

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES OF AUGUST 6, 2013 – 6:00 P.M.
REGULAR MEETING MINUTES OF AUGUST 6, 2013 AT 7:30 P.M.**

A WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VA, ON AUGUST 6, 2013 AT 6:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Director of Engineering and Special Projects Wayne Nelson; Fire Chief Billy Hanks, Assistant Director of Engineering Todd Walters, Building Official Jerry Heinline, Planning Director Nichole Hair, Director of Human Resources and Public Relations Becky Wilburn.

WORK SESSION

1. The work session was for the discussion of site plan review and construction processes, meth lab policy updates, the proposed Bikeway/Walkway Committee, communication plans, and other various matters.

~~Recess until 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 AUGUST 6, 2013 AT 7:30 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Town Clerk Michele Stipes; Town Attorney Theresa Fontana; Planning Director Nichole Hair; Planner Kali Casper; Director of Engineering and Special Projects Wayne Nelson; Finance Director/Treasurer Val Tweedie; Police Chief Mark Sisson, Parks and Recreation Director Brad Epperley; Supervisor of Outdoor Sports Facilities and Parks Chuck Muncy.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Review of the draft Comprehensive Plan update. Councilman Huppert introduced Planning Commission Chairperson Craig Moore who read the Planning Commission resolution recommending Town Council adopt the updated Comprehensive Plan as presented. All but one Planning Commission member was present to support the recommendation. The Comprehensive Plan is a complex document that covers a wide range of areas of Town planning and was updated with intense involvement by Town staff and citizens of the community. Mr. Moore acknowledge the involvement of Town Manager Helms, Police Chief Sisson, Director of Public Works Ricky Bourne, Aquatics Director Terry Caldwell, Assistant to the Town Manager Adam Carpenetti, Rescue Captain Joe Coyle, Parks and Recreation Director Brad Epperley, Fire Chief Billy Hanks, Building Official Jerry Heinline, Assistant Town Manager Randy Wingfield, Public Information Specialist Allison Long, Director of Human Resources Becky Wilburn, Town Planner Kali Casper, and Planning Director Nichole Hair. Mr. Moore also acknowledged the Comprehensive Plan Sub-Committee that was instrumental in breaking down the sections of the plan for better management and organization. Input from the public was solicited through surveys and more than a dozen community meetings and work sessions. The Comprehensive Plan is a living document and will be updated as needed. Town Planner Kali Casper provided an

overview of the complete re-write of the document and explained the Sub-Committee's intent to work with the Planning Commission to develop a yearly work program to implement the goals and strategies provided for in the Comprehensive Plan. The transportation chapter in the document has been reviewed and approved by VDOT as required by State code. Town Council will take action on the proposed Comprehensive Plan update at the August 20 meeting. Council thanked the Planning Commission and all those involved for their efforts in this endeavor.

Councilman Stipes made a motion to amend the agenda to include a presentation by the Parks and Recreation Department regarding the recent USSSA event, and to include a recommendation by the Finance Committee. Councilman Vanhoozier seconded the motion and Council voted as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The Parks and Recreation presentation was placed as item number two under the Citizens Hearings and the recommendation by the Finance Committee as item number four under Discussions by Mayor and Council members.

REGULAR MEETING

I. CALL TO ORDER:

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 July 16, 2013. Councilman Barber made a motion to approve the minutes as presented, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

Councilman Showalter presented to Maggie Ellington and Rochelle Evans resolutions recognizing their athletic and academic accomplishments at Christiansburg High School. Ms. Ellington is a current student at CHS, and Ms. Evans is a 2012 graduate of CHS. The resolutions were adopted by Council at the July 16, 2013 meeting.

II. CITIZEN'S HEARING:

1. **TOWING BOARD PRESENTATION BY CAPTAIN DEREK ALTIZER.** Captain Derek Altizer thanked Council for the opportunity to speak and gave a brief background of his years with the Christiansburg Police Department. The focus of his presentation is the experiences he has had with towing service provided through the Christiansburg Police Department. Towing service is required by the Police Department numerous times per day for situations such as DUI's, accidents, disabled vehicles, and other situations. The Police Department relies on Christiansburg towing companies to provide the necessary towing service and uses a revolving list of approximately eleven businesses. Many complaints are voiced by citizens who have used towing services provided through the Police Department, mainly involving fees, and Captain Altizer said complaints have even been voiced by the various towing businesses. These and other issues surrounding the towing practice prompted Captain Altizer to begin drafting a towing contract that would provide for consistent and uniform guidelines for both the Police Department and the towing businesses involved. According to state law, a towing advisory board is required if a contract is put into place for towing services. The towing advisory board would consist of five members and would be required to meet a minimum of one time per year. Captain Altizer said his is seeking Council authorization to proceed with naming a board that would then review the contract and make a recommendation to Council. Council requested to review the final draft of the contract after the board is established and has review the document. Council will take action on this matter later in the meeting.
2. **PARKS AND RECREATION REPORT ON THE USSSA BASEBALL WORLD SERIES TOURNAMENT** held at the Harkrader Sports Complex July 10 – 14, 2013. Director of Parks and Recreation Brad Epperley and Supervisor of Outdoor Sports Facilities and Parks Chuck Muncy thanked Council for the opportunity to report on the success of the recent USSSA baseball tournament, and also the economic impact the event had on the New River Valley. The Harkrader Sports Complex was the host site for the tournament, but the event was a regional effort, with games played in Radford and Pulaski. Over seventeen teams participated from North Carolina, West Virginia, New York, and Virginia, with more than six-hundred hotel rooms booked during the four day event. A tournament guide available to each visitor provided information on restaurants, hotels, shopping, and other areas of interest in the New River Valley. Mr. Epperley reported that the Parks and Recreation Department has received positive feedback from visitors, participating teams and coaches on the organization of the event and the hospitality of Christiansburg and the recreation staff. Mr. Epperley introduced Scott Fisher and Mike Divers, USSSA Directors who presented Mr. Epperley and Mr. Muncy with a plaque expressing appreciation for the Town of Christiansburg and the Parks and Recreation Department for hosting the USSSA event. Mr. Epperley thanked Town Council, the Police Department and Rescue Department, the Parks and Recreation staff, and the many

volunteers who helped with the event. Mayor Ballengee and Council thanked Mr. Epperley and Mr. Muncy for the report and congratulated them on hosting a successful event.

3. CITIZEN COMMENTS:

- a. There was no one to speak.

Councilman Hall made a motion to amend the agenda to include Council action on Captain Altizer's request to form a towing board for the purposes of approving, implementing, and enforcing a contract that would provide guidelines for towing services provided through the Police Department. Councilman Vanhoozier seconded the motion and Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The matter was placed as item number one under Discussions by Mayor and Council members.

III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS

1. CAPTAIN ALTIZER'S REQUEST TO FORM A TOWING BOARD. Councilman Hall made a motion to approve Captain Altizer's request to form a towing advisory board of five members for the purposes of approving, implementing, and enforcing a contract that would provide guidelines for towing services provided through the Police Department, a requirement of State code. Councilman Vanhoozier seconded the motion and Council voted as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Council will appoint a citizen liaison to the board at a future meeting.
2. REAPPOINTMENT OF SCOTT WEAVER AS THE CHRISTIANSBURG REPRESENTATIVE TO THE NEW RIVER VALLEY AGENCY ON AGING; REAPPOINTMENT OF STEVE HUPPERT AS ALTERNATE. Councilman Barber made a motion to approve the reappointment of Scott Weaver as the Christiansburg Representative to the New River Valley Agency on Aging, and Steve Huppert as the alternate member. Councilman Showalter seconded the motion and Council voted as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
3. RECOMMENDATION OF APPOINTMENT TO THE BOARD OF ZONING APPEALS. Councilman Barber made a motion to recommend the reappointment of Jim Kirk to the Board of Zoning Appeals. Councilman Stipes seconded the motion and Council voted as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Councilman Showalter requested that Mr. Kirk come before Council for introduction at a future meeting.
4. FINANCE COMMITTEE RECOMMENDATION - COUNCILMAN BARBER. Councilman Barber reported that the Finance Committee had been directed by Council to review new state requirements for the new retirement plan for new hires after January 2014. The Town has the choice to use the state offered disability plan, or to use another provider. After reviewing the retirement plan offered by the State, the Finance Committee recommended that the Town approve a resolution to opt out of the plan offered by the State and Councilman Barber offered that recommendation as a motion, seconded by Councilman Stipes. Council was polled on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye. Town Manager Helms will notify the State of Council's action by September 1, as required.
5. CLOSED MEETING:
 - a. Request for a Closed Meeting under Code of Virginia § 2.2-3711(A)(3) for 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 an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting is to discuss proposals from two property owners interested in selling property to the Town. Councilman Barber made a motion to enter into a Closed Meeting, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
 - b. RECONVENE IN OPEN MEETING. Councilman Barber made a motion to reconvene in Open Meeting, seconded by Councilman Hall. Council was polled on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
 - c. 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 the Resolution to enter into Closed Meeting. Councilman Showalter seconded the motion and Town Clerk Stipes polled Council on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

d. COUNCIL ACTION ON THE MATTER. There was no action taken by Council.

IV. TOWN MANAGER'S REPORTS:

1. MONTHLY BILLS: On motion by Councilman Barber, seconded by Councilman Huppert, Council voted to approve the monthly bills to be paid on August 10, 2013, in the amount of \$1,953,338.30. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
2. PROGRESS REPORTS AND ANNOUNCEMENTS:
 - Council was provided a Christiansburg Aquatic Center comparison revenue report for the past three years.
 - Council was provided a Huckleberry Trail update.
 - Councilman Barber provided Council with an update on his meeting with Kevin Byrd of the New River Valley Planning District Commission regarding future plans for the Town's parks and recreation facilities. The PDC is currently working with the Parks and Recreation Department to determine recreation needs within the community. Surveys will be sent into the community seeking citizen involvement. June 2014 is the anticipated date for a finalized recreation master plan that will include processes for the newly acquired recreation property on Route 114.
 - The CDBG has given approval for funding of \$108,000 for sidewalk and waterline upgrades for the fiscal year 2013-2014.
 - The board of the Montgomery County Public Service Authority recently voted to recommend to the Montgomery County Board of Supervisors that the PSA be dissolved as an independent authority and become a department of the county. Montgomery County is seeking input from Blacksburg and Christiansburg regarding this matter. Council requested an information sheet outlining the pros and cons of the recommended switch for review before taking action. The members of the PSA voted four to two in favor of the recommendation with Chairman Jim Politis absent.
 - Councilman Showalter suggested that Council form a sub-committee of the planning Commission to work on a plan to enhance pedestrian connectivity within Town. This sub-committee could be separate from the bikeway/walkway committee Council voted in November to form or could replace it. Councilman Vanhoozier noted that appointment of a committee to focus on pedestrian connectivity is included in the 2013 Christiansburg Comprehensive Plan, and he suggested allowing that formation through adoption of the plan. Council agreed to authorize Town Manager Helms and Parks and Recreation Director Brad Epperley to review this matter and bring a recommendation to Council in September.
 - Councilman Showalter requested a report from the Christiansburg Aquatic Center addressing the flat revenue and decreased membership reported in the three year comparison report. The Recreation Advisory Commission is scheduled to meet tomorrow; Town Manager Helms will invite Aquatics Director Terry Caldwell to bring a report to Council.
 - Town Manager Helms reported that a traffic study was done in the recent past at Roanoke Street/Tower Road and it was found to not meet requirements for a traffic signal. Town Manager Helms said he would provide Council with details of that study.
 - Council scheduled a work session for August 20, 2013 at 5:30 P.M. for the discussion of site plan procedures. Council asked that the Town Attorney participate in the work session.

V. ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 9:40 PM.

Michele M. Stipes, Clerk of Council

Richard G. Ballengee, Mayor