



AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
MARCH 28, 2017

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. Proposed Amendment to the Annual Budget for FY 2016 – 2017.

IV. CONSENT AGENDA

- A. Meeting Minutes of March 14, 2017
- B. Schedule a Public Hearing for April 9, 2017 for a Conditional Use Permit request for a game room at 77 Scattergood Drive, N.W. in the B-3 General Business District.
- C. Authorize Treasurer Department employee to sign Town checks.
- D. Monthly Bills

V. CITIZEN COMMENTS

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Presentation by Building Official Jerry Heinline regarding property maintenance.

VII. OLD BUSINESS

- A. Discussion on appointment to the New River Valley Solid Waste Authority.
- B. Consideration of VML Policy Committee nominations.

VIII. NEW BUSINESS

- A. Professional Design Services Contract for the Quin W. Stuart Boulevard Intersection Improvement Project.

IX. COMMITTEE REPORTS

X. STAFF REPORTS

- A. Town Manager
- B. Town Attorney
- C. Other Staff:

XI. COUNCIL REPORTS

XII. OTHER BUSINESS

XIII. ADJOURNMENT

*The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, April 11, 2017 at 7:00 P.M.*



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
MARCH 28, 2017

**ITEM TITLE:**  
2016-2017 Budget Amendment #1

**DESCRIPTION:**  
To amend the 2016-2017 budget as presented 3-14-2017 following public hearing

**POTENTIAL ACTION:**  
Approval

**DEPARTMENT:**  
Finance

**PRESENTER:**  
Valerie Tweedie, Finance Director

**ITEM HISTORY: none**

**Date:**  
MARCH 14, 2017

**Action Taken:**  
Public Hearing set

**Information Provided:**  
Presentation of the budget amendment 2016-2017 modification #1

**Date:** **Action Taken:**

**Information Provided:**

**TOWN OF CHRISTIANSBURG**  
**2016-2017 BUDGET AMENDMENT #1**

**GENERAL FUND**

INCREASE REVENUES

LODGING TAX

**TOTAL INCREASE IN REVENUE**

\$ 60,000	Existing trends support increasing these revenue amounts
<b><u>\$ 60,000</u></b>	

**DECREASES IN GENERAL FUND EXPENDITURES**

TRUMAN WILSON GAS LINE REDUCTIONS

INFORMATION TECHNOLOGY

DTWN MASTER PLAN

**TOTAL DECREASES IN EXPENDITURES**

\$ 50,000	reduce budgeted amount only 30000 spent
\$ 10,000	Palmer Street project not going to complete work
\$ 50,000	work to be done in house
<b><u>\$ 110,000</u></b>	

**INCREASES IN GENERAL FUND EXPENDITURES**

ROOF REPAIR POLICE DEPT

TOURISM 85% OF 1%

MARKETING 15% OF 1 %

CHILDRENS TRUST

STRUCTURAL ANALYSIS RADIO PROJECTS

ENGINEERING GIS STORM WATER

ENGINEERING CONTRACTS GRANT APPS

NEW VEHICLE FOR ADMIN ADDITIONAL AMOUNT

**TOTAL INCREASES IN EXPENDITURES**

\$ 40,000	Continuous leaks in roof are causing damage to third floor renovations, repairs have been ineffective
\$ 5,667	From increase in revenue above
\$ 1,000	From increase in revenue above
\$ 5,000	This was approved earlier in the year just formalizing in the amendment
\$ 25,000	Perform structural analysis on water tanks and mono poles for install of additional equipment
\$ 10,665	This amount should have been carried forward from 2016 from unexpended allocation
\$ 27,000	Pay for engineering services for assistance with smart scale and other grant applications and projects
\$ 2,000	27000 was allocated, need a little extra as state contract amount is now approximately 28000
<b><u>\$ 116,332</u></b>	

NET CHANGE IN GENERAL FUND

CAPITAL PROJECT FUND SUPPORT RETURNED

SPECIAL REVENUE GRANT SUPPORT

**NET INCREASE TO GENERAL FUND BALANCE**

\$ 53,668
\$ 46,124
\$ (91,600)
<b><u>\$ 8,192</u></b>

**TOWN OF CHRISTIANSBURG**  
**2016-2017 BUDGET AMENDMENT #1**

**CAPITAL PROJECT FUNDS**

**INCREASE REVENUES**

PARK STREETSIDEWALK AND STORM DRAIN	\$ 185,822	Additional project cost
WEST MAIN MILLING AND PAVING	\$ 328,430	New grant award
DEPOT STREET MILLING AND PAVING	\$ 114,839	New grant award
HUCKLEBERRY TRAIL PH III	\$ 668,104	New grant award
VDOT REC ACCESS	\$ (75,000)	Replaced with VDOT transportation alternatives program funds
N.FRANKLIN/CAMBRIA INTERSECTION	\$ 8,441,566	New grant award
<b>TOTAL INCREASE IN REVENUE</b>	<b><u>\$ 9,663,761</u></b>	

**DECREASES IN CAPITAL PROJECT FUND EXPENDITURES**

VDOT REC ACCESS	\$ 90,000	Replaced with VDOT transportation alternatives program funds
PAVING PROGRAM	\$ 400,000	Paving funds that will not be used this year
<b>TOTAL DECREASES IN EXPENDITURES</b>	<b><u>\$ 490,000</u></b>	

**INCREASES IN CAPITAL PROJECT EXPENDITURES**

PARK STREETSIDEWALK AND STORM DRAIN	\$ 291,000	Additional project cost
WEST MAIN MILLING AND PAVING	\$ 361,273	New grant funding
DEPOT STREET MILLING AND PAVING	\$ 126,325	New grant funding
HUCKLEBERRY TRAIL PH III	\$ 839,505	New grant funding
N.FRANKLIN/CAMBRIA INTERSECTION	\$ 8,489,534	New grant funding

**TOTAL INCREASES IN EXPENDITURES**

**\$ 10,107,637**

NET CHANGE IN CAPITAL PROJECT

\$ 46,124

**SUPPORT TO RETURN TO GENERAL FUND**

**\$ (46,124)**

**TOWN OF CHRISTIANSBURG**  
**2016-2017 BUDGET AMENDMENT #1**

**SPECIAL REVENUE FUNDS**

**INCREASE REVENUES**

COMMUNITY DEVELOPMENT BLOCK GRANT	\$ 40,322	Additional grant funding
RESCUE FOR LIFE	\$ 271	Small increase in grant funding
T-21 DOWNTOWN ENHANCEMENTS	\$ 366,400	Additional grant funding
<b>TOTAL INCREASE IN REVENUE</b>	<b><u>\$ 406,993</u></b>	

**DECREASES IN SPECIAL REVENUE FUNDS EXPENDITURES**

**TOTAL DECREASES IN EXPENDITURES**

**\$ -**

**INCREASES IN SPECIAL REVENUE FUNDS EXPENDITURES**

COMMUNITY DEVELOPMENT BLOCK GRANT	\$ 40,322	Additional grant funding
RESCUE FOR LIFE	\$ 271	Small increase in grant funding
EMS BILLING	\$ 226,000	Ambulance budgeted in fy 2016 and ordered did not arrive till fy 2017
T-21 DOWNTOWN ENHANCEMENTS	\$ 458,000	Additional grant funding
<b>TOTAL INCREASES IN EXPENDITURES</b>	<b><u>\$ 724,593</u></b>	

**NET CHANGE IN SPECIAL REVENUE FUNDS**

**\$ (317,600)**

**USE OF FUND BALANCE IN SPECIAL REVENUE FUND**

EMS BILLING **\$ 226,000**

**SUPPORT FROM GENERAL FUND NEEDED**

**\$ 91,600**

**TOWN OF CHRISTIANSBURG  
2016-2017 BUDGET AMENDMENT #1**

**WATER SEWER ENTERPRISE FUND**

**INCREASE REVENUES**

TOTAL INCREASE IN REVENUE

**\$ -**

**DECREASES IN WATER SEWER FUND EXPENDITURES**

REDUCE COST OF TRACTOR TRAILER	\$ 50,000	Found used tractor trailer for less than expected
WEST MAIN WATERLINE	\$ 15,000	Engineering fees not needed
HILLS TANK ANCHORS	\$ 30,000	Project cancelled. Risk reduction did not justify cost
TOWN BRANCH SEWER REALIGNMENT	\$ 35,000	Unspent cost for this project

TOTAL DECREASES IN EXPENDITURES

**\$ 130,000**

**INCREASES IN WATER SEWER FUND EXPENDITURES**

FICA ON SALARIES NOT IN BUDGET	\$ 31,133	Formula line in budget doc overridden in original budget need to add
ROANOKE STREET MAIN TO DEPOT	\$ 26,443	Rollover form 2016 spent less than estimated for 2017 rollover
EXIT 114 WATER SEWER STUDY	\$ 42,000	Evaluate water and sewer extensions in this area
SILVER LAKE INTERCEPTOR STUDY	\$ 2,887	Rollover form 2016 spent less than estimated for 2017 rollover

TOTAL INCREASES IN EXPENDITURES

**\$ 102,463**

NET CHANGE IN WATER SEWER ENTERPRISE FUND

**\$ 27,537**

**TOWN OF CHRISTIANSBURG**  
**2016-2017 BUDGET AMENDMENT #1**

**STORM WATER ENTERPRISE FUND**

**INCREASE REVENUES**

STORM WATER FEES	\$ 200,000	Based on collections so far this year we feel comfortable
GRANT FUNDS BROWN CHURCH LUCAS	\$ 57,500	increasing our estimate of revenues
GRANT FUNDS RIGBY ELLETT	\$ 15,500	Increased funding and costs of project
<b>TOTAL INCREASE IN REVENUE</b>	<b>\$ 273,000</b>	

**DECREASES IN STORM WATER ENTERPRISE FUND EXPENDITURES**

<b>TOTAL DECREASES IN EXPENDITURES</b>	<b>\$ -</b>
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**INCREASES IN STORM WATER ENTERPRISE FUND EXPENDITURES**

ENGINEERING FEES STORM WATER FEE IMPLEMENTATION	\$ 3,300	
BROWN CHURCH LUCAS	\$ 115,000	Projected cost increase due to additional rock excavation.
RIGBY ELLETT	\$ 31,000	VDOT funding reassigned to expand project design and constr
BLUE LEAF STREAM RESTORATION	\$ 34,000	Project not completed in FY16 as anticipated.

