

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
FEBRUARY 14, 2017 – 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 FEBRUARY 14, 2017 AT 7:00 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; Clerk of Council Michele Stipes; Town Attorney Susan Waddell; Planning Director Andrew Warren; Finance Director/Treasurer Valerie Tweedie; Director of Aquatics Terry Caldwell; Director of Engineering Wayne Nelson; Public Relations Director Melissa Powell; Director of Parks and Recreation Brad Epperley; Farmers' Market Manager Sarah Belcher.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Request by Ann Carter for a temporary medical leave of absence from the Planning Commission. The item was placed as item E under New Business.

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

*Mayor Barber welcomed Attorney Susan Waddell to the meeting.*

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Meeting minutes of January 24, 2017

Councilman Hall 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. Citizen Engagement:

- 1. Recognition of Mountain View Humane.

Melissa Powell, Public Relations Director, presented Mark Freeman, Executive Director of Mountain View Humane, with a certificate recognizing the organization's milestone of 50,000 spay/neuter surgeries in Southwest Virginia. Mr. Freeman thanked the Town for the recognition and provided

Council with a copy of the 2016 Annual Report for Mountain View Humane. Mr. Freeman reported that the organization, supported through community contributions and grant-funding, provides affordable spay/neuter services throughout Roanoke, Southwest Virginia, and West Virginia. Services are provided in partnership with Virginia-Maryland College of Veterinary Medicine, and with Montgomery County through its cat pilot program. The organization is an advocate of adoption and assists in reducing euthanasia by providing reduced fees for a large percentage of the cats and dogs served. Mr. Freeman reported that the Christiansburg clinic performs approximately thirty-five surgeries each day and he offered to give Council a tour of the facility.

B. Audit Presentation by Valerie Tweedie, Finance Director/Treasurer.

Finance Director/Treasurer Valerie Tweedie provided Council with a copy of the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016, and highlighted key points including a revenue/expenditure comparison, a budget comparison, review of the fund balance and policy, and the Town's economic outlook. Ms. Tweedie talked about the audit opinion and auditor reports included in the financial report, pointing out the differences in perspective from prior years due to the Town using new auditors. Ms. Tweedie noted that the fund balance was slightly over target and she explained that the overage was due to rollover capital improvements, which was expected to change during the current budget process. Council thanked Ms. Tweedie for the presentation.

VII. OLD BUSINESS

A. Funding modifications for Chrisman Mill Road realignment project.

Town Manager Biggs reported that the VDOT Standard Project Administration Agreement has been amended to reflect a \$93,000 increase in the total amount of funds to be reimbursed to the Town for the Chrisman Mill Road realignment project. Council action was not required in this matter, but Mr. Biggs requested action from Council acknowledging the amendment to the existing agreement since it was a monetary matter. Councilman Stipes made a motion to acknowledge the agreement amendment as reported by Mr. Biggs, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

B. Review and approval of operating agreement for Kiwanis Park.

Council was provided a copy of the proposed operating agreement for Kiwanis Park in the agenda packet for review. Town Manager Biggs reviewed with Council revisions to the document proposed by Kiwanis that pertained to facility usage, existing signage, and insurance matters. It was noted that provisions for maintenance of existing scoreboards were not included in the operating agreement, however, that would not impede the ability to enter into the agreement with Kiwanis, and was something that could be discussed outside of the agreement, according to Town Manager Biggs. Director of Parks and Recreation Brad Epperley was present during the discussion and voiced his support for the agreement. He informed Council that Kiwanis had retained sponsorship for the existing scoreboards, and he was working with the club to address maintenance responsibilities for the boards. Councilman Hall asked if the provisions in the agreement concerning a park access and use policy could create difficulties for the Town and athletic organizers when planning for events and tournaments by requiring preapproval for each event. Town Manager Biggs said he did not anticipate that being the case, and expected that the Town would work closely with the Kiwanis selected liaison member during event planning stages. Mayor Barber noted that Kiwanis had purchased approximately five additional acres of land for expansion of the park. Councilman Hall stated that the proposed operating agreement had been reviewed by the Recreation Advisory Commission and he made a motion to approve the operating agreement with the revisions as explained by Town Manager Biggs, and contingent upon the approval of Kiwanis. The motion was seconded by Councilman Bishop and voted upon as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

VIII. NEW BUSINESS

- A. Report from the Christiansburg Aquatic Center regarding a recommendation by the Aquatic Center Advisory Board to reduce admittance fees for members of the Christiansburg High School swim/dive teams and their families. Director of Aquatics Terry Caldwell presented Council with a recommendation from the Aquatic Center Advisory Board to allow members of the Christiansburg High School swim and dive teams, and their families, free admittance to the aquatic center from October through February. Ms. Caldwell said the recommendation was encouraged by Councilman Showalter who felt it would be a great way to grow the high school swim/dive teams, and she spoke about the aquatic center involvements of high school swim coach Amy Brehl, and the Piemonte family who coach high school diving. The Christiansburg High School swim/dive teams currently have approximately twenty members. Ms. Caldwell asked for Council support of the recommendation. Councilman Huppert noted that the recommendation by the Recreation Advisory Commission was unanimous. Councilman Stipes expressed support for the recommendation, but questioned why it was limited to the high school team and not extended to the Bluefins or H2okies swim teams, especially if the goal was to get individuals interested and participating at the aquatic center. Councilman Showalter said the decision was to help create a swim culture at the high school by eliminating hurdles for the athletes. Councilman Hall questioned the recommended time frame of October through February and recommended free admittance year-round. However, Councilman Huppert said that the Aquatic Advisory Board discussed offering the incentive year-round, but determined it would be too difficult to get a current membership roster during summer months. Ms. Caldwell said she was an advocate for initiating the incentive through the high school team and eventually extending it to all swim/dive athletes associated with Christiansburg. Councilman Hall made a motion to accept the recommendation of the Aquatic Advisory Board as presented by Ms. Caldwell, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- B. Agreement for preliminary engineering services for Chrisman Mill Road Railroad Crossing for Norfolk Southern. Councilman Stipes made a motion to approve the agreement for preliminary engineering services for Chrisman Mill Road Railroad Crossing for Norfolk Southern, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- C. Capital reallocation of Rescue Squad funds (Tweedie). Finance Director/Treasurer Val Tweedie reported that Rescue Chief Joe Coyle has requested reallocation of \$17,000 for motorized swift water boat to \$6,000 for the AED program, \$2,000 for member attendance at NCEMSF, and \$9,000 to fund training for Technical Rescue and Advanced Life Support. A memo from Mr. Coyle detailing the request was provided in the agenda packet for Council review. Councilman Stipes made a motion to approve the request as presented, seconded by Councilman Hall. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- D. Planning Commission 2016 Annual Report (Collins). Councilman Collins provided Council with copy of the Planning Commission 2016 Annual Report prepared by Planning Director Andrew Warren and planning staff. The report is intended for informational purposes only and a copy is attached to these minutes.
- E. Request by Ann Carter for a leave of absence from the Planning Commission for medical purposes. Councilman Showalter made a motion to grant the leave of absence from the Planning Commission, as requested, up to 6 months. Councilman Hall seconded the motion and Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

## IX. COMMITTEE REPORTS

- A. Street Committee report/recommendation on:
1. Update on a citizen request regarding improvements at the intersection of Robin Road and Carson Drive. Councilman Stipes reported that the Street Committee had met in December to discuss a citizen concern regarding the intersection of Robin Road and Carson Drive. Councilman Stipes explained the layout of the street and noted that it had been determined that improvements were needed to address traffic hazards in that area. Since the meeting in December, Engineering and Public Works have

made successful improvements to the street and intersection, and are in the process of determining an advisory speed for the blind curve at the intersection.

#### X. STAFF REPORTS

##### A. Town Manager Steve Biggs:

1. At the recommendation of Town Manager Biggs, Council scheduled a work session for March 7, 2017 at 5:30 p.m. to discuss proposed changes to the employee handbook.

##### B. Town Attorney

##### C. Other Staff

#### XI. COUNCIL REPORTS

A. Councilman Huppert reported on upcoming swim meets at the aquatic center.

B. Councilman Showalter reported on the recent Blacksburg Transit meeting, which was also attended by Andrew Warren, Director of Planning. Focus of the meeting was to discuss the ridership needs within Christiansburg, and how to best meet those needs, along with ideas for promoting public transportation within the community. Councilman Showalter provided BT with a map of Christiansburg and requested that BT develop ridership and marketing plans that will benefit citizens in need of transportation services prior to the 2018 budget cycle. Blacksburg Transit will begin to meet once per month and will include Montgomery County in its operations planning.

C. Councilman Stipes reported on the recent Bikeway Walkway Committee meeting and Huckleberry Trail ribbon cutting. He then requested that Andrew Warren designate a member of the Planning Commission to serve as liaison to the Bikeway Walkway Committee, a position previously held by Joe Powers.

D. Councilman Hall referred to an item on the follow-up master task list to engage the Christiansburg High School community through a student representative to Council, and he requested permission to work with Principal Deibler to develop a plan to engage students in local government. Mayor Barber said he planned to discuss this matter with Council during the February 28, 2017 council meeting.

E. Councilman Bishop reported that he and Councilman Showalter recently met with Town Manager Biggs regarding goals for the downtown and Cambria areas of Town, noting that a priority was to get business owners on board working with the Town in developing an improvement plan. Councilman Showalter commented that the Town would handle developing a plan for those areas internally, and he challenged journalist Marty Gordon to distribute information regarding revitalization plans into the community through the newspaper. Councilman Showalter said the goal of revitalization was to create a culture that was business friendly through various incentive programs.

F. Councilman Collins expressed his appreciation to the Town for paving and striping Roanoke Street.

G. Mayor Barber reported on the Regional NCAA diving meet scheduled for this month at the aquatic center.

#### XII. OTHER BUSINESS

A. Discussion of appointments to the Metropolitan Planning Organization (MPO) Policy Board and Technical Advisory Committee. Town Manager Biggs recommended that Assistant Town Manager Wingfield be appointed to serve on the MPO Policy Board due to his experience in transportation matters, and Planning Director Warren be appointed to serve on the MPO Technical Advisory Board. Adam Carpenetti currently serves on the policy board and Randy Wingfield currently serves on the MPO Technical Advisory Committee. Councilman Stipes made a motion to accept the recommendation of Town Manager Biggs to appoint Randy Wingfield to the MPO Policy Board and Andrew Warren to the MPO Technical Advisory Committee. Councilman Hall seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

##### B. Closed Meeting:

1. Councilman Bishop made a motion to enter into a Closed Meeting under Virginia Code Section 2.2-3711(A)(5), for discussion concerning a prospective business or industry or the expansion of an

existing business or industry where no previous announcement has been made of the business'

or industry's interest in locating or expanding its facilities in the community. The Closed Meeting is being held to discuss economic development. The motion was seconded by Councilman Showalter and Council was polled as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

2. Reconvene in Open Meeting

3. Certification. Councilman Bishop 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 Showalter. 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. No action was taken by Council.

XIII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:53 P.M.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor