

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
APRIL 22, 2014 – 7:00 P.M.**

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VA, ON APRIL 22, 2014 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor James W. Vanhoozier; Samuel M. Bishop; R. Cord Hall; Steve Huppert; Henry D. Showalter; Bradford J. Stipes. ABSENT: None.

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Finance Director/Treasurer Valerie Tweedie; Police Chief Mark Sisson; Planning Director Nichole Hair; Director of Engineering and Special Projects Wayne Nelson; Aquatics Director Terry Caldwell

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. A Conditional Use Permit request by Robert Muttart for a major home occupation for a landscaping business for property located at 3795 Roanoke Street (tax parcel 502 – ((A)) – 51) in the R-2 Two-Family Residential District. Robert Muttart, applicant, explained to Council his request for a CUP that would allow him to continue operating his lawn service business on Roanoke Street. He has operated the business at that location for ten years, with a Town business license, and stated he was unaware that he was in violation of the limitations on home-based businesses. After the violations were made known to him, Mr. Muttart willingly worked with Town Manager Helms, Assistant Town Manager Wingfield and the Planning Commission in attempts to resolve the matter in a way that would allow him to continue operating from his current location, which is the permanent residence of his mechanic. Council raised concern that it appeared Mr. Muttart has not complied with his statements on his major home occupation application dated 2008. Mr. Muttart asked for a timeframe of one year in relocating the business, if Council chose to deny his CUP request. The business has residential and commercial contracts for mowing, trimming, and snow removal. The Town had received a complaint from one party concerning Mr. Muttart's business operation, but there had not been any letters in opposition to the CUP.

George Eanes, 3880 Roanoke Street, spoke in support of Robert Muttart's request for a Conditional Use Permit, stating that Mr. Muttart has done much for the community, including pushing snow for people living in the area at no charge. The business is mostly hidden from the main road, and Mr. Eanes respectfully asked Council to issue the CUP.

2. The Town of Christiansburg Virginia as a recipient of block grant funding is required by the U.S. Department of Housing and Urban Development (HUD) to prepare and adopt a multiyear Consolidated Plan and Annual Action Plans that solicit citizen views on proposed Community Development Block Grant (CDBG) program activities contained in these documents. The plan outlines proposed activities for CDBG funding and specific activities for the program year beginning July 1, 2014. Town Manager Helms reported that the program provides funding for sidewalk and infrastructure maintenance/upkeep for a designated area bound by Roanoke, Main, and Depot streets. There was not one to speak for or against this matter.

REGULAR MEETING

I. CALL TO ORDER:

MAYOR BARBER called the regular meeting of Council to order and asked if there were any additions or corrections to the meeting minutes of April 8, 2014. Councilman Hall made a motion to approve the minutes as presented, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

Councilman Hall made a motion to amend the agenda to include a presentation by Jessica Mitchell of the Department of Social Services regarding Child Abuse Prevention Month. The motion was seconded by Councilman Stipes and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The matter was placed as II. Citizen's Hearing, Item #3.

II. CITIZEN'S HEARING:

1. ERIN LITTLE TO ADDRESS COUNCIL REGARDING ERIC SUTPHIN MEMORIAL EVENTS. Erin Little, volunteer event organizer for the 5th Annual Eric Sutphin Poker Run, explained to Council the motorcycle ride event established to memorialize Eric Sutphin, a Montgomery County Deputy who was killed in the line of duty. Proceeds from the event are invested into a scholarship fund for the benefit of children of local law enforcement. The event is scheduled for the first Saturday in June and will consist of a one-hundred mile motorcycle ride that runs through Main Street, a silent auction, and small sales. On behalf of event organizers, Ms. Little asked to hang a banner across Main Street, for two weeks, announcing the event. She also requested that the Town sponsor the event only to meet the requirements for hanging a banner. Several supporters of the event were present in support of the request. Town Manager Helms commented that the Town can approve the request to sponsor the event because it directly benefits the Christiansburg Police Department.
2. BOB LEONARD TO ADDRESS COUNCIL REGARDING THE CHRISTIANSBURG INSTITUTE. Bob Leonard and Marcy Schnitzer addressed Council regarding the efforts and struggles of the Christiansburg Institute to progress through the years in revitalizing the existing Edgar A. Long building. The group realizes that the process has been slow and flawed, due to a lack of professional involvement, but the CI Board and the CI alumni group are now working together cohesively and are ready, and able, to bring the project to fruition. Mr. Leonard stated that the Town's annual financial contributions are crucial to the success of CI, and past contributions have supported the organization and programmatic action of CI. Mr. Leonard realizes Council has concerns regarding a lack of financial accountability by CI, and he stated that CI is willing and eager to provide written accountability for future funds contributed by the Town. CI has taken the Town's advice to seek community partnerships for land usage, and the institute is working with the Department of History at Virginia Tech to produce curriculum, books, and guides using CI history, and with Christiansburg Middle School to provide after-school education. Mr. Leonard respectfully requested that the Town consider including a \$10,000 contribution to Christiansburg Institute in its annual budget for fiscal year 2014-2015, which would be used for consultant work. Mr. Leonard stressed to Council that CI is ready to move forward and is working to develop and implement a master plan. Council requested that CI representatives revisit Council once a master plan has been developed.
3. JESSICA MITCHELL, MONT GOMERY CO UNTY DEPARTMENT OF SOCIAL SERVICES (MCDSS). Councilman Hall introduced Jessica Mitchell, who spoke to Council in recognition of Child Abuse Prevention Month. Ms. Mitchell shared with Council the principles followed by MCDSS in its approach to the families and children it serves, and she shared what it means to her to serve as a social worker in Montgomery County. Many service providers and organizations work in partnership to address the family needs in the county, and Ms. Mitchell stressed that the success of each service program is dependent on community support. Ms. Mitchell thanked Council for the opportunity to speak.
4. CITIZEN COMMENTS.
 - a. No comments.

Councilman Hall made a motion to amend the agenda to include Council discussion and action on the request by Erin Little regarding the Eric Sutphin Poker Run. Councilman Vanhoozier seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The matter was placed as III. Discussions by Mayor and Council Members, Item #2.

III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. RECOMMENDATION OF (RE)APPOINTMENT OF THE AT-LARGE MEMBER TO THE MONTGOMERY REGIONAL SOLID WASTE AUTHORITY. AL BOWMAN IS THE CURRENT MEMBER WHOSE FOUR-YEAR TERM EXPIRES JUNE 30, 2014. Councilman Vanhoozier made a motion to reappoint Al Bowman to serve as the at-large member to the Montgomery Regional Solid Waste Authority for another term. Councilman Hall seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier.

NAYS: None. Mr. Bowman was present and thanked Council for the reappointment.

2. COUNCIL ACTION REGARDING THE ERIC SUTPHIN POKER RUN. Councilman Hall made a motion to approve the Town's sponsorship of the Eric Sutphin Poker Run and to allow an announcement banner to be hung across Main Street from the last week in May to the first week in June. Councilman Showalter seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

3. DISCUSSION AND ACTION REGARDING THE PROPOSED PAID TIME OFF POLICY. Town Manager Helms reviewed the changes made to the policy per Council's direction at the most recent work session. The modified policy has been reviewed and approved by Town Attorney Elizabeth Dillon. At Councilman Hall's request, Town Manager Helms explained the breakdown for the Years of Service Policy. Councilman Vanhoozier and Councilman Hall both offered suggestions for rewording the policy so it would be a consistent policy, rather than a departmental, discretionary policy. Councilman Showalter recommended leaving the decisions to the discretion of department heads, who he trusts have been trained to recognize situations and make responsible management decisions. Councilman Stipes made a motion to adopt the PTO as presented, seconded by Councilman Hall. Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

IV. COUNCIL REPORTS:

1. COUNCILMAN HUPPERT reported that the Cemetery Committee recently took a day long tour of the cemeteries in the New River Valley. Councilman Huppert is scheduled to speak at a chamber liaison tomorrow regarding council activities including the annual budget and the new trash service.
2. COUNCILMAN SHOWALTER reported that the Central Business Committee has been investigating the idea of interstate signage for the aquatic center and historic districts. Initial studies have revealed higher costs than anticipated and other signage options are being explored. Councilman Showalter would like this matter placed on a future agenda for discussion by Council. Another pursuit reported by Councilman Showalter is consideration of the placement of a small wooden outdoor kiosks at various locations; he asked Councilman Stipes to take this matter to the Bikeway/Walkway Committee for review. Councilman Showalter also reported on tourism map updates and proposed interchangeable downtown light post banners that feature school and culture themes.
3. COUNCILMAN STIPES – No report.
4. COUNCILMAN VANHOOZIER reported that the Aquatic Center Advisory Board has focused on ways to support Child Abuse Prevention Month by offering a free day of swim for non-profit organizations in town that focus on child abuse prevention. Other matters from the board meeting: The facility will offer reduced rates for evening visits; the facility will have a booth at the annual Depot Days Festival; the facility will exhibit art work by Bob Abraham on May 18, 2014; ongoing discussions on ways to improve the aquatic center.
5. COUNCILMAN HALL reported that the new light fixtures have been completely installed in the recreation center gym; the next Recreation Advisory Commission meeting will be held May 5, 2014 at 6:00 P.M. Thanked Council for efforts to bring awareness to April as Child Abuse Prevention Month. Councilman Hall reported on the recent Homeowner's Association Meeting held at the aquatic center to discuss the new trash pickup service. Several individuals expressed dissatisfaction with the service and lack of communication regarding pickup procedures. Some expressed concern that the trash can size was not practical for several areas in Town. The HOA residents in attendance recommended reinstating the old trash pickup service and using standard trash cans. Town Manager Helms, Assistant Town Manager Wingfield, and Public Works Director Ricky Bourne were in attendance. The meeting was productive and another one has been scheduled for April 29, 2014 at 6:30 P.M. at the aquatic center. Councilman Hall suggested the Town provide individual notification of the meeting by placing informational door-hangers at each residence. Lastly, Councilman Hall stated his appreciation for approving the PTO policy, but stated that the policies for compensation time, and Plan 1 and Plan 2 divestitures, required additional discussion by Council.
6. COUNCILMAN BISHOP reported on a community event held at the Home Depot on April 19, 2014. The Christiansburg Rescue Squad participated in the event and represented the Town well during interactions with the community.

IV. TOWN MANAGER'S REPORTS:

1. **MONTHLY BILLS:** On motion by Councilman Stipes, seconded by Councilman Showalter, Council voted to approve the monthly bills to be paid on May 10, 2014 in the amount of \$1,339,937.69. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Councilman Huppert suggested the Town consider installing air blowers in all Town facility bathrooms as a way to save on paper supplies.
2. **PROGRESS REPORTS AND ANNOUNCEMENTS:**
 - a. Town Manager Helms reported that a prospect for the Christiansburg Industrial Park, Polymer Solutions, Inc., has requested the Town waive \$8,000 in fees and water line extension, in addition to the \$15,000 already waived, for a total of \$23,000 in waived connection fees. Councilman Stipes made a motion to approve waiving the additional \$8,000 for connection fees, seconded by Councilman Showalter. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
 - b. Town Manager Helms reported that the bank that handled the Town's payroll account has been purchased and the new bank has a payroll submission policy that is one day earlier than the former bank. As such, the Town is required to back the payroll week up by at least one day (Helms recommended two days) to meet the submission deadline. He recommended that the town offer employees the option of cashing in up to two days leave/sick leave to make up the first pay check which will only have eight days on it instead of ten days. After discussing banking policy changes due to the bank buyout, Council agreed to authorize Town staff to begin the RFP process for banking services.

V. ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 8:44 PM.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor