

Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr., Council Member
Sabrina McCarty, Council Member
Janet Scheid, 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, October 20, 2015**

AGENDA

Consideration of:

- A. 6:00 p.m. - WORK SESSION**
1. Briefing on the Virginia Pollutant Discharge Elimination Systems (VPDES) Permit 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 following:
 - a. Regular meeting of September 15, 2015
 - b. Special called meeting of September 24, 2015
 - c. Special called meeting of October 7, 2015
 - d. Special called meeting of October 14, 2015
- G. APPOINTMENT OF INTERIM CHIEF OF POLICE**
- H. AWARDS, RECOGNITIONS, PRESENTATIONS**
1. Recognition of Paul Mason, Outgoing Planning Commission Member
 2. Recognition of Benjamin L. Cook, Chief of Police
 3. Officer of the Month for September 2015
- I. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda.**

J. PUBLIC HEARINGS

1. Consideration of public comments regarding a proposed ordinance to declare 123 Gus Nicks Boulevard, Tax Map Number 60.16-1-3, zoned CB Central Business District, a blighted property and in violation of Chapter 14 Buildings and Building Regulations, Article V Spot Blight Abatement, of the Vinton Town Code, and to consider approval of the proposed plan to demolish the structure and clear the property.
 - a. Open Public Hearing
 - Report from staff
 - Receive public comments
 - Council discussion and questions
 - b. Close Public Hearing
 - c. Council to consider adoption of Ordinance

2. Consideration of public comments regarding a proposed ordinance to declare 830 S. Pollard Street, Tax Map Number 60.19-4-4, zoned R-2 Residential District, a blighted property and in violation of Chapter 14 Buildings and Building Regulations, Article V Spot Blight Abatement, of the Vinton Town Code, and to consider approval of the proposed plan to demolish the structure and clear the property.
 - a. Open Public Hearing
 - Report from staff
 - Receive public comments
 - Council discussion and questions
 - b. Close Public Hearing
 - c. Council to consider adoption of Ordinance

3. Consideration of public comments regarding a proposed ordinance to declare 308-B 9th Street, Tax Map Number 60.10-4-27, zoned R-2 Residential District, a blighted property and in violation of Chapter 14 Buildings and Building Regulations, Article V Spot Blight Abatement, of the Vinton Town Code, and to consider approval of the proposed plan to demolish the structure and clear the property.
 - a. Open Public Hearing
 - Report from staff
 - Receive public comments
 - Council discussion and questions
 - b. Close Public Hearing
 - c. Council to consider adoption of Ordinance

K. TOWN ATTORNEY

L. TOWN MANAGER

ITEMS REQUIRING ACTION

1. Consider adoption of a Resolution authorizing the Town Manager to file an application for allocation of Virginia Department of Transportation (VDOT) Fiscal Year 2017-2018 MAP-21 Transportation Alternatives (TA) Program funds for Glade Creek Greenway Phase 2.

2. Consider adoption of a Resolution authorizing the creation of two part-time employee positions to convert them from Historical Society Contract employees to Town of Vinton part-time employees and approving the appropriation and transfer of funds.

M. FINANCIAL REPORT FOR AUGUST 2015

N. MAYOR

O. COUNCIL

1. Public Safety Committee Report
2. Comments from Council Members

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 COUNCIL MEETINGS/COMMITTEES:

October 26, 2015 - 6:30 p.m. to 9:00 p.m. – Council Strategic Planning Session – Vinton War Memorial

October 28, 2015 - 8:00 a.m. to 4:00 p.m. – Council Strategic Planning Session – Vinton War Memorial

November 3, 2015 - 6:00 p.m. - Work Session followed by regular meeting at 7:00 p.m. – Council Chambers



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Planning & Zoning

Issue

Briefing on the Virginia Pollutant Discharge Elimination Systems (VPDES) Permit Program

Summary

The VPDES Permit Program seeks to limit pollutant discharges to waterways by issuing permits for discharges of stormwater from Municipal Separate Storm Sewer Systems (MS4s). The Virginia Stormwater Management Program (VSMP) permits discharges of stormwater from construction activities. The VPDES Permit Program requires a Total Maximum Daily Load (TMDL) Action Plan for impaired waterways.

Based on population density, the VPDES MS4 permit requirement was mandated for the Town beginning in March 2003. The permit cycle runs for five years: 2003-2008; 2008-2013, and 2013-2018. As of July 1, 2014, the Town, like the rest of the MS4s localities, became the VSMP authority, which means the Town is responsible for accepting and administering the VSMP permit application for construction activities in addition to enforcing the new SWM regulations. Both the MS4 and VSMP permits require an annual report to be submitted by October 1st of each year.

The MS4 permit renewal must be submitted by April 1st, 60 days prior the expiration of the current 5-year MS4 permit. The initial/2003 MS4 permit fee was \$600.00. The MS4 permit reissuance fee in 2013 was \$4,000.00, which was in addition to the annual MS4 permit maintenance fee of \$3,000.00.

Additionally, by July 1, 2015, under the VSMP and MS4 permits program requirements, a TMDL Action Plan for E. Coli reduction in the Roanoke River, Tinker and Glade Creeks and a TMDL Action Plan for Sediment reduction in the Roanoke River must be and have been prepared.

Attachment

Power Point Presentation
VA DEQ VPDES Permit Program Flowchart
List of MCM and BMP

Recommendations

No action required



**TOWN OF VINTON'S
VIRGINIA POLLUTANT
DISCHARGE ELIMINATION
SYSTEM (VPDES)
PERMIT PROGRAM**

October 20, 2015



Virginia Pollutant Discharge Elimination System (VPDES) Permit Program

- Municipal Separate Storm Sewer Systems (MS4s) Permit
- Virginia Stormwater Management Program (VSMP) – Construction Activities
- Total Maximum Daily Load (TMDL) Action Plans for Impaired Waterways

DEQ VPDES Permit Program

MS4s

TMDL

VSMP

KEY

- BMPs:** Best Management Practices
- DEQ:** Department of Environmental Quality
- ESC:** Erosion and Sediment Control
- MCMs:** Minimum Control Measures
- MS4s:** Municipal Separate Storm Sewer Systems
- SWM:** Stormwater Management
- SWPPP:** Stormwater Pollution Prevention Plan
- TMDL:** Total Maximum Daily Load
- VPDES:** Virginia Pollutant Discharge Elimination System
- VSMP:** Virginia Stormwater Management Program
- WLA:** Waste Load Allocation

Minimum Control Measures (MCMs)

1. Public Education & Outreach
2. Public Involvement & Participation
3. Illicit Discharge Detection & Elimination
4. Construction Site SWM Runoff Control
5. Post-Construction SWM in New- & Re-Development
6. Pollution Prevention/ Good Housekeeping- Municipal Operations

Best Management Practices (BMPs)

Identified & in Place since 2005
Beginning July 2014, some BMPs were enhanced.

Action Plan for Impaired Waterways

- E. Coli/Bacteria Reduction: Roanoke River, Tinker & Glade Creeks
- Sediment Reduction: Roanoke River
- PCB Reduction: Wolf Creek? Included under Roanoke County's WLA July 2016

Best Management Practices (BMPs)

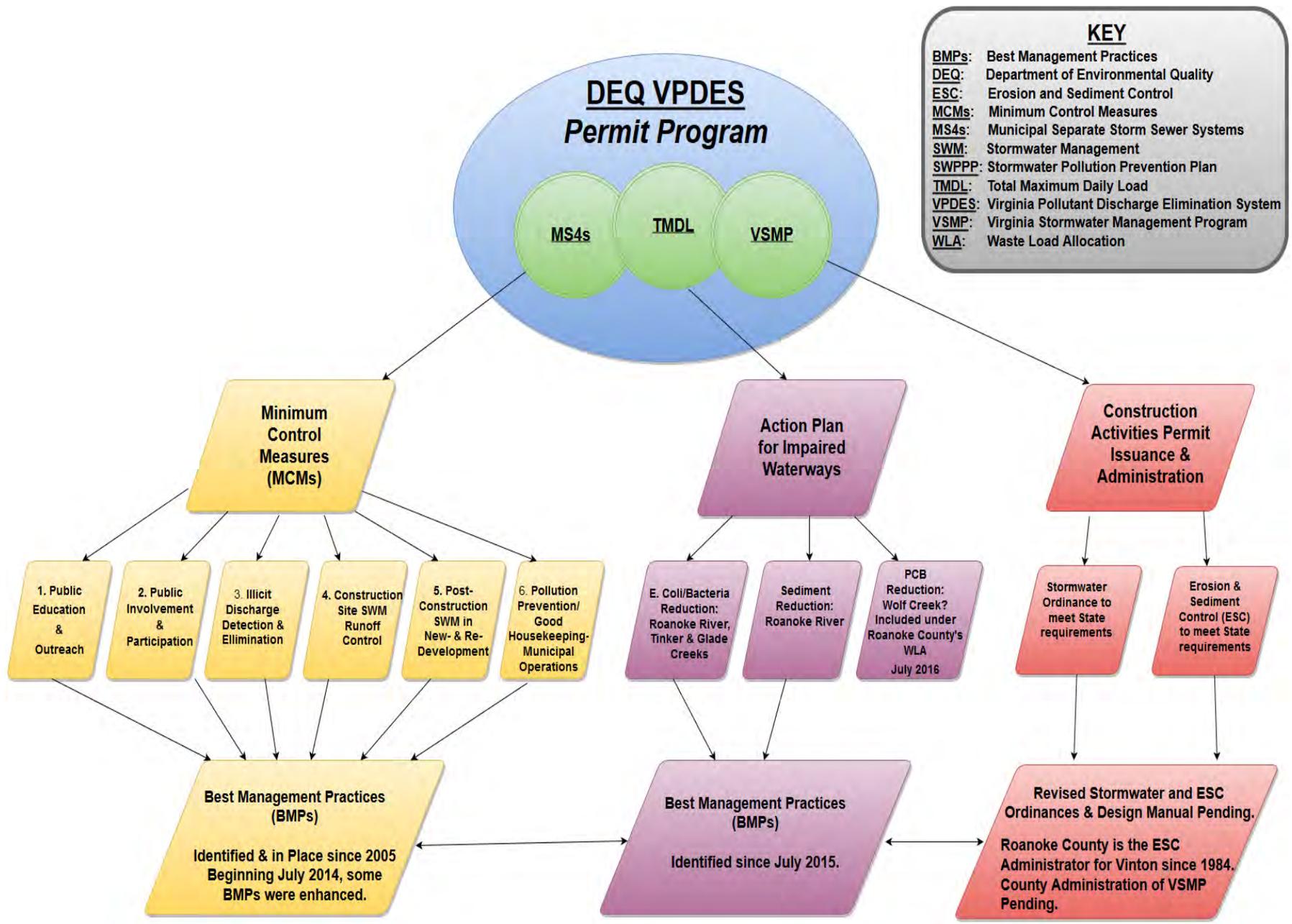
Identified since July 2015.

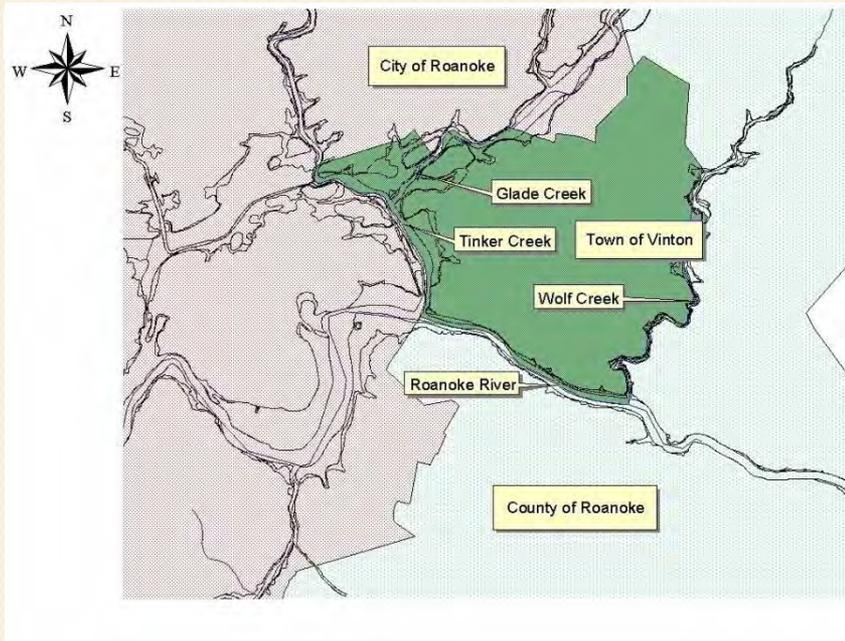
Construction Activities Permit Issuance & Administration

- Stormwater Ordinance to meet State requirements
- Erosion & Sediment Control (ESC) to meet State requirements

Revised Stormwater and ESC Ordinances & Design Manual Pending.

Roanoke County is the ESC Administrator for Vinton since 1984. County Administration of VSMP Pending.





Physically Interconnected MS4s

- City of Roanoke
- Roanoke County
- Virginia Department of Transportation (VDOT)

Impaired Receiving Waters

- Glade Creek
- Tinker Creek
- Wolf Creek
- Roanoke River

Vinton's Physically Interconnected MS4s and Receiving Waters

MS4s Minimum Control Measures (MCMs) – Enhanced in July 2014

1. Public Education and Outreach on Stormwater Impacts
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping

I. Public Education & Outreach - BMPs

Regional efforts since 2003: City of Roanoke, Roanoke County, Clean Valley Council, and Roanoke Valley Television.

Three High-Priority Water Quality Issues Selected: Bacteria, Sediment, and Nutrients.

- Stormwater Educational Resources, Programs, and Publications Review
- Development and Distribution of Stormwater Educational Materials
- Stream School Seminars
- Stormwater Educational Programs/Activities
- Stormwater Public Awareness Program

2. Public Participation and Involvement - BMPs

- Storm Drain Marking Program: Schools, Organizations, and Businesses
- Clean-up and Environmental Events: Annual Clean Valley Day and Waterways Clean-up, Earth Day, E-Recycling, Annual Drug Take Back Event, etc.
- Staff/Citizen Representatives in Environmental Organizations
- MS4s General Permit and Annual Reports Posted on Vinton's website

3. Illicit Discharge Detection & Elimination - BMPs

- A Town-wide Storm Sewer System Map: Roanoke County CommIT—GIS Division
- Town/County Illicit Discharge Ordinance: Amended Ordinance to Meet Current State Requirements Pending
- MS4s Outfalls Inspections: 36 True Outfalls to be Inspected – Dry-Weather Screening
- Illicit Discharge Program to Minimize Illicit Discharge: Detect, Identify, and Address Non-Stormwater Discharges

4. Construction Site Stormwater Runoff Control - BMPs

Roanoke County has been the Town's ESC Program Administrator Since February 1984

- ESC Ordinance: Amended Ordinance Pending
- ESC Employees Certification – Roanoke County ESC & SWM Employees are Certified
- ESC Plan Review
- ESC Inspection
- ESC Compliance & Enforcement

5. Post-Construction SWM in New Development & Redevelopment - BMPs

MOUs between ROCO and TOV in Place Since July 2013 – Plan Reviews and Inspection Services

- SWM Ordinance Manual
- SWM Plan Review
- SWM Facility Construction Inspection
- SWM Facility Post-Construction Inspection Program
- SWM Facility Tracking: 49 SWM BMP Facilities

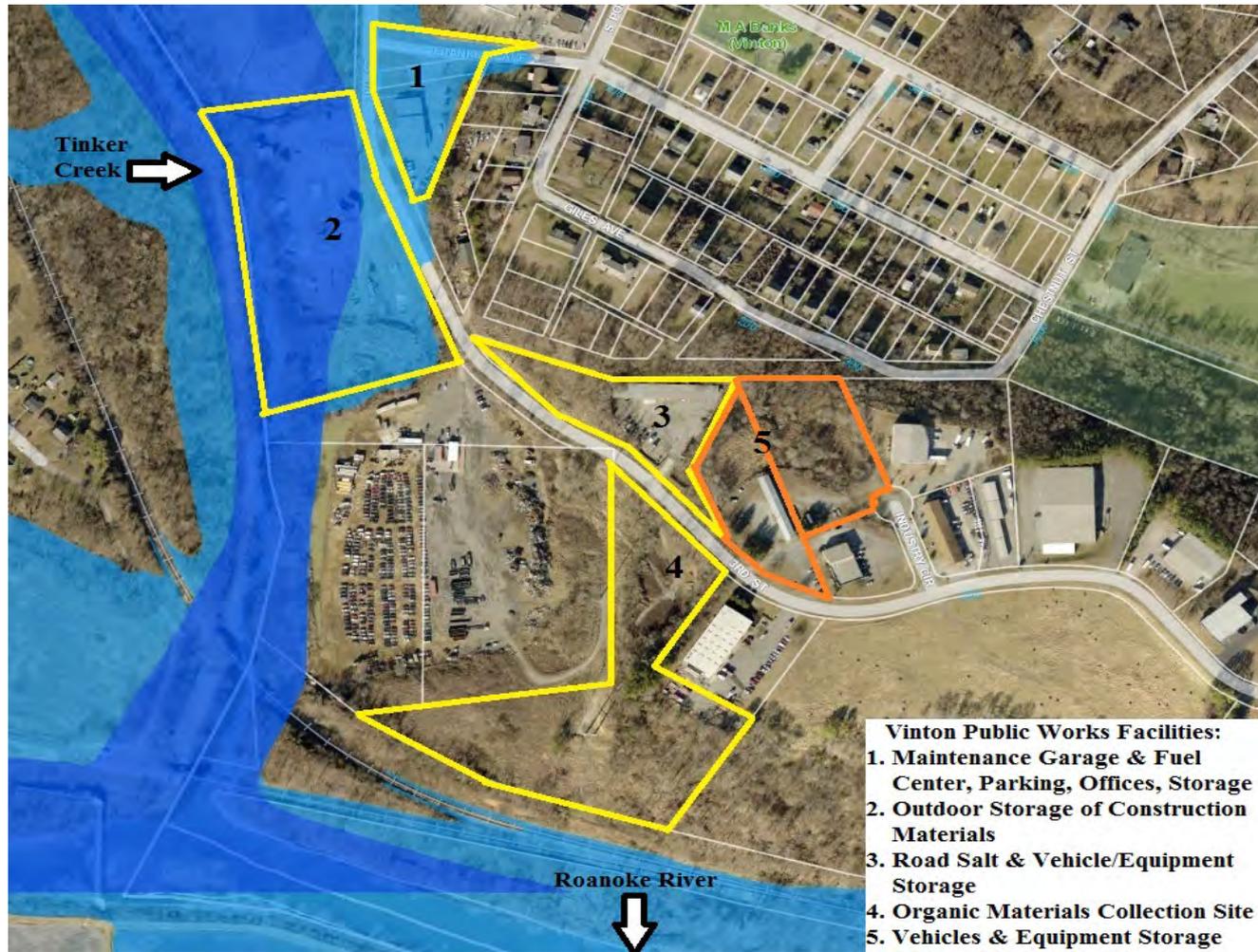
6. Pollution Prevention/Good Housekeeping - BMPs

- Spill Prevention Control & Countermeasures Plan
- Storm Sewer Systems Maintenance Program
- Public Street Sweeping & Leaf Collection Programs
- Training Program for Town Employees
- Household Hazardous Waste Event
- Standard Operating Procedures (SOPs) – April 2014
- Stormwater Pollution Prevention Plans (SWPPPs)
- Nutrient Management Plan (NMP)

High-Priority Town Facilities

Name of High-Priority Facility	Activities that Make It High-Priority	High Potential of Discharging Pollutants (Yes or No)	Reasons for High Potential/Or Not	Scheduled SWPPP Development
1. Public Works Building: Fueling Center; Parking Areas; Storage Areas; Garage/Service Bay; Workshop/Maintenance Area	Fueling Area; Parking Areas; Inside/Outside Storage Areas; Vehicle/Equipment; Maintenance Area	Yes	Fueling activities; parking areas; storage areas; vehicle/equipment maintenance;	By July 1, 2015
2. Outdoor Storage of Construction Materials	Outdoor Storage	Yes	Outdoor storage of construction materials	By July 1, 2016
3. Road Salt and Vehicle/Equipment Storage	Storage of salt and vehicle/equipment	Yes	Chemical and storage of vehicle/equipment	By July 1, 2016
4. Organic Materials Collection Site	Outdoor storage	Yes	Organic leachate	By July 1, 2017
5. Vehicles/Equipment Storage	Indoor and outdoor storage	Yes	Storage of vehicles/equipment	By July 1, 2017

Map of Public Works Facilities



SWPPP for Public Works Facilities

Completed as of September 2015 –

Facility # 1:

- Fueling Center
- Main Facility Parking Areas
- Secondary Containment Area
- Vehicle Maintenance Bay
- Workshop Area

Site Map – Public Works Storm Sewer Systems



Fueling Station



Town Vehicle Parking Area



Secondary Containment Enclosure



Garage/Service Bay



Garage/Service Bay



Remaining Facilities SWPPP to be Completed

- Outdoor Storage of Construction Materials – Facility # 2
- Road Salt and Vehicle/Equipment Storage – Facility # 3
- Organic Materials Collection Site: Leaf/Dead Animals – Facility # 4
- Vehicles/Equipment Storage – Facility # 5

TMDL Action Plans

Reduction Plans Completed July 1, 2015, as Required for E. Coli and Sediment.

- E. Coli Reduction in the Roanoke River, Tinker Creek, & Glade Creek
- Sediment Reduction in the Roanoke River

PCB Action Plan to be completed by July 1, 2016.

TMDL Action Plans - BMPs

BMPs Developed to Address Both E. Coli and Sediment Reductions

- Initial Stream Assessment
- Enhanced Public Education and Outreach
- Town Facilities Assessments and Corrections
- Enhanced Illicit Discharge Detection & Elimination Program
- ESC Enhanced Enforcement
- Dog Waste Stations
- Onsite Sewage Disposal System Ordinance
- Stream Buffers
- Street Sweeping

VSMP Program

Construction Activities Permit Issuance and Administration

- Effective July 1, 2014
- Currently TOV is the VSMP Program Authority and Administrator
- One Active Permit – Downtown Vinton Branch Library
- Annual Report
- Authority and Administration Transfer to ROCO—Pending

DEQ VPDES Permit Program

MS4s

TMDL

VSMP

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Minimum Control Measures (MCMs)

1. Public Education & Outreach
2. Public Involvement & Participation
3. Illicit Discharge Detection & Elimination
4. Construction Site SWM Runoff Control
5. Post-Construction SWM in New- & Re-Development
6. Pollution Prevention/ Good Housekeeping- Municipal Operations

Best Management Practices (BMPs)

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Best Management Practices (BMPs)

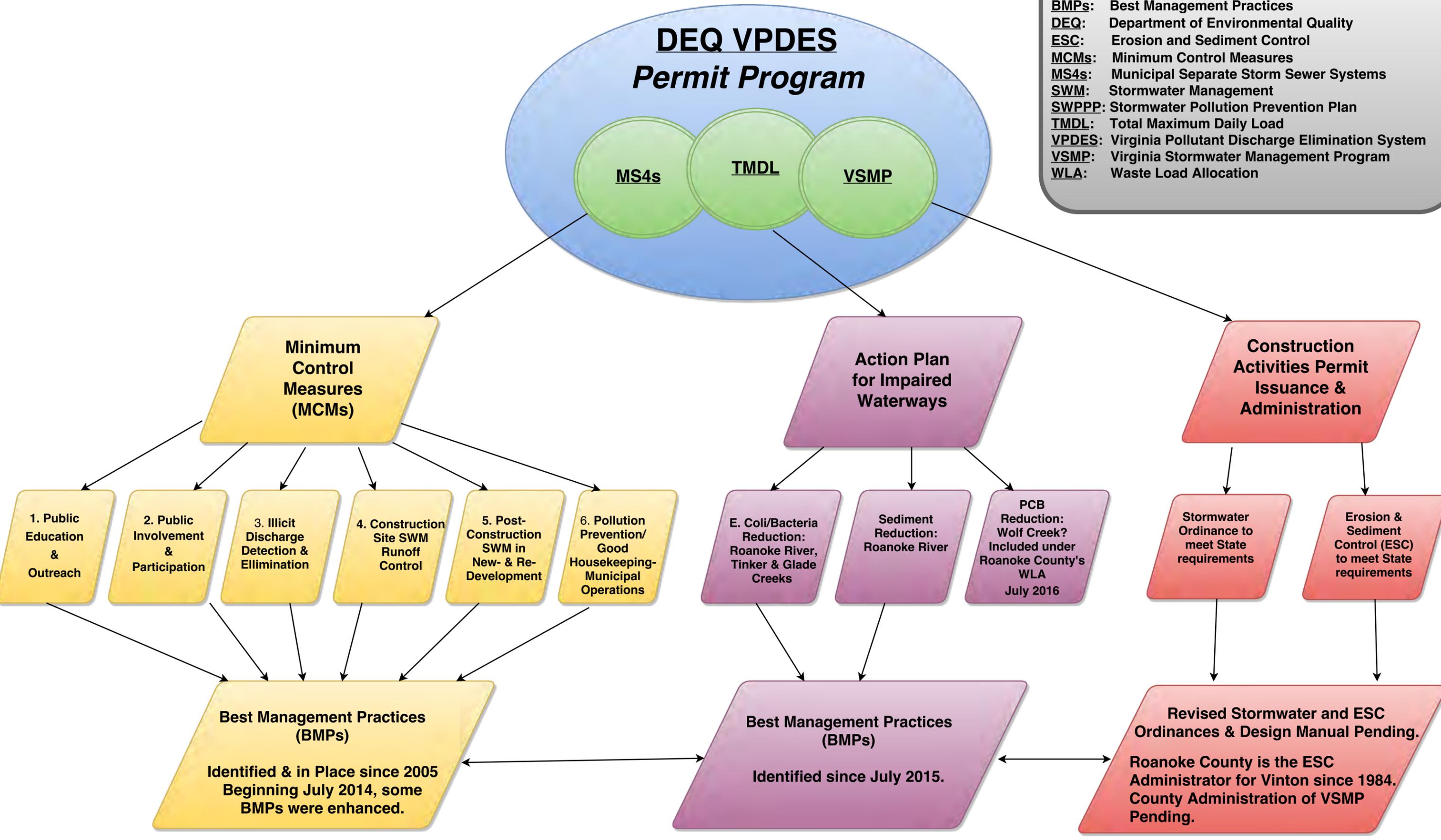
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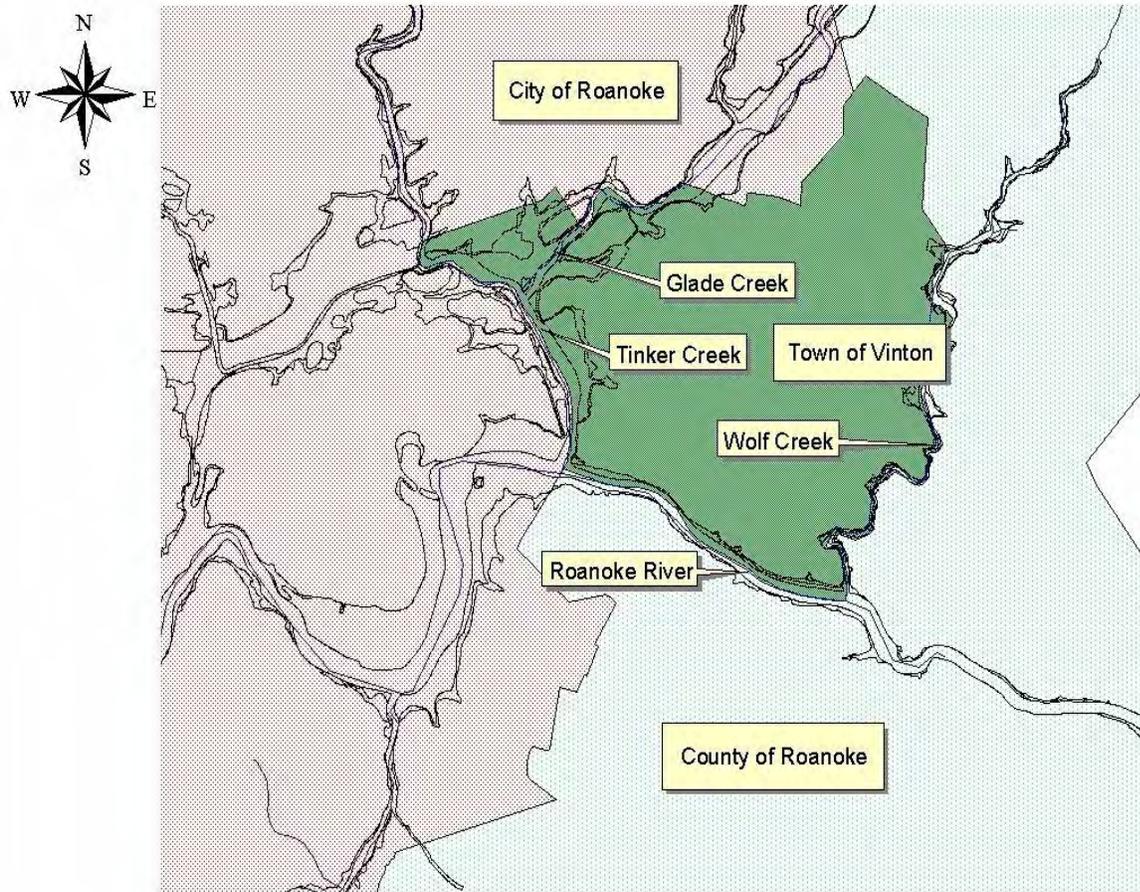


Figure 1. Receiving Waters for the Town of Vinton

Watershed	Hydrologic Unit	Impaired Receiving Waters	Drainage Area (Estimated in Acres)
Glade Creek	RU13	Glade Creek	711
Roanoke River	RU14	Roanoke River	148
Tinker Creek	RU13	Tinker Creek	489
Wolf Creek	RU14	Roanoke River	663

Table 1. Town of Vinton Watersheds HUC's, Impaired Receiving Waters, and Drainage Areas inside Town of Vinton

The Town has several local creeks that have a TMDL completed at the time when the MS4 permit was issued. The creeks, associated pollutants, and waste load allocations are listed below.

TMDL Waterways and Tributaries*	Year Completed	Parameter	WLA
<i>Tinker Creek Watershed</i>	2004	E. coli (EC)	
Glade Creek			8.78E+10 cfu/year
Tinker Creek			3.42E+11 cfu/year
<i>Roanoke River Watershed</i>	2006	E. coli (EC)	
Roanoke River			3.32E+10 cfu/year
<i>Roanoke River Watershed</i>	2006	Sediment (SED)	
Roanoke River			119.3 tons/year

Table 2. Wasteload Allocations for the Town of Vinton Watershed with Completed TMDLs

Town of Vinton VPDES MS4 Permit VAR040026

Numerous BMPs within each of the MCM have been modified and updated by the Town to address the new program requirements as of July 1, 2014. This program has been revised by identifying at least three (3) high-priority water quality issues: **sediment, bacteria, and nutrients.**

MCM 1: PUBLIC EDUCATION AND OUTREACH ON STORMWATER IMPACTS

- BMP 1-1. Stormwater Educational Resources, Publications, and Programs Review**
- BMP 1-2. Development and Distribution of Stormwater Educational Materials**
- BMP 1-3. Stream School Seminars – Stream Monitoring and Education**
- BMP 1-4. Stormwater Educational Programs and Activities**
- BMP 1-5. Stormwater Public Awareness Programs**
- BMP 1-6. Town of Vinton Stormwater Webpage where Citizens Can Obtain Information Concerning the Town’s Stormwater Management Program, Ordinances, Design Guidelines, Contact Information, Educational Programs, and Links to Other Organizations and Web Sites**

MCM 2: PUBLIC PARTICIPATION AND INVOLVEMENT

- BMP 2-1. A Storm Drain Marking Program**

- BMP 2-2. Cleanup and Environmental Events to Bring Attention to Current Stormwater Issues**
- BMP 2-3. Staff and Citizens Representatives in Regional Environmental Organizations**
- BMP 2-4. Post Town's VSMP MS4s General Permit Registration Statement and Annual Report on the Town's website for Citizen Access**

MCM 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

- BMP 3-1. A Town-wide Storm Sewer System Map**
- BMP 3-2. The Town's Illicit Discharge Ordinance**
- BMP 3-3. MS4 Outfall Inspections*
- BMP 3-4. Illicit Discharge Detection and Elimination Program*

MCM 4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

- BMP 4-1. Erosion and Sediment Control Ordinance**
- BMP 4-2. Erosion and Sediment Control Certification**
- BMP 4-3. Erosion and Sediment Control Plan Review**
- BMP 4-4. Erosion and Sediment Control Inspection**
- BMP 4-5. Erosion and Sediment Control Compliance and Enforcement**

MCM 5: POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

- BMP 5-1. Stormwater Management Ordinance and Manual**
- BMP 5-2. Stormwater Management Plan Review**
- BMP 5-3. Stormwater Management Facility Construction Inspection**
- BMP 5-4. Stormwater Management Facility Post-Construction Inspection*
- BMP 5-5. Stormwater Management Facility Tracking*
- BMP 5-6. Strategies to Encourage Long-Term Maintenance of Single Family Residential Structure Stormwater Control Measures*

MCM 6: POLLUTION PREVENTION/GOOD HOUSEKEEPING

- BMP 6-1. Spill Prevention Control and Countermeasures (SPCC) Plans**
- BMP 6-2. Storm Sewer Systems Maintenance Program**
- BMP 6-3. Public Street Sweeping and Leaf Collection Programs**
- BMP 6-4. Training Program for Town Employees**
- BMP 6-5. Household Hazardous Waste Event**
- BMP 6-6. Standard Operating Procedures**
- BMP 6-7. Stormwater Pollution Prevention Plans (SWPPPs) for Municipal Facilities**
- BMP 6-8. Nutrient Management Plan**
- BMP 6-9. Responsible Land Disturber**



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Town Clerk

Issue

Consider approval of minutes for the following:

- a. Regular meeting of September 15, 2015
- b. Special called meeting of September 24, 2015
- c. Special called meeting of October 7, 2015
- d. Special called meeting of October 14, 2015

Summary

None

Attachments

September 15, 2015 minutes
September 24, 2015 minutes
October 7, 2015 minutes
October 14, 2015 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:30 P.M. ON TUESDAY, SEPTEMBER 15, 2015, 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.
Janet Scheid
Sabrina McCarty

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Theresa Fontana, Town Attorney
Anita McMillan, Planning & Zoning Director
Donna Collins, Human Resources Director
Barry Thompson, Finance Director/Treasurer
Gary Woodson, Public Works Director
Joey Hiner, Assistant Public Works Director
Chris Linkous, Fire/EMS Captain

The Mayor called the work session to order at 6:30 p.m. for a briefing on adding Vinton Museum part-time employees as Town of Vinton employees. The Town Manager began by commenting that the Museum has had two contract part-time employees who turned in time sheets and the Historical Society would pay them based on the hours worked. Some concerns were recently raised regarding the employee status of contract versus part-time employee as well as insurance, liability and tax related items. The subject part-time employees, Judy Cunningham and Debbie Pitts, who have recently resigned, are really more than contract employees because they work year round.

The Town has liability and property insurance on the building; however, there is no insurance coverage to protect the employees if they were sued. Also, the contract employees were responsible for filing and paying their own taxes.

The proposal is to add two part-time employees for the Museum as Town employees. They would work no more than 20 hours per week and would not be eligible for benefits. They would be covered under the Town's liability insurance and workers compensation coverage and the Town as the employer would pay the FICA portion of their taxes. The two positions would be paid from funding provided to the Museum from the Town and the Museum would cover any additional costs. The management of the employees would be provided

structurally through the Special Programs Director. However, the daily management would come from the Historical Society.

The Mayor asked about orientation concerning workers compensation and the Town Manager responded that if they become town employees, they will go through orientation just like any other town employee.

Council Member Scheid asked approximately how many hours the two employees have worked in a week. Doug Forbes who was in the audience, responded that the most the two have worked combined was 27 hours. That was during a special event when the Museum was opened all day. The two employees are also members of the Historical Society and put in a lot of volunteer time as well. Council Member Scheid then asked what type of work they do. Mr. Forbes responded they are responsible for opening and closing the Museum on Monday, Wednesday and Friday and handling all special tours. They also do some record keeping, correspondence and coordinate the volunteers.

Vice Mayor Hare asked about checking with Roanoke County to make sure they are aware that the funds they give to the Museum will be coming back to the town for the two employees. Doug Forbes commented that along with the funds from the Town and Roanoke County, they also do fundraising. Last year they took in \$9,879 and spent \$9,850. Of that amount, a little over \$6,000 was paid to the two employees. Vice Mayor Hare further commented that if Council decided to move forward with this proposal it needs to be understood by the County that those funds will be coming to the Town as the legal entity.

The Town Manager next asked for Council to authorize staff to move forward with putting together a more formal presentation and presenting it at the next meeting for approval. Vice Mayor Hare expressed concerns about expanding our role with the Museum because the public-private partnership has worked well. Once we take on the employees, the risks will fall on the Town. After additional comments Council gave their consensus for staff to proceed with preparing the formal presentation for further action by Council at an upcoming meeting.

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 Scheid, Vice Mayor Hare and Mayor Grose present. Council Member McCarty had not yet arrived at the meeting. After a Moment of Silence, Council Member Scheid led the Pledge of Allegiance to the U.S. Flag.

Roll call

Under upcoming community events, the Mayor announced the upcoming Fall Festival on October 10th. Council Member Adams announced the Vietnam Traveling Memorial Wall at the VA Hospital on September 16th-20th.

Council Member Scheid announced the Greenway Commission Annual Picnic on October 11th at 4:00 p.m. at the Parkway Brewing Company. Roanoke County Parks and Recreation is sponsoring a series of meetings on Explore Park is sponsoring with the first one being at the Vinton War Memorial on September 30th at 7:00 p.m. Three other meetings will be held throughout the County and information is available on the Roanoke County and Explore Park websites. Also, the Roanoke Valley Chamber of Commerce is having a joint meeting with the Roanoke Valley Alleghany Regional Commission and the Roanoke Valley Transportation Planning Organization to take public comments this Thursday, September 17th, from 8:00 a.m. to 10:00 a.m. at the Chamber office.

Anita McMillan announced the Fall Waterways Cleanup on October 3rd. The information is available on the Clean Valley Council website.

Vice Mayor Hare asked about a date for the library opening and the Town Manager said it will be mid-November, but there is not an official date yet.

The Town Manager commented that a community meeting will be scheduled for early October on the proposal for the redevelopment of the Roland E. Cook property.

Vice Mayor Hare made a motion to approve the Consent Agenda as presented; the motion was seconded by Council Member Scheid and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Scheid, Hare, Grose; Nays (0) – None; Absent (1) - McCarty.

Approved minutes for the regular meeting of September 1, 2015

Council Member McCarty arrived at the meeting
at 7:08 p.m.

Vice Mayor Hare read a Proclamation declaring Fire Prevention Week. Vice Mayor Hare as if there is a program to provide smoke detectors for who cannot afford them. Captain Linkous responded there was a prior program with Roanoke County and the Town where smoke detectors were donated to give out, but that program has not been in existence for quite some time. The Proclamation was presented to Chris Linkous, Fire/EMS Captain. Council Member McCarty mentioned that she would check with the Breakfast Host Lions Club about the possibility of donating some smoke detectors.

The next item on the agenda was to consider public comments regarding the petition of Ms. Zizi LoFaro, dba Healing Solutions, LLC, the Petitioner for a Special Use Permit (SUP) to operate a counseling services office at 36 W. Cleveland Avenue, zoned GB General Business District. The Mayor opened the Public Hearing at 7:16 p.m.

Public Hearing opened

Anita McMillan began by commenting that Ms. LoFaro purchased the property and submitted the Special Use Permit application. The Planning Commission had a work session on August 6th. Council was also briefed on the matter at their September 1st meeting and several concerns were discussed at that time. The Planning Commission voted unanimously at their Public Hearing on September 3rd to approve the SUP request with conditions.

Ms. LoFaro submitted conditions prior to the Planning Commission meeting to address some of the concerns which were accepted by the Planning Commission. However, after consulting with the Town Attorney and the Town Manager, one of the conditions offered by Ms. LoFaro with regard to uses was omitted from the Ordinance. The other two conditions remain a part of the Ordinance. Ms. McMillan further commented that staff emailed to Council the credentials of Ms. LoFaro, her resume and the fact that she is licensed to provide counseling services.

Ms. LoFaro expressed thanks to Council for considering her application. Council Member Scheid asked if she was the sole owner of Healing Solutions and she responded yes. The Mayor asked if she would be the only employee in the building. She responded yes, but there is the

potential that someone could rent from her to do counseling, but that is not set up at this point.

Vice Mayor Hare commented that he is appreciative of the condition she offered with regard to not having a methadone clinic on the property. He then asked what age group she would work with and Ms. LoFaro responded she has worked with children and families, couples and individuals. She does not work with sex offenders. Vice Mayor Hare asked why she chose Vinton and she commented that she has been in the Roanoke Valley since she was 15. She and her husband were looking for a place where they could develop this business idea and there do not seem to be a lot of counseling options in Vinton.

The Mayor closed the Public Hearing at 7:23 p.m.

Council Member Adams made a motion to adopt the Ordinance as presented; the motion was seconded by Vice Mayor Hare and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

The next item on the agenda was a briefing on a comprehensive hotel market study. The Town Manager commented that Roanoke County arranged a meeting with a hotel company and the Mayor, Jason Peters and several local business owners. The company shared at that meeting that they have built about 75 hotels in small, under-served communities and have a unique market and business plan. Before we move any further with the process, the company needs to know that there is a market for a hotel. We agreed to work with Roanoke County to share the cost of doing the hotel market study because we wanted to own the study and be able to use it as a tool to recruit and market certain types of hotels. The results of the study may attract the company that we talked to or it may not. It may show that we need two hotels or that we need a more up-scaled hotel. The hotel study will probably cost in the range of \$8,500 and the County has agreed to pay half of the cost. We will fund our portion out of the economic development budget.

The Town Manager next commented that the study would include comprehensive market research to determine our economic challenges and opportunities and our competition. Another area, hotel development aspects, would deal with the

Public Hearing closed

Adopted Ordinance No. 962 approving the petition of Ms. Zizi LoFaro, dba Healing Solutions, LLC, the Petitioner for a Special Use Permit (SUP) to operate a counseling services office at 36 W. Cleveland Avenue, zoned GB General Business District

type, style and size that would be best suited for our community, special features and amenities and what our return on investment would be. They would also include the evaluation of up to five properties for some preliminary site analysis. If they get to the point in the study that we are well-served by our existing market or do not have a good market for a hotel, we can ask them to not complete the rest of the study. The third area relates to a market feature profile of the sites, economics, demand, food and beverage demand, competition, issues, risks and would come up with some conclusions and operational projections.

The RFP will be sent out tomorrow and the study will take approximately 90 days to complete.

Council Member Adams asked about our current occupancy tax. Barry Thompson commented that it is currently at two percent. Mr. Thompson further commented that he believes Council should consider this tax before we acquire a hotel. The surrounding jurisdictions are a minimum of seven percent.

Vice Mayor Hare commented on doing studies and not seeing the value or results at the end. After further comments by the Town Manager, the Mayor commented that the first step as a Town toward economic development is studies like this and planning so that we can, hopefully, guide private industries in our direction. Also, he expressed appreciation to Roanoke County for bringing this developer to the Town when they could have easily guided them to another section of the County.

The Town Manager commented that we now have a facilitator for the upcoming Council retreat on October 26th and 28th. An email will be sent out with a link to a survey to assist in preparation for the retreat.

The next item on the agenda was a review of the Financial Report for July 2015. Vice Mayor Hare commented that the Finance Committee met this afternoon. Revenues are at 95% of where they expected them to be and expenditures are at 68%. The utility side is down slightly due to some standard journal entries.

On the revenue side, meals tax and sales tax are doing fine. The cigarette tax is down from what they thought it would be at less than \$7,000. They will continue to monitor it because collections

should have been around \$20,000. On the expense side, the wages and health insurance costs appear to be off, but that is due to the timing of some journal entries in those areas. Those will be recalculated and spread out differently for the rest of the budget year.

The Committee is watching a couple of line items in Public Works relating to stormwater and sewer that were spent entirely in one month. Also, on Drop Box there are several reports that give the operating year and budget year for the pool as well as budget year for the War Memorial. The pool report that just looks at July will be corrected, but the operating year report includes May, June and July. The revenues were slightly higher for the same time last year. The expenditures were a little less, but not significantly.

The War Memorial turned a profit of \$15,000 for the first month. Since the War Memorial is no longer doing in-house catering, it is costing more money. Also, he has heard positive comments on the customer service given by the current staff.

Vice Mayor Hare made a motion to approve the Financial Report for July 2015; the motion was seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Approved Financial Report for July 2015

The Mayor commented that he and the Town Manager attended the monthly meeting on September 3rd with the Chamber of Commerce and today they attended the Vinton Historical Society meeting where he gave a report on the number of boards, committees and commissions that citizens and members of staff serve on for the Town. Also, they will be having their regular meeting with Tom Gate, the Roanoke County Administrator and Jason Peters, Chairman. He also mentioned the Vietnam Traveling Memorial Wall again.

The next item was to consider nominations for various open positions on Boards/Commission/Committees. Council Member Adams made the following nominations: Keith Liles to an unexpired term on the Planning Commission that ends on June 6, 2016; Doug Adams to an unexpired term that ends on June 30, 2016 on the Finance Committee; Janet Scheid to an unexpired term that ends on June 30, 2017 on the Roanoke Valley Transportation Planning Organization (TPO); Sabrina McCarty, to an

Appointed Keith Liles to an unexpired term on the Planning Commission that ends on June 6, 2016; Doug Adams to an unexpired term that ends on June 30, 2016 on the Finance Committee; Janet Scheid to an unexpired term that ends on

unexpired term that ends on June 30, 2017 as an alternate on the Western Virginia Regional Industrial Facilities Authority and Janet Scheid to the UDA Planning Grant Steering Committee.

The nominations were seconded by Vice Mayor Hare and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0).

The Town Clerk commented that she will need to give Council Member McCarty the official oath of office for the Western Virginia Regional Industrial Facilities Authority at the end of the meeting.

Comments from Council Members: Vice Mayor Hare commented that Council has had presentations on the Gish Mill which is coming up for auction. The Mill is where the Town got its start and he would not like to see it sold at auction and then torn down. Doug Forbes in the audience asked Council to consider the fact that the Gish Mill is a part of the Town seal which is on display in Council Chambers. Council Member Scheid agreed with Vice Mayor Hare, but was not sure what Council might be able to do at this late date since the auction is on Friday. They are having an open house tomorrow which she plans to attend. The Mayor agreed and asked if there is anything that Council can do other than bid on the property. The Town Manager indicated he would have to consult with the Town Attorney as to what type of authority we would have to walk into an auction.

Anita McMillan commented that she was recently contacted by the auctioneer asked if the Town would be making an offer. She told him she was not in a position to make the offer, but would be happy to discuss with the Town Manager. She was also asked to contact Roanoke County Parks and Recreation Department to see if they would have any interest because of the Glade Creek Greenway being on the master plan of the Roanoke River Greenway Commission. Members of the Commission have walked the property to look at the potential of the Greenway coming from the old William Byrd High School, going under the bridge on Gus Nicks Boulevard and on this property all the way to Vinyard Park. The Parks and Recreation staff appreciated the call, but with Explore Park they have enough to do.

Ms. McMillan further commented that the building is in the floodway and the whole property is in the

June 30, 2017 on the Roanoke Valley Transportation Planning Organization (TPO); Sabrina McCarty, to an unexpired term that ends on June 30, 2017 as an alternate on the Western Virginia Regional Industrial Facilities Authority and Janet Scheid to the UDA Planning Grant Steering Committee

floodplain, which are the challenges of the property. It could be developed; however, if improvements are 50% or more of the current property value, we would need to make sure that it is not increasing the hydraulic of the flood waters during flooding events.

The Town Manager said the property was listed for sale several months ago on the MLS for about \$140-160,000. The auctioneer would not share with him what the minimum is, but there is a reserve on the property. Staff has talked with the owners in the past about donating the property to the Town and that did not lead to anymore conversation.

The Mayor asked if the Town could legally bid on something. The Town Attorney commented they could legally bid on a piece of property and recommended that Council go into Closed Session regarding the matter.

The Mayor next asked if the property does not sell and we could negotiate with the owners, are there any possibilities of getting some historical grants to do something with the property that would be beneficial to the Town. The Town Manager commented that the original Mill structure is quite a contributing historic structure. There are grants out there, but there is also a lot of competition for those grants. Anita McMillan further commented that there is a hazardous mitigation grant, but it requires a 25% match.

The Mayor asked if there is enough interest of Council in having a closed session to discuss the matter. Council gave their consensus to go into closed session.

Council Member Scheid asked about the schedule for the redevelopment of Roland E. Cook since we are approaching mid-September and promised to do whatever the Town needs to do by the end of December. Anita McMillan commented that staff would like to hold a community meeting first and then a work session before the Public Hearing of the Planning Commission. The Town Manager commented that the plan is for Council to have a work session and a Public Hearing early enough so they would not have to vote on the same night of the Public Hearing since this is the first mixed-use application and is a pretty large project.

Anita McMillan further commented that they were assured that the application would be submitted by September 28th. A Planning Commission Public

Hearing for another matter is already scheduled on October 8th. If it is received on time, they can have a brief work session with the Planning Commission at that time.

Council Member McCarty asked for an update on the skateboard park. The Town Manager commented that the response back to FEMA is being finalized and he has had conversations with other regional governments that are interested as well as other non-profit groups. She announced the Chamber's Golf Tournament this Thursday at Hidden Valley Golf Club and the upcoming Advanced Citizens Police Academy.

Council Member Adams asked about the replacement locks for the Fire and EMS building. The Town Manager responded that they need to get back in contact with the company and confirm exactly what the doors are to get a final quote. Council Member Adams next commented that since the grant was not awarded this year for the medic truck replacement who would be putting in for the next grant. The Town Manager responded that the County has applied as a joint county-town grant. They would both split the cost 25%/25% and the grant, if approved, would be for 50%. Letters of support from the Town and the First Aid Crew were also submitted as part of the grant application. If the grant is not successful from the career side this time, they will need to re-focus and try to approach it from a volunteer standpoint.

Mark Thomas, on behalf of Vinton Baptist Church, commented from the audience that he understood there was going to be some discussion about some assistance with their parking lot. The Town Manager responded that he had received the information from Pastor Booth. He then commented that the Church owns their parking lot and while Council Member Nance was still on Council, there was some discussion regarding their parking lot improvement needs and how much the Town uses and depends on their parking lot for town-sponsored festivals. They have furnished some quotes and a request for the Town to consider a cash contribution. Council Member McCarty also commented that the Church is one of the voting precincts as well. The Town Manager further commented that he will follow up on the matter with the Town Attorney to see the best way to handle the contribution and if a formal agreement needs to be drawn up.

Council Member Adams made a motion that Council go into a Closed Meeting pursuant to § 2.2-3711 A (3) of the 1950 Code of Virginia, as amended, for discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None. Council went into Closed Meeting at 8:33 p.m.

Council Member Adams left the Closed Meeting at 8:44 p.m.

At 9:29 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Vice Mayor Hare; seconded by Council Member Scheid and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – McCarty, Scheid, Hare, Grose; Nays (0) – None; Absent (1) - Adams.

Vice Mayor Hare made a motion to adjourn the meeting; the motion was seconded by Council Member Scheid and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – McCarty, Scheid, Hare, Grose; Nays (0) – None; Absent (1) - Adams. The meeting was adjourned at 9:30 p.m.

Certification of Closed Meeting

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A SPECIAL CALLED MEETING OF VINTON TOWN COUNCIL HELD AT 6:30 P.M. ON THURSDAY, SEPTEMBER 24, 2015, 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.
Sabrina McCarty

MEMBERS ABSENT: Janet Scheid

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Theresa Fontana, Town Attorney
Ben Cook, Police Chief
Barry Thompson, Finance Director/Treasurer
Gary Woodson, Public Works Director

The Mayor called the special called meeting to order at 6:30 p.m. The Town Clerk called the roll with Council Member Adams, Council Member McCarty, Vice Mayor Hare and Mayor Grose present. Council Member Scheid was absent. After a Moment of Silence, Council Member McCarty led the Pledge of Allegiance to the U.S. Flag.

Roll call

The item on the agenda was to consider adoption of a Resolution authorizing the Mayor and/or Town Manager to execute an Assignment of Auction Sales Contract for the purchase of property located at 350 Gus Nicks Boulevard, Vinton, Virginia. The Town Manager began by commenting that last week at the regular Council meeting, Vice Mayor Hare and Council Member Scheid asked several questions regarding the auction sale of Holdren's Country Store, the original historic site of Gish's Mill. The matter was discussed publically and then Council went into Closed Session at the end of the meeting. During the Closed Session, Council gave direction to staff to develop and negotiate through the auction process the purchase of the property for a price not to exceed a certain amount.

On Wednesday following the Council meeting, the Town Manager contacted Bruce Mayer, a local attorney, and requested that he attend the auction on behalf of the Town. Mr. Mayer attended the auction on Friday, September 18th and was able to secure an agreeable sales contract for the purchase of the property.

After a brief overview of the history of the Mill, the Town Manager commented the Town intends to secure ownership of the property through the approval of an Assignment of Auction Sales Contract. This would allow the Town to have ownership of the property until a more permanent decision can be made. Any decision would be through an open public process to discuss and establish a vision for the property. The property also has significant value in the future expansion of the Glade Creek Greenway Trail, which would connect Tinker Creek Greenway to Vinyard Park and beyond into Roanoke and Botetourt Counties.

The sales price was \$117,000, plus a five percent premium for the buyer for the auctioneer of \$5,850.00. The funds were not in the current budget, but would be re-appropriated from the unreserved fund balance. Closing would be expected to occur within 45 days.

The Town Manager further commented that the property is in the floodplain and currently has flood insurance, which would either be transferred to the Town or we would acquire our own flood insurance. The property would be covered under our VML Insurance Policy, which is our liability property insurance.

Vice Mayor Hare first complimented staff on the quick turn-around on this matter. He next commented on the concerns that the purchase price was a sizable amount and quite an investment after a difficult budget where service levels were adjusted and the 3rd Street dumpsters and the pool were closed. He next defined what he thought was the difference between the operating budget and making an investment.

We have an operating budget every year that we work under and are required to not spend more than is brought in. We were running into issues with the levels of service that we wanted to provide and our core service of public safety. The pool is subsidized by the Town and for our size, any subsidy that is between \$30-40,000 a year starts to become more difficult to fund. We could pay for the pool for the next 20 years from our savings account, but that would not be a wise steward of the funds that our citizens have given us. Eventually, we would run out of money and not be able to do the things that we might need to do to better enhance the quality of life for the citizens such as keeping the Town safe and moving forward.

We have money that we have set aside as rainy day funds in case of a dramatic need, but also to make strategic investments in the community. These are one time investments that we make with the expectation that there will be some time of return on those investments. He had no idea what the return would be; however, he could not watch the Mill possibly sit vacant for a decade or two and then have a future Council condemn it. Making this strategic investment will give the community the opportunity to decide what we want to do with the property and how can we fit it into our fabric.

Council Member McCarty commented that she agreed this purchase will help to preserve history. She understands that there is a possibility of grants that will help the Town move forward to make improvements to the property and she looks forward to see what lies ahead. Council Member Adams commented that a lot of different decisions have been made over the years and some improvements that are coming. How many times in a lifetime do you get to save a Town's founding history such at this Mill. It was the right thing to do.

The Mayor commented that Council Member Scheid fully supported the decision to purchase the property. He also spoke to Mrs. Holdren this morning and she was very pleased that the purchase had worked out for the Town. He also spoke with Mrs. Fleming, a descendent of the Gish Family, who was also excited to know that the Town had purchased the property.

The Mayor further commented that even though this decision was made quickly, it was because the Town was in a good financial position to respond that they were aware and informed of the property and the important historic link to the Town. He personally thought it holds some economic development possibilities and now the Town has control of a major gateway and entrance to the Town.

From the audience, Doug Forbes, on behalf of the Vinton Historical Society, expressed how much this purchase has done for Vinton. Richard Kidd, a descendent of the Gish Family, along with Dave Jones also commented in support of the Town's purchase of the property in preserving history. Mr. Jones also asked Council to reconsider the closing of the pool.

Vice Mayor Hare made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Adams and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, McCarty, Hare, Grose; Nays (0) – None; Absent (1) – Scheid.

Vice Mayor Hare made a motion to adjourn the meeting; the motion was seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, McCarty, Hare, Grose; Nays (0) – None; Absent (1) - Scheid. The meeting was adjourned at 7:12 p.m.

Adopted Resolution No. 2117 authorizing the Mayor and/or Town Manager to execute an Assignment of Auction Sales Contract for the purchase of property located at 350 Gus Nicks Boulevard, Vinton, Virginia

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A SPECIAL CALLED MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON WEDNESDAY, OCTOBER 7, 2015 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.
Sabrina McCarty
Janet Scheid

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Ben Cook, Police Chief
Donna Collins, Human Resources Director

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

Council Member Scheid made a motion that Council go into a Closed Meeting pursuant to § 2.2-3711 A (1) of the 1950 Code of Virginia, as amended, for assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of a specific public appointee, namely the Chief of Police. The motion was seconded by Council Member Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None. Council went into Closed Meeting at 7:02 p.m.

Council Member Adams left the Closed Meeting at 8:31 p.m.

At 8:32 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Vice Mayor Hare, seconded by Council Member McCarty and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – McCarty, Scheid, Hare, Grose; Nays (0) – None; Absent (1) - Adams.

Chief Cook read a Memo dated September 28, 2015 addressed to the Mayor and Council Members announcing his retirement from the Town of Vinton effective October 25, 2015. The Mayor made brief comments regarding Chief Cook's service to the Town.

With regard to the procedure to follow for Chief Cook's replacement, the Town Manager began by commenting that there a short-term decision and a long-term, permanent decision would need to be made. Council will need to select an Interim Chief and staff' recommends soliciting interested individuals in our region that are possibly retired to serve for several months. We would invite those interested candidates to a Special Called Closed Meeting next Wednesday, October 14th to meet with Council. At the regular October 20th Council meeting, Council could announce and take action on the Interim Chief to serve until the final one is selected.

For the permanent Chief's position, a draft of a job description was provided to Council and the Town Manager asked that Council provide him with any comments or suggestions. After the job description is posted, a review of the applications could be done at the end of the month to select the actual candidates to bring in for interviews. Interviews could be done the second week in November to narrow down to the top two or three and then schedule second interviews. We are

trying to get everything in between Thanksgiving, Christmas and New Year's Day. If all of the interviews are completed before Thanksgiving that would give Council time to consider their final candidate. Second interviews could be done the third week in November in the evening, most likely. That would give three weeks in December if Council is ready to proceed or if they need to do more interviewing or background work on the selected candidate. Ideally, an announcement could be made before Christmas. Typically, a bare minimum for someone at this level to give notice would be a month. We would like for them to be in place in January because we start getting into the budget process and a lot of other things start going on. This would be the process from a calendar prospective, but he wanted to hear from Council what they wanted in terms of interview panels and other areas of the process.

The Mayor asked if the process could be adjusted if Council had a particular candidate they wanted to talk with. The Town Manager responded if there is an individual or two that Council has in mind, he would recommend that they still work through the same process that everyone does. That will give Council the credibility and staff the confidence that everyone was handled the right way.

Vice Mayor Hare asked how far out would they want to solicit candidates. The Town Manager commented that if they wanted to stay local, the advertisement would run in the newspaper, but he recommended at least posting with the Virginia Police Chiefs Association. Council gave their consensus to just stay in Virginia.

The Mayor asked when the job would be posted and the Town Manager responded he would like to post it this Friday to run for two weeks, but indicate that a review of applications would begin on a certain date. The process would still be open and we can look at any applications that would come in after that date. Staff reviewed and narrowed the applications down to five qualified candidates for interviews during the last process. Two Council members could assist with this review process and we need to look at everyone's calendar and schedule a time.

The Town Manager next asked how Council would want to structure the interview panel. The Mayor responded that they would want some staff along with police officers. He then asked about having at least one citizen on the panel and Council agreed. Council Member Scheid asked if they should have a Police Chief from another locality. The Town Manager said he would recommend using the Interim Chief since a relationship would already be established with that individual. He then asked that Council send any suggestions for panel members to the Mayor.

Vice Mayor Hare asked about staff to serve on the interview panel. The Town Manager said he would recommend a panel of six, three uniformed officers, one civilian in the Police Department, one from the Fire Department and one from Public Works. Donna Collins, the Human Resources Director, would serve as the moderator of the panel. The other suggestion was to do a tour of the Town and have an employee along with possibly a citizen do the tour. A citizen could be a part of the employee panel or Council's panel. The employee panel would conduct the first interviews to give feedback, but not eliminate applicants. The second interviews would be solely with Council.

The Town Clerk asked about the Special Called Meeting to be advertised for Wednesday, October 14th. The Town Manager commented that he would contact candidates for the Interim position and if interested, would schedule them to meet with Council on that date in Closed Session. He recommended starting the meeting at 6:30 p.m. with one interview at 6:30 p.m. and one at 7:30 p.m.

In closing the Town Manager commented that a formal Press Release would be sent out tomorrow morning.

Vice Mayor Hare made a motion to adjourn the meeting; the motion was seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – McCarty, Scheid, Hare, Grose; Nays (0) – None; Absent (1) - Adams. The meeting was adjourned at 9:08 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A SPECIAL MEETING OF VINTON TOWN COUNCIL HELD AT 6:30 P.M. ON WEDNESDAY, OCTOBER 14, 2015 IN THE TOWN MANAGER CONFERENCE ROOM OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr.
Sabrina McCarty
Janet Scheid

STAFF PRESENT: Christopher S. Lawrence, Town Manager

The Mayor called the meeting to order at 6:30 p.m. The Town Manager called the roll with Council Member Adams, Council Member McCarty, Council Member Scheid, Vice Mayor Hare and Mayor Grose present.

Council Member McCarty made a motion that Council go into a Closed Meeting pursuant to § 2.2-3711 A (1) of the 1950 Code of Virginia, as amended, for discussion and interviews of prospective candidates for the position of Interim Chief of Police. 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, McCarty, Scheid, Hare, Grose; Nays (0) – None. Council went into Closed Meeting at 6:40 p.m.

At 10:05 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Vice Mayor Hare, seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None.

The Town Manager commented that on the October 20th agenda for action by Council will be a Resolution authorizing the filing an application with VDOT for grant funds for the Glade Creek Greenway Phase 2 project.

Vice Mayor Hare made a motion to adjourn the 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, McCarty, Scheid, Hare, Grose; Nays (0) – None. The meeting was adjourned at 10:30 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Acting Town Clerk



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Council

Issue

Appointment of Interim Chief of Police

Summary

Council had a Special Called Meeting on October 14, 2015 and met with prospective candidates for the position of Interim Chief of Police. Council will appoint the selected individual at this meeting.

Attachments

None

Recommendations

Motion to appoint the Interim Chief of Police



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Administration

Issue

Recognition of Paul Mason, Outgoing Planning Commission Member

Summary

Council will recognize Paul Mason for his service to the Town on the BZA and the Planning Commission.

Attachments

None

Recommendations

Recognize Mr. Mason and present him with a plaque



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Council

Issue

Recognition of Benjamin L. Cook, Chief of Police

Summary

Council will recognize Chief Cook for his service to the Town.

Attachments

None

Recommendations

Read Proclamation and present to Chief Cook



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Police

Issue

Officer of the Month for September 2015 – Officer Michael Caldwell

Summary

Officer Michael Caldwell was selected as Officer of the month for September 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

BENJAMIN L. COOK
CHIEF OF POLICE

A State Accredited Agency

To: Michael Caldwell, Police Officer

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

Date: October 8, 2015

Subject: Officer of the Month – September 2015

Congratulations! You have been nominated and selected as Officer of the Month for September, 2015.

During the first part of the month, you were on a light duty assignment and helping with tasks within the department. One of those tasks was to utilize your skills and knowledge in woodworking to build frames to hold the enormous amount of police department patches we have acquired. Some of those patch boards have been completed and you have mounted them inside our EOC conference room area. They are certainly a nice addition to the room and we have received many compliments about the way the patch collection looks.

Additionally, you assisted Sergeant Cummings during this time with organizing data and obtaining documents for the accreditation files. Putting documentation together for accreditation is time consuming and your help was certainly appreciated. You have shown your dedication to the department even during this light duty assignment and your deeds are praiseworthy. Thanks for the work that you do!



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Planning and Zoning

Issue

Conduct a Public Hearing to receive comments concerning the proposed ordinance to declare 123 Gus Nicks Boulevard, Tax Map Number 60.16-1-3, zoned CB Central Business District, a blighted property and in violation of Chapter 14 Buildings and Building Regulations, Article V Spot Blight Abatement, of the Vinton Town Code, and to consider approval of the proposed plan to demolish the structure and clear the property.

Summary

During the Town Council work session held on September 1, 2015, members were briefed on the status of the spot blight abatement process for this property. Town Council directed the Planning Commission to hold a public hearing to receive comments regarding the proposed ordinance to declare the property blighted, as well as to accept the spot blight abatement plan for this property. The Planning Commission held a public hearing on October 8, 2015, after which the Planning Commission unanimously voted to recommend that Town Council adopt the proposed ordinance to declare the property blighted, as well as approve the spot blight abatement plan. No public comments were received during the public hearing.

Attachments

Ordinance
Spot Blight Abatement Plan

Recommendations

Conduct Public Hearing
Motion to adopt Ordinance

ORDINANCE NO. ____

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, OCTOBER 20, 2015 IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

AN ORDINANCE DECLARING 123 GUS NICKS BOULEVARD, TAX MAP NO. 060.16-01-03, AS BLIGHTED, PER ARTICLE V, SPOT BLIGHT ABATEMENT, OF CHAPTER 14, BUILDINGS AND BUILDING REGULATIONS, OF THE VINTON TOWN CODE

WHEREAS, the Vinton Town Council has adopted a Spot Blight Abatement Ordinance and Policy (“the Policy”) pursuant to Section 36-49.1:1 of the Code of Virginia, 1950, as amended; and

WHEREAS, pursuant to the Policy, representatives from Town of Vinton Staff, Roanoke County Building Official’s office, and Roanoke County Fire Marshal’s office (“the Committee”), has made a preliminary determination that the property located at 123 Gus Nicks Boulevard is blighted; and

WHEREAS, the Town of Vinton staff properly notified the owner in accordance with the Policy and as required by law; and

WHEREAS, the owner failed to respond with a plan; and

WHEREAS, the owner has failed to remedy this blighted condition; and

WHEREAS, the plan proposed by the committee to remedy the blight is in accordance with ARTICLE V, SPOT BLIGHT ABATEMENT, OF CHAPTER 14, BUILDINGS AND BUILDING REGULATIONS, OF THE VINTON TOWN CODE; and

WHEREAS, the Planning Commission held a public hearing on October 8, 2015, and unanimously voted to recommend the adoption of the ordinance to Vinton Town Council, as well as voted unanimously to recommend approval of the proposed spot blight abatement plan to Town Council.

NOW THEREFORE, BE IT ORDAINED by the Vinton Town Council, as follows:

1. That the Town Council affirms the findings and recommendations of the Committee.
2. That the property known as 123 Gus Nicks Boulevard (Tax Map No. 060.16-01-03) is hereby declared blighted as authorized by Section 36-49.1:1 of the Code of Virginia.
3. That the owner has failed to remedy this blighted condition.
4. That the Town Manager or his designee is authorized to take such actions and execute such documents as may be necessary to implement the spot blight abatement plan to cure the blight on this property.

5. That the owner of this property shall be billed for the cost of blight abatement, including administrative costs. If the owner fails to pay for the abatement costs, these costs shall be submitted to the Treasurer of the Town of Vinton to be collected by any manner provided by law for collection of local taxes. Further, a lien shall be recorded among the land records of The Town of Vinton and Roanoke County to recover the Town's costs and expenses.
6. That the Town Council determines that it is not necessary to acquire this property by eminent domain in order to cure the blight.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its adoption.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town of Vinton

311 S. Pollard Street
Vinton, VA 24179
Phone (540) 983-0605
Fax (540) 983-0621

Karla D. Turman
Associate Planner/Code Enforcement Officer

SPOT BLIGHT ABATEMENT PLAN

Date: September 17, 2015

To: Vinton Planning Commission
Vinton Town Council

Cc: Christopher Lawrence, Town Manager
Anita McMillan, Planning & Zoning Director
Barry Thompson, Finance Director/Treasurer
Chris Linkous, Captain, Fire & EMS
Ben Cook, Chief of Police
Gary Woodson, Public Works Director
Morgan Yates, Roanoke County/Vinton Building Official
Brian Simmons, Roanoke County/Vinton Fire Marshal
Theresa Fontana, Town Attorney
Community Blight Abatement Team (COMBAT)
Josef S. Adkins, Property Owner

From: Karla Turman

Re: 123 Gus Nicks Boulevard, Tax Map #60.16-1-3
Zoned CB Central Business District

BACKGROUND:

On August 5, 2014, the Community Blight Abatement Team (COMBAT) met to determine if the property referenced above would be considered blighted under Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The term "blighted property" means any individual commercial, industrial, or residential structure or improvement that endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted under the process of determination of "spot blight".

During the meeting, it was determined that the property (1) has been vacant for more than one (1) year, (2) is no longer maintained for useful occupancy, (3) is dilapidated, (4) has been the subject of nuisance abatement actions undertaken by the town or county of Roanoke, and (5) is in such deleterious condition that it is deemed detrimental to the safety, health, or welfare of the community.

Specific conditions that exist on the property include, but are not limited to:

- (1) The grass, weeds, and foreign growth have not been maintained on the property. The overgrowth has begun to grow in to the structure;
- (2) There has been a collapse of either interior or exterior structural elements, such as floors, walls, roofs, porches, decks and similar appendages;
- (3) There are broken or unsecured windows and broken or unsecured doors, entryways, or exits. Adequate precautions to prevent the use of or access to the property by trespassers have not been taken. The Vinton Police Department has responded to numerous complaints of transients inside of the house due to it not being secured;
- (4) The roof is broken unsecured or in disrepair;
- (5) There is rotting of exterior siding, roofing, or sheathing exposing structural members to the weather;
- (6) There is excessive litter or debris on the property or in the vacant structure;
- (7) There are damaged, dead or fallen trees or limbs on the property;
- (8) There is peeling or deteriorated paint on the house;
- (9) The property has been deemed a fire hazard by the Roanoke County Fire Marshal;
- (10) A large dumpster was placed on the property in December, 2013, in which trash has been placed. The dumpster is not covered, and the trash is not being disposed of in a timely manner.

Based upon this determination, the Town of Vinton Code Enforcement Officer mailed written notification to the owner, Mr. Josef Adkins, on August 20, 2014, via certified and first-class mail. The letter outlined the violations and stated that the property owner had thirty (30) days in which to submit an abatement plan to the town for consideration.

During the Thanksgiving, 2014, holiday, Mr. Adkins left a message on my voicemail, stating that he had made arrangements to have the house demolished and the property cleared. On December 3, 2014, staff mailed a packet of information to Mr. Adkins. The packet included forms that needed to be completed and submitted prior to demolishing the house.

On September 3, 2015, Mr. Adkins called and I was able to speak with him. He stated that he plans to have the house demolished, and that he has hired Paul R. Shively LLC to demolish the house and clear a portion of the property. A message left on the company's answering machine on September 4, 2015, has not been returned.

RECOMMENDATION:

The Town of Vinton proposes to remedy the blight in accordance with Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The proposed remedy is to demolish the structure and clear the property of materials and vegetation.

FISCAL IMPACTS:

In November, 2014, a title search was performed, for which the Town paid \$270.00. An invoice was mailed to the property owner, and it was paid.

In January, 2015, staff requested quotes from three (3) companies regarding the demolition of the structure and clearing of the property. The median quote was \$29,280. New quotes would have to be obtained should an ordinance be passed that deems this a blighted property. The quotes did not include the testing for/removal of asbestos, which must be done on this structure as it is in a commercial district.

NEXT STEPS:

Staff briefed Town Council regarding this property on Tuesday, September 1, 2015. Town Council directed the Planning Commission to hold a public hearing regarding this matter, which has been scheduled for October 8, 2015. After the public hearing, the Planning Commission will make a recommendation to Town Council in regards to adopting an ordinance to declare the property blighted and to accept or deny the spot blight abatement plan. Vinton Town Council will then hold a public hearing on October 20, 2015, on whether to adopt an ordinance to declare the property blighted, as well as to accept the abatement plan submitted by staff. For the Planning Commission and Town Council public hearings, a legal notice will be advertised and adjoining property owners will be notified of the public hearings. The property owner will receive a notice and a copy of this proposed abatement plan.

The owner of the property shall be billed for the cost of blight abatement, including advertising and administrative costs. If the owner fails to pay the cost of the abatement within thirty (30) days from the date of the billing, the Treasurer of the Town of Vinton may collect these costs by a manner provided by law for collection of local taxes, and a lien may be recorded among the land records of the Town of Vinton and Roanoke County to recover the Town's costs and expenses.



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Planning and Zoning

Issue

Conduct a Public Hearing to receive comments concerning the proposed ordinance to declare 830 S. Pollard Street, Tax Map Number 60.19-4-4, zoned R-2 Residential District, a blighted property and in violation of Chapter 14 Buildings and Building Regulations, Article V Spot Blight Abatement, of the Vinton Town Code, and to consider approval of the proposed plan to demolish the structure and clear the property.

Summary

During the Town Council work session held on September 1, 2015, members were briefed on the status of the spot blight abatement process for this property. Town Council directed the Planning Commission to hold a public hearing to receive comments regarding the proposed ordinance to declare the property blighted, as well as to accept the spot blight abatement plan for this property. The Planning Commission held a public hearing on October 8, 2015, after which the Planning Commission unanimously voted to recommend that Town Council adopt the proposed ordinance to declare the property blighted, as well as approve the spot blight abatement plan. Two citizens spoke during the public hearing – Mr. Casey Macauley, 820 S. Pollard Street, and Mr. Allen Kasey, 105 Giles Avenue. Mr. Macauley lives next to the subject property and is concerned about this structure and the safety of his grandchildren when they visit. In addition to the deteriorated condition of the structure, Mr. Macauley said that this structure has become a place for feral cats and other wild animals to live.

Attachments

Spot Blight Abatement Plan
Ordinance

Recommendations

Motion to adopt Ordinance

ORDINANCE NO. ____

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, OCTOBER 20, 2015 IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

AN ORDINANCE DECLARING 830 S. POLLARD STREET, TAX MAP NO. 060.19-04-04, AS BLIGHTED, PER ARTICLE V, SPOT BLIGHT ABATEMENT, OF CHAPTER 14, BUILDINGS AND BUILDING REGULATIONS, OF THE VINTON TOWN CODE.

WHEREAS, the Vinton Town Council has adopted a Spot Blight Abatement Ordinance and Policy (“the Policy”) pursuant to Section 36-49.1:1 of the Code of Virginia, 1950, as amended; and

WHEREAS, pursuant to the Policy, representatives from Town of Vinton Staff, Roanoke County Building Official’s office, and Roanoke County Fire Marshal’s office (“the Committee”), has made a preliminary determination that the property located at 830 S. Pollard Street is blighted; and

WHEREAS, the Town of Vinton staff properly notified the estate of the owner in accordance with the Policy and as required by law; and

WHEREAS, the estate of owner failed to respond with a plan; and

WHEREAS, the estate of owner has failed to remedy this blighted condition; and

WHEREAS, the plan proposed by the committee to remedy the blight is in accordance with ARTICLE V, SPOT BLIGHT ABATEMENT, OF CHAPTER 14, BUILDINGS AND BUILDING REGULATIONS, OF THE VINTON TOWN CODE; and

WHEREAS, the Planning Commission held a public hearing on October 8, 2015, and unanimously voted to recommend the adoption of the ordinance to Vinton Town Council, as well as voted unanimously to recommend approval of the proposed spot blight abatement plan to Town Council.

NOW THEREFORE, BE IT ORDAINED by the Vinton Town Council, as follows:

1. That the Town Council affirms the findings and recommendations of the Committee.
2. That the property known as 830 S. Pollard Street (Tax Map No. 060.19-04-04) is hereby declared blighted as authorized by Section 36-49.1:1 of the Code of Virginia.
3. That the estate of owner has failed to remedy this blighted condition.
4. That the Town Manager or his designee is authorized to take such actions and execute such documents as may be necessary to implement the spot blight abatement plan to cure the blight on this property.
5. That the estate of the owner of this property shall be billed for the cost of blight abatement, including administrative costs. If the estate of the owner fails to pay for

the abatement costs, these costs shall be submitted to the Treasurer of the Town of Vinton to be collected by any manner provided by law for collection of local taxes. Further, a lien shall be recorded among the land records of The Town of Vinton and Roanoke County to recover the Town's costs and expenses.

6. That the Town Council determines that it is not necessary to acquire this property by eminent domain in order to cure the blight.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its adoption.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town of Vinton

311 S. Pollard Street
Vinton, VA 24179
Phone (540) 983-0605
Fax (540) 983-0621

Karla D. Turman

Associate Planner/Code Enforcement Officer

SPOT BLIGHT ABATEMENT PLAN

Date: August 25, 2015

To: Vinton Planning Commission
Vinton Town Council

Cc: Christopher Lawrence, Town Manager
Anita McMillan, Planning & Zoning Director
Barry Thompson, Finance Director/Treasurer
Chris Linkous, Captain, Fire & EMS
Ben Cook, Chief of Police
Gary Woodson, Public Works Director
Morgan Yates, Roanoke County/Vinton Building Official
Brian Simmons, Roanoke County/Vinton Fire Marshal
Theresa Fontana, Town Attorney
Community Blight Abatement Team (COMBAT)

From: Karla Turman

Re: 830 S. Pollard Street, Tax Map #60.19-4-4
Zoned R-2 Residential District

BACKGROUND:

On August 5, 2014, the Community Blight Abatement Team (COMBAT) met to determine if the property referenced above would be considered blighted under Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The term "blighted property" means any individual commercial, industrial, or residential structure or improvement that endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted under the process of determination of "spot blight".

During the meeting, it was determined that the property (1) has been vacant for more than one (1) year, (2) is no longer maintained for useful occupancy, (3) is dilapidated, (4) has been the subject of

nuisance abatement actions undertaken by the town or county of Roanoke, and (5) is in such deleterious condition that it is deemed detrimental to the safety, health or welfare of the community.

Specific conditions that exist on the property include, but are not limited to:

- (1) The grass, weeds, and foreign growth have not been maintained on the property;
- (2) There has been a collapse of either interior or exterior structural elements, such as floors, walls, roofs, porches, decks and similar appendages;
- (3) A portion of the house is being held up by a temporary support;
- (4) Portions of the back of the house are collapsing;
- (5) There are broken or unsecured windows and broken or unsecured doors, entryways, or exits. Adequate precautions to prevent the use of or access to the property by trespassers have not been taken;
- (6) The roof is in disrepair and/or in danger of collapsing;
- (7) There is rotting of exterior siding, roofing, or sheathing exposing structural members to the weather;
- (8) There are damaged, dead or fallen trees or limbs on the property;
- (9) The service line from the AEP pole to the house is being held up by a rope. This needs to be brought to the attention of AEP so that they can disconnect the service line;
- (10) The property has been deemed a fire hazard by the Roanoke County Fire Marshal.

Based upon this determination, the Town of Vinton Code Enforcement Officer mailed written notification to the son of the deceased property owner, Mary Banks, on August 20, 2015, via certified and first-class mail. The letter outlined the violations and stated that the Mr. Banks had thirty (30) days in which to submit an abatement plan to the town for consideration.

During the title search, it was determined that there may be additional heirs to the property. On November 25, 2014, the same letter was mailed via first-class mail to each of the possible heirs at their last known address. As of the date of this memo, no one from the estate of the property owner has made contact with the town staff regarding an abatement plan.

RECOMMENDATION:

The Town of Vinton proposes to remedy the blight in accordance with Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The proposed remedy is to demolish the structure and clear the property of materials and vegetation.

FISCAL IMPACTS:

In January, 2015, staff requested quotes from three (3) companies regarding the demolition of the structure and clearing of the property. The median quote was \$17,900. New quotes would have to be obtained should an ordinance be passed that deems this a blighted property.

Outstanding monies due to the Town and to the County of Roanoke:

1. Real Estate Taxes (TOV):	\$ 48.70
2. Mowing Liens: (TOV):	\$ 411.00
3. Title Search Lien (TOV):	\$1,080.00
4. Real Estate Taxes (County):	<u>\$ 972.04</u>
	<u>\$2,511.74</u>

NEXT STEPS:

Staff will brief Town Council regarding this property on Tuesday, September 1, 2015. Should the Town Council direct the Planning Commission to hold a public hearing regarding this matter, the public hearing will be held on October 8, 2015, after which the Planning Commission will make a recommendation to Vinton Town Council in regards to adopting an ordinance to declare the property blighted and to accept or deny the spot blight abatement plan. Vinton Town Council will then hold a public hearing on October 13, 2015, on whether to adopt an ordinance to declare the property blighted, as well as to accept the abatement plan submitted by staff. For the Planning Commission and Town Council public hearings, a legal notice will be advertised and adjoining property owners will be notified of the public hearings. The property owner will receive a notice and a copy of this proposed abatement plan.

The owner of the property shall be billed for the cost of blight abatement, including advertising and administrative costs. If the owner fails to pay the cost of the abatement within thirty (30) days from the date of the billing, the Treasurer of the Town of Vinton may collect these costs by a manner provided by law for collection of local taxes, and a lien may be recorded among the land records of the Town of Vinton and Roanoke County to recover the Town's costs and expenses.



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Planning and Zoning

Issue

Conduct a Public Hearing to receive comments concerning the proposed ordinance to declare 308-B 9th Street, Tax Map Number 60.10-4-27, zoned R-2 Residential District, a blighted property and in violation of Chapter 14 Buildings and Building Regulations, Article V Spot Blight Abatement, of the Vinton Town Code, and to consider approval of the proposed plan to demolish the structure and clear the property.

Summary

During the Town Council work session held on September 1, 2015, members were briefed on the status of the spot blight abatement process for this property. Town Council directed the Planning Commission to hold a public hearing to receive comments regarding the proposed ordinance to declare the property blighted, as well as to accept the spot blight abatement plan for this property. The Planning Commission held a public hearing on October 8, 2015, after which the Planning Commission unanimously voted to recommend that Town Council adopt the proposed ordinance to declare the property blighted, as well as approve the spot blight abatement plan. No public comments were received during the public hearing.

Attachments

Spot Blight Abatement Plan
Ordinance

Recommendations

Conduct Public Hearing
Motion to adopt Ordinance

ORDINANCE NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, OCTOBER 20, 2015 IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

AN ORDINANCE DECLARING 308-B 9TH STREET, TAX MAP NO. 060.10-04-27, AS BLIGHTED, PER ARTICLE V, SPOT BLIGHT ABATEMENT, OF CHAPTER 14, BUILDINGS AND BUILDING REGULATIONS, OF THE VINTON TOWN CODE

WHEREAS, the Vinton Town Council has adopted a Spot Blight Abatement Ordinance and Policy (“the Policy”) pursuant to Section 36-49.1:1 of the Code of Virginia, 1950, as amended; and

WHEREAS, pursuant to the Policy, representatives from Town of Vinton Staff, Roanoke County Building Official’s office, and Roanoke County Fire Marshal’s office (“the Committee”), has made a preliminary determination that the property located at 123 Gus Nicks Boulevard is blighted; and

WHEREAS, the Town of Vinton staff properly notified the owner in accordance with the Policy and as required by law; and

WHEREAS, the owner failed to respond with a plan; and

WHEREAS, the owner has failed to remedy this blighted condition; and

WHEREAS, the plan proposed by the committee to remedy the blight is in accordance with ARTICLE V, SPOT BLIGHT ABATEMENT, OF CHAPTER 14, BUILDINGS AND BUILDING REGULATIONS, OF THE VINTON TOWN CODE; and

WHEREAS, the Planning Commission held a public hearing on October 8, 2015, and unanimously voted to recommend the adoption of the ordinance to Vinton Town Council, as well as voted unanimously to recommend approval of the proposed spot blight abatement plan to Town Council.

NOW THEREFORE, BE IT ORDAINED by the Vinton Town Council, as follows:

1. That the Town Council affirms the findings and recommendations of the Committee.
2. That the property known as 308-B 9th Street (Tax Map No. 060.10-4-27) is hereby declared blighted as authorized by Section 36-49.1:1 of the Code of Virginia.
3. That the owner has failed to remedy this blighted condition.
4. That the Town Manager or his designee is authorized to take such actions and execute such documents as may be necessary to implement the spot blight abatement plan to cure the blight on this property.

5. That the owner of this property shall be billed for the cost of blight abatement, including administrative costs. If the owner fails to pay for the abatement costs, these costs shall be submitted to the Treasurer of the Town of Vinton to be collected by any manner provided by law for collection of local taxes. Further, a lien shall be recorded among the land records of The Town of Vinton and Roanoke County to recover the Town's costs and expenses.
6. That the Town Council determines that it is not necessary to acquire this property by eminent domain in order to cure the blight.

BE IT FURTHER ORDAINED, that this Ordinance shall become effective upon its adoption.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town of Vinton

311 S. Pollard Street
Vinton, VA 24179
Phone (540) 983-0605
Fax (540) 983-0621

Karla D. Turman

Associate Planner/Code Enforcement Officer

SPOT BLIGHT ABATEMENT PLAN

Date: September 17, 2015

To: Vinton Planning Commission
Vinton Town Council

Cc: Christopher Lawrence, Town Manager
Anita McMillan, Planning & Zoning Director
Barry Thompson, Finance Director/Treasurer
Chris Linkous, Captain, Fire & EMS
Ben Cook, Chief of Police
Gary Woodson, Public Works Director
Morgan Yates, Roanoke County/Vinton Building Official
Brian Simmons, Roanoke County/Vinton Fire Marshal
Theresa Fontana, Town Attorney
Community Blight Abatement Team (COMBAT)
Dorothy Parker, Property Owner

From: Karla Turman

Re: 308B 9th Street, Tax Map #60.10-4-27
Zoned R-2 Residential District

BACKGROUND:

On August 5, 2014, the Community Blight Abatement Team (COMBAT) met to determine if the property referenced above would be considered blighted under Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The term "blighted property" means any individual commercial, industrial, or residential structure or improvement that endangers the public's health, safety, or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted under the process of determination of "spot blight".

During the meeting, it was determined that the property (1) has been vacant for more than one (1) year, (2) is no longer maintained for useful occupancy, (3) is dilapidated, (4) has been the subject of nuisance abatement actions undertaken by the town or county of Roanoke, and (5) is in such deleterious condition that it is deemed detrimental to the safety, health, or welfare of the community.

Specific conditions that exist on the property include, but are not limited to:

- (1) There has been a collapse of either interior or exterior structural elements, such as floors, walls, roofs, porches, decks and similar appendages;
- (2) The porch roof is being held up by temporary supports;
- (3) The roof is broken unsecured or in disrepair;
- (4) There is rotting of exterior siding, roofing, or sheathing exposing structural members to the weather;
- (5) There is excessive litter or debris on the property or in the vacant structure;

Based upon this determination, the Town of Vinton Code Enforcement Officer mailed written notification to the owner, Mrs. Dorothy Parker, on August 20, 2014, via certified and first-class mail. The letter outlined the violations and stated that the property owner had thirty (30) days in which to submit an abatement plan to the town for consideration.

On August 24, 2014, Mrs. Parker contacted me, stating that she would submit a letter to the Town regarding what she intends to do with the property. I advised her that a structural analysis by a qualified engineer would be required to be submitted with any plan submitted to remedy the blight. She was given until October 20 to have the plan submitted.

On September 30, 2014, a letter was received from Mrs. Parker. The letter stated that she would repair the porch, add a new roof; redo the front entrance, including the door, floors, and ceiling, install new windows in the living room, and anything else that needs repair. The letter did not include the required structural analysis, and the plan was denied.

On October 9, 2014, a handwritten estimate was received from Crowe Service. The writing was illegible and the estimate did not address the issues that were pointed out in the structural analysis, nor did it contain estimated costs for each item. Mr. Jack Whorley, who works for Crowe Service, came to my office to discuss what was needed. He stated that Mrs. Parker asked him for an estimate for labor only, as she would provide the materials. He also said that he does not have a contractor's license. He said that he has made his application to DPOR (Virginia Dept. of Occupational Regulations), but has not received anything from them. I advised him that he would not be eligible to obtain a permit or perform the work. I spoke with Mrs. Parker and informed her that the plan was again not accepted. She was advised to submit a plan that was typewritten, addressed each issue listed in the structural analysis, included the costs to remedy each issue, along with a timeline to complete the work.

On October 15, 2014, a structural condition assessment letter was received from Balzer and Associates. On November 13, 2014, a written plan was received by Mrs. Parker, stating how the issues found in the structural condition assessment would be corrected. The plan was reviewed by Morgan Yates, acting Roanoke County/Vinton Building Commissioner, and by the Town. The plan was approved and an acceptance letter was mailed to Mrs. Parker on November 24, 2014, with the condition that permits be obtained and all work be done within ninety (90) days of the plan acceptance date.

On April 13, 2015, staff contacted Mrs. Parker due to no permits being applied for, and no work being done on the house. Mrs. Parker told staff that she had decided not to pursue repairing the house after being told by the building official that asbestos testing must be done. She said that she would repair the house if no asbestos testing was required. Staff verified with the building official that, although asbestos testing is recommended, it is not required. On April 14, 2015, staff mailed a letter to Mrs. Parker to let her know that asbestos testing would not be required, and to notify her that the Town would give her a sixty (60) day extension to either repair the house according to the approved plan, or to demolish the structure. As of this date, Mrs. Parker has had no further contact with the Town staff regarding this issue.

RECOMMENDATION:

The Town of Vinton proposes to remedy the blight in accordance with Section 14-142(a), Article V Spot Blight Abatement, Chapter 14 Buildings and Building Regulations, of the Vinton Town Code. The proposed remedy is to demolish the structure and clear the property of materials and vegetation.

FISCAL IMPACTS:

At this time, fiscal impact is not known. Should Town Council adopt an ordinance to declare the property blighted and approve the abatement plan as prepared by staff, staff would solicit quotes for a contract to abate the blight and carry out the approved plan.

Staff estimates the cost of the demolition of the structure and the clearing of the property to be between \$15,000 and \$20,000.

NEXT STEPS:

Staff briefed Town Council regarding this property on Tuesday, September 1, 2015. Town Council directed the Planning Commission to hold a public hearing regarding this matter, which has been scheduled for October 8, 2015. After the public hearing, the Planning Commission will make a recommendation to Town Council in regards to adopting an ordinance to declare the property blighted and to accept or deny the spot blight abatement plan. Vinton Town Council will then hold a public hearing on October 20, 2015, on whether to adopt an ordinance to declare the property blighted, as well as to accept the abatement plan submitted by staff. For the Planning Commission and Town Council public hearings, a legal notice will be advertised and adjoining property owners will be notified of the public hearings. The property owner will receive a notice and a copy of this proposed abatement plan.

The owner of the property shall be billed for the cost of blight abatement, including advertising and administrative costs. If the owner fails to pay the cost of the abatement within thirty (30) days from the date of the billing, the Treasurer of the Town of Vinton may collect these costs by a manner provided by law for collection of local taxes, and a lien may be recorded among the land records of the Town of Vinton and Roanoke County to recover the Town's costs and expenses.



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Planning and Zoning

Issue

Consider adoption of a Resolution authorizing the Town Manager to file an application for allocation of Virginia Department of Transportation (VDOT) Fiscal Year 2017-2018 MAP-21 Transportation Alternatives (TA) Program funds for Glade Creek Greenway Phase 2.

Summary

FY 2017-2018 MAP-21 TA program grant funding is currently available, with applications for the grant due by November 1, 2015. This grant application is for the construction of Phase 2 of Glade Creek Greenway, from Walnut Avenue to Gus Nicks Boulevard. The proposed greenway consists of a 10-foot wide, paved, off-road, ADA-accessible, bicycle/pedestrian trail. The project will include 3,060 linear feet of trail, a trailhead at Gus Nicks Boulevard, and a crossing under the Norfolk Southern Railroad trestle with an overhead protection shelter. Glade Creek Greenway is envisioned to run from Tinker Creek to Vinyard Park and ultimately connect to the Blue Ridge Parkway.

Construction of Phase 1 of this bicycle/pedestrian trail will begin in spring 2016, using revenue sharing funds, matched by Town and County monies and private donations. Phase 1 will run from Tinker Creek at Virginia Avenue to Walnut Avenue along Glade and Tinker Creeks, following an existing sewer easement. The greenway will be extended under the City of Roanoke's Dale Avenue Bridge onto Precision Fabric Group's (PFG) property, since there is no sidewalk on the north side of the bridge on Dale Avenue. An easement from PFG is pending.

The estimated total project cost for Glade Creek Greenway Phase II \$526,210.00. Grant funding in the amount of \$417,710.00 will be requested, with the remaining \$108,500.00 funds to be provided by local match for administration and drainage improvements, Pathfinders for Greenways and other volunteer organizations.

Attachments

Power Point Presentation
Project Description
Proposed Project Budget
Aerial Map
Resolution

Recommendations

Motion to adopt Resolution

GLADE CREEK GREENWAY

MAP-21 Transportation Alternatives Grant Request

Phase 2

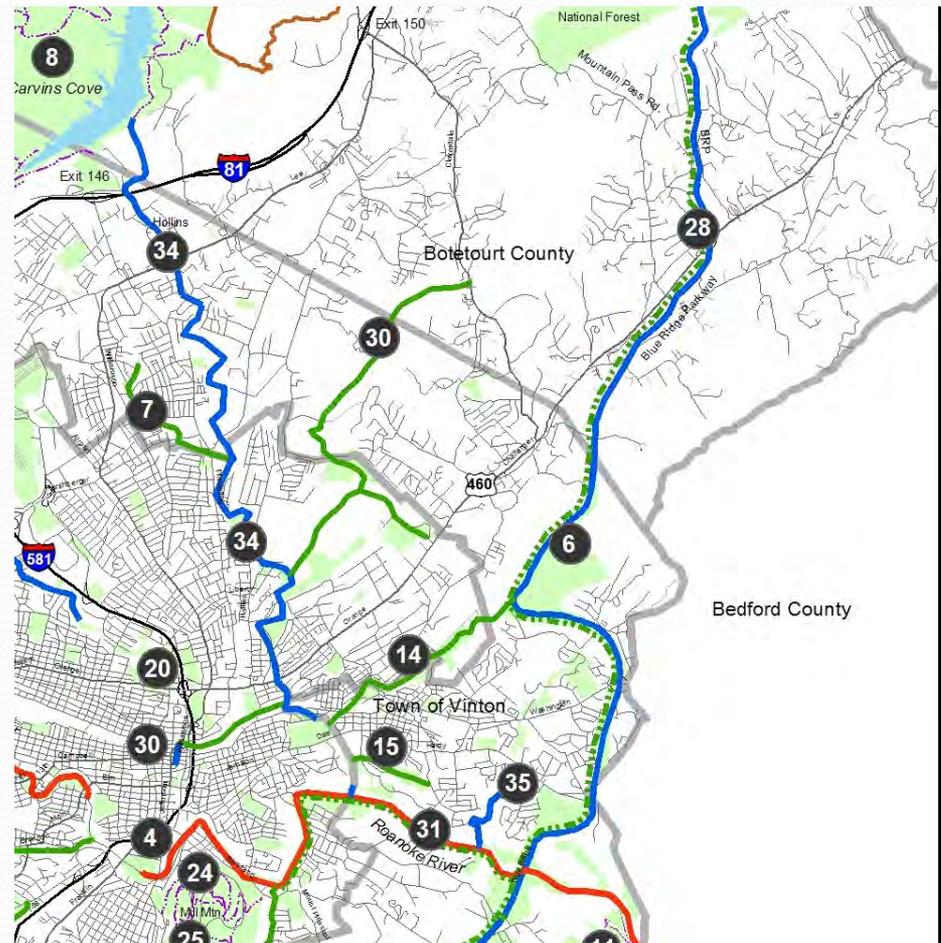
Town of Vinton

October 2015

Glade Creek Greenway #14

Roanoke Valley Conceptual Greenway Plan

- **Priority 3** – These greenways are important at the local level for enhancement of neighborhood values, economic development, and public health.

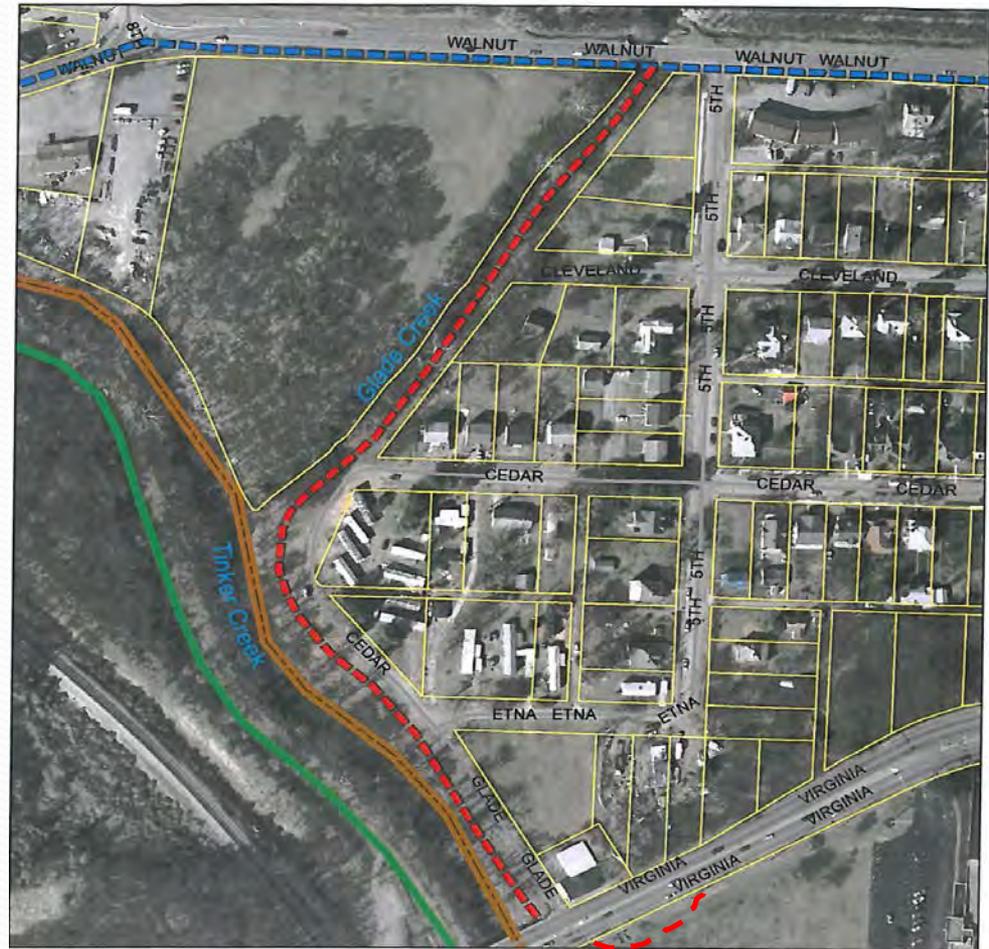


Glade Creek Greenway

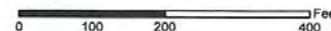
Phase 1: Virginia Avenue to Walnut Avenue
1,950 linear feet, separated grade crossing

- **Phase 1 Funding**
 - Revenue Sharing Funding \$ 131,000
 - Locality Funds as Match \$ 48,500
 - Private Donation as Match \$ 50,000
 - County EDA as Match \$ 20,000
 - Greenway Partners \$ 12,500
- **Timeline – Construction start by spring 2016**

Glade Creek Greenway Phase 1



Town of Vinton Glade/Tinker Creek Greenway



- Proposed Glade/Tinker Creek Greenway (1590ft)
- Proposed Walnut Street Improvements
- Existing Tinker Creek Greenway
- Town of Vinton Limits

Glade Creek Greenway

Phase 2: Walnut Avenue to Gus Nicks Boulevard

3,060 linear feet, trailhead, crossing under railroad

- **Phase 2 Funding Proposal - \$526,210**
 - TA VDOT Funds \$ 417,710
 - Locality Time as Match \$ 50,000
 - Locality Drainage Work \$ 19,500
 - Private Donation/Time as Match \$ 34,000
 - County Match \$ 5,000
- **Timeline – Four Years, Starting Fall 2016**

Glade Creek Greenway Phase 1 and 2



GLADE CREEK GREENWAY PHASE 1
(UNDER DEVELOPMENT)

PROPOSED GLADE CREEK GREENWAY PHASE 2

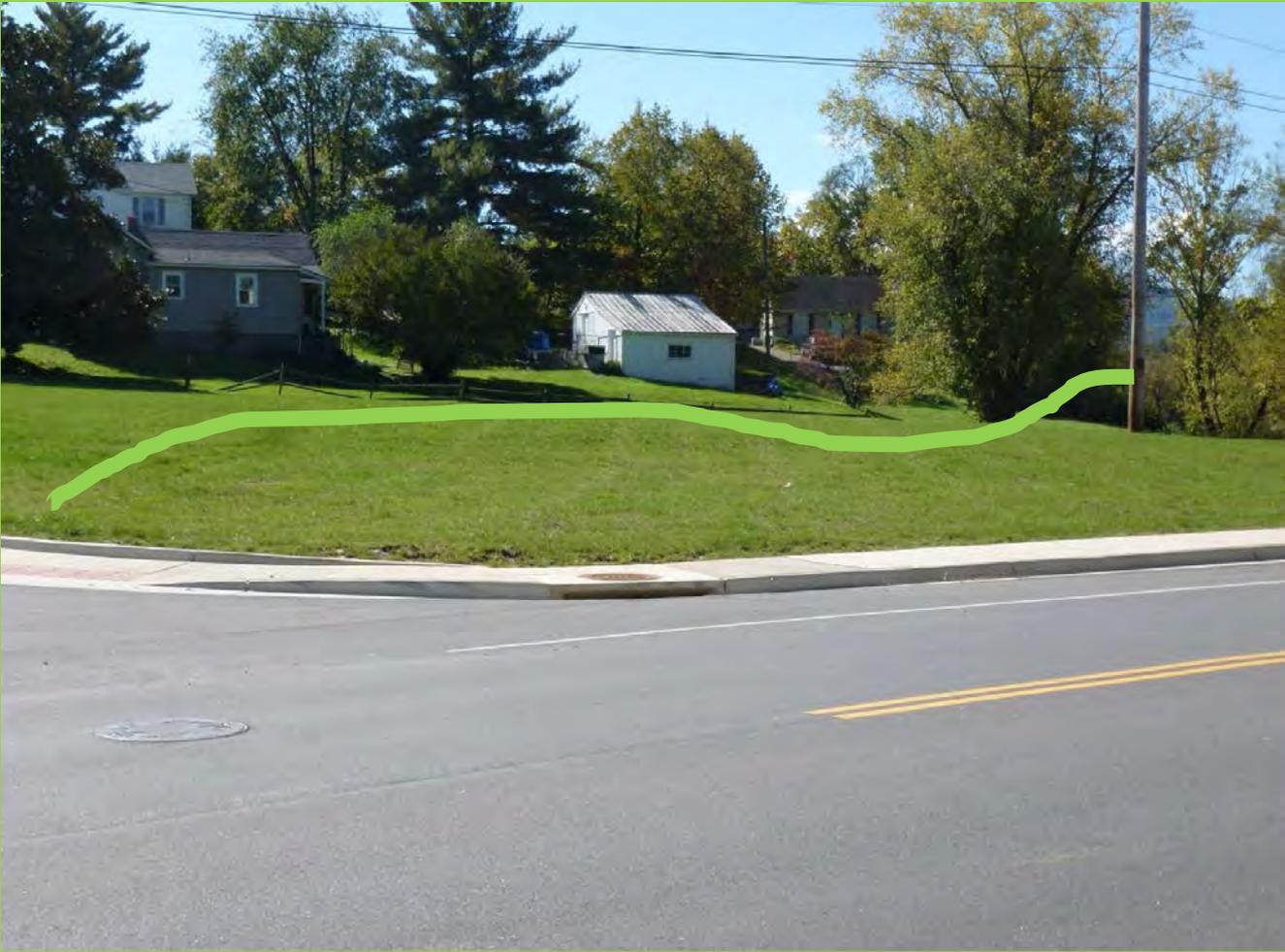
PROPOSED GLADE CREEK GREENWAY TRAILHEAD PHASE 2

Phase 2 of Glade Creek Greenway



Walnut Avenue with Bike Lanes and Sidewalks

Phase 1: Approaching Walnut Avenue



Phase 2: Crossing Walnut Avenue



Phase 2: Going by Former Bridge Location



Phase 2: Replacing a Drainage Pipe



Phase 2: Going Under Railroad Trestle



Phase 2: Going Under Railroad Trestle



Existing low wall protects the inlet

Phase 2: Going Under Railroad Trestle



Remove flood debris from open channels

Phase 2: Gearhart Park



Phase 2: Gearhart Park to Old William Byrd School



Phase 2: Old William Byrd School



Obtain easement from Roanoke County

Phase 2: Old William Byrd School



Phase 2: Trailhead at Gus Nicks Blvd.



Phase 3: Future Route from Gus Nicks Blvd. to Vinyard Park via Former Gish's Mill Site





QUESTIONS?

Public Comments

Glade Creek Greenway Phase 2 – MAP-21 Transportation Alternatives Grant

Project Description

This project is construction of Phase 2 of Glade Creek Greenway, from Walnut Avenue to Gus Nicks Boulevard in the Town of Vinton. Glade Creek Greenway is a 10-foot wide, paved, off-road, ADA-accessible, bicycle/pedestrian trail. Phase 2 of the project will include 3060 linear feet of trail, a trailhead at Gus Nicks Boulevard, and a crossing under a railroad trestle with an overhead protection shelter.

Glade Creek Greenway is envisioned to run from Tinker Creek to Vinyard Park and the Blue Ridge Parkway. Construction of Phase 1 of this bicycle/pedestrian trail will begin in spring 2016, using revenue sharing funds, matched by Town and County monies and private donations. Phase 1 will run from Tinker Creek at Virginia Avenue/VA 24 to Walnut Avenue along Glade and Tinker Creeks, following an existing sewer easement and utilizing a grade separated crossing of Virginia Avenue/VA 24.

Phase 2 will continue the 10-wide shared use trail, beginning at Walnut Avenue with an at-grade crossing. Near Walnut Avenue, the trail will go under a railroad trestle over Glade Creek, utilizing the eastern most of three 14' (w) x 12' (h) sections. This section has an existing concrete floor and a low protection wall on the inlet end; the creek normally runs in the two western sections, except during flood conditions. The trail will go along Glade Creek through Gearhart Park, owned by the Town and leased to Roanoke County, and then will skirt the Old William Byrd High School property, which is for sale by the County. The County has agreed to donate the easement for the greenway, prior to selling the property. At Gus Nicks Boulevard there will be a trailhead with parking. On both Walnut Avenue and Gus Nicks Boulevard there are existing sidewalks that will provide connections to and from the greenway from Town of Vinton and City of Roanoke neighborhoods in the and commercial areas.

Budget

Engineering and Permitting	\$ 90,000.00
Right-of-way	\$ 10,000.00
Construction	\$ 323,830.00
Construction Admin and Contingency	<u>\$ 102,380.00</u>
Total Cost	\$ 526,210.00
TA Request	\$ 417,710.00 (79%)
Local Match	\$ 108,500.00 (21%)

Glade Creek Greenway Phase 2 (~3060 lf)				
PRELIMINARY ENGINEERING PHASE				
Preliminary Engineering				
	Engineering/Design			\$35,000
	FEMA Coordination			\$20,000
	Surveying			\$10,000
	Environmental Document			\$10,000
	VDOT Review Fees			\$5,000
	Grant Administrative Costs			\$10,000
PE Phase Total Cost				\$90,000
RIGHT OF WAY PHASE				
	Right of Way			\$5,000
	Railroad Coordination			\$5,000
RW Phase Total Cost				\$10,000
CONSTRUCTION PHASE				
Construction Cost				
Item	Phase 6a Quantities	Units	Engineers Estimate	
			Unit Price	Cost
MOBILIZATION	1	LS	\$ 27,836.75	\$ 27,836.75
CONSTRUCTION SURVEY	1	LS	\$10,000.00	\$10,000.00
CLEARING & GRUBBING	1	AC	\$5,000.00	\$5,000.00
EARTHWORK	2500	CY	\$15.00	\$37,500.00
18" PIPE	100	LF	\$75.00	\$7,500.00
18" ENDSECTIONS ES-1	10	EA	\$1,200.00	\$12,000.00
AGGR. BASE MATL. TYPE 1 NO. 21B	1600	TON	\$30.00	\$48,000.00
CURB RAMP with Truncated Domes	1	EA	\$2,500.00	\$2,500.00
BOLLARD	6	EA	\$750.00	\$4,500.00
ASPHALT CONCRETE TY. SM-9.5A	450	TON	\$125.00	\$56,250.00
DRY RIPRAP CL. A1	50	TON	\$60.00	\$3,000.00
DRY RIPRAP CL. 1	60	TON	\$70.00	\$4,200.00
PERMANENT SEEDING	1	AC	\$5,000.00	\$4,000.00
PRE-EMERGENT HERBICIDE	3800	SY	\$0.30	\$1,140.00
CULVERT INLET PROTECTION	5	EA	\$250.00	\$1,250.00
CHECK DAM, ROCK TY. 1	20	EA	\$300.00	\$6,000.00
CONSTRUCTION ENTRANCE	2	EA	\$2,500.00	\$5,000.00
TEMP. SUPER SILT FENCE	3000	LF	\$8.00	\$24,000.00
TEMP. SILT FENCE	100	LF	\$3.50	\$350.00
SIGNAGE	1	LS	\$1,200.00	\$1,200.00
CROSSWALK	1	EA	\$2,500.00	\$2,500.00
SPLIT RAIL WOOD FENCE	200	LF	\$18.00	\$3,600.00
TRAILHEAD KIOSK	1	EA	\$1,500.00	\$1,500.00
LANDSCAPING	1	LS	\$5,000.00	\$5,000.00
NS BRIDGE UNDERPASS	1	EA	\$20,000.00	\$20,000.00
NS OVERHEAD PROTECTION SHELTER	1	EA	\$30,000.00	\$30,000.00
Sub-Total Construction Costs				\$323,827
Construction Implementation				
	Construction Contract Administration & Bidding			\$20,000
	Inspection Fees			\$35,000
	Materials Testing			\$10,000
	Contingency (10%)			\$32,383
	Construction VDOT Oversight Charges			\$5,000
Sub-Total Construction Implementation				\$102,383
CN PHASE TOTAL COST				\$426,209
TOTAL COST (PE, RW, & CN)				
TOTAL ESTIMATED PROJECT COST				\$526,209

PROPOSED GLADE CREEK GREENWAY - VINTON, VA



GLADE CREEK GREENWAY PHASE 1
(UNDER DEVELOPMENT)

PROPOSED GLADE CREEK
GREENWAY TRAILHEAD PHASE 2

PROPOSED GLADE CREEK GREENWAY PHASE 2

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, OCTOBER 20, 2015, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

GLADE CREEK GREENWAY PHASE 2

A **RESOLUTION** authorizing the Town Manager for and on behalf of the Town of Vinton, to file an application for allocation of Virginia Department of Transportation (VDOT) MAP-21 Transportation Alternatives Fiscal Year 2017 Program funds.

WHEREAS, in accordance with the Commonwealth Transportation Board (CTB) construction allocation procedures, it is necessary that a Resolution be received from the sponsoring local jurisdiction requesting the Virginia Department of Transportation (VDOT) to establish a Transportation Alternatives (TA) project in the Town of Vinton, Virginia.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Vinton, requests the Commonwealth Transportation Board (CTB) to establish a project for the construction of **Glade Creek Greenway Phase 2**, a 10-foot wide paved, off-road, ADA-accessible, bicycle/pedestrian trail from Walnut Avenue to Gus Nicks Boulevard.

BE IT FURTHER RESOLVED, that the Town of Vinton hereby agrees to provide a minimum 20 percent matching contribution for this Project.

BE IT FURTHER RESOLVED, that the Town of Vinton hereby agrees to enter into a project administration agreement with the VDOT and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right-of-way acquisition, and construction of a federally funded transportation project.

BE IT FURTHER RESOLVED, that the Town of Vinton will be responsible for maintenance and operating costs of any facility constructed with Transportation Alternatives Program funds unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED, that if the Town of Vinton subsequently elects to cancel this Project, the Town of Vinton hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Vinton also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Administration

Issue

Consider adoption of a Resolution authorizing the creation of two part-time employee positions to convert them from Historical Society Contract employees to Town of Vinton part-time employees and approving the appropriation and transfer of funds.

Summary

The Vinton Historical Society has employed two part-time contract employees over the past several years. After discussion and evaluation between the Town Manager and leadership with the Society, concerns were raised regarding the structure of these two positions and how best to employ these services.

The Historical Society is a non-profit volunteer based organization that has provided unmeasurable benefits and services to the community and valley through their volunteers and two employees. These two employees allow the Museum to be operated and have their doors open to the public Monday, Wednesday, and Friday of each week as well as special events through the year. The museum closes December through March of each year.

As proposed these two part-time employees would become Town of Vinton employees and fall under our HR structure, employee policies, and payroll structure. They would not have access to benefits such as health insurance, leave accrual, or VRS pension plan. However they would have workers comp insurance, general liability coverage, and similar protections as public employees.

Currently funding is provided through several sources summarized below:

Town of Vinton: \$3,000

Melvin Jones Foundation Grant to VHS: \$2,000

Roanoke County: \$2,000 (funds operating expenses)

Donations and savings account - varies

Currently each employee works less than 20 hours per week, typically 4-16 hours each plus some special events. In the future, funding will drive the amount of hours for PT employees. Volunteers will continue to assist and provide a second person in the museum during operating hours.

Proposed Funding:

The Town would retain its current contribution to the Historical Society of \$3,000. The Society would fund, as available, up to \$4,000 as a payment to the town for a total of \$7,000 budget.

Two funding/Staffing Options

1. Level of Service – Restricted to current funding without any additional Town Contribution

- Number of payable hours: 540 (13.5 hrs. per week)
- No additional town funds

2. Additional Town Funds to Cover Payroll expenses

- Number of payable hours: 580 (14.5 hrs. per week)
- Additional expense to cover payroll taxes 7.65% and workers comp \$0.35/\$100 of salary: \$517
- If the town does not take on the additional taxes of 7.65% the total number of hours would be reduced by 40 hours for the year.
- Total Additional funding: \$517

Attachments

Job description summary
Financial summary sheet
Resolution

Recommendations

Motion to adopt Resolution

Description of Part Time Employees at Vinton History Museum

The Vinton History Museum is open on Monday, Wednesday, Friday and on other occasions as scheduled by the Vinton Historical Society. The normal schedule is 10:00 AM to 2:00 PM except on exceptional scheduled days, such as open house, festival days, etc.

The part time employees of the Museum are employees of the Town of Vinton. They shall be responsible to the Director of Special Events and shall be supervised in day-to-day activities by the Vinton Historical Society. These employees will be the point of contact for the visitors and correspondents to the Museum. They will be responsible for administrative duties as assigned by the VHS. Although one employee will normally work more hours than the other, neither will work more than 20 hours per week.

Typical Duties of the Part Time Workers:

- Maintains files and records of historical and genealogical interest to the community. These may be digital or hard copy files.
- Compose and distribute information for the VHS membership, patrons of the Museum and visitors to the Museum. This may include membership information, such as announcements of meetings, newsletter, calendar of events, etc., letters to donors, press releases and information concerning fund raisers.
- Assist the VHS Board of Directors in organizational activities.
- Serve as host to groups and individuals who visit the museum and schedules tours, visits and programs for community groups. Assists in historical and genealogical research as requested.
- Develops and distributes public information concerning the activities of the VHS and Museum.
- Assists in recruiting and scheduling volunteers.
- Accepts donations to the Museum and upon approval by appropriate VHS personnel, record, index and writes donor "thank you" letters.
- Conducts independent research in historical and genealogical matters for preservation.
- Coordinates special events and programs as assigned by the assigned by the Vinton Historical Society.
- Researches and writes requests for grants for specific activities as may be approved by the Vinton Historical Society.
- Others duties as assigned by the Vinton Historical Society and Director of Special Programs.
- Uses internet, social media and websites to further the mission and programs of the museum.

The persons occupying these positions will be familiar with general office activities associated with the accumulation of research data, historical artifacts and with public contacts. Computer skills using the internet and ability to use Microsoft Access, Word, Publisher and Excel are necessary.

	Weeks	Hours	Hours	Hourly	Annual
Senerio 1	Per Year	Per Week	Per Year	Rate	Salary
Employee 1	40	10	400	12.00	4,800.00
Employee 2	40	3.5	140	12.00	1,680.00
					<u>6,480.00</u>
SS/Medicare					497.00
Worker's Comp					<u>23.00</u>
Total Salary & Benefits					7,000.00
Museums Contribution					7,000.00
Net to be funded					0.00

	Weeks	Hours	Hours	Hourly	Annual
Senerio 2	Per Year	Per Week	Per Year	Rate	Salary
Employee 1	40	10	400	12.00	4,800.00
Employee 2	40	4.5	180	12.00	2,160.00
					<u>6,960.00</u>
SS/Medicare					532.00
Worker's Comp					<u>25.00</u>
Total Salary & Benefits					7,517.00
Museums Contribution					7,000.00
Net to be funded					(517.00)

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD AT 7:00 PM ON TUESDAY, OCTOBER 20, 2015, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Vinton Museum is an important asset and service to collect, display, and preserve the history of our community, people and events; and

WHEREAS, the Vinton Historical Society has provide 20 years of service to the community through operating the museum, tracking and filing historic data and artifacts, completing research and genealogy services; and

WHEREAS, staffing is a vital component of a successful program delivery to operate the museum collection and research as well as keep the doors open several days per week; and

WHEREAS, the Town can provide a more comprehensive employment structure and human resources system to part-time employees at the Museum to provide the appropriate risk management, insurance, and FLSA administration to said part-time employees; and

WHEREAS, the part-time employees would be funded through contributions provided to the Historical Society by the Town as well as donations and grants.

NOW, THEREFORE, BE IT RESOLVED, that the Vinton Town Council does hereby approve the creation of two part-time employee positions to serve the Vinton Historical Society by providing services to operate the Vinton Museum working a maximum of 13.5 hours per week.

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

APPROPRIATION:

FROM:	200.1899.001 Miscellaneous Revenue	\$7,000
TO:	200.7108.103 Town Museum Salaries – Part Time	\$6,480
	200.7108.201 Town Museum SS-Medicare	\$ 497
	200.7108.211 Town Museum Worker’s Comp	<u>\$ 23</u>
		\$7,000

TRANSFER:

FROM:	200.4304.330 Town Museum	\$5,000
TO:	200.7108.350 Town Museum Maintenance/Repair Building	\$1,000
	200.7108.510 Town Museum Electricity	\$ 500
	200.7108.512 Town Museum Heating – Gas	\$2,100
	200.7108.513 Town Museum Water	\$ 300
	200.7108.521 Town Museum Communication	<u>\$1,100</u>
		\$5,000

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Finance/Treasurer

Issue

Financial Report for August 2015

Summary

The Financial Report for the period ending August 31, 2015 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee met on October 12, 2015 to discuss this report and will make a presentation to Council at their Regular Meeting.

Attachments

August 31, 2015 Financial Report Summary

Recommendations

Motion to approve the August 2015 Financial Report

**Financial Report Summary
Month Ending August 31, 2015**

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



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	8,977,318	705,840	527,118	615,672	(90,168)	87%
Accrued Revenue Adjustment			298,869	298,869		
Total Adj. Revenues	8,977,318	705,840	825,987	914,541	208,701	130%
Expenditures	8,566,220	1,202,856	547,522	1,010,844	(192,012)	84%
Revenues over/(under) Expenditures		(497,016)	278,465	(96,303)		
Utility Fund 300						
Revenues	3,618,150	564,023	468,646	541,698	(22,325)	96%
Bond Series 2013		0	0	0	0	
Operating Revenues	3,618,150	564,023	468,646	541,698	(22,325)	96%
Expenditures	3,618,150	598,374	142,381	423,406	(174,968)	71%
Bond Series 2013	0	0	0	0	0	
Operating Expenditures	3,618,150	598,374	142,381	423,406	(174,968)	71%
Revenues over/(under) Expenditures		(34,351)	326,265	118,292		
Total All Funds						
Revenues	12,595,468	1,269,863	1,294,633	1,456,239	186,376	115%
Expenditures	12,184,370	1,801,230	689,903	1,434,250	(366,980)	80%
Revenues over/(under) Expenditures		(531,367)	604,730	21,989		



Town Council Agenda Summary

Meeting Date

October 20, 2015

Department

Administration

Issue

Public Safety Committee report

Summary

The Public Safety Committee met on Thursday, October 8th. The Committee will give a report to Council at the meeting.

Attachments

None

Recommendations

No action required