

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES – 5:30 P.M.
REGULAR MEETING MINUTES- 7:00 P.M.
NOVEMBER 28, 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 NOVEMBER 28, 2017 AT 5:30 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 Randy Wingfield; Planning Director Andrew Warren.

WORK SESSION

I. Call to Order

II. Discussions by Mayor and Council Members

A. Presentation regarding Blacksburg Transit.

Council heard a presentation by Transit Director Tom Fox on Blacksburg Transit operations including ridership, funding, and route changes to the Explorer Route and discussed plans and future goals for the bus transit system in Christiansburg including a potential Radford Street and Roanoke Street route.

III. Adjournment

The work session of Council was adjourned at 6:50 p.m.

----- Recess 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 NOVEMBER 28, 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

Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Director of Public Relations Melissa Demmitt; Finance Director/Treasurer Val Tweedie; Director of Planning Andrew Warren; Director of Public Works Jim Lancianese; Director of Engineering Wayne Nelson; Director of Aquatics Terry Caldwell; Police Chief Mark Sisson; Sergeant Phillip Townley.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Councilman Collins made a motion to adjust the agenda to add a Closed Meeting in accordance with Code of Virginia § Section 2.2-3711(A)(7), for consultation with legal counsel regarding Starlight Drive-In Theater. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

III. PUBLIC HEARINGS

- A. Budget Amendment #1 for Fiscal Year 2017-2018.

Councilman Stipes reported that the Finance Committee met with Finance Director Val Tweedie and Town Manager Wingfield to carefully review the details of Budget Amendment #1 submitted by the Finance Department. The Finance Committee, Councilmen Stipes and Showalter, voiced their support for the amendment as it was presented and reviewed. Finance Director Tweedie noted that the Budget Amendment #1 had been provided in the agenda packet, and she called attention to the summary included in the amendment document. She then provided a brief overview of the balance numbers, noting increases and decreases for public information. Ms. Tweedie offered to answer questions of Council. There were no public comments received.

- B. Rezoning Request by John Neel, Gay and Neel, Inc., agent for Sarah Crawford, for Tax Map Nos. 530-(2)-85B, 86A, 87A and Portions of Tax Map No. 530 (A) 1 located on the corner of Glade Drive SE and Curtis Drive SE from A, Agricultural to R-3, Multi-Family Residential. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

John Neel of Gay and Neel, Inc., addressed Council as representative of the property owner, Sarah Crawford, and the developer of the project, Golden Triangle Development. Mr. Neel explained the request to rezone thirteen acres to R-3 for the purpose of developing as a Planned Housing Development. The developer has proffered to only construct single-family houses, and is concurrently requesting a Conditional Use Permit to develop under Planned Housing Development guidelines. Mr. Neel presented two development concepts for the thirteen acres and explained the differences that related to storm water management. Gay and Neel is currently working with VDOT on a plan for storm water management, and at this time, it has

not been decided which concept would be constructed. Mr. Neel described the layout of the proposed development and noted it would mimic Golden Triangle Development's Senneca Springs neighborhood. The Planning Commission did a site visit as part of its study and voted unanimously to recommend approval with the submitted proffer previously noted. Mr. Neel explained that the three specific concerns from nearby property owners were the rezoning to R-3 Multi-Family Resident, which was addressed with the proffer, the steepness of McDaniel Drive and limited sight-distance at one of the two ingress/egress areas, and the effect additional houses might have on water in the area. Mr. Neel explained possibilities under consideration for addressing and remedying the limitations pertaining to traffic safety, and informed that he had been assured by the Town that water pressure would not be negatively impacted by the development and he described the water lines planned for the neighborhood. Council talked about the traffic concerns on Tower Road and McDaniel Road as they intersect with Roanoke Street, and the anticipated traffic patterns for the proposed development, and Council expressed support for moving forward in mitigating the immediate risks with Tower Road. Councilman Collins, who lives in the area, said a traffic light at Tower Road and Roanoke Street would improve the flow of traffic, and Mr. Neel commented that a traffic light at that intersection was warranted, per VDOT standards, prior to the proposed development. At Council's request, Mr. Neel reviewed the proposed buffer, and plans to address the small portion of the acreage located in Montgomery County. Director of Engineering Wayne Nelson noted that a resolution requesting VDOT funds for a traffic light at Tower Road and Roanoke Street was before Council for approval in tonight's consent agenda, and that the Town would know in the spring if the project would receive funding.

- C. Contingent upon the above request, Conditional Use Permit request by John Neel, Gay and Neel, Inc. for Tax Map Nos. 530-(2)-85B, 86A, 87A and Portions of Tax Map No. 530 (A) 1 located on the corner of Glade Drive SE and Curtis Drive SE for a Planned Housing Development consisting of up to 60 single-family dwellings in the R-3 Multi-Family Residential District. See above comments.

IV. CONSENT AGENDA

- A. Council meeting minutes of November 14, 2017.
- B. Monthly Bills.
- C. Chrisman Mill Road Rail Grade Crossing Revised Project Agreement.
- D. Resolution in Support of the Roanoke Street Sidewalk at Route 460 Bypass Fiscal Year 2019-20 VDOT HSIP BikePed Program Funding Application.
- E. Resolution in Support of Intersection Improvements at Roanoke Street and Tower Road/Hampton Boulevard Fiscal Year 2019-20 VDOT Revenue Sharing Program Funding Application.
- F. Resolution in Support of Hickok Street Improvements Fiscal Year 2019-20 VDOT Revenue Sharing Program Funding Application.

- G. Resolution in Support of Arbor Drive – Peppers Ferry Road, N.E. Fiscal Year 2019-20 VDOT Revenue Sharing Program Funding Application.
- H. Resolution in Support of Downtown Enhancement Project, Phase 3 Fiscal Year 2019-20 VDOT Transportation Alternative Program Funding Application.
- I. Resolution in Support of East Main Street Sidewalk Improvements Fiscal Year 2019-20 VDOT Transportation Alternative Program Funding Application.
- J. Resolution in Support of Huckleberry Trailhead Fiscal Year 2019-20 VDOT Transportation Alternative Program Funding Application.
- K. Resolution in Support of Roanoke Street Sidewalk at Route 460 Bypass Fiscal Year 2019-20 VDOT Transportation Alternative Program Funding Application.

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

VI. CITIZEN COMMENTS

- A. Stacy Martin, 1480 Turnberry Road, thanked Councilman Hall for his time of service on Town Council, then reported on the recent small business owners meeting with Finance Director Val Tweedie where the group discussed ideas for modifying the Town's procurement policy to allow small businesses to compete with larger businesses. Mr. Martin, a small business owner in Christiansburg, talked about the ways internet shopping was harming small businesses through loss of sales, and he encouraged the Town to take a leading role in educating the public about the detriments of internet buying and its negative impact on the community. In closing, Mr. Martin said he was relieved that the Starlight Drive-In Theater situation had been resolved by the courts, and he asked the Town to issue an apology to Ms. Beasley, owner of the theater, for the situation, and to review its legal counsel. Mayor Barber noted that the Chamber of Commerce was working on initiatives for local governments to stimulate small business sales locally, and he encouraged Council to review the programs and determine which would best address the needs in Christiansburg. Councilman Showalter commented that this would be a great topic of discussion for high school students, and that the high school representatives could provide feedback on how to educate youth on local shopping versus internet shopping. Councilman Collins asked VT student Alexandra Kahl to look into doing a report through school on the effects of internet shopping on small businesses.

VII. INTRODUCTIONS AND PRESENTATIONS

- A. Presentation of Resolution Recognizing Todd Walters for his service to the Town of Christiansburg.
Mayor Barber welcomed Todd Walters and announced that he had recently accepted the position of Town Manager for the Town of New Market. Mayor Barber then presented Mr. Walters with a framed copy of a resolution recognizing his 30 years of dedicated service with the Town. Mr. Walters thanked the Town for the recognition.

- B. Presentation of the Audit Report for the Fiscal Year Ended June 30, 2017 by Finance Director/Treasurer Val Tweedie. The Comprehensive Annual Financial Report was provided for Council review in the agenda packet.

Finance Director/Treasurer Val Tweedie introduced Scott Wickham of Robinson, Farmer, Cox Association, who performed the Town's FY 2017 annual audit. Ms. Tweedie called attention to the audit report summary, prepared by the Finance Department, that provided a quick, easy to read overview of the comprehensive annual audit report, along with the Compliance Report and Independent Auditors Report. Scott Wickham reviewed the Independent Auditors' Report and provided Council with a detailed overview of the annual audit. He stated that the Town received good scores on all test ratios performed under APA grading system guidelines, and explained deficiencies with regards to Statements of Economic Interest filings, delinquent tax listings, accounting software, and reconciliation of Urban Highway Maintenance Survey. Mr. Wickham congratulated the Finance Department for once again receiving a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association, for its Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2017. Council briefly discussed the information provided, and thanked Mr. Wickham and Ms. Tweedie for the report. Ms. Tweedie noted that she planned to have information on the Town's health insurance options for Council consideration in February 2018.

