

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, December 2, 2014**

**AGENDA**

Consideration of:

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

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

**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 November 18, 2014.

**G. AWARDS, RECOGNITIONS, PRESENTATIONS**

1. Update on Bank on Roanoke Valley – Town Clerk

**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 in support of a capital fundraising campaign by the Vinton Historical Society for the expansion of the Vinton History Museum.

**UPDATE ON OLD BUSINESS**

**K. FINANCIAL REPORT FOR OCTOBER 2014**

**L. MAYOR**

**M. COUNCIL**

**N. CLOSED MEETING**

1. Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 (A) of the 1950 Code of Virginia, as amended, for discussion regarding appointments to boards and commissions as authorized by subsection 1.

**O. RECONVENE AND ADOPT CERTIFICATION OF CLOSED MEETING**

**P. ADJOURNMENT**

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

**NEXT TOWN COMMITTEE/COUNCIL MEETINGS:**

**December 1, 2014** – 5:30 p.m. – Finance Committee Meeting – Finance Conference Room

**December 16, 2014** – 6:00 p.m. - Work Session followed by Council Meeting at 7:00 p.m. – Council Chambers



## **Town Council Agenda Summary**

### **Meeting Date**

December 2, 2014

### **Department**

Public Works

### **Issue**

Briefing on the 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

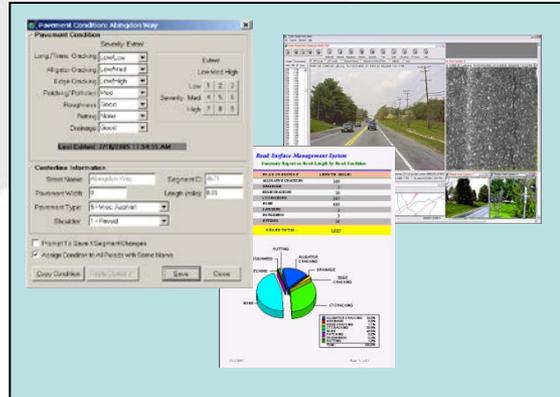
- Overview and Approach
- Automated Pavement Data Collection
- Condition Projection & Budget Optimization
- Asset Inventory
- Questions and Answers



# Data Collection Methodology

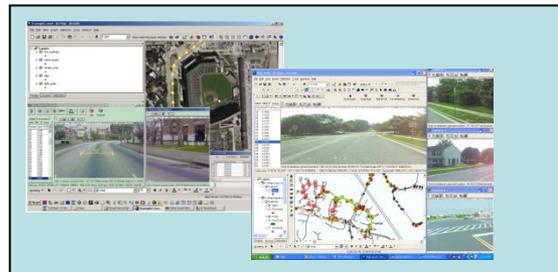


- Data collection van
- Inertial navigation system
- Hi-resolution cameras
- Pavement sensors/scanners



## 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

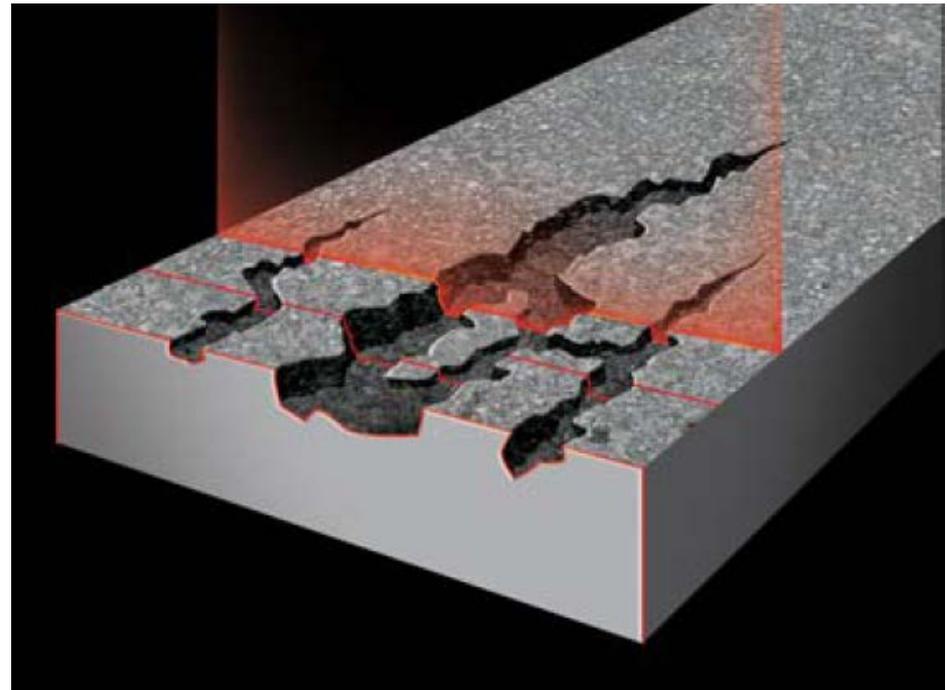


# Panoramic Imaging

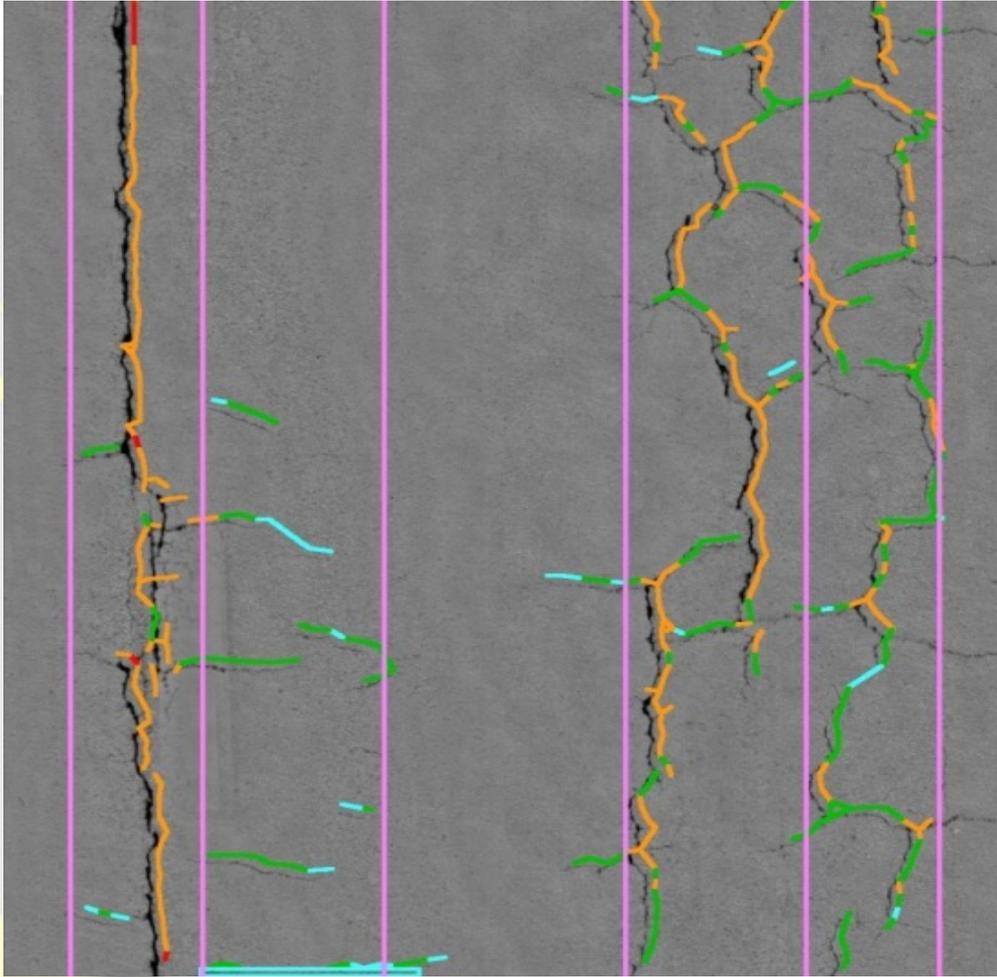


# How 3D Works

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



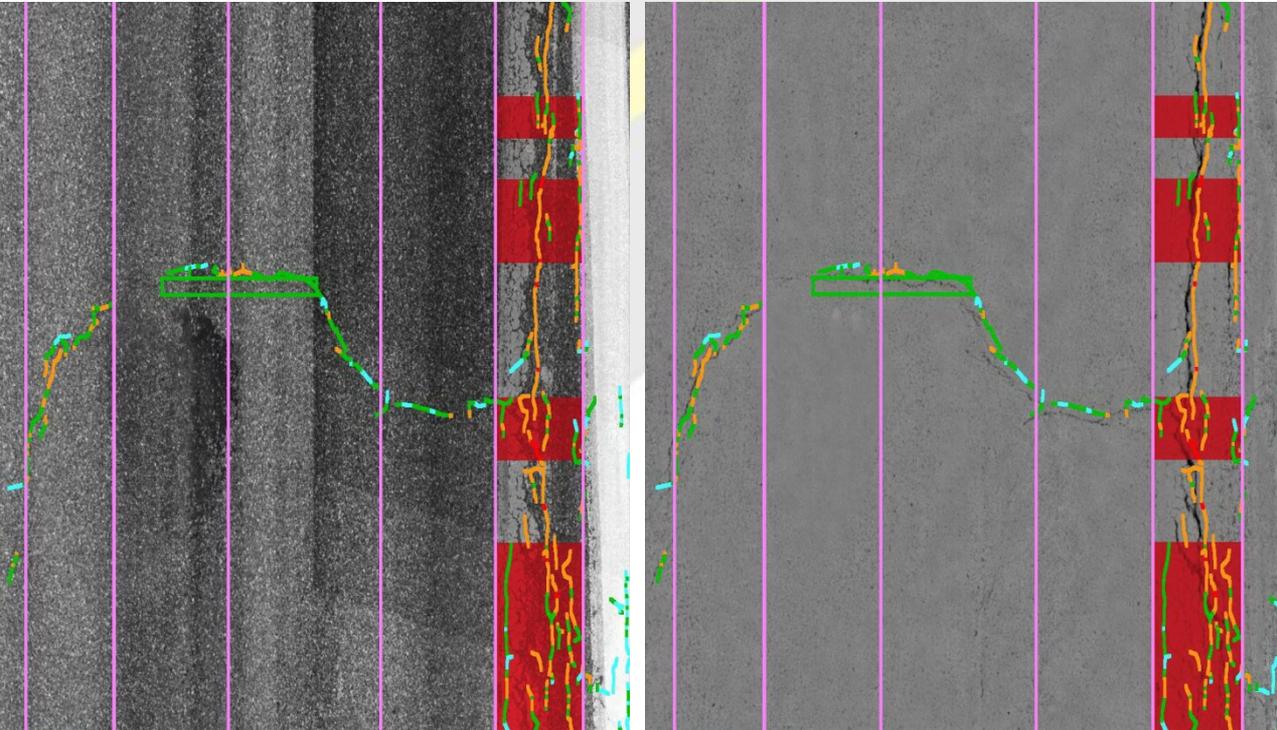
# What Can 3D Do?



- 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"?>  
- <LcmsAnalyserResults>  
  <DataFormat>1.0</DataFormat>  
  + <SurveyInfo>  
  + <RoadSectionInfo>  
  + <ProcessingInformation>  
  + <ResultImageInformation>  
  + <LaneMarkInformation>  
  + <RutInformation>  
  + <PavementTypeInformation>  
  + <CrackInformation>  
  + <RavelingInformation>  
  + <PotholesInformation>  
  + <DropoffInformation>  
  + <CurbInformation>  
  + <CompilationInformation>  
  + <CrackClassification>  
  + <MacroTextureInformation>  
  + <LongProfileInformation>  
  + <SystemData>  
- </LcmsAnalyserResults>
```

XML Encoded Data



# Pavement Condition Review within ArcGIS

**Table Of Contents**

- Layers
  - CenterLine\_PCI
    - 0-25
    - 25-40
    - 40-60
    - 60-80
    - 80-100
  - CenterLine

**RoadInfo Pavement Condition Editor**

Pavement Condition: MAGNOLIA AVE(1584)  
 Inspection: 0522151\_1584

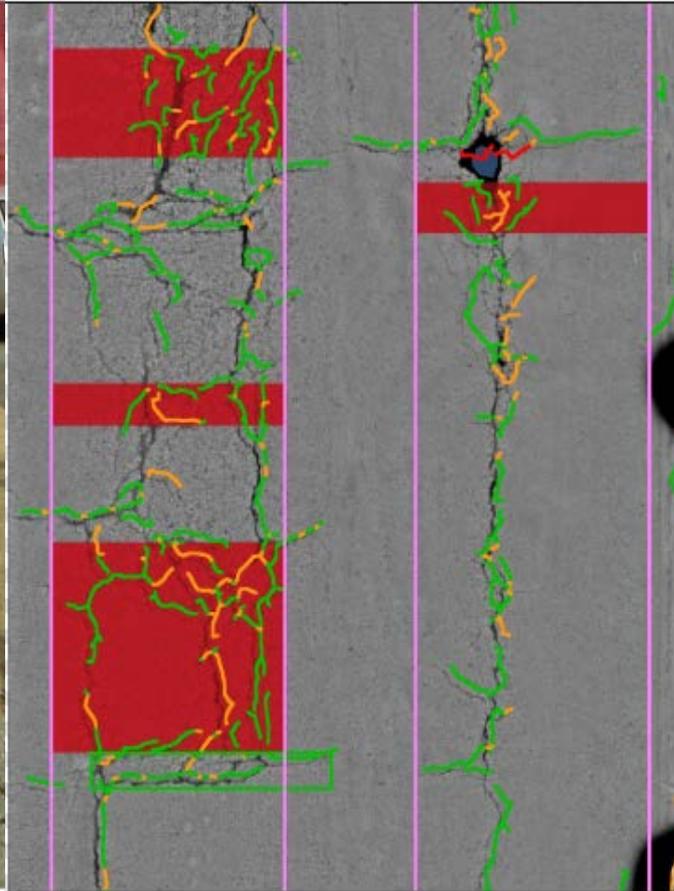
Distress: LONGTRANS CRACKING | Severity: Low | Quantity: 37 | Percent: 2 | Rt: 0 | Mat: 0 | High: 0

Distress	Severity	Quantity	Percent	Modify
LONGTRANS CRACKING	Low	4,742	38.6%	3DScan
LONGTRANS CRACKING	Medium	553	4.3%	3DScan
ALLIGATOR CRACKING	Low	164	1.3%	3DScan
POT HOLE	Medium	8	0%	3DScan
WEATHERING	Low	7,344	57.9%	rgbanci

CrackLo	CrackMid	CrackHic	RutLow	RutMid	RutHigh	RutDepth	AlligatorL	AlligatorM	AlligatorR	PotHoleL	PotHoleM	PotHoleR	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



# 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
<b>POTHOLE</b>	<b>Low</b>	<b>2</b>	<b>.0%</b>	<b>3DScan</b>
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

```

graph TD
    Start[PCI > Critical PCI 55] -- N --> Funds{Funds Available?}
    Start -- Y --> PCI65{PCI < 65}
    Funds -- N --> StopGap[STOP-GAP PATCHING]
    Funds -- Y --> PCI40{PCI > 40}
    PCI65 -- Y --> Mill[Mill and Resurface 1.5"]
    PCI65 -- N --> Structural{Has Structural Distress?}
    PCI40 -- Y --> Mill
    PCI40 -- N --> PCI16{PCI > 16}
    Structural -- Y --> Localized[Localized Base Repair & Repave]
    Structural -- N --> PCI75{PCI < 75}
    PCI16 -- Y --> ColdRec[Cold-in-place Recycling]
    PCI16 -- N --> PCI85{PCI < 85}
    Localized --> DoNothing[Do Nothing]
    PCI75 -- Y --> Slurry[Slurry Seal]
    PCI85 -- Y --> CrackFill[Crack Fill]
    PCI85 -- N --> DoNothing
    
```

**Total Major Repair Budget: \$7,700,000**  
**Total Budget: \$11,500,000**  
**Total Maintenance Budget: \$3,800,000**

Project PCI:  Years:

Optimize Budget Allocation

Penalty:  x % Roads PCI < , No More than % PCI <

Project Budget Need:  Target PCI:

Scale Budget:

PCI Optimization

Year	Overall PCI
1	69.2
2	69.1
3	68.9
4	68.8
5	68.8
6	69.1
7	69.3
8	69.5
9	69.7
10	69.8
11	69.2
12	69
13	68.8
14	68.8
15	68.5

Main:   Default Decision Tree

Description:

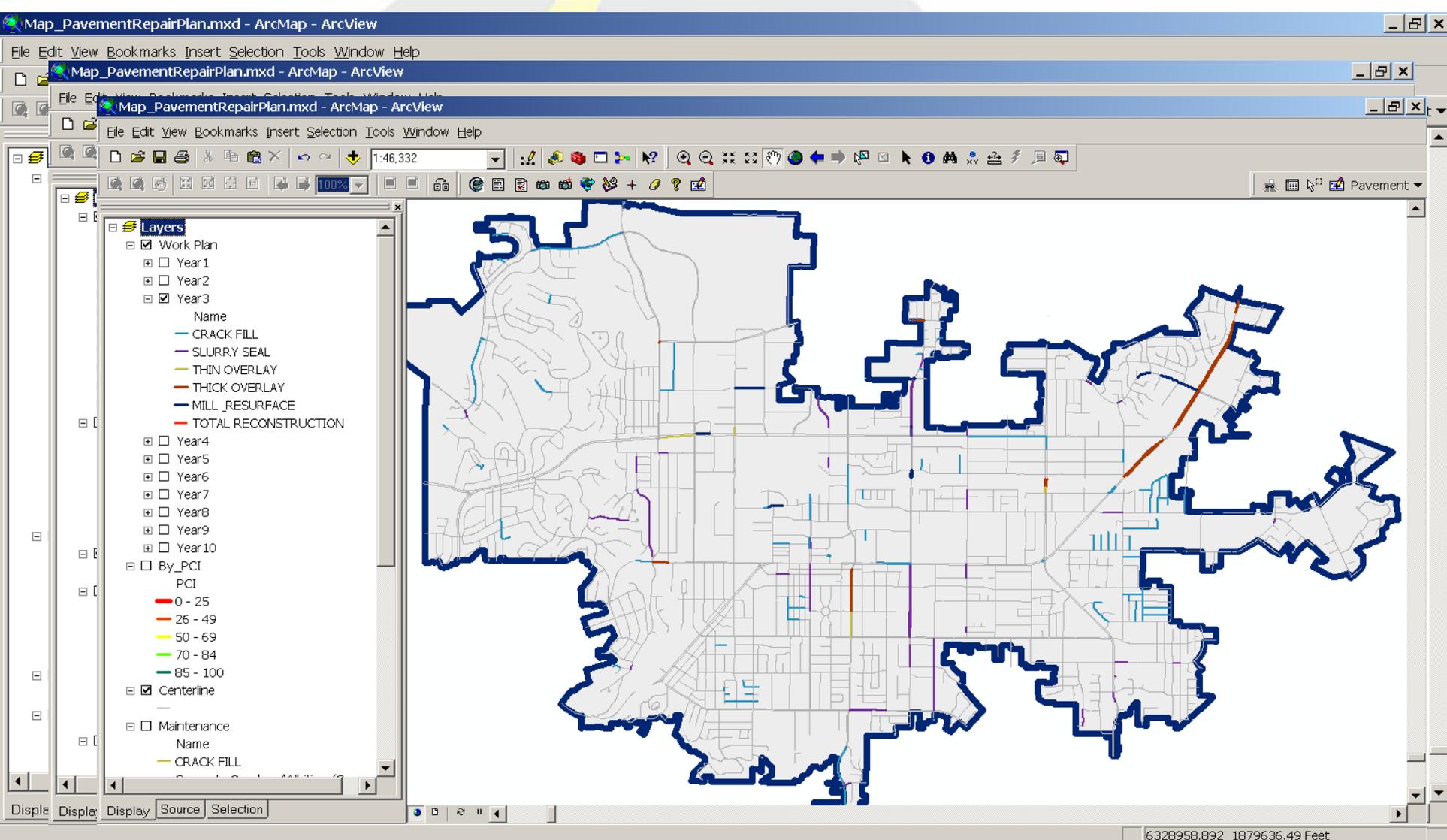
SQL Filter:

Scale Factor:

Add Delete OK

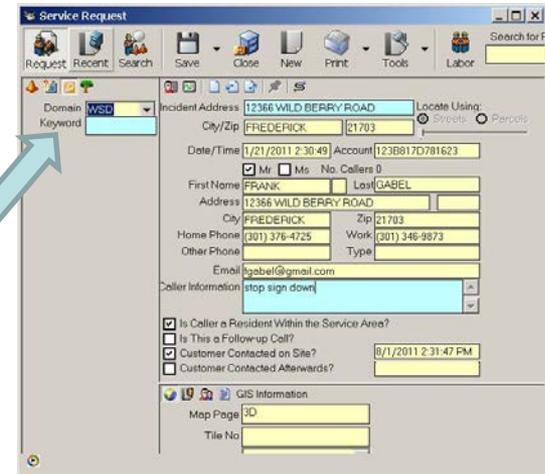
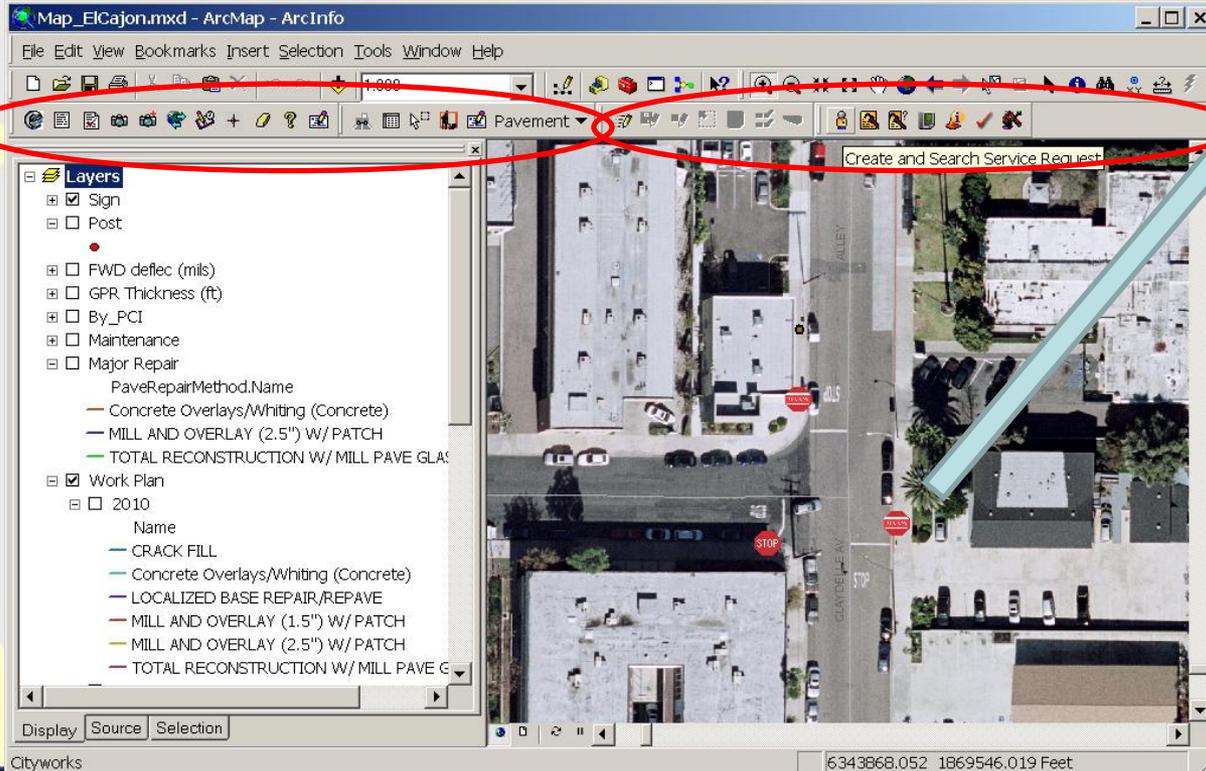


# Multi-Year Pavement Repair Plan



# Cityworks Integration for Asset Inventory & Work Order Management

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





# AVOIDING GRAVEL ROADS

Preserving Municipality  
Roadways

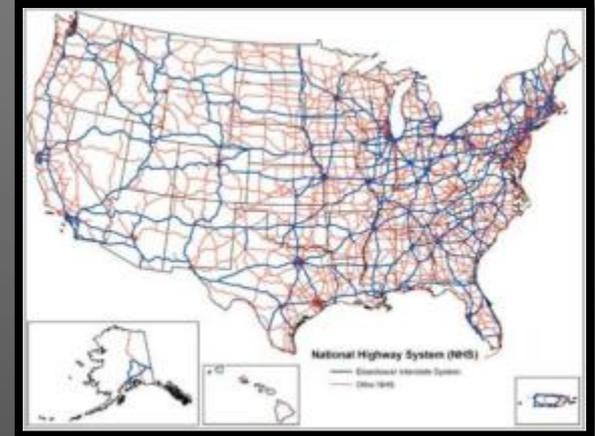


# Pavement Preservation

Federal = 3%

State = 20%

Local = 77%

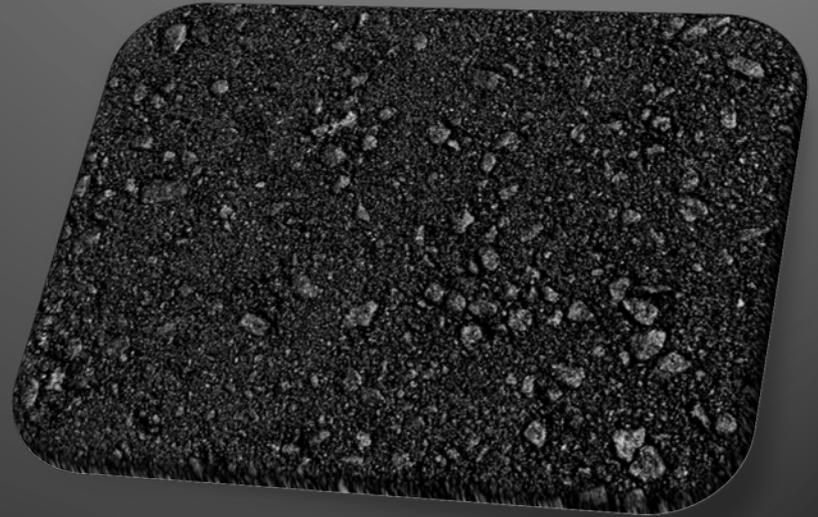
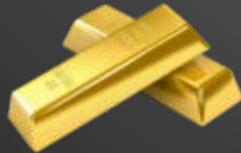


94% of paved roads have an Asphalt surface

# 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

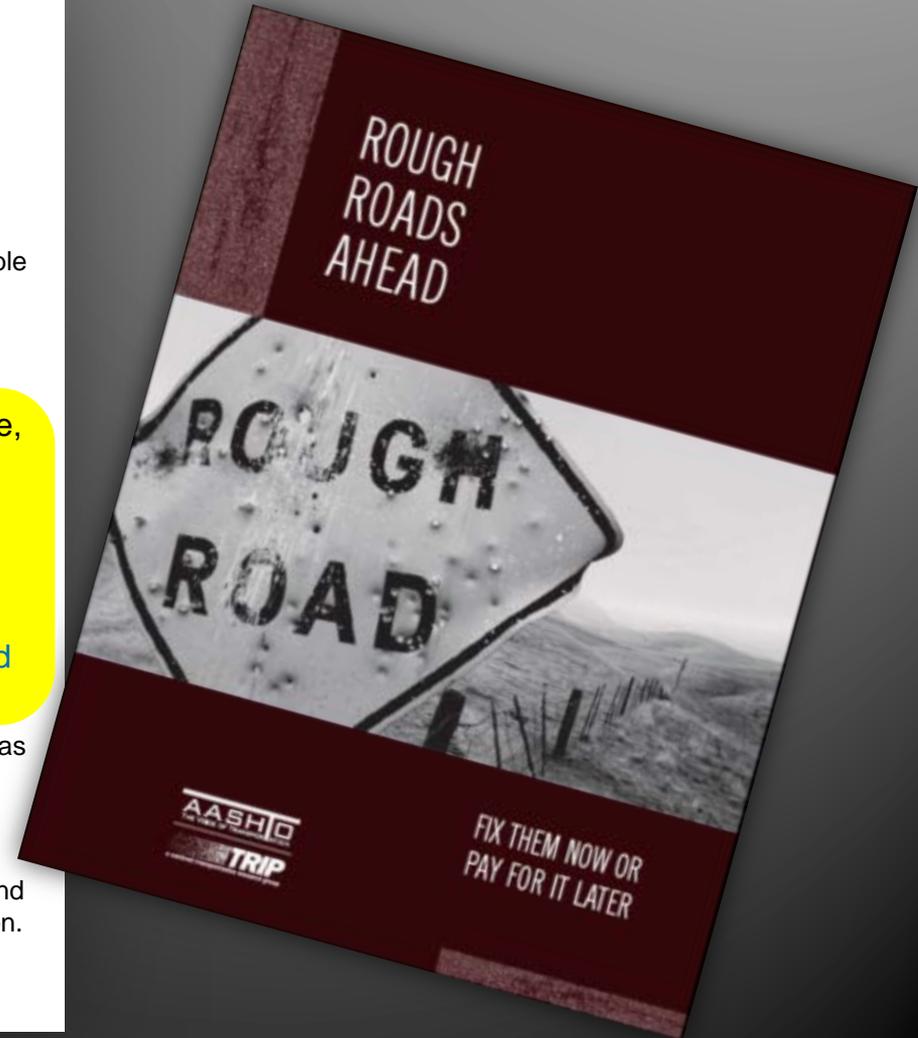
**1 Design** —This stage deals with dimensions, type of materials, thickness of base and top surfaces, and the drainage system. Investments made at the design stage affect the long-term durability of the pavement surface. If, however, sufficient funding is not available to upgrade the design, the road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

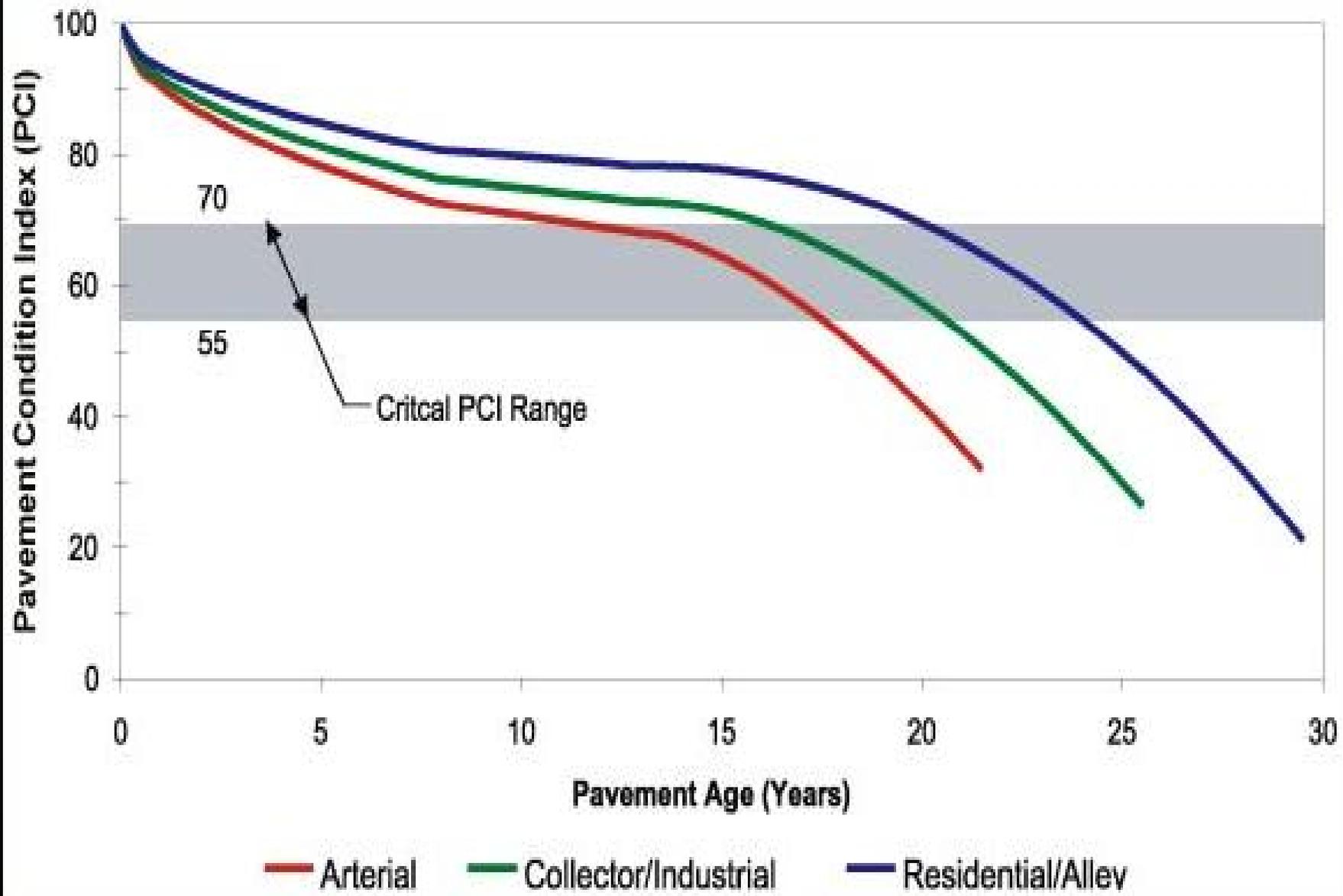
- Preservation is proactive, not reactive.
- We're not talking pothole filling, but pothole prevention.
- As roads worsen, reconstruction becomes the only option, but the cost is unaffordable.



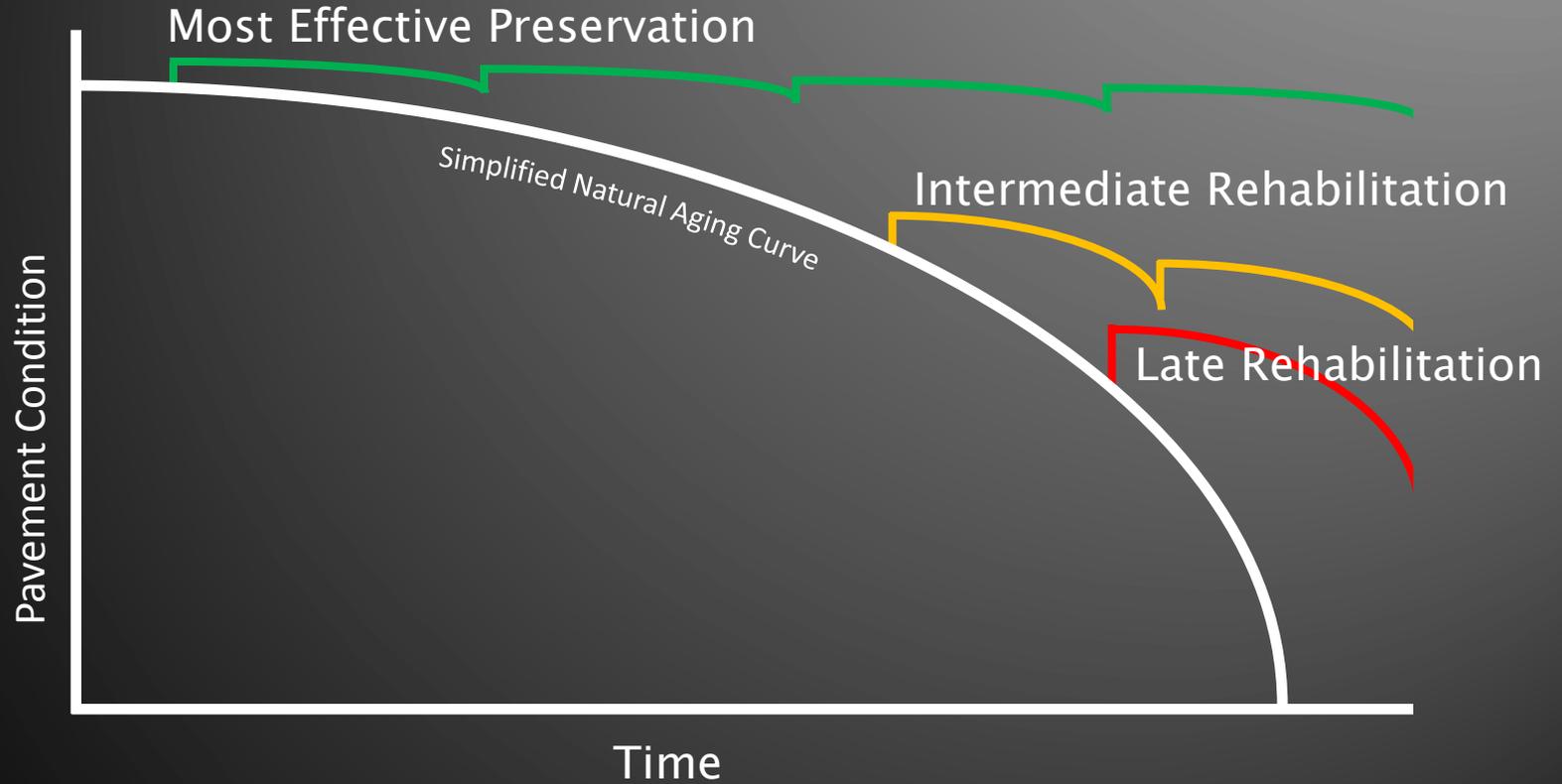
# Worst First”- “Fix it First”

## Not Best Fiscal Policy

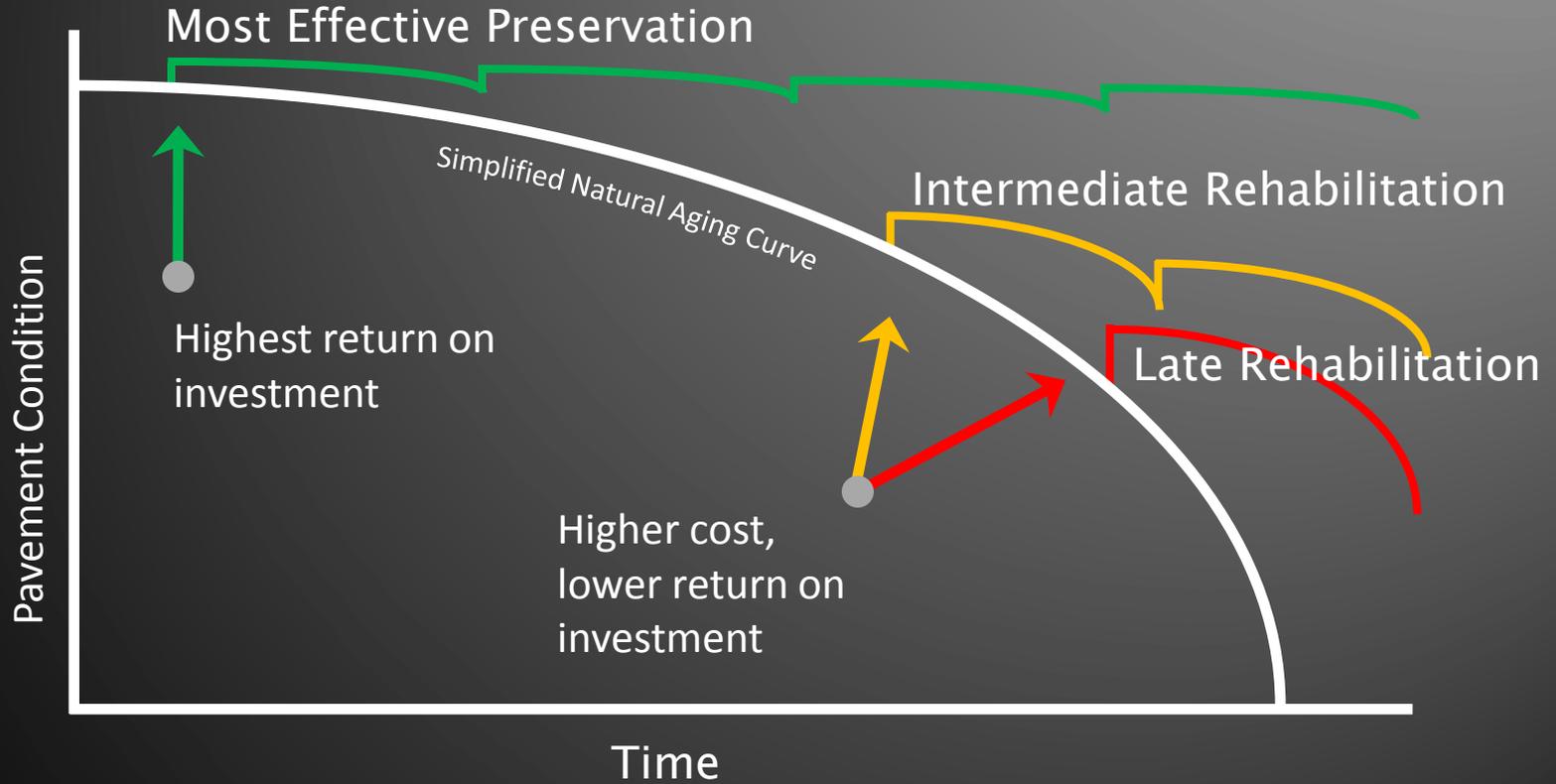
- Fixing the worst roads first means rebuilding, which has the highest cost
- Maintenance on other roads is neglected and their conditions worsen
- Each year adds more miles to the list of “worst” that need rebuilding
- Agencies dig themselves into a deeper financial hole with the “Worst First” strategy.



# 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:

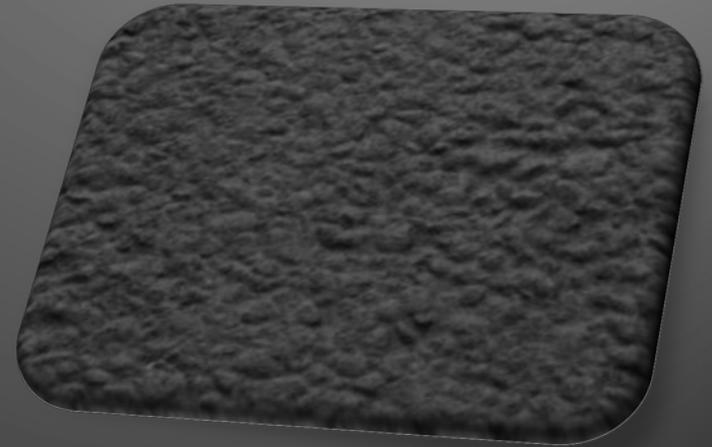
**AASHTO**  
THE VOICE OF TRANSPORTATION

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

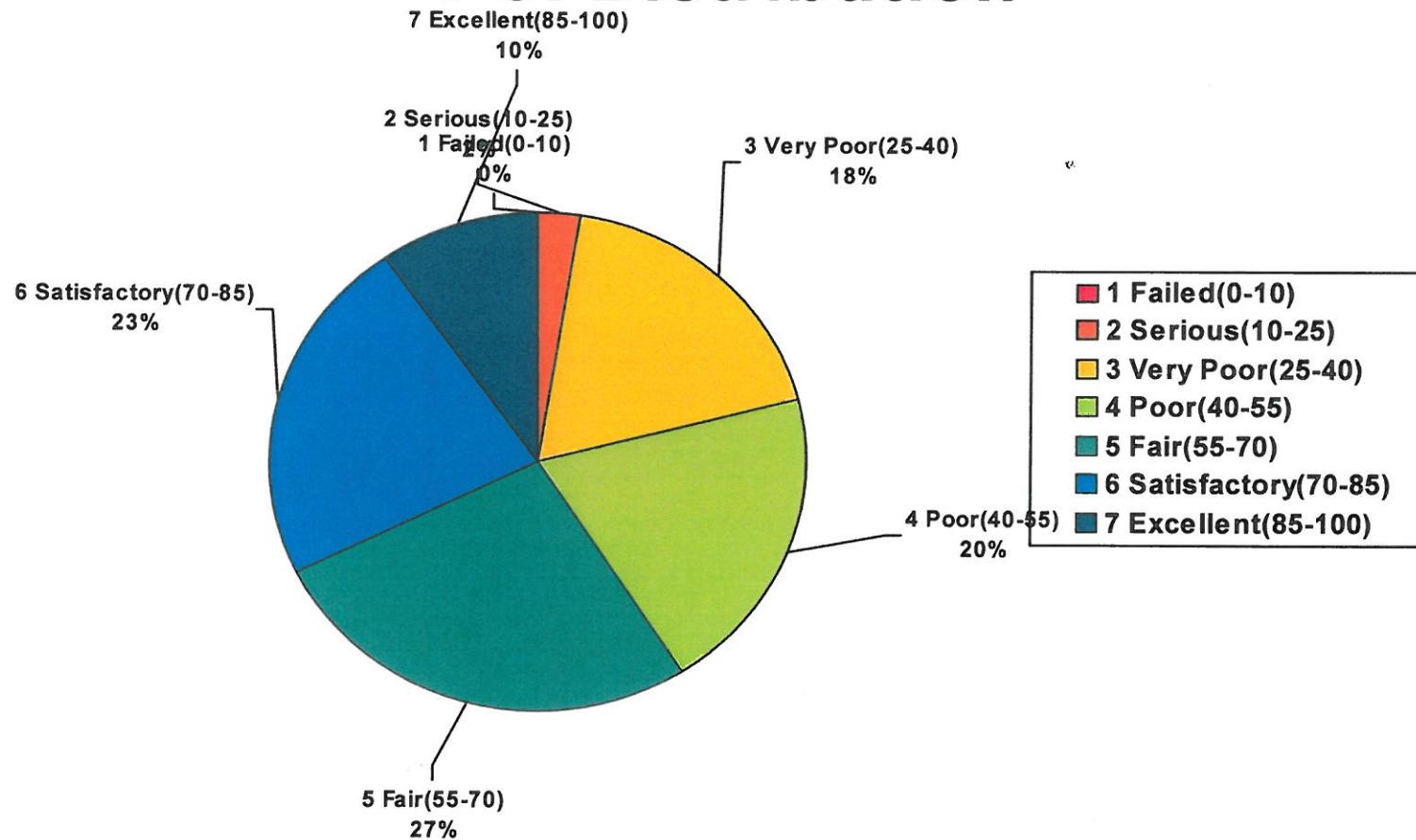
### **- structural overlay**

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%

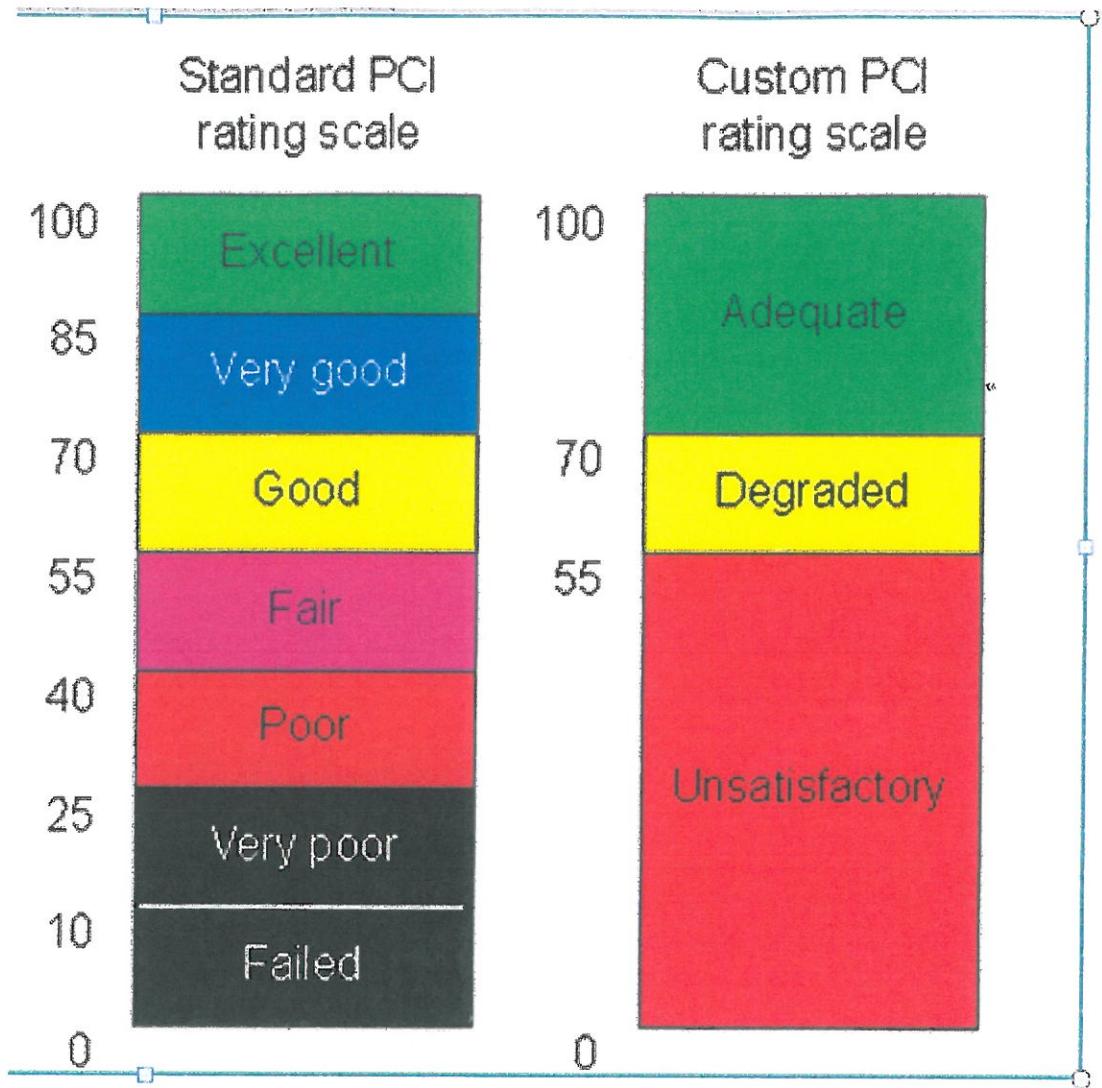
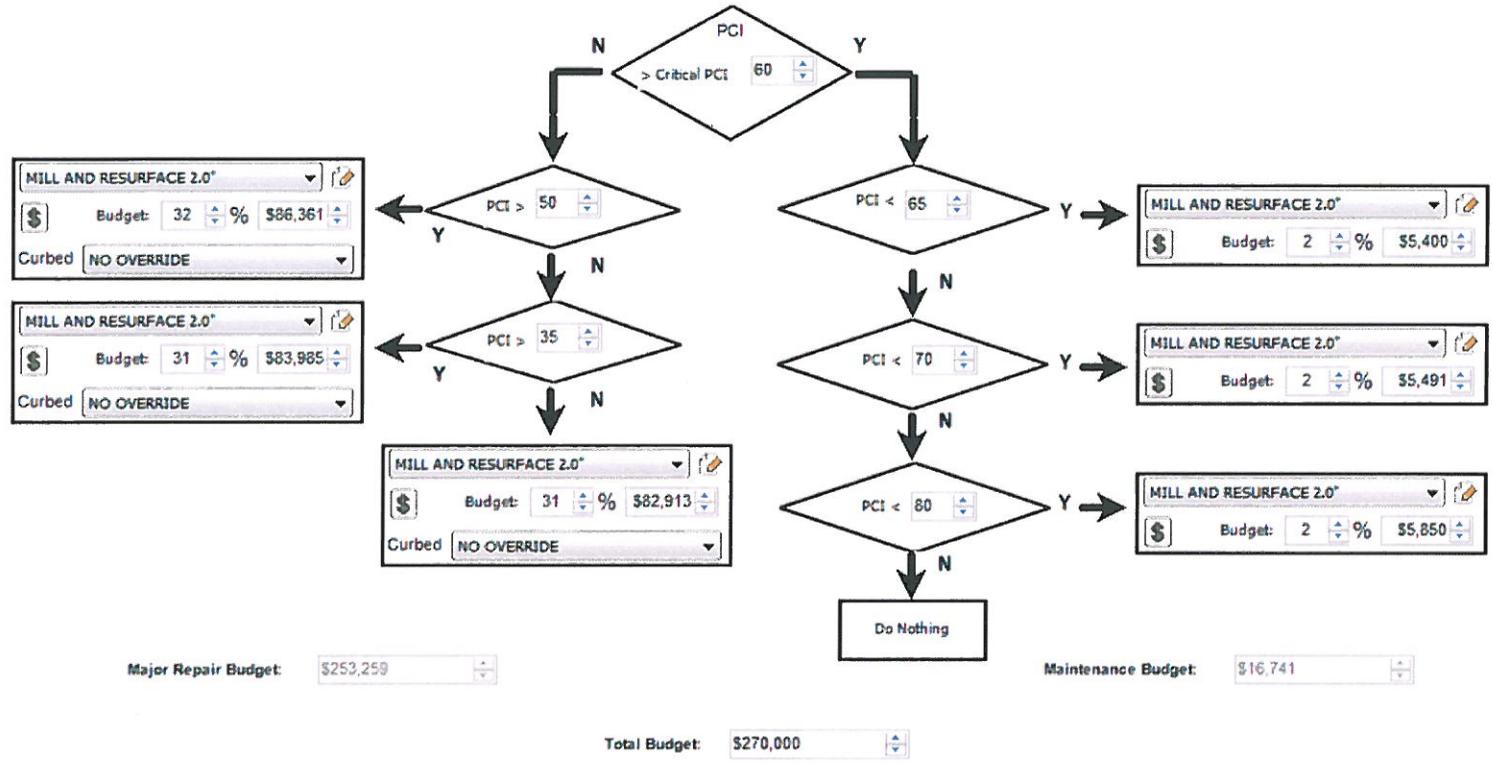


Table of Contents

- 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



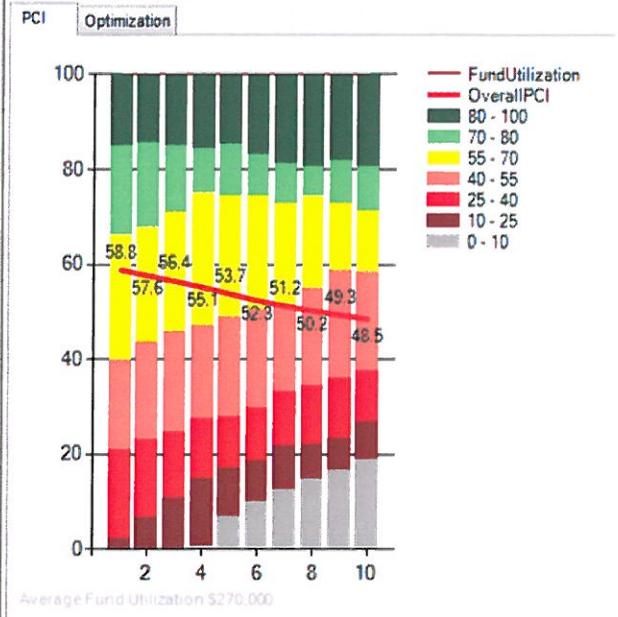
Project PCI Years: 10  Auto Rebalance

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

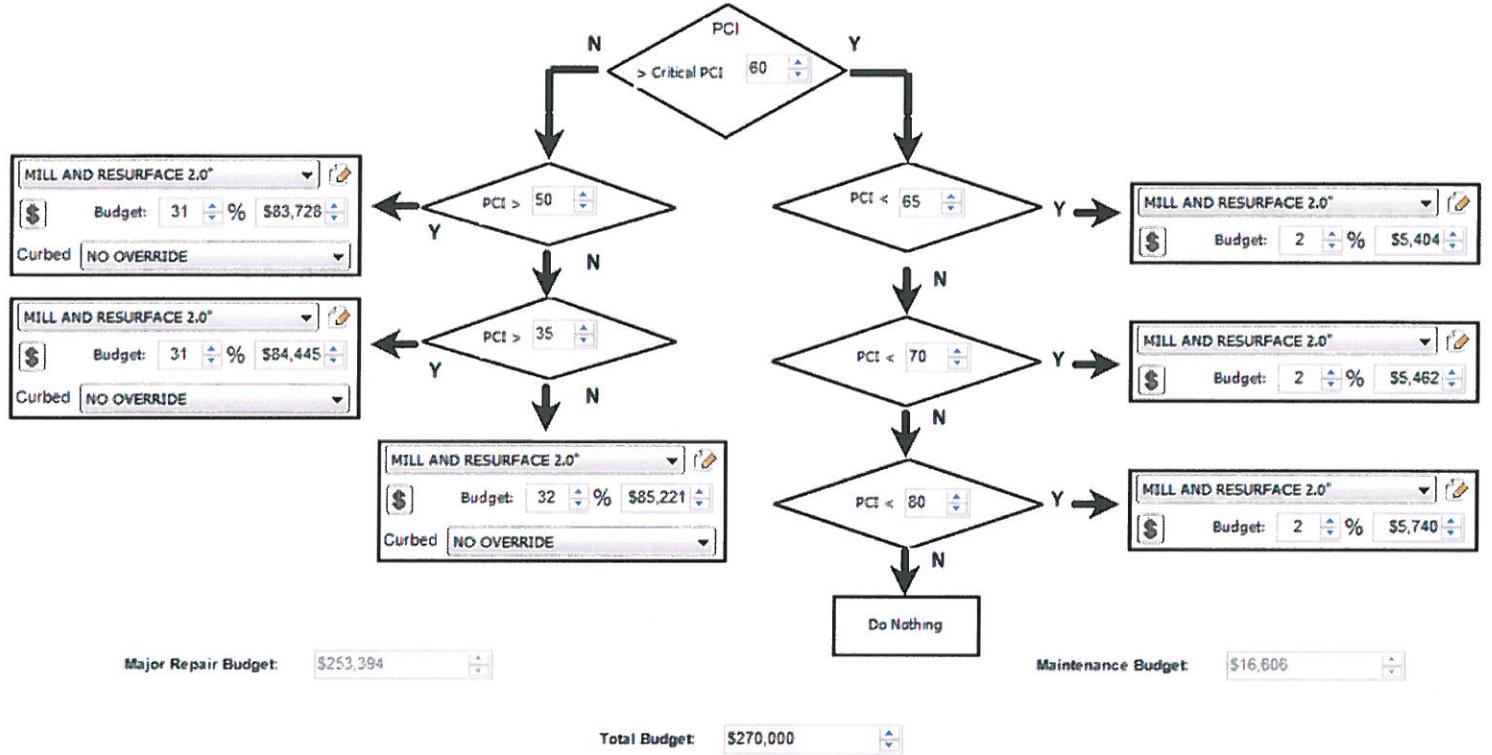
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Add

Delete

Asphalt Concrete



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

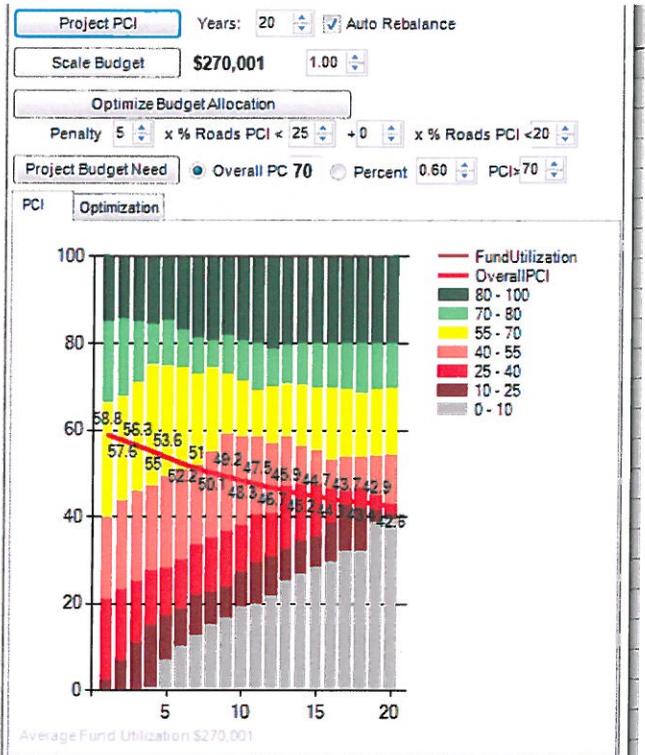
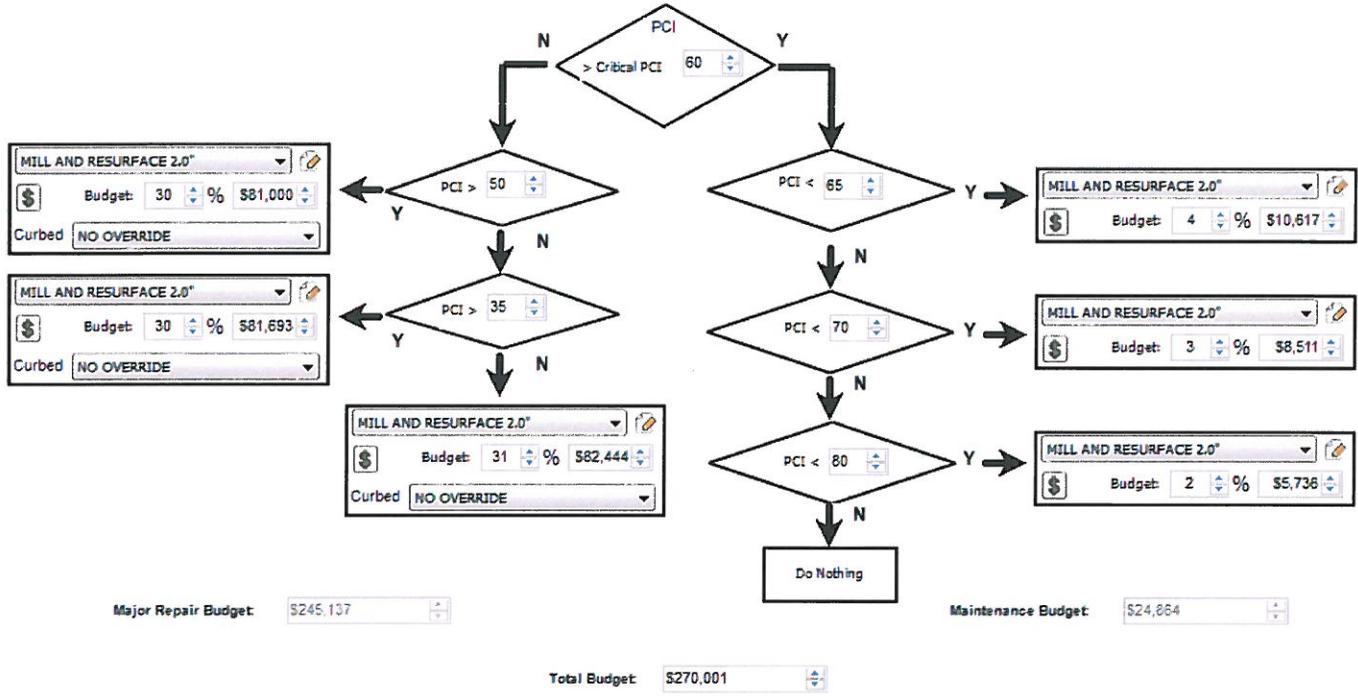
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Description:    Order By: StreetName     Group As Project

SQL Filter:    Add

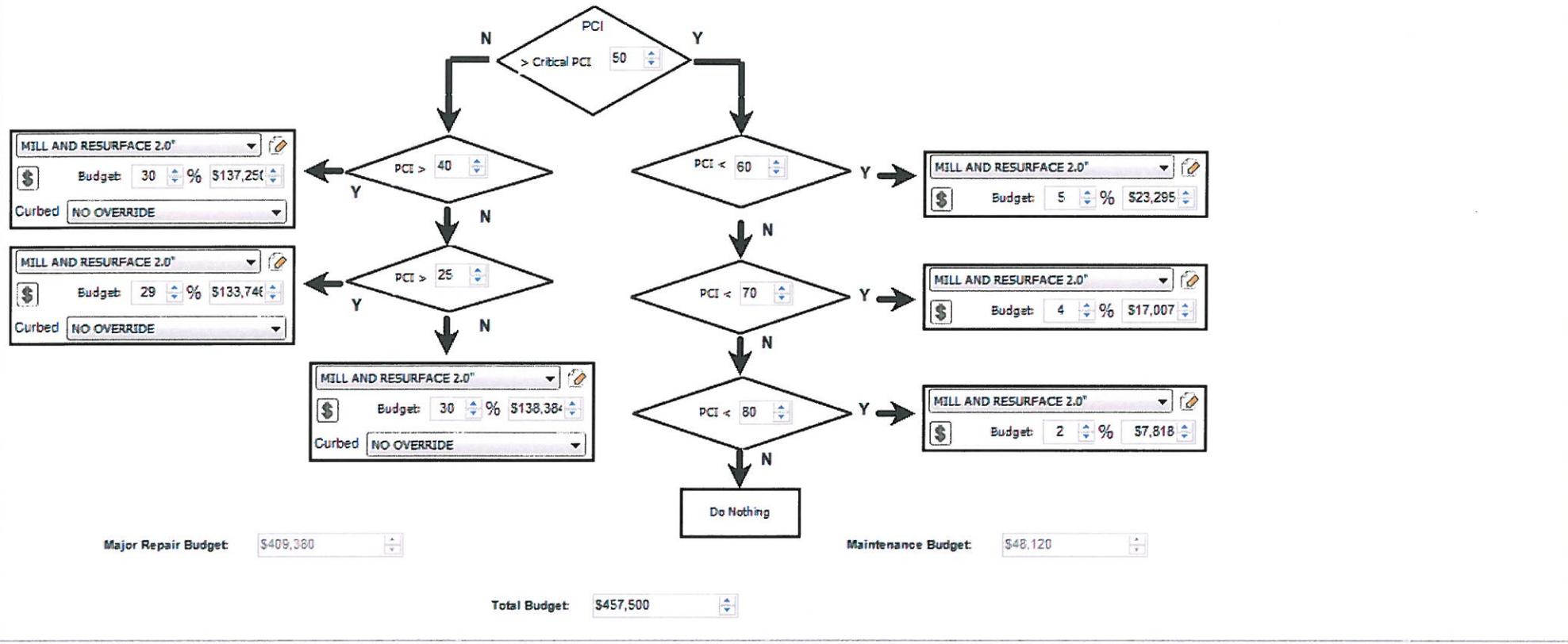
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Asphalt Concrete



- 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

Asphalt Concrete



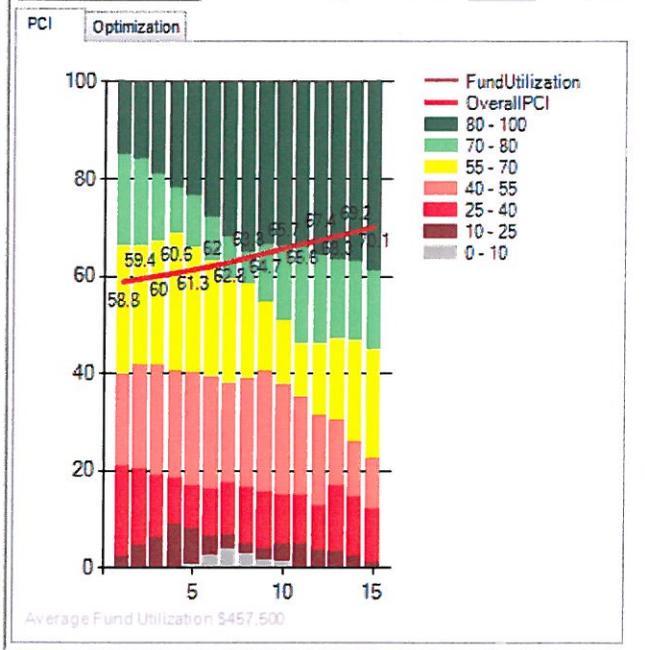
Project PCI Years: 15  Auto Rebalance

Scale Budget \$457,500 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



overlay 10 yrs  
 overlay 15 yrs  
 mill and resurface 20 yrs  
 15 yr PCI=70  
 New Decision Tree  
 20 yr PCI=70  
 Main Decision Tree

Name: 15 yr PCI=70  Default Decision Tree

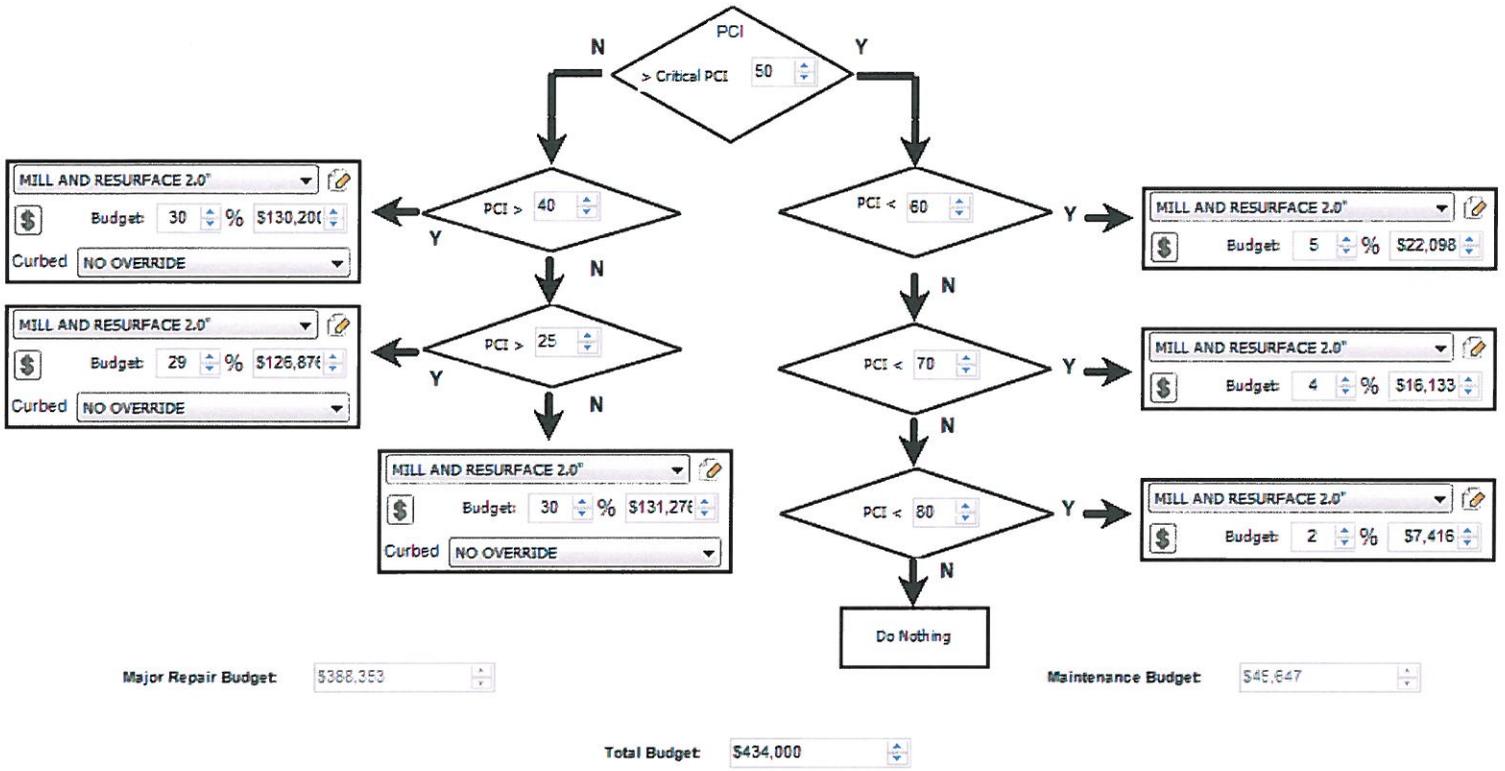
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SQL Filter:

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Add  
Delete

Asphalt Concrete



Major Repair Budget: \$388,353

Maintenance Budget: \$45,647

Total Budget: \$434,000

Project PCI Years: 20  Auto Rebalance

Scale Budget \$434,000 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 on \$434,000

- overlay 10 yrs
- overlay 15 yrs
- mill and resurface 20 yrs
- 15 yr PCI=70
- New Decision Tree
- 20 yr PCI=70
- New Decision Tree

Name: 20 yr PCI=70  Default Decision Tree

Description: Order By: StreetName  Group As Project

SQL Filter:

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

Add

Delete



## **Town Council Agenda Summary**

### **Meeting Date**

December 2, 2014

### **Department**

Town Clerk

### **Issue**

Consider approval of minutes for the regular Council meeting of November 18, 2014.

### **Summary**

None

### **Attachments**

November 18, 2014 minutes

### **Recommendations**

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, NOVEMBER 18, 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  
Elizabeth Dillon, Town Attorney  
Susan N. Johnson, Town Clerk  
Ryan Spitzer, Assistant Town Manager  
Gary Woodson, Public Works Director  
Barry Thompson, Finance Director/Treasurer  
Ben Cook, Police Chief  
Joey Hiner, Public Works Assistant Director  
Chris Linkous, Fire/EMS Captain  
Glenn Austin, Lieutenant-Patrol  
Valerie Cummings, Sergeant-Professional Standards

**The Mayor called the work session to order at 6:00 p.m.** for an update on renovations to the Farmers' Market as part of the \$700,000 CDBG Project. Ryan Spitzer began by commenting that he would make this presentation to Council tonight and then bring it back for formal action at the first meeting in December. They would like to advertise the bids during the month of December and have the bid opening in January. The goal is to have the Farmers' Market renovations completed before the Dogwood Festival in April.

He began with a slide showing the current Farmer's Market including the 11 parking spaces along Lee Avenue. The proposal is to eliminate six of these spaces. The next slide was an aerial view of the Market.

The new proposed design of the Market was shown on the next slide. The five parking spaces along Lee Avenue that will remain will be angled parking with seat walls in the front of each space for people to sit on during events at the Farmers' Market or other events downtown. There will also be a grassed area to conform with the pervious parking arrangement with the grant. Vendors can also use this area for placing tents and selling their wares. In front of the stage, brick pavers will be placed over the concrete with a concrete wall erected on the side of the stage along Walnut Avenue.

This design was approved by the Downtown Management Team. Their basis for this design is to move the stage area towards a "House of Blues" feel with the concrete and a distressed barn look for the building behind the stage. This would be a second phase to the grant.

Vice Mayor Hare asked about the angle of the sitting wall and Mr. Spitzer commented that they are angled to keep in line with the front of the stage area.

Mr. Adams asked about the trees in the proposed design and Mr. Spitzer commented there will be three placed in the area. Mr. Nance commented if they would block the view of spectators when someone is performing on the stage area and there is a large crowd. Mr. Spitzer further commented that the plan is to purchase trees that will be tall enough to not block the view of the stage.

Mr. Spitzer next commented that at the corner there is a flagpole and a 911 Memorial that the Woodmen donated to the Town. He is in discussion with the Woodmen to either relocate the Memorial temporarily during construction or to relocate the flagpole and the Memorial permanently near the existing Farmers' Market sign.

The next slide showed a diagram of the proposed seat wall. The top of the walls will be level with the seating level based on the slope of the ground. The walls will be concrete on top and the ends with corrugated tin underneath.

The idea behind the House of Blues feel is to create a unique space at the Farmers' Market where people will want to come.

Mr. Spitzer continued by commenting that there is also discussion about doing some type of street painting between the stage and the Market to give a more defined area, but it will have to be done as another phase of the property, not with the grant.

The Mayor asked about putting the brick pavers in the area which is typically used for dancing. Mr. Spitzer responded that since there may be only four events that people actually dance at, an option is to put down a removal dance floor. The pavers will be close together and will allow for most dancing without high heels.

There will be three bollards to keep vehicles from backing up onto the brick area. Also, the wall to be placed along the stage area will be similar to the seat walls with space

to add a name. An idea that came from the Management Team was to sell the space to be named for improvements to the stage area.

The Town Manager commented on the painting of the road surface. The concept is about how to bring an urban functional road system environment into an amphitheater/music venue/special events center when the roads are closed off. The painting could be anything from the new Town branding logo to just a contemporary mural of colors.

The stage is very utilitarian and we want to transfer it to fit more of a theme. This will require additional funds because it was not in our original grant proposal. However, once we have accomplished our set goals and there are funds left over, we may be able to ask them to be transferred over to another project. If not, it can become a public project that may have an opportunity for some naming rights if private entity would be interested in contributing some funds for this next phase.

The original plan included funds to re-arrange the entire entrance to the Farmers' Market. However, the Management Team looked at the concept and agreed to not do this because it added no value to the project. These funds will be used for more aesthetic improvements.

Mr. Spitzer commented that the original budget for the Farmer's Market was \$114,000. The budget and proposed plan just presented is \$112,000.

Vice Mayor Hare asked about the useful life of the proposed design plan since we tend to build and renovate expecting to get 10 to 20 years out of them. Mr. Spitzer responded that the "House of Blues" feel will be accomplished through paint with no major façade work done. Anything that we do with this concept can be changed in years to come. The only items that will have an extended period of life will be the concrete seat walls along the stage area and at the parking spaces.

Mr. Nance commented this is to bring the stage area into a more useful and aesthetically clean venue position and not necessarily trying to open the area for greater opportunities such as a concert venue. Mr. Spitzer responded that this concept will not bring in larger bands unless the stage is expanded.

The Mayor expressed concerns about the bands getting their equipment in and out around the concrete barriers and the trees being obstacles where they are proposed to be located. The Town Manager commented that the barriers will not be a limiting factor for a band.

Mr. Nance commented that the Farmers' Market structure itself is much higher than the stage. At the Mingles at the Market there are people standing all the way back at the Market watching the band and these two trees will block that line of site. He also commented that the brick pavers look nice, but why are we putting in something that it going to require the purchase of another floor for a dancing surface.

Ms. Weeks asked if the trees could be moved out and do different landscaping in those areas. The Town Manager responded that the trees could be placed on the other sides of the entrances. Ms. Weeks then commented that she would like to see more specifics on the seating walls and the trees.

Mr. Spitzer commented that the trees are a suggestion, but are not a requirement. The Town Manager stated that we can do landscaping or just grass the area. The idea of trees was for shading and to get some trees in the downtown area.

The Mayor next commented that we need to do something to improve the stage area and he would like to see all of funds spent on that area. Mr. Spitzer commented that he would ask DHCD if we can use the funds for improvements to the stage area and building.

Mr. Spitzer next commented that the grant also includes \$11,470 for improvements to the Virginia/Pollard intersection with tree plantings, low maintenance flowers and new signage.

The streetlights construction will begin on December 1<sup>st</sup>. The section of Lee Street from Pollard to Maple will be done first to limit construction during the Christmas season for the businesses there. We will then move across Pollard to the other section of Lee Street which should be completed in two weeks. It will then take six weeks to complete Pollard Street. At the end of eight weeks, all of the concrete bases will be in place and ready for AEP to come in and put the streetlights in.

**The next item on the work session was an update on** final design and bidding for renovations to the Fire Department building. The Town Manager commented that the bids were put out on Sunday and a mandatory pre-bid meeting is scheduled for December 3<sup>rd</sup> at the Fire House. All the bids are due in on December 12<sup>th</sup> and the bid opening will be at 2:00 p.m. If we are able to award a bid, we will bring it back to Council for their final approval. The budget amount is \$300,000 and the County has agreed to pay 50% to \$150,000.

**The Mayor called the regular meeting to order at 7:10** 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, Doug Forbes led the Pledge of Allegiance to the U.S. Flag.

Roll call

**Under upcoming community events/announcements,** Mr. Adams reminded everyone of the Breakfast Lions Club spaghetti dinner on December 4<sup>th</sup>. Ms. Weeks reminded everyone of the Christmas Parade on December 4<sup>th</sup>. The State of the Town will be on November 20<sup>th</sup> at 8:00 a.m. at the War Memorial. The Chamber Holiday Open House will be on December 16<sup>th</sup> from 5:00 pm to 7:00 pm.

At the War Memorial, there will be a Holiday Concert and Afternoon Social on December 7<sup>th</sup> at 3:00 p.m. presented by the Roanoke Valley Children's Choir and Madeline's Christmas on December 13<sup>th</sup> from 9:00 a.m. to 11:00 a.m.

Vice Mayor Hare announced the Holiday Open House at the History Museum on December 6<sup>th</sup> from 10:00 a.m. to 2:00 p.m.

**Council Member Nance made a motion to approve the** Consent Agenda as presented; the motion was seconded by Vice Mayor Hare 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 meetings of October 21, 2014 and November 4, 2014

**The next item on the agenda was the recognition of** the Police Department for their 4th Accreditation Status. The Town Manager introduced Sheriff Ric Adkins from the City of Salem and Gary Dillon, Program Director for the Virginia Law Enforcement Professional Standards Commission. Sheriff Adkins made comments and awarded the Re-accreditation Certificate to Chief Cook on behalf of his department. Chief Cook recognized Lieutenant Glenn Austin and Sergeant Valerie Cummings who were also present.

**Council Member Nance read a Memo from Chief Cook** naming Sergeant Timothy Lawless as Officer of the Month for October.

**Under citizens' comments and petitions,** Doug Forbes commented regarding the need to expand the current History Museum and would like for Council to take whatever action is necessary for the Historical Society to begin a fundraising campaign for this purpose. The Mayor directed that the matter be put on an upcoming agenda for Council consideration.

**The next item for consideration was a Resolution** approving a General Fund Reserve Policy. Barry Thompson made brief comments regarding the Policy. This Policy establishes a minimum General Fund reserve target for a reserve for economic uncertainty, for emergencies and for working capital. The reserve will be equal to two months of discretionary General Fund revenues which based on the current budget will be \$1,270,732. This Policy also allows the transfer of up to \$700,000 for working capital for those periods where expenditures exceed revenues with the understanding that those funds would be replaced by the end of the fiscal year. The Policy will be reviewed each year and the reserve amount will be established based on the operating budget for that fiscal year.

Vice Mayor Hare commented that the Finance Committee reviewed the Policy and recommends that Council approve it as presented. He then made a motion to adopt the Resolution as presented; the motion was seconded by Council Member 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).

Adopted Resolution No. 2089 approving a General Fund Reserve Policy

**The next item was to 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. Mr. Spitzer began by commenting that this matter has been discussed on several different occasions with Council and this is a formal presentation on a proposed site plan and Memorandum of Understanding.

Mr. Spitzer next began with a PowerPoint presentation. The first slide showed an aerial view of the property. The next slide showed the proposed improvements. The area that is currently graveled will remain a parking area with wood around the area. The two concrete slabs will be repaired and covered with a sports turf surface. This surface will give

a smooth surface for the skateboarders and BMX riders to skate on. This is the same type of surface that you typically see on a tennis or basketball court.

The ramps will be set up on the surface to promote flow and a concrete ramp will be created for transition between the top and bottom slabs. The area that is currently blacktop will be used for more street-type skating. The area will be bordered by a four-foot black fence to keep skateboards out of the street and to keep vehicles from parking onto the area. There will also be a fence erected between the site and the Municipal Building parking lot to prevent skating from the parking lot onto the concrete slabs. Concrete steps will be built down to the skateboard site for those who may use our parking lot for vehicle parking.

The cost to do the improvements will be \$20,000. The recommendation is for the Town to purchase all of the materials with some of the labor and equipment to be provided by individuals who are in construction and partners with Renewation.

Mr. Spitzer next commented that in the design process, they looked at the 10 tenets of a successful skatepark from the Tony Hawk Foundation. He then briefly reviewed the 10 tenets and indicated that all of them will be met with this proposed skatepark plan except that the ramps will be steel and wood instead of concrete.

Mr. Spitzer next reviewed some of the key sections in the draft Memorandum of Understanding that was provided to Council prior to the meeting. Due to the fact that Invoke Ministries has not completed the process to become a 501c3 corporation, Renewation will be the entity to execute this MOU. This can be amended to change the parties.

The premises will only be for approved uses. However, if any other organization desired to use the premises, the Town will have to approve such use. The Town has agreed to maintain the site itself and Invoke Ministries will maintain the ramps. They have agreed to do programming at least twice a month and scheduling some teaching sessions during the summer months and some bigger events.

The Town will place trash bins on the premises and trash pick-up will follow the same schedule as the other downtown areas. After big events, Invoke will clean up the premises. We will be meeting with AEP on December 2<sup>nd</sup> regarding putting some type of lights on the two existing poles that are on the site. We have also agreed to provide electricity to the site to be used for their events.

Regarding hours of operation, the MOU states that Monday through Saturday the park will be open from 7:00 a.m. to 9:00 p.m. However, when Invoke Ministries is holding events the park can remain open until 10:00 p.m. Sunday hours will be from 1:00 p.m. to 9:00 p.m. In response to a question of how will the park be closed, Mr. Spitzer commented that we can have the lights programmed to turn off at the designated time. We do not recommend that because we do not want the area to remain dark. Basically, the signage will give the operation times. The signs will also state that skaters must wear helmets, knee pads and other protections among other things.

The Town Manager commented that we will have the authority to ask anyone to leave by establishing the rules and posting them on the property. It may require a Police Officer and we will work with our adjacent churches to make sure they know who to call if they have an issue.

