

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, OCTOBER 4, 2022, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

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
Andrew Keen, Finance Director
Fabricio Drumond, Police Chief
Tim Lawless, Deputy Police Chief
Brandon Hill, Police Services Administrator
Anita McMillan, Planning & Zoning Director
Nathan McClung, Assistant Planning & Zoning Director
Donna Collins, Human Resources/Risk Management Director
Chasity Barbour, Community Programs & Facilities Director

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

Roll call

After a Moment of Silence, Chasity Barbour led the Pledge of Allegiance to the U.S. Flag.

Under requests to postpone, add to or change the order of agenda items, the Town Manager requested to remove Item 1 under Section G, Awards, Introductions, Presentations and Proclamations due to the fact that Quincy Randolph was not able to attend the meeting.

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.

Approved minutes of the Regular Meeting of September 6, 2022

Under awards, introductions, presentations and proclamations, the next item on the agenda was the recognition of the Vinton Police Department for receiving re-accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). Chief Drumond first commented that this

is the 6th award of accreditation for the Department and after additional comments, turned the meeting over to Deputy Chief Lawless.

Deputy Chief Lawless read prepared notes explaining the accreditation process and why it is important and then recognized the Department's Accreditation Manager, Brandon Hill. Mr. Hill was responsible for maintaining all of the 764 files and making sure the Department was in compliance with all standards. Mr. Hill completed the task flawlessly while also serving as the Department's Records Manager. Deputy Chief Lawless further commented on Mr. Hill's experience in the accreditation community, his rating as a Senior Accessor and how he is quickly progressing to meet the Standards of a Master Accessor.

Chief Drumond next commented that the Department had a perfect score, which is extremely difficult to achieve and showed the plaque that was presented to the Department. After comments from Council Members and the Mayor, Mr. Hill made closing comments.

Chief Drumond also commented on a flyer that was provided to Council on the "Honor the Fallen" program. The Officers will be growing facial hair for the month of October and will be donating money to the First Responders Children Foundation.

The next item on the agenda was the update on the Community Programs marketing outreach. Chasity Barbour first announced the following events: October 8 – 10:00 a.m.- 4:00 p.m. – Fall Festival - Downtown; October 14 – 7:30 p.m. – VT v. West Virginia Hockey and October 15 – 7:30 p.m. – VT v. George Washington – both at Lancer Lot and Wednesdays – 6:30 p.m. - Bingo; Thursdays – 6:30 p.m. - Trivia; October 8 – 4:00-10:00 p.m. – Rocktoberfest - all at Twin Creeks Brewery.

Ms. Barbour next commented on the War Memorial's participation in the recent Career Quest sponsored by Virginia Career Works in conjunction with the Roanoke Regional Partnership, where she taught 4,000 Seventh Graders table etiquette. She has signed up for the Spring event for Tenth Graders and has invited the Police and Public Works Departments to participate.

Ms. Barbour further commented on a two-day remote seminar on Balancing Leadership that she

participated in through UVA; her current role in Leadership Roanoke Valley and her participation in the Smith Mountain Lake Leadership Academy for 2022; the success of the "All Things in Vinton" produced by RVTV and a recent speaking engagement at Ferrum College on Growth Mindset. She has also been studying the DiSC assessment and is certified to teach a two-hour class.

The next item on the agenda was a briefing on the Town's Annual Recertification as a Class 8 Community Rating System (CRS) community. Nathan McClung commented that annually the Town has to recertify with the National Flood Insurance Program (NFIP). The NFIP is authorized by the Federal government and communities that want to allow their private property owners to have flood insurance have to participate in the program. The incentive is that the policy holders within our community that live within a flood plain can get a 10% discount on their flood insurance policies and residents living outside the special flood hazard area can get a 5% discount as well.

Mr. McClung next commented on the statistics on the Cover Sheet and indicated that anyone can contact the Planning & Zoning Department to receive information about their property as it relates to floodplains, mitigating risks and any potential grants that they may be able to apply for.

In response to a question from the Mayor if the discounts happen automatically or do individuals have to ask their agent about the discount, Mr. McClung commented that they would need to ask their agent.

The next item on the agenda was a briefing on the Town of Vinton Comprehensive Plan Amendment to Adopt and Incorporate by Reference the 2022 Town of Vinton Route 24 Bike/Ped Plan. Nathan McClung commented that this Plan was funded through the Office of Intermodal Planning and Investment (OIPI) Grant and was completed in May of 2022. The next step in the process is to adopt and incorporate the Plan by reference to our current Comprehensive Plan. Examples of other plans that have been completed and adopted by reference are the 2018 Roanoke Valley Greenway Plan, the 2019 UDA Downtown Public Realm Design Guidelines and Action Plan.

It is important to adopt a plan into the Comprehensive Plan to solidify the efforts and recommendations of the Steering Committees, the public and Town Staff that participated in those efforts and more importantly when we apply for future VDOT, State and Federal Grants, the number one checkbox to meet is to ensure it is already in a local or regional plan.

Mr. McClung next commented that there are tools that can be utilized in different parts of the Town and project recommendations that we could implement in certain corridors. Although we would like to see a lot of the project recommendations incorporated over time, we are not tying ourselves to any type of timeline by adopting this plan, but ensuring it is incorporated in the Comprehensive Plan to refer back to in the future when we have a project we can apply for grant funds.

The Planning Commission will hold at Work Session and Public Hearing on November 3, 2022 followed by a Work Session and Public Hearing at the November 15, 2022 Council meeting.

The next item on the agenda was to consider adoption of a Resolution authorizing the Town Manager to execute current and future agreements and any modifications with the Virginia Department of Transportation (VDOT) for road system enhancements. Anita McMillan commented that Council adopted a similar Resolution in 2018 and it has to be done every four years. Every project that requires an agreement to be signed by VDOT and the Town.

Currently we have five projects, one under construction, two that are getting ready to be advertised and two that are at 60% design. Also, we hope within a year to begin preliminary engineering for Phase III of the Glade Creek Greenway which is from Trailhead Parking off of Gus Nicks Boulevard to Vinyard Park and is already funded.

Council Member Stovall made a motion to approve the Resolution 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, Mullins, Stovall, Grose; Nays (0) – None; Absent (1) - McCarty.

The next item on the agenda was to consider adoption of a Resolution approving a new

Adopted Resolution No. 2516 authorizing the Town Manager to execute current and future agreements and any modifications with the Virginia Department of Transportation (VDOT) for road system enhancements

Purchasing Policy and Procedures. Andrew Keen first commented this Resolution is to approve an increase in some of the spending limits in our current policy, specifically in the areas of large purchases and professional services. Through conversations with our Planning & Zoning Director and Capital Projects Manager, we found that with some of the supply chain issues that have come along with the pandemic and the inability to find contractors for some projects, there is a need to increase the limits of our professional services to the maximum that the State allows, which is \$80,000 without the necessity of a formal Request for Proposal (RFP). When our most recent purchasing policy was adopted the maximum limit allowed by the State was \$30,000.

The recommended changes to the current policy are under Section 2. Large Purchases, to increase the professional services from \$30,000 to \$80,000 and under Section 3, Professional Services from \$10,000.01 and \$30,000 to \$20,000 and \$80,000. This will allow the Town Manager to approve these expenses up to this limit.

Council Member Mullins made a motion to approve 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, Mullins, Stovall, Grose; Nays (0) – None; Absent (1) - McCarty.

The Town Attorney commented that Council has the opportunity to raise the goods and services to \$200,000 from the \$100,000 in the current policy. However, the Town Manager has indicated that staff is not recommending that increase at this time.

The Town Manager expressed appreciation to Nathan McClung on the CSR Recertification and recognized Anita McMillan for her recent accomplishment to submit the MS4-Permit.

The Town Manager next commented that Donna Collins recently applied and received two grants through VRSA--one for approximately \$5,000 to attend a LEAD Program through the Virginia Institute of Government, which is a similar program to the SEI Program that he completed this year and the other grant was for \$4,000 to purchase two large ceiling fans that will go in our Public Works garage bay.

Adopted Resolution No. 2517 approving a new Purchasing Policy and Procedures

The Town Manager also complimented the Police Department for their accreditation and perfect score and Chasity Barbour on her presentation.

Under reports from Council Committees, Andrew Keen first commented that the Finance Committee met on September 14, 2022. The Committee reviewed the item regarding the changes to the current Purchasing Policy that was approved by Council earlier in the meeting.

With regard to the preliminary June 30, 2022 Financial Report, the year ended in a positive cash position with total unrestricted cash available in the General Fund just shy of \$4 million at \$3.8 million and we started the year at \$2.3 million. Total investments, which include a variety of money markets and other investments totals \$3.325 million which is also very strong.

Over the course of the year, the General Fund revenue budget was amended several times to take into account the excess revenue that we were receiving across the board in all areas to include meals, sales, personal property, real estate and cigarette taxes. Even with the three budget amendments, the General Fund still exceeded what was budgeted by \$300,000.

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In June, there was a \$1.2 million expense deficit. With the \$1 million being rolled over in August for the paving project, this leaves approximately \$200,000 in true expense savings that can be attributed to personnel savings and good general use of Town funds.

The Utility Fund is still remaining open to assist with the closure at the end of the year and any of those funds remaining will be rolled over into the Capital Fund for future capital projects. Expenses in the Utility Fund came in less than budgeted for the year.

Council Member Stovall made a motion to approve the June 30, 2022 Preliminary Financial Report 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.

Approved June 30, 2022 preliminary Financial Report

Council Members commented on the recent Transportation Workshop and Tour, the presentations given tonight, the new businesses

coming into Town, the recent paving and positive feedback from citizens on the new lights on Hardy Road.

The Mayor commented on the Transportation Workshop and Tour, reminded everyone of the Fall Festival this coming Saturday and expressed appreciation to the Vinton Baptist Church for sending pictures that the kids had drawn of services provided in the Town. The Mayor then announced that it was Debbie Adams' birthday and everyone sand Happy Birthday to her.

Council Member Liles made a motion to adjourn the 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 meeting was adjourned at 7:24 p.m.


Meeting adjourned

APPROVED:



Bradley E. Grose, Mayor

ATTEST:


Susan N. Johnson, CMC, Town Clerk