VIII. COMMITTEE REPORTS

IX. DISCUSSION BY MAYOR AND COUNCIL

A. Council action on:

1. Conditional Use Permit request by Linda S. McMurray, agent for J & E Inc., for a kennel (animal daycare/overnight boarding) at 569 North Franklin Street in the B-3, General Commercial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. Councilman Hall made a motion to issue the Conditional Use Permit with conditions as recommended by the Planning Commission, seconded by Council Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
2. Resolution for Budget Modification #1 for FY 2017-2018 Annual Budget.
Councilman Stipes made a motion to approve the Resolution for Budget Modification #1 as presented by the Finance Department, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
3. Appropriation Resolution for Budget Modification #1 for FY 2017-2018 Annual Budget.
Councilman Stipes made a motion to approve the Appropriation Resolution for Budget Modification #1 for FY 2017-2018 Annual Budget as presented by the Finance Department. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

4. Approval of new application for community support.

Town Manager Wingfield noted that the revised application for community support had been included in the agenda packet for Council information, and he reviewed with Council the revisions made to the request form. Councilman Showalter made a motion to approve the application form as presented, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

- B. Recommendation for appointment to the Christiansburg Board of Zoning Appeals.

Mayor Barber suggested Council consider recommending former council member Jim Vanhoozier to fill the unexpired term of Tacy Newell, and announced that Ernie Wade's 4-year term on the BZA had expired on August 31, 2017. Both men have expressed a willingness to serve on the BZA. On motion by councilman Hall, seconded by Councilman Showalter, Council voted to recommend Jim Vanhoozier to serve the unexpired term on the BZA as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. On motion by Councilman Hall, seconded by Councilman Showalter, Council voted as follows to recommend appointing Ernie Wade to serve another 4-year term on the BZA: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

X. STAFF REPORTS

- A. Town Manager Wingfield:

- Council agreed to donate \$100.00 to the Fire Department in memory of Chief Billy Hanks mother-in-law, who passed last week. Council further agreed to donate \$100.00 to the Rescue Squad in memory of Chief Joe Coyle's mother, who passed away this morning. Both donations would be in lieu of flowers.
- A. joint work session of Council and the Recreation Advisory Commission was scheduled for December 12, 2017 at 5:00 P.M.

- B. Town Attorney:

- C. Other Staff:

XI. COUNCIL REPORTS

- A. Councilman Hall thanked Val Tweedie and Scott Wickham for the annual audit report, and invited all to attend the Recreation Advisory Commission meeting on December 4.
- B. Councilman Bishop – No report.
- C. Councilman Collins thanked Public Works crews for the downtown and Cambria Christmas decorations, then noted that he supported increasing the number of members serving on the Planning Commission. It was noted that Planning Commission membership would be advertised in December.
- D. Councilman Huppert thanked John Neel for the presentation on the Public Hearing for the rezoning request for property located on the corner of Glade Drive and Curtis Drive, which clarified the reason for the request for R-3 Multi-Family zoning, and called attention to plans for improving traffic flow in the area.

- E. Councilman Showalter reported on the recent NRV Regional Commission meeting, noting that attendees heard a presentation from Virginia Tech on the regional Master Plan and plans for a transportation hub. NRV Regional Commission is now online, and Councilman Showalter encouraged all to visit the website. In closing, he asked Director of Public Works Jim Lancianese to pass along his gratitude for the crews that came out on Thanksgiving Day to repair a waterline break on Overland Drive.
- F. Councilman Stipes issued an apology to Councilman Bishop, other members of Council and the community, for any offense during discussions regarding financial support for the Chamber of Commerce dinner at the last council meeting. Mr. Stipes said it was not his intention to overlook or undermine the importance of the Freedom Fund Banquet and voiced his support for future financial support for both organizations' annual fundraiser dinners.
- G. Mayor Barber reported that the annual Christmas parade was scheduled for December 8, with a tree lighting, Farmers' Market, and carolers from Ignite. Also, the Town has been invited to an open house at Christiansburg Community Center on December 3 from 2:00 P.M. to 4:00 P.M., to celebrate its newly remodeled main room at the Old Hill School.

XII. CLOSED MEETING:

- A. Councilman Bishop made a motion to enter into a Closed Meeting in accordance with Code of Virginia § 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 was held to discuss an economic development prospect. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

Councilman Bishop made a motion to enter into a Closed Meeting in accordance with Code of Virginia § Section 2.2-3711(A)(7), for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The Closed Meeting pertained to Starlight Drive-In Theater.

- B. Reconvene in Open Meeting. Councilman Bishop made a motion to reconvene in Open Meeting, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- C. 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. The motion was seconded by Councilman Stipes and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.

D. Council action on the matters. No action was taken by Council.

XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:30 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor