

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
SPECIAL MEETING MINUTES – 5:30 P.M.
REGULAR MEETING MINUTES – 7:00 P.M.
JANUARY 10, 2017**

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JANUARY 10, 2017 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; Planning Director Andrew Warren.

I. CALL TO ORDER

II. CLOSED MEETING

- a. Request for a Closed Meeting under Virginia Code Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting was held for interviews of prospective Planning Commission appointees.
- b. Reconvene in Open Meeting
- c. Certification. Councilman Showalter 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 Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- d. Council action on the matter – No action by Council.

III. ADJOURNMENT

----- Adjourn until 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 JANUARY 10, 2017 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; Planning Director Andrew Warren; Finance Director/Treasurer Valerie Tweedie; Public Relations Director Melissa Powell; Police Chief Mark Sisson; Fire Chief Billy Hanks; Farmers Market Manager Sarah Belcher.

I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

- A. Add appointments to the Planning Commission as item B under New Business.

Councilman Hall made a motion to adjust the agenda, seconded by Councilman Collins. Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Meeting Minutes of December 13, 2016
- B. Monthly Bills (Paid in December 2016)

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

V. CITIZEN COMMENTS

- A. No comments.

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Citizen Engagement:

1. Recognition of the Montgomery County Christmas Store. Presented by Director of Public Relations Melissa Powell. Ms. Powell provided a brief overview of the Montgomery County Christmas Store, an all-volunteer, communitywide, non-profit organization that serves low-income families during the Christmas season. Ms. Powell noted that the Montgomery County Christmas Store was unique in that it served families of disabled individuals, in addition to seniors and children. In 2016, the Christmas Store served 4,094 people, from 1,448 households; 674 of the households were located in Christiansburg. Ms. Powell shared photos provided by Christmas Store organizers highlighting the individuals and donations involved in making the event a success each year. Councilman Hall said he has seen firsthand the difference the store has made for Montgomery County families, and he asked how difficult it was to secure donations and contribution from the community, and if grants were obtained to help with funding. George Jackson, Christmas Store board member, said that meeting the annual budget each year was difficult and that adjustments were made accordingly. He noted that 100% of the funds/contributions generated from over 1,000 business and individual contributors went directly into the store each year. There was no grant funding involved in the Christmas Store operations. Mr. Jackson introduced Sally Bohland, one of the founding members of the store. Ms. Bohland said the Montgomery County Christmas Store was modeled after a similar organization she had been involved with in Oklahoma, which had been featured in Family Circle magazine. Council members discussed their personal involvements with the Christmas Store and encouraged the Christmas Store Board to put in an annual request for financial support from the Town for Council consideration. The Christmas Store organizers present were introduced as George Jackson, Ellen Krupar, Sally Bohland, Jo Lynn Price, and Terri Lynn Howard, who were presented a Certificate of Appreciation from the Town of Christiansburg.

VII. OLD BUSINESS

- A. Council action on:

1. The Consolidated Annual Performance and Evaluation Report (CAPER). The Public Hearing was held on December 13, 2016. Councilman Hall made a motion to approve the Consolidated Annual

Performance and Evaluation Report as presented during the Public Hearing. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

VIII. NEW BUSINESS

- A. Request to transfer funds collected on hazardous materials response incidences to the Fire Department Truck Reserve. Finance Director Valerie Tweedie reported that the Town received \$16,000 from insurance billing for three hazardous materials response incidences in 2016, and Fire Chief Hanks has requested that the funds be transferred to the Fire Department Truck Reserve. Council discussed the similarities between the Fire Department insurance billing and the Rescue Squad's compassionate billing program, with Councilman Showalter suggesting the Town consider creating one fund for the insurance billings by both departments. Councilman Hall noted that the Town has discussed developing an insurance billing program for the Fire Department modeled after the Rescue Squad compassionate billing program. Councilman Hall made a motion to approve the request by Fire Chief Hanks, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- B. Appointments to the Planning Commission. Councilman Hall made a motion to appoint Catherine Garner, Mark Curtis, Ann Sandbrook, and Jeananne Kries to serve a term of four years on the Planning Commission. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Council expressed gratitude and appreciation for the appointees' willingness to serve the town, and for the diversity and experience the new members would bring to the commission. Mayor Barber requested that Planning Director Andrew Warren have the new members come before Council at the next regular meeting for introduction.

IX. COMMITTEE REPORTS

X. STAFF REPORTS

- A. Town Manager Steve Biggs:
 1. Town Manager Biggs reported that Randy Wingfield recently met with Blacksburg Transit to discuss Christiansburg routes. Mr. Wingfield is the Town's representative with BT. Based on usage, it was decided that reservations for the Go Anywhere route could be set by phone call from 7 a.m. to noon, Monday through Friday. Previously, reservations could be made by calling in through 5:00 p.m. on weekdays. The afternoon reservationist slot has been vacant for some time, and the time adjustment would save the Town costs on restoring the afternoon operating position.
- B. Town Attorney
- C. Other Staff

XI. COUNCIL REPORTS

1. Councilman Huppert reported on the success of the New Year's Eve event held at the aquatic center that was attended by 187 participants. Director Caldwell is already planning for next year's event, and Councilman Huppert praised her efforts in increasing participation at the facility.
2. Councilman Showalter said he appreciated Councilman Huppert reporting on the recent aquatic center event, and he expressed appreciation for the efforts of the aquatic center staff to increase activities and participation at the facility, noting that his son had worked the New Year's Eve event.
3. Councilman Stipes reported on the Planning Commission interviews held earlier in the evening, and expressed enthusiasm for the candidates who were appointed, noting each would be a good addition to the commission. He then reminded Council of the tentative joint meeting with Christiansburg Institute and Christiansburg Community Center on January 31, 2017. The time and location has not been determined.

4. Councilman Collins referenced Council's discussion tonight regarding insurance billings by the Fire Department and the Rescue Squad. He suggested that if the two departments were beginning to merge together, it may be time to consider putting both under one roof.
5. Councilman Bishop reported that the Town sponsored Dialogue on Race Winter Summit was scheduled for January 14, 2017, at 10:00 a.m., and was open to the public.
6. Councilman Hall, in response to a recent citizen email, asked if a study of the Town's current minimum water usage policy would be included in the upcoming water rate study. Town Manager Biggs replied that he expected the consultants to study and provide a recommendation on whether or not to continue with a minimum water usage policy, as part of the water rate study. Councilman Hall then reminded Council of the joint meeting with the Recreation Advisory Commission on January 17 at 6:00 p.m. to discuss plans for the new park property.
7. Mayor Barber reported that he, Town Manager Biggs, and Assistant Town Manager Wingfield would attend a liaison meeting at Virginia Tech tomorrow morning.

XII. OTHER BUSINESS

A. Re-organization for the Year 2017:

1. Election of Vice-Mayor. Vice Mayor Showalter made a motion to appoint Councilman Bishop to serve as vice-mayor for the year 2017. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Mayor Barber thanked Councilman Showalter for his service as vice-mayor during 2016.
2. Set regular meeting dates of Council. Councilman Hall made a motion to continue meeting the second and fourth Tuesday of each month at 7:00 P.M. Councilman Huppert seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.
3. Authorize Vice-Mayor, Assistant Town Manager, and Finance Office Manager to sign Town checks. Councilman Showalter made a motion to authorize the Vice-Mayor, Assistant Town Manager, and Finance Office Manager to sign Town checks, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.
4. Appointment to Committees of Council:
 - a. Water, Sewer, and Solid Waste Committee – Hall and Showalter
 - b. Street Committee – Collins and Stipes
 - c. Finance Committee – Showalter and Stipes
 - d. Emergency Services Committee – Bishop and Huppert
 - e. Public Health and Welfare Committee – Ad hoc, Administrators: Biggs, Director; Wingfield, Deputy Director; Chief Hanks, Coordinator
 - f. Central Business District Committee – Bishop and Showalter
 - g. Cemetery Committee – Huppert

Councilman Showalter expressed his thoughts on including the Police Department in the Emergency Services Committee, formerly known as Fire and Rescue Committee, to make it a comprehensive committee, and he requested that Council consider discussing this matter during a future regular meeting or work session.

B. Closed Meeting:

1. Councilman Showalter made a motion to enter into a Closed Meeting under Virginia Code Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The motion was seconded by Councilman Hall and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. The Closed Meeting was held for discussion of personnel, specifically the appointment of officers for the year 2017.
2. Reconvene in Open Meeting.

3. Certification. Councilman Showalter 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 Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

4. Council action on the matter. Appointment of Officers as follows:

C. Appointment of Officers:

1. Councilman Hall made a motion to appoint Steve Biggs to serve as Town Manager, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
2. Councilman Stipes made a motion to appoint Valerie Tweedie to serve as Finance Director/Treasurer, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
3. Councilman Showalter made a motion to appoint Mark Sisson to serve as Police Chief, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
4. Councilman Hall made a motion to appoint Michele Stipes to serve as Clerk of Council, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Abstain.
5. Councilman Showalter made a motion to appoint Guynn & Waddell, P.C. to serve as Town Attorney, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

XIII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:37 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor