

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
MINUTES OF JUNE 7, 2011 AT 7:30 P.M.**

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT THE CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VA, ON JUNE 7, 2011 AT 7:30 P.M.

COUNCIL MEMBERS PRESENT: Vice-Mayor Michael D. Barber; R. Cord Hall; Steve Huppert; Henry D. Showalter; Bradford J. Stipes; James W. Vanhoozier. ABSENT: Mayor Richard G. Ballengee.

ADMINISTRATION PRESENT: Interim Town Manager Barry Helms; Town Clerk Michele M. Stipes; Town Attorney Jim Guynn; Town Planner Nichole Hair; Finance Director/Treasurer Val Tweedie; Public Information Officer Becky Wilburn.

PLANNING COMMISSION MEMBERS PRESENT: Ann H. Carter; Meghan Dorsett; Jennifer Sowers. ABSENT: Chairperson Craig Moore; Barry Akers; Mark Caldwell, Kevin Conner; Joe Powers.

PLEDGE OF ALLEGIANCE.

**JOINT PUBLIC HEARING**

1. Rezoning request by M & F Homes, LLC for property on the eastern side of Walters Drive (tax parcel 434 – ((A)) – 14E) from B-3 General Business to R-2 Two-Family Residential. The property contains 1.054 acres and is scheduled as Mixed Use – Residential/Limited Business in the Future Land Use Map of the Christiansburg Comprehensive Plan.

Ms. Elizabeth Eanes of Slate Drive addressed Council on behalf of herself and several other residents of Slate Drive, stating that she has personally discussed this request with three Planning Commission members and with Planning Director Randy Wingfield, as well as the developer Frank Radford. Ms. Eanes said she was told by all that the intent of the request was to construct twin homes that would be included in the Slate Creek Subdivision and its Homeowner's Association. Ms. Eanes said she, and the residents she represents, supports this intention. Interim Town Manager Helms reviewed the proffers submitted by the developer earlier today, a copy of which is attached herewith. Councilman Stipes noted the proffered four units, pointing out that if rezoned R-2 Two-Family Residential, the developer could build double that amount, according to the ordinance.

Mr. John Neel, an engineer with Gay & Neel, Inc., spoke on behalf of the developer, Frank Radford, and offered to answer questions relating to the project. Mr. Neel stated that the proffers were offered to address the concerns discussed during the Planning Commission meeting. According to Mr. Radford, the units will be built to sell and will be the same quality as the existing units in Slate Creek Subdivision.

**REGULAR MEETING**

VICE-MAYOR BARBER called the Regular Meeting of Council to order and asked if there were any additions or corrections to the Special Meeting Minutes of May 24, 2011. Councilman Vanhoozier made a motion to approve the Minutes, as presented, seconded by Councilman Hall. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

**CITIZEN HEARINGS:**

1. Citizens' Comments.
  - a. Ms. Carol Lindstrom, Depot Street, said she has received numerous telephone calls concerning brush and debris piles collecting along the street as a result of the recent storms and high winds. Ms. Lindstrom asked if the Town would consider a clean-up for this situation. Interim Town Manager Helms replied that when a call is received

notifying the Town of situations like this, the Town responds by picking up the debris caused by storm damage. Councilman Stipes suggested notifying residents of this service via the Town's website.

- b. Ms. Becky Wilburn, Public Relations Officer, reported that the Town and Montgomery County have teamed up to present the first annual Montgomery County/Town of Christiansburg Citizen Academy to begin August 1, 2011. The academy will run seven weeks and will cover all the departments with the local governments. Publicity of the offering, along with the application will soon be placed on the Town and the County's websites. Ms. Wilburn asked that Town Council be available for one of the dates.
- c. Ms. Meghan Dorsett, Depot Street, thanked Public Relations Officer, Becky Wilburn, for her assistance with the Civic League 101. Ms. Dorsett said the meetings are held on Sunday's once per month, and she commended Ms. Wilburn for her help with advertising and public notification.

#### DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. Mr. Stipes and Mr. Vanhoozier – Street Committee Report/Recommendation on:
  - a. Plat of Boundary Line Vacation of Parcels 1 & 2 – Rebecca Robinson Estate for Good Shepherd Baptist Church; creating 1 lot; located at 155 Dunlap Drive. Councilman Stipes reported that this request is related to the recent rezoning of 155 Dunlap Drive. This boundary line vacation will create one lot zoned R-1 Single Family Residential, and will include the dedication of a utility easement. Councilman Stipes said the Street Committee met and discussed this request and he made a motion to approve plat as presented, second by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
2. Councilman Showalter made a motion to amend the agenda to include a discussion on the draft Fund Balance Policy provided to Council today by the Treasurer's Department. Councilman Hall seconded the motion and Town Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

Finance Director/Treasurer Val Tweedie reviewed the Fund Balance Policy and explained that GASB suggests that governments should have a policy that outlines how reserve funds are used and reported. The document before Council is the result of GASB redefining the category names and the number of categories in an effort to make financial information more user friendly. Ms. Tweedie reported that no significant changes were made to the document and she reviewed and explained each new name and category. A copy of the Fund Balance Policy can be obtained in the Treasurer's Office. Council discussed reimbursement grants and unassigned reserve funds, along with various aspects of the budget, and how each relates and fits into these to these new definitions. Ms. Tweedie stated that the Fund Balance Definitions must be adopted by Council by June 30, 2011, but that Council could take additional time to review, and later adopt, the Fund Balance Goals that are outlined in the document. Ms. Tweedie stated she is comfortable with the way the policy is written, including the defined goals, and she recommended the Town make certain assignments for money in the reserve fund, which can be unassigned in the future, if necessary. Ms. Tweedie then discussed with Council various savings options available. Councilman Hall asked that Council be provided an accounting of the large expenditures expected in each department for the next five years. Interim Town Manager Helms reported that the Town departments are currently working on that information, which will be presented at a future work session. Councilman Stipes suggested giving the capital improvement plan more consideration. Ms. Tweedie said she will provide Council with a complete list of capital improvements for the next work session. Council then discussed loan/debt repayment, which is part of the operational, and the importance of unassigned reserve funds. Councilman Showalter and Councilman Barber thanked Interim Town Manager Helms and Finance Director Val Tweedie for their efforts in this preparation, and Ms. Tweedie said she will provide additional detailed information for Council discussion at the next meeting.

#### TOWN MANAGER REPORTS:

MONTHLY BILLS – On motion by Councilman Hall, seconded by Councilman Vanhoozier, Council voted to approve the monthly bills to be paid on June 10, 2011, in the amount of \$1,451,904.92. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

PUBLIC HEARING REQUEST(S) – Interim Town Manager Helms presented the following requests and recommended setting the Public Hearings as indicated:

July 5, 2011

1. Request to amend the Conditional Use Permit for Cambria Crossing pertaining to street frontage.

On motion by Councilman Vanhoozier, seconded by Councilman Showalter, Council voted to set the Public Hearing for July 5, 2011. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

July 19, 2011

1. Town Council's intent to adopt the 2011-2012 Community Development Block Grant Action Plan.

On motion by Councilman Stipes, seconded by Councilman Showalter, Council voted to set the Public Hearing for July 19, 2011. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

INTERIM TOWN MANAGER HELMS reported that Municode is currently working on the Town Code recodification with its attorneys, and a draft is expected by September. The Town will then begin working with its attorneys on the draft.

COUNCILMAN SHOWALTER asked for an update on the Town's economic webpage and Public Relations Officer, Becky Wilburn, responded that she anticipates the webpage will be available for use within the next few days. Councilman Showalter then asked that the website's business information be updated to reflect business openings and closings.

ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 8:30 PM.

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Michele M. Stipes, Clerk of Council

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Richard G. Ballengee, Mayor