

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 7:00 P.M. ON TUESDAY, APRIL 19, 2011, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor  
Robert R. Altice  
Carolyn D. Fidler  
Matthew S. Hare  
William W. Nance

STAFF PRESENT: Chris Lawrence, Town Manager  
Consuella Caudill, Assistant Town Manager  
Elizabeth Dillon, Town Attorney  
Darleen R. Bailey, Town Clerk  
Michael Kennedy, Public Works Director  
Stephanie Dearing, Human Resources Manager  
Herb Cooley, Police Chief  
Mary Beth Layman, Special Programs Director  
Lauren Hodges, Facilities Manager  
Ben Cook, Police Captain  
Joey Hiner, Assistant Public Works Director

Agenda

- A. 6:00 P.M. - Roll Call and Establishment of a Quorum
- B. CLOSED MEETING
  - 1. Request to Convene in a Closed Meeting Pursuant to § 2.2-3711 (A) 3 – Discussion or consideration of the acquisition of real property for a public purpose or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body
- C. 6:30 P.M. – Reception – Dedication of Plaque in Honor of William E. Obenchain, Jr.
- D. 7:00 P.M. –Reconvene and Adopt Certification of Closed Meeting
- E. INVOCATION
- F. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG
- G. DEDICATION OF PLAQUE IN COUNCIL CHAMBERS HONORING WILLIAM E. OBENCHAIN, JR.
- H. CONSENT AGENDA
  - 1. Request to Approve Minutes for March 15, 2011 Regular Meeting
- I. AWARDS, RECOGNITIONS, PRESENTATIONS
  - 1. Budget Presentations
    - a. Vinton Volunteer Fire Department
    - b. Vinton First Aid Crew
    - c. Vinton Area Chamber of Commerce
    - d. Vinton Dogwood Festival
    - e. Vinton Historical Society
    - f. Roanoke Valley Television
  - 2. Proclamation – National Drinking Water Week
  - 3. Recognition of Police Officer of the Month for March 2011 – Officer Paul “Matt” Harris

- J. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda
  - K. TOWN ATTORNEY
  - L. TOWN MANAGER
    - 1. Request to Consider Approval of Roanoke Valley Resource Authority Budget for FY 2011 - 2012– Resolution No. 1913
    - 2. Request to Award Bid for Firehouse Roof Replacement – Resolution No. 1914
    - 3. Consideration of Request to Allocate Additional Funding for Paving Program – Resolution No. 1915
  - M. MAYOR
  - N. COUNCIL
  - O. ADJOURNMENT
- WORK SESSION
- 1. Report on Census Data – Matt Miller, Roanoke Valley Alleghany Regional Commission
  - 2. War Memorial Update
  - 3. Presentation of Proposed Budget for FY 2011/2012

Mayor Grose called the regular meeting to order at 6:00 p.m. Following roll call, Vice Mayor Fidler moved to convene in a closed meeting pursuant to Section 2.2-3711 (A) (3) of the Code of Virginia, as amended, for discussion or consideration of the acquisition of real property for a public purpose. The motion was seconded by Mr. Hare and passed with all in favor. At 7:00 p.m., the regular meeting convened. The Town Manager read the Certification that the closed meeting was held in conformance with the Virginia State Code, as amended. Mr. Nance moved to approve the certification and the Vice Mayor seconded the motion that passed unanimously with all in favor.

Roll call, request to convene into a closed meeting, reconvene into regular meeting, adoption of Certification, invocation and Pledge of Allegiance to U.S. Flag.

Rev. Bill Booth, Pastor of Vinton Baptist Church, gave the invocation and Mr. Altice led the Pledge of Allegiance to the U.S. Flag.

Following the invocation, a dedication ceremony was held to honor the placement of a plaque in memory of the late William E. (Billy) Obenchain, Jr, who served on Town Council from 1994 until his death on December 23, 2009, as a Council Member and as Vice Mayor. The members of Mr. Obenchain's family were introduced as well as officers from the Vinton Volunteer Fire Department, officers from Roanoke City's Fire Department, Chief Tom Philpott from the Vinton First Aid Crew. Mr. Lawrence then introduced Mr. Kevin Boggess and Mr. Clay Goodman who were former Town Managers that worked with Mr. Obenchain while he was on Town Council. Mayor Grose noted that Mike Altizer and Charlotte Moore from Roanoke County was unable to attend the dedication due to other obligations

The Town Manager read a resolution in memory of Mr. Obenchain adopted by the Virginia General Assembly and Virginia Senate that had been presented by State Delegate, Onzlee Ware, previously at a Council Meeting. Mr. Lawrence then gave the resolution to Mr. Obenchain's wife and family.

Mr. Nance read the wording on the plaque and noted that it was a small testimonial to Mr. Obenchain's life of service. Mayor Grose noted that Mr. Obenchain was a great man whom everyone should emulate. He pointed out that Mr. Obenchain was an advocate for Town staff and related a couple of special memories he had of the Late Vice Mayor. Mayor Grose concluded by stating that Mr. Obenchain's greatest attribute was his love and concern for his fellow man and that he always wanted the best for everyone he knew.

The Consent Agenda was approved on motion by Mr. Hare and seconded by Mr. Altice. The motion passed with all in favor.

Approved Consent Agenda

Mr. Chris Heptinstall of the Vinton Volunteer Fire Department, gave a presentation requesting a contribution from the Town's FY 2011-2012 budget in the amount of \$19,000. He gave a brief report on how the Town's contribution would be spent.

Vinton Volunteer Fire Department Budget presentation

Mr. Nance asked the Town Manager if Council would have the opportunity to ask questions regarding the Fire Department's budget during budget deliberations and was advised that he would be given the opportunity to request further information if needed. Mr. Hare asked about the Fire Department's contribution amount for the current fiscal year and was advised by the Town Manager that the Fire Department had received \$15,300 which reflects a 10% cut over two consecutive years. Mr. Hare then questioned what the Fire Department had given up as a result of the reduced contribution. Mr. Heptinstall replied that they purchased less turn-out gear than usual. He reported the Fire Department wanted to purchase new replacement pagers with the Town's contribution this year. Mr. Heptinstall reported that they are planning to earmark some of the funds for an account that would eventually be used to purchase a new thermal camera to replace their original thermal camera.

Former Fire Chief, Benny Powell, pointed out that the Fire Department would need a new ladder truck sometime in the next five years. Mr. Lawrence added that in 2 years the Town would be putting aside funding for its share of this purchase.

Chief Tom Philpott, First Aid Crew Chief, gave a very brief presentation requesting a contribution from the Town's FY 2011-2012 budget for the Vinton First Aid Crew. He reported that some of the First Aid Crew's equipment is worn out and needs to be replaced. He noted that the First Aid Crew had applied for a hardship grant from the state to purchase a new truck for the Crew. He went on to say that if the First Aid Crew's share of the grant funding for the new truck would be 20% or \$26,000 which would be paid out of the First Aid Crew's surplus funds.

Budget request from Vinton First Aid Crew

Sabrina Weeks reported on services and events provided by the Vinton Area Chamber of Commerce and asked that the Town continue their annual contribution to the Vinton Chamber of Commerce.

Budget request from the Vinton Area Chamber of Commerce

Mr. Bill Tyree gave a brief history of the Vinton Dogwood Festival. He acknowledged and expressed appreciation for the Town's contribution of in-kind services for the event. Mr. Tyree requested assistance from the Town to pay for the Dogwood reception that will take place at noon on Saturday, April 23<sup>rd</sup>. He passed out a magazine put together by the Dogwood Festival Committee that includes a Dogwood Festival event schedule.

Budget request from the Vinton Dogwood Festival

Mr. Doug Forbes presented a short history of the Vinton Historical Society and advised that the History Museum is in the process of becoming a destination attraction for those that are interested in the culture of this area. He reported on their efforts to complete the museum's final room which will be called the Town of Vinton Room.

Budget request from Historical Society

Mr. Forbes asked that the Town continue their financial support of the Historical Society and to continue to maintain the Upson House that houses the History Museum. He also asked that the Town continue providing their telephone and internet connection and to allow them to continue meeting at the War Memorial four times a year without cost as in the past.

Elaine Bays Murphy presented the Roanoke Valley Television (RVTV) budget for FY 2011/2012. During her presentation, she explained that RVTV is governed by the three local governments it serves, Roanoke City, Roanoke County, the Town of Vinton and their respective school systems. She advised that the operational budget for RVTV is provided by the three local governments and is funded through the Virginia Communications Sales and Use Tax Revenue paid by Cox Communications. She also advised that the RVTV budget amount paid by each participating locality is based on the proportion of Cox customers located in each jurisdiction.

RVTV Budget Request

Ms. Bays-Murphy reported that RVTV's FY 2011/2012 budget request for the Town of Vinton is \$15,921 or approximately 15.3% of the Virginia Communications Sales and Use Tax.

At the conclusion of Ms. Bays- Murphy's presentation, the Town Manager noted that Council would be asked to consider the RVTV Budget for FY 2011/2012 at their May 3<sup>rd</sup> meeting.

The proclamation for National Drinking Water Week was read by the Vice Mayor.

Mr. Nance read a letter from Police Chief Herb Cooley recognizing Police Officer Matt Harris as Police Officer of the Month for March, 2011.

Mr. Lawrence reported on a request to consider approval of the Roanoke Valley Resource Authority Budget for FY 2011/2012. Mr. Hare inquired as to how long it will take to fill up the Resource Authority's landfill. Dan Miles

Adopted Resolution No. 1914 approving RVTV Budget for FY 2011/2012

from the Resource Authority replied that they stopped calculating when they reached an excess of 60 years. He went on to say that the landfill probably has well over 100 years of capacity. Mr. Hare asked if Mr. Miles anticipated other localities asking to join the Resource Authority and Mr. Miles replied that it was a very real possibility. Mr. Nance and Mr. Hare both commented that they were very impressed with how fiscally responsible the Resource Authority has been.

A citizen inquired as to how recycling has impacted the landfill. Mr. Miles replied that recycling has a significant impact. He went on to say that the reduction rate for recycling is currently at 8%.

Following further comments, Mr. Altice moved to adopt proposed Resolution No. 1914 approving the RVTV budget for FY 2011/2012. The motion was seconded by Ms. Fidler and passed unanimously on a roll call vote.

The Town Manager reported on a request to award the bid for the Vinton Firehouse roof replacement. He advised that Melvin T. Morgan Sheet Metal Company was low bidder on the project at \$46,330. Mr. Lawrence noted that \$50,000 had been budgeted for the roof replacement. He added that there was also a small issue on the EMS Building roof that the roofing company will be asked to repair if there is enough left in the account after the firehouse roof is repaired.

Adopted Resolution No. 1914 awarding bid for firehouse roof replacement

Mr. Altice inquired about the warranty and was advised that the roof replacement would have a 20-year warranty. Mr. Hare asked if the bid amount included the cleanup in the bathroom that was damaged by the roof leak and was advised that it would not. Ms. Caudill reported that it will cost somewhere between \$200 and \$800 for the bathroom repair.

Ms. Fidler moved to adopt proposed Resolution No. 1914 awarding the bid for the Firehouse Roof Replacement. The motion was seconded by Mr. Nance and passed unanimously on a roll call vote.

Mike Kennedy, Public Works Director, reported on a request for Council's consideration to allocate additional funding for the paving project. He advised that the Town would receive \$40,417 more from VDOT than was budgeted in the current budget for paving.

Adopted Resolution No. 1915 allocating additional funds for paving project.

Mr. Kennedy pointed out that funding for paving the Town's streets had been reduced from \$360,000 three years ago, down to \$120,000 in the current budget. He also pointed out that in order to deal with the backlog in street paving, the town needs to put at least \$400,000 each year into paving to avoid having to reconstruct streets that have gone unpaved for too long. Mr. Nance asked how getting the extra money this year would impact funds for next year. Mr. Kennedy replied that he would know in June how much the town will receive next year. He estimated a 1% to 3% increase in funding for the following year.

Mr. Altice moved to adopt proposed Resolution No. 1915 allocating an additional \$40,417 for paving. The motion was seconded by Ms. Fidler and passed unanimously on a roll call vote.

Mayor Grose announced that the Vinton Dogwood Festival would begin Wednesday April 27 and would run through Sunday, May 1<sup>st</sup>.

Mr. Hare expressed appreciation for efforts put forth by the Public Works Department, Fire and EMS Department and the Police Department during the flooding event the previous week. He asked about the clean-up of the debris that had accumulated under the railroad trestle. Mr. Kennedy replied that the trestle is on Norfolk and Southern property and it would be up to them to clean it up. He added that he will contact Norfolk and Southern and request that they clean up the debris. He added that most of the time, the railroad does not respond to his requests.

After congratulating Kristin Adams with the Vinton Messenger who won an award from the Virginia Press, Mr. Hare questioned how the results of the employee survey would be used. Mr. Lawrence responded that staff would use the survey during the budget process and that staff planned to address some of the issues pointed out in the survey. The Town Manager noted that staff would be sending out a version of this survey every year. Mr. Hare asked if employees had a suggestion box or a method of handling issues that employees may not want to discuss with management. He felt employees should be made aware that they can come to Council with any concerns they have.

Mr. Hare made an inquiry about a water main break that occurred on Fairmont Avenue the previous week. Mr. Kennedy explained that the water pipe was over 40 years old.

Mr. Nance stated that he found the employee survey very helpful and expressed his surprise that so many employees took the time to complete it. He noted his frustration with not being able to give employee raises for the past four years.

Mr. Altice expressed his concern that the Dogwood Festival would create challenges for Public Works this year. He stated that he appreciated efforts made by Public Works, the Police Department, the Fire Department and the First Aid Crew, to make the Dogwood Festival a success.

Mayor Grose adjourned the meeting at 9:25 p.m.

## **WORK SESSION**

### 1. Report on Census Data – Matt Miller, Roanoke Valley Alleghany Regional Commission

Mr. Miller reported on population growth and decline for the Town and surrounding communities. During his report, Mr. Miller noted that the 2010 census showed that the

Town's population had increased by 4.1%, from 7,782 in the year 2000 to 8,098 in 2010. Healso noted that there is more census data available than is shown on the print-out he had provided to Council. He advised that additional detailed information would come out sometime in the summer.

Ms. Fidler asked if there was a breakdown for children under the age of 18 and Mr. Miller replied that there is a breakdown for residents under 18 and one for those over 18. He stated that he would forward a copy of the breakdown to each Council member.

## 2. War Memorial Update

Lauren Hodges gave an overview of revenue, attendance, building issues, marketing and the catering policy. She reported that target revenue for the year was \$10,000, but with bookings she has through June 30, 2011, she had estimated that War Memorials revenues for the current fiscal year will approach \$31,000. Ms. Hodges noted that this figure does not include revenues for any future events that may be scheduled.

Ms. Hodges gave a breakdown of this year's events and reported that 18% of the events were booked by Vinton residents. She briefly discussed solutions to increase weekday business event bookings. Ms. Hodges pointed out that staff feels the War Memorial needs more web presence and as a result, they are currently using Twitter, Facebook and YouTube which are working out very well.

Mr. Hare asked if Ms. Hodges had contacted marketing firms that could help with search engine optimization. She replied that she had contacted several firms who had informed her that the current website does need to be updated first.

Ms. Hodges discussed the caterer's list and reviewed past practices. She also reviewed what other event planners were doing regarding caterers. She pointed out that customers are allowed to use caterers that are not on the approved caterer's list, if they pay an extra fee to do so.

The Mayor expressed his reservations regarding the use of an approved caterer's list. Mr. Hare felt that Council needs to look at the War Memorial's rate structure during the budget process.

Mayor Grose pointed out that past councils felt that the War Memorial needed to operate on a scale that would allow civic organizations to be able to afford to use the facility and that he believed that Council now is falling short of that goal. He stated that citizens' tax money is paying for the facility and he felt it should be priced so they can use it. Ms. Hodges asked if Council had ever discussed having a Town resident rate for the War Memorial. Mr. Altice replied that a facility rate structure was in place at one time, but there was always a problem with determining who was a citizen and who was not. Mr. Nance and Mr. Altice asked Ms. Hodges to come up with solutions to help increase business and revenues for the facility.

## 3. Presentation of Proposed Budget for FY 2011/2012

Due to the late hour, Mr. Lawrence briefly very discussed the following points regarding the proposed budget.

1. The budget is balanced
2. The budget works toward Council's goals.
3. The budget attempts to maintain the Town as a great place to work while retaining and recruiting good employees.
4. Some revenues have increased a little while others have decreased.
5. Cut the amount of rent paid to the General Fund from the Water /Sewer Fund for the Public Works Building by \$57,000 and moved some staff salary allocations in the amount of \$100,000 from the Water and Sewer Fund to the General Fund.
6. Earmarked\$50,000 for the Downtown Revitalization project.

Mr. Lawrence reported that there is a contingency of \$59,000 in the General Fund and \$24,000 in the Water and Sewer Fund.

Following Mr. Lawrence's report, the work session adjourned at 11:10 p.m.

APPROVED:

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Bradley E. Grose, Mayor

ATTEST:

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Darleen R. Bailey, Town Clerk