

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES OF NOVEMBER 19, 2013 – 6:00 P.M.
REGULAR MEETING MINUTES OF NOVEMBER 19, 2013 AT 7:30 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, VA, ON NOVEMBER 19, 2013 AT 6:00 P.M.

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

AQUATICS ADVISORY BOARD MEMBERS PRESENT: Council Representative James W. Vanhoozier; Chairman Jeremy Williams; Vice-Chairman Steve Simmons; Karen Drake; Shirley Hallock; Mark Layne; Amelia Tuckwiller. ABSENT: none.

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Director of Aquatics Terry Caldwell, Aquatics Administrative Assistant Maddie Duke, Aquatics Service Manager Allison Zuchowski.

WORK SESSION

1. Discussions with the Aquatic Advisory Board.

~~Recess until 7:30 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 NOVEMBER 19, 2013 AT 7:30 P.M.

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

ADMINISTRATION PRESENT: Town Manager Barry Helms; Assistant Town Manager Randy Wingfield; Town Clerk Michele Stipes; Town Attorney Theresa Fontana; Finance Director/Treasurer Val Tweedie; Planning Director Nichole Hair; Planner II Kali Casper; Rescue Chief Joe Coyle; Rescue Squad Membership Officer Jason Poff.

PLEDGE OF ALLEGIANCE

REGULAR MEETING

I. CALL TO ORDER:

MAYOR BALLENGEE called the regular meeting of Council to order and asked if there were any additions or corrections to the regular meeting minutes of November 6, 2013. Councilman Hall made a motion to approve the minutes as presented, seconded by Councilman Showalter. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None.

II. CITIZEN'S HEARING:

1. CHIEF JOE COYLE TO ADDRESS COUNCIL ON STATUS OF THE RESCUE SQUAD. Mr. Joe Coyle, Chief of the Rescue Squad, provided Council with a report on operations within the squad. The core mission of the squad is to have multiple ambulances and appropriate staff available when needed. The squad supports the Town's Vision 2020 with a focus on providing a clean, healthy community, and by effectively engaging citizens through volunteer opportunities. Approximately seventy-four active volunteers run calls on a regular basis, many of whom are students of Virginia Tech and Radford University. Chief Coyle provided information on call and response time statistics.

Also provided was information on the various membership categories and new member processes, including orientation and recruitment academy. The squad is currently developing an officer's standards policy with the hopes that the state will adopt the policy, which would provide a benchmark for rescue operations. The squad continues to pursue grant opportunities, is transparent with procurement procedures, and is preparing for the implementation of the EMS Revenue Recovery program set to begin mid-December. Funds from the revenue recovery program will be invested in fleet replacement, maintenance and upgrades to the communications system, emergency medical dispatch, and the placement of Automated External Defibrillators in all patrol vehicles. Council thanked Chief Coyle for the update.

2. CITIZEN'S COMMENTS.

- a. Deveron Milne, 1275 Tranquility Via, spoke to the rescue squad presentation voicing that he was pleased with the changes that have been made within the squad in recent years. He then spoke to the proposed changes within the Town Code pertaining to the rescue squad, requesting that members of the squad be given the opportunity to be involved with changes in squad leadership.
- b. Mr. Art Hamrick, business owner at 2150 Cambria Street, N.E., requested that Council hire an independent firm to perform a safety evaluation of the substation on Cambria Street. Mr. Hamrick voiced his concern with the close proximity of the substation to the Norfolk and Southern railroad tracks, especially since the Huckleberry Trail extension crosses over the tracks. According to Mr. Hamrick, the substation was improperly built without approval of Council or public meetings, and there were no electrical officials involved in the placement of the substation.
- c. Mr. Sam Bishop expressed his desire to be considered for the vacancy on Council anticipated to occur in January. Mr. Bishop was a candidate on the November 5th election ballot with a return of one hundred and eleven votes below the third place winner.

III. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS

1. TOWN COUNCIL ACTION ON:

- a. A proffer amendment request by Johnny C. Martin for property located at 3301 Roanoke Street (an approximately 1.95 acre portion of the total 37.4 acre tax parcel 502 - ((9)) - 5C), which is zoned B-3 General Business, to amend a proffer statement to allow for a modification in parking and paving requirements. The Public Hearing was held November 6, 2013. The Planning Commission voted unanimously to recommend approval. Councilman Vanhoozier made a motion to approve the request, seconded by Councilman Hall. Council was polled as follows: Barber - Aye; Hall - Aye; Huppert - Aye; Showalter - Aye; Vanhoozier - Aye.
- a. Council's intention to adopt an ordinance in regards to the recodification of the *Christiansburg Town Code*. Public Hearings were held October 1, 2013 and November 6, 2013, and Council discussed the recodification in a work session on October 29, 2013. Town Manager Helms noted one minor addition to the recodification pertaining to the fee schedule schedules. Councilman Barber made a motion to adopt the recodification of the *Christiansburg Town Code*, seconded by Councilman Vanhoozier. Council was polled on the motion as follows: Barber - Aye; Hall - Aye; Huppert - Aye; Showalter - Aye; Vanhoozier - Aye.

After the vote, Councilman Hall realized he had concerns that remained unaddressed and made a motion to recall the vote and reopen the matter for further discussion. Councilman Showalter seconded the motion and Council was polled as follows: Barber - Nay; Hall - Aye; Huppert - Nay; Showalter - Aye; Vanhoozier - Aye. The matter was reopened for further discussion. Councilman Hall's concern had to do with provisions in the recodification regarding election of officers within the rescue squad. As a matter of tradition, rescue squad members through the years have elected their own officers. However, because of past problems that have arisen from the traditional election process, Chief Joe Coyle requested that the recodification include provisions giving the Chief authority to appoint officers at his own discretion, when deemed necessary. Council received information from Chief Coyle via email this afternoon, but did not discuss the information. A council work session was held on October 29, 2013, where a member of the squad voiced objections to the provision. Councilman Hall expressed concern that adopting the recodification left rescue squad decisions to the discretion of the leadership in place, and he questioned the fairness to members in eliminating the electoral process. His concern is not for the decisions of Chief Coyle, but the decisions of future leaders. Councilman Vanhoozier said that Chief Coyle spoke of his intent to continue operating under membership elections and

expressed support for allowing the recodification as adopted. Chief Coyle's decision to request the provision stems from past deterioration among membership relations caused by officer elections, suggesting that providing a control would prevent the situation from repeating itself. Council expressed confidence in Chief Coyle's leadership abilities and his recommendations for the department. Councilman Hall thanked Council for allowing the opportunity to re-discuss the matter since it deviates from the established guidelines.

- b. Council's intention to adopt an ordinance amending Chapter 30 "Zoning" specifically, section 30-9 of the Christiansburg Town Code to address parking requirements for mixed use structures with apartments in the B-2 Central Business District; on-site parking requirements and off-site cooperative parking provisions; and grandfathered status in the B-2 Central Business District. The Public Hearing was held November 6, 2013. Councilman Showalter made a motion to adopt the ordinance amendment, seconded by Councilman Vanhoozier. Council discussed the requests heard during the Public Hearing to waive the parking ordinance in the Central Business District and establish a shared parking policy among businesses. The concern is that shared parking might result in parking infringement. Council expressed interest in approving the parking amendments recommended by the Planning Commission as a first step to addressing parking concerns in the Central Business District, with the intent to review the matter at a future date. Councilman Showalter recommended a six month Planning Commission review, suggesting that discussions regarding parking in Cambria be included at that time. Councilman Huppert will inform the Planning Commission of Council desire for a six month parking review of the Central Business District. Concerning the recommendation for a tiered fee schedule for Conditional Use Permit requests, Planning Director Nichole Hair reported that the Planning Commission recommended that the fees remain at the same rate for all requests. Town Council was polled on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Vanhoozier – Aye.
 - c. Proposed Comprehensive Plan. The Public Hearing was held on August 6, 2013. Councilman Vanhoozier made a motion to adopt the proposed Comprehensive Plan as presented after the Public Hearing, seconded by Councilman Barber. Council was polled on the motion as follows: Council was polled as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Vanhoozier – Aye. Council commended the Planning Commission on its diligence in working on the comprehensive plan.
1. REAPPOINTMENT OF JOHN T. OVERTON TO THE MONTGOMERY REGIONAL ECONOMIC DEVELOPMENT COMMISSION. MR. OVERTON'S TERM EXPIRES DECEMBER 13, 2013. Councilman Vanhoozier made a motion to reappoint Mr. Overton, if he is willing to serve another term, seconded by Councilman Showalter, who asked that he come before Council for introduction. Council expressed an interest in Mr. Overton's attendance record for consideration before taking action to reappoint. Councilman Vanhoozier withdrew his motion, and Councilman Showalter withdrew his second on the motion. Councilman Hall made a motion to table the matter pending further information, seconded by Councilman Barber. Council voted as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None.
 2. DISCUSSION AND ACTION ON AMENDMENTS TO THE BYLAWS OF THE MONTGOMERY TOURISM DEVELOPMENT COUNCIL. Council was provided a copy of the amendment in the agenda packet with the minor changes noted in the margins. Town Manager Helms reviewed the changes and offered to answer questions of Council. Councilman Vanhoozier made a motion to approve the proposed amendments, seconded by Councilman Hall. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None. Each locality is required to approve the amendments before they can take effect.
 3. DISCUSSION AND ACTION ON AMENDMENTS TO THE ORGANIZATIONAL COOPERATIVE AGREEMENT BETWEEN MONTGOMERY COUNTY AND THE TOWNS OF BLACKSBURG AND CHRISTIANSBURG FOR THE CREATION AND IMPLEMENTATION OF A JOINT TOURISM PROGRAM. Town Manager Helms reviewed the proposed changes with Council and offered to answer questions. Councilman Barber made a motion to approve the proposed amendments, seconded by Councilman Vanhoozier. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None.
 4. DISCUSSION AND ACTION ON UPDATING THE SMALL PURCHASE PROCEDURES TO MATCH THE STATE'S DOLLAR THRESHOLDS. Council was provided information regarding this matter for consideration. Councilman Vanhoozier made a motion to update the small purchase procedures to match state thresholds, seconded by Councilman Huppert. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None.

5. REVISIT A REQUEST FOR SUPPORT OF THE INDUSTRIAL HEMP FARMING ACT (COUNCILMAN HUPPERT). ON FEBRUARY 7, 2012 COUNCIL VOTED TO NOT APPROVE A RESOLUTION IN SUPPORT OF THE INDUSTRIAL HEMP FARMING ACT. Councilman Huppert asked Council if it would be interested in revisiting the matter of considering support for industrial hemp farming by placing it on a future agenda for discussion. Councilman Hall said his reason for previously denying support involved purification concerns; however, it is his understanding that Mr. Jim Politis, the activist in this matter, has information he could provide that would address purification concerns. Council agreed to invite Mr. Politis to come before Council to discuss reconsideration of support for the Industrial Hemp Farming Act.
6. DISCUSSION TO DETERMINE THE PROCESS FOR FILING THE UNEXPIRED TERM OF COUNCILMAN MICHAEL BARBER AS OF JANUARY 1, 2014. Councilman Hall opened the discussion by reiterating his desire to involve the public in the process of filling the anticipated vacant seat on Council. He believes all discussions and decisions should be held in open session, with applicant interviews held in a forum format. Councilman Hall said he wants to discuss the criteria set forth in the Town Charter for applicants, which only requires that the applicant be a Town resident and registered voter. He then voiced his support for favoring the candidate that received the fourth highest number of votes in the recent election, especially given the close nature of the election outcome. The Town of Front Royal recently appointed someone to fill a vacancy on its Council and Councilman Barber met that individual at VML in October. Councilman Barber said he had an interesting conversation with that individual and he expressed interest in reaching out to Front Royal to discuss the procedures used in selecting the applicant. Councilman Vanhoozier noted Councilman Stipes absence and recommended continuing the conversation at a meeting where he is present. Council scheduled a work session for December 3, 2013 at 6:00 P.M. for the purpose of discussing this matter. Council could then take action on the details of the process it will use in making an appointment. Councilman Showalter said he hopes Sam Bishop will apply for the appointment. Mr. Bishop was the candidate that received the fourth highest number of votes in the November 5th election. Town Manager Helms will contact the Town of Front Royal to discuss the method it used in filling its Council vacancy.
7. COUNCILMAN STIPES AND COUNCILMAN VANHOOZIER – STREET COMMITTEE REPORT/RECOMMENDATION ON:
 - a. VDOT six-year improvement plan priorities. Councilman Vanhoozier presented to Council a resolution requesting VDOT to divide the North Franklin Street – Peppers Ferry Road Connector Route Project into two phases as urban system highway projects, and recommended approval on behalf of the Street Committee. The Street Committee further recommended that the Town serve as project manager, which could open additional grant funding opportunities. Councilman Vanhoozier made a motion to approve the recommendations of the Street Committee, seconded by Councilman Barber. Council was polled on the motion as follows: Barber – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Vanhoozier – Aye. A copy of the resolution is attached herewith.

IV. TOWN MANAGER’S REPORTS:

PROGRESS REPORTS AND ANNOUNCEMENTS:

- Town Manager Helms has made several unsuccessful attempts to contact by telephone the owner of the unofficial park and ride lot located near I-81 Exit 114. Councilman Barber suggested sending a certified letter. The Town wants to extend an offer to help clean and maintain the lot.
- On the recommendation of Town Manager Helms, Councilman Hall made a motion to select VACO as the Town’s long term disability provider for new employees, seconded by Councilman Barber. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None. The new program offered through VACO is more cost effective than state offered programs, and can be re-bid annually.
- The Montgomery County Christmas Store will be open from December 10th through the 14th, and downtown parking limits and restrictions will be enforced during that time. Additional temporary handicapped parking spaces will be available near the main entrance to store and police patrol will be increased to ensure parking compliance.
- On the recommendation of Town Manager Helms, Councilman Vanhoozier made a motion to abate the assessed Town taxes on the property donated to the Town by Roger Woody, seconded by Councilman Barber. Council voted on the motion as follows: AYES: Barber, Hall, Huppert, Showalter, Vanhoozier. NAYS: None.

- A Street Committee meeting has been scheduled for December 3, 2013 at 7:00 p.m. for the discussion of a subdivision request and parking concerns on Oak Tree Boulevard.
- Town Manager Helms reported that a letter of agreement has been sent to the National Guard Armory regarding the Armory's requested land swap and the Town is now awaiting response.
- Councilman Hall reported that he intends to initiate a discussion in January regarding ways to participate in child abuse prevention month.
- Councilman Barber reported that the Kiwanis Lease should be available to Council for review before the end of the year. Council complimented the improvements and maintenance at Kiwanis Park.

V. ADJOURNMENT:

There being no further business to bring before Council, the meeting was adjourned at 9:20 PM.

Michele M. Stipes, Clerk of Council

Richard G. Ballengee, Mayor