

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
NOVEMBER 19, 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 NOVEMBER 19, 2019 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael D. 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 Mark Popovich; Finance Director/Treasurer Val Tweedie; Public Relations Director Melissa Demmitt; Planning Director Will Drake; Director of Engineering Wayne Nelson; Director of Human Resources Dave Brahmstadt; Director of Public Works Jim Lancianese; Superintendent of Streets Travis Moles; Parks and Recreation Director Brad Epperley; Building Official Jerry Heinline; IT Director Craig Hatmaker.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Councilman Bishop made a motion to remove approval of the minutes of November 12, 2019 from the consent agenda, seconded by Councilman Stipes. Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. The minutes will be placed on the December 10th consent agenda.

III. PUBLIC HEARINGS

- A. FY 2019-2020 Budget Amendment.

There was no one to speak for or against this matter.

IV. CONSENT AGENDA

- A. Award Contract to King General Contractors, Inc. in the amount of \$347,681.50 for Construction of the Depot Park Trail Extension project.

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

V. INTRODUCTIONS AND PRESENTATIONS

- A. Recognition of the Christiansburg High School choir for being selected Choir Rockstars winners and their performance onstage with Foreigner.

Choir Director Mandy Steele presented the CHS choir and talked about the Choir Rockstars video contest that led to the group being selected to perform on stage with Foreigner in Roanoke, and she noted various other places the group has performed. Mayor Barber presented Ms. Steele with a Certificate of Recognition for the choir's performance with Foreigner, and the choir performed "I Want to Know What Love Is" which they had performed at the concert. Ms. Steele thanked the Town for its support on behalf of the choir.

- B. Introduction of New Employees:

1. John Kirtner, Public Works Department (Postponed)
  - Zach Butler, Maintenance Worker Trainee, Utilities
2. Michael Huesman, Public Works Department
  - Justin Akers, Maintenance Worker Trainee, Right-of-way
3. Randy Wingfield, Town Manager
  - Craig Hatmaker, Information Technology Director

- C. Employment and Retention Presentation by Administration and Human Resources staff.

Town Manager Wingfield presented a report that highlighted the number of, and reasons for, employee departures from April 2018 to November 2019, and explained how the collected data would be used to improve employee satisfaction and retention. Mr. Wingfield talked about the programs that had been put into place by the Town to address retention concerns and offered additional steps to consider including adding budgeted funds that would allow the Town to respond to market adjustments and make competitive offers during the hiring process. Councilman Bishop asked if the Town recruited employees from local colleges, and Mr. Wingfield responded that the Town had occasionally recruited from local colleges for particular job positions, but that it was not a regular hiring practice. Councilman Showalter asked if the Town took advantage of internship programs. Mr. Wingfield said that several Town departments regularly used interns. Mayor Barber recommended studying the matter during the next budget cycle.

- D. Finance Director Val Tweedie to present the FY 2018-2019 Annual Audit Report.

Scott Wickham of Robinson, Farmer, Cox Associates, PLLC, presented the 2018-2019 Annual Audit Report and auditor opinion as required by the Commonwealth of Virginia's Auditor of Public Accounts. Mr. Wickham provided an overview of the independent audit report, and noted that no internal control weaknesses or compliance issues were found during the audit, and that the Town was determined to be financially sound. Mr. Wickham talked about the Town's current accounting software, which was found to be dated with a high potential for human error, and presented the recommendation that the town consider upgrading its software to increase efficiency and reliability. Finance Director Val Tweedie read through the audit summary and encouraged Council to read the Letter of Transmittal. She then provided an

overview of the data provided in the audit report, and explained her recommendation that the Town rollover \$1.1M to the park reserve, and \$1M to the IT software reserve, from the unassigned fund balance to get the fund balance to 35%, which would comply with the Fund Balance Policy adopted by Council. Ms. Tweedie also provided an overview of the major initiatives for 2020, including the continued assessment of the Town's current computer systems, with a focus on implementing software upgrades over the next two to three years.

- E. Update on Appalachian Regional Commission Planning Grant for Downtown, Cambria, and Midtown.

James Jones of the NRV Regional Commission updated Council on the Appalachian Regional Commission Planning Grant for Downtown, Cambria, and Midtown, and provided a breakdown of the key data points of the three areas. Mr. Jones talked about the community engagement responses that were integral to the planning process, and noted that the planning stage had an expected completion date of late 2019, which would provide an opportunity to apply for a construction grant. Jennifer Wilsie of the NRV Regional Commission reported on the stakeholder meetings and other methods used to obtain public input, and explained how the data collected during those events led to identifying the target areas and the specific needs within each area. Council was presented with the community survey results of 971 responses that outlined the top three issues facing each planning area, and suggestions for addressing issues. Assistant Town Manager Warren talked about the next steps in developing specific project plans for the future of each area, with the goal of submitting an application for an Appalachian Regional Commission construction grant in January 2020. Council will be asked to approve a letter of support for the grant application at its December 10<sup>th</sup> meeting.

- F. Staff presentation on Town street sections.

This matter was postponed and will be reconsidered at a later date, with discussion at the Street Committee.

## VI. CITIZEN COMMENTS:

- A. Johana Hicks, 607 ½ South Franklin Street, requested an apology from Council for events during the November 14<sup>th</sup> work session to interview town attorney candidates. Ms. Hicks stated she expected respect from sitting council members. She then asked for clarification on the recommendation to rollover Fund Balance funds of \$1M into the IT software reserves, in addition to the \$80,000 already budgeted for FY 2019-2020. Finance Director Val Tweedie clarified that her understanding of the recommendation was correct. Councilman Showalter informed Councilwoman-elect that town staff was available to her for information.
- B. Lisa Lucas Gardner, 11 Phlegar St., stated that, while she was not in attendance at the November 14<sup>th</sup> work session, she believed Council owed Johana Hicks an apology based on what she had heard. She questioned the validity of Council asking Ms. Hicks to sign a nondisclosure agreement to participate in closed meetings prior to taking her council seat on January 1, 2020, and said Virginia law did not mandate closed meeting confidentiality. She then stated the park issue reminded her of the aquatic center issue, encouraged the town to hire diversely, and issued a complaint about the lack of curbs, yard erosion, and lack of town maintenance along Phlegar Street.

VII. COMMITTEE REPORTS

- A. Councilwoman Sachs reported that the Central Business District Committee would meet on December 5 at 12 p.m. Information about the meeting could be found on the Town's website.
- B. Councilman Stipes reported that the Virginia Tech Board of Visitors chose to not reappoint Dr. Wilson to the Virginia Tech Montgomery Executive Airport.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. Council action on:

- 1. Community Development Block Grant 2018 Consolidated Annual Performance and Evaluation Report. The Public Hearing was held November 12, 2019.

Councilman Stipes made a motion to approve the CDBG 2018 Annual Performance and Evaluation Report, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- 2. Ordinance for Shared Mobility Systems for Hire, specifically addressing the operation of motorized skateboards or scooters, bicycles, or electric power-assisted bicycles. The Public Hearing was held November 12, 2019.

Councilman Showalter made a motion to approve the Ordinance for Shared Mobility Systems for Hire, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- 3. Shared Mobility Systems for Hire Operation Regulations contingent on the preceding item.

Council was provided a copy of the proposed regulations for review. Councilman Showalter made a motion to approve the Shared Mobility Systems for Hire Operation Regulations, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- 4. Rezoning request by Magnolia Point Community, LLC (applicant) for property owned by International Church of the Foursquare Gospel, located northeast of the intersection of Peppers Ferry Road NW and New Village Drive NW (tax map no. 434-A-8A). The request is to rezone the approximately 9.14-acre property from A, Agricultural to R-3, Multi-Family Residential with proffers. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held October 22, 2019 and the matter was tabled on November 12, 2019 for further review.

Per the applicant's request, Councilman Stipes made a motion to send the rezoning request back to the Planning Commission for review of amended proffers with new public hearings. Councilman Huppert seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

5. Conditional Use Permit request – contingent on the preceding item – by Magnolia Point Community, LLC (applicant) for property owned by International Church of the Foursquare Gospel for a planned housing development to consist of multi-family dwellings and townhomes at a density of development of approximately 17 units per acre on property located northeast of the intersection of Peppers Ferry Road NW and Village Drive NW (tax map no. 434-A-8A) 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 October 22, 2019 and the matter was tabled on November 12, 2019 for further review.

Per the applicant's request, Councilman Stipes made a motion to send the Conditional Use Permit request back to the Planning Commission for review with new public hearings. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

6. Conditional Use Permit request by Shah Development LLC (applicant/property owner) for a planned housing development to consist of single-family dwellings on property located adjacent to Chrisman Mill Road, Round Meadow Drive, Putter Lane, and Norfolk South Railroad right-of-way (parcel ID nos. 016377, 016381, 016378, 230266, 230267, 230268) and formerly known as the Meadows Golf Course and Shepherd Property in the R-2, Two-Family Residential District. The Public Hearing was held October 22, 2019 and the matter was tabled on November 12, 2019 for further review.

Councilman Stipes made a motion to issue the Conditional Use Permit with recommended conditions, including the condition to widen the subdivision streets to 30' instead of 24'. Councilman Huppert seconded the motion and Council voted as follows: Bishop – Aye; Collins – Abstain; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

7. Monthly bill list.

Councilman Bishop made a motion to approve the monthly bill list, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Nay; Showalter – Aye; Stipes – Aye.

8. Discussion regarding proposed park on Peppers Ferry Road, N.W.

Councilman Stipes made a motion to continue engineering plan development for the deferred park plan option, including a potential splash pad, and noted that the next park development consideration would be in Spring 2020 upon completion of the 80% plan. Councilman Huppert seconded the motion. Council briefly discussed the updated proposed Christiansburg Park Master Plan presented during the work session on November 18, and Councilwoman Sachs asked for clarification of the Town's obligations in moving forward with the plan development. Mayor Barber informed that the Town would be obligated to pay approximately \$1M for the design of the park, but could at any point vote to not approve the plans, or portions of the plans, prior to the beginning of construction. He further clarified that approval to move forward with the engineering plan development was not a commitment to build the park. Councilman Huppert spoke to the updates to the master plan, which he said created a space more acceptable to the community. 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:

- Town Manager Wingfield requested Council direction on rescheduling town attorney candidate interviews. Council directed that interviews be scheduled for a date in January 2020.
- Town Manager Wingfield will begin giving Councilwomen-elect Hicks tours of town facilities and he invited interested council members to join them.

B. Town Attorney:

- Town Attorney Popovich asked if Council was interested in participating in the Virginia class action lawsuit against manufacturers of opioids, for the purpose of negotiating a settlement for the destruction the drugs have had on Virginia communities. Mr. Popovich explained that the lawsuit was universal and automatically included all Virginia local governments; however, individual local governments could opt out by notifying the courts. Mr. Popovich advised there were no costs to remain in the lawsuit, and that the outcome could only benefit the Town. Councilman Showalter made a motion to continue participating in the opioid negotiating class action lawsuit, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

C. Other Staff:

X. COUNCIL REPORTS

- A. Councilman Collins, no report.
- B. Councilman Bishop, no report.
- C. Councilman Showalter, no report.
- D. Councilman Stipes, no report
- E. Councilman Huppert wished all a Happy Thanksgiving.
- F. Councilwoman Sachs, no report.
- G. Mayor Barber, no report.

XI. OTHER BUSINESS

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:44 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor