

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, AUGUST 16, 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: David R. Jones  
Dawn M. Michelsen  
Keith N. Liles  
William E. Booth

PLANNING COMMISSION  
MEMBER ABSENT: Robert A. Patterson

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  
Anita McMillan, Planning & Zoning Director  
Joey Hiner, Public Works Director  
Donna Collins, Human Resources Director  
Christopher Linkous, Deputy Chief, Fire/EMS  
Tom Foster, Police Chief  
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, Vice Mayor Hare and Mayor Grose present. Anita McMillan called the roll for the Planning Commission with Chairman David Jones, Vice Chairman Keith Liles, William Booth and Dawn Michelsen present. Robert A. Patterson was absent.

Roll call

After a Moment of Silence, members of Boy Scout Troop 235 led the Pledge of Allegiance to the U.S. Flag. After leading the Pledge, the Scout Master introduced the Scout members.

**Under upcoming community events, Council Member McCarty** announced the next Mingle will be September 10<sup>th</sup> back at the Farmers' Market with Superhold as the band. She also reminded everyone of the fundraiser yard sale at Vinton History Museum on September 17<sup>th</sup> and that they are now collecting items to sale and are asking for volunteers.

The Roanoke Valley Greenway annual picnic will be on October 23<sup>rd</sup> in the area of the Twin Creeks Brewery and the Farmers' Market. Lieutenant Vaught announced a Safety for Faith-based Organizations training to be held on August 25<sup>th</sup> at Vinton Baptist Church.

**The next item on the agenda was the approval** of the Consent Agenda. The Town Clerk noted corrections to the July 19<sup>th</sup> minutes on Page 8 to the motion to adopt Resolution No. 2162 and on Page 9 to the motion to adopt Resolution No. 2163. Vice Mayor Hare made a motion to approve the Consent Agenda with the noted corrections; 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.

Approved minutes of the Regular meeting of June 21, 2016, Regular meeting of July 5, 2016 and Regular meeting of July 19, 2016

**The next item on the agenda was a presentation** to the Police Department by Shirley Patsel. Ms. Patsel first commented that she is making the presentation on behalf of the Vinton Citizens Police Academy which she has been a part of for 12 years. Ms. Patsel then read and presented to Chief Foster and the officers present a plaque and trophy expressing appreciation to the Department.

**The next item on the agenda was a report on** the Vinton Volunteer First Aid Crew for July. Chief Guffey reported the volunteer truck hours were 517 out of a possible 516 for 100%. The truck was marked up 72% for ALS and 28% BLS. They responded to 95 out of 119 calls and handled 87. The fractile response time was 9.22 and they had 1,654 man hours for the month.

**The next item on the agenda was the** 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 data based on 2010 Population Census. The Mayor opened the Public Hearing at 7:15 p.m.

Public Hearing opened

Anita McMillan first commented on the history of the grant received from VDOT to provide the professional consulting services for the establishment of Urban Development Areas (UDAs) within the Town. A Steering Committee was established comprised of members of Council, Planning Commission, Board of Zoning Appeals, property/business owners and staff from the Town, Roanoke County and the Roanoke Valley Alleghany Regional Commission.

Four meetings were held with the Committee and an Open House for the public was also held on June 28<sup>th</sup>. A summary of the process was given on July 19<sup>th</sup> at a joint work session with Council and the Planning Commission. After any additional comments are received, the UDA Plan will be adopted and made available to the public in the Planning and Zoning Department and on the Town's website. She then turned the meeting over to Sachin Kalbag with Michael Baker International.

Sachin Kalbag shared a shorter version of the PowerPoint presentation that was given on July 19<sup>th</sup> 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.)

There were no public comments.

Council Member Scheid commented on the process and expressed appreciation to the Planning Department. She then asked what were some ideas for implementation of the long-range vision and guidelines for the Town. Anita McMillan responded that when the Vinton Area Corridor Plan was adopted, a list of goals and objectives was created. When Council had their strategic planning

session, they along with staff prioritized the items that could be achieved in five to 10 years based on available funding. Also, they looked to see if there were any grants available to apply for. For example, the downtown façade grant came from the Comprehensive Plan. There have been piecemeal amendments to the zoning ordinance, but Council has approved funding for the hiring of a consultant which will be about an 18 month process. These are the type of guidelines that can be incorporated when the zoning ordinance is amended.

After further discussion, the Mayor closed the Public Hearing at 7:45 p.m.

Planning Commission Vice Chairman Liles made a motion to recommend the adoption of the Ordinance as presented; the motion was seconded by Planning Commission Member Michelsen and carried by the following vote, with all members voting: Vote 4-0-1; Yeas (4) – Jones, Liles, Booth, Michelsen; Nays (0) – None; Absent (1) – Patterson.

Council Member Scheid made a motion to adopt the Ordinance as presented; 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 next item on the agenda was the 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 stormwater 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. The Mayor opened the Public Hearing at 7:47 p.m.

Pete Peters commented that as a part of the recent Performance Agreement with VINDOS, LLC, the parking lot formerly used by the old library that sits

Public Hearing closed

Adopted Ordinance No. 976 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 Corridors 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

Public Hearing opened

adjacent to the War Memorial is being considered for overflow parking for patrons and employee parking for the newly proposed Macado's restaurant. The term of the lease will be for up to five one-year periods. VINDOS, LLC will be responsible for the ongoing landscaping and daily upkeep of the lot throughout the duration of the lease.

There were no public comments. Vice Mayor Hare asked if the lease would preclude the Town from using the parking and Pete Peters responded it does not.

Hearing no further comments, the Mayor closed the Public Hearing at 7:50 p.m.

Council Member Liles 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.

**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 Combs Land Solutions, 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 commented that Notice of Invitation for Sealed Bids was advertised. A pre-bid meeting was held on July 21<sup>st</sup> with four contractors attending the meeting after which two addendums were posted on the website.

Two bids were received and opened on August 4<sup>th</sup>, one from Combs Land Solutions, LLC, DBA Summit Contracting in the amount of \$173,091 and one from Holt, Inc. for \$220,438. Staff recommends that Council accept the bid from Combs Land Solutions, the low bidder for the project and authorize the Town Manager to execute the contract.

Ms. McMillan further commented that the Town did receive grant funding from VDOT in the amount of \$162,000; \$50,000 donation from Novozymes; \$20,000 match from Roanoke County; \$32,000 from the Town and \$10,000 from the Pathfinders for

Public Hearing closed

Adopted Resolution No. 2164 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 stormwater 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

Greenway for this project. This will be the first paved Greenway in the Town and the first Glade Creek Greenway. Also Precision Fabrics donated a portion of their property in order for the Greenway to go under the Dale Avenue Bridge without patrons having to cross Virginia Avenue.

The Mayor asked if someone from Public Works would be overseeing the project and Ms. McMillan commented that Bo Herndon would be doing that.

Ms. McMillan commented that we have also received RSTP funding for the Glade Creek Greenway Phase II from VDOT.

Council Member Scheid asked how long the project would take. Ms. McMillan responded that the contractor said if the work was started in September, it should be completed by December. The contract is for 120 days.

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 vote, with all members voting: Vote 5-0; Yeas (5) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

**The next item on the agenda was to 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 commented that in April of last fiscal year the donation was received and at the end of year only \$87 had been utilized. The balance of \$1,513 needs to be re-appropriated to be used in this fiscal year.

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

**The next item on the agenda was the Financial** Reports for May and June 2016. Vice Mayor Hare Began by commenting that the Finance Committee met last week to review the financial reports. The June report is preliminary at this point because items are still being posted. When

Adopted Resolution No. 2165 awarding a bid and authorizing the Town Manager to execute a contract with Combs Land Solutions, DBA Summit Contracting, in an amount not to exceed \$173,091.00 for the construction of Phase I of the Glade Creek Greenway

Adopted Resolution No. 2166 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

it is closed out, it will probably look a lot like the May report showing very strong numbers in revenue and expenditures. In May the revenues were up 111% and expenditures were only at 98%.

The three items that are the indicators of the health of the local economy are sales tax, meals tax and business licenses. We exceeded the budget on those items by two percent. The cash in May was up over \$400,000 year to year.

Vice Mayor Hare next commented that the Committee also did a further review of the compensation study and realized that it created some compression issues in some of the classification bands. Staff has come up with some suggestions of ways to address these issues from an administrative standpoint by adjusting the bands. Council will be requested at the next meeting to adopt a Resolution to transfer funds from contingency back to salaries and wages. The Town Manager commented that this will be effective with the first pay period in September.

Vice Mayor Hare made a motion to approve the Financial Reports for May and June 2016; 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.

Approved financial reports for May and June 2016

**The Mayor commented on the success of the special recognition service for Vinton's first responders at Thrasher Memorial United Methodist Church on August 7<sup>th</sup>.** He also commented on the open house and tour of the old William Byrd High School.

**Comments from Council:** Council Member Scheid commented on the work by staff on the compensation study. Council Member McCarty commented on the success of the National Night Out event. Council Member Liles commented on the open house and tour of the old William Byrd High School.

**Planning Commission Member Michelsen** made a motion to adjourn the Planning Commission from the meeting; the motion was seconded by Planning Commission Member

Booth and carried by the following vote, with all members voting: Vote 4-0-1; Yeas (4) – Jones, Liles, Booth, Michelsen; Nays (0) – None; Absent (1) – Patterson. The Planning Commission was adjourned at 8:10.

Planning Commission adjourned

**The next item on the agenda was a request to go into Closed Session Pursuant to § 2.2-3711 (A) of the 1950 Code of Virginia, as amended, for 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 and 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.**

Vice Mayor Hare made a motion that Council go into Closed Session; 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 went into Closed Meeting at 8:11 p.m.

At 9:26 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) – Liles, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Certification of Closed Meeting

**Following the closed session and in open session, discussion was had regarding the preparation of a Proclamation to be presented to Roanoke County at one of their upcoming meetings in September.**

**Council Member Scheid 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. The meeting was adjourned at 9:30 p.m.**

Meeting adjourned

APPROVED:

*Bradley E. Grose*

Bradley E. Grose, Mayor

ATTEST:

*Susan N. Johnson*

Susan N. Johnson, Town Clerk

**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**

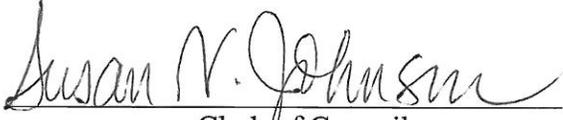
**WHEREAS,** the Town Council of the Town of Vinton, Virginia has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**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 Vice Mayor Hare and seconded by Council Member Scheid with all in favor.

  
Clerk of Council