

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, JULY 19, 2011, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Robert R. Altice
Carolyn D. Fidler
Matthew S. Hare
William W. Nance

STAFF PRESENT: Chris Lawrence, Town Manager
Theresa Fontana, Acting Town Attorney
Darleen R. Bailey, Town Clerk
Michael Kennedy, Public Works Director
Anita McMillan, Planning Director
Ben Cook, Interim Police Chief
Barry Thompson, Finance Director/Treasurer

Agenda

- 6:15 P.M. – Reception to Recognize Town Clerk on her Retirement
- A. 7:00 P.M. - Roll Call and Establishment of a Quorum
 - B. INVOCATION
 - C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG
 - D. CONSENT AGENDA
 - 1. Request to Approve Minutes for Work Session and Regular Meeting of June 7, 2011, the Regular Meeting of June 21, 2011 and the Regular Meeting of July 5, 2011
 - I. AWARDS, RECOGNITIONS, PRESENTATIONS
 - 1. Recognition of Town Clerk, Darleen Bailey, on her Retirement after 27 Years of Service
 - 2. Recognition of Officer of the Month for June – James Testerman
 - J. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda
 - K. TOWN ATTORNEY
 - L. TOWN MANAGER
 - M. MAYOR
 - N. COUNCIL
 - O. ADJOURNMENT
- WORK SESSION
- 1. Update on Issuance of Permits and Inspections – Coordination of Services with Roanoke County
 - 2. Update on Vinton Swimming Pool

Following a reception held at 6:15, by Town Council to recognize the Town Clerk, Darleen Bailey on her retirement after 27 years of service, Mayor Grose called the regular meeting to order at 7:00 p.m. The Town Clerk called the roll with all members present. Mr. Nance gave the invocation and Mr. Altice led the Pledge of Allegiance to the U.S. Flag.

Roll call, invocation and Pledge of Allegiance to U.S. Flag.

The Consent Agenda was approved on motion by Mr. Nance and seconded by Mr. Altice. The motion passed with all in favor.

Approved Agenda

Consent

Mayor Grose presented Ms. Bailey with a Key to the Town and Mr. Lawrence, the Town Manager, presented her with a silver dogwood pin on behalf of Council. She also received one of the Town's dogwood vases filled with fresh flowers.

Mr. Nance read a letter from Interim Chief Ben Cook recognizing James Testerman as Police Officer of the Month for June.

The Mayor welcomed Theresa Fontana who was acting Town Attorney in Elizabeth Dillon's absence.

Mr. Lawrence reported that work would begin on the budget for 2012/2013 during the fall season and asked Council to consider scheduling a date to meet with staff for some time in early September to start the process.

The Town Manager advised that he had put together a War Memorial staff team to re-study the War Memorial's business plan with Lauren Hodges leading the team. He further advised that the team will review the old plan and try to come up with new ideas and strategies to increase the number of events at the facility. He went on to say that when the team has completed their report, they will need Council's direction on how to approach the task of restructuring the way the Town sells its services. Mr. Lawrence reported that the committee has had three meetings and would be scheduling a fourth meeting in the near future to put their report together.

Mayor Grose thanked Mr. Hare for attending the meeting even though he was ill.

The Mayor asked that in response to the renewed interest in downtown Vinton with the announcement of plans for the future library and purchase of the property, he felt it was time to make a comprehensive overview of the Town's ordinances and Code to make sure that they are well coordinated, business friendly and are keeping in step with Council's vision for downtown Vinton. He suggested that the Planning Commission be invited to a Council meeting or two to assist in this task. Mr. Nance pointed out that he felt this would be consistent with their goals. Mr. Hare agreed with Mr. Nance's comments.

Ms. Fidler reported on an Explore Board and Consortium Meeting she had attended earlier in the day.

Council members expressed appreciation to the retiring Town Clerk as it was her last Council meeting she would attend before her retirement as Town Clerk.

Mr. Hare noted that a business had plastered the Town with hand-made signs the previous weekend. He asked if the business had gotten permission to put up the signs and Mr. Lawrence replied that they did not receive permission to put up the signs. He went on to say that they must have waited until staff had left for the weekend before putting them up. Mr. Hare asked if it was a difficult process for a business to get permission to put that type of sign up for a day or two. Mr. Lawrence replied that there is no process in place because it is illegal. He advised that businesses can put temporary signs and banners on their own property for a certain number of days but signs cannot be put up off premises.

Mr. Lawrence stated that the Town may need to begin notifying businesses that they need to keep their signs on their property. Mr. Hare inquired as to whether the Town has any recourse in the matter and Mr. Lawrence and Ms. McMillan replied that it does not. Ms. McMillan pointed out that the only thing she can do is to send out a letter to businesses advising them that it is illegal to place signs off their own premises.

Mr. Hare made comments regarding those who steal copper and pointed out it's dangers. Mr. Lawrence advised that he would check to see what options the Town might have to prevent copper theft.

Mr. Lawrence introduced Susan Johnson who has been hired as the Town's new Executive Assistant/Town Clerk.

Mr. Hare moved to adjourn the meeting at 7:32 p.m. The motion was seconded by Ms. Fidler and passed with all in favor.

1. **Update on Issuance of Permits and Inspections – Coordination of Services with Roanoke County**

Mr. Lawrence complimented staff for addressing concerns of the business community on how difficult it is to pull permits. He stated that Town staff has been working with Roanoke County to come up with solutions to improve service delivery.

Ms. McMillan reported that that a team made up of County and Town employees have been meeting since April to try to improve the permit process. She noted that the major change involves plumbing permits. She explained that many plumbers who work in the area are not aware they need to obtain a plumbing permit before any work is done and referred to a notice that will be sent out advising plumbing contractors of the proposed changes and that they do need to obtain a plumbing permit. She noted that the Roanoke Homebuilders Association members will also receive a copy of the letter at their next meeting. Ms. McMillan reported that if the proposed changes are approved, this notice would go out by August 15th, before the new process begins.

Ms. McMillan pointed out that in the past, Town of Vinton Utility workers were responsible for inspections but under the new system, Roanoke County will be responsible for inspections. She also pointed out that if an inspection request is made before 2:00 p.m., Roanoke County will make the inspection that same day and if the request is made after 2:00 p.m., the inspection would take place the next work day. Ms. McMillan noted that permits can now be picked up either in Vinton or in Roanoke County no matter whether the job location is in Roanoke County or the Town of Vinton.

Ms. McMillan stated that Julie Tucei has been trained on the new process and that Karla Turman would be trained the following week. When the proposed changes take place, the Planning Office will be able to take permit payments with a credit or debit card.

Mayor Grose commented that he felt this plan was a huge step forward in providing customer service to the Town's contractors and citizens. He noted that he had received more complaints about the permit process over the years than any other issue.

Mr. Hare asked if the Town was more lenient in the permit process than the County would be. Ms. McMillan replied that she knows the Town will get complaints but that most citizens and contractors will get the same service they have always gotten. Mr. Kennedy felt the new process would make the Town consistent with Roanoke County because the Western Virginia Water Authority does not make water/sewer inspections, the County does.

Mayor Grose thanked staff and Roanoke County for working out this new permit process and expressed appreciation for the close relationship that the County and the Town has.

2. Update on Vinton Swimming Pool

Mr. Lawrence complimented Mary Beth Layman, Special Programs Director, and her staff for the successful year at the Town's swimming pool. He reported that the partnership with volunteers from Thrasher Memorial United Methodist Church, Vinton Baptist Church and Vinton Wesleyan Church is working out extremely well. Ms. Layman noted that the attendance for the Wednesday night dinners has been very good with an attendance of 150 to 225 on most Wednesdays.

She noted that day-time attendance has been good and gave the total counts for adults, children, twilight swims and Wednesday night dinner swims. She reviewed numbers for swim classes as well and noted that revenue for swim classes would be reported as soon as all classes have ended.

Ms. Layman pointed out that they had several days they closed due to rain or storms which could have an effect on revenues. Mr. Altice noted that admissions for this year looks very good. Mr. Nance asked how June, 2011 compares with June of last year. Ms. Layman replied that she would look up the figures and forward them to him.

Ms. Layman informed Council that the pool's aluminum diving board broke and needed to be replaced. She discussed options for replacing the board with a basketball goal for the

summer. Ms. Layman reported that the material cost to replace the diving board would be \$3,200, \$1,800 for the Board and \$1,400 for the stand.

Mr. Lawrence advised that there is no money in the budget to replace the diving board. He went on to say that the only surplus in the budget is for a lift that is required by the ADA and he did not feel comfortable spending any of that for a diving board. He felt that the purchase of a new diving board and stand may be possible for the next swimming season.

After some discussion on the permanent basketball goal, Council agreed that they were not ready to make a decision on replacing the diving board with a permanent basketball goal at this time. Mr. Hare stated that if the pool's revenues allow, he felt they should replace the diving board.

Ms. Layman noted another item that needed funding was the painting of the pool. She pointed out that paint chips coming loose and have been found trapped in the pump's strainer. She discussed the process needed to remove the old paint and advised that the Town could hire a professional painter or have staff do it along with a few volunteers.

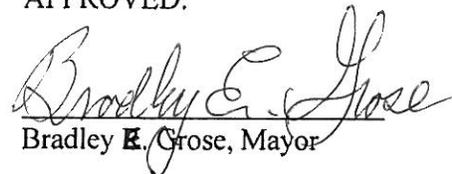
Mr. Hare pointed out that the pool's future depends on the kind of investment that Council wants to make in the facility. The Mayor agreed and expressed hope that they will be able to continue operating the pool.

Council briefly discussed plans on how to show their appreciation to the three churches who are helping with the pool this year. Ms. Layman added that staff has discussed having a pool party for all the volunteers towards the end of the season. She recommended that Council might want to consider attending services at each of the churches that have volunteered.

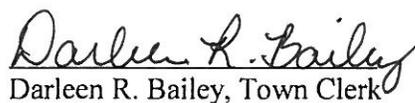
Mr. Lawrence advised Council that staff has submitted an application for VML's Annual Achievement Awards for Vinton Pool's partnership with the area churches.

The work session adjourned at 8:30 p.m.

APPROVED:


Bradley E. Grose, Mayor

ATTEST:


Darleen R. Bailey, Town Clerk