

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
AUGUST 11, 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 AUGUST 11, 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; Farmers' Market Manager Sarah Belcher; Building Official Jerry Heinline; Director of Public Works Ricky Bourne; Superintendent of Public Works Jim Lancianese; Public Works Administration Clerk Eddie Smith; Public Works Utility and Construction Division Assistant Superintendent Tommy Sullivan; Wastewater Treatment Plant Superintendent Ryan Hendricks; Assistant Superintendent for Streets David Sutphin.

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING**

1. 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 multi-year Consolidated Plan and Annual Action Plan 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, 2015. Planning Director Nichole Hair reported that the program provides funding for sidewalk and infrastructure maintenance/upkeep for a designated area bound by Roanoke, Main, and Depot streets, and will be used as matching funds for the VDOT revenue sharing funds.

**REGULAR MEETING**

**I. CALL TO ORDER BY MAYOR BARBER.**

**II. CONSENT AGENDA:**

1. Council Meeting Minutes of July 28, 2015

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

**III. RECOGNITIONS:**

**IV. CITIZEN'S HEARING:**

1. CITIZEN COMMENTS:
  - a. No comments.

**V. STAFF REPORTS:**

1. Jerry Heinline, Building Official – Update on the Building Inspections Department. Jerry Heinline, Building Official, provided Council with an overview of the functions and operations of the Building Inspections Department, staffed by Leslie Boone, Bill Aldridge, Chris Childress and himself. Mr. Heinline explained the role and daily functions of each staff member, explaining that the main goal of the department is to enforce building codes to ensure public safety, but that it also provides building plan reviews, issues building permits, conducts building code and property maintenance inspections, final inspections, and issues Certificates of Occupancy. Mr. Heinline then explained the property inspections process and the protocol for addressing violations, noting that, as Building

Official, he regularly assists the Fire Marshal with commercial building inspections. The Building Inspections Department is currently involved with six commercial building projects, plus six projects under review. Council was provided a brief outline of the department's current administrative projects that included updating the building permit application process and the modification of other form processes to improve efficiency. During the year 2014-2015, the Building Inspections Department performed 3,180 inspections, issued 1,634 permits, and performed more than 200 plan reviews. At Council's request, Mr. Heinline spoke about the condemnation and clean-up process, and the costs, to re-occupy property that was found to be used as a meth lab. Clean-up costs are approximately \$10,000, but because of the Town's meth lab clean-up restitution policy, taxpayer dollars do not cover these costs. Town Manager Helms added that it is not unusual for staff of the Building Inspections Department to receive threats by people in the community unhappy with the outcome of inspections. Council thanked Mr. Heinline for the staff report.

2. Ricky Bourne, Director of Public Works, and James Lancianese, Superintendent of Public Works – Update on the Public Works Department. Ricky Bourne, Director of Public Works, began the presentation by explaining the mission statement and vision of the Public Works Department that focus on providing quality services to the Christiansburg community. He introduced his staff: Superintendent of Public Works Jim Lancianese, Public Works Administration Clerk Eddie Smith, Public Works Utility and Construction Division Assistant Superintendent Tommy Sullivan, Wastewater Treatment Plant Superintendent Ryan Hendricks, and Assistant Superintendent for Streets David Sutphin, and he highlighted the roles each play within the department and in the community. Mr. Bourne reported that the three divisions within the Public Works Department, administration, field operations, and wastewater operations, are responsible for the construction, operation, and maintenance of all Town infrastructure, and each division was detailed in its specific operations. Mr. Bourne introduced Ryan Hendricks, superintendent of the wastewater treatment plant, who briefly explained the operations and treatment processes at the wastewater treatment plant and answered questions of Council. Mr. Bourne provided Council with a handout that gave recognition to the public works' employees killed in the line of duty: Jack Bean (2005), Doug King (2006), and Josh Boley (2011). Mayor Barber commented that the Town receives many positive comments from the community on the quick snow removal process by public works crews and on the downtown flowers and overall cleanliness of the Town. Council commented on the popularity of the spring/fall clean-up weeks and on the overall friendliness and professionalism of the public works employees as they interact with people while serving the community.

## VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

### 1. COUNCIL ACTION ON:

- a. Community Development Block Grant (CDBG) Consolidated Plan and 2015-2016 Annual Action Plan. Councilman Hall made a motion to approve the Community Development Block Grant Consolidated Plan and 2015-2016 Annual Action Plan as presented, seconded by Councilman Stipes. Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

## VII. COUNCIL REPORTS

- a. Councilman Showalter reported that the Town is currently working to expand public input to the Central Business District Committee.
- b. Councilman Huppert said he found tonight's staff reports to be excellent teaching tools and he commended the presenters. He also mentioned the extensive public service of former Council member and mayor, Harold Linkous, who passed away on Saturday.
- c. Councilman Vanhoozier expressed his appreciation for the Town's support of VT Knowledgeworks, an organization that assists new technologies in developing into viable businesses, and he spoke briefly about the types of projects that have been supported by VT Knowledgeworks. VT Knowledgework included the Christiansburg logo on its advertisement for its annual public information presentation in Roanoke.
- d. Councilman Hall expressed his appreciation for the staff reports, and for Jerry Heinline's involvement in drafting the remediation policy several years ago that relieved taxpayers from covering the costs of meth lab clean-up. He also expressed appreciation for the Police Department's involvement with a program offered through CVS Pharmacy that allows individuals to drop off prescription medications for disposal, with no questions or comments. Councilman Hall said he appreciates the Police Department's efforts to lead in many community initiatives.
- e. Mayor Barber reminded Council that the New River Valley Agency on Aging will be honoring Scott Weaver during a special presentation on August 13 at the recreation center. Also, he has been asked by the public relations department to write an article for the Town newsletter. He is working with the recreation center and the aquatic center to write an article about the sporting events that have been held in Christiansburg during the 2015 sports season.

VIII. TOWN MANAGER'S REPORTS:

1. PUBLIC HEARING REQUESTS: Town Manager Helms presented the following requests and recommended setting the Public Hearings as indicated:

August 25, 2015

Issuing of bond loan to fund the Police Department building renovation and purchase of land for a future road.

September 8, 2015

Community Development Block Grant 2015 Consolidated Annual Report.

September 22, 2015

Rezoning request for 915 Peppers Ferry Road from R-2 Two-Family Residential Zoning to B-3 General Business Zoning.

On motion by Councilman Hall, seconded by Councilman Showalter, Council voted to set the Public Hearings for the dates indicated as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier - Aye.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:

- The Annual VML Conference is scheduled for October 4-6 in Richmond. Council was reminded to notify the clerk of plans to attend.
- A legislative rail reception is scheduled for August 20, 2015 at Radford University. Council was asked to let Town Manager Helms know of plans to attend.
- The new Town policy to provide full-time employees with free passes to the aquatic center has resulted in fifty-eight individual memberships, two family memberships, and ten participants in various classes.

IX. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:08 P.M.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor