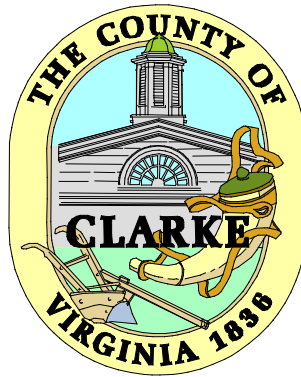


Clarke County Economic Development Advisory Committee



March 20, 2019
Regular Meeting Packet



County of Clarke Economic Development Advisory Committee

Jim Barb, Chris Bates, Christy Dunkle, Christina Kraybill, Bev McKay, John Milleson, Eric Myer, Betsy Pritchard

Agenda

1:00 pm, Wednesday, March 20, 2019

Meeting Room AB Berryville / Clarke County Government Center
101 Chalmers Court, 2nd Floor, Berryville, Virginia

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes: January 23, 2019, Regular Meeting.
4. Economic Development and Tourism Director Update
 - Economic Development Strategic Plan Progress Update
5. Hotel Feasibility Study Berryville Main Street Project Overview by Nathan Stalvey
6. Adjourn

In Packet:

- o EDAC Follow-up Items Status Report
- o Building Department YTD 2019 Report
- o IDA January 24, 2019, Draft Minutes

Call to Order

Adoption of Agenda

Proposed motion: Move to adopt agenda as [presented] or [as amended - title of agenda item[s] not listed on the published agenda provided to the public.]

Approval of Minutes:

January 23, 2019, Regular Meeting

*Proposed Motion: I move to approve the minutes of January 23, 2019, as [presented]
or [as amended citing specific amendment].*

Clarke County Economic Development Advisory Committee
January 23, 2019 Minutes

A meeting of the Economic Development Advisory Committee (EDAC) held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, January 23, 2019, at 1:00 PM.

Board: Christy Dunkle, Christina Kraybill, Eric Myer, John Milleson, Elizabeth "Betsy" Pritchard

Absent: Jim Barb, Bryan Conrad, Bev McKay

Staff: Cathy Kuehner, Brianna Taylor, Lora B. Walburn

Press: Mickey Powell – The Winchester Star

1. Call to Order

At 1:07 pm, Lora Walburn, Economic Development Advisory Committee Clerk, called the meeting to order.

2. Organizational Items

Elect Chair

Lora Walburn called for nominations and election of the 2019 Chair.

Christy Dunkle, seconded by Betsy Pritchard, moved to nominate and elect:

✓ **John Milleson, 2019 Chair**

The motion carried by the following vote:

Jim Barb	- Absent
Bryan Conrad	- Absent
Christy Dunkle	- Aye
Christina Kraybill	- Absent
Beverly B. McKay	- Absent
John Milleson	- Aye
Eric Myer	- Aye
Elizabeth "Betsy" Pritchard	- Aye

Following the vote, the meeting was turned over to John Milleson 2019 Chair.

Chairman Milleson called for nominations and election of the 2019 Vice Chair.

Betsy Pritchard, seconded by Christy Dunkle, moved to nominate and elect:

- ✓ **Christina Kraybill, 2019 Vice Chair**

The motion carried by the following vote:

Jim Barb	-	Absent
Bryan Conrad	-	Absent
Christy Dunkle	-	Aye
Christina Kraybill	-	Absent
Beverly B. McKay	-	Absent
John Milleson	-	Aye
Eric Myer	-	Aye
Elizabeth "Betsy" Pritchard	-	Aye

Set Meeting Date, Time and Location

By consensus, the Committee adopted the schedule as presented.

March 20
May 15
July 17
September 18
November 20
December 18 [Business Tour]
January 15, 2020 – Organizational Meeting

Third Wednesday at 1:00 pm
Berryville Clarke County Government Center
Meeting Room AB

3. Adoption of Agenda

Christie Dunkle, seconded by Betsy Pritchard, moved to adopt the agenda as presented.

The motion carried by the following vote:

Jim Barb	-	Absent
Bryan Conrad	-	Absent
Christy Dunkle	-	Aye
Christina Kraybill	-	Absent
Beverly B. McKay	-	Absent
John Milleson	-	Aye
Eric Myer	-	Aye
Elizabeth "Betsy" Pritchard	-	Aye

4. Approval of Minutes

Christy Dunkle requested a correction to the September 19, 2018, draft minutes page 7

From:

- Tourism Strategic Plan: Christy Dunkle will provide staff with the Tourism Strategic Plan she is developing for the Town of Berryville.

To:

- Tourism Strategic Plan: Christy Dunkle stated that in 2014 she had drafted a tourism strategic plan that has not been adopted, which is a requirement for some grant funding.

Christie Dunkle, seconded by Betsy Pritchard, moved to approve the September 19, 2018, minutes as corrected. The motion carried as follows:

Jim Barb	-	Absent
Bryan Conrad	-	Absent
Christy Dunkle	-	Aye
Christina Kraybill	-	Absent
Beverly B. McKay	-	Absent
John Milleson	-	Aye
Eric Myer	-	Aye
Elizabeth "Betsy" Pritchard	-	Aye

5. Director Economic Development Update and 2018 Year-end Summary

Highlights of Len Capelli's update includes:

- Reviewed the 2018 year-end summary.
- County is well positioned on what it is doing in local basis and its memberships in Shenandoah Valley Tourism Partnership, Spirit Trail, Artisan Trail, and Appalachian Trail with promotions on its website and social media.
- According to state records, last year Clarke increased over one million dollars in tourism revenue moving its rank from 106 to 94 or 95 in the state. These numbers suggest that the County's efforts are producing positive results.
- SVTP's goal is to encourage tourism particularly overnight or extended stays.
- SVTP has retained a public relations firm to respond to queries and aid in promotions on various websites, magazines, and social media.
- SVTP put together a relationship with Utrip, which has added a new venue to promote Clarke as part of the entire Shenandoah Valley.
- Spirits Trail:
 - o Has been very effective in generating leads.

- Conducting a "Spirits Trail tee shirt" promotion that is getting good results.
- Actively promoting Clarke's openness to farm-based wineries, breweries, and distilleries.
- Artisan Trail Network: Christy Dunkle put in a tremendous amount of work; however, the number of persons involved has dwindled. It is hoped that the new director will have a positive impact on participation and renewed vibrancy.
- Appalachian Trail:
 - Working with agencies to promote day hikes.
 - Met with agencies and two outfitters to discuss access to the Shenandoah River.
 - Issues preventing increased use include the distance between points of ingress and egress along the river since most of the land along the river is private.
 - The Commonwealth is willing to help expand sites but has no funds to maintain public sites.

Christina Kraybill joined the meeting at 1:22 pm

- Hotel Feasibility Study:
 - Christy Dunkle asked to for an update on the hotel feasibility noting that Christina Kraybill was a committee member on Berryville Main Street [BMS].
 - Len Capelli responded that he has spoken with Nathan Stalvey, President Berryville Main Street Board, and Director of the Clarke County Historical Association.
 - Three bids received. BMS would like to present to the Industrial Development Authority [IDA] at its January 24 meeting.
 - Subcommittee members are planning to attend the IDA meeting, as well as Nathan Stalvey, and Jay Arnold, Berryville Town Council liaison.
 - Hotel feasibility study conducted in 2013 requires update, which the IDA has agreed to fund.
 - BMS received three bids in response to its RFP.
 - BMS committee is intentionally stating that it wants the hotel located in downtown Berryville.
- Business Attraction and Retention:
 - Meeting with existing businesses to identify needs.
 - Working with Virginia Economic Development Partnership on attracting new business.
 - VEDP is showing greater interest in working with localities with sites of 100 acres or less.
 - VEDP considering revitalizing an older program that helps localities construct shell buildings to have something to offer businesses.
 - Christina Kraybill expressed support for incubator programs.
 - Working toward expanding the business park.

- Southeast Collector Transportation Study is in process.
- Federal guidelines identify a small business as up to 250 employees or \$20 million in sales.
- Distribution and warehousing facilities are not desirable - typically providing low-paying jobs and over burdening highways; exceptions would be locations in Route 50 Waterloo or Route 522 Double Tollgate.
- Anticipate new opportunities and challenges due to the growth in Loudoun County.
- It is possible that Clarke will attract businesses in support of the new Amazon center.
- Two investors recently purchased most of the properties for sale on First Street.
- GoVirginia: Clarke is included in the Northern Shenandoah Valley Regional Commission study grant application that was approved. Study will focus on job retention and education.
- Top of Virginia Regional Chamber:
 - Clarke recently joined the Chamber under membership for agencies such as economic development departments.
 - Meeting scheduled for February 5 at Bank of Clarke County.
- Agri-business:
 - Working closely with a dairy farm that is one of six in Virginia using robotic milking machines. Farm would like to bottle its own milk. Helping them develop a business plan. Grant agency requires a feasibility study to determine its potential profitability.
 - Smithfield Farm approached by Giant Foods as a potential supplier and could be eligible for grant funds.
 - Farm2Table:
 - Nominated a number of farms to be able to meet with buyers for local restaurants and stores.
 - Farms exhibit at a show scheduled for March in Weyers Cave. Last year, more than two hundred purchasing agents attended the event held at the Mimslyn in Luray.
 - Tractor / Feed Supply Stores:
 - In researching the numerous suggestions for locating a tractor or feed supply store in Clarke:
 - There are 16 tractor / feed supply stores within a 20 mile radius of Berryville
 - Clarke's population is 14,500 with approximately 4,500 in the Town of Berryville.
 - A farm supply is already located in Berryville.
 - Given the number of farms, the population, and the number of current stores, it would be difficult to support a new venture.
- Business License List:
 - Brianna Taylor continues to develop the business license list, which includes verifying business information.

- Solicited contact information for promotion on the County's website in four separate mailings with only two businesses responding.
- List is checked to ensure that businesses have a valid business license prior to being nominated for programs, promotions, etc.
- Christina Kraybill opined that often a business is started as a hobby that the owner is trying to build into a business; and, at some point, it crosses into a viable business but below the owners expectation.
- Betsy Pritchard added that if you make over \$1,000 a year you are considered a business.

Christy Dunkle posed the following questions to Len Capelli:

- Update Battletown Inn:
 - Len Capelli responded that his most recent discussion with the owner was about three weeks ago.
 - Owner working on another project and was out of town.
 - Owner is getting ready to start again but has cut back on expansion plans due to limited parking.
 - Owner promises to have open by late summer or early fall 2019.
- Mercke Property: In response to Ms. Dunkle's query, Len Capelli responded that he had not recently spoken to anyone about this property.
- Project Hope:
 - In response to Ms. Dunkle's query, Mr. Capelli stated that he has not been working with the owner.
 - Mr. Capelli stated that he had spoken to several realtors interested in working with Project Hope including those persons handling the sale of the former Black Penny property.
 - This will be a topic of discussion with VDEP during the next scheduled meeting.
 - Ms. Dunkle asked about the number of acres and types of use for this property. Mr. Capelli responded that he was not certain of the number of acres for sale; and, as for the uses, there were various including a conference center, school, or even a hotel provided a special use for such purpose was approved.
 - Mr. Capelli opined that neighbors might not welcome some potential uses on this limited access road.

Christy Dunkle provided the following updates:

- Forum Rural Innovation:
 - Fourteenth year and will be held on March 8 at the same time and location as last year.
 - Event will include a family succession panel, 4-H, and more student, education situations.
- New Thai restaurant: Winchester Thai opened its third location in the area.

- McDonald Restaurant: Land disturbance starts Monday, January 28.

6. Old Business

Economic Development Strategic Plan Review and Discussion

The Committee reviewed its September changes to the plan ensuring that an hotel was added to the top of the list under Section C Goals.

Lora Walburn informed the Board that the Plan was scheduled for review by the Industrial Development Authority at its 1 pm, January 24 meeting.

Other Business Not Included on the Published Agenda

Eric Myer informed the members that Chris Bates, a personal friend, had expressed an interest in becoming a member of the Economic Development Advisory Committee. He stated that Mr. Bates lives near the Lake Frederick area off Route 522 in Clarke County; and, he opined that Mr. Bates, with his background in transportation, agriculture, and equine, would be an asset to the Committee.

By consensus, the Committee endorsed Dr. Myer's recommendation to recommend appointment of Chris Bates to the Economic Development Advisory Committee.

7. Next Meeting

The next meeting is scheduled for Wednesday, March 20, 2019.

8. Adjournment

Being no further business, at 2:11 pm, Chairman Milleson adjourned the meeting.

Minutes recorded and transcribed by Lora B. Walburn

Economic Development Strategic Plan w/Quarterly Status Report



Distribution:

Berryville Area Development Authority
Berryville Town Council
Berryville Planning Commission
Boyce Town Council
Clarke County Board of Supervisors
Clarke County Planning Commission
Economic Development Advisory Committee
Industrial Development Authority

Director Economic Development and Tourism Focal Areas 2020 thru 2024

<i>Item</i>	<i>Description</i>	<i>Quarterly Activities / Status Update</i>
<p>1. Activities to attract new and assist existing businesses</p>	<p>Engage in activities to attract new businesses and assist existing businesses with expansion efforts and other growth activities.</p>	<p>04-15-2020:</p> <p>07-15-2020:</p> <p>10-15-2020:</p> <p>01-15-2021:</p> <p>04-15-2021:</p> <p>07-15-2021:</p> <p>10-15-2021:</p> <p>01-15-2022:</p> <p>04-15-2022:</p> <p>07-15-2022:</p> <p>10-15-2022:</p> <p>01-15-2023:</p> <p>04-15-2023:</p> <p>07-15-2023:</p> <p>10-15-2023:</p> <p>01-15-2024:</p> <p>04-15-2024:</p> <p>07-15-2024:</p> <p>10-15-2024:</p> <p>01-15-2025:</p>
<p>2. Community communications</p>	<p>Communications with the local community regarding economic development issues and activities, website updates, flyers, etc. with the support / assistance of the Public Information Officer.</p>	

<i>Item</i>	<i>Description</i>	<i>Quarterly Activities / Status Update</i>
<p>3. Coordinated economic efforts</p>	<p>Joint efforts between Clarke County and Town of Berryville:</p> <ul style="list-style-type: none"> - Economic Development Advisory Committee (EDAC) activities - Industrial Development Authority (IDA) activities - Other / Miscellaneous 	
<p>4. Promotions, support, surveys of local businesses</p>	<p>Efforts, assist key businesses in each economic sector, for example:</p> <ul style="list-style-type: none"> - Agriculture: crops, equine, livestock, etc. - Auto restoration - Construction - Healthcare - Landscaping - Light industrial - Restaurants - Retail 	
<p>5. Promote rural economic innovation</p>	<p>Efforts / activities:</p> <ul style="list-style-type: none"> - Alternative energy - E-commerce and telework - Economic and demographic trends updates - Historic downtown, historic buildings, and/or sites - Regional food systems - Sustainable agricultural systems 	
<p>6. Public water and sewer</p>	<p>Assist efforts of businesses seeking access to public water and sewer in Waterloo and Double Toll Gate Areas.</p>	

<i>Item</i>	<i>Description</i>	<i>Quarterly Activities / Status Update</i>
7. Resources	Activities / status of existing economic development resources including infrastructure, site availability and readiness, market demand, broadband / internet access, etc.	
8. Tax: Transient occupancy [Tourism]	<p>Foster ongoing relationships with peer-to-peer, sharing economy, and/or two-sided marketplace.</p> <p>Assist Commissioner of the Revenue and approving agencies, where appropriate, to ensure proper licensing, zoning, regulations, etc.</p>	
9. Tourism / Economic Development regional associations	<p>Efforts / activities:</p> <ul style="list-style-type: none"> - Appalachian Trail - Artisan Trail - Northern Shenandoah Regional Commission - Shenandoah Valley Tourism Partnership - Spirits Trail - Top of Virginia Regional Chamber 	
10. Tourism / Economic Development state associations	<p>Efforts / activities:</p> <ul style="list-style-type: none"> - Virginia Economic Developers Association [VEDA] - Virginia Economic Development Partnership [VEDP] - Virginia Department of Agriculture and Consumer Services [VDACS] - Virginia Tourism Corporation 	

<i>Item</i>	<i>Description</i>	<i>Quarterly Activities / Status Update</i>
11. Tourism strategic plan Berryville	Assist Berryville Planning Director in formalizing its Tourism Strategic Plan develop by the Town Planner and aide, where possible, its implementation.	
12. Tourism strategic plan for Clarke County	Develop a county-wide tourism strategic plan.	

Economic Development and Tourism Supporting Functions / Efforts

<i>Item</i>	<i>Description</i>	<i>Responsibility</i>	<i>Quarterly Activities / Status Update</i>
1. Business inventory / business license	Maintain updates to inventory of existing business through business license process. Liaise with new and existing business to bring them into compliance with County Code.	COR	04-15-2020:
			07-15-2020:
			10-15-2020:
			01-15-2021:
			04-15-2021:
			07-15-2021:
			10-15-2021:
			01-15-2022:
			04-15-2022:
			07-15-2022:
			10-15-2022:
			01-15-2023:
			04-15-2023:
07-15-2023:			
10-15-2023:			
01-15-2024:			

<i>Item</i>	<i>Description</i>	<i>Responsibility</i>	<i>Quarterly Activities / Status Update</i>
			04-15-2024: 07-15-2024: 10-15-2024: 01-15-2025:
2. Tax: Transient occupancy / business license	Inventory / monitor participating owners / properties for overnight accommodations and notify appropriate departments / agencies to ensure proper licensing, zoning, regulations, etc.	COR	
3. Strike team	Establish a "strike team" of appointed officials and staff to respond, as appropriate and requested, to prospect visits, to review incentive requests, etc.	Board of Supervisors, Berryville, Town Council	
4. Tax: Prepared food and beverage	Examine cost/benefit of establishing a prepared food and beverage tax.	Board of Supervisors	
5. Tax: Vacancy tax	Investigate vacancy tax to ensure opportunities are not blocked.	Board of Supervisors	
6. Coordinated economic efforts	Berryville Area Development Authority (BADA) Activities and Town / County Planning Commissions	Planning Directors Berryville, Clarke	
7. Tourism strategic plan Berryville	Formalize Tourism Strategic Plan development by Town Planner and implement.	Berryville Planning Director	
8. Zoning and subdivision	Identify any regulatory and procedural	Planning Directors	

<i>Item</i>	<i>Description</i>	<i>Responsibility</i>	<i>Quarterly Activities / Status Update</i>
ordinances	provisions that have the potential to unduly restrict or encumber compatible economic development activities and suitable, realistic housing development, including review of current use lists of by-right and special uses, and the speed and complexity of the County's and Town of Berryville's review processes.	Berryville, Clarke	
9. Branding strategy	Develop branding strategy, with logo, style guide, etc.	PIO	
10. Community communications	Under the guidance and direction of the Director of Economic Development, communicate with local community on economic development issues and activities, update website[s], prepare flyers, etc.	PIO	

End of document.

March 2019

Berryville Main Street

REQUEST FOR QUOTE TO CONDUCT

HOTEL FEASIBILITY STUDY

FOR SITE LOCATED IN BERRYVILLE, VIRGINIA

1. General: Berryville Main Street (“BMS”) is seeking the services of a qualified consultant with established expertise in the hospitality industry to conduct a hotel feasibility study for BMS with public water and sewer available, located in Clarke County, Virginia. The study and related report document will address the economic, market, technical, and financial feasibility of hotel development in Berryville. BMS, a non-profit organization will select a consultant to conduct the feasibility study using competitive negotiation for professional services. Requests for more information shall be made in writing by mail to the address below. Requestors shall provide a contact name, address, and phone number.

Berryville Main Street is seeking to promote the development of a boutique hotel in downtown Berryville consistent with the historical image of Berryville, Virginia.

2. Scope of Services: The project consists of furnishing all labor, expertise, supervision, and travel to undertake and complete a hotel feasibility study for the identified site and provide a full study report which includes detailed documentation and discussion of:
 - Supply: including details on the regional and local market over the past 3 to 5 years, evaluation of existing competitors, and prediction of the entrance of new competitors. Also include the impact on existing business in Clarke County (including those in the hospitality sector, ranging from Bed & Breakfast operations, to event hosting facilities, to restaurants and other appropriate sectors.
 - Demand analysis: including details on the market segments (vacationer, destination resort, business traveler, group meeting, etc.) that comprise historical and projected demand. Also complete an ‘exit interview’ and summary of previous lodging providers.
 - Occupancy and average rate analysis: average daily rate, and percent occupancy.
 - Net income forecast: including a detailed projection of income and expenses, with an assumption for the basis for expense and income figures. This should also include the impact on the tax base, both direct and indirect.

- Estimate of potential cost to build: a recommended size of hotel with estimated cost to build range. Include in the cost of build the reimbursement of the cost of the feasibility study to the funding party listed below.

This study is being funded by a grant from the Clarke County Industrial Development Authority (IDA) in keeping with its stated mission that grants and support may be made to certain non-profit, government, and quasi-government entities who are dedicated to economic development:

- ❖ **Business Retention**: The enterprises that are already located in Clarke County are the IDA's most important audience. The IDA will be proactive in establishing and maintaining positive relationships with owners and operators of existing enterprises.
- ❖ **Business Recruitment**: The IDA will consider activities to strategically recruit businesses that diversify the overall development of Clarke County by growing the tax base and providing for an objective return on investment, above average employment opportunities, and improved quality of life for the citizens of Clarke County in keeping with the County's comprehensive Plan.

The selected consultant will provide the final study report document to Berryville Main Street in digital format, as well as 5 copies of the document in printed hard copy format.

3. Evaluation of Proposals and Award: Berryville Main Street will evaluate proposals based on technical adequacy, experience, capability to provide the requested services, past project performance, schedule and plan for the project, and customer satisfaction. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in this Request for Quote. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered as only one factor but a critical factor. After negotiations have been conducted with each such offeror so selected, Berryville Main Street shall select the offeror which, in its opinion, has made the best proposal, and the contract be awarded to that offeror. Should Berryville Main Street determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.
4. Content of Proposals: Each firm submitting a proposal in response to this Request for Quote (RFQ) must submit the following:
 - A. Biographical sketch and qualifications of members of the firm who will perform the work.
 - B. A description of similar projects, with contact information, that the firm has completed in the past five (5) YEARS including the nature of the project, date of completion, and whether the firm was the prime or a sub-consultant.

- C. A proposed schedule for the project, including major tasks and timetable for completion of services.
 - D. A discussion of the tasks or steps the Respondent will undertake to accomplish the project, identification of potential problems, and possible concerns to the BMS.
5. Rejection of proposals: BMS reserves the right to reject any or all proposals received.
 6. Submission: Five (5) copies of the proposal must be submitted no later than 3:00 p.m., local time, March 15, 2019 to Berryville Main Street, 23 E. Main Street, Berryville, VA 22611. Submittals shall be delivered via USPS, courier, or hand-delivery, or express delivery services. Only proposals received prior to the date and time specified shall be considered. Proposals received after said time and date will be returned unopened. All proposals submitted pursuant to this RFQ will become the property of BMS and will not be returned. By submitting a quote, the Quoter consents and agrees that, notwithstanding any express or implied claim of copyright, all quote documents submitted to BMS are not subject to copyright and, as such, may be copied; however, the release of such documents shall be governed by applicable law, in particular the Virginia Freedom of Information Act.
 7. Applicable Contractual Terms and Conditions. The requirements and contractual terms and conditions applicable to the procurement are substantially as shown on Exhibit "A" attached hereto.
 8. Questions: Written questions regarding this RFQ should be addressed to Bill Waite at the address listed above, or by e-mail at director@berryvillemainstreet.org. Questions must be received no later than 5 business days prior to the date set for receipt of quotes.

Exhibit "A"

Applicable Contractual Terms and Conditions

I. Authorization to Transact Business in Virginia

Pursuant to 2.2-4311.2(A) of the Code of Virginia (1950), as amended, Contractor shall provide documentation acceptable to BMS establishing that Contractor is authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia (1950), as amended, or as otherwise required by law. Contractor shall not allow its existence or its certificate of authority or registration to transact business in the Commonwealth to lapse if so required under Title 13.1 or Title 50, or to be revoked or cancelled at any time during the term of the Contract. BMS may void this Contract if Contractor fails to remain in compliance with the provisions of this section.

II. Non-Discrimination

The Contractor represents and warrants that it does not discriminate against any person on the basis of race, color, creed, sex or national origin.

1. During the performance of this contract, the Contractor agrees as follows:

a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that the Contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The Contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Authority does not discriminate against faith based organizations.

III. Employment of Unauthorized Aliens Prohibited

Contractor does not and shall not during the performance of this Contract knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

IV. Ethics in Public Contracting

Contractor hereby certifies that it has familiarized itself with Article 4 of Title 11 of the Virginia Public Procurement Act, Section 11-72 through 80, Virginia Code Annotated, and that all amounts received by it pursuant to this Contract, are proper and in accordance therewith.

V. Examination of Records

Contractor agrees that either BMS or its duly authorized representative shall have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Contractor involving transactions related to this Contract. This obligation shall expire five years after the final payment for the final service performed under this Contract or until audited by the BMS, whichever is sooner. Contractor will provide reasonable access to any and all necessary documents and upon demand provide copies of documents if so required by BMS or its representative(s).

VI. Indemnity

The Contractor shall be responsible for the professional quality and technical accuracy of all services furnished by the Contractor under this Contract. The Contractor shall defend, indemnify and hold harmless the Owner and its officials, officers, agents, and employees from any and all liability, losses, damages, claims, causes of action, suits of any nature, cost, and expenses, including reasonable attorney's fees, resulting from or arising out of the willful, malicious or negligent acts or omissions of Contractor or its subcontractors, on Owner's property or arising out of or resulting from the services to be provided under this Contract, including, without limitation, fines and penalties, violations of federal, state or local laws, or regulations promulgated thereunder, personal injury, wrongful death or property damage claims.

VII. Partial Invalidity

Neither any payment for, nor acceptance of, by BMS of the whole or any part of the services hereunder, nor any extension of time, shall operate as a waiver of any provision of this Contract, nor of any power herein reserved to BMS, or any right to damages herein provided, nor shall any waiver of any breach of this Contract be held to be a waiver of any other or subsequent breach.

Failure of BMS to require compliance with any term or condition of this Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.

VIII. Drug Free Workplace

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and, (iv) include the provision of the foregoing clauses in every subcontract or purchase order of over \$10,000.00 so that the provision will be binding upon each such subcontractor or vendor.

IX. Payments

Pursuant to this Request for Proposal, the parties agree to the following:

Contractor shall take one of the two following actions within seven days after receipt of amounts paid to Contractor by BMS for work performed by any subcontractor under this Contract:

- a. Pay the subcontractor for the proportionate share of the total payment received from BMS to work performed by the subcontractor under the Contract; or,
- b. Notify BMS and the subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

Contractor shall pay interest to any subcontractor on all amounts owed by Contractor that remain unpaid after seven days following receipt by Contractor of payment from BMS for work performed by the subcontractor under the Contract, except for amounts withheld as allowed above.

Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent per month.

Contractor shall include in its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

Prior to receiving any payments under this Contract, Contractor shall provide its Federal Employer Identification (FEI) number and Federal Identity Number (FIN) to BMS.

X. Termination of Contract

Berryville Main Street reserves the right to cancel and terminate any resulting contract, in part or in whole, with or without cause, and without penalty, upon 30 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation. If the contract is terminated without cause, Contractor shall be paid for work satisfactorily completed up to the date of such termination, as determined in the sole and exclusive discretion of BMS. In the event BMS places the enforcement of all or part of the terms, conditions, or requirements of the Contract in the hands of an attorney for enforcement, including the filing of a suit upon the same, Contractor agrees to pay all of BMS's reasonable attorney's fees and costs related to any such proceeding. All costs and charges incurred by BMS, together with the cost of completing the Work under Contract, may be deducted from any monies due or which may become due the Contractor. If such expense exceeds the sum which would have been payable under the Contract, then Contractor shall be liable and shall pay to BMS the balance.

XI. Claims by Contractor

The successful Contractor's claims, disputes and other matters relating to the acceptability of the work, the interpretation or the requirements of the Contract, or the performance or furnishing of the work, including, without limitation, requests for changes in the amount to be paid under the Agreement or increases in the time, shall be submitted to BMS's designated representative in writing with a request for a formal decision. Contractor shall deliver written notice with supporting data for each such claim, dispute, or other matter promptly, but in no event later than 5 calendar days after the start of the occurrence or event giving rise thereto. Contractor's failure to submit written notice of such claim, dispute, or other matter with supporting data to BMS's designated representative within the time specified shall be deemed to be and shall constitute a waiver by Contractor of any and all claims for such matters and shall be an absolute bar to any future claim or suit against BMS for damages or relief of any kind based upon such occurrence or event. BMS's designated representative shall deliver a decision regarding such claim or dispute within 60 days of receipt of receipt of such claim. In reviewing any such claim or dispute, BMS may request any additional information or documentation from Contractor or other parties and may utilize appropriate assistance from other sources. Any final decision in writing by BMS shall be issued to Contractor within ninety (90) calendar days from the later of: (i) receipt of the written claim; or (ii) receipt of any additional information requested from the Contractor. Failure of BMS to render a decision within ninety (90) days shall be deemed a final decision denying the claim and shall not result in the Contractor being awarded the relief claimed or in any other relief or penalty.

Adjournment

Supporting Material:

- ✓ EDAC Follow-up Items Status Report
- ✓ Building Department
- ✓ IDA January 24, 2019, Draft Minutes

Economic Development Advisory Committee
Follow Up Items Status Report

<i>Meeting Date</i>	<i>Item</i>	<i>Description</i>	<i>Follow Up</i>	<i>Status</i>	<i>Date Complete</i>
1/23/2019	27	Update Appointment Database with 2019 Chair, Vice Chair selections	Lora B. Walburn	Complete	2/11/2019
1/23/2019	28	Provide Central Reception with 2019 Meeting Schedule for addition to the County website and internal calendar.	Lora B. Walburn	Complete	2/1/2019
1/23/2019	29	Correct 09/19/2018 minutes.	Lora B. Walburn	Complete	2/1/2019
1/23/2019	30	Upload corrected minutes to website.	Lora B. Walburn	Complete	2/1/2019
1/23/2019	31	Provide BoS Personnel Committee EDAC's endorsement of Dr. Myer's recommendation for appointment of Chris Bates to the EDAC.	Lora B. Walburn	Complete	2/11/2019

Building Department - Clarke County
New Single Family Dwellings 2019

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January			1			1	2	
February			1	1	1		3	
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTAL			2	1	1	1	5	

Project Application Report - Building Dept
 For Period: 2/1/2019 to 2/28/2019

Project Type	Project Number	Project Fees
Commercial Addition	190056	7625.30
Commercial Mechanical Permit	190053	
	190066	71.40
Residential Accessory	190061	456.55
Residential Addition	190057	703.56
	190067	553.57
Residential Cert of Occupancy	190070	51.00
Residential Electric Permit	190062	45.90
	190063	45.90
	190071	163.20
Residential Gas Permit	190060	40.80
	190069	40.80
Residential New	190054	1506.46
	190055	2120.99
	190064	1467.29
Residential Plumbing Permit	190068	40.80
Residential Remodel	190058	219.30
	190059	209.10
Total		15361.92

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Clarke County
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 02/01/19 to 02/28/19

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Fireplace Hearth	02/01/19	BT	F	NRSF	BLMT	BLTN	410 EBENEZER RD	SFERRA NICHOLAS A	8938	A
Final Closing Electr	02/01/19	BT	P	Rmdl Res	CLK	BLTN	6281 HARRY BYRD HWY	SARAH KATHERINE BRENNAN	8902	A
Final Closing Plumbi	02/01/19	BT	P	Rmdl Res	CLK	BLTN	6281 HARRY BYRD HWY	SARAH KATHERINE BRENNAN	8903	A
Final Closing Mechan	02/01/19	BT	P	Rmdl Res	CLK	BLTN	6281 HARRY BYRD HWY	SARAH KATHERINE BRENNAN	8904	A
Final Closing Buildi	02/01/19	BT	P	Rmdl Res	CLK	BLTN	6281 HARRY BYRD HWY	SARAH KATHERINE BRENNAN	7963	A
Final Closing Buildi	02/01/19	BT	F	Accessory	WHPT	GNWY	1136 BORDENS SPRING RD	ROBERTS, CAROLINE	8109	A
Final Closing Electr	02/01/19	BT	P	Accessory	WHPT	GNWY	1136 BORDENS SPRING RD	ROBERTS, CAROLINE	8935	A
Final Closing Plumbi	02/01/19	BT	P	Accessory	WHPT	GNWY	1136 BORDENS SPRING RD	ROBERTS, CAROLINE	8936	A
Final Closing Mechan	02/01/19	BT	P	Accessory	WHPT	GNWY	1136 BORDENS SPRING RD	ROBERTS, CAROLINE	8937	A
Final Closing Gas	02/04/19	BT	F	Gas Per-R	BVL	BVL	7 JOSEPHINE ST	LIBBY DANA S & MARK K	7946	A
Final Closing Buildi	02/05/19	BT	F	Accessory	WHPT	GNWY	1136 BORDENS SPRING RD	ROBERTS, CAROLINE	8974	A
Footings Porch/Deck	02/05/19	BT	P	NRSF	BVL	LNGM	1245 MOOSE RD	LANHAM JAMES B & CATHER	8958	A
Water Line	02/05/19	BT	P	NRSF			221 NORTH GREENWAY AVE	CAPITAL BUILDERS LLC	8975	A
Electric Service	02/05/19	BT	P	ELEC RES	BVL	BVL	115 RICE ST	OHIGGINS STEELE T	8617	A
Slab	02/05/19	BT	P	Add Res	WHPT	GNWY	1434 BERRYS FERRY RD	HILLIARD MARGARET W	8957	A
Plumbing Rough In	02/05/19	BT	P	Rmdl Res	BVL	LNGM	562 TRIPLE J RD	FAIRMAN DONALD R & ROSE	8954	A
Gas Tank	02/05/19	BT	P	Gas Per-R	BLMT	BLTN	18035 RAVEN ROCKS RD	TWIN OAKS TAVERN WINERY	8955	A
Gas Line	02/05/19	BT	P	Gas Per-R	BLMT	BLTN	18035 RAVEN ROCKS RD	TWIN OAKS TAVERN WINERY	8956	A
Erosion & Sediment C	02/06/19	BT	P	NRSF			254 LEWIS WILLIAMS LN	WARFIELD HOMES INC	9037	A
Final Closing Gas	02/06/19	BT	P	Gas Per-R	BVL	BVL	7 JOSEPHINE ST	LIBBY DANA S & MARK K	8981	A
Meeting with Inspect	02/06/19	BT	P	Add Res	BVL	CHPL	6964 LORD FAIRFAX HWY	PITCOCK WESLEY COLE	8990	A
Final Closing Buildi	02/06/19	BT	P	Add Res	BYC	BYC	5 EAST HUNTINGDON LN	HENKE, JIM	7990	A
Footings	02/06/19	BT	P	NRSF		LNGM	1744 LORD FAIRFAX HWY	KIMBLE, DAVID	6779	A
Final Closing Gas	02/06/19	BT	P	NRSF	BVL		127 OLD TAVERN LN	WARFIELD HOMES INC	8986	A
Footings Porch/Deck	02/06/19	BT	P	NRSF			1744 LORD FAIRFAX HWY	KIMBLE, DAVID	8983	A
Final Closing Electr	02/06/19	BT	P	NRSF	BVL	LNGM	127 OLD TAVERN LN	WARFIELD HOMES INC	7111	A
Final Closing Plumbi	02/06/19	BT	P	NRSF	BVL	LNGM	127 OLD TAVERN LN	WARFIELD HOMES INC	7114	A
Final Closing Mechan	02/06/19	BT	P	NRSF	BVL	LNGM	127 OLD TAVERN LN	WARFIELD HOMES INC	7116	A
Final Closing Buildi	02/06/19	BT	P	Accessory	BLMT	BLTN	188 ASHLEY WOODS LN	NEWMAN GEORGE J & JOAN	6295	A
Final Closing Electr	02/06/19	BT	P	Accessory	BLMT	BLTN	188 ASHLEY WOODS LN	NEWMAN GEORGE J & JOAN	8901	A
Final Closing Electr	02/06/19	BT	P	Add Res	BYC	BYC	5 EAST HUNTINGDON LN	HENKE, JIM	8982	A
Electrical Rough In	02/07/19	BT	P	Add Res	CLK	BLTN	3687 LORD FAIRFAX HWY	EDMONDS SHAWN & TUMIYEM	8987	A
Plumbing Rough In	02/07/19	BT	P	Add Res	CLK	BLTN	3687 LORD FAIRFAX HWY	EDMONDS SHAWN & TUMIYEM	8988	A
Final Closing Buildi	02/07/19	BT	P	NRSF	BVL	LNGM	127 OLD TAVERN LN	WARFIELD HOMES INC	7117	A
Erosion & Sediment C	02/08/19	BT	P	NRSF			124 GROUSE RIDGE LN	WRIGHT PAMELA M TRUSTEE	9042	A
Erosion & Sediment C	02/08/19	BT	P	NRSF	BLMT		410 EBENEZER RD	SFERRA NICHOLAS A	9041	A
Erosion & Sediment C	02/08/19	BT	P	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	9039	A
Erosion & Sediment C	02/08/19	BT	P	NRSF	BVL	BLTN	3031 CASTLEMAN RD	MABBITT, BRUCE	9040	A
Erosion & Sediment C	02/08/19	BT	P	NRSF	BYC	CHPL	1377 MOUNT CARMEL RD	SMITH B SCOTT & CONNIE	9043	A
Framing	02/08/19	BT	P	Rmdl Res	BVL	LNGM	1012 STRINGTOWN RD	HARLOW TIFFANY H	8587	A
Plumbing Rough In	02/08/19	BT	F	Rmdl Res	BVL	LNGM	1012 STRINGTOWN RD	HARLOW TIFFANY H	8989	A
Backfill	02/08/19	BT	P	NRSF			254 LEWIS WILLIAMS LN	WARFIELD HOMES INC	9000	A
Erosion & Sediment C	02/12/19	BT	P	NRSF	BYC		189 JUNIPER LN	WATTS BUILDERS & HOME I	9008	A
Erosion & Sediment C	02/12/19	BT	P	NRSF			221 NORTH GREENWAY AVE	CAPITAL BUILDERS LLC	9013	A
Erosion & Sediment C	02/12/19	BT	P	NRSF	BYC		225 NORTH GREENWAY AVE	ALVIN POE JR	9014	A
Erosion & Sediment C	02/12/19	BT	P	NRSF			254 LEWIS WILLIAMS LN	WARFIELD HOMES INC	9016	A
Erosion & Sediment C	02/12/19	BT	P	NRSF			285 WHITE POST RD	PETRY ROBERT & SHERRY M	9010	A
Erosion & Sediment C	02/12/19	BT	P	NRSF	BYC	BYC	336 BELINDA CT	RICHMOND AMERICAN HOMES	9012	A
Erosion & Sediment C	02/12/19	BT	P	NRSF	BYC	CHPL	3444 CALMES NECK LN	BATHON STEPHEN R & GAYL	9011	A
Erosion & Sediment C	02/12/19	BT	P	NRSF	BYC	CHPL	835 SUNNY CANYON LN	BROWN ANDREW KEONE & ZO	9015	A
Erosion & Sediment C	02/12/19	BT	P	NRSF	WHPT	GNWY	140 WHITE POST RD	NICEWARNER, KEVIN	9009	A
Final Closing Gas	02/12/19	BT	P	Gas Per-R	BVL	BVL	601 PENDER CT	MILLER ROBERT BRUCE & S	8854	A

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Clarke County
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 02/01/19 to 02/28/19

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Erosion & Sediment C	02/13/19	BT	P	NRSF			124 GROUSE RIDGE LN	WRIGHT PAMELA M TRUSTEE	9036	A
Erosion & Sediment C	02/13/19	BT	P	NRSF			1744 LORD FAIRFAX HWY	KIMBLE, DAVID	9035	A
Erosion & Sediment C	02/13/19	BT	P	NRSF	BVL		222 KEYSTONE LN	LANDIS, KIMBERLY S	9032	A
Erosion & Sediment C	02/13/19	BT	P	NRSF	BVL	LNGM	1083 WADESVILLE RD	SOLORIO GUADALUPE & ARS	9034	A
Erosion & Sediment C	02/13/19	BT	P	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	9033	A
Final Closing Plumbi	02/13/19	BT	P	Rmdl Res	BVL	BVL	125 HERMITAGE BLVD	DOWDY NAUMAN S & NANCY	9019	A
Final Closing Electr	02/13/19	BT	P	Rmdl Res	BVL	BVL	125 HERMITAGE BLVD	DOWDY NAUMAN S & NANCY	9020	A
Final Closing Buildi	02/13/19	BT	P	Rmdl Res	BVL	BVL	125 HERMITAGE BLVD	DOWDY NAUMAN S & NANCY	5326	A
Final Closing Plumbi	02/13/19	BT	F	Rmdl Res	BVL	BVL	783 MCGUIRE CIR	HENRY QUICENO	9001	A
Final Closing Buildi	02/13/19	BT	F	Rmdl Res	BVL	BVL	783 MCGUIRE CIR	HENRY QUICENO	9002	A
Erosion & Sediment C	02/14/19	BT	P	NRSF			1391 BEECHWOOD LN	THIEL JOHN R & EVELYN J	9073	A
Erosion & Sediment C	02/14/19	BT	P	Land Dis			881 RETREAT RD	RANDOLPH JOHN VILLAR	9072	A
Erosion & Sediment C	02/14/19	BT	P	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	9069	A
Erosion & Sediment C	02/14/19	BT	P	NRSF	BVL	BLTN	3031 CASTLEMAN RD	MABBITT, BRUCE	9068	A
Erosion & Sediment C	02/14/19	BT	P	NRSF	BYC	CHPL	1377 MOUNT CARMEL RD	SMITH B SCOTT & CONNIE	9071	A
Concrete Form	02/14/19	BT	P	Add Res	BVL	CHPL	3162 PARSHALL RD	MICHAEL GRAY A	9018	A
Erosion & Sediment C	02/14/19	BT	P	Accessory	BYC	GNWY	2215 SWIFT SHOALS RD	GILPIN THOMAS T & JEAN	9070	A
Footings Porch/Deck	02/19/19	BT	P	Deck/Porch	BVL	BVL	204 EARLY DR	YAVELBERG JOSH	9090	A
Draintile	02/19/19	BT	P	Add Res	BVL	CHPL	3162 PARSHALL RD	MICHAEL GRAY A	9094	A
Electrical Rough In	02/19/19	BT	P	ELEC RES	BLMT	BLTN	229 RIVER RD	ZURSCHEIDE BRUCE	8877	A
Final Closing Electr	02/19/19	BT	F	ELEC RES	BLMT	BLTN	229 RIVER RD	ZURSCHEIDE BRUCE	8879	A
Gas Line	02/19/19	BT	P	NRSF	BVL		222 KEYSTONE LN	LANDIS, KIMBERLY S	9088	A
Gas Tank	02/19/19	BT	P	NRSF	BVL		222 KEYSTONE LN	LANDIS, KIMBERLY S	9089	A
Gas Line	02/19/19	BT	F	Gas Per-R	BLMT	BLTN	224 BARKER LN	SHIFFLETT THOMAS E	9047	A
Final Closing Electr	02/19/19	BT	P	Garage	BVL	CHPL	981 ANNFIELD RD	WARFIELD WAYNE S JR & D	9053	A
Electrical Rough In	02/19/19	BT	F	NRSF	BVL		222 KEYSTONE LN	LANDIS, KIMBERLY S	9050	A
Slab Basement	02/19/19	BT	P	NRSF	BVL		254 LEWIS WILLIAMS LN	WARFIELD HOMES INC	9055	A
Framing	02/19/19	BT	P	Rmdl Res	BVL	BVL	783 MCGUIRE CIR	HENRY QUICENO	9060	A
Plumbing Rough In	02/19/19	BT	P	Rmdl Res	BVL	BVL	783 MCGUIRE CIR	HENRY QUICENO	9061	A
Final Closing Buildi	02/19/19	BT	P	Garage	BVL	CHPL	981 ANNFIELD RD	WARFIELD WAYNE S JR & D	9054	A
Plumbing Rough In	02/19/19	BT	F	NRSF	BVL		222 KEYSTONE LN	LANDIS, KIMBERLY S	9051	A
Mechanical Rough In	02/19/19	BT	F	NRSF	BVL		222 KEYSTONE LN	LANDIS, KIMBERLY S	9052	A
Electric Service	02/19/19	BT	P	Solar	BVL	CHPL	804 LOCKES MILL RD	CROWELL COLIN & CAROLYN	8750	A
Final Closing Electr	02/19/19	BT	P	Solar	BVL	CHPL	804 LOCKES MILL RD	CROWELL COLIN & CAROLYN	8751	A
Final Closing Buildi	02/19/19	BT	P	Solar	BVL	CHPL	804 LOCKES MILL RD	CROWELL COLIN & CAROLYN	8752	A
Framing	02/19/19	BT	F	Rmdl Res	BVL	BVL	783 MCGUIRE CIR	HENRY QUICENO	9030	A
Plumbing Rough In	02/19/19	BT	F	Rmdl Res	BVL	BVL	783 MCGUIRE CIR	HENRY QUICENO	9031	A
Plumbing Rough In	02/19/19	BT	P	Add Res	BVL	LNGM	150 LONGMARSH RD	WILLIAM RICHARD WITTA J	9044	A
Electrical Rough In	02/19/19	BT	P	Add Res	BVL	CHPL	6964 LORD FAIRFAX HWY	PITCOCK WESLEY COLE	9095	A
Framing	02/19/19	BT	P	Add Res	BVL	CHPL	6964 LORD FAIRFAX HWY	PITCOCK WESLEY COLE	7855	A
Plumbing Rough In	02/19/19	BT	P	Add Res	BVL	CHPL	6964 LORD FAIRFAX HWY	PITCOCK WESLEY COLE	9096	A
Mechanical Rough In	02/19/19	BT	P	Add Res	BVL	CHPL	6964 LORD FAIRFAX HWY	PITCOCK WESLEY COLE	9097	A
Slab	02/21/19	BT	P	Accessory	BVL	BVL	204 BATTLETOWN DR	ABRERA RICHARD E & JULI	9102	A
Mechanical Rough In	02/21/19	BT	P	Rmdl Res	BVL	BVL	215 NORTH BUCKMARSH ST	KERBY, JULIE	9100	A
Gas Line Pressure Te	02/21/19	BT	F	MechPer-R	BVL	LNGM	845 MOOSE RD	GOMEZ SALVADOR A	9098	A
Plumbing Rough In	02/21/19	BT	P	Rmdl Res	BVL	BVL	215 NORTH BUCKMARSH ST	KERBY, JULIE	9101	A
Framing	02/21/19	BT	F	Rmdl Res	BVL	BVL	215 NORTH BUCKMARSH ST	KERBY, JULIE	8003	A
Erosion & Sediment C	02/22/19	BT	P	NRSF			124 GROUSE RIDGE LN	WRIGHT PAMELA M TRUSTEE	9171	A
Erosion & Sediment C	02/22/19	BT	P	NRSF			221 NORTH GREENWAY AVE	CAPITAL BUILDERS LLC	9167	A
Erosion & Sediment C	02/22/19	BT	P	NRSF	BVL		222 KEYSTONE LN	LANDIS, KIMBERLY S	9174	A
Erosion & Sediment C	02/22/19	BT	P	NRSF	BYC		225 NORTH GREENWAY AVE	ALVIN POE JR	9168	A
Erosion & Sediment C	02/22/19	BT	P	NRSF			285 WHITE POST RD	PETRY ROBERT & SHERRY M	9169	A

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Clarke County
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 02/01/19 to 02/28/19

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Erosion & Sediment C	02/22/19	BT	P	NRSF	WHPT	GNWY	140 WHITE POST RD	NICEWARNER, KEVIN	9170	A
Erosion & Sediment C	02/22/19	BT	P	NRSF	BVL	LNGM	1083 WADESVILLE RD	SOLORIO GUADALUPE & ARS	9172	A
Erosion & Sediment C	02/22/19	BT	P	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	9173	A
Erosion & Sediment C	02/22/19	BT	P	NRSF	BVL	LNGM	1245 MOOSE RD	LANHAM JAMES B & CATHER	9175	A
Insulation	02/22/19	BT	P	Add Res	BVL	CHPL	6964 LORD FAIRFAX HWY	PITCOCK WESLEY COLE	7856	A
Final Closing Buildi	02/22/19	BT	P	Add Res	BLMT	BLTN	19055 BLUE RIDGE MTN RD	CHRISTIAN J GABRIEL	7400	A
Final Closing Electr	02/22/19	BT	P	Add Res	BLMT	BLTN	19055 BLUE RIDGE MTN RD	CHRISTIAN J GABRIEL	9111	A
Final Closing Plumbi	02/22/19	BT	P	Add Res	BLMT	BLTN	19055 BLUE RIDGE MTN RD	CHRISTIAN J GABRIEL	9112	A
Final Closing Mechan	02/22/19	BT	P	Add Res	BLMT	BLTN	19055 BLUE RIDGE MTN RD	CHRISTIAN J GABRIEL	9113	A
Framing	02/22/19	BT	P	Rmdl Res	BVL	BVL	215 NORTH BUCKMARSH ST	KERBY, JULIE	9123	A
Electrical Rough In	02/22/19	BT	P	Rmdl Res	BVL	BVL	215 NORTH BUCKMARSH ST	KERBY, JULIE	9099	A
Final Closing Plumbi	02/22/19	BT	P	PlumPer-R	BVL	BVL	138 ROSEMONT CIR	PETROSKY DAVID	9115	A
Sewer Line	02/22/19	BT	P	PlumPer-R	BVL	BVL	138 ROSEMONT CIR	PETROSKY DAVID	9116	A
Erosion & Sediment C	02/25/19	BT	P	NRSF	BYC		189 JUNIPER LN	WATTS BUILDERS & HOME I	9178	A
Erosion & Sediment C	02/25/19	BT	P	NRSF	BVL	BLTN	1362 SHEPHERDS MILL RD	GROSHIRE WHITE LLC	9176	A
Erosion & Sediment C	02/25/19	BT	P	NRSF	BVL	BLTN	3031 CASTLEMAN RD	MABBITT, BRUCE	9177	A
Sewer Line	02/25/19	BT	P	NRSF	BYC	BYC	240 PLEASANT HILL DR	RICHMOND AMERICAN HOMES	9131	A
Final Closing Gas	02/25/19	BT	P	Accessory	BYC	GNWY	2215 SWIFT SHOALS RD	GILPIN THOMAS T & JEAN	9138	A
Final Closing Buildi	02/25/19	BT	P	Accessory	BYC	GNWY	2215 SWIFT SHOALS RD	GILPIN THOMAS T & JEAN	5958	A
Framing	02/25/19	BT	P	Deck/Porch	BVL	BVL	204 EARLY DR	YAVELBERG JOSH	8530	A
Final Closing Buildi	02/25/19	BT	P	Deck/Porch	BVL	BVL	204 EARLY DR	YAVELBERG JOSH	8531	A
Water Line	02/25/19	BT	P	NRSF	BYC	BYC	240 PLEASANT HILL DR	RICHMOND AMERICAN HOMES	9130	A
Meeting with Inspect	02/25/19	BT	P	Rmdl Res	BVL	BVL	306 BRECKINRIDGE CT	SWEANY STEVEN C	9133	A
Plumbing Groundworks	02/25/19	BT	P	Rmdl Res	BVL	BVL	306 BRECKINRIDGE CT	SWEANY STEVEN C	9134	A
Final Closing Electr	02/25/19	BT	P	Accessory	BYC	GNWY	2215 SWIFT SHOALS RD	GILPIN THOMAS T & JEAN	9125	A
Final Closing Plumbi	02/25/19	BT	P	Accessory	BYC	GNWY	2215 SWIFT SHOALS RD	GILPIN THOMAS T & JEAN	9126	A
Final Closing Mechan	02/25/19	BT	P	Accessory	BYC	GNWY	2215 SWIFT SHOALS RD	GILPIN THOMAS T & JEAN	9127	A
Slab Garage/Carport	02/26/19	BT	P	NRSF			254 LEWIS WILLIAMS LN	WARFIELD HOMES INC	9143	A
Electric Service	02/26/19	BT	P	NRSF	BVL		222 KEYSTONE LN	LANDIS, KIMBERLY S	6644	A
Gas Rough In	02/26/19	BT	P	Gas Per-R	BVL	CHPL	161 JANEVILLE RD	BURTON RICHARD L & PAME	9119	A
Framing	02/26/19	BT	F	NRSF	BYC	CHPL	835 SUNNY CANYON LN	BROWN ANDREW KEONE & ZO	6442	A
Gas Line Pressure Te	02/26/19	BT	P	MechPer-R	BVL	LNGM	845 MOOSE RD	GOMEZ SALVADOR A	9144	A
Gas Line Pressure Te	02/26/19	BT	P	MechPer-R	BVL	LNGM	845 MOOSE RD	GOMEZ SALVADOR A	9137	A
Electrical Rough In	02/26/19	BT	P	NRSF	BYC	CHPL	835 SUNNY CANYON LN	BROWN ANDREW KEONE & ZO	6444	A
Plumbing Rough In	02/26/19	BT	P	NRSF	BYC	CHPL	835 SUNNY CANYON LN	BROWN ANDREW KEONE & ZO	6448	A
Mechanical Rough In	02/26/19	BT	P	NRSF	BYC	CHPL	835 SUNNY CANYON LN	BROWN ANDREW KEONE & ZO	6450	A
Erosion & Sediment C	02/27/19	BT	P	NRSF	BYC	CHPL	1377 MOUNT CARMEL RD	SMITH B SCOTT & CONNIE	9166	A
Framing	02/27/19	BT	P	Rmdl Comm	BYC	CHPL	2049 MILLWOOD RD	LOCKE AND COMPANY LLC	7523	A
Insulation	02/27/19	BT	P	Rmdl Comm	BYC	CHPL	2049 MILLWOOD RD	LOCKE AND COMPANY LLC	7524	A
Framing	02/27/19	BT	P	NRSF	BYC	CHPL	835 SUNNY CANYON LN	BROWN ANDREW KEONE & ZO	9148	A
Plumbing Rough In	02/27/19	BT	P	NRSF	BYC	CHPL	835 SUNNY CANYON LN	BROWN ANDREW KEONE & ZO	9150	A
Final Closing Gas	02/27/19	BT	P	Gas Per-R	BVL	BVL	791 MCGUIRE CIR	ANDREW K RAMSAY	8182	A
Footings	02/27/19	BT	P	NRSF	WHPT	GNWY	592 CARTERS LINE RD	ASHBY MEGAN & NORMAN JR	8942	A
Final Closing Gas	02/27/19	BT	F	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	9136	A
Backfill	02/27/19	BT	P	Add Res	BVL	CHPL	3162 PARSHALL RD	MICHAEL GRAY A	9139	A
Final Closing Electr	02/27/19	BT	F	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	5641	A
Final Closing Plumbi	02/27/19	BT	P	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	5644	A
Final Closing Mechan	02/27/19	BT	P	NRSF	BVL	LNGM	112 PIERCE RD	MATHENY CHARLES K JR &	5646	A
Electrical Rough In	02/27/19	BT	P	Rmdl Comm	BYC	CHPL	2049 MILLWOOD RD	LOCKE AND COMPANY LLC	9140	A
Plumbing Rough In	02/27/19	BT	P	Rmdl Comm	BYC	CHPL	2049 MILLWOOD RD	LOCKE AND COMPANY LLC	9141	A
Mechanical Rough In	02/27/19	BT	P	Rmdl Comm	BYC	CHPL	2049 MILLWOOD RD	LOCKE AND COMPANY LLC	9142	A

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INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 02/01/19 to 02/28/19

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T	
INSPECTOR TOTALS:		155	INSPECTIONS		FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
Final Closing Electr	02/04/19	JR	F	NRSF	BLMT	BLTN	410 EBENEZER RD	SFERRA NICHOLAS A	7635	A	
Final Closing Plumbi	02/04/19	JR	F	NRSF	BLMT	BLTN	410 EBENEZER RD	SFERRA NICHOLAS A	7638	A	
Final Closing Mechan	02/04/19	JR	F	NRSF	BLMT	BLTN	410 EBENEZER RD	SFERRA NICHOLAS A	7640	A	
Insulation	02/04/19	JR	P	Nw Commrcl	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	6971	A	
Electrical Rough In	02/04/19	JR	P	Nw Commrcl	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	8971	A	
Plumbing Rough In	02/04/19	JR	P	Nw Commrcl	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	8972	A	
Mechanical Rough In	02/04/19	JR	P	Nw Commrcl	BVL	BVL	16 ROSEMONT MANOR LN	GENDA LAND HOLDINGS LLC	8973	A	
Final Closing Gas	02/04/19	JR	P	Gas Per-R	BYC	BYC	140 ROSEVILLE CT	MCKAY JAY KENT	8831	A	
Final Closing Electr	02/04/19	JR	P	Rmdl Res	BYC	GNWY	87 OLD WATERLOO RD	STEVENSON, JUDITH	8933	A	
Final Closing Buildi	02/04/19	JR	P	Rmdl Res	BYC	GNWY	87 OLD WATERLOO RD	STEVENSON, JUDITH	7483	A	
Ditch Electric	02/05/19	JR	P	NRSF	BVL	BLTN	3031 CASTLEMAN RD	MABBITT, BRUCE	8984	A	
Septic Electrical Co	02/05/19	JR	P	NRSF	BVL	BLTN	3031 CASTLEMAN RD	MABBITT, BRUCE	8985	A	
Final Closing Buildi	02/06/19	JR	F	NRSF	BLMT	BLTN	410 EBENEZER RD	SFERRA NICHOLAS A	7641	A	
Final Closing Electr	02/06/19	JR	F	NRSF	BLMT	BLTN	410 EBENEZER RD	SFERRA NICHOLAS A	8978	A	
Final Closing Plumbi	02/06/19	JR	F	NRSF	BLMT	BLTN	410 EBENEZER RD	SFERRA NICHOLAS A	8979	A	
Final Closing Mechan	02/06/19	JR	F	NRSF	BLMT	BLTN	410 EBENEZER RD	SFERRA NICHOLAS A	8980	A	
Insulation	02/07/19	JR	P	Add Res	CLK	BLTN	3687 LORD FAIRFAX HWY	EDMONDS SHAWN & TUMIYEM	205	A	
Final Closing Buildi	02/08/19	JR	P	Accessory	WHPT	GNWY	1136 BORDENS SPRING RD	ROBERTS, CAROLINE	9187	A	
Concrete Form	02/11/19	JR	F	Add Res	BVL	CHPL	3162 PARSHALL RD	MICHAEL GRAY A	8995	A	
Electric Service	02/11/19	JR	P	NRSF	BVL	LNGM	1245 MOOSE RD	LANHAM JAMES B & CATHER	8446	A	
Framing	02/11/19	JR	F	Deck/Porch	BVL	LNGM	435 PIERCE RD	ODIORNE FAMILY TRUST	8398	A	
Insulation	02/11/19	JR	F	NRSF	BYC	CHPL	3444 CALMES NECK LN	BATHON STEPHEN R & GAYL	5927	A	
Gas Line Pressure Te	02/11/19	JR	P	Gas Per-R	BLMT	BLTN	326 EBENEZER RD	MCKENZIE DARYL A & CIND	8771	A	
Gas Tank	02/11/19	JR	P	Gas Per-R	BLMT	BLTN	326 EBENEZER RD	MCKENZIE DARYL A & CIND	8934	A	
Final Closing Electr	02/11/19	JR	P	ELEC RES	BVL	LNGM	775 WADESVILLE RD	HART GREGORY H & SHARON	8614	A	
Final Closing Electr	02/12/19	JR	P	NRSF	BLMT		410 EBENEZER RD	SFERRA NICHOLAS A	9003	A	
Final Closing Plumbi	02/12/19	JR	P	NRSF	BLMT		410 EBENEZER RD	SFERRA NICHOLAS A	9004	A	
Final Closing Mechan	02/12/19	JR	P	NRSF	BLMT		410 EBENEZER RD	SFERRA NICHOLAS A	9005	A	
Final Closing Buildi	02/12/19	JR	P	NRSF	BLMT		410 EBENEZER RD	SFERRA NICHOLAS A	9006	A	
Final Closing Gas	02/12/19	JR	P	NRSF	BLMT		410 EBENEZER RD	SFERRA NICHOLAS A	9007	A	
Footings	02/18/19	JR	P	Nw Commrcl	BVL		420 MCNEILL DR	MCDONALD'S RESTAURANT	2686	A	
Meeting with Inspect	02/19/19	JR	P	Rmdl Res	BLMT	BLTN	596 LAUREL LN	DUNPHY THERESA	9091	A	
PreDemolition Inspec	02/21/19	JR	P	Demolition	BVL		107 WEST MAIN ST	ROYSTON RYAN C	9110	A	
Meeting with Inspect	02/22/19	JR	P	NRSF	BYC	CHPL	3444 CALMES NECK LN	BATHON STEPHEN R & GAYL	9093	A	
Framing	02/22/19	JR	P	NRSF	BYC	CHPL	3444 CALMES NECK LN	BATHON STEPHEN R & GAYL	9128	A	
Electrical Rough In	02/22/19	JR	P	NRSF	BYC	CHPL	3444 CALMES NECK LN	BATHON STEPHEN R & GAYL	9129	A	
Meeting with Inspect	02/26/19	JR	PWC	Rmdl Res	BVL	BVL	20 JOSEPHINE ST	SCHOOLING, SCOTT	9087	A	
Electric Service	02/26/19	JR	P	ELEC RES	BYC	GNWY	8763 JOHN MOSBY HWY	BURNS JOHN R	9066	A	
Insulation	02/26/19	JR	C	NRSF	BYC	CHPL	3444 CALMES NECK LN	BATHON STEPHEN R & GAYL	9092	A	
Plumbing Groundworks	02/27/19	JR	P	Nw Commrcl	BVL		420 MCNEILL DR	MCDONALD'S RESTAURANT	9158	A	
Plumbing Groundworks	02/27/19	JR	P	Nw Commrcl	BVL		420 MCNEILL DR	MCDONALD'S RESTAURANT	9159	A	
Final Closing Electr	02/28/19	JR	P	Garage	BYC	CHPL	1141 OLD CHAPEL RD	SAMS ALLISON KARTER	9161	A	
Final Closing Mechan	02/28/19	JR	P	Garage	BYC	CHPL	1141 OLD CHAPEL RD	SAMS ALLISON KARTER	9162	A	
Final Closing Buildi	02/28/19	JR	P	Garage	BYC	CHPL	1141 OLD CHAPEL RD	SAMS ALLISON KARTER	5836	A	
Gas Tank	02/28/19	JR	P	ELEC RES	FRYL	GNWY	181 SHENANDOAH RIVER LN	PAWLAK RANDALL G & CARO	9160	A	
Electric Service	02/28/19	JR	P	Rmdl Res	BVL	BVL	215 NORTH BUCKMARSH ST	KERBY, JULIE	9135	A	
Slab	02/28/19	JR	P	NRSF			124 GROUSE RIDGE LN	WRIGHT PAMELA M TRUSTEE	9152	A	
Final Closing Plumbi	02/28/19	JR	P	Rmdl Res	BLMT	BLTN	34 ASHLEY WOODS LN	EVANCHECK GEORGE E & NA	9156	A	
Final Closing Electr	02/28/19	JR	P	Accessory	BVL	BVL	105 ISAAC CT	PARKER, TOM	9157	A	
Final Closing Buildi	02/28/19	JR	P	Accessory	BVL	BVL	105 ISAAC CT	PARKER, TOM	8133	A	

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INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 02/01/19 to 02/28/19

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Footings	02/28/19	JR	P	NRSF	CHPL	131	BROWNTOWN RD	DONNELLY DAVID SCOTT	9074	A
Mechanical Rough In	02/28/19	JR	P	Gas Per-R	BYC	GNWY	719 MORNING STAR LN	HAYNIE, TALON	9145	A
Plumbing Rough In	02/28/19	JR	P	Gas Per-R	BYC	GNWY	719 MORNING STAR LN	HAYNIE, TALON	9146	A
Electric Service	02/28/19	JR	P	Elec Per-C	BVL	420	MCNEILL DR	MCDONALD'S RESTAURANT	9147	A
INSPECTOR TOTALS:		54	INSPECTIONS	FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
DEPARTMENT TOTALS:		209	INSPECTIONS	FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
REPORT TOTALS:		209	INSPECTIONS	FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00

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Clarke County
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 02/01/19 to 02/28/19

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	2	Bernie Thompson	155	COMPLIED	1
Concrete Form	2	Jamie Royston	54	FAIL	29
Ditch Electric	1			PASS	178
DrainTile	1			PASS WITH CONDITIONS	1
Electric Service	7				
Electrical Rough In	9				
Erosion & Sediment Control	39				
Final Closing Building	19				
Final Closing Electric	19				
Final Closing Gas	9				
Final Closing Mechanical	10				
Final Closing Plumbing	13				
Fireplace Hearth	1				
Footings	4				
Footings Porch/Deck	3				
Framing	12				
Gas Line	3				
Gas Line Pressure Test	4				
Gas Rough In	1				
Gas Tank	4				
Insulation	6				
Mechanical Rough In	7				
Meeting with Inspector	5				
Plumbing Groundworks	3				
Plumbing Rough In	14				
PreDemolition Inspection	1				
Septic Electrical Connect	1				
Sewer Line	2				
Slab	3				
Slab Basement	1				
Slab Garage/Carport	1				
Water Line	2				

TOTAL INSPECTIONS: 209

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Clarke County
INSPECTION REPORT

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ALL

INSPECTIONS PERFORMED: 02/01/19 to 02/28/19

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	2	Bernie Thompson	155	COMPLIED	1
Concrete Form	2	Jamie Royston	54	FAIL	29
Ditch Electric	1			PASS	178
Draintile	1			PASS WITH CONDITIONS	1
Electric Service	7				
Electrical Rough In	9				
Erosion & Sediment Control	39				
Final Closing Building	19				
Final Closing Electric	19				
Final Closing Gas	9				
Final Closing Mechanical	10				
Final Closing Plumbing	13				
Fireplace Hearth	1				
Footings	4				
Footings Porch/Deck	3				
Framing	12				
Gas Line	3				
Gas Line Pressure Test	4				
Gas Rough In	1				
Gas Tank	4				
Insulation	6				
Mechanical Rough In	7				
Meeting with Inspector	5				
Plumbing Groundworks	3				
Plumbing Rough In	14				
PreDemolition Inspection	1				
Septic Electrical Connect	1				
Sewer Line	2				
Slab	3				
Slab Basement	1				
Slab Garage/Carport	1				
Water Line	2				

TOTAL INSPECTIONS: 209

** END OF REPORT - Generated by Angela Cather **

Project Application Report - Building Dept

For Period: 2/1/2019 to 2/28/2019

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Addition	190056	230 FIRST ST	HANSON CHRIS	\$1,325,686	\$7,625.30	ISSUED W/O CONDITIONS
Commercial Mechanical Permit	190053	119 W MAIN ST	CLARKE COUNTY SCHOOL BOARD	\$0		ISSUED W/O CONDITIONS
	190066	322 N BUCKMARSH ST	NORTH BUCKMARSH STREET LLC	\$0	\$71.40	ISSUED W/O CONDITIONS
Residential Accessory	190061	261 SHEPHERDS MILL RD	QUESENBERRY JAMES S & AIMEE MASTRI	\$45,000	\$456.55	ISSUED W/O CONDITIONS
Residential Addition	190057	107 NOBLE LN	AJYEMAN SABRE	\$75,700	\$703.56	ISSUED W/O CONDITIONS
	190067	130 LEWISVILLE RD	SHENDOW STEPHEN M & RACHELLE C	\$48,359	\$553.57	ISSUED W/O CONDITIONS
Residential Cert of Occupancy	190070	1986 TRIPLE J RD	LEMARR RONALD L & SUSAN D	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential Electric Permit	190062	512 REDBUD LN	MITCHELL DENNIS R & JAN G	\$0	\$45.90	ISSUED W/O CONDITIONS
	190063	8763 JOHN MOSBY HWY	BURNS JOHN R	\$0	\$45.90	ISSUED W/O CONDITIONS
	190071	277 PINE CREST LN	JUSTUS NANETTE JOY	\$0	\$163.20	ISSUED W/O CONDITIONS
Residential Gas Permit	190060	224 BARKER LN	SHIFFLETT THOMAS E	\$0	\$40.80	ISSUED W/O CONDITIONS
	190069	161 JANEVILLE RD	BURTON RICHARD L & PAMELA P	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential New	190054	592 CARTERS LINE RD	ASHBY MEGAN & NORMAN JR	\$166,158	\$1,506.46	ISSUED W/O CONDITIONS
	190055	240 PLEASANT HILL DR	RICHMOND AMERICAN HOMES OF	\$294,160	\$2,120.99	ISSUED W/O CONDITIONS
	190064	131 BROWNTOWN RD	DONNELLY DAVID SCOTT	\$151,739	\$1,467.29	ISSUED W/O CONDITIONS
Residential Plumbing Permit	190068	138 ROSEMONT CIR	PETROSKY DAVID	\$0	\$40.80	ISSUED W/O CONDITIONS

Project Application Report - Building Dept

For Period: 2/1/2019 to 2/28/2019

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Remodel	190058	161 JANEVILLE RD	BURTON RICHARD L & PAMELA P	\$0	\$219.30	ISSUED W/O CONDITIONS
	190059	17 WHISPERING KNOLLS LN	SHIPE CHRISTOPHER G & DIANE P S	\$14,193	\$209.10	ISSUED W/O CONDITIONS

Certificates of Use + Occupancy (Issued Feb. 2019)

*Warfield Homes - 127 Old Tavern Ln. Berryville, VA
 Oakcrest Builders - 205 Pleasant Hill Dr., Boyce, VA
 Nicholas A. Sferra - 410 Ebenezer Rd., Bluesmont, VA*

Industrial Development Authority of the Clarke County Virginia
Board of Directors
January 24, 2019, Minutes

A meeting of the Industrial Development Authority of the Clarke County Virginia held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Thursday, January 24, 2019, at 1:00 PM.

Directors Present: Mark Cochran, Brian Ferrell, English Koontz, William Waite

Directors Absent: Paul Jones, David Juday [*resigned*], Rodney Pierce

Board of Supervisors Liaison Present: David Weiss

County Staff Present: Len Capelli, Cathy Kuehner, Brianna Taylor, Lora Walburn

Others Present: Janice Kuhn, Jay Arnold, Keith Dalton, Jay Hillerson, Turner Kobayashi, Nathan Stalvey

1. Call to Order

At 1:00 pm, Lora Walburn called the meeting to order.

2. Organizational Items

Elect Chair

Lora Walburn, IDA Clerk, called for nominations for 2019 Chair.

English Koontz, seconded by Bill Waite, moved to nominate and elect Mark Cochran to serve as 2019 Chair.

Lora Walburn, Clerk, called for vote on the motion to nominate and elect.

The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
David Juday	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

Following vote, the meeting was turned over to Chairman Cochran.

David Weiss, Board of Supervisors Chair and liaison to the Industrial Development Authority, informed the Directors that David Juday tendered his resignation on the Authority effective January 2019.

Elect Vice Chair

Chairman Cochran called for nominations for 2019 Vice Chair.

Mark Cochran, seconded by Bill Waite, moved to nomination and elect Brian Ferrell to serve as 2019 Vice Chair. The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

Elect Secretary/Treasurer

Chairman Cochran called for nominations for 2019 Secretary / Treasurer

Mark Cochran, seconded by Brian Ferrell, moved to nominate and elect William "Bill" Waite to serve as 2019 Secretary / Treasurer. The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

Set Meeting Date, Time and Location

By affirmation, the Board adopted the schedule as presented.

2019 Meeting Schedule

January 24 – Organizational

April 25

July 25

October 24

January 23, 2020 – 2020 Organizational

1:00 pm, 4th Thursday Quarterly. Meeting Room AB

Adopt Bylaws and Rules and Procedures of the Industrial Development Authority of the Clarke County, Virginia

Following review, **Bill Waite**, seconded **Mark Cochran**, moved to adopt the **Bylaws and Rules of Procedure** as presented. The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

3. Adoption of Agenda

On a motion by **Bill Waite**, seconded by **Brian Ferrell**, adopted the agenda as presented. The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

4. Approval of Minutes

Director Koontz requested the following corrections:

- Page 9:Change from marked to marketed
- Page 10:Change from laissez-a-faire to laissez faire

Bill Waite, seconded by English Koontz, moved to approve the October 25, 2018, minutes as corrected. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

5. Director Economic Development and Tourism Update

Highlights of Len Capelli's review include:

- Amazon move to Virginia frequently asked questions:
 - o Anticipate creation of 25,000 new jobs.
 - o Anticipate average salary for Amazon employees to be \$150,000.
 - o Clarke could benefit from the potential 33,000 additional jobs created in service and support businesses.
- Attended regional GoVirginia Meeting that morning. Discussed recently awarded grant for the study of training and retention. Anticipate completion of plan by end of year 2019.
- Virginia Economic Development Partnership:
 - o Meeting February 11. Discussion will include lowering the minimum size of site requirements and the shell building program.
 - o Tour February 21. Business team specializing in agriculturally-related food processing and bottling will tour Clarke. Directors are invited to join VEDP and Len Capelli at The Berryville Grill at 9 am that day.
- Farm2Fork event March 5.
- Top of Virginia Regional Chamber:
 - o Meeting February 5 at the Bank of Clarke County.
 - o Agreed to allow Clarke to join as a not-for profit community organization at a reasonable rate.
- Tourism:
 - o 2016- 2017 tourism revenues in Clarke increased by over a million dollars, approximately 5.6%, the second highest percentage increase of any county in the state, taking Clarke from 106th position to 95th.
 - o Increase attributable to multiple things including: more local shopping, Lucketts' spring sale, event promotion, Christmas tree farm package, Berryville Cruise-in, Wayside Fun Farm – up approximately 25% over last year.

- o More revenue could be generated with increased over-night accommodations.

6. Treasurer's Report

William Waite presented the quarterly report. He stated that he continued to maintain transparency by identifying each of the checks and income over the fiscal year. He informed the Directors that just prior to the meeting the last bond revenue check for \$3,900 was received bringing revenues fiscal-year-to-date to almost \$11,000, which is just below budget but still on target for the year. Director Waite opined that everything appeared to be working as planned with bond revenue collections.

Fiscal-Year-to-Date Checking Account Log:

FY	Status	Check No.	Date	Description	Category	Credit	Debit	Balance	Additional Information
2019	C	562	7/5/2018	VACorp	Insurance	\$-	\$1,338.00	\$52,212.37	07/01/2018 thru 06/30/ 2019
2019	C	563	8/1/2018	Mark Cochran	Director Fees	\$-	\$50.00	\$52,162.37	Meeting 07/26/2018
2019	C	564	8/1/2018	English Koontz	Director Fees	\$-	\$50.00	\$52,112.37	Meeting 07/26/2018
2019		565	8/1/2018	Brian Ferrell	Director Fees	\$-	\$50.00	\$52,062.37	Meeting 07/26/2018
2019	Void	566	6/11/2018	VACorp	Insurance	\$1,338.00	\$1,338.00	\$52,062.37	Voided, Reissued 07/05/2018 #562
2019	C	567	8/1/2018	Bill Waite	Director Fees	\$-	\$50.00	\$52,012.37	Meeting 07/26/2018
2019	C	568	10/25/2018	Bill Waite	Director Fees	\$-	\$50.00	\$51,962.37	Meeting 10/25/2018
2019	C	569	10/25/2018	David Juday	Director Fees	\$-	\$50.00	\$51,912.37	Meeting 10/25/2018
2019	C	570	10/25/2018	Mark Cochran	Director Fees	\$-	\$50.00	\$51,862.37	Meeting 10/25/2018
2019	Void	571	10/25/2018	Void	Void	\$-	\$-	\$51,862.37	
2019	C	572	10/25/2018	English Koontz	Director Fees	\$-	\$50.00	\$51,812.37	Meeting 10/25/2019
2019	C	573	10/25/2018	Rodney Pierce	Director Fees	\$-	\$50.00	\$51,762.37	Meeting 10/25/2021
2019	C	574	11/19/2018	FFSBDC	Civic Contributions	\$-	\$6,000.00	\$45,762.37	LFSBDC Annual Contribution
2019	C	Dep	12/26/2018	Grafton School	Bond Fees	\$1,072.50	\$-	\$46,834.87	2018 Bond Fee
2019	C	Dep	12/31/2018	LFCC	Bond Fees	\$3,228.18	\$-	\$50,063.05	2018 Bond Fee

Fiscal-Year-to-Date Bond Database:

Borrower	Bond Type	Date Issued / Resolution	Purchaser / Trustee	Original Amount \$MM	2018 Fees \$K
BCCGC County of Clarke	Lease Revenue Bond	5/16/2007	RDA	\$4,822,000	N/A
BCCGC Town of Berryville	Lease Revenue Bond	5/16/2007	RDA	\$2,327,000	N/A
Grafton School, Inc.	Tax-exempt Educational Facilities Revenue Refunding Bonds Series 2010	Loan 5/1/2010; Issued 5/28/2010	Wells Fargo Bank, National Association	\$9,225,000	\$1,073
Lord Fairfax Community College Educational	Educational Facilities Revenue Bond Series	11/14/2012; 12/28/2012	United Bank	\$8,400,000	\$3,228.18

Draft for Approval 04/25/2019

Foundation, Inc.	2012A	[Tax-exempt]							
	\$8,400,000								
Shenandoah University Project	Educational Revenue 2011	Facilities Bonds, Series	12/08/2011; 12/15/2011; 12/27/2011; Issue Date 5/31/2012			BB&T	\$7,815,000		
									\$4,301

Fiscal-Year-to-date Budget:

Expenditures Category	Amount	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Expended YTD	Remaining Balance
Advertising	\$ 400	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$400
Audit	\$ 1,675	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$1,675
Civic Contributions	\$ 6,000	\$-	\$-	\$-	\$-	\$6,000	\$-	\$6,000	\$-
Director Fees	\$ 1,400	\$-	\$200	\$-	\$250	\$-	\$-	\$ 450	\$950
Insurance	\$ 1,300	\$1,338	\$-	\$-	\$-	\$-	\$-	\$1,338.00	\$(38)
Postage	\$ 25	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$25
Professional Services	\$ 1,250	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$1,250
Total Expenditures:	\$ 12,050	\$1,338	\$200	\$-	\$250	\$6,000	\$-	\$7,788	\$4,262

Estimated Revenues	Estimated Amount	Actual Revenue	+/- Estimate
Bonds:			
Grafton School, Inc. Bond	\$ 1,100	\$1,073	\$(28)
LFCC Bond	\$ 3,400	\$3,228	\$(172)
Shenandoah University Bond	\$ 3,800	\$3,908	\$108
	\$ 8,300	\$8,208	\$(199)
Interest Income:	\$ 3,000	\$2,595	\$(405)
Total Revenue:	\$ 11,300	\$10,803	\$(497)

Following review, English Koontz, seconded by Mark Cochran, moved to accept the Treasurer's Report as presented. The motion carried as follows:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

7. New Business

Investment Options Review with Janice Kuhn

Fiscal-Year-to-Date Investment Summary

Asset Summary	Jul '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	FY2019 YTD
Beginning Balance	\$101,143.09	\$103,037.93	\$103,607.30	\$ 103,851.44	\$100,807.14	\$101,919.53	
Dividends, Interest, & Other Income	\$ 256.31	\$ 240.89	\$ 241.16	\$ 274.62	\$ 237.28	\$ 1,344.45	\$ 2,594.71
Net Change in Portfolio	\$ 1,638.53	\$ 328.48	\$ 2.98	\$ (3,318.92)	\$ 875.11	\$ (4,782.35)	\$ (5,256.17)
Ending Balance	103,037.93	103,607.30	103,851.44	100,807.14	101,919.53	98,481.63	

– Highlights of review:

- The IDA has followed its investment plan to ensure liquidity to keep risk low and still get a return; and, while the market has turned, the investments have outperformed the market enough to be positive.
- Distributed and reviewed year-end statement.
- Approximately fifteen trading days in January during which the market has rebounded to about half following a major sell off in the market on Christmas Eve.
- Account \$100,000 in May 2018; year-end \$98,481; close of business last evening, January 23, 2019, \$101,132.
- IDA invests in funds that are considered conservative to moderate nothing aggressive in the portfolio for all four funds and all pay dividends.
- Dividends and capital gains are reinvested in buying more shares. Dividends generated \$2,243 from May to December; paid out a capital gains distribution of \$919.
- Proposed recommendation: Move from Franklin US Government Securities Fund to Franklin Floating Rate Fund.
 - Securities Fund is the lowest dividend paying fund. Is the most conservative, triple-A rated government bonds at 2.5% to 3% yield.
 - Floating Rate Fund yield is 4.7%. Still considered a conservative investment.
 - Portfolio contains Franklin US Government Securities Fund A and C.
 - Projected income based on current 2019 allocation, if do nothing, will be \$3,053 or slightly over 3%. If 25% of funds are exchanged, it will result in a higher return.
 - Funds can be tweaked or exchanged without charge, penalty, or one-year holding period.

Director Waite, seconded by Director Koontz, moved to exchange the Franklin US Government Security Funds, both Class A and C, for the Franklin Floating Rate Funds. The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

Chairman Cochran expressed the Board's appreciation for the update and her handling of accounts.

Director Waite reiterated his desire to continue annual review of investments at the Board's organizational meeting.

Janice Kuhn assured that she is available to answer questions throughout the year.

8. Old Business

Economic Development Strategic Plan Review - 2019 Priorities

– Highlights of review:

- David Weiss, Board of Supervisors liaison, provided the following:
 - The Supervisors are interested in the IDA's, as well as the Economic Development Advisory Committee [EDAC], comments on the plan overall to help it direct its efforts.
 - Len Capelli will draft a new plan from direction received from the IDA and EDAC comments.
 - That plan will be forwarded to the Planning Commission for its review.
 - The Planning Commission will forward its approved version to the Board of Supervisors for final review and approval.
 - If a business meets the State's definition of agriculture, it is then a by-right use; and, while the County may have concerns about placement and usage, the state controls water use.
- Len Capelli and Brandon Stidham, Director Planning and Zoning and Planning Commission Clerk, are working to establish a baseline.
- Federal government defines a small business with 250 employees or less and up to \$21 million.
- At its January 23, 2019, meeting, the Economic Development Advisory Committee gave its preliminary approval to the priorities distributed to the IDA after ensuring that a hotel study, if deemed necessary, and seeking investors and seeking ways to assist was listed as its top priority under Goal C for increased accommodation capacity.
- Quarterly update will be a feature of the new strategic plan with distribution to the BoS, EDAC, IDA, and Planning Commission.

Funding for Berryville Main Street Hotel Market Study

Mark Cochran recapped the Authority's action at its October 25, 2018, quarterly meeting to unanimously approve Berryville Main Street's [BMS] request to fund a hotel feasibility study. He stated that Director Koontz expressed reservation after the vote and asked if she wished to address her concerns.

Director Koontz reminded that the motion carried with a caveat that the IDA could potentially amend the RFP that had already been sent.

Motion from October 25, 2018, meeting:

Director Waite moved to endorse the request for funds with two contingencies for funding 1) circulation of the RFP to the Board of Directors; and 2) should the project go forward, requesting a refund of the initial IDA investment.

Director Pierce seconded the motion.

Director Juday called for amendment of the original motion by Director Waite, seconded by Director Pierce, adding under contingency 1) circulation of the RFP to the Board of Directors with seven days to review and provide input to Berryville Main Street; 2) should the project go forward, request for refund of initial IDA investment be included in the documents.

The motion carried by the following vote:

Mark Cochran	-	Aye
Brian Ferrell	-	Absent
Paul Jones	-	Absent
David Juday	-	Aye
English Koontz	-	Aye
Rodney Pierce	-	Aye
William Waite	-	Aye

Director Koontz distributed and reviewed the following memorandum:

MEMO

Date: January 24, 2019

To: Members of the Industrial Development Authority of Clarke County, Virginia

From: English Koontz

Re: Old Business Item- Hotel Feasibility Study 1

Fellow Members of the Clarke County IDA,

I request that the previous conditional approval for funding of the hotel feasibility study be blocked pending clarification. Several matters are concerning about the process. The following is a list of questions and concerns that should be addressed regarding the proposed funding of a hotel feasibility study for Berryville Main Street.

- 1. The IDA conditionally approved the request for funding at our October 25, 2018, meeting. One of the conditions at that time was the ability of IDA members to review and comment so that the RFP could be amended. There was not full disclosure at the October 25 meeting. We were told that the RFP had been sent, but not having seen it, we were not informed that the closing date for submissions was October 23, 2018. It is not possible to "amend" an RFP which has already been sent and closed.*
- 2. At the October 25 meeting, we addressed the fact that the request should have been made PRIOR to sending the RFP. Furthermore, the IDA was not presented with copies of the bids received by the October 23, 2018, deadline. This information would have been helpful in understanding the scope of work and assessing the cost.*

Director Waite clarified that the received bids were available at the October 25 meeting.

Director Koontz responded that she would accept that although she was not aware that the bids were available; however, the RFP was not presented at the meeting.

Director Waite affirmed that the RFP was not presented.

- 3. The IDA agreed at the October 25 meeting to review and send comments regarding the RFP that we received October 26, 2018. At this time, have any of the comments been sent to Berryville Main Street? And, if so, to whom were the comments directed?*
- 4. Given the lack of Berryville Main Street letterhead and the fact that the RFP submissions were sent to a private individual instead of a Berryville Main Street officer, we need full assurance and understanding that (1) none of the "private investors" are board members of the IDA or Berryville Main Street and (2) none of the respondents to the October 23, 2018 RFP are entities with any direct or indirect interest or participation by any IDA or Berryville Main Street board member.*
- 5. We were repeatedly assured (10/25/18) that Berryville Main Street would "own" this study. We need some understanding of how Berryville Main Street intends to use this study and who is charged with using the study? What is the plan for this "tool"?*

6. *How did Berryville Main Street decide who would appear at the IDA meeting to request funding on its behalf?*

Director Waite stated that he could address some of the comments. He noted that members of Berryville Town Council and Berryville Main Street were present at the meeting. Highlights of Director Waite's comments include:

- Funding for a hotel study has been discussed for almost a year.
- Most everyone has seen, heard, or been supportive of moving forward with a feasibility study once all were informed that the old [2013] feasibility study wasn't going to satisfy the new program.
- Responding to a statement indicating that there are private investors, he stated that he was not aware of any private investors; and, to his knowledge, no one had any money in this.
- Assured the Board that Allen Kitselman, Turner Kobayashi, and he did not try to scam the Board nor present a bogus RFP in this case as was identified in an earlier email. The fourth person not mentioned in this email was John Milleson, who was in the team that helped put this together. Stated for the record that he thought it was important to understand from a credibility and personal perspective that this has been communicated in numerous ways and fashions and under no circumstances did anyone on this committee ever believe that they were doing anything underhand.
- BMS issued a Request for Information [RFI] and presented a new procurement proposal within the BMS, which was endorsed.
- BMS received three bids from the RFI, which allowed them to know what dollar figure to request from the IDA to fund the feasibility study.
- BMS is now issuing a Request for Quotes [RFQ] to get a final bid.
- Bids will be opened at the same time by BMS's executive committee consisting of Nathan Stalvey – President; Julie Ashby - Vice President; Liz Couture – Secretary; Kim Ragland – Treasurer.
- Funding will not be released from the IDA until a contract is in place and a payment is due.
- All items suggested in the last review will be added into the RFQ.
- One item that is not in the feasibility study is the pay back of the IDA's \$10,000. The marketing group would be tasked with securing pay back.
- The feasibility study is intended to gain the knowledge necessary to market a piece of property.
- The IDA received letters of support from Berryville Town Council and Berryville Main Street asserting that a hotel is a good idea and a necessary component of economic development.
- Material will be open to help market a hotel by persons that could use it to help grow this economic opportunity.
- One of BMS's charges is to grow the economic development community and to see where the values are for downtown. A hotel is a top priority.

Chairman Cochran commented that one of his specific questions before the IDA's October vote was that this would be a tool that could be used by different groups as well as Berryville Main Street.

Director Waite confirmed that it was not a private study and would be made available. He continued that Berryville Town Council voted unanimously in support with Mayor Dickinson asking how soon the Town could get a hotel.

Director Waite assured that BMS had not progressed the matter further but continued to develop the RFQ, which will be on BMS letterhead. He offered to transfer responsibility for writing the RFQ from BMS to the IDA although he felt that BMS was better positioned to write the RFQ.

Director Koontz agreed with Director Waite that the IDA did not have to write the RFQ; however, minimally, if the IDA was being asked to fund the study, it should see the study before it was sent.

Director Koontz posed the following questions:

- Is the 2013 feasibility study tool enough to solicit potential interest from investors?
- Told, but has not seen, Mr. Parrot, fairly recently, did a feasibility study that he is willing to share.
 - o Director Waite clarified that directly asked Mr. Parrot for the study; however, Mr. Parrot has not released yet over the last six months.

David Weiss raised a point of order noting that a vote had been taken and a motion passed. He then asked Director Koontz if she were asking for a motion for reconsideration noting that since she had voted for the motion she was within her right to call for reconsideration.

Director Koontz responded in the affirmative stating she wished to move to request that the IDA block the previous conditional approval for funding of the hotel feasibility study pending clarification. She stated that one of the conditions could not be accomplished; therefore, while there had been clarification, she believed that, minimally, it should be represented as a request.

Chairman Cochran asked for confirmation from Director Koontz that she was making a motion to vote on the blocking of the previous conditional approval vote taken at the October 25, 2018, quarterly meeting.

Director Koontz confirmed opining that since the RFP had already been set and closed there was no potential to comment or amend; therefore, if the item is to come for approval, it should come without those conditions and the approval be amended.

Director Waite commented that the minutes reflect that amendments could be made. He noted that the final RFQ had not gone out and would be approved by BMS's executive committee; therefore, any amendments that needed to be made could be made before the RFQ, Request for Quotes, went out. He further clarified that an RFI, Request for Information, had been sent

and responses received; and, from the responses, the amount needed for the study was derived.

Len Capelli asked if a Request for Proposal [RFP] had gone out.

Director Waite clarified that multiple headings/terms, RFP, RFI, RFQ were used in error and all knew they would have to rebid.

Chairman Cochran opined that making a mistake in terminology on an exercise that BMS may never have done before is completely different than a facetious sham.

Director Koontz referenced the following email exchange.

From: "Mark Cochran" <mark@cochranslumber.com>
To: "Lora Walburn" <lwalburn@clarkecounty.gov>
Cc: "David Weiss" <dweiss@clarkecounty.gov>
Sent: Wednesday, October 31, 2018 9:34:58 PM
Subject: Fwd: Hotel Feasibility Study RFP from Berryville Main Street 10-2018

FYI

Sent from my iPhone

Begin forwarded message:

From: "Koontz, English" <>
Date: October 31, 2018 at 9:04:30 PM EDT
To: Mark Cochran <>
Subject: Re: Hotel Feasibility Study RFP from Berryville Main Street 10-2018

Mark:

I did not characterize your proposal as an "official meeting". I wrote that it would constitute an "illegal meeting" in violation of the Virginia Code. And it would.

*English Koontz
Small Business Specialist*

From: "Mark Cochran" <>
Date: Wednesday, October 31, 2018 at 5:24:27 PM
To: "Koontz, English" <>
Subject: Re: Hotel Feasibility Study RFP from Berryville Main Street 10-2018

*English,
Bill Waite, you and myself would not constitute an official meeting in that we would not have a quorum and that was intentional on my part. At any rate i need to give some thought to how to proceed.*

I'll get back with you in a couple of days or so.

Thanks,
Mark

Sent from my iPhone

> On Oct 31, 2018, at 4:24 PM, Koontz, English < > wrote:

>

> Mark,

>

> I appreciate your legwork in seeking and providing clarity on this matter. What you propose, however, would constitute an illegal public meeting in violation of Virginia Code §2.2-3707 (definition of meetings is set forth in Virginia Code §2.2-3701). Surely no one wishes to engage in such illegal activity.

>

> Moreover, I do not believe that I alone seek clarity. And since my last communication, other facts have presented themselves which call into question the propriety of the funding, even assuming arguendo that Berryville Main Street is the real party in interest making the request. For these reasons, I believe that any "clarification" should be presented at a properly called public meeting of the entire Industrial Development Authority ("IDA"). And I certainly do believe that the whole matter needs to be revisited and the entire IDA given the opportunity to consider all relevant information before any expenditure of public monies.

>

> Thank you,

>

> English Koontz

>

> -----Original Message-----

> From: Mark Cochran

> Sent: Wednesday, October 31, 2018 3:12 PM

> To: Koontz, English

> Cc: wwaite@clarkecounty.gov; dweiss@clarkecounty.gov; lwalburn@clarkecounty.gov

> Subject: Re: Hotel Feasibility Study RFP from Berryville Main Street 10-2018

>

> English,

> Nathan Stalvey in behalf of BMS has agreed to meet and address your concerns if you would be willing I propose that Bill Waite, David Weiss, and myself meet with Nathan as soon as we can schedule a meeting. This is not an official IDA meeting, but intended to gain some clarity.

> Thanks

> Mark

>

> Sent from my iPhone

>

>> On Oct 30, 2018, at 4:19 PM, Koontz, English < > wrote:

>>

>> I am requesting at this time that the Industrial Development ("IDA") reject the request for funding submitted on behalf of Berryville Main Street ("BMS"). The current RFP is a sham, and not a BMS request.

>>

>> At our July meeting, a group of private citizens (Bill Waite on behalf of Allen Kitselman) approached the IDA requesting funds for a feasibility study. There was no quorum at the meeting, so the request was discussed but not put to vote. Concern was voiced during the discussion about

using County funds for a private request.

>>

>> At the October meeting, Allen Kitselman, supposedly on behalf of BMS, came to request funds to pay for the feasibility study. Funding should have been approved prior to the issue of this RFP.

>>

>> The IDA voted to approve the request with a few conditions, one of which was the ability to review and amend the RFP. On Friday, October 26, the RFP was sent to IDA members for review.

>>

>> Dave Juday has done a fantastic job of noting many omissions, calling into question the BMS RFP. This response will only address other and additional items.

>>

>> The contact person for the BMS RFP is Turner Kobayashi, who is not a BMS officer. It is important to note that Mr. Kobayashi was one of the original group of individuals interested in pursuing the feasibility study. The BMS concept "Where Town Meets Country" is misstated in the RFP. Presumably, if BMS drafted this RFP, such an error would be unlikely. The RFP is not on BMS letterhead, and not signed by anyone and does not name any individual other than Turner Kobayashi, to whom questions and submissions be directed. In my discussions with members of the BMS executive committee, no one could confirm that BMS authorized such action. Indeed, they were surprised that BMS was being used in such a fashion. According to BMS executive committee members, there has been some mention of a hotel and a feasibility study, but the executive committee of BMS has not voted to move forward with issuing an RFP or requesting funding for the study.

>>

>> Based upon these facts, and those addressed by Dave, it seems clear, or at least more likely than not, this is not a BMS RFP. It is clear that the same individuals used BMS, a non-profit organization with which a few of them are affiliated (or at least pay dues) to issue a bogus RFP.

>>

>> The IDA has been misled. BMS has not issued an RFP. Accordingly, the purported "BMS" request for funding must be rejected. It is the same request heard in July by the IDA, but with different window dressing. Our group should NOT be in the business of providing funding to private investors.

>>

>> Respectfully,

>>

>> English Koontz

>>

>>

>> -----Original Message-----

>> From: Lora Walburn [<mailto:lwalburn@clarkecounty.gov>]

>> Sent: Friday, October 26, 2018 8:58 AM

>> To: Cochran, Mark; Ferrell, Brian; Jones, Paul; Juday, David; Koontz, English; Pierce, Rodney; Waite, Bill; Weiss, David; Len Capelli

>> Subject: Hotel Feasibility Study RFP from Berryville Main Street 10-2018

>>

>> [* This email contains attachments or links from an unverified sender. DO NOT open attachments or click links without verifying the sender. *]

>>

>> Good Morning All: As requested at the Thursday, October 25, 2018, IDA meeting, attached is Berryville Main Street's Request for Proposals to Conduct a Hotel Feasibility Study for a Site Located in Berryville, Virginia. Please review and provide input to me by Friday, November 2.

Comments will be compiled and forwarded to Bill Waite, Secretary / Treasurer, who will present to

Berryville Main Street as part of the IDA's approval commitment.

>>

>> *Thanking you in advance . . .*

>>

>> *Lora B. Walburn*

>> *Deputy Clerk to the Board Supervisors*

>> *Executive Assistant - County Administration County of Clarke*

>> *101 Chalmers Court, Suite B*

>> *Berryville, Virginia 22611*

>> *[540] 955-5175*

>> *lwalburn@clarkecounty.gov*

Director Koontz stated her email was in no way an accusation. She continued that once the IDA received the RFP, understand that at the July meeting, there was a group of private investors with three named at the meeting and the fourth was not, a request for funding was made. There was not a quorum at that meeting; and, at the following meeting, one of the people named as a private investor, or at least a part of this group that is looking at this potential, came on behalf of a different organization for funding. She opined that at minimum, accidental or not, there is an appearance of impropriety; and, it is up to the IDA to make this right. She reiterated that she did not mean that the conduct was villainous in any way.

Director Waite commented that unfortunately it is perception; but, at the end of the day, there are no investors. Further, no one from BMS was available to present to the IDA; so, Allen Kitselman was asked to present for Nathan Stalvey, BMS President. Director Waite explained that there was a group working to organize the hotel study that consisted of Turner Kobayashi, Allen Kitselman, John Milleson, and he; but, none of them are investing in this project and no private investors have been named.

Chairman Cochran called for motion.

Director Koontz moved that the original funding request be blocked in preparation for a renewed funding request today given the new circumstances.

The motion died for lack of a second.

9. Citizen Comment

Jay Hillerson, former member and chair of the IDA, commented that he was on the IDA during the period when it sold the Business Park lots and issued various bonds that created the investment funds reviewed earlier in the meeting. He expressed concern about repayment of IDA investment opining that the whole point of raising the money, the mission statement, is to promote activity that bears economic rewards without provision for repayment. He opined that for money just to sit in the bank doing nothing, while liquidity is great, it is time to invest the money and promote Berryville and what it needs; and, with pending contracts on various properties in Berryville, this is an excellent time to write bonds. He suggested that the IDA could provide funds at a reasonable rate for buyers to develop what they have already

purchased. He concluded by stating that he appreciated the Director's allowing him time to present his opinion.

David Weiss responded that the IDA was ready to listen to offers and invited Mr. Hillerson to provide contact information to Len Capelli, Director of Economic Development and Tourism.

Next Meeting

The next meeting is scheduled for Thursday, April 25, 2019, 1:00 pm.

10. Adjournment

At 2:06 pm, **Director Koontz, seconded by Director Waite, moved to adjourn the meeting. The motion carried by the following vote:**

Mark Cochran	-	Aye
Brian Ferrell	-	Aye
Paul Jones	-	Absent
English Koontz	-	Aye
Rodney Pierce	-	Absent
William Waite	-	Aye

Minutes recorded and transcribed by: Lora B. Walburn, Executive Assistant - County Administration