

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
DECEMBER 10, 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 DECEMBER 10, 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 Jim Guynn; Finance Director/Treasurer Val Tweedie; Public Relations Director Melissa Demmitt; Planning Director Will Drake; Director of Engineering Wayne Nelson; Superintendent of Streets Travis Moles; Aquatics Director Terry Caldwell; Police Chief Mark Sisson; Fire Chief/Fire Marshal Billy Hanks.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. Amendments to Chapter 28 “Solid Waste and Recycling” of the Christiansburg Town Code regarding the elimination of dumpster service and provision of recycling carts to commercial customers. There were no comments for or against this matter.

IV. CONSENT AGENDA

- A. Approval of Minutes of November 12, 2019, November 14, 2019, November 18, 2019, and November 19, 2019.
- B. Resolution recognizing Chris Tuck for his 8 years of service on the Montgomery County Board of Supervisors.
- C. Approval of amendment to the Professional Services Engineering Contract with Mattern and Craig in the amount of \$30,000 for additional construction engineering and inspection services for Falling Branch Intersection Project.
- D. Reschedule public hearing to February 25, 2020 for consideration of solid waste flow control ordinance.
- E. Schedule Public Hearing on January 28, 2020 for a Conditional Use Permit request by Steven LaPlante for residential use as permitted in the R-3, Multi-Family Residential zoning district for property located at 1305 Radford Street, N.W. (tax map no. 525 -2 - 49B), in the B-3, General

Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilman Stipes requested the minutes of November 19, 2019 be amended to provide clarification and accuracy to Citizen Comment (B), sentence #2, by adding “...*prior to taking her council seat on January 1, 2020*”. Councilman Bishop made motion to approve the consent agenda and amended 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. INTRODUCTIONS AND PRESENTATIONS

A. Montgomery County Clerk of Circuit Court Erica Conner administered the Oath of Office to Sam Bishop and Henry Showalter, reelected members of Christiansburg Town Council, and to Johana Hicks, newly elected member of Town Council, with election terms of January 1, 2020 to December 31, 2023. On behalf of Town Council, Mayor Barber thanked Mrs. Conner for her time and service to the community.

B. Introduction of New Employees:

1. John Kirtner, Public Works Department
  - Zach Butler, Maintenance Worker Trainee, Utilities
2. J.W. Bishop, Public Works Department
  - John Dudding, Utility Maintenance Tech I

C. Blacksburg Transit Director Tom Fox to provide an update on services.

Blacksburg Transit Director Tom Fox provided Council with an update on the expanded Christiansburg bus routes and increased ridership in 2019, and noted efforts through coordination with Radford Transit to continue expanding ridership options in Christiansburg. Mr. Fox talked about continued efforts to improve the public transportation system to meet the needs of the Christiansburg community, and he acknowledged the efforts of Mayor Barber, Henry Showalter, Randy Wingfield, and Andrew Warren as members of the BT Working Group, in helping to shape an efficient and effective public transportation system. Mr. Fox announced that Blacksburg Transit had been awarded “Outstanding Transit System of the Year for 2019” by the American Public Transportation Association, and he presented a plaque of appreciation to Mayor Barber in appreciation for Christiansburg’s support and involvement in shaping the bus system.

#### VI. CITIZEN COMMENTS:

A. Lisa Lucas Gardner, 11 Phlegar Street, expressed concern that a citizen petition presented to the Montgomery County Board of Supervisors regarding Second Amendment sanctuary status did not accurately represent the citizens of Montgomery County. Ms. Gardner talked about her support of the Constitution and the intent of the Second Amendment. She then congratulated Johana Hicks on her election to Town Council.

- B. Frank Shannon, 135 Haymaker Street, expressed to Council how much he has enjoyed living in Christiansburg since moving here in August, and expressed specific appreciation for the aquatic center, which he described as a lifeline for him.
- C. Chris Waltz, 1370 Rigby Street, recommended Council begin advertising council-appointed committee term expirations as vacancies, rather than automatically reappointing sitting members, to provide opportunities for individuals interested in serving on a committee.
- D. Alecia Vaught of Den Hill Road congratulated Sam Bishop, Henry Showalter, and Johana Hicks on their recent election and swearing in, and expressed her disapproval of comments by Councilwoman Sachs regarding the demonstration ordinance and Councilman Huppert in the newspaper regarding the Second Amendment.

## VII. COMMITTEE REPORTS

### A. Stipes and Collins – Street Committee Report/Recommendation on:

- 1. Subdivision Plat for NRV Marketplace, LLC Showing New Parcel L from a portion of Revised Lot 1.

Councilman Stipes reported that the request to subdivide Parcel L from Lot 1 for private ownership was the result of the redevelopment of Marketplace as it continued to evolve, and that the plat was found to conform with the subdivision ordinance. Councilman Stipes made a motion to approve the subdivision request, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

### B. Bishop and Sachs – Central Business District Committee Report/Recommendation on:

- Creation of Public Art Advisory Board. Councilwoman Sachs presented the Central Business District Committee recommendation that Council appoint a Public Art Advisory Board to assist with the workload of the committee, and Assistant Town Manager Warren presented a draft of the proposed bylaws for a Public Art Advisory Board for Council review. The Public Art Advisory Board would serve as a subcommittee to the Central Business District Committee, and Mr. Warren noted Town staff was prepared to begin the application process for board membership, if approved by Council. Council recommended minor revisions to the proposed bylaws. Councilwoman Sachs made a motion to approve the proposed, revised bylaws of the Public Art Advisory Board, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- **Façade Grant Overview:** Thirteen applications were received, six awards were granted, with four in Cambria and two downtown. A breakdown of award amounts was presented, along with before and after photos of façade improvements.
- Councilman Bishop reported on ongoing projects, which included continued discussions regarding improvements to the Farmers' Market and Hickok Street. Mr. Bishop talked about various improvement options under consideration by the committee, and noted that a formal presentation on the Farmers' Market, and other potential improvements to downtown, would be made to Council at a future meeting.
- Councilwoman Sachs presented a request by the Central Business District Committee for approval to repeat the Safe Ride Home Program on New Year's Eve and St. Patrick Day,

- based on the success of the program last year. She then reported on the banners located on the downtown light poles and referred to Public Works for a recommendation on a request by Councilman Showalter to leave the American flag banners on the poles. An overview of ongoing and future tasks was provided, and Ms. Sachs and Mr. Bishop expressed appreciation for the community and Town staff involvement with committee discussions and decision-making. Councilman Showalter commended the committee members and Town staff for its accomplishments and dedication to ongoing projects.
- Downtown Clock. Town Manager Wingfield reported that an estimate to repair the downtown clock came in at \$4,100, with an alternate estimate to replace the face of the clock at \$540. Council was presented with the Central Business District Committee's recommendation to replace the face of the clock with a "welcome" sign or other wording, and Council was shown wording options under consideration. The clock was donated by Bob Poff many years ago and the Central Business District Committee included Mr. Poff in discussions regarding the future of the clock. Council requested a recommendation from the Central Business District Committee on the design of the clock face.

#### VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. Resolution to approve budget modification #2 for FY 2019-2020.

The resolution was presented to Council on November 12, and the Public Hearing held November 19, 2019. Councilman Showalter made a motion to approve the budget modification #2 for FY 2019-2020, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

B. Resolution to appropriate funds per budget modification #2 for FY 2019-2020.

The resolution was presented to Council on November 12, and the Public Hearing held November 19, 2019. Councilman Showalter made a motion to approve appropriation of funds per the budget modification #2 for FY 2019-2020, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

C. Resolution to authorize the filing of a 2020 Construction Grant through the Appalachian Regional Commission (ARC).

Assistant Town Manager Andrew Warren provided background on the Town's ARC planning grant, which provided an opportunity for the Town to apply for an ARC matching construction grant up to \$500,000. Town staff has worked with Hill Studio during the planning phase to identify projects that could benefit from ARC construction grant funding, and Mr. Warren provided an overview of the priority project identified as the Farmers' Market and community gathering area on Hickok Street. He mentioned that the preceding stormwater management project on Hickok Street can be used as matching funds for the construction grant application of the priority project. The planning and construction details are still under consideration and will be dependent on whether ARC construction grant monies are secured. Mr. Warren thanked representatives of Hill Studios and the NRV Regional Commission for their assistance with this matter, and offered to answer questions. Councilman Showalter made a motion to approve the resolution to authorize the filing of a 2020 construction grant through the

Appalachian Regional Commission, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- D. Reappointment of Karen Drake-Whitney, Jeremy Williams, and Shirley Hallock to the Aquatic Advisory Board. The terms are from January 1, 2020 through December 31, 2022.

Ms. Drake-Whitney, Mr. Williams, and Ms. Hallock, were each present for reappointment. Aquatics Director Terry Caldwell reported that the three members were knowledgeable and dedicated in their service on the board, with good attendance records, and she recommended the reappointment of each. Councilman Showalter pointed out that each of the three members were involved in the community in a variety of ways outside their service on the Aquatic Advisory Board, and he expressed appreciation for their dedication to the community. Councilman Huppert, as council liaison to the board, said the three members each contributed to the board in a variety of ways, and that the board as a whole was effective and efficient in its service. At Councilwoman Sachs' request, Ms. Caldwell explained the board reappointment process, which included a review of board member attendance and an opportunity for the member to express if they wanted to be reappointed, and she talked about the value of the board to the operation of the aquatic center. Councilman Huppert made a motion to reappoint Karen Drake-Whitney, Jeremy Williams, and Shirley Hallock, to serve another three-year term on the Aquatic Advisory Board, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- E. Reappointment of Jessica Davis and Hil Johnson to the Christiansburg Planning Commission. The terms are from January 1, 2020 through December 31, 2023.

Planning Director Will Drake presented a recommendation for the reappointment of Jessica Davis and Hil Johnson and noted both were present for reappointment. Ms. Davis serves on the Comprehensive Plan Sub-Committee and Mr. Johnson is currently vice-chair of the Planning Commission. Council expressed appreciation for the dedication of the Planning Commission in its service to the Town, and Councilwoman Sachs made a motion to reappoint Jessica Davis and Hil Johnson to serve another four-year term on the Planning Commission. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- F. Monthly bill list.

Councilman Stipes 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.

- G. Council certification of 2020 Fire Officers.

Mayor Barber presented the proposed 2020 Fire Officers and Councilman Showalter made a motion to certify the officers as presented, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- H. Safe Ride Home Program. Councilman Bishop made a motion to approve the program for New Year's Eve and St. Patrick's Day, seconded by Councilwoman Sachs. Council voted on the motion

as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. Town Manager Wingfield reported that Hooptie Ride was currently dealing with insurance issues and, if not resolved, could not provide transportation for the Safe Ride Home Program. Hooptie Ride will notify the Town of its operation status by next week.

- I. Southwest Virginia High School Invitational. Councilman Showalter presented a request on behalf of Christiansburg High School Swim Coach Amy Brehl to waive the aquatic center rental fee for the annual Southwest Virginia High School Invitational, which was recently held on December 7<sup>th</sup> and co-hosted by Pulaski County High School. Contracted event costs paid for by the two schools were \$3,225. The invitational draws approximately 600 swimmers and each attending high school team pays a \$12 entrance fee per swimmer and \$6 entrance fee per diver. Ms. Brehl noted that swim meet profits were shared between the two schools to support the swim teams. Aquatics Director Terry Caldwell noted that Christiansburg High School pays rental fees for six meets annually, with the invitational being the largest meet. Councilman Showalter noted that waiving the invitational fee would provide additional funds to support and enhance the high school swim program. Council discussed the request and Councilman Showalter made a motion to waive Christiansburg High School's half of the rental fee for the Southwest Virginia High School Invitational, beginning in 2020, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- J. Small Purchase Policy. A draft copy of the policy was presented to Council for review. Finance Director Val Tweedie provided an overview of the proposed Small Purchase Policy and explained the Public Procurement Act guidelines used in drafting the policy. Councilwoman Sachs made a motion to adopt the Small Purchase Policy as presented, seconded by Councilman Showalter. 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:
  1. Financial disclosure forms will be emailed to required filers later this month and will be due February 3, 2020.
- B. Town Attorney:
- C. Other Staff:

#### X. COUNCIL REPORTS

- A. Councilman Collins expressed appreciation for the opportunity he had been given to serve on Council, and talked about his plans to increase involvement in the Lung Transplant Association in 2020.
- B. Councilman Bishop, no report.
- C. Councilman Showalter, no report.
- D. Councilman Stipes congratulated Johana Hicks on her election to Town Council and expressed appreciation for Councilman Collins' service and contributions as a member of Council.
- E. Councilman Huppert expressed appreciation for the opportunity to serve with Councilman Collins, and called attention to the progress made in Christiansburg in 2019.

- F. Councilwoman Sachs expressed appreciation for the guidance Councilman Collins provided as a member of Council, and she thanked Town staff involved in the planning of the downtown seasonal events for their vision and dedication in providing events enjoyed by the community and visitors from surrounding areas.
- G. Councilman Showalter complimented Councilman Collins on his service as a member of Council, and for his passion and dedication to the Christiansburg community. Council expressed that Mr. Collins would be missed on Council.
- H. Mayor Barber reminded all of the Christmas Parade this Friday and invited Council to walk in the parade. He then presented Councilman Collins with a clock commemorating his service as a member of Council. Councilman Collins said he appreciated the clock and kind words, and would miss serving on Council. Mayor Barber then wished everyone a Happy Holiday Season.

XI. OTHER BUSINESS

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:45 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor