

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
WORK SESSION MINUTES – 6:00 P.M.  
REGULAR MEETING MINUTES – 7:00 P.M.  
MARCH 11, 2014**

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 MARCH 11, 2014 AT 6:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Assistant to the Town Manager Adam Carpenetti; 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; Building Official Jerry Heinline; Aquatics Director Terry Caldwell; Assistant Public Works Superintendent James Lancianese.

**WORK SESSION**

1. The purpose of the work session was to continue discussions related to the employee classification and compensation study and was held in the administrative conference room. No action was taken by Council.

*--The work session broke for the Council meeting and reconvened for continued discussion at 9:30 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 MARCH 11, 2014 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor James W. Vanhoozier; Samuel M. Bishop; R. Cord Hall; Steve Huppert; Henry D. Showalter; Bradford J. Stipes. 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 Valerie Tweedie; Planning Director Nichole Hair; Fire Chief Billy Hanks; Director of Parks and Recreation Brad Epperley; Human Resource Director/Public Relations Officer Becky Wilburn; Aquatics Director Terry Caldwell; Building Official Jerry Heinline; Assistant Public Works Superintendent James Lancianese.

PLEDGE OF ALLEGIANCE

**PUBLIC HEARING**

1. Conditional Use Permit request by Holiday Lodge, Inc. for a dancehall at 2790 Roanoke Street (tax parcel 501 – ((5)) – 2) in the B-3 General Business District. Linda Hilton, a friend of the applicant, explained that the owners are currently considering working to install a sprinkler system that would bring the building into compliance with Town Code and allow it to operate as a dance hall and restaurant with an expanded maximum occupancy. The applicants of the CUP have gone before the Planning Commission to explain their request to operate as a dance hall and restaurant.
2. Conditional Use Permit request by Twin Oak Properties, L.L.C. for a commercial garage at 1230 Roanoke Street (tax parcel 498 – ((7)) – 17 and 18) in the B-3 General Business District. Glenwood Martin, owner of the property and CUP applicant explained his request to lease the property as a commercial garage and offered to answer questions of Council.

3. Council's intention to adopt an ordinance amending Chapter 28 "Solid Waste" of the *Christiansburg Town Code* in regards to garbage collection. The amendment is necessary due to the automated trash collection system soon to be implemented in Town, and the proposed amendments pertain to trash can size, and clarify acceptable and unacceptable items for collection. Council requested that further clarification be made to the section authorizing the Town Manager to order inspection of personal trash in cases of suspicion of nonconformance of ordinance and Council agreed that the proposed wording addressed the concerns.

## 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 25, 2014. Councilman Hall made a motion to approve the minutes as presented, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

*Councilman Stipes made a motion to amend the agenda to include the Planning Commission recommendations and Council action on the two Conditional Use Permit requests heard during the Public Hearing. Councilman Hall seconded the motion and Council voted as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. Mayor Barber placed the matters as items 1 and 2 under Discussions by Mayor and Council Members.*

### II. CITIZEN'S HEARING:

#### 1. CHRIS TUCK TO ADDRESS COUNCIL REGARDING THE MONTGOMERY COUNTY ANNUAL

BUDGET.

Mr. Tuck provided Council with an update regarding the proposed Montgomery County Annual Budget in an effort to create dialogue between the two bodies. Mr. Tuck reviewed the budget and explained the major influences to the numbers reflected. He reviewed several measures taken by the county to reduce costs including action to become self-insured. The school board has proposed a tax increase, which is expected to be rejected, and has committed to selling county properties to reduce costs to taxpayers. The old Blacksburg high school property is under contract and the county has pledged those funds to school upgrades and development. The county is focused on finding creative ways to utilize existing properties or develop new facilities to meet the needs of the county; however, reserve funds will be used to construct a new animal shelter to avoid penalties from the state. Of interest to the Town is the park and ride located near Falling Branch Elementary School, and Mr. Tuck assured Council that the school board chair has pledged that assisting with the relocation of the park and ride is a top priority of the county. Mr. Tuck offered to answer questions and Council expressed its appreciation for the update.

#### 2. BRAD EPPERLEY, DIRECTOR OF PARKS AND RECREATION, AND MIKE SAYLORS TO

PRESENT

CHRISTIANSBURG RECREATION CENTER LIGHTING INITIATIVE. Mr. Epperley and Mr. Saylor presented to Council a proposal to replace the lights in the recreation center gymnasium and track area as unanimously recommended by the Recreation Advisory Commission. Discussions regarding lighting concerns began through the commission's discussions regarding gymnasium floor renovations, which are expected to begin April 28. The current metal halide/H P sodium lights, which are sixteen years old, have begun to fail resulting in dimmed lighting, overheating, and increased costs to the Town in maintenance and replacement materials. The annual energy cost of the currently lighting is approximately \$62,000. The Recreation Advisory Commission studied the feasibility of replacing the lights with LED lighting, which would result in an approximate annual savings of \$25,000 due to better efficiency. The cost of removing the currently lighting and the material purchase and installation of the proposed system would cost approximately \$62,000, which the commission estimates will pay for itself in cost savings within two and one-half years. It is the recommendation of the Recreation Advisory Commission that the Town move forward with replacing the current lighting in the gymnasium with the proposed LED lighting system by amending the annual budget to allocate \$62,000 to fund the project in a timely manner that would allow for completion of the lighting installation prior to the beginning of the floor renovation project. Mr. Epperley reported that he envisions the lighting initiative serving as a pilot program to address the lighting concerns within other Christiansburg facilities. Councilman Hall noted that government grant opportunities directed at green efforts may apply to the proposed lighting initiative.

#### 3. CITIZEN COMMENTS.

There were no comments from citizens.

III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. CONDITIONAL USE PERMIT REQUEST BY HOLIDAY LODGE, INC. FOR A DANCE HALL AT 2790 ROANOKE STREET (TAX PARCEL 501 – ((5)) – 2) IN THE B-3 GENERAL BUSINESS DISTRICT. Town Manager Helms read the Planning Commission resolution recommending Town Council issue the CUP with eight conditions. It was noted that Police Chief Sisson and Fire Chief Hanks both played a primary role in the Planning Commission study and subsequent recommendation. The Planning Commission vote was 8 ayes, 1 abstain; and 2 absent; a copy of the resolution is attached herewith. Councilman Huppert made a motion to issue the CUP with eight conditions as recommended, seconded by Councilman Stipes. Council was polled on the motion as follows: Bishop – aye; Hall – aye; Huppert – aye; Showalter – aye; Stipes – aye; Vanhoozier – aye.
2. CONDITIONAL USE PERMIT REQUEST BY TWIN OAK PROPERTIES, L.L.C. FOR A COMMERCIAL GARAGE AT 1230 ROANOKE STREET (TAX PARCEL 498 – ((7)) – 17 AND 18) IN THE B-3 GENERAL BUSINESS DISTRICT. Town Manager Helms read the Planning Commission resolution recommending Town Council issue the CUP with twelve conditions. The Planning Commission vote was 9 ayes, 0 nay, and 2 absent. A copy of the resolution is attached herewith. Councilman Vanhoozier made a motion to issue the CUP with twelve conditions as recommended, seconded by Councilman Hall. Council was polled on the motion as follows: Bishop – aye; Hall – aye; Huppert – aye; Showalter – aye; Stipes – aye; Vanhoozier – aye.
3. PRESENTATION AND DISCUSSION ON IDEAS AS TO THE LAND REQUIREMENTS FOR A FARMERS MARKET. Town Manager Helms presented Council with aerial map slides that indicated the proportionate sizes of the farmer's markets in Salem, Blacksburg, and Galax as compared with several selected properties in town that could be used for a farmer's market. The locations identified were the Town Hall parking lot, the parking lot behind the former Leggetts store, former site of Reed Lumber, former S&M Milling site, the former Christiansburg Middle School (CMS) site, the empty lot behind the recreation center and property located behind Christiansburg Institute. Town Manager Helms has not contacted the owners of any of these locations. The majority of Council voiced support for selecting a highly visible location near the downtown area, which would be important for revitalization, with Councilman Huppert stating that cost should be a determining factor in making the selection. The exception was Councilman Vanhoozier who voiced support for seeking a location along the highly traveled, highly visible Route 114, as the best chance for success. Councilman Hall focused on the former CMS site because adequate parking already exists from its former use. Council discussed its vision for the future farmer's market which included a freestanding covered facility that could be utilized year-round, the potential for government grants to fund construction, and the probable need to hire a facility coordinator. Council agreed that its first step was in identifying a location site, then commissioning the NRVPC to seek appropriate grant funding. Mayor Barber stated that once a location has been selected, he will appoint two Council members to lead the effort in establishing the farmer's market. Town administration will seek land options near the downtown area for Council consideration.
4. CONSIDERATION OF APPOINTMENT TO THE MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION. Town Manager Helms made the recommendation that Council appoint Matt Carroll to serve on the Montgomery Council Fire and Rescue Commission. Mr. Carroll has served for many years on the Christiansburg Rescue Squad and is willing to as Christiansburg's representative on the county commission. Councilman Stipes made a motion to accept the recommendation, seconded by Councilman Showalter. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None. Mr. Carroll was present and was introduced to Council.
5. DISCUSSION AND ACTION ON PROPOSED PAID TIME OFF POLICY (PTO) FOR EMPLOYEES HIRED AFTER JANUARY 1, 2014. This is a carryover item from February 25, 2014. Council continued its discussion regarding the proposed Paid Time Off Policy for new hires with Town Manager Helms clarifying how the policy could be used to provide short-term disability pay. If approved, accrued pay would no longer be divided between sick leave and annual leave, but would be designated "Paid Time Off" and the employee could use the time for any purpose. With the current policy, employee time off is tracked per guidelines set forth in the *Employee Handbook*. With approval of the proposed policy, the handbook would be amended to remove those guidelines and employee time off would not be tracked. Councilman Stipes stated that he has reviewed the proposed plan and is satisfied with remaining under the current sick leave/annual leave accrual policy. Councilman Stipes stated he did not see the benefit to the Town or employees in adopting the proposed Paid Time Off Policy and he made a motion to deny the proposed policy, seconded by Councilman Vanhoozier. Councilman Vanhoozier stated that he is confident the current policy well serves employees and he does not see the benefit in adopting the proposed policy. Councilman Bishop

asked for clarification as to the discrepancy in time earned through the current policy and the proposed policy. Human Resource Director Becky Wilburn responded that the paid time off earned by employees would be scaled back under the proposed policy, resulting in fewer earned days, because the time would be more flexible in use. Essentially, flexible use of the time would offset the lesser amount of accrued time. As the paid time accrues, the employee would have the option of banking the time for short-term disability should the need arise. Mrs. Wilburn further explained that the PTO policy would only apply to new hires that are not already invested in VRS; if an individual is invested in VRS at the time of hire, he or she would be placed under VRS Plan 1 or Plan 2. Councilman Vanhoozier had questions concerning how much retirement and disability retirement would cost the Town under the proposed policy, noting that cost information would be needed for budget preparation. However, Town Manager Helms reported that cost information was not available at this time. Councilman Showalter said he is familiar with the PTO type of plan and explained that most employees would not be required to exhaust their accrued time before receiving disability pay, and most employees under a PTO use less time off for illness. Mrs. Wilburn explained that the purpose of the proposed PTO is to prevent employees from receiving a double benefit through banking sick leave under the short-term disability policy, and PTO would give the employee better control of time as a safety net for future needs. In addition, the PTO policy would limit costs, as the Town would not pay out as much in accrued vacation time upon employee termination. Council further discussed the importance of having a town-wide employee absence policy, rather than individual departmental policies, and the importance of employees taking time off for good health, rather than banking time for later use or pay. Councilman Stipes withdrew his motion to deny, pending further discussion, and Councilman Vanhoozier withdrew his second. Councilman Hall made a motion to table the matter until further discussion during a work session, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert Showalter, Stipes, Vanhoozier. NAYS: None. It was noted that at this time new hires were accruing paid time off under the existing sick leave/annual leave policy.

6. PROPOSAL FOR A TOWN-SPONSORED RACE EVENT (Councilman Huppert). Council discussed Councilman Huppert's recommendation that Christiansburg sponsor a race event, this year, similar to the annual Blacksburg Classic, which recently hosted over four hundred runners of all ages, with Councilman Showalter recommending the Town partner with a local non-profit organization in sponsoring and organizing an event. Councilman Hall expressed his support for such an event but recommended that the request go before the Recreation Advisory Commission for review and recommendation on how to best organize this type of community event. Mayor Barber agreed and turned the matter over to the Recreation Advisory Commission for review and recommendation, requesting that Councilman Hall relay to the commission Council's desire that the event be held in the current year.
7. DISCUSSION AND ACTION CONCERNING CHRISTIANSBURG RECREATION CENTER LIGHTING INITIATIVE. Councilman Hall made a motion to accept the recommendation of the Recreation Advisory Commission to move forward with procurement procedures for the lighting initiative to allow for lighting replacement prior to replacement of the gym floor and to amend the 2013 annual budget to provide \$62,000 from reserves for payment of the lighting equipment and installation. Councilman Showalter seconded the motion and Council was polled on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; Vanhoozier – Aye.

#### IV. TOWN MANAGER'S REPORTS:

1. PUBLIC HEARING REQUEST: Town Manager Helms presented the following requests and recommended setting the Public Hearings as indicated:

April 8, 2014:

1. Proposed amendment to Chapter 16 of the *Christiansburg Town Code* in regards to storm water management.

April 22, 2014:

1. Conditional Use Permit request by Robert Muttart for a major home occupation (landscaping business) at 3795 Roanoke Street, R-2 Two-Family Residential zoning district.

On motion by Councilman Vanhoozier, seconded by Councilman Hall, Council voted as follows to set the Public Hearings as indicated: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:

- Follow-up from February 25<sup>th</sup> meeting: Trish Cook, the assistant manager of Holiday Inn, and Marie March, the owner of Due South BBQ, have both agreed to serve as Christiansburg representatives on the Montgomery

Tourism Development Council. Councilman Vanhoozier made a motion to appoint Trish Cook and Marie March to serve on the Montgomery Tourism Development Council, seconded by Councilman Huppert. Council voted on the motion as follows: AYES: Bishop, Hall, Huppert, Showalter, Stipes, Vanhoozier. NAYS: None.

- Ashley Parsons submitted a letter of resignation from the Planning Commission, due to her move out of town limits. Ten members are remaining on the commission and Town staff recommended the vacancy remain open at this time. Some members of Council noted that several candidates who have been interviewed by Council are eager to serve the Town and would serve well on the Planning Commission. Councilman Huppert commented that Craig Moore, Planning Commission Chairman, and Nichole Hair, Planning Director, have spoken with him regarding the difficulties of a large commission and he recommended honoring staff recommendation to leave the vacancy open, at least until this coming fall. Councilman Vanhoozier voiced his support of the staff recommendation for the next few months. Councilman Showalter recommended appointing one of the applicants to the Planning Commission and considering reducing the size of the commission once another vacancy occurs. Councilman Vanhoozier recommended Town administration seek other areas within Town government that would provide service opportunities for those who are eager for appointment. In addition to Councilman Vanhoozier's recommendation, Councilman Showalter strongly recommended that administration seek attendance information on each person serving as a town representative and to eliminate those with poor attendance. Councilman Showalter recommended that attendance records for anyone seeking reappointment be provided to Council in writing, and that anyone appointed or reappointed by Council come before Council for introduction. Councilman Huppert made a motion to postpone filling the vacancy on the Planning Commission until September 10, 2014, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Bishop – Aye; Hall – Nay; Huppert – Aye; Showalter – Nay; Stipes – Nay; Vanhoozier – Aye. Noting a tie, Mayor Barber voted Aye on the motion; Council will consider an appointment to the Planning Commission later in the year.

#### V. ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 9:17 PM.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor