

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
FEBRUARY 24, 2015 - 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 FEBRUARY 24, 2015 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor R. Cord Hall; Samuel M. Bishop; Steve Huppert; Henry D. Showalter; Bradford J. Stipes; James W. Vanhoozier. 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 Val Tweedie; Planning Director Nichole Hair; Director of Aquatics Terry Caldwell; Director of Parks and Recreation Brad Epperley.

PLEDGE OF ALLEGIANCE.

PUBLIC HEARING

1. A Conditional Use Permit request by Community Housing Partners for office use at 446 Depot Street, N.E. (tax parcels 496 – ((A)) – 46, 497 – ((A)) – 17, 18, 19, 20, and 21) in the MU-1: Residential-Limited Business District. Kevin Conner of Gay and Neel, Inc., representative of Community Housing Partners, gave a brief history of the property that included a Conditional Use Permit issued by the Town that restricted future expansion of the property without approval of Council. Community Housing Partners is now interested in expanding its property that would include construction of an additional structure, additional parking spaces, and a more defined entranceway into the property. Mr. Conner provided Council with a concept plan for the expansion. The existing structures at the front and rear of the property would be torn down as part of the project. At this time, Community Housing Partners is requesting approval to demolish the stated buildings and construct the new facility as indicated in the concept plan. The expanded property will allow for seventy-five needed parking spaces designed with pervious concrete and pavers.
2. A Conditional Use Permit request by the Town of Christiansburg for a farmers' market located on the Hickok Street right-of-way from East Main Street to College Street in the B-2 Central Business District. Assistant Town Manager Randy Wingfield introduced the Christiansburg Farmers' Market mission statement for council consideration. He then provided an aerial map to indicate the configuration options for the market site at Hickok Street and Commerce Street. Parking will be available on-street and at a local business that has offered to share parking. Christiansburg Farmers' Market regulations were recently adopted by the Farmers' Market Committee and have been posted on the town's website, and a vendor application has been created and mailed to interested vendors. The application can also be access on the town's website. The Farmers' Market Committee is currently working to design a logo, and Town Attorney Fontana is working to establish a 501(c)(3) status for the market. The opening date is scheduled for May 7, 2015, with a Grand Opening being planned. Councilman Showalter asked that Council's appreciation for the progress being made be passed along to the Farmers' Market Committee.

Councilman Hall made a motion to amend the agenda to include a Closed Meeting under Virginia Code Section 2.2-3711(A)(5), for the discussion of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The Closed Meeting is for the discussion of Project #2014046. Councilman Vanhoozier seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The Closed Meeting will be placed as item #8 under Discussions by Mayor and Council.

Councilman Hall made a motion to amend the agenda to add the two public hearings items under Discussions by Mayor and Council for possible vote. Councilman Vanhoozier seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The Conditional Use Permit request by Community Housing Partners was placed as item # 6, and the Conditional Use Permit request by the Town of Christiansburg was placed as item # 7.

REGULAR MEETING

I. CALL TO ORDER BY MAYOR BARBER.

II. RECOGNITIONS

III. CONSENT AGENDA

1. Council Meeting Minutes of February 10, 2015.
2. Monthly Bills.

Councilman Stipes made a motion to approve the consent agenda as presented, seconded by Councilman Vanhoozier. Council voted on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

IV. CITIZEN'S HEARING

1. Citizen Comments.
 - a. Tacy Newell of 425 Arrowhead Trail addressed Council regarding the Conditional Use Permit request for the farmers' market. Ms. Newell has attended all but one of the Farmers' Market Committee meetings and she is familiar with the three site layouts under consideration. She spoke to her concerns regarding the possibility of blocking Commerce Street with the market. Commerce Street does not have curbing and is not a well-defined street. If the street is blocked during market hours, patrons may be forced to trespass on neighboring property when exiting the market. Also, if fire and rescue were needed on Main Street, Commerce Street would need to be accessible. Ms. Newell said she understands the CUP is to be reviewed in one year, so she is comfortable with Hickok Street as a market location on a trial basis. Ms. Newell said she was impressed with the members of the Farmers' Market Committee, including Mayor Barber and Assistant Town Manager Randy Wingfield, and she expressed her appreciation to Council for its support of a Christiansburg farmers' market.

V. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS

1. COUNCIL ACTION ON:
 - a. Subdivision Plat for New River Village Townhomes; located on New Village Drive; creating lots 1-2. (This is a carryover item from February 10, 2015.) Councilman Hall made a motion to table this matter until a Closed Meeting of Council could be held to allow for consultation with legal counsel concerning this matter. Councilman Stipes seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The Closed Meeting was scheduled for March 10, 2015 at 5:30 P.M.
2. REAPPOINTMENT OF RECREATION ADVISORY BOARD MEMBERS; DIANE C. FENTON, DORIS C. OLIVER, JOHN M. HARRIS (MIKE), MICHAEL L. SAYLORS , JAMES WILLIAMSON JR. (JIM).

Councilman Hall reported that Mr. Michael Saylor contacted him and Mayor Barber to let them know that he was out of the state and unable to attend the reappointment. The remaining reappointees were present. Councilman Hall made a motion to reappoint Diane C. Fenton, Doris C. Oliver, John M. Harris, and James Williamson, Jr. to serve another term on the Recreation Advisory Board, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Council will consider the reappointment of Mr. Saylor at a time when he can be present.
3. CHRISTIANSBURG AQUATIC CENTER BUSINESS PLAN. Council discussed the draft aquatic center business plan, which was included in the agenda packet for review. Council discussed the importance of having a usable business plan with accurate numbers for both the aquatic center and the recreation center. For accuracy, the recreation center will focus on developing a business plan with the Wilson property development. With the draft plan in hand, Councilman Hall recommended the Town appoint a committee to review the plan and finalize as deemed appropriate. Councilman Vanhoozier agreed, noting that he felt the plan included good information that could be finalized in-house. Councilman Vanhoozier said that planning and budgeting for the aquatic center has been a painful and steep learning curve, and he would like Council to take a few weeks to study the information provided in the draft business

plan, then meet in a work session to discuss questions and concerns. Councilman Showalter questioned if the town could put together a professional and accurate business plan in-house and suggested that an expert in marketing was needed to work on the plan. He felt it would be prudent to invest in a professional business plan for both the aquatic center and the recreation center. Councilman Stipes agreed, especially for the aquatic center, commenting that a business plan created by a professional who is familiar with the market and this type of a facility would result in a better outcome for the facility. Mayor Barber reminded Council that both facilities are a service to the community and he recommended using Virginia Tech marketing students to finalize the draft plan, rather than contracting a professional at considerable cost. Councilman Huppert stated that neither facility was intended to produce revenue; however, both do contribute to increases in revenue within the community through lodging and food. He stated that the aquatic center is a monster facility for a small town, but that it is putting Christiansburg on the map. Councilman Showalter recommended town staff begin collecting information on bidding out the finalization of the business plan, which was supported by Councilman Stipes, and Councilman Vanhoozier who suggested Council defer to town administration to identify the potential candidate to handle the marketing. Councilman Stipes made a motion to authorize Town Manager Helms to place a request for qualifications, with received qualifications to be reviewed and considered by Council. Councilman Hall seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

4. **CHANGE IN TOURISM REGIONS.** Town Manager Helms reported that Roanoke has requested to be added to the Blue Ridge tourism region, which requires a vote by each locality in the Blue Ridge region. He requested that Council review the information provided to them pertaining to this matter and advise him on how to vote. The only effect the change would have would be on the placement of Roanoke in the tourism booklet that is distributed each year, and on the tourism website. Currently, Roanoke is included in the Shenandoah section of the booklet, and with the change, would be included in the Blue Ridge section, which is more relevant to Roanoke. Councilman Showalter said he spoke with a member of the New River Valley Planning District Commission about the request and was advised that to approve the request would not negatively affect the region. Council agreed that it would be beneficial to Christiansburg to approve the request, with the only unanswered question being the potential negative impact it may have on the Town's ability to secure grant funding. Town Manager Helms will research the impact on grant funding. It was the consensus of Council to direct Town Manager Helms to vote in support of the request by Roanoke, as long as there would be no negative impact to grant funding. Mayor Barber asked Town Manager Helms to inform Council if anything develops that has an impact on his decision to support the request.
5. **MONTGOMERY COUNTY CHAMBER OF COMMERCE MAGAZINE – 2015 ADVERTISEMENT.** Mayor Barber reported that he was informed by the Chamber of Commerce that Christiansburg would be featured in the chamber's annual magazine this year, and he has already been interviewed several times for the feature. He stated that he would like to see Christiansburg work to reestablish a relationship of support with the chamber by placing an advertisement in the 2015 annual publication. Council agreed and discussed the various advertisement options. Councilman Showalter suggested that the town consider changing its motto of "Progressive small town living at its best" to "The only place to play", which he believe more accurately reflects the character of the town. Councilman Vanhoozier made a motion to place a full-page advertisement in the 2015 Montgomery County Chamber of Commerce magazine, seconded by Councilman Showalter. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Mayor Barber asked each member of Council to give him ideas of what they would like included in the advertisement.
6. **A CONDITIONAL USE PERMIT REQUEST BY COMMUNITY HOUSING PARTNERS FOR OFFICE USE AT 446 DEPOT STREET, N.E. (TAX PARCELS 496 – ((A)) – 46, 497 – ((A)) – 17, 18, 19, 20, AND 21) IN THE MU-1: RESIDENTIAL-LIMITED BUSINESS DISTRICT.** Town Manager Helms read the Planning Commission resolution recommended Town Council issue the CUP with one condition. Councilman Hall made a motion to issue the Conditional Use Permit with one condition, seconded by Councilman Vanhoozier. Council voted on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye. A copy of the CUP is attached herewith. Kevin Conner introduced Mr. Darnell Parker who was present on behalf of Community Housing Partners.
7. **A CONDITIONAL USE PERMIT REQUEST BY THE TOWN OF CHRISTIANSBURG FOR A FARMERS' MARKET LOCATED ON THE HICKOK STREET RIGHT-OF-WAY FROM EAST MAIN STREET TO COLLEGE STREET IN THE B-2 CENTRAL BUSINESS DISTRICT.** Town Manager Helms read the Planning Commission resolution recommending Town Council issue the CUP with two conditions. Councilman Vanhoozier made a motion to issue the CUP with two conditions, as recommended by the Planning Commission, seconded by

Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye. A copy of the CUP is attached herewith.

8. CLOSED MEETING:

- a. Councilman Hall made a motion to enter into a Closed Meeting under Virginia Code Section 2.2-3711(A)(5), for the discussion of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The Closed Meeting is for the discussion of Project #2014046. Councilman Vanhoozier seconded the motion and Council voted as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- b. Certification. Councilman Hall moved to certify that the Town Council of the Town of Christiansburg, meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting. Councilman Stipes seconded the certification and Council voted as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier - Aye.
- c. No action was taken by Council on the Closed Meeting matter.

VI. COUNCIL REPORTS

1. Councilman Vanhoozier commended Council on its willingness to work as a group and stated his appreciation for the respect each member shows fellow members. He then announced that he has decided, after months of consideration, to not run for re-election in this year's election. He assured Council that he remains dedicated to serving the town as a member of Council through the rest of the year and he urged Council to continue its efforts in working together.
2. Councilman Hall commented that he has enjoyed serving with Councilman Vanhoozier on Council and that he appreciates the voice of reason Councilman Vanhoozier brings to discussions, and he will miss him next year. He reported that Child Abuse Prevention month planning is progressing, with several speakers already lined up. The Recreation Advisory Commission is currently organizing a town sponsored run/walk, and he will provide updates as information is made available. The recent Water, Sewer & Solid Waste Committee meeting was snowed out and will be rescheduled at a later date.
3. Councilman Bishop stated his appreciation for the opportunity to work with Councilman Vanhoozier as a member of Council.
4. Councilman Stipes said he was disappointed to lose Councilman Vanhoozier as a member of council, but understands he has other community involvements. He appreciates Councilman Vanhoozier's contribution to Council as a member who always comes to meetings prepared to discuss the topics at hand, and he called him a friend.
5. Councilman Showalter said he hopes Councilman Vanhoozier will reconsider his decision, and he stated his appreciation for Councilman Vanhoozier's level-headed approach to Council discussions. Councilman Showalter said he values his opinions and has learned from him during their time on Council.
6. Councilman Huppert stated that Councilman Vanhoozier has been an asset to the town through his service on Council, including on the Finance Committee and as liaison to the Aquatic Center Advisory Commission.
7. Mayor Barber commended Councilman Vanhoozier for his valued service on Council and stated his appreciation for Councilman Vanhoozier's preparedness at each Council meeting. He also reported that he is working with Kenny Jarels to recognize the Christiansburg chapter of Help Save the Next Girl.

