend to the Warren Heritage Society the abeyance on utilities fees initially put in place by Council. This service by the Town to the Society is of immense importance to our ability to maintain financial solvency and health, as well as our ability to continue providing the programming and services that we offer. I would like, then, to take this opportunity to enumerate some of the ways in which our public-private partnership benefits the Town of Front Royal.

Preservation: Since 1979 the Warren Heritage Society has engaged in the preservation of historic structures such as the Ivy Lodge, Belle Boyd Cottage, Balthis House and Fairview. The Society also provides materials from its Archives in assistance to property owners preserving their own structures.

Programming: Programming for all ages is available throughout the year for free or for a minimal fee to the public, and the staff of the Society is constantly engaged in public outreach to other entities, including and especially to schools.

Festival of Leaves: Our annual festival attracts over 20,000 visitors to downtown Front Royal every second Saturday in October, and has been regularly held and growing since 1971.

Archives: The Laura Virginia Hale Archives is the only official repository of historical records for the Town and for Warren County, and research is open to the public 12 months out of the year from Monday through Friday in a modern, fully staffed facility.

Materials Collection: The Society maintains a collection of artifacts from the Town and County's past, allowing for state-of-the-art exhibits. The Society mounts exhibits annually, and mounts special exhibits in cooperation with other institutions such as the Town, for which we have two case exhibits currently mounted (one in the new Town Administration Building and one in the Visitor Center).

Museums: The Society provides three museums which are open to the public year-round on Chester Street, allowing for destination tourism and adding to the amenities and open sites to which the Town's staff at the Front Royal Visitor Center may direct travelers.

Commemorative Events: The Society is always prepared to cooperate with the Town, County and State on commemorative activities. In 2007 we cooperated with the state's 400th Jamestown anniversary, in 2011 we cooperated with the County on Warren's 175th anniversary, in 2013 we cooperated with the Town on Front Royal's 225th anniversary, and for the past two years we have helped plan the Battle of Front Royal Commemorative Reenactment. Cooperation takes many forms, including research, event planning, historic trail and marker design, and much more.

Battlefield Tours: The Society provides battlefield tours for Civil War battles which raged through Front Royal and Warren County. Of the five major engagements which took place in Warren County during the war, three took place in part through the Town: The Battle of Front Royal, the Battle of Wapping Heights/Manassas Gap, and the Battle of Guard Hill.

We would hope that the Town of Front Royal would see these activities of the Warren Heritage Society as assisting the Town and providing valuable services that the Town is not currently equipped to provide, and maintaining those services and programs as readily available to the public. In an effort to reduce our carbon footprint we have replaced 86 florescent bulbs with LED bulbs and will continue looking for ways to lower our utility usage.

Please do not hesitate to contact me at any time concerning these services or this request, and as always I am grateful for the opportunity to work with the Town in order to achieve our common goals. Thank you so much for your time and consideration.

Most sincerely,



Deborah Corey
Acting Executive Director, Warren Heritage Society
101 Chester Street Front Royal, VA 22630
whsarchives@comcast.net; (540) 636-1446, ext 2

Minutes of Work Session August 21, 2017

Council Discussion: Mr. Farris thanked Council for the consideration of the request and noted that the first year the request was \$10,000 and the second year the request was \$15,000. He noted that the Foundation had freed up the funds to work on the Battle of Front Royal project and they have garnered the attention of many re-enactors and tourists. He stated that by freeing up the funding they have been putting more resources towards the Festival of Leaves and other events. Mr. Farris noted that the funds from the County were not granted from around 2007 and beyond though they have done other in-kind partnerships with Warren County as well as grants, such as the Civil War brochure. Mr. Farris noted that they are requesting the continued support of the utility assistance for the advance on the account for Warren Heritage Society. Mr. Santmyers, Warren Heritage Society Board Member, added that they draw many tourists to the community which assists greatly with overall tourism to the community. He noted that the lighting has been upgraded to LED bulbs and they do not have a huge electricity demand. Mr. Farris noted that Rappahanock Electric Co-Op gave recommendations and Warren Heritage Society followed through with appropriate changes. Mr. Wilson the Town's Finance Director, noted that the bill at the organization has been coming down for the last three years. Mr. Waltz described the minutes on record. Mr. Farris noted that he did not request funding during certain times, as it was obvious that the funding would be turned down. He added that the request would greatly assist the Heritage Society.

Councilman Tewalt questioned Council about where the funding would come from at this point. Then he noted that it would come from unbudgeted funds. Councilman Meza asked about what was different about Warren Heritage Society to other organizations who may request funding from the Town. Mr. Farris noted that they generate income and draw individuals to the community and they work in concert with the Town with tourist opportunities and send them to the Town's Visitor's Center. He added that the Heritage Society stays open 12 months per year to protect and preserve the Town's history and assist with other options and museums downtown. Mr. Farris stated that their work is greatly beneficial to the Town and the area economy.

Councilman Connolly noted that in the past the Town has considered that if the Heritage Society did not provide these (certain archival) services then the Town would have to cover portions of the historical services for the community and it would be a Town expense. Council and Staff discussed the fact that the revenue would not be recognized as income from the enterprise fund. Mr. Farris noted that they continue to strive to reduce their utility use.

Councilman Tewalt asked that it placed on the agenda for a vote. Mayor Tharpe noted that it would move forward for vote.

Minutes of August 28, 2017

COUNCIL APPROVAL – Request from Warren Heritage Society Pertaining to Utilities

Summary: The Executive Director of the Warren Heritage Society has requested an in-kind donation from the Town to offset utility expenses incurred by the Society in the amount of \$15,000 for services at 101 Chester Street for FY2017-2018.

Budget/Funding:

ESTIMATED FOR FY17-18 ACTUAL EXPENSE FY16-17

Electric Unrecognized Revenue:	\$12,252.68	\$10,647.72
Water Unrecognized Revenue:	\$ 979.06	\$ 850.81
Sewer Unrecognized Revenue:	\$ 1,599.06	\$ 1,389.61
Refuse Unrecognized Revenue:	\$ 169.20	\$ 169.20
	\$15,000.00	\$13,057.34

In accordance with the authority granted local governments by Virginia Code Section 15.2-953, Councilman Connolly moved, seconded by Councilman Sealock that Council make an in-kind donation of \$15,000 from the FY2017-2018 Budget, to be used toward payment of the utility bills beginning September 2017 of the Warren Heritage Society, Inc., a Virginia non-profit organization in the Town of Front Royal that is engaged in commemorating historical events, located at 101 Chester Street.

Councilman Connolly noted that this is credited to their utility bill annually. He described the annual services that the Heritage Society provides to the Town residents and visitors annually. He added that the Town couldn't possibly provide such services and he was pleased to assist the Heritage Society with this issue.

Vote: Yes – Connolly, Gillispie, Meza, Morrison, Sealock and Tewart

No – N/A

Abstain – N/A

Absent – N/A

(Mayor Tharpe did not vote as there was no tie to require his vote)

(By Roll Call)

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 10

Meeting Date: May 29, 2018

Agenda Item: COUNCIL APPROVAL – Budget Amendment/Bid for Construction of W. Main Street Connector Phase I Project

Summary: Council is requested to approve a budget amendment in the amount of \$650,000.00 to accept funds from the Economic Development Access Program to be applied towards the construction costs of the West Main Connector Phase I Project and Council is also requested to approve the bid from G.B. Foltz Contracting, Inc. in the amount of \$1,082,975.58 for the construction of the West Main Connector Phase I Project. Council is further requested to approve the use of funds carried forward from previous years to fund Phase I and allow Phase 2 to be funded by the New Market Tax Credit Program.

Budget/Funding: **FY18 BUDGET AMENDMENT:**
9130-3410209 Special Projects – Reimbursement - \$650,000.00
9130-47982 Special Projects – Local Connector Road - \$650,000.00

BUDGET/FUNDING:
9130-47982 Special Projects Local Connector Road - \$432,975.58

Attachments: Memo from Town Engineer and Quotation Tabulation

Meetings: Work Session held May 21, 2018

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve a budget amendment in the amount of \$650,000.00 to accept funds from the Economic Development Access Program to be applied towards the construction costs of the West Main Connector Phase I Project and that Council also approve the bid from G.B. Foltz Contracting, Inc. in the amount of \$1,082,975.58 for the construction of the West Main Connector Phase I Project. I further move that funds be carried forward from previous years to completely fund Phase I of the West Main Street Connector Project and allow Phase 2 to be funded by the New Market Tax Credit Program.

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: *JW*



Town of Front Royal

Engineering

MEMORANDUM

TO: BJ Wilson, Finance Director

FROM: Robert Brown, Town Engineer

DATE: May 16, 2018

SUBJECT: Recommendation of Award for IFB #12 West Main
Extension - Phase 1

I have reviewed the bid documents submitted for this IFB from each bidder and I recommend that we move forward with awarding the contract to the low bidder, G B Foltz at the cost of \$1,082,975.58, pending approval by Town Council and appropriation of additional funding.

If you have any questions or need any further information, please let me know.

Thank you,
Robert Brown

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: West Main Street Extension Phase 1 _____

Quotation #12 _____

Date: Ay 15, 2018 _____

Mailed : 33 _____

Replied 4 _____

Vendor Quotation

	G B Foltz Contracting Inc	Lantz Construcion Company of Winchester Inc	Kee Construction Services Inc	General Excavaction Inc
	Mt. Jackson, Va.	Winchester, Va.	Winchester, Va.	Warrenton, Va.
QUANTITY				
1 West Main Street Extension Phase 1 Construction	\$ 1,082,975.58	\$ 1,252,500.00	\$ 1,384,861.20	\$ 1,537,247.00
TOTAL QUOTATION	\$ 1,082,975.58	\$ 1,252,500.00	\$ 1,384,861.20	\$ 1,537,247.00

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness

Purchasing Agent

11



Town of Front Royal, Virginia
Council Agenda Statement

Page 1
Item No. 11

Meeting Date: May 29, 2018

Agenda Item: COUNCIL MEETING – Interview of Planning Commission Vacancy

Summary: Council is requested to go into Closed Meeting to interview for Planning Commission Vacancy

Budget/Funding: None

Attachments: None

Meetings: Interviews

Staff

Recommendation: Approval Denial

Motion to Go into Closed Meeting

I move that Council convene and go into Closed Meeting for discussion and consideration of the assignment, appointment, promotion, or performance of specific appointees or employees of the Town, specific to the Planning Commission, pursuant to Section 2.2-3711. A.1 of the Code of Virginia.

Motions to Certify Closed Meeting

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 Act 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 by roll call and recorded and included in the minutes of the meeting of Town Council.

*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: JW