

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
MINUTES OF OCTOBER 3, 2010 AT 8:00 P.M.**

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT THE ANNUAL VML CONFERENCE IN HAMPTON, VIRGINIA, EMBASSY SUITES 1700 COLISEUM DRIVE, HAMPTON, VIRGINIA 23666 ON OCTOBER 3, 2010 AT 8:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor Richard G. Ballengee; D. Michael Barber; Cord Hall; Steve Huppert; Bradford J. Stipes; D. Henry Showalter; James H. Vanhoozier. ABSENT: None.

ADMINISTRATION PRESENT: Interim Town Manager Barry D. Helms.

**SPECIAL MEETING**

**DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:**

1. Mayor's Institute Report by Mayor Ballengee.
2. Salary Differential Offered to Assistant Town Manager Helms for his Role as Interim Town Manager. Interim Town Manager Helms previously turned down an offered increase in his salary in response to Council's decision to freeze employee step increases. At the urging of Mayor Ballengee, and in light of Council's decision to impose furlough days rather than freeze employee step increases, Interim Town Manager Helms graciously accepted the previous offer to increase his salary commensurate with his duties as Town Manager.
3. Vision 2020. Discussion involved a review of the Vision 2020 goals and the progress being made to meet those goals according to the timeline set forth in the Vision.
4. Town Council Meeting Conduct. Discussion involved concerns regarding conduct during Town Council meetings, including orderliness and respect for others. Mayor Ballengee, whose goal is to hold the most productive meetings possible, stressed the importance of limiting citizen comments to the Citizen Hearing portion of each meeting, which is provided for and welcomed during every regular meeting of Council. Discussion involved the reiteration of the importance of a show of respect during Council meetings, and the importance of following proper parliamentary procedures, especially in situations of contention. In addressing the prepared agenda for each meeting, it was decided that agenda items would be posted in finer detail, including the name of the person, if a Council member, requesting the discussion item.
5. Planning Commission Member Selection. Discussion involved the interview process scheduled for October 12, 2010, and whether to hold the applicant interviews in open session or in closed session as allowed by Section 2.2-3711A(1), *Code of Virginia*. Also discussed was the possibility of increasing the number of members serving on the Planning Commission. Council will further discuss this matter during the upcoming interview process.
6. Training for members of the Planning Commission. Discussion involved implementation of an orientation for individuals appointed to the Planning Commission, and training on Conflict of Interest guidelines and Planning Commission responsibilities.
7. Procedures for hiring a Town Manager, including the time frame for such. Discussion included the importance of conducting an interview process even though the Interim Town Manager is qualified, ethical, and professional in his current service as Town Manager. A noted concern was the possible cost to the Town of paying travel expenses for prospective appointees during the interview process. Discussion included possible appointment of a citizen committee that would include some Council members, and determination of a salary based on appointee's qualifications. Council agreed to place this matter on the agenda for the October 19, 2010 Council meeting for determination of a hiring procedure and citizen appointments to a citizen screening committee.
8. Draft Tourism Agreement. Council was directed to review the Agreement and forward comments and concerns to Councilman Showalter.

9. Code of Ethics. Mayor Ballengee reminded each Council member that the business of Council is not about each individual member but about Christiansburg and what is best for the community as a whole. Mayor Ballengee stressed the importance of individual Council members addressing Council as a group, and Council working together as a group to effectively and successfully serve the citizens of Christiansburg. Mayor Ballengee also reminded Council members that their requests for information should be presented to the Town Manager for a response, not to individual staff members or appointees. Further discussion involved the importance of keeping confidential the matters discussed during closed meetings. Mayor Ballengee noted that no law required closed meeting details to remain undisclosed; however, disclosure could create personal liability. Mayor Ballengee stressed that if a matter is confidential, as a Council, the matter needed to retain those qualities of confidentiality and not be readily disclosed. Mayor Ballengee commented that he will have the Christiansburg Code of Ethics posted on the website to demonstrate a commitment to the public that Council would adhere to an ethical set of guidelines at all times.
10. Joinder Study. General discussion.
11. Huckleberry Trail. General discussion that involved the monetary bequest from the Renva Knowles Estate that has been designated as funding for the future Huckleberry Trail bridge over Route 114.

ADJOURN:

There being no further business to bring before Council the meeting was adjourned at 11:15 P.M.

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Michele M. Stipes, Clerk of Council

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Richard G. Ballengee, Mayor