

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
AUGUST 9, 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 AUGUST 9, 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 Steve Biggs; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Bret Marfut; Assistant to the Town Manager Adam Carpenetti; Finance Director/Treasurer Val Tweedie; Planning Director Andrew Warren; Public Relations Director Melissa Powell; Aquatics Director Terry Caldwell; Director of Engineering and Special Project Wayne Nelson; Director of Parks and Recreation Brad Epperley; Fire Chief Billy Hanks; Farmer's Market Manager Sarah Belcher.

MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

**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 July 26, 2016.

Councilman Hall made a motion to approve the consent agenda, seconded by Councilman Huppert seconded the motion, and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

III. RECOGNITIONS:

1. Mayor Barber introduced Bret Marfut of Gynn & Memmer, who served as Town Attorney during the meeting.

IV. CITIZEN'S HEARING:

1. Citizen Comments  
a. No comments.

V. STAFF REPORTS:

1. Melissa Powell, Director of Public Relations, to give a presentation on adjustments to the colors on the Town logo. Ms. Powell provided Council with a visual sample of the Town logo that reflected a shade of blue lighter than what had been used, which at times, depending on the medium, could appear black. The gold shade remained unchanged. The color adjustment would impact all Town logos over time, beginning with Town printed paper and logos at the aquatic center. Mayor Barber said that he, Ms. Powell, and Ballpark Signs worked together to finalize the new color scheme.

2. Brad Epperley, Director of Parks and Recreation, to give an update on the Parks and Recreation Department. Mr. Epperley provided Council with an overview of the operations of the Parks and Recreation Department during the fiscal year 2015-2016, and highlighted the various youth activities and

community events offered through the facility, noting an increase in participation in both youth and adult programs from the previous year. He reported that the recreation center currently had 5,913 active memberships, and had experienced 101,401 membership scans and 1,483 day pass attendances during the 2016 fiscal year. Mr. Epperley emphasized the importance of community partnerships in providing youth activities and camps, and with installing and maintaining the numerous parks in Christiansburg. He then shared with Council information on the 2016 Jill's Buddy Camp that was offered in partnership with Montgomery County Public Schools, for children preschool to 2<sup>nd</sup> grade with disabilities, and reported on the Top Gun World Series baseball tournament held this summer at Harkrader Sports Complex. In closing, Mr. Epperley talked about upcoming events and newly organized programs, including an event to honor Tony Huddleston who lost his life in July while fishing. Mr. Huddleston served as youth coaching staff for many years at the recreation center and it was announced that the annual fishing rodeo would be renamed the "Tony L. Huddleston Trout Rodeo". Councilman Collins reported that he recently observed recreation staff, Forest Redd and Jim Whetzel, mowing the football field at the high school, and he commended them on their professionalism and efficiency in completing the job. Councilman Showalter expressed his appreciation for Mr. Epperley's decision to honor Tony Huddleston's life, stating that Mr. Huddleston was a great man who was passionate about youth and heavily involved in youth activities. Council thanked Mr. Epperley for his report. A copy of the report is attached herewith.

VI. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS:

1. Proposal to set fees for Sunset Cemetery presented by Adam Carpenetti, Assistant to the Town Manager. Council was provided a copy of the proposed fee schedule in the agenda packet. Mr. Carpenetti reviewed with Council the proposed fees as compared to the current fee schedule, noting that the new fees included pricing on the columbarium and the newly opened section of the cemetery. Also included in the report was a fee comparison with other nearby cemeteries, which reflected a cost range that greatly varied based on services, times, and other factors. Noting the low burial costs proposed, Mr. Carpenetti explained that the cemetery was operated as a service to the community, and was not designed to generate revenue. Mr. Carpenetti reported that the Cemetery Committee recommended Town Council approve the fee schedule as proposed. Councilman Huppert, liaison to the Cemetery Committee, noted that the columbarium would not be opened for service until a fee structure had been approved by Council. Councilman Hall made a motion to approve the fee schedule for Sunset Cemetery as proposed, and to adopt the corresponding resolution, seconded by Councilman Stipes. Council was polled as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Council thanked Mr. Carpenetti and the Cemetery Committee for the work that went into preparing the new fee schedule.
2. Report on action taken relative to a Community Support item in the FY16-17 Annual Budget. Town Manager Steve Biggs and Finance Director/Treasurer Val Tweedie explained that during the budget process there was some confusion with the names of two local organizations that requested Council support in the budget. Although two organizations verbally requested support, Mrs. Tweedie said she mistakenly recognized the requests as coming from the same organization, and as a result, she advised representatives of Children's Trust that a grant application had been received, when the grant application she had in mind had actually been submitted by NRV Cares, a separate organization. Mrs. Tweedie said it was her understanding that Council intended to support both NRV Cares and Children's Trust, while NRV Cares was the only agency of the two to be included in the budget. After the error was discovered, Mrs. Tweedie contacted representatives of Children's Trust, who then submitted a grant application for FY 2016-2017. Funding would come from Fund Balance and would be rolled into the first budget amendment in approximately six to eight weeks. Councilman Hall commented that both agencies were important to the community and he made a motion to approve a \$5,000 budget amendment to provide support to Children's Trust, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
3. Discussion on utility of creating safe zones within the Town of Christiansburg (Hall). Councilman Hall asked that Council consider creating a safe zone in Christiansburg, a concept that has been embraced by communities across the country. Councilman Hall explained that a safe zone is a designated location within a locality that is a protected area for multiple uses, including activities such as dropping off or picking up online purchases and exchanging children in custody arrangements. The location would be properly signed, and well-lit, and would be under video/audio surveillance, with access to an emergency telephone. Councilman Hall reported that safe zones have a strong law enforcement backing across the

country as a crime deterrent. Councilman Hall said the Town had been a leader in bringing awareness to child abuse prevention, and he believed that a safe zone in Christiansburg would be used as a model for other Virginia localities, while providing a great public safety resource. Councilman Hall noted that there were several areas in Town that could be used as a safe zone, and that domestic violence mini-grants may be available to provide for funding. The idea had been presented to Police Chief Sisson who advised that Montgomery County was also looking into establishing this type of community resource. Mayor Barber assigned Councilman Hall, Councilman Showalter, Town Manager Biggs, and himself to serve on an ad hoc committee to work with the police department, the sheriff's department, and representatives of social services, concerning the matter, and to bring a report to Council for consideration in the FY 2017-2018 budget.

4. Water, Sewer, & Solid Waste Committee report on meeting held August 2, 2016. Town Manager Steve Biggs reported that the committee discussed the RFP for a consultant to assist in developing a long-term solid waste plan, which would include the development of a plan for the recycling program included in the Town's Vision 2020. The RFP should be ready for issuing by the end of the week. Also discussed by the committee was the capital need for maintenance and improvements to the water facilities and services, which could have a significant financial impact on Christiansburg. This matter is to be discussed in detail during the NRV Water Authority meeting on August 31, which Councilman Showalter encouraged all of Council to attend. Councilman Showalter requested that the matter also be placed on the agenda for the work session on August 15, 2016, for the benefit of the Council members who did not attend the Water, Sewer & Solid Waste Committee meeting. Councilman Stipes recommended that Council be advised as to Christiansburg's obligations and options provided for in the Joinder Agreement pertaining to the proposed capital improvements, prior to the Water Authority meeting on August 31. In other matters, Council discussed the benefits of developing a policy that would require all properties within Town limits to utilize Town sewer. It was noted that the Town does not have a record of the properties that would be impacted by that type of policy, and Town Manager Biggs suggested, as a starting point, collecting information through a public information effort by asking residents if they know if they are on Town sewer. Council agreed that would be a good start to establishing a long-term plan for the Town's sewer program.
5. Annual Resolution with VDOT Authorizing Local Official for Execution of Agreements. Councilman Hall made a motion to approve the resolution as presented, seconded by Councilman Bishop. Council was polled on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

#### VIII. COUNCIL REPORTS:

- a. Councilman Collins requested that Town Manager Biggs schedule a time for Council to tour the new Sheriff's Department, the 911 Call Center, and the newly renovated portion of the Police Department.
- b. Councilman Bishop thanked Town Manager Biggs for honoring his request that the Town's employment application be modified to remove questions pertaining to prior criminal convictions.
- c. Councilman Hall reported that the Recreation Advisory Commission would soon have two vacancies with the retirement of John Harris and Mary Critzer. Brad Epperley, Director of Parks and Recreation, was expected to begin the advertisement process for the two seats. The commission is expected to soon bring a recommendation to Council for the appointment of two high school student representatives. Lastly, Councilman Hall said he would report to Council at the next regular meeting on a specific location chosen by the commission for placement of the playground equipment recently won in a contest.
- d. Councilman Stipes expressed his appreciation for Councilman Hall's proposal for a safe zone, stating that the various ideas proposed by individual Council members served to strengthen the Christiansburg community.
- e. Councilman Huppert referred to a flyer provided to each Council member announcing Heritage Day, and he expressed his appreciation that the organizers of Heritage Day and of the Gospel Singing event cooperated regarding shared time for banner display across Main Street. He then spoke about the success of the aquatic center summer camp programs and the swim/dive meets held at the facility. Councilman Huppert said that a hotel in town had reported to have rented out 441 rooms, at a cost of \$95,000, during swim meets held at the aquatic center from January – July 2016.

- f. Mayor Barber confirmed a Council work session on August 15 at 5:30 p.m. to discuss the Kiwanis Park Lease.

IX. TOWN MANAGER'S REPORTS:

1. PUBLIC HEARING REQUEST: Town Manager Biggs presented the following request and recommended setting the Public Hearing for September 27, 2016:
  - a. A Conditional Use Permit Amendment request for the Cambria Crossing Planned Housing Development. The revision to the master plan would change the designation of a vacant 1.12 acre parcel from limited commercial to single family detached residential.

On motion by Councilman Hall, seconded by Councilman Showalter, Council voted to set the Public Hearing for September 27, 2016, as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

2. PROGRESS REPORTS AND ANNOUNCEMENTS:

- Town Manager Biggs reported that the Town had accumulated three years of Community Development Block Grant entitlement funding, which had caused concern among grant program administrators. Town Manager Biggs met with the administrators to explain that the accumulation was due to delays during the major sidewalk extension project on Park Street. Grant administrators were satisfied that the funds would be used appropriately, but urged the Town to utilize future funding in a more timely fashion. Director of Engineering Wayne Nelson reported that he had been working with the railroad on easement acquisition for the sidewalk project, and that construction bids had been received and were currently being evaluated.

X. ADJOURNMENT:

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:46 P.M.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor