

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
FEBRUARY 25, 2014 - 7:00 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 25, 2014 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Police Chief Mark Sisson; Finance Director/Treasurer Valerie Tweedie; Director of Engineering and Special Projects Wayne Nelson; Director of Public Works Ricky Bourne; Planning Director Nichole Hair; Human Resource Director/Public Relations Officer Becky Wilburn; Assistant Public Works Superintendent James Lancianese.

PLEDGE OF ALLEGIANCE

**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 special meeting minutes of February 4, 2014. Councilman Vanhoozier made a motion to approve the minutes as presented, seconded by Councilman Bishop. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

MAYOR BARBER asked if there were any additions or corrections to the regular meeting minutes of February 11, 2014. Councilman Vanhoozier made a motion to approve the minutes as presented, seconded by Councilman Showalter. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

II. CITIZEN'S HEARING:

1. CHELSEA HALL, DIRECTOR OF COMMUNITY OUTREACH, TO REPORT ON VIRGINIA TECH'S ANNUAL BIG EVENT. Keith Bardsley and Tory Cottle presented information on the annual Big Event on behalf of Chelsea Hall. The Big Event is a Virginia Tech sponsored student run community service effort that has grown to be the second largest community service effort in the nation. The purpose of the Big Event is to provide maintenance and upkeep projects for residents and non-profit organizations within the New River Valley. This year the one day event is scheduled for April 5<sup>th</sup> and the goal is for the students to work eleven-hundred jobs. Mr. Bardsley offered to answer questions of council.

2. CITIZEN COMMENTS.

- a. Connor Turner of Alleghany Street thanked Council for its continued support of the annual Christiansburg Alumni Return event. This year's event is scheduled to be held August 9, 2014 at the Christiansburg Recreation Center. Two scholarships will be awarded this year and Belview School will be the beneficiary of funds and contributions received from the event.

III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. DECLARATION OF ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) RESOLUTION. Councilman Vanhoozier made a motion to adopt the resolution, seconded by Councilman Showalter. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. A copy of the resolution is attached herewith.

2. DECLARATION OF LOCAL EMERGENCY STARTING ON FEBRUARY 13, 2014. Councilman Vanhoozier made a motion to adopt the resolution, seconded by Councilman Bishop. Council was polled on the motion as follows: Bishop – Aye; Hall – Absent; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye. A copy of the resolution is attached herewith.
3. DISCUSSION AND ACTION ON PAID TIME OFF POLICY FOR EMPLOYEES HIRED AFTER JANUARY 1, 2014. Town Manager Helms introduced to Council a proposed Paid Time Off policy intended to supplement short-term and long-term disability retirement for employees hired after January 1, 2014. This policy is in response to the automatic new employee enrollment into the VRS Hybrid Retirement Plan, which is a combination of defined benefit/contribution plan. Employees hired prior to January 1, 2014 are enrolled in the VRS Plan 1 or Plan 2 retirement benefit plans, which are defined benefit plans. Employees enrolled in Plan 1 or Plan 2 are eligible for disability retirement; employees enrolled in the Hybrid Retirement Plan are not eligible for disability retirement through VRS. The Hybrid Plan requires that the Town provide short-term and long-term disability policies for new hires and Town Manager Helms reviewed the proposal for those policies. Human Resource Director Becky Wilburn explained how the proposed Paid Time Off policy could serve to supplement employee short-term and long-term disability retirement. Mrs. Wilburn also reviewed proposed changes to the Bereavement Leave, Military Leave, and Terminal Leave and Pay policies. It was recommended that the proposed changes to the Personnel Handbook be approved as presented prior to the end of February 2014. Councilman Stipes, noting Councilman Hall's absence, recommended that the matter be tabled until a full Council is present to discuss and take action; Councilman Showalter and Councilman Huppert agreed. Mayor Barber tabled the matter until March 11, 2014.
4. UPDATE ON APPALACHIAN GATEWAY COMMUNITIES REGIONAL WORKSHOP (COUNCILMAN HUPPERT). Councilman Huppert reported on the Appalachian Gateway Communities Regional Workshop he attended along with Lisa Bleakley and Sharon Scott of the Montgomery Tourism Development Council, and Town Manager Helms. The workshop focused on the importance of community enhancement through gateway signs, parks, and quality construction, each of which serve to shape the character of a community. Councilman Huppert spoke to the importance of moving forward with implementing the plans developed in the Town's Vision 2020 Plan. Lisa Bleakley agreed that implementation of plans is the key to moving the community forward and she commended Council on the continued development of the Huckleberry Trail. Councilman Huppert passed along testimony from the management of the Microtel hotel as to the importance of the aquatic center to the business community.

*MAYOR BARBER welcomed Christiansburg High School government students Devin Martin, Grant Vitaliano, and Katie Underwood.*

5. CONSIDERATION OF APPOINTMENTS TO THE MONTGOMERY TOURISM DEVELOPMENT COUNCIL.  
The vacancies are from the restaurant and hotel industries. Council members recommended that Marie March of Due South BBQ, and the owner or general manager of Holiday Inn be invited to serve as Christiansburg representatives on the Montgomery Tourism Development Council. Councilman Showalter stressed the importance of meeting attendance by appointed representatives. Town Manager Helms will contact the noted individuals and will report back at the March 11, 2014 meeting.
6. MR. STIPES AND MR. VANHOOZIER - STREET COMMITTEE RECOMMENDATIONS/REPORTS ON:
  - a. Cambria Crossing Phase III; creating 30 lots; located Roudabush Drive, N.W. and Dewdrop Lane, N.W. Councilman Stipes reported that Council has previously discussed this plat, which has been reviewed by the Street Committee and found to be in compliance with the 2005 planned housing development approved by Council. This plat is the final subdivision on the property with twenty-six lots below the maximum allowed. The Plat conforms with the subdivision ordinance and the Street Committee recommends approval as presented. Councilman Stipes made a motion to approve the plat, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.
  - b. Consideration of a request to permit bicycles on sidewalks. Councilman Stipes reported that the Street Committee is currently working with the Planning Commission to study this request with the intention of providing a recommendation to Council. The study will focus on streets with a speed limit of 35 MPH or greater.

7. TOWN MANAGER'S REPORTS:

1. **MONTHLY BILLS:** Town Manager Helms added three bills to the list including payment to Archer Company of \$18,000. This payment leaves an unpaid retainer fee in the amount of \$8,800. Town Attorney Teresa Fontana reviewed the contracts and bills from Archer Company and found no legal justification for not paying the submitted bill. Councilman Huppert voiced concern over large payments to various companies for cleaning supplies; Mayor Barber stated that a contract for cleaning supplies would be appropriate considering the monthly costs. Councilman Vanhoozier made a motion to approve the bill list, including the three bills added by Town Manager Helms, to be paid March 10, 2014 in the amount of \$1,779,030.05, seconded by Councilman Stipes. Council voted on the motion as follows: AYES: Bishop, Huppert, Stipes, Vanhoozier. NAYS: Showalter, because of unanswered questions and continued concerns regarding the compensation study performed by Archer Company.
2. **PUBLIC HEARING REQUEST:** Town Manager Helms presented the following request and recommended setting the Public Hearing for April 18, 2014:

1. Conditional Use Permit amendment request, Cambria Crossing, pertaining to garage connection.

On motion by Councilman Vanhoozier, seconded by Councilman Bishop, Council voted to set the Public Hearing for April 8, 2014. Council voted on the motion as follows: AYES: Bishop, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

3. **PROGRESS REPORTS AND ANNOUNCEMENTS:**

- A copy of the meeting minutes from the NRV Passenger Rail has been provided to Council in the agenda packet. The next meeting will be held in April 2014.
- Council set a tentative date of April 4, 2014 to discuss the Vision 2020 and if additional time is needed discussions could continue through the weekend. Town Manager Helms will determine an appropriate venue and a representative of the NRVPC will attend the meeting as moderator.
- Town Attorney Fontana determined that the legislative proposal to reduce EMS annual training hours would not impact the Town's ability to bill for services because minimum training hours would not be required.
- The Town has received a request from a property owner on Glade Drive to purchase a portion of the storm drain lot neighboring his property at 2550 Glade Drive. The individual voluntarily mows part of the storm drain lot. Director of Engineering and Special Projects, Wayne Nelson, reported that the Town anticipates future upgrades to the system, although there are no plans as of yet. The gentleman has made this same request in the past, but Mr. Nelson was not privy to those conversations and he is unaware of the former Town Manager's response. Town Manager Helms and Mr. Nelson recommend that the Town not sell any portion of the property until it is determined how much would be needed for future upgrades. Mayor Barber recommended that the Town give the gentleman an opportunity to purchase some of the land once the Town makes that determination.
- Ricky Bourne, Director of Public Works, provided Council with a report on the latest snow removal in Town, which included opening seventy-seven lane miles of primary roadway and one hundred ninety-one lane miles of secondary roads. Currently, Public Works crews are working to fix personal property damaged during the snow removal. The Town has three hundred tons of de-icing salt left, which is enough to cover the roads for one more snow. Snow removal throughout Town was a consolidated effort from eight different Town departments. Councilman Stipes reported that Dan Brugh of the Metropolitan Planning Organization complimented the Town's snow removal efforts. Mr. Bourne offered to pass the positive feedback along to his staff members.
- Councilman Huppert requested that Council adopt a resolution recognizing the 2013 accomplishments of the Christiansburg High School wrestling team and to present the resolution at the March 25, 2014 Council meeting. Mayor Barber will prepare a resolution for Council consideration.

V. **ADJOURNMENT:**

There being no further business to bring before Council, the meeting was adjourned at 8:18 PM.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor