

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
JUNE 28, 2016 – 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, VIRGINIA, ON JUNE 28, 2016 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Henry Showalter; Samuel M. Bishop; Harry Collins; R. Cord Hall; Steve Huppert; 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; Treasurer/Finance Director Val Tweedie; Director of Engineering and Special Projects Wayne Nelson; Assistant Engineering Director Todd Walters; Engineering Project Manager John Burke; Fire Chief Billy Hanks; Public Relations Director Melissa Powell; Farmers' Market Manager Sarah Belcher.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a private school [Zoning Ordinance Section 42-305(14)] at 100 West Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District. Mike Larkin, President and founder of Ignite – Life Pacific College said he was honored to come before Council with his proposal to expand the Ignite Campus into downtown Christiansburg. Mr. Larkin said Ignite relocated to Christiansburg from California five years ago as a new school and a new vision, with a focal point on community service and development, along with academics. He noted that Ignite students have served 70,750 hours of community service in the New River Valley in the past five years. Mr. Larkin said he appreciates the community partnerships that provide community service opportunities for students, and he is looking forward to the new opportunities that would arise from the campus expanding into downtown Christiansburg. Representation from Kesler Contracting, and Fire Safety Products, were present in support of the request. Jay Dickerson of Fire Safety Products spoke about the safety improvements underway on the building at 100 West Main Street and future plans to further increase the safety of the building.
2. Proposed amendment to the Sewer Use Ordinance. Town Manager Helms reported that the amendments to the Sewer Use Ordinance pertained to local limits, which were incorporated into the ordinance when the Town Code was recodified. The Department of Environmental Quality has requested the Town publicly advertise the changes to bring awareness to the new limits. Therefore, the Town is advertising the ordinance amendment for 30 days, with Council action scheduled for July 26. There were no public comments regarding this matter.

REGULAR MEETING

- I. **CALL TO ORDER BY MAYOR BARBER.** Mayor Barber stated there was a quorum of Council present
- II. **CONSENT AGENDA:**
 1. Council meeting minutes of June 14, 2016
 2. Monthly Bills

Councilman Hall requested that Council vote separately on the two consent agenda items since he was absent from the June 14th meeting and planned to abstain from voting on the minutes.

Councilman Huppert made a motion to approve the Council meeting minutes of June 14, 2016 as presented, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Abstain; Huppert – Aye; Showalter – Aye; Stipes – Aye.

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

III. RECOGNITIONS:

1. Mayor Barber recognized Steve Biggs who will begin serving as Christiansburg Town Manager on July 1, 2016.
2. Mayor Barber recognized Carmen Graves, daughter of town employee Sharon Graves, who qualified in the 3,000-meter steeplechase for the U.S. Olympic track and field trials to be held in July.
3. Mayor Barber presented a resolution recognizing the service of Town Manager Barry Helms, who will retire on June 30, 2016. A copy of the resolution is attached herewith.

IV. CITIZEN'S HEARING:

1. Citizen Comments. There were no citizen comments presented.

V. STAFF REPORTS:

1. Presentation on the tourism website. Tourism Director Lisa Bleakley thanked Council for its continued support, and noted a special thanks to retiring Town Manager Helms for his consistent guidance and support through the years. She then, along with Irene Keller, presented Council with the newly designed tourism website that recently went live. As she walked through the website, Ms. Bleakley explained that it was a regional collaboration that focused on enticing customers to want to visit the New River Valley. The website, created to be educational in nature, included an interactive map that Ms. Bleakley navigated for Council. In closing, Ms. Bleakley provided Council with a guide to use in learning to navigate the website and interactive map, and offered to answer any questions. Council expressed its appreciation for the website as a user-friendly, interactive tool, and offered suggestions on ways to make it more inclusive.
2. Wayne Nelson, Director of Engineering and Special Projects, to provide an update on the Engineering Department. Mr. Nelson reported to Council on the Town's street paving programs and explained the rating system used to prioritize paving projects. The Engineering Department actively seeks grant funding for paving projects, and the primary street paving program received \$443,253 in funding for FY 15-16, which was allocated between West Main Street and Depot Street. Mr. Nelson used a map to indicate the streets scheduled for paving during FY 15-16 and FY 16-17. John Lemley Lane is scheduled for full depth reclamation paving, a process that complies with VDOT specifications, and is expected to be superior to the cold in-place paving used by the Town a few years ago. In addition to the street paving report, Mr. Nelson reported on VDOT funding announcements for FY 17, introduced new staff positions, and reviewed the department's initiatives, and ongoing or scheduled capital projects. A copy of the engineering report and the capital project listing are attached herewith. Councilman Collins noted that installation of a traffic light was included in the capital project listing, and he asked what influenced VDOT's decision to partially fund the project. Mr. Nelson replied that the Town's support of a traffic light, along with private funding commitments and a traffic count, impacted VDOT's decision to move forward with authorizing the project. In closing, Mr. Nelson reviewed plans for the North Franklin/Cambria Street intersection and corridor improvements, which have been included in VDOT's Six-Year Improvement Program, with Councilman Showalter noting that sidewalks were needed along North Franklin Street, from Independence Boulevard to Cambria Street, to accommodate pedestrians from the high school and recreation center. Councilman Hall expressed his gratitude for the department's diligence in seeking and securing grant funding for projects that improve safety and

enhance the Town. Council expressed appreciation for the progressive operations of the Engineering Department, and Mr. Nelson credited Town Manager Helms' decision to split the Engineering and Public Works Departments with allowing him time and opportunity to focus solely on engineering. He then commended his staff and interns for working together to meet the engineering needs of the Town.

3. Fire Chief Billy Hanks to provide an update on the Fire Department and the new ISO rating. Fire Chief Hanks thanked Council for its continued support of the Fire Department. He then reported on the department's membership and call responses, and brought special attention to the Deputy Fire Marshall, Curtis Whitt, who inspected over 600 businesses in the last year, and worked with business owners to address fire code violations. Chief Hanks then provided Council with information on the department's community involvements intended to educate the public on fire safety, noting that the department spoke to 2,253 children and 700 adults in the last year. During his update, Chief Hanks reported that the Insurance Services Office (ISO) increased the department's rating from a Class 5 to a Class 4, which could result in decreased homeowner's insurance for residents. The rating increase was the result of the department's continued efforts to meet the standards set by the ISO, along with the efforts of staff from the Public Works Department including Ricky Bourne, and Leon Martin, and Jessie Nester from Engineering. Chief Hanks noted that construction of a second fire station on the recently purchase property on Roanoke Street would increase the ISO rating for that section of town from a Class 10 to a Class 4. Chief Hanks then announced that all dispatch had been transferred to the new E-911 call center, and reported on activities, appointments and awards of his staff and volunteer crew. He spoke to the importance of volunteers to the department in providing emergency services, and he asked Council to thank the Fire Department volunteers for their service, anytime they see them. Chief Hanks expressed his appreciation for retiring Town Manager Barry Helms, stating that it had been a pleasure to work with him over the years. Councilman Huppert asked Chief Hanks to pass along Council's appreciation to the department's volunteers. Councilman Collins stated his gratitude for the volunteers of the department, noting that the department promptly responded to a fire call to his house, not long ago. He then requested Council be provided with a report indicating call and response times, along with who responded to each call. Chief Hanks said he could provide Council with that information through the mutual aid report. Councilman Showalter requested that PR take a group photo of the Fire Department members for placement in Town Hall. Members of the Fire Department meet the first and third Tuesday of each month, and Chief Hanks invited Council to visit anytime.

VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. Council action on:
 - a. Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a private school [Zoning Ordinance Section 42-305(14)] at 100 West Main Street (tax parcel 527 – (A) - 66) in the B-2 Central Business District. Councilman Stipes made a motion to accept the Planning Commission's unanimous recommendation to issue the Conditional Use Permit with one condition, seconded by Councilman Hall. Council was polled on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
2. Appointment of Planning Director Andrew Warren as Zoning Administrator. Councilman Collins made a motion to appoint Planning Director Andrew Warren to serve as Zoning Administrator, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
3. Credit Manual for Storm Water Utility. Council was provided a copy of the Credit Manual for the Storm Water Utility in the agenda packet. The Storm Water Utility was approved during the Special Meeting held on June 21, 2016. Councilman Hall made a motion to approve the Credit Manual, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
4. Consideration of contract with Blacksburg Transit for transportation service during the FY16–17. Town Manager Helms provided Council with a copy of the proposed contract made possible through state grant

funding. Service operations, and the Town's financial responsibility, would remain the same as FY 15-16. Representatives of Blacksburg Transit were present to answer questions of Council. Councilman Stipes made a motion to approve the proposed contract with Blacksburg Transit, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Council discussed reviewing the transportation plan and ridership numbers on a frequent, possibly monthly, basis.

VIII. COUNCIL REPORTS:

- a. Councilman Huppert expressed his appreciation for the resolution honoring retiring Town Manager Helms, adding that the Depot Park improvements were also made under Mr. Helms' direction, along with the memorial bench located on the Huckleberry Trail bridge, and the Sunset Cemetery columbarium. He then recognized and thanked Assistant Town Manager Wingfield for his assistance with the memorial bench, and the Town staff involved with construction of the columbarium.
- b. Councilman Showalter thanked Town Manager Helms for working with him over the years, and for his willingness and availability in answering questions of Council.
- c. Councilman Stipes expressed his appreciation for Town Manager Helms' service to the Town, and for the example he has set as a faithful man of integrity.
- d. Councilman Hall reported that the next Recreation Advisory Commission meeting would be held in August. The Truman Wilson property and the free \$80,000 playground equipment will be on the agenda for discussion. He then expressed his regret for missing the reception held for retiring Town Manager Helms, due to his responsibilities as coach of a girls' softball team, and he spoke to Mr. Helms' knowledge of the Town and his reputation as a patient, honest, and respectful man. Councilman Hall thanked Mr. Helms for supporting Child Abuse Prevention Month, and for his willingness to demonstrate his support in Town. He then thanked those involved with striping Independence Boulevard.
- e. Councilman Bishop expressed his appreciation for Town Manager Helms, stating that Mr. Helms had been a great resource for him as a new member of Council.
- f. Councilman Collins mentioned prior discussions by Council regarding city status vs. town status and asked if a report was to be provided to Council for consideration. Town Manager Helms replied that Finance Director/Treasurer Val Tweedie was gathering information on that matter for Council consideration. Councilman Collins then concurred with Councilman Hall's comments regarding retiring Town Manager Helms, and noted that Mr. Helms had been a great source of help to him as a new Council member.
- g. Mayor Barber thanked retiring Town Manager Helms for working closely with him over the years, and for providing guidance to him when he was a newly elected mayor. He expressed that Mr. Helms had served the Town and its citizens well, and would be missed by many people. He then reported on the July 4th celebration to be held on Main Street, with fireworks at the high school, and he invited all to attend.

IX. TOWN MANAGER'S REPORTS:

1. PROGRESS REPORTS AND ANNOUNCEMENTS:

- In response to questions raised at the June 14th Council meeting, it was reported that the Christiansburg Rescue Squad provided 60 mutual aid responses, and received 20 responses, during the past year. Mutual aid is often in response to critical situations.
- Town Manager Helms requested authorization to sign an Aquatic Facility Rental Contract with Colonial Athletic Association. Council was provided a copy of the contract in the agenda packet. Councilman Hall made a motion to approve the request, seconded by Councilman Huppert. Council was polled as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- Town Manager Helms thanked Town Council, the department heads, and employees, for their support during his 22 years of service with Christiansburg. He expressed gratitude for the opportunities he has been given by the Town, and stated that he was pleased with the growth of Christiansburg that was the result of the efforts and dedication of Council and each Town department. Christiansburg would continue to be his home, and Mayor Barber asked Mr. Helms to continue serving on the 911 Authority through the end of the year.

X. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:45 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor