

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES OF JANUARY 7, 2014– 6:00 P.M.
REGULAR MEETING MINUTES OF JANUARY 7, 2014 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 JANUARY 7, 2014 AT 6:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms.

WORK SESSION

1. The purpose of the work session is to interview the remaining two applicants for the council seat vacancy and to discuss the next step in selecting an individual to fill the vacancy.

~~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 JANUARY 7, 2014 AT 7:30 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Steve Huppert; 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; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Finance Director/Treasurer Val Tweedie; Planning Director Nichole Hair; Police Chief Mark Sisson.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Council's intention to adopt an ordinance vacating an unbuilt portion of Technology Drive, S.E. adjoining tax parcel 559 – ((1)) – 8 in the Falling Branch Corporate Park. There was no one to speak for or against the request.
2. Council's intention to adopt an ordinance vacating a portion of a variable width public pedestrian access easement at 35 W. Main Street (tax parcel 527 – ((A)) – 60). Mayor Barber explained that the sidewalk easement at 35 W. Main Street extends several feet into the building at that location and that is the portion to be vacated. The sidewalk easement in front of the building would remain unchanged. There was no one to speak for or against the request.

REGULAR MEETING

I. CALL TO ORDER:

MAYOR BARBER called the regular meeting of Council to order and asked if there were any additions or corrections to the regular meeting minutes of December 17, 2013. 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.

Councilman Vanhoozier made a motion to make three amendments to the agenda to include council discussion and action to direct the Town Attorney to file a Petition of the Town Council of the Town of Christiansburg for Writ of Election to Fill Vacancy on Town Council, and any other documents required by law to ensure that a special election is held; to include the appointment of a Town Zoning Administrator; and to add to the closed meeting discussion consideration of candidates for appointment to fill vacancy on Council.. Councilman Stipes seconded the motion and Council voted as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. The first two items were placed as #5 and #6 under III. Discussions by Mayor and Council.

II. CITIZEN'S HEARING:

1. CITIZEN'S COMMENTS:

- a. Connie Turner of Alleghany Street voiced her concern over the current R-2 Two-Family Residential zoning of vacant property located on Alleghany Street that was owned by a now deceased citizen. The Alleghany Street neighborhood has been established as a family neighborhood through water/sewer upgrades, new stop signs, and slower speeds, and she is concerned that the characteristic of the neighborhood would be jeopardized if the property is developed as anything but single-family residential.

III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. COUNCIL ACTION ON:

- a. Town Council action on:
 - a. Request by Montgomery County IDA for an ordinance vacating an unbuilt portion of Technology Drive, S.E. adjoining tax parcel 559 – ((1)) – 8 in the Falling Branch Corporate Park. Town Manager Helms clarified that there would still be a standard cul-de-sac remaining after the vacation. Councilman Hall made a motion to approve the vacation request, seconded by Councilman Huppert. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
 - b. Request for an ordinance vacating a portion of a variable width public pedestrian access easement at 35 W. Main Street (tax parcel 527 – ((A)) – 60). Councilman Vanhoozier made a motion to approve the easement vacation request, seconded by Councilman Huppert. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
2. Resolution regarding engineering term contracts. Town Manager Helms explained that approving the resolution would eliminate the need for separate RFP's for small capital improvement projects, and would expedite the process by establishing on-call contracts for engineering services for specific projects. The on-call contracts would be for a period of one year (renewable for up to an additional four years). Engineering firms would be retained under a term services contract and would provide proposals for specific projects as they became available. Town Attorney Fontana explained the language in the resolution for clarity, noting that the resolution was necessary to establish a policy to guide the practice as required by state law. Councilman Stipes noted that the practice of on-call contracts for professional engineering services was common practice in local government. Councilman Vanhoozier made a motion to approve the resolution as presented, seconded by Councilman Showalter. Council was polled on the motion as follows: Hall - Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier - Aye. Councilman Hall suggested that simplified explanations be provided for future matters that are complex in nature.
3. Consideration of an appointment of Councilman Huppert to serve a two-year term on the Tourism Council. Councilman Showalter has decided to step down from this appointment and Councilman Huppert has agreed to serve in this capacity, if it is the pleasure of Council. Councilman Hall made a motion to appoint Councilman Huppert to serve a two-year term on the Tourism Council, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Councilman Huppert thanked Council for the appointment and requested to be taken off the Central Business Committee. Mayor Barber stated that he would reassign the Committees of Council after the council vacancy has been filled. Mayor Barber and Council commended and thanked Councilman Showalter for his dedicated service on the Tourism Council.
4. Consideration of a reappointment of Police Chief Mark Sisson as Christiansburg representative on the Transportation Safety Committee. Chief Sisson has agreed to serve another term and was present for the reappointment. Councilman Huppert made a motion to reappoint Police Chief Sisson as Christiansburg representative on the Transportation Safety Committee, seconded by Councilman Stipes. Council voted on the motion as follows: AYES:

Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Chief Sisson reported that the committee meets monthly to productively address safety issues.

5. Council discussion and action to direct the Town Attorney to file a Petition of the Town Council of the Town of Christiansburg for Writ of Election to Fill Vacancy on Town Council, and any other documents required by law to ensure that a special election is held. Council was provided a copy of the petition for review. Councilman Hall made a motion to direct the Town Attorney to file the documentation required to hold a special election, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
6. Appointment of Town Zoning Administrator as required by Town Code. There is no term limit established for the position. Town Manager Helms reported that Planning Director Nichole Hair recently earned her Certified Zoning Administrator certification and he recommended Council appoint her to fill the position. Councilman Hall made a motion to accept the recommendation to appoint Planning Director Nichole Hair to serve as the Town's Zoning Administrator. Councilman Showalter seconded the motion and Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
7. Councilman Stipes and Councilman Vanhoozier – Street Committee report/recommendation on:
 - a. Plat of Survey Showing the Subdivision of the Investment Co. of Va., Inc. Property; creating 2 lots; located on Cambria Street, N.W. Stipes reported that this property is located behind the recreation center and the request is to divide the lot into two lots. The property is zoned commercial. The Street Committee has reviewed the plat and recommended approval. Councilman Stipes made a motion to approve the plat as presented, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
 - b. Plat of Right-of-Way Vacation and Easement Relocation Tax Map 559-((1))-8 for Economic Development Authority of Montgomery County; located on Technology Drive, S.E. Councilman Stipes reported that the Street Committee has reviewed the request and the Public Hearing was held tonight. The plat conforms to the subdivision ordinance and Councilman Stipes made a motion to approve the request, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

Councilman Stipes welcomed the public to a meeting scheduled for tomorrow to discuss concerns with parking on Oak Tree Boulevard. Town staff has been actively seeking public input for improved safety through the area. The meeting will be held from 5:00 P.M. to 7:00 P.M. in the Council Chambers of Town Hall. Following the meeting, the Street Committee will meet to discuss downtown parking.

8. Re-organization for the Year 2014:
 - a. Election of Vice-Mayor. Councilman Huppert made a motion to elect Councilman Vanhoozier to serve as Vice-Mayor, seconded by Councilman Stipes. Councilman Vanhoozier noted that some members of Council have not served in this capacity and he offered to pass the position to another member if interested. Council agreed to election of Councilman Vanhoozier and they voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes. NAYS: none. ABSTAIN: Vanhoozier.
 - b. Set regular meeting dates of Council. Councilman Vanhoozier made a motion to set the regular meeting dates of Council as the first and third Tuesdays of each month. Councilman Stipes seconded the motion, but noted he was willing to consider changing the meeting dates if that was the desire of Council. Councilman Hall has petitioned for a change in regular meeting dates for several years to avoid a conflict with the meetings of the Montgomery County School Board, which also meets monthly on the first and third Tuesday. His concerns are that citizens are forced to choose which meeting to attend, and members of Council are unable to attend school board meetings. Councilman Huppert has supported the request for a change in meeting dates for several years and agreed to support the Council majority. Council considered several dates and determined that the second and fourth Tuesday presented the least amount of conflict. Council was polled on the motion as follows: Hall – Nay; Huppert – Nay; Showalter – Nay; Stipes – Aye; Vanhoozier – Aye. Councilman Hall made a motion to change the regular meeting dates of Council to the second and fourth Tuesday of each month, effective February 2014. The motion was seconded by Councilman Showalter who expressed support for changing the meeting time to 7:00 P.M. Councilman Hall amended his motion to include changing the meeting time to 7:00 P.M. and Councilman Showalter seconded the amended motion. Council was polled on the motion as follows: Hall – Aye; Huppert –

Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

- c. Authorize Vice-Mayor, Assistant to the Town Manager, and Assistant Treasurer to sign Town checks. Town Manager Helms reported that Council only needs to approve the signature of the office manager of the Treasurer's Department. The Vice-Mayor and Assistant Treasurer are authorized in the Town Code to sign checks and do not require approval by Council. Councilman Hall made a motion to authorize the office manager of the Treasurer's Department to sign Town checks, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

Note: Appointment of Council Committees will take place after Council fills its vacant seat.

9. Closed Meeting:

- a. Councilman Vanhoozier made a motion to enter into a Closed Meeting under Virginia Code Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting is being held for discussion of personnel, specifically the appointment of officers for the year 2014 and consideration of candidates for appointment to fill vacancy on Council. Councilman Hall seconded the motion and Council was polled as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- b. Reconvene in Open Meeting.
- c. Certification. Councilman Vanhoozier 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, seconded by Councilman Hall. Council voted on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

10. Appointment of Officers:

- a. Town Manager – Councilman Huppert made a motion to reappoint Barry Helms to serve as Town Manager, seconded by Councilman Hall. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- b. Finance Director/Treasurer - Councilman Showalter made a motion to reappoint Valerie Tweedie to serve as Finance Director/Treasurer, seconded by Councilman Huppert. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- c. Police Chief - Councilman Stipes made a motion to reappoint Mark Sisson to serve as Chief of Police, seconded by Councilman Hall. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.
- d. Clerk of Council – Councilman Vanhoozier made a motion to reappoint Michele Stipes to serve as Clerk of Council, seconded by Councilman Huppert. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Abstain; Vanhoozier – Aye.
- e. Town Attorney - Councilman Hall made a motion to reappoint the attorneys of Guynn, Memmer & Dillon, P.C. to serve as attorneys for the Town, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

Mayor Barber announced that a Special Meeting of Council has been scheduled for January 13, 2014 at 6:00 P.M. to interview the final three candidates for appointment to the council vacancy. After the interview period, Council will go into Closed Meeting to discuss the interviews and possibly determine an appointee. Any appointment would be made in open session.

IV. TOWN MANAGER'S REPORTS:

1. MONTHLY BILLS: Councilman Huppert voiced his concern with the cost of monthly towel service at the aquatic center. He suggested that this may be an area that costs could be reduced and recommended Councilman Vanhoozier take this concern to the advisory board. Councilman Hall commended Town staff on securing a large

grant for the Diamond Hill stream restoration project. On motion by Councilman Hall, seconded by Councilman Vanhoozier, Council voted to approve the monthly bills to be paid on January 10, 2014, in the amount of \$1,994,655.83. Council voted on the motion as follows: AYES: Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:

- Huckleberry Trail update. Paving has been completed on the portion of the trail along Cambria Street.
- The Bikeway/Walkway Committee continues to meet to determine budget priority recommendations for Council.
- A draft revision of a resolution in support of Industrial Hemp Farming Act has been provided for Council review, and for consideration at the next regular council meeting.
- Town Manager Helms reported that the owner of the park and ride near I-81 Exit 114 has agreed to receive assistance with cleaning and maintaining the lot through the community sentencing program.
- Council will hold a work session on February 4, 2014 at 6:00 P.M. for the purpose of discussing the compensation study.
- At the request of Ms. Irvin on behalf of the Christiansburg Institute, Council agreed to let CI borrow a particular painting of the Christiansburg Institute campus from Town Hall for display at the Museum through February in honor of Black History month.
- A detour on Route 114 will be imposed from 7:00 A.M. January 12 through 6:00 A.M. January 13 for repairs to a waterline that was recently installed, but failed inspection. The police department plans to assign two full-time officers to the detour area for the duration of the detour to avoid some of the problems encountered during the last Route 114 detour. Notification of the detour has been posted electronically via message boards, website, newspapers, and hand-delivery to area homeowners.
- Councilman Huppert announced an open house will be held in honor of Mayor Ballengee at the fire department on Tuesday at 5:30 P.M. Councilman Vanhoozier suggested the aquatic center be considered for social events in the future. Councilman Huppert responded that the aquatic center was considered for the open house, but parking was a concern.
- Councilman Showalter requested that the Aquatic Center Advisory Board provide an update on strategies put into place to increase enrollment at the aquatic center. Councilman Vanhoozier offered to take the request to the board for a response.
- Councilman Showalter expressed his appreciation for Chief Sisson's presence in anticipation of his reappointment by Council as Police Chief and Christiansburg representative on the Transportation Safety Committee. Councilman Showalter is a supporter of personal introduction of those seeking appointment or reappointment to a Town committee, board, commission, etc.

V. ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 9:50 PM.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor