



City of Radford Council Agenda
Meeting Number 15 of F.Y. 2016-2017
5:30 Budget Work Session

April 10, 2017 at 7:00 p.m.
10 Robertson St., Radford, VA

CALL TO ORDER
PLEDGE OF ALLEGIANCE
INVOCATION

MINUTES APPROVAL: March 27, 2017 Regular Meeting

PROCLAMATIONS: National Library Week

REPORT: Radford Public Library

OLD BUSINESS:
NONE

CITIZEN COMMENTS ON PUBLIC MATTERS:
(Please state your name for the record – Please limit comments to 3 minutes or less)

NEW BUSINESS:

1. Appointments to Boards and Commissions
 - a. Economic Development Authority Appointment-New River Valley Economic Alliance
 - b. Executive Committee Appointment-New River Valley Economic Alliance
 - c. Grievance Panel

CITY MANAGERS COMMENTS
COUNCIL MEMBER COMMENTS

Adjourn

Future Meetings:
April 17, 2017 Budget Hearing, 6:00 pm
April 24, 2017 Regular Meeting, 7:00 pm

**The New River City
10 Robertson St. March 27, 2017 Radford, Virginia
Regular Meeting Number 14 of Radford City Council, F.Y. 2016-2017**

The regular meeting of the Radford City Council was convened at 7:00 p.m. in Council Chambers, 10 Robertson Street, Radford, VA. The Mayor of the City, Dr. Bruce Brown was present and presiding. Other members of City Council present were Mr. Robert Gropman, Dr. Richard Harshberger, Mr. Daniel Keith Marshall, and Mr. Michael Turk.

Others present were as follows:

Mr. David Ridpath, City Manager
Ms. Jenni Wilder, City Clerk
Mr. Don Goodman, Chief of Police
Ms. Melissa Skelton, Community Development Director
Mr. Basil Edwards, Economic Development Director

Following the Pledge of Allegiance, the invocation was led by Rev. McCandlish.

MINUTES APPROVALS: On a motion by Mr. Marshall and seconded by Mr. Turk that the minutes for March 13, 2017 are approved as presented.

VOTE:

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown
NAYES: None-0

PROCLAMATIONS:

CONSENT AGENDA:

SUBJECT: Environmental Awareness Month

SUMMARY: April is nationally recognized as “Environmental Awareness Month”. The Proclamation recognizes the importance of the Earth’s environment through educational programs, special events, demonstration projects, and clean-up activities. Our staff “Environmental Awareness Committee” has several activities planned for April for citizens to take part. The Proclamation calls on our citizens to recognize the environment during the month of April.

SUBJECT: Earth Day

SUMMARY: April 22, 2017 is nationally recognized as “Earth Day”. The local Proclamation encourages citizens to “recycle, reduce and reuse” to promote a healthy environment and a sustainable society. Earth Day will be formally recognized during our Environmental Awareness Month activities.

SUBJECT: Arbor Day

SUMMARY: April 28, 2017 is nationally recognized as “Arbor Day”. The local Proclamation encourages our citizens to protect our trees and woodlands, as well as recognize the benefits of our forests. Several Arbor Day events are planned by our Public Library, Beautification Commission, and City Horticulturist to heighten awareness of trees and planting in our environment. The Chair of the Beautification Commission, David Horton, accepted the Proclamation.

ACTION: Dr. Harshberger moved to approve the Environmental Awareness Month Proclamation, Earth Day Proclamation and Arbor Day Proclamation, the motion was seconded by Mr. Turk.

VOTE:

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES:

CONSENT AGENDA:

SUBJECT: Local Government Education Week

SUMMARY: April 1-7, 2017 has been designated by the Virginia General Assembly as “Local Government Education Week” in honor of the formation of the Council – Manager form of government on April 2, 1908. The Virginia Local Government Manager’s Association (VLGMA) has asked that all Virginia localities pass a similar Resolution to increase awareness of students and youth in local government, as well as the career opportunities available. Representatives from the School Board Office, the Radford High School government teachers and several students accepted the Proclamation.

SUBJECT: Give Big NRV

SUMMARY: The Community Foundation of the New River Valley has requested Council’s consideration of a Proclamation to recognize April 26, 2017 as “Give Big NRV Giving Day”. The event encourages citizens to support nonprofit organizations through funds or by providing volunteer service that enhances the living conditions of residents of the community.

SUBJECT: National Service Recognition Day

SUMMARY: RSVP of Montgomery County and Radford has requested that City Council join in proclaiming April 4, 2017 as “National Service Recognition Day”. The Proclamation illustrates the importance of citizen service, shows support for non-profit and national service groups, recognizes the role that national service members play in focusing community volunteers and inspiring more individuals to serve in our communities. Support of this Proclamation is being sought from Mayors across the country by the Corporation for National and Community service.

ACTION: Mr. Marshall moved to approve the Local Government Education Week Proclamation, the Give Big NRV Proclamation, and the National Service Day Proclamation, the motion was seconded by Mr. Turk.

VOTE:

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown
NAYES:

OLD BUSINESS:

SUBJECT: Zoning Amendment Ordinance 1690

SUMMARY: The Zoning Ordinance requires a Special Use Permit and a 100' setback for "Recreational Facilities" in the R-1, R-2, and R-3 single family zoning districts, as well as in the R-4 Multi-family district.

The Planning Commission has been considering an amendment to the zoning ordinance to retain the special use requirements, but consider the setback based on the proposed use and zoning impact. The Planning Commission held a public hearing on February 22, 2017 and received no public comments. The Planning Commission approved recommending Ordinance #1690 to City Council with six affirmative votes (one member absent). City Council "received" the report and scheduled a public hearing at its meeting on February 27, 2017. There were no public comments at the hearing. The first reading of the Ordinance was approved by City Council on March 13, 2017.

ACTION: Dr. Harshberger moved to approve Ordinance 1690 on the second reading, the motion was seconded by Mr. Turk.

VOTE:

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown
NAYES

SUBJECT: Right- of- Way Vacation – Price/Williams/Tyler Avenue:

SUMMARY: Price Williams Developers/East Radford Development Corporation LLC, has requested the vacation of the residual unimproved right-of-way adjacent to Tyler Avenue. The site is located on the West side of Tyler Avenue adjacent to the Rock Road intersection and consist of 2.195 acres. The vacation would enhance the development of the adjacent commercial property.

City Council referred the request to the Planning Commission for review and recommendations as it relates to the City map, as well as authorized a public hearing at its meeting on February 27, 2017. There were no comments received during the hearing.

The Planning Commission reviewed the right-of-way vacation at its March 20, 2017 meeting and unanimously voted (4 members, 3 absent) that the request was compliant with the Comprehensive Plan as future businesses. City Staff have also reviewed the request and foresee no conflicts or issues with the proposed vacation.

ACTION: Mr. Marshall moved to receive the report from the Planning Commission, the motion was seconded by Mr. Gropman.

VOTE:

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES:

ACTION: Dr. Harshberger moved to appoint Doyle Barton, Bob Nicholson, and Abraham Williams to the Board of Viewers, the motion was seconded by Mr. Turk.

VOTE:

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES:

CITIZEN COMMENTS:

Mr. McCandlish recommended considering fencing for the median on Tyler Avenue to prevent people from crossing in the median forcing them to cross in the crosswalk.

NEW BUSINESS:

SUBJECT: Reduced Rates for Special Collections

SUMMARY: The month of April is Environmental Awareness Month. To encourage neighborhood clean-up, as well as promote the environment, the City will offer reduced rates for brush and special solid waste collections. The rates for large loads will be reduced to \$37.00, small loads to \$18.50 and furniture and appliances will be half price for the month of April.

ACTION: Mr. Marshall made a motion to approve the reduced rates, for special collections, during the month of April, Mr. Turk seconded the motion.

VOTE:

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES: None-0

CITY MANAGERS COMMENTS:

Mr. Ridpath spoke about the multiple events coming up in April, including the Outdoor Expo.

Mr. Ridpath also informed Council that the Budget is coming together and crews are busy cleaning up for spring.

CITY COUNCIL COMMENTS:

Dr. Harshberger informed citizens of a Shred-a-Thon taking place on campus on April 21, from Noon-4:00 p.m.

Mr. Marshall introduced his daughter to Council and staff and then updated City Council on the progress of the Economic initiatives. The Economic Recruitment Team has had a couple of meetings with good prospects and things are going well. Mr. Turk and Mr. Marshall went to Richmond in January to meet with State Legislators and discuss ways to develop and promote the foundry property. In addition to that Mr. Marshall added he recently a NAACP Chapter 2 meeting. At this meeting legislators were open and honest and discussed that to get things done

council and citizens need to build a personal relationship with the legislators, so they know you when you call.

Mr. Marshall made a motion to adjourn the meeting at 7:34 p.m., Mayor Brown seconded the motion.

VOTE:

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk

NAYES: None-0

ATTEST: _____

Jennifer G. Wilder, City Clerk of Council



City of Radford
PROCLAMATION
National Library Week 2017

WHEREAS, libraries have historically served as our nation's great equalizers of knowledge by providing free access to all;

WHEREAS, libraries work to meet the changing needs of their users, including building collections, expanding outreach services and increasing programming;

WHEREAS, libraries have long served as trusted and treasured institutions, and library workers and librarians fuel efforts to better their communities, campuses and schools;

WHEREAS, our nation's libraries provide a forum for diverse ideas and points of view that help us better understand each other and ourselves;

WHEREAS, libraries and librarians are looking beyond their traditional roles and providing more opportunities for community engagement and delivering new services that connect closely with patrons' needs;

WHEREAS, librarians are trained professionals, helping people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy;

WHEREAS, libraries are part of the American dream, places for education, opportunity and lifelong learning;

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that the City Council of the City of Radford, do hereby proclaim April 9-15, 2017 as National Library Week and encourages all residents to visit the library this week to take advantage of the wonderful library resources available at your Radford Public library.

CITY OF RADFORD, VIRGINIA

Dr. Bruce Brown, Mayor

Adopted: April 10, 2017



All together. Better.

March 27, 2017

Mr. David Ridpath
City Manager
City of Radford
10 Robertson Street
Radford, VA 24141

Dear Mr. Ridpath:

The New River Valley Alliance's Governance and Nominations Committee would like to solicit the City of Radford's appointments to the Alliance's Board of Directors. The Alliance Board of Directors will be conducting elections at its meeting on May 17, 2017.

According to our governing documents the City of Radford is entitled to the following appointments:

Board of Directors (2 Representatives):

- **Public Official Appointment – One representative from its organization on the Board of Directors such as an elected official, county administrator or economic development director.**
- **Industrial/Economic Development Authority Appointment - One representative from its Industrial Development Authority or Economic Development Authority on the Board of Directors.**

Executive Committee (1 Representative):

- **One of its members on the Board of Directors, either its Public Official appointment or Industrial/Economic Development Authority appointment, serve on the Executive Committee.**

Mr. Bruce Brown currently serves as the City of Radford's public official appointment and his appointment expires June 30, 2017. The City of Radford currently does not have a representative from its Industrial/Economic Development Authority serving on the Board of Directors nor a representative on the Executive Committee. These two appointments are new to the Alliance's governance structure and were adopted by the Board of Directors at its March 22, 2017 meeting.

contact

As part of the governance changes adopted by the Board of Directors in March, board member terms were adjusted to two years, beginning July 1 and ending June 30. The City of Radford representatives who are appointed to the Alliance's Board of Directors at the May 17, 2017 elections serve a two-year term, running from July 1, 2017 to June 30, 2019.

Attached, you will find a copy of the charters for the Board of Directors and Executive Committee that outlines responsibilities, powers, meeting dates and terms for each. **Please fill out the attached Board of Directors Nomination form by Friday, April 28.** You can email it to thodge@nrvalliance.org or send it via mail to the New River Valley Economic Development Alliance, Attn: Chair, Governance & Nominations Committee, 6226 University Park Drive, Suite 2200, Radford, VA 24141.

If you have any questions, please don't hesitate to let me know.

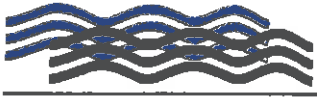
Sincerely,

A handwritten signature in black ink that reads "Charlie Jewell". The signature is written in a cursive style with a large initial "C".

Charlie Jewell
Executive Director

Cc: Ed Lawhorn – Chair, Alliance Board of Directors
Chair, Governance & Nominations Committee

Enclosures (3)



MEMORANDUM

DATE: 4/4/2017

TO: Mayor and City Council

CC: David Ridpath, City Manager

FROM: Trish Cox, Director of Human Resources *TRC*

SUBJECT: Grievance Panel

The City has a grievance that has progressed to the panel hearing stage. The grievance started under the former personnel policy and it is the grievant's choice to conclude under the old policy. The policy states that the panel is appointed by the Mayor and City Council and consists of three regular members and four alternate members that serve three year terms. A panel is currently not in place. Please appoint three regular members and four alternates at the next Council meeting, April 10, 2017. The appointees will serve for this case only, not a three year term as indicated in the personnel policy. The policy does not set forth any qualifications or requirements to serve. The policy is attached for your reference.

Thank you for your prompt attention to this matter.

STEP IV—PANEL HEARING

If the Step III written response does not resolve the grievance, the grievant may request a panel hearing. The request for the Step IV panel hearing shall be submitted in writing to the City Manager on the Panel Hearing form (Form C) within 10 calendar days from receiving the Step III decision. The City Manager shall immediately submit a copy of the panel-hearing request to the Director of Human Resources. The City Manager or the Manager's designee shall arrange a hearing and forward copies of the grievance to the panel members. The panel is appointed by the Mayor and City Council and consists of three regular members and four alternate members. All are appointed for three-year terms. The panel selects a chairperson at the beginning of each grievance panel hearing to insure impartiality. The following persons will be disqualified and will not serve on the panel:

- individuals who are directly involved with the grievance or with the circumstance that caused the grievance
- an attorney who is directly involved with the grievance, or a partner, associate, employee, or co-employee of such an attorney
- a spouse, parent, child, descendants of a child, sibling, niece, nephew, or first cousin of any participant in the grievance
- a parent, child, descendants of a child, sibling, niece, nephew, or first cousin of the spouse of any participant in the grievance

An alternate panel member shall serve for any member disqualified from the grievance hearing. The panel shall hear the appeal within 10 calendar days from receiving the case or as soon as a panel can reasonably be assembled.

POLICIES AND GUIDELINES FOR CONDUCTING PANEL HEARINGS

The following rules govern each panel conducting Step IV appeals:

1. The panel has the responsibility to rule on the interpretation and application of the City's personnel policies, rules, and regulations. It is not authorized to create policies or procedures, or to change existing policies or procedures.
2. At the request of either party that the hearing be private, the panel shall determine whether persons who do not have an interest in the hearing may be present.

3. Before the Step IV hearing begins, the City shall simultaneously give copies of the grievance record, including any documents, to the panel members and the grievant. The City shall give the grievant and his or her attorney access to view and/or copy all relevant files that will be used in the Step IV hearing. They shall be given access to these files at least 10 days prior to the hearing.
4. Both parties shall be given full and equal opportunity to present their evidence. The panel chairperson shall have the authority to determine the admissibility of evidence, without regard to the burden of proof, and the order of presentation of evidence. The panel may receive as evidence exhibits offered by the grievant or the City, and these shall be marked and made part of the record.
5. The hearing is not intended to be conducted like a court proceeding and the formal court rules of evidence do not necessarily apply. All evidence shall be presented in the presence of the full panel and both parties, unless both parties mutually agree otherwise.
6. At least 5 days in advance of the hearing, the parties will exchange copies of all documents and exhibits that will be introduced at the hearing and a list of expected witnesses.
7. The panel's decision on the appeal shall be made by majority vote. It shall be final so long as the decision is within the panel's authority. The decision will be subject to existing City policies, procedures, ordinances, and any applicable laws.
8. No later than 10 calendar days after the Step IV hearing is complete, the chairperson shall file the panel's decision using the *Panel Hearing form* with the City Manager. The City Manager shall promptly send copies of the decision to the grievant, the top-level official, and the Director of Human Resources.

GUIDELINES

The following guidelines may be used by the panel to conduct the hearing:

1. At the beginning of the hearing, the panel may ask for statements from

the grievant and the City or their representatives that clarify the issues related to the grievance.

2. The City or its representative shall then present claims, proofs, and witnesses who shall submit to questions or other examinations. This process will then be repeated by the grievant. At its discretion, the panel may vary this procedure but must give both parties full and equal opportunity to present any material, relevant proofs, or witnesses.
3. Both parties may offer evidence and may be required by the panel to provide additional evidence necessary to understand the dispute and make a determination.
4. The chairperson shall determine if both parties have completed their presentations by asking the grievant and the City if any further proofs or witnesses are to be heard. When both parties state that they have no further proofs or witnesses, the chairperson shall declare the panel hearing closed.
5. Before the panel's decision is filed with the City Manager, the hearing may be reopened by a panel motion or an application from either party. The application must give good reasons why the hearing should be reopened.
6. Any or all of the time periods established in the hearing procedure may be extended by the panel chairperson or by the mutual agreement of the grievant and the City.

IMPLEMENTATION AND OTHER MATTERS

1. Once the panel has concluded the hearing and reached a decision, the City Manager shall implement the panel's remedy to the extent that it is consistent with State and federal laws and City policies.
2. If either the grievant or the City believes the panel's decision is not consistent with State and federal laws and City policies, the party in disagreement shall inform the panel and the other party within 10 calendar days of receiving the decision. Either party may petition the Circuit Court for an order requiring the City Manager to implement the panel's decision.

3. The question of whether a panel decision is consistent with City policies shall be determined by the City Manager or the Manager's designee. The decision shall be made by the City of Radford Commonwealth's Attorney if the City Manager or the designee is directly involved with the grievance.
4. The grievant must assume any costs for legal representation or for preparing his or her case.