

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES – 6:00 P.M.
REGULAR MEETING MINUTES – 7:00 P.M.
JANUARY 24, 2017**

A WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JANUARY 24, 2017 AT 6:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Samuel M. Bishop; Harry Collins; R. Cord Hall; Steve Huppert; Henry Showalter; Bradford J. Stipes. ABSENT: None.

ADMINISTRATION PRESENT: Town Manager Steve Biggs; Assistant Town Manager Randy Wingfield; Town Attorney Theresa Fontana; Planning Director Andrew Warren.

- I. Call to order

- II. Legal update on Virginia law related to proffers

- 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 24, 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; Director of Aquatics Terry Caldwell; Director of Public Works Jim Lancianese; Director of Engineering Wayne Nelson; Assistant Director of Engineering Todd Walters; Engineering Technician Travis Moles; Public Relations Director Melissa Powell.

- I. CALL TO ORDER
 - A. Moment of Reflection
 - B. Pledge of Allegiance

- II. ADJUSTMENT OF THE AGENDA
 - A. Add the work session minutes of January 17, 2017 to the consent agenda for approval.

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 January 10, 2017
- B. Monthly Bills
- C. Work session minutes of January 17, 2017

Councilman Bishop made a motion to approve the consent agenda, seconded by Councilman Showalter. 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. Introduction of New Employees

- 1. Public Works Department – Introduced by Jim Lancianese:
 - Shawn Bison, Assistant Supervisor of Utilities
- 2. Public Works Department – Introduced by David Sutphin:
 - Roger Leonard, Maintenance Supervisor

B. Introduction of New Planning Commission Members by Planning Director Andrew Warren:

- Ann Sandbrook
- Catherine Garner
- Mark Curtis
- Jeananne Knies

C. Kevin Byrd, Executive Director, to update Council on the New River Valley Regional Commission.

Mr. Byrd began his presentation by thanking Councilman Showalter, Councilman Collins, and Hil Johnson, for their service on the commission as Christiansburg representatives. He then provided an overview of the 2016 regional projects and programs, highlighting those specific to Christiansburg that included developing a broadband survey, assisting with Huckleberry Trail counts, assistance with the development of the Parks and Recreation Master Plan, and grant advisement and applications for the Chrisman Mill railroad crossing. Mr. Byrd reported on the NRV Passenger Rail Study meant to determine ridership demand and identify a station location in the New River Valley; he announced that two of the top three potential locations were in Christiansburg. Mr. Byrd then talked about various ways the commission was involved in promoting tourism, reporting on the collaboration between the commission and the NRV Planning District Commission to develop a website to provide tourism information for the entire region. Mr. Byrd announced that discussion at the annual training session for Planning Commissioners this year would be on signs, and he encouraged attendance from each locality. In closing, Mr. Byrd showed Council a brief video of volunteers participating in the Renew the New event, a clean-up program that benefited Bissett Park last year. Council thanked Mr. Byrd for the update and expressed appreciation for the commission's involvement in the Christiansburg community.

D. Status report on the Town's Branding Plan presented by Melissa Powell, Director of Public Relations.

Ms. Powell provided Council with an update on the wayfinding sign program and presented a new Town slogan, "The Place to Be ...", for Council consideration. The slogan would be adaptable to specific sign goals, and Ms. Powell explained the plan to reflect the new slogan and Town branding in the wayfinding sign program for consistency, and to support goals outlined in the Destination 2022. She then provided an overview of the locations preliminarily designated for eight gateway signs, thirteen area signs, fourteen monument signs, one digital sign and three information kiosks. Ms. Powell noted that the locations could be modified if deemed necessary by Council, and Town Manager Biggs explained the process used in identifying the appropriate sign types and locations presented. Also included in the Town's branding plan is the expansion of the banner program to signify Downtown, Cambria, Midtown, and Uptown areas. Ms. Powell requested Council approval for an RFP for a sign design consultant. The public would be invited

to participate in selecting sign design options for Council consideration. Council expressed appreciation for Ms. Powell's efforts to develop a comprehensive plan for Town signage, and gave consent for her to move forward with the RFP process as requested.

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Contract for construction inspection services for Park Street sidewalk improvements.
- Town Manager Biggs presented Council with a contract for construction inspection services for Park Street sidewalk improvements, and explained that construction inspection was necessary to meet CDBG guidelines for grant reimbursement. The base fee provided for in the contract was \$30,000, with a total cost for construction services of \$97,877. Town Attorney Fontana recommended revisions to the contract to add an itemization of the base fee and to add a termination clause. Council approval would be subject to the revisions. Councilman Hall made a motion to approve the contract with the recommended revisions, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

IX. COMMITTEE REPORTS

X. STAFF REPORTS

- A. Town Manager Steve Biggs:
1. Presentation of FY 17-18 Budget Development Calendar and Process
Town Manager Biggs noted that the budget development calendar was included in the agenda packet for Council review, and he explained the budget steps scheduled on the calendar, which included a questionnaire to determine Council's budget goals. Distribution and review of the draft budget has been scheduled for April 25, 2017, with budget adoption scheduled for June 27, 2017. Town Manager Biggs requested that Council submit budget questions/observations to him via email for compilation and a comprehensive response.
 2. It was announced that Jim Lancianese has been hired as the Town's Public Works Director. Town Manager Biggs reported that Mr. Lancianese went through an extensive evaluation process and was found to be the strongest candidate unrelated to his work history with the Town.
 3. The town-owned property at 10 Mill Lane is now vacant and has been used by the Fire Department for training exercises during the clean-up process, which is expected to be completed by February.
- B. Town Attorney
- C. Other Staff

XI. COUNCIL REPORTS

1. Councilman Hall expressed his appreciation for the introduction of the newly appointed Planning Commissioners, further expressing appreciation for their willingness to serve the Town. He then spoke briefly about the January 17, 2017 joint work session with the Recreation Advisory Commission, and thanked Town Attorney Fontana and Planning Director Warren for the information presented in the work session prior to tonight's Council meeting. The next Recreation Advisory Commission meeting will be held on the first Monday in February, and Councilman Hall welcomed all to attend.
2. Councilman Bishop – No report.
3. Councilman Collins requested a work session to review and discuss the matters listed on the follow-up master task list. He then announced that the next New River Valley Regional Commission meeting will be held on January 26, 2017 and he invited all to attend.

4. Councilman Stipes expressed his appreciation for the newly appointed members to the Planning Commission and for their willingness to serve the Town.
5. Councilman Showalter welcomed the new Planning Commission members and briefly spoke about the important role of the Planning Commission in Council's decision making process. He then expressed appreciation for the aquatic center and its positive reputation within the swim community. Mr. Showalter spoke briefly about the facility's fees and requested that the Aquatic Advisory Committee consider waiving swim fees for Christiansburg High School swim team members.
6. Councilman Huppert reported that the Aquatic Advisory Committee meeting will be held the first Wednesday in February. He then expressed appreciation for the staff in the Treasurer's Department, noting that he saw Treasurer Val Tweedie accept utility payments from several citizens who had arrived at Town Hall after-hours.
7. Mayor Barber reported on upcoming community events that included Cruisin-In, Mountains of Music, Heritage Days, and Virginia Tech's Big Event. He then requested the Town consider scheduling its annual spring clean-up dates after the Big Event to assist with trash/junk removal. Mayor Barber commended his wife, Erlene, on her efforts to establish the downtown Christmas tree, and he reported that she has requested Council consider adopting a "Town Flag" to be flown in the downtown area. Mayor Barber presented Council with a sample blue and gold Town of Christiansburg flag, which he recommended to be flown on all municipal buildings, if it met with Council approval. Mayor Barber noted that the flag design was within the scope of the Town's branding program. Councilman Showalter expressed support for the flag and for the recommendation to fly the flag on municipal buildings. Council noted that it has discussed placing Town flags on municipal buildings in the past and gave consensus to proceed with purchasing and placing the flags. Mayor Barber thanked Council for its support.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:36 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor