7:00pm: Mayor McCrady called the meeting to order, led the Pledge of Allegiance and gave the invocation.

Mayor McCrady asked for approval of the June 3rd, 2019 Regular Called Council Meeting Minutes (revised), the June 28th, 2019 Special Called Council Meeting Minutes, and the July 1st, 2019 Regular Called Council Meeting Minutes.

- Mr. Williams made motion to approve the three sets of Minutes as presented, 2nd by Ms. Albro. The motion passed (5-0)

Mayor McCrady asked for approval of the agenda with item 7b (Virginia Creeper Trail Conservancy Proclamation) being moved up to take place immediately following the Agenda approval.

- Mr. Williams made a motion to approve the agenda as presented, with item 7b moved up as requested. Mr. Greer 2nd the motion, which passed (5-0).

Virginia Creeper Trail Conservancy Proclamation – Wayne Miller, Creeper Trail Ambassador

Mayor McCrady read the following Virginia Creeper Trail Conservancy Proclamation, giving Mr. Wayne Miller the title of ‘Creeper Trail Ambassador’:

**WHEREAS**, Wayne Miller retired to Abingdon in 2006 and for Christmas that same year, his daughter presented him with a membership to the Virginia Creeper Trail Club. By the following year, Wayne became very involved, sharing his passion for the trail with others; and

**WHEREAS**, in 2009, Wayne was elected President of the Virginia Creeper Trail Club, a volunteer organization dedicated to the maintenance and preservation of a 34-mile Creeper Trail corridor in Southwest Virginia; and

**WHEREAS**, Wayne led by example, every day worked tirelessly not only as President of the Club but as a volunteer on the Creeper Trail. With over 100 individual trail projects to his credit including installation of interpretive signs, memorial benches and picnic shelters, station painting, trail cleanups and trestle maintenance, washing toilets and cleaning birdhouses, and with over 1000 volunteer hours dedicated just on the trail; and

**WHEREAS**, Wayne’s example of volunteerism has inspired hundreds of Club members – exponentially increasing the impact that the community of trail users has on the continued success of the Creeper Trail; and

**WHEREAS**, in Wayne’s characteristic low-key way, his talent for encouraging ideas and, ultimately consensus even among divergent groups has benefited all of us that appreciate the significant role the Creeper Trail plays as one of the most important economic drivers in Southwest Virginia. Leading a non-profit is a challenging task that requires more than just acumen, but diplomacy as well. Tasked frequently with balancing not only the needs and
concerns of the Club membership and the general public, but also property owners, federal agencies and town governments, Wayne always listened closely, and spoke thoughtfully and with intention, ensuring that all stakeholders participated equally in decisions, and as a true steward of the trail, always returning to the decision that was best for the Creeper Trail; and

WHEREAS, in 2009-2010, Wayne garnered support and successfully spearheaded funding through a grant from the Virginia Department of Conservation and Recreation for approximately $75,000 to resurface several miles of the Creeper Trail. This work also included installation of safety signs and other trail rehab work. This significant accomplishment was completed with the help of dozens of volunteers that Wayne recruited, organized, and managed. Not only did Wayne’s efforts and personal contributions to this project illustrate a classic example of the benefits of public-private partnerships, it demonstrated to all the difference a small group can make for the common good; and

WHEREAS, during his tenure as President, Wayne’s accomplishments have been many: In 2014, the Virginia Creeper Trail was recognized nationally by the Rails-to-Trails Conservancy and inducted into Rails-to-Trails Hall of Fame. This meritorious distinction is direct evidence of the significant impact Wayne's leadership has made; and

WHEREAS, one of Wayne’s last accomplishments of his leadership was transitioning the Virginia Creeper Trail Club to the Virginia Creeper Trail Conservancy – a move that will better define the VCTC’s public role as trail advocates and chief promoters and patrons of the trail as well as significantly broaden the VCTC’s fundraising profile and ability; and

THEREFORE, for the foregoing reasons, as well as those that are still to be realized, the Council of the Town of Damascus, Virginia hereby commends and extends gratitude, recognition and accolades to Wayne Miller, for his role in the Virginia Creeper Trail Club and his commitment to service of community and a true “Creeper Trail Ambassador.”

Mr. Miller addressed the Council and audience stating that it has been an honor and a pleasure to work with the Damascus community, trail volunteers and club members, bike shops, and stakeholders to provide the community effort and partnerships that oversee and maintain the Virginia Creeper Trail.

Mr. Williams thanked Mr. Miller, presented him with a gift bag of Damascus mementos.

Mayor McCrady asked for a 5-minute recess to have a few photos taken, per request of the Creeper Trail Conservatory administration.

- Ms. Albro made a motion for a quick recess as requested, 2nd by Mr. Greer. The motion passed (5-0).

**Committee Reports**

**Budget, Finance, and Administration:**
Ms. Seymour deferred to the Town Treasurer, Linda Rouse, who submitted the following report for the previous month:

**TAXES:** Our collection rate for real property taxes for 2019 improved to 93.10% and all years is 97.52%. Personal Property for all years is 87.64%. I plan to send past due notices on real property in August.

**VIRGINIA INVESTMENT POOL:** The remaining funds from the sale of PD vehicles on Gov/Deals in the amount of $15,000 was transferred to the VIP-Police Vehicle Fund. The balance in the General Fund Reserve is $53,018.38, Police Vehicle Fund is $15,001.96, Sewer Fund CD is $25,772.91, and Anthem Recovery balance is $43,074.90 for a total balance in our VIP is $136,868.15. The current rate is 2.39%. I would like to recommend we move $150,000 from our General Fund working
capital to a new VIP account (named ‘Additional Working Capital’) to earn interest. All funds are in a money market account and can be transferred as needed.

- Mr. Williams made a motion to transfer funds to an interest earning VIP account, as recommended. Ms. Van de Vuurst 2\textsuperscript{nd} the motion, which passed (5-0).

**VRSA:** Our Safety Grant application was submitted August 1\textsuperscript{st} to purchase 2 pedestrian crossing signs and 1 base. The estimated cost is $647 and grant reimbursement is $500.

- Ms. Albro made a motion to use the Safety Grant funds to purchase additional pedestrian crossing signage and base, as recommended. Ms. Van de Vuurst 2\textsuperscript{nd} the motion, which passed (5-0).

**Streets, Lights and Maintenance:**
Mr. Greer presented the following monthly report, as submitted by the Public Works supervisor, Joe Fritts:

> We have been able to catch-up on brush pickup this week, with the help of a new employee. This allows us to work on several areas at the same time, and still handle the continued grass mowing as well as other issues arising from the rainfall. We have begun extensive trimming and clearing of right of ways. Efforts to do this earlier were prevented by manpower shortages for various reasons. We are also working to solve problem areas with storm water. The hanging of the C-TREC banners was delayed about one week this year, but we were able to finish them before the JULY 27\textsuperscript{th} event.

**Parks and Recreation:**
Mr. Williams reported:

1. Having perfect weather for the Town’s Independence Day celebration on July 3\textsuperscript{rd} and thanked the Police and Fire Departments for handling the traffic flow when the event was over. He estimated the implemented traffic flow plan that was implemented saved about an hour of wait time for attendees and participants.
2. The 2019 Trail Days financial outcome is up to date and will be posted outside the Clerk’s office.
3. The Town’s basketball court is no longer usable because the gabion baskets along the creekbank have fallen due to the excess rainfall, which has pulled part of the court’s fencing and asphalt down the bank also.
4. This year Halloween will be observed in Town on Thursday, October 31\textsuperscript{st}, with trick-or-treating encouraged from 5:30-7:30pm; and the Trail Town Christmas event and parade will be on Friday, December 7\textsuperscript{th}, with the parade starting at 7pm. Ms. Albro said she will check with the DBG to see if business owners will again be holding open houses and Christmas sales on that evening.

**Planning Commission:**
Mr. Blevins reported the Planning Commission will have a meeting in August to start the Comprehensive Plan review and update process.

**Police and Fire Advisory:**
Mr. Hayes deferred to the following P.D. activity report for the previous month, as presented by Chief Hounshell:

- **Operations:** July 2019, Damascus Officers handled 97 calls and made 3 criminal arrest. We have taken 16 investigative reports.

- **Traffic Enforcement Activities:** We issued 7 citations along with 3 warnings.
**Speeding complaint areas include:** South Beaver Dam Ave.

**Special Report:** The Fourth of July celebration went well. No arrests were made during the event and we feel the new traffic pattern implemented worked better. Most of the vehicles were clear the park by 11:00pm.

The CTREC event went well and was without incident.

We will be attempting another grant offered by the Department of Justice and plan to apply for money to update radios for the cars and portables. I will update next meeting on final grant request. It is another competitive grant and is statewide.

**K9:** Officer Farley’s new K-9 “Hank” is certified and being utilized.

**Police Vehicles:** The Dodge Charger is in for another engine rebuild. The vehicle was still under warranty so it will be no cost to the town.

**Damascus Volunteer Fire Department**

The following monthly report was submitted by Chief Turner:

---

**Average Number of Responding Personnel per Hour for Date Range**

Start Date: 07/01/2019 | End Date: 07/31/2019

<table>
<thead>
<tr>
<th>HOUR</th>
<th>AVG. # PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00 - 00:59</td>
<td>9.00</td>
</tr>
<tr>
<td>06:00 - 06:59</td>
<td>3.00</td>
</tr>
<tr>
<td>08:00 - 08:59</td>
<td>3.50</td>
</tr>
<tr>
<td>12:00 - 12:59</td>
<td>3.50</td>
</tr>
<tr>
<td>13:00 - 13:59</td>
<td>3.00</td>
</tr>
<tr>
<td>14:00 - 14:59</td>
<td>3.00</td>
</tr>
<tr>
<td>17:00 - 17:59</td>
<td>4.00</td>
</tr>
<tr>
<td>20:00 - 20:59</td>
<td>7.00</td>
</tr>
<tr>
<td>21:00 - 21:59</td>
<td>6.00</td>
</tr>
</tbody>
</table>
### Breakdown by Major Incident Types for Date Range

**Zone(s):** All Zones  |  **Start Date:** 07/01/2019  |  **End Date:** 07/31/2019

![Pie Chart showing incident types]

<table>
<thead>
<tr>
<th>Major Incident Type</th>
<th># Incidents</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fires</td>
<td>1</td>
<td>8.33%</td>
</tr>
<tr>
<td>Rescue &amp; Emergency Medical Service</td>
<td>7</td>
<td>56.33%</td>
</tr>
<tr>
<td>Service Call</td>
<td>1</td>
<td>8.33%</td>
</tr>
<tr>
<td>Good Intent Call</td>
<td>2</td>
<td>16.67%</td>
</tr>
<tr>
<td>False Alarm &amp; False Call</td>
<td>1</td>
<td>8.33%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>

### Incident Statistics

**Start Date:** 07/01/2019  |  **End Date:** 07/31/2019

<table>
<thead>
<tr>
<th>INCIDENT TYPE</th>
<th># INCIDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS</td>
<td>7</td>
</tr>
<tr>
<td>FIRE</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### TOTAL TRANSPORTS (N2 and N3)

<table>
<thead>
<tr>
<th>APPARATUS</th>
<th># of APPARATUS TRANSPORTS</th>
<th># of PATIENT TRANSPORTS</th>
<th>TOTAL # of PATIENT CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRE-INCIDENT VALUE

<table>
<thead>
<tr>
<th></th>
<th>LOSSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### CO CHECKS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

### MUTUAL AID

<table>
<thead>
<tr>
<th>Aid Type</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aid Given</td>
<td>1</td>
</tr>
</tbody>
</table>

### OVERLAPPING CALLS

<table>
<thead>
<tr>
<th># OVERLAPPING</th>
<th>% OVERLAPPING</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>NaN</td>
</tr>
</tbody>
</table>

### LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)

<table>
<thead>
<tr>
<th>Station</th>
<th>EMS</th>
<th>FIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station 1400</td>
<td>0:18:08</td>
<td>0:29:31</td>
</tr>
</tbody>
</table>

**AVERAGE FOR ALL CALLS:** 0:20:58

### LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)

<table>
<thead>
<tr>
<th>Station</th>
<th>EMS</th>
<th>FIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station 1400</td>
<td>0:03:20</td>
<td>0:07:00</td>
</tr>
</tbody>
</table>

**AVERAGE FOR ALL CALLS:** 0:04:15

### AGENCY

<table>
<thead>
<tr>
<th>Agency</th>
<th>AVERAGE TIME ON SCENE (MM:SS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damascus Fire Department</td>
<td>54:23</td>
</tr>
</tbody>
</table>
Special Committees
Damascus Business Group - Ms. Albro reported the next DBG meeting will be scheduled in September.

Manager’s Report
Mr. Blevins submitted the following Town Manager’s Report:

**ARC – Damascus Waterfront Development Initiative**
- The civil engineer is handling the construction documents and permitting reviews prior to bid.
- Planning Commission will have all the plans for final approval at their normal meeting this month.

**CDBG – Downtown Revitalization**
- The Easement with STORE Capital will be executed and ready for recording any day, pending receipt of payment.
- I’m still working with façade participants to get all the materials lists from contractors so that we can get the façade materials ordered.

**ARC POWER Initiative – Trail Center**
- Preparations are being made for re-bidding the building for construction after edits to the Invitation to Bid and the specifications of the building materials and construction type and methods, but these changes are taking a while.
- I would still recommend contracting with an owner representative on this project once we move into the bidding phase.

**Miscellaneous**
- Laurel Avenue Sidewalks – Arthur Construction is in the region now working on the ADA ramps identified – they will be in Damascus in September. Pearson is officially starting the Laurel Avenue Sidewalk replacement job today, and I have let Adam’s Tree Service know as well so they can coordinate tree stump removal. The bricks are on order for the one section as well, matching what we have recently used.
- Beaverdam Creek Trail – now that Public Works is back up to full strength, I’ll try to work with them and some other agencies to get plantings completed at the bridge crossings.
- Newsletter – The newsletter layout and content is still in development due to delays, but once we get caught up, we’ll get the first issue moving out.
- Walk Your Bike Initiative – Completed.
- WCSA Waterline Replacements – the project should be out for contract with construction in the Summer of 2019.
Laurel Avenue Paving – W&L Construction has the contract from VDOT, and has already taken a core sample from the street to determine its depth. Paving should be completed mid-to-late Summer 2019.

Laurel Avenue Curb Islands – I’ve been working with VDOT to construct the curb islands at the Reynolds and Shady intersections of Laurel Avenue directly following the repaving, and this should be accomplished in a timely manner utilizing state maintenance funds.

Old Business
Mr. Blevins notified the Council that the VDOT Highway Safety Improvement Program, which was planned for use on the Town’s Douglas Dr. sidewalk project, will unfortunately not be accepting applications in 2019 after all. VDOT will notify localities when they start accepting HSIP funding requests again.

New Business
The first Monday in September falls on a holiday, so the Regular Council Meeting must be rescheduled. Mayor McCrady suggested rescheduling the meeting date to Sept. 10th (Tuesday), and the Council agreed.

Legal Matters
Mr. Greer made a motion to, at the appropriate time, Recess into Closed Session for Discussion and Consideration of personnel matters, per VA Code Section 2.2-3711 (A) (4). Mr. Hayes 2nd the motion, which passed (5-0).

Council Members Reports
Ms. Van de Vuurst has been asked by an owner of a neighboring property to be kept informed, via phone call, of any projects or property maintenance that the Town will be doing that adjoins his property.

Mr. Hayes presented the following request:

Please let this correspondence serve as a request of the Damascus Senior Center be allowed to meet at the Damascus Town Hall only in the case of an emergency on Wednesday's 8:30 am.

Thank you for allowing us to make this request of the Town of Damascus.

Sincerely,
Sally Johnson
Executive Director
Damascus Senior Citizens

- It was the consensus of the Council to approve the request from the Senior Center Director.

Mayor McCrady has requested that VDOT conduct a safety survey on Cemetery Ridge Rd. because of the various driving hazards on that road.

Mr. Blevins stated that he has spoken to a VDOT representative and they are open to the idea of us changing Cemetery Ridge Rd. into a one-way street.

Citizens Comments
I. Katie Lamb, 561 Clifton St., would like to start the discussions and process of possibly acquiring a permanent easement for a right of way that is located between her property and Fred Leonard’s property. Ms. Lamb had requested to be put on the agenda for this meeting but was instructed that the first step is to submit the request to the Town Manager, along with any supporting documentation (which she delivered earlier today).
Ms. Lamb stated that she has a solid business plan and would like to use this property to place a tiny house on which will be used for transient lodging rentals, and asked that the Council expedite the process and possibly schedule a Special Called meeting for discussion of this matter so it can also be included in the Public Hearings that are scheduled during the September 10th Regular Called Council Meeting.
Mayor McCrady stated the matter will have to be researched more in depth and discussed with Legal Counsel before it can be considered, and that it may already be included in plan discussions for a future Town project. Mr. Williams explained that the strip of land in question may be correlated to the area where VDOT has suggested building a bridge for an alternative Creeper Trail crossing, because it would be much safer than crossing N. Beaverdam Ave. at the end of Town Park.
Mayor McCrady said that until the deeds/titles have been researched to verify ownership and boundaries, the Council can’t move forward with discussions or make a quick decision. The Town Manager will be in contact with the Town Attorney on the matter.

II. Shannon Barrett, 203 E. Laurel Ave., thanked Chief Hounshell for stationing an officer at the E. Laurel Ave. crosswalk on the previous Sunday morning, stating it was a great help in getting drivers to pay attention and stop so pedestrians could cross the road going to and leaving church services.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:
➢ Town Hall and offices will be closed on September 2nd, in observance of Labor Day.

For information on upcoming events, visit our website www.visidamascus.org

Consent Agenda

- Ms. Albro made a motion to pay the bills for invoices exceeding $500, 2nd by Ms. Van de Vuurst; the motion passed (5-0).

- Mr. Hayes made a motion to pay the bills presented as well as the standard and/or recurring bills that will come in before the next Council meeting. Mr. Greer 2nd the motion, which passed (5-0).

- Mr. Greer made a motion to go into Closed Session for personnel matters, per VA Code section 2.2-3711(A)(1). Ms. Albro 2nd the motion, which passed (5-0).

- Mr. Hayes made a motion to return to open session, 2nd by Ms. Van de Vuurst. The motion passed (5-0).

- Mr. Hayes made a motion to certify, 2nd by Ms. Van de Vuurst. The motion passed (5-0).

- Mr. Williams made a motion to adjourn, 2nd by Mr. Greer. The motion passed (5-0).