



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
FEBRUARY 14, 2017

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. [Meeting Minutes of January 24, 2017](#)

V. CITIZEN COMMENTS

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Citizen Engagement:
 - 1. Recognition of Mountain View Humane.
- B. [Audit Presentation by Valerie Tweedie, Finance Director/Treasurer.](#)

VII. OLD BUSINESS

- A. [Funding modifications for Chrisman Mill Road realignment project.](#)
- B. Review and approval of operating agreement for Kiwanis Park.

VIII. NEW BUSINESS

- A. Report from the Christiansburg Aquatic Center regarding a recommendation by the Aquatic Center Advisory Board to reduce admittance fees for members of the Christiansburg High School swim/dive teams and their families.
- B. [Agreement for preliminary engineering services for Chrisman Mill Road Railroad Crossing for Norfolk Southern.](#)

C. Capital reallocation of Rescue Squad funds (Tweedie).

D. Planning Commission 2016 Annual Report (Collins).

IX. COMMITTEE REPORTS

A. Street Committee report/recommendation on:

1. Update on a citizen request regarding improvements at the intersection of Robin Road and Carson Drive.

X. STAFF REPORTS

A. Town Manager

B. Town Attorney

C. Other Staff

XI. COUNCIL REPORTS

XII. OTHER BUSINESS

A. Discussion of appointments to the Metropolitan Planning Organization (MPO) Policy Board and Technical Advisory Committee.

B. Closed Meeting:

1. Request for a Closed Meeting under Virginia Code Section 2.2-3711(A)(5), for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The Closed Meeting is being held to discuss economic development.
2. Reconvene in Open Meeting
3. Certification
4. Council Action on the Matter

XIII. ADJOURNMENT

The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, February 28, 2017 at 7:00 P.M.



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
CONSENT AGENDA

Meeting Date:
FEBRUARY 14, 2017

ITEM TITLE:
Meeting Minutes of January 24, 2017

DESCRIPTION:
Meeting minutes of last Town Council meeting – January 24, 2017

POTENTIAL ACTION:

DEPARTMENT:
Administration

PRESENTER:
Michele Stipes, Town Clerk

ITEM HISTORY:

Date: **Action Taken:**

Information Provided:

Date: **Action Taken:**

Information Provided:

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES – 6:00 P.M.
REGULAR MEETING MINUTES – 7:00 P.M.
JANUARY 24, 2017**

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 JANUARY 24, 2017 AT 6:00 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; Town Attorney Theresa Fontana; Planning Director Andrew Warren.

- I. Call to order
- II. Legal update on Virginia law related to proffers
- III. Adjournment

----- Adjourn until 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 JANUARY 24, 2017 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 Theresa Fontana; Planning Director Andrew Warren; Finance Director/Treasurer Valerie Tweedie; Director of Aquatics Terry Caldwell; Director of Public Works Jim Lancianese; Director of Engineering Wayne Nelson; Assistant Director of Engineering Todd Walters; Engineering Technician Travis Moles; Public Relations Director Melissa Powell.

- I. CALL TO ORDER
 - A. Moment of Reflection
 - B. Pledge of Allegiance
- II. ADJUSTMENT OF THE AGENDA
 - A. Add the work session minutes of January 17, 2017 to the consent agenda for approval.

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

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Meeting minutes of January 10, 2017
- B. Monthly Bills
- C. Work session minutes of January 17, 2017

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

V. CITIZEN COMMENTS

- A. No comments

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Introduction of New Employees
 - 1. Public Works Department – Introduced by Jim Lancianese:
 - Shawn Bison, Assistant Supervisor of Utilities
 - 2. Public Works Department – Introduced by David Sutphin:
 - Roger Leonard, Maintenance Supervisor
- B. Introduction of New Planning Commission Members by Planning Director Andrew Warren:
 - Ann Sandbrook
 - Catherine Garner
 - Mark Curtis
 - Jeananne Kries
- C. Kevin Byrd, Executive Director, to update Council on the New River Valley Regional Commission.
Mr. Byrd began his presentation by thanking Councilman Showalter, Councilman Collins, and Hil Johnson, for their service on the commission as Christiansburg representatives. He then provided an overview of the 2016 regional projects and programs, highlighting those specific to Christiansburg that included developing a broadband survey, assisting with Huckleberry Trail counts, assistance with the development of the Parks and Recreation Master Plan, and grant advisement and applications for the Chrisman Mill railroad crossing. Mr. Byrd reported on the NRV Passenger Rail Study meant to determine ridership demand and identify a station location in the New River Valley; he announced that two of the top three potential locations were in Christiansburg. Mr. Byrd then talked about various ways the commission was involved in promoting tourism, reporting on the collaboration between the commission and the NRV Planning District Commission to develop a website to provide tourism information for the entire region. Mr. Byrd announced that discussion at the annual training session for Planning Commissioners this year would be on signs, and he encouraged attendance from each locality. In closing, Mr. Byrd showed Council a brief video of volunteers participating in the Renew the New event, a clean-up program that benefited Bissett Park last year. Council thanked Mr. Byrd for the update and expressed appreciation for the commission's involvement in the Christiansburg community.
- D. Status report on the Town's Branding Plan presented by Melissa Powell, Director of Public Relations.
Ms. Powell provided Council with an update on the wayfinding sign program and presented a new Town slogan, "The Place to Be ...", for Council consideration. The slogan would be adaptable to specific sign goals, and Ms. Powell explained the plan to reflect the new slogan and Town branding in the wayfinding sign program for consistency, and to support goals outlined in the Destination 2022. She then provided an overview of the locations preliminarily designated for eight gateway signs, thirteen area signs, fourteen monument signs, one digital sign and three information kiosks. Ms. Powell noted that the locations could

be modified if deemed necessary by Council, and Town Manager Biggs explained the process used in identifying the appropriate sign types and locations presented. Also included in the Town's branding plan is the expansion of the banner program to signify Downtown, Cambria, Midtown, and Uptown areas. Ms. Powell requested Council approval for an RFP for a sign design consultant. The public would be invited to participate in selecting sign design options for Council consideration. Council expressed appreciation for Ms. Powell's efforts to develop a comprehensive plan for Town signage, and gave consent for her to move forward with the RFP process as requested.

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Contract for construction inspection services for Park Street sidewalk improvements.
Town Manager Biggs presented Council with a contract for construction inspection services for Park Street sidewalk improvements, and explained that construction inspection was necessary to meet CDBG guidelines for grant reimbursement. The base fee provided for in the contract was \$30,000, with a total cost for construction services of \$97,877. Town Attorney Fontana recommended revisions to the contract to add an itemization of the base fee and to add a termination clause. Council approval would be subject to the revisions. Councilman Hall made a motion to approve the contract with the recommended revisions, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

IX. COMMITTEE REPORTS

X. STAFF REPORTS

- A. Town Manager Steve Biggs:
 1. Presentation of FY 17-18 Budget Development Calendar and Process
Town Manager Biggs noted that the budget development calendar was included in the agenda packet for Council review, and he explained the budget steps scheduled on the calendar, which included a questionnaire to determine Council's budget goals. Distribution and review of the draft budget has been scheduled for April 25, 2017, with budget adoption scheduled for June 27, 2017. Town Manager Biggs requested that Council submit budget questions/observations to him via email for compilation and a comprehensive response.
 2. It was announced that Jim Lianese has been hired as the Town's Public Works Director. Town Manager Biggs reported that Mr. Lianese went through an extensive evaluation process and was found to be the strongest candidate unrelated to his work history with the Town.
 3. The town-owned property at 10 Mill Lane is now vacant and has been used by the Fire Department for training exercises during the clean-up process, which is expected to be completed by February.

B. Town Attorney

C. Other Staff

XI. COUNCIL REPORTS

1. Councilman Hall expressed his appreciation for the introduction of the newly appointed Planning Commissioners, further expressing appreciation for their willingness to serve the Town. He then spoke briefly about the January 17, 2017 joint work session with the Recreation Advisory Commission, and thanked Town Attorney Fontana and Planning Director Warren for the information presented in the work session prior to tonight's Council meeting. The next Recreation Advisory Commission meeting will be held on the first Monday in February, and Councilman Hall welcomed all to attend.

2. Councilman Bishop – No report.
3. Councilman Collins requested a work session to review and discuss the matters listed on the follow-up master task list. He then announced that the next New River Valley Regional Commission meeting will be held on January 26, 2017 and he invited all to attend.
4. Councilman Stipes expressed his appreciation for the newly appointed members to the Planning Commission and for their willingness to serve the Town.
5. Councilman Showalter welcomed the new Planning Commission members and briefly spoke about the important role of the Planning Commission in Council's decision making process. He then expressed appreciation for the aquatic center and its positive reputation within the swim community. Mr. Showalter spoke briefly about the facility's fees and requested that the Aquatic Advisory Committee consider waiving swim fees for Christiansburg High School swim team members.
6. Councilman Huppert reported that the Aquatic Advisory Committee meeting will be held the first Wednesday in February. He then expressed appreciation for the staff in the Treasurer's Department, noting that he saw Treasurer Val Tweedie accept utility payments from several citizens who had arrived at Town Hall after-hours.
7. Mayor Barber reported on upcoming community events that included Cruisin-In, Mountains of Music, Heritage Days, and Virginia Tech's Big Event. He then requested the Town consider scheduling its annual spring clean-up dates after the Big Event to assist with trash/junk removal. Mayor Barber commended his wife, Erlene, on her efforts to establish the downtown Christmas tree, and he reported that she has requested Council consider adopting a "Town Flag" to be flown in the downtown area. Mayor Barber presented Council with a sample blue and gold Town of Christiansburg flag, which he recommended to be flown on all municipal buildings, if it met with Council approval. Mayor Barber noted that the flag design was within the scope of the Town's branding program. Councilman Showalter expressed support for the flag and for the recommendation to fly the flag on municipal buildings. Council noted that it has discussed placing Town flags on municipal buildings in the past and gave consensus to proceed with purchasing and placing the flags. Mayor Barber thanked Council for its support.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:36 P.M.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
INTRODUCTIONS & PRESENTATIONS

Meeting Date:
FEBRUARY 14, 2017

ITEM TITLE:
Audit presentation by Valerie Tweedie

DESCRIPTION:
Annual audit for the year ended 6-30-2016

POTENTIAL ACTION:

DEPARTMENT:
Finance

PRESENTER:
Valerie Tweedie, Finance Director

ITEM HISTORY:

Date: **Action Taken:**

Information Provided:

Date: **Action Taken:**

Information Provided:



AUDIT SUMMARY 2016

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- We will review the
 - Audit opinion and Auditor Reports
 - New auditors this year
 - How did we do with Revenues and Expenditures
 - Where did our money go
 - How did we do relative to the budget
 - Where are we with respect to the fund balance policy

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- Summary of what is in this 135 page report.
FIFTH CAFR (Comprehensive Annual Financial Report); Prior years were General Purpose Financial Reports.
 - Audit Opinion on the financial statement is on page 14
 - The opinion is unqualified
 - The supplementary information is fairly presented
 - Report on Internal Control and Compliance with GAS reports are on page 129
 - No internal control weaknesses or compliance issues were identified
 - Report on Compliance with Certain Laws and Regulations on page 131
 - No instances of non compliance were noted
 - Auditors letter to Town Council
 - Provides communication to Council regarding work and interaction with management and the financial statements.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- Comments to management
 - Auditors did comment to management that new software should be considered to reduce the amount of reconciliations and work arounds needed to record transactions, as well basic shortcomings of the software to provide some schedules and journals.
 - It was also noted that 2 economic interest statements were filed after the deadline.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- Letter of Transmittal page *1 to 10*
- MD&A or Management Discussion and Analysis page *17 to 25*
- Government Wide Financial Statements page *26-27 GASB 34 statements*
- Fund Financial Statements page *28-34*
- Notes to the Financial Statements page *35-83*
- Supplementary Information page *84-128*
lots of trend data, functional data and schedules

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- Government wide financial statements vs fund balance statements
 - Government Wide financial statements Pg 26 -27 present all the capital assets and depreciation of the government as well as the long term debt and long term pension liabilities that are not reflected in the fund level financial statements. (economic resources measurement focus and full accrual basis.)
 - Fund level financial statements report on a shorter time horizon and do not reflect these long term assets and debt the same way but account for assets as they are purchased and debt as the payments are made. (Current financial resources measurement and modified accrual basis)
 - You will see a reconciliation of these statements on pages 29 and 31.
 - From either perspective the Town has a strong fund balance and a good outlook.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

REVENUES AS COMPARED TO PRIOR YEARS

Revenues	2012	2013	2014	2015	Increase (decrease) over 2014
GENERAL FUND	23,641,129	24,888,268	25,629,122	26,452,118	822,996
SPEC REV FUNDS	1,143,821	667,306	1,744,425	1,404,466	(339,959)
CEMETERY	92,289	106,411	114,998	86,448	(28,550)
GF CAPITAL PROJECTS				459,065	459,065
ENTERPRISE W&S	6,760,875	7,114,583	7,031,292	7,800,301	769,009

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- EXPENDITURES AS COMPARED TO PRIOR YEARS

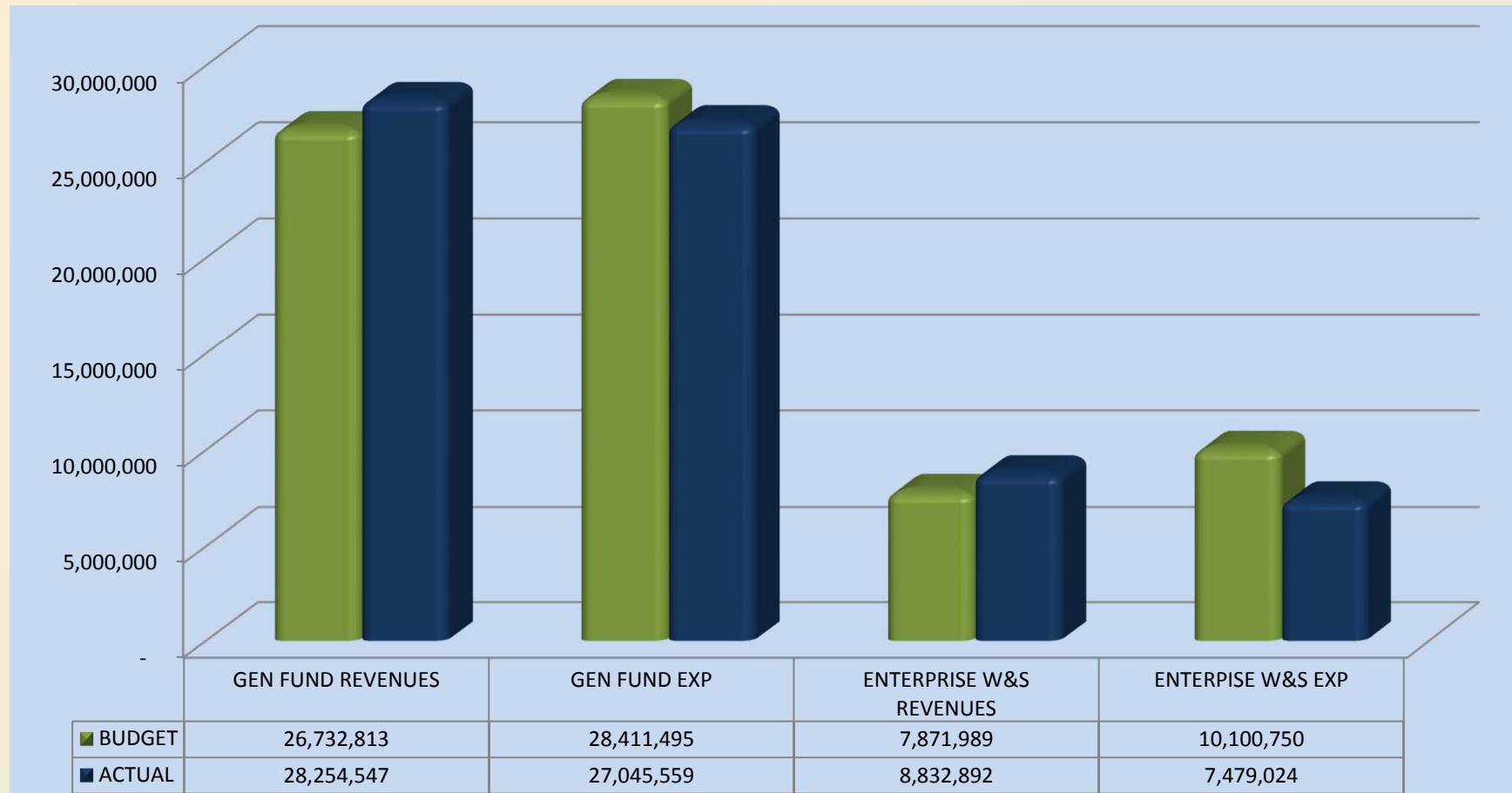
EXPENDITURES	2013	2014	2015	2016	INCREASE (DECREASE)
GENERAL FUND	26,132,987	24,325,332	23,232,256	27,045,559	3,813,303
SPEC REV FUNDS	1,112,570	2,007,870	894,839	2,037,484	1,142,645
CEMETERY	209,697	183,687	239,667	290,486	50,819
GF CAPITAL PROJECTS			918,130	565,978	(352,152)
ENTERPRISE W&S**	6,651,445	6,843,971	7,319,366	7,479,021	159,655

** EXCLUDES PRINCIPAL PAYMENTS ON DEBT AND CAPITAL OUTLAY AND INCLUDES DEPRECIATION AND INTEREST ON DEBT

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

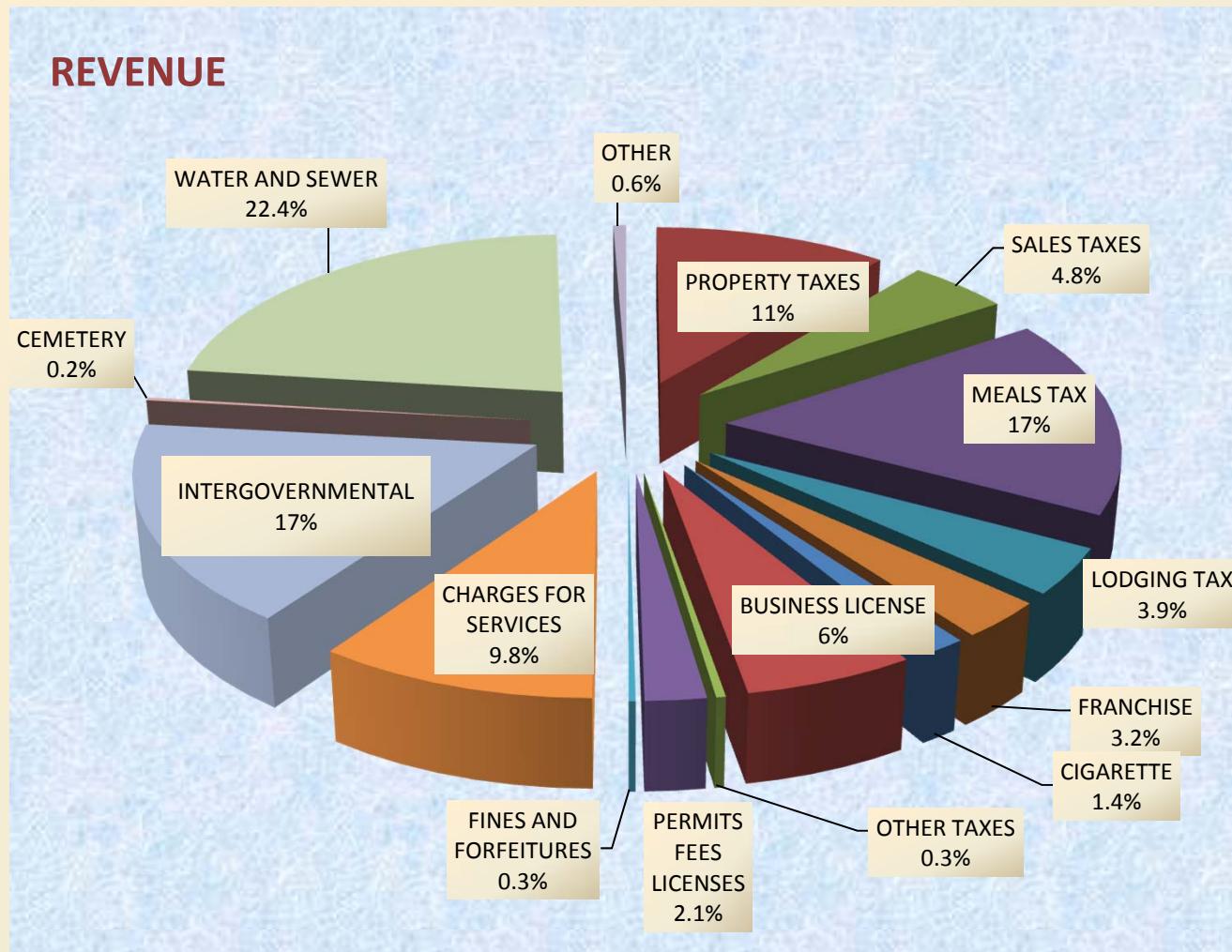
REVENUES AND EXPENDITURES AS COMPARED TO BUDGET

BUDGET TO ACTUAL



TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

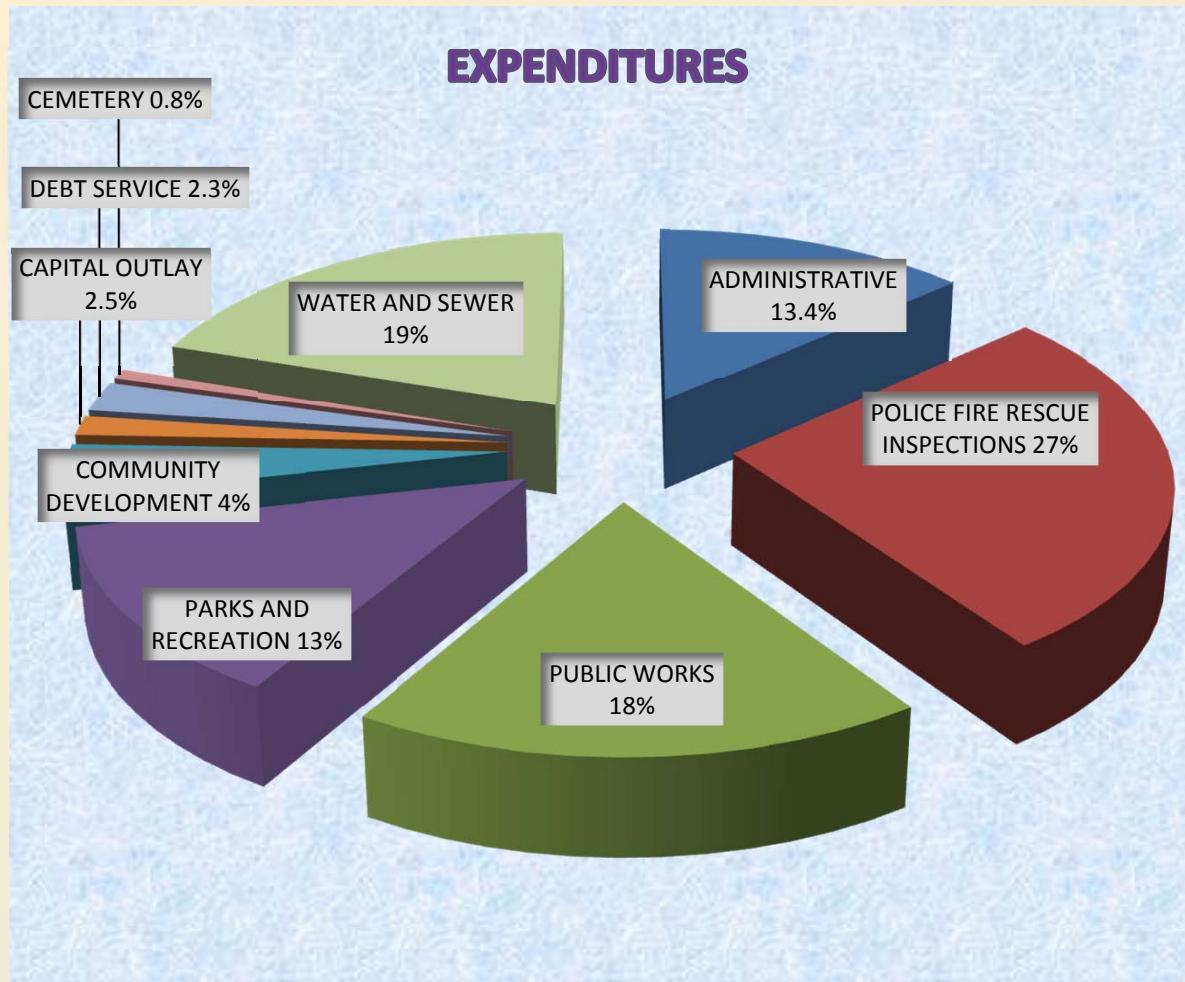
- WHERE DID THE REVENUE COME FROM



REVENUES	
PROPERTY TAXES	4,333,618
SALES TAXES	1,876,235
MEALS TAX	6,683,891
LODGING TAX	1,547,110
FRANCHISE	1,243,986
CIGARETTE	562,770
BUSINESS LICENSE	2,366,398
OTHER TAXES	132,698
PERMITS FEES LICENSES	844,784
FINES AND FORFEITURES	95,980
CHARGES FOR SERVICES	3,864,574
INTERGOVERNMENTAL	6,663,053
CEMETERY	97,512
WATER AND SEWER	8,824,901
OTHER	236,792
TOTAL	39,374,302

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- EXPENDITURES



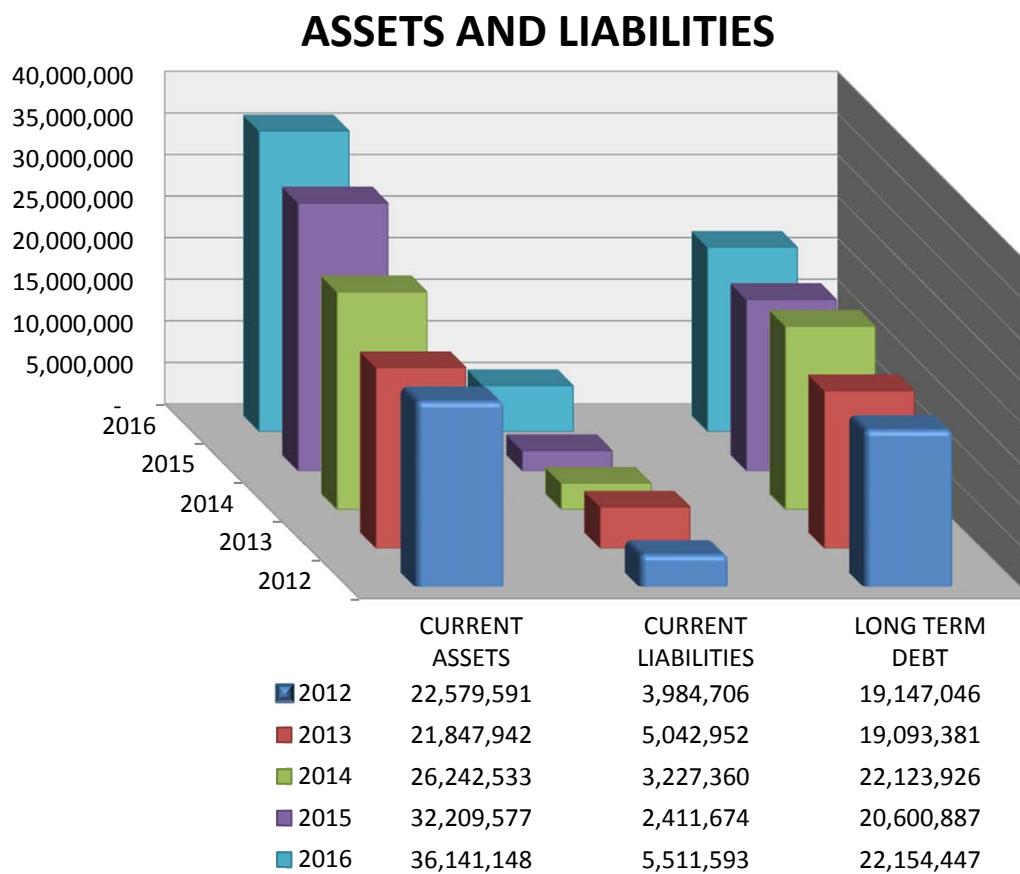
- DATA TABLE

ADMINISTRATIVE	\$ 5,067,749
POLICE FIRE RESCUE INSPECTIONS	10,199,486
PUBLIC WORKS	6,801,167
PARKS AND RECREATION	4,919,496
COMMUNITY DEVELOPMENT	1,521,739
CAPITAL OUTLAY	565,978
DEBT SERVICE	863,892
CEMETERY	290,486
WATER AND SEWER	7,479,021
TOTAL	37,709,014

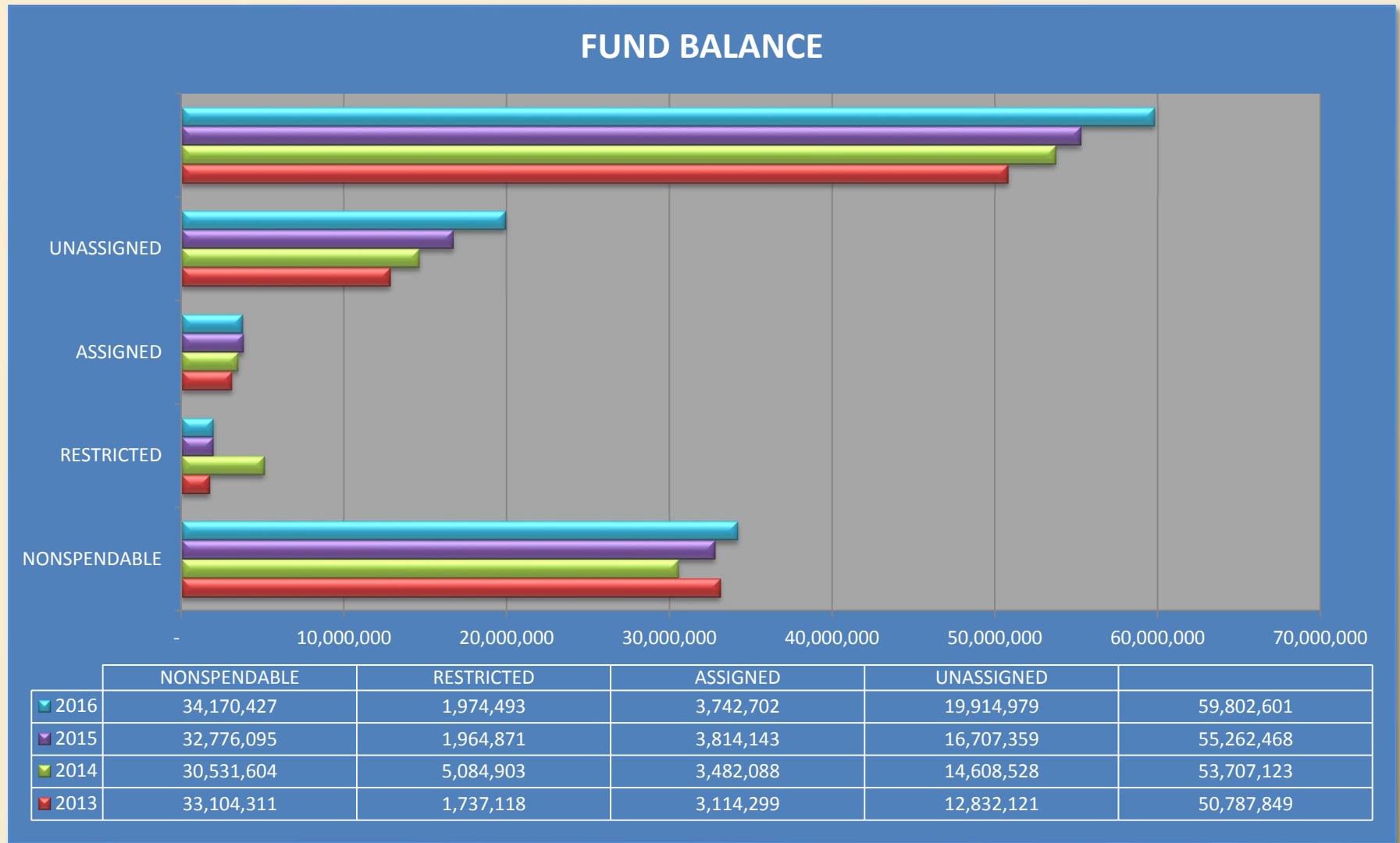
TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- TOTAL FIXED ASSETS OF THE GOVERNMENT HAVE INCREASED THIS YEAR PRIMARILY BECAUSE WE DETERMINED THAT THE 114 ROAD EXPANSION IN 2007 TO 2009 HAD NEVER BEEN ADDED TO THE ROADS
- 2013 \$146,840,593
- 2014 \$148,469,991
- 2015 \$146,456,298
- 2016 \$170,054,640

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016



TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016



TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

TOWN OF CHRISTIANSBURG		
FUND BALANCE REVIEW FOR THE YEAR ENDED JUNE 30, 2016		
		ACTUAL
	REFERENCE	6-30-2016
GENERAL FUND EXPENDITURES	AUDIT PG 30	27,045,559
GENERAL FUND SUPPORT OF GRANTS	AUDIT PG 90	6,259
CEMETERY FUND EXPENDITURES	AUDIT PG 95	290,486
CAPITAL PROJECTS FUNDS	AUDIT PG 96	565,978
WATER AND SEWER ENTERPRISE FUND	AUDIT PG 33	7,242,562
STORM WATER ENTERPRISE FUND	NEW FOR 2017	
TOTAL EXPENDITURES		35,150,844
LESS CAPITAL EXPENDITURES GENERAL FUND	worksheet	4,891,659
LESS CAPITAL EXPENDITURES CEMETERY FUND	worksheet	62,687
LESS CAPITAL PROJECT FUND EXPENDITURES	AUDIT PG 18	565,978
TOTAL OPERATING EXPENDITURES		29,693,207
FUND BALANCE UNASSIGNED 6/30/2016	AUDIT PG 28	19,510,248
PERCENTAGE OF EXPENDITURES TO UNASSIGNED		65.71%
FUND BALANCE USED FOR 2017 BUDGET CAPITAL ROLLOVER	BUDGET	5,279,628
TOTAL FUND BALANCE USES		5,279,628
PERCENTAGE OF EXPENDITURES TO UNASSIGNED		47.93%
NEW ASSIGNMENTS TO RESERVES		625,000
PERCENTAGE OF EXPENDITURES TO UNASSIGNED		
AFTER NEW RESERVES IN 2017 BUDGET		45.82%

FUND BALANCE POLICY

Fund balance Goals General fund

The Town shall seek to maintain unassigned fund balance of between 35-40% of all expenditures in the preceding fiscal year. Expenditures shall include operating expenses (excluding capital) of the general fund, permanent fund and enterprise fund, less any unassigned fund balance in the permanent fund and the enterprise fund. If the unassigned fund balance after conclusion of the annual audit exceeds 45% a review shall be conducted and appropriate actions shall be taken. If the unassigned fund balance is less than 30% a plan shall be developed to restore the reserves in an acceptable manner under the circumstances.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- Overall how did we do and how are we?
 - In general we saw some improvement in all our revenue numbers, growth was small but steady.
 - Revenues were slightly higher than budgeted and expenditures were less than budgeted.
 - Fund balance INCREASED by almost \$2.6 million primarily as a result of capital project rollovers and liquidity remains good.
 - Our unassigned fund balance is at 45.82% after consideration of fund balance use in the FY 2017 budget and additional amounts to reserves. This is a little on the high side, however we may want to hold on any action relative to this until we get a better look at FY 2017 budget amendments and a few other strategic goals.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

- Major Initiatives include:
 - Acquisition of remaining parcels for the connector road from 114 to N. Franklin Road
 - AMI meter reading project was completed and changed from monthly to bimonthly billing.
 - Working groups and public outreach for implementation of monthly storm water fee.
 - New Lubna Drive pump station completed to improve water supply and effective storage capacity.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2016

As we move into the 2017-2018 budget work sessions we have seen some growth in our indicators such as sales tax, meals, and lodging taxes. Trend information is positive for small growth and unemployment rates seem to be more stable.

The recent strategic planning sessions have created a new vision for the Town in DESTINATION 2022

Planning is already underway to achieve these goals.

We are also working on a budget amendment for 2017 that you will see soon and of course the 2017-2018 budget is already under way in the development process.

QUESTIONS?



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
OLD BUSINESS

Meeting Date:
FEBRUARY 14, 2017

ITEM TITLE:

DESCRIPTION:

Amending Appendix A of the existing VDOT Standard Project Administration Agreement for the Chrisman Mill Road Rail Grade Crossing Project.

POTENTIAL ACTION:

DEPARTMENT:
Engineering

PRESENTER:

ITEM HISTORY:

The current Agreement was executed on May 27, 2015. The total reimbursement by VDOT to the Town (less the Town's share and VDOT expenses) is estimated at \$432,800 under this existing agreement. VDOT identified additional funding in support of this project. The total reimbursement by VDOT to the Town (less the Town's share and VDOT expenses) is now estimated at \$527,800 by this amended agreement.

Date: **Action Taken:**

Information Provided:

Date: **Action Taken:**

Information Provided:

STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects

Project Number	UPC	Local Government
U000-154-205, P101, R201, M501	105608	Town of Christiansburg

THIS AGREEMENT, made and executed in triplicate this 27th day of May, 2015, by and between the **Town of Christiansburg, Virginia**, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:

- a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
- b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the Locality. For federally funded projects and pursuant to 2 CFR 200.338, Remedies for Noncompliance, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.2-348 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, and local laws and regulations. If the locality expends over

\$750,000 annually in federal funding, such certification shall include a copy of the LOCALITY's single program audit in accordance with 2 CFR 200.501, Audit Requirements.

agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.

4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.
9. This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be

reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.

10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

TOWN OF CHRISTIANSBURG, VIRGINIA:

Barry D. Helms

Barry D. Helms
Typed or printed name of signatory

Town Manager	April, 20, 2015
Title	Date

Wayne O. Nelson

Wayne O. Nelson
Signature of Witness Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF
TRANSPORTATION:**

B. W. Walker

B. W. Walker
Chief of Policy
Commonwealth of Virginia
Department of Transportation

5/27/15

Date

Brenda Crouse

Brenda Crouse
Signature of Witness

5/27/2015

Date

Attachments

Appendix A (UPC 105608)

Appendix A

Project Number:	U000-154-205	UPC:	105608	CFDA #	20.205	Locality:	Town of Christiansburg
Project Location ZIP+4: 24073-5772		Locality DUNS# 066018839		Locality Address (incl ZIP+4): 100 E. Main St Christiansburg, VA 24073			
Project Narrative							
Scope:	Chrismen Mill Rd -Realign N Side of Road at Crossing to improve approach angle and construct pavement width to current standards at NSRR Crossing #469436A. - Highway-Rail Safety Project Priority Number #2015026						
From:	1.18 Mi E of Rt. 114						
To:	at NSRR Crossing #469436A						
Locality Project Manager Contact Info:		Todd Walters - 540-382-6120 ex. 1153		twalters@christiansburg.org			
Department Project Coordinator Contact Info:		Adam Czesnowski - 540-387-5408		Adam.Czesnowski@vdot.virginia.gov			

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost	
Estimated Locality Project Expenses	\$36,000	\$46,200	\$350,600	\$432,800	
Estimated VDOT Project Expenses	\$2,500		\$2,500	\$5,000	
Estimated Total Project Costs	\$38,500	\$46,200	\$353,100	\$437,800	

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$38,500		0%	\$0	\$38,500	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$38,500			\$0	\$38,500	\$36,000
Right of Way & Utilities	\$46,200		0%	\$0	\$46,200	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total RW	\$46,200			\$0	\$46,200	\$46,200
Construction	\$353,100		0%	\$0	\$353,100	
			0%	\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$353,100			\$0	\$353,100	\$350,600
Total Estimated Cost	\$437,800			\$0	\$437,800	\$432,800

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$437,800

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$432,800

Project Financing

HSIP						Aggregate Allocations
\$437,800						\$437,800

Program and project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual
- This project shall be administered in accordance with VDOT's Urban Manual
- The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.
- This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$437,800 (if applicable)
- No construction shall start on Norfolk Southern Railway right-of-way until a fully executed Highway/Rail Agreement has been signed by the Virginia Department of Transportation, Town of Christiansburg and Norfolk Southern Railway.
- Total project allocations:** \$437,800

Authorized Locality Official and date

13.1.15 2015

Barry D. Helms, Town Manager

Typed or printed name of person signing

Jay Guy, Program Manager

Typed or printed name of person signing

05/19/15

Project Number:	U000-154-205	UPC:	105608	CFDA #	20.205	Locality:	
Project Location ZIP+4:		Locality DUNS#			Locality Address (incl ZIP+4): 100 E. Main St Christiansburg, VA 24073-3029		
Project Narrative							
Scope:	Chrisman Mill Rd -Realign N Side of Road at Crossing to improve approach angle and construct pavement width to current standards at NSRR Crossing #469436A. - Highway-Rail Safety Project Priority Number #2015026						
From:	1.18 Mi E of Rt. 114						
To:	at NSRR Crossing #469436A						
Locality Project Manager Contact info:	Todd Walters - 540-382-6120 ex. 1153		twalters@christiansburg.org				
Department Project Coordinator Contact Info:	Adam Czesnowski - 540-387-5408		Adam.Czesnowski@vdot.virginia.gov				

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost	
Estimated Locality Project Expenses	\$113,634	\$46,000	\$400,600	\$560,234	
Estimated VDOT Project Expenses	\$5,000	\$0	\$5,000	\$10,000	
Estimated Total Project Costs	\$118,634	\$46,000	\$405,600	\$570,234	

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$118,634	HSIP	0%	\$0	\$118,634	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$118,634			\$0	\$118,634	\$113,634
Right of Way & Utilities	\$46,000	HSIP	0%	\$0	\$46,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total RW	\$46,000			\$0	\$46,000	\$46,000
Construction	\$373,166	HSIP	0%	\$0	\$373,166	
	\$32,434	Local Funds	100%	\$32,434	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$405,600			\$32,434	\$373,166	\$368,166
Total Estimated Cost	\$570,234			\$32,434	\$537,800	\$527,800

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$537,800

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$527,800

Project Financing

						Aggregate Allocations
Rail Highway Crossings	State Match	Local Funds				
\$484,020	\$53,780	\$32,434				\$570,234

Program and project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual
- This project shall be administered in accordance with VDOT's Urban Manual
- The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.
- This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$537,800 (if applicable)
- All local funds included on this appendix have been formally committed by the local government's board or council resolution.
- No construction shall start on Norfolk Southern Railway right-of-way until a fully executed Highway/Rail Agreement has been signed by the Virginia Department of Transportation, Town of Christiansburg and Norfolk Southern Railway.
- This project is funded with Rail Highway Crossing funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 1/23/2017.
- **Total project allocations:** \$570,234

Authorized Locality Official and date

Authorized VDOT Official
Recommendation and Date

Jay Guy, Program Manager

Typed or printed name of person signing

Typed or printed name of person signing
Version 8/19/11

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION

AUTHORIZING A LOCAL OFFICIAL TO EXECUTE AGREEMENTS WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) AND ACKNOWLEDGMENT OF LOCAL FUNDING COMMITMENT AS REQUIRED IN VDOT FUNDING AGREEMENTS

WHEREAS, the Town of Christiansburg desires to have and maintain a safe and efficient road system; and

WHEREAS, from time to time the Town of Christiansburg and the Virginia Department of Transportation (VDOT) work together to enhance the transportation system; and

WHEREAS, certain agreements between the Town of Christiansburg and VDOT must be executed for this cooperative work to be accomplished.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Christiansburg does hereby authorize the Town Manager to execute agreements, and any modifications to such agreements, with VDOT as needed to advance transportation projects; and,

BE IT FURTHER RESOLVED, the Council of the Town of Christiansburg does hereby commit to fund its local share of preliminary engineering, right of way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project agreement(s) financial documents.

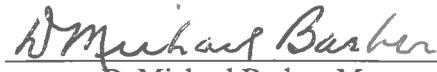
Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman Hall, seconded by Councilman Bishop at a regular meeting of the Council of the Town of Christiansburg, Virginia held August 9, 2016, the members of the Council of the Town of Christiansburg, Virginia present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mayor D. Michael Barber*				
Samuel M. Bishop	X			
Harry Collins	X			
Cord Hall	X			
Steve Huppert	X			
Henry Showalter	X			
Bradford J. Stipes	X			

*Mayor votes only in the event of a tie vote by Council.



Michele M. Stipes, Clerk of Council



D. Michael Barber, Mayor

**KIWANIS CLUB OF CHRISTIANSBURG
PARK OPERATING AGREEMENT**

THIS PARK OPERATING AGREEMENT ("Agreement") is made this ____ day of _____, 2017, by and between KIWANIS CLUB OF CHRISTIANSBURG, a non-stock corporation, herein referred to as "Owner," and TOWN OF CHRISTIANSBURG, VIRGINIA, a municipal corporation, Grantee, herein referred to as 'Town.'

WITNESSETH:

WHEREAS, Kiwanis Club of Christiansburg is the sole owner of the parcel known as Kiwanis Park which is further identified as tax parcels 528-((A))-88 and 528-((A))-80; and

WHEREAS, Town of Christiansburg desires to have use and programming access to Kiwanis Park for the purpose of providing public athletic, recreational, and social programming and conducting activities consistent with the purpose of the facility;

NOW, THEREFORE, in consideration of the mutual covenants contained herein the parties hereby agree as follows:

DESCRIPTION OF THE PREMISES

Owner agrees to allow the Town to use and access Kiwanis Park, containing a total of 5.77 acres, more or less, designated as tax map numbers 528-((A))-88 and 528-((A))-80, which parcels are hereinafter referred to as the "Park," pursuant to the terms and conditions set forth herein.

USE OF PREMISES AND TERM

Until terminated by one or both of the parties in writing, Town may access and use the Park for providing public athletic programs, recreational activities, social events, and other activities consistent with the purpose of the facility, including allowing other organizers, subject to the liability provisions below, to conduct such public activities at the Park. Town acknowledges that Owner has a communications facility at the Park with Verizon as a tenant. Owner retains and reserves the right to sub-lease future similar installations along with other uses provided it does not interfere with Town's use and access. Town agrees it will not interfere with Verizon's or any other's use and access to the communication facility and will cooperate with Verizon when Verizon requires access to maintain the communications facility.

MAINTENANCE

Town will maintain the grounds and facilities and have the right to make improvements to the Park but any new building project will require approval from Owner in writing in advance of commencing work at the Park.

INSURANCE

Owner carries a liability policy for the Park. As long as town has access and use of the Park, Town agrees to fully reimburse Owner annually for the cost of this insurance policy upon Owner presenting proof of payment. Town will carry Comprehensive General Liability insurance in the following amounts:

<u>\$1,000,000.00</u>	Each Occurrence
<u>\$1,000,000.00</u>	Personal & Adv Injury
<u>\$2,000,000.00</u>	General Aggregate

Any major event organizer working with the Town that will access and use the Park for an activity, recreational program, or other event, must agree to indemnify and hold harmless Owner and the Town and carry a \$1,000,000.00 General Liability Policy, which also covers contractual liability, naming the Town and Owner as additional insureds. This insurance coverage requirement does not apply to small groups renting shelters, family events, or similar uses.

SIGN

Town will recognize the joint interests of the Owner and Town in serving the public by displaying a sign acknowledging cooperation and the benefit to the public. The sign will display the logos of the Town of Christiansburg, the Kiwanis Club, and the Christiansburg Parks and Recreation Department.

SIGNAGE

Owner retains and reserves all rights to advertising and signage within the Park, including scoreboards, billboards, sponsorship signage and banners, unless approved in writing by the Owner.

PARK USE POLICY

Town will develop a policy concerning the access and use of the Park by the Town and other organizers. Town will consult with the Owner's liaison on the proposed rules to assure consistency with the Owner's values and mission. Owner reserves the right to refuse any other organizers, building projects or improvements which are not consistent with Owner's values or objectives. Improvements by either party will be coordinated with the Town and Owner through the Owner's liaison.

GIFT OF PARK BY OWNER TO TOWN UPON DISSOLUTION

In the event that Owner, Kiwanis Club of Christiansburg, dissolves or no longer desires to operate as a non-stock corporation in Virginia, Owner agrees to donate the Park and any improvements and appurtenances thereto, to the Town of Christiansburg with the provision that it always be used for youth recreation.

ENTIRE AGREEMENT

This Agreement represents the entire understanding between the parties, and there are no collateral or other oral agreements or understandings.

APPLICABLE LAW/SEVERABILITY

This Agreement shall be governed by the laws of the Commonwealth of Virginia. Any provision of this Agreement which is prohibited by, or unlawful, or unenforceable under Virginia law shall be ineffective only to the extent of such prohibition, without invalidating the remaining provisions of this Agreement.

NOTICES

In addition to written notices delivered in person or by certified mail, return receipt requested, (postage prepaid) any written notices permitted by this Agreement may be sent by mail to the Owner and Town at the addresses set forth below. If e-mail delivery is used, the sender shall retain sufficient proof of the electronic delivery, which may be an electronic receipt of delivery, a confirmation that the notice was sent by facsimile, or a certificate of service prepared by the sender confirming electronic delivery.

Owner's address: P.O. Box 313, Christiansburg, VA 24068-0313

Town's Address: Town Manager, 100 E. Main Street, Christiansburg, VA 24073

GENERAL PROVISIONS

The parties, having read and understood the provisions of this Agreement, agree for themselves, their successors, and assigns to be bound thereby.

IN WITNESS WHEREOF, the parties have executed this lease on the ____ day of November, 2016.

KIWANIS CLUB OF CHRISTIANSBURG

By: _____

Name: _____

Title: _____

COMMONWEALTH OF VIRGINIA

)

COUNTY OF MONTGOMERY

) to-wit:

The foregoing instrument was acknowledged before me, a Notary Public in and for the Commonwealth of Virginia at-large, this _____ day of _____, 2016, by _____
_____, its _____ (title), on behalf of Kiwanis Club of

Christiansburg.

Notary Public
Registration No.:
My Commission Expires:

TOWN OF CHRISTIANSBURG

By: _____
Name: _____
Title: _____

COMMONWEALTH OF VIRGINIA)
COUNTY OF MONTGOMERY) to-wit:

The foregoing instrument was acknowledged before me, a Notary Public in and for the Commonwealth of Virginia at-large, this _____ day of _____, 2016, by _____

, its _____
(title), on behalf of the Town of Christiansburg.

Notary Public
Registration No.:
My Commission Expires:

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**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
NEW BUSINESS

Meeting Date:
FEBRUARY 14, 2017

ITEM TITLE:
Norfolk Southern (NS) Contract Approval

DESCRIPTION:
Contract for NS engineering services related to the redesign and upgrade of the Chrisman Mill Road rail grade crossing warning signal.

POTENTIAL ACTION:

DEPARTMENT:
Engineering

PRESENTER:

ITEM HISTORY:
The existing warning signal arm is currently positioned to drop perpendicular to the tracks in order to effectively stop traffic due to the current road alignment. The new road realignment will require the signal to be rotated such that the arm drops parallel to the railroad tracks. Current NS policy requires a signal upgrade when a warning signal has not been upgraded within the last two years and is being modified.

Date: **Action Taken:**

Information Provided:

Date: **Action Taken:**

Information Provided:

AGREEMENT FOR PRELIMINARY ENGINEERING SERVICES

This agreement made by and between Town of Christiansburg (hereinafter called "City"), and Norfolk Southern Railway Company (hereinafter called "COMPANY").

The City will submit plans and specifications to said COMPANY for work which will involve or affect COMPANY facilities at the following location:

Town, County State: Christiansburg, Montgomery County, VA
AAR-DOT#: 469436A
Street /Bridge Name: Chrisman Mill Road (SR 661)
Description: Proposed Chrisman Mill Road At-Grade Crossing Modifications at NS, MP N-292.55

Preliminary Engineering Cost Estimate: \$20,462.00

Therefore, in consideration of the benefits moving to each of the parties hereto, they do mutually agree as follows:

ARTICLE 1. REIMBURSEMENT. The City agrees to reimburse the COMPANY for actual cost of preliminary engineering necessary in connection with the project.

The COMPANY shall submit to the City fair and reasonable costs of the aforesaid work performed as evidenced by detailed invoices acceptable to the City. The City shall reimburse the COMPANY in the amount of the approved costs so submitted.

ARTICLE 2. EFFECTIVE DATE OF AGREEMENT. This agreement shall take effect at the time it is approved and signed by both the City and the COMPANY.

ARTICLE 3. STARTING OF WORK. This agreement covers preliminary engineering services performed starting October 21, 2016. The COMPANY agrees to provide preliminary engineering services at the request of the City or its agent, whether written or verbal.

ARTICLE 4. SCOPE OF WORK. The scope of this agreement is limited to review by the COMPANY of the plans and specifications to provide information to the COMPANY and the City regarding the project. This agreement does not constitute the COMPANY's approval of the project.

IN WITNESS WHEREOF, the City and the COMPANY have caused these presents to be signed by their duly authorized officers:

City
Signature: _____
Name: _____
Title: _____
Date: _____

COMPANY
Signature: _____
Name: K.G. Hauschildt
Title: Chief Engineer
Date: _____

FORCE ACCOUNT ESTIMATE

Work to be Performed By: Norfolk Southern Railway Company
For the Account of: Town of Christiansburg and VDOT
Project Description: Proposed Chrisman Mill Rd At-Grade Crossing
Location: Christiansburg, Montgomery County, VA
Project No.:
Milepost: N-292.55
File: CX1112299
Date: November 15, 2016

SUMMARY

ITEM A - Preliminary Engineering	11,015
ITEM B - Construction Engineering	0
ITEM C - Accounting	2,347
ITEM D - Flagging Services	0
ITEM E - Communications Changes	0
ITEM F - Signal & Electrical Changes	7,100
ITEM G - Track Work	0
ITEM H - T-Cubed	0
GRAND TOTAL	\$ 20,462

ITEM A - Preliminary Engineering

(Review plans and special provisions,
prepare estimates, etc.)

Labor:	30 Hours @ \$60 / hour=	1,800
Labor Additives:		1,415
Travel Expenses:		1,000
Services by Contract Engineer:		6,800
	NET TOTAL - ITEM A	\$ 11,015

ITEM B - Construction Engineering

(Coordinate Railway construction activities,
review contractor submittals, etc.)

Labor:	0 Hours @ \$60 / hour=	0
Labor Additives:		0
Travel Expenses:		0
Services by Contract Engineer:		0
		<hr/>
	NET TOTAL - ITEM B	\$ -

ITEM C - Administration

Agreement Construction, Review and/or Handling:	1,250
Accounting Hours (Labor): 20 Hours @ \$30 / hour=	600
Accounting Additives:	497
	<hr/>
	NET TOTAL - ITEM C
	\$ 2,347

ITEM D - Flagging Services

(During construction on, over,
under, or adjacent to the track.)

Labor:	Flagging Foreman 0 days @ 230.00 per day=	0
	(based on working 10 hours/day)	
Labor Additive:		0
Travel Expenses, Meals & Lodging:	0 days @ \$100/day=	0
Rental Vehicle	0 months @ \$950/month=	0
	NET TOTAL - ITEM D	\$ -

ITEM E - Communications Changes

Material:	0
Labor:	0
Purchase Services:	0
Subsistence:	0
Additive:	0
	<hr/>
	NET TOTAL - ITEM E
	\$ -

ITEM F - Signal & Electrical Changes

Material:	0
Labor:	0
Purchase Services:	0
Other:	<u>7,100</u>
	NET TOTAL - ITEM F
	\$ 7,100

ITEM G - Track Work

Material:	(see attached summary)	0
Labor:	(see attached summary)	0
Additive:	(see attached summary)	0
Purchase Services:	(see attached summary)	<u>0</u>
	NET TOTAL - ITEM G	\$ -

ITEM H - T-CUBED

Lump Sum	\$ -
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NOTES

1. For all groups of CONTRACT employees, the composite labor surcharge rate used in this estimate (including insurance) is 185.81%. Self Insurance - Public Liability Property Damage is estimated at 16.00%. Work will be billed at actual current audited rate in effect at the time the services are performed.
2. For all groups of NON-CONTRACT employees, the composite labor surcharge rate used in this estimate (including insurance is 78.59%. Self Insurance - Public Liability Property Damage is estimated at 16.00%. Work will be billed at actual current audited rate in effect at the time the services are performed.
3. All applicable salvage items due the Department will be made available to it at the jobsite for its disposal.
4. The Force Account Estimate is valid for one (1) year after the date of the estimate (11/15/2016). If the work is not performed within this time frame the Railway may revise the estimate to (1) include work not previously indicated as necessary and (2) reflect changes in cost to perform the force account work.

Round Figure Estimate for Grade Crossing Warning Devices

City/State: CHRISTIANSBURG, VA

Road: CHRISMAN MILL RD

MilePost: N-292.56

DOT/AAR: 469436A

State Proj. No.:

County: MONTGOMERY

S&E Proj. No.: 13.1100

File Number: 061-13.550

Man Days: 72

Purchases - Others	
Meals and Lodging:	\$9,848.56
Rental of Equipment:	\$13,462.95
(2 Trucks, 1 Backhoe w/ Trailer and 1 Pipe-Pusher for 12 Days)	
Construction Supervision Vehicle:	\$2,059.38
Purchases - Other Total:	\$25,370.89
Material And Additives	
Material Cost:	\$15,862.00
Sales and Use Tax:	\$952.00
Material Handling Freight:	\$1,586.16
Material Total:	\$18,400.16
Labor And Additives	
Labor Cost:	\$23,184.00
(6 man crew at \$1,932.00 a day for: 12 days)	
Payroll Tax & Overheads:	\$19,766.68
Preliminary Engineering:	\$7,099.79
Construction Supervision:	\$6,772.05
Labor Total:	\$56,822.52
Project Cost:	\$100,593.57
Scrap / Salvage Credit:	\$0.00
Project Total:	\$100,594.00

Estimated on: 14-Nov-16

Estimated by: uegbb

Estimate valid for 1 year from date of estimate



ESTABLISHED

NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR

D. MICHAEL BARBER

COUNCIL MEMBERS

SAMUEL M. BISHOP

HARRY COLLINS

R. CORD HALL

STEVE HUPPERT

HENRY SHOWALTER

BRADFORD J. "BRAD" STIPES

TOWN MANAGER

STEVE BIGGS

**DIRECTOR OF
FINANCE/TOWN TREASURER**
VALERIE L. TWEEDIE

CLERK OF COUNCIL

MICHELE M. STIPES

TOWN ATTORNEY

GUYNN & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

To: Steve Biggs, Town Manager

Fr: Joe Coyle, Rescue Chief

Re: Reallocation of Funds

01/31/2017

As discussed, I am requesting a reallocation of \$17,000 from a capital item in account 15-5945 (Revenue Recovery funds) to the items listed below.

The capital item being deleted is \$17,000 for a motorized swift water boat. We are deleting it for two reasons. First is that the design committee significantly underestimated the actual cost of the boat. We would need significant additional funds to procure this boat in FY2017. The second reason is an unexpected lack of credentialed training sources. The organization out of Northern Virginia that had offered the training has gone out of business. We have only recently located an alternate vendor. The cost of their training and the prerequisites make this not a feasible priority for FY17 or 18. We will revisit in FY19 with better groundwork in place.

The funds will be used for the following:

\$6,000 to our AED program. This will allow us to accommodate requests for additional AEDs in Town facilities and to resupply current units.

\$2,000 to fund member attendance at NCEMSF. An opportunity has arisen to send several of our college student members to a two day conference and competition sponsored by the National Collegiate EMS Foundation. This is a beneficial tool for retention of some of our high volume call running members.

\$9,000 to fund training for Technical Rescue and Advanced Life Support that was not anticipated in the original budget. These classes will include advanced courses in water rescue (dive and swift water) and Advanced Life Support certification program attendance.

A handwritten signature in black ink that reads "Joe Coyle". The signature is cursive and fluid, with "Joe" on the top line and "Coyle" on the bottom line.



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
NEW BUSINESS

Meeting Date:
FEBRUARY 14, 2017

ITEM TITLE:
2016 Planning Commission Annual Report

DESCRIPTION:
This Annual Report is a new document produced for the Town Council and the public by the Planning Commission reviewing its activities over the past calendar year. It is intended to act both as a summary of the Commission's 2016 public hearing cases and planning efforts and as a quick reference for information on its membership, committees, and past meeting schedule.

POTENTIAL ACTION:
Review only. No Action Required.

DEPARTMENT:
Planning

PRESENTER:
Andrew Warren, Planning Director

ITEM HISTORY:
Planning Commission approved the Annual Report at its last meeting on January 30, 2017.

Information Provided:
2016 Planning Commission Annual Report

**Planning Commission Annual Report
2016**

Town of Christiansburg

**Approved by Planning Commission January 30, 2017
Town of Christiansburg
100 East Main Street Christiansburg, VA 24073**



ESTABLISHED
NOVEMBER 10, 1792

INCORPORATED
JANUARY 7, 1833

MAYOR
D. MICHAEL BARBER

COUNCIL MEMBERS
SAMUEL M. BISHOP
HARRY COLLINS
R. CORD HALL
STEVE HUPPERT
HENRY SHOWALTER
BRADFORD J. "BRAD" STIPES

TOWN MANAGER
STEVE BIGGS

ASSISTANT TOWN MANAGER
RANDY WINGFIELD

ASSISTANT TO THE TOWN
MANAGER
ADAM CARPENETTI

DIRECTOR OF
FINANCE/TOWN TREASURER
VALERIE L. TWEEDIE,
CPA, CFE, CGFM

CHIEF OF POLICE
MARK SISSON

CLERK OF COUNCIL
MICHELE M. STIPES

TOWN ATTORNEY
GUYN & WADDELL, P.C.

Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

February 7, 2017

Re: Planning Commission 2016 Annual Report

Dear Town Council:

Please find attached the Planning Commission Annual Report. The Planning Commission Annual Report showcases the work of the Commission and staff of the Planning Department for 2016. This report meets the requirement of Sec. 15.2-2221 of the Code of Virginia, updating the Town Council on the operation of the Commission and the status of planning in the Town of Christiansburg. The Commission has accomplished significant tasks this year during the 17 meetings held between January through November. This Annual Report covers the work of the Planning Commission from January 1, 2016 to December 31, 2016.

There have been a number of notable activities in this reporting period. A few highlights are provided below:

1. *Attended the New River Valley Regional Commission's Planning Commissioner Training;*
2. *Reviewed 10 conditional use permits, a conditional use permit amendment, and a comprehensive plan amendment;*
3. *Worked with Planning Department Staff on an amendment to the sign ordinance that will be brought to Town Council in early 2017; and*
4. *Worked with Planning Department Staff and consultants on an Urban Development Areas Grant which led to the comprehensive plan amendment.*

We value our roles as members of the Planning Commission, and we appreciate both the attention the Town Council has paid to the recommendations of the Planning Commission and the opportunity we have to serve our community. As always, we welcome your comments and invite you to attend our regular monthly meetings, held six days following a Town Council meeting at 7:00 p.m. in the Council Chambers.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Moore".

Craig Moore, Chairperson
Planning Commission

OVERVIEW

The Christiansburg Planning Commission is comprised of between five and fifteen citizens appointed by the Town Council. There were ten Planning Commissioners at the end of this reporting period. The Commission fulfills the role identified in Section 15.2-2210 of the Code of Virginia. The Planning Commission is the official planning body for review of the future growth and development of the Town of Christiansburg pursuant to the adopted Comprehensive Plan and Town Ordinances. The Planning Department is the lead department that supports the work of the Planning Commission by providing planning guidance and technical review. The Town Attorney serves a valuable role in advising the Planning Commission and staff on land use matters. Town citizens also provide critical contributions through input and involvement during citizen comment periods and public hearings.

PLANNING COMMISSION MEETING DATES

January 19, 2016

February 1, 2016

February 16, 2016

February 29, 2016

March 28, 2016

April 18, 2016

May 16, 2016

May 31, 2016

June 20, 2016

July 18, 2016

August 1, 2016 *

August 15, 2016

August 29, 2016 *

September 19, 2016

October 3, 2016 *

October 17, 2016

November 28, 2016

*Development Subcommittee meeting was also held.

MEMBERSHIP

Planning Commission Members and Terms

NAME	TERM EXPIRES
Matthew Beasley	February 7, 2018
Ann H. Carter	August 31, 2020
Harry Collins	Town Council Liaison
David Franusich	February 2, 2019
Richard Hil Johnson	March 24, 2019
Craig Moore, Chair	August 31, 2018
T.L. Newell	March 24, 2019
Virginia "Ginny" Peeples *	March 24, 2019
Joe Powers *	August 31, 2018
Jennifer D. Sowers, Vice-Chair	January 26, 2020

* Planning Commissioners moved out of the Town of Christiansburg during 2016 and were no longer eligible to serve on the Planning Commission in 2016. Virginia "Ginny" Peeples resigned in August. Joe Powers resigned in October.

Regular Meeting Attendance

TOWN OF CHRISTIANSBURG, PLANNING COMMISSION MEETINGS ATTENDANCE REPORT JANUARY 1 THROUGH DECEMBER 31, 2016												
NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Matthew Beasley	X	X	X	X	U	X	E	X	X	X	X	-
Ann H. Carter	X	X	X	E	E	X	X	E	X	X	X	-
Harry Collins	X	X	X	X	X	X	X	E	X	X	X	-
David Franusich	X	X	U	X	E	U	X	E	X	U	X	-
Richard Hil Johnson	X	X	E	X	X	X	X	X	X	X	X	-
Craig Moore	X	X	X	X	X	X	X	X	X	X	X	-
T.L. Newell	E	X	X	X	X	X	X	E	E	X	X	-
Virginia "Ginny" Peeples	X	X	X	X	E	X	X	E	X	-	-	-
Joe Powers	X	X	X	X	E	X	X	X	X	X	-	-
Jennifer D. Sowers	X	X	X	E	X	X	X	E	X	X	E	-

INDICATE: (X) PRESENT; (E) EXCUSED, (U) UNEXCUSED

Excused: notified staff of absence prior to meeting **Unexcused:** did not notify staff of absence prior to meeting

* Months with more than one meeting: May and October had 2 meetings; February and August had 3 meetings. If marked absence in table, Planning Commissioner was absent for a single meeting during that month.

Planning Commission Membership on Other Groups

OTHER GROUPS	PLANNING COMMISSION MEMBER
Town Council	Harry Collins
Board of Zoning Appeals	T.L. Newell
New River Valley Planning Commission	Harry Collins
New River Valley Planning Commission	Richard Hil Johnson
Bikeway Walkway Committee	Joe Powers

TRAINING

Training Opportunities

There are outside training opportunities and staff presentations provided to Planning Commissioners to enhance each member's understanding and knowledge base in the field of planning. There are three opportunities for the Planning Commission to obtain training throughout the year.

The primary training opportunity each member is encouraged to complete is the Virginia Tech Land Use Education Program (LUEP)'s Certified Planning Commissioners' program. This program attracts participants from localities across the Commonwealth. It is a 10 week format overall and includes a two-day opening session featuring classroom instruction focusing on the principles and practices of planning, the planning process, the legal foundations for planning, planning commission duties and responsibilities, the tools of planning, and the job of the planning commissioner. The concluding session also features two days of classroom instruction. The topics covered include principles of meeting management, communication skills, decision making skills, conflict management, principles of community visioning, creative thinking and leadership principles. Between the two classroom sessions, all students are required to read several books that are included in the registration fee and complete and submit a series of open-book tests and essays. Participants are also required to attend a planning commission meeting in another locality and analyze and report on the meeting using an observation guide that is provided during the first session.

The second training opportunity is the New River Valley Regional Commission (NRVRC)'s Planning Commissioner Training. This evening event is held at the NRVRC's building each spring. The training is available to all Commissioners. Christiansburg Planning Department staff participates with other regional planners in developing the discussion topics. This year's topics were Pulaski County's Approach to Creating a Unified Development Ordinance, The Limits of Residential Zoning, and a General Assembly update on land use related legislation.

Finally, the Planning Department will organize staff presentations for regularly scheduled Planning Commission meetings to inform the Commission on a specific topic. The Town of Christiansburg staff provided presentations to the Planning Commission on House Bill 2 funding and the changes being made to proffer legislation at the state level.

Training Program Participation

TRAINING PROGRAM	PLANNING COMMISSION MEMBER
Virginia Tech LUEP's Certified Planning Commissioners' Program	T.L. Newell
Virginia Tech LUEP's Certified Planning Commissioners' Program	Virginia "Ginny" Peebles
NRVRC's Planning Commissioner Training	Richard Hil Johnson
NRVRC's Planning Commissioner Training	Joe Powers
NRVRC's Planning Commissioner Training	T.L. Newell
NRVRC's Planning Commissioner Training	Jennifer D. Sowers

SUBCOMMITTEES

Membership

DEVELOPMENT SUBCOMMITTEE	COMPREHENSIVE PLAN SUBCOMMITTEE
Joe Powers, Chair	Virginia Peeples, Chair
Matthew Beasley	David Franusich
Ann H. Carter	T.L. Newell
Jennifer D. Sowers	

Meetings

The Development Subcommittee of the Planning Commission held meetings to discuss the following topics:

DATE	TOPIC
August 1, 2016	Sign Ordinance Amendment and Beauty Salon/Barber Shop as Major Home Occupation
August 15, 2016/ October 3, 2016	Sign Ordinance Amendment: The ordinance looks to accomplish a number of goals including: (1) address the allowable timeframes for political signs and all other temporary signs; (2) compliance with the Supreme Court ruling [Reed v. Town of Gilbert, Arizona (decided June 18, 2015)] requiring signage regulations to be content neutral; (3) move sign regulations from a stand-alone chapter to the Zoning Ordinance; and (4) streamline the formatting overall by removing outdated and duplicative definitions and sections.

The Comprehensive Plan Subcommittee of the Planning Commission did not hold any meetings in 2016.

PLANNING DEPARTMENT

Andrew Warren, AICP, CZA, CTM
Planning Director/Zoning Administrator

Sara Morgan, CZA
Senior Planner

Will Drake, CZO
Planner I

Planning Interns
Tabitha Proffitt **Juli Kurnos**

Assistance also provided by:

Building Department
Jerry Heinline, CBO
Building Official

Engineering Department
Wayne O. Nelson, PE
Director of Engineering and Special Projects

Town Attorney
Theresa Fontana
Guynn & Waddell, P.C.

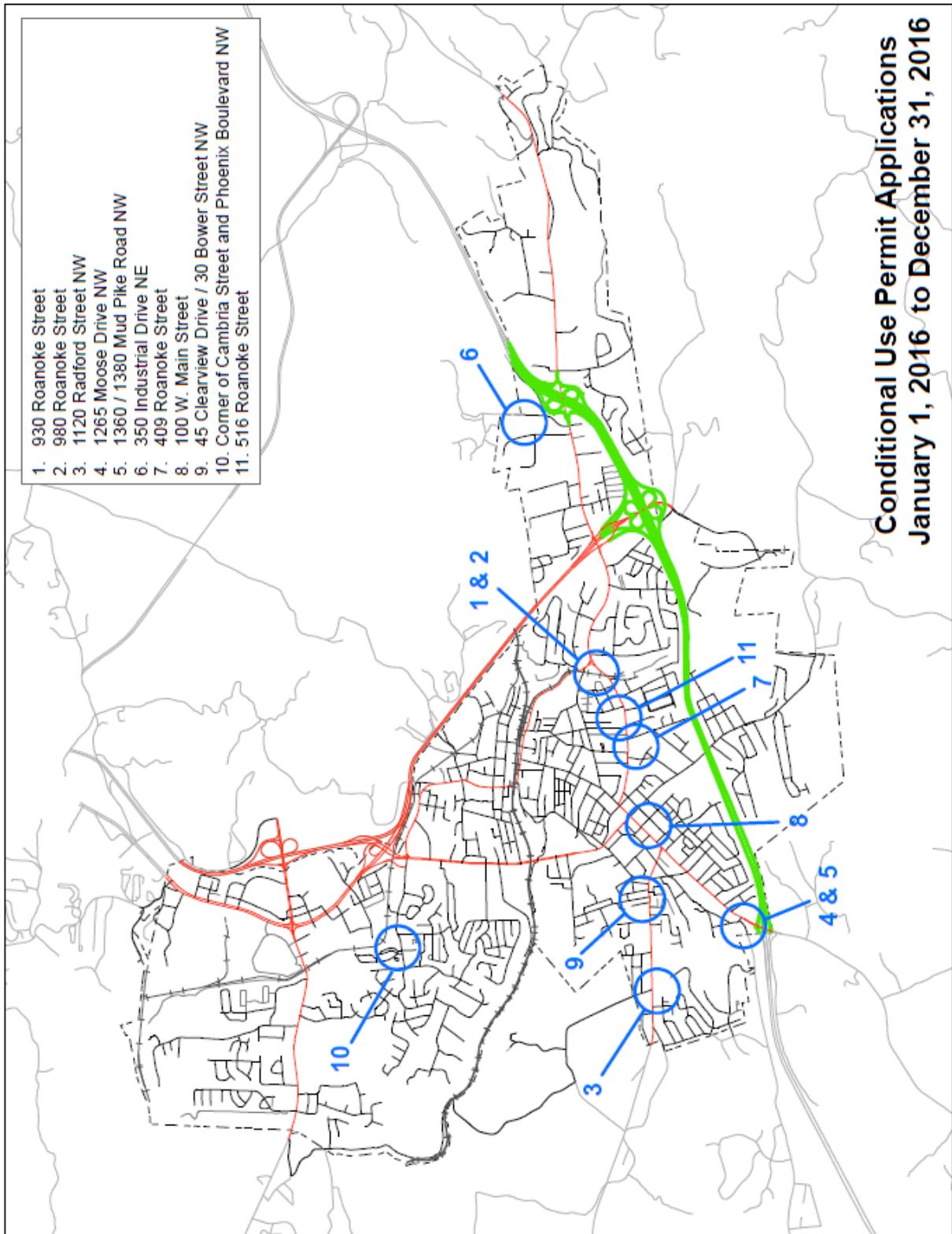
REGULATORY CASES

Conditional Use Permits

MAP #	RECOMMENDATION DATE	APPLICANT	LOCATION	REQUEST
1	February 29, 2016	J&M Enterprises, LLC	930 Roanoke Street	Automobile Upholstery
2	Withdrawn	Paul Haynes	980 Roanoke Street	Towing Service and Commercial Garage
3	March 28, 2016	Karen Kay Zimmerman	1120 Radford Street NW	Single Family Residence
4	April 18, 2016	M&M Tire Holdings, Inc.	1265 Moose Drive NW	Private Recreation Facility
5	April 18, 2016	Construction Services, LLC	1360 / 1380 Mud Pike Road NW	Welding and Metal Fabrication
6	Withdrawn	Hash Investments, LLC	350 Industrial Drive NE	Commercial Septic Service Storage
7	May 31, 2016	Curtis Properties, LLC	409 Roanoke Street	Towing Service
8	June 20, 2016	On Main Street Inc.	100 W. Main Street	Private School
9	August 29, 2016	George Gray	45 Clearview Drive / 30 Bower Street NW	Commercial Garage
10	September 19, 2016	SHAH Development, LLC	Corner of Cambria Street NW and Phoenix Boulevard NW	Amendment to CUP (PHD)
11	October 3, 2016	Chris Woolwine	516 Roanoke Street	Exterminating Services

Comprehensive Plan Amendments

RECOMMENDATION DATE	APPLICANT	REQUEST
October 17, 2016	Town of Christiansburg	Amend to incorporate four Urban Development Areas. Text changes were made to Chapter 5 Infrastructure Services, Chapter 7 Transportation, and Chapter 8 Community and Economic Development. Additionally the Future Land Use Map was amended to include the boundaries of the Urban Development Areas.



URBAN DEVELOPMENT AREAS GRANT

Procedure

The Urban Development Areas Grant is a planning grant from the Commonwealth of Virginia's Office of Intermodal Planning and Investment. The grant has allowed Planning Commission and the Planning Department to identify four areas in town suitable for growth in the next 15 years. Following the identification of these four areas, an amendment was drafted for the Christiansburg Comprehensive Plan. The amendment was taken to the Planning Commission for a public hearing which resulted in a recommendation to approve the amendment. Town Council held a public hearing following this recommendation and at their following meeting they voted to adopt the amendment which passed unanimously.

Timeline

DATE	ITEM
June 1, 2015	Grant awarded to Town of Christiansburg
September 14, 2015	Consultants perform first site visit. During their visit they: <ul style="list-style-type: none">• Met with Administration, department representatives, and local engineering firms• Toured town with Town Manager and Planning Department• Presented to Planning Commission
November 16, 2015	Consultants perform second site visit <ul style="list-style-type: none">• Presented to Planning Commission
December 28, 2015	Planning Commission approves boundaries of four UDAs
June 20, 2016	Consultants perform third site visit <ul style="list-style-type: none">• Held a public information open house at the Recreation Center• Met with Planning Commission during a workshop• Presented to Planning Commission
August 23, 2016	Consultants present UDA report to Town Council
October 17, 2016	Planning Commission Public Hearing
October 17, 2016	Planning Commission Action
November 8, 2016	Town Council Public Hearing
November 22, 2016	Town Council Action

Identified Urban Development Areas

Mall UDA. Generally the area of the New River Mall, with big box retailers and regional goods and services, is defined by the areas adjacent to North Franklin Street. Stakeholders strongly felt that targeted growth over time must address the lack of pedestrian connectivity within and between existing developments and between large street blocks that are separated by wide street corridors.

Cambria UDA. The boundary generally follows the contours of the current General Business (B-3) Zoning District. Feedback from stakeholders indicated that targeted growth should be focused along Cambria Street through the adaptive reuse or redevelopment of existing buildings and developable parcels to allow for commercial uses along the ground floor with residential above, while developing policies that protect the character of the Cambria neighborhood.

Institute UDA. Centered along N Franklin Street, and its outer edges are defined by Norfolk Southern to the south and U.S Route 460 to the north. It is the desire of stakeholders that targeted growth should reinforce the current institutional, residential and commercial uses, future passenger rail train station and promote connectivity to the Huckleberry Trail.

Downtown UDA. Defined by a roadway network that includes N. Franklin, Depot, First and Main streets. Stakeholders emphasized that targeted growth should include a mix of infill and new mixed-use development with active commercial use at the ground level to make downtown an enticing place to visit.

Implementation

The Comprehensive Plan Amendment incorporated both text and map changes. Text changes were made to three different chapters within the Christiansburg Comprehensive Plan. Chapter 8 Community and Economic Development houses the majority of the urban development area text including 23 Goals and Strategies that are specific to the four urban development areas established. Chapter 5 Infrastructure Services added text to prioritize utility improvements within the urban development areas. Chapter 7 Transportation created TRN 1.2C under Transit and Multi-Modal Transportation Goals and Strategies. TRN 1.2C aims at supporting a potential transit center in the Mall UDA. Lastly the Future Land Use map was edited to include the boundaries of the urban development areas.



**TOWN OF CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION:
OTHER BUSINESS

Meeting Date:
February 14, 2017

ITEM TITLE:
New River Valley Metropolitan Planning Organization Appointments

DESCRIPTION:
The Town appoints two people, including one elected official, to the MPO Policy Board and two people to the MPO Technical Advisory Committee (TAC).

POTENTIAL ACTION:
Appoint Assistant Town Manager Randy Wingfield to the Policy Board and appoint Planning Director Andrew Warren to serve on the TAC.

DEPARTMENT:
Administration

PRESENTER:
Randy Wingfield, Assistant TM

ITEM HISTORY:

Date: **Action Taken:**

Information Provided:

Date: **Action Taken:**

Information Provided:

Currently, Mayor Barber and Assistant to the Town Manager Adam Carpenetti serve of the MPO Policy Board and Assistant Town Manager Randy Wingfield and Engineering Director Wayne Nelson serve of

the TAC. Mr. Wingfield has more transportation experience and deals with transportation issues more than Mr. Carpenetti and Mr. Warren has extensive experience serving on the TAC from his time Blacksburg.