VII. TOWN MANAGER'S REPORTS:

1. PROGRESS REPORTS AND ANNOUNCEMENTS:

- Council was made aware that a Christiansburg man died this morning in a fire at Conner's Trailer Park.
- RFP's for the Wilson property are behind schedule due to recent adverse weather. Interviews will be concluded tomorrow afternoon.

- A Finance Committee meeting is scheduled for February 27, 2015 at 7:00 A.M.

V. ADJOURNMENT:

There being no further business to bring before Council, Councilman Hall made a motion to adjourn the meeting at 9:05 P.M., seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor

AGENDA

WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL – 5:30 P.M.
REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL – 7:00 P.M.
CHRISTIANSBURG TOWN HALL

100 EAST MAIN STREET

MARCH 10, 2015

WORK SESSION

I. CALL TO ORDER

II. CLOSED MEETING

- a. Request for a Closed Meeting under Virginia Code Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting is being held for interviews of prospective Planning Commission appointees. And, Virginia Code Section 2.2-3711(A), for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The Closed Meeting is being held to receive legal advice regarding a subdivision plat for New River Village Townhomes.
- b. Reconvene in Open Meeting.
- c. Certification.
- d. Council action on the matters.

III. ADJOURN

~~ Recess until 7:00 P.M. ~~

PLEDGE OF ALLEGIANCE

REGULAR MEETING

I. CALL TO ORDER BY MAYOR BARBER

II. RECOGNITIONS

III. CONSENT AGENDA

1. Council Meeting Minutes of February 24, 2015.

IV. CITIZEN'S HEARING

1. Update by Paula Alston, Director of Montgomery-Floyd Regional Library.
2. Update by Sue Farrar regarding the Mountains of Music Homecoming event scheduled for June 13, 2015.
3. Update by Terry Caldwell, Aquatics Director, regarding the aquatic center.
4. Citizen Comments.

V. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS

1. Council action on:
 - a. Subdivision Plat for New River Village Townhomes; located on New Village Drive; creating lots 1-2.
(This is a carryover item from February 10, 2015 and February 24, 2015.)

VI. COUNCIL REPORTS

VII. TOWN MANAGER'S REPORTS

1. Progress Reports and Announcements:

VIII. ADJOURN

The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, March 24, 2015 at 7:00 P.M.

Christiansburg Aquatic Center



Monthly Report: January 2015

Terry Caldwell, Director

- Submitted CIP and proposed budget and revenue projections for FY 15-16
- Emergency response mandatory meeting to include staff customer service training
- Banner marketing in the competitive pool continues
- Various meetings with local restaurant managers in regards to swim meets
- Visit to Christiansburg Head Start to receive the votes from preschool classes for the new children's slide.
- Meeting with Marty Gordon, New Messenger
- Leadership Team meetings

Allison Zuchowski, Aquatic Services Manager

- Reviewed annual performance evaluations
- Taught Water Safety Instruction Course; 1/8 - 22
- Coordinated to teach eight CPR/AED & First Aid courses for Public Works: 1/8, 1/13, 1/15, 1/20 & 1/22
- Helped organize annual All CAC Staff fire drill evacuation with Chief Hanks on 1/25
- Working on planning for community programs for April Adult Learn to Swim Clinics & May Water Safety Month

Bill Beecher, Competitive Coordinator

- Setup and hosted a Christiansburg High School Meet-CHS, George Wythe, Hidden Valley and Rural Retreat. 77athletes, 80 Spectators
- Setup and ran Virginia Tech Meet – VT, University of Richmond (Women) and University of Kentucky (Men). 116 athletes, 146 Spectators
- Setup and hosted a Christiansburg High school Meet- CHS, Cave Spring, Galax, Pulaski County, Radford- 123athletes,153 spectators
- Setup and ran Virginia Tech Meet- VT, Georgia Tech(Men and Women), University of Miami (Women) and University of North Carolina Wilmington 198 athletes,248 spectators
- Setup and hosted Christiansburg High School Meet- CHS, Blacksburg, Northside, Pulaski County, Radford and Salem High Schools.156 athletes, 195 spectators
- Meet with CHS and VHSL about State High school Championships in February.
- Contacted RMC about event parking
- Contacted Blacksburg Transit about shuttle service during meets

Chrystal Jones, Aquatic Supervisor

- Sat in on Lifeguard Performance Evaluations
- Attended Darkness to Light Stewards of Children training.
- Prepared the February bulletin board.
- Wrote and distributed the February 2015 Splash Flash

Stephanie Goens, Lifeguard Supervisor

- Tackle the Tower on January 4th had 25 participants
- Received my Water Safety Instructor certification
- Attended Stewards of Children Training on January 14th
- Attended all staff in-service January 25th



Wayne Hunter, Maintenance Superintendent

- Replaced photo eye on outside lights
- Installed security cameras skate park
- Installed seal kit on hot water pump
- Did repairs on deck gutter
- Repaired broken tiles on pool deck
- Removed snow and ice from walks parking lot
- Replaced filters on P A C units
- Replaced broken heat wheel belts on P A C units #1 & #3
- Ice machine serviced
- Replaced heater at skate park
- Replaced pop off valve on hot water heater
- Kia car serviced
- Sprinkler system inspected



Scott Coppock, Facility Coordinator

Prior Membership Monthly reports have been distributed by current, renewing memberships. This report and future reports will reflect the memberships sold in the month of January.

- Total Membership Sold:
 - Resident: **47**
 - Non Resident: **37**
- Attendance:
 - Daily Resident Passes: **1,543**
 - Daily Non-Resident Passes: **967**
 - Dry Passes: **416**
 - Member's Scanned: **3,729**
 - \$1 Admissions: **19**

September

- Had **24** birthday parties in January
- Had **5** room rentals in January

We're off to a great start in 2015! (But we still don't have flying cars, hover boards, or power lace shoes)



Lauren Woodcock, Program Supervisor

Learn to Swim classes	31
Morning Fit	9 +passes
Evening Fit	6 +passes
Warm Water Workout	24
Aqua Zumba	7 +passes
Ai chi	7 +passes
Rolling in the Deep	5 +passes
Private lessons	4 unique members (5 uses)
Water fitness passes	16 unique members (75 uses)

Total participants for January 109(169)

January Events

- Tackle the Tower January 4th
- Intro to Diving class begins January 4th– 5 enrolled
- Aerobics classes begin January 5th
- LTS classes begin January 20th
- Fitness swimming for kids, masters & pre-masters begin January 5th
- Covered guarding shifts
- Get Fit in the New Year exercise tracking-4 enrolled

Upcoming February 2015 Events

- Intro to diving class begins February 1st
- First Aid/CPR class February 18th
- Learn to Swim 2nd session begins February 17th
- Kids in Kayaks February 5th



Aquatic Center Revenue Report

January 1-31 2015

Days of Operation	30
Facility Closed for Meets	0
Holiday Closings	1
Meets Held (without Facility Closure)	5
Maintenance Closing	0

Memberships

Non-Resident Membership	37
Resident Membership	47
Total Memberships	84

Attendance

Daily Resident Pass	1,543
Daily Non-Resident Pass	967
Dry Pass	416
Member Scan	3,729
Programs, Rentals	839
Total Attendance	7,494
Daily Average	250

\$1 Late Admission	19
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Revenue

Facility Revenue	5,913.00
Daily Admission	9,113.00
Program Revenue	9,162.75
Retail Revenue	626.10
Food Concessions	1,181.42
Membership Revenue	11,199.08
Competitive Meet Revenue	20,094.00
Refund	-97.50
Over/Short	-0.91
VT Contributions	-
Total Revenue	57,190.94

Birthday Parties	24
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