

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, NOVEMBER 17, 2015, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

MEMBERS PRESENT: Bradley E. Grose, Mayor  
I. Douglas Adams, Jr.  
Sabrina McCarty

MEMBERS ABSENT: Matthew S. Hare, Vice Mayor  
Janet Scheid

STAFF PRESENT: Christopher S. Lawrence, Town Manager  
Susan N. Johnson, Executive Assistant/Town Clerk  
Theresa Fontana, Town Attorney  
Anita McMillan, Planning & Zoning Director  
Donna Collins, Human Resources Director  
Barry Thompson, Finance Director/Treasurer  
Jeff Dudley, Interim Chief of Police  
Gary Woodson, Public Works Director  
Chris Linkous, Fire/EMS Captain  
Chad Helms, Lieutenant – Fire  
Joey Hiner, Assistant Public Works Director

**The Mayor called the work session to order at 6:00 p.m.** for a briefing on restructuring of the Captain/Department Head position at the Vinton Fire/EMS Department. The Town Manager began by commenting that with the current staffing, Chris Linkous is the Fire and EMS Captain and he serves as the department head and is over all the Town career staff. He works very well with the other two station captains, but does not have a ranking position over them. With the new 24-hour shift, Captain Linkous is available less than nine days in a 28-day cycle and it has become increasingly difficult for him to handle department head responsibilities which include supervision of staff, service delivery to the public, building maintenance, human resources, budgeting and special projects.

The proposal is to change the current title of Captain to Deputy Chief, but maintain the same duties as Captain Linkous currently has. This title of Deputy Chief will give him authority over the Vinton/County Captains that are assigned to our station, but he will not be directly in charge of the day to day operations of the field duties. The individual shift Captains will continue to handle those responsibilities. As Deputy Chief, Captain Linkous will go back to a 12-hour shift working four days a week with the day off rotating each week. He will be supported by three Captains and each of those Captains will be supported by three

Lieutenants. This schedule will maintain the same number of people and one of the 12-hour shift firefighters will be moved to the 24-hour shift.

The Deputy Chief will become the 8<sup>th</sup> person and officer of the ladder truck. Historically, since the ladder truck is not dispatched as often, this will allow him more time to handle his department responsibilities. Also, Chief Ben Cook who recently retired was our Emergency Services Coordinator and this responsibility will be shifted over to the Fire Department with the Deputy Chief handling this duty as well.

The Town Manager next commented that the benefits of the restructuring would allow the Vinton station to be controlled by the Town, would give a regular schedule for the department head to handle his responsibilities and would provide a town employee of rank to have interaction with volunteers. It will also provide some level of advancement for the town employees to rise through rank structure from medic, paramedic, lieutenant and captain. We have the support from the Roanoke County Fire/EMS Chief and from our Vinton Public Safety Committee. This would not have an impact to the current budget.

The plan is to implement the restructuring on January 18, 2016 which is the start of the next 28-day cycle and corresponds with graduation from the County's academy. This will also get them through Lieutenant John Hobbs retirement at the end of the year and any interviewing and hiring process. This information will be sent out on Friday to all of the Fire and EMS employees.

**The next item on the work session was a** briefing on the status of the Virginia Department of Transportation (VDOT) Office of Intermodal Planning and Investment (OIPI) Urban Development Areas (UDA) Planning Grant. Anita McMillan first commented on the process that began in July to apply for and receive the UDA Planning Grant. The agreement was executed in September and the two consultants that will be working with Town staff are Michael Baker International based in Washington, DC and Renaissance Planning Group in Richmond.

Since September they have been working on the Scope of Services with the consultants. As a requirement of the grant, the Planning Commission appointed Dawn Michelsen to the Steering Committee with Dave Jones as an alternate. Town Council also appointed Janet Scheid to serve.

Additionally, eight property/business owners were contacted and have agreed to serve. Other Committee members along with Ms. McMillan are Bob Benninger from the BZA, the Town Manager, Gary Woodson and Philip Thompson with Roanoke County.

The kick-off meeting is scheduled for Monday, November 30<sup>th</sup> at 4:00 p.m. at the new library branch and the process should take from six to eight months. We are required to designate at least one area in the Town as an Urban Development area and we will have a Public Hearing to receive public comments. The Scope of Services was provided with the Council agenda package. Ms. McMillan further commented that as a part of the process they will review the Town's existing zoning and subdivision ordinance.

**The Town Manager commented on the** decorations on the outside and inside of the War Memorial that have been put up with the assistance of Mark Frye with Creative Occasions along with the old "Happy Holidays" sign that has been refurbished and placed on the front lawn.

The Town Manager also commented that he and Anita McMillan met with PGF Plant Manager and Site Superintendent to ask for an easement for our next phase of the Glade Creek Greenway. They decided to donate the area where the proposed greenway is to be constructed on PFG's property. We are in the process of getting an appraisal on that piece that we will need. Ms. McMillan commented that when the engineering firm on retention was preparing to do the greenway plan, they stated that we would have to do a conditional letter of amendment because the greenway will be located in the floodway. After meeting with Roanoke County and Roanoke City engineers, they said as long as we balance the project by taking out the fill materials and putting in the same amount of fill materials, it will be waived. The grant application for Phase II has been submitted and the Roanoke County GIS staff is doing the plat to show where the donated easement will be from the old William Byrd High School to Gus Nicks Boulevard to reduce the cost. The Roanoke County Attorney is preparing the deed and it will be taken to the Board of Supervisors on December 8<sup>th</sup> for their consideration. It is anticipated that the Phase I construction will start as early as April or May if we can bid it out by March.

**The Town Manager also commented that the** house at 123 Gus Nicks Boulevard has been demolished by the property owner.

**After a brief recess, the Mayor called the regular** meeting to order at 7:00 p.m. The Town Clerk called the roll with Council Member Adams, Council Member McCarty, and Mayor Grose present. Council Member Scheid and Vice Mayor Hare were absent. After a Moment of Silence, Council Member Adams led the Pledge of Allegiance to the U.S. Flag.

Roll call

**Under upcoming community events, Council** Member McCarty announced the grand opening of the new library tomorrow at 10:00 a.m. On November 19<sup>th</sup> at 8:00 a.m. is the State of the Town at the War Memorial and December 3<sup>rd</sup> is the Christmas Parade and the Breakfast Lions Club will be having their annual spaghetti dinner beginning at 5:00 p.m.

The War Memorial's Holiday Open House is November 20<sup>th</sup> from 12 p.m. to 6 p.m. and November 21<sup>st</sup> from 10:00 a.m. to 4:00 p.m. with a Snowflake Craft Show on November 21<sup>st</sup> at the Senior Center. The Vinton Chamber's open house will be on December 10<sup>th</sup>.

Doug Forbes announced from the audience that the Vinton Museum will have an open house on December 5<sup>th</sup> from 10:00 a.m. to 2:00 p.m. which will include a silent auction and refreshments.

**Council Member McCarty made a motion to** approve the Consent Agenda as presented; the motion was seconded by Council Member Adams and carried by the following vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

Approved minutes for Regular meeting of October 20, 2015, Strategic Planning Retreat of October 26, 2015 and Strategic Planning Retreat of October 28, 2015

**Council Member McCarty read the Memo from** Chief Dudley naming Officer Jordan Keith and Officer Michael Giles as Officers of the month for October. Both were present at the meeting and congratulated.

**The next item on the agenda was to consider** public comments regarding the petition of Old School Partners, LLC, Authorized Agent, for a rezoning of the former Roland E. Cook School Property, from R-2 Residential to Mixed Use Development (MUD) to convert to 21 residential apartments with supporting recreational/small

business uses, at 412 S. Poplar Street, Vinton, Tax Map Number 060.16-09-39.00 and 40.00. The Mayor opened the Public Hearing at 7:11 p.m.

Public Hearing opened

Anita McMillan briefly commented on the staff report that was a part of the agenda package. This is a pilot project for the new Mixed Use Zoning District. Council was briefed on the request at their November 3, 2015 work session. An open house was held on October 12<sup>th</sup> at the Vinton Wesleyan Church with approximately 25 people in attendance. The Planning Commission held their Public Hearing on November 5, 2015 and they voted unanimously to approve the request with the proffered conditions as submitted by the petitioner. For the record, staff did receive an email from Jim Peters in support of the rezoning and a letter from Dawn Hale stating her reservations on approving the rezoning. Both items were included with the agenda package.

Ms. McMillan next commented that the proposed development will be required to have approximately 42 parking spaces. Under the new zoning classification, off-street parking can also be provided and the petitioner has indicated in the application that they can have at least 27-29 parking spaces on the property and with 200 feet there are 59 off-street parking spaces and within 400 feet there are more than 159 off-street parking spaces that can be provided for the development. Doug and Mattie Forbes and Senior Pastor Ricardo Rodriguez of Vinton Wesleyan Church attended the Planning Commission Public Hearing and spoke in favor of the rezoning request.

David Hill, on behalf of the petitioner, commented that there will be 25 parking spaces available on the property. He reviewed a Power Point presentation showing the steps of the public process, a revised illustrative site plan, a photo from 1939 of the building and a diagram showing the elevation plans to be able to get individuals into two of the three floors who are handicapped. He mentioned again the trees that will remain which are memorial trees. All four of the partners of the petitioner were present at the meeting.

Public Hearing closed

Doug Forbes spoke in favor of the rezoning. The Mayor, Council Member Adams and Council Member McCarty all spoke in favor of the rezoning. The Mayor closed the Public Hearing at 7:27 p.m.

Adopted Ordinance No. 966 approving the petition of Old School Partners, LLC, Authorized Agent, for a rezoning of the former Roland E. Cook School Property, from R-2 Residential to Mixed Use Development (MUD) to convert to 21 residential apartments with

Council Member Adams made a motion to adopt the Ordinance as presented; the motion was seconded

by Council Member McCarty and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

**The next item on the agenda was to consider** public comments regarding a proposed ordinance to grant a twenty (20) year Gas Franchise to Roanoke Gas Company commencing on January 1, 2016. The Mayor opened the Public Hearing at 7:28 p.m.

The Town Attorney commented that this agreement is a renewal of the current gas franchise that Roanoke Gas Company has with the town. Essentially it is unchanged and is picking up at the rate that we currently receive revenue from the company. It will increase by three percent (3%) every year and is for 20 years.

James Shockley, Vice President of Operations, spoke from the audience and commented that he attended the Roanoke City Council meeting yesterday and they passed their ordinance. They value the relationship with the town and its customers.

Having received no public comments, the Mayor closed the Public Hearing at 7:30 p.m.

Council Member McCarty made a motion to adopt the Ordinance as presented; the motion was seconded by Council Member Adams and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

**The next item on the agenda was to consider** adoption of a Resolution approving the one-time payment of \$2,748.75 to Vinton Baptist Church and authorizing the Town Manager to execute the Parking and Paving Contribution Agreement formalizing the agreement between the two parties. The Town Manager commented that the Town has worked with the Vinton Baptist Church for many years to have their parking lot available for the public for special events and downtown parking. The church has requested a financial contribution to assist in the maintenance and repair of the parking lot. We have agreed to reimburse the Church for one-half (1/2) of their cost in a one-time payment of \$2,748.75 and have drafted a Parking and Paving Contribution Agreement. The agreement does not obligate the town to any future payments.

supporting recreational/small business uses, at 412 S. Poplar Street, Vinton, Tax Map Number 060.16-09-39.00 and 40.00

Public Hearing opened

Public Hearing closed

Adopted Ordinance No. 967 approving a proposed ordinance to grant a twenty (20) year Gas Franchise to Roanoke Gas Company commencing on January 1, 2016

Council Member Adams asked about the agreement being for 12 months, but the payment being a one-time. At the end of the 12 months could they come back and ask for assistance again and the Town Manager said they could. The Town Attorney said the agreement will automatically renew and provides that they will continue to let us use the parking lot as they have been. The agreement does not obligate us to make a payment every year.

Council Member Adams made a motion to adopt the Resolution as presented; the motion was seconded by Council Member McCarty and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

**The next item on the agenda was to consider** adoption of a Resolution appropriating funds in the amount of \$6,000 received from the Roanoke County Friends of the Library for street lighting. The Town Manager commented that we have already received the \$6,000 donation from the Friends of the Library. The Mayor will recognize them publically tomorrow when he makes comments as part of the grand opening. Some type of bronze plaque will be placed on the two street lights to recognize their contribution. The Resolution is needed to appropriate the funds.

Council Member McCarty made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Adams and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

**The Town Manager formally announced his** resignation from the Town to accept a position as Deputy Town Manager for Community Development for the Town of Blacksburg. He made further comments and stated that his last day will be January 1, 2016. Also, the Mayor, Council Member Adams and Council Member McCarty made brief comments.

**The next item on the agenda was a review of the** Financial Report for September 2015. The Mayor commented that the financial report will be considered at the next Council meeting.

**The Mayor commented on the State of the** County and the Town employees United Way Kick-Off held at the War Memorial. The Town Clerk

Adopted Resolution No. 2120 approving the one-time payment of \$2,748.75 to Vinton Baptist Church and authorizing the Town Manager to execute the Parking and Paving Contribution Agreement formalizing the agreement between the two parties.

Adopted Resolution No. 2121 appropriating funds in the amount of \$6,000 received from the Roanoke County Friends of the Library for street lighting

commented on the new Vinton CARES Committee that has representation from all the town departments.

**The next item was the appointment of Theresa Fontana** as Town Attorney retroactive to January 1, 2015. The Town Manager commented that our contract is with the firm of Guynn and Waddell. However, we need to formally appoint Ms. Fontana for the record and for audit purposes. Council Member Adams made a motion to appoint Theresa Fontana as the Town Attorney retroactive to January 1, 2015, the motion was seconded by Council Member McCarty and carried by the following roll call vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare.

Appointed Theresa Fontana as the Town Attorney retroactive to January 1, 2015

**Comments from Council Members:** Council Member Adams expressed thanks for all the cards and letters he received during his recent illness. Council Member McCarty expressed thanks for all who attended the meeting tonight.

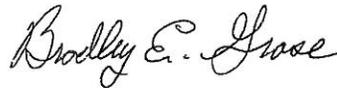
The Town Manager reminded Council of the upcoming special called meetings to interview prospects for the Chief of Police position.

Pastor Ricardo Rodriguez announced the Vinton Community Thanksgiving service will be this Sunday night at 6:00 p.m. at the Vinton Wesleyan Church with Pastor Booth at the guest speaker.

**Council Member Adams made a motion to adjourn** the meeting; the motion was seconded by Council Member McCarty and carried by the following vote, with all members voting: Vote 3-0; Yeas (3) – Adams, McCarty, Grose; Nays (0) – None; Absent (2) – Scheid, Hare. The meeting was adjourned at 7:55 p.m.

Meeting adjourned

APPROVED:



Bradley E. Grose, Mayor

ATTEST:

  
Susan N. Johnson, Town Clerk