The MOU also provides for an option to renew by a 60 days' notice or to terminate by a 90 days' notice by either party. Renewanation has liability insurance and we have provided that they have \$1 million with the Town listed as an additional insured. We are proposing to have the ramps inspected once a month and we will finalize the details of who will handle this inspection for us.

Mr. Adams asked about designating the parking area that is now being used by Fire and EMS personnel. The Town Manager responded that these spaces will be reserved and marked for emergency personnel. During any event, we will be sure that accessibility is provided for Fire and EMS.

The Mayor reiterated that if an event is being sponsored by Invoke Ministries that their insurance will cover that activity and at any other time our general liability insurance through VML will cover.

Vice Mayor Hare asked about providing restroom facilities for the site. Mr. Spitzer commented that we can provide port-a-john service at the cost of \$80 per month. Mr. Hare further commented that perhaps we should plan for it now or come up with an alternative. Mr. Spitzer further commented that the only alternative is that during the summer the Farmers' Market restrooms are open during daylight hours and that the Municipal Building restrooms would be available during regular business hours.

Vice Mayor Hare next asked about the \$20,000 in cost and would it come out of the Town's budget. Mr. Spitzer said it would plus in-kind labor and use of another entity's

equipment. Mr. Hare then commented that as a part of the grant we have to do something to the site. It is not just that we want to do a skatepark. The grant provides \$5,000 to re-do the retaining wall in the upper parking lot on the site and the Town said they would commit \$20,000 to improve the site in some fashion.

Mr. Hare next read Section K in the MOU which states "Renewanation agrees to not expressly promote any one faith over another or discriminate any one by faith, sexual orientation, race, gender or any other characteristics on the Premises. The Premises is for use by all of the citizens of the Town". He then asked why we are telling a private entity what they can and cannot do. Mr. Spitzer commented because it is a park and treated like any other government facility. The Town Attorney responded that she will be glad to provide Council with a Memo on this issue if they so desire.

Mr. Nance asked if Council is expected to vote on the MOU at this meeting and the Town Manager responded only if Council is ready to take action. Staff does not expect it, but it does give a framework for discussion and questions. Also, there is the important aspect of engagement with the public. Mr. Nance then commented that he has concerns about the MOU. He does feel that this is a great location, that there is a need for a skatepark and that Renewanation will be a very good partner. His major concern is that this park has to be a good neighbor with those who are already on the properties on either side. Also, if there is only a commitment by Invoke Ministries to two days a month, then that means this will be basically a Town-run skatepark for 341 days a year. In all practically, he feels they will be more active than that, but what will be the Town's responsibility.

Dan Coy with Invoke Ministries next made comments regarding the proposal that has been presented for the skatepark. He made a correction to the statement that there would be two events a month at the park by stating that they are committed to having organized programs twice a week and once a month for a large event.

Mr. Coy next commented that he and his people highly respect the choices of others, but he lives out his life with a Christian world view. We just had a one-day event in a park in the Raleigh Court area where we presented the gospel and shared testimonies about how lives can be changed with good options. We also provide good Christian world-view music and this is how we do these events presently wherever we are allowed to hold them. He is also very involved with the Fellowship of Christian Athletes and we are

invited by students to come to campuses all over. There is no force or coercion and no points at which we try to make someone feel anything other than truth has been shared. In essence, we try to share when asked to share. His organization wants to have a presence at this skatepark and to be responsible and he is meeting with as many churches as possible in the area to see if they will partner with this ministry. This proposal is for opportunities to help youth who skate to have a place where they should be.

Mr. Nance commented that he does not think this Council is scared away by but actually encouraged by a faith-based initiative which is similar to something we have done with the pool. However, this MOU seems to put some restrictions on your ministry. Mr. Coy responded that he has just seen the draft as well and the discussions have been different from the language contained in the MOU. His own personal view and his choice is that if his organization is a partner in the program, they should be able to share. However, he realizes that we live in a country that has evolved and is ever changing in front of us, but he is going to live by principles. He would be uncomfortable in saying that he could not mention his faith.

The Mayor next opened the floor for comments: Reverend R. E. Coles, Pastor of the First Baptist Church in Vinton, commented on behalf of his membership that they did not think this was the right location for the skatepark because it will interfere with their scheduled services. Mike Davich, Deacon of Greater Reed Street Baptist Church, commented on the location of the skatepark being in a high-traffic area. He also stated objection to the Town investing in a skatepark that will be privately run and the fencing that will be placed near the Church property. He also felt that it will interfere with their scheduled services

Mary Barnett, a Vinton resident, commented that her son is a skater and he and the other skaters need a positive, safe, preferred Christian-based, location for them. She is in support of the skatepark and only sees positive things that can come out of it. Tim Greenway, a Vinton resident, commented that the location is a perfect place for the skatepark and he will be disappointed with Council if they cannot find a way to make this happen. He will also be disappointed in the churches in the area if they do not see this skatepark as an opportunity to minister. He would like a basketball court put on the site as well.

Jon Merchant, a Vinton resident, commented that he is in support of the skatepark for the youth of Vinton and the surround areas. He is a former Boy Scout leader and is no

longer involved in scouting and is looking for an opportunity work with youth again and is interested in helping with the skatepark. His son is a skater and this is very much needed. Robin Merchant also commented that they have been attending the skate events sponsored by Invoke Ministries for seven years and she has been impressed with the skaters at the events. They teach the smaller children how to skate, are polite and they work together at the end of the event to clean up and bring down the ramps. They know that someone cares enough to provide this for them, so they do not mind cleaning up and participating and are appreciative of what they are getting. Concerning the issue about noise, she has only seen that being a problem when they have a Saturday event and play music in the afternoon. During the week, it will be like any other park where people come and go and skateboarding is not a noisy activity.

Becky Stewart, a resident of Roanoke City, commented that the skatepark at Wasena was only closed for two weeks for repairs. She takes her son and his friends there to ride their BMX bikes. She is supportive of the skatepark and the leadership of Invoke Ministries. Savannah Daning, a Vinton resident, commented about the noise and is supportive of the location of the skatepark. Matt Combs, owner of Summit Contracting and a member of the Invoke Ministries, commented that he was sorry that the churches were not brought into the discussion sooner. They will work with the church schedules and want to collaborate together and will never inhibit a church service. They are researching a way to make the ramps quieter. Regarding the fencing, all of the fencing is low and the tallest one is a four-foot black one that you can still see over. The fences will border the back parking lot and the gravel lot.

Casey McCauley, a Vinton resident, commented that the skatepark is a great idea and he suggested that the churches and Town staff need to meet together and if possible, move it to another site.

The Mayor then commented that Council approaches this proposal with caution because of the problems at the former skatepark. The fact that there is an organization that is willing to run the park is positive. He feels that the location is good because of its proximity to the Police Department and the Fire Station and believes it can be made to be a safe location. He respects the comments made by the churches and understands their concern. Dan Coy, Town staff and the churches do need to meet and discuss the matter further. He would love to see it work because there is a need for a skatepark in our community because now we see skaters in areas where they do not need to be such as

our sidewalks, streets and our Veterans Monument. He suggested that the matter be tabled for further discussions that hopefully will bring all involved closer together to a mutual agreement.

Vice Mayor Hare made a motion to table the matter; the motion was seconded by Council Member 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** 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. The Town Manager commented that this Agreement came about based on the concept of how to leverage marketing and advertising money for events, the community in general as well as business recruitment and retention and get the word out that Vinton is a great place to live.

Liz Munn-Lively, our current Chamber President, asked how the Chamber could do more and would Council be willing to provide additional funds for this purpose. In the FY2015 budget, an additional \$5,000 was earmarked for this purpose and this Agreement details performance measures will quarterly reports being made to Council. Fundamentally, the Agreement provides that 50% of the funds will be for advertising and 50% for durable marketing materials. We will pay the Chamber in two payments of \$2,500 each this fiscal year and through the budget process we will determine if this arrangement will continue in the next fiscal year. Liz Munn-Lively expressed her appreciation for the Town Manager's work with the Chamber on developing this Agreement.

Vice Mayor Hare asked about the role and authority of the Economic Development Committee. The Town Manager responded that they will make recommendations and review the progress. They will report their findings and goals back to Council and the Chamber. We have had an ad hoc committee for a long time, but this creates a more formal committee that will serve as a team to work with the Chamber as ambassadors for the Town. Mr. Hare then asked what if the Chamber makes a decision to spend some of the funds on something that Council does not support. Ms. Lively responded that the Chamber would not spend any of the funds without providing invoices and getting the support of Council. We have a very itemized plan of how we plan to spend the funds and we will be glad to submit that plan to Council. Ms. Weeks

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

commented that based on her experience as a Past Chamber President, she would like to see the Executive Board make decisions as opposed to just the Executive Director. The Town Manager then commented that perhaps we can amend the Agreement to indicate that the Economic Development Committee will not only make recommendations, but will approve all expenditures prior to them being made. If the Agreement is approved tonight, then Council will need to appoint someone to serve on the Committee.

Council Member Nance made a motion to adopt the Resolution with change in the language at the end of the first sentence in Section 5. of the Agreement to read “review and approve expenditures”; the motion was seconded by Council Member 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 Mayor next asked for a nomination for a Council Member to serve on the Economic Development Committee.** Council Member Nance nominated Council Member Sabrina Weeks and the nomination was seconded by Council Member Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Nance, Weeks, Hare, Grose; Nays (0).

**Council Member Nance asked in lieu of time if Council** would want to table the last work session item regarding the Street Maintenance Operational Program. The Town Manager responded that we can table it to the December 2<sup>nd</sup> meeting. Council Member Nance then made a motion to table the work session item to the December 2, 2014 meeting; the motion was seconded by Council Member Adams and carried by the following 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** 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. After brief comments from the Town Manager, Council Member Nance made a motion to adopt the Resolution as presented; the motion was seconded by Council Member 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).

Barry Thompson, Finance Director, commented that he has discussed with the auditors that anything less than

Adopted Resolution No. 2090 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

Appointed Council Member Sabrina Weeks to the Economic Development Committee

Tabled the work session item regarding the Street Maintenance Operational Program to the December 2, 2014 meeting

Adopted Resolution No. 2091 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

\$1,000 will not have to be brought to Council for approval, it will be handled administratively. Anything over \$1,000 will still require approval of Council.

**The next item was a briefing on recommendation for** replacement of 2006 Chevrolet Impala vehicle in the Police Department. Chief Cook first commented that this Impala was being used to block traffic at the scene of a vehicle accident and was struck by another vehicle. The other driver's insurance company totaled the vehicle and issued payment of \$7,936 to the Town.

This vehicle was assigned to the Patrol Lieutenant and we are recommending replacing the vehicle with a new Police Interceptor vehicle which is built specifically for police officers. This vehicle will have the police package, all-wheel drive, the heavier shocks and suspension. The price we were quoted is \$27,273, including the price of the vehicle and the labor to install all of the needed equipment that was removed from the totaled vehicle.

Mr. Nance asked about the comparable price for a Charger and Chief Cook responded about the same price. Mr. Nance then asked if there are ATF funds available for this vehicle. Chief Cook responded that ATF funds are available and we have used them in the past years ago to purchase two vehicles. He would like to use those funds for body cameras and some other specialty items that would be about this same cost. He would use those funds; however, if Council so desires.

Vice Mayor Hare asked what factors determined the choice to buy the vehicle instead of leasing and Chief Cook responded the simplicity of purchasing it outright. We got quotes to lease the vehicle, but felt that this was the best option. The interest rate on a lease would be approximately six percent. The Town Manager commented that they did discuss in great length the option of leasing the vehicle by piggybacking on the lease for a dump truck to get a better interest rate. However, his recommendation is to purchase this one vehicle outright and use a lease when we are buying several vehicles at one time. Chief Cook further commented that we have requested the vendor to invoice for payment after the first of the year.

The Town Manager commented that we need a consensus of Council to proceed with ordering the vehicle and they will have to take formal action when the invoice is received to transfer the funds. Council gave their consensus to proceed with the purchase.

Consensus of Council to proceed with purchase of replacement vehicle for the 2006 Chevrolet Impala vehicle in the Police Department

**The Town Manager commented on the success of the Shred-A-Thon held yesterday at Woods Service Center.** Tommy Woods sent an email expressing appreciation to the Police and Public Works Departments for their assistance with the event.

The Town Manager also commented that at the last RCACP Board meeting he relayed to them about the change to our animal ordinance allowing for four dogs or cats, of which two or more must be spayed or neutered and it was well received.

**The Mayor commented that we have received a letter** from Senator Tim Kaine acknowledging Council's concern about the marketplace fairness act. He expressed thanks to the DAR for the three trees that were donated and planted at the War Memorial and the Town Clerk indicated that a note of appreciation had been sent to them. He also expressed appreciation to Donna Collins, our Human Resources Specialist, who organized the first luncheon for our employees who are Veterans. The Veterans Day Celebration at Herman L. Horn Elementary School and the Veterans Event at the War Memorial on Sunday were both a success.

**Council Member Adams made a motion to adjourn the regular meeting;** the motion was seconded by Council Member 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 9:35 p.m.

Meeting adjourned

APPROVED:

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

ATTEST:

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



## **Town Council Agenda Summary**

### **Meeting Date**

December 2, 2014

### **Department**

Town Clerk

### **Issue**

Update on Bank on Roanoke Valley – Town Clerk

### **Summary**

Council made a one-year commitment in November of 2013 of \$1,500 to support the Bank on Roanoke Valley initiative. Your Clerk has been serving as the Town's representative on the Bank on Roanoke Valley Steering Committee and will be giving a brief update on the success of the program for the first year.

### **Attachments**

None

### **Recommendations**

No action required



## **Town Council Agenda Summary**

### **Meeting Date**

December 2, 2014

### **Department**

Administration

### **Issue**

Consider adoption of a Resolution in support of a capital fundraising campaign by the Vinton Historical Society for the expansion of the Vinton History Museum.

### **Summary**

The Vinton Historical Society has requested the support of Council to begin a capital fundraising campaign to solicit private funds for the renovation and expansion of the Vinton History Museum.

### **Attachments**

Resolution

### **Recommendations**

Motion to adopt Resolution

**RESOLUTION NO.**

**AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, DECEMBER 2, 2014 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA**

**WHEREAS,** the Vinton Historical Society has operated the Vinton History Museum out of the Upson House located at 210 East Jackson Avenue since said property was purchased by the Town in 1988; and

**WHEREAS,** Vinton Town Council recognizes the importance of the Vinton History Museum in preserving the heritage of this great community; and

**WHEREAS,** in order to properly protect and display the large volume of historical items that have been donated to the Museum, a renovation and expansion is desired of the current Upson House; and

**WHEREAS,** the Historical Society has requested the support of Council to begin a capital fundraising campaign to solicit private funds for said expansion project.

**NOW, THEREFORE, BE IT RESOLVED,** that the Vinton Town Council does hereby express its support of a capital fundraising campaign by the Vinton Historical Society.

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**

December 2, 2014

### **Department**

Finance/Treasurer

### **Issue**

Financial Report for period ending October 31, 2014

### **Summary**

The Financial Report for the period ending October 31, 2014 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee will meet on Monday, December 1, 2014 at 5:30 pm to discuss this report and will make a presentation to Council at their Regular Meeting.

### **Attachments**

October 31, 2014 Financial Report Summary

### **Recommendations**

Motion to approve the October 2014 Financial Report

**Financial Report Summary  
Month Ending October 31, 2014**

THE TOWN OF  
**VINTON**  
V I R G I N I A



**Unaudited**

	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
<b>General Fund 200</b>						
Revenues	8,566,220	1,911,001	343,503	1,775,851	(135,151)	93%
Accrued Revenue Adjustment			270,868	270,868		
Total Adj. Revenues	8,566,220	1,911,001	614,370	2,046,718	135,717	107%
Expenditures	8,566,220	2,880,770	871,475	2,685,347	(195,423)	93%
Revenues over/(under) Expenditures		(969,769)	(257,105)	(638,628)		
<b>Utility Fund 300</b>						
Revenues	3,449,935	1,079,779	443,829	1,154,601	74,822	107%
Less: Tinker Creek Project Revenue		0	0	0		0%
Less: Bond Series 2013		0	0	0	0	
Operating Revenues	3,449,935	1,079,779	443,829	1,154,601	74,822	107%
Expenditures	3,449,935	1,325,227	343,498	1,040,262	(284,965)	78%
Less: Tinker Creek Project Expenditures		0	0	0	0	0%
Less: Bond Series 2013		0	62,675	62,675	62,675	
Operating Expenditures	3,449,935	1,325,227	280,824	977,587	(347,640)	74%
Revenues over/(under) Expenditures		(245,448)	163,005	177,014		
<b>Total All Funds</b>						
Revenues	12,016,155	2,990,780	1,058,199	3,201,320	210,539	107%
Expenditures	12,016,155	4,205,997	1,152,299	3,662,934	(543,063)	87%
Revenues over/(under) Expenditures		(1,215,217)	(94,100)	(461,614)		



## **Town Council Agenda Summary**

### **Meeting Date**

December 2, 2014

### **Department**

Council

### **Issue**

Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 (A) of the 1950 Code of Virginia, as amended, for discussion regarding appointments to boards and commissions as authorized by subsection 1.

### **Summary**

Council will discuss the following:

#### **Board of Zoning Appeals**

Frederick J. "Mick" Michelsen, whose term expires January 16, 2015

#### **Highway Safety Commission**

James Warren Childress, II, whose term expires February 4, 2015

Fred L. Swisher, whose term expires February 4, 2015

A vacant position, which term expires February 4, 2015

#### **Planning Commission**

David R. Jones, whose term expires February 28, 2015

### **Attachments**

Board and Commissions Booklet Summary

Certification of Closed Meeting

### **Recommendations**

Reconvene and adopt Certification of Closed Meeting

**BOARD OF ZONING APPEALS**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Frederick J. "Mick" Michelsen	225 North Maple Street	01/17/10	01/16/15	1848
Allen S. Kasey	105 Giles Avenue	01/17/06	01/16/16	1895
Carolyn Fidler (Alternate)	428 Cedar Avenue	07/01/14	02/20/16	CM-7/1/14
VACANT (Alternate)			02/20/16	
Robert W. Benninger	1206 Jeanette Avenue	01/17/07	01/16/17	1947
Donald R. Altice	627 South Maple Street	09/07/10	01/16/18	CM-12/18/12
Debra P. Hagins	505 Jefferson Avenue	01/17/09	01/16/19	CM-12/17/13

**FAIR HOUSING BOARD (DISSOLVED BY ORDINANCE NO. 928 ON 11/6/12)****HIGHWAY SAFETY COMMISSION**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
James Warren Childress, II	223 Craig Avenue	02/05/09	02/04/15	1949
Fred L. Swisher	422 Chestnut Mtn. Drive	02/05/09	02/04/15	1950
VACANT			02/04/15	
Robert A. Patterson	1056 Blandford Avenue	11/01/07	12/31/16	CM-12/17/13
Carolyn Fidler	428 Cedar Avenue	03/04/08	02/04/17	CM-2/4/14
Roy G. McCarty, Jr.	450 Jackson Avenue	02/05/08	02/04/17	CM-2/4/14
Doug Adams	1632 Meadows Road	09/15/09	02/04/17	CM-2/4/14
Robert R. Altice	616 Maple Street	07/01/10	06/30/17	CM-7/1/14
Benjamin Cook (ex-officio member)	311 South Pollard Street	n/a	n/a	n/a
(ex-officio member)	311 South Pollard Street	n/a	n/a	n/a

**PLANNING COMMISSION**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
David R. Jones	806 Olney Road	03/01/07	02/28/15	1897
Robert A. Patterson	1056 Blandford Avenue	01/01/07	12/31/15	1894
Paul R. Mason	731 Ramada Road	09/07/10	06/06/16	1963
William E. Booth	1007 Blandford Avenue	07/20/10	10/31/16	CM-10/16/12
Dawn M. Michelson	225 North Maple Street	11/06/07	12/31/16	CM-12/18/12

**FINANCE COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Matthew S. Hare	621 Aragona Drive	07/06/10	06/30/16	CM-7/1/14
William W. Nance	1514 Bush Farm Drive	07/06/10	06/30/16	CM-7/1/14
Barry Thompson	311 South Pollard Street	n/a	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	n/a

**PUBLIC SAFETY COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Irvin Douglas Adams, Jr.	1632 Meadows Road	07/03/12	06/30/16	CM-7/1/14
Matthew S. Hare	621 Aragona Drive	07/06/10	06/30/16	CM-7/1/14
Ben Cook	311 South Pollard Street	n/a	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	n/a

**PUBLIC WORKS COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Sabrina M. Weeks	1012 Blakemore Circle	07/01/14	06/30/16	CM-7/1/14
Bradley E. Grose	404 Cedar Avenue	07/03/12	06/30/16	CM-7/1/14
Gary W. Woodson	311 South Pollard Street	n/a	n/a	n/a

**STORMWATER CITIZENS ADVISORY COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
W. Ray Sandifer	912 Colbourne Avenue	09/04	n/a	n/a
David R. Jones	806 Olney Road	11/03	n/a	n/a
VACANT			n/a	

**CLEAN VALLEY COUNCIL**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Anita McMillan	311 South Pollard Street	02/28/95	n/a	n/a

**COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Hal Mabe	6010 Windcrest Lane, Roanoke, VA 24012	06/08	06/30/17	CM-7/1/14
Sabrina M. Weeks	1012 Blakemore Circle, Vinton, VA 24179	07/01/14	06/30/17	CM-7/1/14
Chris McCarty	177 Knollwood Drive, Troutville, VA 24175	12/17/13	06/30/17	CM-7/1/14
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	

**GREATER ROANOKE TRANSIT COMPANY**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Ryan Spitzer	Vinton, Virginia	12/17/13	06/30/16	CM-12/17/13

**ROANOKE REGIONAL PARTNERSHIP**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Bradley E. Grose	311 South Pollard Street	07/06/04	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	10/07/08	n/a	1793

**ROANOKE VALLEY – ALLEGHANY REGIONAL COMMISSION EXECUTIVE COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Bradley E. Grose (Council member)	311 South Pollard Street	07/01/09	06/30/15	1972
Christopher S. Lawrence (Non-elected member)	311 South Pollard Street	07/01/10	06/30/16	CM-6/4/13

**ROANOKE VALLEY GREENWAY COMMISSION**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Janet Scheid	1453 Wolf Creek Drive	07/01/09	06/30/15	1973
Anita J. McMillan	311 South Pollard Street	n/a	n/a	n/a
Matthew S. Hare	621 Aragona Drive	07/10/10	06/30/16	CM-6/4/13
Arthur La Roche, III	1453 Wolf Creek Drive	10/02/12	06/30/16	CM-6/4/13

**ROANOKE VALLEY METROPOLITAN PLANNING ORGANIZATION (MPO)**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
William W. Nance	1514 Bush Farm Drive	07/01/14	06/30/17	CM-7/1/14
Doug Adams	1632 Meadows Road	07/08/08	06/30/17	CM-7/1/14

**ROANOKE VALLEY REGIONAL CABLE TV COMMITTEE**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Mary Beth Layman (Member)	1028 Almond Drive	09/03/91	08/31/15	1979
I. Douglas Adams (Council Member)	1632 Meadows Road	07/01/14	n/a	CM-7/1/14
Christopher S. Lawrence (Executive Member)	311 South Pollard Street	10/07/08	n/a	1795

**ROANOKE VALLEY RESOURCE AUTHORITY**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Christopher S. Lawrence	311 South Pollard Street	12/20/11	12/31/15	1948

**WESTERN VIRGINIA INDUSTRIAL FACILITIES AUTHORITY**

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	RESOLUTION NO.
Gary W. Woodson	311 S. Pollard Street	02/18/14	02/03/16	CM-02/18/14
William W. Nance (Alternate)	311 S. Pollard Street	02/18/14	02/03/16	CM-02/18/14
Christopher S. Lawrence	311 S. Pollard Street	02/18/14	02/03/18	CM-02/18/14
Bradley E. Grose (Alternate)	311 S. Pollard Street	02/18/14	02/03/18	CM-02/18/14

**AT A CLOSED MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, DECEMBER 2, 2014, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.**

**CERTIFICATION THAT A CLOSED MEETING WAS HELD  
IN CONFORMITY WITH THE CODE OF VIRGINIA**

**WHEREAS,** the Town Council of the Town of Vinton, Virginia has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS,** Section 2.2-3712 of the Code of Virginia requires a certification by the Vinton Town Council that such closed meeting was conducted in conformity with Virginia Law.

**NOW, THEREFORE, BE IT RESOLVED** that the Vinton Town Council hereby certifies that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from opening meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

Motion made by Council Member \_\_\_\_\_, and seconded by Council Member \_\_\_\_\_, with all in favor.

\_\_\_\_\_  
Clerk of Council