

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 15, 2015**

**6:00 p.m. RECEPTION FOR CHRISTOPHER S. LAWRENCE, TOWN MANAGER,
MUNICIPAL BUILDING LOBBY**

AGENDA

Consideration of:

- A. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
 - B. MOMENT OF SILENCE**
 - C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
 - D. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**
 - E. CONSENT AGENDA**
 - 1. Consider approval of the minutes for the Special Called meeting of November 30, 2015.
 - F. AWARDS, RECOGNITIONS, PRESENTATIONS**
 - 1. Recognition of Christopher S. Lawrence, Town Manager
 - 2. Recognition of Grayson Thomas Gatti with Boy Scout Troop No. 540 for his Eagle Scout Project at Vinton's Wolf Creek Greenway
 - 3. Introduction of Dustin Bray, Police Officer
 - G. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda.**
 - H. TOWN ATTORNEY**
 - I. TOWN MANAGER**
- BRIEFING**
- 1. Briefing on Roanoke County Tax Assessment Notices

ITEMS REQUIRING ACTION

1. Presentation of the June 30, 2015 Comprehensive Annual Financial Report by Brown Edwards & Company, LLP and consider adoption of a Resolution approving and accepting said Report.
2. Consider adoption of a Resolution appropriating funds in the amount of \$500.00 received from The Allstate Foundation as a donation to the Vinton Area Chamber of Commerce.
3. Consider adoption of a Resolution authorizing Richard W. Peters, Jr., Assistant Town Manager/Director of Economic Development to sign checks as provided by Section 2-93 of the Town Code.

J. FINANCIAL REPORT FOR OCTOBER, 2015

K. MAYOR

L. COUNCIL

1. Appointments to Boards/Commissions/Committees
2. Comments from Council Members

M. CLOSED MEETING

1. Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 A (1) of the 1950 Code of Virginia, as amended, for discussion regarding prospective candidate for Chief of Police.

N. RECONVENE AND ADOPT CERTIFICATION OF CLOSED MEETING

O. 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:

January 5, 2016 - 6:00 p.m. – Work Session following by Regular Council Meeting at 7:00 p.m.
– Council Chambers



Town Council Agenda Summary

Meeting Date

December 15, 2015

Department

Town Clerk

Issue

Consider approval of minutes for the Special Called meeting of November 30, 2015

Summary

None

Attachments

November 30, 2015 minutes

Recommendations

Motion to approve minutes

MINUTES OF A SPECIAL MEETING OF VINTON TOWN COUNCIL HELD AT 6:15 P.M. ON MONDAY, NOVEMBER 30, 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
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 Scheid, Vice Mayor Hare and Mayor Grose present. Council Member McCarty 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, Scheid, Hare, Grose; Nays (0) – None; Absent (1) - McCarty. Council went into Closed Meeting at 6:17 p.m.

Council Member McCarty arrived at the meeting at 6:20 p.m.

At 9:42 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.

A brief discussion began regarding Town Council support of the Volunteer Fire Department and their commitment to help in the department's efforts to recruit new members to bolster their duty teams and improve services to the community.

Council member Adams asked for an update on the new electronic locks at the Fire/EMS building. The Town Manager responded that staff was told they would begin last week, but no action has occurred. He would follow up with the contractor.

Council Member Adams also reiterated his desire to have a project report completed soon to document all the town's projects and initiatives and document their status. This would be in an electronic format that was available to Council members through Dropbox at any time and would be updated in a way to make it a more living type document.

Vice Mayor Hare asked for an update on the skate park and FEMA approval. The Town Manager stated they were working to resolve a mapping issue with the plan and would have it completed shortly to send to VDEM for preliminary review and approval, and then the State would send the request to FEMA.

Mayor Grose asked for an update on our road maintenance and paving work. The Town Manager stated staff would get an update written and sent to Council this week.

Council Member Adams made a motion to adjourn the meeting; 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. The meeting was adjourned at 10:05 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Acting Town Clerk



Town Council Agenda Summary

Meeting Date

December 15, 2015

Department

Council

Issue

Recognition of Christopher S. Lawrence, Town Manager

Summary

Council and Staff will recognize Mr. Lawrence for his service to the Town.

Attachments

None

Recommendations

None



Town Council Agenda Summary

Meeting Date

December 15, 2015

Department

Planning and Zoning

Issue

Recognition of Grayson Thomas Gatti with Boy Scout Troop No. 540 for his Eagle Scout Project at Vinton's Wolf Creek Greenway

Summary

In late July 2015, Staff was contacted by Mr. Gatti regarding his Eagle Scout Project. Mr. Gatti informed Staff that he would like to do the project along the Wolf Creek Greenway. The Wolf Creek Greenway lacked identification signs, and the existing kiosks that were built in 2000, were in dire need of replacement. Additionally, Staff has been informed that identification signs with an address on them would be helpful if greenway users need emergency assistance along the trail.

Mr. Gatti was given the sign and kiosk specifications by Staff in September 2015. According to Mr. Gatti, a total of \$619.00 was raised to construct and install the two kiosks; and a total of \$244.00 was raised for the two custom greenway signs. Mr. Gatti and his troop installed the two identification signs at each of the main entrances to Wolf Creek Greenway, one off Hardy Road and the other off Washington Avenue. The Eagle Scout Project was completed October 3, 2015.

The signs installed by Mr. Gatti will be beneficial for greenway users and/or emergency services personnel during emergency situations. The kiosks Mr. Gatti constructed will serve as informational and stormwater educational tools. Posters and brochures can be posted to be viewed by greenway users to inform them about what services and events the Town has to offer.

Attachments

A letter to Boy Scouts of America Blue Ridge Mountain Council
Pictures of the signs and kiosks installed by Mr. Gatti at Wolf Creek Greenway.

Recommendations

Recognize Mr. Gatti for the completion of his Eagle Scout Project at Wolf Creek Greenway



TOWN OF VINTON

311 S. POLLARD STREET
VINTON, VIRGINIA 24179

PHONE: (540) 983-0601

FAX: (540) 983-0621

EMAIL: amcmillan@vintonva.gov

ANITA MCMILLAN
PLANNING AND ZONING DIRECTOR

October 6, 2015

Boy Scouts of America Blue Ridge Mountain Council
2131 Valley View Boulevard
Roanoke, VA 24012

RE: Mr. Grayson Gatti, Eagle Scout Project – Wolf Creek Greenway, Vinton, VA

Dear Council Members:

On behalf of the Town of Vinton, I am very grateful that Mr. Grayson Gatti selected Wolf Creek Greenway as the location for his Eagle Scout Project. This letter is to confirm that I have inspected the two kiosks and two identification signs that Mr. Gatti constructed and installed along the greenway. Mr. Gatti did a commendable job on the construction and installation of the kiosks and identification signs.

Identification signs were installed by Mr. Gatti at each of the main entrances to Wolf Creek Greenway, off Hardy Road and Washington Avenue. Wolf Creek Greenway is a 2.2 mile cinder surface trail. It begins in the Town of Vinton at Hardy Road/ Route 634, traverses through two public parks--Goode Park and Stonebridge Park, to Mountain View Road/Route 651 in Roanoke County, and ends at the Blue Ridge Parkway near the Roanoke/Bedford County Line. The signs installed by Mr. Gatti will be beneficial for greenway users and/or emergency management safety personnel during emergency situations.

The kiosks Mr. Gatti constructed will serve as information and education tools. Posters and brochures can be posted to be viewed by greenway users to inform them about what the Town has to offer. The kiosks will also be used to educate greenway users on ways they can protect the environment and water quality by picking up after pets and so forth.

On behalf of the Town of Vinton, I would like to thank Mr. Gatti and his troop for selecting the Greenway and commend him for the great job he did on the project. Please give me a call at (540) 983-0601, or email me at amcmillan@vintonva.gov should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Anita J. McMillan'.

Anita J. McMillan
Planning and Zoning Director

c: Christopher Lawrence, Town Manager



Two Identification/Address Wolf Creek Greenway Signs – Grayson Gatti’s Eagle Scout Project



Two Kiosks Installed at Wolf Creek Greenway – Grayson Gatti 's Eagle Scout Project



Town Council Agenda Summary

Meeting Date

December 15, 2015

Department

Police

Issue

Introduction of Dustin Bray, Police Officer

Summary

Chief Dudley will introduce Officer Bray at the meeting.

Attachments

None

Recommendations

None



Town Council Agenda Summary

Meeting Date

December 15, 2015

Department

Administration

Issue

Briefing on Roanoke County tax assessment notices

Summary

Each year, the Roanoke County Assessor's Office establishes the property values for all property in the County, which includes property within the Town. A letter is developed and sent to all property owners detailing their assessment values for both the land and buildings. The letter details the previous three years' worth of assessments in a table. Beginning this year, as required by the General Assembly, the letter is to state the tax percentage increase or decrease the actual taxes paid would be as compared to the previous year.

On March 31, 2015, Vinton Town Council increased the real estate tax rate from \$0.03 to \$0.07. This increase has a direct impact on the actual real estate taxes paid by property owners of 132%. Therefore, the letter will show in a table the tax rate difference, the monetary amount of taxes to be paid, and the tax percentage change. The actual tax percentage change will be very close to 132% depending on the incremental fluctuation of the property assessment.

We want to bring this to Town Council's attention as well as the public so they are aware and understand the meaning behind this change and the perceived large increase in property taxes. The tax percentage increase is large. The monetary impact on different values of property increases at the same percentage, however, the real financial change is not significant. A table is included to show the historical tax rate of the Town back to 1989 when the rate was \$0.07.

The letter also describes what the money was needed for and specifically targeted to fund. This included 24-hour fire service and road maintenance investments.

Attachments

Power Point Presentation
Draft Tax Assessment Letter from Roanoke County
Citizen Letter insert for Vinton Property Owners

Recommendations

No action required

2016 REAL ESTATE REASSESSMENT

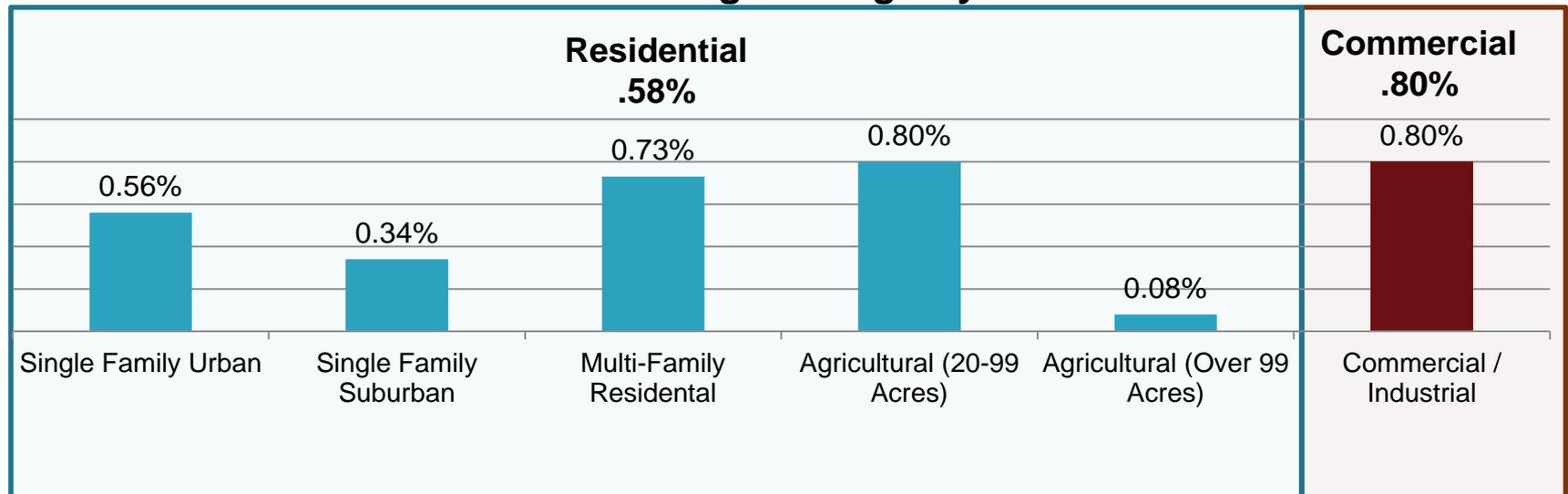
Town Of Vinton Meeting
December 15, 2015

2016 TOV Real Estate Assessment

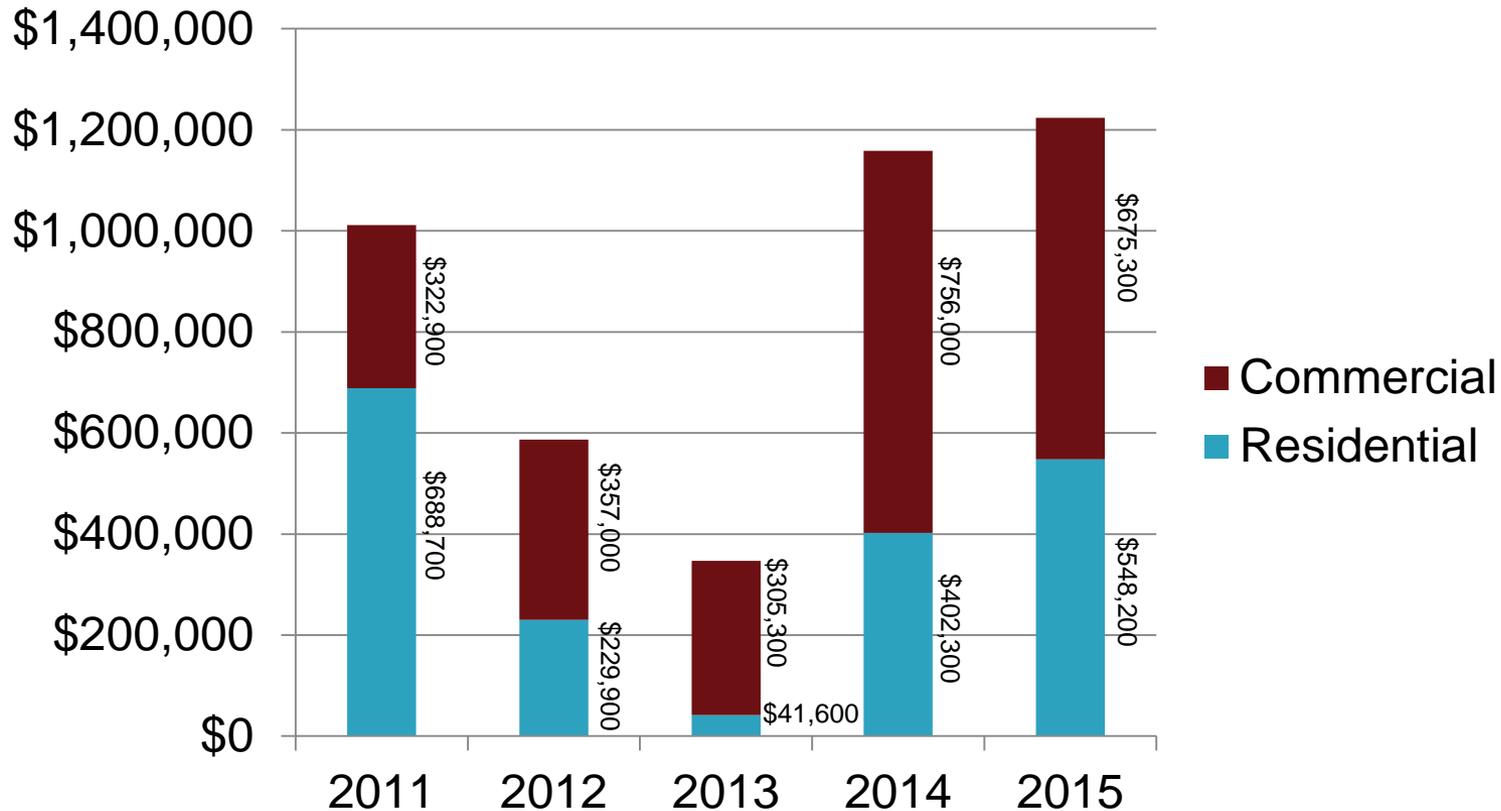
| Category | 2015 Assessed Value | 2016 Assessed Value | Change in Assessed Value | % Change |
|--------------|---------------------|---------------------|--------------------------|-------------|
| Residential | 362,391,400 | 364,482,400 | 2,091,000 | .58% |
| Commercial | 96,413,400 | 97,186,100 | 772,700 | .80% |
| Total | 458,804,800 | 461,668,500 | 2,863,700 | .62% |

| Assessment Increase Attributed To: | | |
|------------------------------------|------------------|--------------|
| New Construction | 1,223,500 | 0.26% |
| Market Value | 1,640,200 | 0.36% |
| Total | 2,863,700 | 0.62% |

2016 Assessment Percentage Change By Classification

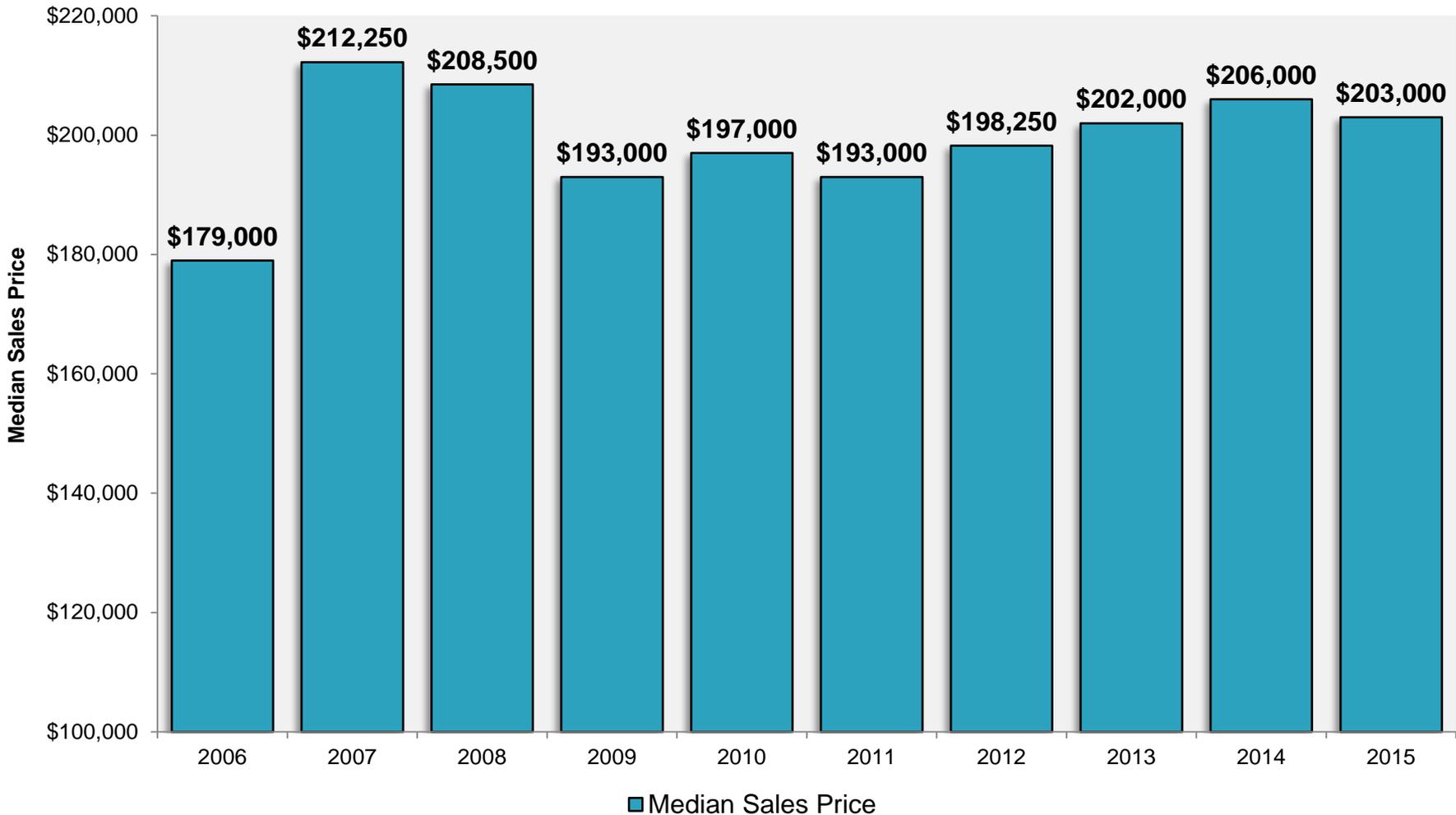


TOV New Construction History



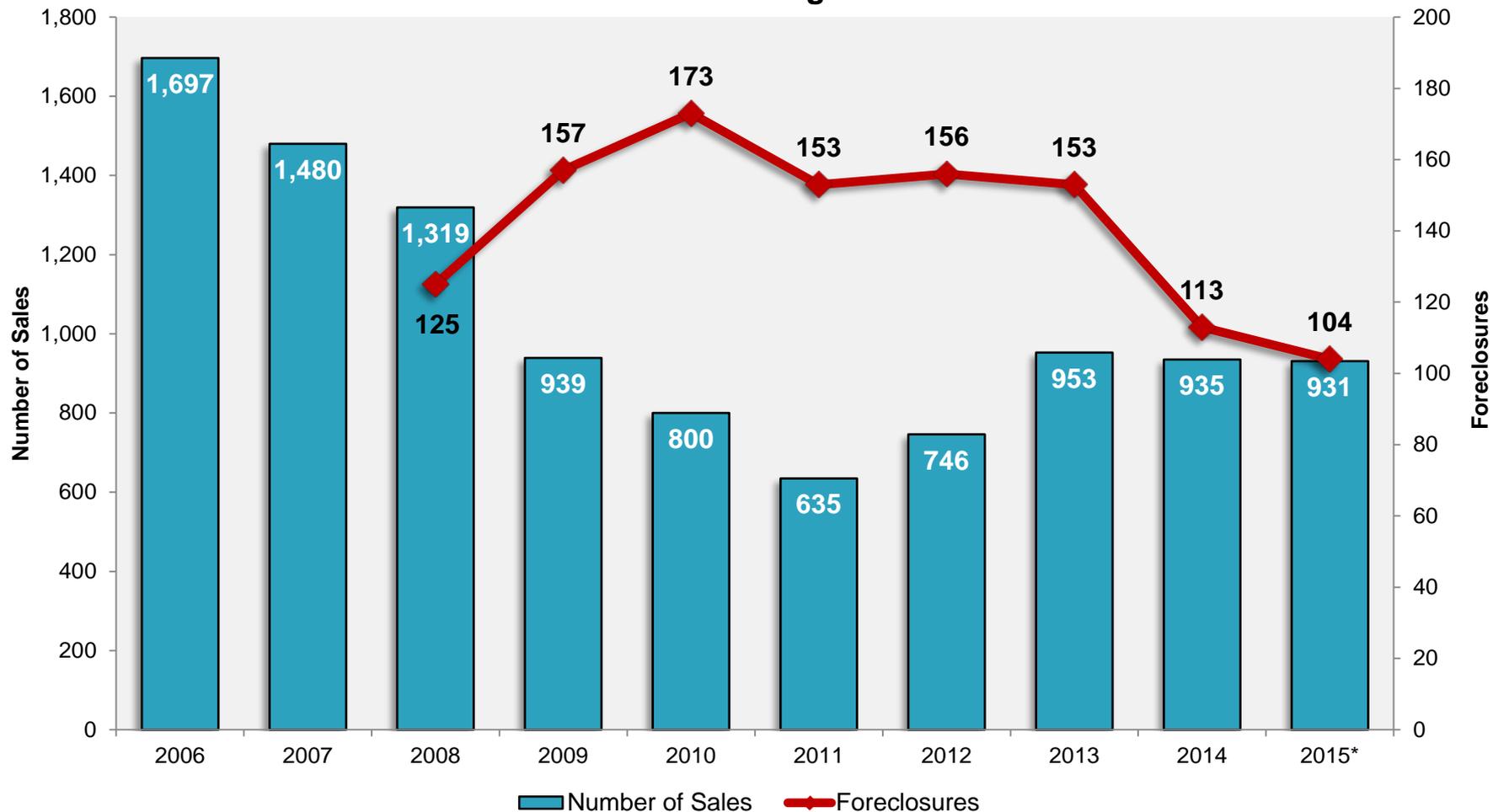
Overall Median Sales Price History - Residential

Median Sales Price - Residential
2006 through 2015



Overall History of Sales

History of Total Sales and Foreclosures
2006 through 2015



* 2015 sales figures are projections as of November 2015; foreclosure data before 2008 is not available

2016 Reassessment Hearing Dates

- Reassessment notices will be mailed December 31st
- Informal Appeals
 - January 19th through January 27th
 - Call Real Estate Valuation Office at 772-2035 extension 0 for an appointment
- Formal Appeals (Board of Equalization)
 - Dates for BOE meetings are as follows:
 - April 28th
 - July 28th
 - November 3rd

Disabled Veterans Property Tax Exemption

- Administered through Commissioner of Revenue's Office
- Criteria for veterans or surviving spouse
 - Principal place of residence
 - Owned and occupied by disabled veteran or unremarried surviving spouse
 - Certification letter stating that disability is 100% service related
- Information available on Roanoke County website or contact the Commissioner of Revenue's office at 772-2046, ext 114

Tax Relief for the Elderly

- Administered through Commissioner of Revenue's Office
- Criteria
 - Disabled or over age 65
 - Combined income of less than \$56,566
 - Net assets not exceeding \$200,000
- Information available on Roanoke County website or contact the Commissioner of Revenue's office at 772-2046, ext 114

COMMENTS



**NOTICE OF REAL ESTATE ASSESSMENT
COUNTY OF ROANOKE, VA
GENERAL REASSESSMENT FOR 2016**

**THIS IS NOT A
TAX BILL**

Real Estate Valuation

5204 Bernard Drive, Suite 200D, Roanoke, Virginia 24018

(540) 772-2035

| | | | | | |
|-----------|----------------|----------------|-------------------|----------------------|----------------------|
| Appraiser | Account Number | Tax Map Number | Property Location | Magisterial District | State Classification |
| D | | | | VINTON | 0100 |

Legal Description

Deeded Acreage
1.000 LT

Roanoke County

| Market Values | Land | Building(s) | Total Market | Tax Rate | Tax | % of Change |
|---------------------------------|--------|-------------|--------------|----------|----------|-------------|
| 2016 Proposed Assessment | 28,500 | 131,900 | 160,400 | 1.09 | 1,748.36 | -0.12% |
| 2015 | 28,500 | 132,100 | 160,600 | 1.09 | 1,750.54 | -2.84% |
| 2014 | 28,500 | 136,800 | 165,300 | 1.09 | 1,801.77 | -1.25% |

The Proposed Assessment will be the basis for your upcoming tax bill.
The tax rate for the proposed assessment has not been adopted by the Board of Supervisors. Notice will be published in the Roanoke Times of the date and time when the public can comment on, and the Board of Supervisors will consider any real estate tax rate change.

Town of Vinton

| Market Values | Land | Building(s) | Total Market | Tax Rate | Tax | % of Change |
|---------------------------------|--------|-------------|--------------|----------|--------|-------------|
| 2016 Proposed Assessment | 28,500 | 131,900 | 160,400 | 0.07 | 112.28 | -0.12% |
| 2015 | 28,500 | 132,100 | 160,600 | 0.07 | 112.42 | 126.69% |
| 2014 | 28,500 | 136,800 | 165,300 | 0.03 | 49.59 | -1.25% |

The Proposed Assessment will be the basis for your upcoming tax bill.
The tax rate for the proposed assessment has not been adopted by the Town Council. Notice will be published in the Vinton Messenger of the date and time when the public can comment on, and the Town Council will consider any real estate tax rate change.

Every effort has been made to assess your property on a fair and equitable basis. However, if you feel the Proposed Assessment is higher than 100% of market value, or the Proposed Assessment lacks uniformity with similar properties in your area, you may appeal your assessment.

The following dates and times are available for review with a Real Estate Appraiser:

| | |
|------------------------|------------------------|
| January 19, 20, 21, 22 | 8:30 a.m. – 4:30 p.m. |
| January 23 | 8:30 a.m. – 12:00 noon |
| January 25 | 12:00 noon – 7:00 p.m. |
| January 26, 27 | 8:30 a.m. – 4:30 p.m. |

If you have questions or need an appointment, please call (540) 772-2035 Extension 0. The deadline for appeals is Wednesday, January 27, 2016.

Board of Equalization

If you appeal your assessment and would like to appear before the Board of Equalization, you are entitled to certain rights under section 58.1-3331 of the Code of Virginia, including an opportunity to review and obtain copies of all assessment records pertaining to the assessor's determination of the fair market value of your property. You may also request the assessor to make a physical examination of your property. Deadline to apply to the Board of Equalization is Friday, September 16, 2016.

Code of Virginia 58.1-3330

Any person other than the owner who receives such reassessment notice, shall transmit the notice to such owner, at his last known address, immediately on receipt thereof, and shall be liable to such owner in an action at law for liquidated damages in the amount of twenty-five dollars, in the event of a failure to so transmit the notice. Mailing such notice to the last known address of the property owner shall be deemed to satisfy the requirements of this section.

Real Estate Tax Relief for Elderly and Disabled Homeowners

Real Estate owners 65 or older, or persons permanently and totally disabled, may qualify for the Tax Relief Program if they meet the qualifications required. For additional information, please call the Commissioner of the Revenue's office at (540) 772-2048 Extension 114 or 197.



**NOTICE OF REAL ESTATE ASSESSMENT
COUNTY OF ROANOKE, VA
GENERAL REASSESSMENT FOR 2016**

**THIS IS NOT A
TAX BILL**

Real Estate Valuation

5204 Bernard Drive, Suite 200D, Roanoke, Virginia 24018

(540) 772-2035

| | | | | | |
|-----------|----------------|----------------|-------------------|----------------------|----------------------|
| Appraiser | Account Number | Tax Map Number | Property Location | Magisterial District | State Classification |
| | | | | VINTON | 0100 |

Legal Description

Deeded Acreage
1.000 LT

Roanoke County

| Market Values | Land | Building(s) | Total Market | Tax Rate | Tax | % of Change |
|---------------------------------|--------|-------------|--------------|----------|--------|-------------|
| 2016 Proposed Assessment | 12,100 | 54,300 | 66,400 | 1.09 | 723.76 | -0.59% |
| 2015 | 12,100 | 54,700 | 66,800 | 1.09 | 728.12 | -0.44% |
| 2014 | 12,100 | 55,000 | 67,100 | 1.09 | 731.39 | -1.61% |

The Proposed Assessment will be the basis for your upcoming tax bill.
The tax rate for the proposed assessment has not been adopted by the Board of Supervisors. Notice will be published in the Roanoke Times of the date and time when the public can comment on, and the Board of Supervisors will consider any real estate tax rate change.

Town of Vinton

| Market Values | Land | Building(s) | Total Market | Tax Rate | Tax | % of Change |
|---------------------------------|--------|-------------|--------------|----------|-------|-------------|
| 2016 Proposed Assessment | 12,100 | 54,300 | 66,400 | 0.07 | 46.48 | -0.59% |
| 2015 | 12,100 | 54,700 | 66,800 | 0.07 | 46.76 | 132.29% |
| 2014 | 12,100 | 55,000 | 67,100 | 0.03 | 20.13 | -1.61% |

The Proposed Assessment will be the basis for your upcoming tax bill.
The tax rate for the proposed assessment has not been adopted by the Town Council. Notice will be published in the Vinton Messenger of the date and time when the public can comment on, and the Town Council will consider any real estate tax rate change.

Every effort has been made to assess your property on a fair and equitable basis. However, if you feel the Proposed Assessment is higher than 100% of market value, or the Proposed Assessment lacks uniformity with similar properties in your area, you may appeal your assessment.

The following dates and times are available for review with a Real Estate Appraiser:

| | |
|------------------------|------------------------|
| January 19, 20, 21, 22 | 8:30 a.m. – 4:30 p.m. |
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Code of Virginia 58.1-3330

Any person other than the owner who receives such reassessment notice, shall transmit the notice to such owner, at his last known address, immediately on receipt thereof, and shall be liable to such owner in an action at law for liquidated damages in the amount of twenty-five dollars, in the event of a failure to so transmit the notice. Mailing such notice to the last known address of the property owner shall be deemed to satisfy the requirements of this section.

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Real Estate owners 65 or older, or persons permanently and totally disabled, may qualify for the Tax Relief Program if they meet the qualifications required. For additional information, please call the Commissioner of the Revenue's office at (540) 772-2048 Extension 114 or 197.



Mayor
Bradley E. Grose

Town of Vinton
311 S. Pollard Street
Vinton, VA 24179
Phone (540) 983-0607
Fax (540) 983-0626

Council Members
I. Douglas Adams, Jr.
Matthew S. Hare
Sabrina McCarty
Janet Scheid

Dear Property Owner:

On March 31, 2015, Vinton Town Council increased the real estate tax rate from \$0.03 to \$0.07. This four-cents increase was specifically used to increase core public safety services and road maintenance. Three cents was used to significantly expand our Fire Services by adding two career full-time firefighters. In partnership with Roanoke County Fire and Rescue Department, the Town increased our career staffed fire coverage from 12-hours to 24-hours a day while decreasing average response time. The cost of this service expansion to the town was \$126,000.

The additional penny was invested in road maintenance to increase funding by \$42,000 to maintain the more than 88 lane miles of roads owned by the Town. Maintenance includes work such as crack sealing, slurry application, sidewalk repairs, restriping and repaving.

The table below illustrates the historical tax rate changes since 1989.

| Year | Vinton Tax Rate |
|-------------|------------------------|
| 1989 | 0.07 |
| 1990 | 0.06 |
| 1991 | 0.05 |
| 2003 | 0.03 |
| 2015 | 0.07 |

For questions or additional information, please call the treasurer's office at 540-983-0608.



Town Council Agenda Summary

Meeting Date

December 15, 2015

Department

Finance/Treasurer

Issue

Presentation of the June 30, 2015 Comprehensive Annual Financial Report by Brown Edwards & Company, LLP and consider adoption of a Resolution approving and accepting said Report

Summary

Representatives of Brown Edwards have been working with the Town Manager and Finance Director/Treasurer in order to prepare the audited financial statements for the Town. The firm's responsibility is to express an opinion on these financial statements based on their audit.

In their opinion, the general purpose financial statements present fairly in all material respects, the financial position of the Town as of June 30, 2015 and the results of its operations and cash flows of proprietary fund types for the year ended in conformity with generally accepted accounting principles.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, DECEMBER 15, 2015 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, Section 15.2-2511 of the 1950 Code of Virginia, as amended, requires that the Town issue annually a report on its financial accounts and records by a third party certified public accountant; and

WHEREAS, the Finance Director/Treasurer's Department worked with an independent third party accounting firm of Brown Edwards & Company, L.L.P.; and

WHEREAS, John Aldridge of Brown Edwards & Company has forwarded his firm's 2015 audit to the Town Council for review; and

WHEREAS, the firm's opinion letter stated that the financial statements present fairly, in all material respects, the financial position of the Town as of June 30, 2015, and the results of the Town's operations and cash flows of proprietary fund types for the year just ending on June 30, 2015, is in conformity with generally accepted accounting principles.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby receive and accept the Town's June 30, 2015 audit.

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 15, 2015

Department

Finance/Treasurer

Issue

Consider adoption of a Resolution appropriating funds in the amount of \$500.00 received from The Allstate Foundation as a donation to the Vinton Area Chamber of Commerce.

Summary

The Allstate Foundation has made a \$500 donation to the Vinton Area Chamber of Commerce due to the volunteer hours that one of their employees, Keith Liles, gave to the Chamber. These funds cannot be given directly to the Chamber because it is 501c3 organization. However, the funds can be given through a governmental agency to the Chamber. Council needs to appropriate the funds received from The Allstate Foundation to the Chamber.

Attachments

Letter from Vinton Area Chamber of Commerce
Resolution

Recommendations

Motion to adopt Resolution



VINTON AREA
CHAMBER
OF
COMMERCE

December 1, 2015

Barry Thompson, Treasurer
Town of Vinton
311 S. Pollard Street
Vinton, VA 24179

Dear Barry,

Per our conversation with the Allstate Foundation, you received the \$500 donation from Allstate for volunteer work Keith Lyles gave to the Vinton Area Chamber of Commerce. Due to Allstate's requirements the donation was intended to be paid to the Vinton Area Chamber but had to be paid through the Town of Vinton. Please ask the Town Council to appropriate it to an expense line item to be paid to the Chamber. This is a one- time request under special requirements of the Allstate Foundation.

Thank you for your help with this matter.

Sincerely,

Kathryn Sowers
Executive Assistant

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, DECEMBER 15, 2015 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179.

WHEREAS, The Allstate Foundation has made a \$500.00 donation to the Vinton Area Chamber of Commerce due to the volunteer hours that one of their employees, Keith Liles, gave to the Chamber; and

WHEREAS, these funds cannot be given directly to the Chamber because it is a 501c3 organization; however, the funds can be given through a governmental agency to the Chamber; and

WHEREAS, the donation has been received into the Revenue Account 200.1899.018 – Gifts and Donations in the amount of \$500.00; and

WHEREAS, it is necessary for the Vinton Town Council to appropriate the funds from the Revenue Account 200.1899.018 – Gifts and Donations to the Expenditure Account – 200.1100.571 – Community Contributions.

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

FROM:

| | | |
|---------------------|----------------------------|-----------------|
| 200.1899.018 | Gifts and Donations | \$500.00 |
|---------------------|----------------------------|-----------------|

TO:

| | | |
|---------------------|--------------------------------|-----------------|
| 200.1100.571 | Community Contributions | \$500.00 |
|---------------------|--------------------------------|-----------------|

This Resolution was 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 15, 2015

Department

Administration

Issue

Consider adoption of a Resolution authorizing Richard W. Peters, Jr., Assistant Town Manager/Director of Economic Development to sign checks as provided by Section 2-93 of the Town Code.

Summary

Mr. Peters has been hired as the Assistant Town Manager, Director of Economic Development of the Town of Vinton, effective December 7, 2015. The Town Code, Section 2-93 provides for the Assistant Town Manager to countersign all checks and disbursements issued by the Treasurer in the absence or disability of either the Treasurer or the Town Manager.

The auditors and the depository of Town funds require that appropriate authority be granted to the Assistant Town Manager to countersign checks and warrants on behalf of the Town of Vinton in the absence or disability of the Town Manager or Treasurer.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, DECEMBER 15, 2015, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, Richard W. Peters, Jr. has been hired as the Assistant Town Manager, Director of Economic Development of the Town of Vinton, effective December 7, 2015; and,

WHEREAS, Vinton Town Code, Section 2-93 provides for the Assistant Town Manager to countersign all checks and disbursements issued by the Treasurer in the absence or disability of either the Treasurer or the Town Manager; and,

WHEREAS, it is required by the auditors and the depository of Town funds that appropriate authority be granted to the Assistant Town Manager to countersign checks and warrants on behalf of the Town of Vinton in the absence or disability of the Town Manager or Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Vinton, Virginia, that Richard W. Peters, Jr. is authorized and directed to sign checks in the manner as provided by Section 2-93 of the Town Code and that the necessary signature cards be executed and placed at the appropriate depositories of Town funds; and,

BE IT FURTHER RESOLVED that the Town's auditors be provided with a certified copy of this Resolution verifying the Assistant Town Manager's authority to countersign checks in the manner as required in Section 2-93 of the Town Code.

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 15, 2015

Department

Finance/Treasurer

Issue

Financial Report for October 2015

Summary

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

The Finance Committee will meet on December 14, 2015 to discuss this report and will make a presentation to Council at their Regular Meeting.

Attachments

October 31, 2015 Financial Report Summary

Recommendations

Motion to approve the October 2015 Financial Report

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

**THE TOWN OF
VINTON
VIRGINIA**



| | Adopted Budget | Revised YTD Budget | MTD | YTD Posted | REMAINING BALANCE | % |
|------------------------------------|-------------------|--------------------------|------------------|------------------|----------------------|------|
| General Fund 200 | | | | | | |
| Revenues | 8,977,318 | 1,903,094 | 361,383 | 1,746,210 | (156,885) | 92% |
| Accrued Revenue Adjustment | | | 248,531 | 248,531 | | |
| Total Adj. Revenues | 8,977,318 | 1,903,094 | 609,914 | 1,994,741 | 91,647 | 105% |
| Expenditures | 8,977,318 | 2,662,818 | 894,224 | 2,432,865 | (229,953) | 91% |
| Revenues over/(under) Expenditures | | <u>(759,724)</u> | <u>(284,310)</u> | <u>(438,124)</u> | | |
| Utility Fund 300 | | | | | | |
| Revenues | 3,618,150 | 1,127,257 | 532,048 | 1,221,134 | 93,877 | 108% |
| Bond Series 2013 | | 0 | 0 | 0 | 0 | |
| Operating Revenues | 3,618,150 | 1,127,257 | 532,048 | 1,221,134 | 93,877 | 108% |
| Expenditures | 3,618,150 | 1,119,285 | 271,637 | 842,753 | (276,532) | 75% |
| Bond Series 2013 | 0 | 0 | 0 | 0 | 0 | |
| Operating Expenditures | 3,618,150 | 1,119,285 | 271,637 | 842,753 | (276,532) | 75% |
| Revenues over/(under) Expenditures | | <u>7,971</u> | <u>260,411</u> | <u>378,381</u> | | |
| Total All Funds | | | | | | |
| Revenues | 12,595,468 | 3,030,351 | 1,141,962 | 3,215,875 | 185,524 | 106% |
| Expenditures | 12,595,468 | 3,782,104 | 1,165,861 | 3,275,618 | (506,485) | 87% |
| Revenues over/(under) Expenditures | | <u>(751,753)</u> | <u>(23,899)</u> | <u>(59,743)</u> | | |



Town Council Agenda Summary

Meeting Date

December 15, 2015

Department

Council

Issue

Appointments to Boards/Commissions/Committees

Summary

Council will nominate individuals for the following:

Board of Zoning Appeals

Allen Kasey's term will expire on January 16, 2016. He has been contacted and is willing to serve another five-year term.

Carolyn Fidler has resigned as an alternate effective October 10, 2015.

Planning Commission

Robert Patterson's term will expire on December 31, 2015. He has been contacted and is willing to serve another four-year term.

Comprehensive Economic Development Strategy (CEDS)

Replacement for Christopher S. Lawrence who has resigned as Town Manager effective January 1, 2016

Greater Roanoke Transit Company

Replacement for Christopher S. Lawrence who has resigned as Town Manager effective January 1, 2016 – unexpired term ending June 30, 2016

Roanoke Regional Partnership

Replacement for Christopher S. Lawrence who has resigned as Town Manager effective January 1, 2016

Roanoke Valley – Alleghany Regional Commission Executive Committee

Replacement for Christopher S. Lawrence who has resigned as Town Manager effective January 1, 2016 – unexpired term ending June 30, 2016

Roanoke Valley Regional Cable TV Committee

Replacement for Christopher S. Lawrence who has resigned as Town Manager effective January 1, 2016

Roanoke Valley Resource Authority

Replacement for Christopher S. Lawrence who has resigned as Town Manager effective January 1, 2016 – new four-year term ending December 31, 2019

Attachments

None

Recommendations

Nominate individuals and motion to approve



Town Council Agenda Summary

Meeting Date

December 15, 2015

Department

Council

Issue

Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 A (1) of the 1950 Code of Virginia, as amended, for discussion regarding prospective candidate for Chief of Police.

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 MONDAY, DECEMBER 15, 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 the following votes recorded:

AYES:

NAYS:

Clerk of Council