



## **DANVILLE CITY COUNCIL WORK SESSION AGENDA**

### **MUNICIPAL BUILDING**

**March 3, 2020**

**7:30 P.M.**

#### **MEETING CALLED TO ORDER**

#### **MINUTES**

- A. Consideration of Approval of Minutes from Regular Work Session held on January 21, 2020.  
Council Letter Number CL - 2296.

#### **WORK SESSION ITEMS**

- A. Consideration of Appointments to Boards and Commissions.  
Council Letter Number CL - 2298.

#### **PROGRAM UPDATE**

#### **ECONOMIC DEVELOPMENT UPDATE**

#### **COMMUNICATIONS FROM**

- A. City Manager
- B. Deputy City Manager
- C. City Attorney
- D. City Clerk
- E. Roll Call

## **CLOSED MEETING**

As Permitted by Subsection (A)(3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion or consideration of the acquisition of real property or of the disposition of publicly held real property; and

As Permitted by Subsection (A)(5) of Section 2.2-3711 of the Code of Virginia, 1950, as amended for discussion concerning a prospective business or industry related to economic development.

- A. Motion to Convene in Closed Meeting
- B. Motion to Reconvene in Open Meeting
- C. Motion to Certify Closed Meeting

## **ADJOURNMENT**

# Council Letter

## City of Danville, Virginia



**CL-2296**

**Meeting Minutes A.**

**Work Session Meeting**

**Meeting Date:** 03/03/2020

**Subject:** Consideration of Approval of Meeting Minutes

**From:** Susan M. DeMasi, City Clerk

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### **COUNCIL ACTION**

Work Session: 03/03/2020

### **SUMMARY**

Consideration of Approval of Minutes from Regular Work Session held on January 21, 2020.

Council Letter Number CL - 2296.

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### **Attachments**

Meeting Minutes

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January 21, 2020

A Regular Work Session of the Danville City Council convened on January 21, 2020 at 8:22 p.m. in the Conference Room located on the Fourth Floor of the Municipal Building. Council Members present were: James B. Buckner, L.G. "Larry" Campbell Jr., Mayor Alonzo L. Jones, Dr. Gary P. Miller, Sherman M. Saunders, Fred O. Shanks, III, Adam J. Tomer, Vice Mayor J. Lee Vogler, Jr., and Madison J.R. Whittle (9). *Mayor Jones left at 8:55 p.m. and turned the meeting over to Vice Mayor Vogler.*

Staff Members present were: City Manager Ken Larking, Deputy City Manager Earl B. Reynolds, Jr., City Attorney W. Clarke Whitfield Jr., and City Clerk Susan M. DeMasi.

Mayor Jones presided.

## **MINUTES**

Upon motion by Council Member Whittle and second by Council Member Campbell, Minutes of the Special Work Session held on November 19, 2019 and Special Work Session held on December 17, 2019 were approved as presented. Draft copies were distributed to Council Members prior to the Meeting.

Mayor Jones noted with respect to Mr. Pleasant's comments this evening at the regular meeting, he believes the Pleasant brothers would like several Council Members to visit the site and after, have a meeting with some of the City staff, the recommendation being the City Engineer, City Manager and whoever the City Manager selects. Council Member Saunders noted he rode by the site, had seen reports about the bus turning around and his question was, what was left to do. If there was no VDOT violation, what are some options. Mayor Jones stated he saw what Mr. Pleasant was speaking about, but right next door there was a street. Mr. Pleasant stated Ward Court was an easement road through their property, and with the property that the City took possession of on the right hand side going up, the Pleasants own the back property of that, and are landlocked without a way out; Mayor Jones noted was there anyway the City can work with that road.

City Manager Ken Larking explained he has had multiple conversations with both Mr. Pleasants regarding their concerns. He also investigated on his own by going to the site and that morning, there had been a reserve a ride bus there, and he was able to observe the bus leaving the driveway. In addition, he has had multiple conversations with public works including Public Works Director Ric Drazenovich and City Engineer Brian Dunevant. He came to the conclusion, after listening to concerns, investigating and talking with staff, that the City put the driveway back in per the specs that were originally designed. The center line of Mount Cross Road was at the same elevation as it always was. What has happened, as the road was expanded, the side of the road had to be raised on the same side as the Pleasant property, in order to meet the same grade as the center line of the original Mt. Cross Road. He has determined that the project was handled within budget, done per policy, per the specs and there was no reason for the City to spend additional dollars at that property making any additional changes. There really wasn't a lot that can be done regarding the elevation of the road. The driveway has to slope up to get to the road. The conclusion was, since the City did nothing wrong, there was no reason to spend more money to correct a situation that was not bad.

Mr. Campbell questioned was there an alternative way of getting inside the residence that the engineers can do. Mr. Larking noted he did not know if there was any way to correct the slope; there was always going to be some kind of slope going from the house to Mt. Cross Road. The state recently did an inspection throughout the project and there was no determination that

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anything was done wrong as they were inspecting it. What was being asked was for the City to spend additional tax dollars on a project that was already done correctly.

Mr. Campbell asked Mr. Pleasant what they would like to see done. Mr. Pleasant noted WSET news came out there, did a survey, went up the driveway said they had a blind spot. Someone was going to try come in that driveway and was going to stop real quick so there will be a rear end collision. That was one issue about the driveway Mr. Larking was not looking into; he was looking when he gets to the top. Mr. Pleasant noted, since the City owns the 100' lot beside theirs and the Pleasants' have a hundred foot, suggested the City buy that hundred foot of the Pleasant property. Mr. Pleasant noted they also have a drainage issue. Mr. Whittle questioned the option of putting a turn lane into the Pleasant's and catch the two lots down the street at the same time. City Engineer Brian Dunevant noted a turn lane with a house there wouldn't work because the driveway grade would increase over what it was now. Mr. Shanks noted he thought the whole issue was the landing and questioned was it actually the slope coming up and Mr. Pleasant noted it was. Mr. Shanks stated this was the first he has heard about the drainage; he would drive out to look again.

After further discussion, Mayor Jones asked two Council Members to view the property; Mr. Shanks agreed to go, and Mr. Larking noted he would go as well. Dr. Miller indicated he would like to go. Mayor Jones noted Council Member Shanks, Council Member Miller and the City Manager, if his scheduled permits, will go meet Mr. Pleasant.

City Manager Ken Larking noted the City of Danville was invited to be a part of the Virginia Local Government Exchange Program. It was in partnership with the Virginia Department of Housing and Community Development and the Virginia Municipal League. The concept was the City would partner with a community in a different part of the state, they would learn from each other, the challenges and successes, somewhat like a sister city program but within the State. The City of Danville was partnered with Loudon County and they have an event on February 6, 2020 at the Governor's Mansion where all the representatives can attend, discuss the challenges, and get to know each other more. They are planning to have a representative group from Loudon County come to Danville, show them around and then a representative group from Danville would go to Loudon County and learn about their challenges. They do want some elected Council Members to be a part of the group. Mayor Jones asked Council Member Saunders and Council Member Buckner to be the Council representatives.

8:55 p.m. Mayor Jones noted he had to leave the meeting and turned it over to Vice Mayor Vogler.

### **REVIEW OF GENERAL FUND FINANCIALS THROUGH DECEMBER 31, 2019.**

Director of Finance Michael Adkins reviewed the General Fund results through the end of December. Revenues were at \$51.5M, almost 47% of budget and usually where the City finds itself at this point of the fiscal year. Because of some tax increases, and also natural growth, they have seen growth in the property tax, local taxes and recoveries. The City was at the midpoint of real estate collections, they did pass the 50% mark by the end of December, and just under \$9M has been collected. Delinquent real estate collections are still strong at over 57% of budget at the end of December, about \$540,000. In Machinery & Tools, they saw some growth last year and are seeing growth this year; the City has collected \$880,000 which was 55% of what was budgeted. Personal Property Tax was at 46% of budget; the reason the City does not hit the 50% mark was because they do not get all the state's share at this point; the bulk of that comes the second half of the fiscal year. Under Local taxes, the City has collected \$11.3M, that was 41% of budget. Some of the local taxes such as business licenses, the bulk of those are not due until

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March, so the City does not hit the 50% mark yet. There was an increase of about \$324,000 over last year for local taxes. The City has been lagging all year with sales tax, starting off with a deficit of about \$90,000. That has closed and was now at about \$58,000, down from where they were last year; percentage wise the City was still close to the 50% mark. The City does not receive sales tax evenly through the year, the biggest month was February which represents the holiday sales, so in February the City will probably get back up to their budgeted mark.

There was growth in Meals tax at 51% of budget and an increase of \$98,000 over last year. Lodging had a tax increase in the current fiscal year, so they expected to see an increase there, \$227,000 over last year and surpassing the budgeted amounts, at 56% of budget at the end of December. One unexpected item was the Recordation Revenue for local taxes, where certain property items are recorded in the circuit court; the City was already at 95% of budget in November. Mr. Adkins noted he believed there was a refinancing or something done with the local hospital; they had to file a deed of trust with the Circuit Court and that brought in about \$70,000 more than what the City normally sees. With the customer service function being moved from the Utility Funds to the General Fund, there was an increase in expenditures, but also an increase in recoveries where the utilities are still paying for that service.

On the Expenditure side, at the end of December the City had spent \$61M, which was about \$3.5M more than last year. About a million of that was timing in the transfers where the City was funding capital improvement projects and school transfers. The rest can be seen in the General Fund with the Customer Service piece. Public Safety has a timing difference in the purchase of the vehicles for the police department, and there was also increased funding for DLSC; all these items were budgeted. The Departmental Spending was at 47% of budget, trailing behind the 50% mark which was typical. It was much too early to make any kind of projection about fund balance, but he can compare, and the unassigned fund balance at the end of December was \$22.5M. At the end of last December it was \$20.3M, so the City was ahead of last year and hopefully will stay on the path with revenue collections and keeping expenditures under budget. Hopefully the City will not have to dip into fund balance although they did budget to do so.

#### **CONSIDERATION OF ENDORSING THE STRATEGIC TARGETED AFFORDABLE ROADWAY SOLUTIONS (STARS) STUDY ON RIVERSIDE DRIVE**

City Engineer Brian Dunevant noted this study was a VDOT program called STARS. They look at congestion and safety, and chose Riverside Drive and the corridor from Piedmont Drive to North Main. They didn't really find any congestion issues but did find some potential safety improvements, and the study identified those improvements. The City can use the study for future funding applications; this item was an endorsement from City Council for the study.

Mr. Shanks noted the City had a traffic study done between Patton Street and the Union Street Bridge, was that on hold until they learned about possible future use of the White Mill; Mr. Dunevant stated Mr. Shanks was talking about taking Memorial Drive down to one lane. They asked the consultant to look at the Riverfront Park Development and also the potential White Mill development; they have some trip generations that were submitted to him by the developers for the White Mill as potential. He has looked at that to see what capacity Memorial Drive has, and what type of improvements the City may need to look at. That was actually a newer study that was underway now and should be completed soon. Mr. Shanks noted on Westover Drive, starting somewhere near the Gas House it was still four lanes and he seems to remember a study being done that would make that two lanes and two bike lanes. Mr. Shanks questioned if that was still open for discussion. Mr. Dunevant explained they have not undertaken a project yet; they completed the study and went to a public meeting. They got a lot of feed back, built a web page

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on the City website, and received comments through that. Mr. Dunevant noted it was still on the website. Mr. Shanks stated he was concerned about that stretch of road, especially with regard to the Mega Park future development and doesn't know if that should be slowed down or was everyone okay with doing bike paths that will make the road have less lanes. Mr. Whittle questioned the comments that were received about it and Mr. Dunevant stated about 19/20 were in favor. Mr. Larking stated if Council wanted, staff could come back to a work session with a report on that information and Mr. Shanks noted he would like that. Mr. Dunevant noted they can bring the study and have the consultant who did the actual study come as well. Mr. Vogler questioned if a survey could also be put on line to get some feedback along with the work session and Mr. Dunevant noted they did activate a comment portal on the website for a period of time after the public meeting; staff can reactivate that.

Mr. Vogler did a straw poll to have a discussion at a work session on Westover, Council agreed to put this on a work session.

Council agreed to put the STARS study on a regular meeting agenda.

#### **CONSIDERATION OF AMENDING THE FISCAL YEAR 2020 BUDGET APPROPRIATION ORDINANCE FOR TWO TRAIL EXTENSION PROJECTS**

Mr. Dunevant noted VDOT allocated funds for two Trail Extension projects; this would be the appropriation of those funds. The Ordinance in the agenda has been modified to show the current fiscal year match. Mr. Buckner questioned the status of the bridge behind the City Farm and Mr. Dunevant noted it was out for bid, the bridge was on order and he was trying to get a contractor to do the abutments and take possession of the bridge when it arrives. It was looking like March to May timeframe.

Council agreed to put the Trail project ordinance on an upcoming agenda.

#### **CONSIDERATION OF VACATING APPROXIMATELY 0.05 ACRES OF RIGHT-OF-WAY ON PRESTON DRIVE**

Mr. Dunevant explained this was vacating a right of way that was actually somebody's driveway. It looks like when that area was in the County, it used to be the turn around; then the house was built and they used that for their driveway. Staff received a request from the property owner to vacate that, but they have also have offered to give the City right of way at the end of the street which will allow the City to go in and do a better turn around.

Council agreed to put this on an upcoming agenda.

#### **CONSIDERATION OF AUTHORIZING AND APPROVING A REQUEST TO VDOT TO ADD LANE MILES TO THE DANVILLE HIGHWAY MAINTENANCE SYSTEM**

Mr. Dunevant noted annually, the City has to submit to VDOT any street inventory changes; staff had listed two streets in the Ordinance. Soon after Mr. Dunevant entered this item, VDOT called them with a couple more streets that have to be cleared up, that adds more lane miles to the City's inventory, which means more maintenance payments. Mr. Dunevant noted the Ordinance will be revised before it goes to the regular council meeting.

Council agreed to put this on an upcoming business agenda.

## **COMMUNICATIONS**

Dr. Miller questioned the status of looking at sidewalks in Almagro. Mr. Larking explained that item would have to come to Council through the budget process; it would be expensive. Some cities do a sidewalk master plan, evaluate sidewalks throughout the city and see if current sidewalks need to be upgraded and repaired, and where throughout the city there was a need for more pedestrian walkways. Mr. Shanks noted the Public Works Director usually has a few curb and gutter projects on his capital improvements, it might make sense to prioritize that neighborhood, or a couple neighborhoods. Mr. Larking noted they would take a look at that.

Dr. Miller stated at the intersection at Updike and South Main, there were a lot of accidents and the death of two people several weeks ago, the City needed to look at a traffic light there; Mr. Vogler noted his agreement. Mr. Larking stated there was a study underway and he spoke to Public Works to look at the study. They want to make sure that whatever they do with regard to traffic was done by the Manual on Uniform Traffic Control Devices.

Mr. Saunders questioned the bridge on the trail that should be repaired sometime in March or April, he was getting a lot of questions about that as well. Can staff put something out to the public informing them of the progress. Mr. Larking noted they could.

## **CLOSED MEETING**

At 9:14 p.m., Council Member Miller **moved** that this meeting of the City Council of Danville, Virginia be recessed and that Council immediately reconvene in a Closed Meeting for the following purposes: discussion or consideration of the acquisition and/or disposition of real property for a public purpose where discussion in an open meeting would adversely impact the bargaining position of the City as permitted by Subsection (A)(3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended, more specifically to consider both the acquisition of a specific parcel or parcels of real property as well as the disposition of a specific parcel or parcels of real property; and to consider an Economic Development discussion and update concerning prospective business or industry where no previous announcement has been made and/or the expansion of an existing business or industry where no previous announcement has been made as permitted by Subsection (A)(5) of Section 2.2-3711 of the Code of Virginia, 1950 as amended, and more specifically to consider the location of a prospective new business or industry to the area and expansion of an existing business or industry.

The Motion was **seconded** by Council Member Shanks and carried by the following vote:

VOTE: 8-1  
AYE: Buckner, Campbell, , Miller, Saunders,  
Shanks, Tomer, Vogler and Whittle (8)  
NAY: Jones (1)

Upon unanimous vote at 10:01 p.m., Council reconvened in open session and Council Member Miller **moved** for adoption of the following Resolution:

## **CERTIFICATE OF CLOSED MEETING**

WHEREAS, the Council convened in Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

January 21, 2020

WHEREAS, Section 2.1-344.1 of the Code of Virginia, 1950, as amended, requires a Certification by the Council that such Closed Meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each Member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements of Virginia Law under Section 2.2-3711 were heard, discussed or considered, and (ii) only such public business matters as were identified in the Motion by which the Closed Meeting was convened were heard, discussed or considered by the Committee.

The Motion was **seconded** by Council Member Shanks and carried by the following vote:

VOTE: 8-1  
AYE: Buckner, Campbell, , Miller, Saunders,  
Shanks, Tomer, Vogler and Whittle (8)  
NAY: Jones (1)

MEETING ADJOURNED AT 10:02 P.M.

APPROVED:

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MAYOR

ATTEST:

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CITY CLERK

# Council Letter

## City of Danville, Virginia



**CL-2298**

**Work Session A.**

**Work Session Meeting**

**Meeting Date:** 03/03/2020

**Subject:** Appointments to Boards and Commissions

**From:** Susan M. DeMasi, City Clerk

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### **COUNCIL ACTION**

Work Session: 03/03/2020

### **SUMMARY**

The Committee on Appointments will make recommendations of Appointments to the following Boards and Commissions:

1. Airport Commission
2. Dan River ASAP
3. DCC Board

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### **Attachments**

*No file(s) attached.*

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