

Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr., Council Member
William "Wes" Nance, Council Member
Sabrina M. Weeks, Council Member



Vinton Municipal Building
311 South Pollard Street
Vinton, VA 24179
(540) 983-0607

**Vinton Town Council
Regular Meeting
Council Chambers
311 South Pollard Street
Tuesday, June 2, 2015**

AGENDA

Consideration of:

A. 6:00 p.m. - WORK SESSION

1. Update on the Western Virginia Regional Industrial Facility Authority Site Study results.
2. Report on Fiscal Year 2014/2015 Street Resurfacing Funded Program.

B. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM

C. MOMENT OF SILENCE

D. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG

E. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS

F. CONSENT AGENDA

G. AWARDS, RECOGNITIONS, PRESENTATIONS

1. Introduction of new Police Officers

H. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda.

I. TOWN ATTORNEY

J. TOWN MANAGER

ITEMS REQUIRING ACTION

1. Consider adoption of a Resolution authorizing the transfer of funds from the unappropriated General Fund balance in the amount of \$22,015.00 to the Building and Grounds Capital Outlay expenditure account for the replacement of three HVAC Units for the Municipal Building.

2. Consider adoption of a Resolution authorizing the transfer of funds from the unappropriated General Fund balance in the amount of \$38,763.00 to the Fire & EMS Special Projects expenditure account for the replacement of a boiler at the Vinton Fire House.
3. Consider adoption of a Resolution appropriating \$6,956.00 received from the Department of Criminal Justice Services and the Town's required \$773.00 match for the replacement of the LiveScan Fingerprinting Equipment.

K. MAYOR

L. COUNCIL

M. ADJOURNMENT

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

NEXT TOWN COMMITTEE/COUNCIL MEETINGS/EVENTS:

June 8, 2015 – 5:30 p.m. – Finance Committee Meeting – Finance Conference Room

June 16, 2015 – 7:00 p.m. - Regular Council Meeting – Council Chambers

June 24, 2015 - 9:00 a.m. – Ribbon Cutting and Grand Opening for the Tinker Creek Canoe Launch – 801 3rd Street – across from Vinton Public Works



Town Council Agenda Summary

Meeting Date

June 2, 2015

Department

Administration

Issue

Update on the Western Virginia Regional Industrial Facility Authority Site Study results.

Summary

Beth Doughty of the Roanoke Regional Partnership will be present to give this update.

Attachments

None

Recommendations

No action required



Town Council Agenda Summary

Meeting Date

June 2, 2015

Department

Public Works

Issue

Report on Fiscal Year 2014/2015 Street Resurfacing Funded Program

Summary

On Tuesday, May 26, 2015 the department conducted a bid opening for 2014/2015 fiscal year funding for the town's street resurfacing contract. To our dismay, No Bids were submitted even after several calls and emails had been seen out to our local contractors before and during the advertisement period. After staff followed up with our Sawyer Paving/Boxley contacts, which are typically the only bidder the town receives prices from for resurfacing work, we were advised that they are booked until next year with milling and paving work and would not be able to perform the work within the contract time limits.

In having our discussions with Boxley representatives about the milling and paving scheduling difficulties for this year, we were able to negotiate a micro sealing program that would implement slurry, crack, and some fog sealing surface treatment within the next month. The work would be performed out of the Lynchburg, VA office and could be fit into their schedule this June.

Our other option would be to carry this year's funding over to next fiscal year's and add both together, going out to bid with two years of street resurfacing funds.

Attachments

None

Recommendations

Consensus of Council for the utilization of this year's street resurfacing funds for our micro sealing program



Town Council Agenda Summary

Meeting Date

June 2, 2015

Department

Police

Issue

Introduction of new Police Officers

Summary

Chief Cook will be present at the meeting to introduce the new Police Officers in his Department.

Attachments

None

Recommendations

No action required



Town Council Agenda Summary

Meeting Date

June 2, 2015

Department

Town Manager

Issue

Consider adoption of a Resolution authorizing the transfer of funds from the unappropriated General Fund balance in the amount of \$22,015.00 to the Building and Grounds Capital Outlay expenditure account for the replacement of three HVAC Units for the Municipal Building.

Summary

The Municipal Building has a total of nine (9) HVAC units on the roof. Two units that service the Police Department and one unit that services the lobby area have exceeded their useful life of 30 years. Three other units have been replaced over the past 7 years, which leaves three more 30+ year roof top units. Pursuant to our procurement policy, the Town solicited three quotes from competent HVAC contractors and W. C. Butler Heating & Air-Conditioning, Inc. met the specifications and had the lowest quote of \$22,015.00. We are requesting that the funding for these replacement units be transferred from our unappropriated General Fund balance into the Building and Grounds Capital Outlay expenditure account.

Attachment

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JUNE 2, 2015 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the two HVAC units that service the Police Department and one HVAC unit that services the lobby area have exceeded their useful life of 30 years and it has been determined that the best course of action is to replace these units; and

WHEREAS, the Town Manager's office solicited three quotes from competent HVAC contractors and W. C. Butler Heating & Air-Conditioning, Inc. met the specifications and had the lowest quote of \$22,015.00 to replace all three; and

WHEREAS, funds need to be transferred from the unappropriated General Fund balance to the Building and Grounds Capital Outlay expenditure account.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby approve the following:

FROM:	200.1899.008	Re-appropriated Fund Balance	\$22,015.00
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TO:	200.4304.799	Building and Grounds Capital Outlay	\$22,015.00
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This Resolution adopted on motion made by Council Member _____ and seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

June 2, 2015

Department

Town Manager

Issue

Consider adoption of a Resolution authorizing the transfer of funds from the unappropriated General Fund balance in the amount of \$38,763.00 to the Fire & EMS Special Projects expenditure account for the replacement of a boiler at the Vinton Fire House.

Summary

The boiler has been leaking for several months. Once the outside temperatures increased with the arrival of spring, we shut down the boiler and had it inspected. There are several cracks in the main water tank. Upon inspection it was determined that a repair technician could climb inside the boiler and weld the cracks to repair for a cost of \$10,000. This would not guarantee the long term continued operations of the boiler and if problems occur during the winter months, the building would be without heat for an extended period of time while repairs or replacement occurred. We then evaluated replacement options. This would compliment the renovations and investment made in the building over the past several years. A new roof, chiller, and significant renovations have been completed. The boiler is the last major mechanical system not replaced.

Pursuant to our procurement policy, the Fire Department solicited four quotes from competent contractors and IES Commercial met the specifications and had the lowest quote of \$38,763.00. We are requesting that the funding for this replacement boiler be transferred from our unappropriated General Fund balance into the Fire & EMS Special Projects expenditure account.

Attachment

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JUNE 2, 2015 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the hot water boiler that services the Vinton Fire House heating system has exceeded its useful life of 40 years and it has been determined that the best course of action is to replace the boiler; and

WHEREAS, the Fire/EMS Department solicited four quotes from competent contractors and IES Commercial met the specifications and had the lowest quote of \$38,763.00; and

WHEREAS, funds need to be transferred from the unappropriated General Fund balance to the Fire & EMS Special Projects expenditure account.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby approve the following:

FROM:	200.1899.008	Re-appropriated Fund Balance	\$38,763.00
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TO:	200.3205.722	Fire & EMS Special Projects	\$38,763.00
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This Resolution adopted on motion made by Council Member _____ and seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

June 2, 2015

Department

Police

Issue

Consider adoption of a Resolution appropriating \$6,956.00 received from the Department of Criminal Justice Services and the Town's required \$773.00 match for the replacement of the LiveScan Fingerprinting Equipment.

Summary

The Department of Criminal Justice Services has approved a grant for the Police Department in the amount of \$7,729.00 to include a match of \$773.00, to be paid by the Vinton Police Department. This funding, if approved by Council, will be used to replace the LiveScan equipment used for fingerprinting purposes. This equipment is outdated and needs to be replaced.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD AT 7:00 PM ON TUESDAY, JUNE 2, 2015, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Vinton Police Department recognizes the need to keep all equipment in good working order and up to date; and

WHEREAS, the Department of Criminal Justice Services (DCJS) has approved a grant for the police department in the amount of \$7,729.00, to include a match in the amount of \$773.00, to be paid out of the Police Department's budget; and

WHEREAS, the Police Department would use these grant funds to replace our current Live Scan/Fingerprinting system. The entire system is out of date and needs to be replaced; and

WHEREAS, the matching funds will be paid out of the current operating budget using account 200.3101.716, Other Equipment fund.

NOW THEREFORE, BE IT RESOLVED, that the Vinton Town Council does hereby approve the following:

APPROPRIATE

FROM: 200.2404.005 BJAG LiveScan Replacement Grant Revenue \$6,956.00

TO: 200.3105.305 BJAG LiveScan Replacement Grant Expense \$6,956.00

TRANSFER

FROM: 200.3101.716 Other Equipment \$ 773.00

TO: 200.3105.305 BJAG LiveScan Replacement Grant Expense \$ 773.00

TOTAL \$7,729.00

This Resolution adopted on motion made by Council Member _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk