

Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
Keith N. Liles, 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, August 16, 2016**

AGENDA

Consideration of:

- A. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- VINTON TOWN COUNCIL
 - VINTON PLANNING COMMISSION
- B. MOMENT OF SILENCE**
- C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- D. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**
- E. REQUESTS TO POSTPONE, ADD TO OR CHANGE THE ORDER OF AGENDA ITEMS**
- F. CONSENT AGENDA**
1. Consider approval of minutes:
 - a. Regular Council meeting of June 21, 2016
 - b. Regular Council meeting of July 5, 2016
 - c. Regular Council meeting of July 19, 2016
- G. PROCLAMATIONS, AWARDS, RECOGNITIONS, PRESENTATIONS**
1. Presentation to the Police Department – **Shirley Patsel**
 2. Report on the Vinton Volunteer First Aid Crew for July – **Chief Wayne Guffey**
- H. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.
- I. PUBLIC HEARINGS**
1. **JOINT PUBLIC HEARING WITH VINTON PLANNING COMMISSION**
 - a. Consideration of public comments regarding amendment to the Town of Vinton 2004 – 2024 Comprehensive Plan, as amended, by amending Chapter V. Land Use and Transportation Plan of the Comprehensive Plan including the Future Land Use and Transportation Map, dated September 7,

2004; Map 31 Vinton Area Corridor Plan: Future Land Use Scenario 4 Map; dated February 16, 2010, by incorporating and designating Urban Development Areas (UDA) section and boundaries; and Traditional Neighborhood Design (TND) concepts and revised population date based on 2010 Population Census.

- a. Open Public Hearing
 - Report from Staff – **Anita McMillan**
 - Receive public comments
 - Council discussion and questions
 - b. Close Public Hearing
 - c. Planning Commission to make a recommendation
 - d. Council to consider adoption of an Ordinance
2. Consideration of public comments regarding the proposed granting of a lease to VINDOS LLC. for a certain lot lying to the rear of the former Vinton Branch Library on the southeast side of Meadows Street and below the storm water detention basin for the Vinton War Memorial identified as 060.16-06-33.00-000, all of which is located in the Town of Vinton, Virginia, said lease to be for a one-year period with no more than four additional one-year renewal terms.
- a. Open Public Hearing
 - Report from Staff – **Pete Peters**
 - Receive public comments
 - Council discussion and questions
 - b. Close Public Hearing
 - c. Council to consider adoption of a Resolution

J. TOWN ATTORNEY

K. ITEMS REQUIRING ACTION

1. Consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute a contract with Combs Land Solution, DBA Summit Contracting, in an amount not to exceed \$173,091.00 for the construction of Phase I of the Glade Creek Greenway – **Anita McMillan**
2. Consider adoption of a Resolution re-appropriating \$1,600.00 received from the American Association of Retired Persons (AARP) to utilize the SNAP/EBT program at the Vinton Farmers' Market – **Anne Cantrell**

L. TOWN MANAGER

M. FINANCIAL REPORTS FOR MAY AND JUNE 2016

N. MAYOR

O. COUNCIL

P. CLOSED SESSION

1. Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 (A) of the 1950 Code of Virginia, as amended, for:
 - a. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining

position or negotiating strategy of the public body as authorized by subsection 3.

- b. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community as authorized by subsection 5.

Q. RECONVENE AND ADOPT CERTIFICATION OF CLOSED MEETING

R. 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/COMMITTEE MEETINGS:

August 15, 2016 – 5:00 p.m. – Tour of old William Byrd High School followed by Open House at Vinton War Memorial at 6:00 p.m.

September 6, 2016 – 7:00 p.m. – Regular Council meeting – Council Chambers



Town Council Agenda Summary

Meeting Date

August 16, 2016

Department

Town Clerk

Issue

Consider approval of minutes:

- a. Regular Council meeting of June 21, 2016
- b. Regular Council meeting of July 5, 2016
- c. Regular Council meeting of July 19, 2016

Summary

None

Attachments

June 21, 2016 minutes

July 5, 2016 minutes

July 19, 2016 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, JUNE 21, 2016, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

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

STAFF PRESENT: Barry W. Thompson, Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Theresa Fontana, Town Attorney
Richard W. Peters, Assistant Town Manager/Director of Economic Development
Anita McMillan, Planning & Zoning Director
Anne Cantrell, Accounting Manager
Joey Hiner, Acting Public Works Director
Mary Beth Layman, Special Programs Director
Mark Vaught, Lieutenant-Police

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, Council Member Scheid, Vice Mayor Hare and Mayor Grose present. 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 next Mingle at the War Memorial on July 9th with Seven Mile Ford as the band. The annual 4th of July event will also be at the War Memorial. Mary Beth Layman announced the Shake, Bake and Sprout on Saturday and on July 9th is the Arts and Crafts Show at the Farmers Market.

Vice Mayor Hare made a motion that the Consent Agenda be approved as presented and commented that the policy had been reviewed by the Finance Committee; the motion was seconded by Council Member Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Approved Travel Policy for members of Council, Boards and Commissions

The next item on the agenda was a report on the Vinton Volunteer First Aid Crew for May and introduction of new Officers. Assistant Chief Wayne Guffey reported the truck was marked up

536 out of the 480 hours for 111%. Both the career and volunteer crews had a total of 261 hours and he gave the breakdown. There were 1,745 man hours, the fractile response time was 7.98 and the unit was in service 97.5% of the time.

Chief Tom Philpott introduced the new 2016-2017 Officers as follows: Chief-Wayne Guffey; Assistant Chief-Chris Sayre; Captain-Sandy Guffey; 1st Lieutenant-Training-Greg Meinel; 2nd Lieutenant-Equipment-Steve Thrasher and Sergeant-Jason Peters.

The next item on the agenda was to consider public comments regarding the petition of County of Roanoke for a rezoning of the former Roanoke County Vinton Branch Library property, from RB Residential Business to GB General Business District, for the building to be renovated to accommodate a full-service restaurant, Macado's Restaurant, located at 800 Washington Avenue, Vinton, Tax Map Number 060.16-06-32.00. The Mayor opened the Public Hearing at 7:11 p.m.

Public Hearing opened

Anita McMillan began by giving a brief history of the property and commented on the notices that were sent to the surrounding property owners/tenants advising them of the open house and the Public Hearing. She further commented that Council has a work session on June 7, 2016. The Planning Commission had their Public Hearing on June 9, 2016 and voted unanimously to recommend approval of the rezoning request with the proffered conditions as submitted by Roanoke County. A majority of the citizens at this Public Hearing spoke in favor of the rezoning. The comments from two citizens who had concerns were provided in the staff report.

Ms. McMillan next commented that this morning Roanoke County amended the proffers to add the additional proffer of a 25 feet setback to be provided along Washington Avenue for the new paved parking areas and a minimum distance of 110 feet from the east property line adjacent to the Vinton War Memorial. The building is about 9,000 square feet, but since the dining area is about 3,000 square feet, only 30 parking spaces must be provided. There are 17 existing parking spaces and 13 new spaces will be provided in front of the building.

Vice Mayor Hare asked about lighting and if it would spill over to the houses across the street. Ms. McMillan responded that during the site review process, they will have to make sure they will not spill over onto adjoining properties which is the zoning ordinance requirement. Council Member Scheid asked if the dumpsters will be required to be screened and Ms. McMillan responded yes.

Vice Mayor Hare commented that the concerns that Council had with regard to the lighting, the dumpsters, parking on the street and cut-through traffic have been addressed. Also, any concerns with noise would also fall within the current noise ordinance. Council Member Scheid agreed and then asked what would have to occur for an additional stop light to be placed on Washington Avenue. One of her concerns was the left-hand turn out of Meadow onto Washington Avenue. Ms. McMillan responded that it would be the Town's responsibility and with certain development would require a traffic impact analysis. Jill Loope next made brief comments on behalf of Roanoke County.

Under public comments, Tiffany Rawling of Vinton commented in support of the rezoning request. James Houff of Vinton commented that he has been told that his concerns would be addressed and he would withdraw any objections that he had. Joe Rosenberg of Vinton commented that he is in favor of the rezoning, but is concerned about the traffic impact because there are no sidewalks in the neighborhood where people can walk and it is highly populated with children. The Mayor responded that the Police Chief is very aware of the concerns and has made a commitment to enforce the laws in that area.

Council Member Adams made brief comments in support of the rezoning. Council Member McCarty next expressed appreciation to the citizens in attendance at the meeting and also indicated her support of the rezoning. Council Member Scheid also expressed thanks to all of the citizens who have expressed their interests and concerns and indicated her support of the rezoning.

Vice Mayor Hare indicated his support of the rezoning and commented that there is a general

consensus that Vinton is struggling and that Macado's is going to pull the Town out. He next commented that Vinton is not sinking. In the past three years alone in probably one square mile, there has been over \$13 million of investments. In the next two years there is going to be another \$12-13 million in the exact same area. He further stated that \$26 million of investments in five years is impressive. There are three taxes that tell the health of a community—meals, sales and business licenses. He then gave a comparison of the Town to the overall United States GEP which showed that on an average over six years, Vinton has grown 2.5% compared to growth of 2.1% in the U.S.

The Mayor made comments in support of the rezoning and expressed thanks to Roanoke County for the assistance with economic development in the Town. As mentioned by other Council members, this fulfills a long-standing request that they have heard from the citizens for years to have additional restaurants. He further commented that he heard the citizens' concerns and assured them that every effort will be made to enforce the laws.

Hearing no further comments the Mayor closed the Public Hearing at 7:45 p.m.

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

The next item on the agenda was the consideration of public comments regarding the joinder of the City of Salem, Virginia to the Roanoke Valley Resource Authority (RVRA) and on the approval and execution of Amended and Restated Articles of Incorporation of the RVRA for accomplishing such joinder of City of Salem, Virginia, together with any related matters. The Mayor opened the Public Hearing at 7:50 p.m.

Public Hearing closed

Adopted Ordinance No. 973 approving the petition of County of Roanoke for a rezoning of the former Roanoke County Vinton Branch Library property, from RB Residential Business to GB General Business District, for the building to be renovated to accommodate a full-service restaurant, Macado's Restaurant, located at 800 Washington Avenue, Vinton, Tax Map Number 060.16-06-32.00

Public Hearing opened

Dan Miles with the Roanoke Valley Resource Authority commented that there were three items to be approved. The first two items were necessary to complete the City of Salem's joinder to the Resource Authority as a member along with the Town, the City of Roanoke and Roanoke County. It will also increase the Authority's Board from seven members to nine members with one additional member being from the City of Salem and one additional from Roanoke County. After the Public Hearing, Council would need to adopt a Resolution approving the City of Salem's joinder.

The second item was a Resolution to approve the Amended and Restated RVRA Members and Facilities Use Agreement. That document spelled out the provisions of joinder with the transfer of the Salem Transfer Station assets to the Resource Authority and the Authority retiring Salem's outstanding remaining \$1.8 million in debit.

The third item was a Resolution approving a new 50-year term for the Resource Authority. The Authority is chartered under the Waste and Water Authorities Act and under that provision has a 50-year sunset provision. They are approaching half-way of the first 50-year charter and felt like since they were opening up all of the documents that this would be an appropriate time to request a new 50-year term. It would expire in January 2066. This would enable the Authority moving forward if the need arises to be able to issue 20-year Revenue bonds.

There were no public comments.

Vice Mayor Hare commented that Mr. Miles attended the Finance Committee last week and Council was furnished a copy of the budget projections. After comments from other Council members, the Mayor closed the Public Hearing at 7:55 p.m.

Council Member Scheid made a motion to adopt the Resolution approving the joinder of the City of Salem, Virginia to the RVRA; the motion was seconded by Vice Mayor Hare and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Public Hearing closed

Adopted Resolution No. 2152 approving the joinder of the City of Salem, Virginia to the RVRA

Vice Mayor Hare made a motion to adopt the Resolution approving the Amended and Restated RVRA Members and Facilities Use Agreement; the motion was seconded by Council Member Adams and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Adopted Resolution No. 2153 approving the Amended and Restated RVRA Members and Facilities Use Agreement

Council Member McCarty made a motion to adopt the Resolution approving an additional period of time for the RVRA to exist as a corporation; the motion was seconded by Council Member Scheid and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Adopted Resolution No. 2154 approving an additional period of time for the RVRA to exist as a corporation;

The next item on the agenda was the consideration of public comments regarding a proposed Ordinance amending Article VII, Transient Occupancy Tax, Section 86-211 “Definitions” and Section 86-212 “Levied rate” of Chapter 86, Taxation, of the Vinton Town Code and establishing an effective date. The Mayor opened the Public Hearing at 7:57 p.m.

Public Hearing opened

The Town Manager commented that the proposed FY 2016-2017 budget included an increase of the transient occupancy tax from 2% to 7% of the total amount of charge for the occupancy of any room or space provided for fewer than 30 consecutive days. The recommended increase would be used for visitor attraction and quality of life incentives and has not been changed since 1982. The required Notice of Public Hearing ran in the Roanoke Times on May 13, 2016. Staff would like to make this increase effective along with the budget for July 1st.

There were no public comments. Hearing no further comments, the Mayor closed the Public Hearing at 8:00 p.m.

Public Hearing closed

Council Member Adams made a motion to adopt the Ordinance as presented; the motion was seconded by Council Member McCarty. Before calling the roll, the Town Clerk noted a correction in the advertisement date of May 13, 2016 previously stated and printed on the agenda. The advertisement date was June 13, 2016. The motion was carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams,

Adopted Ordinance No. 974 amending Article VII, Transient Occupancy Tax, Section 86-211 “Definitions” and Section 86-212 “Levied rate” of Chapter 86, Taxation, of the Vinton Town Code and establishing an

McCarty, Scheid, Hare, Grose; Nays (0) - None.

effective date

The next item on the agenda was to consider adoption of a Resolution to transfer funds in the General Fund and Utility Fund between line items and cost centers to balance these accounts in the FY 2015-2016 Budget. Anne Cantrell commented that this is the yearly clean-up of the accounts and that a breakdown of the transfers was included with the agenda package. Vice Mayor Hare commented that this is housekeeping that keeps us in compliance with our auditors. The Town Manager also commented that when our budget is adopted, we adopt a cost center budget and we do attempt to true-up line items within all of the cost centers. The Town Manager can move up to \$10,000 between line items within a cost center, but Council must approve any transfers between cost centers and funds.

Vice Mayor Hare 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 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Adopted Resolution No. 2155 to transfer funds in the General Fund and Utility Fund between line items and cost centers to balance these accounts in the FY 2015-2016 Budget

The next item on the agenda was to consider adoption of a Resolution to appropriate funds from the Capital Improvement Bond Series 2013 to Utility Fund Expenditure Accounts to properly record the expenditures for the June 30, 2016 ending budget. Anne Cantrell commented that these are funds that were received in the prior year and were spent during this fiscal year. The total amount was \$103,773.21. Mr. Thompson commented that this is 2013 bond money and each year we appropriate from that bond fund to cover the expenditures. The only project that is left in this bond fund is the Western Virginia Water Authority Regional Wastewater Treatment Plant which will carry over until next year and should be completed in the next fiscal 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 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Adopted Resolution No. 2156 to appropriate funds from the Capital Improvement Bond Series 2013 to Utility Fund Expenditure Accounts to properly record the expenditures for the June 30, 2016 ending budget

The next item on the agenda was to consider adoption of a Resolution to appropriate funds received from Bond Proceeds for the 2016 lease purchase of the hook truck to the capital outlay account to properly record the expenditures for the June 30, 2016 ending budget. Anne Cantrell commented that these expenditures occurred during the year and were not budgeted in the amount of \$133,099.00. This will reflect the receipt of the funds and the purchase of the truck from Mid-Atlantic, Inc.

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

The next item on the agenda was to consider adoption of a Resolution appropriating funds in the amount of \$17,000.00 from the sale of equipment through Public Surplus. The Town Manager commented that this is to purchase a salt spreader and the necessary incidentals. By purchasing the spreader at this time, it will get us ready for snow removal for next winter. The surplus equipment that was sold was an extendahoe and a dump truck. Vice Mayor Hare commented that this was wise use of the funds and made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Scheid and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

The next item on the agenda was to consider adoption of a Resolution approving a loan to Vinton Improvement Corporation in the amount of \$17,240.00 from the CDBG Revolving Loan Fund. Pete Peters commented on the purpose of the Revolving Loan Program and that as loans are paid back over time, the funds can be re-issued in new loans for additional projects. To date three loans have been issued through the Program to include exterior renovations to The Barbeque Grill on Lee Street, façade improvements to 103 East Lee Street and funds to purchase equipment and interior renovations for the upcoming Twin Creeks Brewing Company at 111 South Pollard Street.

Adopted Resolution No. 2157 to appropriate funds received from Bond Proceeds for the 2016 lease purchase of the hook truck to the capital outlay account to properly record the expenditures for the June 30, 2016 ending budget

Adopted Resolution No. 2158 appropriating funds in the amount of \$17,000.00 from the sale of equipment through Public Surplus

This fourth and final loan application is for the remaining \$17,240.00 from Vinton Improvement Corporation for the purchase and installation of HVAC equipment to the property at 111 South Pollard Street for the future tenants of the Twin Creeks Brewing Company. The term of the loan is at prime for 84 months. Staff held the required Loan Review Committee meeting and the Committee unanimously approved the application.

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 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

The next item on the agenda was the Financial Report for April 2016. Vice Mayor Hare commented that the Finance Committee met last week and reviewed the April report. The General Funds looks to be very healthy at 110% and expenditures are down. The Utility Fund continues to perform well. Since the beginning of our fiscal year, cash is down by about \$233,000 which leaves us with about \$430,000 of available cash on hand. In total available cash between investments and liquid funds is about \$3.6 million.

The War Memorial had a good month and made \$328. The expenditures were down and they are about \$15,000 over the budgeted subsidy. We are seeing a trend in the direction that we want it to go in while still providing the same level of customer service and maintaining the building.

Vice Mayor Hare commented that folders have been set up in Dropbox for the four Council-appointed committees so all information is available.

Vice Mayor Hare made a motion to adopt the Financial Report for April 2016 as presented; the motion was seconded by Council Member Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

The Mayor commented on the success of the first Mingle at the War Memorial and expressed appreciation again to Council Member Adams for his service.

Adopted Resolution No. 2159 approving a loan to Vinton Improvement Corporation in the amount of \$17,240.00 from the CDBG Revolving Loan Fund

Approved Financial Report for April 2016

Comments from Council: Vice Mayor Hare

made comments regarding the decrease in the upcoming budget of the subsidy to Valley Metro and his disappointment in the fact that they were asked to come before Council and have not come yet. He thanked Anita McMillan and Karla Turman for getting the Town to a Class 8 rating for entry into the National Flood Insurance Program's Community Rating System which will mean a reduction in premiums to those residents and businesses that are required to have flood insurance. Anita McMillan commented that they would receive a 10% reduction. Vice Mayor Hare also expressed thanks to Public Works for completing the project on Hardy Road and made comments to Council Member Adams.

Council Member Scheid commented on the flood insurance rating and the Hardy Road matter. She mentioned the Lewis Gale Regional Center ribbon cutting tomorrow and expressed appreciation again to Council Member Adams.

Council Member McCarty also commented on the flood insurance rating and the Hardy Road matter and expressed appreciation to Council Member Adams.

Council Member Adams made final comments and expressed appreciation to staff and Council.

Anita McMillan announced the final meeting of the Urban Development Area Committee meeting will be on Tuesday, June 28th, to be followed by an Open House. They would like the process to be completed in August so the Town can be eligible for HB2 Grant Funding.

The next item on the agenda was a request to go into Closed Session Request to Convene in Closed Meeting, pursuant to § 2.2-3711 (A) (7) of the Code of Virginia (1950), as amended, for consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation relating to an employment dispute, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation"

means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party.

Vice Mayor Hare made a motion that Council go into Closed Session; the motion was seconded by Council Member Scheid and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None. Council went into Closed Meeting at 8:34 p.m.

At 9:45 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Vice Mayor Hare; seconded by Council Member Scheid and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Certification of Closed Meeting

Following the closed session, and after consultation with legal counsel; Council Member Scheid made a motion to consider approval of a confidential settlement agreement relating to an employment dispute; the motion was seconded by Council Member McCarty and carried by the following roll call vote, with all members voting: Vote 4-1; Yeas (4) – McCarty, Scheid, Hare, Grose; Nays (1) - Adams.

Approved a confidential settlement agreement relating to an employment dispute

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 10:10 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, JULY 5, 2016, 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
Keith N. Liles
Sabrina McCarty
Janet Scheid

STAFF PRESENT: Barry W. Thompson, Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Susan Waddell, Town Attorney
Richard W. Peters, Assistant Town Manager/Director of Economic Development
Anne Cantrell, Interim Finance Director
Joey Hiner, Acting Public Works Director
Chris Linkous, Deputy Chief
Tom Foster, Police Chief
Donna Collins, Human Resources Director
Mary Beth Layman, Special Programs Director
Mark Vaught, Lieutenant-Police

The Mayor called the regular meeting to order

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

Roll call

The Mayor commented on the July 4th celebration at the War Memorial that was postponed from last night due to the weather and that Council will be attending after the meeting.

The Mayor turned the meeting over to Susan

Johnson, the Town Clerk who conducted the Investiture Service. Ms. Johnson then proceeded to administer the Oath of Office to Keith N. Liles, Janet Scheid and Mayor Bradley E. Grose. After taking their Oath of Office and receiving an official framed Certificate from the Commonwealth, each made brief comments.

The Mayor next called for nominations for the

office of Vice Mayor. Council Member McCarty made a motion to elect Matthew S. Hare as Vice Mayor. Hearing no other nomination, the Mayor

closed the floor for nominations. The motion was carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Liles, McCarty, Scheid, Grose; Abstain (1) - Hare. Ms. Johnson then administered the Oath of Office to Mr. Hare for the office of Vice Mayor.

Elected Matthew S. Hare as Vice Mayor for a term beginning July 1, 2016 and ending June 30, 2018

The next item on the agenda was the appointment of Council-appointed Officers. Vice Mayor Hare made a motion to re-appoint Barry W. Thompson as Town Manager/Treasurer; Susan N. Johnson as Town Clerk; Thomas L. Foster as Chief of Police and Theresa Fontana as Town Attorney. The motion was seconded by Council Member Scheid and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Re-appointed the five Council-appointed officers for the next two years

The next item on the agenda was the appointment of members to the Council-appointed Committees. Council Member Liles made a motion to appoint members of Council to the following Committees for two year terms ending June 30, 2018: Mayor Grose and Keith Liles to the Economic Development Committee; Vice Mayor Hare and Janet Scheid to the Finance Committee; Vice Mayor Hare and Keith Liles to the Public Safety Committee and Mayor Grose and Sabrina McCarty to the Public Works Committee. The motion was seconded by Council Member Scheid and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Appointed members of Council to the four Council-appointed Committees for two year terms ending June 30, 2018

The next item on the agenda was the appointment to the 2016 VML Policy Committee for Community and Economic Development. Council Member McCarty made a motion to appoint Keith Liles to said Committee to replace Doug Adams. The motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Appointed Keith Liles to the 2016 VML Policy Committee for Community and Economic Development to replace Doug Adams

The next item on the agenda was the appointments to Boards, Commissions and Committees. Council Member Scheid made a motion to appoint members of Council to the following: Sabrina McCarty to the Highway Safety Commission for a three year term ending July 4, 2019; Janet Scheid to the Comprehensive Economic Development Strategy (CEDS) for an

Appointed Sabrina McCarty to the Highway Safety Commission for a three year term ending July 4, 2019;

unexpired term ending June 30, 2017; Keith Liles to the Roanoke Valley Transportation Planning Organization (TPO) to an unexpired term ending June 30, 2017 and Janet Scheid to the Roanoke Valley Regional Cable TV Committee for a term not to expire. The motion was seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Under upcoming community events, Council Member McCarty announced the fireworks at the War Memorial tonight and the next Mingle at the War Memorial on Saturday night with Seven Mile Ford as the band.

Vice Mayor Hare made a motion to move Item M (2) on the agenda up to the Consent Agenda; the motion was seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

The Town Manager asked to move Item I (2), the United Way award, to the next Council meeting so that more of the Vinton CARES Committee can be present. Vice Mayor Hare made a motion to table the Item to the next Council meeting; the motion was seconded by Council Member Scheid and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Vice Mayor Hare made a motion that the Consent Agenda be approved as presented with the addition of Item M (2); the motion was seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Council Member Scheid read a Proclamation declaring National Disability Voter Registration Week. The Proclamation was presented to Antwyne Calloway, Community Services Manager with the Blue Ridge Independent Living Center after which he made brief comments.

Janet Scheid to the Comprehensive Economic Development Strategy (CEDS) for an unexpired term ending June 30, 2017; Keith Liles to the Roanoke Valley Transportation Planning Organization (TPO) to an unexpired term ending June 30, 2017 and Janet Scheid to the Roanoke Valley Regional Cable TV Committee for a term not to expire

Approved moving Item M (2) on the agenda up to the Consent Agenda

Approved tabling Item I (2) to the next Council meeting

Approved minutes for the regular Council meeting of June 7, 2016 and adoption of Resolution No. 2160 appropriating \$6,331.00 received from the Department of Criminal Justice Services and the Town's required \$703.00 match for the purchase of 28 hard drives and 23 vest carriers

The next item on the agenda was a briefing on the proposed Performance Agreement with Richard Macher and the Roanoke County Economic Development Authority (EDA) to encourage the redevelopment of the former Vinton Branch Library to a full-service Macado's restaurant. Pete Peters commented that during the early phases of the property negotiations, staff in consultation with Council agreed to consider various incentives to encourage the redevelopment project. This would be through the use of a Performance Agreement with Macado's and the Roanoke County Economic Development Authority (EDA).

Since the rezoning process has been completed, staff has worked with a representative of Macado's and the Town Attorney to draft the Performance Agreement for Council's consideration. The terms of the Agreement provide appropriating to the EDA on an annual basis an amount equal to the annual meals tax collected by the Town from Macado's not to exceed \$50,000 annually for the ten year term of the Agreement. The Agreement also includes the negotiating of a separate lease agreement for the shared use of the adjacent parking lot owned by the Town for the purpose of employee and overflow patron parking. It is important to note that no existing Town funds will be required to meet the obligations of the Agreement. The Agreement is non-transferrable and if the project does not materialize by December 2017 it will become void.

The total private investment for the property is anticipated to reach \$1.25 million. In addition to the mentioned meals tax, Macado's would also generate additional revenue through sales tax, property tax and business license tax none of which were attainable through the original use of the building as a public library. The renovations of the property are expected to begin later this summer with an early summer 2017 target for opening. The restaurant is expected to employ 50-60 part-time employees and as many as six full-time employees once it is in full operation.

After brief comments from Council in support of the Agreement, the Town Manager commented that the Performance Agreement will be on the July 19th agenda for Council's consideration.

The next item on the agenda was to consider adoption of adoption of an Ordinance amending Section 86-287, Itinerant Vendors Generally; Tax Rate of Article VIII, License, Chapter 86, Taxation of the Vinton Town Code. The Town Manager commented that this item has been before Council on two other occasions. The proposed Ordinance would reduce the tax from \$500 to \$50 for a year. Based on discussions that were had with Council at prior meetings on this matter, staff has revised the Policy and Permission form to reflect the recommended changes.

Vice Mayor Hare asked what the minimum business license fee was and the Town Manager responded that for retailers it would be \$30 based on gross receipts of \$10,000. If a restaurant came in and indicated that their minimum gross receipts were \$10,000, they would pay \$30. Vice Mayor Hare then asked if the rate was set at \$50 to be in line with our neighboring localities, not to keep it in line with the minimum business license. The Town Manager commented that Roanoke County is at \$50 and the City of Roanoke is at \$75.

The Mayor commented that he was supportive of the Ordinance, but as Vice Mayor Hare had commented in prior meetings, we do need to be aware of any possible negative impact that this might have on our existing businesses and asked staff to closely monitor this.

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

The Mayor reminded everyone of the fireworks later that evening.

Comments from Council: Vice Mayor Hare welcomed Council Members Scheid and Liles. Council Member Scheid welcomed Council Member Liles and commented on the flyer about the Zika virus that was sent out with the water bills. She then asked with the transient occupancy tax would be re-visited and the Town Clerk commented that it was passed at the last meeting following the Public Hearing. She also reminded staff that Roy McCarty who attended a

Adopted Ordinance No. 975 amending Section 86-287, Itinerant Vendors Generally; Tax Rate of Article VIII, License, Chapter 86, Taxation of the Vinton Town Code

Council meeting was promised that we would get back with him with some information. Vice Mayor Hare recommended that the matter be referred to the Public Safety Committee.

Council Member McCarty welcomed Council Members Scheid and Liles. She expressed thanks to the Town Manager for the information that had been forwarded to her with regard to the skateboard park and to Pete Peters for his work on the Macado's project.

Council Member Liles thanked everyone for the warm welcome and the Town Clerk for her assistance.

The Mayor also welcomed Council Members Scheid and Liles and expressed thanks to the citizens for re-electing him as Mayor.

Vice Mayor Hare made a motion to adjourn the meeting; the motion was seconded by Council Member Liles and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None. The meeting was adjourned at 7:40 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, JULY 19, 2016, 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
Keith N. Liles
Sabrina McCarty
Janet Scheid

PLANNING COMMISSION
MEMBERS PRESENT: Robert A. Patterson
Dawn M. Michelson
Keith N. Liles
William E. Booth

PLANNING COMMISSION
MEMBER ABSENT: David R. Jones

STAFF PRESENT: Barry W. Thompson, Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Theresa Fontana, Town Attorney
Richard W. Peters, Assistant Town Manager/Director of Economic Development
Anne Cantrell, Interim Finance Director
Joey Hiner, Public Works Director
Mary Beth Layman, Special Programs Director
Mark Vaught, Lieutenant-Police

The Mayor called the joint work session to order for a briefing on the Town of Vinton Urban Development Areas (UDA) Comprehensive Plan Amendment. Anita McMillan began by commenting that the Town was awarded a UDA technical assistance grant in the amount of \$65,000 to provide consulting services. Michael Baker International and the Renaissance Planning Group were hired by VDOT as our consultants.

As part of the requirement of the grant, we had to have a Citizens' Advisory Committee. Council Member Scheid and Dawn Michelsen from the Planning Commission along with ten others served on the Committee. The grant did not include costs for printing, but Roanoke County and the Roanoke Valley-Alleghany Regional Commission assisted with the printing of the maps.

The Kick-off meeting was held in November followed by two other meetings with the final meeting being on June 28th. At the final meeting, there was a field site visit of the eight areas that the Committee identified as the urban development area boundaries for the Town. After the tour, a brief presentation was given by the consultant at an open house.

Another requirement of the grant was to amend the Comprehensive Plan. The State Code requires a locality to review their Comprehensive Plan and make amendments every five years. The last amendment was the Vinton Area Corridor Plan in 2010 with a minor amendment in 2012 when the Downtown Plan was done and we were applying for the Community Development Planning Grant. This will assist us in meeting the State requirement.

Ms. McMillan next commented that the consultant will give a presentation on the background of the project. A Public Hearing is required to amend the Comprehensive Plan and has been scheduled as a joint Public Hearing with the Planning Commission for August 16th. She then turned the meeting over to Sachin Kalbag with Michael Baker International.

Sachin Kalbag shared a PowerPoint presentation in connection with the Town of Vinton Urban Development Areas (UDA) Comprehensive Plan Amendment. (A copy of the presentation is on file in the Town Clerk's Office and will be made a part of the permanent record.)

Following questions and comments by Council, Anita McMillan asked for Council to contact her between now and August 5th with any recommendations or suggestions on the items that were presented tonight and they will be incorporated into the final document. In the future, if we apply for HB, Smart Scale, TL or RSTP funding, this will help us score better.

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

Roll call

Under upcoming community events, Council Member McCarty announced the next Mingle at the War Memorial on August 13th with the Worx. The Vinton History Museum is soliciting donations for a yard sale to be held on September 17th. Anita McMillan announced the old William Byrd High School Open House on August 15th from 6:00 p.m. to 7:30 p.m. at the War Memorial with a tour of the property from 5:00 p.m. to 5:45 p.m. The Town Manager reminded everyone of National Night Out on August 2nd at 6:00 p.m. at the Senior Center. Council will be attending the event in lieu of their regular meeting. Mary Beth Layman announced events at the Farmers Market on August 13th-Arts and Crafts Show; August 19th-blood pressure screening and on August 20th-Shake, Bake & Sprout.

The next item on the agenda was a Proclamation in support of the Dallas Texas Police Department. After the Town Clerk commented that Chief Foster assisted in writing the Proclamation, it was read by Council Member Scheid. The original will be sent to the Department.

Lieutenant Mark Vaught read a Memo from Chief Foster recognizing Officer Chris Froeschl as Officer of the month for June.

The next item on the agenda was the United Way Most Innovative Campaign Award for the Town Employees' 2015 Campaign. The Town Manager made brief comments and recognized Susan Johnson, the United Way Campaign Coordinator, and the members of the Vinton CARES Committee: Robbin Reams, Chasity Barbour, Valerie Cummings, John Foutz, Mary Beth Layman, GinaMarie Overstreet, Fred Sink and Karla Turman. Present at the meeting were Susan Johnson, Mary Beth Layman and GinaMarie Overstreet.

The next item on the agenda was to recognize Chief Wayne Guffey for receiving the 2016 Outstanding Administrator Award from the Western Virginia EMS Council. The Mayor made brief comments and congratulated Chief Guffey.

The next item on the agenda was a report on the Vinton Volunteer First Aid Crew for June and mid-year. Chief Guffey reported for June that the

volunteer truck was marked up 459 of 456 possible hours with a unit in service 100% of the time. They responded to 95 out of 120 calls and handled 90 of them. The fractile response time was 9.24 with 1,486 man hours for the month.

With regard to the mid-year report, the volunteer truck hours were 3,099 out of 2,808 with a unit in service 99% of the time. They responded to 590 out of 766 calls and handled 559 of them. The fractile response time was 9.28 with 9,792 man hours from January through June.

The Mayor asked Chief Guffey about the associate member program. Chief Guffey responded that the associate membership is 2/3 of the crew. The associate members have to run 24 hours plus a month, help with standbys and attend meetings.

Chief Guffey commented on a new EMT Program with Roanoke County Schools. They have 40 students registered and the registration for next year is already at 80. The box will be taken out of our old Medic 3 truck and will be used as a real simulator for the class. The classes will be held at the Burton Center for Arts and Technology and they have partnered with Jefferson College of Health Sciences because of the number of students who have registered. He further commented that they are considering changing their By-laws so they can start taking 16 year olds on the crew. He hopes to get some volunteers from this program.

The next item on the agenda was a briefing on the downtown signage, furniture and other fixtures relating to the Community Development Block Grant. Pete Peters first commented that the Grant process dates back to 2012 and we are at the end. He then began his PowerPoint presentation. With regard to the presentation regarding the UDA, the gateway signs which are a part of the Grant are not intended to meet all of those expectations as set for the Town in the future. This presentation is about replacing existing sign needs that are eligible for funds from the Block Grant.

As an overview of the last six months, he commented that the last major component that had been completed when he came to work for the Town was the street lamps installation in November

of 2015. In December, approximately \$331,000 that had been spent to date of the \$700,000 total. He applied and received a ten-month extension from DHCD in January to September 30, 2016.

In January, there was \$149,000 left for the Farmers Market Stage/Streets, \$71,000 for the Revolving Loan Program, \$74,000 left in the façade program, \$15,000 for administration and the potential Grant close-out. The Town had budgeted \$35,000 for some local match related improvements, but was to get it to the total match in addition to what we leveraged with the library upgrades.

Working with the management team, the top priority was the Farmers Market stage improvements. The Council was presented an initial design that focused more on some of the spectator viewing areas and the parking areas. It was redesigned to provide more of a renovation to the stage. The project was awarded in early April and it remains on track for an August 26th completion. With a few Change Orders, the project will be under just \$150,000.

The original bid included some sidewalk, curb and gutter replacements across the street from the stage, but these items were pulled out of the original contract. The plan is to use some of the remaining funds toward the end of the project and some of our local match to do some stall upgrades at the market area. The current signage will also be painted to tie into the new paint scheme.

Mr. Peters next commented that the Revolving Loan Program originally had \$100,000 allocated to it to provide low-interest loans to community businesses. All of the \$100,000 has been loaned out and as they are paid back can be re-issued as new loans in the future. He then commented on the three properties that received the loans.

With regard to the Façade Program, the Block Grant originally included 11 pre-approved properties and we were able to finalize and get agreements with five property owners out of the original 11. He showed a picture of the five properties and commented on the improvements to be made.

The last remaining component of the major bid pieces of the Block Grant was the Washington/Pollard intersection improvements. He showed a

slide and commented that it went through two redesigns and was bid twice. Both times it came in well over budget. However, Joey Hiner was able to expand the paving from Pollard up Washington on both directions to incorporate the crosswalks and re-striping.

Mr. Peters next commented on signage and showed examples of what the Downtown Management Team came up with for Gateway/Wayfinding signs. He commented on the fact that the sign study done by the Regional Commission in 2009 is still very relevant.

The next slides showed current and proposed examples for primary and secondary gateway signs and the five proposed locations along with examples of proposed wayfinding signs.

Following further discussion by Council and staff regarding the signage, Mr. Peters commented that part of the local matching funds was used to replace the light poles in the front courtyard of the Municipal Building to match the new street lamps. Also, the funds will be used toward park benches, trash receptacles, planters and some additional landscaping.

The next slides showed the existing trash receptacles and benches in the downtown area and examples of the proposed replacements that was decided on by the Downtown Management Team. Mr. Peters made comments and answered questions of Council.

In closing, Mr. Peters reviewed the next steps in the process to complete the contract for the facades construction, order the furniture and signage and have them installed as well as landscaping. We hope to have a soft opening of the stage for the September 10th Mingle at the Market. He intends to request an extension through the end of the year for the Grant close-out to make sure all of the required documentation is completed. A grand re-opening of all the downtown project is being anticipated to coincide with the April 29, 2017 Dogwood Festival. (A copy of the presentation is on file in the Town Clerk's Office and will be made a part of the permanent record.)

The next item on the agenda was a briefing on the on the availability of Virginia Department of Conservation and Recreation (DCR) Recreational Trails Program (RTP) funds for Glade Creek Greenway Phase 2. Anita McMillan commented that staff was informed of the availability of this grant on July 8th. The grant is due this Thursday at 4:00 p.m. in Richmond.

An application was submitted for Phase II of the Glade Creek Greenway in 2015 for the VDOT MAP021 TA Program in the amount of \$417,710 with a required local match of 20% or \$108,000. The Town Manager commented that the Town has been notified that we were awarded the \$417,710.

With regard to Phase I Ms. McMillan commented that a pre-bid meeting will be held this Thursday and the bid is due on August 4th. If everything goes as planned, we hope to award the bid in September and they will have 120 days to complete Phase 1.

Staff would like to apply for this grant is to reduce the required local match for the \$417,710 for Phase II. Federal funding allows another grant program to be used as a match as long as the match is not exceeding 95% of the Federal funding. If we are awarded this grant, our required match can be reduced to \$28,000. The \$8,000.00 will come from Pathfinders for the shelter across the railroad trestle and the additional \$20,000.00 is staff administration of the grant and \$5,000.00 for the Norfolk Southern coordination. A copy of the proposed project budget was a part of the agenda package. Council Member Scheid asked when we would expect to hear if we receive the grant. Ms. McMillan responded that we would know by October. Ms. Scheid next asked who else locally was applying for these funds. Ms. McMillan responded Roanoke County is re-submitting again for their Catawba trail.

The next item on the agenda was to consider adoption of a Resolution authorizing the Town Manager to file an application for allocation of Virginia Department of Conservation and Recreation (DCR) Recreational Trails Program (RTP) funds for Glade Creek Greenway Phase 2. Council Member Scheid made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Liles and carried by the following vote, with all members voting: Vote

Adopted Resolution No. 2161 authorizing the Town Manager to file an application for allocation of Virginia Department of Conservation and Recreation (DCR) Recreational Trails

5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Program (RTP) funds for Glade Creek Greenway Phase 2

The next item on the agenda was to consider adoption of a Resolution authorizing the Town Manager to execute a Performance Agreement with VINDOS LLC and the Roanoke County Economic Development Authority as part of the redevelopment of the former Vinton Branch Library into a Macado's Restaurant. Pete Peters commented that as presented earlier this month, Richard Macher has agreed to purchase the former Vinton Branch Library from Roanoke County for \$700,000.00 to redevelop the property into a full service Macado's restaurant.

During the negotiations, staff in consultation with Council and the Economic Development Committee agreed to consider various incentives to encourage redevelopment through the use of a Performance Agreement between VINDOS, LLC and the Roanoke County EDA. The terms of the Performance Agreement include appropriating to the EDA on an annual basis an amount equal to the annual meals tax collected by the Town from the Vinton Macado's location, not to exceed \$50,000.00 annually for the ten year term of the agreement. This also includes a separate shared use agreement for the adjacent parking lot owned by the Town for the purpose of employee and overflow patron parking for the restaurant. The shared-use agreement will be presented to Council in August for their consideration. No existing Town funds will be required to meet the obligations of the Performance Agreement and all Town expenditures associated with the Agreement are solely based on the future performance of the Vinton Macado's location. Vice Mayor Hare asked about Item No. 5 in the Agreement and if it meant that a future Council could say they were not going to pay. The Town Attorney responded that he has to be stated that way or otherwise it is counted in the debt. The Town has a constitutional cap on its obligations and most items like this are always subject to appropriation.

Council Member McCarty 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) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Adopted Resolution No. 2162 authorizing the Town Manager to execute a Performance Agreement with VINDOS LLC and the Roanoke County Economic Development Authority as part of the redevelopment of the former Vinton Branch Library into a Macado's Restaurant

The next item on the agenda was to consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute a contract with TAS Design INC., in an amount not to exceed \$71,319.97 for the Façade Improvement Project for five downtown properties as part of the Community Development Block Grant. Pete Peters commented that as part of the Community Development Block Grant, staff recently advertised for bids for a Façade Improvement project for five downtown properties. Staff received sealed bids on June 30th from two general contractors, with both meeting the obligations as requested by the town, the design team at Hill Studio and DHCD.

The specific properties and cost estimates to receive façade improvements through this bid include: 107 South Pollard – \$26,291 - Vinton Improvement Corp - currently the site of Heritage Baptist Church; 109 South Pollard – \$6,897 - Vinton Improvement Corp - currently the site of OMA Self Defense and Fitness; 111 South Pollard – \$5,733 - Vinton Improvement Corp - future home of Twin Creeks Brewery; 119 South Pollard - \$9,942 - Judy Cunningham – current home of the Vinton Post Office and 123 West Lee Ave – \$22,454 – Mr. and Mrs. Frank Stone - future reopening of Cornerstone Antiques, all totaling \$71,319.97.

Mr. Peters next commented that there is approximately \$74,000 remaining within budget for the Façade Improvement work. Staff recommended that Council accept the low bid and authorize the enclosed Resolution to allow the Town Manager to execute a contract with TAS Design INC for an amount not to exceed \$71,319.97.

Vice Mayor Hare made a motion to adjourn the meeting; the motion was seconded by Council Member Scheid and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

The Town Manager commented that on June 29th the Intergovernmental Agreement to bring in Botetourt County as a member of the Roanoke Valley Greenway Commission. He then showed the commemorative award that was given to the Town.

Adopted Resolution No. 2163 awarding a bid and authorizing the Town Manager to execute a contract with TAS Design INC., in an amount not to exceed \$71,319.97 for the Façade Improvement Project for five downtown properties as part of the Community Development Block Grant.

With regard to the ambulance grant, staff has been working with Roanoke County on the specs and once they are completed, the bid will go out. We are looking at four to five months for delivery.

He also commented on a drainage issue project on Niagara Road. Also, the brush truck has some issues and Public Works has secured a rental truck and they are trying to catch up with brush pick-up. Vice Mayor Hare has suggested that we put this information on our website and Facebook for our citizens.

The Mayor expressed appreciation to all of Town staff. He congratulated Joey Hiner on being promoted to the position of Public Works Director.

Comments from Council: Vice Mayor Hare also congratulated Joey Hiner. He commented on the Proclamation of support for the Dallas Police Department. The Mayor commented that plans are being made to have a special recognition event for all of our first responders in the Town. The Town Manager commented that Thrasher Memorial United Methodist Church will be providing breakfast to the Police Department tomorrow morning and the Chamber has also indicated that they would like to provide a meal.

Vice Mayor Hare next made comments on the UDA presentation and his concerns about the section that refers to the War Memorial property, specifically the War Memorial and the Senior Center. He is in support of the plan, but would like it to be more specific with regard to these properties. Council Member Scheid commented on the UDA presentation and that we need to figure out how we can implement aspects of the plan.

Council Member McCarty commented on the Vinton CARES Committee and the In Vinton Facebook page. She also commented that the Town is moving forward and it is extremely that we keep a positive attitude. She also commented on the members who were chosen for the UDA Committee and how good of a Committee it was.

Council Member Liles commented on the Proclamation and his appreciation of our Police Department and first responders. He congratulated Joey Hiner. Mr. Liles also

commented on the UDA presentation and that he enjoyed being a part of the Committee.

Vice Mayor Hare made a motion to adjourn the meeting; the motion was seconded by Council Member Liles and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None. The meeting was adjourned at 9:45 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

August 16, 2016

Department

Police

Issue

Presentation to the Police Department – Shirley Patsel

Summary

Shirley Patsel will be present to make this presentation to Council.

Attachments

None

Recommendations

No action required



Town Council Agenda Summary

Meeting Date

August 16, 2016

Department

Vinton Volunteer First Aid Crew

Issue

Report on the Vinton Volunteer First Aid Crew for July

Summary

Chief Wayne Guffey will be present to give this report to Council.

Attachments

July Report

Recommendations

No action required



Vinton First Aid Crew Inc.
P.O. Box 314
Vinton VA 24179
Office of the Chief
WGuffey@vintonems.com

July 2016 Report

- Volunteer Truck hours was 517 of 516 possible hours for 100 %
- We had a unit in service 100% of the volunteer time
- Medic truck marked up 72% and a BLS Unit 28%
- Responded to 95 out of 119 calls doing volunteer hours 80%
- Handled 87 out of 119 calls doing volunteer hours 73%
 - Out of the 24 calls career handled 18 were 2nd emergency calls
- Fractile Response time was 9.22
- 1654 man hours for the month of July

Wayne Guffey

Wayne Guffey
Chief
Vinton First Aid Crew



Town Council Agenda Summary

Meeting Date

August 16, 2016

Department

Planning and Zoning

Issue

Consideration of public comments regarding amendment to the Town of Vinton 2004 – 2024 Comprehensive Plan, as amended, by amending Chapter III. Community Facilities and Services, and Chapter V. Land Use and Transportation Plan of the Comprehensive Plan including the Future Land Use and Transportation Map, dated September 7, 2004; Map 31 Vinton Area Corridor Plan: Future Land Use Scenario 4 Map; dated February 16, 2010, by incorporating and designating Urban Development Areas (UDA) section and boundaries; and Traditional Neighborhood Design (TND) concepts and revised population date based on 2010 Population Census.

Summary

The Town received \$65,000.00 in grant funding from the Virginia Department of Transportation (VDOT) Office of Intermodal Planning and Investment (OIPI) on July 8, 2015. Michael Baker International and Renaissance Planning Group are the consultants hired by VDOT to provide the professional consulting services for the establishment of Urban Development Area (UDAs) within the Town. Four meetings were held from November 2015 through June 2016, by the UDA Planning Grant Steering Committee. The Steering Committee was comprised of members of the Town Council, Planning Commission, Board of Zoning Appeals, property/business owners, and staff members from the Town, Roanoke County, and Roanoke Valley Alleghany Regional Commission (RVARC). An Open House for the public was also held on June 28, 2016, from 6:30 p.m. to 8:00 p.m., at the Vinton War Memorial.

Several key issues were brought up by Committee members: 1. Vision of the Big Picture; 2. “How do we bring people to downtown?”; 3. The need to look outside of downtown area as well; 4. How to make Vinton a destination so people will stop and shop in Vinton; 5. Create a central focal point for business areas, and bring hotels, restaurants to Vinton; 6. Improve walkability, slow traffic down; 6. Improve safety for people trying to cross Washington Avenue; 7. “Where are we going to be in five years?”; 8. Redevelop the former Vinton Ford site, former library site, and former William Byrd School site; and 9. Cut red tape.

On July 19, 2016, a joint work session of the Planning Commission and Town Council was held to discuss and receive comments pertaining to the items listed below.

Strategies for Assigning UDA:

- Compare UDA Acreage, Vacant or Underused Land, Zoning, Utility Services, Etc.
- Review Land Use and Growth Patterns, Proximity to existing transportation facilities, Proximity to areas of existing development and Opportunities for new development or revitalization of existing development.
- Align UDA Locations with the Town's Policy Framework For Growth and Redevelopment – Current Zoning and Future Land Use
- Input and Direction from Town Staff, Stakeholders and Residents

Eight (8) UDA boundaries that were identified by the UDA Planning Grant Committee:

1. Downtown
2. Hardy Road East Gateway
3. Mid-Town: Bypass Road/Hardy Road
4. Mid-Washington Avenue Corridor
5. Virginia Avenue West Gateway
6. Virginia Avenue/Hardy Road Corridor
7. Walnut Avenue West Gateway
8. Washington Avenue East Gateway

Staff recommends adoption of an Ordinance to amend the following:

- Ordinance No. 806, as amended, Town of Vinton 2004 – 2024 Comprehensive Plan Chapter III. Community Facilities and Services, and Chapter V. Land Use and Transportation Plan including the Future Land Use and Transportation Map, dated September 7, 2004;
- Ordinance No. 897, as amended, Vinton Area Corridors Plan Map 31 Vinton Area Corridor Plan: Future Land Use Scenario 4 Map; dated February 16, 2010.

The amendment would incorporate and designate by reference, Urban Development Areas (UDA) section and boundaries; and Traditional Neighborhood Design (TND) concepts and revised population date based on 2010 Population Census.

Attachments

1. Ordinance
2. UDA Boundaries Map and UDA Future Land Use Map
3. Complete copy of the Town of Vinton UDA Plan can be viewed at the Planning and Zoning Department.

Recommendations

Conduct Public Hearing and Motion to adopt the Ordinance

ORDINANCE NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, AUGUST 16, 2016 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179

AN ORDINANCE to amend **Ordinance No. 806**, as amended, **Town of Vinton 2004 – 2024 Comprehensive Plan**, Chapter III. Community Facilities and Services, and Chapter V. Land Use and Transportation Plan of the Comprehensive Plan including the Future Land Use and Transportation Map, dated September 7, 2004; and **Ordinance No. 897**, as amended, **Vinton Area Corridors Plan**, Map 31 Vinton Area Corridor Plan: Future Land Use Scenario 4 Map; dated February 16, 2010, by incorporating and designating by reference, **Urban Development Areas (UDA)** sections and boundaries; goals and strategies; population projections data; and Traditional Neighborhood Design (TND) principles.

WHEREAS, pursuant to Section 15.2-2223 of the Code of Virginia, as amended, the Town of Vinton is required to “prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction”; and

WHEREAS, Section 15.2-2223 of the Code of Virginia, as amended, provides for amendments to the comprehensive plan by the Planning Commission if so directed by the Town Council; and

WHEREAS, Virginia House Bill 2 (HB2/SMARTSCALE) effective as of July 1, 2014, requires the development of a prioritization process for allocating transportation project funding and directs the Commonwealth of Transportation Board (CTB) to develop and use a scoring process for project selection and eligibility to submit projects that are, in part, based on project type, including those in Urban Development Areas or “UDA-like” areas; and

WHEREAS, Virginia House Bill 1887, approved by the General Assembly in February 2015, specifies new funding allocation approaches and funding programs under consideration by the CTB applicable to the provisions of HB2; and

WHEREAS, on July 7, 2015, the Town Council and Planning Commission were informed that the Virginia Department of Transportation (VDOT) Office of Intermodal Planning and Investment (OIPI) technical assistance grants would be available through August 31, 2015, to help localities that are considering amending their comprehensive plans to include UDAs or UDA-like areas; and

WHEREAS, on July 17, 2015, OIPI awarded the Town of Vinton the requested technical assistance grant and on September 1, 2015, the Town Manager was authorized to execute an Agreement with OIPI, for the Urban Development Areas (UDA) Planning Grant; and

WHEREAS, the Town of Vinton, Virginia has a long and successful history of community planning that has emphasized citizen involvement and participation; and

WHEREAS, on November 17, 2015, a member of the Vinton Planning Commission, a member of the Vinton Town Council, ten Vinton property/business owners, and Town of Vinton and County of Roanoke staff began serving on the UDA Planning Grant Steering Committee; and

WHEREAS, four UDA Planning Grant Steering Committee meetings were held on November 30, 2015, March 8, 2016, May 18, 2016, and June 28, 2016; and

WHEREAS, an Open House for the general public was held on June 28, 2016; and

WHEREAS, a joint work session of the Vinton Planning Commission and Vinton Town Council was held on July 19, 2016, to discuss amending the Town Comprehensive and Vinton Area Corridors Plans by identifying and designating UDA boundaries; text to include UDA section, goals and strategies; revised population projections data based on 2010 Census and incorporating the principles of Traditional Neighborhood Design (TND) concepts for use in the UDA, and adding Virginia State Code references in order to satisfy criteria for transportation project funding; and

WHEREAS, the UDA plan as component of the Town of Vinton Comprehensive Plan is prepared to satisfy criteria for transportation project funding and is consistent with the intent of Sections 15.2-2223, 2224, and 2229 of the Code of Virginia, as amended; and

WHEREAS, during the joint public hearing of the Vinton Planning Commission and Vinton Town Council, held on August 16, 2016, which was held after advertisement and notice as required by Section 15.2-2204 of the Code of Virginia, as amended; the Planning Commission recommended that the Town Vinton Comprehensive Plan and Vinton Area Corridors Plan be amended, and the Town Council concurred with the Planning Commission's recommendation; and

WHEREAS, the Vinton Town Council believes that the general welfare of the public, as well as good planning practices, are served by the approval of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Vinton, Virginia that **Ordinance No. 806**, as amended, **Town of Vinton 2004 – 2024 Comprehensive Plan**, Chapter III. Community Facilities and Services, and Chapter V. Land Use and Transportation Plan of the Comprehensive Plan including the Future Land Use and Transportation Map, dated September 7, 2004; and **Ordinance No. 897**, as amended, **Vinton Area Corridors Plan**, Map 31 Vinton Area Corridor Plan: Future Land Use Scenario 4 Map; dated February 16, 2010, be amended by incorporating and designating by reference, **Urban Development Areas (UDA)** sections and boundaries, goals and strategies; population projections data; and Traditional Neighborhood Design (TND) principles, attached hereto as Exhibit A.

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

AYES:

NAYS:

APPROVED:

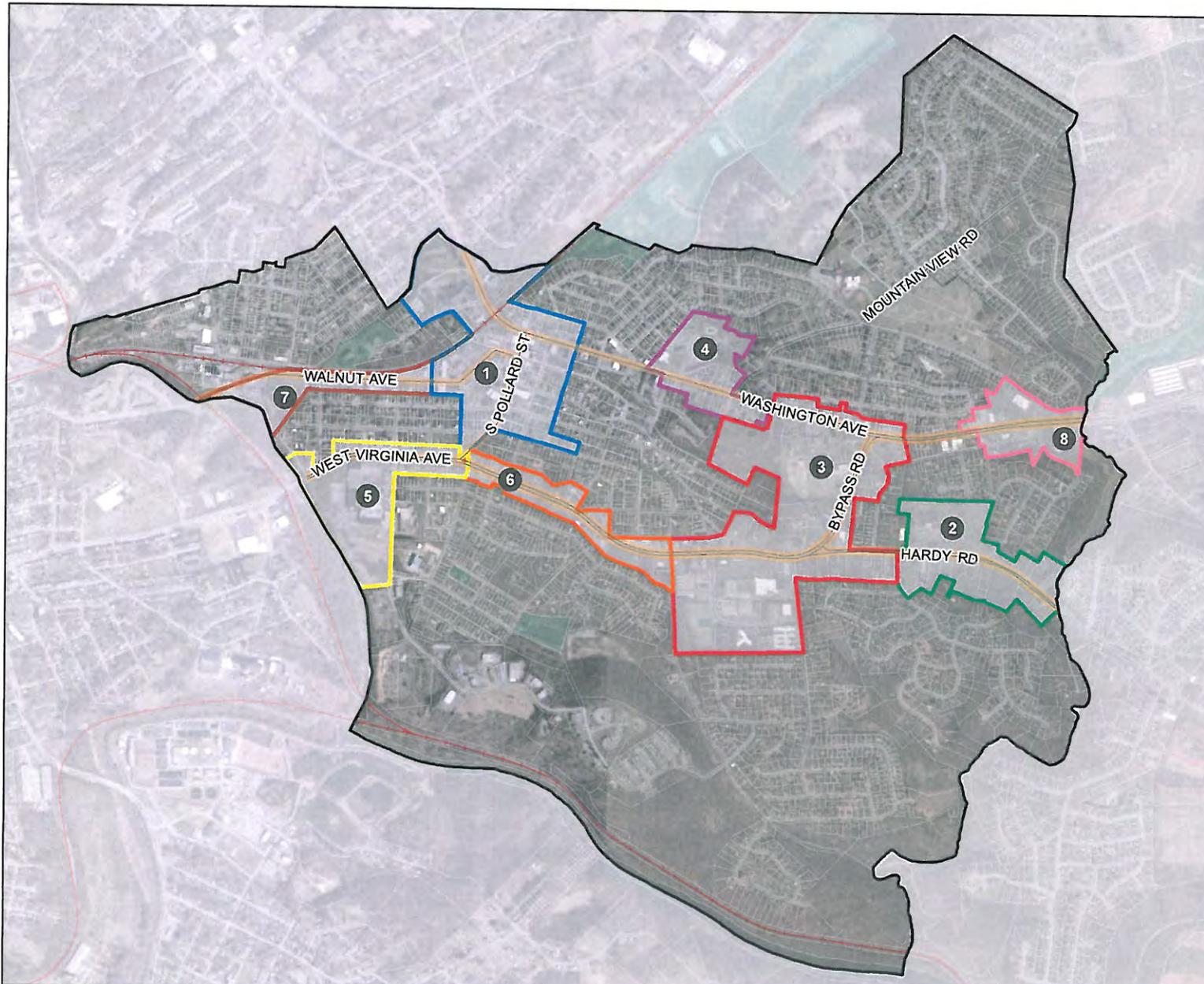
Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

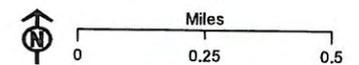
Town of Vinton

UDA Boundaries



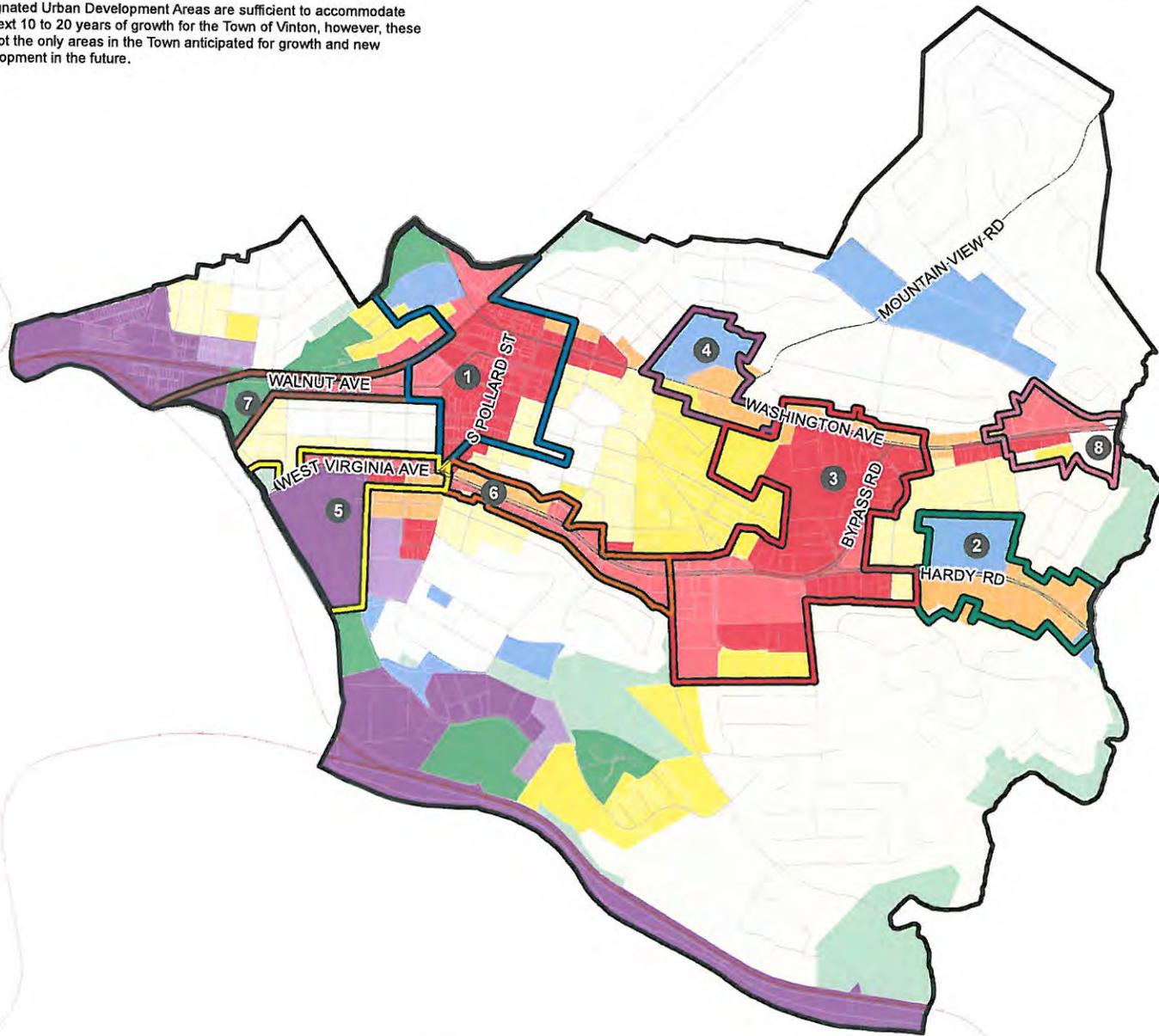
-  Main Corridors
-  Parks
- UDA Boundary**
(UDA Acres/Under-Utilized Parcel Acres)
-  1 Downtown
-  2 Hardy Road Gateway
-  3 Bypass Road/Hardy Road "Mid-Town"
-  4 Mid-Washington Corridor
-  5 Virginia Avenue Gateway
-  6 Virginia Avenue Corridor
-  7 Walnut Avenue Gateway
-  8 Washington Avenue Gateway

Inset Map



Michael Baker
INTERNATIONAL

Designated Urban Development Areas are sufficient to accommodate the next 10 to 20 years of growth for the Town of Vinton, however, these are not the only areas in the Town anticipated for growth and new development in the future.



Town of Vinton

UDA Boundaries

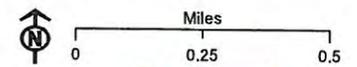
UDA Boundary

- 1 Downtown
- 2 Hardy Road Gateway
- 3 Bypass Road/Hardy Road "Mid-Town"
- 4 Mid-Washington Corridor
- 5 Virginia Avenue Gateway
- 6 Virginia Avenue Corridor
- 7 Walnut Avenue Gateway
- 8 Washington Avenue Gateway

Future Land Use

- Retail/Service Commercial
- General Commercial
- Residential/Business
- High Density Residential
- Medium-Density Residential
- Low-Density Residential
- Heavy Industrial
- Light Industrial
- Community Facilities
- Parks & Recreation
- Conservation/Open Space

Inset Map



Michael Baker
INTERNATIONAL



Town Council Agenda Summary

Meeting Date

August 16, 2016

Department

Administration

Issue

Consideration of public comments regarding the proposed granting of a lease to VINDOS LLC. for a certain lot lying to the rear of the former Vinton Branch Library on the southeast side of Meadows Street and below the storm water detention basin for the Vinton War Memorial identified as 060.16-06-33.00-000, all of which is located in the Town of Vinton, Virginia, said lease to be for a one-year period with no more than four additional one-year renewal terms.

Summary

As part of the recently approved Performance Agreement with VINDOS, LLC. the parking lot formally used by the Old Library that sits adjacent to the War Memorial is being considered for the purpose of overflow parking lot for patron an employee parking for Macado's. The lot is identified as a portion of Tax Map No. 060.16-06-33.00-000.

The term of the lease agreement with VINDOS, LLC. will be for up to five (5) one year periods and VINDOS, LLC., will be responsible for the ongoing landscaping and daily upkeep of the lot throughout the duration of the lease.

The Public Hearing was advertised in The Vinton Messenger on August 4th and August 11th.

Attachments

Lease Agreement
Resolution

Recommendations

Conduct Public Hearing and motion to adopt Resolution

PARKING LOT LEASE

THIS LEASE AGREEMENT, (“Lease”) is made and entered into this ____ day of ____, 2016, by and between the **TOWN OF VINTON, VIRGINIA**, a Virginia municipal corporation, herein “Town”, and **VINDOS, LLC.**, a Virginia corporation, herein “Tenant”.

WITNESSETH:

WHEREAS, Tenant plans to renovate the former Vinton Branch Library at 800 East Washington Ave into a full-service Macado’s Restaurant in the Town of Vinton, Virginia; and

WHEREAS, Tenant is in need of additional off street parking spaces for employees and patrons; and

WHEREAS Town owns a small parking lot on Meadows Street (described below) that was formally used as parking for the library and Town agrees to lease the parking lot to Tenant for additional off street parking;

NOW THEREFORE, in consideration of the premises and the mutual covenants exchanged herein, the parties agree that:

1. Town hereby agrees to lease to Tenant and Tenant hereby agrees to rent from Town the parking lot area lying between Meadow Street and the storm water detention basin situate on the War Memorial Property and further identified as a portion of Tax Map No. 060.16-06-33.00-000, located at 814 Washington Avenue, Vinton, Virginia, (the “Premises”).

2. Tenant shall pay to Town in advance, the sum of One Dollar (\$1.00) each year as rent for the Premises, which shall be due each year on the anniversary date of this Lease.

3. Tenant agrees to regularly inspect the Premises and keep the asphalt in a condition reasonably safe for the passage of its patrons and the Premises free of trash and debris.

4. Tenant agrees to be responsible for other routine maintenance on the Premises including, but not limited to, snow removal, leaf removal, and lawn maintenance during the term of this Lease.

5. Tenant’s use of the Premises shall be for the parking of employees and patrons of the restaurant.

6. Tenant agrees to indemnify, defend, and save harmless the Town from and against all liabilities, claims, expenses, costs, losses, and damages, including, but not limited to, reasonable attorney's fees arising from or in connection with this Lease and Tenant's use of the Premises.

7. The term of this Lease shall be for a period of one year. The Lease shall renew itself automatically on the same terms for no more than four additional one-year renewal terms, unless either party shall give notice of intention not to renew within thirty days of the expiration of the initial one-year term, or within thirty days of the expiration of any subsequent one-year renewal term.

8. Tenant agrees that if he fails to observe or perform any of the conditions or covenants on his part to be observed or performed as set forth herein, and such default continues for thirty (30) days following the post marked date of a written notice of default from the Town, such written notice to be mailed by certified mail to Tenant at Post Office Box 509, Vinton, Virginia 24179, Town shall have the right to declare this Lease terminated, and upon so declaring the Town shall have the right to immediately enter and possess the Premises.

9. This Lease contains the entire agreement between the parties and may be changed only by a written amendment, signed by both parties. This lease shall be governed by the laws of the Commonwealth of Virginia. It shall not be assigned by Tenant without the prior written approval of the Town.

WITNESS the following signatures and seals:

TOWN OF VINTON, VIRGINIA

VINDOS, LLC

By: _____

By: _____

Barry W. Thompson
Town Manager

Print Name and Title

APPROVED AS TO FORM:

Town Attorney

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, AUGUST 16, 2016, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, LOCATED AT 311 S. POLLARD STREET, VINTON, VIRGINIA.

WHEREAS, VINDOS LLC., has requested to lease a parking lot from the Town located on Meadows Street for the purpose of overflow parking for the proposed Macado's Restaurant; and

WHEREAS, during the negotiations and discussions between the Town staff, representatives of VINDOS LLC., and the Town Attorney, a proposal was negotiated to lease said lot for the terms and conditions set forth in a Lease Agreement; and

WHEREAS, pursuant to Sections 15.2-1800 (B) et seq., of the 1950 Code of Virginia, as amended, the public hearing was advertised and all public comments have been considered by Council; and

WHEREAS, Town staff recommends that said Lease Agreement between the Town and VINDOS LLC., be executed to formalize said agreement between the parties.

NOW, THEREFORE, BE IT RESOLVED, BY THE COUNCIL OF THE TOWN OF VINTON, VIRGINIA, AS FOLLOWS:

1. The Lease Agreement is hereby approved in a form substantially similar to the one presented to Council and approved by the Town Attorney; and
2. The Town Manager is hereby authorized, for and on behalf of the Town, to execute and then to deliver the Lease Agreement and any other necessary documents in furtherance of the same; and

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

August 16, 2016

Department

Planning & Zoning

Issue

Consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute a contract with Combs Land Solution, DBA Summit Contracting, in an amount not to exceed \$173,091.00 for the construction of Phase I of the Glade Creek Greenway.

Summary

After all the funding for Glade Creek Greenway Phase 1 was secured and the site plan for the Project was approved, the Notice of Invitation for Sealed Bids was advertised in *The Roanoke Times* on July 10, 2016. The Notice was also sent to Valley Construction News and advertised on the Town's website and Facebook pages. A pre-bid meeting was held on July 21, 2016, and the due date for the sealed bids was on August 4, 2016. The estimated total cost of the Project, which include engineering, surveying, appraisal, construction, Virginia Department of Transportation (VDOT) fees, and administration services is \$262,000. The town received two bids for the project, and the breakdown is as follows:

Contractor's Name	Total
1. Combs Land Solutions, LLC, DBA Summit Contracting	\$173,091.00
2. Holt, Inc.	\$220,438.00

Staff recommends that Council accept the bid from Combs Lands Solution, LLC, DBA Summit Contracting, for Phase I of the Glade Creek Greenway in an amount not to exceed \$173,091.00 and authorize the Town Manager to execute a contract with the approval from the Town Attorney. Staff has received copies of Combs Land Solutions, LLC, DBA Summit Contracting's VA State Corporation Commission certificate; DPOR Class A State Contractor's License; Roanoke County Business License; and Responsible Land Disturber (RLD) Certificate.

Attachments

Bid Tab for the Invitation for Bid TOV PZ-16-01 Glade Creek Greenway
Resolution

Recommendations

Motion to adopt Resolution



Town of Vinton

Planning and Zoning Department

Anita McMillan, Planning and Zoning Director

Office Address: 311 S. Pollard Street, Room 105, Vinton, Virginia 24179

Mailing Address: 311 S. Pollard Street, Room 105, Vinton, Virginia 24179

(540) 983-0605 | Fax: (540) 983-0621 | amcmillan@vintonva.gov

IFB # TOV PZ-16-01 Glade Creek Greenway

Bid Tab - August 4, 2016

Item	Combs Land Solution, DBA Summit Contracting	Holt, Inc.	
Base Bid	\$173,091.00	\$220,438.00	

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, AUGUST 16, 2016 AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

WHEREAS, the funding for Glade Creek Greenway Phase I has been secured, and the site plan for the Project has been approved;

WHEREAS, the Programmatic Project Administration (PPA) Agreement Extension Addendum between the Virginia Department of Transportation (VDOT) and Town of Vinton was executed on May 31, 2016, with a new expiration date of June 30, 2019;

WHEREAS, on July 10, 2016, the Town advertised the Notice of Invitation for Sealed Bids for the construction of Phase I of the Glade Creek Greenway; and

WHEREAS, Combs Land Solutions, LLC, DBA Summit Contracting, met the bidding specifications and had the lowest bid in the amount of \$173,091.00 for the project; and

WHEREAS, the bid needs to be awarded and a contract needs to be executed for the construction;

NOW THEREFORE, BE IT RESOLVED, that the Vinton Town Council does hereby award the bid and authorizes the Town Manager to execute a contract with Combs Land Solutions, LLC, DBA Summit Contracting, in an amount not to exceed \$173,091.00 for the construction of Phase I of the Glade Creek Greenway.

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

August 16, 2016

Department

Finance

Issue

Consider adoption of a Resolution re-appropriating \$1,513.00 received from the American Association of Retired Persons (AARP) to utilize the SNAP/EBT program at the Vinton Farmers' Market.

Summary

A donation of \$1,600.00 was received during April 2016 from AARP and designated for SNAP/EBT program use. At the end of fiscal year 2016, only \$87.00 of the \$1,600.00 donation was used, leaving a balance of \$1,513.00 to be re-appropriated.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, AUGUST 16, 2016 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179.

WHEREAS, the American Association of Retired Persons (AARP) made a donation in April 2016 to the Town of \$1,600.00 to utilize for the SNAP/EBT program at the Vinton Farmers' Market; and

WHEREAS, the donation was received previously into the Revenue Account 200.1899.018 – Gifts and Donations and appropriated to the Expense Account 200.7101.735 – Farmers Market; and

WHEREAS, only \$87.00 of said funds were used by the end of FY 2015-2016 and it is necessary for Council to re-appropriate the remaining funds of \$1,513.00 from the Re-Appropriated Fund Balance Account 200.1899.008 back to the Expense Account 200.7101.735 – Farmers Market for FY 2016-2017.

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

FROM:

200.1899.008	Re-Appropriated Fund Balance	\$1,513.00
---------------------	-------------------------------------	-------------------

TO:

200.7101.735	Farmers Market	\$1,513.00
---------------------	-----------------------	-------------------

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

August 16, 2016

Department

Finance/Treasurer

Issue

Financial Reports for May and June 2016

Summary

The Financial Reports for the periods ending May 31, 2016 and June 30, 2016 have been placed in the Town's Dropbox and on the Town's Website.

The Finance Committee met on August 9, 2016 to discuss these reports and will make a presentation to Council at their Regular Meeting.

Attachments

May 2016 Financial Report Summary
June 2016 Financial Report Summary

Recommendations

Motion to approve the May and June 2016 Financial Reports

**Financial Report Summary
Month Ending May 31, 2016**

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



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	8,977,318	6,553,299	1,039,196	6,983,128	429,828	107%
Accrued Revenue Adjustment			258,841	258,841		
Total Adj. Revenues	8,977,318	6,553,299	1,298,037	7,241,969	688,669	111%
Expenditures	8,977,318	7,078,555	602,831	6,948,917	(129,638)	98%
Revenues over/(under) Expenditures		(525,255)	695,207	293,052		
Utility Fund 300						
Revenues	3,618,150	2,925,139	135,692	3,135,601	210,463	107%
Bond Series 2013		103,773	0	0	(103,773)	
Operating Revenues	3,618,150	2,821,366	135,692	3,135,601	314,236	111%
Expenditures	3,618,150	2,848,669	215,183	2,742,071	(106,598)	96%
Bond Series 2013	0	103,773	0	76,472	(27,301)	
Operating Expenditures	3,618,150	2,744,896	215,183	2,665,599	(79,297)	97%
Revenues over/(under) Expenditures		76,470	(79,490)	470,003		
Total All Funds						
Revenues	12,595,468	9,374,665	1,433,730	10,377,570	1,002,905	111%
Expenditures	12,595,468	9,823,450	818,013	9,614,515	(208,935)	98%
Revenues over/(under) Expenditures		(448,785)	615,716	763,055		

Financial Report Summary
Month Ending June 30, 2016
 PRELIMINARY

THE TOWN OF
VINTON
 VIRGINIA



	Adopted Budget	Revised YTD Budget	MTD	YTD Posted	REMAINING BALANCE	%
General Fund 200						
Revenues	8,977,318	9,316,287	1,173,530	8,156,658	(1,159,629)	88%
Accrued Revenue Adjustment			269,846	269,846		
Total Adj. Revenues	8,977,318	9,316,287	1,443,376	8,426,504	(889,783)	90%
Expenditures	8,977,318	9,316,287	766,030	7,714,947	(1,601,340)	83%
Revenues over/(under) Expenditures		0	677,346	711,557		
Utility Fund 300						
Revenues	3,618,150	3,618,150	499,334	3,634,935	16,785	100%
Bond Series 2013		103,773	0	0	(103,773)	
Operating Revenues	3,618,150	3,514,377	499,334	3,634,935	120,558	103%
Expenditures	3,618,150	3,618,150	320,486	3,062,557	(555,593)	85%
Bond Series 2013	0	103,773	0	76,472	(27,301)	
Operating Expenditures	3,618,150	3,514,377	320,486	2,986,085	(528,292)	85%
Revenues over/(under) Expenditures		0	178,847	648,850		
Total All Funds						
Revenues	12,595,468	12,830,664	1,942,710	12,061,439	(769,225)	94%
Expenditures	12,595,468	12,830,664	1,086,517	10,701,032	(2,129,633)	83%
Revenues over/(under) Expenditures		0	856,194	1,360,407		



Town Council Agenda Summary

Meeting Date

August 16, 2016

Department

Council

Issue

Request to Convene in Closed Meeting, Pursuant to § 2.2-3711 (A) of the 1950 Code of Virginia, as amended, for:

- a. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body as authorized by subsection 3.
- b. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community as authorized by subsection 5.

Summary

None

Attachments

Certification of Closed Meeting

Recommendations

None

AT A CLOSED MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, AUGUST 16, 2016 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