

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
NOVEMBER 10, 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 NOVEMBER 10, 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; Assistant to the Town Manager Adam Carpenetti; Finance Director/Treasurer Val Tweedie; Market Manager Sarah Belcher.

PLEDGE OF ALLEGIANCE

**REGULAR MEETING**

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

**II. CONSENT AGENDA:**

**1. Council Meeting Minutes of October 27, 2015**

Councilman Hall requested that item #4 under Progress Reports and Announcements be amended to delete a portion of the last sentence that indicated he had firsthand knowledge of the number of students impacted by the new tardy policy at Christiansburg High School. His voiced concern was based on information he had received from concerned parents.

Councilman Hall made a motion to approve the consent agenda, with the requested amendment to the minutes, 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:**

- a. Resolution supporting Small Business Saturday and declaring November 28, 2015 as "Small Business Saturday". Councilman Vanhoozier made a motion to adopt the resolution, seconded by Councilman Bishop. Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

**IV. CITIZEN'S HEARING:**

1. **LAURA B. GUILLIAMS, EXECUTIVE DIRECTOR OF NRV CARES, TO ADDRESS COUNCIL.** Laura Guilliams thanked Council for the opportunity to speak, and for its continued support of NRV Cares and its community programs. During 2015, the agency has provided services and resources to more than 900 people in Christiansburg through community education and awareness programs, and the CASA volunteer program. Ms. Guilliam expressed her appreciation for the Town's efforts to bring awareness to the problem of child abuse during the child abuse prevention month of April. She provided Council with statistics on child abuse and neglect in Christiansburg and Virginia, noting that support from communities has a big impact on efforts to strengthen families affected by abuse. NRV Cares will continue its tradition of lighting the Tree of Hope in the downtown square, a campaign to raise funds and bring community awareness during the holiday season.
2. **COACH PORTER, CHRISTIANSBURG HIGH CROSS COUNTRY COACH, TO ADDRESS COUNCIL.** Brian Porter, coach of the Christiansburg High School cross-country team, addressed Council regarding safety concerns along the Huckleberry Trail where his teams train. He explained an incident on the trail in which a man exposed himself to several girls during a recent practice, and has not yet been found. After speaking with several other coaches, and concerned parents, Coach Porter said he decided to come before Council to request it consider placing emergency call boxes and/or security cameras at various locations along the trail to improve the safety of trail users. Council discussed the possibility of utilizing emergency call boxes, similar to those used by Blacksburg, and Mayor

Barber turned the matter over to Town staff and Police Chief Sisson to study and provide a recommendation to Council.

3. CITIZEN COMMENTS:

- a. No comments

V. STAFF REPORTS:

1. No staff reports.

VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. Report on grant writer study. Town Manager Helms reported that he received information from Blacksburg, Rocky Mount, and Galax, about how they handle grant writing needs, and found that Blacksburg's department directors take responsibility for grant writing, Rocky Mount hired an outsourced person, and Galax hired a grant writer/administrator in January 2012, with successful results. He added that the NRV Regional Commission has purchased a one-year subscription to Grant Finder, a searchable database for grants, and would be able to assist the Town with searching for appropriate grants. The NRVRC could also prepare grant applications for a nominal fee. Councilman Showalter commented that if the Town chooses the assistance of the NRV Regional Commission, it must be prepared to handle the daily management and reporting of the grants in-house, which is the most involved part of the grant process. Currently, the finance department handles all grant management and reporting, unless the grant is department related, and Finance Director Val Tweedie explained what is involved in bringing a grant to fruition. The Town currently manages approximately fifteen grants. After further consideration, and with Town Manager Helms' recommendation that the Town not hire a grant writer at this time, Council agreed to work with the NRV Regional Commission in searching and applying for grants, and to reconsider in the future if the Town's needs change.
2. Discussion regarding electronic tablets for Council's use. Town Manager Helms reported that there were funds in the annual budget for electronic tablets for Council use, and he asked that Council members discuss how they would like to use electronic tablets to determine what type of tablet setup would meet their needs. Assistant to the Town Manager Adam Carpenetti discussed with Council the various options and capabilities available, and Council asked that he put together a menu list of options, along with the average costs for devices and annual operation, for Council to consider and discuss at a future meeting.

VIII. COUNCIL REPORTS

- a. Councilman Showalter reported on the recent Central Business Advisory Committee meeting, noting that the committee had been invited to the Planning Commission meeting on November 16, 2015. He then reported that the Central Business Advisory Committee was scheduled to meet on November 17, and he would talk to committee members about the type of grant writing services the commission could provide the Town. Noting the concern presented by Coach Porter, Councilman Showalter recommended the town utilize its resources to educate school students on safety awareness and personal protection.
- b. Councilman Huppert announced that a reception will be held at the aquatic center on December 22, 2015 at 5:00 P.M. in honor of Councilman Vanhoozier's service on Town Council.
- c. Councilman Vanhoozier reported on the recent Stormwater Stakeholder meeting, noting that the group plans to present Council with a recommendation within the next few weeks.
- d. Councilman Hall reminded Council of the work session to discuss development of the Truman Wilson property. Regarding the concern presented by Coach Porter, Councilman Hall reported that as soon as the police department became aware of the situation, it stepped in and provided extra patrol through the area to keep those using the trail, and those around the mall, safe.
- e. Mayor Barber reported that he is unable to attend a ribbon cutting scheduled for November 19, and Councilman Vanhoozier offered to attend on behalf of the town. He then reported that the town, along with Montgomery County, would dedicate the Courthouse Square as Veteran's Monument Park during the Veteran's Day parade on November 11, 2015, and he reported on several community activities honoring veterans scheduled for November 11.

IX. TOWN MANAGER'S REPORTS:

1. PUBLIC HEARING REQUEST: Town Manager Helms presented the following request and recommended setting the Public Hearing for December 22, 2015:

- a. Conditional Use Permit request for auto upholstery and storage at 930 Roanoke Street.

On motion by Councilman Hall, seconded by Councilman Showalter, Council voted to set the Public Hearing for December 22, 2015 as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier - Aye.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:
  1. No announcements.

X. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:58 P.M.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor