

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
MINUTES OF FEBRUARY 5, 2013 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 FEBRUARY 5, 2013 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. ABSENT: Bradford J. Stipes.

ADMINISTRATION PRESENT: Assistant Town Manager Randy Wingfield, Town Clerk Michele Stipes; Town Attorney Theresa Fontana; Planning Director Nichole Hair; Finance Director/Treasurer Valerie Tweedie; Assistant to the Town Manager Adam Carpenetti. ABSENT: Town Manager Barry Helms.

PLEDGE OF ALLEGIANCE.

PUBLIC HEARINGS

1. Council's intention to adopt an ordinance in regards to a request to vacate an unbuilt 15-foot wide alley extending from Montague Street to Park Street. Mr. Richard Horne said that his family has owned property on Junkin Street since the 1900's and he and his wife, Pat, support vacating the unbuilt alley to prevent it from eventually being built and opening the way to future townhouse development. Assistant Town Manager Wingfield said that the Town received a letter from Mr. Steve Robinson, owner of 305 East Main Street, opposing the alley closing because it would land lock access to the back lot of his property. Mr. Robinson requested that the alley remain as it is for the foreseeable future. Assistant Town Manager Wingfield added that if the entire alley is vacated, it would create a land lock situation for another lot that could be avoided by vacating an interior lot line. Mayor Ballengee referred this matter to the Street Committee for review and recommendation to Council.

COUNCILMAN HALL made a motion to amend the agenda to include a closed meeting under Virginia Code Section 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Barber seconded the motion and Council voted to amend the agenda as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None. The closed meeting will be placed on the agenda as item #5 under Discussions by Mayor and Council.

COUNCILMAN HALL made a motion to amend the agenda to table item II. 1. b. A proposed ordinance in regards to revenue recovery for rescue squad services, until February 19, 2013, in the absence of Councilman Stipes and Town Manager Helms. Councilman Showalter seconded the motion and Council voted as follows: AYES: Barber, Hall, Huppert, Showalter, 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 January 15, 2013. Councilman Vanhoozier made a motion to approve the minutes as presented, seconded by Councilman Hall. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None.

I. CITIZEN HEARINGS:

1. CITIZEN COMMENTS.

- a. Ms. Connie Turner, Alleghany Street, commended the Town's street crews for their snow removal efforts during the two recent snow storms. Ms. Turner said she is also pleased that Town officers have been ticketing

drivers for running the newly placed stop sign at Alleghany and Canaan Streets. There is a concern that drivers aren't aware of the stop sign and Ms. Turner recommended the Town place a double stop sign to get the attention of drivers. Traffic and speeding are more under control because of the measures taken by Town Council. Mayor Ballengee referred Ms. Turner's concerns regarding the stop sign to the public works department for review. Councilman Hall suggested considering placement of a sign that would warn of an upcoming stop sign, similar to those placed on Sleepy Hollow Drive.

II. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. COUNCIL ACTION ON:

- a. Purchase order for two garbage trucks to be delivered in FY 2013-2014. Assistant Town Manager Wingfield provided the cost breakdown for preordering the two garbage trucks as follows: \$207,066 for the chassis, \$427,220 to outfit the bodies, and \$3,380 for accessory equipment. The trucks will be delivered during the fiscal year 2013 – 2014. Councilman Vanhoozier made a motion to place the preorder at the cost given, seconded by Councilman Barber. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None. The existing garbage trucks will be turned over to surplus.
- b. A proposed ordinance in regards to revenue recovery for rescue squad services. The Public Hearing was held January 15, 2013. This matter was tabled and will be placed on the agenda for the February 19, 2013 regular Council meeting.

2. MR. BARBER AND MR. STIPES – FINANCE COMMITTEE REPORT/RECOMMENDATION ON:

- a. Budget Policy. Councilman Barber reported that the Finance Committee met on January 25, 2013 with Town Manager Helms, Assistant Town Manager Wingfield, and Finance Director/Treasurer Tweedie, to discuss the proposed budget policy. The purpose of the budget policy is to establish a policy by which budgets will be approved, amended, developed, modified, and managed, and would apply to all funds under accountability of the Town of Christiansburg. Finance Director/Treasurer Tweedie said State Code, Town Code, and the current process for budget development, were used in drafting a complete and encompassing policy that would provide for uniformity among departments, and uniformity from year to year. The policy would also provide for better organization of departmental budget line items and would allow for budget modification within each department. Ms. Tweedie reported that the budget policy would address central purchasing, and would allow departments to shift employment positions as needed, without increasing the budget or changing the number of full-time employment positions. The budget policy also provides minor changes to capital improvements within departments, and provides that budget amendments under \$10,000 would not require Council approval (the amount of \$10,000 was an amended amount set by Council). Councilman Showalter recommended setting a deadline for a first draft of the working budget; Council and the Ms. Tweedie agreed on setting the deadline for the second Council meeting in March of each year, and Ms. Tweedie said she would amend the budget policy accordingly. Councilman Barber made a motion to adopt the budget policy with amendment, seconded by Councilman Hall. Council was polled on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Vanhoozier – Aye.
- b. Amendment to the Budget for Fiscal Year 2012-2013 and/or approval for authorization to proceed with loan financing. Councilman Barber requested that Finance Director/Treasurer Val Tweedie, and Human Resource Director Becky Wilburn, report on the amendments requested. Ms. Tweedie reported that the amendment would increase general fund capital expenditures by \$150,000, operating expenditures of the general fund by \$40,000, and the enterprise fund budget capital expenditures by \$102,000 for a total budget increase of \$292,000. Ms. Tweedie reviewed each line item in the amendment, with the exception of \$40,000 for a compensation consultant, which was explained by Ms. Wilburn. Ms. Wilburn reported that the \$40,000 requested for a compensation consultant would provide for an independent analysis of the pay scale for all full-time employee positions, and would possibly provide for the implementation of an employee evaluation system, and an employee training system, with the intent to move toward a pay for performance policy. Ms. Wilburn said she determined a cost of \$40,000 after speaking with Montgomery County and the Town of Blacksburg, both of which have used consultants for compensation analysis. Much of the legwork would be

done in house, and an RFP would be submitted for the consultant. Councilman Vanhoozier stressed the importance of the analysis to include the entire employment package, i.e. insurances, sick leave, vacation leave, etc., and not just salary. Councilman Showalter agreed, stating that a wide scope approach must be taken, with market comparisons made using private employment and public employment. Councilman Hall asked what type of action the Town would take if it is found to be in excess, comparatively. Ms. Wilburn replied that positions would be adjusted according to the findings of the analysis, but any scaling down would occur with new hires, not currently employees. Councilman Vanhoozier requested that Council be provided with a copy of the RFP, once it has been prepared, for full understanding of the expectations set forth for the consultant. Council determined that the amount of \$40,000 is not to be exceeded. Ms. Wilburn said Council could expect the consultant's work to be completed in the next fiscal year. Ms. Tweedie then explained that the amendment would also reduce proceeds from bonds of \$2.8 million and use reserves to fund \$1,050,000 of projects that would be completed this year, rather than pursuing financing at this time. Councilman Barber made a motion to approve the amendments to the budget for Fiscal Year 2012-2013, as presented. Councilman Vanhoozier seconded the motion contingent on Council's review of the prepared RFP as discussed. Town Council was polled as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Vanhoozier – Aye.

3. CLOSED MEETING:

- a. COUNCILMAN BARBER MADE A MOTION TO enter into a Closed Meeting under Code of Virginia Section 2.2-3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where the discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Hall seconded the motion and Council was polled on the motion as follows: Barber – Aye, Hall – Aye, Huppert – Aye, Showalter – Aye, Vanhoozier – Aye.
- b. Certification. Councilman Huppert moved to certify that the Town Council of the Town of Christiansburg, meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in both Resolutions to enter into Closed Meeting. Councilman Barber seconded the motion and Council was polled on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Vanhoozier – Aye.

IV. TOWN MANAGER'S REPORTS:

MONTHLY BILLS – Councilman Hall made a motion to approve the monthly bills to be paid on February 10, 2013, in the amount of \$2,117,073.10, seconded by Councilman Vanhoozier. Council voted on the motion as follows: Ayes: Barber, Hall, Huppert, Showalter, Vanhoozier. Nays: None.

1. PUBLIC HEARING REQUEST(S) – Assistant Town Manager Wingfield presented the following request and recommended setting the Public Hearing for March 5, 2013:
 1. Conditional Use Permit request for residential use in the B-3 General Business District at 970 Radford Street.

On motion by Councilman Barber, seconded by Councilman Hall, Council voted to set the Public Hearing for March 5, 2013. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None.

PROGRESS REPORTS AND ANNOUNCEMENTS:

- The Town has been approved for FEMA disaster assistance under the Public Assistance Program for damage obtained from last summer's derecho. The assistance will be received as receipt reimbursements of \$26,024.81.
- The Planning Commission has completed a draft of the Transportation Chapter with maps for inclusion in the Christiansburg Comprehensive Plan. A copy was provided in the agenda packet for Council review.
- Becky Wilburn, Director of Human Resources and Public Relations, recently received her certification as a Professional in Human Resources (PHR) by the Human Resource Certification Institute.

- Council was provided copies of draft ordinance amendments to Chapter 2 Administration, pertaining to requests for rezonings and Conditional Use Permits; and Chapter 24, Solid Waste, Weeds, Tree Trimmings, Leaves, pertaining to high grass/weeds.
- VDOT will hold a citizens' information meeting regarding the I-81 Study for further widening from 5:00 to 7:00 p.m. on February 6, 2013 at Falling Branch Elementary School. [REDACTED]

MAYOR BALLENGEE reported that Councilman Showalter has served for five years as Christiansburg's representative on the NRPDC, but has met with a scheduling conflict and is unable to attend the monthly meetings. Councilman Showalter reported that the NRPDC is a regional planning assistance agency and recommended offering the position to Planning Commission members. Mayor Ballengee asked Planning Director Nichole Hair to present this opportunity to Planning Commission members for a volunteer. Mayor Ballengee offered to represent Christiansburg until an appointment is made by Council.

COUNCILMAN HALL reported that he received an email from a citizen concerned with noise from cars along Tarrytown Road. Mayor Ballengee said he is aware of the complaint and it has been turned over to Police Chief Sisson for review.

V. ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 9:10 PM.

Michele M. Stipes, Clerk of Council

Richard G. Ballengee, Mayor