

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, AUGUST 16, 2022, 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
Michael W. Stovall

MEMBERS ABSENT: Laurie J. Mullins

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

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

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, Vice Mayor McCarty announced
the following: August 16 – PAR Mobile Golf set up;
every Wednesday – 6:30 p.m. – Bingo; every
Thursday – 6:30 p.m. – Trivia – August 20 – 6:30
p.m. - music by Jody Ensor – all at Twin Creeks
Brewery; August 19 - 8:00 p.m. – music by Star
City SWAG and August 20 – 8:00 p.m. – music by
Vinyl Nation – all at Rosie’s; August 20 – 3:00-7:00
p.m. – last of the Season Cruise-In – Farmers’
Market; August 21 – 1:00-6:00 p.m. – “Sunday fun
day” Vinton Palooza sponsored by the Vinton Area
Chamber of Commerce - Vinton War Memorial;
August 27 – 8:00 a.m.-1:00 p.m. – benefit yard
sale – Vinton History Museum; August 27 – 7:00-
10:00 p.m. – Mingle at the Market with Fuzzy Logic
– Farmers’ Market and ice hockey starts next
month.

Vice Mayor McCarty made a motion to approve
the Consent Agenda as presented; the motion was
seconded by Council Member Liles and carried by

the following vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Stovall, McCarty, Grose; Nays (0) – None; Absent (1) - Mullins.

Approved minutes of the Regular Meeting of July 19, 2022

Under awards, introductions, presentations and proclamations, Chief Drumond first commented on the Promotions event that was held prior to the Council Meeting and then announced the following Police Department transfers and promotions: William Holland to Community Resource Officer; a detective to the Task Force; Justin Baker to Detective in Criminal Investigations; Detective Corporal Silas Chapman to Criminal Investigations; Christopher Shively to Corporal and Brandon Alterio, Andrew O. Connor and Jeremy Shrewsbury to Sergeants. The presentation was followed by comments from the Mayor and Members of Council.

The next item on the agenda was the recognition of Town Staff who assisted in the D&R Music Fire. The Town Manager first commented that on July 2, 2022, the Town experienced a tragic event in the loss of D&R Music to a fire and on August 2, 2022, a recognition event was held for the Fire Departments first responders. The Town Manager next recognized the following members of Town Staff: Administration - Cody Sexton and Donna Collins; Community Programs - Chasity Barbour; Police - Chief Drumond, Detective Corporal Chapman, Sergeant O'Conner, Officer Settles and Officer Clark and Public Works - Bo Herndon, Jason Davison, Jimmy Brown, Banks Bradford and Kevin Orange. Following the recognition, comments were made by the Mayor.

Under citizens' comments and petitions, Debra Brogan expressed concerns about the manner in which a telephone call she had made regarding taxes was handled by the Finance Department. Ms. Brogan next expressed concerns about the recent proposal to reduce Washington Avenue from a four-lane to a two-lane highway, the addition of bike lanes and a roundabout at the Hardy/By-Pass intersection. Mr. Brogan indicated that she and her husband had both met with the Town Manager who explained in detail about the proposals, but she felt that the citizens were not being well informed and given complete information before proposals are published and they need to be offered more opportunities to give their input.

The Mayor first commented that even with all of the social media, there are still challenges with communication. Council wants citizen input and the policies that Council provides oversight and direction on often come from ideas provided by citizens and developers. The streets are busy, but that is not going to get any better as Bedford County, East Roanoke County and even Smith Mountain Lake continue to develop. We have to look at where the Town is now and plan for what needs to be done tomorrow, next year, five years or ten years from now. The Mayor next recognized Richard Brogan and Joan Drewery who were also present at the meeting.

Council Member Liles commented that Council has tried to keep citizens informed through streaming the meetings on Facebook live. When we look at planning for the future, we do not look at how it affects one or two people, you look 15 or more years down the road and how it will affect the entire Town. Council Member Liles next commented in support of the roundabout and the project on Washington Avenue and that it is about the future, the flow of traffic and how we can attract people to not go through, but come to the Town. .

Vice Mayor McCarty expressed appreciation to Ms. Brogan for her attendance and for meeting with the Town Manager. The best place to be informed is at a Council meeting or watching it on Facebook. Studies have been done on roundabouts and we have to look at all different avenues for the future to benefit the Town and the citizens. Your comments will be taken into consideration and she encouraged anyone else to attend a Council meeting.

Council Member Stovall commented on that the purpose of a roundabout is to move traffic. We want to be a “go to” Town and that is the reason for looking at reducing Washington Avenue from four lanes to two lanes. Council and Staff rely on people in the transportation field to come to us and let us know what needs to happen to accomplish this goal.

The next item on the agenda was the consideration of public comments concerning the proposed amendment to the Town of Vinton’s FY 2022-2023 budget to appropriate funding for milling and paving, pavement striping and marking, Walnut Avenue Bike/Pedestrian Accommodations Project from 5th Street to the Town’s West Limits,

ARPA funds, Garthright Bridge improvements, Greenway Project and Gish Mill Redevelopment Project in the total amount of \$5,531,134.80 in the General Fund, Grant Fund, Capital Fund and Stormwater Fund. The Mayor opened the Public Hearing at 6:44 p.m.

Public Hearing Opened

Cody Sexton first commented with the close of the recent fiscal year on June 30th, it is customary for local governments as previous year's appropriations for projects expired to undergo a process of roll-overs or re-appropriations for projects that either did not get completed or those that funding were deliberately spread across fiscal years. The pavement striping and marking, Walnut Avenue Bike/Pedestrian Accommodations from 5th Street to the Town's West Limits, Garthright Bridge improvements, Phase 2B of the Glade Creek Greenway, Gish Mill Redevelopment and stormwater project behind the Woodland Place off of Niagara Road are the projects that were funded in the previous fiscal year and are having their funding roll forward into the current fiscal year. The projects with funding split across fiscal years are the annual milling and paving, the payments of American Rescue Plan Act (ARPA) funds to the Western Virginia Water Authority (WVWA) for projects in the Town's utility service area and the replacement of three signals along Hardy Road.

In response to a question from Council Member Liles on how long we have been working on the Walnut Avenue project, Ms. McMillan responded at least six years and Council Member Liles commented he is glad to see that project moving forward. With regard to the Greenway Project, he asked if we are still working with Norfolk and Southern. Ms. McMillan responded this is the section from Gearhart Park to Walnut Avenue which will go under the railroad and will complete the Greenway from PFG to Gus Nicks Boulevard.

Hearing no further comments, the Mayor closed the Public Hearing at 6:55 p.m.

Public Hearing Closed

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

Adopted Resolution No. 2509 amending the Town of Vinton's FY 2022-2023 budget to appropriate funding for milling and paving, pavement striping and marking, Walnut Avenue Bike/Pedestrian Accommodations Project from 5th Street to the Town's West Limits, ARPA funds, Garthright Bridge improvements, Greenway Project and Gish Mill Redevelopment Project in the total amount of \$5,531,134.80 in the General

The next item on the agenda was an update on Capital Improvement Projects. The Town Manager made opening comments and then turned the meeting over to Jamie Hurt. With regard to the Walnut Avenue Parking Lot project, Mr. Hurt commented he is working with Hughes and Associates for the design and engineering work. Currently they are doing the topographic survey, which should be completed within the next two weeks. The project is proposed to be put out to bid in late February 2023 with an estimated completion date of June 2023. Mr. Hurt commented this is the parking lot located at 7 Walnut Avenue (the McClung property) and the target is 100-130 parking spaces.

With regard to the Community Park Development at the former pool site, this project is in the conceptual design phase in partnership with Hill Studio. A myriad of different uses and amenities have been discussed that could possibly go there and the design should be completed soon and will be presented to Council.

Mr. Hurt next commented as we strive to be good stewards of the War Memorial and the campus that surrounds it, he has been working on a facility assessment. The purpose of the assessment is to develop a baseline of the current condition of the War Memorial. It appears to be in good shape for a facility of its age and from his experience, most maintenance problems or issues can be planned for. The assessment will help to charter the future and make sure we are doing a good job in maintaining the War Memorial.

Mr. Hurt next commented Council was provided a handout that outlined some of the current conditions. Our Public Works staff have already addressed some of the items in the report such as the drainage issue and they are planning to make some walkway improvements leading up to and in front of the War Memorial in the Fall. Council Member Liles asked if the plan was to put concrete back for the walkway. Mr. Hurt responded they will be removing the concrete that is there and replacement. Council Member Liles next asked if they were considering any other type of product that might work better and last longer. Mr. Hurt responded that they could look at other options and he felt that some drainage issues that have

been corrected probably contributed to the cracking of the current walkway.

The next item on the agenda was to consider adoption of a Resolution awarding a construction bid and authorizing the Town Manager to execute a contract with Jones Road & Bridge, Inc. (formerly Boring Contractors, Inc.), in the amount of \$1,456,207.41 for the construction of the Walnut Avenue Bike/Pedestrian Accommodations Project from 5th Street to the Town's West Limits.

Anita McMillan commented that this project was sent out for bid twice because with Virginia Department of Transportation funding (VDOT), when the lowest bid is more than \$600,000 over budget, it has to be rebid. On the second bid, the lowest bidder was Jones Road & Bridge, Inc. (formerly Boring Contractors, Inc.). Once the Resolution is approved, the contract can be awarded. A pre-construction meeting is scheduled for Thursday, August 18, 2022. If they can get started, they are hoping to have the project completed no later than Spring of 2023.

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 vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Stovall, McCarty, Grose; Nays (0) – None; Absent (1) - Mullins.

The next item on the agenda was to consider adoption of a Resolution awarding a Professional Engineering, Construction Engineering, Management, and Inspection Services Contract and authorizing the Town Manager to execute the contract with Wetland Studies and Solutions, Inc. (WSSI), for the Woodland Place Stream Restoration Project. Anita McMillan commented this project will fix the drainage issue we have along Niagara Road and Woodland Place and will also meet the Municipal Separate Storm Sewer System (MS4) Permit Total Maximum Daily Load requirement for Sediment. The selected firm for the project was WSSI and once the Resolution is approved, we will issue the notice of award.

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 vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Stovall, McCarty, Grose; Nays (0) – None; Absent (1) - Mullins.

Adopted Resolution No. 2510 awarding a construction bid and authorizing the Town Manager to execute a contract with Jones Road & Bridge, Inc. (formerly Boring Contractors, Inc.), in the amount of \$1,456,207.41 for the construction of the Walnut Avenue Bike/Pedestrian Accommodations Project from 5th Street to the Town's West Limits

Adopted Resolution No. 2511 awarding a Professional Engineering, Construction Engineering, Management, and Inspection Services Contract and authorizing the Town Manager to execute the contract with Wetland Studies and Solutions, Inc. (WSSI), for the Woodland Place Stream Restoration Project

The next item on the agenda was to consider adoption of a Resolution accepting the Assignments of Rights of the following real estate Tax Parcel Nos. 060.15-07-17.00-0000, 060.15-07-52.00-0000, and 060.15-06-06.00-0000, located in the Town of Vinton, and authorizing the exercise of the Assignments and closing on the necessary portions of the properties along Walnut Avenue for the Walnut Avenue Bicycle and Pedestrian Accommodations Project from 1st Street to W. Lee Avenue.

Anita McMillan commented that staff has negotiated with the three property owners for the portions of the right right-of-way. The Town Attorney commented that the revised Resolution, which has been provided to Council is to clarify the documents that are being approved. Two of the properties are subject to a deed where there is a fee simple being granted to the Town along with the construction easements and for the Church, there is just an agreement for a construction easement.

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

Ms. McMillan further commented that the plan is to advertise for construction for this Phase no later than October and the goal is to have it completed by April 2023. The Town Manager commented that although there are some aesthetic components to improve our gateway to our residents and businesses, but the functionality is to interconnect our downtown to the greenway system of the entire Roanoke Valley. By providing dedicated bike lanes, it will also make it safer for vehicles to use this corridor and to accommodate pedestrians.

The next item on the agenda was to consider adoption of a Resolution awarding a bid and authorizing the Town Manager to execute a contract with Burleigh Construction Co, Inc. in the amount of \$421,065.00 for the Bridge Rehabilitation - Garthright Bridge (Gus Nicks Blvd) over NS Railroad. Bo Herndon commented the Town contracted with Mattern & Craig, Inc. to assist with coordination of the bid process and oversight of the project. There was a bid opening

Adopted Resolution No. 2512, as revised, accepting the Assignments of Rights of the following real estate Tax Parcel Nos. 060.15-07-17.00-0000, 060.15-07-52.00-0000, and 060.15-06-06.00-0000, located in the Town of Vinton, and authorizing the exercise of the Assignments and closing on the necessary portions of the properties along Walnut Avenue for the Walnut Avenue Bicycle and Pedestrian Accommodations Project from 1st Street to W. Lee Avenue

on July 15, 2022 and the winning bid came in at \$495,565.00. Since both bids came in over budget, Staff negotiated the traffic control portion of the bid with Burleigh, which brought it down to \$421,065.00. The Town Manager commented that this is a preventative maintenance project and with an additional one that we have planned in an outlying year in the CIP will prolong the life of the bridge approximately another 50 years.

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 vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Stovall, McCarty, Grose; Nays (0) – None; Absent (1) - Mullins.

The next item on the agenda was to consider adoption of a Resolution appointing Andrew Keen, Finance Director as the new Deputy Town Treasurer. Code Sexton commented that Lydia Verdillo, the current Assistant Finance Director and Deputy Town Treasurer will be retiring on August 31, 2022. Staff is recommending that we appoint Andrew Keen, our Finance Director, as the Deputy Town Treasurer effective September 1, 2022.

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

Council Member Stovall asked if there are plans to fill Ms. Verdillo's position. Mr. Sexton responded that prior to Mr. Keen's arrival there were discussions about the position. Mr. Keen is in the process of identifying where the needs are in his department. We are anticipating advertising for a position in the Finance Office within the next couple of weeks.

The next item on the agenda was to consider approval of the May 31, 2022 Financial Report. Cody Sexton first commented that we are coming to the end of our accrual period for the audit. The General Fund revenues are running very strong at \$780,000 better than what we anticipated which is mostly due to the May tax collections of personal property and bank stock. We also had very strong revenue receipts in meals, pari-mutuel and sales taxes.

Adopted Resolution No. 2513 awarding a bid and authorizing the Town Manager to execute a contract with Burleigh Construction Co, Inc. in the amount of \$421,065.00 for the Bridge Rehabilitation - Garthright Bridge (Gus Nicks Blvd) over NS Railroad

Adopted Resolution No. 2514 appointing Andrew Keen, Finance Director as the new Deputy Town Treasurer

With regard to expenditures in the General Fund, they are running \$928,341 under where we would have expected them to be. All the credit is given to the department heads and managers who are very prudent in their operations and have held off on doing projects until they are ready to move forward to completion.

In the Utility Fund the revenues are running \$475,167 better than anticipated and even though the expenditures are over where we expected them to be, a number of those expenditures are due to bond projects for the meter replacement and the 3rd Street Sewer Lift Station projects. All indications are they should be back on track when the FY22 fiscal year closes.

The Grant, Capital and Stormwater Funds are very healthy, which are all project driven funds that we do not use until ready to move a project forward. By not doing those projects in the previous fiscal year, that gave us the ability to roll the money forward to do those projects in FY23.

With regard to cash, the total cash as of this report was \$11.3 million with General Fund at \$3.5 million with a decent increase mostly due to personal property tax and bank stock tax collection. There was an increase in the Utility Fund cash during that time due to the collection and reimbursement from bond proceeds. We have \$4.4 million in restricted cash and \$3.3 million of investments.

Council Member Liles made a motion to approve the May 31, 2022 Financial Report as presented; the motion was seconded by Council Member Stovall and carried by the following vote, with all members voting: Vote 4-0; Yeas (4) – Liles, Stovall, McCarty, Grose; Nays (0) – None; Absent (1) - Mullins.

Approved the May 31, 2022 Financial Report

The Town Manager gave an update on the Gish Mill project and commented that since February 2022 they have been doing shoring up the foundation of the structure and restoring the streambank so that it will prevent future water damage to the structure. Now that we have completed that grant, the closing date to transfer the property to the new owner is September 6, 2022. The next phase will be renovating the visual piece of the structure rather than the substructure.

With regard to the hotel, we are in the process of getting some utilities relocated. The project is still

on track, but has been slightly delayed due to costs having escalated for materials and labor since we originally negotiated the project. There is a slight gap in the funding required by the investor and the developer outside of what they are getting in traditional financing. Some work is being done behind the scenes to encourage and invite some additional investors into the project to get that underway.

Town staff has been very involved in conversations with the owners of D&R Music and the other surrounding properties. We have been seeking additional grants from the State to assist them with environmental assessments and planning grants for future design of restoring or rebuilding those structures. Also, Public Works has been working with the demo contractors and owners to close roads when necessary to make safe space for the operators of the equipment. A couple of additional structures are planning to be taken down in the coming week and we will be posting that information on social media.

The Virginia Individual Development Accounts (VIDA) grant of \$200,000 that we partnered with The Advancement Foundation, which was to provide a small savings account to members of the community who participated in financial education seminars. Individuals that generated \$500 in savings and attended the seminars were given an additional \$4,000 from the grant to start a business or purchase a home. All of the \$200,000 has been expended and the grant assisted 37 individuals. Not all of them were in Vinton since it was opened to three county jurisdictions, but there were quite a few from Roanoke County and Vinton.

We have expended just shy of \$250,000 of the Brownfields EPA Assessment \$300,000 grant, which provided for environmental assessments on under-utilized and underperforming properties. The Gish Mill project was a beneficiary of the grant as well as the hotel properties. We are nearing completion of the three year cycle, but have asked for a six-month extension as we are completing the final phase of the assessments on the dry cleaner site that is adjacent to the hotel. We do anticipate applying for another round of EPA funds in the Fall of 2023.

Under Reports from Committees, Bo Herndon gave a report from the Public Works Committee that met on July 27, 2022. Mr. Herndon first

commented that the Committee discussed the current chicken ordinance, which requires a \$35 annual permit fee with a limit of six chickens per acre of land. The Committee recommended going to a \$25 one-time fee and no required lot size. The item will have to go through Planning Commission.

The signal lights should be installed by the end of August and a meeting with the contractor will be held on Thursday to discuss the synchronization of the lights. With regard to the Hardy Road Street lights from Bypass Road to the Town limits by the Greenway, there will be 17 lights installed and we have placed the order and we are looking at 6-8 weeks before installation.

With regard to Mountain View Road, we are still reviewing the boring samples, but will be doing some paving of both lanes from Chalon Circle to the Town limits and approximately 1,300 feet at Ramada Road. A pre-construction meeting will be held within the next couple of weeks for the Garthright Bridge repair and anticipate the project to begin the first of October. The work will be done at night, but traffic control will stay in place throughout the day. At certain times, there will be two lanes open as you go out Town and one lane open as you come into Town, but that will change as the project moves forward. The goal is to complete the project in 60 days depending on weather and other factors.

Mr. Herndon next commented the on the utility transfer to the Western Virginia Water Authority has gone well and Public Works has received nominal calls. With regard to striping, Mr. Herndon has met with the contractor and the plan is for the work to be done in September. The goal is to then get on a two-year cycle.

Mr. Herndon next reviewed a PowerPoint presentation on the upcoming paving schedule, which will be on file in the Town Clerk's Office as part of the permanent record. Mr. Herndon commented that in order to save costs, they are paving in one or two close neighborhoods so the contractor will not charge for moving the equipment. Council Member Liles commented on the gas lines replacement project being done by Roanoke Gas and asked if they will go back and repave. In response, Mr. Herndon commented that he attends a quarterly Utility Coordinator meeting of representatives from all of the utilities in the Roanoke Valley and receives a list of projects.

He built the paving schedule outside of these projects so they are not coming in and tearing up what we just paved. The Town Manager commented as the gas lines are being replaced those streets will be more highly prioritized in next year's paving schedule. The Town Manager next commented that based on an analysis of our 88 lane miles, we are between 40-45% of our roads having been paved in the last five years, including this year. We have made some serious investments as revenues have allowed us to invest in our paving and are approaching 50%. If we can maintain that type of schedule over the next five or six years, we can get every lane mile paved. Mr. Herndon further commented that the asphalt contractors say you should pave every 10-15 years. Based on an assessment done six years ago, it was going to cost \$17,000,000 to get our roads back to a ranking of good.

Mr. Herndon next reviewed a PowerPoint presentation on the Storm Drain Projects on North Maple Street and Madison Avenue at North Pollard Street that were done by Public Works employees, which will be on file in the Town Clerk's Office as part of the permanent record. Mr. Herndon commented that in the past when there was a water break, they had to stop their project. If we were still under that restraint this project probably would have taken 12 weeks with increased costs. If we would have had to contract this project out, the cost would have doubled.

Comments from Council: Vice Mayor McCarty commented that Big Belly Pizza and Dogwood Restaurant were her restaurant shout-outs.

The Mayor commented on the success of National Night Out and the Police Promotions event. The Mayor next read a letter from Molly Harlow with the Virginia Institute of Government at the Weldon Cooper Center for Public Service regarding the Town Manager's completion of the 2022 Senior Executive Institute Program.

Council Member Liles 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 4-0; Yeas (4) – Liles, Stovall, McCarty, Grose; Nays (0) – None; Absent (1) – Mullins. The meeting was adjourned at 8:12 p.m.

Meeting adjourned

APPROVED:

Bradley E. Grose

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson

Susan N. Johnson, CMC, Town Clerk