

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
APRIL 23, 2019 – 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 APRIL 23, 2019 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Steve Huppert; Samuel M. Bishop; Harry Collins; Merissa Sachs; Henry Showalter; Bradford J. Stipes. 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 Director Melissa Demmitt; Director of Parks and Recreation Brad Epperley; Director of Public Works Jim Lancianese; Street Superintendent Travis Moles; Administrative Specialist Devon Eckstein; Police Chief Mark Sisson.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Mayor Barber removed approval of the April 16, 2019 work session minutes from the Consent Agenda.

III. PUBLIC HEARING

IV. CONSENT AGENDA

- A. Council meeting minutes of April 9, 2019.
- B. Monthly bill list.
- C. Edgewood Water Pumping Station Upgrade Professional Services Contract Amendment #4 Authorization.

Councilman Bishop made a motion to approve the consent agenda, seconded by Councilman Collins. 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. Max Brown, Public Works

- Bobby Lewis, Sr., Truck Driver, Solid Waste
- 2. John Kirtner, Public Works
  - Isaiah Forester, Maintenance Worker, Utilities
- 3. Devon Eckstein, Engineering
  - Amanda Robertson, Administrative Clerk, EPI
- B. Montgomery County Chamber of Commerce Executive Director Sharon Scott to present on the Chamber's 2019 Program of Work.

Executive Director Sharon Scott reported to Council on the Chamber's organization and committee structure, membership, and initiatives and programs of 2019 designed to promote and grow the communities within Montgomery County, and announced plans to soon move to its new location on Laurel Drive in Christiansburg. Ms. Scott congratulated Councilwoman Merissa Sachs on her recent Chamber recognition as one of the outstanding women leaders in the community, and thanked Melissa Demmitt for assistance during the recent leadership conference. Ms. Scott thanked Council for its time and continued support of the Chamber.

- C. Montgomery Museum of Art and History Executive Director Sue Farrar to provide an update on Museum activities.

Sue Farrar thanked Council for its continued support of the museum and provided an update on the museum's programs, activities, and landscape improvements that include a garden certified by Monarch Watch. Ms. Farrar talked about the importance of community partnerships to the success of the museum's programs and events, and announced the early planning stages of anticipated future expansion of the museum building. Ms. Farrar invited Council to attend a reception at the museum tomorrow in honor of the GiveBigNRV nonprofit fundraiser.

- D. Wayne Nelson, Director of Engineering, to present the FY20 Capital Projects included in the draft budget. The presentation was postponed and will be heard during the May 7, 2019 budget work session.

*Mayor Barber recognized Jamie Bond, Montgomery County Board of Supervisor, and liaison to Council, who offered to answer questions of Council.*

## VI. CITIZEN COMMENTS

- A. Paul Leichner, Alexa Lane, read his submission to the *Why I Love my Hometown* section of the Town's website, praising the Town for its friendly, courteous, professional staff, and sharing his positive experiences in becoming involved in the community, specifically acknowledging Charleton McCoy of the recreation department, and the Good Samaritan Hospice therapy dog program. In his post, Mr. Leichner expressed appreciation for the many amenities and the landscape found in Christiansburg, and for the constructive manner in which council worked together in addressing town matters.

## VII. COMMITTEE REPORTS

- A. Councilwoman Sachs reported on behalf of the Water, Sewer, Solid Waste Committee, and noted that she recently visited the Montgomery Regional Solid Waste Facility to see the new garbage compactor. Ms. Sachs invited all to attend the Central Business District Committee meeting scheduled for tomorrow at noon at Town Hall.
- B. Councilman Huppert reported on the aquatic center partnership with Montgomery County Public Schools to provide free swim lessons to all second graders in Montgomery County, calling the program a great asset, and announced the aquatic center hosted community yard sale scheduled for May 4, 2019.
- C. Councilman Stipes reported on behalf of the Virginia Tech Montgomery County Executive Airport that construction of Phase III of the airport expansion was behind schedule, and that he would keep Council updated as progress continued.
- D. Councilman Showalter reported that the April Water, Sewer, Solid Waste Committee meeting had been cancelled due to agenda items being resolved through Council action. Mr. Showalter noted that the recycling bin would remain at Christiansburg High School per negotiations by Mayor Barber and Town Manager Wingfield.
- E. Councilman Collins reminded Council of the PPEA Committee meeting scheduled for April 25, with PPEA Committee recommendation scheduled for presentation during a Closed Meeting on April 30<sup>th</sup>. Mr. Collins requested that Council be provided a copy of the Town Code amendment to Chapter 42, "Zoning" of the Christiansburg Town Code for the purpose of amending and clarifying the permitted uses in the I-2, General Industrial District, approved by Council on March 12, 2019.

## VIII. DISCUSSION BY MAYOR AND COUNCIL

- A. Appointment of Katherine Meadows to the Parks and Recreation Advisory Commission to fill the unexpired term vacated by Richard Polikoff. The term expires December 31, 2020.

Director of Parks and Recreation Brad Epperley introduced Katherine Meadows to Council and talked about her involvements in the community as a teacher and volunteer at the recreation center, and noted that the Recreation Advisory Commission unanimously voted to recommend Ms. Meadows' appointment. Councilman Collins made a motion to appoint Katherine Meadows to the Parks and Recreation Advisory Commission, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Budget Amendment for FY 2018-2019.

Finance Director Val Tweedie provided Council with a copy of the proposed budget amendment and offered an overview of the four amendments totaling \$312,075. Councilman Showalter questioned the source of funds reallocated for furniture at the rescue squad in the amount of \$24,000. Ms. Tweedie confirmed the \$24,000 were revenue recovery funds, and Mr. Showalter noted it was his understanding that Council's intent was that revenue recovery funds would subsidize the general fund for emergency services only, not building improvements and furnishings. Ms. Tweedie noted that rescue squad renovations were paid for with revenue recovery funds. Assistant Town Manager Warren provided a copy of the Revenue Recovery Policy adopted by Council that provided for use of the funds for emergency services capital improvements. Ms. Tweedie recalled that Council, during initial discussions, stressed that the revenue recovery fund not supplant the general fund, and that general funds

not be reduced for the rescue department because of the addition of revenue recovery funds. Councilman Stipes and Councilman Collins both noted that they were comfortable with revenue recovery funds being used for rescue squad renovations, and Councilman Bishop expressed interest in reviewing initial discussions and reviewing the policy as written. Councilwoman Sachs expressed interest in a policy review in this matter. Councilman Showalter made a motion to approve the budget amendment for FY 2019-2020, with the modification that revenue recovery funds be used for improvements to the rescue squad building and the general fund used for purchase of furnishings. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Nay; Sachs – Aye; Showalter – Aye; Stipes – Aye. Town Manager Wingfield will provide Council with a copy of the revenue recovery policy for review and possible amendment.

- C. Invoices for Marketing on Main dated November 2017. Goods were received, but invoices were not received for payment until 2019.

Mayor Barber reported that \$3,097 in Marketing on Main invoices to the Town were not submitted in 2017, due to an accounting error, which was prior to owner Merissa Sachs' election to Council. Councilman Stipes made a motion to approve payment of the invoices, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Abstain; Showalter – Aye; Stipes – Aye.

- D. Proposed revisions to the Town Employee Handbook (Town Manager Wingfield).

Council was provided a copy of the proposed revisions and Town Manager Randy Wingfield provided an overview of the changes and offered to answer questions. At Councilman Stipes request, Mr. Wingfield clarified that employee time was tracked using an online time clock, and explained eligibility requirements for compensatory time. Councilman Stipes moved to approve the revised Town Employee Handbook as presented by Town Manager Wingfield, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

## IX. STAFF REPORTS

- A. Town Manager Wingfield:

- April 30, 5:30 P.M. – Special Meeting for a closed work session with the PPEA Committee.
- May 5, 5:30 P.M. – Special Meeting for a work session to discuss the annual budget for FY 19-20.

- B. Town Attorney:

- C. Other Staff:

## X. COUNCIL REPORTS

- A. Councilwoman Sachs, no report.
- B. Councilman Huppert, no report.
- C. Councilman Stipes called attention to a recent Roanoke Times article by Jacob Demmitt regarding the national attention on Christiansburg for a company's deliveries by drones programs.
- D. Councilman Showalter, no report.

- E. Councilman Bishop, no report.
- F. Councilman Collins, no report.
- G. Mayor Barber noted that Brian Hamilton of the Montgomery County Economic Development Authority was the contact person for questions regarding drone deliveries in Christiansburg. Mayor Barber reported on his, Town Manager Wingfield, and Finance Director Val Tweedie's visit to Abingdon to present at the VML Newly Elected Officials conference, and expressed appreciation for VML's commitment to become more centralized in their programming across the state.

XI. OTHER BUSINESS

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:59 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor