

AGENDA
REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
JUNE 9, 2015 -7:00 P.M.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Request for a Conditional Use Permit to allow a commercial garage at 405 Roanoke Street. **This request was withdrawn by the applicant.**

REGULAR MEETING

- I. CALL TO ORDER BY MAYOR BARBER
- II. CONSENT AGENDA
 1. Council Meeting Minutes of May 26, 2015
 2. Proposed Water and Sewer Leak Adjustment Policy
- III. RECOGNITIONS
- IV. CITIZEN'S HEARING
 1. Dale Buckner to address Council on a proposed gospel singing event downtown.
 2. Citizen Comments
- V. STAFF REPORTS
- VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
 1. A proposed redevelopment timeline for Christiansburg Institute.
 2. Council action on:
 - a. Proposed Annual Budget for FY 2015-2016. The Public Hearing was held on May 26, 2015.
 - b. Conditional Use Permit request by Billy Massie (agent for Starlight MHP, LLC) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence on Starlight Drive (tax parcel 529 – ((A)) – 41) in the B-3 General Business District. This item is a carryover from May 26, 2015 and the Public Hearing was held on May 12, 2015.
 3. Consideration to participate in the Drive Tourism Program.
 4. Resolution for Town crews to work in VDOT right-of-way.
- VII. COUNCIL REPORTS
- VIII. TOWN MANAGER'S REPORTS
 1. Progress Reports and Announcements:
- IX. ADJOURNMENT

The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, June 23, 2015 at 7:00 P.M.

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
MAY 26, 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 MAY 26, 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; Director of Engineering and Special Projects Wayne Nelson; Assistant Director of Engineering Todd Walters; Staff Accountant Marc Evans; Engineering Technician Travis Moles.

PLEDGE OF ALLEGIANCE.

PUBLIC HEARING

1. Proposed Annual Budget for Fiscal Year 2015-2016. Town Manager Helms reported on the changes to the draft of March 24, which resulted in excess revenue over expenditures of \$2,205. There were no citizen comments during the Public Hearing.

Councilman Vanhoozier made a motion to amend the agenda to include Council action on the Conditional Use Permit request by Billy Massie (agent for Starlight MHP, LLC) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence on Starlight Drive (tax parcel 529 – ((A)) – 41) in the B-3 General Business District. The Public Hearing was held May 12, 2015. Councilman Hall seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The matter was placed as item #1.b. under V. Discussions by Mayor and Council Members.

REGULAR MEETING

I. CALL TO ORDER BY MAYOR BARBER.

II. CONSENT AGENDA

1. Council Meeting Minutes of May 12, 2015
2. Monthly Bills

Councilman Hall 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.

III. RECOGNITIONS

1. Mayor Barber announced that two proclamations had recently been issued in honor of Relay for Life scheduled for May 29, 2015. The first proclamation was in recognition of the American Cancer Society, and the second was in recognition of Day of Hope, Paint the Town Purple to bring awareness to the efforts to finding a cure for cancer. A copy of each proclamation is attached to these minutes.

IV. CITIZEN'S HEARING

- a. No comments

V. STAFF REPORTS

1. Wayne Nelson, Director of Engineering and Special Projects, update on the Engineering Department. Mr. Nelson presented Council with a report on the operations of the Engineering Department, and provided an overview of the responsibilities of the department that include providing customer service; involvement with land development; maintaining the geographic information system; and management of environmental programs, utilities that include water, sewer, and stormwater, and transportation programs that include paving, inspections, recreational accesses, and assistance with traffic calming studies. Mr. Nelson explained the importance of the department's collaboration with developers and other engineers in developing land through a process that involves plan reviews, construction monitoring and post-construction monitoring. He further explained how the management of projects is used as a blueprint for budget request planning, based on capital improvement needs. The engineering department has worked with Finance Director Val Tweedie to implement a time and benefits tracking software program that provides an avenue for daily time accountability and is useful in obtaining VDOT reimbursements for time spent on projects. The department will also soon begin using project management software that will track environmental controls such as erosion and sediment control and stormwater management programs. Mr. Nelson expressed his appreciation for the employees of the engineering department who he said are integral to the successful operations within the department: Tracey Eastridge, Secretary; Christopher Webster, Erosion & Sediment Control Program; Dayton Poff, GIS Coordinator; Todd Walters, Assistant Director of Engineering; Jessie Nester, Utilities Program; John Burke, Environmental Program Manager; Alan Shaw, Erosion & Sediment Control Inspector; Travis Moles, Engineering Technician; and Paul Vest, Construction Inspector. A copy of Mr. Nelson's report is attached to these minutes.

V. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS

1. COUNCIL ACTION ON:

- a. Proposed Real Property tax rate increase from \$0.13/\$100 to \$0.16/\$100. Councilman Vanhoozier made a motion to increase the real property tax rate from \$0.13/\$100 to \$0.16/\$100 effective for the 2016 calendar year. Councilman Huppert seconded the motion. Councilman Hall stated that he does not like the proposed tax increase but understands that that the budget calls for the increase, which is driven by the need for capital improvements and aquatic operations; without the \$600,000 generated by the increase, important services and capital improvements would suffer. Councilman Stipes agreed with Councilman Hall's comments and stated that the Finance Committee wrestled with the desire to avoid a tax increase while realizing the necessity to keep the Town's infrastructure and facilities in a state of good repair, and to continue providing appropriate levels of service to citizens. A portion of the tax increase will be used to advance planning of the new Town park (Truman Wilson property). Councilman Vanhoozier expressed his appreciation for Council's willingness to work together on this issue, and Councilman Huppert noted that the increase was important to meet the capital improvement needs established in the annual budget for FY 15-16; however, he would hesitate to consider additional tax increases in the coming years. Councilman Bishop noted that during the public hearing on this issue a citizen questioned if the increase was because of the cost of the aquatic center. He clarified that the aquatic center is only a part of the reason for the tax increase and that the revenues generated by the increase would support several necessary capital improvement projects. Councilman Showalter agreed with the comments of Council noting that the aquatic center, employee raises, and capital improvements were the driving force behind the tax increase, and he reinforced the necessity of the capital improvements included in the annual budget for FY 2015-16. Councilman Showalter stated that with the proposed tax increase, he hopes to avoid the need for additional increases in the next few years. Mayor Barber thanked Town staff for working with the Finance Committee on this issue.
- b. Conditional Use Permit request by Billy Massie (agent for Starlight MHP, LLC) for the expansion of an existing mobile home park with one single-wide mobile home and one single family residence on Starlight Drive (tax parcel 529 – ((A)) – 41) in the B-3 General Business District. The Public Hearing was held on May 12, 2015. Town Manager Helms read the Planning Commission resolution recommending Town Council issue the CUP with four conditions. The Planning Commission vote was 9 ayes; 1 nay; 1 absent. (It was noted that the "nay" vote was in response to Mr. Massie's absence from the Planning Commission meeting when this issue was discussed, which resulted in unanswered questions of the commission). Councilman Vanhoozier made a motion to issue the CUP with four conditions as recommended by the Planning Commission, seconded by Councilman Hall. In response to Condition #4, which provides for a multiple purpose developed recreational area, Councilman Stipes proposed that the Town require that the recreational area be developed and approved by the Town prior to the expansion of the mobile home park to ensure that the intent of the Planning Commission for a well-defined playground is met. At Councilman Stipes proposal, Councilman Vanhoozier withdrew his motion and Councilman Hall withdrew his second to the motion. Council discussed the need to better define the CUP condition for a developed recreational area and Town Manager Helms agreed to work with the Planning Department and Mr. Massie on this matter.

Councilman Hall made a motion to table the CUP request until the June 9, 2015 regular Council meeting, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. It was noted that Mr. Massey intends to occupy the single family residence included in the expansion.

2. CLOSED MEETING:

- a. REQUEST FOR A CLOSED MEETING. Councilman Hall made a motion to enter into a Closed Meeting under Code of Virginia § 2.2-3711(A)(3) for 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. The Closed Meeting is for a discussion regarding a connector road right-of-way. The motion was seconded by Councilman Bishop and Council was polled on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- b. RECONVENE IN OPEN MEETING.
- c. 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, seconded by Councilman Vanhoozier. Council voted on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- d. COUNCIL ACTION ON THE MATTER. No action was taken.

VI. COUNCIL REPORTS

- a. Councilman Hall reported that the next Recreation Advisory Commission meeting will be held June 1 at 6:00 P.M. at the recreation center.
- b. Councilman Huppert reminded Council of the upcoming Mountains of Music festival hosted by Montgomery Museum on June 13, 2015. The event is part of the Crooked Road music trail and is a fundraiser to benefit the museum.
- c. Mayor Barber invited Council to attend the grand opening, ribbon-cutting for the Christiansburg Farmer's Market on May 28 at 3:00 P.M.

VII. TOWN MANAGER'S REPORTS:

1. PROGRESS REPORTS AND ANNOUNCEMENTS:

- The Christiansburg employee picnic will be held June 12, 5:00 P.M. at the aquatic center.
- The Christiansburg Aquatic Center 5-year celebration is scheduled for June 26 – 27 at the aquatic center, and will feature aquatics demonstrations, games and competitions, along with food vendors and trucks.
- Council was provided a copy of the proposed Water and Sewer Leak Adjustment Policy for review. The proposed policy will be placed on the June 9th consent agenda. Council was asked to forward questions or comments to Town Manager Helms.
- Mr. Mike Miller has requested a work session with Council to discuss his proposal for redevelopment of the property at 100 W Main Street presented to Council on April 28, 2015. Councilman Hall expressed his desire for something in writing that outlined Mr. Miller's plan, vision, and research for the redevelopment, along with information on the kind of support expected from the Town, that Council could study prior to a work session. After further discussion, Council directed Town Manager Helms to schedule an informal meeting with Mr. Miller and to inform him of Council's wish for the documented information as noted, prior to the meeting.

V. ADJOURNMENT:

There being no further business to bring before Council, Councilman Vanhoozier made a motion to adjourn the meeting at 8:44 P.M., seconded by Councilman Bishop. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

**Town of Christiansburg
adjustments to draft budget of 3-24-2015**

BUDGET HEARING 5-26-2019

Excess of Revenue over Expenditures fromm 3-24-15 draft	18,100
Remove Town Council increase	9,043
Increase stipends for commissions from \$25-\$35	(7,500)
Add revenue for credit card phone payments	5,000
Adjust general revenue estimates	20,000
increase parks and recreation revenues	24,700
delete CI donation	10,000
delete IT conference room	15,000
add to bikeway walk way	(25,000)
add partial salary for one sro salary and benefits	(30,000)
delete recreation part time to fulltime, leave part time	14,420
add back bay doors at town hall	(10,000)
adjust capital projects expected to expend and increased match for	
increase grant amounts	(21,217)
increase insurance estimate	(3,891)
add data backhaul support for ami	(4,450)
excess revenue over expenditures	14,205

The draft budget for July 1, 2015 to June 30, 2016 can be found at:
<http://www.christiansburg.org/DocumentCenter/View/4859>

May 29, 2015

**Christiansburg Institute
Redevelopment Timeline**Attention: Barry Helms, Town Manager
Michael Barber, Mayor

As was reported during the Christiansburg Town Council budget presentation, Christiansburg Institute Incorporated (CI Inc.) has adopted an accelerated redevelopment plan after a year of intensive planning and consultation with experts on similar projects. The 2014-15 funding from the Town of Christiansburg supported invaluable consultation from experts in organizational development, building contractors, and historical redevelopment professionals. Based upon their counsel, the attached timeline elaborates the activities that CI Inc. will undertake in the coming year in order to engage an experienced redevelopment partner and begin renovation of the historic Edgar A. Long Building.

We are also in receipt of several cost estimates for weather tightening the structure and are in the process of securing additional financial support from alumni to complete this needed work.

The support of our local governments, including the Town of Christiansburg and Montgomery County, is essential for funding the professional services needed to guide our alumni and volunteers as we move forward with an exciting new phase of this project which is an important element of Christiansburg and Montgomery County's African American history.

If you have any questions about the timeline, please contact me, David Moore, at dmoore@vt.edu.

Sincerely,

David Moore, Consultant to the Christiansburg Institute Inc. Board of Directors
Senior Research Faculty
Virginia Tech Institute for Policy and Governance
dmoore@vt.edu
540-553-1454***Invent the Future***

Christiansburg Institute Redevelopment Timeline

2015

Jul-Sep

Preparation for Bid Solicitation

- ✓ Finalize redevelopment committee membership
- ✓ Establish parameters of negotiation
- ✓ Review Draft Request-for-Proposal document
- ✓ Prepare full bid package

Oct-Dec

Bidding

- ✓ Release Final Request-for-Proposal bid package
- ✓ Promote partnership opportunity broadly
- ✓ Hold site meetings
- ✓ Receive proposals

2016

Jan-Mar

Negotiations

- ✓ Review proposals
- ✓ Select partners for negotiation
- ✓ Negotiate redevelopment options
- ✓ Complete redevelopment contract

Apr-Jun

Begin Construction

- ✓ Obtain historic renovation approvals from VDHR
- ✓ Complete final construction plans
- ✓ Obtain required permits
- ✓ Begin redevelopment construction activities

6-4-15

To:

Town of Christiansburg
"Zoning Dept."

Please remove my application for a mobile home lot (on Phillip Ln. C'burg Va.) from the "special use" permit I am requesting! Please continue with the "special use" permit to construct a house on same property!

Thank you!

Signed

Billy D Massee

185 Tunnel Cir.

Christiansburg, Va.
24073

Phone:

540-320-6090.



TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION ADOPTING/SUPPORTING CONTINUOUS AUTHORIZATION TO EXECUTE VIRGINIA DEPARTMENT OF TRANSPORTATION LAND USE PERMITS

WHEREAS, it becomes necessary from time to time for the Town of Christiansburg to obtain land use permits from the Virginia Department of Transportation to install, construct, maintain and operate certain public works and public utilities projects along, across over and upon highway systems of the Commonwealth of Virginia; and,

WHEREAS, expense, damage or injury may be sustained by the Commonwealth of Virginia growing out of granting to the Town of Christiansburg by the Virginia Department of Transportation of said permits for the work aforesaid;

NOW, THEREFORE, BE IT RESOLVED by the Town Council this 9th day of June, 2015:

Section 1: That in accordance with the provisions of Section 24VAC30-151-720 of the Land Use Permit Regulations of the Virginia Department of Transportation, the Town of Christiansburg does hereby grant assurances to the Virginia Department of Transportation (VDOT) that it shall in all respects comply with all of the conditions of the permit or permits that have been, or will be, granted to the Town of Christiansburg and that said jurisdiction does hereby certify that it will carry liability insurance for personal injury and property damage that may arise from the work performed under permit and/or from the operation of the permitted activity as follows: up to one-million dollars (\$1,000,000) each occurrence to protect the Commonwealth Transportation Board members and the Virginia Department of Transportation's agents or employees; seventy-five thousand dollars (\$75,000) each occurrence to protect the Commonwealth Transportation Board, the Virginia Department of transportation or the Commonwealth of Virginia in the event of suit.

Section 2: That the Town Manager, or their designee, be, and hereby is authorized to execute on behalf of the Town of Christiansburg all land use permits and related documents of the Virginia Department of Transportation.

Section 3: That this resolution shall be a continuing resolution and shall not be revoked unless and until sixty (60) days written notice of any proposed revocation be submitted to the Virginia Department of Transportation.

Section 4: That the Town of Christiansburg shall, if requested by the Virginia Department of Transportation, provide a letter that commits to using the surety provided by its contractor or to have the contractor execute a dual obligation rider that adds the Virginia Department of

Transportation as an additional obligee to the surety bond provided to the locality, with either of these options guaranteeing the work performed within state maintained right-of-way under the terms of the land use permit for that purpose.

BE IT STILL FURTHER RESOLVED that the Town Manager, or their designee, be, and hereby is authorized and directed to procure insurance required by Section 1 herein.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by _____ seconded by _____ at a regular meeting of the Council of the Town of Christiansburg, Virginia held June 9, 2015, members of the Council stood as indicated opposite their names as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Samuel M. Bishop				
R. Cord Hall				
Steve Huppert				
Henry D. Showalter				
Bradford J. Stipes				
James W. Vanhoozier				
D. Michael Barber, Mayor*				

*Votes only in the event of a tie.

D. Michael Barber, Mayor

ATTEST:

Michele M. Stipes, Clerk of Council

Water and Sewer Leak Adjustment Policy

The Town Council of Christiansburg at its regular meeting on June 9, 2015 established the following policy for the adjustment of high water and sewer bills which were caused by water leaks on the customer's side of the water meter.

In the event a water customer should use an amount of water any one billing period in excess of 25% and 3000 gallons more than his average consumption for the previous three billing periods, and such excess is found to be caused by a leak on the customer's side of the water meter, the following policy and procedure will be followed:

Water Bills:

1. The Town shall be notified by the property owner of such leaks as soon as discovered.
2. The property owner shall have such leak repaired at his/her own expense and shall notify the Town of such repairs.
3. If any such leak is repaired within 10 days after the leak is discovered** and the Town is provided with documentation of such repair within 15 days of the repair, then the water bill for the billing period in which it was discovered or incurred shall be adjusted by averaging the consumption with the three previous billing period's consumption. This average consumption will then be billed to the customer at the regular water rates. Also see item #6.
4. Should the customer fail to have a leak repaired or mitigated within 10 days after discovery, no adjustment will be made.
5. Should the consumption for the billing period in which a leak is discovered not exceed 25% and 3000 gallons of the average consumption for the three preceding billing periods, no adjustment shall be made.
6. In no case will an adjustment be made which is lower than the cost of the water to the Town from the NRV Water Authority plus 25%.

Sewer Bills:

1. Should water leaks occur in such a location as to allow the leaking water to enter the sanitary sewer; the sewer bill will then be adjusted in the same manner as the water bill. Except that in no case will the bill will be less than 50% of the current rate per thousand gallons times the used gallons.
2. In the event a water leak occurs at such a location that the leaking water does not enter the sanitary sewer, then the sewer bill will be adjusted by using the average of the three preceding sewer bills. This average consumption will then be billed to the customer at the regular sewer rates.

Additional Guidelines:

1. Bills will not be adjusted for spigots left open or turned on by accident nor garden hoses breaking.
2. If the customer does not have a consumption history at the current location then the bill may be adjusted based on a calculated average if deemed reasonable.

**Discovery for purposes of this policy is identification of the actual leak, or receipt of high water notice or bill with higher than normal usage from prior periods.