

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
NOVEMBER 22, 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 NOVEMBER 22, 2016 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Steve Biggs; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Planning Director Andrew Warren; Finance Director/Treasurer Valerie Tweedie; Planner Sara Morgan; Director of Engineering Wayne Nelson; Human Resources Director Melissa Powell; Building Official Jerry Heinline; Director of Aquatics Terry Caldwell; Director of Parks and Recreation Brad Epperley; Assistant Superintendent of Streets Travis Moles; Crew Supervisor Streets Justin Shepherd; Fire Chief Billy Hanks; Farmer's Market Manager Sarah Belcher; Human Resources Director David Brahmstadt; Building Inspector Will Yager; Purchasing Coordinator Kim Cromer; Maintenance Worker Lucas Graham; Truck Driver Jeffrey Bishop; Truck Driver Thomas Lineberry.

I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

- A. Add a Resolution in Support of Small Business Saturday as Item D under Consent Agenda.
- B. Add discussion regarding financial support for the annual Christmas parade from the tourism budget as Item E under New Business.

Councilman Showalter made a motion to approve the adjustment of the agenda, seconded by Councilman Huppert. Council voted as followed: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

III. PUBLIC HEARINGS

- A. Conveyance of a .069 acre portion of Stone Street to Kroger Limited Partnership I. Planning Director Andrew Warren explained that the conveyance to Kroger Limited Partnership was for property that had been vacated by Council during the November 8, 2016 Council meeting for the benefit of the Kroger store expansion. There were no public comments during the Public Hearing.

IV. CONSENT AGENDA

- A. Meeting Minutes of November 8, 2016
- B. Monthly Bills
- C. Resolution Supporting Application for Allocation from VDOT for Revenue Sharing Projects
- D. Resolution in Support of Small Business Saturday.

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

V. CITIZEN COMMENTS

- A. Christine Carneal, 750 Starlight Drive, addressed Council with concerns regarding the potential rise in water rates due to refurbishment of the water plant. Ms. Carneal said she does not understand how maintenance fell so far behind as to require the amount of money proposed, and she stressed that many individuals on a fixed income would not be able to afford the increases that were recently published in the newspaper. Ms. Carneal said she works hard to conserve water and money on a daily basis at home, and she is frustrated to be hit with rising water rates. She questioned the decision to build the aquatic center before addressing the needs at the water facility, and she asked Council to consider other ways to fund the project than through water rate increases. Mayor Barber responded that the Town only became aware of the water facility concerns two years ago, noting that the water facility was operated as an authority, with several member localities involved in its maintenance and operations. Councilman Stipes assured Ms. Carneal that Council had grave concerns and reservations about passing the upgrade costs to citizens, and he noted that the rates she read about in the newspaper related only to the cost of whole water, and not to the entire water bill. The increase would only affect the whole water percentage, which is only one portion of the total bill. He further stated that Council chose the most financially conservative method of generating the necessary funds through a gradual increase over a long period of time, as opposed to a more significant increase over a shorter period of time. Councilman Stipes assured her that her water bill would not double as a result of the rate increase. Council noted the importance of supplying residents and businesses with a clean water supply, and that the upgrades were necessary to prevent an interruption in that resource. Town Manager Biggs reiterated that the rate percentages published in the newspaper pertained to raw water usage and would not apply to the entire water bill. According to Mr. Biggs, at this time the town did not know the rate increase at the retail level.
- B. Jonathon Taylor, 685 School Lane, addressed Council regarding recent flooding on his street that resulted in water in the front of his house and in his basement. Mr. Taylor said he spoke with Town staff regarding his concerns but had not received any follow-up information. Town Manager Biggs said he would meet with Town staff and promptly get back with him regarding the issue.

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Introduction of New Town of Christiansburg Staff.
1. Finance/Treasurer's Department – Introduced by Valerie Tweedie:
 - Kimberly Cromer, Purchasing Coordinator
 2. Public Works Department – Introduced by Travis Moles and Justin Shepherd:
 - Lucas Graham, Maintenance Worker
 - Jeffery Bishop, Truck Driver
 - Thomas Lineberry, Truck Driver
 3. Building Inspection – Introduced by Jerry Heinline:
 - Will Yager, Building Inspector

VII. OLD BUSINESS

- A. Amendment to the 2013 Comprehensive Plan to designate four (4) Urban Development Areas within the Town of Christiansburg. The Public Hearing was held November 8, 2016. Councilman Stipes made a motion to adopt the amendment to the 2013 Comprehensive Plan to designate four Urban Development Areas as presented during the Public Hearing. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

- B. Preliminary discussion regarding the operating agreement for Kiwanis Park. Town Manager Biggs reported that a new simplified operating agreement for Kiwanis Park had been drawn up by Town Attorney Fontana in response to the Council work session in August. The modifications made pertained to indemnification and insurance requirements. A copy of the modified document was provided to Council in the agenda packet. Councilman Stipes made a motion to adopt the modifications to the Kiwanis Park Lease, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Council expressed appreciation for the posted property sign noting the partnership between Kiwanis and the Town in operating the park. Mayor Barber noted that the document would go back to the Kiwanis Park Committee for review before finalization.
- C. Follow-up report on Starlight Drive-In Theater complaints. This matter was first brought to Council on October 25, 2016. Assistant Town Manager Wingfield provided Council with an overview of the complaints received regarding Starlight Drive-in Theater, and the involvement of the Police Department in investigating the complaints. In seeking resolution, Town Manager Biggs had requested that Police Chief Sisson seek interest in holding a joint meeting with the business owner and concerned neighbors, however, no support for a joint meeting was expressed by neighboring residents. Police Chief Sisson indicated that he would visit the theater prior to its reopening in the spring to listen to the sound adjustments and evaluate the impact on the surrounding neighborhood based on Town ordinance. Councilman Huppert suggested that the Town provide the neighbors with a mailing detailing the Town's plans to monitor the situation and ensure compliance with Town ordinance when the business reopens in 2017. However, Councilman Showalter pointed out that the citizens that attended the meeting where complaints had been voiced were informed of Town action regarding the situation, and a follow-up mailing was not necessary. Council also expressed that it was not interested in amending the noise ordinance in response to complaints at this time.

VIII. NEW BUSINESS

- A. Resolution in Support of Town of Blacksburg Smart Scale Application for Bus Stop Shelters and Improvements. Councilman Stipes made a motion to adopt the resolution as presented, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- B. Christiansburg Aquatic Center Six-Month Lease Renewal with Radford City for use of the facility. Aquatics Director Terry Caldwell requested approval of a second renewal of the lease with Radford City for use of the aquatic center, further requesting that the lease be extended to one-year. She reported that during the previous six-month period, Radford City provided 6,000 visits, or approximately 200 visits per day, and Mrs. Caldwell said the agreement had been successful. Mayor Barber noted that Radford City Mayor, Bill Brown, had expressed to him an interest in extending the lease to one-year. Councilman Huppert made a motion to renew the lease with Radford City for use of the aquatic center for a period of one-year. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- C. Appointment of Town of Christiansburg representative on the 911 Authority Board. Retired Town Manager Helms will serve as representative through December 2016. Town Manager Biggs recommended that Fire Chief Billy Hanks be appointed to the 911 Authority Board effective January 1, 2017. Mr. Hanks expressed a willingness to serve in that capacity. Councilman Collins made a motion to appoint Fire Chief Billy Hanks as representative on the 911 Authority Board, seconded by Councilman Showalter. Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- D. Appointment of Town of Christiansburg representative on the NRV Regional Solid Waste Authority. Town Manager Biggs reported that Public Works Director Ricky Bourne, who is leaving the Town for work in North Carolina, serves as representative on the NRV Regional Solid Waste Authority. Currently, the Town does not have a candidate to fill the Public Works Director position, therefore, Assistant Public Works Director Jim Lancianese, along with Wastewater Operations Superintendent Ryan Hendrix, would be covering the director's position during the interim, and neither would have the time necessary to effectively serve on the solid waste authority. Town Manager Biggs noted that eventually he would like to become involved on a regional level, but right now he wanted his focus to remain on the operations of the

Town. He stated that he did not have a staff recommendation and requested Council evaluate the best selection for appointment. Noting that the meetings were typically held during the early afternoon on work days, Mayor Barber agreed to serve on the authority until a permanent appointment could be made. Councilman Stipes said that a focus of the authority was on recycling, and Councilman Showalter suggested that he and Councilman Hall split participation on the authority until a new Director of Public Works was hired. Town Manager Biggs noted that after a director was hired, the Town could then determine the appropriate person from the Public Works Department to serve on the authority. Councilman Bishop made a motion to appoint Mayor Barber to temporarily serve as representative on the NRV Regional Solid Waste Authority, until an appropriate person was selected, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

- E. Discussion regarding financial support for the annual Christmas parade from the tourism budget. Mayor Barber reported that the Town had not set a budget out of the tourism budget to help cover the operating costs of the annual Christmas parade. Mayor Barber recommended an operating budget of \$2,500, and noted that the Town had not used any funds from the tourism budget during the current fiscal year. Councilman Showalter made a motion to provide financial support for the annual Christmas parade in the amount of \$2,500 from the tourism budget. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

IX. COMMITTEE REPORTS

A. Street Committee

1. Plat Showing Subdivision of Tax Parcel 465-(A)-3A Hereby Creating Lots 1 Thru 5 of Cambria Crossing, Phase IV for SHAH Development, LLC” – 5 lots – eastern corner of Phoenix Boulevard, NW and Cambria Street, NW. Councilman Stipes reported that during the September 27, 2016 Council meeting, Council voted to approve the reconfiguration of the Cambria Crossing property from six lots to five. The request under consideration is the final action reflecting the approved Conditional Use Permit, the proffers submitted by the developer, and the access reconfiguration approved by Council and residents. The Street Committee reviewed the subdivision plat and found it to be in conformity with Town ordinances. Councilman Stipes made a motion to approve the plat, seconded by Councilman Collins. Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Thom Rutledge of SHAH Development thanked Council and Town staff for working with him in developing the Cambria Crossing property.

X. STAFF REPORTS

A. Town Manager Steve Biggs:

B. Town Attorney

C. Other Staff

1. Director of Engineering Wayne Nelson – Report on Application for Allocation from VDOT for Revenue Sharing Projects covered in the Resolution of Support. Mr. Nelson presented Council with the VDOT Revenue Sharing Funding Application projects for the FY 2018 funding cycle. Those projects included the Depot Street trail improvement, and the West Main Street storm drain extension plan, and Mr. Nelson provided detailed information on each project, including costs and projected funding. Mr. Nelson announced that he had received confirmation from Norfolk Southern today to move forward with the Depot Street trail improvements and would pass the information along to VDOT tomorrow. Mr. Nelson also provided a summary of additional funding requests for various sidewalk, roadway, and drainage improvements, and reviewed the funding/costs of each project outlined in the application. Mr. Nelson offered to answer questions of Council. Councilman Showalter asked what type of sidewalks were planned for Roanoke Street. Mr. Nelson clarified the specific location of the future sidewalk project and noted that traditional sidewalks were planned for that area. Councilman Bishop asked for an update on the West Main Street paving. Mr. Nelson reported that the Town received primary road funding for that project, which would be bid next month for spring paving/construction. Councilman Stipes asked for an update on the Huckleberry Trail extension beyond Independence

Boulevard. Mr. Nelson reported that a kick-off meeting was held today with VDOT to discuss plans to bring the trail up to Independence Boulevard. A trail study was currently underway that will include probable costs to extend the trail down North Franklin Street, and Council will be informed when a draft of the study is received by the Town. Council thanked Mr. Nelson for his report.

XI. COUNCIL REPORTS

- A. Councilman Huppert reported that Virginia Tech hosted a swim meet at the aquatic center last week that was attended by eight college swim teams. As part of the meet, the teams held a swim clinic on Saturday morning to teach visitors how to swim and dive.
- B. Councilman Showalter reported on the recent NRV Regional Commission meeting attended by him, Harry Collins, and Hil Johnson. During the meeting, the group learned about the commission and its efforts to promote regional cooperation. The commission also discussed plans to join the Virginia Economic Development Partnership and what that would mean for member localities. He then noted the presence of CBAC member Mike Thom, noting that during the work session prior to tonight's council meeting, Council decided to accept an offer from Town Manager Biggs and staff to develop a plan in-house for promoting and enhancing the downtown area, rather than using funds to outsource the project.
- C. Councilman Stipes wished those present a Happy Thanksgiving, and expressed a debt of gratitude to the nation's veterans.
- D. Councilman Bishop reported that he and Councilman Collins attended a tourism development meeting last week, noting that the focus of the committee continued to be getting people to visit Montgomery County.
- E. Councilman Collins asked about the process for filling the vacancies on the Planning Commission. Planning Director Warren reported that four applications had been received in response to advertisement. He planned to meet with Town Manager Biggs to review the applications and proceed with the application process that included applicant interviews by Council.
- F. Mayor Barber said he had been honored to have been asked to speak during the finals of the recent swim meet hosted by Virginia Tech at the aquatic center. He reported that VT had produced eighty All-Americans since it began using the Christiansburg Aquatic Center. He then spoke about plans for the annual Christmas parade scheduled for December 9, including the tree lighting, farmers' market, and food trucks. Mayor Barber commended his wife Erlene for her efforts in leading out with organizing and expanding the parade into a downtown event. In closing, Mayor Barber thanked Town Manager Biggs for organizing the Council retreat, and he expressed his appreciation for Town staff and their dedication to the Town.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:16 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor