

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
NOVEMBER 27, 2018 – 7:00 P.M.**

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON NOVEMBER 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; Assistant Town Manager Andrew Warren; Clerk of Council Michele Stipes; Town Attorney Jim Guynn; Finance Director/Treasurer Val Tweedie; Public Relations Specialist Anaika Miller; Events Coordinator Casey Jenkins; Director of Aquatics Terry Caldwell; Police Chief Mark Sisson; Superintendent of Streets Travis Moles; Director of Public Works Jim Lancianese; Director of Engineering Wayne Nelson.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Councilman Stipes made a motion to amend the agenda as follows, seconded by Councilman Showalter, and voted upon by Council as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
 - Remove approval of meeting minutes of November 13, 2018 from Consent Agenda.
 - Add “Plat of Survey showing Gatewood Street Subdivision and Re-Subdivision (7 residential lots and 1 commercial lot)” to the Street Committee report/recommendations.
 - Remove “Plat from records showing New Public and Private Easements on Tax Map #436-5-1 and #436-5-C, C-1 (Market Place Redevelopment Phase 1)” from Street Committee report/recommendations.
 - Add audit presentation by Finance Director Val Tweedie.
 - Add Closed Meeting in accordance with Code of Virginia § 2.2-3711(29) for discussion pertaining to the former Truman Wilson land development contract and request for a one month extension for competing proposals for a Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposal for development of the land as a park.

III. PUBLIC HEARING

IV. CONSENT AGENDA

- A. Monthly bill list.

- B. Schedule Public Hearing for December 11, 2018 for 2017 Consolidated Annual Performance and Evaluation Report (CAPER) as required for Community Development Block Grant (CDBG) funding by the U.S. Department of Housing and Urban Development (HUD).
- C. Approval of a contract with TBS Construction, LLC, in the amount of \$383,995, for rescue renovations.
- D. Contract award in the amount of \$599,967.00 to E.C. Pace Company, Inc. for construction of the **Downtown Drainage Improvements: North Franklin Street Project.**"

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

V. INTRODUCTIONS AND PRESENTATIONS

A. Introduction of new employees

- 1. Michael Huesman, Public Works
 - Ron Goodson, Maintenance Worker, ROW
 - Matt Stump, Maintenance Worker, ROW (Not Present)
- 2. Patricia Colatosti, Engineering
 - Cole Hammonds, Environmental Inspector
- 3. Mark Sisson, Police Department
 - Eric McClanahan, Patrol Officer
 - Timothy Hidle, Patrol Officer
 - Ethan Havens, Patrol Officer

After the Patrol Officer introduction, each were given the Oath of Office by Police Chief Sisson.

- 4. Val Tweedie, Finance Department
 - Andrew Spitzer, Clerk/Cashier

Mayor Barber welcomed the new employees and extended his assistance to them in any way possible.

- B. Montgomery Tourism Development Council Executive Director Lisa Bleakley to provide update on tourism efforts.

Lisa Bleakley thanked Council for the opportunity to speak and called attention to the tourism study prepared by Vincent Magnini of VT Pamplin College of Business that was provided in the agenda packet. Ms. Bleakley shared information from the study on key performance indicators, marketing, and visitor profiles, and talked about how the findings were used to identify specific areas of tourism to market and promote in Christiansburg. She then shared a short video on economic development and amenities in Montgomery County, provided information on tax revenue generated through travel, meals, and lodging, and talked about the local partnerships important to promoting tourism in Montgomery County. In closing, Ms. Bleakley announced that Irene Kilmer, Visitor Relations Manager, had been named one of two finalists statewide for Destination Marketing Organization, and Convention and Visitor Bureaus.

C. Presentation of the Audit Report for the Fiscal Year Ended June 30, 2018 by Finance Director/Treasurer Val Tweedie. Council was provided a copy of the Comprehensive Annual Financial Report.

Finance Director/Treasurer Val Tweedie introduced Scott Wickham of Robinson, Farmer, Cox Association, who performed the Town's FY 2018 annual audit. Mr. Wickham explained the professional standards and procedures used in performing the audit, and provided an overview of the Independent Auditors' Report, dated November 9, 2018, that reported that no discrepancies were found, and no significant difficulties were met, while performing the audit, and no disagreements arose in completing the audit. Mr. Wickham noted the recommendation in the report that the Town evaluate the purchase of new software that would integrate all Town systems for efficiency and simplification of the Town's computer processes, and Town Manager Wingfield noted that the Town has been budgeting for a computer system upgrade for a number of years. Ms. Tweedie noted that an RFP for consultant's assistance on evaluating the software was expected to be submitted in January 2019. Ms. Tweedie provided an overview of the information provided in the audit report, and highlighted that the fund balance had grown to 39.14% in 2018, which was well within the Town's established fund balance goals. Council discussed the information provided and thanked Ms. Tweedie and Mr. Wickham for the audit report.

VI. CITIZEN COMMENTS

A. Dr. Don Makin, 940 Hummingbird Drive, Pastor of the Christiansburg Presbyterian Church, reiterated his comments of November 13, 2018 regarding the request for an electronic messaging sign at the Christiansburg Presbyterian Church as a way to effectively share information with the community. The design of the sign would be suitable to downtown and would comply with Town Code, and Dr. Makin requested that the display interval time be changed in the CUP from six seconds to four seconds, as allowed by State Code, to accommodate moving traffic.

VII. COMMITTEE REPORTS

A. Collins and Stipes – Street Committee report/recommendation on:

1. Plat of Survey showing Gatewood Street Subdivision and Re-Subdivision (7 residential lots and 1 commercial lot).

Councilman Stipes reported that the request was to subdivide one parcel into eight lots for development of single-family dwellings in the B-3 General Business District. The Street Committee has reviewed the plat and found it to conform with the subdivision ordinance, and Councilman Stipes made a motion to approve the request, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

VIII. DISCUSSION BY MAYOR AND COUNCIL

A. Council action on:

1. Conditional Use Permit request the Christiansburg Presbyterian Church, for an electronic messaging sign located at 107 W. Main Street (tax map nos. 526-A-203, 206) in the B-2, Central Business District. The Public Hearing was held November 13, 2018. The Planning

Commission unanimously voted to recommend approval with five conditions. Councilman Collins made a motion to accept the Planning Commission recommendation to approve the CUP request and five conditions, with the condition pertaining to display interval time changed from six seconds to four seconds as requested by the applicant and provided for in state code. Councilwoman Sachs seconded the motion. Councilman Showalter noted he was a member of Christiansburg Presbyterian Church and would be abstaining from the vote. Councilman Huppert said that, historically, he was against electronic signs, but trusts that the church will do a good job with its sign. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Abstain; Stipes – Aye.

Mayor Barber recognized Steve Simmons, member of Kiwanis Club and former Planning Commission member, and welcomed him to the meeting.

2. Conditional Use Permit request by David P. Hill, agent for Junkin Street Partners LLC for a Planned Housing Development to consist of a multiple-family dwelling with up to 20 dwelling units on an approximately 1.031-acre parcel (tax map no. 527-12-7) located at 200 Junkin Street, N.E. in the R-3, Multi-Family Residential District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held November 13, 2018. The Planning Commission voted to recommend approval with nine conditions.

Councilman Showalter made a motion to issue the CUP with nine conditions as recommended by the Planning Commission, seconded by Councilman Huppert. Councilman Collins said this has been a difficult decision for him and he talked about the citizens who spoke in opposition to the request during the Planning Commission public hearing, but did not attend the Town Council public hearing to express their views. Mr. Collins said he walked the Junkin Street neighborhood talking to residents and the majority did not support the proposed development. Councilman Huppert said he heard water pressure concerns from one neighbor; however, Jim Lancianese, Director of Public Works, said he was unaware of water pressure concerns in that area of Town. Councilman Stipes said he believed the developer had been engaged with the neighborhood and responsive to the concerns expressed. He also visited the neighborhood and heard many concerns; but after studying aspects of the proposed development, Mr. Stipes said he believed that the standards of historic tax credit would preserve the historic character of the building. Mr. Stipes said he understood and respected residents' concerns regarding traffic and the change in property use, but believes the pros outweigh the cons in this situation and he noted the by-right uses allowed in the R-3 zoning district that could be less desirable in a residential neighborhood. In addition to the nine conditions provided in the CUP, Mr. Stipes requested the addition of a noise and light blocking landscape buffer along the northern property line to be approved by the Zoning Administrator. Councilman Showalter commented that the property was in the heart of the Town's historic area and, while it was offered no protection with an R-3 Multi-Family Residential zoning, the developer was committed to maintaining the historic presence of the property. Mayor Barber expressed his appreciation for the developer's plan to offer rent at market rate. Council voted on the motion as follows: Bishop – Aye; Collins – Nay; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Consideration of proposed Christiansburg Aquatic Center membership fee structure.

Aquatics Director Terry Caldwell welcomed the Aquatic Advisory Board members present and expressed appreciation for their support. She then talked about membership fluctuation over the years and the Town's goal to grow the aquatics program. After evaluating the current fee structure, the Aquatic Advisory Board unanimously voted to recommend a flat rate for residents of \$5/month for children and youth 17 years and under, and \$10/month for adults and seniors 18 years and older; and a flat rate for non-residents of \$10/month for children and youth 17 years and under, and \$15/month for adults and seniors 18 years and older. Ms. Caldwell explained that the goals in offering a simple low-fee structure were to maintain current memberships, while providing an opportunity for other individuals to take advantage of the facility, which would increase usage and enrollment in aquatics programs. Council expressed support for the recommendation and Councilman Stipes made a motion to approve the proposed fee structure as presented, seconded by Councilman Showalter. Councilwoman Sachs said she believed the proposal would solve some of the concerns of the community, and Councilmen Collins and Huppert expressed appreciation for the facility's partnership program that offered free swim lessons to all second graders in Montgomery County. Council thanked and commended Aquatic Advisory Board members, and Terry Caldwell, for their support and dedication to the aquatic center. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

C. Customer Service.

Councilman Stipes recalled that Council agreed during its retreat in 2016 that improved customer service would be a priority of the Town, with the main area of concern being a lack of personal contact for people calling Town Hall. Mr. Stipes talked about the importance of personal contact with callers and he said he had not seen a change in how the Town handles its phone calls using an automated system. Council discussed various options that would incorporate the automated system and personal contact, and requested Town staff develop a plan that would keep the automated system, but provide a back-up person to answer calls when necessary. Town Manager Wingfield agreed to draft a plan for Council review at the January 22 meeting.

IX. STAFF REPORTS

A. Town Manager Wingfield:

- Ann Carter's term on the Virginia Tech Executive Airport Commission expires December 31, and she has requested to not be reappointed. Councilman Stipes has expressed an interest in serving in this capacity, and Councilman Huppert offered to serve as alternate.
- Councilman Showalter made a motion to appoint Councilman Stipes to the Virginia Tech Executive Airport Commission, and to appoint Councilman Huppert to serve as alternate, seconded by Councilman Collins. Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Abstain.
- Jan 21, Martin Luther King Day, is the initial day of the new bus pilot routes
- Mr. Wingfield requested direction on lighting the trees in the downtown area during the holiday season. Council referred the matter to the Central Business District Committee for review and recommendation.

B. Town Attorney:

C. Other Staff:

X. COUNCIL REPORTS

- A. Councilwoman Sachs reported on the unveiling of the mural on the Police Department building wall, and invited all to attend the next Central Business District meeting.
- B. Councilman Huppert commended Public Works on installing Christmas lights in Town.
- C. Councilman Stipes, no report.
- D. Councilman Showalter, no report
- E. Councilman Bishop, no report
- F. Councilman Collins noted that the Town had no representation from the New Messenger at its council meetings and encouraged the Town to request representation.
- G. Mayor Barber reported on the Christmas parade scheduled for December 14, and shared that Events Coordinator Casey Jenkins was working on a “Continental Divide” program for Christiansburg and that more information would be forthcoming in January.

XI. OTHER BUSINESS

A. Closed Meeting:

- 1. Request for a Closed Meeting in accordance with Code of Virginia § 2.2-3711(29) for the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. The discussion pertains to the former Truman Wilson land development contract and request for a one month extension for competing proposals for a Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposal for development of the land as a park. On a motion by Stipes, seconded by Councilman Bishop, Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.
- 2. Reconvene in Open Meeting.
- 3. 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 and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- 4. Council action on the matter. Councilman Stipes made a motion to extend the deadline for Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposals for the development of the former Truman Wilson property for thirty days from the original date, with a new deadline of January 21. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:21 P.M.