

**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 Bradford 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, Cambria, 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; Samuel M. Bishop; Harry Collins; Merissa Sachs; Steve Huppert; Henry Showalter. ABSENT: Vice-Mayor Bradford 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 Lancianese; 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 9<sup>th</sup> council meeting due to illness, and announced that his 8<sup>th</sup> 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.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor