

AGENDA
REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
JULY 12, 2016 – 7:00 P.M.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

REGULAR MEETING

- I. CALL TO ORDER BY MAYOR BARBER

- II. CONSENT AGENDA
 1. Council meeting minutes of June 21, 2016 and June 28, 2016

- III. RECOGNITIONS

- IV. CITIZENS' HEARINGS
 1. Citizen Comments

- V. STAFF REPORTS:
 1. Adam Carpenetti, Assistant to the Town Manager, to present on the IT Department.

- VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
 1. Appointment of Wayne Nelson, Director of Engineering and Special Projects, to serve as Town Engineer.

 2. Recommendation of reappointment of Tacy Newell to the Board of Zoning Appeals. Ms. Newell's term expires August 31, 2016.

 3. Reappointment of Lea Wall to the Montgomery Tourism Development Council as the Christiansburg hotel representative. Ms. Wall's term expires July 22, 2016.

- VII. COUNCIL REPORTS

- VIII. TOWN MANAGER'S REPORTS
 1. Progress Reports and Announcements

- IX. ADJOURNMENT

The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, July 26, 2016 at 7:00 P.M.

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION AND SPECIAL MEETING
JUNE 21, 2016 – 5:30 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, VIRGINIA, ON JUNE 21, 2016 AT 5:30 P.M.

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

WORK SESSION

1. Call to order by Mayor Barber
2. Proposed Annual Budget for FY 2016-2017
3. Adjournment

SPECIAL MEETING

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JUNE 21, 2016 FOLLOWING THE WORK SESSION.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms, Director of Finance/Treasurer Valerie Tweedie, Assistant Town Manager Randy Wingfield, Director of Engineering and Special Projects Wayne Nelson, Engineering Project Manager John Burke, Assistant to the Town Manager Adam Carpenetti, Chief of Police Mark Sisson, Tax Billing and Collection Specialist Amber Beasley, Public Relations Director Melissa Powell. ABSENT: Clerk of Council Michele Stipes.

SPECIAL MEETING

- I. CALL TO ORDER BY MAYOR BARBER. Mayor Barber stated there was a quorum of Council present.
- II. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS
 1. Council action on:
 - a. Proposed water fee increases for the Fiscal Year 2016 – 2017, effective July 1, 2016, in accordance with *Code of Virginia 15.2-2119 and 15.2-928*. The Public Hearing was held on May 24, 2016.

Councilman Stipes made a motion to approve the water fee increase for FY 2016-2017. Councilman Hall seconded the motion. Council voted as polled: Bishop – AYE; Collins – AYE; Hall – AYE; Huppert – AYE; Showalter – AYE; Stipes - AYE.

- b. Ordinance amending Chapter 36 "Utilities" of the Christiansburg Town Code in regards to establishing a stormwater utility and system of stormwater utility fees. The Public Hearing was held on May 24, 2016.

Mr. Wayne Nelson stated that the last sentence of Sec. 36-305, Stormwater utility fee credits and exemptions, paragraph (b) which reads as: "Credits shall not be issued retroactively." should be deleted. Processing of credits will be discussed further in the Credit Manual. Town Manager Barry Helms reported that it is not legal to reduce fees for any senior citizens. Councilman Hall questioned Mr. Nelson to explain the reasoning behind the fees based on 6060 square feet for Residential Rates. Mr. Nelson explained that it was created to make a more consistent fee and normalize fairness issue for all lot sizes. Town property (such as roads, sidewalks, ditches, etc.) is used collectively by all citizens, so that tier was created to equalize the fees for different lot sizes. Engineering Project Manager John Burke continued that creating different fees based on the actual lot sizes would cause a huge increase in administrative costs for the town for figuring an individual fee for each different lot size.

Councilman Hall made a motion to approve the change in ordinance with Councilman Showalter seconding the motion. Council voted as polled: Bishop – AYE; Collins – AYE; Hall – AYE; Huppert – AYE; Showalter – AYE; Stipes - AYE

- c. Proposed Annual Budget for FY 2016 – 2017.

Councilman Showalter question Mayor Barber about a section of the proposed budget for the Alliance for Better Childcare. Mayor Barber answered that they were a new 503C organization that is asking for funding of \$13,000 from localities in Montgomery County to support administration costs for future fundraising to support the private child care business in this area. Mayor Barber added that the Town will provide funding for 1 year and then reevaluate. Councilman Hall made a motion to pass the FY 2016 – 2017 Budget, Councilman Huppert seconded the motion. Council voted as polled: Bishop – AYE; Collins – AYE; Hall – AYE; Huppert – AYE; Showalter – AYE; Stipes - AYE.

2. Update on the new Park and Ride.

Town Manager Barry Helms presented a site plan drawing of the new Park and Ride. Mr. Helms and Councilman Brad Stipes pointed out the property plans. Also indicating that a private individual would have two parcels to develop fronting on Roanoke Street and the new park and ride would be behind them. Councilman Showalter questioned if there would be any restroom facilities and Councilman Collins questioned further if there would be any section of the facility designated for state or local police in the design. Councilman Stipes answered that there would not be any such areas, noting there was not any other Park and Ride in the state that currently has restroom facilities. It was also mentioned that the private developer may support a visitor center or 24-hour gas station on the site in the future.

3. Appointment to the New River Valley Regional Commission for the rotating member.

Councilman Harry Collins was selected to be on the New River Valley Regional Commission as a rotating member. Councilman Cord Hall made a motion to appoint Councilman Hall, Councilman Showalter seconded the motion. Council voted as polled: Bishop – AYE; Collins – AYE; Hall – AYE; Huppert – AYE; Showalter – AYE; Stipes - AYE.

- a. Hill Johnson was selected to be the citizen representative for the New River Valley Regional Commission. Councilman Hall stated that the former representative Mrs. Carter was an excellent representative and was thankful for her service. Councilman Hall made a motion to appoint Hill Johnson and Councilman Bishop seconded. Council voted as polled: Bishop – AYE; Collins – AYE; Hall – AYE; Huppert – AYE; Showalter – AYE; Stipes - AYE.

4. Recommended appointment to the Montgomery Regional Economic Development Commission.

Councilman Brad Stipes was suggested for appointment to the Montgomery Regional Economic Development Commission. Councilman Hall made a motion to appoint Mr. Stipes and Councilman Showalter seconded the motion. Council voted as polled: Bishop – AYE; Collins – AYE; Hall – AYE; Huppert – AYE; Showalter – AYE; Stipes - AYE.

5. Contract renewal with Radford City for the aquatic center.

This item was removed from the agenda.

II. COUNCIL REPORTS

Councilman Hall reported that Brad Epperley, Director of Parks and Recreation, entered the Town in a sweepstakes for free playground equipment and the Town of Christiansburg was drawn as the winner. The Town of Christiansburg won \$80,000 in free playground equipment. It is understood that the only cost to the town would be to provide footers. Councilman Hall stated that the location of playground equipment would be discussed further and suggested that it possibly be placed on a recreation lot on the east end of Town.

Councilman Showalter stated that he would be requesting further discussions with the Recreation Commission for a new Cross Country course for the Blue Demon Cross Country camp, adding that any regional races would be great for the community.

Councilman Huppert reported that the recent Crooked Road music festival was a success. The organizers of the festival reported a good turnout and that organizers were pleased. The Mayor added that there were about 350 attendees and suggested that there be more advertising for the festival in future years.

Mayor Barber requested that there be a special work session scheduled for June 28th at 5:30. to perform Town Manager Helms' exit interview.

Mayor Barber also reminded everyone of Mr. Helms retirement party scheduled for June 25th from 2-5 at the Christiansburg Rescue Squad. He also reported of a dessert social for Mr. Helms retirement being hosted by the Christiansburg Aquatic Center June 24th at 2:30 pm.

Mayor Barber reminded everyone that Town Manager Barry Helms last day is June 30th. The new Town Manager will start July 1, 2016 and that Assistant Town Manager Randy Wingfield has been updating the new Town Manager on upcoming events and information so he will be informed once his employment begins.

Councilman Collins, Councilman Bishop and Councilman Stipes had nothing to report at this time.

IV. TOWN MANAGER'S REPORTS

Town Manager Barry Helms had nothing to report at this time.

V. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:30 P.M.

Amber Beasley

D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
JUNE 28, 2016 – 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, VIRGINIA, ON JUNE 28, 2016 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Henry Showalter; Samuel M. Bishop; Harry Collins; R. Cord Hall; Steve Huppert; 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; Treasurer/Finance Director Val Tweedie; Planning Director Andrew Warren; Director of Engineering and Special Projects Wayne Nelson; Assistant Engineering Director Todd Walters; Engineering Project Manager John Burke; Fire Chief Billy Hanks; Public Relations Director Melissa Powell; Farmers' Market Manager Sarah Belcher.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

1. Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a private school [Zoning Ordinance Section 42-305(14)] at 100 West Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District. Mike Larkin, President and founder of Ignite – Life Pacific College said he was honored to come before Council with his proposal to expand the Ignite Campus into downtown Christiansburg. Mr. Larkin said Ignite relocated to Christiansburg from California five years ago as a new school and a new vision, with a focal point on community service and development, along with academics. He noted that Ignite students have served 70,750 hours of community service in the New River Valley in the past five years. Mr. Larkin said he appreciates the community partnerships that provide community service opportunities for students, and he is looking forward to the new opportunities that would arise from the campus expanding into downtown Christiansburg. Representation from Kesler Contracting, and Fire Safety Products, were present in support of the request. Jay Dickerson of Fire Safety Products spoke about the safety improvements underway on the building at 100 West Main Street and future plans to further increase the safety of the building.
2. Proposed amendment to the Sewer Use Ordinance. Town Manager Helms reported that the amendments to the Sewer Use Ordinance pertained to local limits, which were incorporated into the ordinance when the Town Code was recodified. The Department of Environmental Quality has requested the Town publicly advertise the changes to bring awareness to the new limits. Therefore, the Town is advertising the ordinance amendment for 30 days, with Council action scheduled for July 26. There were no public comments regarding this matter.

REGULAR MEETING

- I. CALL TO ORDER BY MAYOR BARBER. Mayor Barber stated there was a quorum of Council present.
- II. CONSENT AGENDA:
 1. Council meeting minutes of June 14, 2016
 2. Monthly Bills

Councilman Hall requested that Council vote separately on the two consent agenda items since he was absent from the June 14th meeting and planned to abstain from voting on the minutes.

Councilman Huppert made a motion to approve the Council meeting minutes of June 14, 2016 as presented, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Abstain; Huppert – Aye; Showalter – Aye; Stipes – Aye.

Councilman Hall made a motion to approve the monthly bills as presented, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

III. RECOGNITIONS:

1. Mayor Barber recognized Steve Biggs who will begin serving as Christiansburg Town Manager on July 1, 2016.
2. Mayor Barber recognized Carmen Graves, daughter of town employee Sharon Graves, who qualified in the 3,000-meter steeplechase for the U.S. Olympic track and field trials to be held in July.
3. Mayor Barber presented a resolution recognizing the service of Town Manager Barry Helms, who will retire on June 30, 2016. A copy of the resolution is attached herewith.

IV. CITIZEN'S HEARING:

1. Citizen Comments. There were no citizen comments presented.

V. STAFF REPORTS:

1. Presentation on the tourism website. Tourism Director Lisa Bleakley thanked Council for its continued support, and noted a special thanks to retiring Town Manager Helms for his consistent guidance and support through the years. She then, along with Irene Keller, presented Council with the newly designed tourism website that recently went live. As she walked through the website, Ms. Bleakley explained that it was a regional collaboration that focused on enticing customers to want to visit the New River Valley. The website, created to be educational in nature, included an interactive map that Ms. Bleakley navigated for Council. In closing, Ms. Bleakley provided Council with a guide to use in learning to navigate the website and interactive map, and offered to answer any questions. Council expressed its appreciation for the website as a user-friendly, interactive tool, and offered suggestions on ways to make it more inclusive.
2. Wayne Nelson, Director of Engineering and Special Projects, to provide an update on the Engineering Department. Mr. Nelson reported to Council on the Town's street paving programs and explained the rating system used to prioritize paving projects. The Engineering Department actively seeks grant funding for paving projects, and the primary street paving program received \$443,253 in funding for FY 15-16, which was allocated between West Main Street and Depot Street. Mr. Nelson used a map to indicate the streets scheduled for paving during FY 15-16 and FY 16-17. John Lemley Lane is scheduled for full depth reclamation paving, a process that complies with VDOT specifications, and is expected to be superior to the cold in-place paving used by the Town a few years ago. In addition to the street paving report, Mr. Nelson reported on VDOT funding announcements for FY 17, introduced new staff positions, and reviewed the department's initiatives, and ongoing or scheduled capital projects. A copy of the engineering report and the capital project listing are attached herewith. Councilman Collins noted that installation of a traffic light was included in the capital project listing, and he asked what influenced VDOT's decision to partially fund the project. Mr. Nelson replied that the Town's support of a traffic light, along with private funding commitments and a traffic count, impacted VDOT's decision to move forward with authorizing the project. In closing, Mr. Nelson reviewed plans for the North Franklin/Cambria Street intersection and corridor improvements, which have been included in VDOT's Six-Year Improvement Program, with Councilman Showalter noting that sidewalks were needed along North Franklin Street, from Independence Boulevard to Cambria Street, to accommodate pedestrians from the high school and recreation center. Councilman Hall expressed his gratitude for the department's diligence in seeking and securing grant funding for projects that improve safety and

enhance the Town. Council expressed appreciation for the progressive operations of the Engineering Department, and Mr. Nelson credited Town Manager Helms' decision to split the Engineering and Public Works Departments with allowing him time and opportunity to focus solely on engineering. He then commended his staff and interns for working together to meet the engineering needs of the Town.

3. Fire Chief Billy Hanks to provide an update on the Fire Department and the new ISO rating. Fire Chief Hanks thanked Council for its continued support of the Fire Department. He then reported on the department's membership and call responses, and brought special attention to the Deputy Fire Marshall, Curtis Whitt, who inspected over 600 businesses in the last year, and worked with business owners to address fire code violations. Chief Hanks then provided Council with information on the department's community involvements intended to educate the public on fire safety, noting that the department spoke to 2,253 children and 700 adults in the last year. During his update, Chief Hanks reported that the Insurance Services Office (ISO) increased the department's rating from a Class 5 to a Class 4, which could result in decreased homeowner's insurance for residents. The rating increase was the result of the department's continued efforts to meet the standards set by the ISO, along with the efforts of staff from the Public Works Department including Ricky Bourne, and Leon Martin, and Jessie Nester from Engineering. Chief Hanks noted that construction of a second fire station on the recently purchase property on Roanoke Street would increase the ISO rating for that section of town from a Class 10 to a Class 4. Chief Hanks then announced that all dispatch had been transferred to the new E-911 call center, and reported on activities, appointments and awards of his staff and volunteer crew. He spoke to the importance of volunteers to the department in providing emergency services, and he asked Council to thank the Fire Department volunteers for their service, anytime they see them. Chief Hanks expressed his appreciation for retiring Town Manager Barry Helms, stating that it had been a pleasure to work with him over the years. Councilman Huppert asked Chief Hanks to pass along Council's appreciation to the department's volunteers. Councilman Collins stated his gratitude for the volunteers of the department, noting that the department promptly responded to a fire call to his house, not long ago. He then requested Council be provided with a report indicating call and response times, along with who responded to each call. Chief Hanks said he could provide Council with that information through the mutual aid report. Councilman Showalter requested that PR take a group photo of the Fire Department members for placement in Town Hall. Members of the Fire Department meet the first and third Tuesday of each month, and Chief Hanks invited Council to visit anytime.

VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. Council action on:
 - a. Conditional Use Permit request by Kesler Contracting, agent for Michael Larkin, On Main Street, Inc., for a private school [Zoning Ordinance Section 42-305(14)] at 100 West Main Street (tax parcel 527 – ((A)) - 66) in the B-2 Central Business District. Councilman Stipes made a motion to accept the Planning Commission's unanimous recommendation to issue the Conditional Use Permit with one condition, seconded by Councilman Hall. Council was polled on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
2. Appointment of Planning Director Andrew Warren as Zoning Administrator. Councilman Collins made a motion to appoint Planning Director Andrew Warren to serve as Zoning Administrator, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
3. Credit Manual for Storm Water Utility. Council was provided a copy of the Credit Manual for the Storm Water Utility in the agenda packet. The Storm Water Utility was approved during the Special Meeting held on June 21, 2016. Councilman Hall made a motion to approve the Credit Manual, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
4. Consideration of contract with Blacksburg Transit for transportation service during the FY16–17. Town Manager Helms provided Council with a copy of the proposed contract made possible through state grant

funding. Service operations, and the Town's financial responsibility, would remain the same as FY 15-16. Representatives of Blacksburg Transit were present to answer questions of Council. Councilman Stipes made a motion to approve the proposed contract with Blacksburg Transit, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Council discussed reviewing the transportation plan and ridership numbers on a frequent, possibly monthly, basis.

VIII. COUNCIL REPORTS:

- a. Councilman Huppert expressed his appreciation for the resolution honoring retiring Town Manager Helms, adding that the Depot Park improvements were also made under Mr. Helms' direction, along with the memorial bench located on the Huckleberry Trail bridge, and the Sunset Cemetery columbarium. He then recognized and thanked Assistant Town Manager Wingfield for his assistance with the memorial bench, and the Town staff involved with construction of the columbarium.
- b. Councilman Showalter thanked Town Manager Helms for working with him over the years, and for his willingness and availability in answering questions of Council.
- c. Councilman Stipes expressed his appreciation for Town Manager Helms' service to the Town, and for the example he has set as a faithful man of integrity.
- d. Councilman Hall reported that the next Recreation Advisory Commission meeting would be held in August. The Truman Wilson property and the free \$80,000 playground equipment will be on the agenda for discussion. He then expressed his regret for missing the reception held for retiring Town Manager Helms, due to his responsibilities as coach of a girls' softball team, and he spoke to Mr. Helms' knowledge of the Town and his reputation as a patient, honest, and respectful man. Councilman Hall thanked Mr. Helms for supporting Child Abuse Prevention Month, and for his willingness to demonstrate his support in Town. He then thanked those involved with striping Independence Boulevard.
- e. Councilman Bishop expressed his appreciation for Town Manager Helms, stating that Mr. Helms had been a great resource for him as a new member of Council.
- f. Councilman Collins mentioned prior discussions by Council regarding city status vs. town status and asked if a report was to be provided to Council for consideration. Town Manager Helms replied that Finance Director/Treasurer Val Tweedie was gathering information on that matter for Council consideration. Councilman Collins then concurred with Councilman Hall's comments regarding retiring Town Manager Helms, and noted that Mr. Helms had been a great source of help to him as a new Council member.
- g. Mayor Barber thanked retiring Town Manager Helms for working closely with him over the years, and for providing guidance to him when he was a newly elected mayor. He expressed that Mr. Helms had served the Town and its citizens well, and would be missed by many people. He then reported on the July 4th celebration to be held on Main Street, with fireworks at the high school, and he invited all to attend.

IX. TOWN MANAGER'S REPORTS:

1. PROGRESS REPORTS AND ANNOUNCEMENTS:

- In response to questions raised at the June 14th Council meeting, it was reported that the Christiansburg Rescue Squad provided 60 mutual aid responses, and received 20 responses, during the past year. Mutual aid is often in response to critical situations.
- Town Manager Helms requested authorization to sign an Aquatic Facility Rental Contract with Colonial Athletic Association. Council was provided a copy of the contract in the agenda packet. Councilman Hall made a motion to approve the request, seconded by Councilman Huppert. Council was polled as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- Town Manager Helms thanked Town Council, the department heads, and employees, for their support during his 22 years of service with Christiansburg. He expressed gratitude for the opportunities he has been given by the Town, and stated that he was pleased with the growth of Christiansburg that was the result of the efforts and dedication of Council and each Town department. Christiansburg would continue to be his home, and Mayor Barber asked Mr. Helms to continue serving on the 911 Authority through the end of the year.

X. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:45 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor



595 North Franklin Street ~ Christiansburg, VA 24073
 Phone: (540) 381-7665 Fax: (540) 382-8618
www.christiansburg.org/aquatics

FACILITY RENTAL CONTRACT FOR COMPETITION EVENT

This contract (hereinafter referred to as "**Contract**"), dated June , 2016, is entered into between the **Town of Christiansburg** (hereinafter referred to as "**Town**" or "**Aquatic Center**") and the **Colonial Athletic Association (CAA)**, (hereinafter jointly and severally referred to as "**User**") for the use of the Christiansburg Aquatic Center, including, without limitation, the pool, building, equipment, rooms, grounds, and parking areas (hereinafter referred to as "**Center Facilities**").

For good and valuable consideration, including the mutual promises contained herein, Town and User agree as follows:

1. User provides the following information in connection with use of the Center Facilities for a competition event (hereinafter referred to as "**Event**"):

Event Name:	Colonial Athletic Association Swim and Dive Championship	Event Rental Period - Include Date(s) and Starting and Ending Times:	February 21-25, 2017 February 13-17, 2018 February 12-16, 2019 February 11-15, 2020
User – (Sponsoring Organization or Individual):		Colonial Athletic Association	

Named Areas of Center Facilities Being Rented:

Expected Attendance: 800-1000 **Local, Regional or National Event:** Collegiate Conference

Type of Event: Collegiate Championship

*(ex. Specific ages & events being run at the meet, etc.)

Contact Person: Samantha Barany **Daytime Phone #:** 804-525-1433
 *(must be the person signing this contract and the authorized representative of the User)

Email: sbarany@caasports.com **Fax #:** _____

Address: _____
 Street City State Zip

2. User agrees to comply with all applicable federal, state, and local laws and regulations and to ensure that there shall be no damage or abuse of any kind to Center Facilities arising out of or during the use of the Center Facilities for the Event and that upon expiration of the Event Rental Period identified in paragraph 1 above ("hereinafter referred to as "**Event Rental Period**"), User shall leave all Center Facilities in a clean and sanitary condition. User agrees to be responsible for and to pay for or reimburse Town for the cost of any repairs for damages to Center Facilities that occur during or result from the Event.

3. User agrees to defend, indemnify, and hold the Town, its officers, officials, agents, and employees harmless against any and all loss, cost, or expense, including reasonable attorney's fees, resulting from any claim, whether or not reduced to judgment, and for any liability of any nature whatsoever that may be related to, arise out of, or result from the Event or any use of Center Facilities by User, or User's employees, guests, patrons, agents, members, assigns, contractors, or invitees or any other person or third party including, without limitation, claims and/or liabilities for personal injury, wrongful death, property damage, fines, or penalties.

4. Prior to any use of the Center Facilities by User as set forth in this Contract, User shall furnish to Town a certificate or other evidence of insurance in form acceptable to Town evidencing that there is in effect, and will remain in effect throughout the Event Rental Period, occurrence type comprehensive general liability insurance applicable to use of Center Facilities for the Event with limits of at least \$2,000,000.00 per occurrence, \$2,000,000.00 aggregate, which limits may be met by use of an umbrella policy and provided by a carrier or carriers having an AM Best Rating of -A or better, and naming the Town of Christiansburg, its officers, officials, agents, and employees as additional insureds on a noncontributory basis.

5. For use of the Center Facilities as set forth in this Contract, User shall pay Town a total fee of \$22,000.00 per year. After the first year, the annual fee may increase 2% per year at the option of the Town. (1) User shall pay half of the annual fee at the beginning of the rental period each year with the remaining balance of the annual fee to be paid no later than two weeks after the completion of the Event Rental Period each year. The Aquatic Center reserves the right, in its sole and exclusive discretion, to cancel the Event due to weather or for any other reasonable cause, in which case any applicable fees will be refunded to User which shall be User's sole remedy.

6. User acknowledges and agrees that other uses and recreational activities may be taking place in the Center Facilities during the Event Rental Period and that User is authorized to utilize only the areas designated for use in this Contract. User shall provide adult supervision in all areas of the Center Facilities rented by User under this Contract.

7. The Aquatic Center reserves the right to rent any lanes or rooms to other groups that are not reserved by User at the time of contracting.

8. Aquatic Center employees are authorized to ask anyone to leave the Center Facilities at any time. If User feels that any person affiliated with User must be asked to leave the facility, User will notify Aquatic Center staff to handle the situation. In a situation involving imminent danger, police may be called and an incident report will be taken.

9. THE AQUATIC CENTER AGREES TO PROVIDE THE FOLLOWING:

- The use of the competition pool.
- A set-up and break down fee is included in the rent.
- The use of the Colorado Timing System and accessories.
- The use of the locker rooms and showering facilities. Swimmers must shower prior to entering the pool.
- Christiansburg Aquatic Center Certified Lifeguards shall be on duty during events.
- Meet Manager Software and computer.
- Use of the multipurpose room and kitchen.
- Use of the Leisure Pool.
- The Facility shall not be responsible for any lost or stolen items occurring during the event, lost items collected during the meet will be held for one week.
- Parking Attendants will be supplied at Users expense; User shall pay the parking attendant company directly for this service.

10. THE USER AGREES TO PROVIDE THE FOLLOWING:

- Provide a copy of all Facility Rules to all Coaches, Officials, Judges, Volunteers, and Event Participants.
- All Facility Rules are to be posted within the Event Invitation and corresponding handouts, programs, and flyers.
- Qualified Personnel to handle the Colorado Timing System and to supply any additional Colorado Timing System equipment not included with the Christiansburg Aquatic Center system.
- The User is required to provide all Volunteers, Officials, Judges and Timers to support the operations of the event.
- Any additional equipment needed to run the meet (i.e. specific scoring equipment, paper, stapler, other office supplies, etc.) must be supplied by the User.
- The User agrees that User will be responsible for any damage due to any negligent use of the pool, locker rooms, equipment or any other rooms used. This includes any damage to any carpeting, kitchen appliances, and fixtures beyond normal wear and tear. Responsibility for these actions will include repair and/or replacement of such items as deemed necessary by the Aquatic Center in its sole and exclusive discretion.
- Security shall be provided by the User through the use of Meet Marshals. Meet Marshals must be clearly identifiable by wearing a vest, shirt, hat, etc. which identifies them as a Meet Marshal.
 - Meet Marshal must patrol pool deck during each session and at least 1 Meet Marshal is required at the pool entrance at all times.

11. THE USER AGREES TO COMPLY WITH THE FOLLOWING RULES AND REGULATIONS:

- Concessions will be allowed in designated areas only. Drinks are permitted in plastic bottles or covered cups.
- Young children must be supervised by an adult.
- Observers are to stay in designated areas.
- No tape of any kind is to be used inside to hang signs, banners or decorations. Please consult with the Competitive Coordinator prior to hanging up any relevant decorations.
- Only Aquatic Center staff is permitted in the Aquatic Offices, Equipment Room, and First Aid Office unless approved by Aquatic Center staff or management.
- No smoking is permitted within the Center Facilities.
- The Aquatic Center is not responsible for any lost or stolen items. Make sure someone you know is always present supervising individual/team belongings.
- No unauthorized persons are permitted to use the stereo system without the permission of the Aquatic Center Director.
- No glass containers of any kind are to be brought into the pool complex.
- Parking violators will be subject to fines and/or towing as posted.
- Overflow parking may be pre-arranged with Kroger or Christiansburg High School on weekends.
- The Aquatic Center requires showering prior to entering the pool.
- All emergency exits and walkways must remain clear.
- All rules and regulations of the Aquatic Center are in effect and shall be followed.
- Any individual or team member that fails to comply with any rule or regulation of the Aquatic Center or any of the terms and conditions of this Contract will not be permitted to participate in the Event and will be asked to leave the Center Facilities.

THE INDIVIDUALS AND ANY SPONSORING OR OTHER ORGANIZATION EXECUTING THIS CONTRACT BELOW ACKNOWLEDGE AND AGREE THAT: (1) THEY HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS CONTRACT; AND (2) BY SIGNING AND SUBMITTING THIS CONTRACT, THEY ACKNOWLEDGE AND ASSUME ALL THE RISKS ASSOCIATED WITH THE USE OF CENTER FACILITIES AND ACTIVITES UNDER THIS CONTRACT AND EXPRESSLY WAIVE ANY AND ALL CLAIMS OR CAUSES OF ACTION AGAINST THE TOWN OF CHRISTIANBURG, ITS OFFCIERS, OFFICIALS, AGENTS, AND EMPLOYEES FOR ANY PERSONAL INJURY OR DEATH THAT MIGHT OCCUR DURING THE EVENT.

Witness the following signatures:

_____	By: _____	_____
ORGANIZATION (PRINT)	SIGNATURE	DATE

	TITLE	
_____	_____	_____
MEET DIRECTOR (PRINT)	SIGNATURE	DATE
_____	_____	_____
DIRECTOR OF AQUATICS (PRINT)	SIGNATURE	DATE
_____	_____	_____
COMPETITIVE COORDINATOR (PRINT)	SIGNATURE	DATE

BILLING ADDRESS:

Name

Street

City State Zip

STAFF USE ONLY:

Event Balance: _____ Method of Payment: Check # _____ Money Order# _____

Credit Card (Master Card/Visa) #: _____ Expiration Date: _____

Cardholder's Signature: _____ Date: _____

Receipt #: _____ Date: _____

