

Bradley E. Grose, Mayor
Robert R. Altice, Council Member
Carolyn D. Fidler, Vice Mayor
Matthew S. Hare, Council Member
William "Wes" Nance, Council Member



Vinton Municipal Building
311 South Pollard Street
Vinton, VA 24179
(540) 983-0607

Vinton Town Council
Regular Meeting
Council Chambers
311 South Pollard Street
Tuesday, May 1, 2012

AGENDA

Consideration of:

- A. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- B. MOMENT OF SILENCE**
- C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- D. CONSENT AGENDA**
 - 1. Consider approval of minutes for the Council Regular Meeting of April 3, 2012
 - 2. Consider approval of minutes for the Council Regular Meetings of April 17, 2012
- E. AWARDS, RECOGNITIONS, PRESENTATIONS**
 - 1. Child Abuse Prevention Month – Woman’s Club of Vinton
- F. CITIZENS’ COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.
- G. TOWN ATTORNEY**
- H. TOWN MANAGER**
 - 1. Consider adoption of a Resolution appropriating \$2,000.00 received from the Melva P. Jones Funds for Music and Art and the Community Catalyst Funds to underwrite the costs for an intern at the pool.

I. MAYOR

J. COUNCIL

1. Finance Committee Report – March 2012

K. ADJOURNMENT

L. WORK SESSION

Budget Presentations:

- Revenues
- VRS Retirement Plan Changes

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

NEXT TOWN COUNCIL MEETINGS:

- May 8, 2012 – 6:00 p.m. – Special Budget Work Session - Council Chambers
- May 15, 2012 – 6:00 p.m. – Budget Work Session – Regular Meeting to follow at 7:00 p.m. – Council Chambers

MINUTES OF A WORK SESSION AND REGULAR MEETING OF VINTON TOWN COUNCIL
HELD AT 4:00 P.M. ON TUESDAY, APRIL 3, 2012, IN THE COUNCIL CHAMBERS OF THE
VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON,
VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Carolyn D. Fidler, Vice Mayor
Robert R. Altice
Matthew S. Hare
William W. Nance

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Stephanie Dearing, Human Resources Director
Barry Thompson, Finance Director/Treasurer
Lijah Robinson, Accounting Manager
Gary Woodson, Public Works Director
Ben Cook, Police Chief
Consuella Caudill, Assistant Town Manager/ Economic
Development Director
Anita McMillan, Planning and Zoning Director

The Mayor called the work session to order at 4:00 p.m.

The presentation for the Finance Department was moved to the beginning of the Work Session and Barry Thompson, Finance Director/Treasurer began by reviewing accomplishments of his department for the past year. Several accomplishments highlighted were the reorganization of the office and training on the ACS software for key staff. He mentioned the re-sequencing of the meter routes from five to three as well as putting radio-read devices on 50 commercial meters which are in vaults. A question was asked about the cost of the radio-read devices and the response was \$60 additional to each meter. Mr. Thompson indicated he is talking with a vendor to get the costs involved in possibly doing this for other meters in the Town. All meters currently being installed or replaced can be retrofitted to a new system. Mr. Thompson mentioned he would research the matter further and get some information back to Council at a later time.

Mr. Thompson then commented on the ACS conversion to the SAAS that was completed in January. This allows receipt of updates immediately, assistance with connectivity issues and now provides a hot Spot for Disaster Recovery. The goals for the department were reviewed with highlights on implementing a new credit card system for real estate and personal property jointly with Roanoke County, updating the existing credit card system for Utility Billing, implementing an on-line Employee Resource Center and developing Utility and Accounting Procedural manuals.

Mr. Thompson next reviewed the proposed reorganization and the request of a part-time account technician to work the drive-in window during peak times. Budget highlights were reviewed showing a total increase of \$13,034 or 5.02%. He commented on the Treasurer's Association meeting which will be held in the Roanoke Valley June 20-23. The Town is a sponsor and will be hosting the opening reception at the War Memorial. Regarding audit services, he indicated he would like to go out to bid for these services after this year's audit is completed and possibly for bank service charges.

After Mr. Thompson mentioned replacing computers in his office in the upcoming budget, Mr. Hare asked if we have a general sense on when computers and other office equipment are being replaced by departments. Mr. Thompson mentioned that they buy from Roanoke County through a State contract and Mr. Hare questioned if a State contract always offers the best price. He would like to see a plan or a cycle for the replacement and commented that if we bundle the purchase of equipment such as copiers it can save money. The Town Manager indicated that we try to get five years out of a desktop computer and that Julie Tucei keeps an inventory for the Town.

Gary Woodson began the next presentation for the Public Works Department. Joey Hiner, Mike Faw, Mike Huffer, Sandra Jacobs and Brenda McGuire were also present. He began with an overview of the accomplishments for the prior year highlighting the Glade Tinker Wastewater Interceptor Renewal, Phase 2, completion of the Wastewater System Inflow & Infiltration Study, the Water & Wastewater Rate Study and working with VDOT on the preliminary plans to replace the low-water Walnut Avenue Bridge. He then reviewed goals for the upcoming year. The Glade Tinker Wastewater Interceptor, Phase 2 project has been refined and has been sent out to bid again. Some other goals related to implementing the Water & Wastewater rate study, refining the Utility Fund Capital Improvement Program, further development of the Cross-Connection Control program and completing an asset inventory and condition assessment of the Town's sidewalks and alleys.

Mr. Woodson then commented on the elimination of three positions in the new budget, a Crew Leader, an Equipment Operator II and a Utility Inspector. Budget challenges for the upcoming year were reviewed beginning with the price of petroleum and inflation. He then mentioned the aging system of the equipment and infrastructure referencing the 3rd Street Pump Station and the current generator. Mike Faw commented that it has been repaired, but if it fails again, it cannot be repaired. If you have a failed sanitary

sewer system, you risk coming under Consent Order and tougher regulations by the DEQ.

Mr. Nance asked if Mr. Woodson could come back to Council at a later time with a list prioritizing infrastructure problems and the Mayor agreed and made comments. Mr. Nance asked if his budget had any emergency funding in it and the response was no. Capital investment needs for FY13 to FY16 were reviewed. The Town Manager reiterated the fact that there is no capital money in the Utility Fund, but the needs are there. This goes back to setting priorities.

Council asked questions about the replacement of the HVAC system at the Public Works building because the funding was approved in this year's budget and they were under the impression that the project was completed. The Town Manager explained that the system has not been replaced because the bids came back over the budgeted amount. Spectrum is redesigning the specs and the project is being adjusted and will go back out for bid. The system is currently functioning, but it is not an efficient system. The Mayor expressed his frustration over the fact that a lot of the specs that are drawn up for the Town seem to get overbid and that this HVAC System has not been installed.

The work session was recessed at 6:05 p.m. for dinner.

The work session reconvened at 6:48 p.m. continuing with the Public Works Department presentation and further comments on the capital investment needs along with projected capital needs for FY2014-2016. Mr. Woodson then commented on asphalt pricing and the history of street resurfacing in the Town. He made a correction of the lane miles for this fiscal year from 1.9 to 1. An overview was also given on the solid waste collected from 2007 to 2012 and the recycling rate from 2004-2010. A graph showing the Town's comparison in Solid Waste Planning Units was shown as well as the number of Miss Utility Tickets from 2007-2012. Mr. Woodson commented on a graph showing waterline breaks over a seven-year period. The Work Session was recessed to begin the regular meeting.

The Mayor called the regular meeting to order at 7:05 p.m. The Town Clerk called the roll with Council Member Altice, Council Member Hare, Council Member Nance, Vice Mayor Fidler, and Mayor Grose present.

Roll Call

The Mayor welcomed those in attendance. After a Moment of Silence, Vice Mayor Fidler led the Pledge of Allegiance to the U.S. Flag.

Mr. Nance made a motion to approve the consent agenda as presented; the motion was seconded by Vice Mayor Fidler and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

The Mayor then read and presented a Proclamation to Consuella Caudill in recognition of her seven years of service to the Town as Assistant Town Manager, Interim Town Manager and Economic Development Director and extending best wishes in her future endeavors.

The next item on the agenda was a briefing on future options for the Vinton Health Department Building. After opening comments by the Town Manager, Consuella Caudill began with a summary appraisal report that was completed by Miller, Long & Associates, Inc. The summary provided was a market area analysis based on comparable properties on the sale side and on the rent side. The Town currently has a lease with the Virginia Department of Health for the lower level for a total annual rent of \$19,228. It is the broker's opinion that the net income of \$43,566 could be realized if both levels were rented. The Health Department has requested some improvements in the lower level relating to carpet replacement and paint, totaling approximately \$6,000.

Ms. Caudill then commented that the upper level is a large space for the Town's current market. Some consideration has been given to subdividing that area into two distinct spaces which would be another option.

On the sales side, the broker did two different approaches-an income capitalization approach and a sales comparable approach. The income capitalization approach was \$495,000 if the property was put on the market today and the sale comparable approach was \$510,000. The building and land together are currently assessed by Roanoke County at \$561,600.00. One item of importance relating to the property is the fact that the building is on one parcel, but the parking lot is on the parcel with the Fire Department. The parking lot is currently designated for use by the current tenant for staff and customers.

Staff has reviewed several options such as renting the upper level for another suitable tenant, enlisting the services of a local real estate broker or preparing an RFP for specific types of business that might have an interest in the property. Also, it is important to keep in mind this particular property and how it will fit into the overall downtown revitalization project. With the sales approach, there will be an immediate influx of cash, the Town will

lose this asset and will risk the chance of losing the current tenant because of the uncertainty.

She then commented that the current opportunity with The Advancement Foundation and Rowe Furniture to use the upper level for a workforce training venture will be positive for the Town in creating a partnership with a non-profit and a corporate sector. A Resolution approving the Memorandum of Understanding with The Advancement Foundation is on Council's agenda for consideration.

The next agenda item related to additional VDOT funds for highway streets maintenance. Mr. Nance made a motion to approve the Resolution appropriating an additional \$36,342 in Highway Streets Maintenance Funds as presented; the motion was seconded by Vice Mayor Fidler and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

The Town Manager commented on the Memorandum of Understanding with The Advancement Foundation. This is for a one-year lease for the upper level of the Health Department Building. The Town is not charging rent, but the Foundation will pay for their utility costs.

The Mayor asked if the individuals who are participating in the training could be instructed to use our parking lot and not on-the-street parking. Ms. Caudill responded yes and then commented that there is also an understanding with the Dunman property for parking. Mr. Altice said he would like to see the building occupied and felt that we need to make the improvements requested by the Health Department. Vice Mayor Fidler made a motion to approve the Resolution authorizing the Town Manager to execute the Memorandum of Understanding as presented; the motion was seconded by Mr. Altice and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) - None.

The Town Manager handed Council a summary on the issue of the chiller at the Fire/EMS Building. He then commented on a meeting that was held with staff, IES and Spectrum Design and summarized the assessment. IES submitted two proposals to replace the chiller or to overhaul and repair the current chiller. Spectrum Design has also completed an evaluation and has given a proposal to handle the bid process, assist with the contract and construction management and perform a final inspection for \$7,000. Spectrum also priced the rental of a temporary chiller until the new one is installed at a cost of \$25,000.00. The Town Manager would like

Adopted Resolution No. 1957 appropriating the additional Highway Streets Maintenance Funds from VDOT

Adopted Resolution No. 1958 authorizing the Town Manager to execute the Memorandum of Understanding with The Advancement Foundation for use of the Vinton Health Department Building to provide a workforce training opportunity with Rowe Furniture

to let Spectrum handle the project and he would feel more comfortable asking Council for the funding if he knew they were making a wise investment.

Vice Mayor Fidler asked if we let IES install the chiller, how long would it take and the response was around nine weeks. If Spectrum handles the project, there will be an additional four to six weeks. Mr. Altice and the Mayor indicated that if we are going to spend that amount of money, we need to have a professional engineer look at it. The Town Manager commented that we are going to have to purchase some portable air conditioning units until the new chiller is installed and some fans have already been purchased. Doug Adams mentioned that Tom Philpott, the Volunteer First Aid Chief managed AEP's facilities for a number of years and he would be a great resource for this project.

The Mayor again expressed thanks to Ms. Caudill and mentioned the Senior Expo and the Lions Club banquet, both at the War Memorial.

The Mayor commented on the 2012 VML Policy Committee nominations. The following nominations were made – Community & Economic Development – Vice Mayor Fidler; Environmental Quality – Mayor Grose; Finance – Mr. Hare; General Laws – Mr. Nance and Transportation – Mr. Altice. The Town Manager indicated that we will also put staff members on some of the committees. Mr. Nance made a motion to accept the nominations; the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) – None.

Adopted 2012 VML Policy
Committee nominations

Mr. Nance moved that the regular meeting be adjourned, the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0) – None. The regular meeting was adjourned at 8:17 p.m.

The Work Session then continued with the Public Works budget presentation. The Mayor started with comments about water quality complaints indicating that he still gets some, but is pleased to see the graph showing a decrease since FY09. Mr. Woodson indicated it would be helpful to for Public Works to be notified and to record all complaints to track where the property is located on a line, how close to a treatment source, and the temperature at the time to try and create some historical data. The Town Manager commented that Public Works investigates every complaint they get, but a lot of complaints are not verbalized. Mr. Hare asked

about a more visible link on our website for citizens to report water quality complaints and the Town Manager commented we could look at the site. A graph showing the wastewater line backups from FY07 was also shown along with a history of the street resurfacing from FY05 and Mr. Woodson read a list of the streets to be paved this year. The Mayor mentioned that the intersection of Pollard and Lee could use some attention.

In closing Mr. Woodson indicated that the presentation was based on basically a flat line budget for FY13 but also was to bring to the attention of Council some major capital needs for the future and the need to prioritize those needs and create a long range plan.

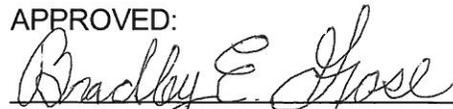
Mr. Nance indicated he would like to see priorities in regard to capital outlays but also how the elimination of the three positions also affects our ability to serve our customers. Mr. Woodson commented on cross-training and utilizing the resources we have, proper training and retaining the key employees. The Mayor thanked Mr. Woodson for his presentation and for his staff also attending the meeting and supporting him as well as all of Public Works for continuing to provide services to the citizens with fewer employees and limited funds.

The Town Manager asked Mike Huffer to mention the Regional Public Works Rodeo. Mr. Huffer commented that the Rodeo began with the City of Roanoke and has grown to include six localities along with the Water Authority and the Resource Authority. The Rodeo will be held on Tuesday, April 17th at the Roanoke Civic Center from 8 a.m. to 12 Noon.

The Town Clerk stated that the Town Attorney has suggested an addition to the Memorandum of Understanding to include an understanding about the parking spaces at the back of the building.

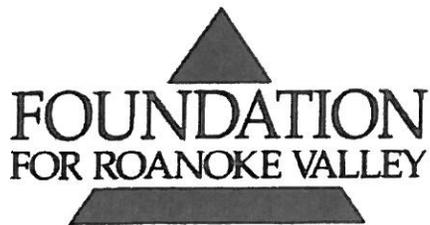
The work session was adjourned at 8:50 p.m.

APPROVED:


Bradley E. Gose, Mayor

ATTEST:


Susan N. Johnson, Town Clerk



Officers

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Melinda T. Chitwood
Vice Chair
Susan K. Still
Treasurer
Alan E. Ronk
*Secretary and
Executive Director*

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Donald G. Smith
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John B. Williamson, III

Grant #: 20121778

April 13, 2012

Mrs. Mary Beth Layman
Town of Vinton
311 S. Pollard St.
Vinton, VA 24179

Dear Mrs. Layman,

I am pleased to inform you that Foundation for Roanoke Valley has approved a grant of \$2,000.00 from the Melva P. Jones Fund for Music and Art and the Community Catalyst Funds to be used to underwrite the costs for an intern to coordinate the Vinton Municipal Pool for the Summer of 2012. A check for the grant amount is enclosed.

Attached is a Grant Agreement that sets forth the terms and conditions of the grant. It is important that you read it carefully, sign and return a copy within two weeks from the date of this letter. Please keep a copy for your records.

We also ask that your organization publicize this grant and send any copies of resulting coverage to the Foundation. Please recognize this grant as coming from the Melva P. Jones Fund for Music and Art and the Community Catalyst Funds of Foundation for Roanoke Valley. You may also submit good quality digital photographs – one or two images that best show your grant project, plus a brief description – that could be used for the Foundation's newsletter, annual report, or other publications. Please remember to always obtain a photo release from anyone that appears in the photographs. The only exception to this is if the picture is from a public event.

If you have any questions about publicizing your grant, please contact the Foundation at 540-985-0204. We are happy to support the work of your organization.

Sincerely,

Carly C. Oliver
Associate Director

Enclosures

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, MAY 1, 2012 AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

WHEREAS, the Town of Vinton received revenue in the amount below and it was posted in the referenced Revenue Account in the General Fund; and

WHEREAS, the revenue was received from the Foundation for Roanoke Valley, Melva P. Jones Fund for Music and Art and the Community Catalyst Funds to underwrite the costs for an intern to coordinate the Vinton Municipal Pool for the Summer of 2012.

WHEREAS, the funds need to be appropriated to the Swimming Pool/Parks Fund expenditure account as detailed in the current budget to properly reflect the source of funds for this expense.

NOW THEREFORE, BE IT RESOLVED, that the Vinton Town Council does hereby make an additional appropriation in addition to the annual budgetary appropriation for the fiscal year ending June 30, 2012, as follows:

From:	200.1899.001	Miscellaneous Income	\$2,000.00
To:	200.7105.302	Contractual Services	\$2,000.00

Motion made by Council Member _____ and seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk