

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, JULY 17, 2018, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

MEMBERS PRESENT: Bradley E. Grose, Mayor
Keith N. Liles, Vice Mayor
Sabrina McCarty
Janet Scheid
Michael W. Stovall

STAFF PRESENT: Barry W. Thompson, Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Theresa Fontana, Town Attorney
Anne Cantrell, Treasurer/Finance Director
Pete Peters, Assistant Town Manager/Director of Economic Development
Anita McMillan, Planning & Zoning Director
Nathan McClung, Principal Planner
Joey Hiner, Public Works Director
William Herndon, Assistant Public Works Director
Donna Collins, Human Resources Director
Fabricio Drumond, Deputy Police Chief
Chasity Barbour, War Memorial Facility Manager

The Mayor called the regular meeting to order at 7:00 p.m. The Town Clerk called the roll with Council Member McCarty, Council Member Scheid, Council Member Stovall, Vice Mayor Liles and Mayor Grose present.

Roll call

After a Moment of Silence, Nathan McClung led the Pledge of Allegiance to the U.S. Flag.

Under upcoming community events, Council Member McCarty announced the following: July 24 – 11:00 a.m. – Farmburguesa Grand Opening; July 27 - Party in the Park with Chairmen of the Board - Farmers' Market; August 10-26 - Star City Playhouse – Cactus Flowers; August 11 – Mingle at the Market with Uptown and August 18 – Creekefest. Debbie Adams announced that Star City Playhouse is starting their Lunchtime Theater on July 26th at 12 Noon. They plan to have it every month that they do not have a regular production.

Deputy Police Chief Drumond made comments regarding the economic development tour prior to the meeting and read a quote from Dan Gilbert, "Urban renewal always happens as a symphony of events, and part of the symphony is innovative, optimistic

developers with the ability and willingness to transform historic properties.”

Council Member Scheid made a motion to approve the Consent Agenda 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) – McCarty, Scheid, Stovall, Liles, Grose; Nays (0) – None.

Anita McMillan, made brief comments and introduced Nathan McClung, the new Principal Planner in the Planning & Zoning Department.

Pete Peters made brief comments and recognized Chasity Barbour, War Memorial Facilities Manager, on her completion of the 10-month Leadership Roanoke Valley program. Mr. Peters also commented that Ms. Barbour had been selected as one of three graduates to return as an advisor for next year’s program and that she was featured on the front of Valley Business Front Magazine as well information about the War Memorial.

The next item on the agenda was a report on the Vinton Volunteer First Aid Crew for June 2018. Chief Guffey reviewed his report which was a part of the agenda package and is on file in the Town Clerk’s Office as a part of the permanent record. In response to a question, Chief Guffey commented further on the Fractile Response time in relation to the Average Reaction Time and Fractile Reaction Time.

The next item on the agenda was a report on the Vinton Volunteer Fire Department for June 2018. Chief Oakes reported the new banners have gone up and they have another new member, Chase Caldwell, who is running with Fire and Rescue. He then reviewed his report which was a part of the agenda package and is on file in the Town Clerk’s Office as a part of the permanent record. Also, Megan Fisk who runs with Rescue is in the process of joining the Fire Department.

The next item on the agenda was an update on the Cable Franchise Agreement. The Town Attorney commented that she had been working with Roanoke County and Roanoke City on the Cox Franchise Agreement renewal. She plans to brief Council at the 2nd meeting in August on the Agreement and Council will need to hold a Public Hearing in September. In

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response to a question regarding any significant changes, the Town Attorney commented they are trying to get all of the localities that have Cox to have the same terms and conditions. There is a user fee for the Roanoke Valley Cable TV Channel that will be added to the customer bill and the Town can impose up to a \$0.20 surcharge. She will go into more detail at the briefing.

The next item on the agenda was to consider adoption of a Resolution approving the lease financing of equipment and authorizing the execution, delivery and performance of a master equipment lease/purchase agreement and separate schedules to it and related documents and actions. Anne Cantrell commented that Council was briefed on the results of the RFP that was issued by VML/VACo for financing on July 3, 2018. HomeTrust Bank offered the lowest rate of 3.10% over a seven-year term. Staff is requesting that Council adopt this Resolution to authorize entering into the loan agreement to finalize the purchase of the knuckle boom truck.

Vice Mayor Liles made a motion 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) – McCarty, Scheid, Stovall, Liles, Grose; Nays (0) – None.

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 Transportation (VDOT) SMART SCALE funds for the Walnut Avenue Corridor Improvements Phase 2 Project. Joey Hiner reviewed the information provided with the agenda package and commented these funds do not require a local match.

Council Member Scheid asked how the access management would be handled with some of the large aprons. Mr. Hiner responded the existing aprons will be improved to provide ADA access and some of the businesses that are currently open will have defined entrances, which will require meeting with the business/property owners. Hurt & Proffitt, our design engineer, has laid out a plan and they were discussed with VDOT during a recent walk-through of the area.

Council Member Scheid next asked if it would require the purchase of any right-of-way and Mr. Hiner

Adopted Resolution No. 2255 approving the lease financing of equipment and authorizing the execution, delivery and performance of a master equipment lease/purchase agreement and separate schedules to it and related documents and actions

responded that currently it does not look like there will be a need to purchase any right-of-way. The application is due August 1st and if approved will be part of the FY2020 funds with an additional four years added to that. The next time we can apply for these funds would be in 2020.

With regard to the amount of money the Town is requesting, Mr. Hiner responded a little over \$2.3 million. However, because we are asking VDOT to administer this project, it will probably bring it up to around \$2.5 million.

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

The next item on the agenda was to consider adoption of a Resolution authorizing the Town Manager to execute current and future agreements and any modifications with the Virginia Department of Transportation for road system enhancements. The Town Manager commented that a similar Resolution (No. 2062) was adopted by Council on May 6, 2014. VDOT has requested that Council adopt a more recent Resolution as the result of finalizing the paperwork for the RSTP funding for the sidewalk project along Walnut Avenue. Council is requested to adopt this Resolution so we can get the reimbursement of a little over \$86,000. The Finance Committee was briefed on this item at their meeting on Monday and recommended moving forward on the matter for action by Council at this meeting.

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

The Town Manager updated Council regarding Valley Metro and indicated that he has a meeting scheduled with Kevin Price and his staff on Monday, July 23, 2018. We are moving forward with the Vinton route change and they will be presenting to us the cost effect of that route change at that meeting.

Adopted Resolution No. 2256 authorizing the Town Manager to file an application for allocation of Virginia Department of Transportation (VDOT) SMART SCALE funds for the Walnut Avenue Corridor Improvements Phase 2 Project

Adopted Resolution No. 2257 authorizing the Town Manager to execute current and future agreements and any modifications with the Virginia Department of Transportation for road system enhancements

The next item on the agenda was a report from the Finance Committee. Anne Cantrell commented that the Finance Committee met on July 16, 2018. The preliminary June report will not be finalized until the year-end audit is completed in August. The anticipated shortfall is getting smaller and they are keeping a close eye and monitoring cash flow as we are going through the next fiscal year. A Water Rate Analysis was reviewed and they discussed the electronic meter reading and the progress of that project. Also discussed was the RSTP reimbursement that Council just took action on and the Chamber of Commerce first quarter reimbursement was reviewed and approved.

The Mayor commented on the success of the economic development tour of the former William Byrd High School redevelopment, the former Vinton Library renovations into a Macado's Restaurant and the renovations to the Lancer Lot. He also commented on the success of the recent ice cream social at the Vinton Museum and Mingle at the Market.

Comments from Council: Council Member Stovall expressed appreciation to the Town Clerk for her assistance as a new Council Member.

Council Member Scheid commented on the recent study that was done for Valley Metro. The findings as reported by the newspaper are relative to where we are with a few pockets of really high demand routes, a lot of low use routes and the concept being inefficient. We need to stay on top of Valley Metro and their Board to see what they are going to do with the recommendations of that study and rethink how they are running those buses around the Valley. The Town Manager commented that the study mentioned the changes on the Vinton bus route and he was anxious to have the meeting on the 23rd to moving forward with getting the route changed.

Council Member Scheid next asked if anyone with the Town was consulted while they were doing the study. Pete Peters responded that we were not consulted, but the consultant's staff spent a considerable amount of time doing ride-a-longs on all the routes at multiple times during the day, week and month. In the presentation they made to the GRTC Board yesterday, they did a thorough job and it appears that within the next 12-15 months they are going to try to implement some of the recommendations because they are cost neutral. The next phase is for the Valley Metro staff to evaluate the

recommendations and see how they can incorporate those into their operations.

Council Member McCarty reminded everyone that there would not be a Council meeting on August 7th and that Council would be participating in the National Night Out event. Vice Mayor Liles congratulated Chasity Barbour again and welcomed Nathan McClung to the Town. He also commented on the History Museum. All members of Council commented on the success of the economic development tour.

Council Member Scheid made a motion to adjourn the regular meeting; the motion was seconded by Vice Mayor Liles and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – McCarty, Scheid, Stovall, Liles, Grose; Nays (0) – None. The regular meeting was adjourned at 8:00 p.m.

Adjourned regular meeting

After a ten minute recess, the Mayor opened the Work Session at 8:10 p.m.

The first item on the Work Session agenda was a review of the Orientation Manual by the Town Attorney. The Town Attorney gave a PowerPoint presentation on Council Orientation, Procedures and FOIA/COIA. (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 for discussion related to the Council Committee structure. The Mayor asked for Council to comment on the recent Committee appointments and the current structure. He felt that we have been able to get a lot of work done in the past few years by using the Committees. After further comments and discussion, Council recommended that staff members who are over the Council Committees prepare a summary of bullet points to go out with the Council agenda. Staff members will then make the reports to Council and limit the time to no more than ten minutes.

The next item for discussion related to monthly reports that are currently provided to Council— Departmental, Project Management, Volunteer First Aid Crew and Volunteer Fire Department. After discussion, Council recommended that the monthly departmental reports be discontinued, but that the Project Management Report would continue to be provided each month.

With regard to a statistical report being presented by the Police Department, Council recommended that this report be given each quarter along with the Officer of the Quarter presentation.

With regard to the Volunteer First Aid Crew and Volunteer Fire Department, Council recommended that these two reports continue to be provided to Council each month, but a presentation be given at a Council meeting on a quarterly basis. It was also recommended that the Vinton Chamber of Commerce also give a quarterly report at a Council meeting. The quarterly presentations of these reports would be staggered so they are not all scheduled for the same Council meeting.

The Work Session adjourned at 9:15 p.m.

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, CMC, Town Clerk