

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, December 1, 2015**

AGENDA

Consideration of:

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

1. Continuation of 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 the minutes for the following:
 - a. Regular meeting of November 3, 2015
 - b. Regular meeting of November 17, 2015
 - c. Special Called meeting of November 23, 2015

G. AWARDS, RECOGNITIONS, PRESENTATIONS

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

I. TOWN ATTORNEY

J. TOWN MANAGER

ITEMS REQUIRING ACTION

1. Consider adoption of a Resolution approving the financing of a new 2016 Freightliner M2/Ampliroll AL100S Hooklift Truck with Dump Body through VML/VACo Finance.

K. FINANCIAL REPORT FOR SEPTEMBER 2015

L. MAYOR

M. COUNCIL

1. Comments from Council Members

N. CLOSED MEETING

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

O. RECONVENE AND ADOPT CERTIFICATION OF CLOSED MEETING

P. ADJOURNMENT

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

NEXT TOWN COUNCIL MEETINGS/COMMITTEES:

December 14, 2015 – 3:00 p.m. – Finance Committee meeting – Finance Department Conference Room

December 15, 2015 - 6:00 p.m. – Reception for Christopher S. Lawrence, Town Manager - Municipal Building lobby followed by Regular Council Meeting at 7:00 p.m. – Council Chambers



Town Council Agenda Summary

Meeting Date

December 1, 2015

Department

Planning & Zoning

Issue

Continuation of 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)

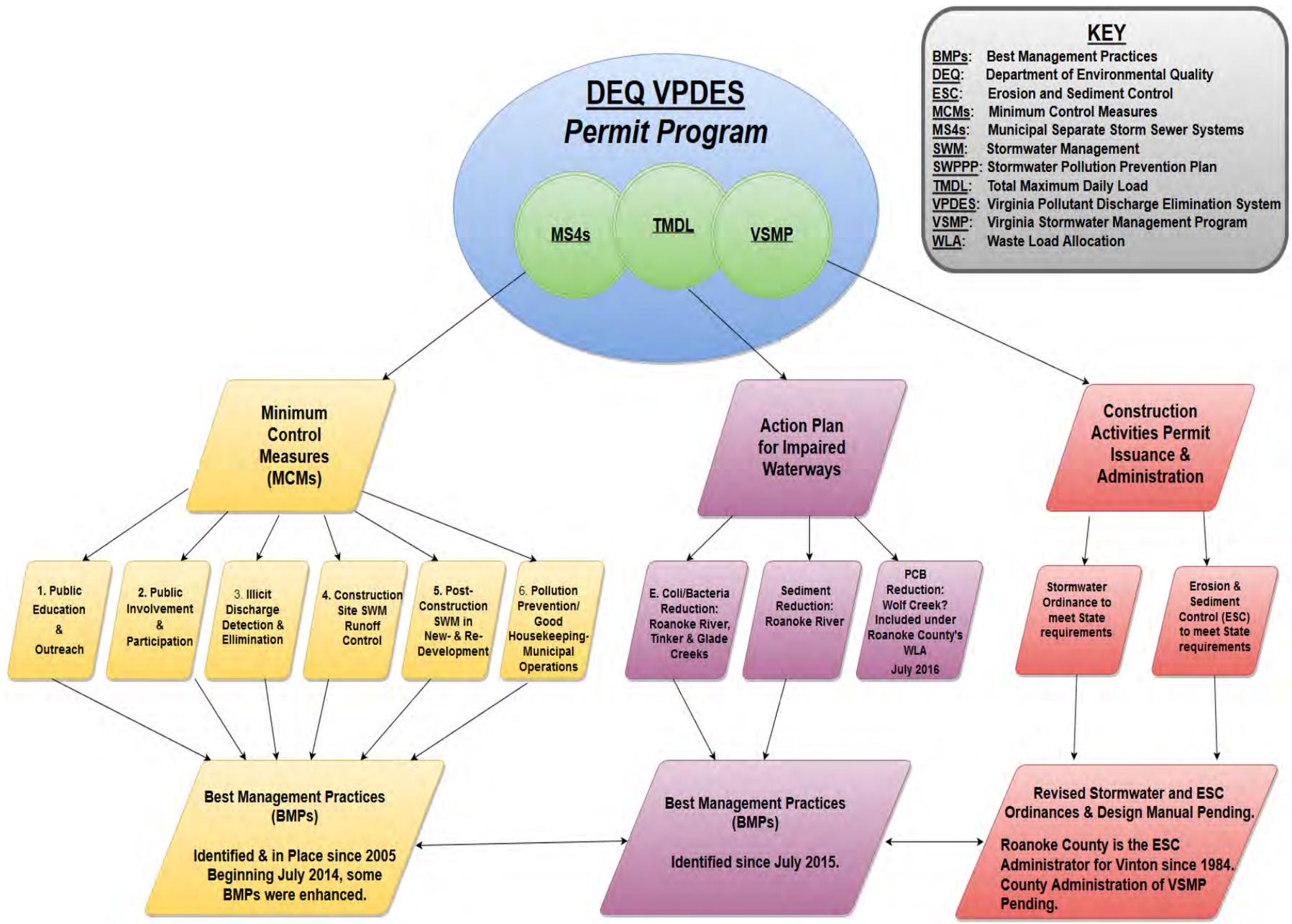
Identified since July 2015.

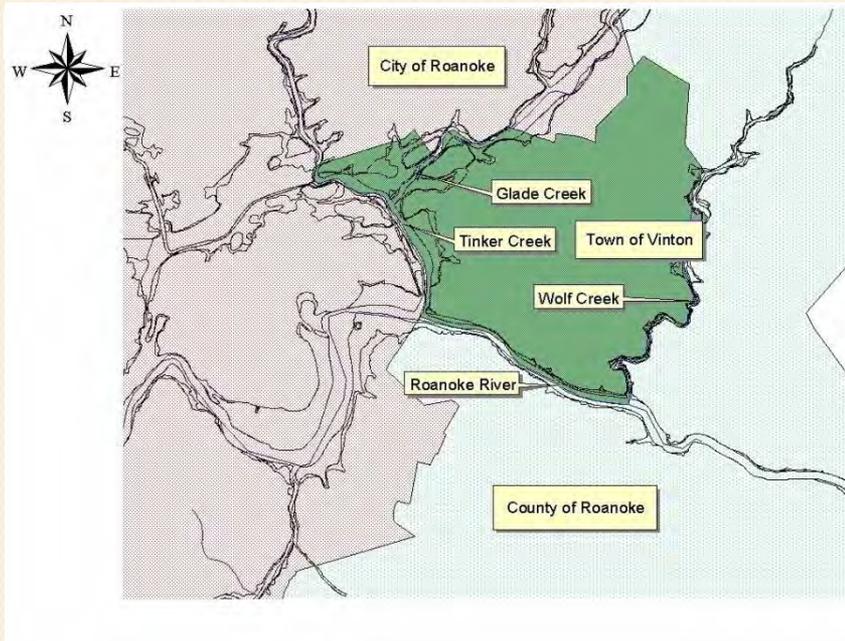
Construction Activities Permit Issuance & Administration

