

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
MINUTES OF JULY 3, 2012 AT 7:30 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, VA, ON JULY 3, 2012 AT 7:30 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Town Clerk Michele Stipes; Town Attorney Theresa J. Fontana; Planning Director Nichole Hair; Finance Director/Treasurer Val Tweedie; Aquatics Director Terry Caldwell.

PLEDGE OF ALLEGIANCE.

MAYOR BALLENGEE provided an update from American Electric Power (AEP) that as of 11:30 a.m. today, electricity had been returned to more than 230,000 customers throughout AEP's territory. There were approximately twenty thousand outages in Montgomery County and more than half of those have been restored. Montgomery County is expected to have power resumed by July 6, 2012.

COUNCILMAN HALL commended the Public Works crews for handling clean-up of debris and downed trees from the severe storms over the weekend.

COUNCILMAN HALL made a motion to amend tonight's agenda to include a discussion to consider appointing a Cemetery Advisory Committee. Councilman Barber seconded the motion, and Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

REGULAR MEETING

MAYOR BALLENGEE called the Regular Meeting of Council to order and asked if there were any additions or corrections to the Regular Meeting Minutes of June 19, 2012. There being none, Councilman Barber made a motion to approve the Minutes as presented, seconded by Councilman Huppert. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

CITIZEN HEARINGS:

1. Planning Commission recommendation on:
  - a. A Conditional Use Permit request by Carl McNeil for a planned housing development at the intersection of Depot Street N.E. and Harless Street (former tax parcel 497-((A))-288; lots 1 – 3; in the recently approved "Plat showing Harless Corner") in the B-3 General Business District. Town Manager Helms read the Planning Commission's resolution recommending Town Council issue the Conditional Use Permit with five (5) conditions. The Planning Commission vote was: 9 Ayes; 0 Nays.
2. Ms. Fran Hart to provide an update on the Christiansburg Alumni Return scheduled for August 11, 2012. Ms. Fran Hart, Grandview Drive, and Co-Chairperson Kathy Jo Bale, reported on the plans for the upcoming Christiansburg Alumni Return, which includes a celebration of the feature school, Weller-Baker, along with a focus on performing arts and spring sports. Honored alumni for 2012 are Betty Basham, Shelda Wills, and Debbie Sherman Lee, and distinguished alumni is Harold Linkous. Approximately four hundred participants are expected at the Recreation Center from 7:00 pm to 10:00 pm, and the Police Department has agreed to provide assistance with traffic directing. A talent show on Friday will kick off the weekend, and a Sunday church service and potluck at Isaac Walter site will end the weekend event. Ms. Bale reported that the Christiansburg Alumni Return board will set up a booth at the annual Depot Days Festival to sell promotional items. Ms. Hart requested Council approval to display banners in Town advertising the event and Mayor Ballengee said they would need to obtain a sign permit. Ms. Hart said the board is working to obtain 501c(3) status and hopes to eventually offer an annual scholarship.
3. Update by Assistant Town Manager Randy Wingfield on the status of Conditional Use Permit posting on the Town's website. Mr. Wingfield reported that the Town is using its interactive GIS system to post the CUP information to the Town's website. Mr. Wingfield said progress is a month or so behind schedule, but he expects completion by August

2012. Upon completion, information available will include all active Conditional Use Permits and set conditions.

4. Citizen Comments.
  - a. Ms. Ann Carter, Highview Street, thanked Ms. Fran Hart for her many years of organizing the Christiansburg Alumni Return event, and she thanked Council for supporting the event each year.

#### DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. Town Council action on:
  - a. A Conditional Use Permit request by Carl McNeil for a planned housing development at the intersection of Depot Street N.E. and Harless Street (former tax parcel 497-((A))-288; lots 1 – 3; in the recently approved “Plat showing Harless Corner”) in the B-3 General Business District. Councilman Stipes made a motion to accept the Planning Commission’s recommendation to issue the CUP with five (5) conditions. Councilman Showalter seconded the motion and Council voted as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier.
2. Discussion and action on proceeding with the development of guidelines for the Town’s historic districts. Planning Director Nichole Hair presented a proposal from Sherry Joines Wyatt, Historic Preservation Consultant, for the completion of an application packet for the listing of the Historic District, including approximately fifty-five properties, to the National Register of Historic Places. A nomination packet would be submitted to the Virginia Department of Historic Resources Regional Preservation Office on or before November 1, 2012. Ms. Wyatt’s proposed fee for these services is five thousand dollars. Ms. Hair reported that the Planning Commission recommends approving the professional fee proposal and approval of Council is required before the matter can proceed. Councilman Stipes made a motion to approve the request on the recommendation of the Planning Commission, seconded by Councilman Barber. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. A copy of the proposal is attached herewith.
3. Discussion and action on a new full-time position as a result of combining the Human Resource and Public Relations departments. Two part-time positions would be combined to create a full-time position resulting in the elimination of one department head position. Town Manager Helms explained that he combined the Public Relations Officer position and the Human Resource Director position into one position to be held by Public Relations Officer Becky Wilburn, and proposed to combine two existing part-time positions, one in each department, into one full-time position. Therefore, there would be one full-time employee for each department under the one director. This restructure would save the Town approximately five to ten thousand dollars annually in salary and benefits. This matter is under consideration because of the recent resignation of the Human Resource Director. Councilman Hall noted the differences in the objectives of the two departments, questioning the ability of one person to competently fill both roles. Councilman Hall asked Town Manager Helms if he had any concerns along this line of thought. Town Manager Helms replied that he has considered this and in his review he doesn’t foresee problems because of the rapport the Public Relations Officer has with employees. The position can be divided back into two positions if problems arise, or if a new director is hired. Town Manager Helms reported that, if approved, Ms. Wilburn will have one year to obtain her HPR certification. Councilman Vanhoozier said this is a workable situation, but urged caution with any personnel changes. Councilman Stipes noted that the Town has a similar situation in the Engineering and Public Works Department, and in the Treasurer’s office. Councilman Stipes said that he will support this proposal if it is the recommendation of Town Manager Helms. Town Manager Helms said the conflict management consultant brought in last year to assist in personnel matters brought this hiring suggestion to the Town Manager for consideration. Mayor Ballengee noted that Council can revisit the matter if personnel changes in the future and that a motion is needed because of the existing hiring freeze on new, full-time employment. Town Manager Helms noted that advertising is not required since this is the consolidation of two departments. Councilman Barber made a motion to accept Town Manager Helms’ recommendation to move two part-time employee positions into one full-time position. Councilman Vanhoozier seconded the motion and Town Clerk Stipes polled Council as follows: Barber – Aye; Hall – Nay; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
4. Appointment of a representative to serve on the New River Valley Regional Transit Coordinating Council (RTCC). The purpose of the Council is to facilitate regional dialogue, coordinate planning efforts, and inform transit partners. This new and diverse group is scheduled to meet three times in the next fiscal year. Mayor Ballengee asked for a volunteer from Council to as a representative on the RTCC. Councilman Vanhoozier, who currently serves on the Blacksburg Transit Advisory Board, said he is willing to serve in this capacity if it is the desire of Council. It was the consensus of Council to appoint Councilman Vanhoozier to serve as a representative on the New River Valley RTCC.
5. Cemetery Advisory Commission. Councilman Hall reported that, at the request of Council, Assistant to the Town Manager Adam Carpenetti, studied the matter of creating a Cemetery Advisory Commission and provided Council with his findings. Councilman Hall explained why he believes a Cemetery Advisory Commission would be valuable to the Town, recommending the commission be modeled after the Planning Commission as an advisory to Council, except

without compensation. He asked Council for approval in pursuing this establishment, and also for direction on how to proceed. Councilman Hall provided ideas for appointing representatives, suggesting the appointment of members who have specialized knowledge and experience in the cemetery industry. Councilman Barber said he understands the importance of individuals with cemetery knowledge, but recommended the appointment of lay members, too, for a well-rounded advisory committee, with a variety of representation. Councilman Showalter commented that if individuals with an economical investment in the cemetery industry are appointed to the commission, they should not be voting members due to a potential conflict of interest. Councilman Hall made a motion that Town Council approve the forming of a Cemetery Advisory Commission, and authorize the Cemetery Committee to bring a recommendation of membership details to Council for consideration. Councilman Barber seconded the motion and Town Clerk Stipes polled Council as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

**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 July 6, 2012, in the amount of \$1,257,749.31. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

**TOWN MANAGER HELMS** reported that the Blacksburg, Christiansburg, VPI Water Authority has approved the Joinder Agreement pending individual locality approval. Christiansburg Town Council agreed to set a Public Hearing for the Joinder Agreement at the July 17, 2012 Council meeting.

**COUNCILMAN STIPES**, on behalf of the Street Committee, commended Assistant Town Manager Wingfield, Director of Engineering and Public Works Nelson, Police Chief Sisson, Rescue Captain Coyle, and Fire Chief Hanks for their assistance in drafting traffic calming guidelines, which will soon be provided to Council for consideration. Councilman Vanhoozier recommended the Street Committee meet on July 17, 2012 at 6:30 p.m. to review the draft prior to the Council meeting at 7:30 p.m.

**MAYOR BALLENGEE** reported that he and Town Manager Helms did a survey within the community today on the storm debris clean-up. A state of emergency was declared Statewide Saturday morning, June 30<sup>th</sup>, and many Town staff members came to Town Hall to assist where needed as a result of widespread power outages and high temperatures. A cooling shelter was set up at the Christiansburg Middle School and was used by approximately ten individuals. Mayor Ballengee expressed his appreciation for the efforts of everyone involved and gave special recognition and thanks to Lowes, which donated two pallets of water for use at the cooling shelter. Mayor Ballengee noted that the Town's Engineering and Inspection Departments have been providing storm damage assessments in the community.

**MAYOR BALLENGEE** reported that he recently received an email from a person in the community concerned about animal rights stemming from a local church function with plans for a greased pig contest. A petition has been started by the citizen to put a stop to the contest. Mayor Ballengee noted that the church is not located within the Town of Christiansburg, and Town Council has no authority concerning the church's activities.

**COUNCILMAN BARBER** reported on behalf of the Recreation Advisory Commission that Mr. Mike Goforth, Associate Director of Athletics for Sports Medicine at Virginia Tech, will hold a sports clinic and concussion seminar on August 13, 2012, which is open to anyone interested in attending. Parks and Recreation coaches will be required to attend the clinic. Councilman Barber also reported that Parks and Recreation Director Brad Epperley has enacted an athletics background screening policy for anyone involved in coaching or assisting in youth sports at the Recreation Center. Town Manager Helms said the screening policy would be included in the next agenda packet for Council review.

**ADJOURN:**

There being no further business to bring before Council, the meeting was adjourned at 8:55 PM.

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Michele M. Stipes, Clerk of Council

Richard G. Ballengee, Mayor