

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-stripping.

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 adopt the Resolution as presented; the motion was seconded by Vice Mayor Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – 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 adopt the Resolution as presented; 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.

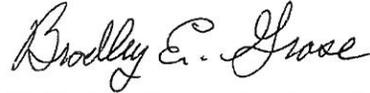
Council Member Liles commented on the Proclamation and his appreciation of our Police Department and first responders. He congratulated Joey Hiner. Mr. Liles also

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