- 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

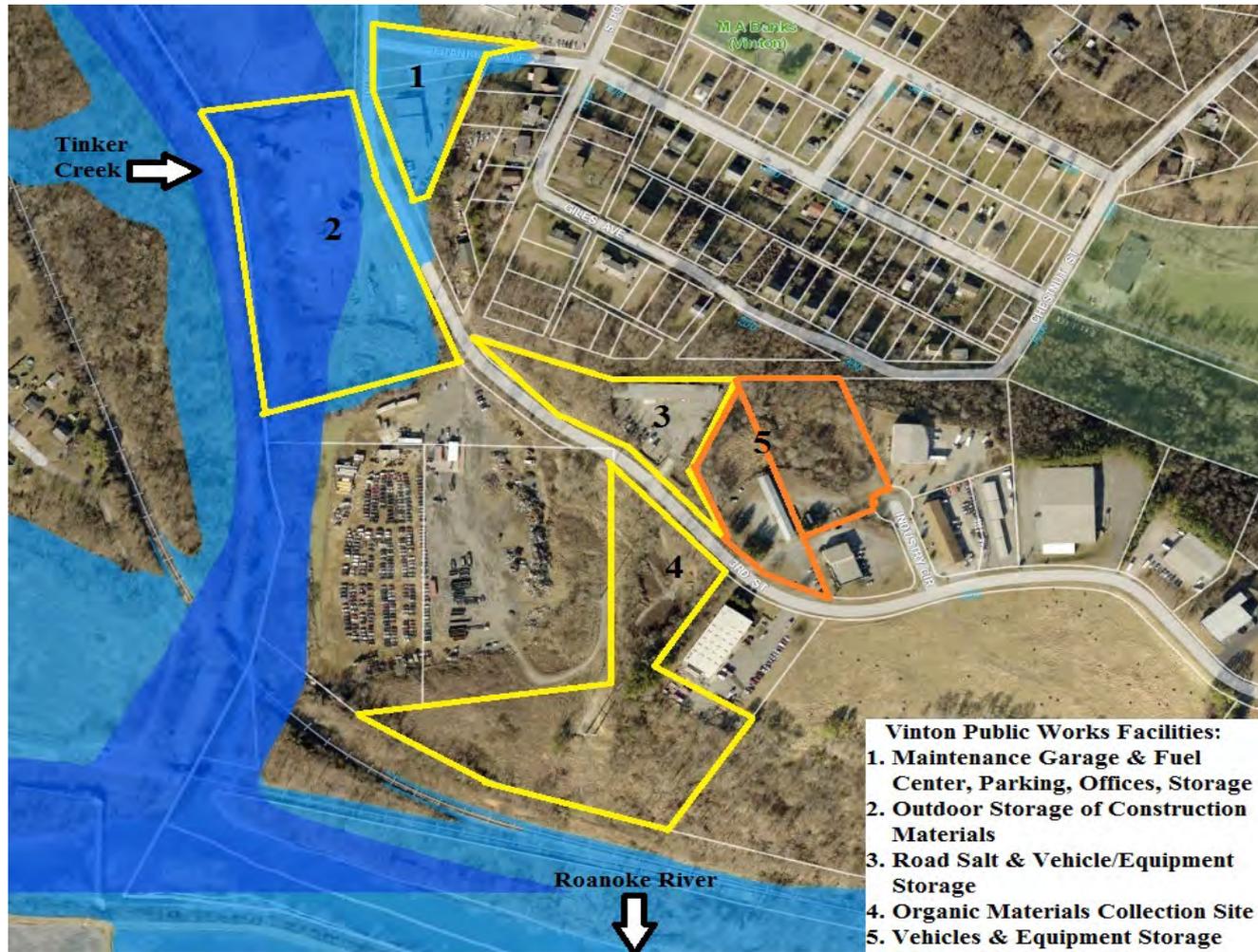
6. Pollution Prevention/Good Housekeeping - BMPs

- 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

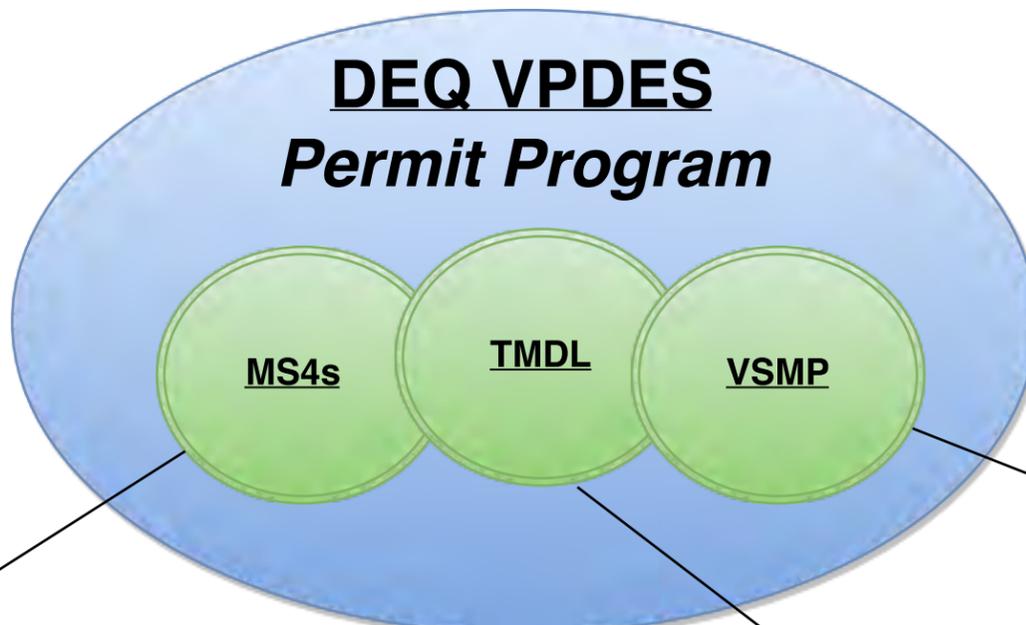
- Initial Stream Assessment
- Enhanced Public Education and Outreach
- Town Facilities Assessments and Corrections
- Enhanced Illicit Discharge Detection & Elimination Program
- ESC Enhanced Enforcement
- Dog Waste Stations
- Onsite Sewage Disposal System Ordinance
- Stream Buffers
- Street Sweeping

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



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Minimum Control Measures (MCMs)

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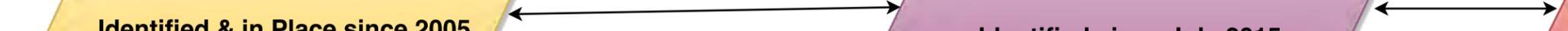
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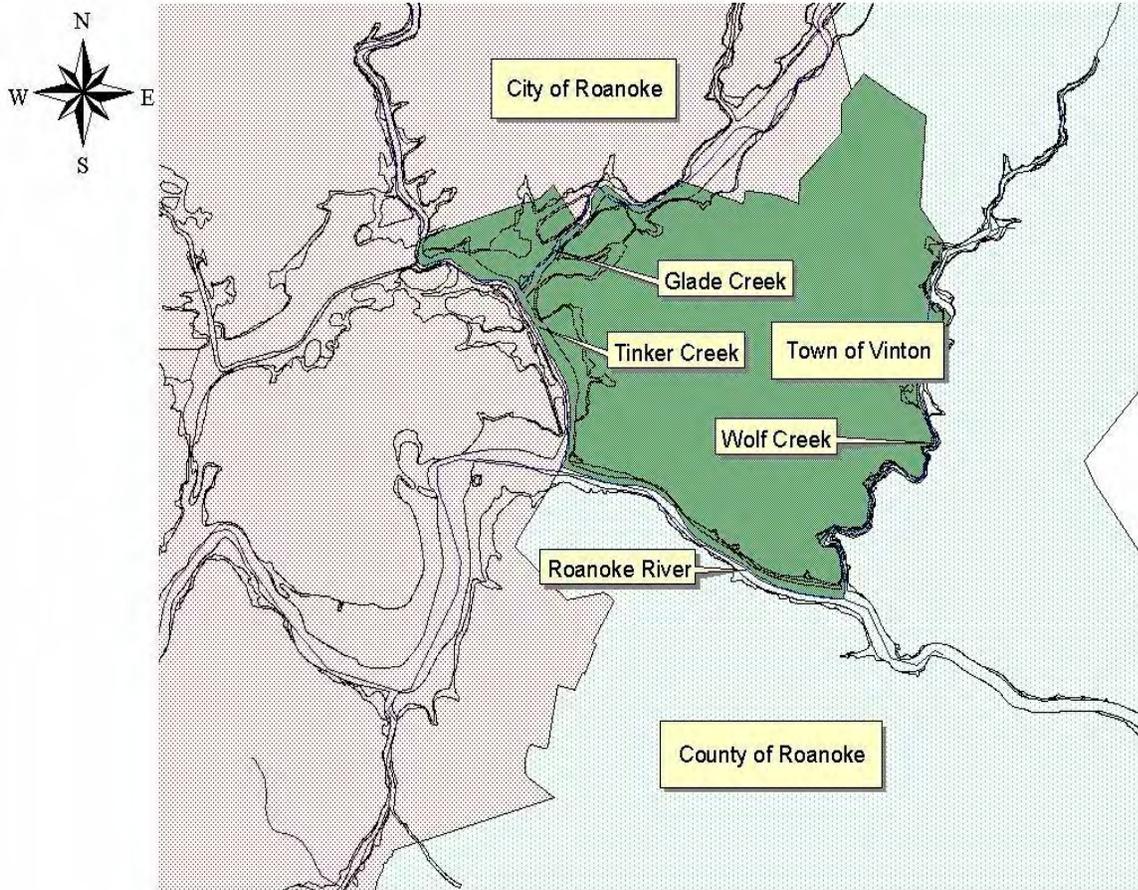


Figure 1. Receiving Waters for the Town of Vinton

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

December 1, 2015

Department

Town Clerk

Issue

Consider approval of minutes for the following:

- a. Regular meeting of November 3, 2015
- b. Regular meeting of November 17, 2015
- c. Special Called meeting of November 23, 2015

Summary

None

Attachments

November 3, 2015 minutes
November 17, 2015 minutes
November 23, 2015 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, NOVEMBER 3, 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
Janet Scheid
Sabrina McCarty

MEMBERS ABSENT: I. Douglas Adams, Jr.

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
Gary Woodson, Public Works Director
Jeff Dudley, Interim Police Chief
Mary Beth Layman, Special Programs Director
Chad Helms, Lieutenant-Fire
Joey Hiner, Assistant Public Works Director

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

Roll call

Under upcoming community events, Council Member McCarty first commented on the success of the Downtown Trick or Treat last Thursday. She then announced the Christmas Parade on December 3rd. The Town Manager announced the State of the Town on November 19th at 8:00 a.m. at the War Memorial, sponsored by the Vinton Chamber. The opening of the new Vinton Branch of the Roanoke County Library will be on November 18th at 10:00 a.m. and November 17th is the State of the County. Mary Beth Layman announced the Blue Ridge Veterans Celebration this Sunday from 12:00 p.m. to 3:00 p.m. at the War Memorial.

Under awards, recognitions and presentations, Donna Collins recognized the employees present who are veterans and presented them with a Certificate—Melvin Ferguson, Chad Helms and Mayor Grose. Ms. Collins next called out the names of the other employees who are veterans—Wayne Bernard, Kevin Orange, Silas Chapman, Greg Quesinberry, Fabricio Drumond, Terry

Pittman, Chris Linkous and John Hobbs and thanked them for their service.

The Town Manager made brief comments and introduced Richard “Pete” Peters, Jr., the new Assistant Town Manager/Director of Economic Development.

The next item on the agenda was a briefing on the petition of Old School Partners, LLC, Authorized Agent, for a rezoning of the former Roland E. Cook School Property, from R-2 Residential to Mixed Use Development (MUD) to convert to 21 residential apartments with supporting recreational/small business uses, at 412 S. Poplar Street, Vinton, Tax Map Number 060.16-09-39.00 and 40.00.

The Town Manager first commented that David Hill, one of the Old School Partners, will be giving the presentation. He also recognized Jill Loope and Philip Thompson from Roanoke County who were also present. David Hill introduced David Spigle and Greg Rhodes, two of his partners who were present at the meeting. Dale Wilkinson was not able to attend the meeting, but did attend the Planning Commission meeting several weeks ago.

Mr. Hill began his Power Point presentation and first commented that he has been personally involved with the revitalization of downtown Vinton for the last decade and this particular building is an important piece of that puzzle. He commented on the seven goals for building the loft apartments.

Next, a slide was shown of the current school and Mr. Hill indicated that the biggest change would be with the restoring of the old windows. There are 21 spaces, mostly old school rooms which will be adapted into apartments. The large gymnasium upstairs will remain as a community open space.

Additional slides were shown of the building and Mr. Hill commented that the chain link fence will be removed. A number of trees would remain intact on school grounds because of being memorial trees. He will attempt to get additional information so those trees can be memorialized even more. The old paved playground at the back of the building will be turned into parking.

The cornerstone of the building was laid in 1915, which means it is 100 years old this year. They hope to get the project started by the end of this year and have it completed by Spring of 2017.

The next slides showed drawings that were a part of the Planning Commission packet. Mr. Hill commented that this is the first attempt to use the new mixed-use district and it has been very useful in developing a site plan. If the property went through conventional zoning, they would never be able to put enough parking on the site to meet the ordinance requirements. The mixed-use district allows them to undertake a historic preservation project and leave some of the character like the front lawn intact. Also, if they are not going to put in conventional parking, they are required to look around the site for additional parking. A slide was shown identifying 59 on-street spaces within 200 feet of the site and 159 on-street spaces within 400 feet of the site.

In response to a question, Mr. Hill indicated they would be able to get 28-29 parking spaces on the property. There will be a back door and an elevator put in the building at the location of the old principal's office and they propose to put handicapped parking in the back spaces will have access to that part of the building. There will be 11 additional parking spaces at the top right of the diagram on the alley, for a total of 29 spaces.

Mr. Hill next commented on the open house that was held at the Wesleyan Church which was well attended. One of the suggestions at that meeting was to angle the parking. Also, they originally had some courtyards on the side towards Jefferson Street and after the meeting they realized they were not a great idea because they would fill up with water. The next slide showed the most recent version of the site plan with the angled parking and a couple of courtyards in the front yard and the ones on the Jefferson Street side being removed.

Vice Mayor Hare commented that there is no at grade entrance to the school, you either go up or down. Mr. Hill commented that the second floor at the back is about four feet higher than the asphalt outside. They plan to have a very subtle ramp down to the parking lot and will be able to get a sidewalk into the first floor by removing the current retaining wall. This will allow them to get handicapped residents on the first and second floors. The steps inside that go up and down will remain as they were. They will also leave the formal stairway up front as it is today. The final slide showed the wall with the signage of Roland E. Cook Lofts. Mr. Hill next commented that this building will be listed on the National Register of

Historic Places which will allow them to develop the property with historic tax credits.

Vice Mayor Hare asked about the standards listed in the application for the rezoning that pertain to historic buildings. Mr. Hill commented that about 20 years ago there was an attempt to put this property on the National Register and it was not successful. There are some items they probably would not do if they were not trying to get it on the National Register such as replacing the windows and preserving the open gymnasium. They are allowed to upgrade the HVAC and electrical systems.

Vice Mayor Hare next asked about the market for the lofts in the Town in this neighborhood. The initial market was for individuals who attended the school. Also, it is for people that have homes with big yards and who are tired of taking care of them, but want a really nice, high amenity place that is easier to take care of as well as those who wasn't a place with an elevator and those who want to walk to downtown. It is all different ages, young adults as well as empty nesters.

Council Member Scheid asked if there was any thought of trying to get the utilities underground. Anita McMillan responded that they did contact AEP regarding that request and have started the conversation. Council Member Scheid next asked what was envisioned for the gymnasium. Mr. Hill responded that the principle purpose would be as an amenity for the residents. It is very difficult to develop this particular school to historic standards and get a traditional kind of commercial use there. The kind of uses that might work well in that space would be health club kind of activities or catering.

Council Member Scheid last asked if the windows would be restored back to those in 1915 or were they changed out. Mr. Hill responded that the photo shown was in the 1950s and it appears to have the wooden windows. He has not found a photo that is older with more detail on the windows, so he is not sure if they were replaced between 1915 and 1950. They were changed between the 1950s and the 1970s.

The Mayor asked about the market for these apartments. Mr. Hill commented that they will be up market with nice finishes. They will mostly be one bedroom with some upstairs having lofts if they will let them do the lofts. A number of the rooms on the

top floor are tall enough that they can get a mezzanine loft in those.

The Town Manager commented that the Public Hearing on this matter will be on the November 20th Council agenda. The Planning Commission is meeting on November 5th for their Public Hearing.

The next item on the agenda was a briefing on the proposed granting of a Gas Franchise to Roanoke Gas Company. After the Town Manager commented that John D'Orazio, President and CEO of Roanoke Gas was present, the Town Attorney commented that essentially the proposed Agreement is a renewal of the existing agreement. Back in 1996, it began with a franchise fee of \$56,000 and over the years it has escalated three percent per year and is now at \$98,196 per year which is shared between the City of Salem, City of Roanoke and the Town. The amount is divided between the three localities by taking the total dollar value of the Grantee's gas sales within the locality and then divided by the total dollar value of the Grantee's gas sales in the three localities. An Ordinance has also been in place since 1996 which covers items such as insurance requirements, indemnification and the requirement to restore the roadways when any construction is done within the right-of-ways.

The Town Attorney further commented that as part of the Public Hearing requirement, we have to advertise for bids and so the notice states that we will accept bids from other gas companies. Unless another company submits a bid, the Public Hearing at the next meeting will be to approve this proposed agreement for another 20 years. The franchise is non-exclusive, so there could be another company that we could award a franchise to, but they would have to run their own lines.

The Town Manager commented that we have a great relationship with Roanoke Gas and they do phenomenal work in repairing the cuts they make in the roads. Anita McMillan also commented that her contact with Roanoke Gas is also very cooperative anytime she needs assistance. In response to a question regarding the fee, the Town Manager commented that the three localities met. Mr. D'Orazio also commented that Chris Morrill with Roanoke City looked at other localities to see how their franchise fees were determined and he basically came back and said that what they are doing is fair and equitable.

The Mayor thanked Council and staff for a successful strategic planning retreat. He also thanked the Veterans and reminded everyone of the event this coming Sunday.

Comments from Council Members: Council Member Scheid and Vice Mayor Hare expressed thanks for the Veterans, welcomed Mr. Peters and commented on the strategic planning retreat. Council Member McCarty welcomed Mr. Peters and requested an update on the Vinton Baptist Church parking lot. The Town Manager responded that he had received a copy of the invoice from the Church. The Town Attorney is preparing an agreement which will be presented to Council for action at their next meeting.

Vice Mayor Hare made a motion to adjourn the regular 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 regular meeting was adjourned at 8:04 p.m.

Regular meeting adjourned

After a brief recess, the work session began at 8:13 p.m. for a review of the Vinton Area Corridors Plan Study and Downtown Revitalization Plan as it relates to Washington Avenue. The Town Manager began by commenting that as a follow up to the strategic planning retreat, Council wanted to review the three plans as they pertain to properties along Washington Avenue. The original Comprehensive Plan that dates back to 2004 has changed over time in specific areas. He showed a slide of the future land use and transportation plan map and commented on the property types along Washington Avenue.

The Downtown Vinton Revitalization Plan was the next plan which shows more of the commercial, service-related downtown. This Plan specifically targeted to get out to the War Memorial to tie it back to downtown. Most of the language in this plan was very focused on the aesthetics and the transportation network of Washington Avenue and getting it to Mountain View. It mentioned that the Washington Avenue gateway with its surrounding land uses, as well as the fast-moving traffic make it an uninviting barrier for pedestrians. There is not a lot of language about land use.

The Corridor Plan was a very transportation focused plan and targeted some areas such as downtown

revitalization, the commercial façade grant program and aesthetics, but not a lot about land use. However, it did prompt the start of changes to the future land use of properties from the War Memorial up to the Pizza Shop with the concept that those residential properties had a lot of potential for more commercial use since they are located on a four-lane highway.

Anita McMillian commented during the process of establishing Urban Development areas with the consultant the six corridors that were studied back then will be considered.

The Town Manager next commented that when the Corridor Plan was done in 2010, there was no discussion of the library property being anything other than a library. He then read language from the Comprehensive Plan that mentioned further growth of Vinton depending on redefining the role of being a commercial destination. This can only be accomplished through better utilization of commercial infill opportunities.

Vice Mayor Hare asked what type of businesses fall under the classification of residential/business. Ms. McMillan commented that it is very limited and includes some businesses such as barber shops and hair salons. Other businesses that may be for more personal services would require a Special Use Permit. There was discussion some time ago about creating another district called residential business (RB), but it never went far enough to go to Council for consideration.

The Town Manager commented that with regard to the old library property, no matter what goes there, if it is not for governmental use, it will require a rezoning. Also, the parking for the property is on the Town's property. The rezoning of the property to mixed use would give a lot of flexibility for protection of the adjoining neighborhoods and parking and we would be able to dictate all the types of uses that we wanted.

The Mayor commented that anything we can do to help develop properties on Washington Avenue into revenue producing properties would be advantageous for the town. He does not know if the current zoning is discouraging any businesses from going in there or not. Ms. McMillan commented that most of the issues have been related to the change of use and fire protection requirements, not the zoning. With regard to the fire protection,

further comments were made that there is plenty of pressure in the area, but there is an issue with water flow. In response to a question, the Town manager commented that staff will always work with anyone who is interested in putting a business in the area.

The Town Manager asked if Council wanted staff to look at a planning process to pursue a vision for working with the County on that corner property and maybe the larger 11 acres there or do they want staff to pursue a project on that property and then bring the proposal back for public input and their consideration. The Mayor commented that if we have a proposed project, we would definitely want to get the public involved. If we started the process and got an incredible amount of pushback, obviously we could stop at that point. He asked how long this process would take. The Town Manager, using Roland E. Cook as an example, commented that once we have a developer, the rezoning process would take about three to four months. However, it would probably take the County approximately three to six months prior to that point to secure the buyer, negotiate the contracts and go before the Board of Supervisors.

