

AGENDA
REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
AUGUST 9, 2016 – 7:00 P.M.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

REGULAR MEETING

- I. CALL TO ORDER BY MAYOR BARBER

- II. CONSENT AGENDA
 1. Council meeting minutes of July 26, 2016

- III. RECOGNITIONS

- IV. CITIZENS' HEARINGS
 1. Citizen Comments

- V. STAFF REPORTS
 1. Melissa Powell, Director of Public Relations, to give a presentation on adjustments to the colors on the Town logo.

 2. Brad Epperley, Director of Parks and Recreation, to give an update on the Parks and Recreation Department.

- VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
 1. Proposal to set fees for Sunset Cemetery presented by Adam Carpenetti, Assistant to the Town Manager.

 2. Report on action taken relative to a "Community Support" item in the FY16-17 Annual Budget.

 3. Discussion on utility of creating *safe zones* within the Town of Christiansburg (Hall).

 4. Water, Sewer, & Solid Waste Committee report on meeting held August 2, 2016.

 5. Annual resolution with VDOT authorizing local official for execution of agreements.

- VII. COUNCIL REPORTS

- VIII. TOWN MANAGER'S REPORTS
 1. Reports and Announcements

- IX. ADJOURNMENT

The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, August 23, 2016 at 7:00 P.M.

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
JULY 26, 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 JULY 26, 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 Steve Biggs; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Finance Director/Treasurer Val Tweedie; Planning Director Andrew Warren; Public Relations Director Melissa Powell; Aquatics Director Terry Caldwell; Assistant Director of Engineering Todd Walters; Director of Public Works Ricky Bourne; Assistant Director of Public Works Jim Lancianese; Police Chief Mark Sisson; Engineering Technician Travis Moles.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

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 July 12, 2016.
 2. Monthly Bills

Councilman Hall made a motion to approve the consent agenda with the following amendment to the minutes of July 12, 2016: Section VIII(d.), add to sentence 4: "...along with the multiple aquatics programs offered to area youth through the Christiansburg Aquatic Center." Councilman Huppert seconded the motion, and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

- III. RECOGNITIONS:
 1. There were no recognitions.
- IV. CITIZEN'S HEARING:
 1. Citizen Comments

- a. Jamie Bond, 106 West Main Street, brought to Council a request for help in resolving a conflict between the organizers of the Gospel Singing event and the organizers of the Heritage Day festival, regarding the display of event banners across Main Street. Both events are scheduled for August 27, and Town policy states that banners for Council-approved events may be displayed across Main Street two weeks prior to the scheduled event. According to Ms. Bond, who is one of the organizers of the Gospel Singing event, Heritage Day organizers, who submitted their event application first, want to display their event banner two weeks prior to their festival, which means the Gospel Singing event banner would be displayed three and four weeks prior to the event taking place. Gospel Singing event organizers are concerned that attendance may be negatively impacted by such early advertisement. Ms. Bond said organizers of both events have discussed the conflict, but have not been able to find a resolution that is satisfactory to both parties. According to Ms. Bond, organizers for the initial Gospel Singing event in 2015 chose to schedule the event for the "last Saturday in August", and an event

banner was purchased reflecting that wording. In 2015, the last Saturday in August was a fifth Saturday, but in 2016 the last Saturday in August is the fourth Saturday, which is the standing date for the Heritage Day festival. Ms. Bond said that in 2015, the banner for the Gospel Singing event was only displayed for one week prior to the event, to allow for a two week display of the Heritage Day banner. Ms. Bond requested that Council support alternating the two week display period between the two events, so that the two event banners would be displayed one week on and one week off for four weeks prior to August 27. Councilman Stipes asked if the banners could be stacked on the banner poles, and Public Works Director Ricky Bourne said the poles were not set up to allow a stacked display, and the short timeframe would not allow time to modify the poles. It was noted that Town staff had offered to allow the display of Gospel Singing event signs/banner at Town Hall, but event organizers turned down the offer because the signs and the event would be on the opposite ends of Main Street. Councilman Bishop asked for clarification of the policy concerning the placement of banners, and Mayor Barber replied that the Town has used a first-come, first-serve basis. At Council's inquiry, Assistant Town Manager Wingfield verified that organizers of the Gospel Singing event did give up a week of banner display in 2015 to accommodate a two week banner display period for Heritage Day. Council then discussed various locations that signs and banners could be placed in the downtown area, and agreed that it should consider modifying the policy to avoid future conflicts. However, noting the short-time frame of this particular request, Councilman Showalter said it was appropriate for the Town to become involved, since public property was involved and both events were beneficial to the Town. Town Manager Biggs offered to sit down with both parties to negotiate an agreement, since there was not enough time to develop a policy to address the concern. Council agreed to continue discussing the matter under Discussions by Mayor and Council Members.

V. STAFF REPORTS:

1. Ricky Bourne, Director of Public Works, to provide an update from the Public Works Department. Mr. Bourne began his update by reporting on the 2016 Citizens Academy, and inviting Council to attend on September 14 to meet the Public Works' staff and to learn about the tools and equipment used by the department. He then introduced Jim Lancianese, Assistant Director of Public Works, and Ryan Hendrix, Wastewater Superintendent, and spoke about the vision and mission of the department to provide quality, professional public services to the Christiansburg community and visitors, and to ensure that Public Works employees have a safe, positive environment in which to work. Included in the PowerPoint presentation were aerial photos of Public Works Station B, located at 300 Scattergood Drive, N.W. and the wastewater treatment facility. Mr. Bourne reviewed the responsibilities of the department that included construction, operation, and maintenance of the entire Town infrastructure, and he explained the four divisions, General Services, Streets, Utilities, and Wastewater Treatment Plant, that make up the department, and provided a brief overview of the operations of each division. Mr. Bourne noted that the Wastewater Treatment Plant had received no violation citations for seven consecutive years. Council was provided information on the credentials of the department's staff members, and Mr. Bourne emphasized the department's focus on staff training and development to better serve the community. In closing, Mr. Bourne offered to answer questions of Council. Councilman Huppert thanked Mr. Bourne for the update and passed along compliments from the community on snow removal and the spring/fall clean-up program. Council agreed that public feedback on the operations of the Public Works Department were positive and complimentary. Council thanked Mr. Bourne for his update. A copy of the report is attached.
2. Report from Wayne Nelson, Director of Engineering and Special Projects, regarding current status of matters related to the NRV Regional Water Authority. Town Manager Biggs addressed Council regarding this matter in Mr. Nelson's scheduled absence. Council was provided a memorandum from Mr. Nelson in the agenda packet that provided an update on the implementation of the Joinder Agreement, the status of the water treatment plant, and current and future projects under consideration by the NRV Regional Water Authority. These topics are to be discussed in detail during the Water, Sewer, Solid Waste Committee meeting scheduled for August 2. Town Manager Biggs noted that an engineering analysis found the water treatment plant to be significantly outdated and in need of improvements. The improvements could result in cost increases to the Town and its residents. Councilman Hall asked if the capital improvements under review by the water authority were to provide redundancy or to update facilities, and he questioned the locations of the larger scaled projects. Town Manager Biggs replied that the lack of redundancy was a concern, but, also, that infrastructure was showing age and degradation.

According to Town Manager Biggs, two of the larger capital improvement projects would directly support Christiansburg, but most would benefit the citizens of Montgomery County. Councilman Hall said he did not want the Town to be put in a position where it was subsidizing the County. A board meeting has been scheduled for August 31, 2016 to discuss these matters with the NRV Regional Water Authority.

VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. Proposed amendment to the Sewer Use Ordinance in regards to sewer limits. The Public Hearing was held on June 28, 2016. Councilman Huppert made a motion to approve the proposed amendment, seconded by Councilman Collins. Council was polled on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
2. Recommendation of reappointment of Tacy Newell to the Board of Zoning Appeals. Ms. Newell's term expires August 31, 2016. This matter was tabled July 12, 2016. Councilman Hall made a motion to recommend the reappointment of Tacy Newell to the Board of Zoning Appeals, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Councilman Stipes expressed his appreciation for Ms. Newell's service to the Town as a member of the BZA. Councilman Collins noted that Ms. Newell also serves on the Planning Commission and is an asset to the Town in that capacity, as well.
3. Appointment of Andrew Warren, Planning Director, to serve as Subdivision Agent. Town Manager Biggs explained that this request was part of continuing efforts to realign responsibilities to the proper individuals, and that the operations and competency of the Planning Department supported this recommendation. Councilman Stipes made a motion to appoint Andrew Warren to serve as the Town's Subdivision Agent, seconded by Councilman Hall. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
4. Resolution for the Renewal of the VDOT FY13 Revenue Sharing Projects. The resolution is being presented to Council for a second approval at the request of VDOT. Todd Walters, Assistant Director of Engineering, reported that Council approved this item in June 2016; however, the resolution template provided by VDOT left out a budget item on the document. The result was a minor administrative change to the resolution before Council, with no additional costs to the Town. Councilman Hall made a motion to approve the resolution, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
5. Report on bid process for the Brown, Church, and Lucas project. Town Manager Biggs reported that he would begin bringing major capital improvement details to Council, with a recommendation for award, once bid estimates have been received. The Brown, Church, and Lucas project was included in the 2016–2017 Annual Budget, and Town Manager Biggs reported that the low bidder, Wells Construction Company, bid within the Town Engineer's estimate, and has been qualified by the Engineer. Town Manager Biggs asked for Council's approval to award the bid in the specified amount of \$944,879, and to authorize a 5% construction contingency for found conditions. Change orders that exceed the 5% contingency would be brought to Council for approval. Councilman Hall made a motion to accept the bid as presented and to authorize the 5% construction contingency as recommended, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
6. Request to reallocate Police Department special funds for vehicle purchase. Finance Director/Treasurer Val Tweedie explained that the Police Department has state and federal anti-drug funds from asset forfeiture/seizures, and these funds can only be used by the Police Department for law enforcement purposes. The Police Department budgeted funds from both anti-drug funds for use during the FY 16-17, but is now requesting that the budgeted funds be reallocated to capital expenses for the purchase of a new vehicle to be used by one of the Police Captains. The reallocation would have no impact on general funds. Councilman Hall made a motion to approve the reallocation as requested, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

7. Request by Jamie Bond regarding event banners, presented during the Citizen Comments. Town Manager Biggs provided Council with a copy of the Town's policy regarding banner placement on Main Street, and Assistant Town Manager Wingfield explained the policy. Councilman Stipes said he would like to see the two parties come to agreeable terms without Council involvement, but if they cannot, he expressed his support for complying with the first-come, first-serve basis. Council discussed various ways to respond to the request, and Councilman Huppert suggested the two parties compromise by agreeing to divide the four weeks prior to the events. Town Manager Biggs noted that Council was limited in options because of the short timeframe; however, it did have authority to depart from the policy, if it so chose. Council expressed support for both events, noting that both were an asset to the Town and enjoyed by the community. Mayor Barber said this was a unique situation this year, one that he believed could be worked out satisfactorily with both groups, and he recommended the Gospel Singing event reconsider alternate downtown sign placement locations, in addition to the banner across Main Street. Councilman Hall recommended alternating the four weeks prior to August 27, with the Gospel Singing banner displayed across Main Street on weeks one and three, and Heritage Day displaying its banner on the second and fourth week, stating that his recommendation was influenced by the willingness of the Gospel Singing event organizers to give up one of their display weeks in 2015 to accommodate Heritage Day. Councilman Huppert supported the recommendation, but suggested allowing Heritage Day to choose its display weeks. Councilman Showalter expressed support for Councilman Hall's recommendation, stressing that this was a one-time situation with an easy solution. Councilman Showalter then stated that he wanted the museum lamppost flags installed on Main Street a few weeks prior to the Heritage Day festival. Councilman Hall asked that, in the future, Town staff make Council aware of potential conflicts with downtown events, so issues can be addressed before problems arise. Director of Public Works Ricky Bourne said he had crews available to alternate the signs weekly for a month. Councilman Hall made a motion to allow the Gospel Singing event to display its banner across Main Street on the first and third weeks prior to August 27, and Heritage Day to display its banner on the second and fourth weeks prior to August 27. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Nay; Collins – Nay; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Nay. Noting a tie, Mayor Barber voted Aye to approve the motion. Assistant Town Manager Wingfield agreed to notify the organizers of the Heritage Day festival of Council's action.

VIII. COUNCIL REPORTS:

- a. Councilman Bishop requested that Town staff look into modifying the employee application to remove questions pertaining to prior criminal convictions. This matter is to be placed on the Council Follow-up Task List.
- b. Councilman Collins asked that the Town continue discussions with the owner of Market Place regarding property upkeep and occupancy. Mayor Barber said he continues to work with Montgomery Council Chamber of Commerce on this matter.
- c. Councilman Showalter requested that a review of the Town's banner policy be placed on the Follow-up Task List.
- d. Councilman Huppert reported on recent and upcoming events at the Christiansburg Aquatic Center, and announced that a retirement party for Competitive Coordinator Bill Beecher has been scheduled for August 28.
- e. Mayor Barber commended and thanked Public Information Officer Melissa Powell and Town Manager Biggs for the weekly updates on Town involvements and happenings.

Councilman Stipes asked Town Manager Biggs to address his memorandum in the agenda packet regarding a proposal to revise the Town's health insurance policy. Town Manager Biggs explained that the Town exercises a 60-day waiting period to enroll new employees in group health insurance. However, there is no evidence that a policy concerning the waiting period has been formally adopted by Council, nor is it included in the Employee Handbook. Town Manager Biggs said he and Human Resource Director Dave Brahmstadt have concerns that the waiting period may create a hardship for new employees, and he explained how eliminating the waiting period could benefit all employees enrolled in the health insurance plan due to the type of program administered by the Town. Town Manager Biggs has proposed that the Town provide authorization to begin enrolling new, eligible employees in the health care plan on the first day of the month following the date of hire. If authorized, Town Manager Biggs would write a policy and would present it to Council, along with amendments to the Employee Handbook, at a future date. Council gave consensus for Town

Manager Biggs to move forward with his proposal regarding new employee enrollment in group health insurance.

IX. TOWN MANAGER'S REPORTS:

1. PUBLIC HEARING REQUEST: Town Manager Biggs presented the following request and recommended setting the Public Hearing for September 13, 2016:

1. Conditional Use Permit request for a commercial garage at 45 Clearview Drive in the B-3 General Business District.

On motion by Councilman Hall, seconded by Councilman Huppert, Council voted to set the Public Hearing for September 13, 2016, as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

X. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:19 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor

RESOLUTION NO.

AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA, HELD AT THE CHRISTIANSBURG TOWN HALL ON TUESDAY, AUGUST 9, 2016 AT 7:00 PM

A RESOLUTION ADOPTING A CEMETERY FEE SCHEDULE FOR SUNSET CEMETERY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 4.03 of the Town of Christiansburg Charter authorizes the Town to provide cemeteries for the dead and charge for and regulate the use of the ground therein; and

WHEREAS, the Town of Christiansburg, Virginia, owns Sunset Cemetery and sells burial plots and columbarium niches located in Sunset Cemetery to the public; and

WHEREAS, the Town Council charged the Cemetery Advisory Committee with the task of researching and making recommendations concerning cemetery fees and other matters relating to the cemeteries of the Town of Christiansburg, and

WHEREAS, the Town Council previously adopted fees relating to the sale of burial plots and niches and associated cemetery operations; and

WHEREAS, upon a unanimous vote of the Town’s Cemetery Advisory Committee, the Committee recommends increasing cemetery fees and adopting a cemetery operations fee schedule;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Christiansburg that the “Cemetery Fee Schedule” attached hereto is hereby approved and adopted.

This resolution shall become effective September 1, 2016 upon approval by Town Council. If any part of this resolution is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid.

Upon motion for approval and a call for an aye and nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held August 9, 2016, the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mayor D. Michael Barber*			
Samuel M. Bishop			
Harry Collins			

Cord Hall

Steve Huppert

Henry Showalter

Bradford J. Stipes

*Votes only in the event of a tie vote by Council.

SEAL:

Michele M. Stipes, Town Clerk

D. Michael Barber, Mayor

Cemetery Fee Schedule

Plots	Current	Proposed
Section Y	\$ 800	\$ 800
Other Sections	\$ 700	\$ 700
Section S (new)	n/a	\$ 1,000
Opening & Closing		
Weekday	\$ 700	\$ 750
Weekend	\$ 900	\$ 950
Cremation Weekday	\$ 300	\$ 300
Cremation Weekend	\$ 500	\$ 500
Columbarium (niche)		
Single	n/a	\$ 1,550
Single add-on	n/a	\$ 1,000
Double	n/a	\$ 2,150

TOWN OF CHRISTIANBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION

AUTHORIZING A LOCAL OFFICIAL TO EXECUTE AGREEMENTS WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) AND ACKNOWLEDGMENT OF LOCAL FUNDING COMMITMENT AS REQUIRED IN VDOT FUNDING AGREEMENTS

WHEREAS, the Town of Christiansburg desires to have and maintain a safe and efficient road system; and

WHEREAS, from time to time the Town of Christiansburg and the Virginia Department of Transportation (VDOT) work together to enhance the transportation system; and

WHEREAS, certain agreements between the Town of Christiansburg and VDOT must be executed for this cooperative work to be accomplished.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Christiansburg does hereby authorize the Town Manager to execute agreements, and any modifications to such agreements, with VDOT as needed to advance transportation projects; and,

BE IT FURTHER RESOLVED, the Council of the Town of Christiansburg does hereby commit to fund its local share of preliminary engineering, right of way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project agreement(s) financial documents.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman _____, seconded by Councilman _____ at a regular meeting of the Council of the Town of Christiansburg, Virginia held August 9, 2016, the members of the Council of the Town of Christiansburg, Virginia present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mayor D. Michael Barber*				
Samuel M. Bishop				
Harry Collins				
Cord Hall				
Steve Huppert				
Henry Showalter				
Bradford J. Stipes				

*Mayor votes only in the event of a tie vote by Council.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor