



AGENDA

WORK SESSION OF TOWN COUNCIL – 5:30 P.M.
REGULAR MEETING OF TOWN COUNCIL – 7:00 P.M.
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
FEBRUARY 13, 2018

WORK SESSION

- I. Call to Order
- II. Discussions by Mayor and Council Members
 - A. Lisa Bleakley, Director of the Montgomery Tourism Development Council, to provide an update on tourism activities.
- III. Adjournment

----- *Recess until 7:00 P.M.* -----

REGULAR MEETING

- I. CALL TO ORDER
 - A. Moment of Reflection
 - B. Pledge of Allegiance
- II. ADJUSTMENT OF THE AGENDA
- III. PUBLIC HEARINGS
 - 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.
 - B. Ordinance amendment to Chapter 42 "Zoning" of the Christiansburg Town Code to allow for research, experimental, or testing laboratories including animals in the I-2, General Industrial District, with a Conditional Use Permit.
 - C. Contingent on the above ordinance amendment, Conditional Use Permit request by the Economic Development Authority of Montgomery County for tax map parcel 599-1 7 (3.691 acres) to allow for research, experimental, or testing laboratories including animals in the I-2, General Industrial District, with a Conditional Use Permit. The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- IV. CONSENT AGENDA

- A. Council meeting minutes of January 23, 2018 and January 30, 2018.
- B. Cambria Street/N. Franklin Street Contract Amendment for Right-of-Way Acquisition Services.

V. CITIZEN COMMENTS

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Town Council and Christiansburg High School Partnership.
- B. Terry Smusz, CEO, and John McEnhill, Board of Directors Chair, to present New River Community Action's Annual Report.
- C. Ben Robson to report on The Big Event 2018.
- D. Terry Caldwell, Director of Aquatics, to present Christiansburg Aquatic Center "2017 in Review".

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

IX. STAFF REPORTS

- A. Town Manager
- B. Town Attorney
- C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

- A. Closed Meeting:
 1. Request for a Closed meeting in accordance with Code of Virginia § 2.2-3711(3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting pertains to discussions regarding a potential public works property in Montgomery County.
 2. Reconvene in Open Meeting.
 3. Certification.
 4. Council action on the matters.

XII. ADJOURNMENT

The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, February 27, 2018 at 7:00 P.M.

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

FINANCIAL REPORT

June 30, 2016

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL
June 30, 2016**

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INTRODUCTORY SECTION

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

DIRECTORY OF PRINCIPAL OFFICIALS
June 30, 2016

BOARD OF DIRECTORS

F. Craig Meadows, Montgomery County Administrator
Mark Verniel, Blacksburg Town Manager
Barry D. Helms, Christiansburg Town Manager

KEY EMPLOYEE

Lisa Bleakley, Director of Tourism

INDEPENDENT AUDITOR

Brown, Edwards & Company, L.L.P.

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the Montgomery County
Tourism Development Council
Christiansburg, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Montgomery County Tourism Development Council (the "Council") as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and *Specifications for Audits of Authorities, Boards, and Commissions* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Report on the Financial Statements (Continued)

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Council, as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2017 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Brown, Edwards & Company, S.C.P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
November 14, 2017

BASIC FINANCIAL STATEMENTS

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**GOVERNMENTAL FUND BALANCE SHEET/
STATEMENT OF NET POSITION**
June 30, 2016

	Governmental Fund	Adjustments (Note 2)	Statement of Net Position
ASSETS			
Cash with fiscal agent (Note 3)	\$ 621,235	-	\$ 621,235
Due from other governmental units	23,772	-	23,772
Capital assets (Note 4)			
Depreciable, net	-	23,765	<u>23,765</u>
Total assets	<u>\$ 645,007</u>		<u>\$ 668,772</u>
LIABILITIES			
Accounts payable and accrued liabilities	\$ 15,261	-	\$ 15,261
Due to fiscal agent	<u>4,364</u>	8,221	<u>12,585</u>
Total liabilities	<u>19,625</u>		<u>27,846</u>
FUND BALANCE/NET POSITION			
Fund balance			
Committed	3,250	(3,250)	-
Assigned	4,553	(4,553)	-
Unassigned	<u>617,579</u>	(617,579)	-
Total fund balance	<u>625,382</u>		-
Total equity	<u>625,382</u>		-
Total liabilities and equity	<u>\$ 645,007</u>		
Net position			
Net investment in capital assets	23,765	23,765	
Unrestricted	<u>617,161</u>	<u>617,161</u>	
Total net position	<u>\$ 640,926</u>		

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**STATEMENT OF GOVERNMENTAL FUND REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE /
STATEMENT OF ACTIVITIES
Year Ended June 30, 2016**

	Governmental Fund	Adjustments (Note 2)	Statement of Activities
Revenues:			
State grants	\$ 20,000	-	\$ 20,000
Contributions from government members	<u>343,710</u>	<u>(57,572)</u>	<u>286,138</u>
Total revenues	<u>363,710</u>	<u>(57,572)</u>	<u>306,138</u>
Expenditures/expenses:			
Salaries and wages	84,217	533	84,750
Employee benefits	25,736	-	25,736
Professional services	69,724	<u>(16,144)</u>	53,580
Advertising	33,207	-	33,207
Civic contributions	25,000	-	25,000
Printing and binding	10,856	-	10,856
Office supplies	2,791	-	2,791
Office equipment	4,126	-	4,126
Telephone	582	-	582
Travel and meals	6,277	-	6,277
Tradeshow registration	205	-	205
Dues	2,970	-	2,970
Books and subscriptions	3,239	-	3,239
Uniforms	451	-	451
Depreciation	<u>-</u>	<u>4,194</u>	<u>4,194</u>
Total expenditures/expenses	<u>269,381</u>		<u>257,964</u>
Excess of revenues over expenditures		94,329	-
Change in net position		-	48,174
Fund balance/net position			
Beginning of the year	<u>531,053</u>		<u>592,752</u>
End of the year	<u>\$ 625,382</u>		<u>\$ 640,926</u>

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2016**

Note 1. Summary of Significant Accounting Policies

A. The Financial Reporting Entity

The Montgomery County Tourism Development Council (the “Council”) is a cooperative agreement between the County of Montgomery and the Towns of Blacksburg and Christiansburg. The Council provides tourism development in these localities.

These financial statements present the Council as the primary government. A component unit is an entity for which the primary government is considered to be financially accountable. The Council has no component units and no jointly governed organizations.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The statement of net position and statement of activities are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Government fund financials are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Intergovernmental revenues, consisting primarily of federal, state, and other grants for the purpose of funding specific expenditures, are recognized when all eligibility requirements are met. Revenues from general-purpose grants are recognized in the period to which the grant applies. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The Council’s major governmental fund is the *general fund*, which accounts for all revenues and expenditures applicable to the general operations of the Council.

C. Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriations, is employed as an extension of formal budgetary integration in the General Fund. Encumbrances outstanding at year end are reported as reservations of fund balance since they do not constitute expenditures or liabilities.

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2016**

Note 1. Summary of Significant Accounting Policies (Continued)

D. Capital Assets

Capital assets, which include an intangible asset for website design, are reported on the government-wide financial statements. Capital assets are defined as items with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Intangible assets are depreciated using the straight-line method over 5 years.

E. Fund Balance/Net Position

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the Council is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Nonspendable - Amounts that cannot be spent because they are not in spendable form, or are legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

Restricted - Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Committed - Amounts constrained to specific purposes by the Tourism Council Board of Directors; to be reported as committed; amounts cannot be used for any other purposes unless the Board of Directors takes action to remove or change the constraint. For 2016, committed fund balance includes outstanding encumbrances of \$3,250.

Assigned - Amounts the Council intends to use for a specified purpose; intent can be expressed by the governing body or by the Director who has been designated by this authority. For 2016, assigned fund balance includes outstanding encumbrances of \$4,553.

Unassigned - Amounts that are available for any purpose; positive amounts are reported only in the general fund.

Net position is classified as net investment in capital assets; restricted; and unrestricted. Net position is reported as restricted when there are limitations imposed on its use through enabling legislation or through external restrictions imposed by creditors, grantors, contributors, or laws or regulations.

When both restricted and unrestricted resources are available for use, it is the Council's policy to use restricted resources first, then unrestricted resources as they are needed.

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2016**

Note 1. Summary of Significant Accounting Policies (Continued)

F. Estimates

Management uses estimates and assumptions in preparing its financial statements. Actual results could differ from those estimates.

Note 2. Reconciliation of Financial Statements

A. Reconciliation between Fund Balance and Net Position

Fund balance of governmental fund	\$ 625,382
Certain assets are not available and, therefore, are not reported in the funds	23,765
Certain liabilities are not payable from current financial resources and therefore are not reported in the funds	(8,221)
Net position of governmental activities	<u>\$ 640,926</u>

B. Reconciliation between the Excess of Revenues over Expenditures and the Change in Net Position

Excess of revenues over expenditures	\$ 94,329
Amounts reported for governmental activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. That is the amount by which depreciation (\$4,194) is less than capital outlay (\$16,144) in the current period.	11,950
Compensated absences are accrued when incurred in the statement of activities while they are only reported in the fund activity statement when due and payable.	(533)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds.	<u>(57,572)</u>
Change in net position	<u>\$ 48,174</u>

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2016**

Note 3. Cash with Fiscal Agent

All cash of the Council is maintained in accounts held by its fiscal agent, Montgomery County. Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the *Code of Virginia*. Under the Act, banks and savings institutions holding public deposits in excess of the amount insure by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in amount from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Note 4. Capital Assets

The following summarizes the components of and changes in capital assets:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, not depreciated				
Construction in progress	\$ 11,815	\$ 16,144	\$ (27,959)	\$ -
Total capital assets, not depreciated	<u>11,815</u>	<u>16,144</u>	<u>(27,959)</u>	<u>-</u>
Capital assets, being depreciated				
Intangible assets	-	27,959	-	27,959
Total capital assets, being depreciated	<u>-</u>	<u>27,959</u>	<u>-</u>	<u>27,959</u>
Less accumulated depreciation				
Intangible assets	-	4,194	-	4,194
Total accumulated depreciation	<u>-</u>	<u>4,194</u>	<u>-</u>	<u>4,194</u>
Total capital assets being depreciated, net	-	23,765	-	23,765
Total capital assets	<u>\$ 11,815</u>	<u>\$ 39,909</u>	<u>\$ (27,959)</u>	<u>\$ 23,765</u>

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2016**

Note 5. Risk Management

The Council is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Council participates, through Montgomery County, with other localities in a public entity risk pool for their coverage of general liability and auto insurance with the Virginia Municipal League Insurance Programs. Each member of this risk pool jointly and severally agrees to assume, pay, and discharge any liability. The Council pays the Virginia Municipal League Insurance Programs contributions and assessments based upon classification and rates into a designated cash reserve fund out of which expenses of the pool, claims, and awards are to be paid. In the event of a loss deficit and depletion of all available excess insurance, the pool may assess all members in the proportion in which the premium of each bears to the total premiums of all members in the year in which such deficit occurs. The County continues to carry commercial insurance for all other risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage and there have not been any significant reductions in insurance coverage over the previous year.

Note 6. Contingencies

Grant Programs

Under the terms of state grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agency. Management believes disallowances, if any, would not be material to the financial position of the Council.

Note 7. Related Party Transactions

Montgomery County acts as fiscal agent for the Council and provides office space, human resources, and attorney services to the Council at no cost.

Note 8. Leases

On June 23, 2016, the Council entered into a lease agreement for space for an information desk in Blacksburg, VA. The lease began on June 23, 2016 and is for an indefinite period of time. The lease can be terminated by either party upon 60 days written notice. Monthly lease payments of \$450 are due on the first of each month.

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2016**

Note 9. New Accounting Standards

The Governmental Accounting Standards Board (GASB) has issued the following Statements which are not yet effective.

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other than Pensions* improves the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This Statement will be effective for the year ending June 30, 2017.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* improves accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This Statement will be effective for the year ending June 30, 2018.

GASB Statement No. 77, *Tax Abatement Disclosures*, requires governments to disclose information about the nature and magnitude of tax abatements granted to a specific taxpayer, typically for the purpose of economic development. This does not cover programs that reduce the tax liabilities of broad classes of taxpayers, such as senior citizens or veterans, and which are not the product of individual agreements with each taxpayer. The Statement does not consider issues related to recognition. This Statement will be effective for the year ending June 30, 2017.

GASB Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans* addresses a practice issue regarding the scope and applicability of Statement No. 68, *Accounting and Financial Reporting for Pensions*. This issue is associated with pensions provided through certain multiple-employer defined benefit pension plans and to state or local governmental employers whose employees are provided with such pensions. This Statement amends the scope and applicability of Statement 68 to exclude pensions provided to employees of state or local governmental employers through a cost-sharing multiple-employer defined benefit pension plan that (1) is not a state or local governmental pension plan, (2) is used to provide defined benefit pensions both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (3) has no predominant state or local governmental employer (either individually or collectively with other state or local governmental employers that provide pensions through the pension plan). This Statement establishes requirements for recognition and measurement of pension expense, expenditures, and liabilities; note disclosures; and required supplementary information for pensions that have the characteristics described above. This Statement will be effective for the year ending June 30, 2017.

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2016**

Note 9. New Accounting Standards (Continued)

GASB Statement No. 79, *Certain External Investment Pools and Pool Participants* establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. This Statement establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost for financial reporting purposes and for governments that participate in those pools. Those disclosures for both the qualifying external investment pools and their participants include information about any limitations or restrictions on participant withdrawals. This Statement will be effective for the year ending June 30, 2017.

GASB Statement No. 80, *Blending Requirements for Certain Component Units—an amendment of GASB Statement No. 14* clarifies the financial statement presentation requirements for certain component units. This Statement amends the blending requirements established in paragraph 53 of Statement No. 14, *The Financial Reporting Entity*, as amended. This Statement amends the blending requirements for the financial statement presentation of component units of all state and local governments. The additional criterion requires blending of a component unit incorporated as a not-for profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of Statement No. 39, *Determining Whether Certain Organizations Are Component Units*. This Statement will be effective for the year ending June 30, 2017.

GASB Statement No. 81, *Irrevocable Split-Interest Agreements* provides recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. This Statement requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognize assets, liabilities, and deferred inflows of resources at the inception of the agreement. Furthermore, this Statement requires that a government recognize assets representing its beneficial interests in irrevocable split-interest agreements that are administered by a third party, if the government controls the present service capacity of the beneficial interests. This Statement requires that a government recognize revenue when the resources become applicable to the reporting period. This Statement will be effective for the year ending June 30, 2018.

GASB Statement No. 82, *Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73* addresses certain issues that have been raised with respect to Statements No. 67, *Financial Reporting for Pension Plans*, No. 68, *Accounting and Financial Reporting for Pensions*, and No. 73, *Accounting and Financial Reporting for Pensions and Related Assets that are not within the scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. Specifically, this Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. This Statement will be effective for the year ending June 30, 2017, except for certain provisions regarding assumptions for plans with a measurement date that differs from the employer's reporting date – those provisions are effective for the year ending June 30, 2018.

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COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDITING STANDARDS***

To the Honorable Members of the Montgomery County
Tourism Development Council
Christiansburg, Virginia

We have audited, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *the Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements, the governmental activities, and the major fund of the Montgomery County Tourism Development Council (the "Council"), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise Council's basic financial statements, and have issued our report thereon dated November 14, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and **given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. **The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.**

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Brown, Edwards & Company, S.C.P.
CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
November 14, 2017

**MONTGOMERY COUNTY
TOURISM DEVELOPMENT COUNCIL**

**SUMMARY OF COMPLIANCE MATTERS
June 30, 2016**

As more fully described in the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, we performed tests of the Council's compliance with certain provisions of the laws, regulations, contracts, and grants shown below.

STATE COMPLIANCE MATTERS

Code of Virginia

Cash and Investment Laws
Conflicts of Interest Act
Procurement Laws
Unclaimed Property



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
PUBLIC HEARING

Meeting Date:
February 13, 2018

ITEM TITLE:

Public Hearing for a Rezoning Request by John Elmore, agent for Donald and Rachel Wood, for an approximately 1.15 acre portion of tax parcel 435 – A – 20, located at 840 Peppers Ferry Road, N.W. from A, Agricultural to B-3, General Business with one proffered condition (Rezone 2018-01).

DESCRIPTION:

The Applicant has submitted a request to rezone approximately 1.15 acres of property located at 840 Peppers Ferry Road, N.W. from A, Agricultural to B-3, General Business. The property owners have proffered to only use the property for mini-warehouses or a contractor equipment storage yard, with a conditional use permit. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

The Planning Commission held its public hearing on January 16, 2018. On January 29, 2018, the Planning Commission recommended approval by a vote of 8-0 with the condition proffered by the property owners.

POTENTIAL ACTION:
Hold Public Hearing

DEPARTMENT(S):
Planning Department

PRESENTER:
Andrew Warren, Planning Director

Information Provided:
Planning Commission Rezoning Resolution with signed Proffer Statement
<https://christiansburg.box.com/s/9ym3pimkt4umrynnoyiwzwlt8n9d7re7>

Planning Commission Minutes – January 16, 2018 & January 29, 2018 (Draft)
<https://christiansburg.box.com/s/4bhiq4u5iora8es076xsckpsfxnnmnfx>
<https://christiansburg.box.com/s/d45liyu53gvjuepi5yytu3c7g6flxp3s>

Staff Report with application and maps
<https://christiansburg.box.com/s/j0jyn59p23rijh11q9wqfewe89ft4xmk>

Draft Ordinance
<https://christiansburg.box.com/s/elsynock115uajwx727o8sthbue5uam5>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
PUBLIC HEARING

Meeting Date:
February 13, 2018

ITEM TITLE:

Public Hearing for a request to amend Chapter 42 "Zoning" of the *Christiansburg Town Code*, submitted by the Montgomery County Economic Development Authority, to permit animal research, experimental, or testing laboratories in the I-2, General Industrial District with a Conditional Use Permit (Code 2018-01).

DESCRIPTION:

In the I-2, General Industrial District, research, experimental, and testing laboratories are permitted by-right, but the use of animals and explosives is prohibited. The Applicant requests to amend Sec. 42-397 (17) of the *Christiansburg Town Code* to permit animal research, experimental, or testing laboratories in the I-2 District, with a Conditional Use Permit. The use of explosives is proposed to remain a prohibited use.

The Planning Commission held its public hearing on January 16, 2018. The Development Subcommittee reviewed the proposed code amendment on January 16, 2018 and requested staff to provide a comparison of laboratory definitions and uses allowed in other Virginia localities. The Development Subcommittee reviewed the proposed code amendment again on January 29, 2018 and recommended approval of the amendment, as drafted, by a vote of 6-0. On January 29, 2018, the Planning Commission recommended approval of the code amendment by a vote of 8-0.

POTENTIAL ACTION:

Hold Public Hearing

DEPARTMENT(S):

Planning Department

PRESENTER:

Andrew Warren, Planning Director

Information Provided:

Planning Commission Resolution

<https://christiansburg.box.com/s/swcg0zpdr18xwbjhah8uns236n0pk8h>

Planning Commission Minutes – January 16, 2018 & January 29, 2018 (Draft)

<https://christiansburg.box.com/s/4bhiq4u5iora8es076xsckpsfxnnmnfx>

<https://christiansburg.box.com/s/d45liyu53gvjuepi5yytu3c7g6flxp3s>

Locality code comparison and animal testing regulations

<https://christiansburg.box.com/s/yhvuaxatnubn5xuwt4pyl5orusw98hte>

Staff Report with draft ordinance

<https://christiansburg.box.com/s/syc4fgq70g2nne262hmizgwny1xdgpyk>



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
PUBLIC HEARING

Meeting Date:
February 13, 2018

ITEM TITLE:

Public Hearing for a Conditional Use Permit request by the Montgomery County Economic Development Authority for an animal research, experimental, or testing laboratory at 145 Technology Drive, S.E., in the I-2, General Industrial District (CUP 2018-01).

DESCRIPTION:

The Applicant requests a Conditional Use Permit (CUP) at 145 Technology Drive, S.E, for a laboratory, research, experimental, or testing, with animals 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.

The Applicant's request is contingent on a pending request to amend Chapter 42 "Zoning" of the *Christiansburg Town Code* to permit animal research, experimental, or testing laboratories in the I-2, General Industrial District.

Planning Commission held its public hearing on January 16, 2018. At its January 29, 2018 meeting, the Planning Commission recommended approval by a vote of 7-0 (one member abstained) with four conditions:

1. There shall be no outdoor keeping of any animals.
2. The property shall be maintained in a clean, sanitary, and slightly manner.
3. There shall be no excessive noise or odor discernible at the property line.
4. There shall be no on-site retail sales.

POTENTIAL ACTION:
Hold Public Hearing

DEPARTMENT(S):
Planning Department

PRESENTER:
Andrew Warren, Planning Director

Information Provided:
Planning Commission Resolution
<https://christiansburg.box.com/s/wfzeya5d4pzpo8xhlod8vwtgclhttf1z>

Planning Commission Minutes – January 16, 2018 & January 29, 2018 (Draft)
<https://christiansburg.box.com/s/4bhq4u5iora8es076xsckpsfxnnmnfx>
<https://christiansburg.box.com/s/d45liyu53gvjuepi5yytu3c7g6flxp3s>

Staff Report with CUP application and maps
<https://christiansburg.box.com/s/w0wudmd4r2l56qnuejl759ar93k3rtgm>

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES – 5:30 P.M.
REGULAR MEETING MINUTES- 7:00 P.M.
JANUARY 23, 2018**

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 23, 2018 AT 5:30 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Samuel M. Bishop; Harry Collins; Steve Huppert; Merissa Sachs; Henry Showalter. ABSENT: Vice-Mayor Brad Stipes.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Finance Director/Treasurer Val Tweedie; Director of Public Relations Melissa Demmitt; Planning Director Andrew Warren; Public Relations Specialist Anaika Miller.

WORK SESSION

- I. Call to Order by Mayor Barber
- II. Discussions by Mayor and Council Members

A. Update on wayfinding signs and promotional videos.

Director of Public Relations Melissa Demmitt led the presentation on the proposed design development package for wayfinding signs prepared by KMA Design. Proposed signs included gateway, destination, neighborhood identification, parking identification, information kiosk, and pedestrian trail directional signs, along with an option for a *Town of Christiansburg* sign across the Huckleberry Trail bridge railing. Via conference call, Barbara, Dave, and Jeremy of KMA Design reviewed with Council details of each proposed sign, and presented design option choices for Council consideration and direction. Melissa Demmitt noted that the decorative lattice design on the signs was based on the huckleberry plant in keeping with the huckleberry theme in Christiansburg. KMA then reviewed the preliminary budget pricing for sign construction that was based on estimates in sign quantity and was subject to change. Estimated cost presented for sign construction was \$375,500.00 and would be updated once sign locations and quantities were identified. KMA provided an overview of the proposed project phasing that would begin with six primary gateway signs and one LED sign at Town Hall, and explained neighborhood area identification signs for *Downtown*, *Midtown*, *Cambrria*, and *Uptown*, that would be included in a later phase of the project. Upon approval by Council, KMA would provide construction documents to be used in moving forward with the bid process for the construction phase of the project. Interim Town Manager Randy Wingfield offered to provide construction documents for the Huckleberry Trail bridge to KMA to be used in determining the ability of the bridge railing to support signage on the bridge. Melissa Demmitt noted that the current fiscal year budgeted only for the design phase of the wayfinding sign project. The next step in the project would be to determine sign location, quantity, and wording.

Interim Town Manager Randy Wingfield presented to Council a proposal from CGI Communications for a promotional video of the Town of Christiansburg that would be linked from the Town's website to CGI Communications' website. There would be no cost to the Town for CGI to produce or host the video; however, local businesses would be provided an opportunity to advertise on the CGI website with their own video at a cost that would vary based on the chosen length of the

advertisement, with a small annual hosting renewal fee. Non-profits could advertise at no cost. Mr. Wingfield said that 3,000 communities were already participating in the program and he played the video for Bremerton, Washington as an example of what CGI was offering. Melissa Demmitt said she has reviewed the proposal and sees how it could be beneficial to the Town, noting that it would be difficult to achieve the same level of video quality in-house. Mayor Barber recommended involving the Chamber of Commerce, Small Business Council, and Tourism Development Council in considering the proposal, but cautioned that the project could be a high pressure salesman situation for local businesses. Councilwoman Merissa Sachs suggested the Town see if there was a local business that could provide the same service, which would eliminate the Town handing over control for an outside business to profit from. Public Relations Specialist Anaika Miller said the Town could create its own promotional video; however, it would be a very involved project. Mayor Barber responded that he liked the idea of a promotional video that featured local business ads, but believed the project should be handled by agencies such as the Chamber of Commerce or Tourism Development Council, which are designed to promote local business. Melissa Demmitt agreed to get answers from CGI Communications as to the exact amount of the annual renewal fee for advertisers and the frequency of solicitation of local businesses to participate in advertising.

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 January 23, 2018 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Samuel M. Bishop; Harry Collins; Merissa Sachs; Steve Huppert; Henry Showalter. ABSENT: Vice-Mayor Brad Stipes.

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; Director of Public Works Jim Liancianese; Aquatic Center Customer Service Coordinator Scott Coppock; Public Works Supervisors Ryan Hendrix, Justin Shephard, John Kirtner, Micheal Huesman, and Travis Moles, Assistant Director of Engineering for Development and Operations Steve Palmer.

I. CALL TO ORDER

Mayor Barber took a moment to speak about former Councilman Wayne Booth who recently passed away. Mr. Booth was heavily involved in the Christiansburg community and will be missed by many.

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Council meeting minutes of January 9, 2018.
- B. Schedule Public Hearing on March 13, 2018 for an ordinance to amend and clarify Chapter 42 “Zoning” of the *Christiansburg Town Code* in regards to the definition of “kennel”.

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

V. CITIZEN COMMENTS

No comments

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Introduction of New Town Employees:
 1. Scott Coppock, Aquatic Center Customer Service Coordinator
 - Amber Forman, Custodian
 2. Wayne Nelson, Director of Engineering and Special Projects
 - Steve Palmer, Assistant Director of Engineering, Land Development and Operations
 3. Justin Shephard, John Kirtner, Micheal Huesman, Travis Moles, Public Works Supervisors
 - Chris Martin, Maintenance Worker, Utilities Maintenance
 - Jacob Woods, Maintenance Worker, ROW
 - Steve Howe, Maintenance Worker, Streets
 - Aidan Giannecchini, Maintenance Worker, ROW
 - Grant Hoover, Crew Supervisory, Storm Water
- B. Town Council and Christiansburg High School Partnership.
Students not present for presentation.

VII. COMMITTEE REPORTS

- A. Collins and Stipes - Street Committee report/recommendation on:
Subdivision Plat, Access Easement, and Parking Easement of Tax Map 435(A)41 for the New River Valley Mall property (2 lots).

Councilman Collins reported that the owner of Regal Cinemas has requested the cinema property be subdivided from the mall property to be its own self-sufficient property. The request meets parking requirements and Councilman Collins made a motion to approve the request, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Absent.

VIII. DISCUSSION BY MAYOR AND COUNCIL

- A. Council action on:

1. Monthly Bills.

Councilman Bishop made a motion to approve the monthly bills, with the exception of \$2,163.20 to be paid to Marketing on Main, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Absent.

Councilman Showalter made a motion to approve payment in the amount of \$2,163.20 to Marketing on Main for orders prior to January 1, 2018, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Absent; Huppert – Aye; Sachs – Abstain; Showalter – Aye; Stipes – Absent.

B. Request by the Public Relations Department to use \$1,275 of tourism funds to place a full-page advertisement in the new NRV Hotel Book.

Director of Public Relations Melissa Demmitt presented to Council a proposed one page advertisement in the New River Valley See & Do Book. The book is a new yearly publication that will be placed in hotel rooms throughout the region. The Town typically advertises through Chamber of Commerce publications, which would not be affected by participation in the See & Do Book. Mrs. Demmitt showed Council the advertisement design and commented that it could be redesigned into a ½ page ad at a reduced cost. The publication will be annual, and Mrs. Demmitt recommended participating this year, then considering on an annual basis whether or not to continue participating. Council expressed support for the full-page advertisement as presented, and Councilman Showalter made a motion to approve the use of tourism funds in the amount of \$1,275 to fund the ad. Councilman Huppert seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Absent.

X. STAFF REPORTS

A. Town Manager Wingfield:

- Noted the recent passing of former Councilman Wayne Booth. Mr. Booth had a positive impact on the Town and would be missed by many.

B. Town Attorney:

- Attorney Theresa Fontana reported that she was working with Town staff on changes to the noise ordinance and was putting together a draft to review with the Planning Commission. Ms. Fontana said she hoped to have the revised ordinance in effect this spring.

C. Other Staff:

XI. COUNCIL REPORTS

A. Councilman Collins apologized for missing the January 9th council meeting due to illness, and announced that his 8th grandchild, Carson Allen Collins, was born today. Carson weighed seven pounds, eleven ounces, and both he and mom were doing well. Welcome Carson!

B. Councilman Bishop – No report.

C. Councilman Showalter reported that a Water, Sewer, Solid Waste Committee meeting was scheduled for tomorrow to further discussions on curbside recycling, with hopes of getting it included in the upcoming annual budget. Mr. Showalter invited all to attend the meeting.

D. Councilman Huppert spoke about Wayne Booth and his many involvements in the Christiansburg community, then reported on the Montgomery Museum event, H'Arts on Main, scheduled for February 16 & 17, and noted that tickets were available.

E. Councilwoman Sachs – No report.

F. Mayor Barber reported that Montgomery County Board of Supervisors had invited Council to a dinner meeting for discussions on county/town collaborations. The meeting would be held at Christiansburg High School, with dinner provided by the high school culinary class. The date is pending. The county has reached out to each local governing body for individual, one-on-one discussions. Mayor Barber then reported that Delegate Nick Rush had changed his position on House Bill 361 and Senate Bill 640 and had agreed to no longer support the bills pertaining to advertisement/signage in Christiansburg. The Town has notified the Virginia Municipal League of its opposition to the proposed house bills. Mayor Barber presented an opportunity for professional council photos through Whitescarver Photography, and Council agreed to a group photo and individual photos. Melissa Demmitt will contact the photographer for date/time details.

XII. CLOSED MEETING:

A. Councilman Showalter made a motion to enter into a Closed Meeting in accordance with Code of Virginia Section 2.2-3711(3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting pertained to discussions regarding a potential recreational property in Montgomery County; and

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 was held for discussion of the town manager position. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Absent.

B. 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; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Absent.

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. The motion was seconded by Councilman Collins and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Absent.

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

XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:35 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION AND CLOSED MEETING MINUTES
JANUARY 30, 2018 – 5:30 P.M.**

A WORK SESSION AND CLOSED MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JANUARY 30, 2018 AT 5:30 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Finance Director/Treasurer Val Tweedie; Planning Director Andrew Warren; Director of Engineering Wayne Nelson; Assistant Director of Engineering - Land Development and Operations Steve Palmer; Director of Public Works Jim Lancianese; Fire Chief Billy Hanks; Assistant Director of Parks and Recreation Charlton McCoy; Superintendent of Streets Travis Moles.

WORK SESSION

- I. Call to Order by Mayor Barber
- II. Discussions by Mayor and Council Members
 - A. Truman Wilson Property (Future Town Park)

Director of Finance/Treasurer Val Tweedie presented Council with Master Plan Cost Estimates for development plan options for the Truman Wilson Property, as presented by Gay and Neel, Inc., on December 12, 2017. During the December 12th work session, Council requested phasing options and projected costs for development that would give high priority to open space, rectangular ball fields, and an all access playground. In presenting the cost estimates, Mrs. Tweedie stressed that it was important to understand that: (1) the estimates provided were based on concept drawings that had not been fully designed or engineered, and were subject to change, and (2) estimated engineering, architectural, and other professional fees were in the \$1M range and would require an RFP.

Development Option 1 included the amenities highly prioritized by Council, required accessories, mass grading and infrastructure, and soft costs for a total cost estimate of \$16,120,000. Funding sources were estimated to net \$9,000,000, with a net cost to finance of \$7,120,000. Mrs. Tweedie talked about the various options for financing the debt and explained the differences between bond versus bank financing. She noted that interest rates were approximately the same, but bonds cost more to issue, and bank financing offered more flexibility in terms of payoff options. She further noted that the structure of the financing would depend on the outcome of the sale of the outparcels. Included in the cost estimate for each option was a five-year projection of revenue and expenditures that provided the amount of annual support that would be required from the General Fund.

Development Option 2 included most of the amenities in Option 1, but did not include the all accessible playground. The projected budget estimate for this option was \$14,880,000; however, funding was estimated to be approximately \$2M less than in Option 1, because the majority of community contributions/donations/sponsorships were based on the availability of an all access playground. Council agreed to not consider Option 2.

Development Option 3 provided mass grading to the entire site, but utilities to only half the site, no ballfields, and limited access trails and roads. Total project budget estimate was \$8,930,000, and Mrs. Tweedie noted that grant funding would be less due to fewer roads.

Council spent time talking about various details of the park development such as the number of ballfields and the cost of grass versus artificial turf, parking availability, and estimated annual operation and maintenance costs that included additional Parks and Recreation employees versus outsourcing maintenance needs. John Neel agreed to provide a cost estimate to Council for grass versus turf ballfields, and Mrs. Tweedie will provide an estimate on the cost for new employees versus outsourcing maintenance needs. Council also talked about revenue that could be expected from renting the ballfields.

Councilman Stipes, Councilman Showalter, and Councilman Huppert voiced support for moving forward with Option 1, and expressed that the numbers presented were feasible through a phasing process. Councilwoman Sachs commented that the Town would lose close to \$1M per year on the park property if designed under Option 1, in addition to the money lost each year from the aquatic center. She questioned how this was feasible for the Town, and said to construct the park in a responsible way would be to raise the funding first, then build. She further stated that she did not want to see real estate taxes increased for something that not all citizens would use. She agreed that the plans for the park were good, but she wanted to see funding built up prior to construction. Council talked about the recreation facilities in Christiansburg that were offered as a service to its citizens, and a draw for those outside the community, that were not meant to generate revenue or be self-supporting.

Councilman Stipes requested that each Council member voice their support or opposition to proceeding with the park development process under Master Plan Cost Estimate – Option 1. Councilman Stipes voiced his support. Councilman Showalter stated that the Town needed a concrete plan in place before sponsorships could be obtained from the community, but expressed support for seeking sponsors prior to breaking ground. Councilman Showalter voice support for moving forward under Option 1. Councilman Huppert said he valued Mrs. Tweedie and Mr. Wingfield's advice as to the feasibility of the project. He voiced support for moving forward under Option 1 and recommended Phase 1 be mass grading of the site. Councilwoman Sachs said the park was not a priority for her at this time, and she didn't believe that it was a priority for many in the Christiansburg community. However, she said she could support moving forward with Option 3, which was more cost effective, and expanding the park in the future. Councilman Collins said he had a better perspective of the project from tonight's meeting and expressed support for moving forward under Option 1. Councilman Bishop said that while he liked the layout of Option 1, he had concerns with the estimated costs for the project and the ongoing operation and maintenance costs. His main concerned was that many citizens would not use the park property, but may be forced to pay for it through increased taxes. Councilman Bishop voiced opposition to moving forward with the development of the park property. Mayor Barber stressed that the Town was not considering any tax increase at this time and would only have that discussion after all other options were exhausted. Mrs. Tweedie said the next step would be an RFP for design services and all costs would come before Council for approval.

III. Closed Meeting

- A. Councilman Stipes made a motion to enter into a Closed meeting in accordance with Code of Virginia § 2.2-3711(3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, seconded by Councilman Collins. The Closed Meeting pertained to discussions regarding recreational property in Montgomery County; and

Councilman Stipes 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, seconded by Councilman Collins. The Closed Meeting was held for discussion of the town manager position. Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Reconvene in Open Meeting. Councilman Bishop made a motion to reconvene in Open Meeting, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- C. Certification. Councilman Stipes 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; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.
- D. Council action on the matters. No action was taken on either matter.

IV. Adjournment

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:25 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:

Consent Agenda

Meeting Date:

February 13, 2018

ITEM TITLE: Cambria St. Intersection & N. Franklin St. Corridor Improvements
Professional Services Contract Amendment
Expanded Right-of-Way Acquisition Services

DESCRIPTION: Contract Amendment for the North Franklin Corridor Improvement Project in the amount of \$116,433 for expanded right-of-way acquisition services. These services will help expedite the project schedule and will aid project compliance with Federal and State right-of-way and easement acquisition requirements.

POTENTIAL ACTION: Approval of the Contract Amendment, subject to approval by the Town Attorney.

DEPARTMENT:

Engineering

PRESENTER:

Wayne Nelson

ITEM HISTORY:

Information Provided:

Contract Amendment No. 1: <https://christiansburg.box.com/s/3x8ve8xwzdhpp5qkxfmh8u9bfqnqny9fi>

Exhibit C - UPC 104837 Cambria-N Franklin - Supplement #1:

<https://christiansburg.box.com/s/5xur8ckixrz3nh5koxr8pir2ampwhaqx>