

FINANCE/AUDIT COMMITTEE MEETING was held @ 6:00PM

TOWN COUNCIL WORK SESSION

Monday, October 19, 2015 @ 7:00pm

Front Royal Administration Building

1. Interviews - I & I Abatement Engineering Services (2 proposals)

Summary: The Town of Front Royal is currently under a Consent Order with the Department of Environmental Quality to reduce the inflow & infiltration into the Town's sanitary sewer system. To ensure the Town meets all environmental requirements of the Consent Order, engineering services are required. The Environmental Services Department completed reviews of the proposals submitted for the I&I Abatement Engineering Services. Each submittal was reviewed following certain criteria and the top two firms were recommended for Council to interview: Pennoni Associates Inc. and CHA.

Council is requested to interview the top two firms chosen by the Department of Environmental Services and discuss which candidate would best serve the Town's needs.

Staff Evaluation: Environmental Services sent out a RFQ for Engineering Services of the Sanitary Sewer I&I Abatement Program and had four (4) firms submit proposals on June 4, 2015. DES composed a panel to review the submittals.

The panel reviewed the proposals with the following criteria: Experience and examples of comparable I&I work; Knowledge and experience with the town of Front Royal sanitary sewer system; Demonstrated ability to respond in a timely and efficient manner; Current and projected workload; Demonstrated understanding of funding resources and budgeting; and Description and qualifications of other consulting firms that may be involved with the project. The panel short listed the top two (2) firms which are CHA and Pennoni Associates, Inc.

Budget/Funding: Funding has been allocated to the Water & Sewer Line Maintenance budget

Staff Recommendations: Staff recommends Council to review and discuss which firm would best to meet the needs of the Town.

PENNONI's Presentation to the TOWN COUNCIL:

Engineering Services Related to Sanitary Sewer Inflow & Infiltration Abatement

- 651,994 feet of gravity sewer (123 miles)
- 3,454 manholes
- Assuming a very conservative pipeline replacement cost of \$100/foot and a manhole replacement cost of \$5,000, the replacement value of the gravity sewer system would be \$82,470,000
- Some Nearby Cities Pennoni has worked with:
 - Front Royal
 - Strasburg
 - Edinburg
 - Mount Jackson

- Frederick County
 - Middletown
 - Stephens City
 - Berryville
 - Marshall
 - Warrenton
 - Vint Hill
 - Manassas Park
 - And more
- Pennoni presented their organizational chart; explained their Flow Monitoring Plan; described the threshold at the plants and how it affects that the I&I monitoring. They noted that the rainfall affects the flow for many days after a single rainfall event. They also described the matters relating to the Corridor area, and how it is not very affected by rain events, as it is a newer line. They stated that the Corridor area (Basin 9) is not a candidate for I&I efforts in their opinion.
 - Where to go from here:
 - Complete data acquisition and analysis for the autumn flow monitoring period;
 - Develop a sewer inspection program targeted as Areas 1 and 5;
 - Begin the planning of the spring flow monitoring effort.
 - Flow monitoring of the system has begun and they were fortunate to have a large rain event and they now prioritize and compare and evaluate the preliminary results.
 - Inspections will be efficient and resources will be cost effective.

Mayor Darr thanked Pennoni for their detailed information and their time.

CHA's Presentation to the TOWN COUNCIL:

Sanitary Sewer Inflow & Infiltration Abatement

- May 2010, Olver merged with CHA
- Same faces, expanded resources; over 1,200 employees
- CHA established in 1952
- Full-servic firm listed as one of the top 100 Design Firms in the US by the Engineering News-Record for the last three years
- Offices throughout the US; Blacksburg, Chantilly & Richmond
- History with Front Royal: WWTP Effluent Toxicity Testing; Compliance Planning; Industrial Pretreatment Program Development; Water & Wastewater System Hydraulic Evaluation; Water Treatment Improvements
- Local Wastewater Clients: Front Royal, Federal Mogul (Winchester), Frederick-Winchester, Lovettsville, Purcellville & Georges Chicken (Edinburg)
- I&I Abatement Team Reviewed
- Projects & Experience Reviewed
- Securing Grants & Low Interest Loans for I&I Abatement Projects
 - Covington, 0% loan, \$2 million grant
 - Galax, 0% loan, \$1 million grant
 - Abingdon, 0% loan, \$100,000 grant

- Glasgow, \$2.6 million grant
- Rich Creek, \$275,000 grant
- Front Royal will qualify for 0% loan
- Project Approach/Objectives
 - Comply with Consent Order requirements
 - Identify problematic areas in collection system
 - Reduce sanitary sewer overflows
 - Determine required peak flow reduction to avoid bypasses at WWTP
 - Prioritize corrective actions
 - Minimize cost and maximize grants
 - Terminate Consent Order
- 1. Data Review
 - Previously developed reports
 - Field work GIS geodatabase
 - Recent flow monitoring effort
 - Interview/meetings with Town Staff
 - Hydraulic sanitary sewer model
- 2. Update Corrective Action Plan and Implementation
 - Update model with new flow data
 - Assess I&I reduction needed to reduce SSOs and bypasses
 - Focus on sewersheds with “low hanging fruit”
 - Most I&I reduction er \$ spent
- 3. Develop Quarterly Reports well in advance of deadlines
- Flexibility in Collecting Field Data
 - SSES Field Work
 - Flow Monitoring
 - Manhole Inspections
 - Wet Weather Inspections
 - Smoke Testing
 - CCTV Inspection
 - CHA can perform all field work
 - CHA can coordinate & review field work performed by Town
 - We are flexible to save money
 - All field data collected in real time

Proven Results

- Town of Lovettsville/VDEQ Consent Order – Dec 2008
 - Previous consultant recommended comprehensive replacement for over \$5 million
 - CHA Program cost \$425,000
 - VDEQ Consent Order terminated in June 2012
- Cty of Covington/received multiple NOV's for bypasses at WWTP
- CHA negotiated with VDEQ to avoid a Consent Order
 - CHA developed an I&I Reuction Plan

- Secured \$2 million grants for I&I abatement
- Significant reduction in I&I and bypasses
- Town of Purcellville/VDEQ Consent Order/Dec 2003
- I&I Program Costs - \$1.8 million to date
- Saved over \$10 million in WWTP upgrades
- VDEQ Consent Order terminated in May 2008
- In 2003:
 - During 2-year storm flow 5 SSO locations
 - 2-year storm peak flow was 7 MGD
- In 2015:
 - All wet weather overflows have been corrected
 - 2-year storm peak flow is 4.2 MGD
 - Addition of 0.2 MGD from growth over 10-year period
 - Annual I&I reduced by 45%

COUNCIL DISCUSSION:

Mayor Darr thanked CHA for their time and effort. Mr. Burke noted that it would be added to the Closed Session for discussion at the next meeting for review.

2. Special Use Permit for 102 E Prospect Street – Director of Planning/ Zoning

Summary: Cornerstone Construction (Martin McMahon) has submitted a Special Use Permit Application to convert 102 W Prospect Street into a building with three (3) dwellings. The Planning Commission recommended approval of this application during their meeting held on September 16, 2015. The Planning Commission's recommendation included six (6) conditions, including, but not limited to, a requirement that the applicant amend the site plan to provide three (3) off-street parking spaces in addition to the three (3) parking spaces proposed on Lee Street extended. The BAR recommended approval of the associated renovation work during a special meeting held on September 1, 2015. Town Council denied a request for 4 apartment units at 102 W Prospect Street on March 28, 2011. This previous application was submitted by a different applicant. The primary reason for denial was the lack of off-street parking spaces. The current applicant has reduced the number of units from 4 to 3 and has agreed to add additional off-street parking spaces. The attached Staff report provides additional information on this request.

This agenda item is scheduled for a work session review on 10/19/15. A public hearing is required for special use permit applications (no 2nd reading is required).

STAFF REPORT NOTES:

Special Use Permit and Minor Site Development Plan Applications. Pursuant to Section 175-30, the applicant proposes the *"conversion of a structure originally designed and intended for occupancy as a single-family dwelling into a structure with more than one (1) dwelling."* Three (3) dwelling units are proposed at the site.

GENERAL INFORMATION:

102 W. Prospect Street
Cornerstone Construction (Martin McMahon)

R-3 (Residential) District & Historic Overlay District
20A7-7-B-17 (tax ID#)

The property is located in the southeast corner of the intersection of Lee Street and W. Prospect Street.

On March 28, 2011, Town Council denied a special use permit application submitted by a different applicant (Kathleen M. Walsh & Touraj Khalepari) to use the house for 4 dwelling units. Both the Board of Architectural Review and Planning Commission had recommended approval of the application in 2011. However, due to concerns about the shortage of parking, the application was denied by Town Council.

As stated in the Staff report for the 2011 application, *“This house had been used as apartments for many years without an SUP, and there are (4) separate electric meters on the side of the house..., so the use was considered to be “grandfathered.” However, the apartments have not been rented since January, 2008, and any grandfathering is lost when a non-conforming use is discontinued for a period of two (2) years.”* Section 175-126 specifies that *“If any legally nonconforming use is discontinued for a period exceeding two (2) years after the enactment of this chapter, it shall be deemed abandoned, and any use thereafter shall conform to the use requirements of this chapter.”*

LEGAL REVIEW: The Town is authorized to require a special use permit for certain uses within any zoning district under Virginia Code §15.2-2286. Some specific uses are granted protection from regulation from localities by the Virginia Code, including agriculture uses, small scale conversion of biomass to alternative fuel, certain residential uses, private tents, farm wineries, assisted living facilities, and group homes. Section 175-81.2 only allows encroachments into the floodway upon approval of a Special Use Permit. No new encroachments are proposed in the floodplain by this application. The issuance of a special use permit is subject to such conditions as are deemed necessary by the Front Royal Town Council after recommendations of the Front Royal Planning Commission. Prior to an action by Town Council or a recommendation by the Planning Commission, a public hearing is required for special use permits.

PARKING: Town Code Section 148-870.A.2. requires two (2) off-street parking spaces per residential dwelling unit. However, Town Code 148-870.A.19. allows the off-street parking requirements to be waived in the Historic District as noted below:

Off-street parking requirements shall be waived by the Zoning Administrator for expansion of an existing use for any property located within the Historic Front Royal District where the following criteria are met:

- a. The development activity proposed includes the retention and/or the substantial renovation of a contributing structure in the district.
- b. The square footage of additions or new construction shall not be more than twice that of the original structure.
- c. The proposed project has been found by the Board of Architectural Review to be in keeping with the scale of development in the surrounding area and with the character of the district as a whole.
- d. All efforts have been made to provide parking whenever possible.

REVIEW: The proposed apartments would include one (1) two-bedroom apartment and

two (2) one-bedroom apartments. The application and sketch plan was reviewed by the Town Department of Environmental Services, Town Planning & Zoning, Town Manager, Town Energy Services, the EDA, Town Police, Town Finance, Warren County Fire Marshal, and Warren County Building Inspections. The following comments were provided.

Town Department of Environmental Services.

- 1) Will the water and sewer be split?
- 2) Will submeters be installed?
- 3) Will any changes to the current water and sewer lines need to be made?

Town Department of Energy Services.

- Staff has reviewed the plans and there is no conflict with the proposed use. The work will be completed on a time and material basis.

Warren County Building Inspections.

- Erosion and Sediment Control (ESC) Items:
 - The provided documentation does not indicate that the work will disturb more than 10,000 square feet and will not require a permit or review.
- Building Inspections Items:
 - The work described will require a Change of Use from a Single Family Dwelling (R-5) to an Apartment House (R-2). Full application and plans will need to be submitted with Town approval for review. The information that is provided is not sufficient to perform any type of plan review.
 - The Uniform Statewide Building Code requires the following be reviewed for this change per Section 103.2: **103.2 Change of occupancy**. No change of occupancy shall be made in any structure when the current USBC requires a greater degree of accessibility, structural strength, fire protection, means of egress, ventilation, or sanitation.

These items will need to be provided on the submitted plans.

If anything should change in the scope additional requirements may be required.

Town Planning & Zoning:

- 1) Town Staff has requested that the applicant consider relocating parking space #2, as shown on the applicant's sketch plan, so that it is beside parking space #1 on the lot. Staff has also recommended that the applicant add the optional space shown in the rear of the property.

These changes would establish 3 off-street spaces to accompany the 3 on-street spaces proposed.

- 2) The sketch plan submitted with the special use permit application is adequate for review at this time, but prior to final approval the sketch plan will need to be upgraded to meet Town specifications, including, but not limited to, preparation by a licensed surveyor, engineer, architect or landscape architect.

3) Steps should be added to connect the private sidewalk with the public sidewalk.

4) The special use permit must be approved before site plan approval. A public hearing with the Planning Commission is scheduled for September 16th at 7PM at 220 N Commerce Avenue. A work session and public hearing with Town Council will take place after review and recommendation by the Planning Commission.

Warren County Fire Marshal:

- The facility shall meet all required fire and safety standards as determined by the County of Warren Building Department and maintained in accordance with the Virginia Statewide Fire Prevention Code.

The BAR conditionally approved renovations to the building in association with this project during a special meeting held on September 1, 2015. Their approval was conditioned on the following in regards to the window replacements: *1) 2-over-2 windows with SDL for all windows, and 2) flat trim, that may be pvc to match existing wood, but not vinyl, and no wrapped material.* The BAR approved the project unanimously.

CONCLUSIONS: Renovation of the building would remove a blighted structure from the Town and preserve a historic building. Town Staff advises that approval of the special use permit application and site plan application be accompanied with the following conditions:

- 1) The special use permit is only valid for the conversion of the building at 102 W Prospect Street into a structure with no more than three (3) dwelling units. Two of the dwelling units shall be 1-bedroom apartments and one shall be a 2-bedroom apartment.
- 2) At least 3 off-street parking spaces shall be provided. Spaces shall be maintained in good condition.
- 3) At least 3 on-street parking spaces shall be provided along Lee Street extended. Construction within the Public Right-of-Way requires a Right-of-Way Utilization Permit.
- 4) Steps shall be added to connect the public sidewalk along W Prospect Street with the private sidewalk that presently ends abruptly prior to the public sidewalk.
- 5) The sketch plan shall be amended to include all required site improvements, including, but not limited to, the proposed parking spaces. The final site plan shall be prepared by a surveyor, engineer, landscape architect or architect, licensed in the Commonwealth of Virginia. Approval of the final site plan may be granted by Town Staff after all review comments are adequately addressed.
- 6) Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this special use permit. Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this special use permit, the Town may revoke this special use permit after notice to the applicant and public hearing.

UPDATE - Planning Commission Meeting September 16, 2015:

A public hearing was held. No members of the public spoke. The Applicant addressed the Planning Commission and answered questions about the project and agreed to Staff's recommended conditions.

The Planning Commission approved the Special Use Permit Application with the conditions noted above in this staff report and authorized Town Staff to approve the site plan once all review comments are adequately addressed. This included amending the plan to account for at least three (3) off-street parking spaces in addition to the three (3) on-street parking spaces on Lee Street extended. It would also include the connection of the private sidewalk with the public sidewalk.

A public hearing is required with Town Council. Town Council only needs to take action on the special use permit application.

(end Staff Report)

Council Discussion:

Councilman Tewalt asked about the water connection to the structure. He asked whether the three units would have separate electric meters for each unit. Mr. Camp stated that there were four units located on site previously. Vice Mayor Tharpe noted that previously Council had issue with the matter when it came before them. Mayor Darr stated that yes, there were concerns previously, as it seemed it has set empty for many years. Mayor Darr noted that he would not wish to approve a site without appropriate water pressure either and he agreed with Mr. Tewalt.

Councilman Tewalt expressed concern with the parking spots as well. Councilman Funk asked if the individuals were notified; Mr. Camp stated that they were notified and. Vice Mayor Tharpe noted that he heard from one resident in favor of the development, as the neighbors did not like seeing the structure sitting empty. Mayor Darr asked about exterior requirements. Mr. Camp stated that vinyl would not be allowed, as it is in the historic district. He added that this was a different applicant from years earlier. Mr. Burke stated that it would go to a regular agenda once Staff was able to gather information about the water meters and the size of the line.

3. Budget Amendment – Outstanding Purchase Orders/Short Term Loan – Director of Finance

Summary: Council needs to approve a budget amendment to carry forward unpaid balances on purchase orders not completed at the end of June 2015 for fiscal year 2015.

Staff Evaluation: The Finance department has compiled a list of outstanding purchase orders, totaling \$52,550,789.15, based on the final audit results that need to be carried forward to the FY16 budget cycle to complete unfinished projects and to include the \$10,000,000 that Council approved on 9.14.15 for a short term loan to EDA for IT Federal project.

Budget/Funding: Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects have been connected in previous budget cycle.

General Fund \$ 468,329.88
General Fund [EDA] \$10,000.000.00
Special Projects 761,808.30
Electric Fund 512,321.93
Sewer Fund 47,565,738.34

Water Fund 2,677,761.50
Solid Waste Fund 20,000.00
Street Fund 544,829.20
TOTAL \$62,550,789.15

Staff Recommendations: Staff recommends Council move forward with a public hearing on this item, an increase of greater than 1% of the original budget requires a public hearing. Staff further would recommendation of approval of these funds as this is a yearly housekeeping item.

Discussion:

Mrs. Breeden stated that this would require a public hearing, which has been advertised. She stated that the bulk of the amount was the Wastewater Treatment Plant expansion and the EDA loan as an expense and a revenue notation.

4. Police Department Vehicle and Body Cameras Update – *Director of IT*

Summary: The bid for in-car camera systems and body worn camera systems is due today. (Oct. 14) We are seeking to award the bid to the appropriate firm on the October 26th regular session.

Budget/Funding: Funding FY16 up to \$75,000 1204-7007 [equipment] and 1610-7001 [equipment]

Council Discussion:

Mr. Jones noted the server capabilities necessary and the problems the Town has experienced with the mirror cameras the Police Department has had problems in the past. He stated the pros and cons of the different types of cameras and systems submitted to the Town. To answer Council's question, Mr. Jones stated that the camera is triggered differently. Mayor Darr stated the issues with storing the images from the camera. He added that it was also a training tool for the Department. Mr. Jones noted that the Town has had in car camera systems for some time, and they are failing at a highly significant rate. He stated that vehicle maintenance staff is trained on how to install the equipment into the vehicles. Councilman Tewalt stated that it was his hope that the \$96,000 was a turn-key cost. Mr. Jones noted that there would be some maintenance to the cameras.

Mayor Darr noted that they would place it on the agenda for approval.

5. Home Decorating Contest – *Town Manager*

Summary: The Town Council approved a Home Decorating Contest in November 2014 whereby residents who decorated their homes were able to submit a photo on the Town's Facebook page. Those on Facebook could then vote for their favorite home. The top three vote receiving homes received \$100, \$50, and \$25 credit towards their Town utility bill.

Council is requested to consider approving a resolution to establish a Home Decorating Contest for 2015.

Staff Evaluation: This contest allows our residents to have a web based location to see and obtain addresses of homes decorated for Christmas or Hanukkah.

Budget/Funding: Funding would be authorized from our Enterprise Funds by Town Council. The Director of Finance will be available to address fiscal issues.

Staff Recommendations: Staff recommend Council consider establishing a 2015 Home Decorating Contest.

Council Discussion:

Council chose to continue with the program and place it on the consent agenda.

6. Town Drone Program – *Town Manager*

Summary: The Town has benefitted from third parties operating a drone to assist in the inspection of a recent fire investigated by the Town's Police Criminal Investigations Division and to assess construction activity at the improvements of our Wastewater Treatment Plant. Use of a drone by our Environmental Services and Energy Services Departments to inspect the condition of our water tanks, other facilities and construction activity, as well as assess post incident damage would allow our staff safe and timely inspection. In addition, use of a drone by our Police Department for incident inspection or as permitted by a warrant could also be beneficial. The Town could also operate a drone to document the various special events to assist in tourism advertising.

Council is requested to consider authorizing staff to complete the permitting with the FAA and to obtain certification for operation by our staff in Information Technology.

Staff Evaluation: Staff have identified the process necessary to operate a drone.

Budget/Funding: Funding for operation and training will be from funds in the current budget.

Staff Recommendations: Staff recommend Council consider authorizing staff to pursue all permitting and training to operate a drone for the Town.

Council Discussion:

Councilman Tewalt asked about the training program. Mr. Burke stated that the IT Technicians would be trained in the operation of the drone. Mr. Tewalt stated that he would not be in favor of the program if additional Town Staff were required. Councilman Connolly asked about the Town's policy and privacy issues. Mr. Burke stated that it would be used for plant and tower inspection and other locations on Town property. He noted that it would also fly over public events. Mr. Jones noted that training includes information for flying over public events and privacy and safety.

Mayor Darr stated that the Town needs strict guidance for such a drone. Councilman Egger stated that someone had a drone at a Gazebo Gatherin' over the summer and it was very annoying. Mayor Darr stated that drones can cause problems and not everyone is quite in favor of the drones. Councilman Hrbek stated that he was comfortable with the tool for use on Town equipment and tanks. Councilman Tewalt asked about VML insurance. Mr. Burke noted that they checked into the amount and the cost is minimal.

7. Project Signage – *Town Manager*

Summary: With the completion of the improvements to John Marshall Highway and the installation of the Electric Car Charger, staff propose that the Town establish a program to install a temporary project sign to identify capital improvements undertaken by the Town. Suggested message would be “This Capital Project was made possible by the Citizens of Front Royal (and VDOT/County Funding (as appropriate))” with the project name on a separate sign. Council is requested to consider establishing a program to install project signage for capital improvements.

Staff Evaluation: Signage indicating our capital projects may better inform our citizens of the improvements that the Town is undertaking.

Staff Recommendations: Staff recommend Council consider establishing a Capital Project Signage program.

Council Discussion:

Councilman Hrbek and Mayor Darr stated that the signs should be up during the construction and perhaps a couple of weeks after the project. Council voiced their support of the project.

8. Virginia Main Street Application – Town Manager

Summary: Town staff are working to complete the application for the Town to participate in the Virginia Main Street Program through the Virginia Department of Housing and Community Development (DHCD). Applications are due November 2nd. The Town is working with the Chamber of Commerce to identify an organization to manage the program when it we receive the designation.

As part of the application, the Town will need to endorse the application and commit to a portion of the initial funding of the management of the program until it becomes self-sufficient. Staff are working with the Chamber to identify the budget to implement the program and will present it to Council at the Work Session.

Council is requested to consider resolution(s) to endorse the application to DHCD and to commit to funding our share of implementation of the program.

Staff Evaluation: The Town is committed to submitting the application to receive the designation of a Virginia Main Street community from DHCD.

Staff Recommendations: Staff recommend Town Council consider adopting the resolution(s) necessary to submit the application to DHCD for the Virginia Main Street Program.

Council Discussion:

Mr. Burke explained that Downtown Front Royal is going through a change of their board and the Town will be a sponsor of their board with their project. He added that DFR is a 501c 3 organization.

9. BAR Term Expires November 13

Summary: Angela Toler's term on the Board of Architectural Review (BAR) expires November 13, 2015. Ms. Toler is interested in re-appointment. Council is requested to direct staff on their desired action.

Council Discussion:

Ms. Berry noted that Council has three applicants on file that Council has previously interviewed and the Town will advertise as well.

10. Cameras at the Gazebo – Councilman Egger

POLICE DEPARTMENT MEMO:

From: Kevin Nicewarner

Date: Tuesday, October 6, 2015 at 3:47 PM

To: Steve Burke

Cc: Bruce Hite, Jason Ryman

Subject: RE: October 19 WS - Gazebo Cameras

Steve,

Over the past week, several officers replied regarding the incidents around the Gazebo area that surveillance cameras did or could have assisted with. During this year, officers brought up the following:

1. Stabbing/assault on E. Main Street that closed the street for a period of time on the morning of April 16th. There were conflicting stories on the particulars of the incident that required numerous witness interviews and forensic scene analysis.
2. CID is concluding a larceny investigation where the suspect placed a gun in the flower bed around the Gazebo and then later retrieved it. The gun was found to be a BB gun.
3. CID utilized surveillance cameras owned and operated by Main Street Pawn to identify several suspects involved in a larceny and impersonating of a police officer on August 20th.
4. A victim reported vandalism to their vehicle while parked in the Gazebo parking lot on September 15th. Officers viewed surveillance footage from Main Street Pawn which confirmed a person committing the vandalism. It is still under investigation. These are just a few occurrences over the last several months. We have also received a few complaints regarding subjects using illegal narcotics around the Gazebo and reports of persons using the Gazebo as a stage to express their religious and political views. As a heavily used area for special events and large gatherings, these cameras could be utilized for identifying investigative leads in the event of a crime as well as deter crime if persons are aware of the ongoing surveillance.

Council Discussion:

Councilman Egger stated that the Council has innocent individuals under surveillance under the guise of crime prevention. Vice Mayor Tharpe stated that the prior Police Chief came up with the cameras as one tool to deter crime in the gazebo area. It was discussed whether or not the cameras actually were in working order and whether or not the cameras were recording or just monitoring.

Councilman Hrbek noted that he agreed with Ms. Egger on removal of the cameras. Mayor Darr asked if the Town had any liability without any signage noting that the cameras were there. He asked

if other localities were using such cameras. Ms. Egger stated that Council did not vote to put the cameras up and they could choose to just remove them, without a vote.

Councilman Connolly asked if the Council was asking if the Town was seeking a policy on placing public cameras. He noted that the electric car station would soon be installed and if the camera was taken away they would have not coverage of that area.

Councilman Egger noted that the vandalism will continue with or without the cameras, and having 99% of innocent citizens under surveillance just for sitting at the gazebo is unacceptable. Mayor Darr stated that the item would be on the next agenda.

11. Community Development Director Review Process

Mr. Burke sought direction from Council on the direction Staff should take. Mayor Darr noted that Ms. Bush should compile an A/B list of the applicants. Mayor Darr stated that he would like two members of the Council to review the applications with him. Councilman Hrbek suggested a committee from the community to review applications as well. Mayor Darr noted that he would also get in touch with FRIBA and the Chamber. Councilmen Egger and Hrbek volunteered to serve with Mayor Darr on the Committee for review.

12. Council Discussion/Goals

Councilman Hrbek noted that there was concern with Facebook chatter recently about the signs that the Town had Skyline Drive traffic directed into the left lane. Council voiced their support of the signs. Mr. Burke gave thanks to the Sheriff's Office and the Police Department.

Mayor Darr noted that a future worksession should have discussion about food trucks in the community.

Councilman Tewalt asked about the trolley visiting the Wal-Mart area. Mr. Burke stated that they only do so on Friday-Saturday-Sunday, as per the RMA contract.

Mayor Darr discussed matters with Council and then they decided that Monday before election day there would not be a worksession.

Present: Mayor Darr, Vice Mayor Tharpe, Councilman Connolly, Councilman Egger, Councilman Funk, Councilman Hrbek (arrived at 7:45 p.m.), Councilman Tewalt, Finance Director Breeden, Town Attorney Napier, Clerk of Council Berry, Chief of Police Shiflett, IT Director Jones, Planning & Zoning Director Camp, Energy Service Director Waltz, Environmental Services Director Hannigan, Human Resources Director Bush, Zoning Officer Brock, members of the media and members of the public.