

MINUTES OF A COUNCIL IN THE NEIGHBORHOOD MEETING OF VINTON TOWN COUNCIL HELD AT 6:30 P.M. ON TUESDAY, JUNE 18, 2013, AT THE VINTON MASONIC LODGE, 1017 WASHINGTON AVENUE, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
William W. Nance, Vice Mayor
I. Douglas Adams, Jr.
Matthew S. Hare

MEMBER ABSENT: Robert R. Altice

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Elizabeth Dillon, Town Attorney
Ben Cook, Police Chief
Mark Vaught, Police Lieutenant
Glenn Austin, Police Lieutenant
Christopher Linkous, Fire/EMS Captain
Joey Hiner, Assistant Public Works Director
Anita McMillan, Planning & Zoning Director
Stephanie Dearing, Human Resources Director
Kevin Kipp, War Memorial Facility Manager
Brandon Gann, Summer Intern

The Mayor opened the meeting at 6:30 p.m. and welcomed everyone in attendance. There were no citizen comments.

The Mayor called the regular meeting to order at 6:45 p.m. The Town Clerk called the roll with Council Member Adams, Council Member Hare, Vice Mayor Nance and Mayor Grose present. Council Member Altice was absent.

Roll call

The Mayor introduced the Moment of Silence and Mr. Hare led the Pledge of Allegiance to the U.S. Flag.

Mr. Hare made a motion to approve the consent agenda as presented; the motion was seconded by Mr. Adams and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Hare, Nance, Grose; Nays (0) – None; Absent (1) – Altice.

Approved minutes of regular meeting of June 4, 2013

Vice Mayor Nance read a letter from Chief Cook naming Sergeant Todd Bailey as Officer for the month of May 2013.

The next item on the agenda was a Public Hearing to receive comments regarding a petition of Karen Sloan for a Special Use Permit (SUP) to operate a hair salon at 1031 Almond Drive, Tax Map Number 61.17-03-34, zoned R-1 Residential District. Anita McMillan, Planning & Zoning Director, commented that Council was briefed at their June 4th work session. On June 13th, the Planning Commission had their Public Hearing and requested that the petitioner

agree to two conditions to the SUP—that there will be no more than one work station in the home and no more than two customers on site at any time. Ms. Sloan provided a written statement indicating she has agreed to these conditions. Ms. Mary Beth Layman, a neighbor of Ms. Sloan, attended the Public Hearing and indicated she does not have any problems with the request. Ms. Sloan was present at the meeting. After the staff report, the Mayor opened the Public Hearing at 7:01 p.m. Hearing no comments, the Public Hearing was closed at 7:02 p.m.

Public Hearing opened and closed – no public comments

Concerning the condition of no more than two customers at a time, Mr. Hare asked if anyone waiting with the customer would also be considered a customer. Ms. McMillan responded only if they were also using the services of Ms. Sloan. After additional comments, Vice Mayor Nance made a motion to adopt the Ordinance with an amendment to include only one condition imposed to be “only one work station allowed”; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Nance, Grose; Nays (0) – None; Absent (1) - Altice.

Adopted Ordinance No. 940 approving the petition of Karen Sloan for a Special Use Permit (SUP) to operate a hair salon at 1031 Almond Drive, Tax Map Number 61.17-03-34, zoned R-1 Residential District.

The Town Attorney reported to Council that the Dismissal Order in the Yakama Nation case was received today.

The next item was to consider adoption of a Resolution authorizing the issuance of General Obligation Bonds in an aggregate principal amount not to exceed \$4,240,000, and providing for the form, details and payment of the bonds and the refunding of certain prior bonds and authorizing certain related actions. The Town Manager began by commenting that the amount has been increased by \$20,000 to \$4,260,000 to be sure that we have enough to cover our closing costs on the refinancing side. The recommendation is to finance the new money in the amount of \$2 million with Capital One and refinancing the 2004 series bonds with Carter Bank. Vice Mayor Nance made a motion to adopt the Resolution as revised; the motion was seconded by Mr. Hare and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Altice.

Adopted Resolution No. 2021 authorizing the issuance of General Obligation Bonds in an aggregate principal amount not to exceed \$4,260,000, and providing for the form, details and payment of the bonds and the refunding of certain prior bonds and authorizing certain related actions.

The next item was to consider a Resolution authorizing the Mayor and/or the Town Manager to execute a Lease Purchase Agreement, between the Roanoke Valley Society for the Prevention of Cruelty to Animals, Inc., a Virginia corporation, and the City of Roanoke, the Town of Vinton, the County of Roanoke and the County of Botetourt to purchase the current pound property for operation of the pound by the Localities.

The Town Manager commented that in November the announcement was made that in principle it was agreed to separate the SPCA and RCACP (the Pound). The Pound is a partnership between Roanoke County, Roanoke City, Botetourt County and the Town of Vinton. The Town's share is approximately 4% which is based on the number of animals on an annual basis that come from the Town that are either owner relinquished or picked up by one of our Police Officers. The Pound is the public safety animal control side of taking care of the Valley's animals. The SPCA's real mission is adoption, spay and neutering and they are in essence a no-kill organization. The Pound does euthanize animals based on certain criteria such as health, behavior associated with poor health and, unfortunately, space constraints. In the past the concern was that the euthanasia rate was too high.

The managers and attorneys of the four localities along with the SPCA have been working together over the past eight months to create an agreement acceptable to all parties. The Pound is one building that is separated by a structural cause-way between the two. Operationally it has now become much more independent, but we share an Executive Director, a Veterinarian, a Behaviorist and numerous volunteers. When we separate the two entities, the Town's share will double from \$40,000 to \$80,000 to include our share of the debt on the building and the operational costs. However, the Pound will now have its own Executive Director, Veterinarian and Behaviorist.

The proposed agreement includes the purchase and sale of the property which is an expected transfer of ownership. The localities currently pay the SPCA their share of the debt. Once the title to the property is transferred, we will still continue to pay the debt. In order to maximize savings through a refinance, we will close in September. The SPCA has agreed to rent the Pound to the localities for one more quarter.

All attorneys' fees will be paid by each respective party. The Town Attorney commented that an access funds account will be divided 50/50 between the SPCA and the Pound according to the current agreement. The reserve accounts and the revenue accounts which total approximately \$900,000 will be transferred to the localities in their entirety.

Roanoke County will serve as the fiscal agent and all the employees at the Pound have already become Roanoke County employees. The actual separation of infrastructure and other related expenses will be shared between the SPCA (35%) and the four localities (65%) based on the estimated business usage of the facilities and infrastructure

documented by the Roanoke City Municipal Auditor. The agreement will be effective July 1st and Roanoke City has already approved. Roanoke and Botetourt Counties will consider at their meetings on June 25th. The Town Attorney further commented that the localities and the SPCA have a right of first refusal for ten years should either side get an offer for the property.

Mr. Hare commented that even though there is extra cost, this should meet the needs of citizens who have asked for a change and the localities are responding in an appropriate manner. The Mayor expressed thanks to the staff, management and attorneys of the localities who have worked so diligently on this matter. We are moving in the right direction with this agreement. He also commented that an increased emphasis on spay and neutering will be valuable to our community and he looks forward to the new administration working toward that goal. The Town Manager further commented that the live release rate of dogs has gone from under 50% to 90% and that is under the SPCA's leadership. Mr. Adams commented on the increase in advertisement over the past several months.

Mr. Hare made a motion to adopt the Resolution as presented; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Altice.

The next item was to consider adoption of a Resolution awarding a bid, authorizing the Town Manager to execute a contract with Sawyer Paving in the amount of \$228,977.18 for street resurfacing and authorizing the transfer of funds. The Town Manager reviewed the staff report and commented that the only bid received was from Sawyer Paving. Their bid came in over the budgeted amount by \$13,977.18 and the recommendation is to use funds from the Water and Sewer fund to cover the difference. The streets selected are West Virginia Avenue, eastbound lanes from the west Town boundary (at the Tinker Creek Bridge) through the intersection at Pollard; North Preston Road from Ruddell Road to Washington Avenue; 2nd Street from Walnut Avenue to Virginia Avenue and Tinker Avenue from 6th Street to the Town boundary. Vice Mayor Nance asked if the decrease in the infiltration account would create a shortfall in that area and the response was no. Vice Mayor Nance made a motion to adopt the Resolution as presented; the motion was seconded by Mr. Hare and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Hare, Nance, Grose; Nays (0)- None; Absent (1) - Altice.

Adopted Resolution No. 2022 authorizing the Mayor and/or the Town Manager to execute a Lease Purchase Agreement, between the Roanoke Valley Society for the Prevention of Cruelty to Animals, Inc., a Virginia corporation, and the City of Roanoke, the Town of Vinton, the County of Roanoke and the County of Botetourt to purchase the current pound property for operation of the pound by the Localities.

Adopted Resolution No. 2023 awarding a bid, authorizing the Town Manager to execute a contract with Sawyer Paving in the amount of \$228,977.18 for street resurfacing and authorizing the transfer of funds

The next item was to consider adoption of a Resolution appropriating \$29,527.25 to the Virginia E-911 Services Board for reimbursement for overpayment of wireless board funds to the Vinton 911 Center during fiscal years 2008 and 2009. The Town Manager made comments that the Board allowed us a six-month reprieve to pay this amount. The Police Department has found funds in this year's budget to make this payment. Mr. Hare made a motion to adopt the Resolution as presented; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Altice.

Adopted Resolution No. 2024 appropriating \$29,527.25 to the Virginia E-911 Services Board for reimbursement for overpayment of wireless board funds to the Vinton 911 Center during fiscal years 2008 and 2009.

The Mayor commented on the Vietnam Veterans Celebration at the War Memorial and expressed appreciation to all those involved in that event. This event begins a three-year celebration of the 50th anniversary of the Vietnam War. Mary Beth Layman commented that Colonel John Miller who recently retired from the Army and has relocated back to this area is spearheading this effort in the area. The Mayor further commented that he would like to recognize our Vietnam Veterans at an upcoming Council meeting. The Mayor reminded everyone of the upcoming July 4th celebration at the War Memorial.

Comments from Council Members: Mr. Adams and Vice Mayor Nance commented on the recent storm and the quick response of Town staff.

Vice Mayor Nance moved that the regular meeting be adjourned, the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Adams, Hare, Nance, Grose; Nays (0) – None; Absent (1) - Altice. The regular meeting was adjourned at 7:46 p.m.

Regular meeting adjourned

The work session began at 8:04 p.m. with a briefing on new catering policy for the War Memorial. The Town Manager commented that one of the goals from the recent Council Retreat related to the Town's subsidy to the War Memorial. Staff was tasked to find new ways to conduct business and generate revenue to help reduce this subsidy to the greatest extent possible. One of the original suggestions was to bring the catering back in-house; however, it was agreed that option was not feasible at this time. The goal for tonight is to review and discuss a new proposal and receive some direction from Council.

Kevin Kipp, Facility Manager, began by commenting that Council has been furnished a draft of an RFP for catering services. The proposal is to solicit one or more caterers who can offer our clients turn-key packages through a strategic partnership or relationship with the War Memorial. Such turn-key packages would include food and beverage as well as other services such as linens, dishes, décor, floral, rental items, etc. We are proposing to revise our current catering policy to cover these turn-key packages as well as provide our clients with more choices.

We are currently providing some turn-key packages, but revising the policy and doing an RFP will allow us to have more oversight of the process and provides a means to streamline what we are currently doing.

Beyond the turn-key packages, we will have a recommended caterers list instead of our current approved list. The recommended caterers will be based on our relationship and our knowledge of what they do and how it relates to the entire product of the War Memorial. Clients will also be allowed to bring in other caterers not on the list.

Mr. Kipp continued reviewing the proposed policy by commenting that we want to establish some fees to cover the use of the facility by a caterer. The proposal is a minimum of \$50 or up to \$1 per person possibly with a cap. We intend to get feedback from the caterers on what they would consider a reasonable fee to charge. All caterers will be required to provide a copy of their current health department certificate, business license and to add the War Memorial to their insurance policy with no less than \$1 million coverage. Those caterers on our recommended list will be charged a \$50.00 kitchen use fee.

The Mayor asked if someone could bring in their own caterer and the response was yes; however, they will pay a fee for the use of the kitchen. He then asked what was meant by developing a special relationship with certain caterers, would there be special pricing for them. Mr. Kipp responded that as we grow and these relationships become stronger there could be opportunity for the War Memorial to provide caterers incentives to bring groups in.

The Mayor then asked when we talk about packaging, is there going to be some flexibility and the response was yes. War Memorial staff will also serve as a consultant for the client to recommend other options to meet their needs.

Vice Mayor Nance asked if we are leaving a lot of money on the table by not doing the catering in-house. Mr. Kipp responded that there is no money to do it at this time. However, if decide to revise the catering policy as suggested and send out the RFP it will bring us a lot closer to being able to look at that option in the future.

Mr. Hare asked how many caterers are on our current approved list and the response was 11. He then asked if they have all paid a \$500 deposit and would we be refunding that deposit. Mr. Kipp responded that for those we keep on the list, he would recommend we keep the \$500 deposit.

Mr. Hare commented that we will essentially have three tiers of caterers, the ones for the turn-key packages, a recommended list and everyone else. He then commented that the fees need to be consistent with every caterer. After other questions regarding the RFP, Mr. Hare asked if we have tested this with other caterers to get their thoughts. The Town Manager responded that it would be beneficial to test the specs in the RFP with some caterers we already have a relationship with.

The Mayor then commented that the biggest complaint he has heard is that the War Memorial does not want to work with a lot of caterers. If we select only three caterers, then we will hear from other caterers. My complaint before was that we had eight caterers and you had to use one of them to have an event at the War Memorial. There has also been a complaint recently that we are only using Teaberry's. Mr. Kipp responded that Teaberry's is the only one that came to the table and was willing to work with the War Memorial in providing services to the client. Every caterer on our list was offered an opportunity to meet with us to discuss providing proposals.

The Town Manager commented that our message had been in the past that we have an approved caterer's list and if you are not on it, you are not going to work with us. Mr. Kipp responded that since he has been at the War Memorial, he has relaxed the policy allowing clients to bring in caterers of their choice. The Mayor then commented that he feels like the emphasis is going to be on the RFP and if we are going to promote only those caterers, then he does not see where this is any different.

In closing, the Town Manager commented that it appears that Council would like to think about what has been presented and possibly regroup in two weeks. The Mayor then commented that if the majority of Council is ready for this, he will support it.

Mr. Kipp said he is not going to sell something that is not in the vested interest of the town and the War Memorial or would jeopardize his reputation and opportunity for further growth within the town system. He cannot say that this is the golden ticket, but the process is working for us now. In two years we may have to revisit again how we do business at the War Memorial. Mr. Hare said he would like to hear Mr. Altice's opinion on the matter since he was instrumental in creating the old policy.

The Work Session was adjourned at 9:21 p.m.

APPROVED:


Bradley E. Grose, Mayor

ATTEST:


Susan N. Johnson, Town Clerk