

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, MAY 18, 2021, AT 7:00 P.M. BY ELECTRONIC COMMUNICATIONS PURSUANT TO SECTION 15.2-1413, CODE OF VIRGINIA (1950), AS AMENDED, ORDINANCE NO. 1016 AND SECTION 4-0.01(G) OF CHAPTER 1289 OF THE 2020 ACTS OF THE VIRGINIA GENERAL ASSEMBLY

MEMBERS PRESENT: Bradley E. Grose, Mayor
Keith N. Liles
Laurie J. Mullins
Michael W. Stovall

MEMBERS ABSENT: Sabrina McCarty, Vice Mayor

STAFF PRESENT: Pete Peters, Town Manager
Cody Sexton, Assistant Town Manager
Susan N. Johnson, Executive Assistant/Town Clerk
Jeremy Carroll, Town Attorney
Anne Cantrell, Finance Director/Treasurer
Fabricio Drumond, Police Chief
Anita McMillan, Planning & Zoning Director
Donna Collins, Human Resources/Risk Management Director
Bo Herndon, Public Works Director

The Vinton Town Council meeting was held via Zoom with livestreaming on the Town of Vinton, Virginia Government Facebook Page. The Mayor called the regular meeting to order at 7:00 p.m.

The Town Clerk called the roll with Council Member Liles, Council Member Mullins, Council Member Stovall and Mayor Grose present and announced there was a quorum of Council. Vice Mayor McCarty was absent. The Town Clerk next announced the names of staff and others present, confirmed that the meeting was being held in accordance with Town Ordinance No. 1016 and Section 4-0.01(g) of Chapter 1289 of the 2020 Acts of the Virginia General Assembly and that everyone present was participating by electronic means.

Roll call

After a Moment of Silence, Council Member Liles led the Pledge of Allegiance to the U.S. Flag.

Under upcoming community events/ announcements, the Town Manager announced the following: May 20 - Vinton Area Chamber Golf Tournament at Botetourt Country Club; Dogwood Festival Rain date events - May 22 – 10:00 a.m.-4:00 p.m. - Antique Car Show and showing of The Lion King at dusk – Farmers’ Market; May 23 - Gauntlet fundraiser Paint Day – 1-3:00 p.m. - Farmers’ Market;

May 25 – 9-10:00 a.m. - Glade Creek Greenway Phase 2B Ribbon Cutting & Arbor Day - Glade Creek Greenway Trailhead; May 27 - 7th Annual Gauntlet Awards – War Memorial; June 3 - Community Center Senior Programs returning on Thursdays - Tai-Chi 9:15-10:00 a.m. and Cards 10:00 a.m.-1:30 p.m.; June 7 – 6-7:00 p.m. – Burger and Bootcamp – Farmers’ Market; and June 12, 7-10:00 p.m. - Mingle at the Market with The Oddfellows Band, food trucks and beer gardens – Farmers’ Market.

Council Member Liles made a motion to approve the Consent Agenda as presented; the motion was seconded by Council Member Mullins and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Mullins, Stovall, Grose; Nays (0) – None; Absent (1) - McCarty.

Under awards, introductions, presentations and proclamations, the Town Manager made brief comments and introduced Cody Sexton, the new Assistant Town Manager. After comments from Mr. Sexton, the Mayor and Council welcomed him to the Town.

The next item under awards, introductions, presentations and proclamations were the Proclamations for National Police Week (May 9-15) and National Public Works Week (May 16-22). After brief comments from the Mayor, two videos were played that were produced on April 29th with the assistance of RVTV.

The next item under awards, introductions, presentations and proclamations was the Proclamation for Arbor Day. Anita McMillan commented that this will be the 19th year that the Town has been designated as a Tree City USA and we are required to hold an Arbor Day Celebration. This year it will be held in conjunction with the Glade Creek Greenway Phase 2B ribbon cutting and Roanoke County will be a part of the Arbor Day Celebration. We

Approved minutes of the Regular Meetings of April 6, 2021 and April 20, 2021; adopted Resolution No. 2428 appropriating \$48,633 from AY21 DCJS BWC Revenue Account to the AY21 DCJS BWC Materials and Supplies Account for the Police Department to purchase 2021 Body Worn Cameras for the patrol officers; adopted Resolution No. 2429 to accept the (VDOT) MAP-21 Transportation Alternatives Fiscal Year 2021 Program funds in the amount of \$380,800.00 to be included in the FY2022 Budget and to approve the \$30,000 match from Pathfinders for the Greenways

will be planting 30 trees with some of the trees being planted at the trailhead parking for the Greenway and at the Farmers' Market, which are funded by the Virginia Department of Forestry grant. We have received approximately \$6,000 to purchase the trees due to the fact that Roanoke County and Roanoke City as not applying for the grant this year. After Ms. McMillan's comments, Council Member Mullins read the Proclamation.

The next item on the agenda was a briefing on proposed Performance Agreement and Industrial Revitalization Fund Loan with Gish Mill Davii, LLC and a Memorandum of Understanding with Roanoke County for financial support for the rehabilitation and redevelopment of the historic Gish Mill property. The Town Manager first commented that the Gish Mill property has been an ongoing focus of staff under the direction of Council since 2015 when the Town purchased the structure. The Town initially conducted a number of environmental reviews using Environmental Protection Agency (EPA) and Virginia Brownfields Assistance Fund Grants and developed three conceptual plans. These plans were presented to the general public in a series of meetings and endorsed by Council as the direction to go in order to preserve and rehabilitate the structure. Council desired that we maintain the visual representation of the Mill, but produce something that could be of economic benefit and attractive to the Town.

Staff issued a Request for Proposal (RFP) to solicit interest from the private sector with the potential to redevelop the structure. Six interested developers submitted an RFP with the successful proposal being submitted by David Hill and Dave Trinkle under the name of Gish Mill Davii, LLC. In April of 2020, Council authorized a Purchase Agreement with Gish Mill Davii, LLC to acquire the property and allow an initial 12-month due diligence to secure the necessary funding and design of the detail for the stabilization and updates to the building. That due diligence was extended, but we are getting very close and these documents are the last step before construction commences.

The Performance Agreement will be between Gish Mill Davii, LLC., the Town and the Roanoke County Economic Development Authority (EDA). The Industrial Revitalization Fund (IRF) loan that was provided from the Virginia Department of Housing and

Community Development (DHCD) will be provided to Gish Mill Davii, LLC in the form of a loan and the Memorandum of Understanding between the Town and Roanoke County is for the financial support that Roanoke County will provide for the project.

It is estimated that this project will be an investment of \$2.8 million. It will be a mixed-use redevelopment of over 5,000 square feet of indoor and exterior dining in the main historic structure with seven VRBO style hospitality apartments, a locally sourced market and a special event space in the basement. The project is expected to generate as many as 42 jobs and we are conservatively estimating \$1.85 million in gross sales of the associated businesses and those businesses are expected to generate \$165,000 of new taxes to the Town and County on an annual basis.

The Town Manager next reviewed a PowerPoint presentation, which was a part of the agenda package and will be on file in the Town Clerk's Office as a part of the permanent record. The Town Manager further commented that he will bring back the Performance Agreement, the IRF Loan Agreement and the Memorandum of Understanding for Council's consideration at their next meeting. In closing the Town Manager expressed appreciation to Council, the Town Attorney, David Hill, David Trinkle and Staff for their assistance with the project.

The next item on the agenda was a briefing on a proposed Paid Time Off (PTO) Policy. Donna Collins first commented this will be an overview of the PTO Policy to transition from the current Vacation and Sick Leave Accrual Policy. Ms. Collins next reviewed a PowerPoint presentation, which was a part of the agenda package and will be on file in the Town Clerk's Office as a part of the permanent record. Ms. Collins next commented all options include a possible cash out of surplus hours to get all employees to midpoint on the new PTO scale. This will allow the employees room to accrue PTO time over the next 13 months and not already be at the accrual threshold.

Ms. Collins next commented that the PTO accrual rate categories are based on what plan the employee is on with the Virginia Retirement System and commented on a slide showing a graph of the employee selections broken down by categories and the three options.

With regard to the slide comparing the current Vacation and Sick Leave Accrual Policy and the new PTO policy, Council Member Liles asked if an employee could use their PTO for their two-week notice. Ms. Collins responded no, but it would be left up to the Town Manager to decide if there were extenuating circumstances. The point of the two-week notice is to transition from one employee to another if possible.

With regard to the Termination of Employment section of the PTO Policy, Council Member Liles expressed concern that if an employee earned PTO for the entire year and were in good standing up until the end of the year, they would lose their PTO. The Town Attorney commented the policy is drafted with a lower standard as termination for cause, but a higher level of willful conduct or criminal activity could be created. There is some flexibility as to how it can be structured. In his experience when people have left under questionable circumstances the decision makers have been dissatisfied that they have had to pay out PTO under those circumstances.

Council Member Stovall asked if an employee gives a two-week notice and we they have the PTO to pay them for that two-weeks' notice, would we not give them that opportunity to leave the Town without working out that two-weeks' notice. The Town Attorney responded if they provide a two-weeks' notice, the Town could say, we do not need you to work the two-weeks' notice and allow them to go ahead and leave.

Ms. Collins next commented that we are trying to avoid as we have had in the past where an employee gives a two-weeks' notice and we felt it was a toxic environment to have that employee stay on board for those two weeks so we have paid them the two weeks and parted ways. We have also had employees give two-weeks' notice and then decide they are not coming back. We are trying to not be specific as to every situation, but give us enough room that we have the flexibility to work within it.

After additional comments from Council, the Town Manager commented that they would work further with the Town Attorney to make any necessary revisions to address the concerns.

The next item on the agenda was an overview of Town Manager's Recommended Budget for FY2021-2022. The Town Manager first commented that the proposed budget is balanced and generally outlines an optimistic outlook for the upcoming year, largely restores the reductions that were necessary leading into the current year's budget due to the onset on the COVID-19 pandemic, provides a well-deserved compensation adjustment for the employees and restores a much needed capital improvement program that has been dormant for nearly a decade.

This will be a high-level review of the proposed budget and will highlight key distinguishers based on the three goals outlined within the Council's Strategic Plan of 2020-2025. Anne Cantrell will provide a deeper look into the various aspects of the budget during our work session and will provide some forecast trends that will help drive our operations in the coming years.

The Town Manager next reviewed a PowerPoint presentation, which was a part of the agenda package and will be on file in the Town Clerk's Office as a part of the permanent record.

With regard to the Transient Occupancy Tax, the Town Manager commented that is a fairly low number as it stands now and is the primary reason we have been targeting a hotel. By recruiting a hotel, the Town could drastically increase the revenues just like the Pari-Mutual Tax when Rosie's opened in Town.

With regard to the revenues associated with the Utility Fund, the Town Manager commented most of the revenues are derived from the fees for service, but we did incorporate the rate increases from the study in 2019 so we could take on the additional debt service. The three primary projects to be completed with the new debt are the 3rd Street Lift Station, updating of the SCADA System and the completion of the radio-read meters along with the software. We anticipate receiving some American Rescue Plan Act (ARPA) funds, but those are not incorporated into the budget. These funds will be targeted toward utility projects for the Town, but we do not have all of the information yet.

With regard to the Capital Improvement Plan, the Town Manager commented that the first year CIP totals \$835,000, with \$285,000 being a transfer from current year fund balance and the remaining \$550,000 from the Pari-Mutual Taxes collected from Rosie's.

We are not balancing any of our operating budget with Rosie's funding, which is important should Rosie's take a slight dip throughout the year and it will be easier to back off of capital projects than to reduce staff or eliminate services. In closing, the Town Manager expressed appreciation to the Finance Committee and Staff that assisted in the budget process.

The next item on the agenda was to consider adoption of a Resolution authorizing the Roanoke Valley-Alleghany Regional Commission to amend its Charter to reduce membership requirements. The Town Manager commented that the Regional Commission reached out to the member localities with a request to amend its Charter to reduce the Board membership size from 38 to 30. The request came out of the Commission's 2019 adopted strategic plan. A Restructuring Committee was formed that studied the matter, considered how other Planning District Commissions were organized within the State and recommended two options. After input from the Chief Appointed Officers for each member locality, the draft provided with the agenda is the recommended option.

Council Member Liles made a motion to approve the Resolution as presented; the motion was seconded by Council Member Stovall and carried by the following roll call vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Mullins, Stovall, Grose; Nays (0) – None; Absent (1) - McCarty.

Adopted Resolution No. 2430 authorizing the Roanoke Valley-Alleghany Regional Commission to amend its Charter to reduce membership requirements

The Town Manager first commented on several job openings in the Public Works Department. The Town Manager next expressed appreciation to the Roanoke County Board of Supervisors and their Staff for the financial assistance they have provided on the Gish Mill Project.

Staff has been working with RVTV to put a plan together to allow Council to return to in-person meetings, but still provide a Facebook presence for those who would like to view the meeting live or watch a replay. Equipment will be installed in Council Chambers and Facebook Live provides the closed captioning which meets our ADA requirements. Our goal is to return back to in-person meetings on July 6th.

Under reports from Council Committees, Anne Cantrell provided a report on the Finance Committee which met on May 10, 2021. Ms. Cantrell next reviewed a PowerPoint presentation, which will be on

file in the Town Clerk's Office as a part of the permanent record.

Ms. Cantrell next reviewed a slide showing a breakdown of the General Fund Revenue Forecast ending April 30, 2021. Ms. Cantrell commented that it was originally planned to appropriate along with the PTO Conversion cost approximately \$1.4 million from Fund Balance, but not we are forecasting to only use \$722,994.99. If we excluded our Fund Balance, we would be \$668,976.01 above what was budgeted for the year.

Council Member Stovall made a motion to approve the March 2021 Financial Report as presented; the motion was seconded by Council Member Mullins. Council Member Stovall asked Chief Drumond if the grant would cover both the body-worn cameras and in-car cameras for every vehicle in the Police Department. Chief Drumond responded the grant will only cover a portion of the body-worn cameras. Ms. Cantrell commented that the Police Department will be using Asset Forfeiture Funding to cover the balance so it will not be Town funds. Chief Drumond further commented that both cameras will be installed at the same time and all patrol vehicles will have them. The motion was carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Mullins, Stovall, Grose; Nays (0) – None; Absent (1) - McCarty.

Approved March 2021 Financial Report

The next Committee Report was on the Public Works Committee which met on March 12, 2021. Bo Herndon first commented on the Radio Read Water Meter Installation that Phase I ended in December of 2020 and \$365,000 of the CARES Act funds was used to start the process. Phase II has been pushed back 5-6 months due to delivery of materials. Core & Main has begun the permitting process for the 3rd Street and Camney Lane water tanks for placement of the antennas and have been working with Public Works on meter pits and conditions and assessments of residential areas. Public Works will begin replacing some of the residential meters that are not functioning properly. As of now the completion date for the project is the Summer of 2022.

With regard to the 3rd Street Lift Station, the Certificate to Construct (CTC) certificate application has been submitted to the Department of Environmental Quality (DEQ) and once that is approved we will go through Hurt & Proffitt to assist with the bid process. The

SCADA System upgrade will begin in September. The upgrade will be cloud-based with modem replacements to better communicate with all of the wells and towers and is expected to be completed in May of 2022. The Clearview Drive and Hardy Road Intersection Signalization materials were received this week and installation should start the week of May 24th and be completed by the first week of June.

With regard to paper alleys, Nathan McClung presented information to the Committee and Staff will begin the process of compiling information as to which alleys need to be vacated. The Bulk Refuse numbers have gone up due to Spring cleaning.

Mr. Herndon next made comments and showed a new logo that has been created for the Public Works Department, which is made up of all of the core serves that the Department provides to the Town. It was presented to the Committee and it will used on the Town vehicles, letterhead, uniforms and hats.

The Mayor expressed appreciation to the Town Manager and staff and commented on Police and Public Works Week. The Mayor also welcomed Cody Sexton to Town and expressed appreciation to the Roanoke County Board of Supervisors for their support of the Gish Mill project.

Comments from Council: Council Member Stovall, Council Member Liles and Council Member Mullins commented on the presentation on the budget and expressed appreciation to Roanoke County for their support of the Gish Mill Project. Council Member Liles also commented that Roanoke County assisted with Smart Scale funding for the Town by giving some of their allotted funds back so we can complete some of our projects because theirs would be completed at a later date.

Council Member Liles made a motion to adjourn the Regular Meeting; the motion was seconded by Council Member Mullins and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Mullins, Stovall, Grose; Nays (0) – None; Absent (1) - McCarty. The regular meeting was adjourned at 9:17 p.m.

Meeting adjourned

The next item on the agenda was a work session for further discussion of the Town Manager's Recommended Budget for FY2021-2022. Anne

Cantrell reviewed a PowerPoint presentation, which will be on file in the Town Clerk's Office as a part of the permanent record.

With regard to the Proposed Fee Changes in the Planning & Zoning Department, Council Member Mullins asked what was covered in the fee for the Site Plan Review. Anita McMillan responded it is for the Planning & Zoning and Public Works Staff time to make sure the site plan is meeting the zoning requirements and determine if there are existing water and sewer connections. Roanoke County's charges include the erosion and sediment review fee and for any property that is an acre or more will also include the stormwater fee.

Council Member Liles asked if the proposed Planning & Zoning fees increases would go before the Planning Commission and then back to Council for approval. Ms. Cantrell responded that most of the rate increases are adopted as part of the budget and Council can either approve or not approve them as part of the FY2022 budget. After additional comments, the Town Manager responded the fee increases are consistent with the other fees that are included in the budget and he would recommend these increases based on what our surrounding localities are charging.

After further discussion, Ms. Cantrell commented that the Public Hearing for the budget has been advertised for June 1st and Council adoption will be on June 15th. The Town Manager commented the proposed fee increases can be removed from the proposed budget and can go through the Planning Commission at a later date. We would have to have another Public Hearing to adopt whatever increases Council and the Planning Commission agreed to. Council Member Liles next commented if the public has any questions or objections at the Public Hearing then Council can decide at that point what they want to do. If there are none, then they can be approved with the budget.

The Town Manager further commented that the comparable data from surrounding localities was provided to the Finance Committee and will be placed in the Town Dropbox for Council.

Anita McMillan further commented that a site plan review is not necessary for a single or two family residential, only a zoning permit is required. For a three family, commercial, subdivision, which is five lots

or more, a site plan review is required. Roanoke County does require a site plan review if the property is an acre or more because of the stormwater requirement; additionally, an erosion sediment control plan will be required if the disturbed area is more than 2,500 square feet.

The Work Session concluded at 10:20 p.m.

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, CMC, Town Clerk