<b>TOTAL INCREASES IN EXPENDITURES</b>	<b>\$ 183,300</b>
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<b>NET CHANGE IN STORM WATER ENTERPRISE FUND</b>	<b>\$ 89,700</b>
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ESTABLISHED  
NOVEMBER 10, 1792

INCORPORATED  
JANUARY 7, 1833

MAYOR  
D. MICHAEL BARBER

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

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

## BUDGET AMENDMENT #1 RESOLUTION BUDGET MODIFICATION #1 FOR FISCAL YEAR 2017

**WHEREAS**, on June 21, 2016, the Town of Christiansburg approved the budget for fiscal year ending June 30, 2017 in accordance with § 15.2-2503, *et seq.* of the Code of Virginia (1950), as amended (the "Code"); and

**WHEREAS**, the Town Council seeks to amend the approved budget for fiscal year ending June 30, 2017 in accordance with § 15.2-2507; and

**WHEREAS**, the Town published a synopsis of the amendment and notice of public hearing to be held March 28, 2017 in accordance with § 15.2-2507; and

**WHEREAS**, the public hearing on the budget amendment was held on March 28, 2017; and

**WHEREAS**, based upon comments received from the public attending the public hearing and upon all information known to Council regarding the financial needs of the Town for such fiscal year;

**NOW THEREFORE, BE IT RESOLVED** that the Town of Christiansburg hereby adopts Budget Amendment #1 to the 2016-2017 approved budget as follows;

### REVENUE INCREASES:

General Fund	\$ 60,000
Special Revenue Fund	\$ 406,993
Special Revenue Use of Fund Balance	\$ 226,000
Capital Project Funds	\$ 9,663,761
Storm Water Utility Fund	<u>\$ 273,000</u>
GRAND TOTAL NEW REVENUE	\$10,629,754

### APPROPRIATIONS INCREASE:

General Fund net increase	\$ 6,332
Capital Projects	\$ 9,617,637
Special Revenue Fund	\$ 724,593
Water and Sewer Enterprise Fund	\$ (27,537)
Storm Water Enterprise Fund	<u>\$ 183,300</u>

GRAND TOTAL NEW APPROPRIATIONS	\$10,504,325
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**BE IT FUTHER RESOLVED**, by the Town Council of Christiansburg, Virginia:

1. That revenues and expenditures are hereby appropriated by Fund as set forth above;
2. That the Town Manager shall administer this budget in adherence to the Town Charter and Code of the Town of Christiansburg, Virginia, as amended, and the laws of the Commonwealth of Virginia. Amendments to the budget as adopted shall be by resolution, provided further that the Town Manager is authorized to approve transfers of appropriated expenditures between accounts within and between fund groups as may be necessary to carry out the work of the Town and as outlined in the approved Budget Policy of the Town, and as directed by the Town Council during the fiscal year;
3. This resolution shall take effect immediately upon its adoption by Town Council.

Adopted:

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D. Michael Barber, Mayor

Attest:

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Michelle Stipes, Clerk of Council



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
March 28, 2017

**ITEM TITLE:**  
Meeting Minutes of March 14, 2017

**DESCRIPTION:**  
Meeting minutes of last Town Council meeting

**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.  
REGULAR MEETING MINUTES  
MARCH 14, 2017 – 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 MARCH 14, 2017 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Steve Biggs; Assistant Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Jim Guynn; Planning Director Andrew Warren; Finance Director/Treasurer Valerie Tweedie; Director of Engineering Wayne Nelson; Director of Human Resources Dave Brahmstadt; Director of Public Relations Melissa Powell; Director of Aquatics Terry Caldwell; Police Chief Mark Sisson.

**I. CALL TO ORDER**

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

**II. ADJUSTMENT OF THE AGENDA**

- A. Correction of the date of Consent Agenda Item B to March 28, 2017.

**III. PUBLIC HEARINGS**

**IV. CONSENT AGENDA**

- A. Meeting Minutes of February 28, 2017
- B. Schedule a Public Hearing for March 28, 2017 for an amendment to the Annual Budget for FY 2016-2017.
- C. Schedule a Public Hearing for April 25, 2017 for a rezoning request for R-1, Single Family Residential to R-3, Multi-Family Residential for a 7.93-acre portion of Tax Map No. 435-A 40 located north of Quin W. Stuart Boulevard NW.
- D. Schedule a Public Hearing for April 25, 2017 for a Conditional Use Permit request--contingent upon the above rezoning request--for a Planned Housing Development in the R-3 Multi-Family Residential District for a 7.93-acre portion of Tax Map No. 435-A 40 located north of Quin W. Stuart Boulevard NW.

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

**V. CITIZEN COMMENTS**

- A. No comments.

## VI. INTRODUCTIONS AND PRESENTATIONS

### A. Community Engagement:

#### 1. Recognition of Christiansburg High School AP Studio Art students and Scholastic Art Winners.

Director of Public Relations Melissa Powell announced that March was Youth Art Month, and she recognized the Christiansburg High School Scholastic Art winners. Several of those winners and other AP Studio Art students will have their art work displayed at the Montgomery Museum during the month of April. The students presented Mayor Barber and each Council member with a handmade piece of art work. The winners were introduced as follows: Courtney Caldwell, Katelyn Tanaka, and Brittany Osborne - Scholastic Honorable Mention; Danielle Fleenor, Grace Martin and Nicole Dilolia - Scholastic Silver Key; Eddie Sheffield – Scholastic Gold Key, Silver Key, and Honorable Mention; Claire Curry, Sydney Honaker – AP Studio Art. Mayor Barber presented each student with a certificate from the Town recognizing their art talent and contributions. Christiansburg Elementary Students also presented Mayor Barber and each Council member with a handmade piece of art work. Each elementary student was given a Town logo pin. Mayor Barber recognized Christiansburg Elementary School principal Kelly Roark, art teacher Cheryl Butman, and other faculty, staff, and school board members present in support of the students.

#### B. Angie Covey of New River Community College regarding Access to Community College Education (ACCE).

Angie Covey presented on the Access to Community College Education program, which is a public/private partnership that provides a tuition-free education at New River Community College to qualifying high school students from participating localities in the New River Valley. The program was started in Giles County two years ago, and has expanded to include Radford and Floyd. Each participating locality designates a contribution amount that is matched through fundraising and sponsorships. Ms. Covey stated that the goal of the program was to provide students with a debt-free two-year college education that would prepare them for the workforce, or for transferring to a four-year university. She stressed the importance of equal opportunity for all students to receive a college education regardless of demographics. Students must meet the requirements of the ACCE program by maintaining a minimum 2.5 GPA, performing community service, and filing a financial aid application. ACCE does not cover the cost of textbooks. If classes are failed, the student must pay back the tuition costs paid on his/her behalf; however, connection specialists work with ACCE students and schools to ensure success. Ms. Covey reported that the program has been a success in Giles with sixty students having applied and been approved the first year, with varying financial responsibilities. The program is further expanding to include Montgomery County, which placed \$100,000 for ACCE in its 2017 annual budget. In Montgomery County, the program is estimated to cost \$300,000. Councilman Showalter said he heard this presentation at a recent New River Valley Regional Commission meeting, during which a Giles County Supervisor spoke on the success of the program in his locality, and Councilman Showalter suggested Christiansburg consider participating in the future. Mayor Barber said he appreciated that school systems were recognizing the need for the specialized training that is offered through community colleges.

#### C. Sue Farrar, Executive Director of Montgomery Museum and Lewis Miller Regional Art Center, regarding 2017 events.

Sue Farrar thanked Council for the opportunity to speak and for its continued support of the museum. She briefly took the opportunity to thank each of the Christiansburg High School art winners whose artwork would be displayed at the museum in April, and invited all to visit the showing. Ms. Farrar provided Council with an overview of the museum-hosted events scheduled for 2017, some of which require Council approval: Cruise-In Downtown Christiansburg, Mountains of Music on Main, Heritage Day, A Taste of Wine and Art Talk, and 4 History Chats. The museum is partnering with Dale Echols, Ignite, and Kiwanis, to host the various events. All required paperwork has been submitted to the Town. Councilman Showalter commended the museum and its partners in hosting the downtown events, and requested that the Town place the appropriate information/decorative banners on Main Street for each event. Museum board member Ken Harris was present and thanked Council for its continued support.

## VII. OLD BUSINESS

- A. Council action on:
  - 1. Request for street closings for the Wilderness Trail Festival. The request was presented to Council on February 28, 2017. Town Manager Biggs reported that the events committee supported the proposed street closing request. Councilman Hall made a motion to approve the street closings as requested, seconded by Councilman Collins. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- B. Discussion and potential action regarding the revised *Employee Handbook*. (Council reviewed and discussed the handbook revisions during a work session on March 7, 2017). Councilman Hall made a motion to adopt the revised Employee Handbook as proposed and presented, seconded by Councilman Collins. Council voted as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Council commended Director of Human Resources Dave Brahmstadt, Town Attorney Jim Gynn, Town Manager Biggs, Assistant Town Manager Randy Wingfield, Finance Director/Treasurer Val Tweedie, Director of Public Works Jim Lancianese, and Police Chief Mark Sisson for their teamwork in revising the handbook.
- C. Discussion on appointment to the New River Valley Solid Waste Authority.  
Councilman Hall made a motion to table the discussion until Town Manager Biggs has had the opportunity to meet with Barry Helms regarding the appointment. Councilman Stipes seconded the motion and Council voted as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- D. Report on Christiansburg High School student involvement in local government.  
Mayor Barber provided Council with a summary of his and Councilman Collins' meeting with Christiansburg High School principal Tony Deibler regarding student involvement in local government, and he reported that he was waiting to hear back from the school in moving forward. Councilman Hall said he works closely with Christiansburg High School staff on other matters and offered his assistance in helping to move this matter forward in a timely manner. Mayor Barber offered to let Councilman Hall work with Councilman Collins as co-liaisons in this matter. Council discussed various ideas for organizing a system that would be interesting and beneficial for the students and the government body.
- E. Report on Christiansburg High School wrestling program state championship.  
Councilman Collins reported on his meeting earlier today with recreation, police, and rescue, staff to plan a parade and celebration for the Christiansburg High School wrestling program. The celebration will include community involvement, and will coincide with the opening of the farmers' market. Mayor Barber said he spoke with the mayor of Radford City regarding Radford's public sign recognizing high school championships, and he learned that the particular school was responsible for signage, with minimal city involvement.

## VIII. NEW BUSINESS

- A. Reappointment of John Overton to the Montgomery County Economic Development Commission.  
Council tabled action until a time when Mr. Overton could be present and his attendance record reviewed by Council.

## IX. COMMITTEE REPORTS

- A. Street Committee reports/recommendations on:
  - 1. Subdivision Plat from Records of Kensington – Phase VI from a portion of Tax Map No.525-A-4, 15 lots, situated on Diana Drive NW.  
  
Councilman Stipes reported that this plat was for a new phase of 15 home site in the existing Kensington subdivision. The Street Committee has reviewed the plat and found it to conform to the subdivision ordinance, and the Engineering Department has assured safe guards are in place with regards to paving

and other previous problem areas within the development. Director of Engineering Wayne Nelson stated that his department was currently working on improved construction and development guidelines for all developers, which would be presented to Council for adoption once completed. Council urged the Engineering Department to do what was necessary to enforce development standards. It was noted that there were twelve acres of open space included in the design of Phase VI. Councilman Stipes made a motion to approve the plat, seconded by Councilman Showalter. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

2. Easement and Right-of-Way Dedication Plat from Records for Halberstadt Family Limited Partnership for Tax Map Nos. 405-A-31 and 4-5-A-37, located off of Quin W. Stuart Boulevard NW.

Councilman Stipes reported that last year Council approved a request by Stateson Homes to rezone this property for development of 188 units consisting of apartments and single-family residential. The Street Committee has reviewed the easement and right-of-way dedication plat and has found it conforms with the zoning ordinance, and it has received staff approval. Councilman Stipes made a motion to approve the plat as presented, seconded by Councilman Showalter. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

3. Right of Way (1.102 Acres) Dedication for a new street (John Adams Drive N.W.) and Temporary Turnaround Easement Dedication (.174 Acre) of Tax Parcel 435-A-40 from Snyder-Hunt Company, LLP to the Town of Christiansburg located off of Quin W. Stuart Boulevard N.W.

Councilman Stipes reported that the request was for the development of a new road located between the proposed development and the existing Villas of Peppers Ferry to be used as a temporary turnaround for public use. The request was originally approved by Council in March 2016, but has since expired because it did not meet the set recordation deadline. The Street Committee has reviewed the request and Councilman Stipes made a motion for approval as presented, seconded by Councilman Collins. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. It was noted that construction access would be through Quin Stuart Boulevard. Councilman Huppert requested periodic updates by Planning Director Andrew Warren on the development area off of Quin Stuart Boulevard.

4. Recommendation of speed limit for curve at Carson Drive and Robin Road.

Councilman Stipes reported on the efforts of the Engineering Department to address traffic concerns on Carson Drive and Robin Road, including signage, road striping, trimming of obstructive shrubbery, and a reduced speed limit. Director of Engineering Wayne Nelson demonstrated an application on his cellphone called a ball bank indicator that is used by VDOT to determine the safe speeds of curves by measuring and recording curve angle degree. The application indicated the safe speed on Carson Drive to be 10 mph. Councilman Stipes reported that the Street Committee recommended reducing the speed limit on the curve on Carson Drive to 10 mph and he made a motion to approve the recommendation, seconded by Councilman Collins. Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

## X. STAFF REPORTS

### A. Town Manager Steve Biggs:

1. VML Policy Committee nomination forms. Mr. Biggs reviewed the various committees and qualifications for nomination, and directed Council to let him know if there was interest in making nominations. Policy committees meet in Richmond once or twice per year, and Mr. Biggs advised it would be beneficial for Christiansburg to be engaged with VML through the committees.

### B. Town Attorney:

### C. Other Staff:

1. Finance Director/Treasurer Valerie Tweedie to present on the amendment to the Annual Budget for FY 2016-2017.

Council was provided a copy of the amendment in the agenda packet for review. Ms. Tweedie recapped the amendment that adjusted the 2017 budget due to new grants, changes in capital projects, and other miscellaneous items, and resulted in a net increase to the General Fund of \$8,192. It was noted that a Public Hearing was required for the amendment because expenditures were increased by more than 1% of the approved budget. The Public Hearing has been scheduled for March 28, 2017. Ms. Tweedie offered to answer questions or provide further clarification if needed. Councilman Stipes questioned the large amount of unused paving funds noted in the amendment. Town Manager Biggs responded that the \$400,000 in paving funds for the West Main and Main Street paving projects would be combined into a larger project next year, due to delays in completing the project during the current fiscal year.

## XI. COUNCIL REPORTS

- A. Councilman Collins – No report.
- B. Councilman Hall reported on matters currently under consideration by the Recreation Advisory Commission, and requested that Council review traffic calming initiatives after completion of the budget process. He then reported on the involvements of the Christiansburg High School Chapter of Help Save the Next Girl, and invited all to attend a community information and outreach effort at Christiansburg High School on March 18, 2017, hosted by the Chapter.
- C. Councilman Showalter, on behalf of a concerned citizen, requested that the Town consider implementing a means of notification prior to water cut-offs for residents who use auto payment, as a courtesy. Finance Director/Treasurer Val Tweedie replied that the Town was in the process of upgrading its software, which would allow for that type of communication. Currently, residents can sign up through the Town's website for notifications pertaining to utility billing.
- D. Councilman Huppert reported on recent and upcoming events at the aquatic center, including a fundraising event for Relay for Life.
- E. Mayor Barber reported on the public education/outreach event at Christiansburg High School on March 18, 2017, hosted by the high school chapter of Help Save the Next Girl. He then requested Council action on the following: (1) A resolution in recognition of April as Child Abuse Prevention Month. Councilman Hall made a motion to adopt a resolution declaring April as Child Abuse Prevention Month, seconded by Councilman Showalter. Council was polled as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye; (2) Proclamation for Community Foundation of the New River Valley declaring April 26, 2017 as "GiveBigNRV Giving Day". Councilman Hall made a motion to adopt the proclamation as requested, seconded by Councilman Stipes. Council was polled as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

## XII. OTHER BUSINESS

- A. Closed Meeting:
  1. Motion by Councilman Showalter to enter into a Closed Meeting under Virginia Code Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Town Manager. The motion was seconded by Councilman Hall and Council was polled as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.
  2. Reconvene in Open Meeting.
  3. Certification. Councilman Showalter moved to certify that the Town Council of the Town of Christiansburg, meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting, seconded by Councilman Collins . Council voted on the motion as follows: Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
  4. Council action on the matter. No action was taken by Council.

XIII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 10:14 P.M.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
MARCH 28, 2017

**ITEM TITLE:**  
CUP for 77 Scattergood Drive N.W.

**DESCRIPTION:**  
Schedule a Public Hearing for April 9, 2017 for a Conditional Use Permit request for a game room at 77 Scattergood Drive, N.W. in the B-3 General Business District.

**POTENTIAL ACTION:**

**DEPARTMENT:**  
Planning

**PRESENTER:**  
Andrew Warren, Planning Director

**ITEM HISTORY:**

**Date:**                           **Action Taken:**

**Information Provided:**

**Date:**                           **Action Taken:**

**Information Provided:**



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

## **AGENDA LOCATION:**

**Meeting Date:**  
MARCH 28, 2017

**ITEM TITLE:**  
Check signers

**DESCRIPTION:** To add Deanna Cox Deputy Director of Finance as a check signer and remove Sherry Hunter

## **POTENTIAL ACTION:**

**PRESENTER:**

## ITEM HISTORY:

Date:

### **Action Taken:**

### **Information Provided:**

Date:

**Action Taken:**

### **Information Provided:**



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
MARCH 28, 2017

**ITEM TITLE:**  
Monthly bill list

**DESCRIPTION:**  
Bills to be paid for the months of February & March 2017

**POTENTIAL ACTION:**

**DEPARTMENT:**  
Finance

**PRESENTER:**  
Valerie Tweedie, Finance Director

**ITEM HISTORY:**

**Date:** **Action Taken:**

**Information Provided:**

**Date:** **Action Taken:**

**Information Provided:**

TOWN OF CHRISTIANSBURG			
BILLS TO BE PAID FOR THE MONTHS OF		FEBRUARY AND MARCH	
ADAMS CONSTRUCTION CO.	2,315.33	ASPHALT MIX	
ADVANCED ANALYTICAL SOLUTIONS	1,157.00		
AIR SPECIALISTS OF VIRGINIA, INC	494.00		
AMELIA ELIZABETH TUCKWILLER	50.00		
AMERICAN CASTING & MFG CORP	406.40		
AMERICAN RED CROSS-HEALTH & SAFETY SERVICES	216.00		
ANGLE FLORIST	137.50		
ARC3 GASES	255.94		
ARROW INTERNATIONAL, INC	557.74		
ATLANTIC EMERGENCY SOLUTIONS, INC	3,649.96	REPLACE HYDRAULIC GENERATOR ON FIRE ENGINE	
AUTO ZONE, INC	256.58		
AUTOMATIC CONTROLS OF VA, INC	4,550.86	NEW CONTROLLER FOR WWTP	
AW DIRECT, INC.	99.45		
BANE OIL COMPANY, INC	2,512.39	OFF ROAD DIESEL	
BASHAM OIL COMPANY	179.00		
BILL'S USED PARTS	40.00		
BLACKSBURG POWER EQUIPMENT	551.95		
BMG METALS INC	156.61		
BOB'S REFUSE SERVICE, INC.	330.00		
BOUND TREE MEDICAL, LLC	1,085.39	SUPPLIES RESCUE	
BRAME SPECIALTY COMPANY INC.	1,822.60	JANITORIAL SUPPLIES	
BROWNELLS, INC.	492.92		
BSN SPORTS COLLEGIATE PACIFIC	424.00		
CAPITAL LIGHTING & SUPPLY, LLC	875.01		
CARDINAL RUBBER & SEAL INC.	149.00		
CAROLINA INDUSTRIAL EQUIPMENT	237.29		
CARTER MACHINERY	605.84		
CDW LLC	1,720.00	NEW PROJECTOR AND LICENSE FEES FOR ANTIVIRUS SOFTWARE	
CHA CONSULTING INC	3,846.79	BIOSOLID MANAGEMENT;FOG;DEQ REPORTS WWTP	
CHRISTIANSBURG INTERNAL MEDICINE	1,356.00	DRUG TESTING	
CLARK NEXSEN, INC	19,658.38	ENGINEERING SERVICES HBT, DOWNTOWN AND PARK STREET	
CMC SUPPLY, INC.	2,094.74	PARTS AND SUPPLIES FOR WATER AND SEWER	
COGSDALE SYSTEMS INC.	916.67		
COLE TRUCK PARTS, INC	79.92		
COLORADO TIME SYSTEMS	2,700.00	TOUCH PADS AND TIMING SYSTEMS FOR AQUATICS	
CRAIG'S FIREARM SUPPLY, INC	3,384.00	FIREARM SUPPLIES PD	
CUMMINS ATLANTIC LLC	361.62		
D J R ENTERPRISES	130.20		
DEAN'S SEAMLESS GUTTER & CONSTRUCTION INC	350.00		
DON MARK LAYNE	25.00		
DRAPER ADEN ASSOCIATES	9,782.30	WATER WASTE WATER STUDY	
DREWCO ENTERPRISES INC.	400.00		
EAST COAST EMERGENCY VEHICLES, LLC	638.18		
EEE CONSULTING, INC	6,469.00		
ELECTRICAL SUPPLY CO	871.14		
ELEVATING EQUIPMENT INSPECTION SERVICE	95.00		
EMS MANAGEMENT & CONSULTANTS, INC	2,886.58	THIRD PARTY BILLER FOR EMS RECOVERY	
EMS TECHNOLOGY SOLUTIONS, LLC	315.00		
EMS, INC	230.00		
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	15,000.00	BIOSOLID MANAGEMENT WWTP	
ENVIRONMENTAL SCIENCE APPLICATIONS, INC	2,750.00	GROUND WATER ANNUAL REPORT	
EXCEL TRUCK GROUP	636.90		
FERGUSON ENTERPRISES, INC.#75	11,804.26	PIPE AND FITTINGS FOR WATER AND WASTE WATER	
FINISH LINE CONSTRUCTION, INC	14,621.08	BLUE LEAF STREAM RESTORATION	
FIRE RESCUE AND TACTICAL, INC	112.08		
FIRE SAFETY PRODUCTS, INC	215.75		
FITNESS CONCEPTS, INC.	210.00		
FLEET ONE, LLC	21,137.84	FUEL TOWN VEHICLES	
FLEET PRIDE, INC	1,071.51		
G/A SAFETY SUPPLY, INC	416.64		
GALLS, AN ARAMARK COMPANY	1,803.37	UNIFORMS AND POLICE SUPPLIES	
GATES FLOWERS AND GIFTS, LLC	57.00		
GAY AND NEEL, INC.	11,637.00	HBT AND DWTN PROJECT	
GEMPLER'S INC.	126.11		

TOWN OF CHRISTIANSBURG		
BILLS TO BE PAID FOR THE MONTHS OF		FEBRUARY AND MARCH
GILDAY ENTERPRISES, INC	81,035.00	PARK STREET SIDEWALK PROJECT
GODWIN MANUFACTURING CO.,INC.	93.43	
GRAINGER	869.68	
GRANTURK EQUIPMENT CO., INC	1,403.51	
GUSLER FENCING SERVICE	7,285.80	REPAIR FENCING BALL FIELDS RECREATION
GUYNN & WADDELL, P.C.	8,841.67	LEGAL SERVICES
HAJOCÀ CORPORATION	3.56	
HANDY RENTALS, INC	490.00	
HARPER AND COMPANY INC.	114.84	
HARRIS OFFICE FURNITURE CO., INC	950.00	
HARVEY CHEVROLET CORP.	501.13	
HENDERSON PRODUCTS, INC	121.90	
HIGHWAY MOTORS, INC.	700.09	
HOLLYBROOK MULCH TRUCKING, INC	135.00	
HOME WORKS LLC	1,425.00	ASBESTOS REMOVAL 10 MILL LANE
HOSE HOUSE, INC.	240.51	
HOUSTON N. SNOODY	400.00	
HUNTER SMITH'S CUSTOM MILLING	327.50	
HURT & PROFFITT, INC	8,214.74	ENGINEERING FEES, SILVER LAKE, PARK STREET, CHRISMAN MILL CROSSING
I D EDGE, INC	1,435.00	
IDEAL CABINETS INC.	6,911.00	CABINETS TRAINING ROOM PD
IDEXX DISTRIBUTION, INC.	907.42	
IES COMMERCIAL, INC	709.57	
IMAGE TREND, INC	1,750.00	
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	492.58	
IPMA-HR	149.00	
J & J ASPHALT COMPANY	7,931.00	ASPHALT REPAIRS
J J KELLER & ASSOCIATES, INC	279.00	
JAMES RIVER LASER & EQUIPMENT, LLC	700.43	
JEREMY MADISON WILLIAMS	50.00	
KAREN L DRAKE	50.00	
KIMBALL MIDWEST	412.44	
KING-MOORE, INC	2,185.00	IT CONSULTING SERVICES
KINGS TIRE SERVICE, INC	109.91	
LANCASTER, INC.	650.00	
LIBERTY FIRE SOLUTIONS, INC	920.00	
LITTLE RIVER POOL AND SPA, INC	103.90	
LOWES HOME CENTERS, INC.	2,317.39	SMALL TOOLS PARTS AND SUPPLIES VARIOUS TOWN DEPARTMENTS
MAGIC CITY SPRINKLER INC.	361.00	
MARKETING ON MAIN STREET LLC	311.88	
MCCORMICK TAYLOR, INC	6,537.93	FALLING BRANCH INTERSECTION
MCGRADY-PERDUE HEATING & COOLING, INC	90.00	
MCNEIL ROOFING, INC	281.00	
MID-STATE EQUIPMENT CO INC	1,172.56	
MONT.-FLOYD REGIONAL LIBRARY	15,000.00	ANNUAL SUPPORT
MONTGOMERY DISTRIBUTORS	92.65	
MT ELECTRONICS, INC	212.50	
NETWORKFLEET INC	259.40	
NEW RIVER ENGRAVING	155.00	
NEW RIVER FIRE EXTINGUISHERS	564.00	
NEW RIVER VALLEY MPO	6,600.00	SUPPORT
NORTHERN TOOL & EQUIPMENT	89.99	
NORTHWEST HARDWARE CO INC	8.54	
OLD DOMINION BRUSH	2,199.06	REPAIR PARTS STREET SWEEPER
OLD TOWN PRINTING & COPYING	520.29	
OMG	1,370.00	
O'REILLY AUTO PARTS	1,264.10	
OUTDOOR POWER EQUIPMENT	279.95	
OVERHEAD DOOR CO. OF ROANOKE	168.00	
P B ELECTRONICS	410.00	
PEED & BORTZ, L.L.C.	13,200.00	ENGINEERING ROANOKE STREET WATERLINE
PET WASTE ELIMINATOR	128.00	
POWER ZONE	758.24	
PRECISION GLASS & UPH. INC.	65.00	

TOWN OF CHRISTIANSBURG		
BILLS TO BE PAID FOR THE MONTHS OF		FEBRUARY AND MARCH
PROFESSIONAL COMMUNICATIONS	2,208.06	NEW RADIOS AND SOFTWARE
QUALITY TIRE & BRAKE SERVICE	1,781.96	REPAIR AND REPLACE TIRES TOWN VEHICLES
QUILL CORP.	255.80	
R.M.C. EVENTS, INC	800.00	
RADIO SOURCE LLC	2,555.00	PAGERS FOR FIRE DEPT
RAILROAD MANAGEMENT COMPANY IV, LLC	485.00	
RICHMOND MACHINERY & EQUIP CO	29,991.00	TRENCH ROLLER PUBLIC WORKS
ROANOKE VALLEY SPEECH &	1,372.50	
ROBERT CHARLES MILLER	400.00	
ROBERTS OXYGEN COMPANY, INC	494.31	
ROCAN INDUSTRIAL PRODUCTS, INC	777.98	
SAFETY & COMPLIANCE SERVICES, INC.	184.00	
SANICO, INC	4,534.64	JANITORIAL SUPPLIES
SERVICE COMMUNICATION	1,670.40	
SERVICEMASTER COMMERCIAL CLEANING	3,629.00	CLEANING SERVICE AQUATIC CENTER
SHELOR MOTOR MILE	1,260.69	
SHERWIN-WILLIAMS	308.07	
SHIRLEY C HALLOCK	50.00	
SHRED-IT US JV LLC	78.86	
SIGN SYSTEMS, INC	410.00	
SIGN-A-RAMA	42.00	
SOUTHERN STATES	496.41	
STATE ELECTRIC SUPPLY CO.,INC.	605.65	
STEEL SERVICES, INC.	342.46	
STEVEN CARLYLE SIMMONS	50.00	
SUBURBAN PROPANE, L.P.	1,043.38	
TAYLOR OFFICE & ART SUPPLY,INC	1,984.51	OFFICE SUPPLIES VARIOUS DEPARTMENTS
TEMPLETON-VEST	2,122.86	DOOR EXIT BUTTONS RESCUE
TENCARVA MACHINERY CO.	21,712.99	REPAIR PARTS AND PUMPS FOR WWTP
TESSCO	41.05	
THE GUN SHOP	12,234.04	AMMUNITION PD
THOMPSON TIRE & MUFFLER	2,206.55	TIRE REPAIR AND REPLACEMENTS TOWN VEHICLES AND EQUIPMENT
TIDY SERVICES	141.80	
TOTER, LLC	4,021.58	75 NEW SOLID WASTE DISPOSAL CONTAINERS
TOWN OF BLACKSBURG	64,846.50	4TH QTR PAYMENT BLACKSBURG TRANSIT
TRANE	22,914.59	REPLACE COIL PAC 3 AQUATICS 14246 REPAIR PAC 2 AQUATICS 2831 AND OTHER REPAIRS AT AQUATICS AND FIRE DEPT
TREASURER OF VIRGINIA	345.00	
UNIFIRST CORPORATION	180.00	
USA BLUE BOOK	308.18	
VALLEY EQUIPMENT CENTER	159.58	
VIRGINIA BUSINESS SYSTEMS	2,077.97	COPIER LEASES
VIRGINIA CORRECTIONAL ENTERPRISES	187.50	
VIRGINIA UTILITY PROTECTION SERVICE, INC	255.15	
VULCAN, INC	1,592.50	SIGNAGE STREETS
WADES FOODS INC.	35.12	
WALTER L. HEARN	1,289.00	
WELLS CONSTRUCTION CO., INC.	229,696.51	BROWN CHURCH LUCAS PROJECT
WETLAND STUDIES AND SOLUTIONS, INC	320.05	
WHOLESALE MONUMENT COMPANY, INC	45.00	
WILLIAMS SUPPLY INC.	2,832.98	REPAIR ITEMS FOR WWTP
WILSON BROTHERS INCORPORATED	411.00	
WINTER EQUIPMENT COMPANY, INC	4,372.77	REPAIR PARTS FOR PLOW EQUIPMENT
WITMER PUBLIC SAFETY GROUP, INC	1,563.75	
WORDSPRINT	351.31	
<b>TOTAL BILLS TO BE PAID March 31, 2017</b>	<b>790,911.92</b>	

**TOWN OF CHRISTIANSBURG  
BILLS PAID DURING THE MONTH OF  
SPECIAL REVENUE FUNDS**

**FEBRUARY AND MARCH**

<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
ADVANCE AUTO PARTS	107.88	
ATLANTIC EMERGENCY SOLUTIONS	710.78	
CARDMEMBER SERVICES	1,655.17	381.15 (Towing, Equip. Steps, Workout videoa) 1116.11 (PO Retirement Luncheon)157.91 (CP Amazon orders)
COUNTY OF PULASKI	1,075.00	NRVCIT GRANT FUNDS
EXXON MOBIL	179.24	
FLOYD COUNTY SHERIFF'S OFFICE	887.50	NRVCIT GRANT FUNDS
GATES FLOWERS AND GIFTS	102.00	
GILES COUNTY ADMINISTRATION	550.00	NRVCIT GRANT FUNDS
MITCHELL, CLARK	79.06	
MUNICIPAL EMERGENCY SERVICES	673.36	
NEW RIVER ENGRAVING	225.00	
PULASKI POLICE DEPARTMENT	450.00	
SKEETER BRUSH TRUCKS	1,791.00	OPTIONAL EQUIPMENT ON TRUCK
TOWN OF BLACKSBURG	550.00	NRVCIT
TOWN OF CHRISTIANSBURG	1,503.39	CTY GAS/DIESEL (478.39) & NRVCIT (1025)
TOWN OF DUBLIN	300.00	NRVCIT GRANT FUNDS
TOWN OF PULASKI	1,900.00	NRVCIT GRANT FUNDS
VERIZON	369.51	
VIRGINIA TECH POLICE DEPARTMENT	225.00	NRVCIT GRANT FUNDS
<b>TOTAL PAID BILLS</b>	<b>13,333.89</b>	

TOWN OF CHRISTIANSBURG			
BILLS PAID DURING THE MONTH		FEBRUARY AND MARCH	
VENDOR	AMOUNT PAID	DESCRIPTION	
ANTHEM BLUE CROSS BLUE SHIELD	130,814.08	EMPLOYEE HEALTH INSURANCE	
ANTHEM LIFE INSURANCE COMPANY	3,106.31	EMPLOYEE LIFE INSURANCE	
APPALACHIAN POWER	79,131.89	UTILITY BILLS	
AT & T	382.11		
ATMOS ENERGY	5,725.99	ENERGY BILLS	
BMS DIRECT	5,020.28	NEWSLETTER INSERT UTILITY BILLLS POSTAGE FOR MONTHLY UTILITY BILLS	
BOSTON MUTUAL LIFE INS	1,640.54	EMPLOYEE WITHHELD INSURANCE	
BRIGHT SERVICES	178.20		
CAPITAL LIGHTING & SUPPLY LLC	42.00		
CARDMEMBER SERVICES	25,882.98	SUPPLIES11643.13 DUES992.60 SCHOOLS 4834.00 TRAVEL5991.61 SOFTWARE699.11 RECRUITING FIRE AND RESCUE 1722.53	
CARDINAL RUBBER & SEAL INC	485.50		
CHANDLER CONCRETE	4,293.80	CONCRETE FOR PW PROJECTS	
CITIZENS	2,665.00	INTERNET SERVICES	
CLARK GAS & OIL	1,234.56	GASOLINE AT FIRE DEPT	
COLONIAL LIFE & ACCIDENT INSURANCE	1,068.08	EMPLOYEE WITHHELD INSURANCE	
DE LAGE LANDEN	768.00		
DELTA DENTAL	4,359.20	EMPLOYEE DENTAL INSURANCE	
DENISE PHLEGAR KING	246.13	LAND RECORDS SEARCH	
DITCH WITCH OF ROANOKE	21.73		
DONS AUTO CLINIC	372.00	VEHICLE REPAIRS AND MAINTENANCE	
DUES AND MEMBERSHIPS	820.00	RESCUE	
EXPRESS SERVICES	2,158.19	PW TEMP STAFFING 2158.19	
FEDERAL EXPRESS	72.84		
GENWORTH LIFE INSURANCE COMPANY	346.35	EMPLOYEE WITHHELD INSURANCE	
HI-D-HO-DOG TRAINING	2,460.00		
HOME DEPOT CREDIT SERVICES	568.58	MISC SUPPLIES FOR REPAIRS AND MAINTENANCE OF FACILITIES	
HOME PLUS CUSTOM BUILDERS	1,450.00		
HUMANE SOCIETY ANIMAL SHELTER	191.04	DISTRIBUTION ANIMAL FRIENDLY PLATES	
KEY RISK INSURANCE	36,692.97	WORKERS COMP INSURANCE	
KINGS TIRE SERVICE	29.95		
LUMOS NETWORKS INC	1,030.96		
MID ATLANTIC WAST SYSTEMS	215.02		
MOLLY MCCLINTOCK	180.00		
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	29,514.71	SOLID WASTE DISPOSAL TIPPING FEES	
MOUNTAIN VIEW HUMANE SOCIETY	191.04	DISTRIBUTION ANIMAL FRIENDLY PLATES	
NEW RIVER VALLEY PIZZA LLC	114.96	AQUATICS BDAY PARTIES	
NORFOLK AND SOUTHERN RAILROAD	100.00		
NORTHWEST HARDWARE	46.76		
PCM-G	10,758.81	RENEWAL VMWARE AND UNITREND ANTIVIRAL SOFTWARE	
PETTY CASH	198.79		
PURCHASE POWER	3,000.00	POSTAGE MACHINE	
RADWELL INTERNATIONAL	3,658.50	PUMPS AND PARTS FOR WWTP	
REFUND EMS THIRD PARTY	292.13		
REFUND FEES REC DEPT	440.00		
REFUND TAXES	2,104.65		
REFUND WATER	1,077.90		
REIMBURSEMENTS EMPLOYEES	968.18		
ROANOKE TIMES	481.04		
SALEM STONE	2,225.55	STONE & GRAVEL	
SAMS CLUB	238.86		
SCHOOLS	1,235.00	FIRE 650 WWTP 205 ENG 380	
SCHNEIDER ELECTRIC	296.00		
SELECTIVE INSURANCE	28,923.58	INSURANCE TOWN	
SHENANDOAH VALLEY WATER	173.02		
SHENTEL	297.91		
SISSON & RYAN LLC	10,598.27	SAND GRAVEL FOR STREET/WATER PROJECTS	

<b>TOWN OF CHRISTIANSBURG</b>		
<b>BILLS PAID DURING THE MONTH</b>		<b>FEBRUARY AND MARCH</b>
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
SOUTH EASTERN SECURITY CONSULTANTS	525.00	
SOUTHERN REFRIDGERATION CORP	87.93	
SPIRIT SERVICES INC	51.30	
SPRINT	68.94	
STAND ENERGY	5,019.37	NATURAL GAS AQUATIC CENTER 2 MONTHS
SUPER SHOES	827.91	
TRACTOR SUPPLY	512.96	
TRAVEL	1,754.60	PW 38.47 RESCUE 317.13 FINANCE 154.23 PD 602 AQ 82.56 ENG 222.56 REC 337.65
TREASURER OF VIRGINIA	932.89	
US CELLULAR	518.33	
VIRGINIA ASSOCIATION OF COUNTIES	743.93	
VERIZON	6,350.91	PHONE BILLS
VERIZON WIRELESS	5,862.40	CELLS PHONES AND TABLETS
VIRGINIA HELATHCARE WASTE MGT	45.00	
VIRGINIA RETIREMENT SYSTEM	142,553.97	EMPLOYEE RETIREMENT
WEST PUBLISHING CORP	112.20	
WITMER PUBLIC SAFETY GROUP	70.31	
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>13,333.89</b>	
<b>TOTAL PAID BILLS</b>	<b>578,532.79</b>	
<b>BILLS TO BE PAID</b>	<b>790,911.92</b>	
<b>GRAND TOTAL</b>	<b>1,382,778.60</b>	



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

**AGENDA LOCATION:**  
INTRODUCTIONS & PRESENTATIONS

**Meeting Date:**  
MARCH 28, 2017

**ITEM TITLE:**

**DESCRIPTION:**  
Property Maintenance

**POTENTIAL ACTION:**

**DEPARTMENT:**  
Building Inspections

**PRESENTER:**  
Jerry Heinline, Building Official

**ITEM HISTORY:**

Explain the recent change in our approach to blighted buildings and how we have taken a more proactive approach to this program. Also some recent success we have had concerning blighted properties and history of enforcement.

**Date:** **Action Taken:**

**Information Provided:**

**Date:** **Action Taken:**

**Information Provided:**



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

**AGENDA LOCATION:**  
OLD BUSINESS

**Meeting Date:**  
MARCH 28, 2017

**ITEM TITLE:**  
VML

**DESCRIPTION:**  
Consideration of VML Policy Committee nominations.

**POTENTIAL ACTION:**

**DEPARTMENT:**  
Administration

**PRESENTER:**  
Steve Biggs, Town Manager

**ITEM HISTORY:**

**Date:**                           **Action Taken:**

**Information Provided:**

**Date:**                           **Action Taken:**

**Information Provided:**



**OFFICERS**

March 13, 2017

**PRESIDENT**

ROBERT K. COINER

GORONVILLE MAYOR

**PRESIDENT-ELECT**

PATRICK P. WOODBURY

NEWPORT NEWS COUNCIL MEMBER

**VICE PRESIDENT**

ANITA JAMES PRICE

ROANOKE VICE MAYOR

**PAST PRESIDENT**

RON RORDAM

BLACKSBURG MAYOR

**EXECUTIVE DIRECTOR**

KIMBERLY A. WINN

**MAGAZINE**

VIRGINIA TOWN & CITY

To: VML Full-Member Key Officials; Council and Board Clerks  
From: Kim Winn, Executive Director  
Subject: 2017 VML Policy Committee Nominations

The Virginia Municipal League welcomes your nominations for the 2017 policy committees. Accompanying this memo is a description of the committee process and a nominations form.

Please return your locality's nominations form by April 14. If your community has a May election, you may submit a revised form after your elections.

Please observe the following guidelines with your nominations:

- ✓ Only governing body members and appointed officials (i.e., employees of the local government) are eligible to serve.
- ✓ You may nominate two people to a committee; if two are nominated, at least one should be a governing body member.
- ✓ Individuals may serve on only one committee a year.
- ✓ Please return your nominations form by April 14.

Policy committees traditionally meet in late July in the Richmond area; committee meeting dates and times will be forwarded to you once they are confirmed.

Please call or email Janet Areson at VML (804-523-8522; [jareson@vml.org](mailto:jareson@vml.org)) if you have any questions about the appointment process.

**Attachments**

P.O. Box 12164

RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET

RICHMOND, VIRGINIA 23219

804/649-8471

FAX 804/343-3758

[www.vml.org](http://www.vml.org)

## **VML's Legislative and Policy Committee Process**

Each year the Virginia Municipal League develops two separate documents -- a legislative program and a compilation of policy statements -- through a process that involves the Legislative Committee and six separate policy committees. The Legislative Committee is responsible for developing the legislative program, but it may also rely on input from the policy committees to do so. The policy committees develop broad policy statements, in addition to submitting specific legislative recommendations for consideration by the Legislative Committee.

### **Legislative Committee**

---

#### **What is the role of the Legislative Committee?**

The Legislative Committee is responsible for considering and developing positions on existing or proposed state and federal legislation or regulations, and urging the enactment or amendment of, or opposition to, such legislation or regulations.

#### **How is the Legislative Committee appointed?**

VML's Constitution spells out the composition of the Legislative Committee. The committee consists of 24 individuals holding local elective or appointed positions, all appointed by VML's President. Of the 24 members, 12 must be representatives of cities and urban counties with populations in excess of 35,000, six must be representatives of cities and urban counties with populations of 35,000 or less, and six must represent towns.

#### **What is included in VML's Legislative Program?**

The legislative program adopted by the Legislative Committee reflects specific legislative objectives that VML hopes to achieve during the upcoming legislative session. It is subject to the approval of VML's membership at the annual conference.

#### **What is the relationship between the legislative committee and VML's policy committees?**

The Legislative Committee meets prior to the policy committees to identify issues that it would like the committees to consider for potential inclusion in the league's legislative program. It meets again after the policy committees have met to consider their recommendations.

### **Policy Committees**

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#### **What is the role of the policy committees?**

Policy committees receive briefings on select statewide issues, consider possible changes to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

#### **How are policy committees appointed?**

Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the six policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

### **What are the benefits of serving on a policy committee?**

VML policy committees offer members an opportunity to learn about current and emerging statewide issues that affect local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

### **How many policy committees are there?**

There are six policy committees: community and economic development, environmental quality, finance, general laws, human development and education, and transportation.

### **What issues does each policy committee cover?**

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.
- **Environmental Quality:** Natural resources and the authority of local governments to manage the environment, including water resources and quality, solid and hazardous waste management, air quality and the Chesapeake Bay.
- **Finance:** Powers, organization and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization and administration of local governments, including state-local and inter-local relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities and law enforcement, jails and courts issues.
- **Human Development and Education:** Management and funding of social services, prek-12 education, health, behavioral health, juvenile justice, recreation, rehabilitation and aging.
- **Transportation:** Development, maintenance, and funding of a comprehensive land, sea and air transportation system for the Commonwealth, and federal, state and local roles in the provision and regulation of transportation.

### **What is a policy statement?**

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, philosophical positions. The VML membership approves the policy statements at its annual meeting.

### **How do policy statements differ from VML's legislative program?**

Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.

## **VML 2017 Policy Committee Nominations**

Please return this form by April 14 to Joni Terry at VML, P.O. Box 12164, Richmond, VA 23241; Fax 804/343-3758; email: [jterry@vml.org](mailto:jterry@vml.org)

### ***Community & Economic Development***

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

### ***Environmental Quality***

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

### ***Finance***

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

### ***General Laws***

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

### ***Human Development & Education***

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

### ***Transportation***

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Locality: \_\_\_\_\_  
(Mayor/Chair, or Manager/Administrator)



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

**AGENDA LOCATION:**  
NEW BUSINESS

**Meeting Date:**  
MARCH 28, 2017

**ITEM TITLE:**

Professional Design Services Contract for the Quin W. Stuart Boulevard Intersection Improvement Project.

**DESCRIPTION:**

The proposed Contract is between the Town and Hurt & Proffitt, Inc. for Professional Engineering Design Services for the Quin W. Stuart Boulevard Intersection Improvement Project. This Contract includes design and construction of a traffic signal system on Route 114 to serve Quin W. Stuart Boulevard, the future Connector Road and the North Christiansburg Regional Park.

**POTENTIAL ACTION:**

The Engineering Department is requesting Council approval of this contract for design services in the amount of \$64,500.00.

**DEPARTMENT:**  
Engineering

**PRESENTER:**  
Wayne Nelson, Director of Engineering

**ITEM HISTORY:**

This work is being funded by the Town, a private funding source and the Virginia Department of Transportation Revenue Sharing funding program (50/50). The signalization of this intersection has been a request of citizens since the Route 114 construction project began. The signal warrant for this intersection was not met when initially studied. However, with the pending apartment construction and the resulting additional traffic, the traffic volume generated warrants the signal.

**Date:** **Action Taken:**

**Information Provided:**  
Draft contract which has been reviewed by legal counsel.

**Date:** **Action Taken:**

**Information Provided:**

**Quin W. Stuart Boulevard Intersection Improvements**

**PN: 02080**

**Transportation Civil Engineering Term Services Project Contract  
Town of Christiansburg, Virginia**

This Project Contract ("Contract") is made this \_\_\_\_\_ day of March, 2017, by and between the **TOWN OF CHRISTIANSBURG, VIRGINIA**, 100 East Main Street, Christiansburg, VA 24073 ("Town") and **HURT & PROFFITT, INC.**, 100 Ardmore Street, Blacksburg, VA 24060 ("Engineer").

**RECITALS**

For and in consideration of the agreements and covenants set forth herein, the parties agree as follows in accordance with and incorporating by reference herein that certain Transportation Civil Engineering Term Services Contract ENG-14-0020 between the Town of Christiansburg and Anderson & Associates, Inc., with a commencement date of November 1, 2014, last renewed with an effective date of November 1, 2016, and subsequently assigned to Engineer effective January 1, 2017.

**PROJECT COORDINATOR**

As used herein the Town's and Consultant's Project Coordinators shall mean the following individuals who can be contacted at the addresses and phone numbers listed below.

**NOTICES**

Town's Project Coordinator:

Mr. Jessie Nester, PE  
Assistant Director of Engineering  
Town of Christiansburg  
100 East Main Street  
Christiansburg, VA 24073  
Ph. Number: 540-382-6120

Consultant's Project Coordinator:

Mr. Jason Williams, PE  
Director of Transportation Engineering  
Hurt & Proffitt, Inc.  
100 Ardmore Street  
Blacksburg, VA 24060  
Ph. Number: 540-552-5592

**SECTION 1: DESCRIPTION OF SERVICES**

The scope of work that the Engineer has agreed to perform is set forth in Engineer's Proposal for Professional Services, Quin W. Stuart Blvd Signal Design, dated March 3, 2017 and Amended March 21, 2017, attached hereto and incorporated herein as Exhibit "A." Engineer's

services shall be performed in accordance with the Notification of Project Availability and Request for Proposals and all addenda, if any, attached and incorporated herein as Exhibit B, and all associated permits, referred to herein as the Quin W. Stuart Boulevard Intersection Improvements Project (“Project”), which is hereby awarded to Engineer in accordance with the Town’s policy for awarding projects under a term services contract.

## **SECTION 2: TIME OF PERFORMANCE**

The Contract period shall commence March 29, 2017 and terminate on June 30, 2019 for final completion on June 30, 2019. The anticipated project schedule is included and incorporated herein as Exhibit C.

## **SECTION 3: COMPENSATION**

The total amount to be paid by the Town to the Engineer is **Sixty-four Thousand Five Hundred Sixteen and no/100 Dollars (\$64,516.00)** for the services set forth in the Proposal and performed in accordance with the Project. Invoices for services shall be submitted by the 5<sup>th</sup> of the month, and payments shall be made by the 10th day of the following month. Payments shall be made provided the submitted invoice is accompanied by adequate supporting documentation and is approved by the Town.

All work compensated for under a Project contract, including partial payments, shall become the property of the Town without restrictions or limitations. Work under a Project contract shall include, but not be limited to, sketches, tracings, drawings, computations, details, design calculations, plans, electronic files, and other related documents. The Engineer shall not be held liable for any reuse of the work and shall not be held liable for any modifications made to the work by others.

All invoices and correspondence relative to this Contract or a Project contract must contain the Contract number.

## **SECTION 4: CONFORMANCE WITH RFP AND PROPOSAL**

It is understood that the materials and/or work required herein are in accordance with the Engineer Proposal submitted pursuant to the Request for Proposal issued for the Project and the specifications for the Project. All documents submitted by the Engineer in relation to said Project and all documents promulgated by the Town for inviting proposals are by reference, made a part hereof as if set forth herein in full and attached hereto as Exhibits A, B, and C.

## **SECTION 5: ASSIGNMENT**

Engineer shall not delegate, sublet, or subcontract any part of the services required under this Contract or assign any monies due it hereunder without first obtaining the written permission of the Town.

Engineer shall not furnish any services under this Contract by obtaining such services outside the Engineer's organization unless the Engineer shall first make written request to the Town and obtain Town's written approval of the proposed contract between the person(s) or firm and the Engineer which shall outline the services to be performed and the charges for the same. Such contracts shall be subject to approval by the Town. Two copies of the executed contract shall be submitted to the Town for approval prior to the services being performed. The Engineer shall be solely responsible for all costs and expenses in connection with any such contracts.

## **SECTION 6: TERMINATION**

The Town, at any time, by written notice, may order Engineer to immediately vacate the premises and\or may terminate this Contract, with or without cause, in whole or in part, at any time. Upon receipt of such notice, the Engineer shall immediately discontinue all services (unless the notice directs otherwise).

- A. If the termination is due to the failure of the Engineer to fulfill any of its contractual obligations to the Town, the Town may take over the services and arrange to provide the same to completion by contract or otherwise. In such case, the Engineer shall be liable to the Town for any damages allowed by law, and upon demand of Town shall promptly pay the same to Town.
- B. Should the Contract be terminated not due in any way to the fault of the Engineer, the Engineer shall be entitled to a 60 day notice of the Town's intent to terminate this Contract. In the event of termination, the Town shall not be liable to the Engineer for lost profit, overhead, or any other losses or costs of any type after the date of such termination notice.
- C. The rights and remedies of the Town provided in this section are in addition to any other rights and remedies provided by law or under this Contract and Town may pursue any and all such rights and remedies against Engineer as it deems appropriate.

- D. Engineer agrees that no payment, final or otherwise, received by the Town shall be an acceptance of any services not in accordance with the Contract, nor shall the same relieve the Engineer of any responsibility for any errors or omissions in connection with the services contemplated under this Contract or operate to release the Engineer from any obligation under the Contract.
- E. Engineer shall be fully responsible to the Town for all acts and omissions of Engineer's agents, employee's, and independent contractors, if any, performing or furnishing any of the services herein just as the Engineer is responsible for its own acts and omissions.

## **SECTION 7: WORK CHANGES**

The Town reserves the right to order work changes in the nature of additions, deletions, or modifications without invalidating the Contract, and agrees to make corresponding adjustments in the Contract price and time for completion. All changes will be authorized by a written change order signed by the Town Manager or his designee representing the Town. Work shall be changed and the contract price and completion time shall be modified only as set out in the written change order. Any adjustments in the contract price resulting in a credit or charge to the Town shall be determined by mutual agreement of the parties.

## **SECTION8: ENTIRE AGREEMENT**

The written terms and provisions of this Contract, which include the provisions set forth in the Term Services Contract between the Engineer and Town as referenced herein, shall supersede all prior verbal statement of any official or to the representatives of the Town. Such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any manner whatsoever, this Contract or Contract Documents. This Contract for the Project awarded constitutes the entire agreement between the Engineer and the Town and may be amended only by written instrument signed by both the Engineer and the Town.

All other terms and conditions of the Transportation Civil Engineering Term Services Contract referred to herein remain unchanged and in full force and effect.

**(Signature Page Follows)**

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be duly executed intending to be bound thereby.

ENGINEER:

TOWN OF CHRISTIANSBURG

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: Robert S. Biggs, Town Manager

Printed Name and Title

Printed Name and Title

Date: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_

Theresa J. Fontana, Town Attorney

Exhibits:

- A- Engineer's Proposal dated March 3, 2017 and amended March 21, 2017
- B- Notification of Project Availability and Request for Proposals and all addenda
- C- Engineer's Fee Estimate and Draft Schedule

# Exhibit A

March 3, 2017  
Amended March 21, 2017

Mr. Wayne O. Nelson, P.E.  
Director of Engineering  
Town of Christiansburg  
100 East Main Street  
Christiansburg, VA 24073

Subject:      Proposal for Professional Services  
Quin W. Stewart Blvd Signal Design - Christiansburg, VA  
PN 02080: Town of Christiansburg Fixed Term Services Contract for Civil  
Engineering Services - Transportation Design  
TOC Project#: ENG-14-0020

Dear Mr. Nelson:

Hurt & Proffitt, Inc. appreciates the opportunity to provide this proposal for professional services for the above referenced project in accordance with the Terms of our term contract # ENG-14-0020. This proposal includes our project understanding, proposed scope of services, and our estimated schedule and budget.

## Project Understanding

It is our understanding that Quin W. Stewart Blvd. serves a developing section of Christiansburg. Several residential developments have already begun planning with Quin W. Stewart Blvd. as their preferred access to Rte. 114. The existing intersection is unsignalized, but as plans for the future connector road to downtown Christiansburg move forward the intersection will require signalization to handle additional residential traffic and turning movements for the connector. The Town has also developed a preliminary site plan to support a community park and two commercial properties in the southern quadrants of this intersection. The goal of this project is to utilize VDOT revenue sharing funds, private funds, and Town funds to prepare this intersection for future traffic needs.

As part of a previous planning project, site survey has been completed, and we intend to rely on that survey for preliminary engineering and design. If pipe inverts or utility locations are missing or understood to be different than the available survey, our team can supplement the survey as additional services. We will also utilize data provided by the Town to complete the traffic analysis of the intersection. Additional traffic data may be required at the Bradley Dr. intersection, and we can perform those services if needed. Relying on the available data, we will prepare an updated analysis of the required turn lanes and storage queues to include in the proposed connector and prepare a proposed signal phasing plan for the eventual development. Once reviewing this conceptual layout with the Town we will lay out the proposed traffic signals to accommodate the full



buildout scenario. We can, as additional services, evaluate geometry of the proposed connector alignment and assist in developing a set of 30% designs.

We anticipate the need for geotechnical services at anticipated foundation locations and minimal environmental coordination.

## Scope of Services

### ***Task 1 - Obtain and Evaluate Existing Data***

Based on our understanding of the project requirements and the available project data, we propose to perform the following tasks:

- We will coordinate with the Town to obtain existing planimetric and topographic survey of the Quin W. Stewart Blvd. intersection. It is our understanding that a complete survey will be provided by the Town. We will use this survey as the base map for proposed improvements. If any discrepancies or missing items are discovered, our survey department can perform supplemental survey as Additional Services.
- The Town will provide digital files (AutoCAD or MicroStation) of the proposed alignment for the North Franklin Street - Route 114 Connector Road. We will incorporate the alignment into the basemap file and evaluate geometric designs for compliance with VDOT standards.
- We will review the assumptions of the traffic study performed by Ramey Kemp & Associates and conduct a traffic analysis of the proposed signal phasing as it relates to the existing traffic signal at Bradley Drive. We propose to conduct manual turning movement counts during the AM, Noon, and PM peak hours and evaluate the traffic signal as part of a network utilizing existing signal timing provided by the Town. The analysis will focus on recommendations for coordination between the two signals. We will make recommendations prior to beginning design of the proposed traffic signal. This Task assumes that we can obtain the design plans and specifications for the Bradley Drive traffic signal, includes completion of a traffic warrant analysis using traffic counts provided by the Town, and includes coordination with VDOT's traffic department to best determine the optimal method of coordinating the two traffic signals.

### ***Task 2 - Geotechnical Investigation***

Based on our understanding of the project requirements, we propose to perform the following tasks:

- Review available information pertinent to the project, such as USGS maps or a site plan.
- Use a drill rig to bore to 15 feet or auger refusal in the four quadrants of the proposed intersection. The soil strata will be visually classified using the Unified Soil



Classification System. We will contact you prior to proceeding further if we encounter conditions significantly different than anticipated in our first boring.

- Soil samples will be taken using ASTM D 1586, "Penetration Test and Split-Barrel Sampling of Soils" and delivered to the laboratory. Selected samples will be tested for natural moisture content, particle size analysis, plastic and liquid limit to verify visual classifications and provide engineering properties of the soil. The soil samples will be taken continuously for the first ten feet, and every five feet thereafter.
- The holes will be left open for 24 hours, at which time a Hurt & Proffitt representative will obtain water level depths within each borehole. After the readings are taken, the holes will be backfilled with soil.
- Provide two copies of a report including the following information:
  - A plan of boring locations
  - A log showing the strata encountered for each boring and N-values
  - Laboratory test data
  - Foundation recommendations with respect to foundation type and bearing capacity.
  - Recommended fill parameters
  - Slab-on-grade design parameters
  - Other relevant information specific to the site.

### ***Task 3 - Prepare Construction Documents***

Based on the topographic survey and roadway alignment provided, we will prepare construction documents pertaining to site preparation work for the proposed traffic signal. We will include all necessary grading, drainage, and stormwater management and erosion control for the completion of the project. We will carry plans through the Town of Christiansburg review process and attend up to two meetings as necessary. Any additional trips would be per an hourly fee. We would expect to submit design plans at the 30%, 60%, 90%, and final design phases. We will incorporate revisions per comments made from your reviews. Plans will include grading, signal pole layout, signal phasing, pedestrian accommodations, and required modifications to existing road markings. Construction documents will also include Contract Documents and Technical Specifications.

Not included in the above are review fees and bulk reproduction of construction documents. Also available for additional fees is coordination and conducting presentations of plans in council meetings and public involvement sessions.

### ***Task 4 - Environmental Due Diligence***

Based on a minimum disturbance area, primarily limited to excavation at the signal pole footings and control box locations, we will assist the Town in completing environmental due diligence. We will prepare the EQ-429 Project Early Notification Form and submit to VDOT. We will perform state database research including known hazardous material contaminants, known cultural resources, and threatened and endangered species in the



project area. We will then coordinate with the appropriate state agencies (DEQ, DGIF, DCR, and DHR) to solicit their opinions on potential impacts on natural or cultural resources under their jurisdiction. Based on information from this correspondence, we will prepare and submit VDOT forms EQ-121 Hazardous Materials Due Diligence Certification, EQ-555 Water Quality Permits and Natural Resources Due Diligence Certification, and the EQ-102 Programmatic Categorical Exclusion.

We do not anticipate any of the following services; so they are not included but are available for additional fees if required by review agencies:

- coordination and/or addressing agency comments beyond the initial correspondence sent,
- NEPA Environmental Assessment (EA) or Environmental Impact Statement (EIS) preparation,
- public notice (PN),
- personal interviews,
- public hearings,
- soil/water/air sampling,
- stream/wetland delineation,
- Clean Water Act (CWA)
- Section 404/401 permitting,
- protected species surveys,
- cultural resources studies, or
- Phase I/II Environmental Site Assessment (ESA) efforts.

### ***Task 5 - Bidding Phase Services***

We will assist the Town with preparation of the Advertisement for bids and prepare digital versions of the construction documents for posting on our website. As part of the bidding process, we will conduct a pre-bid meeting for interested contractors and respond to requests for information. All communication with Contractors will be prepared as amendments to the Bid Documents and communicated with registered bidders. We will conduct the bid opening and prepare a bid tabulation/contractor license review for VDOT approval. Once the Town has accepted the bid, we will coordinate with the Contractor to submit a Notice of Award and execute the construction contract with applicable bonds.

### ***Task 6 - Construction Phase Services***

We will conduct contract administration and construction inspection services on the behalf of the Town to include the following tasks:

- Conduct pre-construction meeting
- Review/approve shop submittals
- Conduct monthly progress meeting and site inspection
- Conduct materials quality assurance testing on behalf of the Town
- Maintain Materials Notebook
- Recommend monthly payment requests
- Conduct Substantial Completion walkthrough and prepare punch list
- Conduct Final Completion walkthrough
- Perform project closeout tasks



Not included but available for additional fees is daily project inspection. Our traffic team can also perform a one year field review and operations analysis with the Town's representative to make field adjustments to the signal once local traffic patterns have adjusted to the signal as additional services.

## Estimated Schedule

Based on our current workload, the scope of work involved, and existing weather conditions, we estimate that we can complete the preliminary work and have construction documents ready for right of way evaluation within eight months of written authorization to proceed.

## Fee Arrangement

<b>Task 1 -</b>	Preliminary Services, Lump Sum	\$6,500
<b>Task 2 -</b>	Geotechnical Investigation, Lump Sum	\$6,000
<b>Task 3 -</b>	Prepare Construction Documents, Lump Sum	\$20,000
<b>Task 4 -</b>	Environmental Due Diligence, Lump Sum	\$2,500
<b>Task 5 -</b>	Bidding Phase Services, Lump Sum	\$4,500
<b>Task 6 -</b>	Construction Phase Services, Lump Sum	\$25,000
	<b>TOTAL</b>	64,500



## Closing

Please provide written authorization for notice to proceed.

Again, thank you for your consideration of using our services for this project. Please contact us if you have any questions regarding this proposal or if we may be of further assistance.

Sincerely,  
**Hurt & Proffitt, Inc.**

A handwritten signature in black ink, appearing to read 'Jason Williams'.

Jason Williams, PE  
Director of Transportation Engineering

If this is acceptable, please sign where indicated and return the original copy, so we may schedule this work.

*I hereby agree that I am fully responsible for payment for work described on this contract.*

---

**Signature of Responsible Party**

---

**Date**

---

**Printed Name of Responsible Party**

---

**Hurt & Proffitt Project Manager (Please Print)**

---

**Project #**

# Exhibit B

# Notification of Project Availability and Request for Proposals

## Quin W. Stuart Boulevard Intersection Improvements PN: 02080

12 January 2017

### 1. Introduction

In accordance with the Town's procedure for distributing multiple projects, the Quin W. Stuart Boulevard Intersection Improvements Project is available for proposals from firms holding current Transportation Civil Engineering Term Services Contracts. Proposals will be received until 3:00 pm, local prevailing time, on Thursday, February 2, 2017, at the Town Hall of Christiansburg, Attn: Purchasing Coordinator, 100 East Main Street, Christiansburg, VA 24073. A **mandatory** pre-proposal meeting will be held at 3:00 pm, local prevailing time, on Tuesday, January 24, 2017 in the Engineering Department at the Christiansburg Town Hall. All questions regarding this Request for Proposals should be submitted in writing to Kim Cromer, Purchasing Coordinator, at [kcromer@christiansburg.org](mailto:kcromer@christiansburg.org).

### 2. Scope of Work

This project generally consists of improving the Quin W. Stuart Boulevard intersection with Peppers Ferry Road, including any necessary improvements to nearby intersections and entrances. Work shall include any and all research, field work and data collection, studies, layout and design, stormwater drainage design, or other professional services required to complete the project. Services may include but will not be limited to preliminary planning, surveying, traffic / signal studies and traffic counts, preparing plans and profiles, cost estimating, assistance with public information coordination and meetings, easement and right-of-way acquisition document preparation (deeds and plats), funding coordination, permitting, construction document preparation (drawings and technical specifications), construction administration assistance, construction compliance

certification, and preparation of certified record drawings. The successful firm will review recommendations for improvements, provide any additional recommendations regarding those improvements, and prepare a final set of construction plans and specifications for review and approval by the Town and other regulatory agencies in accordance with funding requirements.

The Revenue Sharing application, a preliminary cost estimate, and preliminary traffic data will be provided to each firm along with the RFP.

### **3. Proposal Contents**

In order to be considered for selection, the firm must submit a complete response to this RFP. Three (3) original copies of each proposal must be submitted. Proposals shall be limited to five single sided pages and shall describe the respondent firm's specific approach to the project, a preliminary schedule, previous specific experience working on similar projects, and a list of other studies and projects to which the proposed project team is currently assigned. In addition to the proposal, a cover letter consisting of no more than two single sided pages may be submitted.

### **4. Selection**

Firms will be ranked based on the following criteria, with weighting of criteria to be determined by the Town as appropriate:

- a. Knowledge and experience concerning the scope and requirements for the project (20%).
- b. Knowledge of the Town's overall goals concerning the project (20%).
- c. Past performance on similar scopes of work (15%).
- d. Order of ranking from initial proposals (15%).
- e. Current work load or agreements in effect with the Town (15%).
- f. Current work load on other non-Town studies and projects (15%).

The Town will negotiate compensation terms with the highest ranking firm and if the terms are acceptable to the Town, the Town will award the project to that firm. If not, the Town will negotiate with the next highest ranking firm, etc. Fees for services will be governed by procedures established by the participating funding agencies where applicable. Otherwise, fees for services shall be fair and reasonable and negotiated on a schedule agreeable to the Town. The Town reserves the right not to award any project contemplated under the term services contract to any of the contracted firms if terms acceptable to the Town cannot be reached. In that case, the Town may elect to solicit other firms under a separate RFP for that project.

## 5. Contract

A draft contract is attached to and incorporated into this document by reference.

**Quin W. Stuart Boulevard Intersection Improvements**  
**PN: 02080**

**Transportation Civil Engineering Term Services Project Contract**  
**Town of Christiansburg, Virginia**

This Project Contract ("Contract") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the **TOWN OF CHRISTIANSBURG, VIRGINIA**, 100 East Main Street, Christiansburg, VA 24073 (hereinafter referred to as "Town"), and \_\_\_\_\_, \_\_\_\_\_, VA \_\_\_\_\_ (hereinafter referred to as "Engineer").

**RECITALS**

For and in consideration of the agreements and covenants set forth herein, the parties agree as follows in accordance with and incorporating by reference herein that certain Transportation Civil Engineering Term Services Contract ENG-14-0020 dated December 1, 2014, as amended.

**PROJECT COORDINATOR**

As used herein the Project Coordinator shall mean Mr. Jessie Nester who can be contacted at the addresses and phone number listed below.

**NOTICES**

Town Project Coordinator:

Mr. Jessie Nester  
Assistant Director of Engineering  
Town of Christiansburg  
100 East Main Street  
Christiansburg, VA 24073

(Consultant) Project Coordinator:

**SECTION 1: DESCRIPTION OF SERVICES**

The scope of work that the Engineer has agreed to perform pursuant to \_\_\_\_\_ and all addenda, if any, and all associated permits is \_\_\_\_\_

(“Project”), awarded to Engineer in accordance with the Town’s policy for awarding projects under a term services contract, reference Exhibit A.

## **SECTION 2: TIME OF PERFORMANCE**

The Contract period shall commence \_\_\_\_\_ and terminate on \_\_\_\_\_ for final completion on \_\_\_\_\_. The anticipated project schedule is included as Exhibit B.

## **SECTION 3: COMPENSATION**

The total amount to be paid by the Town to the Engineer is \_\_\_\_\_ based upon the services authorized and performed in accordance with the Project. Invoices for services shall be submitted by the 5<sup>th</sup> of the month, and payments shall be made by the 10th day of the following month. Payments shall be made provided the submitted invoice is accompanied by adequate supporting documentation and is approved by the Town.

All work compensated for under a Project contract, including partial payments, shall become the property of the Town without restrictions or limitations. Work under a Project contract shall include, but not be limited to, sketches, tracings, drawings, computations, details, design calculations, plans, electronic files, and other related documents. The Engineer shall not be held liable for any reuse of the work and shall not be held liable for any modifications made to the work by others.

All invoices and correspondence relative to this Contract or a Project contract must contain the Contract number.

## **SECTION 4: CONFORMANCE WITH RFP AND PROPOSAL**

It is understood that the materials and/or work required herein are in accordance with the proposal made by the Engineer pursuant to the Request for Proposal issued for the Project

and the proposal and specifications for the Project. All documents submitted by the Engineer in relation to said Project and all documents promulgated by the Town for inviting proposals are by reference, made a part hereof as if set forth herein in full and attached hereto as Exhibits C and D.

## **SECTION 5: ASSIGNMENT**

Engineer shall not delegate, sublet, or subcontract any part of the services required under this Contract or assign any monies due it hereunder without first obtaining the written permission of the Town.

Engineer shall not furnish any services under this Contract by obtaining such services outside the Engineer's organization unless the Engineer shall first make written request to the Town and obtain Town's written approval of the proposed contract between the person(s) or firm and the Engineer which shall outline the services to be performed and the charges for the same. Such contracts shall be subject to approval by the Town. Two copies of the executed contract shall be submitted to the Town for approval prior to the services being performed. The Engineer shall be solely responsible for all costs and expenses in connection with any such contracts.

## **SECTION 6: TERMINATION**

The Town, at any time, by written notice, may order Engineer to immediately vacate the premises and/or may terminate this Contract, with or without cause, in whole or in part, at any time. Upon receipt of such notice, the Engineer shall immediately discontinue all services (unless the notice directs otherwise).

- A. If the termination is due to the failure of the Engineer to fulfill any of its contractual obligations to the Town, the Town may take over the services and arrange to provide the same to completion by contract or otherwise. In such case, the Engineer shall be liable to the Town for any damages allowed by law, and upon demand of Town shall promptly pay the same to Town.

- B. Should the Contract be terminated not due in any way to the fault of the Engineer, the Engineer shall be entitled to a 60 day notice of the Town's intent to terminate this Contract. In the event of termination, the Town shall not be liable to the Engineer for lost profit, overhead, or any other losses or costs of any type after the date of such termination notice.
- C. The rights and remedies of the Town provided in this section are in addition to any other rights and remedies provided by law or under this Contract and Town may pursue any and all such rights and remedies against Engineer as it deems appropriate.
- D. Engineer agrees that no payment, final or otherwise, received by the Town shall be an acceptance of any services not in accordance with the Contract, nor shall the same relieve the Engineer of any responsibility for any errors or omissions in connection with the services contemplated under this Contract or operate to release the Engineer from any obligation under the Contract.
- E. Engineer shall be fully responsible to the Town for all acts and omissions of Engineer's agents, employee's, and independent contractors, if any, performing or furnishing any of the services herein just as the Engineer is responsible for its own acts and omissions.

## **SECTION 7: WORK CHANGES**

The Town reserves the right to order work changes in the nature of additions, deletions, or modifications without invalidating the Contract, and agrees to make corresponding adjustments in the Contract price and time for completion. All changes will be authorized by a written change order signed by the Town Manager or his designee representing the Town. Work shall be changed and the contract price and completion time shall be modified only as set out in the written change order. Any adjustments in the

contract price resulting in a credit or charge to the Town shall be determined by mutual agreement of the parties.

#### **SECTION8: ENTIRE AGREEMENT**

The written terms and provisions of this Contract, which include the provisions set forth in the Term Services Contract between the Engineer and Town as referenced herein, shall supersede all prior verbal statement of any official or to the representatives of the Town. Such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any manner whatsoever, this Contract or Contract Documents. This Contract for the Project awarded constitutes the entire agreement between the Engineer and the Town and may be amended only by written instrument signed by both the Engineer and the Town.

All other terms and conditions of the Fixed Term Services Contract for Transportation Civil Engineering Term Services remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be duly executed intending to be bound thereby.

ENGINEER:

TOWN OF CHRISTIANSBURG

By:\_\_\_\_\_

By:\_\_\_\_\_

Title:\_\_\_\_\_

Title: Steve Biggs, Town Manager

Printed Name and Title

Printed Name and Title

Date:\_\_\_\_\_

Date:\_\_\_\_\_

APPROVED AS TO FORM:

By:\_\_\_\_\_

Theresa J. Fontana, Town Attorney

# TOWN OF CHRISTIANSBURG

## PURCHASING DEPARTMENT

100 East Main Street

CHRISTIANSBURG, VA 24073

PHONE (540) 382-6128 X1135 | FAX: (540) 382-3762

Kim Cromer, Purchasing Coordinator

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## REQUEST FOR PROPOSAL, PROJECT 02080

### ADDENDUM NUMBER 1

**DATE:** January 25, 2017

**TITLE:** Quin W. Stuart Boulevard Intersection Improvements

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**Purpose:**

The purpose of this Addendum Number 1 is as follows:

1. The **mandatory** pre-proposal meeting has been rescheduled and will be held at 3:00 pm, local prevailing time, on Tuesday, January 31, 2017 in the Engineering Department at the Christiansburg Town Hall.
2. Proposals will be received until 3:00 pm, local prevailing time, on Thursday, February 9, 2017, at the Town Hall of Christiansburg, Attn: Purchasing Coordinator, 100 East Main Street, Christiansburg, VA 24073

ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

COMPANY/FIRM NAME AND ADDRESS:

SUBMITTED BY:

NAME: Kim Cromer

SIGNATURE: Kim Cromer

TITLE: Purchasing Coordinator

DATE: 1-25-17

Toll Free Number: ( ) \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

# TOWN OF CHRISTIANSBURG

PURCHASING DEPARTMENT  
100 East Main Street  
CHRISTIANSBURG, VA 24073  
PHONE (540) 382-6128 X1135 | FAX: (540) 382-3762  
Kim Cromer, Purchasing Coordinator

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## REQUEST FOR PROPOSAL, PROJECT 02080

### ADDENDUM NUMBER 2

**DATE:** February 8, 2017  
**TITLE:** Quin W. Stuart Intersection

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**Purpose:**

The purpose of this Addendum Number 2 is as follows:

1. Attaching minutes from pre-bid meeting on January 31, 2017.
2. Attaching final traffic operations study.
3. All other terms and conditions in the Request for Proposal remain the same.

**ACKNOWLEDGE RECEIPT OF ADDENDUM # 2:**

COMPANY/FIRM NAME AND ADDRESS:

SUBMITTED BY:

NAME: Kim Cromer

SIGNATURE: Kim Cromer

TITLE: Purchasing Coordinator

DATE: 2-8-17

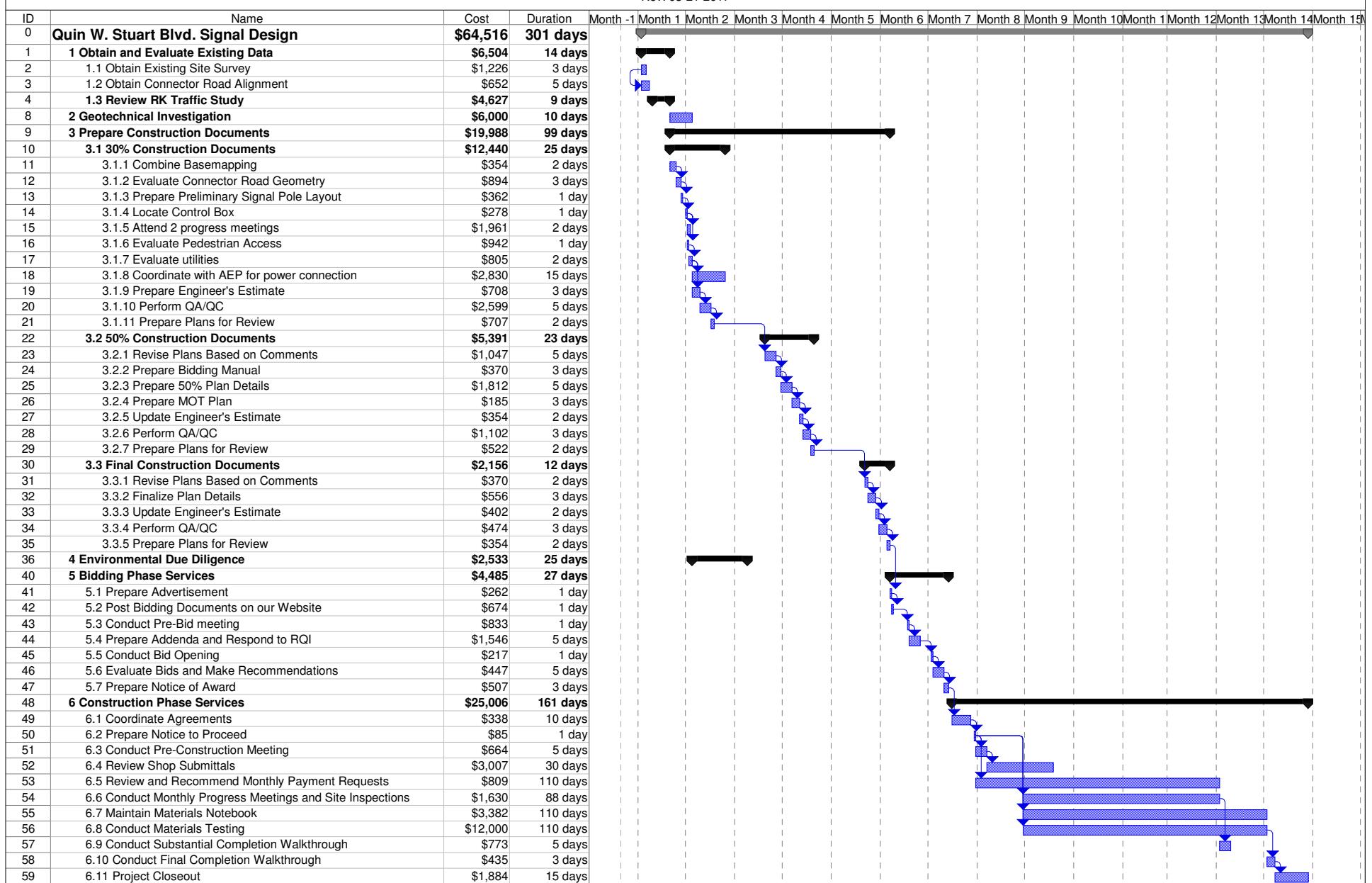
Toll Free Number: ( ) \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

# Exhibit C

Engineering Fee Estimate & Draft Schedule for  
**Quin W. Stuart Blvd. Signal Design**  
 Town of Christiansburg, VA  
 JN 20170103  
 Rev: 03-21-2017



Hurt & Proffitt, Inc.