Town Council provided direction to the Town Manager to proceed in discussions with Roanoke County and their efforts to solicit bids to sell the property. Once a buyer is identified, Town Council would consider a rezoning request and solicit public input. Any future use will need to conform to the vision of the Comprehensive Plan and go through a thorough public vetting process, specifically as it relates to any impacts on the adjacent public property and neighborhood.

The work session was adjourned at 9:16 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, NOVEMBER 17, 2015, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

MEMBERS PRESENT: Bradley E. Grose, Mayor
I. Douglas Adams, Jr.
Sabrina McCarty

MEMBERS ABSENT: Matthew S. Hare, Vice Mayor
Janet Scheid

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
Jeff Dudley, Interim Chief of Police
Gary Woodson, Public Works Director
Chris Linkous, Fire/EMS Captain
Chad Helms, Lieutenant – Fire
Joey Hiner, Assistant Public Works Director

The Mayor called the work session to order at 6:00 p.m. for a briefing on restructuring of the Captain/Department Head position at the Vinton Fire/EMS Department. The Town Manager began by commenting that with the current staffing, Chris Linkous is the Fire and EMS Captain and he serves as the department head and is over all the Town career staff. He works very well with the other two station captains, but does not have a ranking position over them. With the new 24-hour shift, Captain Linkous is available less than nine days in a 28-day cycle and it has become increasingly difficult for him to handle department head responsibilities which include supervision of staff, service delivery to the public, building maintenance, human resources, budgeting and special projects.

The proposal is to change the current title of Captain to Deputy Chief, but maintain the same duties as Captain Linkous currently has. This title of Deputy Chief will give him authority over the Vinton/County Captains that are assigned to our station, but he will not be directly in charge of the day to day operations of the field duties. The individual shift Captains will continue to handle those responsibilities. As Deputy Chief, Captain Linkous will go back to a 12-hour shift working four days a week with the day off rotating each week. He will be supported by three Captains and each of those Captains will be supported by three

Lieutenants. This schedule will maintain the same number of people and one of the 12-hour shift firefighters will be moved to the 24-hour shift.

The Deputy Chief will become the 8th person and officer of the ladder truck. Historically, since the ladder truck is not dispatched as often, this will allow him more time to handle his department responsibilities. Also, Chief Ben Cook who recently retired was our Emergency Services Coordinator and this responsibility will be shifted over to the Fire Department with the Deputy Chief handling this duty as well.

The Town Manager next commented that the benefits of the restructuring would allow the Vinton station to be controlled by the Town, would give a regular schedule for the department head to handle his responsibilities and would provide a town employee of rank to have interaction with volunteers. It will also provide some level of advancement for the town employees to rise through rank structure from medic, paramedic, lieutenant and captain. We have the support from the Roanoke County Fire/EMS Chief and from our Vinton Public Safety Committee. This would not have an impact to the current budget.

The plan is to implement the restructuring on January 18, 2016 which is the start of the next 28-day cycle and corresponds with graduation from the County's academy. This will also get them through Lieutenant John Hobbs retirement at the end of the year and any interviewing and hiring process. This information will be sent out on Friday to all of the Fire and EMS employees.

The next item on the work session was a briefing on the status of the Virginia Department of Transportation (VDOT) Office of Intermodal Planning and Investment (OIPI) Urban Development Areas (UDA) Planning Grant. Anita McMillan first commented on the process that began in July to apply for and receive the UDA Planning Grant. The agreement was executed in September and the two consultants that will be working with Town staff are Michael Baker International based in Washington, DC and Renaissance Planning Group in Richmond.

Since September they have been working on the Scope of Services with the consultants. As a requirement of the grant, the Planning Commission appointed Dawn Michelsen to the Steering Committee with Dave Jones as an alternate. Town Council also appointed Janet Scheid to serve.

Additionally, eight property/business owners were contacted and have agreed to serve. Other Committee members along with Ms. McMillan are Bob Benninger from the BZA, the Town Manager, Gary Woodson and Philip Thompson with Roanoke County.

The kick-off meeting is scheduled for Monday, November 30th at 4:00 p.m. at the new library branch and the process should take from six to eight months. We are required to designate at least one area in the Town as an Urban Development area and we will have a Public Hearing to receive public comments. The Scope of Services was provided with the Council agenda package. Ms. McMillan further commented that as a part of the process they will review the Town's existing zoning and subdivision ordinance.

The Town Manager commented on the decorations on the outside and inside of the War Memorial that have been put up with the assistance of Mark Frye with Creative Occasions along with the old "Happy Holidays" sign that has been refurbished and placed on the front lawn.

The Town Manager also commented that he and Anita McMillan met with PGF Plant Manager and Site Superintendent to ask for an easement for our next phase of the Glade Creek Greenway. They decided to donate the area where the proposed greenway is to be constructed on PFG's property. We are in the process of getting an appraisal on that piece that we will need. Ms. McMillan commented that when the engineering firm on retention was preparing to do the greenway plan, they stated that we would have to do a conditional letter of amendment because the greenway will be located in the floodway. After meeting with Roanoke County and Roanoke City engineers, they said as long as we balance the project by taking out the fill materials and putting in the same amount of fill materials, it will be waived. The grant application for Phase II has been submitted and the Roanoke County GIS staff is doing the plat to show where the donated easement will be from the old William Byrd High School to Gus Nicks Boulevard to reduce the cost. The Roanoke County Attorney is preparing the deed and it will be taken to the Board of Supervisors on October 8th for their consideration. It is anticipated that the Phase I construction will start as early as April or May if we can bid it out by March.

The Town Manager also commented that the house at 123 Gus Nicks Boulevard has been demolished by the property owner.

After a brief recess, 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 McCarty, and Mayor Grose present. Council Member Scheid and Vice Mayor Hare were absent. After a Moment of Silence, Council Member Adams led the Pledge of Allegiance to the U.S. Flag.

Roll call

Under upcoming community events, Council Member McCarty announced the grand opening of the new library tomorrow at 10:00 a.m. On November 19th at 8:00 a.m. is the State of the Town at the War Memorial and December 3rd is the Christmas Parade and the Breakfast Lions Club will be having their annual spaghetti dinner beginning at 5:00 p.m.

The War Memorial's Holiday Open House is November 20th from 12 p.m. to 6 p.m. and November 21st from 10:00 a.m. to 4:00 p.m. with a Snowflake Craft Show on November 21st at the Senior Center. The Vinton Chamber's open house will be on December 10th.

Doug Forbes announced from the audience that the Vinton Museum will have an open house on December 5th from 10:00 a.m. to 2:00 p.m. which will include a silent auction and refreshments.

Council Member McCarty made a motion to approve the Consent Agenda as presented; the motion was seconded by Council Member Adams and carried by the following vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

Approved minutes for Regular meeting of October 20, 2015, Strategic Planning Retreat of October 26, 2015 and Strategic Planning Retreat of October 28, 2015

Council Member McCarty read the Memo from Chief Dudley naming Officer Jordan Keith and Officer Michael Giles as Officers of the month for October. Both were present at the meeting and congratulated.

The next item on the agenda was to consider public comments regarding the petition of Old School Partners, LLC, Authorized Agent, for a rezoning of the former Roland E. Cook School Property, from R-2 Residential to Mixed Use Development (MUD) to convert to 21 residential apartments with supporting recreational/small

business uses, at 412 S. Poplar Street, Vinton, Tax Map Number 060.16-09-39.00 and 40.00. The Mayor opened the Public Hearing at 7:11 p.m.

Public Hearing opened

Anita McMillan briefly commented on the staff report that was a part of the agenda package. This is a pilot project for the new Mixed Use Zoning District. Council was briefed on the request at their November 3, 2015 work session. An open house was held on October 12th at the Vinton Wesleyan Church with approximately 25 people in attendance. The Planning Commission held their Public Hearing on November 5, 2015 and they voted unanimously to approve the request with the proffered conditions as submitted by the petitioner. For the record, staff did receive an email from Jim Peters in support of the rezoning and a letter from Dawn Hale stating her reservations on approving the rezoning. Both items were included with the agenda package.

Ms. McMillan next commented that the proposed development will be required to have approximately 42 parking spaces. Under the new zoning classification, off-street parking can also be provided and the petitioner has indicated in the application that they can have at least 27-29 parking spaces on the property and with 200 feet there are 59 off-street parking spaces and within 400 feet there are more than 159 off-street parking spaces that can be provided for the development. Doug and Mattie Forbes and Senior Pastor Ricardo Rodriguez of Vinton Wesleyan Church attended the Planning Commission Public Hearing and spoke in favor of the rezoning request.

David Hill, on behalf of the petitioner, commented that there will be 25 parking spaces available on the property. He reviewed a Power Point presentation showing the steps of the public process, a revised illustrative site plan, a photo from 1939 of the building and a diagram showing the elevation plans to be able to get individuals into two of the three floors who are handicapped. He mentioned again the trees that will remain which are memorial trees. All four of the partners of the petitioner were present at the meeting.

Public Hearing closed

Doug Forbes spoke in favor of the rezoning. The Mayor, Council Member Adams and Council Member McCarty all spoke in favor of the rezoning. The Mayor closed the Public Hearing at 7:27 p.m.

Adopted Ordinance No. 966 approving the petition of Old School Partners, LLC, Authorized Agent, for a rezoning of the former Roland E. Cook School Property, from R-2 Residential to Mixed Use Development (MUD) to convert to 21 residential apartments with

Council Member Adams made a motion to adopt the Ordinance as presented; the motion was seconded

by Council Member McCarty and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

The next item on the agenda was to consider public comments regarding a proposed ordinance to grant a twenty (20) year Gas Franchise to Roanoke Gas Company commencing on January 1, 2016. The Mayor opened the Public Hearing at 7:28 p.m.

The Town Attorney commented that this agreement is a renewal of the current gas franchise that Roanoke Gas Company has with the town. Essentially it is unchanged and is picking up at the rate that we currently receive revenue from the company. It will increase by three percent (3%) every year and is for 20 years.

James Shockley, Vice President of Operations, spoke from the audience and commented that he attended the Roanoke City Council meeting yesterday and they passed their ordinance. They value the relationship with the town and its customers.

Having received no public comments, the Mayor closed the Public Hearing at 7:30 p.m.

Council Member McCarty made a motion to adopt the Ordinance as presented; the motion was seconded by Council Member Adams and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

The next item on the agenda was to consider adoption of a Resolution approving the one-time payment of \$2,748.75 to Vinton Baptist Church and authorizing the Town Manager to execute the Parking and Paving Contribution Agreement formalizing the agreement between the two parties. The Town Manager commented that the Town has worked with the Vinton Baptist Church for many years to have their parking lot available for the public for special events and downtown parking. The church has requested a financial contribution to assist in the maintenance and repair of the parking lot. We have agreed to reimburse the Church for one-half (1/2) of their cost in a one-time payment of \$2,748.75 and have drafted a Parking and Paving Contribution Agreement. The agreement does not obligate the town to any future payments.

supporting recreational/small business uses, at 412 S. Poplar Street, Vinton, Tax Map Number 060.16-09-39.00 and 40.00

Public Hearing opened

Public Hearing closed

Adopted Ordinance No. 967 approving a proposed ordinance to grant a twenty (20) year Gas Franchise to Roanoke Gas Company commencing on January 1, 2016

Council Member Adams asked about the agreement being for 12 months, but the payment being a one-time. At the end of the 12 months could they come back and ask for assistance again and the Town Manager said they could. The Town Attorney said the agreement will automatically renew and provides that they will continue to let us use the parking lot as they have been. The agreement does not obligate us to make a payment every year.

Council Member Adams made a motion to adopt the Resolution as presented; the motion was seconded by Council Member McCarty and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

The next item on the agenda was to consider adoption of a Resolution appropriating funds in the amount of \$6,000 received from the Roanoke County Friends of the Library for street lighting. The Town Manager commented that we have already received the \$6,000 donation from the Friends of the Library. The Mayor will recognize them publically tomorrow when he makes comments as part of the grand opening. Some type of bronze plaque will be placed on the two street lights to recognize their contribution. The Resolution is needed to appropriate the funds.

Council Member McCarty 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 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

The Town Manager formally announced his resignation from the Town to accept a position as Deputy Town Manager for Community Development for the Town of Blacksburg. He made further comments and stated that his last day will be January 1, 2016. Also, the Mayor, Council Member Adams and Council Member McCarty made brief comments.

The next item on the agenda was a review of the Financial Report for September 2015. The Mayor commented that the financial report will be considered at the next Council meeting.

The Mayor commented on the State of the County and the Town employees United Way Kick-Off held at the War Memorial. The Town Clerk

Adopted Resolution No. 2120 approving the one-time payment of \$2,748.75 to Vinton Baptist Church and authorizing the Town Manager to execute the Parking and Paving Contribution Agreement formalizing the agreement between the two parties.

Adopted Resolution No. 2121 appropriating funds in the amount of \$6,000 received from the Roanoke County Friends of the Library for street lighting

commented on the new Vinton CARES Committee that has representation from all the town departments.

The next item was the appointment of Theresa Fontana as Town Attorney retroactive to January 1, 2015. The Town Manager commented that our contract is with the firm of Gynn and Waddell. However, we need to formally appoint Ms. Fontana for the record and for audit purposes. Council Member Adams made a motion to appoint Theresa Fontana as the Town Attorney retroactive to January 1, 2015, the motion was seconded by Council Member McCarty and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

Appointed Theresa Fontana as the Town Attorney retroactive to January 1, 2015

Comments from Council Members: Council Member Adams expressed thanks for all the cards and letters he received during his recent illness. Council Member McCarty expressed thanks for all who attended the meeting tonight.

The Town Manager reminded Council of the upcoming special called meetings to interview prospects for the Chief of Police position.

Pastor Ricardo Rodriguez announced the Vinton Community Thanksgiving service will be this Sunday night at 6:00 p.m. at the Vinton Wesleyan Church with Pastor Booth at the guest speaker.

Council Member Adams 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 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare. The meeting was adjourned at 7:55 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A SPECIAL MEETING OF VINTON TOWN COUNCIL HELD AT 6:15 P.M. ON MONDAY, NOVEMBER 23, 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

MEMBERS ABSENT: Janet Scheid

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Jeff Dudley, Interim Police Chief

The Mayor called the meeting to order at 6:15 p.m. The Town Manager called the roll with Council Member Adams, Council Member McCarty, Vice Mayor Hare and Mayor Grose present. Council Member Scheid was absent.

Vice Mayor Hare 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 Chief of Police. 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. Council went into Closed Meeting at 6:17 p.m.

At 8:36 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 Council Member Adams, seconded by Vice Mayor Hare 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.

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 8:37 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Acting Town Clerk



Town Council Agenda Summary

Meeting Date

December 1, 2015

Department

Finance

Issue

Consider adoption of a Resolution approving the financing of a new 2016 Freightliner M2/Ampliroll AL100S Hooklift Truck with Dump Body through VML/VACo Finance.

Summary

At a regular Council Meeting on May 5, 2015, Resolution No. 2106 was adopted authorizing the Town Manager to execute a contract with Mid-Atlantic Waste Systems in the amount of \$133,099.00 for a new 2016 Freightliner M2/Ampliroll AL100S Hooklift Truck with Dump Body. The Resolution also authorized for the application for the lease for the financing through VML/VACo Finance for said purchase.

The Purchase Order to Mid Atlantic Waste Systems was issued on May 14, 2015 in the amount of \$133,099.00 authorizing for the build of the vehicle. The Public Works Director has been notified that the delivery date of the vehicle will be mid-December. Upon the notification, an application was submitted for the financing through VML/VACo Finance for the purchase. Bids were received on the financing on November 24, 2015 and an anticipated closing date has been set for December 10, 2015.

Financing information was shared with the Finance Committee at the November 18, 2015 committee meeting.

Attachments

Resolution No. 2106
Preliminary Date Service Schedule
Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO. 2106

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, May 5, 2015 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179

WHEREAS, the Public Works Department currently has a 1997 International Dump Truck that has exceeded its useful life and the Town recognizes the importance of obtaining equipment needed to perform work throughout the Town; and

WHEREAS, the Department solicited quotes for a Hooklift Truck with Dump Body as a replacement from competitive vendors and received only one bid from Mid-Atlantic Waste Systems, Salem, Virginia with a quote of \$133,099.00 for a 2016 Freightliner M2/Ampliroll AL100S Hooklift Truck with Dump Body; and

WHEREAS, the funds for said purchase will be secured through the VML/VACo financing program for a lease purchase of said Hooklift Truck with Dump Body.

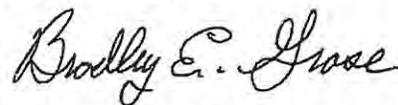
NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby grant a contract to Mid-Atlantic Waste Systems in the amount of \$133,099.00 and hereby authorizes the Town Manager to execute the contract and any other necessary documents and to apply for lease financing through VML/VACo for said purchase.

This resolution adopted on motion made by Council Member Nance, seconded by Vice Mayor Hare, with the following votes recorded:

AYES: Adams, Nance, Weeks, Hare, Grose

NAYS: None

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, Town Clerk



Preliminary

VML/VACo Finance - Equipment Leasing Program
 Town of Vinton, Virginia
 Series 2015 Equipment Lease

Dated Date: 12/10/15

Debt Service Schedule

Fiscal Yr	Coupon Date	Principal Payment	Coupon Rate	Interest Payment	Periodic Debt Service	Fiscal Debt Service	Outstanding Debt
2016	12/10/2015	-		-	-	-	136,599.00
	6/10/2016	13,190.25	1.55%	1,058.64	14,248.90	14,248.90	123,408.75
2017	12/10/2016	13,292.48	1.55%	956.42	14,248.90	-	110,116.27
	6/10/2017	13,395.49	1.55%	853.40	14,248.90	28,497.79	96,720.78
2018	12/10/2017	13,499.31	1.55%	749.59	14,248.90	-	83,221.47
	6/10/2018	13,603.93	1.55%	644.97	14,248.90	28,497.79	69,617.54
2019	12/10/2018	13,709.36	1.55%	539.54	14,248.90	-	55,908.18
	6/10/2019	13,815.61	1.55%	433.29	14,248.90	28,497.79	42,092.57
2020	12/10/2019	13,922.68	1.55%	326.22	14,248.90	-	28,169.89
	6/10/2020	14,030.58	1.55%	218.32	14,248.90	28,497.79	14,139.32
2021	12/10/2020	14,139.32	1.55%	109.58	14,248.90	14,248.90	-
		<u>136,599.00</u>		<u>5,889.95</u>	<u>142,488.95</u>	<u>142,488.95</u>	

RESOLUTION NO.

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

WHEREAS, Resolution No. 2106 was adopted by Council on May 5, 2015 authorizing the Town Manager to execute a contract with Mid-Atlantic Waste Systems in the amount of \$133,099.00 for a new 2016 Freightliner M2/Ampliroll AL100S Hooklift Truck with Dump Body and to apply for lease financing through VML/VACo Finance for said purchase; and

WHEREAS, the Purchase Order to Mid Atlantic Waste Systems was issued on May 14, 2015 in the amount of \$133,099.00 authorizing for the build of the Truck and it is anticipated that the delivery date will be mid-December; and

WHEREAS, an application was submitted to VML/VACo Finance for the lease purchase and bids were received for said financing on November 24, 2015 with Carter Bank and Trust submitting the winning bid with an interest rate of 1.55% fixed for five (5) years.

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

1. The Town hereby determines to finance the Project through Carter Bank and Trust in accordance with the proposal dated November 24, 2015. The amount financed shall not exceed \$136,599.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.55%, and the financing term shall not exceed five (5) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Director is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Director is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Director shall approve, with the Finance Director's release of any Financing Document for

delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

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

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

December 1, 2015

Department

Finance/Treasurer

Issue

Financial Report for September 2015

Summary

The Financial Report for the period ending September 30, 2015 has been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee met on November 18, 2015 to discuss this report and will make a presentation to Council at their Regular Meeting.

Attachments

September 30, 2015 Financial Report Summary

Recommendations

Motion to approve the September 2015 Financial Report

Financial Report Summary
 Month Ending September 30, 2015

THE TOWN OF
VINTON
 VIRGINIA



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	8,977,318	1,556,925	769,155	1,384,827	(172,098)	89%
Accrued Revenue Adjustment			277,884	277,884		
Total Adj. Revenues	8,977,318	1,556,925	1,047,038	1,662,711	105,785	107%
Expenditures	8,977,318	1,888,294	527,797	1,538,641	(349,653)	81%
Revenues over/(under) Expenditures		(331,369)	519,242	124,070		
Utility Fund 300						
Revenues	3,618,150	676,329	147,389	689,086	12,757	102%
Bond Series 2013		0	0	0	0	
Operating Revenues	3,618,150	676,329	147,389	689,086	12,757	102%
Expenditures	3,618,150	835,451	147,710	571,116	(264,335)	68%
Bond Series 2013	0	0	0	0	0	
Operating Expenditures	3,618,150	835,451	147,710	571,116	(264,335)	68%
Revenues over/(under) Expenditures		(159,123)	(322)	117,970		
Total All Funds						
Revenues	12,595,468	2,233,254	1,194,427	2,351,797	118,543	105%
Expenditures	12,595,468	2,723,746	675,507	2,109,757	(613,989)	77%
Revenues over/(under) Expenditures		(490,492)	518,920	242,040		



Town Council Agenda Summary

Meeting Date

December 1, 2015

Department

Council

Issue

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

Summary

Board of Zoning Appeals

Allen Kasey's term expires January 16, 2016. He has not been contacted to see if he is willing to serve again.

Carolyn Fidler has resigned effective October 10, 2015. Council needs to consider someone to complete her term which will expire on February 20, 2016.

Planning Commission

Robert Patterson's term expires on December 31, 2015. Mr. Patterson has been contacted and is willing to serve again.

In lieu of the resignation of Christopher Lawrence, Town Manager, Council will need to consider his replacement on the following: Finance Committee, Public Safety Committee, Comprehensive Economic Development Strategy (CEDS), Greater Roanoke Transit Company, Roanoke Regional Partnership, Roanoke-Valley Alleghany Regional Commission Executive Committee, Roanoke Valley Regional Cable TV Committee, Roanoke Valley Resource Authority and the Western Virginia Regional Industrial Facilities Authority

Attachments

Boards/Commissions/Committees Summary

Recommendations

No action required

BOARD OF ZONING APPEALS

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Allen S. Kasey	105 Giles Avenue	01/17/06	01/16/16	R#1895
Carolyn Fidler (Alternate)	428 Cedar Avenue	07/01/14	02/20/16	CM-7/1/14
VACANT (Alternate)			02/20/16	
Robert W. Benninger	1206 Jeanette Avenue	01/17/07	01/16/17	R#1947
Donald R. Altice	627 South Maple Street	09/07/10	01/16/18	CM-12/18/12
Debra P. Hagins	505 Jefferson Avenue	01/17/09	01/16/19	CM-12/17/13
Frederick J. "Mick" Michelsen	225 North Maple Street	01/17/10	01/16/20	CM-12/16/14

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

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Robert A. Patterson	1056 Blandford Avenue	11/01/07	12/31/16	CM-12/17/13
Carolyn Fidler	428 Cedar Avenue	03/04/08	02/04/17	CM-2/4/14
Roy G. McCarty, Jr.	450 Jackson Avenue	02/05/08	02/04/17	CM-2/4/14
Doug Adams	1632 Meadows Road	09/15/09	02/04/17	CM-2/4/14
Robert R. Altice	616 Maple Street	07/01/10	06/30/17	CM-7/1/14
James Warren Childress, II	223 Craig Avenue	02/05/09	02/04/18	CM-12/16/14
Fred L. Swisher	422 Chestnut Mtn. Drive	02/05/09	02/04/18	CM-12/16/14
Michael Hopkins	1129 Mountain View Road	12/16/14	02/04/18	CM-12/16/14
Benjamin Cook (ex-officio member)	311 South Pollard Street	n/a	n/a	n/a
(ex-officio member)	311 South Pollard Street	n/a	n/a	n/a

PLANNING COMMISSION

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Robert A. Patterson	1056 Blandford Avenue	01/01/07	12/31/15	R#1894
Keith Liles	702 Clearview Drive	09/15/15	06/06/16	CM-9/15/15
William E. Booth	1007 Blandford Avenue	07/20/10	10/31/16	CM-10/16/12
Dawn M. Michelson	225 North Maple Street	11/06/07	12/31/16	CM-12/18/12
David R. Jones	806 Olney Road	03/01/07	02/28/19	CM-12/16/14

FINANCE COMMITTEE

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Matthew S. Hare	621 Aragona Drive	07/06/10	06/30/16	CM-7/1/14
Irvin Douglas Adams, Jr.	1632 Meadows Road	09/15/15	06/30/16	CM-9/15/15
Barry Thompson	311 South Pollard Street	n/a	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	n/a

PUBLIC SAFETY COMMITTEE

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Irvin Douglas Adams, Jr.	1632 Meadows Road	07/03/12	06/30/16	CM-7/1/14
Matthew S. Hare	621 Aragona Drive	07/06/10	06/30/16	CM-7/1/14
, Police Chief	311 South Pollard Street	n/a	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	n/a

PUBLIC WORKS COMMITTEE

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Sabrina McCarty	1012 Blakemore Circle	07/01/14	06/30/16	CM-7/1/14
Bradley E. Grose	407 Aragona Drive	07/03/12	06/30/16	CM-7/1/14
Gary W. Woodson	311 South Pollard Street	n/a	n/a	n/a

STORMWATER CITIZENS ADVISORY COMMITTEE

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
W. Ray Sandifer	912 Colbourne Avenue	09/04	n/a	n/a
David R. Jones	806 Olney Road	11/03	n/a	n/a
VACANT			n/a	

CLEAN VALLEY COUNCIL

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Anita McMillan	311 South Pollard Street	02/28/95	n/a	n/a

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Hal Mabe	6010 Windcrest Lane, Roanoke, VA 24012	06/08	06/30/17	CM-7/1/14
I. Douglas Adams	1632 Meadows Road	05/05/15	06/30/17	CM-5/5/15
Chris McCarty	177 Knollwood Drive, Troutville, VA 24175	12/17/13	06/30/17	CM-7/1/14
Christopher S. Lawrence	311 South Pollard Street	n/a	n/a	

GREATER ROANOKE TRANSIT COMPANY

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Christopher S. Lawrence	Vinton, Virginia	7/7/15	06/30/16	CM-7/7/15

ROANOKE REGIONAL PARTNERSHIP

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Bradley E. Grose	311 South Pollard Street	07/06/04	n/a	n/a
Christopher S. Lawrence	311 South Pollard Street	10/07/08	n/a	R#1793

ROANOKE VALLEY – ALLEGHANY REGIONAL COMMISSION EXECUTIVE COMMITTEE

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Christopher S. Lawrence (Non-elected member)	311 South Pollard Street	07/01/10	06/30/16	CM-6/4/13
Bradley E. Grose (Council member)	311 South Pollard Street	07/01/09	06/30/18	CM-5/19/15

ROANOKE VALLEY GREENWAY COMMISSION

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Anita J. McMillan	311 South Pollard Street	n/a	n/a	n/a
Matthew S. Hare	621 Aragona Drive	07/10/10	06/30/16	CM-6/4/13
Arthur La Roche, III	1453 Wolf Creek Drive	10/02/12	06/30/16	CM-6/4/13
Janet Scheid	1453 Wolf Creek Drive	07/01/09	06/30/18	CM-6/16/15

ROANOKE VALLEY TRANSPORTATION PLANNING ORGANIZATION (TPO)

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Janet Scheid	1453 Wolf Creek Drive	09/15/15	06/30/17	CM-9/15/15
Doug Adams	1632 Meadows Road	07/08/08	06/30/17	CM-7/1/14

ROANOKE VALLEY REGIONAL CABLE TV COMMITTEE

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Mary Beth Layman (Member)	1028 Almond Drive	09/03/91	08/31/18	CM-8/18/15
I. Douglas Adams (Council Member)	1632 Meadows Road	07/01/14	n/a	CM-7/1/14
Christopher S. Lawrence (Executive Member)	311 South Pollard Street	10/07/08	n/a	R#1795

ROANOKE VALLEY RESOURCE AUTHORITY

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Christopher S. Lawrence	311 South Pollard Street	12/20/11	12/31/15	R#1948

WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY AUTHORITY

NAME	ADDRESS	INITIAL APPOINTMENT	TERM EXPIRES	COUNCIL ACTION
Gary W. Woodson	311 S. Pollard Street	02/18/14	02/03/16	CM-02/18/14
Sabrina McCarty (Alternate)	311 S. Pollard Street	09/15/15	02/03/16	CM-9/15/15
Christopher S. Lawrence	311 S. Pollard Street	02/18/14	02/03/18	CM-02/18/14
Bradley E. Grose (Alternate)	311 S. Pollard Street	02/18/14	02/03/18	CM-02/18/14



Town Council Agenda Summary

Meeting Date

December 1, 2015

Department

Council

Issue

Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 (A) of the 1950 Code of Virginia, as amended, for discussion regarding prospective candidates for appointment as Interim Town Manager as authorized by subsection 1.

Summary

None

Attachments

Certification of Closed Meeting

Recommendations

Reconvene and adopt Certification of Closed Meeting

AT A CLOSED MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, DECEMBER 1, 2015, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

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

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

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

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

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

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

Clerk of Council