

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES – 5:30 P.M.
REGULAR MEETING MINUTES – 7:00 P.M.
MARCH 27, 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 MARCH 27, 2018 AT 5:30 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Bradford J. 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; Director of Public Relations Melissa Demmitt; Planning Director Andrew Warren; Assistant to the Town Manager Adam Carpenetti; Public Relations Specialist Anaika Miller; Town Attorney Jim Guynn.

WORK SESSION

I. Call to Order by Mayor Barber

II. Discussions by Mayor and Council Members

A. Jim Guynn of Guynn & Waddell, P.C. to present on Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA).

Town Attorney Jim Guynn briefed Council on current FOIA guidelines pertaining to meetings, documentation, and record retention, and noted that the purpose of the act was to provide transparency in government activities by ensuring ready access to public records and free entry to meetings of public bodies. He explained the definition of “public bodies” and talked about closed/open meeting requirement, including exemptions and protocol for closed meetings. Mr. Guynn then instructed Council on COIA, the primary law governing the financial interests of government appointees, officials, and employees in matters of government contracts and transactions, and explained the definition of “personal interests”, and advised on how to recognize and handle personal interests as government officials. Mr. Guynn also reviewed was prohibited conduct, including insider information and the accepting of gifts, and noted that the Commonwealth’s Attorney enforced the act with respect to municipal officers and employees, and should be consulted on questions pertaining to COIA. Mr. Guynn also talked about the importance of adhering to COIA guidelines with respect to electronic correspondence between council members and cautioned against all-inclusive emails to avoid violations.

B. Discussion of recognition of downtown buildings and arts improvements.

Using PowerPoint, Town Manager Wingfield and Planning Director Warren talked about the Town’s goal to develop a plan to artistically enhance the downtown and Cambria areas, and to recognize the existing private artistic touches such as the fish sculpture and eyeglasses on display near Old Town Mall. Based on a study of the programs in Salem and Wytheville, the Christiansburg program would offer a matching grant up to \$5,000 to encourage private

artistic enhancements to facades or building sites, including landscape designs. The proposed Fiscal Year 2018-19 annual budget includes \$25,000 for the grant program. Town Manager Wingfield recommended the appointment of a committee to review and approve/disapprove grant requests. Councilman Huppert and Councilwoman Sachs recommended including the Planning Commission and the Central Business District Committee, respectively, in the review and approval of applications. Councilman Stipes recommended considering all requests, regardless of the dollar amount, and to not limit requests to a match of \$5,000. Town Manager Wingfield reviewed the details of the program with regards to the types of artistic improvements allowed, and Attorney Guynn cautioned against violating the first amendment when approving and funding art projects. The program is expected to begin in summer 2018, and all property owners in downtown and Cambria are to be notified of the new grant program.

III. Adjournment

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

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

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON MARCH 27, 2018 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Bradford J. 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; Town Attorney Theresa Fontana; Director of Public Relations Melissa Demmitt; Finance Director/Treasurer Val Tweedie; Director of Planning Andrew Warren; Assistant to the Town Manager Adam Carpenetti; police Chief Mark Sisson; Fire Chief/Fire Marshal Billy Hanks; human resource Director Dave Brahmstadt; Aquatics Director Terry Caldwell; Assistant Director of Engineering for Capital Projects and Utilities Jessie Nester; Public Works Director Jim Lancianese; Public Works Superintendent of Streets Travis Moles; Public Works Superintendent of Utilities Ryan Hendrix.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Council meeting minutes of March 13, 2018.
- B. Monthly Bills.

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

V. CITIZEN COMMENTS

- A. Cord Hall, 170 Sapphire Avenue, regretfully announced the recent passing of Doris Oliver, a long-term member of the Recreation Advisory Commission, and stated that she epitomized what it meant to be a public servant and she would be missed by many. Mr. Hall then expressed his gratitude to Mayor Barber, Town Council, and the Town as a whole for supporting the nationwide efforts to bring awareness to the problem of child abuse by adopting a proclamation recognizing April as Child Abuse Prevention Month. A child abuse prevention program will be held at the Montgomery County Courthouse on April 26, 6:00 P.M. and Mr. Hall invited all Council to attend to learn about the neurological effects of child abuse.
- B. Chris Waltz, 1370 Rigby Street, voiced concerns with the proposed ordinance to amend Chapter 42 “Zoning” of the Christiansburg Town Code in regards to the definition of “kennel” during the March 13 council meeting and stated that he still had concerns with changing the number of allowable dogs from five to four. He talked about residents who may be in violation of the ordinance because of their number of pets, and he stated that the Town could have worded the amendment in a more effective way to meet the goal of defining an “adult” dog, rather than wording the ordinance to address one specific situation.

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Recognition of Christiansburg High School State Champions:
 - * Christiansburg Wrestling Team 3A State Championship
 - * Wrestling Individual 3A State Championship – Brandon Crowder (106 pounds)
 - * Wrestling Individual 3A State Championship – Garrett Kuchan (113 pounds)
 - * Wrestling Individual 3A State Championship – Marshall Keller (138 pounds)
 - * Wrestling Individual 3A State Championship – Xander Whitehurst (145 pounds)
 - * Wrestling Individual 3A State Championship – Nick Giantonio (170 pounds)
 - * Wrestling Individual 3A State Championship – Erik Eva (182 pounds)
 - * Wrestling Individual 3A State Championship – Ty Kwak (195 pounds)
 - * Track and Field Individual 3A State Championship – Cassidy Cromer (pole vault)
 - * Track and Field Individual 3A State Championship – Kaylyn Cromer (triple jump)

Mayor Barber and Councilman Showalter recognized Cassidy Cromer, Kaylyn Cromer, wrestling coach Cliff Warden, and members of the wrestling team, and presented each with a proclamation recognizing their athletic accomplishments.

- B. Introduction of New Employees:
 - 1. Jessie Nester, Assistant Director, Capital Projects and Utilities, Engineering Department
 - Eli Mannon, Civil Engineer II
 - 2. Mark Sisson, Police Chief, Police Department, Swore in the officers.

- Casey Lusk, Police Officer
 - Jarrett Rhodes, Police Officer
3. Melissa Demmitt, Director of Public Relations, Public Relations Department
- Casey Jenkins, Events Coordinator. Mr. Jenkins was unable to attend the meeting and the introduction will be postponed until the next regular council meeting.
- C. Montgomery County Board of Supervisors Chairperson Chris Tuck and Vice-Chairperson April DeMotts to provide an update on Montgomery County.

Highlights of their joint presentation are as follows:

- Thanked Christiansburg Town Council for the opportunity to present
- Emphasized the County's goal to become more connected with its town localities
- Presented Montgomery County's recently adopted and reaffirmed Vision Statement
- County Motto is "Freedom Increases Responsibility"
- Provided list of Fire and Rescue issues and opportunities
- Presented state of the county budget
 - Projected growth revenue of \$1.9M for FY 19
 - Believes sales tax loss resulting from internet sales
 - \$1.5M reserved each year for future school construction
- County budget includes the following school expenditures in Town of Christiansburg:
 - Falling Branch Elementary School expansion
 - Expansion of athletic fields and track at Christiansburg High School
 - Potential will exist to host state-wide competitions
 - Should enhance economic development in Town
- Potential raise of 1.5% for teachers
- Potential to correct lagging step increases for long-term employees
- FY 2024/2025 first year that County can incur increased debt service
- Internet access for all students a priority
- County Board Members have expressed loss of sales tax revenue with state legislators
- County intends to increase School Resource Officers for security
 - Funded with potential property tax increase of 1.5 cents

Councilman Huppert noted his 35-year career as a teacher and expressed approval for the proposed pay increase for teachers. Councilman Showalter requested that the County advise the Town how it might help in reducing the loss in sales tax revenue.

- D. Christopher Sanchez, Project Organizer with Christiansburg Institute, Inc. to present in regards to Christiansburg Institute, Inc. budget request. This matter was postponed.
- E. Remon Yassa, Owner/Manager of BP Handy Mart, to present regarding cigarette tax.

Mr. Yassa provided Council with a handout of his proposal that the Town decrease its cigarette tax in the FY 2019 budget from \$4 to \$1 per carton and from \$0.40 to \$0.10 per pack, to boost the overall sales at gas stations and convenience stores in Christiansburg. Mr. Yassa said the Town was losing overall convenience store and gas sales to Montgomery County, which has zero cigarette tax, and he talked about the disadvantage the cigarette tax places on many of Christiansburg's small businesses, noting that it was difficult for convenience stores to remain viable without cigarette sales. Mr. Yassa noted that fifty-six towns/cities in Virginia had zero cigarette tax, and he encouraged Council to give his proposal serious consideration. Mayor Barber asked if the decline in cigarette sales could be because fewer people were smoking, and

Mr. Yassa responded that it would not be enough to cause that type of impact. Council thanked Mr. Yassa for his proposal and agreed to consider his request, and Councilman Bishop thanked him for bringing a solution for Council to consider.

- F. Treasurer/Finance Director Valerie Tweedie to present regarding the proposed Fiscal Year 2018-19 Budget.

Mrs. Tweedie provided Council with a brief overview of how to read and understand the draft budget for its review. She explained process used to develop the budget and the layout of the document designed for ease in reading and referring to specific information. Mrs. Tweedie then reviewed the summary of the budget and walked through each section of the document to explain the content of each section.

Public Works Director Jim Lancianese reported on the capital projects and equipment for the Public Works Department listed in the budget and called attention to the General Fund Capital Projects that included curbside recycling, SCADA upgrades, facility assessment, and UV Disinfection System for the WWTP.

Director of Engineering Wayne Nelson reported on the engineering capital projects included in the budget, and updated Council on the status of traffic signal installation at Quin Stuart Boulevard, Tower Road, and Roanoke Street. Mr. Nelson noted that the retaining wall program construction would be initiated in FY 2019, and he reported on the current status of the various individual projects managed by the Engineering Department.

Rescue Chief Joe Coyle reported on the plans and strategies of the Rescue Department which are focused on excellence in patient care. Mr. Coyle talked about the operations of the department and reviewed trends pertaining to calls, noting that Christiansburg had the highest call volume in Montgomery County with 52% of calls. The department has more than eighty volunteer members and eleven paid staff. Mr. Coyle highlighted volunteerism and talked about the department's volunteer recruiting officer who focuses on recruiting volunteer members through networking with other agencies and schools, and through social media. Mr. Coyle described the staffing needs of the department and requested transitioning the current 32-hour staff to full-time and hiring one EMS supervisor, both of which would be funded by revenue recovery funds.

- G. Human Resources Director Dave Brahmstadt to present on the Human Resources Department.

Mr. Brahmstadt introduced HR Generalist April Overby, and Benefits and HRIS Specialist Diana Pace, then provided Council with an overview of the daily operations of the Human Resources Department, and highlighted the staffing numbers for FY 2018, and department turnover. Mr. Brahmstadt reported that the HR Department utilized the Radford University Industrial Psychology study to determine retention problems at the Police Department with the goal of reversing the retention trend. Workers' Compensation was addressed, and Mr. Brahmstadt talked about the emphasis on driver safety within the Public Works Department aimed at reducing/preventing injuries on the job. Council was provided information on department activities in progress, and Mr. Brahmstadt offered to answer questions of Council. Council thanked Mr. Brahmstadt for his presentation and for the presence of Ms. Overby and Mrs. Pace.

- H. Christiansburg High School Student Government working with Town Council.

Christiansburg High School students Evan Robins, sophomore, and Alayna Heinline, junior, shared with Council updates on the school's newly formed boys and girls lacrosse teams, which both won its first games that were against William Fleming; Black Student Awareness Club

recently participated in a social justice event at Virginia Tech; CHS participated in the recent walk-out in support of the students in Parkland, Florida, and sent a banner and cards to the students expressing support. Council asked the students how they felt about the safety measures at CHS. Alayna Heinline said she believed safety could be improved with a more secure call-in system and additional safety features for the mobile units. Evan Robins expressed support for the SRO program but questioned the efficacy of one officer for a large school like CHS. The students suggested safety measures such as metal detectors, and scan cards for students/parents/staff. Council thanked the Evan and Alayna for their report. Alayna intends to join the army reserves after graduation; as a sophomore, Evan is undecided on his post-graduation plans.

VII. COMMITTEE REPORTS

- A. Councilman Collins to present 2017 Planning Commission Annual Report.
Councilman Collins provided Council with a copy of the 2017 Planning Commission Annual Report and encouraged Council to read it to learn of the involvements and actions of the Planning Commission in 2017.

VIII. DISCUSSION BY MAYOR AND COUNCIL

- A. Council action on:
 - 1. Ordinance to Amend and Clarify Chapter 42 “Zoning” of the Christiansburg Town Code in regards to the definition of “kennel”. The Public Hearing was held March 13, 2018. The Planning Commission unanimously recommended approval.

Planning Director Andrew Warren clarified that the proposed ordinance amendment did not change the number of allowable dogs and cats, but simply changed the language pertaining to the definition of “adult” dog/cat. Councilman Stipes made a motion to adopt the ordinance amendment as presented, seconded by Councilman Huppert. Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- 2. Appointment to New River Valley Emergency Communications Regional Authority (911 Authority) Board.

Fire Chief Billy Hanks currently serves as Christiansburg representative though has expressed a desire to not longer serve. Town Manager Wingfield has agreed to serve on the authority board, and on motion by Councilman Stipes, seconded by Councilman Collins, Council voted to appoint Randy Wingfield to the NRV Emergency Communications Authority Board as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. On behalf of Town Council, Mayor Barber thanked Mr. Hanks for his service to the Town, noting he was an asset on the 911 Authority due to his emergency services experience.

X. STAFF REPORTS

- A. Town Manager Wingfield:
 - A budget work session was scheduled for April 3, 2018 at 5:30 pm.
- B. Town Attorney:
- C. Other Staff:

XI. COUNCIL REPORTS

- A. Councilwoman Sachs – No report.
- B. Councilman Huppert commended Town staff on the draft budget, and the Public Works crews for their efforts in clearing the streets during the recent snow storm.
- C. Councilman Stipes commended Town staff on preparation of the draft budget.
- D. Councilman Showalter commended Town staff on the preparation of the draft budget and expressed appreciation for the staff present that provided an overview of the document.
- E. Councilman Collins reported that David Hagan had been awarded NRV Regional Commission's *NRV Citizen of the Year*, after being nominated by Councilmen Collins and Showalter, and noted that the vote was regional and unanimous in support of Mr. Hagan. Mr. Hagan will be recognized at the annual meeting at Sinkland Farms on May 15, and Mr. Collins encouraged all Council to attend. P. Buckley Moss was also awarded *NRV Citizen of the Year*. Mr. Collins then expressed support for posting signs in town in support of the Christiansburg High School athletic champions.
- F. Mayor Barber presented Council with a resolution in support of recognizing April as Child Abuse Prevention Month. Councilman Showalter made a motion to adopt the resolution, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

XII. OTHER BUSINESS

XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:25 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor