

Bradley E. Grose, Mayor  
William "Wes" Nance, Vice Mayor  
I. Douglas Adams, Jr., Council Member  
Robert R. Altice, Council Member  
Matthew S. Hare, 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  
Wednesday, January 2, 2013**

**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 Council's regular meeting of December 18, 2012.

**E. AWARDS, RECOGNITIONS, PRESENTATIONS**

1. Presentation on the Town's 2012 Relay for Life Awards – Angie Lewis, Kim Barker, Tammy Halliwill

**F. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.

**G. PUBLIC HEARINGS**

1. Consideration of public comments regarding a \$700,000 Community Development and Block grant to revitalize the downtown business district.
  - a. Report from Staff
  - b. Open Public Hearing
    - Receive public comments
    - Close Public Hearing
  - c. Council discussion and questions

2. Consideration of public comments regarding Main Street Improvements from Railroad Avenue to West Lee Avenue as a Community Improvement Grant, said project located in the 100 year floodplain.
  - a. Report from Staff
  - b. Open Public Hearing
    - Receive public comments
    - Close Public Hearing
  - c. Council discussion and questions

**H. TOWN ATTORNEY**

**I. TOWN MANAGER**

**ITEMS REQUIRING ACTION**

1. Consider adoption of a Resolution appropriating \$21,016 for the balance of the cost for adding Alternate "F" Line to the Glade-Tinker Creek Wastewater Interceptor Replacement – Phase II Project.

**J. MAYOR**

**K. COUNCIL**

**L. ADJOURNMENT**

**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 COMMITTEE/COUNCIL MEETINGS:**

- January 15, 2013 – 6:30 p.m. – **Council in the Neighborhood Meeting** – Campbell Memorial Presbyterian Church, 1130 Hardy Road - Regular Meeting to follow at 7:15 p.m.



## **Town Council Agenda Summary**

### **Meeting Date**

January 2, 2013

### **Department**

Town Clerk

### **Issue**

Consider approval of minutes for the Council Regular Meeting of December 18, 2012

### **Summary**

None

### **Attachments**

December 18, 2012 minutes

### **Recommendations**

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, DECEMBER 18, 2012, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor  
William W. Nance, Vice Mayor  
I. Douglas Adams, Jr.  
Robert R. Altice  
Matthew S. Hare

STAFF PRESENT: Christopher S. Lawrence, Town Manager  
Susan N. Johnson, Town Clerk  
Elizabeth Dillon, Town Attorney  
Stephanie Dearing, Human Resources Director  
Barry Thompson, Finance Director  
Ryan Spitzer, Assistant to the Town Manager  
Anita McMillan, Planning & Zoning Director  
Gary Woodson, Public Works Director  
Ben Cook, Police Chief  
Kevin Kipp, War Memorial Manager  
Walter Vassar, Event Facility Coordinator  
Joey Hiner, Assistant Public Works Director

**The Mayor called the work session to order at 6:00 p.m.**

The Town Manager began with comments regarding a Regional Pound Agreement between the City of Roanoke, Town of Vinton and the Counties of Roanoke and Botetourt. The four localities currently partner with the SPCA and the Roanoke Center for Animal Control and Protection (RCACP). For the past ten years, the four localities have been paying the RCACP on a percentage basis to run the Pound. There has been success with this arrangement up until the past two years. Now a struggle exists over expectations from the public and other special interest groups mainly over the issue of euthanasia and their concerns over the treatment of the animals.

Other issues relate to volunteer participation and access and not having a formal spay and neutering clinic in the valley that could respond to some of the root problems. In the last four months, the four localities have met with the management of RCACP and key people of the SPCA and have decided the direction to take is to create a new partnership with just the localities to run the Pound. This will allow the SPCA to focus on their core mission of education, spay and neutering and adoption.

The Pound is an open intake facility which means it takes in most every type of animal, but primarily dogs and cats. The animals get assessed and the ultimate goal is to get them adopted. However, the euthanasia rate has been a concern.

The Town Manager further commented that there is no simple answer and that it is a quality of care service. Based on the new agreement, the localities will be more directly accountable to the citizens. The current contract made it difficult to address issues because the localities did not have the control and ownership.

Mr. Altice asked if the building was paid for and the response was there is about eight years owed on it. Barry Thompson, Finance Director/Treasurer commented that they are looking to refinance the loan which could be a savings for the four localities. Mr. Altice said he thought the localities donated a lot of money when the building was constructed. The Town Attorney responded that there may have been donations to the SPCA, but the localities took on the debt service for the Pound on a percentage basis. The Town Manager also commented that the Botetourt County IDA holds the note. Mr. Hare asked what would be the savings on a refinance and the response was a lower interest rate.

The Town Manager indicated that the first step in the process is the approval of the Regional Pound Agreement between the four localities to create the authority to operate a Pound. The next agreement that the attorneys have to work through is with the SPCA relating to the property. The Town Attorney responded that she understands it will be a lease. The SPCA will be the owner and the localities will lease the Pound portion of the property. There will be no cost involved other than a \$1.00 consideration.

Mr. Hare asked how the people can have debt, but no asset and the Town Attorney responded that we fund through our payments the debt, but the debt was incurred through the SPCA. It is a typical government services contract. When we pay for services, we are bound to pay through the contract. We have been paying operating costs and debt payments based on our percentage which is around \$45,000.

The Town Manager then commented that with this new agreement, how the Pound is managed and who manages it is very important. There is currently an Interim Director, but the new structure will create an Executive Board who will be able to hire a Director for the Pound. That person will be tasked with handling the transition.

The important issues to address are to foster and develop stronger spay and neutering programs, create a stronger volunteer program in the Pound and make sure the Pound is operating with best practices and the right philosophy and management style. They are working closely with all

the animal control officers to get their input as well.

The Town Manager stated there will be increased costs and the Mayor asked if he knew how much. The response was on the conservative side around \$400,000.00 total. This would be an additional \$20,000 on behalf of the Town, which is our 4%.

Mr. Hare asked if the Executive Board will have authority to enter into any debt or contracts and the Town Attorney responded they are not given that authority. This Agreement gives the localities more control. It may be that later the localities may want to delegate some of the authority to enter into certain contracts with the Executive Director for the purpose of operating the Pound, but at this point it is not in the agreement. Once you have an Executive Director in place, that individual can work with the Executive Committee and bring back recommendations of any contracts that are needed to operate the Pound.

Mr. Hare then asked about the calculations each year of our 4% and the Town Attorney responded that it changes each year, depending on the use by the locality. In response to a question about the special care of an animal that we take to the Pound, we are charged separately for that care.

Mr. Hare asked why are we starting this process in the middle of a fiscal year and the response was that we can wait until July 1<sup>st</sup>, but the localities feel that this is the best option to get control back of the Pound now and to move forward. Mr. Hare asked what happens between now and April 1<sup>st</sup>, the effective date of the Agreement. The response was that it will continue to carry on until there is a formal lease and the hiring of the new Executive Director. Our percentage would not change. He then asked what is the difference between a host locality and a fiscal agent. The Town Attorney responded the host locality is where the Pound is located, which is Roanoke City and the fiscal agent is the locality which agrees to be responsible for the finances and serve as the employer.

Mr. Hare referred to Section 3-4 in the agreement that says they will adopt an annual budget by March and commented this is before the localities have adopted their budgets. It was explained that the Executive Committee would have to present their budget to the governing body and if the governing body decides to cut their funding, that organization will have to go back and amend their budget to work within the funding they will receive. The Town Attorney responded that the localities are exercising the control of the Pound jointly and are only giving the

Executive Committee certain authority, they are not a separate legal entity. The agreement states they will have a budget to present, but Council will make the final decision.

In response to the section regarding withdrawing, the Town Attorney indicated that a change will be made to the third sentence of Section 5-4 as follows: "The withdrawing locality shall have no vote or right to object to the actions of the nonwithdrawing localities regarding any modification of the agreement or under a new agreement so long as its financial obligations are not altered." They can change how they want to do things, but cannot change the withdrawing locality's financial obligations. Under 5-8 you have to pay the debt service for the following year and have to give notice before the end of the fiscal year.

Mr. Hare asked if the issuance of new debt has to have a unanimous vote among all the localities, if one says no, do we go ahead with it. The response was all four localities have to approve it. He also asked how difficult would it be for another locality to join and the response was with the joint powers they could agree to add another locality and figure what their buy-in costs would be.

**The Mayor called the regular meeting to order at 6:40 p.m.** The Town Clerk called the roll with Council Member Adams, Council Member Altice, Council Member Hare, Vice Mayor Nance, and Mayor Grose present.

Roll Call

**Mr. Hare made a motion that Council go into a Closed Meeting** pursuant to Section 2.2-3711 (A) of the 1950 Code of Virginia, as amended, for discussion regarding appointments to boards and commissions as authorized by subsection 1 and discussion with legal counsel regarding a prayer policy as authorized by subsection 7; the motion was seconded by Vice Mayor Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None. Council went into Closed Meeting at 6:45 p.m.

At 7:00 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Mr. Hare, seconded by Vice Mayor Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None. After a Moment of Silence, Mr. Altice led the Pledge of Allegiance to the U.S. Flag.

Certification of Closed Meeting

**The Mayor asked for nominations for board and commission appointments.** Vice Mayor Nance made a motion to re-appoint Dawn Michelsen to the Planning Commission for a new four-year term expiring on December 31, 2016; the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None.

Re-appointed Dawn Michelsen to the Planning Commission for a new four-year term expiring on December 31, 2016

Vice Mayor Nance made a motion to re-appoint Donald Altice to the Board of Zoning Appeals for a new five-year term expiring on January 16, 2018; the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None.

Re-appointed Donald Altice to the Board of Zoning Appeals for a new five-year term expiring on January 16, 2018

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

Approved minutes of Council Regular meetings of November 20, 2012 and December 4, 2012

**Vice Mayor Nance read a letter from Chief Cook naming** Officer Gregory Quesinberry as Officer of the month for November.

**The next item on the agenda was recognition of the** Roanoke County Emergency Communications Center for receiving re-accreditation through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). Ben Cook, Police Chief, commented that the ECC went through the re-accreditation procedure for the second time and it is good for three years. He also expressed thanks for the services they provide for the Town.

**The next item on the agenda was to consider adoption** of an Ordinance authorizing the Mayor and/or the Town Manager to execute a Regional Pound Agreement between the City of Roanoke, Town of Vinton, County of Roanoke and County of Botetourt. Having reviewed this matter in detail during the early work session, the Town Manager reviewed some of his prior comments.

Mr. Hare reiterated his reservations about the approach and the speed that is being taken on the matter. He encouraged the Executive Committee to pay close attention to what the vocal minority has said. They specifically called out about nine different requests they wanted to see happen and he thinks the Committee will have a big task ahead. This organization has had government oversight without government control.

However, now that responsibility will lie with the officials of the four local governments.

Vice Mayor Nance indicated he supports the agreement. Obviously there is an active investigation winding down regarding this entity and there has been a loss of integrity. He does not think we have any other option, but to leave the old agreement behind and move forward. He indicated private industry will not get involved because there is no money to be made and the government has to become involved. The Town does not have the financial flexibility to handle the issue by itself and it does require a partnership.

He referred to the vocal minority that Mr. Hare mentioned and obviously humane treatment is important. He thinks that no kill is a very important goal, but at the same time it has to fit in with the other goals and priorities that this Town has and its monetary feasibility. Through encouraging strong volunteerism and a strong spay and neutering program, hopefully we can obtain that goal.

Mr. Adams feels that it is important that the Executive Committee works and explores everything it can to make the Pound a place that volunteers can work at. We need to keep a watchful eye as the process goes along.

Mr. Altice made a motion that we adopt the Ordinance indicating it is the way we should go and he thinks we will be better off in the long run.

The Mayor indicated he also supported the agreement. He commented on Mr. Hare's concerns that it does appear we are moving rather quickly on this matter. However, this has been on the minds of citizens for quite some time and many are unhappy with the current conditions. It needs to be a joint effort and doing anything less would be shirking our responsibility. He would like to see an effort to sponsor more spaying and neutering clinics.

The motion was then seconded by Vice Mayor Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None.

**The next item on the agenda was to consider adoption** of a Resolution approving the expansion of the Downtown Façade Matching Grant Program target area. Anita McMillan, Planning & Zoning Director, commented that our current façade program only covers four blocks. It is proposed that the program area be expanded to cover not only the blocks identified under the CDBG Downtown Revitalization project, but to extend to the areas that serve

Adopted Ordinance No. 929 authorizing the Mayor and/or the Town Manager to execute a Regional Pound Agreement between the City of Roanoke, Town of Vinton, County of Roanoke and County of Botetourt

as gateways to downtown. The Town Manager commented that Roanoke County is in support of this expansion. Vice Mayor Nance asked since the Resolution does not name the border, how do we officially designate the border. The response was we can attach the diagram as an Exhibit to the Resolution.

Vice Mayor Nance commented that we are expanding the façade grant to beautify that area, but there is a piece of blighted property in that area and nothing has come back to Council in regard to that issue. The Town Manager responded that staff has talked with the Building Official who has initiated the legal process, but we have not heard anything further.

Mr. Hare asked what about staff's expectation of property owners taking advantage of this expansion. Ms. McMillan responded that the Vinton Diner is interested and there are several property owners north of Pollard that have asked about the program. However, it is a volunteer program.

The Clerk indicated that the language "as shown on attached Exhibit A" can be added to the Resolution. Vice Mayor Nance made a motion to approve the Resolution with the suggested addition; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None.

**The next item on the agenda was to consider adoption** of four Resolutions required by the Downtown and Economic Development Revitalization Grant from the 2012 Community Development Block Grant. Ryan Spitzer, Assistant to the Town Manager, commented that these four Resolutions are required to protect the discrimination of low-to-moderate income families in the block grant area.

Mr. Hare asked if this meant we do not have a non-discrimination policy and the Town Attorney responded that as a local government we have to put one in every state contract over \$10,000 we enter into. However, the federal requirement for the grant is a little different and this is being adopted for the purpose of the grant. He also asked about the grievance procedure and what period of time it serves. The response is that it is only for the grant period.

The Town Manager commented that because federal and state funds are involved, we are required to adopt these policies in relation to the grant.

Adopted Resolution No. 1997 approving the expansion of the Downtown Façade Matching Grant Program target area.

Mr. Altice made a motion to approve the Resolution adopting a Fair Housing Certification; the motion was seconded by Vice Mayor Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None.

Approved Resolution No. 1998 adopting the Fair Housing Certification

Vice Mayor Nance made a motion to approve the Resolution adopting a Residential Anti-displacement and Relocation Assistance Plan Certification; the motion was seconded by Mr. Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None.

Approved Resolution No. 1999 adopting a Residential Anti-displacement and Relocation Assistance Plan Certification

Mr. Adams made a motion to approve the Resolution adopting a Non-Discrimination Policy; the motion was seconded by Vice Mayor Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None.

Approved Resolution No. 2000 adopting a Non-Discrimination Policy

Mr. Hare made a motion to approve the Resolution adopting a Grievance Procedure Policy; the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None.

Approved Resolution No. 2001 adopting a Grievance Procedure Policy

**The next item on the agenda was to consider adoption** of a Resolution expending funds in the amount of \$5,000 to the Veterans Monument toward the debt retirement to match additional funding from Roanoke County. The Town Manager commented that Roanoke County has already approved their match. The funds will come out of the reserved contingency fund and is part of our current budget. This is to pay on the outstanding debt, not to be used for maintenance.

Adopted Resolution No. 2002 expending funds in the amount of \$5,000 to the Veterans Monument toward the debt retirement to match additional funding from Roanoke County

Mr. Altice made a motion to approve the Resolution as presented; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) - None.

**The Town Manager commented that the 2013 Town Calendar** is being delivered along with a magnet furnished by the Chamber listing all of their events for 2013.

**The Mayor congratulated the Vinton Host Lions Club** on their 80<sup>th</sup> anniversary. He also thanked the staff and the Chamber for the successful State of the Town address and thanks to all who helped make the Christmas parade a success again this year. He has received a lot of positive comments. The Mayor

mentioned to Council that he has asked the Clerk to draft a letter to be sent to Newtown, Connecticut expressing our condolences for Council to sign.

**Comments from Council Members:** Mr. Adams commented on the iPads and the savings of staff time and paper. Mr. Altice commented on the calendar. Vice Mayor Nance also commented on the calendar. He also mentioned that it is always time to reminisce at the end of the year, and even though this is a joyous time of year, there is still evil in the world such as the event in Connecticut and he mentioned Vice Mayor Obenchain. Mr. Hare wished everyone a Merry Christmas, as did the Mayor and all members of Council.

**Mr. Adams made a motion that the regular meeting be adjourned,** the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None. The regular meeting was adjourned at 8:54 p.m.

Regular meeting adjourned

**The work session continued with an update on the Glade-Tinker Creek Wastewater Interceptor Replacement -Phase II Project.** Gary Woodson, Public Works Director, commented that the project has progressed pretty uneventful aside from some rock. It has moved on time and within budget and currently we have paid for about 70% of the project and about 80% is complete. The project is scheduled for substantial completion on December 20th and final completion for January 20th. To date there has been no change orders, but they are anticipating one in the amount of \$30-45,000 for the rock. There is an \$114,000 contingency to cover that cost.

They discussed Alternate F line with the current contractor and initially he came up with a price in the neighborhood of \$163,000. Mr. Woodson thought he might drop his price as it got closer to the winter months and at the end of the project, but he did not. He did contact him this afternoon and indicated maybe there was a portion of Alternate F that could be done with the funds left in the contingency fund and he would put together a proposal. The proposal would be brought back to Council for further consideration.

Mr. Nance asked if Mr. Woodson to explain the Alternate F line. Mr. Woodson commented this is an undersized portion of the pipe that was going to be upsized, an additional 336 feet of line. They have looked at doing it in house; however, if they encounter rock, they do not have the equipment to handle that.

Mr. Hare asked what portion of Alternate F that could be completed and Mr. Woodson responded that he thinks the contractor may be talking about the shorter portion of the line because there are two manholes within the 336 feet. He will not know exactly until he gets the proposal.

The Mayor asked about visits from DEQ to the project and the response was that he feels DEQ is satisfied. They have site visits every Friday and nothing has come to the surface through the engineer or the contractor to the contrary. Mr. Woodson then commented that Alternate F line would be valuable to do it now because if we put it out to bid at a later date, it may come back twice as much.

Mr. Hare commented that since we already have taken out the debt, he would support the overspending of the project by \$30-40,000 to complete the project. After comments from the Town Manager and Mr. Thompson, it was decided that once we get the proposal from the contractor that they will come back to Council with a breakdown of the total costs to date, the cost of Alternate F and what options we have for additional funding. Vice Mayor Nance also would like an explanation of the benefits of completing this part of the project as well.

**Council recessed the work session at 8:15 p.m. and reconvened at 8:20 p.m.**

**The last item in the work session was an update on the War Memorial Business Plan.** Kevin Kipp, War Memorial Facility Manager, began with comments about the current staff of Walter Vassar and Lauren Hodges, the former Manager, on a part-time basis. He commented that the greatest assets that the Town has are its people.

He then proceeded with a Power Point presentation beginning with a review of the income and expenses since the War Memorial renovation in 2007. These figures do not include the debt service. A five-year event history was next presented showing the types of events that have been held at the facility since 2007.

Next, a summary of the 2012-2013 fiscal year was reviewed showing a budgeted revenue goal of \$137,500 along with a list of confirmed versus forecasted revenue by month for the remainder of this fiscal year. Mr. Kipp indicated that \$2,542.00 was needed per month. He also forecasted what revenue they could have if the 15 potential Saturdays left were booked. Mr. Hare asked if there has been a stall on people waiting to book events

based on the economy and the response was that there is a little hold back on the corporate side and charity organizations. However, the time for booking weddings will begin in January and that is the busiest time. A profile of the customer base shows weddings as the number one source of revenue, corporate, education and religious being second and social events being third.

Mr. Kipp next reviewed programming and how he is putting together packages for customers. He reviewed two events he held, one for the AARP on December 7<sup>th</sup> and a Celebration of Life Event on December 12<sup>th</sup>, both of which netted revenue of over \$400.00 each and he provided as turn-key events. He also commented on "A Berry Merry Holiday Lunch" he partnered with Teaberry's Café' which was a platform to get people to the War Memorial to show what is available at the facility and the broader menu Teaberry's can provide for catering needs. He is also offering regional meeting packages with per person pricing. Another event to showcase the War Memorial was held on Election Day.

Mr. Kipp next showed Council the Wedding Planner magazine which he was able to pull advertisements from the War Memorial and other Vinton businesses together to show the Town as a destination for weddings. Debbie Adams with The Vinton Messenger also wrote an article for the magazine. He commented on some wedding packages that can be offered to include items as transportation and hotel reservations. He would like to sponsor other events in the future to generate revenue. Comments were made concerning the current caterers and the working relationship he has with them and the fact that the current list needs to be revisited.

The next part of the presentation related to branding. Mr. Kipp commented that we need to be objective to a shift in the philosophy of what the brands of Vinton are. A branding plan will require a high level of personal attention and will help to develop a clear and conservative marketing effort. It will help to define our sales and he feels now is a good time to begin this process.

He gave examples of some local brands and what they convey about the facilities. He also gave some examples of how to brand the entire campus where the War Memorial is located. He mentioned the Veteran's Monument and how many different ways it is listed in various facets of print. He would like to see us define the area around the Monument and then pull each component out and elaborate on them—the War

Memorial, the Charles R. Hall Senior Center. What message do we want to convey to honor our Veterans?

Mr. Kipp then made reference to old marketing versus new marketing, a change of verbiage to use as a selling point. In closing, he mentioned shifting the brand focus and promoting the assets independently as well as together. This will create a stronger identify and clearer message of what each component of the grounds at the War Memorial represent.

The Town Manager commented that the War Memorial will always be the War Memorial to the citizens of Vinton, but the focus needs to be what can we do to sell the facility outside our community. What can we do to raise our revenues and what direction do we need to go? Mr. Kipp commented that we are competing with 35 other venues in the area from Bent Mountain to Fincastle. However, three new venues opened up from 2009 to 2011 that offer very similar services, but we did not lose anything. Our challenge now is to find how to offset our competition in the years to come. **The work session was adjourned at 9:30 p.m.**

APPROVED:

\_\_\_\_\_  
Bradley E. Grose, Mayor

ATTEST:

\_\_\_\_\_  
Susan N. Johnson, Town Clerk



## **Town Council Agenda Summary**

### **Meeting Date**

January 2, 2013

### **Department**

Administration

### **Issue**

Presentation on the Town's 2012 Relay for Life Awards

### **Summary**

Angie Lewis, Kim Barker and Tammy Halliwill will attend the meeting to make this presentation

### **Attachments**

None

### **Recommendations**

No action required



## **Town Council Agenda Summary**

### **Meeting Date**

January 2, 2013

### **Department**

Administration

### **Issue**

Conduct a Public Hearing to consider public comments regarding a \$700,000 Community Development and Block grant to revitalize the downtown business district

### **Summary**

DHCD requires two Public Hearings to take place for citizens to provide their comments on the project, how it will potentially affect them and its desired outcomes. This is due to the fact that public dollars are being used to fund the project.

### **Attachments**

None

### **Recommendations**

Conduct Public Hearing—no action required



## **Town Council Agenda Summary**

### **Meeting Date**

January 2, 2013

### **Department**

Administration

### **Issue**

Conduct a Public Hearing to consider public comments regarding Main Street Improvements at the Vinton Farmer's Market as a Community Improvement Grant, said project located in the 100 year floodplain.

### **Summary**

Attached are two maps reflecting the FEMA floodplain zones for the Vinton Farmer's Market area. Since, as part of the CDBG funds, work will be taking place here, a public hearing had to be held to give citizens and Federal Agencies an opportunity to comment on the project and its potential adverse affects. The map indicates that only a slight portion of the parking lot for the Farmer's Market has the potential to be affected.

The area is categorized under "Moderate Risk". This means that the area could be potentially affected by 100-year and 500-year magnitude floods.

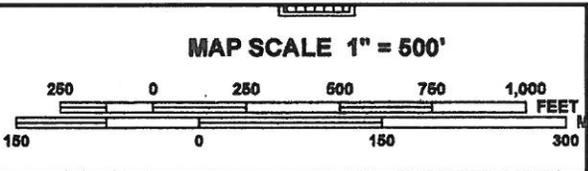
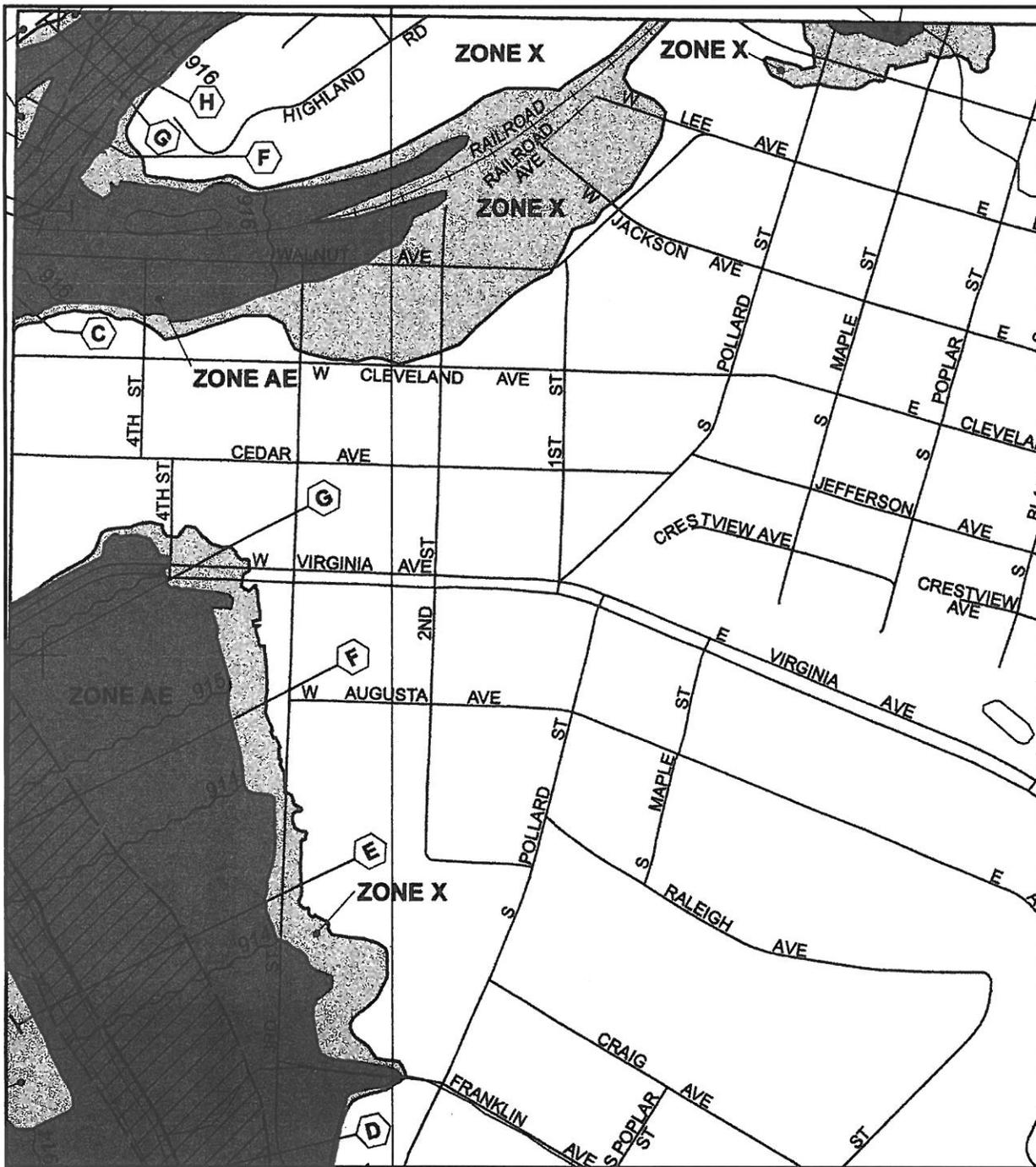
After this Public Hearing a Notice of Explanation will be published outlining the project and the Town's recommendation to either proceed with the project as stated or alter the plan to accommodate the public's or agencies' comments on the potential adverse affects. There will be no heavy construction at this location so there will not be any increased adverse affect on the flood zone above what has already been done historically. Also, there is no other place or manner that these changes can occur to maintain the aesthetic congruity of the entire Downtown Economic and Revitalization Project approved by DHCD.

### **Attachments**

Flood Insurance Rate Map  
Floodplain aerial photo Map

### **Recommendations**

Conduct Public Hearing—no action required unless Council wishes to alter the Project in this area.



PANEL 0169G

**FIRM**  
**FLOOD INSURANCE RATE MAP**  
**ROANOKE COUNTY,**  
**VIRGINIA**  
**AND INCORPORATED AREAS**

**PANEL 169 OF 310**  
 (SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
ROANOKE COUNTY	510190	0169	G
ROANOKE, CITY OF (INDEPENDENT CITY)	510130	0169	G
VINTON, TOWN OF	510131	0169	G

Notice to User: The Map Number shown below should be used when placing map orders; the Community Number shown above should be used on insurance applications for the subject community.

**MAP NUMBER**  
**51161C0169G**

**MAP REVISED**  
**SEPTEMBER 28, 2007**

**Federal Emergency Management Agency**

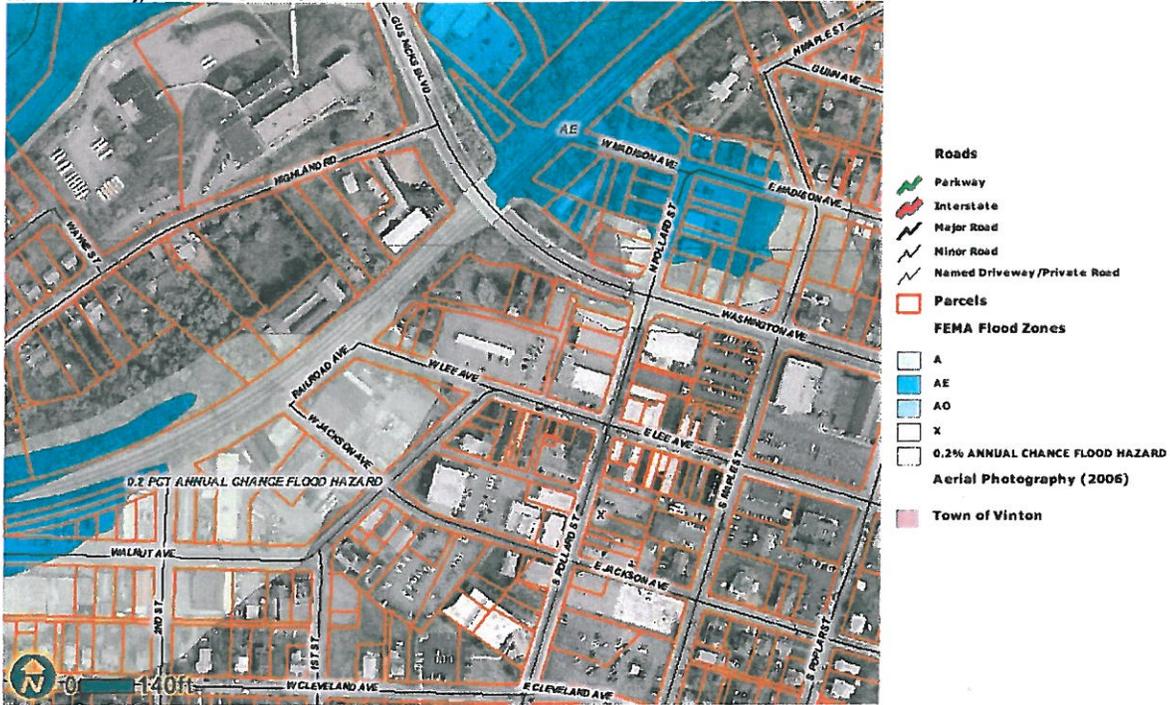


This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.msc.fema.gov](http://www.msc.fema.gov)



# Floodplain in Projected DHCD Grant Area

Roanoke County, VA - Thu Dec 27 2012



## Flood Zones

AE - "High Risk" area with a 1 percent annual chance of flooding as stated by FEMA

X (shaded) - "Moderate Risk" area between the limits of the 100-year and 500-year floods. The area has a .2 percent chance of flooding annually.



## **Town Council Agenda Summary**

### **Meeting Date**

January 2, 2013

### **Department**

Administration/Public Works

### **Issue**

Consider adoption of a Resolution appropriating \$21,016 for the balance of the cost for adding Alternate "F" Line to the Glade-Tinker Creek Wastewater Interceptor Replacement – Phase II Project

### **Summary**

The Glade-Tinker Creek Wastewater Interceptor Replacement –Phase II Project Contract was awarded to Allegany Construction Company and financing was from existing bond funds available through the 2007 E Revenue Bonds in the amount of \$316,356.67 and a bridge loan through VML/VACo Commercial Paper Program in with net proceeds in the amount of \$493,856.05.

The Town has been able to bring the Glade-Tinker Creek Wastewater Interceptor Replacement-Phase II Project in on budget at the contract amount of \$645,170 with no change order per the contractor.

The Town has negotiated with the contractor, Allegany Construction Company for Alternate F of the Project at a cost of \$175,000 which there is funding for with the exception of \$21,016. This is a lump sum proposal, therefore, no change orders will be submitted and the contractor is responsible for all costs above this amount. Additionally, staff has negotiated with Anderson and Associates, the design engineer, and they have agreed to provide full construction services at no charge to the town.

As recommended, the additional cost will be covered within the existing budget through a transfer from the 300.9500.314 Wastewater Treatment Cost Account to the 300.9500.732-Repairs Glade Tinker Creek Sewer Expenditure Account. Based on our forecast of expenditures for wastewater treatment and notification from the WVWA that our rate is being reduced by 2%, there are adequate funds in this account to cover the additional expense.

### **Attachment**

Resolution

### **Recommendation**

Motion to adopt Resolution

**RESOLUTION NO.**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON WEDNESDAY, JANUARY 2, 2013 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA**

**WHEREAS,** the Glade-Tinker Creek Wastewater Interceptor Replacement –Phase II Project Contract was awarded to Allegany Construction Company and financing was from existing bond funds available through the 2007 E Revenue Bonds in the amount of \$316,356.67 and a bridge loan through VML/VACo Commercial Paper Program in with a net proceeds in the amount of \$493,856.05; and

**WHEREAS,** the Town has been able to bring the Glade-Tinker Creek Wastewater Interceptor Replacement-Phase II Project in on budget at the contract amount of \$645,170 with no change order per the contractor; and

**WHEREAS,** the Town has negotiated with the contractor, Allegany Construction Company for Alternate F of the Project at a cost of \$175,000 which there is funding for with the exception of \$21,016 which Council would need to authorize a budget transfer from account 300.9500.314 Wastewater Treatment Cost to 300.9500.732 Repairs Glade Tinker Creek Sewer Expenditure Account to properly record the expenditures for the June 30, 2013 Budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Vinton Town Council does hereby approve the following:

<b>FROM:</b>	<b>300.9500.314</b>	<b>Wastewater Treatment Cost</b>	<b>\$21,016.00</b>
<b>TO:</b>	<b>300.9500.732</b>	<b>Repairs Glade Tinker Creek Sewer</b>	<b>\$21,016.00</b>

This Resolution adopted on 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