

Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr., Council Member
William "Wes" Nance, Council Member
Sabrina M. Weeks, 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, November 18, 2014**

AGENDA

Consideration of:

A. 6:00 p.m. - WORK SESSION

1. Update on renovations to the Farmers' Market as part of the \$700,000 CDBG Project.
2. Update on final design and bidding for renovations to the Fire Department building.

B. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG

E. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS

F. CONSENT AGENDA

1. Consider approval of minutes for the regular Council meeting of October 21, 2014.
2. Consider approval of minutes for the regular Council meeting of November 4, 2014.

G. AWARDS, RECOGNITIONS, PRESENTATIONS

1. Recognition of the Police Department – 4th Accreditation Status
2. Officer of the Month for October 2014 – Sergeant Timothy Lawless

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

I. TOWN ATTORNEY

J. TOWN MANAGER

ITEMS REQUIRING ACTION

1. Consider adoption of a Resolution approving a General Fund Reserve Policy.
2. Consider adoption of a Resolution authorizing the Town Manager to execute a Memorandum of Understanding with Invoke Ministries, Inc. for a skatepark at 151 West Jackson Avenue.
3. Consider adoption of a Resolution authorizing the Town Manager to execute a Branding, Advertising and Marketing Services Agreement between the Town of Vinton and the Vinton Area Chamber of Commerce.
4. Consider adoption of a Resolution appropriating funds in the amount of \$1,075.66 for the receipt of an insurance claim made on a 2008 Crown Vic (Unit 1133) of the Police Department.

BRIEFING

1. Briefing on recommendation for replacement of 2006 Chevrolet Impala vehicle in the Police Department.

UPDATE ON OLD BUSINESS

K. MAYOR

L. COUNCIL

M. ADJOURNMENT

N. WORK SESSION CONTINUED

1. Briefing on current Town of Vinton Street Maintenance Operational Program.

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:

November 20, 2014 – 8:00 am – Vinton Area Chamber of Commerce State of the Town Membership Meeting – Vinton War Memorial

December 2, 2014 – 6:00 p.m. – Work Session followed by Council Meeting at 7:00 p.m. – Council Chambers



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Administration

Issue

Update on renovations to the Farmers' Market as part of the \$700,000 CDBG Project

Summary

The site plans for the Farmers' Market rehabilitation and site work are at the 90% complete stage. Town staff would like for Council to review the plans and give any feedback as to the direction they would like to proceed. The site plans have been approved by the Management Team. The projected timeline is for the completed plans to come back before Council at their December 2, 2014 meeting for final approval so they can go out for bid over the Holiday Season and the work be completed prior to the Dogwood Festival in April.

The majority of the work being done at the Farmers' Market is site work. There will be concrete benches erected to face towards the stage area as well as six parking spaces being removed from the area facing West Lee Avenue. There will also be a concrete barrier wall next to Walnut Avenue to delineate the stage area from the road. The work at the stage will consist of pavers being installed on top of the concrete in front of the stage.

The reason the work consists of mostly site work is because of the initial plan submitted to DHCD. The Town must comply with this original plan before any work and leftover monies can be used for upgrading the stage area.

Hill Studio along with the Management Team opted for this design because they wanted the area to be unique. The future thought of the complete site plan is to create an area that mimics a "House of Blues" feeling. A phase 2 plan is to redo some aspects of the stage to rehabilitate it and bring it into the overall design scope. A mural is also planned as an additional project for the road in front of the stage area.

Attachments

Site Plans
Budget

Recommendations

Consensus of Council to proceed with presented site plan

Vinton Farmers Market Sitework Package

Vinton, Virginia

90% Drawings
October 2014



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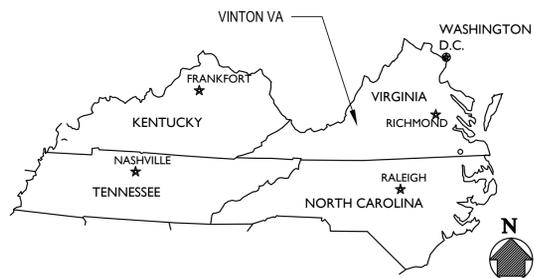
VINTON
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CDBG
REVITALIZATION
FARMERS
MARKET

VINTON,
VIRGINIA

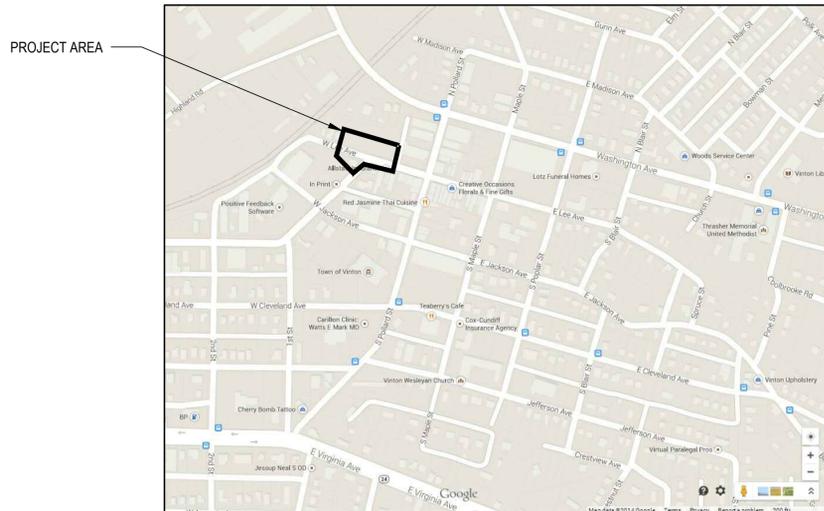
Seal



VICINITY MAP
NOT TO SCALE



PROJECT AREA
NOT TO SCALE



SHEET INDEX

COVER	COVER
EX-001	EXISTING SURVEY
L-001	SITE DEMOLITION
L-101	SITE LAYOUT AND GRADING
L-102	WEST SITE LAYOUT AND GRADING
L-103	DETAIL PLANS
L-501	DETAILS
L-502	DETAILS

Title:

COVER

Date: 10/03/14

Revisions:

Drawn By: AM,CC,GW

Review By: GW

Project No. 1001.08

Sheet No.

CVR



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**LAYOUT
FARMERS
MARKET**

Date: 10/03/14

Revisions:



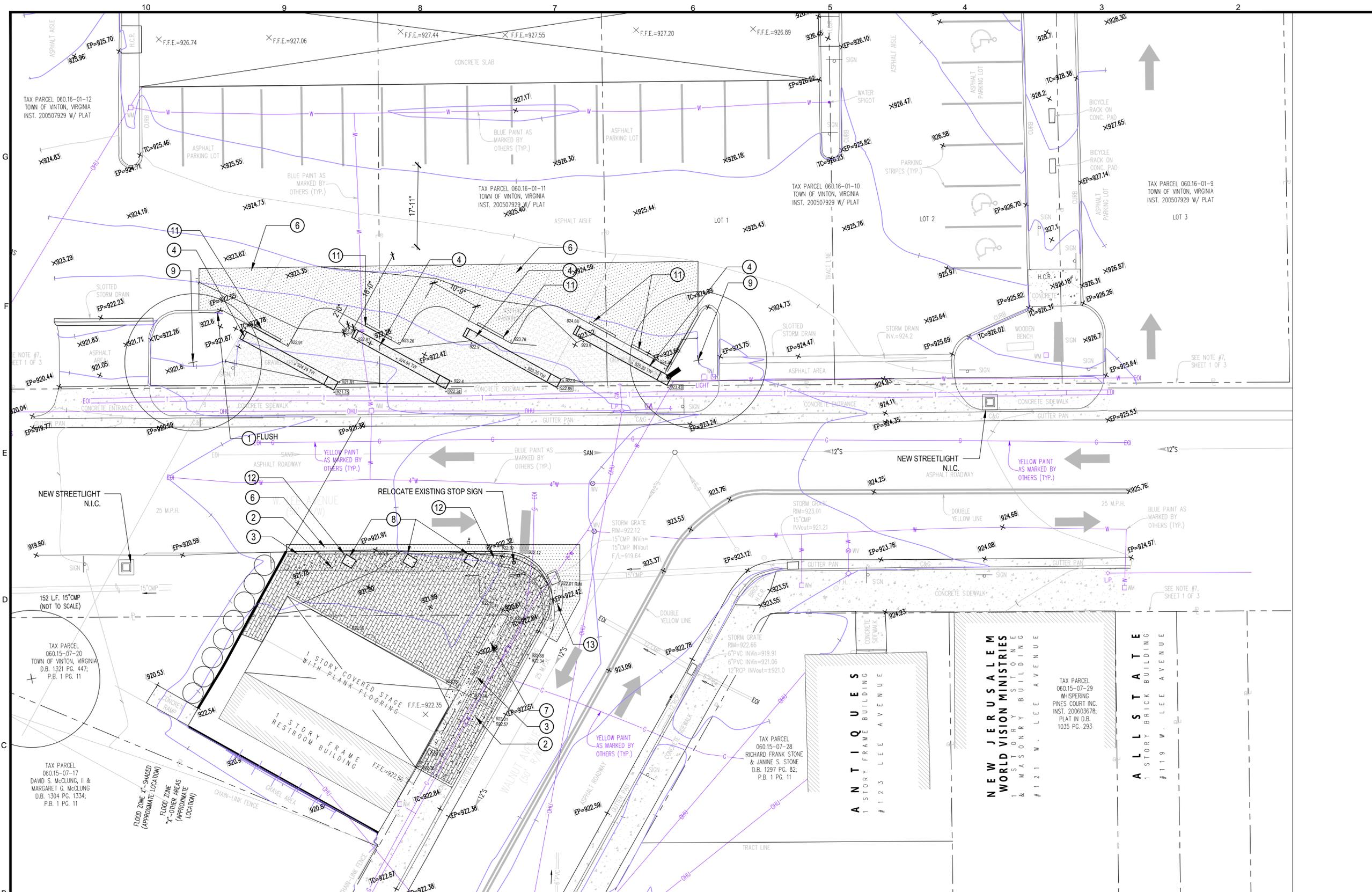
Drawn By: AM,CC,GW

Review By: GW

Project No. 1001.08

Sheet No.

L-101



- LAYOUT NOTES:
1. NEW CONCRETE CURB
 2. NEW CONCRETE PAVERS TYPE 2
 3. NEW CONCRETE PAVERS TYPE 3
 4. NEW CONCRETE/METAL SEATWALL, SEE DETAIL L-501
 5. NEW TREE, SEE DETAIL SHEET L-501
 6. NEW REPLACEMENT ASPHALT, SEE DETAIL L-501
 7. NEW CONCRETE/METAL WALL SEE ELEVATION SHEET L-501
 8. NEW LIGHTED BOLLARD SEE DETAIL, L-501
 9. NEW TREE
 10. NEW SOD
 11. NEW WHEELSTOP, SEE DETAIL
 12. NEW CONCRETE BASE FOR PAVERS
 13. NEW CONCRETE GUTTER



Nov 13, 2014 - 12:01pm amarshall
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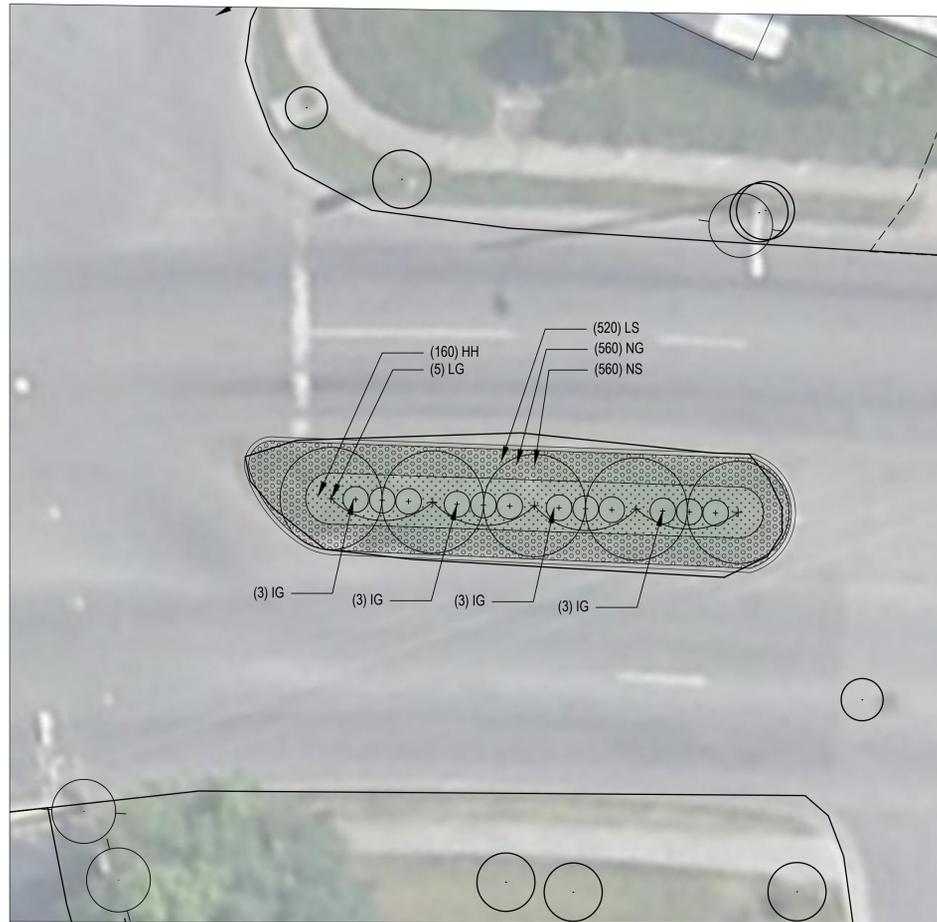


Title:
ADDITIVE BID ITEM 1
VIRGINIA AVE
POLLARD ST
INTERSECTION

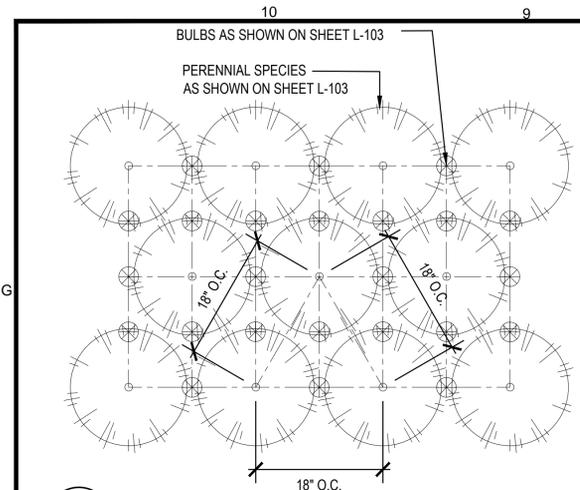
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Review By: GW
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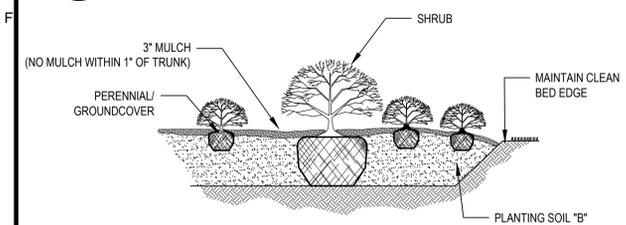
L-102



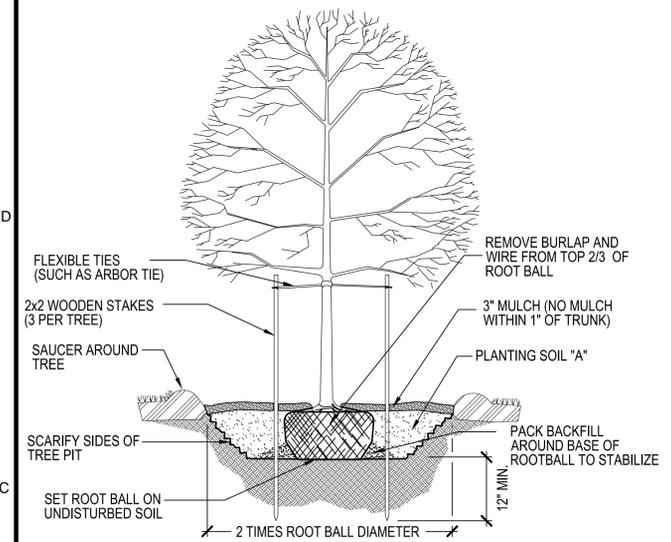
PLANT SCHEDULE					
SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
LG	5	<i>Lagerstromia x Tuscarora</i>	Crape Myrtle Tuscarora	#5	As Shown
IG	23	<i>Ilex glabra</i>	Inkberry Holly	#3	As Shown
LS	650	<i>Liriope spicata</i>	Spreading Liriope	#1	12" o.c.
HH	183	<i>Hemerocallis 'Happy Returns'</i>	Happy Returns Daylily	#1	18" o.c.
NS	710	<i>Narcissus 'Gigantic Star'</i>	Gigantic Star Daffodil	bulb	8" o.c.
NG	710	<i>Narcissus 'Stainless'</i>	Stainless Daffodil	bulb	8" o.c.



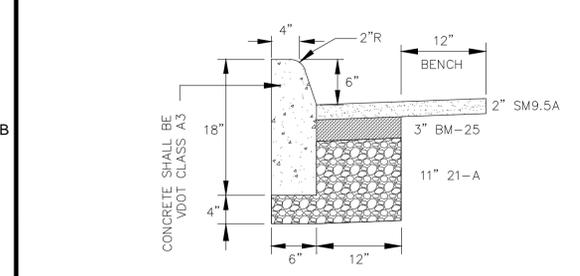
F10 TYPICAL PLANT SPACING
L-103 L-103 SCALE: NTS



E10 TYPICAL SHRUB AND GROUND COVER PLANTING
L-103 L-103 SCALE: NTS



C10 TYPICAL SMALL TREE PLANTING
L-103 L-103 SCALE: NTS



B10 TYPICAL CG-2 CURB
L-103 L-103 SCALE: 3/4"=1'-0"

Nov 13, 2014 - 12:54pm amarshall
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Title:

DETAILS

Date: 10/03/14

Revisions:



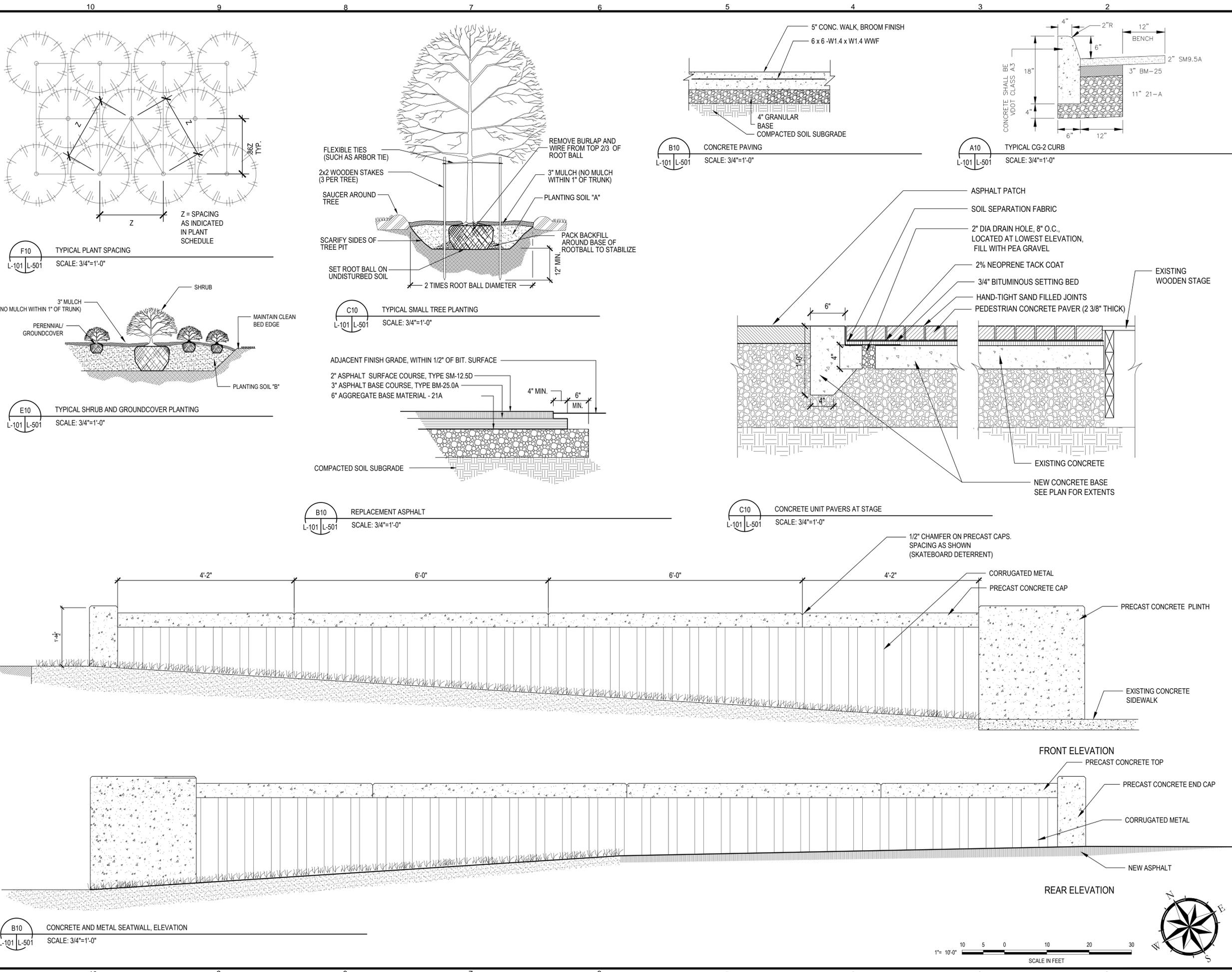
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Review By: GW

Project No. 1001.08

Sheet No.

L-501



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Title:

DETAILS

Date: 10/03/14

Revisions:

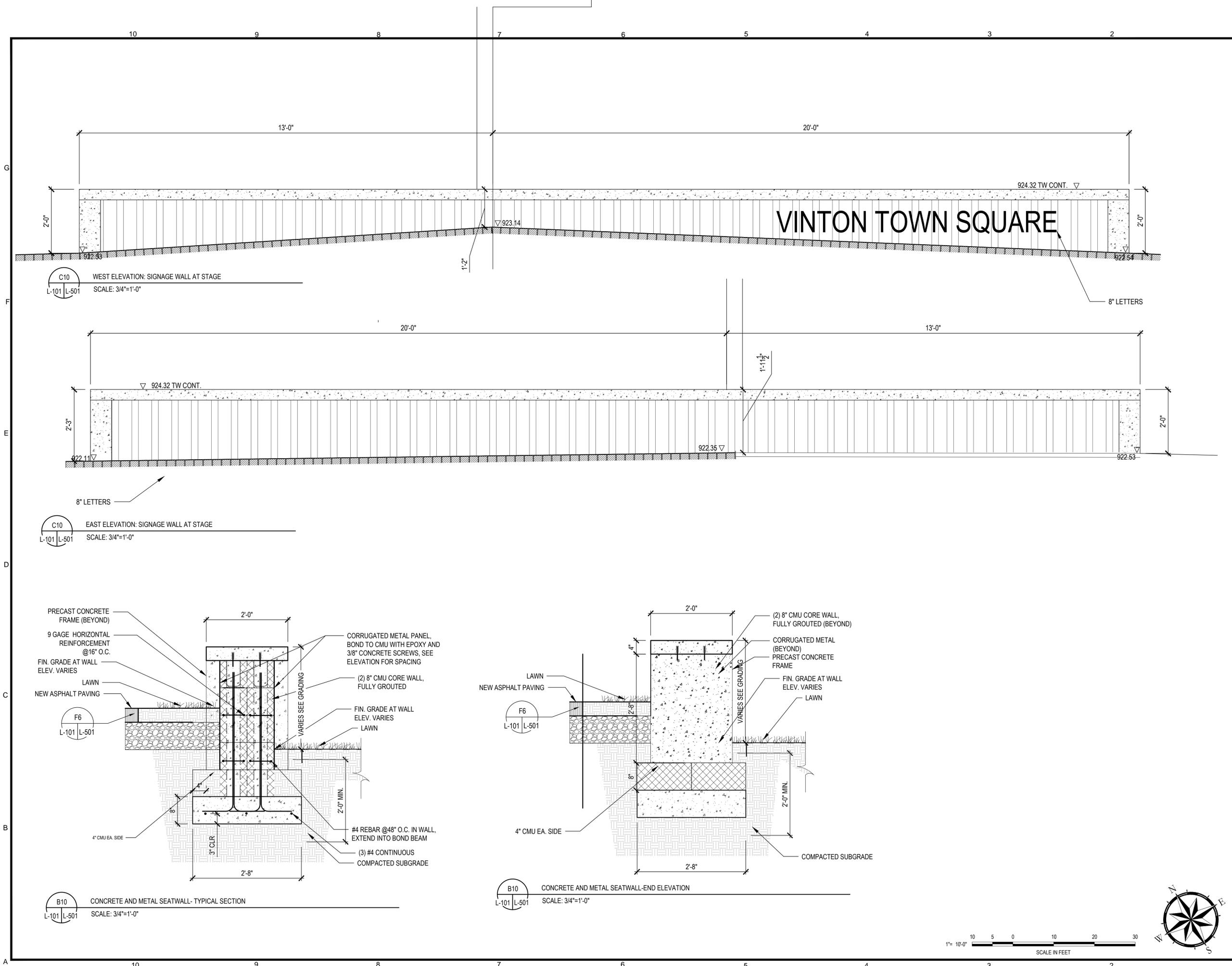
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Review By: GW

Project No. 1001.08

Sheet No.

L-502



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Vinton Farmers Market Area Improvements

Vinton, Virginia

Design-to-Budget Option-revised

Hill Studio Comm. No. 1001.04

9/2/14

ITEM #	SPEC	BASE BID - ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	SUBTOTAL
		CONTROL OF WORK				
		Gen. conditions, field engineering Base Bid items only	1	lump sum	\$10,000.00	\$10,000
		MOBILIZATION				
		Mobilization of equip. & crews	1	lump sum	\$5,000.00	\$5,000
		TRAFFIC CONTROL				
		Permits, flagmen, warning devices	1	lump sum	\$3,000.00	\$3,000
		DEMOLITION				
		Remove exist. concrete sidewalk & stone base	125	sq. yd.	\$12.00	\$1,500
		Remove exist. concrete curb & gutter	0	lin. ft.	\$10.00	\$0
		Saw-cut bituminous pvmt.	255	lin.ft.	\$3.50	\$893
		Remove exist. bitum. pvmt. & stone base, full depth	220	sq. yd.	\$8.00	\$1,760
		Sign, bollard, etc. removal	3	ea.	\$75.00	\$225
		Erosion & sediment controls - in place, maintenance	1	lump sum	\$1,500.00	\$1,500
		Remove exist. conc. vehicle entrances	0	sq. yd.	\$35.00	\$0
		Hauling & disposal, including dump charges	83	cu. yd.	\$90.00	\$7,470
		EARTHWORK				
		Import topsoil for lawn	20	cu. yd.	\$30.00	\$600
		Spread & compact topsoil in lawn	20	cu.yd.	\$29.00	\$580
		PAVING				
		Stamped concrete in street	0	sq. yd.	\$85.00	\$0
		plank pavers parking areas	0	sq.ft.	\$12.00	\$0
		New concrete curb	15	lin.ft.	\$24.00	\$360
		New concrete sidewalk	0	sq. ft.	\$8.00	\$0
		Bit. asphalt pavement - heavy duty	184	sq. yd.	\$65.00	\$11,960
		Replace signs removed during construction	5	ea.	\$125.00	\$625
		Entrances (concrete)	0	sq. ft.	\$25.00	\$0
		Curb stop	5	ea	\$100.00	\$500
		STORM DRAINAGE				
		Miscellaneous stormwater improvements	1	allow	\$7,500.00	\$7,500
		SODDING				
		Fertilizer (3,300 sq.ft @ 20 lbs. / 1000 sq. ft.)	30	lb.	\$8.00	\$240
		Sod for area between parking and sidewalk	1,000	sq.ft.	\$1.25	\$1,250
		Trees	2	ea	\$350.00	\$700
		STAGE AREA IMPROVEMENTS				
		plank concrete pavers, deck	0	sq. ft.	\$18.00	\$0
		Traditional Concrete Unit Pavers	1,518	sq. ft.	\$12.00	\$18,216
		Stage building enlargement (construction only, no electrical)	0	allow	\$12,000.00	\$0
		site furnishings west of stage	0	allow	\$4,000.00	\$0
		MISCELLANEOUS				
		lighted bollards	3	ea	\$1,000.00	\$3,000
		seatwall/ sign wall at market building	1	ea	\$8,000.00	\$8,000
		seatwalls, cast in place concrete	4	ea	\$4,000.00	\$16,000
		striping parking lot	144	lf	\$ 10.00	\$1,440
Sub Total this Sheet						\$102,319
Contingency (5%)						\$5,116
SUBTOTAL BASE BID						\$107,434

		LIGHTING IMPROVEMENTS				
		Ornamental street lights, posts & fixtures	2	ea.	\$2,700.00	\$0
		Combination meter, panel & disconnect ped, installed	1	ea.	\$1,500.00	\$1,500
		Conduit and wire for lighting, all connections made	150	lin.ft.	\$21.00	\$3,150
SUBTOTAL LIGHTING						\$4,650

TOTAL	\$112,084
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Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Administration

Issue

Update on final design and bidding for renovations to the Fire Department building

Summary

The final design and bid documents were completed and sent for advertising on Friday, November 14th. The Notice for Acceptance of Bids will be open for four weeks, with a final due date of Friday, December 12, 2014 at 2 pm. There will also be a mandatory pre-bid meeting held on December 3, 2014 at 1:30 pm at the Fire House.

The design includes a number of renovations including a bunk room for career staff, renovations to the kitchen, upstairs bathrooms, volunteer apartment space and bathroom, first floor locker room, and painting of the station and high traffic hallways in the First Aid building.

Upon receipt and negotiation with the selected bidder, a final price and construction schedule will be established. We have also included liquidated damages as a negotiated contract item to help ensure a firm completion date. The final contract will be brought back to Council for approval to authorize the Town Manager to enter into a contract. If schedules conflict with normal meetings or holidays, staff may request a special meeting to ensure the timeliest approval of the contract to allow the project to proceed. Lastly, Roanoke County has agreed to fund 50% of the project up to \$150,000.

Attachments

None

Recommendations

No action required.



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Town Clerk

Issue

Consider approval of minutes for the regular Council meeting of October 21, 2014.

Consider approval of minutes for the regular Council meeting of November 4, 2014.

Summary

None

Attachments

October 21, 2014 minutes

November 4, 2014 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, OCTOBER 21, 2014, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr.
William W. Nance
Sabrina M. Weeks

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Theresa Fontana, Town Attorney
Susan N. Johnson, Town Clerk
Ryan Spitzer, Assistant Town Manager
Gary Woodson, Public Works Director
Barry Thompson, Finance Director/Treasurer
Anita McMillan, Planning & Zoning Director
Kevin Kipp, War Memorial Facility Manager
Joey Hiner, Public Works Assistant Director
Mark Vaught, Lieutenant-Services

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

for a briefing on proposal for a skate park at the corner of Walnut Avenue and West Jackson Avenue. Ryan Spitzer began by commenting that Council was briefed by Dan Coy with Invoke Ministries on September 30th at their Strategic Planning Session about the proposal for a skate park. Staff has met further with Mr. Coy and we have come up with a Scope of Work for both parties and a general agreement on what needs to be done to the current site. A one-page summary was provided with the agenda package.

The cement on the property needs to be leveled to provide a good skating service and the corners needs to be shaped to prevent any accidents or injuries. Mr. Coy and his group already have the ramps and they are working on a site plan for their placement. Most of our parks are only open from dawn to dusk, but due to the nature of the activities they are requesting that the skate park be allowed to stay open until 10:00 p.m. We are in the process of talking with AEP to see if lighting can be added on the poles.

They are proposing to host events two nights a week and one big event each month. A big event would possibly consist of a cook-out and some music. When events are not being held, the park would be open for open skate and would be unattended some of the time. We have discussed this issue with our Town Attorney and VML, our insurance carrier, and we will not be assuming any more liability than any other park in a community.

Mr. Spitzer continued by commenting that we are proposing doing Phase 1 with the current slabs that are there. Phase 2 as a future proposal would be to fill in the old concrete circle track behind the church for a practice area and adding that into their programming. Mr. Coy has several general contractors that volunteer for him and they are willing to do most of the concrete work if we would pay for the materials.

The Town Manager commented that he was able to speak with James Wright who is a member of the First Baptist Church on Jackson Avenue and he was open to the idea. Staff has not been able to talk with anyone at Greater Reed Street Baptist Church, but we will reach out to them and respond to any concerns they might have. Mr. Nance asked if either of the churches have Wednesday night services. Anita McMillan responded that they do. The Mayor commented that we will definitely have to respect their service times and schedule any events around those times.

In response to a question from the Mayor, Mr. Spitzer commented that the costs to the Town would be the concrete and some type of fencing to keep the skateboards from going into the street. We are trying to work out all of the details, but are asking Council for their comments at this time to see if we are heading in the right direction and other items that we might need to address. We also need to know how much Council would be willing to spend on the project.

Dan Coy next made brief comments on how Invoke Ministries has evolved and the proposal for the skatepark. Currently the ramps are being used in open areas where they are allowed to have events. Invoke Ministries is in the process of becoming a 501c3 organization and currently has a home base in Vinton at a warehouse where they work on the ramps and test them out. Mr. Coy also commented that he has several entities that are in support of and are working with him on this project.

Josh Perry, a professional BMX athlete, made brief comments on how BMX has made a difference in his life and taught him a lot of life skills. He wants to assist and support the efforts of Invoke Ministries in any way he can.

Mr. Adams commented that he would like to make sure that the trash stays picked up on the site. Mr. Coy responded that they teach "skate and clean" and encourage anyone who comes to the site to clean up after themselves.

Mr. Coy further commented that he is in the process of meeting with 33 churches in Vinton and has a lot of

churches outside the area who have already partnered with Invoke Ministries as well as a lot of volunteers. There will be supervision present a lot of the time at the site

Mr. Nance commented that he is very much in favor of the idea. He is interested in the partnership that Invoke is bringing to the table and perhaps it will help to avoid some of the issues the last skatepark had. His areas of concern are the costs, being good neighbors to the two churches close to the site and coordination of any special events with other Town functions.

Ms. Weeks commented that when she was campaigning for Council, the skatepark concept came up very often. She was glad to see the turnout at the meeting in support of the project and she hopes that when the final numbers are presented that it will be something that Council will be able to do.

The Mayor commented that he is also very impressed with the turnout of support. He reiterated the importance of working with the schedules of the two churches that are near the site. He further commented that two reasons the prior skate park had to be closed were because of its remote location and the lack of leadership or an organization. Both of these issues have been corrected with this current proposal. Another concern is the evenings when no supervision is present because the Town does not have the staff to do that and we will be counting on Invoke Ministries along with its partners and volunteers to assist with that aspect.

The Town Manager commented that this is the right location because it has public eyes along with the Police Department and Fire/EMS. We have looked at other skateparks in the surrounding areas and none of them are staffed. They are open parks where people come and go when they please and are open from dawn to dusk. We will also make sure we include both of the churches in any formal conversations. Mr. Nance asked if there will be a written Memorandum of Understanding and the Town Manager responded yes. We will also have to post rules, one of which will be that a helmet must be worn. Mr. Nance then asked that we invite representatives of the two churches to be present at the Council meeting when action will be taken on the proposal. Council gave their consensus to move forward with the proposal and bring the final details back at a future meeting.

The next item on the work session was a briefing on proposed new rate structure for weddings and receptions at the Vinton War Memorial. Kevin Kipp commented on the

spreadsheet provided with the agenda showing other venues in the area and a comparison of their rates with the War Memorial. We are focusing on specifically the wedding market, not the business market and we are now quoting from \$2,800 to \$3,200 into early 2015. This is the published rate on our website. We are looking forward to the FY2015-2016 year and suggesting that we increase the prices incrementally. In talking with clients, we do let them know of the possibility that the rates would increase from five to seven percent which is also published on the website. We also have a little bit of leverage with the rates and can work with each client individually. Mr. Kipp further commented that the managers of some of the other venues are also increasing their rates as well.

Regarding corporate or more day to day rates, we offer bulk pricing for the room or a "per person" rate which ranges from an average of \$5.50 to \$7.00 per person. We use a room minimum in this rate structure as well.

Mr. Nance said he does think the customers are satisfied with the building, but he hears comments from repeat customers who have received increased bills. He asked if we approve a rate increase, how is that resolved with customers who have a yearly meeting or event at the War Memorial and expect a certain price. Mr. Kipp responded that without exact data, he is not able to respond, but the repeat business has substantially increased over the past few years. Mr. Nance further commented that the conflict lies in whether the War Memorial is a business or a community center and can it be both. Mr. Kipp further commented that even though they have stopped allowing use of the building for free, we feel that the community organizations that we work with have embraced this and we have received positive results. We have doubled our wedding business in the past 12-14 months. Mr. Nance further commented that the War Memorial is an icon in the community, but if Council wants to reduce the amount of taxpayer money that is going to subsidize the War Memorial, it has to be run as a business. But when it is run as a business, it creates a problem when you are dealing with a community that is expecting a government space.

Vice Mayor Hare commented that our costs at the War Memorial are going up and no one likes to pay more for services. However, there is a lot of value in the services that clients get at the War Memorial. He then asked about the rate increase and what it is based on. Mr. Kipp responded that they tell clients the rate is based on day and date (time of year), square footage, number of people and the nature of the event. We are in the business of selling

Saturdays and everything else we do fills in around that. Saturdays are our most expensive day and that is the highest demand day. The variable is not that huge, but in January if a client only needs Dogwood North for 80 people, we can go with the lower rate because we do not have the demand in January and February.

After additional comments by Council, the Town Manager stated that this rate structure provides the ceiling and Mr. Kipp has the authority to work with and negotiate rates with any of the clients. The proposal is to raise the ceiling, but every single sale is not going to be at the highest rate and most of them are at a lower rate. He will work within that range to get the business and do whatever it takes to take care of the client.

Mr. Adams commented in closing that the reputation the War Memorial had years ago did not happen overnight and it is not going to completely be erased overnight. It seems that what Mr. Kipp is doing is the right thing and that he is being very professional and fair. Ms. Weeks commented that often times people only see numbers and do not sit down and understand the value of the services. But once it is explained and they understand, it makes a difference. Council gave their consensus on the rate structure proposal. The matter will be brought back to Council for final approval.

The Mayor called the regular meeting to order at 7:00 p.m. The Town Clerk called the roll with Council Member Adams, Council Member Nance, Council Member Weeks, Vice Mayor Hare and Mayor Grose present. After a Moment of Silence, Vice Mayor Hare led the Pledge of Allegiance to the U.S. Flag.

Roll call

Under upcoming community events/announcements, Ms. Weeks commented on the success of the Fall Festival and the Octoberfest. This Friday at the Woodland Place there is a dinner, silent auction and costume contest to benefit the Franklin County Humane Society. The Citizen Police Academy continues and she encouraged everyone to consider participating the next time it is offered. The Christmas Parade will be December 4th. The downtown trick or treat will be on October 30th from 2:30 pm to 4:45 pm. Mary Beth Layman announced the Zombie Walk on November 1st which benefits the Needy Family Fund.

Mr. Nance announced that the Breakfast Lions Club will be having their annual spaghetti dinner prior to the Christmas Parade on December 4th. Also, on November 20th is the Chamber Membership Meeting and State of the Town at the War Memorial at 8:00 a.m.

Mr. Nance made a motion to approve the Consent Agenda as presented; the motion was seconded by Mr. Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

Approved minutes for the regular Council meeting of September 16, 2014 and Council Strategic Planning Session of September 30, 2014

The Mayor next recognized employees from TMEIC Corporation for their United Way Days of Action Project at the Charles R. Hill Senior Center. Mary Beth Layman commented that on September 9th a group of nine employees from TMEIC volunteered the entire day and painted the exterior of the Senior Center.

Nate Schuckers with United Way made brief comments and expressed thanks to the Town for allowing TMEIC to do this project. He has the privilege of working with the Town of Vinton and TMEIC and this organization is very active in the community. These nine employees were part of a group of over 350 volunteers that came out representing about 40 different companies to do Days of Action projects in our communities.

The Mayor expressed thanks on behalf of the Town for the work done by the TMEIC employees and presented a Certificate of Appreciation and a volunteer pin for each of the employees as well as the company.

In closing, Ms. Layman commented that if the work had been contracted out, it would have cost from \$3,500 to \$3,700.

Council Member Nance read two Memos from Chief Cook naming Detective Sergeant James Testerman and Officer James Spence as Officers of the Month for September.

The next item for consideration was an Ordinance amending Chapter 10, Animals, Article II – Dogs and Cats, Division 1, Generally, Section 10-47, Limitation on number of dogs and cats of the Vinton Town Code and establishing an effective date. The Town Manager commented that Council was briefed on this item at a prior work session. This was based on a number of requests from citizens to increase the number of dogs and cats that a resident can have. The proposal is to increase the number from two to four with the requirement that any additional dogs or cats over two must be spayed or neutered. The way that we will manage this is through our licensing process that is handled

by our Finance Department. As far as enforcement by our Police Department, it is handled mostly on a complaint basis.

David Flagler, Executive Director for the Regional Center for Animal Care and Protection and a resident of Vinton, commented that he has lived in numerous places in the United States and the Town is one of the very few with this limit. He would hope that Council would support this proposed change to make it consistent with the other surrounding localities. He further commented that spaying and neutering is a critical issue because we have a pet over-population in this area and throughout the State.

Vice Mayor Hare asked about the purpose of having a licensing program. If we are serious about spaying and neutering, why not say if your animal is spayed or neutered, it is free and if not, the charge will be \$100 a year or somewhere in the middle. Mark Vaught, Police Lieutenant, responded by saying the licensing program is for two purposes. One, if the animal gets away from its home and is found, we are able to locate the owner and return the animal. Second is the rabies issue. In order to obtain a license, the animal must be vaccinated against rabies, so if it bites someone, we have the information to contact the owner and know that it has been vaccinated. If the fee is raised to a certain level, then people may not be able to afford the fee which will be put an extra burden on the Police Department and we will have a hard time gathering this information.

The Town Manager commented that anytime an animal is picked up and it has a tag, we always contact the owner first. This prevents not having to put the animal in the pound. Barry Thompson also commented that if an animal is turned into the pound, they also call the Finance Department to get the owner information. Now, by State law, when a Veterinarian vaccinates an animal for rabies, they send us notification and we are required to send a letter to the owner letting them know of the requirement to have a license.

Mr. Flagler further commented that responsible pet owners are the ones that spay and neuter their pets. If the fee was increased, those people who do not spay and neuter their pets probably would not comply because they do not see the value of spaying and neutering. However, as a society we are evolving to be more responsible. The most critical function of the licensing is the ability to get the animals back to their owners.

Mr. Nance commented he has no issue with increasing the

numbers. He does not see the spay and neuter component being enforced, so why should it be included and should we pass a provision that is only good on paper. The Town Manager responded that if an owner is in violation, we will not issue a license and they will be issued a summons that they are in violation of the Town Code which is a Class 4 misdemeanor. Lieutenant Vaught stated that if there is a violation, we work with the owner to get them in compliance with the limit. The Mayor commented that he agreed with Mr. Nance's comments. However, he feels that the spay and neuter component sets a community standard. His main concern is that we increase the number of animals that our citizens are allowed to have.

Vice Mayor Hare made a motion to adopt the Ordinance as presented; the motion was seconded by Ms. Weeks and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

The next item was to consider adoption of a Resolution authorizing the Town Manager file an application for allocation of Virginia Department of Transportation (VDOT) Fiscal Year 2015-2016 Revenue Sharing Program funds for Glade Creek Greenway Extension. The Town Manager first commented that Anita McMillan has been very successful in getting commitments from several resources which will reduce the required match that the Town will have to pay.

Ms. McMillan commented that in August she briefed Council on the proposal to apply for VDOT revenue sharing funds for the Glade Creek Greenway extension which requires a match of 50 percent. Council directed staff to see if they could get funds from other sources to cover the match. Ms. McMillan reported that she has a commitment of \$12,500 from Pathfinders for Greenways and the Roanoke Valley Greenway Commission; \$10,000 from the Roanoke County Corridor Fund and \$10,000 from the Roanoke County Economic Development Authority. This will leave the Town to fund \$17,500 of the match. The total project will be around \$262,000.

Mr. Nance and other Council members expressed their appreciation to Ms. McMillan for her efforts in obtaining these commitments toward the 50 percent match. Vice Mayor Hare commented regarding the value of the Greenway to the Town and Ms. McMillan further commented that Roanoke County, the City of Roanoke and Botetourt County are also applying for RSTP funds to do the Tinker Creek Greenway all the way to Botetourt. The Town Manager reminded Council that PFG owns the property where the Greenway will go and they have

Adopted Ordinance No. 956 amending Chapter 10, Animals, Article II – Dogs and Cats, Division 1, Generally, Section 10-47, Limitation on number of dogs and cats of the Vinton Town Code and establishing an effective date

Adopted Resolution No. 2081

been very supportive of the project.

Vice Mayor Hare made a motion to adopt the Resolution as presented; the motion was seconded by Mr. Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

Ms. McMillan commented that the application to the American Electric Power Foundation for the canoe site has been approved for \$11,500.

The next item was to consider adoption of a Resolution authorizing a Refund Payment of Bank Franchise Taxes to Bank of America, N.A. for amended Bank Franchise Tax Returns for taxable years 2010, 2011 and 2012. Barry Thompson made brief comments that the Virginia Department of Taxation audited the amended Tax Returns and it was determined that a refund was due of overpaid Bank Franchise Taxes in the amount of \$13,911,504. The State portioned that amount according to Code to all localities that were affected by these returns.

The Town of Vinton amount for the three year period is \$23,601 not including interest. There are three options for repayment, one of which is to pay the total amount in full by December 31, 2014 with no interest. The second option would be to pay the amount by June 1, 2016 with interest at 10% of \$3,110. The third option is to pay with interest by June 1, 2016 and have it come out of our payments from Bank of American, which is not an option for us since Bank of America will not exist in our area. Mr. Thompson's recommendation to Council is to pay the total amount by December 31, 2014 with no interest. Mr. Nance commented that this matter was discussed at the Strategic Planning Session and he believes the best option is to pay it without interest.

Mr. Adams made a motion to adopt the Resolution as presented; the motion was seconded by Mr. Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

The next item was to consider adoption of a Resolution awarding a bid and approving the Town Manager's execution of an Emergency Sewer Line Repair Project Contract with Wells Construction Co., Inc., in the amount of \$93,070.00. The Town Manager commented that he has already executed this Contract on an emergency basis. Gary Woodson next commented that a section of sanitary sewer line collapsed in

authorizing the Town Manager file an application for allocation of Virginia Department of Transportation (VDOT) Fiscal Year 2015-2016 Revenue Sharing Program funds for Glade Creek Greenway Extension

Adopted Resolution No. 2082 authorizing a Refund Payment of Bank Franchise Taxes to Bank of America, N.A. for amended Bank Franchise Tax Returns for taxable years 2010, 2011 and 2012

the 1000 block of Washington Avenue between North Mitchell and North Preston. It was a very deep system and after trying to work with the system to try and open it up, it collapsed in several places. We decided rather than to dig up the middle of the No. 1 lane of Washington Avenue and a short piece of the No. 2 lane, that we would go into the grassy area on the side.

We contacted our consulting engineering firm to complete a survey and design of the site. We went under emergency procurement and received the low bid from Wells Construction, the same contractor that is doing the water line on Jefferson and negotiated some prices. The first day they started working on the lower end, they ran into rock at four to five feet and continued to dig down to about eight feet. They needed to go down about 17 feet, so the work was stopped. We determined that if we are going to continue to hit rock and incur additional costs, we need to look at other options.

Our proposal now is to go the other direction, east toward By-Pass Road. There are about four homes on the lateral so we are going to lay the pipe shallow, about six feet, and come across through directional bore underneath the roadway and cross over at the Masonic Lodge area and connect into an existing manhole. We are currently trying to get agreements signed by the property owners to work on their property and then we will get final easements once the project is completed. Mr. Woodson continued by commenting that this will add about \$10,000 to the original contract. We are charging everything in a holding account that has been set up for the project. Once the project is completed, we will come back to Council to appropriate the funds to cover the costs.

Mr. Adams asked where the sewage is going while the line is collapsed. Mr. Woodson responded that during the time of high demands, they are going into the line, trying to open it up to relieve it and then the sweeper comes by and sweeps it away. We have also dug a pit adjacent to the roadway and we go out daily and pump it, take it to the pump station and discharge it.

Mr. Nance made a motion to adopt 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, Nance, Weeks, Hare, Grose; Nays (0).

The next item was to consider adoption of a Resolution transferring funds within the General Fund in the amount of \$7,630 to pay W. C. Butler Heating & A/C Inc. for a new HVAC System for the second floor of the Health Department

Adopted Resolution No. 2083 awarding a bid and approving the Town Manager's execution of an Emergency Sewer Line Repair Project Contract with Wells Construction Co., Inc., in the amount of \$93,070.00

building. The Town Manager commented that when the Alexander Film Group moved into the top floor of the Health Department building, it was discovered that the HVAC system was not operational and could not be repaired. We solicited two bids to replace the system and W. C. Butler was the low bidder. We did not budget for this expense, so we are recommending that we transfer the amount from the Building and Grounds, Contract Services line item.

Mr. Adams made a motion to adopt the Resolution as presented; the motion was seconded by Ms. Weeks and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

Under update on old business, the Town Manager gave an update on the road damage to Cedar Avenue and Etna Avenue. The Town Manager commented that he was advised that Chris Heptinstall came to the last Council meeting and expressed concerns about the road damage to Cedar Avenue. This damage was caused on Cedar from the increased traffic and weight of dump trucks that were running debris from the new Walmart site on Virginia Avenue to Mr. Barton's property on Etna Avenue. Mr. Barton has taken care of the damage on Etna Avenue and we have decided to take care of the damage on Cedar Avenue with Mr. Barton reimbursing the Town for the costs incurred. There is a water line on Cedar Avenue and because it is used more than Etna, we want to make sure it is repaired properly.

In all fairness to Mr. Barton, if the bridge was not being constructed and the road closed, he would have typically come down Walnut and up 5th Street to access his property. For everyday normal traffic, Cedar is fine, but it is not made to hold up under heavy dump truck traffic. Our Public Works will begin making the repair once they complete the water line project at South Hampton, hopefully within a month.

The Mayor commented that he thought we had a very productive Strategic Planning Session on September 30th. He expressed thanks to everyone who worked to make the Fall Festival a success. Also, congratulations to the Vinton Volunteer First Aid Crew for the celebration of the 75th anniversary and he enjoyed hearing Randy Krantz speak at the event.

Comments from Council: Mr. Nance commented also on the Fall Festival and the 75th Anniversary of the First Aid Crew. Ms. Weeks commented on the VML Conference that she recently attended.

Adopted Resolution No. 2084 transferring funds within the General Fund in the amount of \$7,630 to pay W. C. Butler Heating & A/C Inc. for a new HVAC System for the second floor of the Health Department building

Mr. Adams asked about an update on the renovations to the Fire Department building and the Town Manager responded that a meeting has been scheduled for tomorrow to review the final architectural/engineering plans with staff and Chief Oakes and Chief Philpott. Once we have our final comments, we will sit down with the engineer and the package will be ready to put out for bid. Mr. Adams also expressed thanks to Council for their attendance at the 75th Anniversary Celebration of the First Aid Crew.

The Mayor asked about the 24-hour career staff and the Town Manager responded that they are in place now at the Mount Pleasant station and serving East Roanoke County. They will move over to Vinton as soon as the renovations are completed.

Vice Mayor Hare commented that VDOT has been giving specific training to its staff regarding the treatment of patients who potentially have Ebola and are we prepared. Mr. Adams stated that just last night the Crew had a training meeting on the signs and symptoms to look for and the vehicles are all equipped with the necessary equipment. The Roanoke County dispatchers are now asking certain questions when someone calls them. He has also received a long list from the Virginia Health Department that is going out to all of the squads. The Town Manager commented that there is a conference call with the Governor tomorrow regarding what the State is doing to prepare and also a local session will be held at Virginia Western Community College for all local public safety personnel.

Vice Mayor Hare made a motion to adjourn the meeting; the motion was seconded by Mr. Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None. The meeting was adjourned at 8:58 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, NOVEMBER 4, 2014, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr.
William W. Nance
Sabrina M. Weeks

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Theresa Fontana, Town Attorney
Susan N. Johnson, Town Clerk
Barry Thompson, Finance Director/Treasurer
Ben Cook, Police Chief
Joey Hiner, Public Works Assistant Director
Ryan Spitzer, Assistant Town Manager

The Mayor called the regular meeting to order at 7:00

p.m. The Town Clerk called the roll with Council Member Adams, Council Member Nance, Council Member Weeks, Vice Mayor Hare and Mayor Grose present. After a Moment of Silence, Dakota Vaughan, a local Boy Scout, led the Pledge of Allegiance to the U.S. Flag.

Roll call

Under upcoming community events/announcements,

Ms. Weeks commented on the success of the Zombie Walk. The graduation for the Citizens Police Academy is on Monday and she expressed thanks to Sergeant Matt Harris for coordinating the Academy.

The Christmas Parade will be on December 4th and plans are being made for the annual New Year's Eve Gala at the War Memorial. On November 17th there will be a Shred-A-Thon at Woods Service Center on Washington Avenue.

Mr. Adams reminded everyone of the spaghetti dinner sponsored by the Breakfast Lions Club on the day of the Christmas parade.

The Mayor reminded everyone of the State of the Town address on November 20th at 8 a.m. at the War Memorial. This Sunday will be the Veterans Appreciation Picnic at the War Memorial from 12 Noon to 3 p.m. The food is free to Veterans and their guests and there is a \$5 charge to all others.

Under awards, recognitions and presentations, the Titans U10 Boys Soccer Team was recognized. The Mayor recognized the coaches, Matt Vaughan and Truman Farmer. Mr. Farmer made brief comments and then the Mayor assisted in presenting each team member with a Certificate.

Under citizens' comments and petitions, Mike Davich, a deacon at Greater Reed Street Baptist Church, made comments regarding the proposal to put a skatepark on the lot beside the Church. He expressed concern about the park considering the problems that other skateparks in the area have had.

The Mayor commented that Council feels there is a need for a skate park in Town. We think the proposed site is an appropriate location because it is very visible. We also feel that it will be successful because Invoke Ministries will be involved with the park. They are very aware that the location is between two churches that have their own activities.

Mr. Davich suggested that the skate park be located at the site of the old library once the new library is completed.

The Mayor further commented that he understands the concerns of Mr. Davich and that is why they are being insistent that Invoke Ministries be very involved. They are working with several other churches in the community and the Mayor invited Mr. Davich's church to participate in the monitoring of the situation. He offered to put Mr. Davich in touch with Invoke Ministries and Mr. Davich responded that the church would like to be notified whenever the matter is brought back to Council for action.

The Town Manager commented that the matter will be brought back to Council once all of the details are worked out such as design plans and a formal agreement. Also, Invoke Ministries is a brand new organization that was formed from Renewation and Dan Coy with Invoke Ministries is a local Vinton resident. The intent is to also include First Baptist Church as well in any further plans.

Mr. Nance commented that Council is very much in favor of going forward with the idea in principle. However, at the last meeting we stated that we expect them to be good neighbors. We do not want to bring something in that is going to be disruptive to the community. There are details that have to be worked out before the proposal is finalized.

Vice Mayor Hare commented that the old library site does not belong to the Town, it is owned by Roanoke County. The site behind the Municipal Building is owned by the Town.

The next item for consideration was a Resolution establishing a policy for allowing members of a public body to participate in meetings by electronic communications. The Town Manager commented that this policy was prompted by a question from a Council Member. The new FOIA Act was recently updated by the General Assembly effective July 1, 2014 and a fundamental change allows members of a public body to participate in a meeting from a remote location by electronic means.

The State Code is very specific that the public body must adopt a policy and if a member requests to participate in a meeting according to the policy, an actual vote of the majority at the public meeting will be taken to approve or deny the request. The Policy also provides that the electronic means must be audible to all who are in attendance at the meeting and a member can only participate electronically two times per calendar year.

The Mayor asked if this Policy would apply to the Planning Commission. The Town Manager responded at this point it is only for Council. Any other public body would have to adopt their own policy.

Mr. Nance asked if each request has to be approved by Council, why is there a limit of only doing it twice in a calendar year. The Town Clerk responded that the State Code regulates the limit. Mr. Nance next asked about having to disclose the specific nature of the emergency or personal matter. The Town Manager responded that it would be up to Council to decide if the reason is legitimate or not.

Vice Mayor Hare expressed concern about establishing the policy and then it rolling down to our committees. He feels that the public deserves to see members face-to-face and not talking to them by telephone which does not seem very personal. Mr. Adams commented that in the past he was not able to attend some Council meetings and there were discussions that he would have liked to have been a part of. He supports the policy in the event of an extreme emergency, not as an everyday thing. The Town Clerk further commented that the purpose is to get the policy in place and not wait until we have that emergency and then it is too late. Mr. Adams then agreed with Vice Mayor Hare concerning our committees who do not meet that frequent.

Mr. Nance next commented that these are all valid concerns and the few times that business has taken any Council Member away from a meeting, we would prefer to be present even if it is by telephone. It is not that we would be taking advantage of the policy, but we are attempting to make ourselves more accessible. A request will require Council's approval and ultimately the voters have the ability to decide whether or not we are taking our job seriously or not.

The Mayor commented that there have been a few situations where a topic is very important and deserving of comments from a Council Member even if they are not able to be present at the meeting.

Mr. Nance made a motion to adopt the Resolution as presented and the motion was seconded by Mr. Adams.

The Town Manager commented if the intention is for this Policy to just apply to Council is there any language that should be included in the Resolution to document that intent. The Town Attorney responded that in reviewing the Town Code, it appears that any other public body, such as the Planning Commission, would have to adopt their own policy. The Town Manager clarified that Council may not be able to regulate other public bodies, but can communicate their expectations.

The motion was carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

The next item on the agenda was to consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute a contract with Inland Construction Inc. in the amount of \$119,180 for the demolition and construction of new streetlights throughout the downtown area as part of the Community Development Block Grant program. Ryan Spitzer commented that as part of our CDBG program, we are doing a streetlight project in the downtown area. We received two bids for the project and Inland Construction had the lowest bid. The base bid was \$106,230 to demo the concrete pads, build new concrete bases for the streetlights to sit on and to replace the concrete sections of sidewalk. There were two additive items, one being \$9,350 to place decorative brick banding around each of the poles and another being \$3,600 to replace the concrete panels for a total of \$130,606.

Adopted Resolution No. 2085 establishing a policy for allowing members of a public body to participate in meetings by electronic communications

Mr. Nance asked what would the decorate brick banding look like and Mr. Spitzer responded it would be one set of bricks that outline the square around the base of the streetlight. The trees in the downtown area in Roanoke City have it around them.

Mr. Spitzer next commented that in addition to this bid, there is \$130,606 for the streetlights and installation which totals \$249,786 for the materials and labor. The architectural and engineering design work of \$31,934 along with \$6,100 for site furnishings brings the total project to \$287,820. The streetlight portion of the grant is \$261,714, so this will be over budget by \$26,000. The Mayor asked if the \$26,000 gap would still be covered by the grant funds and the response was yes. It will be covered with savings on the Farmers' Market renovations and some business owners that no longer want to participate in the façade program. In regard to the façade program, Mr. Nance asked if there was any momentum with the Bank of America building since it will be under different ownership. Mr. Spitzer commented that two weeks ago he did contact a representative with the new bank owner and that individual indicated he would be interested and he sent him all of the information. The savings are from the façade and pavement work at the Post Office. The Town Manager clarified that issues are not with the owner of the building, but with the Federal Post Office.

The Mayor asked about Inland Construction Company and Mr. Spitzer responded that they are out of Abingdon. They are currently doing some sidewalk work in downtown Roanoke as part of a grant and they bid on our project because they are already in the area. Inland has also done streetlights and sidewalk work in Abingdon and will be doing a project for Haysi in Southwest Virginia as part of a Safe Routes to School grant. After additional discussion regarding the decorate brick banding, Vice Mayor Hare made a motion to adopt the Resolution as presented; the motion was seconded by Mr. Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

The next item on the agenda was to consider adoption of a Resolution authorizing the Town Manager to approve intradepartmental transfers in an amount not to exceed \$5,000 per occurrence. The Town Manager commented that he has been operating under a policy of transferring funds up to \$5,000 within a departmental budget. In a review of our current Town policies by our

Adopted Resolution No. 2086 awarding a bid and authorizing the Town Manager to execute a contract with Inland Construction Inc. in the amount of \$119,180 for the demolition and construction of new streetlights throughout the downtown area as part of the Community Development Block Grant program

Clerk, it was discovered that Council never formally adopted increasing the amount from \$1,000 to \$5,000 even though it had been discussed in several subsequent Finance Committee meetings. The policy was also reviewed with the Finance Committee at their meeting last night. Mr. Nance commented that we are simply formalizing the policy that is already in place.

Ms. Weeks made a motion to adopt 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, Nance, Weeks, Hare, Grose; Nays (0).

The next item was to consider adoption of adoption of a Resolution approving a new rate structure for the Vinton War Memorial. Mr. Spitzer commented on the Memo provided with the agenda package that shows the current rate structures since the renovations of the War Memorial and the proposed new rate structures.

In 2007 to 2012, the business model was just for room rental. In 2012, we went to a “per person” business model based on the number of people expected for the event and the room size. These rates will not be changed. The only rates that we are proposing to change for the upcoming year are the social rates for the Dogwood Ballroom. These are based on which room is rented along with costs of linens and other services that may be included or added to the base rate. These rates set the cap on what can be charged with the Facility Manager having the flexibility to negotiate a lower rate.

Mr. Adams made a motion to adopt the Resolution as presented; the motion was seconded by Ms. Weeks and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

Under updates on old business, the Town Manager commented that Cedar Avenue has been repaired at a cost of approximately \$3,000. Staff will be working with Mr. Barton regarding reimbursement of these costs.

The Mayor asked for an update on the Washington Avenue sewer line repair project and Joey Hiner responded that it is completed as of today aside from putting down seed and straw and some other minor details.

Adopted Resolution No. 2087 authorizing the Town Manager to approve intradepartmental transfers in an amount not to exceed \$5,000 per occurrence

Adopted Resolution No. 2088 approving a new rate structure for the Vinton War Memorial

The Town Manager commented also that we expect to have the final design plans for the Fire Department building delivered by Friday and we will be ready to get the bid documents out. The Mayor commented that we were not able to make our first optimistic goal, but we wanted to do the project right and make improvements that will hopefully last several more years. The building is worth taking the extra time to make sure it is designed and renovated to work the best way possible with our career staff as well as our volunteers.

Vice Mayor Hare made comments concerning the August and September Financial Reports. The Finance Committee met yesterday and reviewed the September Financial Report which has the more current figures. On the General Fund side we are doing well from a revenue standpoint and ahead of our projected target. For the first three months of the fiscal year, the cigarette tax is off by approximately \$10,000. We have lost a vendor in the Town and this will probably be down for several months, but not as significant as it was last year.

The Utility Fund from a revenue standpoint is above our projection. This is showing that the rate increase is finally helping to build the reserve fund that we need to do CIP and go out for additional bonds in the future. Mr. Nance commented that this was with a fairly rainy summer unlike last year when we immediately fell behind those few months and never gained it back.

Vice Mayor Hare further commented that expenses in both funds are under where we would expect which relates to issues on timing of certain payments.

Vice Mayor Hare also commented on a new cash flow report that is now being included in the Financial Report. In August we ended the month with \$2.8 million between cash on hand and fairly liquid investments to September ending with \$3.2 million. He also pointed out on the Balance Sheet for September the fourth line called "Utility Deposits" which was put into place over two years ago showing a total of \$28,400. This policy is having the desired impact that was intended by giving the Treasurer funds to draw from for the delinquent accounts for those who leave Town and do not pay the balance on their account. Barry Thompson commented that the next time we review our rates, we will also need to review the deposit amount. Since our rates are increasing, the deposit may need to also be increased to cover the final bill.

Mr. Hare next commented that the Finance Committee is also asking staff to come up with information regarding all the levels of service, the costs of the service, how many people are impacted by that service, does the service have a revenue stream assigned to it and the impact to the community. During the upcoming budget process, this information will assist Council in dialogue with the community and determining what direction we want to go.

Vice Mayor Hare, made a motion to adopt the Financial Reports for August and September 2014 as presented; the motion was seconded by Mr. Nance and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

Approved Financial Reports for August and September 2014.

The Mayor commented on the success of the Downtown Trick or Treat event on October 30th. The Town Manager commented that the Farmers' Market also participated in the Trick or Treat event.

The Town Manager also commented that the Barbeque Grill and Giardino Pizza are staying open later in the evening. Red Jasmine and the Dogwood Restaurant are also having some extended evening hours. Mr. Adams announced that Teaberry's is getting ready to open up a bakery and coffee shop very soon on Washington Avenue in one of the Woods buildings.

Comments from Council: Mr. Adams asked about the status of the report on the fees for transport. The Town Manager responded that he is in the process of scheduling a meeting with Steve Simon regarding the matter. Mr. Adams stated that he wants to see a computer generated report that will match what portion the Town is paid for fees for transport.

Vice Mayor Hare commented on this being election day. He also commented that he has been receiving complaints about the "No Left Turn" at 5th and Walnut. He asked if when we were in the first planning stages for the new bridge were we ever aware that we would be eliminating this left-hand turn when we agreed to construct it like we did. The Town Manager responded that he would have to go back through the engineering notes and see if the engineers knew about it. He is not sure what the engineering thought process was in the initial planning stage, but at the end of the project, it was discovered that it is not really safe to turn left so we along with VDOT implemented a no-left turn.

Mr. Hare made further comments that there are citizens who have lived in this neighborhood their entire life and have always turned left and now we are telling them they cannot do that anymore. If it is safety issue, it may have to remain as is, but at minimum we should visit the neighborhood with flyers and tell them why we have done what we have. The Town Manager indicated that he would review the matter with staff and make a report back to Council.

Vice Mayor Hare made a motion to adjourn the meeting; the motion was seconded by Ms. Weeks and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0) – None. The meeting was adjourned at 8:50 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Police

Issue

Recognition of the Police Department – 4th Accreditation Status

Summary

The Police Department was assessed by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) during the month of September. On October 23, 2014, the Department was officially recognized by the VLEPSC Board as being in full compliance of all standards set forth by the commission and awarded its 4th accreditation status.

City of Salem Sheriff Ric Adkins, who is a member of the VLEPSC Board, will present the Police Department its accreditation certificate.

Attachments

None

Recommendations

No action required



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Police

Issue

Officer of the Month for October 2014 - Sergeant Timothy Lawless

Summary

Sergeant Timothy Lawless was selected as Officer of the month for October and will be recognized at the meeting

Attachments

Memo from Chief Cook

Recommendations

Read Memo



Vinton Police Department
311 SOUTH POLLARD STREET
VINTON, VIRGINIA 24179
PHONE (540) 983-0617
FAX (540) 983-0624
A State Accredited Agency

BENJAMIN L. COOK
CHIEF OF POLICE

To: Tim Lawless, Sergeant

From: Benjamin L. Cook, Chief of Police *BLC*

Date: November 10, 2014

Subject: Officer of the Month – October 2014

Congratulations! You have been nominated and selected as Officer of the Month for October, 2014.

On October 23, 2014, you and other officers were given a lookout for a vehicle, the occupants of which had just been involved in committing an armed robbery in Roanoke City. The area was checked and you observed a vehicle that matched the suspect's vehicle description traveling on Walnut Ave., turning onto Pollard St. The car then turned into the parking lot of the Stop In store and parked on the side of the building out of view of Gus Nicks Blvd. As you entered the parking lot, you found more indicators that this was indeed the suspect vehicle and observed that two males had exited the car and were attempting to go inside the store.

You engaged the suspects at this point and were able to detain the two males who were possibly involved in the robbery. Officers from the Roanoke Police Department responded to the scene and subsequent follow up identified the robbery suspect, who was taken into custody.

Your quick response and vigilance led to locating the vehicle and keeping it in sight as the suspects attempted to conceal themselves. In addition, you were faced with two robbery suspects who were potentially armed and kept them from entering the store which may have resulted in other criminal activity. You are deserving of this recognition and keep up the good work!



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Finance/Treasurer

Issue

Consider adoption of a Resolution approving a General Fund Reserve Policy.

Summary

Town Council at their Strategic Planning Session on September 30, 2014 reviewed a draft of a General Fund Reserve Policy. After comments from Council at that meeting, revisions were made to the Policy and the Finance Committee reviewed the final draft at their November 3, 2014 meeting. The Finance Committee recommends to Council that the Policy as presented be approved.

Attachments

General Fund Reserve Policy
Resolution

Recommendations

Motion to adopt Resolution

Town of Vinton, Virginia
General Fund Reserve Policy

Purpose:

The Town of Vinton establishes its General Fund Reserve policy as additional insurance against disasters, emergencies and unforeseen expenditures.

Reserve Level:

The Town Council hereby establishes the following minimum General Fund reserve target:

- The Town shall strive to maintain a General Fund reserve equal to 2 months of discretionary General Fund revenues. These funds are set-aside to address potential needs in the following areas:
 - A Reserve for Economic Uncertainty – funds designated to mitigate periodic revenue shortfalls due to downturn in economic cycles, thereby avoiding the need for service-level reductions within the fiscal year or budget year.
 - An Emergency Reserve – funds designated to mitigate costs of unforeseeable emergencies and natural disasters.
 - Working Capital – to provide the Town sufficient cash flow without having to borrow to meet operating expenses.

- The appropriate level of General Fund reserves shall be reviewed every year.

For the purpose of this section, discretionary General Fund revenues include all taxes, permits and fees, fines and forfeitures, use of money and property, charges for services, miscellaneous services, recovered cost, non-categorical aid, and categorical aid that are not restricted as to their use.

Use of Reserve Funds:

Reserve for Economic Uncertainty – Funds reserved under this category shall be used to mitigate annual revenue shortfalls (actual revenues less than projected revenues) due to slowdown in general economic conditions as well as reductions in revenues caused by actions by State/Federal governments. Should any unanticipated reductions in revenues be deemed to be recurring, adjustments will be made in the following budget so as to reflect revised revenue projections.

Any reserve funds expended within this category that result in year-end reserves below the established policy level shall be restored in the subsequent budget year. However, if the reserve level falls to below ten percent (10%), the Town Council may restore funds over a multi-year period.

Emergency Reserve - Funds reserved under this category shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters. Should unforeseen and unavoidable events occur that require expenditure of Town resources beyond those provided for in the annual budget, the Town Manager shall have the authority to approve appropriation of Emergency Reserve Funds. The Town Manager shall then present to the Town Council – no later than its first regularly scheduled meeting – a resolution confirming the nature of the emergency and formally authorizing the appropriation of reserve funds.

Working Capital – The Town Treasurer can transfer to the Town’s Operating Account up to a total of \$700,000 during any fiscal year in order to meet operating expenditures and maintain cash flow during periods such as the first six months of the fiscal year. . The Finance Committee will be apprised during the year of the status of the transfers from the Reserve Fund. This money must be replaced in the Reserve Fund by the second Council meeting in June of the Fiscal Year in which it was transferred. In the event that the transferred money cannot be restored in the Reserve Fund a report to Council will need to be given so a formal action plan can be enacted.

Excess Fund Balance:

At the end of each fiscal year, the Finance Department will report on the audited year-end budgetary fiscal results. Should actual General Fund revenues exceed expenditures, a year-end operating surplus shall be reported. Any year-end operating surplus which results in the General Fund balance exceeding the level required by the reserve policy shall be deemed available for allocation for the following, subject to Council approval:

- Transfer to the Capital Reserve Fund for appropriation within the Capital Improvement Program Budget and/or Deferred Maintenance Program for non-recurring needs or establishing a balance for future Capital Projects.
- Re-evaluate items from the subsequent year’s operating budget that were not funded because of concern of budget shortfalls and provide for one-time, non-recurring needs.

It is the intent of the Town Council to limit use of fund balances in the General Fund to address unanticipated one-time needs. Fund Balances shall not be applied to recurring annual operating expenditures.

Other Funds:

In conjunction with approving the General Fund Reserve Policy, the Town Council expresses its intent to evaluate the Utility (Enterprise) Fund as to the appropriateness of developing a formal fund-specific reserve policy.

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, NOVEMBER 18, 2014, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Vinton Town Council has deemed it important to set forth a General Fund Reserve Policy for the management of the public funds of the Town of Vinton, Virginia; and

WHEREAS, the Vinton Town Council reviewed the Policy in its Strategic Planning Meeting on September 30, 2014; and

WHEREAS, the Finance Committee of the Vinton Town Council reviewed the final draft of the Policy at its November 3, 2014 meeting and recommends to Council the Policy as presented; and

WHEREAS, the Town Treasurer is an appointed official provided by the Town Charter who is charged with collecting, safeguarding and disbursing the Town's funds; therefore the Town Treasurer shall have the responsibility to carry out the intent of the General Fund Reserve Policy and shall report on the Reserve Balances in the Financial Reports presented to Town Council.

NOW THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby approve the attached General Fund Reserve Policy to become effective immediately.

This Resolution adopted on motion made by Council Member _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Administration

Issue

Consider adoption of a Resolution authorizing the Town Manager to execute a Memorandum of Understanding with Invoke Ministries, Inc. for a skatepark at 151 West Jackson Avenue.

Summary

Town staff has been working on a partnership with Invoke Ministries to bring a skatepark to the Town of Vinton. Invoke Ministries is affiliated with the Young Christian Athletes organization and focuses on mentoring youth. The location of the skatepark and the partnership the Town has formed with an enthusiastic non-profit agency will hopefully lead to a successful outcome.

Invoke Ministries has provided a site plan for the area and a budget and task overview for the completion of the concrete slabs to make the site able to be skated/biked on. They are also working with a local, professional BMX athlete (Josh Perry) on site layout in conjunction with local youth they serve. The existing slabs will have the ramps and other equipment (provided by Invoke Ministries) located on them as well as a transition ramp to go from one level to the other. The paved area next to West Jackson Avenue will be a “street” skate area for users. There will be five to six parking spaces left in this area for the Fire/EMS station. There will also be a large gravel parking lot next to Greater Reed Street Baptist Church. The portions of the “park” next to the streets will have four feet black coated fencing to prevent skateboards from entering the road. All of the skate surfaces will have a sports surface professionally applied to create a smooth durable skating surface. This surface is the same as what is applied on tennis and basketball courts.

The budget for the work is \$20,000. Invoke Ministries is asking for the Town to pay for all of materials costs and some of the labor. The attached scope of work/budget sheet provides a breakdown of these costs. As part of the CDBG project, the Town has committed to \$20,000 for the rehabilitation of the site with an additional \$5,000 (grant from CDBG) budgeted for repairing the retaining wall.

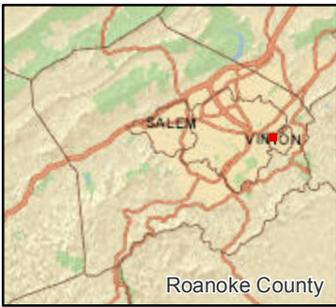
Town staff is currently working on a Memorandum of Understanding with Invoke Ministries for hours of operation (Invoke Ministries has requested that the park be allowed to remain open until 10:00 p.m.), terms and conditions, maintenance of equipment and site etc.

Attachments

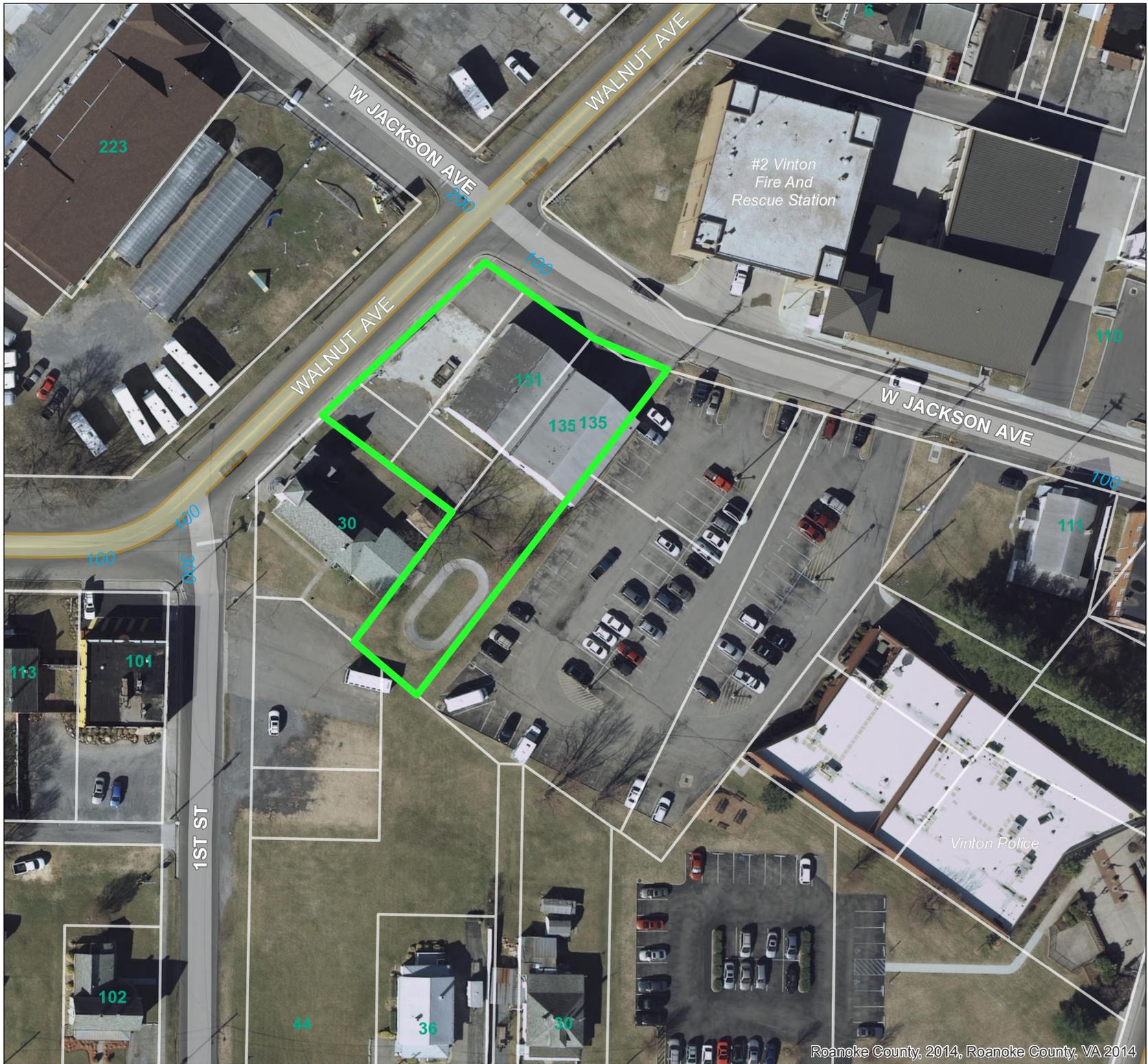
Aerial Photo
Site Plan
Budget
Resolution

Recommendations

Motion to adopt Resolution



Vinton Skatepark Proposal



Disclaimer: It is understood that the data displayed through this application is subject to constant change and that its accuracy cannot be guaranteed. The maps have been created from information provided by various government and private sources at various levels of accuracy. The data is provided to you as is; with no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided herein. It is the responsibility of the user of the data to be aware of the data's limitations and to utilize the data in an appropriate manner.



0 35 70 140 Feet
Date: 11/14/2014 1:1,128

Concrete steps

190'

60'

Phase II

Fire Fighter
Parking

Existing
Slabs

Sports
Surface

concrete
slope

Drain
Repair

44'

90'

sidewalk 6'

Chainlink fence

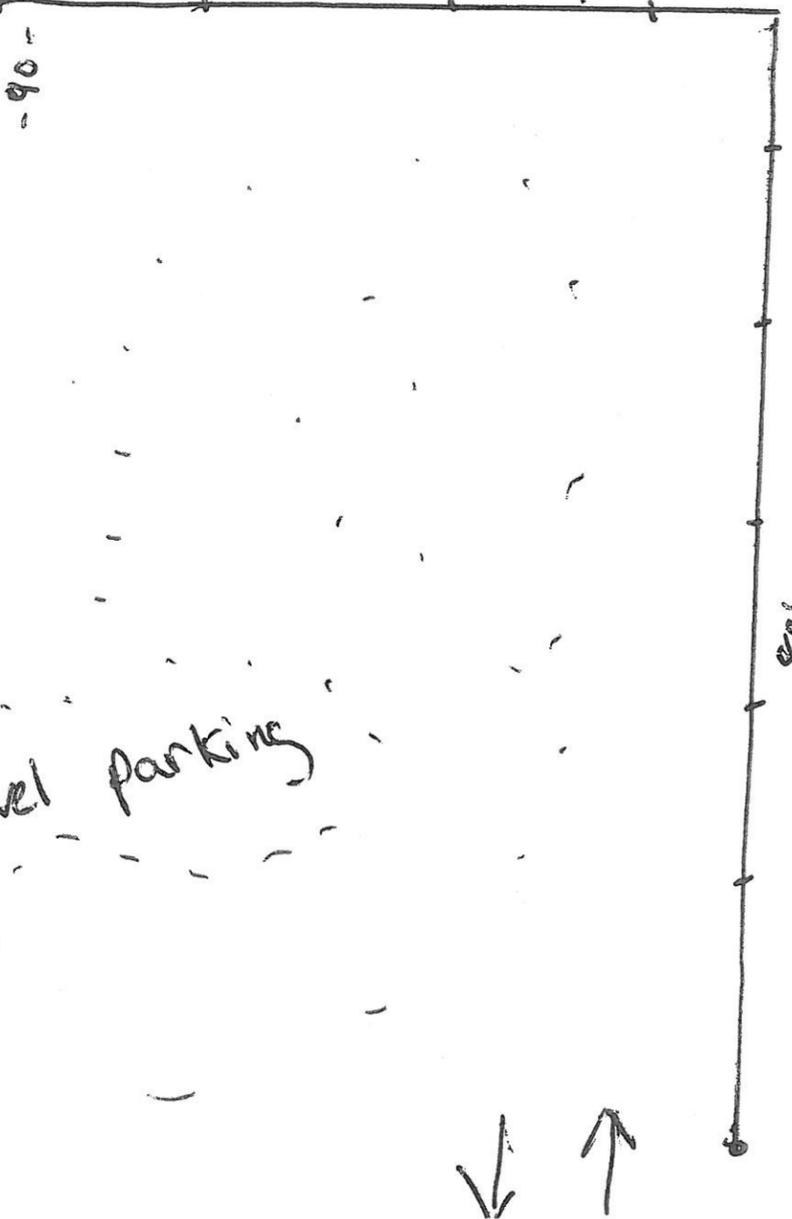
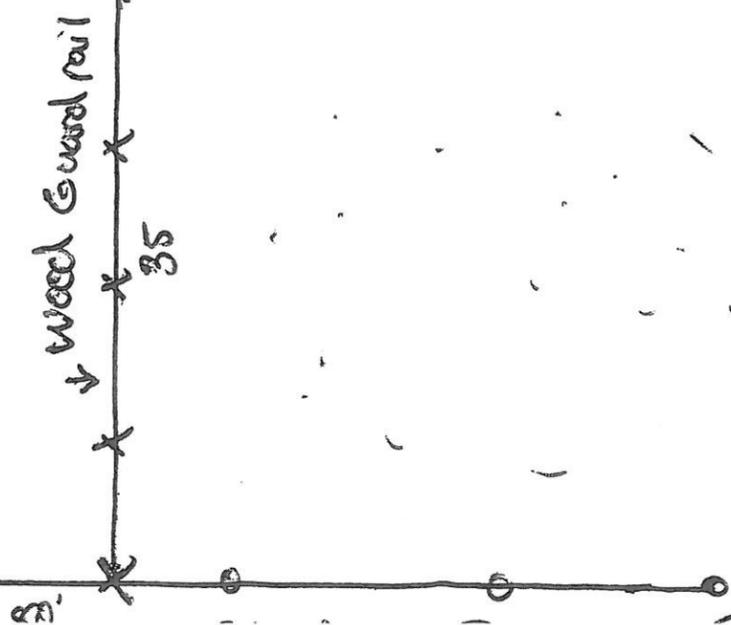
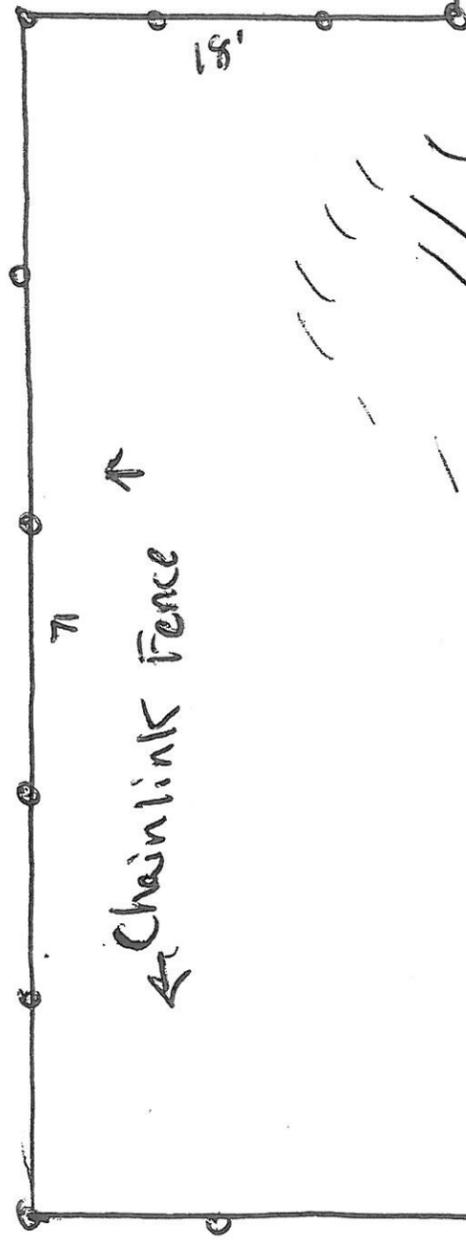
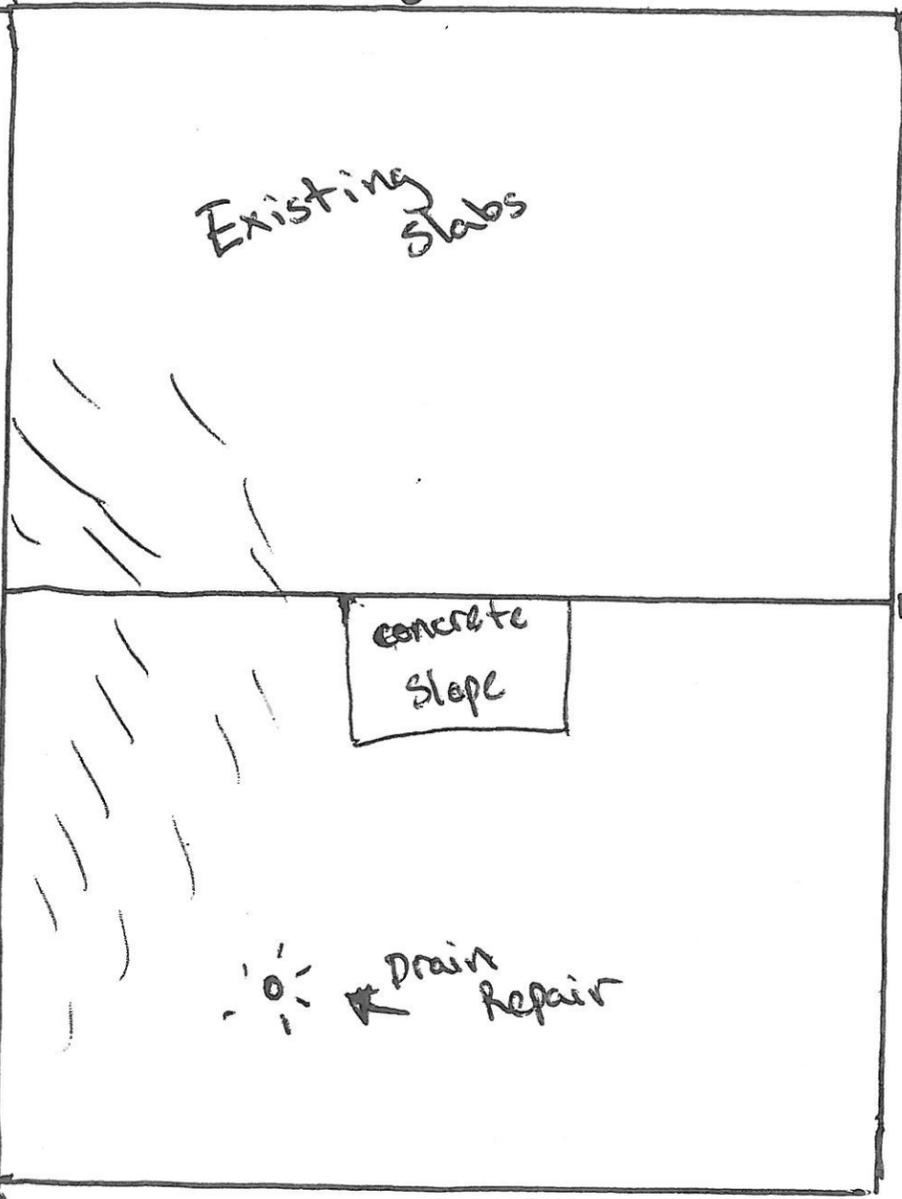
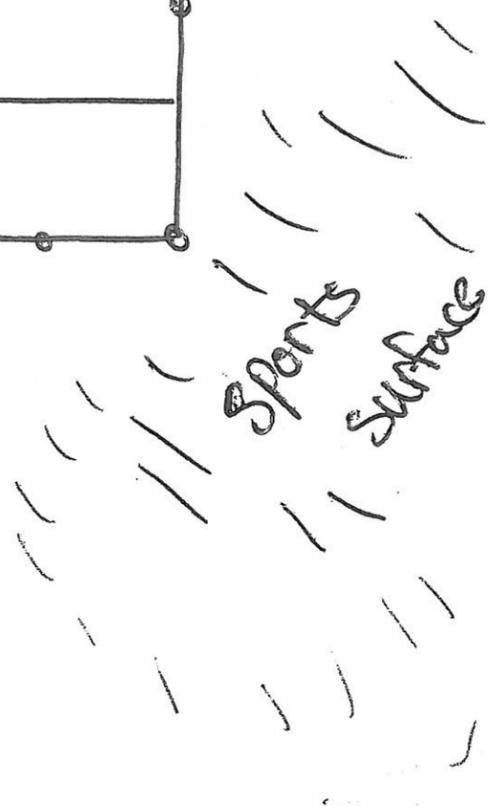
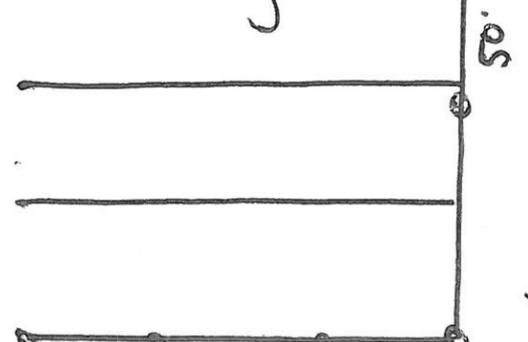
wood guard rail

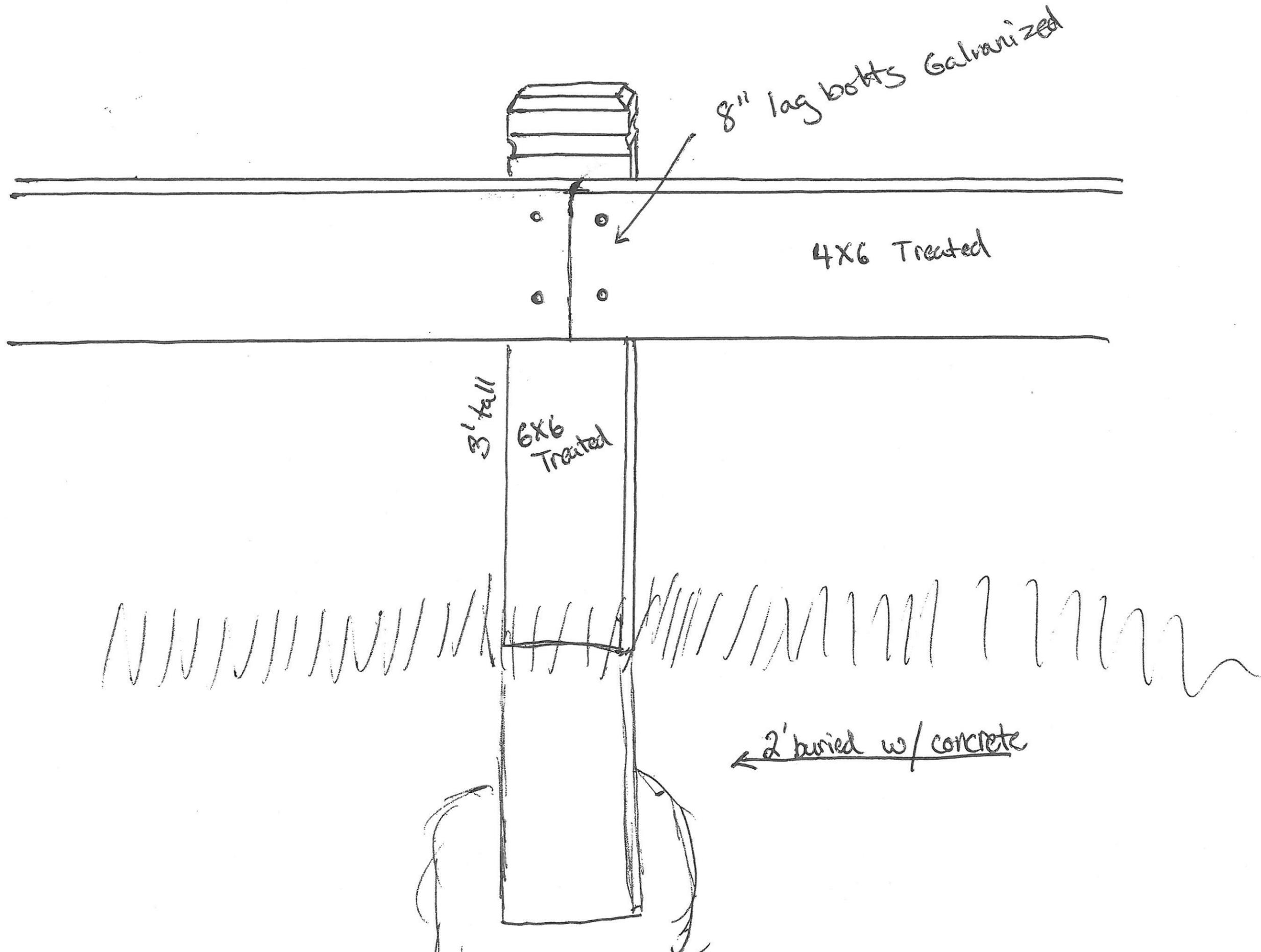
35'

Gravel parking

84'

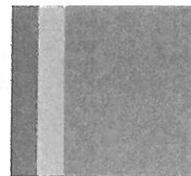
18'





Summit Contracting

Matt Combs
715 South Maple St.
Vinton Va. 24179
Class A #2705152256



November, 11, 2014

Invoke Ministries

Vinton Action Sports park Proposal, Phase 1

Invoke volunteers to commit to the labor and construction of the following items, not including materials. Prices of materials to be covered by municipality.

1. \$440 - Gravel parking lot (68's) apply weed killer and grade fresh stone.
2. \$460 - Parking lot border constructed of treated 6x6x16 posts laid horizontally on the ground and staked with rebar. Defines parking lot, retains gravel.
3. \$880 - Form new concrete edges on existing slabs plus one transitional slope.
4. \$219.80- 10 bags resurface cement for major repairs, cracks, and dips.
5. \$300 - Line painting for Firehouse parking and "no parking" lines in front of proposed staircase to upper lot.
6. Using jack hammer, concrete saw etc. to repair existing slab drain.

2 1 0 3

Summit Contracting would like to bid on these necessary items or Vinton can take responsibility. Estimates provided are for labor and materials by licensed insured contractors.

1. \$7900- Sportmaster sports turf coating, Jonathan Meador. 8288square feet, color options plus resurface coating as well. Repels heat, lessens injuries in ground contact situations, and massively increases value among users.
2. \$4204- Black 4' tall coated chain link fence. To centralize ingress/ egress points. To separate people/objects from street and sidewalk. 219 linear feet.
3. \$3285- Wooden guardrail separating upper parking lot and park. To prevent undesired access from top parking lot. 3' tall. 225 linear feet using 6x6 posts and 4x6 rails, 12' spacing. Still awaiting lumber prices of larger boards which may increase cost 10-20%.
4. \$2180- Concrete steps with handrails allowing centralized access from upper parking lot. Designed in a manor so as not to be "jumped or skated" on.
5. Municipality must consider and include cost of Lights, Power, and trash pick-up. Invoke requests assistance transporting our larger pieces as well as temporary power.



Total Cost \$19,868

Phase 2.

Invoke is currently starting direct fundraising towards a full size half pipe along with requesting financial assistance from Vinton for a pavilion type covered picnic area. Both very important to the versatility of this park. No other park, not even the well-known Bedford concrete park, will encompass as many styles and techniques as our proposed park. Hopefully giving us an edge on keeping the park full and streets empty.

Matthew Combs

Summit Contracting

540-765-7710

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, NOVEMBER 18, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, Invoke Ministries, an organization affiliated with the Young Christian Athletes organization and focusing on mentoring youth, contacted Town staff regarding a proposal for a skatepark at the corner of West Jackson Avenue and Walnut Avenue on the following parcels: 060.15-07-57, 060.15-07-54, 060.15-07-53, 060.15-07-55, and 060.15-07-56; and

WHEREAS, the Town of Vinton has been working on a partnership with Invoke Ministries to construct, program and maintain said skatepark and has agreed to cover the costs of materials and some labor for the construction and rehabilitation of the skatepark site; and

WHEREAS, the location of the skatepark is in a high traffic area that is visible, well lit and safe; which is conducive to the goal of having a space for youth to gather in a safe area where all participants are welcome; and

WHEREAS, the Town and Invoke Ministries desire to enter into a Memorandum of Understanding for the skatepark; and

WHEREAS, Council needs to authorize the Town Manager to execute said Memorandum of Understanding and approve the transfer of the funds;

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby authorize the Town Manager to execute said Memorandum of Understanding and any other necessary documents, approved as to form by the Town Attorney.

BE IT FURTHER RESOLVED that the Vinton Town Council does hereby approve the following transfer:

FROM:	200.1899.008	Re Appropriated Fund Balance	\$20,000
TO:	200.7101.722	Special Projects	\$20,000

This Resolution adopted on motion made by Council Member _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Administration

Issue

Consider adoption of a Resolution authorizing the Town Manager to execute a Branding, Advertising and Marketing Services Agreement between the Town of Vinton and the Vinton Area Chamber of Commerce.

Summary

In the FY2015 budget, \$5,000 was earmarked for a potential agreement with Vinton Area Chamber of Commerce. The purpose of the agreement is to partner with the Chamber to provide additional support for direct marketing of town sponsored and chamber signature events as well as enhancing the community's efforts to market and attract new businesses to town.

The Agreement sets forth expectations that the new funding is based on performance outcomes. This will be measured and reported on a quarterly basis as well as a final year-end report. The Agreement details all the items that are required to be measured in regards to effectiveness and success. The Agreement is proposed as an annual contract which is subject to annual renewal and appropriation by Town Council.

The funding would be used for increased advertising and marketing of special events, recruitment products for new and expanding businesses. Advertising (50%) includes actual contracts with media outlets, such as TV, newspaper, radio, social media and billboards. Durable marketing materials (50%) include items such as banners, flags, exhibit displays, hats, stickers, etc. No money will be used as originally drafted for administrative activities of chambers operating budget.

Attachments

Resolution
Chamber Agreement

Recommendations

Motion to adopt Resolution

BRANDING, ADVERTISING AND MARKETING SERVICES AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, 2014, by and between the TOWN OF VINTON (hereinafter, "TOWN"), 311 South Pollard Street, Vinton, VA 24179 and the VINTON AREA CHAMBER OF COMMERCE, (hereinafter, "CHAMBER"), 116 South Poplar Street, Vinton, VA 24179.

WITNESSETH:

WHEREAS, TOWN has increased the amount of its contribution to the CHAMBER by Five Thousand Dollars (\$5,000); and

WHEREAS, with the town's priority being placed on Economic Development, TOWN desires to employ CHAMBER to conduct direct marketing programs to promote the TOWN as an ideal place to open, expand and invest in a business, as a destination for special events, highlighting a strong sense of community, and a desirable place to live.

NOW, THEREFORE AND IN CONSIDERATION of the above and the mutual covenants contained herein, the parties agree as follows:

1. APPOINTMENT AND AUTHORIZATION OF THE CONTRACTOR

CHAMBER is hereby retained by TOWN to provide certain branding, marketing, and advertising services, as set forth in more detail in this agreement. The CHAMBER is authorized to seek appropriate contracts with third parties to carry out the purpose of this Agreement, while remaining responsible for such contracts.

2. CHAMBER SERVICES

CHAMBER agrees that it shall partner with the TOWN in joint efforts researching, marketing, and recruiting services and responsibilities associated with these functions, to the extent required to meet TOWN's needs, including:

- A. Administration of meetings and affiliated research services;
- B. Market planning;
- C. Production of durable material;
- D. Promotion of the business, special events, and community attractions;
- E. Social media programs; and
- F. Evaluation measures for program effectiveness.

2. DURABLE MATERIAL

Durable material will provide necessary support to the marketing and special events programs. Costs associated with the designated production of durable material will be

the responsibility of the CHAMBER. This includes items such as banners, clothing, pens, hats, and similar physical items used to communicate the brand.

3. ADVERTISING AGENCY SUPERVISION

If utilized, the Executive Director of CHAMBER shall be the principal person responsible for supervising an advertising agency utilized by the CHAMBER.

4. EFFECTIVENESS

CHAMBER, together with TOWN, shall establish measures which will evaluate the effectiveness of the marketing and advertising programs and incorporate these measures into each fiscal year's marketing plan. These measures will include but are not limited to the following: summary of all expenses, contracted advertising efforts, products/materials purchased, realized media coverage, social media analytic data, event attendance, recruitment efforts including inquiries, prospects, and business projects.

5. OVERSIGHT

CHAMBER, together with TOWN, shall establish an Economic Development Committee to make recommendations and review progress. This Committee will be comprised of: one (1) Vinton Elected Official, one (1) Chamber Board of Directors member, (1) Town of Vinton staff member, one(1) Vinton Town Manager, one (1) Vinton Chamber Executive Director, (1) at-large business representative; and the Assistant Town Manager who will serve as an Ex-Officio member and Secretary of the Committee.

6. PROGRESS REPORTS

CHAMBER shall provide quarterly progress reports in a format acceptable to TOWN and a final report at the end of each fiscal year. These progress reports shall compare actual accomplishments and results with goals and objectives established at the beginning of the year as well as effectiveness measures described in Section 4. TOWN will be entitled at all times to be advised, at its request, as to the status of work being done by CHAMBER and of the details thereof. Coordination shall be maintained by CHAMBER with the Executive Director. Either party to the Agreement may request and be granted a conference.

7. CHAMBER COMPENSATION

A. It is the intention of the parties that the CHAMBER receives compensation of Five Thousand Dollars (\$5,000.00) in TOWN's contribution to fund the services that CHAMBER will provide under this agreement. Each spring, during TOWN's annual budget process, TOWN staff shall evaluate the revenues that will be available for these services during the TOWN's next fiscal year, and the TOWN's Council shall establish the amount of available funds (if any) in the TOWN's adopted Operating Budget. TOWN agrees to pay CHAMBER the appropriated

funds in semi-annual installments on or around July 1 and January 1, conditioned upon satisfactory performance of the services described herein and compliance with this Agreement.

B. CHAMBER represents that it shall expend the appropriated funds as follows:

50% - Advertising Services for special events, community branding, and business recruitment

50% - Product/brand durable materials for special events, community branding, and business recruitment

TOWN shall not be liable for loss or delay of any program not caused by TOWN's negligence.

C. CHAMBER agrees, as a condition of receiving the funds provided by this Agreement, that it shall maintain all records relating to expenditures of funds provided by this Agreement, and that all such records shall be open to audit by an independent auditor for two years from the last day of the term of this Agreement. Expenses of an audit will be paid by the requesting agency.

8. SUBCONTRACTING

CHAMBER shall maintain an adequate and competent professional staff and may associate with necessary specialists for the purpose of its services hereunder without additional cost to the TOWN. Should the CHAMBER desire to utilize specialists, the CHAMBER shall be fully responsible for satisfactory completion of all subcontract work. CHAMBER will notify TOWN and in writing, of its intent to withhold all or part of the subcontractor's payment with the reason for non-payment.

9. INDEMNIFICATION/CLAIMS, LIABILITIES OR DAMAGES

CHAMBER shall indemnify and hold the TOWN harmless from and against any and all claims, liabilities, or damages arising from the performance of functions contemplated under this Agreement, including the cost of litigation and counsel fees.

10. DURATION AND TERMINATION/TERM

This Agreement shall become effective as of the first day of _____, 2014, and shall continue in force through June 30, 2015, subject to appropriations, unless sooner terminated as provided herein.

A. Renewal and Extension: This Agreement will be reviewed within sixty (60) days prior to the end of the initial term and may be renewed for one year increments. No provision for automatic renewal of this Agreement shall be effective. Any renewal shall be in writing and executed by all parties.

- B. Assignment and Delegation: CHAMBER may not assign any right or delegate any duties hereunder without the express prior written consent of TOWN.
- C. Termination: Either party may terminate this Agreement by giving the other party written notice at least sixty (60) days prior to the effective date of termination of this Agreement or any subsequent renewal thereof. Upon receipt of notice of termination, CHAMBER shall provide only those services and incur only those expenses specifically approved or directed in writing by TOWN. All other rights and duties of the parties shall continue during such notice period, and TOWN shall be responsible to CHAMBER for payment of any contract obligation incurred with third parties during this period only if approved in advance in writing by TOWN.
- D. Termination for Non-appropriation: If no funding is appropriated for any term of this Agreement, this Agreement shall terminate, without penalty to TOWN, on the last day of the fiscal year for which funding was appropriated.
- E. Termination for Breach: This Agreement may be terminated upon twenty-four (24) hours written notice by either party for any substantial breach of this Agreement by any party hereto.

11. MODIFICATION

This writing contains the entire Agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee, or other representative of either party is empowered to alter the terms of this Agreement, unless done in writing and signed by an Executive Officer of CHAMBER and the Administrator for TOWN, or other designee.

12. CONTROLLING LAWS

The validity, interpretation, and performance of this Agreement shall be controlled and construed under the laws of the State of Virginia, and venue for any dispute arising under this Agreement shall be exclusively in the court of appropriate jurisdiction in Roanoke County, Virginia.

13. WAIVER

The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach, or wrongful conduct.

14. NOTICES

All notices pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand delivery or through the U.S. Postal Service by certified mail, return receipt requested. The addresses set forth above for the respective parties shall be the places where notices shall be sent, unless written notice of a change of address is given.

15. VALIDITY OF AGREEMENT

If any section, subsection, sentence, clause, phrase or portion of this Agreement is for any reason held invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof.

16. NON-DISCRIMINATION

During the performance of this contract, the CHAMBER agrees as follows:

- A. The CHAMBER will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the CHAMBER
- B. The CHAMBER in all solicitations or advertisement for employees placed by or on behalf of the CHAMBER, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the forgoing requirements.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed this _____ day of _____, 2014.

TOWN OF VINTON

VINTON AREA CHAMBER OF COMMERCE

By
Its: Town Manager

By
Its:

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, NOVEMBER 18, 2014, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, LOCATED AT 311 S. POLLARD STREET, VINTON, VIRGINIA.

WHEREAS, the Town has placed a priority on Economic Development through branding the community, recruiting new businesses, and encouraging expansion of existing businesses; and

WHEREAS, the Town desires to employ the Vinton Area Chamber of Commerce to conduct direct marketing programs to promote the Town as an ideal place to open, expand and invest in a business, as a destination for special events, highlighting a strong sense of community, and a desirable place to live; and

WHEREAS, Town staff recommends that a Branding, Advertising and Marketing Services Agreement between the Town and Vinton Area Chamber of Commerce be executed to formalize said agreement between the parties.

NOW THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby authorize the Town Manager, for and on behalf of the Town, to execute the Branding, Advertising and Marketing Services Agreement as presented to Council and approved as to form by the Town Attorney.

This Resolution adopted on motion made by Council Member _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Police

Issue

Consider adoption of a Resolution appropriating funds in the amount of \$1,075.66 for the receipt of an insurance claim made on a 2008 Crown Vic (Unit 1133) of the Police Department.

Summary

On October 31, 2014, a 2008 Crown Vic (Unit 1133) of the Police Department struck a deer causing damage to the right front fender and headlight assembly. The Town's insurance carrier, VML Insurance Programs has issued a check in the amount of \$1,075.66, which is the estimate from Buddy's Auto Body, Inc. to repair said vehicle less the \$500.00 deductible.

Attachments

Resolution

Recommendations

Motion to adopt Resolution



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Police

Issue

Briefing on recommendation for replacement of 2006 Chevrolet Impala vehicle in the Police Department.

Summary

On August 1, 2014, a Police Department vehicle was being used to block traffic at the scene of a vehicle crash on Washington Avenue. This vehicle was struck by another vehicle due to the operator of that vehicle experiencing a medical event. Subsequently, the Police vehicle, a 2006 Chevrolet Impala, was totaled by the insurance company. The quoted price we have at this point for replacement is \$27,273. This is for a new Ford Police Interceptor police package vehicle with equipment installed and ready for service. This particular vehicle will be the all-wheel drive platform which will be a benefit in inclement weather and will have improved handling.

This particular vehicle is assigned to the Patrol Lieutenant. His previous vehicle was a standard "civilian" type car that did not have a police package. The Patrol Lieutenant frequently fills in on the road during times of limited staffing as well as responding to serious incidents after regular hours when notified of such incidents by the patrol supervisor. By having this vehicle equipped with the police package (which includes a larger alternator, heavier shocks and suspension components, enhanced cooling system, and comes pre-wired for some of the emergency lights), we will get more service life particularly since it will be used in a patrol /response function. The all-wheel drive feature is beneficial as well so that it can be used during "typical" winter weather and it greatly improves handling and comes at a reasonable cost.

After negotiation, we received a check from the other driver's insurance company in the amount of \$7,936, which leaves \$19,336 that we are requesting from the general fund.

Attachments

None

Recommendations

Consensus of Council to proceed with purchase of vehicle by using \$19,336 from unallocated fund balance in the General Fund



Town Council Agenda Summary

Meeting Date

November 18, 2014

Department

Public Works

Issue

Briefing on current Town of Vinton Street Maintenance Operational Program

Summary

Prior to this year, Town streets needing maintenance repairs were selected for resurfacing each year based on their visual condition, historical information, and allotted budgeted funds. The streets of greatest structural repair needs are then prioritized using cost estimates, the list is then pared in an attempt to fit the given year's budget. This list is advertised through media resources as a Request for Bids, from which a contractor is determined based on lowest bidder and procurement policies. All of the chosen streets are then milled and resurfaced so that the level of the final surface is very close to the original level to match the established gutter pans. The milling procedure will remove the top layer, or wearing course, of asphalt. This generally will remove the old, worn surface and gives the new layer of asphalt a contact surface on which to adhere.

In January 2014, the Town accepted the proposal and contracted EnterInfo/Enterprise Information Solutions, Inc., to have a town-wide roadway assessment of the conditions of the streets within the Town completed. The project approach used the eRoadInfo data collection equipment and provided a pavement scanning system to collect our roadway images. The eRoadInfo study allows the Town to analytically assess the condition of our roadways based on their Pavement Condition Indexes. The index gives the user a snap shot of exactly what the structural integrity is for each street within the Town and a list of potential Asphalt Surface Treatments which could be utilized through a computer modeling decision tree. The road program network assessment modeling software and roadway maintenance treatment techniques will allow the user to perform a series of controlled inputs to evaluate the cost/benefit of selected surface treatments based on budgeted fund appropriation and set parameters for our street maintenance program.

We are requesting Council's opinions and direction on their acceptability for utilizing additional asphalt surface treatment methods throughout the town, within our street maintenance operation program, in an effort to extend pavement life and reduce increased future roadway maintenance cost associated with our aging roadway systems.

Attachments

eRoadinfo Power Point Presentation
FHA Power Point Presentation
Asphalt Surface Treatments
TOV PCI Roadway Program Projections

Recommendations

No action required

Agenda

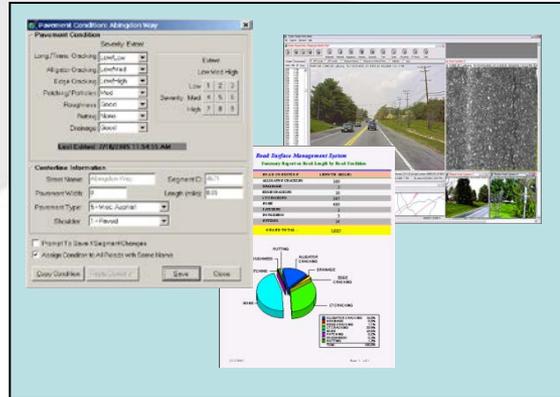
- Overview and Approach
- Automated Pavement Data Collection
- Condition Projection & Budget Optimization
- Asset Inventory
- Questions and Answers



Data Collection Methodology



- Data collection van
- Inertial navigation system
- Hi-resolution cameras
- Pavement sensors/scanners



Pavement Management System

- Automated inspection
- PCI rating
- Automatic crack detection
- Automated analysis
- Repair report generation
- Optimal Budget Distribution
- PCI Condition Forecasting

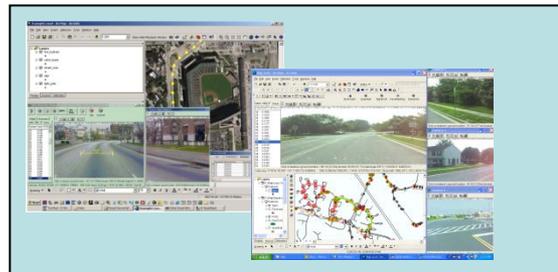


Image based Asset Inventory System

- Video log of road network
- Click on photo to locate asset
- User definable interface
- Efficient asset inventory
- ArcMap Integration



Automated Pavement Data Collection

GPS/Distance/Inertial

ROW Cameras x 6
(up to 11 MP)
Or Panoramic (30MP)

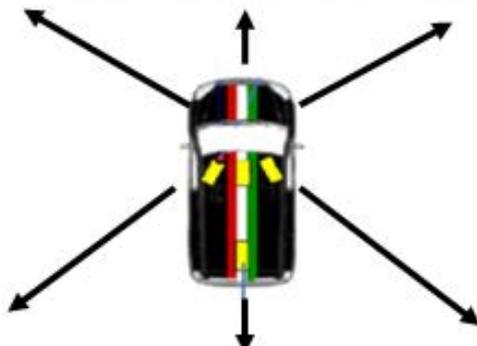


3D Laser Pavement Data Collection System

- Long/Transverse Cracking
- Alligator Cracking
- Raveling
- Rutting
- Pothole
- IRI/Roughness
- Macro-Texture



Image Capture Configuration

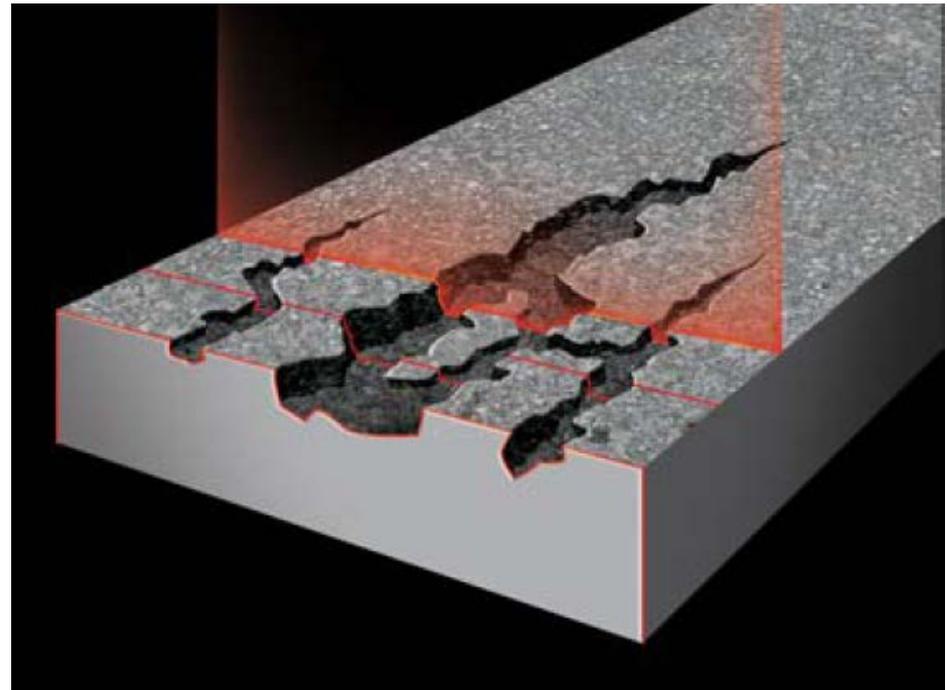
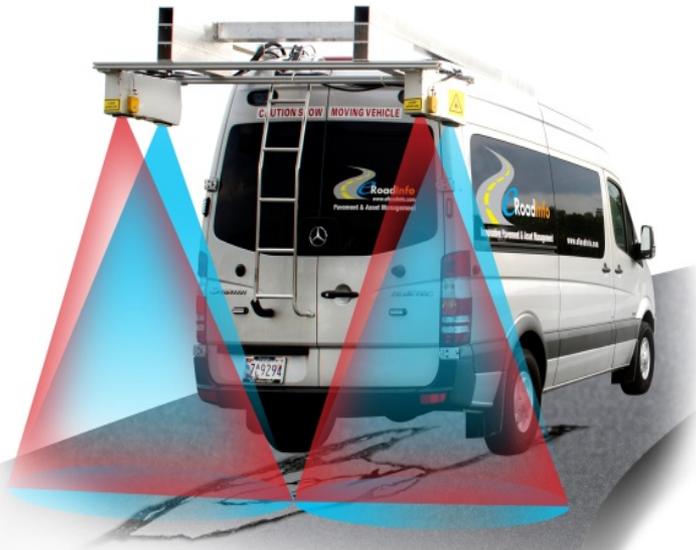


Panoramic Imaging

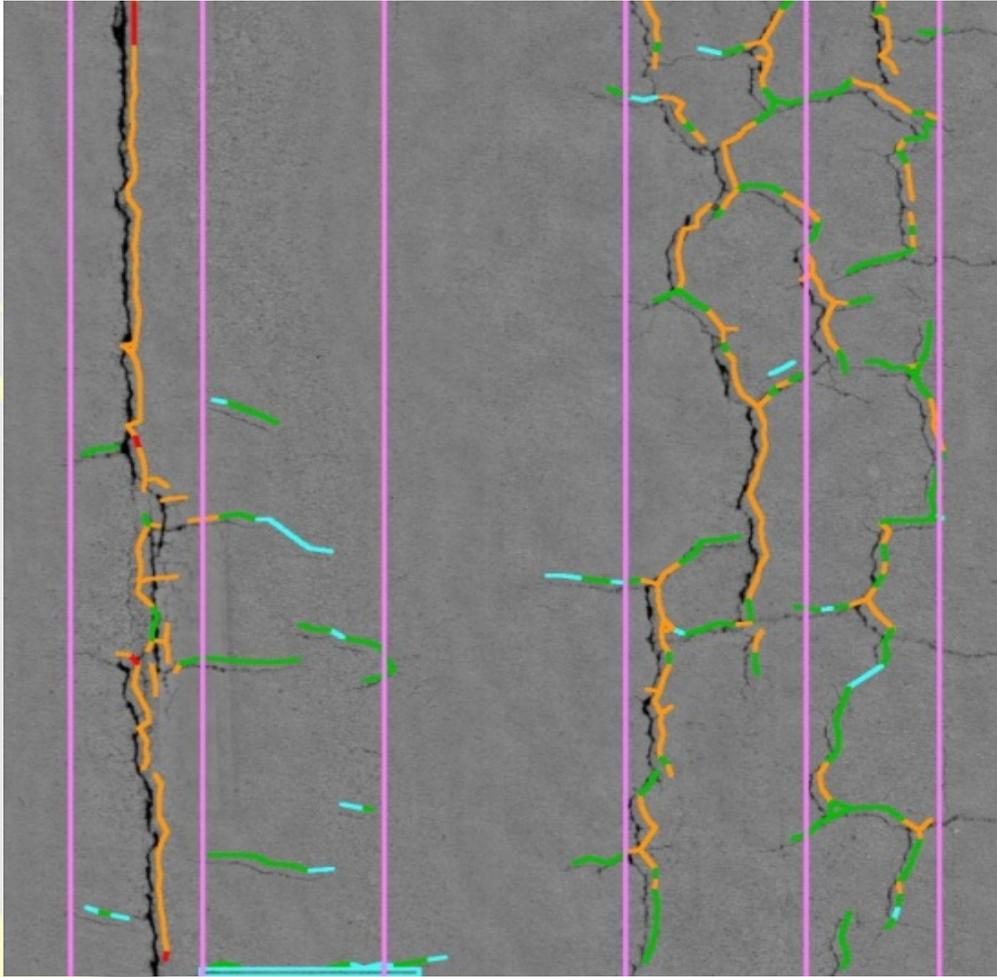


How 3D Works

- Collect 3D downward pavement surface scanning data.
- Use Image processing algorithm to detect road distresses



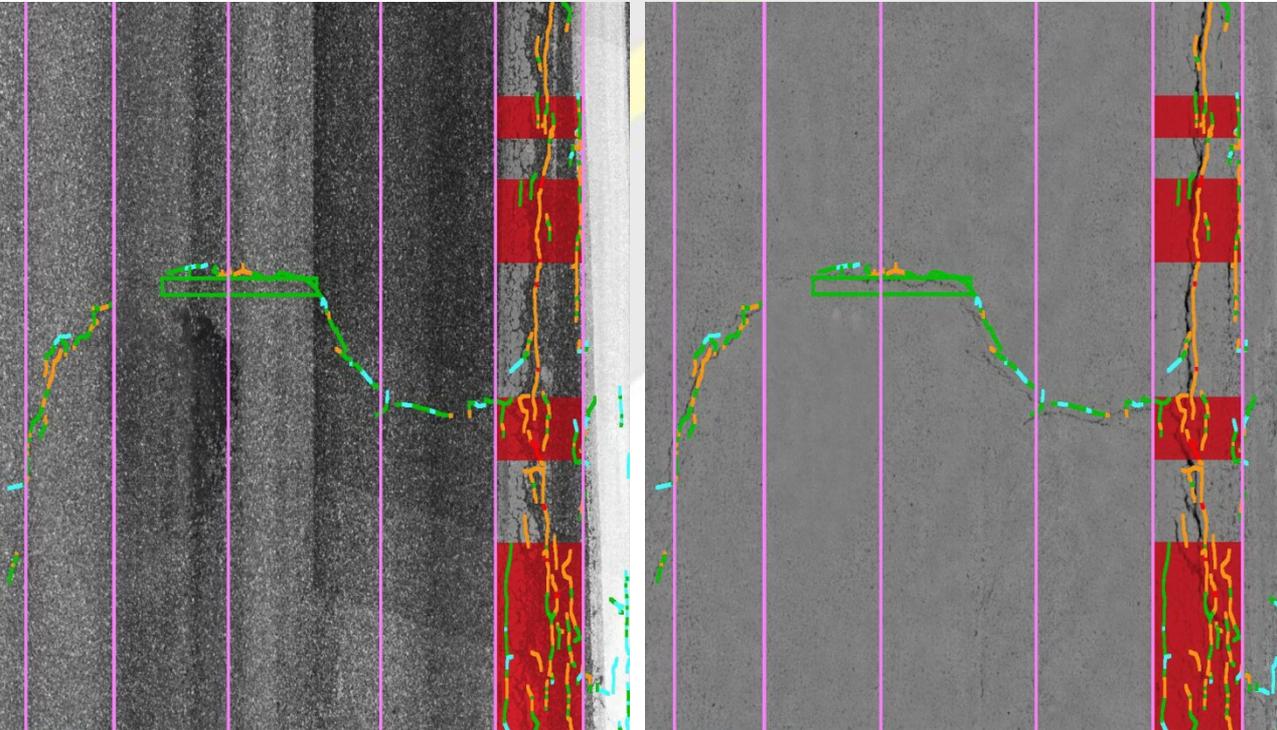
What Can 3D Do?



- Longitudinal Cracking
- Transverse Cracking
- Fatigue/Alligator Cracking
- Rutting Depth
- Roughness (IRI or Ride Quality)
- Macro Texture
- Raveling



3D Data



Intensity Image

Elevation/Range 3D Image

```
<?xml version="1.0" encoding="UTF-8"?>  
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  + <RoadSectionInfo>  
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  + <ResultImageInformation>  
  + <LaneMarkInformation>  
  + <RutInformation>  
  + <PavementTypeInformation>  
  + <CrackInformation>  
  + <RavelingInformation>  
  + <PotholesInformation>  
  + <DropoffInformation>  
  + <CurbInformation>  
  + <CompilationInformation>  
  + <CrackClassification>  
  + <MacroTextureInformation>  
  + <LongProfileInformation>  
  + <SystemData>  
- </LcmsAnalyserResults>
```

XML Encoded Data



Pavement Condition Review within ArcGIS

Map.mxd - ArcMap - ArcInfo

File Edit View Bookmarks Insert Selection Geoprocessing Customize Windows Help

1.4.724

Table Of Contents

- Layers
 - CenterLine_PCI
 - PCI
 - 0-25
 - 25-40
 - 40-60
 - 60-80
 - 80-100
 - CenterLine

RoadInfo Pavement Condition Editor

Pavement Condition: MAGNOLIA AVE(1564)

Inspection: 05221516_1564

Distress: LONGTRANS CRACKING Severity: Low

Quantity: 37 % 2 ft

PCI: 93

Distress	Severity	Quantity	Percent	Modify
LONGTRANS CRACKING	Low	4,742	38.6%	30Scan
LONGTRANS CRACKING	Medium	553	4.3%	30Scan
ALLIGATOR CRACKING	Low	164	1.3%	30Scan
POT HOLE	Medium	8	0%	30Scan
WEATHERING	Low	7,344	57.9%	rgbanci

Stop Repair: STOP-GAP PATCHING

Segment Info

Length (ft): 23.7 Area: 13.85

Width (ft): 50

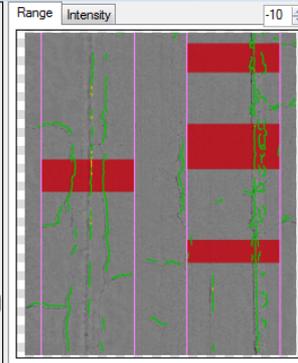
Surface: Asphalt

Base: 1/11900

Subgrade: 1/11900

From: POTOMAC AVE To: MAGNOLIA CT

CrackLo	CrackMid	CrackHic	RutLow	RutMid	RutHigh	RutDepth	AlligatorL	AlligatorM	AlligatorH	PotHoleL	PotHoleM	PotHoleH	Pavem
13.88	0.00	0.00	0.0%	0.0%	0.0%	3.21	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
19.22	0.21	0.00	0.0%	0.0%	0.0%	2.06	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
51.50	8.75	0.00	0.0%	0.0%	0.0%	2.35	3.07	0.00	0.00	0.00	0.00	0.00	Asphalt
66.11	7.28	0.00	0.0%	0.0%	0.0%	3.30	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
78.10	7.05	0.00	0.0%	0.0%	0.0%	2.39	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
90.77	5.22	0.00	0.0%	0.0%	0.0%	2.09	11.53	0.00	0.00	0.00	0.00	0.00	Asphalt
69.49	1.94	0.00	0.0%	0.0%	0.0%	1.95	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
71.03	1.45	0.00	0.0%	0.0%	0.0%	2.57	30.74	0.00	0.00	0.00	0.00	0.00	Asphalt
66.94	2.55	0.00	0.0%	0.0%	0.0%	1.32	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
65.57	1.47	0.00	0.0%	0.0%	0.0%	1.78	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
52.12	1.55	0.00	0.0%	0.0%	0.0%	1.50	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
53.77	1.09	0.00	0.0%	0.0%	0.0%	1.50	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
57.85	0.90	0.00	0.0%	0.0%	0.0%	1.61	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
68.49	1.74	0.00	0.0%	0.0%	0.0%	2.29	0.00	0.00	0.00	0.00	0.00	0.00	Asphalt
70.19	2.39	0.00	0.0%	0.0%	0.0%	1.82	7.69	0.00	0.00	0.00	0.00	0.00	Asphalt
82.87	2.38	0.00	0.0%	0.0%	0.0%	1.58	3.07	0.00	0.00	0.00	0.00	0.00	Asphalt



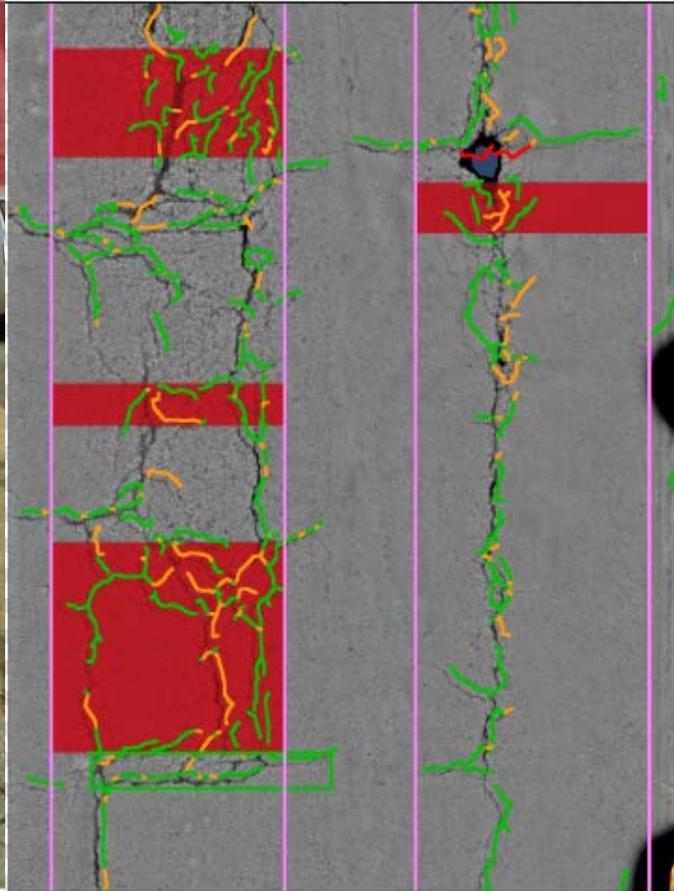
Camera 6

Click ...

Camera 6 Camera 1 Camera 3 Camera 5 Camera 2



Pothole & Alligator Cracking



eRoadInfo Pavement Condition Editor

Pavement Condition - WINTER ST(1729)

Inspection: 20121120_1729 Create Delete

Distress: POTHOLE Severity: Low Med. High

Quantity: 2 Count Add/Update Delete Weather Map Video Report

PCI: 35 Copy Distress from Last Segment

Distress	Severity	Quantity	Percent	ModifiedBy
LONG/TRANS CRACKING	Low	1,331	34.1%	3DScan
LONG/TRANS CRACKING	Medium	114	2.9%	3DScan
ALLIGATOR CRACKING	Low	465	11.9%	3DScan
POTHOLE	Low	2	.0%	3DScan
PATCHING/UTILITY CUT	Medium	391	10.0%	DSEIFU

Sug. Repair: STOP-GAP PATCHING 0 \$10,420.0

Override: NO OVERRIDE 0

Segment Info. Work Notes

Length (Ft): 156.3 Area: 3,907.5 +/- 0 Lanes: 2 Copy Seg Info

Width (Ft): 25 Copy Func. Class: Unknown

Surface: Asphalt Thick/Note: 0

Base: AC,PM Thick/Note: 0

Surf Treat: in Contr: 1/ 1/1900

From: CHURCH ST From MP: 0

To: FAIR MEADOWS BLVD To MP: 0

Route ID: Division:

	Shoulder	Curb	Condition	Sidewalk	Width	Condition	Priority
N/W:	A Unknown	N/A	9 Unknown	0	N/A	0	0
S/E:	A Unknown	N/A	9 Unknown	0	N/A	0	0



Pavement Condition Projection and What-if Analysis

- **Condition Projection**
 - Given the current budget level, how will our road condition be in 15 years?
- **What-If**
 - How will the road condition be if we increase or reduce the budget?
- **Budget Needed**
 - How much annual budget do we need to reach a target PCI level of 70?
- **Optimum Budget Allocation**
 - What is the best allocation of the budget, among different repair methods to produce the highest PCI level 15 years from now?



Repair Strategy Specification and Projection

Pave Repair Decision Tree

Asphalt Concrete

Project PCI: 15 Years

Optimize Budget Allocation

Penalty: 5 x % Roads PCI < 25, No More than 10% PCI < 25

Project Budget Need: \$11,500,000 Target PCI: 70

Scale Budget: 1.00

PCI Optimization

Worst First

PCI > Critical PCI 55

Funds Available?

STOP-GAP PATCHING

MILL AND RESURFACE 2.5" Budget: 31% \$3,600,000

COLD-IN-PLACE RECYCLING Budget: 18% \$2,100,000

COLD-IN-PLACE RECYCLING Budget: 17% \$2,000,000

PCI > 40

PCI < 65

Has Structural Distress?

LOCALIZED BASE REPAIR & REPAVE Budget: 0% \$0

PCI < 75

SLURRY SEAL Budget: 10% \$1,200,000

PCI < 85

CRACK FILL Budget: 4% \$500,000

Do Nothing

Total Major Repair Budget: \$7,700,000

Total Budget: \$11,500,000

Total Maintenance Budget: \$3,800,000

Project PCI Optimization

Overall PCI

85 - 100

70 - 85

55 - 70

40 - 55

25 - 40

10 - 25

0 - 10

69.2 69.1 68.9 68.8 69.1 69.3 69.5 69.7 69.8 69.9 69.2 69 68.8 68.8 68.5

5 10 15

Add

Delete

OK

Main

Name: Main

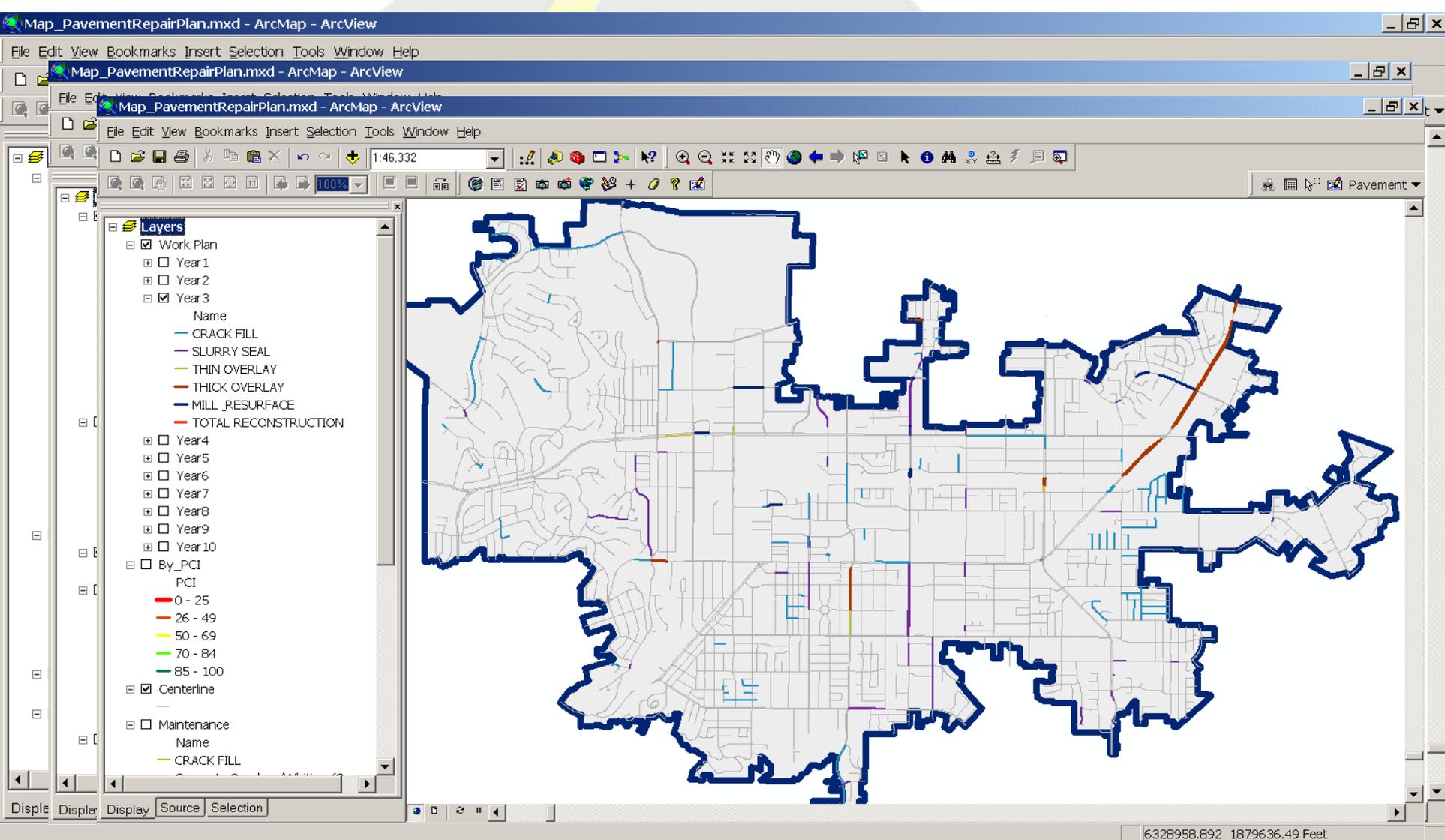
Description: Main Decision Tree

SQL Filter:

Scale Factor: 1,1,1,1,1,1,1,1,1

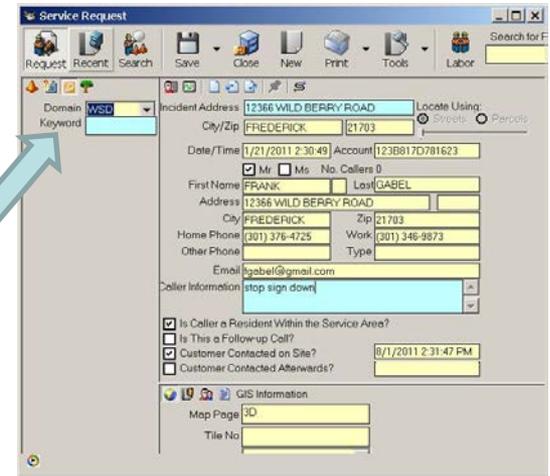
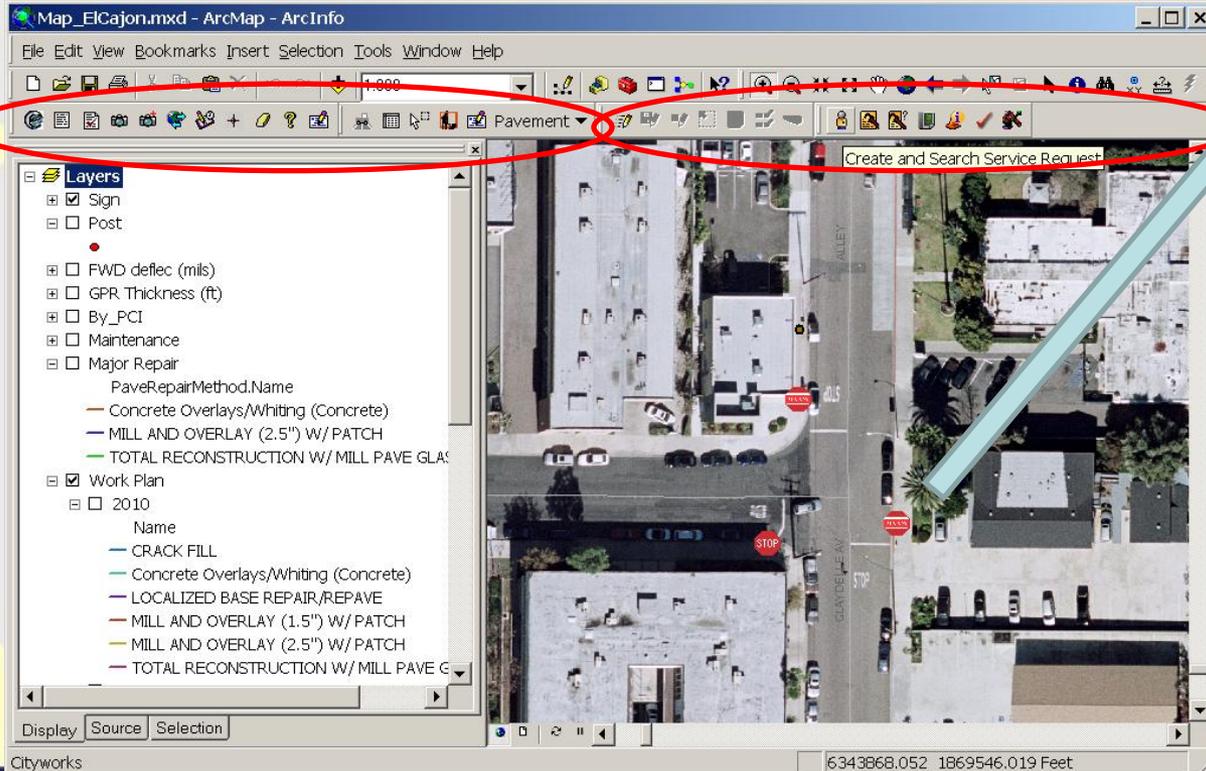


Multi-Year Pavement Repair Plan



Cityworks Integration for Asset Inventory & Work Order Management

- Built-in Integration by FacilityID
- All Run in ArcGIS Environment



AVOIDING GRAVEL ROADS

Preserving Municipality
Roadways

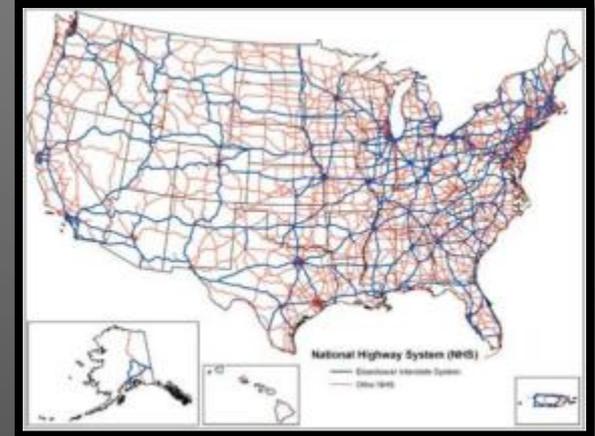


Pavement Preservation

Federal = 3%

State = 20%

Local = 77%

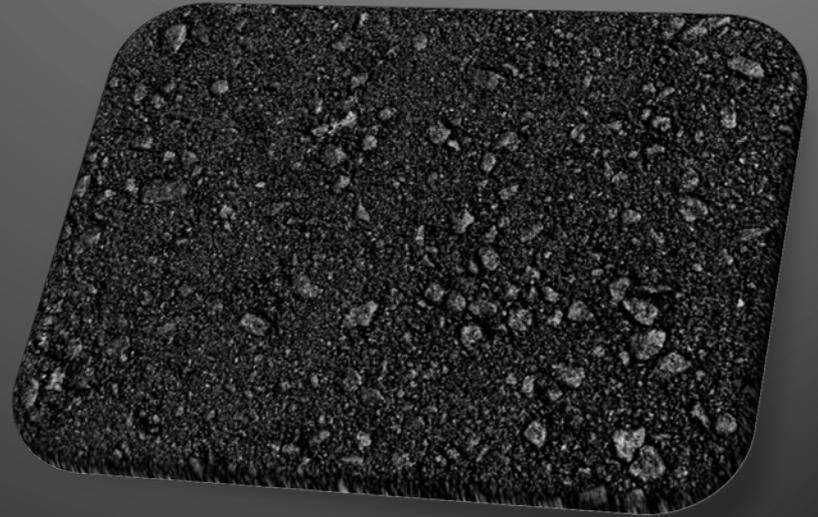


94% of paved roads have an Asphalt surface

Pavement Preservation

The Basics of Asphalt Preservation

- Asphalt pavement (or Asphalt cement) is made up of primarily two components:
 - Aggregate - rock
 - Asphalt Binder – by product of refining crude oil



Pavement Preservation

The Basics of Asphalt Preservation

- The key to extending pavement life is to preserve the asphalt binder. STOP OXIDATION!
 - Oxidation causes:
 - Raveling (loss of bond between aggregate and binder)
 - Cracking



Pavement Preservation

The Basics of Asphalt Preservation

- Primary causes of OXIDATION:

- UV Rays



- Moisture



Life Cycle of a Road

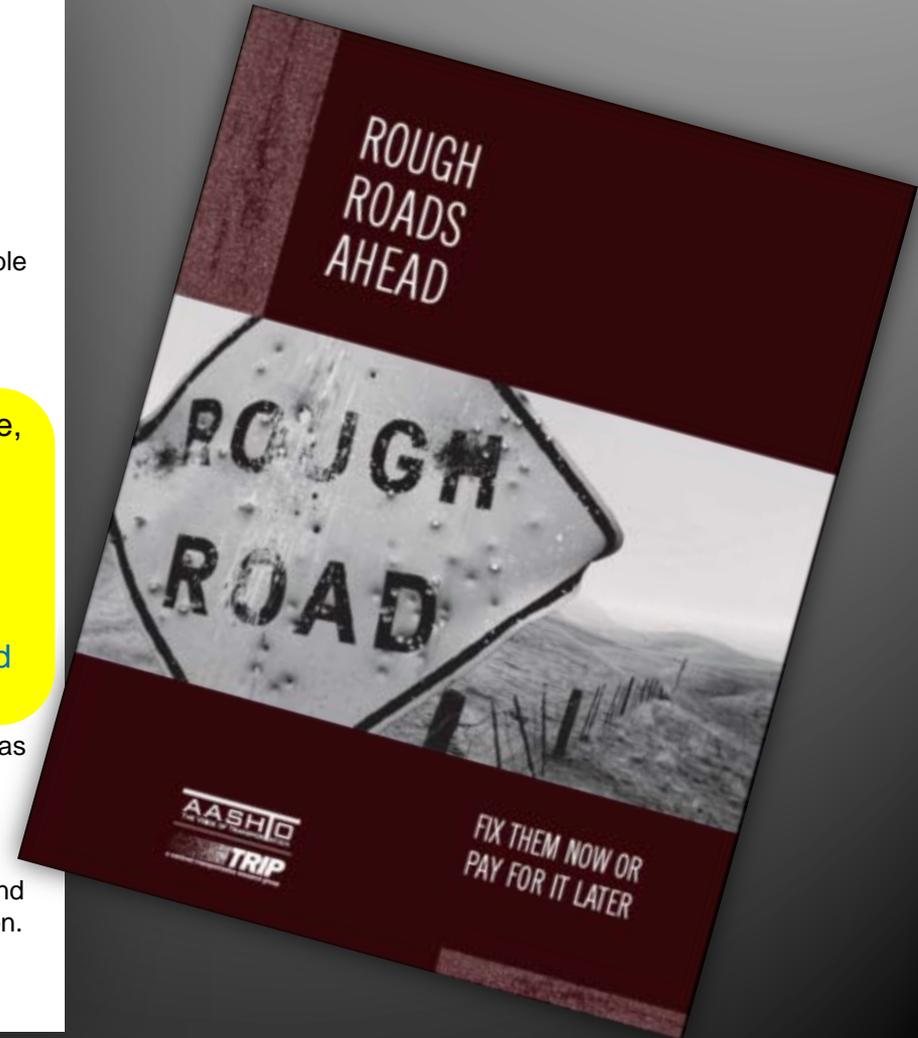
1 Design —This stage deals with dimensions, type of materials, thickness of base and top surfaces, and the drainage system. Investments made at the design stage affect the long-term durability of the pavement surface. If, however, sufficient funding is not available to upgrade the design, the road starts out and stays mediocre.

2 Construction —A high-quality construction process produces a longer-lasting pavement surface.

3 Initial Deterioration —During the first few years of use, the road surface starts to experience some initial deterioration caused by traffic volume, rain, snow, solar radiation, and temperature changes. At this stage, the road appears in good condition, providing a smooth ride. Preservation strategies during Stage 3 will sustain the smooth ride, preserve the foundation, extend the life, and reduce the need for costly reconstruction later on.

4 Visible Deterioration —At Stage 4, visible signs of distress such as potholes and cracking occur. Repairs made at this stage using overlays and milling to eliminate ruts will restore a smooth ride and extend the life of the road.

5 Disintegration and Failure —Roads not maintained at Stage 3 and repaired at Stage 4, eventually will fail and need costly reconstruction. Once a road's foundation disintegrates, surface repairs have an increasingly short life.



Cost of Delaying Maintenance



Teeth
Cleaning: \$75



Root Canal:
\$1,000

Pavement Preservation

“A pothole is like a tooth cavity. Left untreated it gets more decayed, more painful, takes more time and money to care for, and sometimes you end up having to urgently call in a specialist. But like cavities, potholes can be prevented.”

“The Fine Art of Pothology: Preventing and Repairing Potholes”
Better Roads, March 2009



Pavement Preservation

“Delayed and deferred maintenance leads to higher repair and reconstruction costs—pay me now or pay me more, lots more, later.”

Michigan DOT Director
Kirk L. Steudle



Pavement Preservation Toolbox

Become familiar with common treatment types and pros/cons of each:

- Fog Seal / Rejuvenators
- Slurry (Types I, II, and III)
- High Density Mineral Bond (HA5)
- Micro-surface
- Chip Seal



Preservation is Proactive

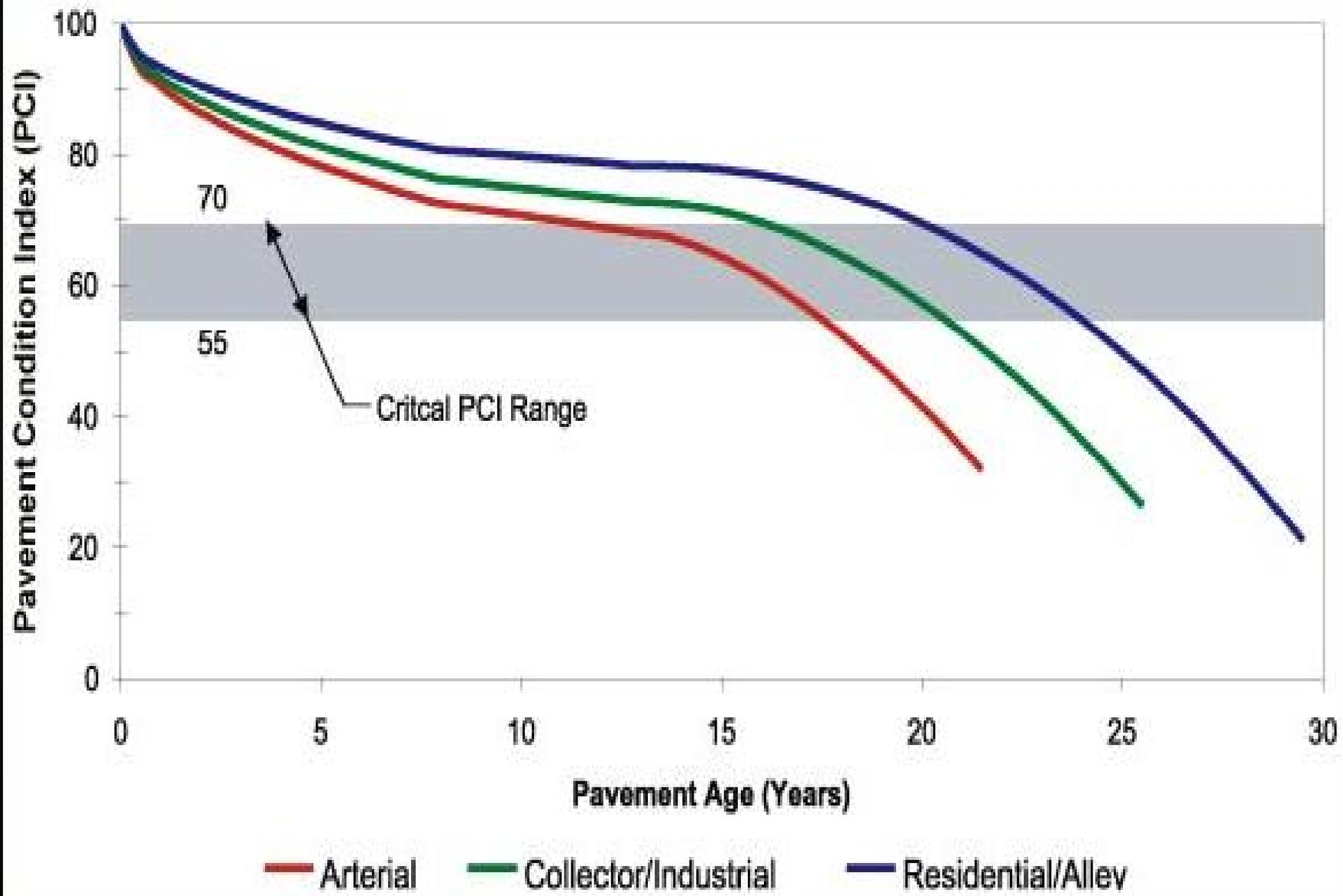
- Preservation is proactive, not reactive.
- We're not talking pothole filling, but pothole prevention.
- As roads worsen, reconstruction becomes the only option, but the cost is unaffordable.



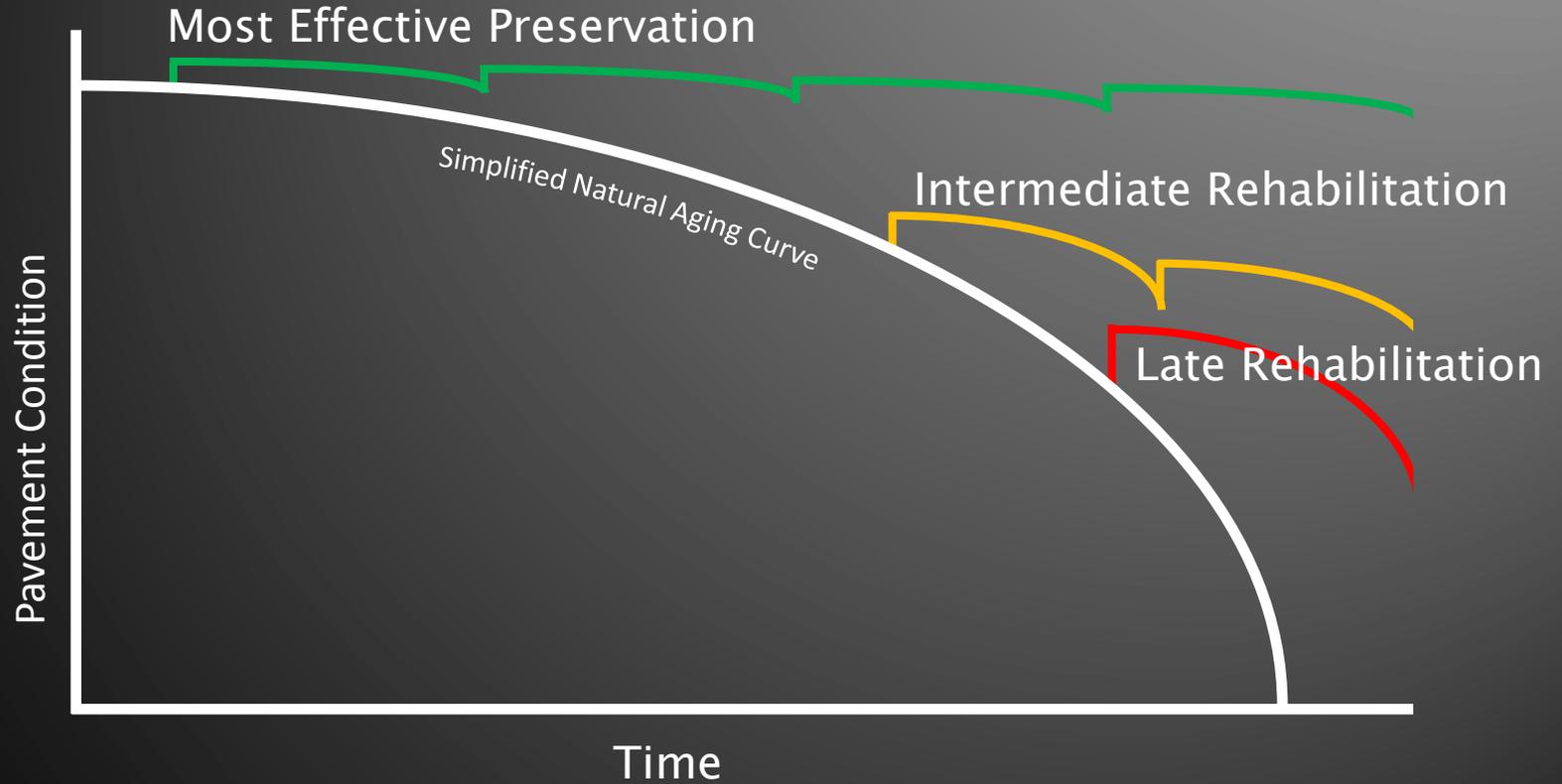
Worst First”- “Fix it First”

Not Best Fiscal Policy

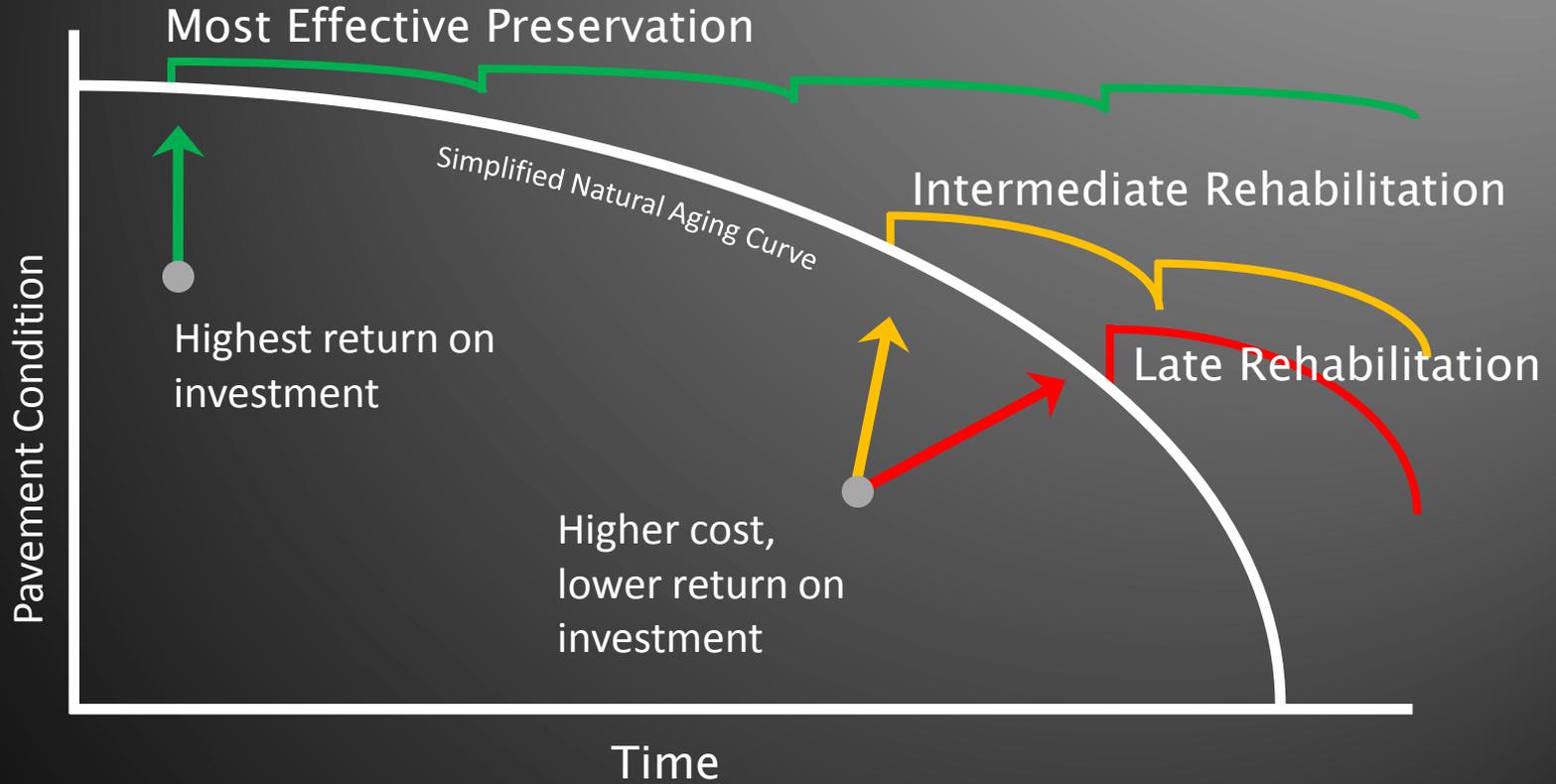
- Fixing the worst roads first means rebuilding, which has the highest cost
- Maintenance on other roads is neglected and their conditions worsen
- Each year adds more miles to the list of “worst” that need rebuilding
- Agencies dig themselves into a deeper financial hole with the “Worst First” strategy.



Pavement Life Curve



Pavement Life Curve



Navigation toolbar with icons for: Home, Back, Forward, Stop, Play, Pause, Full Screen, Refresh, and other controls.

APPERSON DRIVE-NW-10/

ID	Mile
52	.849
53	.854
54	.859
55	.863
56	.869
57	.875
58	.879
59	.884
60	.889
61	.894
62	.898
63	.904
64	.909
65	.913
66	.919
67	.925
68	.930
69	.934
70	.941
71	.945
72	.951
73	.956
74	.961
75	.966
76	.971
77	.975
78	.980
79	.985
80	.989
81	.994
82	.998
83	?.004
84	?.008
85	?.013
86	?.019
87	?.024
88	?.028
89	?.033
90	?.038
91	?.043

APPERSON DRIVE #376; DMI: 1.9709 Lat/Long: -80.0539/37.2750; X/Y 11030814.76/3627403.33 10/14/2011 11:13:56 AM



Click on feature's ground location | -89.9 ft (-27.42m) forward, 37.32 ft (11.38m) right, Angle -51.62 | 11030869.88, 3627346.93

Pavement Preservation Toolbox

Slurry (Types I, II, and III)

Price: \$\$\$\$\$\$

Pavement Extension: ★★★★★

Public Acceptance: ★★★☆☆

Summary: Slurry is effective on moderately distressed roadways requiring minor rehabilitation. Good skid resistance. Type III can be used on heavy load, high volume, high speed roadways.



Pavement Preservation Toolbox

Chip Seal

Price: \$\$\$\$

Pavement Extension: ★★★★★

Public Acceptance: ★☆☆☆☆

Summary: A chip seal consists of a layer of asphalt binder that is overlaid by a layer of aggregate. Chip seal is a cost effective treatment for high traffic roadways. Good durability and life extension for high volume, heavy load, and high speed roadways. Very good skid resistance. Good for sealing small to moderate surface cracks.



Pavement Preservation Toolbox

Fog Seal

Price: \$\$\$\$\$

Pavement Extension: ★☆☆☆☆

Public Acceptance: ★★★★★

Summary: A fog seal is an asphalt emulsion spray applied that is most appropriate as a short-term assistance to a dry pavement or as a temporary binder on top of a chip seal treatment.



LD-7 Fog seal



Pavement Preservation Toolbox

Micro-surface

Price: \$\$\$\$

Pavement Extension: ★★★★★

Public Acceptance: ★★★☆☆

Summary: Micro-surface is effective on moderately distressed roadways with requiring minor rehabilitation. Capable of rut filling and can be applied at varying thicknesses. Good durability and life extension. Good skid resistance.



Pavement Preservation

“Every \$1 spent in keeping a good road good precludes spending \$6-\$14 to rebuild one that has deteriorated.”



Now



Later

Source:

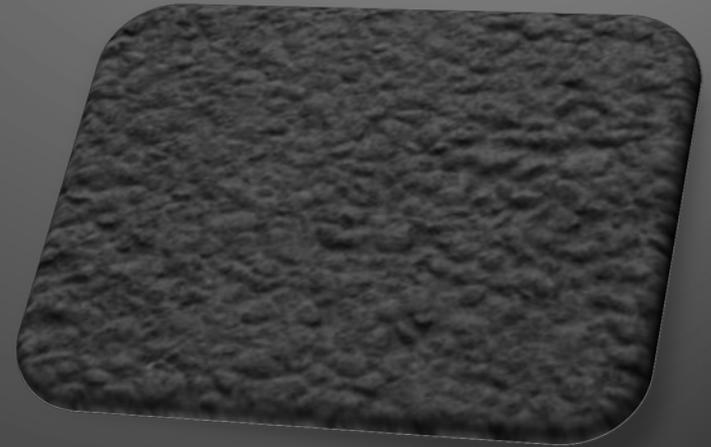
AASHTO
THE VOICE OF TRANSPORTATION

American Association
of State Highway and
Transportation Officials

The key to maximizing pavement life...

“The **Right** Treatment,
on the **Right** Surface,
at the **Right** Time!”

*Larry Galehouse, Director
National Center for Pavement Preservation
Michigan State University*



Asphalt Surface Treatments

- thin overlay

An HMA (hot mix asphalt) overlay with one lift of surface course generally with a thickness of 1.5 in or less

- chip seal

A surface treatment in which the pavement is sprayed with asphalt (generally emulsified) and then immediately covered with aggregate and rolled. Chip seals are used primarily to seal the surface of a pavement with non load-associated cracks and to improve surface friction, although they also are commonly used as a wearing course on low volume roads

- microsurfacing

A mixture of polymer modified asphalt emulsion, mineral aggregate, mineral filler, water, and other additives, properly proportioned, mixed, and spread on a paved surface. Microsurfacing differs from slurry seal in that it can be used on high volume roadways to correct wheel path rutting and provide a skid resistant pavement surface

- crack sealing

A maintenance procedure that involves placement of specialized materials into working cracks (Crack in a pavement that undergo significant deflection and thermal opening and closing movements greater than 2 mm (1/16 in), typically oriented transverse to the pavement centerline) using unique configurations to reduce the intrusion of incompressibles into the crack and to prevent infiltration of water into the underlying pavement layers

- mill and resurfacing (mill and fill)

The old oxidized surface of HMA is removed and replaced with new material. Generally, the old surface has become brittle and cracked and the replacement surface provides improved protection to the underlying layers

- hot in-place recycling

A process which consists of softening the existing asphalt surface with heat, mechanically removing the surface material, mixing the material with a recycling agent, adding virgin asphalt and aggregate to the material (if required), and then replacing the material on the pavement

- slurry seal

A mixture of slow setting emulsified asphalt, well graded fine aggregate, mineral filler, and water. It is used to fill cracks and seal areas of old pavements, to restore a uniform surface texture, to seal the surface to prevent moisture and air intrusion into the pavement, and to improve skid resistance

- fog seal

A light application of slow setting asphalt emulsion diluted with water and without the addition of any aggregate applied to the surface of a bituminous pavement. Fog seals are used to renew aged asphalt surfaces, seal small cracks and surface voids, or adjust the quality of binder in newly applied chip seals

- cold in-place recycling

A process in which a portion of an existing bituminous pavement is pulverized or milled, and then the reclaimed material is mixed with new binder and, when needed, virgin aggregates. The binder used most often is emulsified asphalt with or without a softening agent. The resultant blend is placed as a base for a subsequent overlay or surface treatment

- full depth reclamation

It involves pulverizing the existing asphalt surface and mixing the pulverized material with the underlying base and sometimes subgrade soils along with a stabilizing agent such as lime. The mixed material is then used as the base for the pavement system

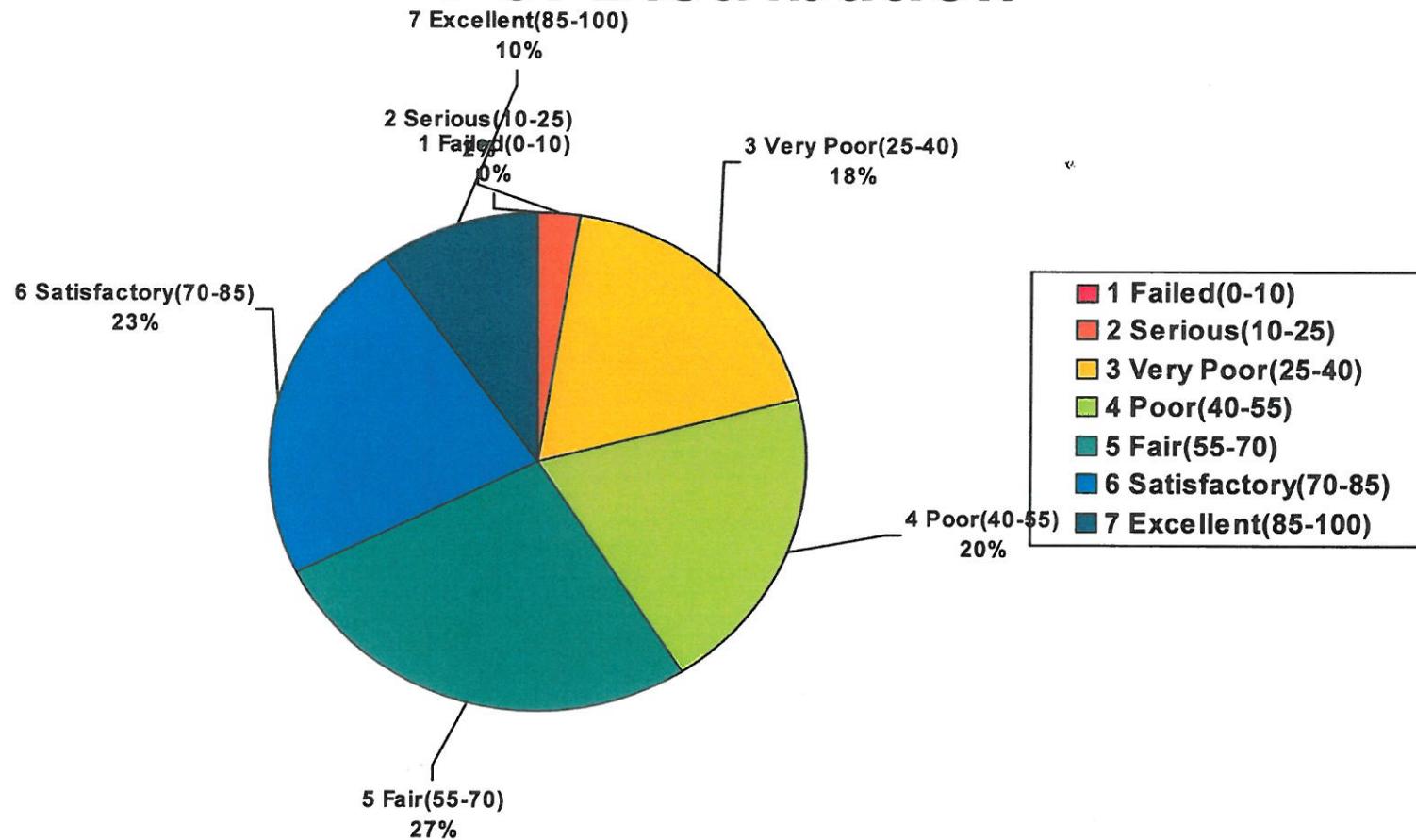
- structural overlay

An increase in the pavement load carrying capacity by adding additional pavement layers

- cape seal

Cape Seal is an integrated process, with one road treatment followed by another. First application is chip seal - layer of asphalt "chips," which is a mixture of liquid asphalt and stone, blotted with a layer of stone dust. Second application, usually 2 weeks later, is a slurry seal, a mix of crushed stone and liquid asphalt

PCI Distribution



TOV Roadway System PCI = 59%

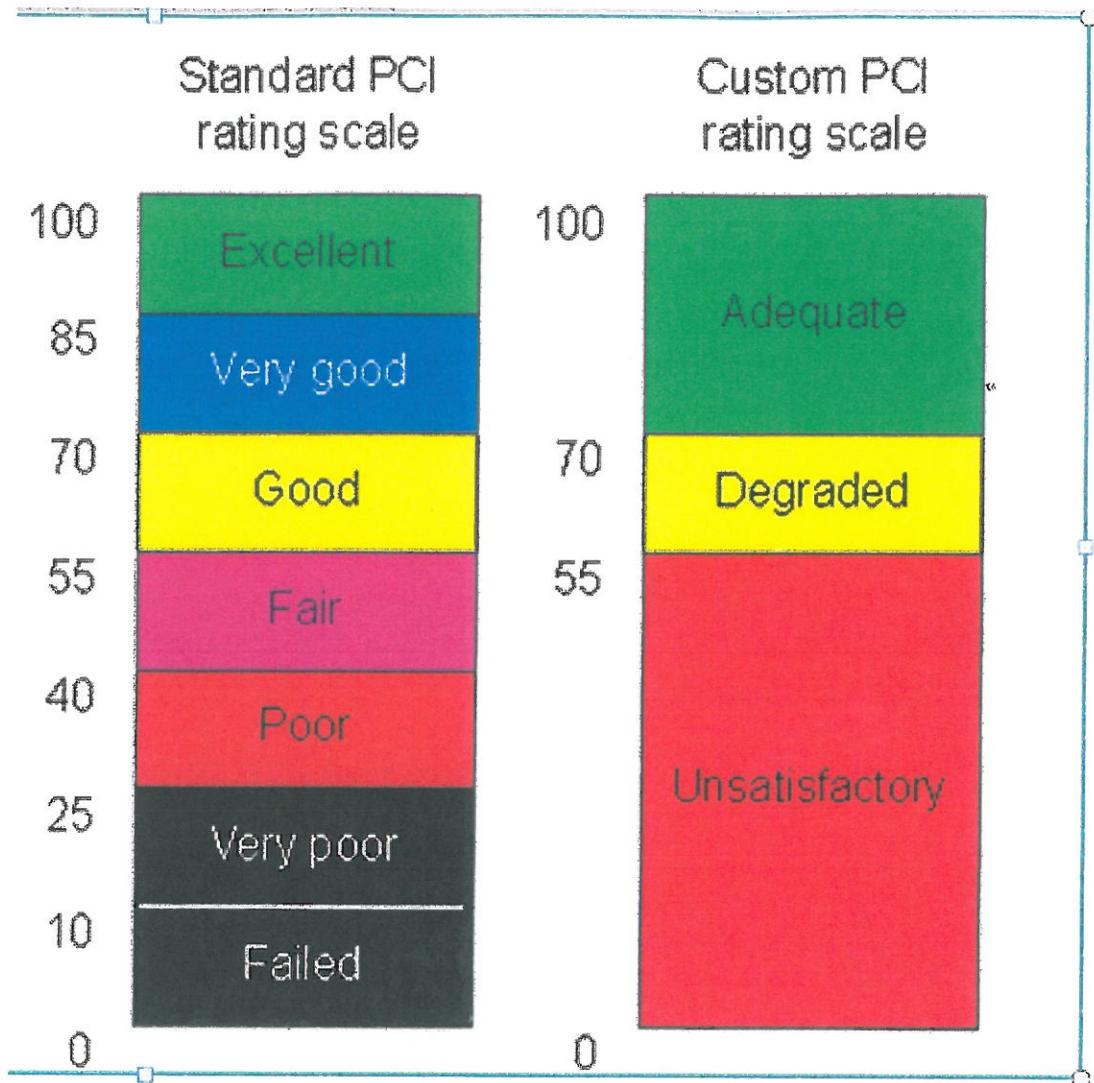
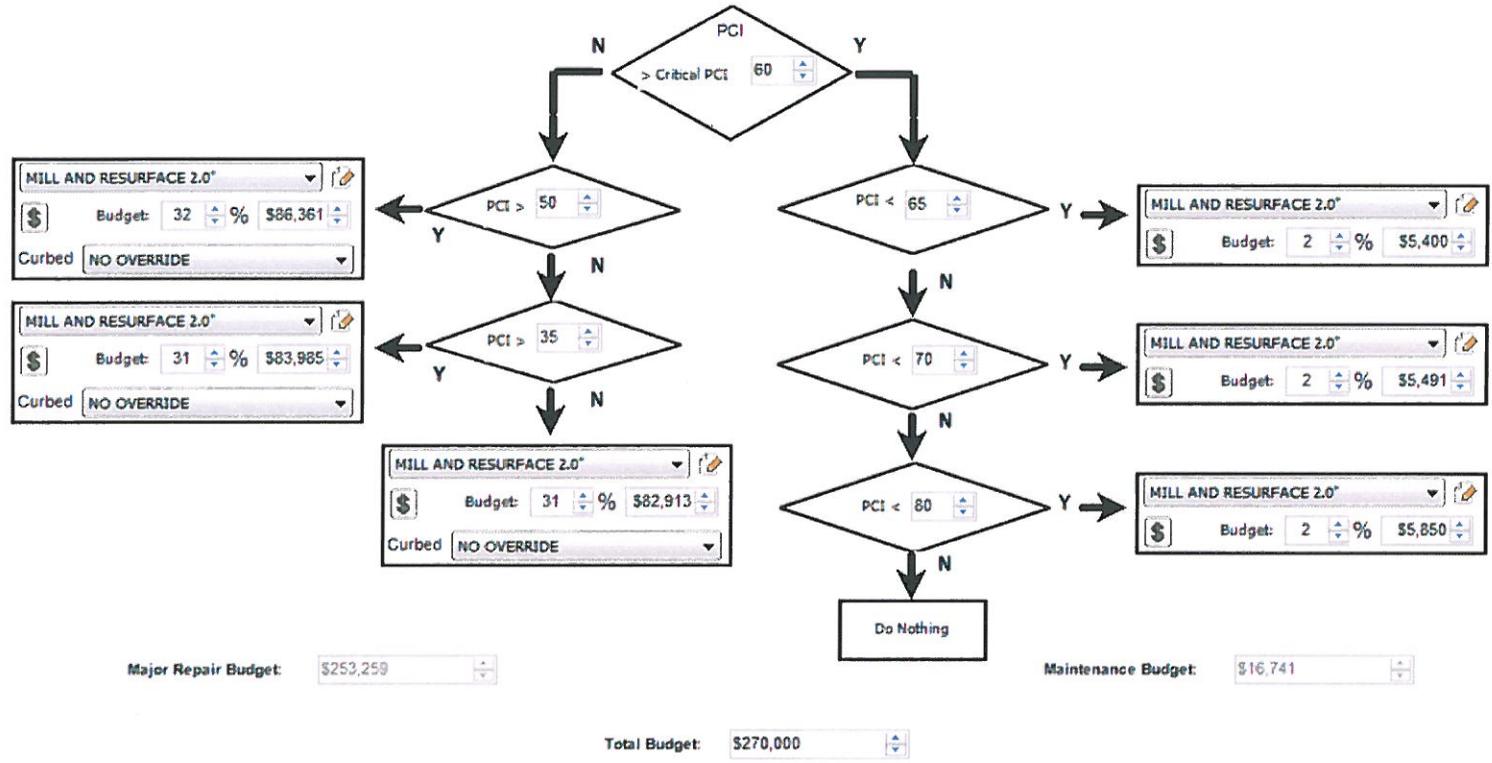


Table of Contents

- Maintenance
- Major Repair
 - Name
 - MILL AND RESURFACE 1.5"
 - MILL AND RESURFACE 2.5"
 - OVERLAY (4.0 IN)
- 2013
- 2014
- 2015
- By_PCI
 - PCI
 - Failed (0-10)
 - Serious (10-25)
 - Very Poor (25-40)
 - Poor (40-55)
 - Fair (55-70)
 - Satisfactory (70-85)
 - Good (85-100)
- Centerline
- CenterlineAll
- Pavement
- Ik_FunctionalClass
- PaveRepairMethod
- PaveRepairWork
- PaveProjection



Asphalt Concrete



Major Repair Budget: \$253,259

Maintenance Budget: \$16,741

Total Budget: \$270,000

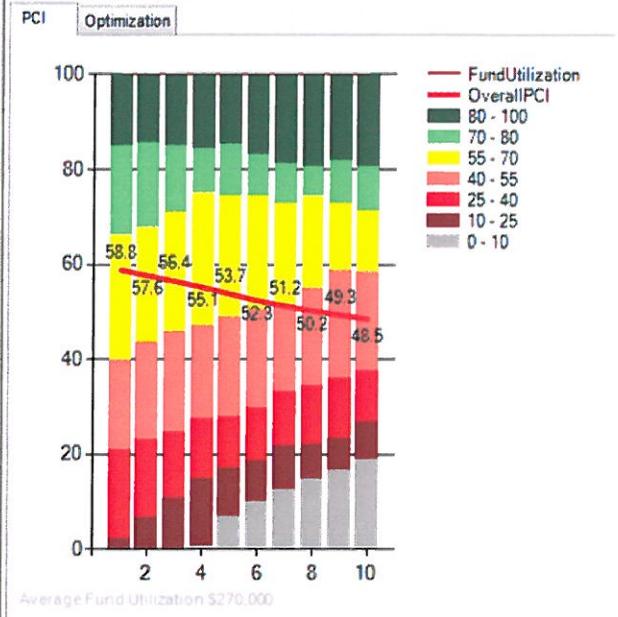
Project PCI Years: 10 Auto Rebalance

Scale Budget \$270,000 1.00

Optimize Budget Allocation

Penalty 5 x % Roads PCI < 25 +0 x % Roads PCI < 20

Project Budget Need Overall PC 70 Percent 0.60 PCI > 70



- Milling & Resurfacing
- mill & resurface 10 yrs
- mill & resurface 15 yrs
- overlay 10 yrs
- overlay 15 yrs
- New Decision Tree

Name: mill & resurface 10 yrs Default Decision Tree

Description: _____ Order By: StreetName Group As Project

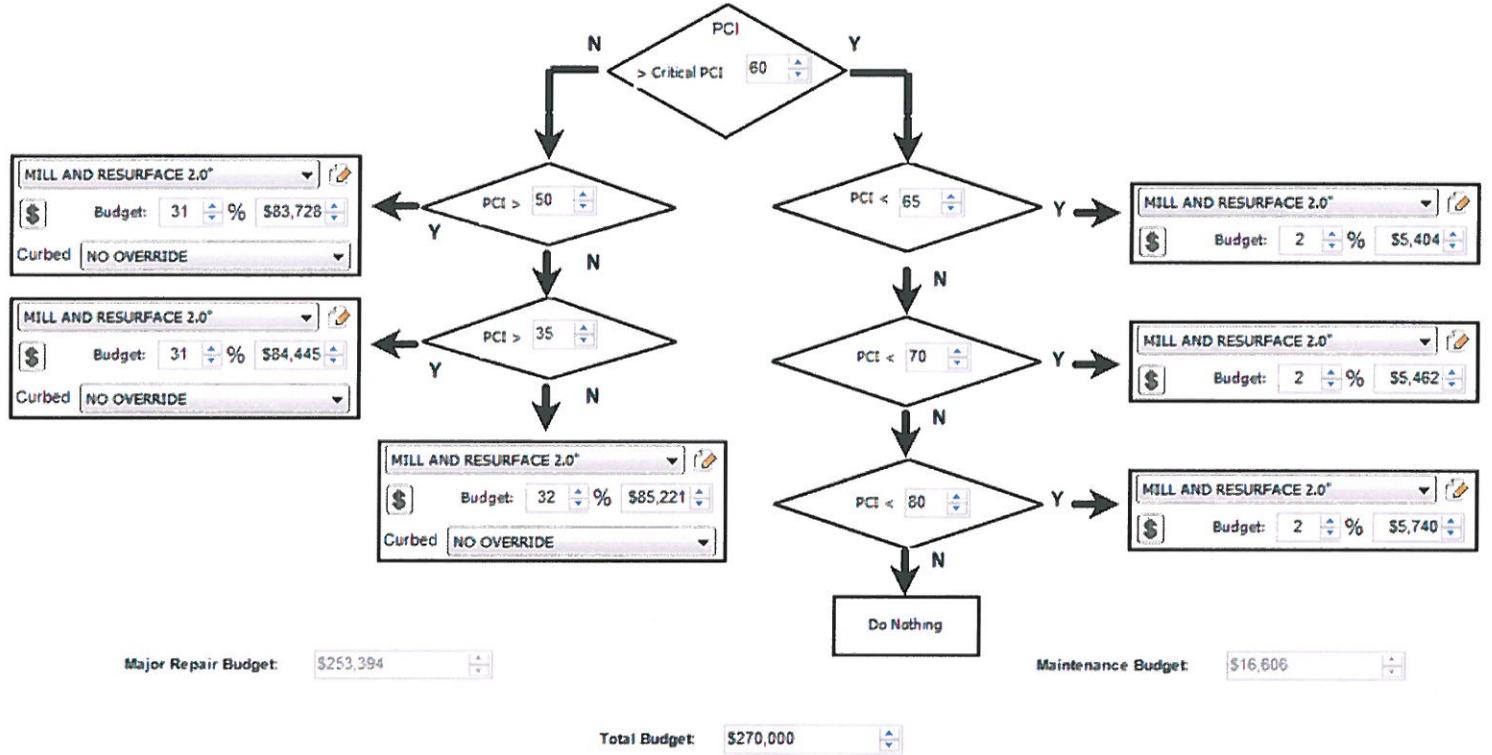
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Add

Delete

Asphalt Concrete



Major Repair Budget: \$253,394

Maintenance Budget: \$16,606

Total Budget: \$270,000

Project PCI Years: 15 Auto Rebalance

Scale Budget \$270,000 1.00

Optimize Budget Allocation

Penalty 5 x % Roads PCI < 25 + 0 x % Roads PCI < 20

Project Budget Need Overall PC 70 Percent 0.60 PCI > 70

PCI Optimization

Average Fund Utilization \$270,000

Milling & Resurfacing

- mill & resurface 10 yrs
- mill & resurface 15 yrs
- overlay 10 yrs
- overlay 15 yrs
- New Decision Tree

Name: mill & resurface 15 yrs Default Decision Tree

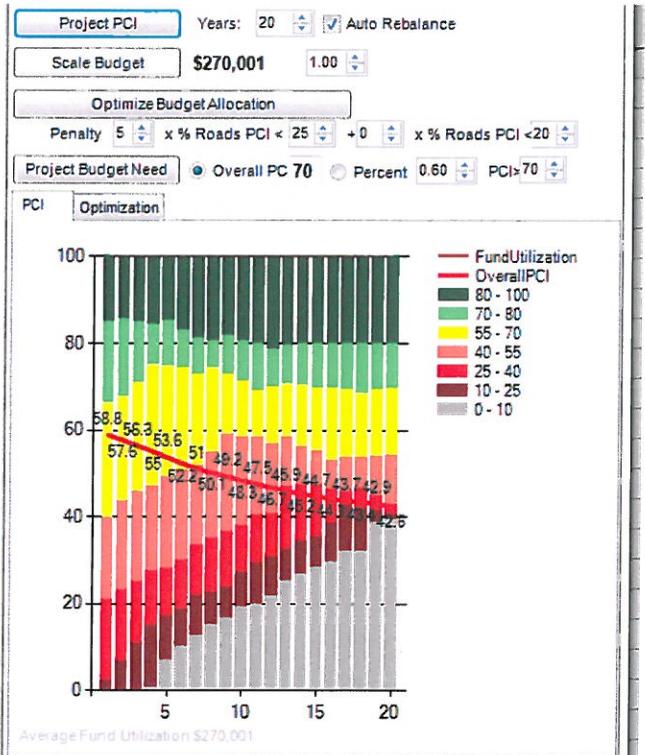
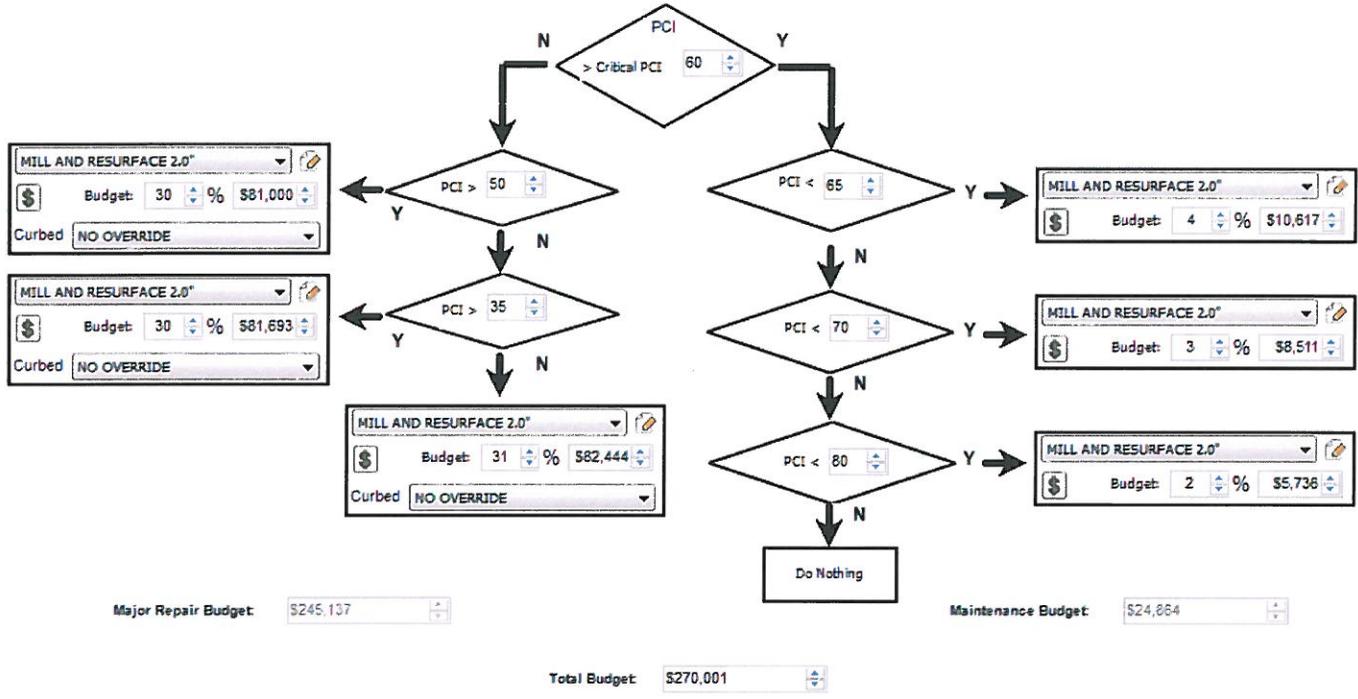
Description: Order By: StreetName Group As Project

SQL Filter:

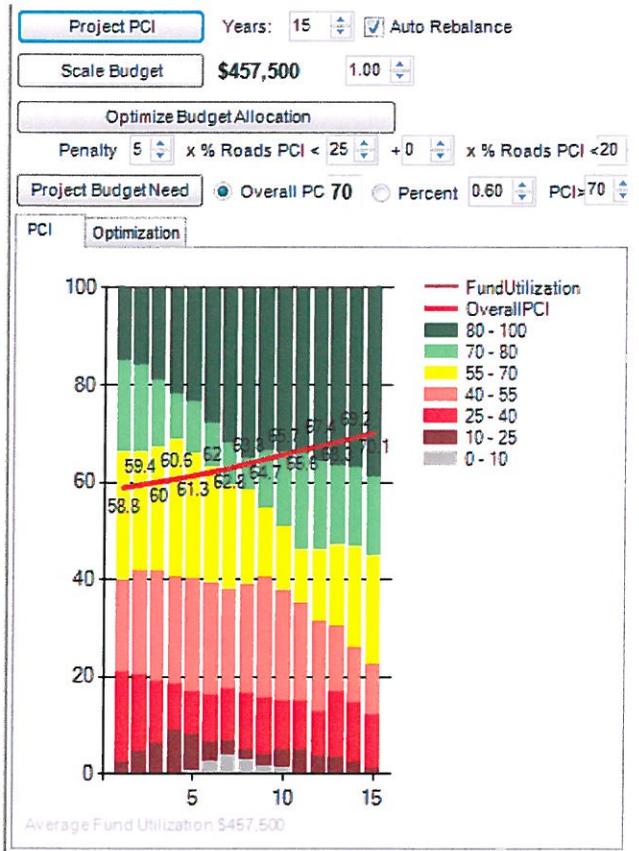
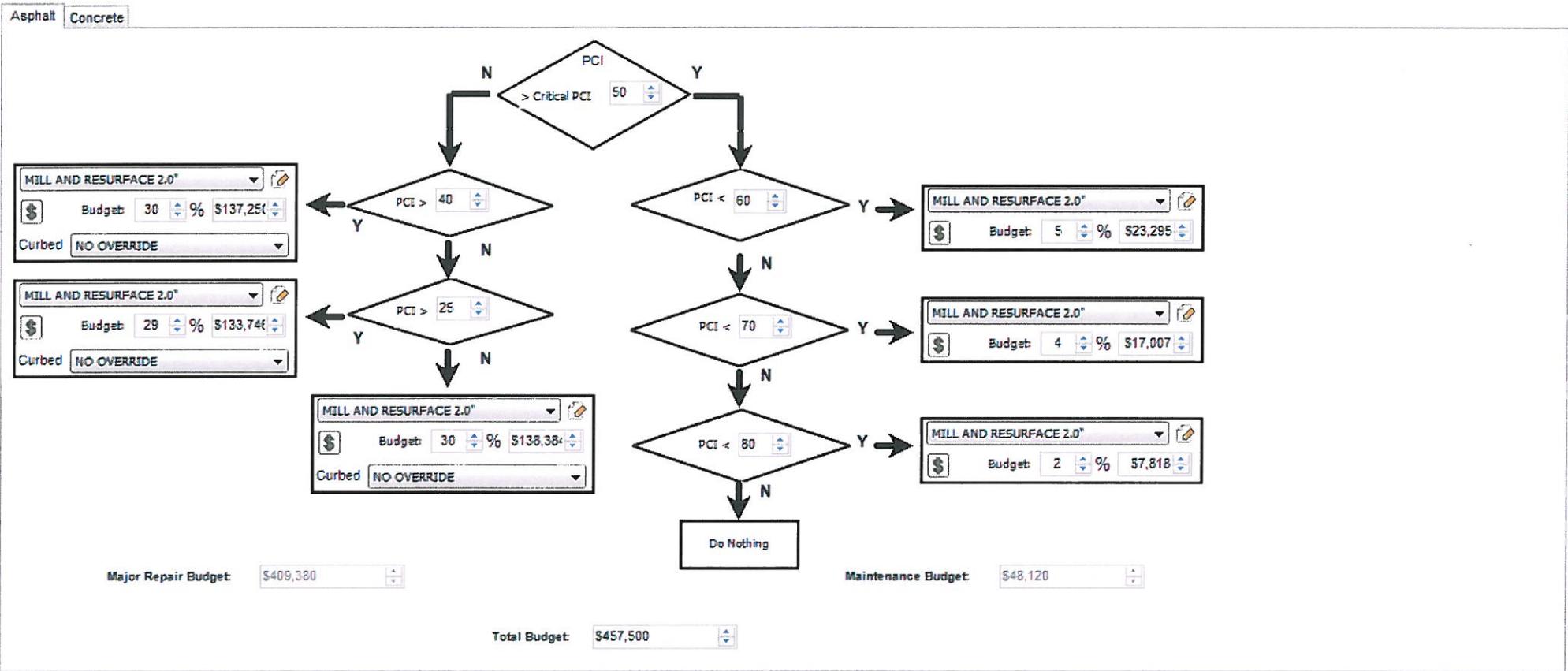
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Add Delete

Asphalt Concrete



- mill & resurface 10 yrs
 - mill & resurface 15 yrs
 - overlay 10 yrs
 - overlay 15 yrs
 - New Decision Tree
 - New Decision Tree
 - New Decision Tree
- Name: mill and resurface 20 yrs Default Decision Tree
- Description:
- SQL Filter:
- Scale Factor: 1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1
- Order By: StreetName Group As Project
- Add
- Delete



- overlay 10 yrs
 - overlay 15 yrs
 - mill and resurface 20 yrs
 - 15 yr PCI=70
 - New Decision Tree
 - 20 yr PCI=70
 - Mill Resurface Tree
- Name: 15 yr PCI=70 Default Decision Tree
- Description: Order By: StreetName Group As Project
- SQL Filter:
- Scale Factor: 1,1,1,1,1,1,1,1,1,1,1,1,1,1,1
- Add
- Delete

