

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, JULY 20, 2021, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

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

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  
William Herndon, Public Works Director

**The Mayor called the regular meeting to order** at 6:00 p.m. The Town Clerk called the roll with Council Member Liles, Council Member Mullins, Council Member Stovall, Vice Mayor McCarty and Mayor Grose present.

Roll call

**After a Moment of Silence, Janet Scheid led the** Pledge of Allegiance to the U.S. Flag.

**Under upcoming community events/** announcements, Vice Mayor McCarty announced the following: July 22 – 5:30 p.m. to 8:00 p.m. - National Hammock Day – War Memorial; July 24 – 7-10:00 p.m. - Mingle at the Market with 5 Shades of Grey – Farmers’ Market; August 2 – 6-7:00 p.m. – Burgers & Bootcamp – Farmers’ Market; August 3 – 6-8:00 p.m. – National Night Out - Charles R. Hill Community Center; August 12 – Roanoke County Schools start back in person; August 14 – 7-10:00 p.m. - Mingle at the Market with Adam Rutledge – Farmers’ Market and August 21 – 9-1:00 p.m. – Savvy Events presents Kids Craft – War Memorial.

**Under awards, introductions, presentations and** proclamations, was a Proclamation recognizing Elizabeth “Liz” H. Belcher, Roanoke Valley Greenway Coordinator in her retirement. The Mayor read the Proclamation, made brief comments and presented the framed Proclamation to Ms. Belcher. Janet Scheid, Chair of the Greenway Commission and Anita McMillan also made comments.

Bo Herndon made brief comments concerning assistance provided by Tyler Beard, Andrew Critcher, Kevin Orange and Robert Rowell on June 29<sup>th</sup> to a resident who was having car trouble and presented them each with a Certificate. The Mayor and Council expressed appreciation to them and to all of the Public Works employees.

**The next item on the agenda was a Public Hearing** to consider public comments regarding a proposed amendment to Town of Vinton's FY 2021-2022 budget to accept and appropriate funds in the amount of \$4,204,017 for Federal Funding received from the American Rescue Plan Act (ARPA). The Mayor opened the Public Hearing at 6:21 p.m.

Public Hearing opened

Cody Sexton commented that Council was briefed at their June meeting on the receipt of approximately \$4.2 million from the Federal Government through ARPA. Because this first disbursement occurred in June prior to the beginning of FY2022, Staff is requesting Council to amend the budget to appropriate the \$4,204,017 to the Town's Grant Fund. Even though there are no concrete plans on how the funds will be spent, this will make the funds available in order to give Town Staff and Council the most flexibility when projects are identified. This Public Hearing is required because the amount exceeds one percent (1%) of the total expenditures shown in the currently adopted budget. The second installment of \$4.2 million is expected again next June and the appropriation and budgeting of that installment will be handled during the normal budgeting process for FY2023.

Under public comments, Linda Short of Augusta Avenue, asked if any of the funds would go toward the water lines.

Hearing no further comments, the Public Hearing was closed at 6:24 p.m.

Public Hearing closed

Vice Mayor McCarty made a motion to adopt 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 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Adopted Resolution No. 2442 approving an amendment to Town of Vinton's FY 2021-2022 budget to accept and appropriate funds in the amount of \$4,204,017 for Federal Funding received from the American Rescue Plan Act (ARPA)

**The next item on the agenda was a Public Hearing** to consider public comments regarding a proposed amendment to the Town of Vinton's FY 2021-2022 budget to appropriate funding to cover capital improvement projects and additional position funding in an amount not to exceed \$1,221,139. The Mayor opened the Public Hearing at 6:26 p.m.

Public Hearing opened

Anne Cantrell commented that at the end of FY2021, several capital projects appropriated by Council were incomplete and are expected to be completed in the current fiscal year. Unspent budget appropriations are not automatically rolled forward at the end of the fiscal year and must be taken for official approval and current year budget appropriation. In addition to capital projects, the Town is also requesting additional position funding in the Capital Fund and Utility Fund. This budget transfer does not authorize the positions, but provides a mechanism to fund those positions should they be approved. Council will be briefed on the request for the additional positions during the Town Manager section of this agenda tonight. This Public Hearing is required because the amount exceeds one percent (1%) of the total expenditures shown in the currently adopted budget.

Hearing no comments, the Public Hearing was closed at 6:28 p.m.

Public Hearing closed

Council Member Liles made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Mullins and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Adopted Resolution No. 2443 approving an amendment to the Town of Vinton's FY 2021-2022 budget to appropriate funding to cover capital improvement projects and additional position funding in an amount not to exceed \$1,221,139

**The next item on the agenda was a Public Hearing** to consider public comments regarding proposed Rate Changes for Contractual Police Services for the Vinton Police Department. The Mayor opened the Public Hearing at 6:29 p.m.

Public Hearing Opened

Anne Cantrell commented the Finance Committee reviewed this request from the Police Department. The current rate for contractual services is \$48 per hour and the proposed change would bring the rate to \$52.00 per hour, which would be effective upon the passage of the Resolution. This will bring our rates in line with some of our neighboring

jurisdictions and will help to meet some of the operational expenses associated with having our officers work overtime at events. In response to a question, Chief Drumond commented that recently officers worked the Salem Fair, which was a week and a half event and many times Roanoke County will assist with a Mingle or a parade. Another recent event was the Ironman where multiple jurisdictions with the exception of the City of Salem worked together.

Hearing no further comments, the Public Hearing was closed at 6:30 p.m.

Public Hearing closed

Council Member Mullins made a motion to adopt the Resolution as presented; the motion was seconded by Vice Mayor McCarty and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Adopted Resolution No. 2444 approving Rate Changes for Contractual Police Services for the Vinton Police Department

**The next item on the agenda was a Public Hearing** to consider public comments regarding the proposed conveyance of six parcels of real property located within and adjacent to the intersection of South Pollard Street, Cedar Avenue and 1st Street, identified as Tax Map ID 060.15-06-38.00-0000, 060.15-06-39.00-0000, 060.15-06-40.00-0000, 060.15-06-41.00-0000, 060.15-06-42.00-0000 and 060.15-06-43.00-0000 in the Town of Vinton, upon certain terms and conditions. The Mayor opened the Public Hearing at 6:31 p.m.

Public Hearing opened

The Town Manager commented the Public Hearing is to approve a sales agreement to convey six parcels known as the “hotel site” to a developer to construct a hotel in the Town. This is approximately a six-year project in the making to get to tonight. The Town Manager next reviewed a PowerPoint presentation, which will be on file in the Town Clerk’s Office as a part of the permanent record.

After comments from the Mayor and Council Members expressing excitement for the project and appreciation to all who were involved and hearing no further comments, the Public Hearing was closed at 6:47 p.m.

Public Hearing closed

Council Member Liles made a motion to adopt the Resolution as presented; the motion was seconded by Vice Mayor McCarty and carried by the following

Adopted Resolution No. 2445 approving the conveyance of six parcels of real property located within and adjacent to the

roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

intersection of South Pollard Street, Cedar Avenue and 1st Street, identified as Tax Map ID 060.15-06-38.00-0000, 060.15-06-39.00-0000, 060.15-06-40.00-0000, 060.15-06-41.00-0000, 060.15-06-42.00-0000 and 060.15-06-43.00-0000 in the Town of Vinton, upon certain terms and conditions

**The next item on the agenda was a briefing on the creation of three positions: Police Officer I, Capital Projects Manager, and Utility Clerk.** Cody Sexton first commented that the details of the three positions was included on the Cover Sheet that was a part of the agenda package. The ARPA funds along with some guidance from Council has given Staff the opportunity to take a hard look at the Town's operations and ways to provide a higher level of service to the citizens and the businesses in the community. The Police Officer I position is a restoration of a lost position due to the COVID-19 Pandemic and the ARPA funding allows us to use funding for that position.

With regard to the Capital Projects Manager position, the Town will be receiving \$8.4 million in ARPA funds in addition to a fully-funded seven year Capital Improvement Program (CIP). The creation of this position will give us someone who can dedicate their time to the projects by keeping a watchful eye and helping keep change orders and costs down through that process.

With regard to the Utility Clerk position, utility billing is currently housed in the Finance Department, which both creates the bills and collects on the bills. Moving this function to Public Works will allow for a separation between those two functions. Some staffing reorganization has given us the opportunity to create this position to be housed in the Public Works Department. This position will be checking the meters and looking at all of the bill generating activities and Finance staff would still be collecting on those bills and handling some of the customer service calls.

This item will be brought back to Council at their August 17, 2021 meeting for action. However, any action taken at that meeting to create any of the positions and add to them the Classification Plan would not bind Staff to fill them immediately. They would be filled on a timeline that would meet the

Town's needs in order to accomplish Council and Staff goals.

Linda Short of Augusta Avenue commented from the audience on the cost for the Capital Projects Manager position.

**The next item on the agenda was to consider** adoption of a Resolution authorizing the Town Manager to file an application for the allocation of FY21 Virginia Stormwater Local Assistance Fund (SLAF) grant funds for The Woodland Place Stream Restoration Project. Council was briefed on this matter at their July 6, 2021 meeting.

Council Member Mullins made a motion to adopt 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 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

**The next item on the agenda was to consider** adoption of a Resolution approving a one-time payment of \$3,427.00 to Vinton Baptist Church and authorizing the Town Manager to execute a Parking and Maintenance Contribution Agreement between the Town and Vinton Baptist Church. Council was briefed on this matter at their July 6, 2021 meeting. The Town Manager commented that Staff anticipates doing a similar agreement with Thrasher Memorial United Methodist Church since the Town also partners with them on special events. Council Member Liles asked what the arrangement would be with Thrasher. The Town Manager responded that it would not be a 50/50 share, but something in a good faith gesture. There are multiple events that we do, but their parking lot is used less frequent and has less intensive use than Vinton Baptist.

Council Member Stovall made a motion to adopt the Resolution as presented; the motion was seconded by Council Member Liles and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

**Under reports from Council Committees, Anne** Cantrell provided a report on the Finance Committee which met on July 12, 2021. Ms. Cantrell next reviewed a PowerPoint presentation,

Adopted Resolution No. 2446 authorizing the Town Manager to file an application for the allocation of FY21 Virginia Stormwater Local Assistance Fund (SLAF) grant funds for The Woodland Place Stream Restoration Project

Adopted Resolution No. 2447 approving a one-time payment of \$3,427.00 to Vinton Baptist Church and authorizing the Town Manager to execute a Parking and Maintenance Contribution Agreement between the Town and Vinton Baptist Church

which will be on file in the Town Clerk's Office as a part of the permanent record. The Mayor commented that the Payments Services Network (PSN) provides great options for the convenience of payments and encouraged anyone who has not signed up to consider it. Council Member Liles asked if delinquent bills have decreased. Ms. Cantrell responded they have remained consistent through the Pandemic.

**Council Member Liles made a motion to approve** the May 2021 Financial Report as presented; the motion was seconded by Vice Mayor McCarty and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None.

Approved May 2021 Financial Report

**Under reports from Council Committees, Bo Herndon** provided a report on the Public Works Committee met on July 14, 2021. With regard to paving, Hardy Road down to the time limits has been completed and restriped and he will be getting together some prices with some contractors in August for other paving projects. The bulk volume has picked up, so this week they started running two bulk trucks to keep up with the volume. They will review the process in a few months to see if they can go back to one truck. With regard to recycling, they are now running a third trash truck instead of the truck and trailer. By collecting with the truck, they only have to make a trip to Recycling & Disposal Solutions (RDS) once a month compared to twice a day. This allows the recycling crew to finish the collection earlier and work on other projects.

Mr. Herndon next commented that the Town Attorney is working on some changes to the Ordinance concerning right-of-way mowing and the Committee will discuss it again at their September meeting. With regard to the private stormwater repair and replacement, the Town has come to an agreement with the property owner to give the Town an easement and the Town will take care of the stormwater issue. Staff is now working on getting prices to do the project and then will schedule the work.

Mattern and Craig will be doing some bore samples on Mountain View Road to get a handle on the scope of the project. With regard to the Lift Station

on 3<sup>rd</sup> Street, Hurt & Proffitt is in the bidding process and the SCADA upgrade is a little ahead of schedule. We are on schedule for meter replacements with the completion date estimated to be May of 2022.

With regard to the Lindenwood and Stone Acres Utility projects that we may be able to do with ARPA funds, the estimate for Lindenwood is approximately a \$4 million and for Stone Acres is approximately a \$1.1 million. We have also discussed some projects within the Town limits.

Council Member Liles asked if street lights could be placed on Hardy Road.

**Council made comments on the recognition of** Liz Belcher and her work on the Greenway, the recognition of Public Works employees, the hotel project, the upcoming National Night Out, the new businesses that are coming to the Town and expressed appreciation to Town Staff for all of their hard work.

**The Mayor made comments on the Public Works** recognition, the recycling and expressed sympathy to the families of Bobby Semones and Rodney Patsel.

**The Town Clerk reminded everyone that Council** and Staff would be attending the National Night Out Event on August 3<sup>rd</sup> in lieu of the regular Council meeting.

**Council Member Mullins made a motion to** adjourn the meeting; the motion was seconded by Vice Mayor McCarty and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Liles, Mullins, Stovall, McCarty, Grose; Nays (0) – None. The meeting was adjourned at 7:27 p.m.

Meeting adjourned

APPROVED:



Bradley E. Grose, Mayor

ATTEST:



Susan N. Johnson, CMC, Town Clerk