

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, JANUARY 19, 2016, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

MEMBERS PRESENT: Bradley E. Grose, Mayor
Matthew S. Hare, Vice Mayor
I. Douglas Adams, Jr.
Sabrina McCarty
Janet Scheid

STAFF PRESENT: Barry W. Thompson, Interim Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Theresa Fontana, Town Attorney
Pete Peters, Assistant Town Manager/Director of Economic Development
Donna Collins, Human Resources Director
Gary Woodson, Public Works Director
Joey Hiner, Assistant Public Works Director
Chris Linkous, Deputy Chief
Chad Helms, Captain
David Rodgers, Lieutenant-EMS
Larry Whiting, Lieutenant-Fire

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, Council Member Scheid, Vice Mayor Hare and Mayor Grose present. After a Moment of Silence, Council Member Scheid led the Pledge of Allegiance to the U.S. Flag.

Roll call

Under upcoming community events, Council Member McCarty announced the event on February 13th at The Woodland Place with Tru Sol. Pete Peters announced that a Transit Vision Plan Public Workshop will be held this Thursday evening at the Vinton Library between 5:00 and 7:00 p.m.

Council Member Adams 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) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Approved minutes for the regular meeting of January 5, 2016

The next item on the agenda was the recognition of promotions in the Fire/EMS Department. Deputy Chief Linkous introduced

Lieutenant Larry Whiting, Lieutenant David Rodgers and Captain Chad Helms. After the Mayor administered the oaths of office, Deputy Chief Linkous pinned their badges.

Barry Thompson, Interim Town Manager, commented that the Public Works Department had begun clean-up efforts at the Gish Mill property. The carport has been removed and the parking lot has been cleaned. Signs have been posted on the creek in compliance with the request of our insurance carrier. Also, a contractor has been hired to paint the coverings on the windows.

Council Member Scheid asked what would be done to secure the site with regard to fencing. Gary Woodson commented that a chain-link fence will be installed and Ms. Scheid expressed concerns about how the fence would look. Mr. Thompson commented that the insurance company had requested that the property be fenced. It will not be a perimeter fence, but will be on the corner of the building along the creek bank. Mr. Peters also commented that the grant request to VML has been submitted. Council Member Scheid asked what the total cost would be and Mr. Peters responded approximately \$5,400 and we have requested the total \$4,000 grant from VML.

Mr. Thompson next commented on the impending weather and that staff had already started meeting in preparation for the event and Public Works is already getting the snow equipment ready. Deputy Chief Linkous, who is also our Emergency Services Coordinator, has been in contact with the Police and Public Works Department and is pulling staff together.

The next item on the agenda was a briefing on costs to add additional sidewalks and striping to complete the Walnut Avenue Sidewalk Improvement Project. After brief comments by Mr. Thompson, he turned the meeting over to Mr. Woodson for a Power Point presentation.

Mr. Woodson first commented that at the last Council meeting there were some questions regarding the scope of the project. The total allocation for the project was \$100,000. The contract that was awarded for the sidewalks, striping and the curbs totaled \$78,501. VDOT had

a ten percent (10%) administrative cost of \$10,000 and the engineering fee was around \$8,900. That brings the project, without any change orders, a total of \$2,599 under budget.

With regard to the addition of a four foot sidewalk, which is 85 feet long, along Jackson to Walnut at the Fire Station, that would cost approximately \$3,570 based on the costs received from the bid. This was discussed with VDOT and they will approve this extra work at a net cost to the Town of \$971.

The crosswalk striping at 3rd, 4th and 5th streets at a cost of approximately \$1,000 cannot be paid out of the grant money. Also, the double yellow median striping cannot be part of the grant money. The approximate cost to paint the striping would be \$1,000, which would have about 1/7th of the life of thermal. At some point there needs to be some discussion on doing some improvements on this stretch of road and perhaps we would want to hold off on the striping until we re-surface it. Vice Mayor Hare asked about the reference to thermal. Mr. Woodson said there are two techniques to striping, either painting or putting thermal which is a plastic material and lasts longer, but it twice the costs.

Mr. Woodson's next slide had an aerial view of the area showing the project as bid, the proposed crosswalks and the proposed additional sidewalk. The next several slides showed the scope of the project beginning at the intersection of West Jackson and continuing down Walnut Avenue. Mr. Woodson pointed out where the new sidewalks would be installed. Mr. Woodson commented that at the intersection of 1st Street and Walnut Avenue, there is not a really good place for striping of that section. He also commented that the area at 2nd Street will be striped as part of the scope of the project. The area at 3rd Street will not be striped because it does not meet ADA requirements. The Town can stripe this area, but we cannot use grant funds because VDOT will not approve it. That is also true of the crosswalks at 4th and 5th Streets.

Mr. Peters commented that in his observation the locations that do not meet ADA requirements is due to the fact that both sides of the sidewalks do not have ramps and therefore VDOT will not pay for those crosswalks.

After further discussion, Mr. Woodson commented that the project is going to be done in the Spring and they will submit a change order for the additional sidewalk. If Council desires to do the striping of the crosswalks at 3rd, 4th and 5th Streets, they would have to go out to their contractor to get that work done and pay for it with Town funds. He would recommend that the handicapped ramps be done before any striping. Mr. Woodson recommended that the matter be brought back later when the construction is started so we have real numbers. Council gave their consensus.

The next item on the agenda was a review of the proposed format and delivery frequency for the Town of Vinton Project Management Report. Mr. Thompson first commented that staff has prepared an extensive project listing. Tonight staff is looking for Council's input on the format with the intent to make any changes suggested by Council and then make it available to Council on the first meeting of the month. The current monthly reports will continue to be provided to Council on the second meeting of the month.

Pete Peters commented that the report presented was created with the management team. He had a similar project management list at his last job and had found it to be a tool for him to learn the projects that are going on in Town. The idea of the report is not to give fine-tuned details, but a snapshot glance of items that may be important to Council as they interact with the community. Also, his experience had been that this type of reporting had encouraged staff to move projects along knowing that updates are forthcoming.

Vice Mayor Hare asked how projects would come off of the list. Mr. Peters commented that the report would have a tab for each month. Projects that are updated will be highlighted in yellow each month and completed projects will be highlighted in green. The history of each project will be maintained in the prior months. Vice Mayor Hare asked if there would be a red highlight for projects that fall behind and Mr. Peters responded that could be done if it is the desire of Council. Council Member Adams suggested that when a project is within a month of the deadline, it could be highlighted a different color to bring attention to it.

After further discussion regarding the report, Vice Mayor Hare asked if this report would replace the monthly reports that are being provided by staff. Mr. Thompson responded that this was not intended to replace those reports and wanted to know Council's desire in that regard. Council Member Adams commented that some of the monthly reports contain information that goes back several years. He is interested in more comprehensive information. After further comments from Council, Mr. Thompson stated that he understood that more statistical information is wanted and less operational information. He would work with staff to come up a more standard format.

Mr. Thompson next commented that a staff economic development committee will be created consisting of the Assistant Town Manager, Deputy Fire Chief, Police Chief, Planning & Zoning Director, Public Works Director and himself to focus strictly on economic development. This committee will work also with the Chamber and business groups downtown.

The Mayor commented that he supported the idea because he was not sure a committee had ever been pulled together to look at everything the Town can do towards economic development. Council Member McCarty commented that she agreed with the Mayor because she had asked on several occasions to be provided documentation from agencies that request funding from the Town so Council would know where the funds are going. This would also keep them better informed of what was being done for economic development instead of activities that may not be doing what they were intended to do. Council Member Adams commented that we need to take the initiative and follow through to make sure we get some good results.

Council Member Scheid asked what would be the next step with the project management report. Mr. Peters responded that he will send it back out to staff for their updates and it will be placed in Drop Box on February 2nd as an updated report. It will continue monthly thereafter. She next commented that she assumed any projects that Council felt needed to be included on the list could be passed along.

With regard to the economic development committee, the Mayor further commented that he would assume that the committee would want a couple of the Council members to also serve on that committee. Mr. Thompson next commented that they would like to have input from members of Council and it was discussed that there would also be a Council Economic Development Committee if Council so desired. The Mayor commented that he would be willing to serve and suggested Council Member Scheid. In response to a question from Vice Mayor Hare regarding any sensitive information that might be discussed by this committee, the Town Attorney responded that they would be able to have a closed session just like any other public meeting. Mr. Thompson commented that the meeting would be advertised just like the other Council committee meetings.

Council Member McCarty made a motion to create a Council Economic Development Committee; the motion was seconded by Council Member Adams; and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Council Member Adams nominated the Mayor and Council Member McCarty nominated Council Member Scheid. Vice Mayor Hare asked what the charter would be for this committee so it does not overlap with the functions of other committees. The Mayor responded that he thought the mission of this committee would be to search for economic development opportunities, call on prospects and make presentations of complete and accurate information. Council Member McCarty commented that she was nominated to serve on a similar committee, but they never met. The Town Clerk responded that committee was formed to meet with the Chamber for the extra funding they were given for economic development. Ms. McCarty next commented that her understanding at that time was that group would be the one to work with the Chamber and would go out to meet with business owners to show statistics of the Town and what we had to offer. She was in support of stating that committee no longer needed to exist because this committee is going to take the reins. She still felt like a report needed to be made to Council of where the funding is going. Mr. Thompson commented that we do not currently have any type of incentive

Approved creation of a Council Economic Development Committee

package together and this committee will need to concentrate on that as well as other information that the Town can offer any prospective businesses that we might talk with.

Council had further discussion regarding the purpose of the committee and having one person as the point of contact. Mr. Thompson commented that Mr. Peters would be the Town's point of contact. Mr. Peters commented that he initially sees the committee developing a vision and a strategic focus on what we want to target as economic development and providing the tool box of what items he can have at his disposal to work with a prospect. Vice Mayor Hare commented that there was such a tool box in place five years ago. Mr. Peters responded that if it has been that long since the process was refined, it needs to be revisited.

After further discussion, the nominations were seconded by Vice Mayor Hare and were carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

The Town Clerk recommended that the term of the members on the Committee run through June 30, 2016 to be on the same schedule with the other Council committees.

Vice Mayor Hare commented that the Finance Committee met and reviewed the November report. From the General Fund standpoint, revenues on an adjusted basis were over the projection and expenditures were under. The same held true on the Utility Fund side, which was all rate-increased driven and not so much as volumes.

They did review the War Memorial at the meeting. The revenues are up year over year at about \$25,000 to date. However, they are losing more money this year due to several items related to decisions that were made prior to this fiscal year under different leadership. The contracted items for re-sale, year-to-date, show revenue of \$7,500 and but expenditures of almost \$23,000. Staff is working very hard and from a customer service standpoint they are doing a phenomenal job with what they have been given and what they have been left with. Mr. Hare further commented that during the budget cycle there will be a more in-

Appointed Mayor Grose and Council Member Scheid to serve on the Council Economic Development Committee, said terms to expire June 30, 2016

depth review and look at the business plan.

With regard to cash, we are down from the beginning of the year, which is what was expected. Mr. Thompson was able to move money where it was needed in compliance with our policy. Mr. Thompson responded that it has been moved back as of today.

The budget timeline was discussed. The employee committee is being formed for the budget process and that committee will work with the Finance Committee.

Vice Mayor Hare made a motion to approve the October 2015 and November 2015 financial reports; the motion was seconded by Council Member Adams and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) - None.

Approved the October 2015 and November 2015 Financial Reports

The Mayor commented that he appreciated the sense of excitement from staff and the desire to get things done. He also commented on Public Works crew that he passed on the way to the meeting that was working on a water break on Almond Drive. He further commented that he had received a letter from a recent customer expressing appreciation to the current staff at the War Memorial for what a great job they are doing which he will pass on to the other members of Council.

Comments from Council Members: Council Member Adams commented on the pictures that have been placed on the wall in Municipal Building lobby and expressed appreciation to Susan Johnson and Julie Tucei who spearheaded the project at the suggestion of Mr. Thompson. He also expressed appreciation for the project management report that has been created.

Council Member McCarty also expressed thanks for the project management report and the current change of pace. She also expressed thanks to Mr. Woodson for getting his report regarding the Walnut Avenue sidewalk project back to Council in two weeks.

Council Member Scheid read a statement and announced that she will be running for a Council seat in the May election.

With regard to the update on the process to fill the Police Chief position, Vice Mayor Hare first commented that he, Council Member Adams, Chief Dudley and Donna Collins met that afternoon. They have selected five candidates to interview. There was a larger applicant pool than the first time. Ms. Collins has been able to contact four of the five and they are all still interested.

The interviews will follow the same process as last time with an interview panel during the day made up of staff and citizens and each candidate will be given a tour of the Town. Council interviews will be during the evening in closed session. There is one repeat applicant from the first time who we will not interview again. Council Member Scheid asked about any additional questions that Council might have for that candidate. Vice Mayor Hare responded that once the pool was narrowed down it would be up to Council's discretion as to who they might want to interview again.

After a review of their calendars, Council decided on the following available dates to schedule the interviews: January 29th, January 30th, February 1st and February 3rd. The night meetings would begin at 6:30 p.m. Vice Mayor Hare commented that he will ask Ms. Collins to put together packets and have them delivered. Council also selected February 17th for second interviews, if needed.

Council Member McCarty made a motion that Council go into a Closed Meeting pursuant to § 2.2-3711 (A) of the 1950 Code of Virginia, as amended, for discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body as authorized by subsection 3. 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) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None. Council went into Closed Meeting at 9:15 p.m.

At 10:05 p.m., the regular meeting reconvened and the Certification that the Closed Meeting was held in accordance with State Code requirements was approved on motion by Vice Mayor Hare; seconded by Council Member Adams and carried by the following roll call vote, with all members voting:

Vote 5-0; Yeas (5) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None.

Certification of Closed Meeting

Following the closed session, Council had public discussion regarding a brewery that is interested in locating in the Town. Mr. Thompson commented that they are looking at a specific location, but he would not disclose it at this time. It appears that the location would come available in the next 60-90 days. Once they take possession of the property, they will apply for all necessary licenses and permits to begin their business.

Town staff is working with the property owner to make sure the property is zoned properly. This will probably be an opportunity to use the Change of Use grant for the first time. The property owner will probably be looking at the façade grant program and the revolving loan program as part of our CDBG grant.

Mr. Thompson further commented that the property owner has asked staff to look at what incentives the Town can offer. We do not have a lot we can offer the brewery, but we have directed them to contact Annette Patterson from a new business start-up to see how she might be able to assist them.

Council Member Scheid asked what is the property currently zoned and Mr. Thompson responded it is commercial. This business will be manufacturing and it is a permitted use within that zone. They do not have plans right now to do any bottling, but they would have the retail side. They are also talking about getting a keg license so they can do business with the local restaurants.

Council Member Scheid commented that the ABC law has changed for breweries and they do not have to serve food. Mr. Thompson commented that some breweries are using food trucks. Council Member Scheid asked if Roanoke County would play a role in a business like this as far as incentives. The County does not have a micro-brewery yet and this would be the first one. Mr. Thompson commented that he and Mr. Peters have made contact with the County Economic Development Office. Our next step is to schedule a meeting with the property owner, the brewery and Town staff. In response to a question, Mr. Thompson commented that they have been brewing

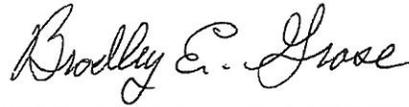
for some time in a Vinton garage and they are all business people.

Council Member Adams asked about the old library property and Mr. Thompson commented that Roanoke County will be placing a "for sale" sign on the property with Poe and Cronk.

Vice Mayor Hare made a motion to adjourn the meeting; 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) – Adams, McCarty, Scheid, Hare, Grose; Nays (0) – None. The meeting was adjourned at 10:20 p.m.

Meeting was adjourned

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, Town Clerk

AT A CLOSED MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, JANUARY 19, 2016 AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

**CERTIFICATION THAT A CLOSED MEETING WAS HELD
IN CONFORMITY WITH THE CODE OF VIRGINIA**

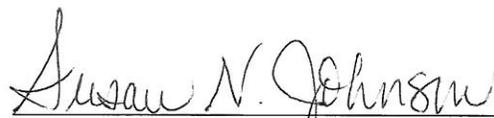
WHEREAS, the Town Council of the Town of Vinton, Virginia has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Vinton Town Council that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council hereby certifies that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from opening meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

Motion made by Vice Mayor Hare, and seconded by Council Member Adams with all in favor.


Clerk of Council