

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
WORK SESSION MINUTES – 5:00 P.M.  
REGULAR MEETING MINUTES- 7:00 P.M.  
DECEMBER 12, 2017**

A JOINT WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. AND THE PARKS AND RECREATION ADVISORY COMMISSION WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON DECEMBER 12, 2017 AT 5:00 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; Planning Director Andrew Warren; Director of Engineering Wayne Nelson; Director of Parks and Recreation Brad Epperley; Finance Director/Treasurer Val Tweedie; Assistant Director of Parks and Recreation Charlton McCoy.

RECREATION ADVISORY COMMISSION MEMBERS PRESENT: Diane Fenton, Chair; Robin Boyd; Jim Williamson; Rich Polikoff; Tonia Winn.

**WORK SESSION**

- I. Call to Order by Mayor Barber
- II. Discussions by Mayor, Council Members, and Members of the Parks and Recreation Advisory Commission
  - A. North Christiansburg Regional Park.

Mr. John Neel, Gay and Neel, Inc., presented Council with two conceptual phasing options for development of the North Christiansburg Regional Park, which he explained were drafted based on Council discussions during prior work session discussions regarding the park property. Mr. Neel provided the project budget estimate summary for both options, and noted that the main difference between the two options related to the development of the future access/connector road. Council talked about developing the property in phases as a way to expedite public use of the park, specifically beginning with Phases 1, 2, and 3, as presented by Mr. Neel, which included creating site access, mass grading, stormwater management, utilities, soccer fields, parking lot, dog park, meadows, trails, and pavilions. Mr. Neel and Council discussed the option to mass grade the site as a way to cut overall construction costs, and they reviewed the alternative summaries “A” “B” and “C”, provided by Gay and Neel, Inc., that offered timelines and breakdowns of cost for initial phasing options with mass grading. Using the concept plans provided, Council and Mr. Neel discussed various ideas for maximizing outparcel potential and rearranging different aspects of the park for optimal land use. Council expressed interest in Gay and Neel providing information on the cost impact of removing the dog park and baseball fields from the concept

plans. It was noted that Montgomery County planned to construct a softball field on the high school property that could be utilized by the Town. Council discussed with Finance Director/Treasurer Val Tweedie the financial aspects of developing the park, including debt service and bond opportunities, along with probable costs of construction and projected operating costs, and cost offset from the future sale of outparcels. Council talked about the debt that would be incurred with development of the park, and Ms. Tweedie confirmed that construction could not be funded out of current revenue streams, and that there was no revenue to offset the costs at this time. Construction of the park was estimated to be approximately \$20M to \$25M, with possible annual operating costs of \$1M. Ms. Tweedie noted that there were several capital improvement projects in the future, including major reconstruction at the Wastewater Treatment Plant, and that she was uncomfortable funding the entire park construction at one time. Council discussed various ways to generate funds to meet construction costs, including grants, sponsorship programs and possible future tax increase.

Council discussed the importance of providing open greenspace at the park, and speculated on the types of businesses that may be developed on the outparcels and the possible impact of those on the park. Mr. Neel noted that a grading difference would provide a significant buffer between the park property and commercial development.

Members of the Recreation Advisory Commission said that many of the parents involved in youth sports at the recreation center were excited about the proposed development of softball fields, and would be disappointed if the fields were removed from the concept plans. The group encouraged Council to move forward with developing the park as proposed to the public in May 2015, or at least to develop multipurpose rectangular fields that could be used for softball. Members also stressed that the public frequently asked about the construction timeline and were excited about the prospect of a Town park.

Council expressed support for the Conceptual Phasing Plan – Option 1 presented by Mr. Neel, but expressed concern with the proposed construction costs of approximately \$15M, due to mass site grading. Council requested Ms. Tweedie prepare a financial plan for Phasing Plan – Option 1, Phases 1 – 4, to include grant funding, bond amounts with probable, variable interest rates, and a list of possible options for generating revenue. Council also requested that Mr. Neel provide a scaled down map of the exact details of the initial construction phase that would include Phases 1 – 4 of Option 1 of the phasing plan, without the dog park and softball field, and with the third outparcel, as discussed.

### III. Adjournment

The work session of Council was adjourned at 6:45 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 DECEMBER 12, 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 Engineering Wayne Nelson; Director of Aquatics Terry Caldwell.

## I. CALL TO ORDER

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

## II. ADJUSTMENT OF THE AGENDA

- A. Mayor Barber made a motion to move the reappointment of Steve Simmons and Amelia Tuckwiller from IX. C. to IX. A., seconded by Councilman Hall. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

## III. PUBLIC HEARINGS

## IV. OATHS OF OFFICE

- A. Oaths of Office for recently elected Mayor and Council members by Montgomery County Clerk of Circuit Court Erica Williams and Presentation of Certificates from the Montgomery County Electoral Board.

Councilman Steve Huppert, Councilman Brad Stipes, and Mayor Mike Barber each took the Oath of Office and were presented with certificates from the Montgomery County Electoral Board acknowledging their re-election to Town Council. Councilwoman-elect Merissa Sachs will take the Oath of Office in January 2018.

## V. CONSENT AGENDA

- A. Council meeting minutes of November 28, 2017.
- B. Resolution Recognizing Karen Walters for her service to the Town of Christiansburg.
- C. Updated Purchasing Policy.

- D. Council approval of the Notice of Award with DCI/Shires, Inc. for installation of traffic signal improvements at Quin W. Stuart Boulevard on Peppers Ferry Road in the amount of \$551,806.00.
- E. Schedule public hearing on February 13, 2018 for a rezoning request by John Elmore, agent for Donald and Rachel Wood, for an approximately 1.15-acre portion of tax map no. 435- A 20 located at 840 Peppers Ferry Road, N.W. from A Agricultural to B-3 General Business. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- F. Schedule public hearing on February 13, 2018 for an ordinance to amend Chapter 42 “Zoning” of the Christiansburg Town Code in regards to permit laboratories with animal testing by Conditional Use Permit in the I-2 General Industrial District.
- G. Contingent on the above code amendment, schedule public hearing on February 13, 2018 for a Conditional Use Permit by the Economic Development Authority of Montgomery County for tax map parcel 599-1 7 (3.691 acres) for a laboratory with animal testing use in the I-2 General Industrial District. The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

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

## VI. CITIZEN COMMENTS

- A. No comments.

## VII. INTRODUCTIONS AND PRESENTATIONS

- A. Town Council & Christiansburg High School Partnership.  
Students from the high school were unable to attend due to exams.
- B. Presentation by Christy Straight, Regional Planner II, New River Valley Regional Commission on the New River Valley Hazard Mitigation Plan, 2017 update.

Christy Straight thanked Council for the opportunity to present an overview of the New River Valley Hazard Mitigation Plan for 2017, and explained the focus of the plan on avoiding or minimizing the impacts of future hazardous events. The regional mitigation plan must be approved by all localities within the New River Valley before receiving approval from FEMA. Ms. Straight shared the details of the plan and noted that Town staff from the Planning, Engineering, and Fire departments were involved in providing information and data used to develop a plan that would address and mitigate potential hazards specific to the region. More information about the plan can found at [NRVRC.org](http://NRVRC.org). Council was provided a resolution in support of the New River Valley Hazard Mitigation Plan, which was acted on later in the meeting. Council expressed appreciation for Ms. Straight’s efforts in developing the plan and bringing it before Council for consideration.

- C. Wayne Nelson, Engineering Director, to present the Cambria Street Intersection and North Franklin Street Corridor Improvement project design, which incorporates Design Public Hearing comments relevant to the major design features of the project.

Mr. Nelson introduced Rick Delong, Director of Transportation Engineering with McCormick Taylor, Inc., project design consultants, and directed Council attention to the resolution of support required for moving the project forward to the right-of-way acquisition and final design phase. Mr. Nelson talked about the features of the project design, connections, and reconfigurations using an aerial map, and explained the traffic analysis and discussions with VDOT that were used in advancing the design being presented, with access management and safety a priority for the design along North Franklin Street from Cambria Street to Independence Boulevard. Mr. Nelson noted that Council was provided a map of the proposed corridor improvements, along with a transcript of the design public hearing in the agenda packet for review. Mr. Nelson also reviewed with Council the proposed future reconfiguration of the North Franklin/Cambria intersection that would allow for a more efficient traffic flow, and stated he hoped funds would allow for an upgrade to the signal at that intersection. Council discussed with Mr. Nelson the project timeline, and the probability of a future reduction in the speed limit along North Franklin Street with the construction of sidewalks. Council expressed appreciation for Mr. Nelson and Mr. Delong's efforts on the project.

*Mayor Barber acknowledged and welcomed to the meeting Joseph Young, manager of New River Valley Golf since 2016. He also welcomed his wife, Erlene, and granddaughter, Maggie, who were present to support him as he took the Oath of Office.*

- D. Presentation by Mayor Barber. Mayor Barber announced that Councilman Cord Hall would be retiring from Town Council after serving two terms, and presented him with the gift of a clock from Council. Mayor Barber read the inscription on the clock honoring his service to the Town, and commented that he would be missed. Councilman Hall thanked Council for the gift and said he would miss being a part of Town Council and the Recreation Advisory Commission. Mr. Hall thanked the citizens for their trust in electing him twice to Council. He stated he would cherish the relationships he had formed during his time on Council and was proud of the Town's accomplishments over the past eight years.

## VIII. COMMITTEE REPORTS

## IX. DISCUSSION BY MAYOR AND COUNCIL

### A. Council action on:

1. Reappointment of Steve Simmons and Amelia Tuckwiller to the Aquatic Advisory Board. Ms. Tuckwiller was unable to attend tonight's meeting and would be reappointed in January 2018.  
Steve Simmons' term on the Aquatic Advisory Board expires on December 31, and he has agreed to serve another four-year term. Councilman Huppert talked about the efforts of the Aquatic Advisory Board and Aquatic Director Terry Caldwell to encourage community participation at the aquatic center, and reported on the recent swim meet that hosted thirteen hundred swimmers. Ms. Caldwell reported on the success of the Black Friday Sale held in

November that netted \$53,000 in

memberships, a significant increase over last year's Black Friday Sale that doubled town resident memberships, and she reported on upcoming aquatic events. Council commended the efforts of the aquatics staff, and asked Ms. Caldwell to pass along their comments to her staff.

2. Rezoning Request by John Neel, Gay and Neel, Inc., agent for Sarah Crawford, for a portion of Tax Map No. 530-(2)- 87A 1 [Parcel ID 01937] 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. The Public Hearing was held November 28, 2017.

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

3. Contingent upon the above request, Conditional Use Permit request by John Neel, Gay and Neel, Inc. for Tax Map No. 530-(2)- 87A 1 [Parcel ID 01937] 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. The Public Hearing was held November 28, 2017.

Councilman Hall made a motion to issue the Conditional Use Permit as recommended by the Planning Commission, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

4. Approval of the major design features of the Cambria Street Intersection and North Franklin Street Improvement project as proposed by the Engineering Department during Introductions and Presentations.

Councilman Hall made a motion to approve the Cambria Street Intersection and North Franklin Street Improvement project as proposed and presented by Engineering Director Wayne Nelson. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

B. Resolution of Adoption of the New River Valley Hazard Mitigation Plan, 2017 Update.

Councilman Showalter made a motion to approve the Resolution of Adoption of the New River Valley Hazard Mitigation Plan for 2017, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

X. STAFF REPORTS

A. Town Manager Wingfield:

- The Town received a *Thank You* letter from Brain Injury Services for the 2017 financial contribution of \$1,500.
- The Town received a request from Tourism Director Lisa Bleakley for time in January or February to present on the Tourism Council.

B. Town Attorney:

C. Other Staff:

- Finance Director/Treasurer Val Tweedie expressed her appreciation for Cord Hall's service to the Town, noting that she had enjoyed working with him and would miss him.

## XI. COUNCIL REPORTS

- A. Councilman Hall expressed support and enthusiasm for Councilman Collins, who would begin serving on the Recreation Advisory Commission in January.
- B. Councilman Bishop – No report.
- C. Councilman Collins expressed appreciation for Councilman Hall, noting that he had learned a lot from serving on Council with him.
- D. Councilman Huppert expressed support for a smooth, efficient 2018.
- E. Councilman Showalter – No report.
- F. Councilman Stipes – No report.
- G. Mayor Barber said Councilman Hall has been a true asset to the Town and Council, and that it had been a pleasure serving with him.

## 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, seconded by Councilman Collins. The Closed Meeting was held to discuss an economic development prospect.
- B. Councilman Bishop 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 Closed Meeting is being held for discussion of personnel, specifically the Clerk of Council position. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- C. Reconvene in Open Meeting. Councilman Bishop made a motion to reconvene in Open Meeting, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- D. 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 Collins and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.
- E. Council action on the matters:

1. Councilman Hall made a motion to approve the performance agreement discussed during the Closed Meeting, subject to the final approval of the Town Attorney, and minor administrative changes. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
2. Councilman Hall made a motion to increase the salary for the Clerk of Council position to \$1,200 per month, effective January 1, 2018, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Abstain.

### XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:02 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor