



AMENDED AGENDA  
REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
JULY 25, 2017 – 7:00 P.M.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

1. Public Hearing for a Conditional Use Permit request by Jeff Holland of Network Building + Consulting, LLC (representing Shentel), agent for Schaeffer Memorial Baptist Church, for a 110-foot tall steel monopole-style communications tower at 570 High Street, N.E. in the R-3 Multi-Family Residential District. The Applicant requests two waivers for: (1) the allowable height of monopoles in a residential district; and (2) the minimum setbacks from all property lines of no less than the height of the tower.
2. Public Hearing for a Conditional Use Permit request by Ashley Jones, New River Barbell and Fitness, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit C in the I-2 General Industrial District.

IV. CONSENT AGENDA

- A. Meeting Minutes of July 11, 2017.
- B. Monthly Bills.
- C. Schedule Public Hearing for August 22, 2017 for a Rezoning request from Agriculture to I-2 General Industrial District for a 64.114-acre parcel (Tax Map No. 558-A 24) located at the end of Parkway Drive adjacent to the Falling Branch Corporate Park by the Montgomery County Economic Development Authority (Property Owner: Cox Family Farms LLC).
- D. VDOT Revenue Sharing Appendix As.
- E. VDOT Primary Extension Project Administration Agreements.
- F. Norfolk Southern (NS) Construction Agreement.
- G. Virginia Department of Conservation and Recreation Funding Agreement.
- H. Contract for Fire Alarm System at Police Department PD 18-001.

I. [Amendment to contract for Microwave Radio Network RES-16-006.](#)

V. CITIZEN COMMENTS

VI. INTRODUCTIONS AND PRESENTATIONS

VII. COMMITTEE REPORTS

A. Street Committee report/recommendation on:

1. East Main Street parking with regards to signage and increased fines.

VIII. DISCUSSION BY MAYOR AND COUNCIL

A. Council action on:

1. East Main Street parking with regards to signage and increased fines.
2. Extension of Aquatic Center membership to Fire and Rescue Life Members.

B. [An ordinance amending Chapter 2 "Administration" of the Christiansburg Town Code to revise the manner in which deeds, contracts, etc. are approved and executed.](#)

IX. STAFF REPORTS

A. Town Manager

B. Town Attorney

C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

A. Closed Meetings:

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

Request for a Closed meeting in accordance with Code of Virginia § 2.2-3711(3). Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting pertains to discussions with the Montgomery County School Board.

Request for a Closed Meeting under Virginia Code Section 2.2-3711(A)(7), for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect

the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Specifically related to the New River Valley Mall real estate assessment.

Request for a Closed Meeting under Virginia Code Section 2.2-3711(A)(7), for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Specifically related to the Starlight Drive-In Theater Noise Ordinance violation litigation.

2. Reconvene in Open Meeting.
3. Certification.
4. Council action on the matter.

## XII. ADJOURNMENT

*The next regular Town Council meeting will be held at Christiansburg Town Hall on Tuesday, August 8, 2017 at 7:00 P.M.*



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
July 25, 2017

**ITEM TITLE:**

Conditional Use Permit – Communications Monopole in R-3, Multi-Family Residential (CUP 2017-05)

**DESCRIPTION:**

This conditional use permit request is by Jeff Holland of Network Building + Consulting, LLC (representing Shentel), agent for Schaeffer Memorial Baptist Church, for a monopole-style communications tower at 570 High Street, N.E. (tax parcels 497-((A))-258, 258C) in the R-3 Multi-Family Residential District. The applicant proposes to remove the existing 70-foot, 4-inch tall wooden pole and replace it with a 110-foot tall (108-foot tower with two-foot lightning rod) steel structure. The applicant is requesting Town Council grant waivers for the allowable height of monopoles in a residential district and minimum setbacks from all property lines of no less than the height of the tower.

A conditional use permit is required for this use in the R-3 district per Town Code Sec. 42-155 (19). Additionally, Town Code Sec. 42-683 provides additional guidelines for the location and installation of telecommunications structures.

Planning Commission recommended approval and granting of both waivers by a vote of 7 to 0 at its July 17, 2017 meeting with six conditions:

1. The structure is limited to 110 feet in total height from the immediate adjacent grade.
2. The structure is to be a monopole design and designed to fall within a radius of no greater than 50 feet from the pole location.
3. The communications tower is to save one total space for E-911, Public Works, Police Department or other public use and offer the use at no charge to the Town.
4. The structure and site are to be developed in substantial conformance with the presented drawings “South Radford/Christiansburg 68803/RN208” by Mead & Hunt dated May 16, 2017.
5. Engineering plans, signed and sealed by a licensed engineer in the State of Virginia, shall be submitted to and approved by the Building Official prior to issuance of a Building Permit.
6. No trees shall be removed during construction of the replacement tower unless coordinated and approved by the Planning Director.

**POTENTIAL ACTION:**

Hold Public Hearing on July 25, 2017

**DEPARTMENT:**

Planning

**PRESENTER:**

Andrew Warren, Planning Director

**Information Provided:**

Planning Commission Resolution dated July 17, 2017

<https://christiansburg.box.com/s/1j08b6k1k5jnmt3vuuamia4089zavidv>

Planning Staff Report with attachments (includes application, maps, and adjacent owner information)

<https://christiansburg.box.com/s/h3h4rfd059v3a5ov42jtoflfzok64aik>

Letter from applicant certifying monopole has been redesigned to fall within a 50-foot radius.

<https://christiansburg.box.com/s/ul99l9qk4afpee0k939t30nr1m9kkm42>



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
July 25, 2017

**ITEM TITLE:**

Conditional Use Permit – Private Recreational Facility in I-2, General Industrial (CUP 2017-06)

**DESCRIPTION:**

This conditional use permit request is by Ashley Jones, New River Barbell and Fitness, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit C (tax parcel 528-((A))-73) in the I-2 General Industrial District. The proposed space is approximately 1,500 square feet and the Applicant noted that there will generally be no more than 8 to 10 occupants at once.

A conditional use permit is required for this use in the I-2 district per Town Code Sec. 42-397 (13). The Code was amended in December of 2014 to permit a private recreational facility use by conditional use permit in the I-2 district (in connection with a CUP request for batting cages at 375 Bell Road – former Pepsi warehouse).

Planning Commission recommended approval by a vote of 6 to 0 at its July 5, 2017 meeting with three conditions:

1. There shall be no excessive noise between 10:00 p.m. and 7:00 a.m.
2. This permit shall be subject to inspections and approval of the facilities and equipment by the Fire Marshall and Building Official. The Town of Christiansburg requires that the applicants shall use and maintain the facilities and equipment in accordance with equipment manufacturer's guidelines.
3. This permit shall be subject to review by the Planning Commission in one year.

**POTENTIAL ACTION:**

Hold Public Hearing on July 25, 2017

**DEPARTMENT:**

Planning

**PRESENTER:**

Andrew Warren, Planning Director

**Information Provided:**

Planning Commission Resolution dated July 5, 2017

<https://christiansburg.box.com/s/xvtzwijsprkc7ucbk1slr2cpx0ommh4ie>

Planning Staff Report with attachments (includes application, maps, and adjacent owner information)

<https://christiansburg.box.com/s/fhoetrfmkbc2asyudqvp18h3bz4drhcuv>



**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
JULY 11, 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 JULY 11, 2017 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Samuel M. Bishop; Harry Collins; R. Cord Hall; Steve Huppert; Henry Showalter; Bradford J. Stipes. ABSENT: None.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Susan Waddell; Director of Public Relations Melissa Powell; Finance Director/Treasurer Val Tweedie; Assistant to the Town Manager Adam Carpenetti; Director of Engineering Wayne Nelson; Director of Human Resources Dave Brahmstadt; Director of Public Works Jim Lancianese; Planner Will Drake; Assistant Superintendent of Streets Travis Moles; Director of Parks and Recreation Brad Epperley; Supervisor of Outdoor Sports Facilities and Parks Nick Yopp; Supervisor of Park Maintenance Forest Redd; Supervisor of Community Programs Pam Peyton; Supervisor of Senior and Special Populations Programs Tammy Caldwell; Fire Chief Billy Hanks; Police Chief Mark Sisson.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Meeting Minutes of June 27, 2017.
- B. Falling Branch Connector Road Engineering Design Contract.
- C. Approval of contract for Managed Print Services by Virginia Business Systems.
- D. Amendment to the contract to upgrade current water distribution to SCADA System.

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

VI. CITIZEN COMMENTS

- A. Update on proposed Sister City Program by Marty Gordon. Mr. Gordon provided Council with follow-up information on the Sister City Program he proposed on July 11, 2017. Also provided for Council consideration was a draft resolution in support of the establishment of a Sister City Program with Christiansburg, Ohio for the purpose of building relationships, providing educational, trade, and tourism opportunities, and enhancing cultural awareness. The resolution called for the appointment of a Program Committee to work with Christiansburg, Ohio in overseeing the program. Mr. Gordon shared with Council photographs of various buildings in Christiansburg, Ohio that had been fashioned after, and named after,



buildings in Christiansburg, Virginia, and spoke about the extraordinary efforts of the small town to raise money to meet its infrastructure needs. According to Mr. Gordon, Christiansburg, Ohio was interested in pursuing a Sister City partnership with the Town and was eager to meet with Mr. Gordon and the appointed Program Committee to further discuss. Councilman Huppert said he presented this idea to the Montgomery Museum Board, which expressed interest in receiving additional information from Mr. Gordon. In closing, Mr. Gordon noted that on July 31<sup>st</sup> Ignite would hold the first Arts Council meeting at 7:00 P.M. and he invited all to attend.

## VII. INTRODUCTIONS AND PRESENTATIONS

### A. Community Engagement:

1. Introduction of Jill's Buddy Camp volunteers for their service and contribution to the community by Melissa Powell, Director of Public Relations.

Director of Public Relations Melissa Powell invited the staff and volunteers involved with Jill's Buddy Camp to stand for the presentation of a resolution in recognition of their service and contribution to the community. Mr. Brad Epperley, Director of Parks and Recreation, spoke briefly about the purpose, goals, and activities of Jill's Buddy Camp, and thanked each staff member and volunteer for their efforts in making the camp a success for the third consecutive year. At the encouragement of Councilman Hall, several young volunteers shared their experiences working with the camp, and each expressed that the experience had impacted them in positive ways. Each staff member and volunteer was provided a certificate of appreciation from the Town.

## VIII. DISCUSSION BY MAYOR AND COUNCIL

*Councilman Hall made a motion to amend the agenda to include Council discussion and action on the proposed Sister City Program. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. The matter was placed as Item 5 under Discussions by Mayor and Council.*

### A. Council action on:

1. Dale Buckner request for street closure for annual gospel singing event. Per Town Manager Wingfield, an event application was submitted by Mr. Buckner and approved by the Events Committee. Councilman Stipes made a motion to approve the street closures as noted in the application, seconded by Councilman Hall. Mr. Buckner took a moment to explain the change in street closing locations for the third annual Gospel Sing, which was meant to condense the event into a smaller location out of consideration for the businesses located on Main Street. An earlier street closure time was chosen to allow for proper set up of stage and sound system, and the date of the event was changed from August to October due to weather temperatures. According to Mr. Buckner, the date of October 14, 2017 would not conflict with a Virginia Tech home game or banner space across Main Street. Ignite has agreed to allow the use of its parking lot on Main Street for the event. Council expressed appreciation for Mr. Buckner's efforts in organizing the event each year and voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes -Aye. In support of the event, the Town will provide a map of parking and will include the event on its website Calendar of Events.
2. Authorization of demolition of structures at 1135 Radford Street, N.W. (tax parcel 525 – ((2)) – 1-7, 36-39, 41). Town Manager Randy Wingfield reported that the commercial property at 1135 consisted of two buildings in severe disrepair. The Town has sent the property owner numerous notices over several years calling for repairs, with no responses or action. The property has been boarded up, but has not been maintained. The Town has determined that demolition was necessary and would take action to perform the demolition at the cost of the property owner. If unpaid by the property owner, the Town would place a lien on the property as a means of recovering costs. Councilman Showalter asked if there was a policy in place for handling the demolition of personal property, and stressed that the situation should be researched thoroughly before any action is taken by the Town. If there is no policy in place, Council Showalter urged that one be adopted before the Town takes responsibility for

demolishing privately owned properties, with the intent to place a lien if costs are not paid by property owners. Town Manager Wingfield noted that the Town has followed protocol for addressing derelict properties with the assistance of Town Attorney Theresa Fontana, including notice of intent to place a lien on the property if costs are unpaid by the owner. Due to continuing concerns with a lack of policy directly related to the Town demolishing private property, with the intent to recover costs, Councilman Hall made a motion to table the matter until further research could be done, seconded by Councilman Showalter. Mayor Barber commented that Council could vote to move forward with demolishing the structures at 1135 Radford Street since due notice has been given in compliance with Town Code, and could make the action contingent on further research into proper protocol for placing a lien on private property to recover all costs associated with demolition. Town Attorney Susan Waddell noted that Town Code currently provides an avenue for the Town to recover all costs associated with demolition through the court system, and she read the notice to the property owners of 1135 Radford Road that clearly stated the Town's intent to recover costs if the Town was forced to demolish the structures through inaction of the property owner. After receiving assurance from Town Attorney Waddell that the Town had the authority to recover all costs associated with demolition through a property lien, Councilman Hall withdrew his motion to table the matter and Councilman Showalter withdrew his second. Councilman Hall then made a motion to authorize the demolition of the property at 1135 Radford Road, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. Councilman Showalter recommended Town Attorneys draft a policy of standard procedure for demolition of privately-owned property for consistency and direction in handling those matters in the future.

3. An Ordinance to Amend Chapter 42 "Zoning" of the Christiansburg Town Code in regards to permit "Clubs/Lodges" with a Conditional Use Permit in the I-2 General Industrial District. The Public Hearing was held June 27, 2017. Councilman Collins stated that he had attended each Planning Commission discussion on the request and understood the commission's support. However, after researching all that the request involved, Councilman Collins explained he had changed his position on amending the ordinance as requested. Mr. Collins stated that he respected those involved with the request, but had determined it was in the best interest of the town to preserve and protect the integrity of the I-2 General Industrial Zoning, which was intended for industrial development/manufacturing. At the request of Council, Town Manager Wingfield provided information on the few vacant properties located in the industrial park. Michael Abraham, owner of the building to be leased by the Moose Lodge, and John Beamer, Administrator of the Moose Lodge, requested an opportunity to respond to comments. The Public Hearing was held on July 11, 2017, and the request to respond was denied by Mayor Barber. Councilman Huppert made a motion to table the matter to allow Mr. Abraham and Mr. Beamer the opportunity to present the Town with their comments. The motion died for lack of a second. Councilman Hall stated his reluctance to disagree with the Planning Commission, which recommended approval, and he thanked Town staff for the written responses to his questions. However, Councilman Hall explained that his concerns remained with protecting the integrity of the Town's zoning districts, and he talked about his concern with the consumption of alcohol on premises if the request was approved. For the stated reasons, Councilman Hall made a motion to deny the request, stressing that his motion should not be viewed as opposition to the Moose Lodge. Councilman Hall expressed support for the Moose Lodge's civic and community involvements and encouraged the club to seek a more appropriate meeting location. Councilman Stipes seconded the motion, noting the importance of preserving the I-2 General Industrial zoning for industry that would expand the job base in Christiansburg. Councilman Stipes expressed his support for the Moose Lodge, noting his lack of support for the ordinance amendment request was due to location only. Councilman Huppert noted that he could support both sides of the argument in this request, but agreed that industrial park property should be preserved for industrial businesses and that a more appropriate location could be found for the Moose Lodge. Town Manager Wingfield commented that notice of the request was sent to neighboring property owners including across public streets. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye. The request was denied.
4. Contingent on the above item, a Conditional Use Permit request for Club/Lodge (Applicant: Moose Lodge) in the I-2 General Industrial District at 225 Industrial Drive. The Public Hearing was held June 27, 2017. See above action.

5. Resolution in support of implementing a Sister City Program in Christiansburg, Virginia with the intent to pursue adopting Christiansburg, Ohio as a sister city. Councilman Hall made a motion to adopt the resolution, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

B. Discussion of requirement for department heads to live within Town limits.

Councilman Showalter requested Council consider adopting a policy requiring that municipal officers and department heads be residents of the Town as a condition of employment. Mr. Showalter said his request was based on the belief that living within Town limits would give top administration an investment in the Town, and a level of commitment to the Town, that could otherwise be lost if living outside Town limits. Councilman Showalter stressed that he would want current staff grandfathered, and that any residency requirements would be for future hires only. Currently, the Town Manager is the only municipal officer/staff member required to live within Town limits as a condition of employment. Councilman Showalter said this topic had been discussed by Council in the past. Councilman Hall said he could understand requiring municipal officers to be Town residents, but expressed concern with placing the requirement on department head positions, noting that several valuable department heads live outside Town limits. Councilman Stipes expressed the same concern, noting that a residency requirement could prevent skilled, knowledgeable people from seeking employment with the Town, pointing out examples among the Town's current department head staff. Mayor Barber informed Council that Section 2.03, Municipal Officers, of the *Christiansburg Charter* prohibited the Town from requiring that municipal officers be town residents at the time of employment or appointment. Town Attorney Waddell expressed concern that the Town could limit its ability to secure professionals with needed knowledge if it were to require town residency, that it could, in effect, be tying its hands. Mayor Barber spoke briefly about the valuable department heads who live outside Town limits, and expressed concern that the Town could lose out on skillful employees in the future due to a residency requirement. Councilman Huppert said he did not understand why the issue was being discussed, and he did not believe that living in Montgomery County diminished a department head's level of commitment to the Town. Councilman Showalter stated that Town residency fostered ownership in the Town, and he believed that was crucial for Town leadership. Council agreed that certain aspects of the discussion made sense, but overall requiring Town residency for municipal officers and department heads could be limiting to the Town with future hires. Council did question why they were not provided with summaries of past discussions regarding this topic, and requested that they be provided existing background information in preparation of Council discussions. Councilman Showalter withdrew this topic of discussion, noting it could be brought back up in the future if Council desired.

IX. COMMITTEE REPORTS

X. STAFF REPORTS

A. Town Manager Wingfield:

- Town staff is in the process of compiling a Rate and Fee Comparison, which is expected to be available in August.
- A report was provided on the Pepper Street retaining wall matter. Design was estimated to cost \$2,250, and the property owner would be unable to cover the costs. Repairs to the wall have been estimated to cost close to \$100,000 and the assessed value of the existing house is just over \$100,000. Town Manager Wingfield said he has searched for financial assistance opportunities for the repairs, with no success. Councilman Showalter said the Town needed to review and inspect all town-owned walls and create a policy to address maintenance/upkeep. It was noted that the Pepper Street retaining wall was built in sections and Town could repair the section that was failing, without disturbing the rest of the wall. Town Attorney Waddell reviewed with Council portions of the nuisance ordinance of the *Christiansburg Town Code* that outlined procedures and gave authorization to place a lien on property to recover the costs associated with addressing matters determined to meet the definition of a nuisance. Councilman Hall stressed the importance of clearly stating the Town's intent to place a lien on property, if costs are not paid by owner, in any notices sent to property owners notifying of repairs to be made on their property. Town Manager Wingfield said that notices have been

sent to the property owner requesting repairs to the retaining wall. The owner has said he was unable to afford the repairs, and has been informed that a lien would be placed. Council stated written notices should state the Town's intent to repair the wall and recover the costs through a lien on the property, if costs are not paid by the owner. Council discussed Town-owned retaining walls in need of maintenance, and Councilman Showalter requested Town Manager Wingfield compile a list of walls for Council review and discussion.

- The Town has received a request to expand free aquatic center annual membership to lifetime members of the Lifesaving and Rescue Department. There are sixty-six life Rescue members; fifty-three live in Montgomery County and there are approximately ten life Fire members. Council requested the matter be placed on the agenda for the July 25, 2017 meeting and to include Fire Department life members.

B. Town Attorney:

C. Other Staff:

#### XI. COUNCIL REPORTS

- Councilman Collins reported on the recent annual employee picnic held at the aquatic center and thanked the organizers for a successful and fun event. He then commended town crews on the repaving of West Main Street and recognized Marty Gordon's efforts in presenting the sister-city program to Council.
- Councilman Bishop – No report.
- Councilman Hall reported that the next Recreation Advisory Commission meeting was scheduled for August 7, and he invited all to attend and to place matters of interest on meeting agendas. He then reported on the success of the recent World Series event held at Harkrader, and asked Director of Parks and Recreation Brad Epperley to report on the SWVA Elite Championship Tournament scheduled to be held at Harkrader Sports Complex June 14 – 16. Councilman Hall then expressed appreciation for Director of Public Works Jim Lancianese and the Public Works crews for their quick response to citizen complaints.
- Councilman Stipes informed Council that the Street Committee would report on the East Main Street parking situation, brought to Council's attention on June 27, during the July 25<sup>th</sup> council meeting.
- Councilman Showalter – No report.
- Councilman Huppert reported on the SWVA Elite Championship Tournament, and the Summer Awards event at the aquatic center, scheduled for the weekend of July 14 – 15. He then referred to a recent article in the newspaper regarding the population growth of Montgomery County and offered to provide a copy to Council.
- Mayor Barber reported on the Rally North America's Rally Appalachia 2 event, which held its starting line on West Main Street on July 11, 2017. The event consisted of 50 - 70 teams that made twenty-five stops to historical and scenic points of interest along the Appalachian Mountains. The event was held as a fundraiser for the charity Hope for the Warriors. Mayor Barber expressed his honor at serving as Grand Marshall and he thanked Tourism Director Lisa Bleakley and Public Relations Director Melissa Powell for their efforts in hosting the event. Mayor Barber then reminded Council of the closed work session with Montgomery County School Board on July 18, 2017 at 6:00 P.M.

#### XII. CLOSED MEETING:

1. Councilman Bishop made a motion to enter into a Closed Meeting under Virginia Code Section 2.2-3711(A)(7), for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Specifically related to the New River Valley Mall real estate assessment. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

2. Reconvene in Open Meeting. Councilman Bishop made a motion to reconvene in Open Meeting, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
3. Certification. Councilman Bishop 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. The motion was seconded by Councilman Hall and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.
4. Council action on the matter. Mayor Barber stated the consensus of Council to authorize the Town Attorneys to act on behalf of the Town concerning the New River Valley Mall real estate assessment matter.

XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:20 P.M.

\_\_\_\_\_  
Michele Stipes, Clerk of Council

\_\_\_\_\_  
D. Michael Barber, Mayor

TOWN OF CHRISTIANBURG		
BILLS TO BE PAID FOR THE MONTHS OF	JUNE AND JULY	
A MORTON THOMAS AND ASSOCIATES, INC	17,424.65	ENGINEERINGS SERVICES HANS MEADOW DRAINAGE
A. M. LEONARD, INC.	66.72	
ADAMS CONSTRUCTION CO.	14,565.27	ASPHALT MIX
ADVANCE AUTO PARTS	17.92	
AGEE'S NEW & USED AUTO PARTS	250.00	
ALL SEASONS PEST CONTROL, INC	85.00	
AMERICAN CASTING & MFG CORP	408.77	
ANCHOR TRUCK ACCESSORIES	7,933.50	TRAILER FOR PARADE BARRICADES
ANN SANDBROOK	180.00	
AQUALAW PLC	751.50	
ARC3 GASES	176.70	
ARCHIVE SOCIAL, INC	4,788.00	SOFTWARE FOR ARCHIVING SOCIAL MEDIA
ATLANTIC UTILITY SOLUTIONS, INC	3,900.00	WATER METERS
AUTO ZONE, INC	185.86	
B&B FENCING	2,900.00	FENCING BEHIND REC CENTER
B & K TRUCK ACCESSORIES	2,311.06	SPRAY BEDLINERS IN TWO NEW VEHICLES
B&T LAWN CARE	7,920.00	TOWN WIDE MOWING
BANE OIL COMPANY, INC	2,119.28	OFF ROAD DIESEL
BASHAM OIL COMPANY	487.42	
BKT UNIFORMS	51.99	
BLACKSBURG POWER EQUIPMENT	72.30	
BLUE RIDGE RESCUE SUPPLIERS, INC	189.95	
BMG METALS INC	151.20	
BOB'S REFUSE SERVICE, INC.	330.00	
BOONE TRACTOR & IMPLEMENT INC.	460.23	
BOUND TREE MEDICAL, LLC	625.20	
BOXLEY ASPHALT, LLC	690.00	
BRAME SPECIALTY COMPANY INC.	2,385.84	JANITORIAL SUPPLIES
BRIAN'S LOCK & KEY	8.00	
BSN SPORTS COLLEGIATE PACIFIC	2,157.91	SUPPLIES FOR YOUTH BASEBALL
CAMALA INC	3,000.00	EMPLOYEE PICNIC
CARDINAL BLUEPRINTERS, INC.	350.00	
CARDINAL RUBBER & SEAL INC.	151.00	
CARILION EMPLOYEE ASSIST. PROGRAM	5,423.40	EMPLOYEE ASSISTANCE PROGRAM
CARILION HEALTHCARE CORP.	350.00	
CAROLINA INDUSTRIAL EQUIPMENT	257.29	
CARTER MACHINERY	931.25	
CATHERINE GARNER	180.00	
CHA CONSULTING INC	173,172.64	ENGINEERING SERVICES RTE 8, COLLEGE ST SEWER REHAB, ARROWHEAD SSES STUDY I\I BIOSOLID AND PRETREATMENT FOR WWTF
CHARLES R. KING, JR.	1,876.70	BALES OF STRAW
CHILDREN'S ADVOCACY CENTER	5,000.00	ANNUAL SUPPORT FY 18
CHRISTIANSBURG COMMUNITY CENTER	16,653.90	ANNUAL SUPPORT FY 17
CIVIC PLUS	3,794.00	HR APPLICANT SOFTWARE
CMC SUPPLY, INC.	63.77	
COLORADO TIME SYSTEMS	3,055.00	START PADS AQUATIC CENTER
CONSTRUCTION MATERIALS GROUP, INC	71.24	
CRAIG STEWART MOORE	90.00	
CRAIG'S FIREARM SUPPLY, INC	3,072.90	POLICE SUPPLIES
CREATIVE MAINTENANCE SOLUTIONS, LLC	67,727.33	CLEAN PREPARE AND REBUILD TWO CLARIFIERS AT WWTF
D J R ENTERPRISES	117.00	
DATA NETWORK SOLUTIONS, INC	8,579.00	ARUBA SOFTWARE
DAVID FRANUSICH	60.00	
DIGITAL INSURANCE, INC	6,477.45	BENEFITS CONSULTANTS
DIRECT SPORTS, INC.	745.70	
DRAPER ADEN ASSOCIATES	7,745.30	ENGINEERING SERVICES WATER WASTE WATER STUDY
DUNCAN FORD MAZDA	170,828.82	THREE NEW VEHICLES PUBLIC WORKS
E. C. PACE	31,800.00	CONCRETE TANK PRV
ECS/ENG. CONSULTING SERVICE LTD	2,150.00	
ELECTRIC MOTOR SHOP	10,500.00	REBUILD TURBINE FOR WWTF
ELECTRICAL SUPPLY CO	584.09	
ELEVATING EQUIPMENT INSPECTION SERVICE	100.00	
EMS MANAGEMENT & CONSULTANTS, INC	2,506.32	THIRD PARTY BILLING EMS
EMS, INC	620.00	
ENVIRONMENTAL EXPRESS, INC	262.26	
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	15,000.00	BIOSOLID MANAGEMENT
EVOQUA WATER TECHNOLOGIES, LLC	1,200.00	
EXTRACTOR CORPORATION	260.65	

TOWN OF CHRISTIANBURG		
BILLS TO BE PAID FOR THE MONTHS OF	JUNE AND JULY	
FASTENAL COMPANY	190.96	
FERGUSON ENTERPRISES, INC.#75	37,742.63	PIPE, FITTINGS ETC FOR WATER AND WASTE WATER
FISHER SCIENTIFIC CO.	1,720.40	
FLEET ONE, LLC	12,978.68	TOWN VEHICLE FUEL
FLEET PRIDE, INC	1,428.76	
FREE CLINIC OF THE NEW RIVER VALLEY, INC	12,000.00	ANNUAL SUPPORT 2018
FULL SOURCE, LLC	214.94	
GALLS, AN ARAMARK COMPANY	2,169.61	UNIFORMS AND SUPPLIES PD
GAY AND NEEL, INC.	16,010.46	ENGINEERING SERVICES INDEPENDENCE, HBT, BLUE LEAF
GEORGIA K9 NATIONAL TRAINING CENTER	6,750.00	NEW K9 FOR PD
GILDAY ENTERPRISES, INC	184,984.00	PARKSTREET SIDEWALK/DRAINAGE PROJECT
GLATFELTER INSURANCE GROUP	66,547.00	PROPERTY INSURANCE FIRE AND RESCUE
GOOD SAMARITAN HOSPICE, INC	5,000.00	ANNUAL SUPPORT FY18
GRAINGER	2,166.29	
GUYNN & WADDELL, P.C.	12,129.56	LEGAL SERVICES
HAJOCA CORPORATION	138.48	
HAMANN, INC	8,100.00	CEMETERY MOWING
HANDY RENTALS, INC	1,180.00	
HARVEY CHEVROLET CORP.	760.46	
HD SUPPLY WATERWORKS, LTD.	101.00	
HIGHWAY MOTORS, INC.	397.22	
HOSE HOUSE, INC.	14.40	
HURT & PROFFITT, INC	39,345.44	ENGINEERING SERVICES QUINN STEWART, CHRISMAN MILL, SILVER LAKE INTERCEPT
IDEAL CABINETS INC.	2,195.00	CABINETS AT POLICE DEPARTMENT
IDENTI-KIT SOLUTIONS	620.00	
IDEXX DISTRIBUTION, INC.	128.54	
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	90.16	
JEANANNE KNIES	180.00	
JENNIFER SOWERS	150.00	
KIMBALL MIDWEST	453.55	
KING-MOORE, INC	3,420.00	IT CONSULTING
KORMAN SIGNS, INC.	11,601.32	SIGNAGE MATERIALS STREET DEPARTMENT
LANDSCAPE SUPPLY INC.	2,922.12	TURF MIX FOR BALL FIELDS
LANE-ENTERPRISES, INC	3,258.46	PIPE FOR STORM WATER
LANGUAGE LINE SERVICES	22.40	
LEADSONLINE LLC	4,378.00	INVESTIGATIN SOFTWARE POLICE DEPARTMENT
LINKOUS LAWN SERVICE	100.00	
LITERACY VOL. OF AMERICA,NRV	1,500.00	ANNUAL SUPPORT 2018
LOWES HOME CENTERS, INC.	2,209.66	MISC SUPPLIES FOR REPAIR AND MAINTENANCE ALL DEPARTMENTS
LYON METAL MFG OF VIRGINIA	12,291.20	NEW ROOFING FOR TRUCK SHED AT PUBLIC WORKS FACILITY
MARK CURTIS	150.00	
MARKETING ON MAIN STREET LLC	3,370.98	UNIFORMS, CAPS FOR PUBLIC WORKS AND POLICE DEPARTMENT
MATTHEW JOHN BEASLEY	60.00	
MCCORMICK TAYLOR, INC	74,040.82	ENGINEERING SERVICES NORTH FRANKLIN ST CORRIDOR, FALLING BRANCH AND TOWER ROAD
MCGRADY-PERDUE HEATING & COOLING, INC	119.00	
MEADE TRACTOR	9.18	
MED EXPRESS	940.00	
METAL PROCESSING, INC.	400.00	
MEYERCORD REVENUE	6,361.20	CIGARETTE STAMPS
MID ATLANTIC WASTE SYSTEMS	535.76	
MONTGOMERY DISTRIBUTORS	648.80	
MONTGOMERY MUSEUM	18,000.00	ANNUAL SUPPORT FY 18
MOORE MEDICAL CORP.	424.71	
MUNICIPAL EMERGENCY SERVICES, INC	624.70	
NAFECO INC	157.00	
NEW RIVER COMMUNITY ACTION	7,512.00	ANNUAL SUPPORT FY 18
NEW RIVER COMMUNITY COLLEGE	25,000.00	ANNUAL SUPPORT FY 18 ACCE PROGRAM
NEW RIVER ENGRAVING	250.00	
NEW RIVER FIRE EXTINGUISHERS	118.00	
NEW RIVER REGIONAL DRUG TASK	4,500.00	ANNUAL SUPPORT OF TASK FORCE
NEW RIVER VALLEY REGIONAL COMMISSION	28,306.47	ANNUAL SUPPORT OF COMMISSION
NRV REGIONAL WATER AUTHORITY	473,614.65	WATER PURCHASES FOR 4TH QTR 2017
OFFICE OF THE UNIVERSITY BURSAR	84.00	
OLD REPUBLIC SURETY GROUP	375.00	
OLD TOWN PRINTING & COPYING	177.55	
O'REILLY AUTO PARTS	360.46	
PARKSON CORPORATION	7,378.90	CLEAN BAR SCREEN AT WWTF

TOWN OF CHRISTIANBURG		
BILLS TO BE PAID FOR THE MONTHS OF	JUNE AND JULY	
PEED & BORTZ, L.L.C.	28,450.00	ENGINEERING SERVICES PUMP STATION WWTF AND ROANOKE ST WATERLINE
PETERS AQUATICS	30.00	
PETROLEUM EQUIPMENT COMPANY	123.80	
PHYSIO-CONTROL, INC	3,751.00	LUCAS CHEST COMPRESSION SYSTEM RESCUE
PLAYCORE WISCONSIN, INC	1,890.41	
POWER ZONE	1,019.38	
PRECISION GLASS & UPH. INC.	237.58	
PROFESSIONAL COMMUNICATIONS	213,363.79	PUBLIC SAFETY MICROWAVE RADIO EQUIPMENT
QUALITY TIRE & BRAKE SERVICE	2,264.00	
R. J. MERKEL, INC.	4,269.55	ROAD STRIPING
RADFORD HOSE & FITTINGS, INC.	518.49	
RAILROAD MANAGEMENT COMPANY IV, LLC	485.00	
RGA, LLC	660.00	
RICHARD HILDING JOHNSON	60.00	
ROBERTS OXYGEN COMPANY, INC	56.83	
ROCAN INDUSTRIAL PRODUCTS, INC	778.74	
ROCIC	300.00	
ROSE PETALS INC	338.14	
SANICO, INC	1,133.13	
SEPI ENGINEERING & CONSTRUCTION, INC	23,041.58	CONSULTING SERVICES PARK STREET PROJECT
SERVICE COMMUNICATION	300.00	
SHERWIN-WILLIAMS	631.72	
SHRED-IT US JV LLC	157.72	
SIGN-A-RAMA	583.33	
SIMPLEXGRINNELL LP	597.85	
SOUTHERN STATES	459.03	
STAPLES BUSINESS ADVANTAGE	328.73	
STATE ELECTRIC SUPPLY CO.,INC.	700.90	
STEEL SERVICES, INC.	295.84	
SUNAPSYS, INC	52,525.00	SCADA MONITORING SYSTEM DESIGN WATER SYSTEMS
TAYLOR OFFICE & ART SUPPLY,INC	1,394.59	
TEMPLETON-VEST	25,151.50	RECALLING AT POLICE DEPARTMENT
TENCARVA MACHINERY CO.	5,205.30	GORMAN PUMP FOR PUMP STATIONS
TESSCO	4,059.74	VARIOUS PARTS SUPPLIES AND CABLES FOR RADIO SHOP
THE BLACKSBURG PARTNERSHIP	5,000.00	PASSENGER RAIL SUPPORT FY 18
THE ROANOKE TIMES	1,074.38	
THOMPSON & LITTON, INC	8,125.00	ENGINEERING SERVICES CHURCH ELLET RIGBY DRAINAGE
THOMPSON TIRE & MUFFLER	3,256.56	TIRE REPAIRS AND REPLACEMENTS
TIDY SERVICES	70.90	
TRANE	35,741.92	VARIOUS REPAIRS AT THE AQUATIC CENTER
TREASURER OF VIRGINIA	82.50	
TREASURER OF VIRGINIA	903.58	
ULINE	442.19	
UNIFIRST CORPORATION	3,523.93	UNIFORMS PUBLIC WORKS
UNITED RENTALS,INC.	395.16	
UNIVERSITY OF VIRGINIA	1,000.00	
USA BLUE BOOK	4,072.07	LAB AND TREATMENT SUPPLIES WWTP AND PUMP STATIONS
VA MUNICIPAL STORMWATER ASSOCIATION, INC	705.00	
VALEAC	75.00	
VIRGINIA BUSINESS SYSTEMS	1,226.86	
VIRGINIA MEDIA, INC	267.50	
VIRGINIA TECH/MONTGOMERY	50,000.00	ANNUAL SUPPORT FY 18
VIRGINIA UTILITY PROTECTION SERVICE, INC	416.85	
VML/VACO	4,141.00	2017 SUUPORT STEERING COMMITTEE
VULCAN, INC	1,666.00	
WADES FOODS INC.	27.12	
WEST END ANIMAL CLINIC, INC	162.45	
WILLIAMS SUPPLY INC.	391.40	
WILSON BROTHERS INCORPORATED	258.80	
WMA ARCHITECTS/PLANNERS, INC	28,125.00	DESIGN SERVICES FOR THE RESCUE BUILDING REMODEL
WORDSPRINT	69.00	
ZEP MANUFACTURING CO	535.87	
<b>TOTAL BILLS TO BE PAID March 31, 2017</b>	<b>2,256,379.87</b>	



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

**JUNE AND JULY**

VENDOR	AMOUNT PAID	DESCRIPTION
ADVANCE AUTO PARTS	607.08	
ATLANTIC EMERGENCY SOLUTIONS	140.71	
C.W. WILLIAMS	1,235.19	Front Bumper Skirt
CARDMEMBER SERVICES	2,480.93	State Anti-Drug - 11286.59 custom frames, 554.34 Mac Tools Acct, 640.00 Diver Ins.
CHASE CARD SERVICES	6,393.69	Lodging Southwest Firefighter Assoc. Conf. Roanoke June 15-18, 2017
CHRISTIANSBURG POLICE DEPARTMENT	225.00	NRVCIT 6/8/2017
DIRECTV	205.77	
EAST COAST EMERGENCY VEHICLES, LLC	154.86	
EXXON MOBIL	218.58	
FLOYD COUNTY SHERIFF'S OFFICE	300.00	NRVCIT 6/16/2017
LANCASTER, INC	16.00	
LINE-X OF THE BLUE RIDGE	1,250.00	Spray Trailer Floor Grey
NAFECO	1,912.50	NEW 2 SET PPE DRYER
NEW RIVER VALLEY COMMUNITY SERVICES	6,091.08	NRVCIT 7/1/16-6/30/17
PRO-LINE TRAILER SALES	7,995.99	CUSTOM TRAILER
PULASKI COUNTY SHERIFF	237.50	NRVCIT 06/16/2017
PULASKI POLICE DEPARTMENT	668.75	NRVCIT 05/20, 21, 27 & 6/9
RADFORD CITY POLICE DEPARTMENT	225.00	NRVCIT 06/14-15/2017
SIGN A RAMA	48.00	
SOUTHERN REFRIGERATION CORPORATION	57.54	
THOMPSON TIRE	678.88	Gas/Diesel June use Fire
TOWN OF CHRISTIANSBURG	698.80	
TOWN OF DUBLIN	112.00	NRVCIT 06/1/2017
VERIZON	300.74	
<b>TOTAL PAID BILLS</b>	<b>32,254.59</b>	

TOWN OF CHRISTIANSBURG		
BILLS PAID DURING THE MONTH	JUNE AND JULY	
VENDOR	AMOUNT PAID	DESCRIPTION
ANTHEM LIFE INSURANCE COMPANY	3,101.94	EMPLOYEE LIFE INSURANCE
APPALACHIAN POWER	85,218.93	UTILITY BILLS
AQUALAW	7,077.50	LEGAL SERVICES
ARIENS SPECIALTY BRANDS	218.28	WATER AND SEWER SUPPLIES
AT & T	649.90	
ATCOM INC	5,669.24	CALL ACCTG SOFTWARE
ATLANTIC EMERGENCY SYSTEMS	4,243.71	SERVICE FIRE
ATMOS ENERGY	2,819.06	ENERGY BILLS
AUDIOTRONICS	4,642.54	AQUATICS SOUND SYSTEM
BMS DIRECT	7,644.77	POSTAGE AND PRINTING FOR MONTHLY UTILITY BILLS
BOSTON MUTUAL	2,165.42	EMPLOYEE WITHHELD INSURANCE
BOUND TREE MEDICAL	3,837.46	RESCUE SUPPLIES
BOYD, ROBIN	100.00	PARKS AND REC COMMISSION
BRAME SUPPLIES	3,106.65	MAINTENANCE SUPPLIES, VARIOUS
BREENE INC	1,521.00	4TH OF JULY
BURGH COFFEE	37.00	FARMERS MARKET
CARDINAL MACHINERY COMPANY	565.61	
CARDINAL BLUEPRINTERS	350.00	
CARDMEMBER SERVICES	45,730.28	SUPPLIES 25245.62 DUES 1464.58 SCHOOLS 8654.65 TRAVEL 3763.25 SOFTWARE 4050.93 UNIFORMS 0 RECRUITING FIRE AND RESCUE 2551.25
CALDWELL BRUCE	362.00	FARMERS MARKET
CANON SOLUTIONS	390.90	COPIER MAINTENANCE
CAPITAL LIGHTING SUPPLY LLC	280.13	
CARILION MEDICAL GROUP	327.00	DRUG SCREENING/TESTING
CAROLINA INDUSTRIAL EQUIPMENT	120.17	
CARTER BANK & TRUST	539,392.25	4.7 MILL LOAN AND 2MILL LAND AND PD LOAN PAYMENTS
CHA CONSULTING	7,680.29	ENGINEERING WTF
CHANDLER CONCRETE	5,367.50	CONCRETE FOR PW PROJECTS
CLARK GAS AND OIL INC.	1,343.64	GASOLINE FIRE DEPT
COCKRAM, SEAN	1,100.00	DISPLAY CASE
CONCRETE PIPE AND PRECAST	7,099.14	CONCRETE PV TANK PROJECT
CONSTRUCTION SERVICES	300.00	
CRYSTAL SPRINGS	298.41	
CITIZENS	3,175.00	INTERNET SERVICES
CMC SUPPLY	5,511.67	REPAIR AND MAINTENANCE
COLONIAL LIFE & ACCIDENT INSURANCE	1,002.12	EMPLOYEE WITHHELD INSURANCE
CRAIGS FIREARMS SUPPLY	9,246.66	PD FIREARMS
DATA NETWORK SOLUTIONS	10,129.00	OUTDOOR WIFI PROJECT
DAVIDSON, MATTHEW	75.00	PARKS AND REC COMMISSION
DEERE AND COMPANY	62,569.32	UTILITY TRACTOR
DEN HILL PERMACULTURE	96.00	FARMERS MARKET
DE LAGE LANDEN	768.00	
DELTA DENTAL	17,273.39	EMPLOYEE DENTAL INSURANCE
DETAILING BY RAYMOND	185.00	
KIIIOIA, NICHOLE	100.00	PARKS AND REC COMMISSION
DITCHWITCH OF ROANOKE	187.50	
DJR ENTERPRISES	3,014.45	RECREATION UNIFORMS
DONS AUTO CLINIC	294.50	VEHICLE REPAIRS AND MAINTENANCE
DOWE, RAYMOND	225.00	DETAILING RESCUE
DUES AND MEMBERSHIPS	325.00	
EAST COAST EMERGENCY VEHICLES	1,090.34	LED LIGHTS PD
ELECTRICAL SUPPLY	585.44	
ELEVEN WEST	187.00	
ELMS, INC.	29,977.57	SLUDGE REMOVAL
ENVIRONMENTAL MANAGEMENT SERVICE	460.00	
ESRI	25,000.00	LICENSE AGREEMENT
EXPRESS SERVICES	5,120.58	PW TEMP STAFFING
FASTENAL COMPANY	10.66	

TOWN OF CHRISTIANSBURG		
BILLS PAID DURING THE MONTH	JUNE AND JULY	
VENDOR	AMOUNT PAID	DESCRIPTION
FEDERAL EXPRESS	99.09	
FENTON, DIANE	100.00	PARKS AND REC COMMISSION
FERGUSONS	2,922.84	SUPPLIES
FITNESS CONCEPTS	6,469.44	RECREATION EQUIPMENT
FLEET ONE	9,239.02	FUEL VARIOUS DEPARTMENTS
FLEET PRIDE	644.63	
GA SAFETY SUPPLY	389.69	
GALLS	869.30	
GARNISHMENTS	3,783.49	
GATES FLOWERS AND GIFTS	134.90	
GAY AND NEEL	191.50	
GENWORTH LIFE INSURANCE COMPANY	346.35	EMPLOYEE WITHHELD INSURANCE
GILDAY ENTERPRISES	54,891.00	PARK ST PROJECT
GLATFELTER INS	174.00	FIRE VOLUNTEER ACCIDENT INSURANCE
GODWIN MANUFACTURING	149.93	
GOV DEALS INC	668.47	
GRANTURK EQUIPM	309.16	
GUARD RAIL OF ROANOKE	7,070.00	INSTALLATION OF GUARD RAILS
GUSLER FENCING	3,400.00	FENCING
HALEY SOUTH INC	27,939.79	NEW ADMIN FORD EXPLORER
HAMANN, INC	300.00	
HANDY RENTALS	700.00	
HARPER AND COMPANY	1,450.00	CHEMICALS
HARVEY CHEVROLET	45.62	
HD SUPPLY FACILITIES	99.59	
HEALTH EQUITY	59,000.00	FUNDING H.S.A. ACCOUNTS FY 2018
HI D HO DOG TRAINING	600.00	
HIGHWAY MOTORS	15,484.86	TRUCK REPAIR
HOLIDAY MOTOR CORP	1,295.09	VEHICLE REPAIRS AND MAINTENANCE
HOLLYBROOK MULCH	30.00	
HOME DEPOT CREDIT SERVICES	613.17	MISC SUPPLIES FOR REPAIRS AND MAINTENANCE OF FACILITIES
HOMES PLUS BUILDING	200.00	
HOSE HOUSE	60.75	
HURT AND PROFITT	4,537.99	ENGINEERING
IDEAL CABINETS	3,330.00	PD CABINETRY
INTERNAL REVENUE SERVICE	672.70	EXCISE TAX ACA COMPLIANCE
J & K COMM & SECURITY	75.00	
JENELLE PAVING & SEALING INC	29,790.00	HUCKLEBERRY TRAIL, REC CENTER AND JOHN LEMLEY PARK
KING TIRE SERVICE INC	5,881.79	VEHICLE TIRE REPLACEMENTS
KORMAN SIGNS	4,412.00	SIGNS
KUSTOM SIGNALS	1,645.00	RAPTOR
LIBERTY FIRE SOLUTIONS	422.00	
LINKOUS, CHELISTA	240.00	
L.D.CAUDILL	120.00	
LANDSCAPE SUPPLY	988.15	
LAWRENCE TRANSPORTATION	577.05	
LOWES	2,012.36	VARIOUS SUPPLIES
LUMOS NETWORKS INC	1,020.33	PHONE SERVICE
MACRO RETAILING INC	662.64	POLICE SHOES/UNIFORMS
MARKETING ON MAIN STREET	1,524.98	UNIFORMS/CLOTHING
MCCREARY, CHAD	635.00	
MEDEXPRESS URGENT CARE	935.00	
MEDIA TEL INC	1,300.00	4TH OF JULY
MIDWAY PRODUCTIONS	2,050.00	4TH OF JULY
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	37,560.23	SOLID WASTE DISPOSAL TIPPING FEES
MONTGOMERY SANITATION SERVICES	1,600.00	SEWER LINE SERVICES

TOWN OF CHRISTIANSBURG		
BILLS PAID DURING THE MONTH	JUNE AND JULY	
VENDOR	AMOUNT PAID	DESCRIPTION
MOORES BODY AND MECHANICAL SHOP	251.00	
MUNICIPAL CODE CORP	350.00	
NAFECO INC	1,912.50	EQUIPMENT
NBBANK	32,436.50	PAYEMNT REFUNDING AQ 2 MILL LOAN BAL AFTER PAYMENT \$1,263,848
NEEL, JOHN T	125.00	PARKS AND REC COMMISSION
NETWORKFLEET	112.23	
NEW RIVER BASEBALL INC	500.00	
NEW RIVER ENGRAVING	426.00	
NEW RIVER FIRE EXTINGUISHERS	550.00	
NEW RIVER STRENGTH AND CONDITIONING	650.00	
NEW RIVER VALLEY PIZZA	67.98	
NORTHERN TOOL AND EQUIP	169.99	
NORWOOD DEVELOPMENT INC	569,020.10	PAVING W.MAIN ST; DEPOT; AND EA MAIN/FRANKLIN
OLIVER, DORIS	50.00	REC COMMISSION
OREILLY AUTO PARTS	747.94	
PITNEY BOWES GLOBAL FINANCIAL SERV	10.00	
PETTY CASH	75.73	
PIONEER MANUFACTURING	3,781.00	PAINT FOR REC FIELDS
PNC BANK	506,974.96	LOAN PAYMENT AQ 9.9 LOAN BAL AFTER PAYMENTS \$8,587,700.
POLIKOFF, RICHARD	125.00	PARKS AND REC COMMISSION
POWER ZONE	234.08	
PROFESSIONAL COMMUNICATIONS	1,585.00	PAGER SERVICE PD
PURCHASE POWER	3,000.00	POSTAGE
PYROTECNICO INC	5,500.00	4TH OF JULY FIREWORKS
QUALITY TIRE AND BRAKE SERVICE	396.00	
QUILL	177.46	
RAILROAD MANAGEMENT COMPANY	757.00	
REFUND EMS THIRD PARTY	534.83	
REFUND FEES AQUATICS	50.00	
REFUND PERMITS	285.24	
REFUND FEES REC DEPT	480.00	
REFUND TAXES	14,313.11	
REFUND WATER/SEWER	1,277.63	
REIMBURSEMENTS EMPLOYEES	40.00	
RGA LLC	1,734.00	PUBLIC WORKS SUPPLIES
R J MERKEL	16,874.70	STRIPING CONTRACT
ROANOKE TIMES	7,080.00	ADVERTISING FOR HR JOB POSTINGS
ROBERTS OXYGEN	113.66	
ROCAN INDUSTRIAL PRODUCTS INC	777.98	
SAMS CLUB	2,314.93	SUMMER CAMPS AND HARKRADER CONCESSIONS
SAYLORS, MICHAEL	50.00	RECREATION COMMISSION
SCHOOLS AND REGISTRATIONS	21,900.00	POLICE DEPARTMENT ANNUAL ACADEMY
SCHNEIDER ELECTRIC	296.00	
SCHINDLER, FRITZ	800.00	4TH OF JULY
SEPI ENGINEERING AND CONSTRUCTION	50,526.28	PARK ST PROJECT
SISSON&RYAN LLC	2,487.27	STONE AND GRAVEL STREETS
SHADE TREE REPAIR	120.00	
SHENTEL	369.38	
SHEEHY FORD OF RICHMOND	336.00	
SHERWIN WILLIAMS	429.35	
SHI INTERNATIONAL	8,830.00	MDM LICENSES
SOLUTIONS SYSTEMS	1,089.65	
SOUTH EASTERN SECURITY CONSULTANTS	450.00	
SOUTHERN REFRIGERATION CORP	3,893.81	ICE MACHINE PUBLIC WORKS PARTS AND SUPPLIES FOR REPAIRS
SOUTHERN STATES	319.67	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	JUNE AND JULY	
VENDOR	AMOUNT PAID	DESCRIPTION
SPIRIT SERVICES	33.00	
SPRINT	68.94	
STAND ENERGY	3,682.06	NATURAL GAS AQUATIC CENTER 2 MONTHS
STATE AMUSEMENT COMPANY	63.00	
STUMP RIDGE FARM LLC	116.00	FARMERS MARKET
SUNAPSYS	37,500.00	SCADA SYSTEM DESIGN WWTF
TAYLOR OFFICE SUPPLY	1,164.58	OFFICE SUPPLIES VARIOUS DEPTS
TENCARVA MACHINERY	37,680.00	PUMP AND PUMP CONTROL PANEL
THOMPSON TIRE	845.00	
TOWN OF BLACKSBURG	3,526.19	LEADERSHIP CLASS
TRACTOR SUPPLY	542.82	
TRANE	9,984.00	UPGRADE CONTROL PANELS
TRAVEL	3,221.93	PW407.43 RESCUE 110 IT 677.07 PD 1914. FIN 85.29 ENG 28.14
TREASURER OF VIRGINIA	1,302.58	WATER TESTING KITS vec 1130.08
TRIMBLE, GARY	700.00	4TH OF JULY
UNIFIRST	3,357.69	UNIFORMS VARIOUS DEPTS
US CELLULAR	918.30	
US FOOD SERVICE	619.02	
VACORP	17,370.00	JUNE LIABILITY INS PREMIUM
VALACH, MICHAEL	70.00	RECREATION PROGRAMS
VALLEY GROUNDS	3,020.00	TREE AND STUMP REMOVAL
VIRGINIA ASSOCIATION OF COUNTIES SELF INSURANCE RISK POOL	283,641.85	WORK COMP INS FOR YEAR, 25% LIABILITY INS AND MONTHLY SHORT TERM DISABILITY
VERIZON	10,553.13	PHONE BILLS
VERIZON WIRELESS	14,122.15	CELLS PHONES AND TABLETS
VIRGINIA BUSINESS SYSTEMS	1,219.45	COPIER MAINTENANCE
VIRGINIA DIXIE SOFTBALL	192.00	
VIRGINIA DEPARTMENT OF TREASURY	1,434.04	SALES TAX 534.04 DMV FEES 860.
VIRGINIA MEDIA	2,070.00	ADVERTISING
VIRGINIA PUBLIC WORKS EQUIPMENT	907.13	
VIRGINIA RETIREMENT SYSTEM	197,392.93	EMPLOYEE RETIREMENT 141,649.17 LODA 55743.76
VIRGINIA TECHNIQUES GYMNASTICS	2,360.00	RECREATION PROGRAMS
VIRGINIA TRUCK CENTER	55.00	
VIRGINIA STATE FIREFIGHTERS ASSOC	750.00	DUES
WADES FOODS	157.75	
WELLS FARGO	92,250.00	2 MILL AQ LAON REFUNDING FINAL PAYMENT
WEST PUBLISHING CO	112.20	
WESTERN BRANCH DIESEL INC	1,168.51	
WILLIAMSON, JAMES ROBERT	75.00	PARK AND RESCUE COMMISSION
WILSON BROTHERS INC	534.55	
WINN, TONIA	100.00	PARKS AND REC COMMISSION
WORDSPRINT	342.00	
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>32,254.59</b>	
<b>TOTAL PAID BILLS</b>	<b>3,234,533.76</b>	
<b>BILLS TO BE PAID</b>	<b>2,256,379.87</b>	
<b>GRAND TOTAL</b>	<b>5,523,168.22</b>	



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
July 25, 2017

**ITEM TITLE:**  
VDOT Revenue Sharing Revised Appendix As

**DESCRIPTION:**  
The proposed Appendix As reflect the following FY18 VDOT Revenue Sharing Program grant awards and local match (50% VDOT Funds / 50% Town Funds). These are all revised Appendix As for projects previously underfunded.

1. Roanoke Street Sidewalk Project  
Appendix A2 reflects additional funding of \$144,140 (\$72,070 VDOT/\$72,070 local match).
2. Arbor Drive Sidewalk Project  
Appendix A2 reflects additional funding of \$98,238 (\$49,119 VDOT/\$49,119 local match).
3. Downtown Drainage Improvements  
Appendix A2 reflects additional funding of \$49,594 (\$24,797 VDOT/\$24,797 local match).
4. Falling Branch Road Intersection Improvements  
Appendix A2 reflects additional funding of \$500,700 (\$250,350 VDOT/\$250,350 local match; Private funds contribution is anticipated to go toward local match).

**POTENTIAL ACTION:**  
Council approval

**DEPARTMENT:**  
Engineering

**PRESENTER:**  
Wayne Nelson

**ITEM HISTORY:**  
Council previously passed a resolution stating budgetary commitment for these items.

**Information Provided:**

Roanoke Street Sidewalk Project, Appendix  
A2: <https://christiansburg.box.com/s/5dzc5f1q1lu8825xr1g8wjha8f9nw3zx>

Arbor Drive Sidewalk Project, Appendix

A2: <https://christiansburg.box.com/s/f9119gcivoi7evxxn72evuu6t4of1049>

Downtown Drainage Improvements, Appendix

A2: <https://christiansburg.box.com/s/oio155fae9qxyajsq2ts4an802ntdxxe>

Falling Branch Road Intersection Improvements, Appendix

A2: <https://christiansburg.box.com/s/3i5sya38zieqyon55tsgrdz9weaskw2>

Programmatic Appendix B6:

<https://christiansburg.box.com/s/0kruwa0km5mvmlk7zm2wizoun4z8ehim>

Revenue Sharing budgetary commitment

resolution: <https://christiansburg.box.com/s/q7z6gwk2irjhpx76tr9tuc903xqwbaqk>



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
July 25, 2017

**ITEM TITLE:**  
VDOT Primary Extension Project Administration Agreements

**DESCRIPTION:**  
The proposed Agreements are between the Town and VDOT regarding local administration of FY18 Primary Extension paving projects.

**POTENTIAL ACTION:**  
Council approval

**DEPARTMENT:**  
Engineering

**PRESENTER:**  
Wayne Nelson

**ITEM HISTORY:**  
Council previously passed a blanket resolution granting signatory authority to the Town Manager for VDOT agreements.

VDOT awarded the Town the following amounts in Primary Extension and State of Good Repair funds, both of which are 100% funding programs with no local matching funds required.

Street	Section	Funding Allocation Primary Extension	Funding Allocation State of Good Repair
<b>Cambria Street NE</b>	N Franklin to Church Street	\$297,100	
<b>Roanoke Street</b>	450' section east of Hampton Blvd	\$31,000	
<b>North Franklin Street northbound</b>	Wades Lane to Elm Street	\$13,232	\$67,368
<b>North Franklin Street southbound</b>	Railroad bridge to Wades Lane		\$212,200

**Information Provided:**



1. Cambria Street Agreement and Appendix  
A: <https://christiansburg.box.com/s/pbpkj7n2jn89pknuc0dkxqybgf87x593>
2. Roanoke Street Agreement and Appendix  
A: <https://christiansburg.box.com/s/opy7wblyhrkn49z6kmlrvper5f1xu59s>
3. North Franklin Street northbound Agreement and Appendix  
A: <https://christiansburg.box.com/s/9jtmop16ot8igh99p2x9dg2buq5tw2yp>
4. North Franklin Street southbound Agreement and Appendix  
A: <https://christiansburg.box.com/s/4r1a81sg0l3pikp35jp9dre5r7reffi4>
5. Existing blanket  
resolution: <https://christiansburg.box.com/s/jmmkp77bmd6b9ic7f6a2k4iqholr605>



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
July 25, 2017

**ITEM TITLE:**  
Norfolk Southern (NS) Construction Agreement

**DESCRIPTION:**  
The proposed Agreement, between the Town and Norfolk Southern, is for NS Construction Services related to the Chrisman Mill Road Realignment Project for the actual cost of the work performed by NS, estimated to be \$208,760.

**POTENTIAL ACTION:**  
Council approval

**DEPARTMENT:**  
Engineering

**PRESENTER:**

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

**Information Provided:**

DRAFT NS CN Agreement: <https://christiansburg.box.com/s/9ghafb902xtxjukvro83v0g81etubulr>



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
July 25, 2017

**ITEM TITLE:**  
DCR Funding Agreement and Draft Resolution

**DESCRIPTION:**  
The proposed Resolution and Agreement, between the Town and the Virginia Department of Conservation and Recreation, is for the acceptance of grant funds related to the Downtown Watershed Study.

**POTENTIAL ACTION:**  
Council to approve Resolution and associated Agreement

**DEPARTMENT:**  
Engineering

**PRESENTER:**  
Wayne Nelson

**ITEM HISTORY:**  
The Town applied for, and was awarded, a grant in the amount of \$75,000 with a \$75,000 local match to fund the Downtown Watershed Study. This study will analyze the downtown area Special Hazard Flood Area, provide recommendations for storm drain rehabilitation, replacement, or new construction based on present and future flood risk, and provide hydrologic information to support storm drain infrastructure projects in upstream residential areas where flooding damage has occurred and residents have expressed concerns over existing flooding and inadequate storm drain infrastructure.

**Information Provided:**

Draft Agreement: <https://christiansburg.box.com/s/kz0zivoc8ezscuw2d4p5do7pl1gm97aj>  
Draft Resolution: <https://christiansburg.box.com/s/ix7r46k29akbdf77fa1i5p4m4aq4gxzs>



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

**AGENDA LOCATION:**      **Consent Agenda**      **Meeting Date:** 7/25/17

**ITEM TITLE:** Contract for Fire Alarm System for Police Department

**DESCRIPTION:** To establish contract with Templeton Vest to install fire alarm system at Police Department.

**POTENTIAL ACTION:** Approval

**DEPARTMENT:** Finance/Purchasing

**PRESENTER:**

**ITEM HISTORY:**

**Date:**

**Action Taken:**

**Information Provided:**

**Date:**

**Action Taken:**

**Information Provided:**



ESTABLISHED  
NOVEMBER 10, 1792

INCORPORATED  
JANUARY 7, 1833  
MAYOR

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

INTERIM TOWN MANAGER  
RANDY WINGFIELD

ASSISTANT TO THE TOWN  
MANAGER  
ADAM CARPENETTI

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

CHIEF OF POLICE  
MARK SISSON

CLERK OF COUNCIL  
MICHELE M. STIPES

TOWN ATTORNEY  
GUYNN & WADDELL, P.C.

# Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-9519 ~ Fax 540-382-3762

## CONTRACT FOR Fire Alarm System for Police Department

Contract Number: PD-18-0001

This contract entered into this \_\_\_\_\_ day of July 2017, by Templeton Vest hereinafter called the "Contractor" and the Town of Christiansburg, hereinafter called the "Town".

**WITNESSETH** that the Contractor and the Town, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide the services to the Town as set forth in the Town's Invitation for Bid PD-17-0018 (Exhibit A) and the Contractor's quote dated March 31, 2017 (Exhibit B).

**CONTRACT PERIOD:** The contract period is from the date of this signed contract through August 30, 2018.

**COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid in accordance with the Contract Documents in the amount of \$21,208.

**CONTRACT DOCUMENTS:** The Contract Documents shall consist of this signed Contract, the Town's Invitation for Bid PD-17-0018 (Exhibit A) and the Contractor's quote dated March 31, 2017 (Exhibit B).

### CONTRACTOR:

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

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

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

### TOWN OF CHRISTIANSBURG:

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

Title: Interim Town Manager

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

# EXHIBIT A

TOWN OF CHRISTIANSBURG  
PURCHASING OFFICE  
100 EAST MAIN ST.  
CHRISTIANSBURG, VA 24073  
PH: 540-382-6128  
FAX: 540-382-3762



**INVITATION FOR BID**  
**March 22, 2017**

**IFB Number: PD-17-0018**

Fire Alarm System for Police Department

**SECTION I: INSTRUCTIONS TO BIDDERS**

1. The Town of Christiansburg (Town) is soliciting unsealed Bids for the goods or services specified below and in accordance with all SECTIONS of this Invitation for Bid (IFB).
2. A **mandatory pre-bid meeting** will be held on Tuesday, March 28, 2017 at 10:00 am, local prevailing time, at the Christiansburg Police Department, located at 10 East Main Street, Christiansburg, VA, 24073. The Town will issue such Addenda, as Town considers necessary in response to questions arising at the meeting no later than Wednesday, March 29, at 5:00pm, local prevailing time, and emailed to all parties recorded by the Purchasing Coordinator as having attended the Mandatory Pre-Bid Meeting. Offerors are cautioned that any written, electronic, or oral representations made by any Town representative or other person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the Purchasing Department.
3. All Bids shall be submitted by 3:00 P.M., EST, prevailing time, on Monday, April 3, 2017. Bids may be submitted via fax to 540-382-3762 or via email to [kcromer@christiansburg.org](mailto:kcromer@christiansburg.org). Email is preferable. Bids may also be delivered to the attention of Kim Cromer at the Town of Christiansburg Purchasing Office, 100 East Main Street, Christiansburg, VA 24073. It is the bidder's responsibility to confirm that all bids are received by the Town prior to the time stated above.
4. Delivered Bids must be marked "**Bid Response – IFB # PD-17-0018**" on the outside of the envelope and must be marked to the attention of Kim Cromer. Faxed Bids should include a cover sheet marked to the attention of Kim Cromer and the subject should be marked "**Bid Response – IFB # PD-17-0018**".
5. Responses should be signed below.
6. Responses must be submitted on this form and provided attachments.
7. Bids received after the deadline will not be accepted.
8. The Bidder must provide all exceptions to this Invitation for Bid in writing, to be included with the Bid.
9. Address all inquiries and correspondence regarding this IFB to:

Kim Cromer  
Purchasing Coordinator  
Email: [kcromer@christiansburg.org](mailto:kcromer@christiansburg.org)  
Phone: 540-382-9519 ext 1135

## SECTION II: PRICING SCHEDULE AND BID FORM

### BIDDER INFORMATION:

The Bidder should complete this section entirely.

**CERTIFICATION:** IN ACCORDANCE WITH THIS INVITATION FOR UNSEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS IMPOSED HEREIN AND IN ATTACHMENTS, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE ITEM(S) FOR THE PRICE(S) OFFERED.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	DELIVERY DATE
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER



### SECTION III: PURPOSE

The intent and purpose of this unsealed Invitation for Bid (IFB) is to establish a contract with one vendor to provide and install a complete Fire Alarm code compliant fire alarm system throughout the Christiansburg Police Department.

### SECTION IV: SCOPE OF WORK and SPECIFICATIONS

**Scope:** The Police Department is looking for a qualified vendor to install a Fire Alarm system. All work must be completed by June 30, 2017.

#### General Specifications:

- All systems shall be installed within accordance with the specification and standards approved by the authority having jurisdiction (AHJ).
- All inspections, testing and maintenance shall be in accordance with NFPA 72.
- Fire alarm systems installation personnel shall be qualified in the installation, inspection, and testing of the systems.
- Shall have annunciator panels at both front and rear doors
- Minimum of one year warranty on all equipment and workmanship.

### SECTION V: TERMS AND CONDITIONS

#### GENERAL TERMS AND CONDITIONS

A. **Acceptance of Bids:** Unless otherwise specified, all bids submitted shall be valid for a minimum period of 60 calendar days following the date established for receiving bids. At the end of the 60 calendar days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.

B. **Anti-Discrimination:** By submitting their bids, bidders certify to the Town of Christiansburg that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

Town of Christiansburg within thirty (30) days from the date of receipt of the written order from the Town of Christiansburg. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town of Christiansburg or with the performance of the contract generally.

- H. **Claims:** Contractual claims, whether for money or other relief, shall be submitted in writing to the Town Manager, Town of Christiansburg Office of the Town Manager, 100 East Main Street, Christiansburg, VA 24073, no later than sixty (60) days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pending claims shall not delay payment of amounts agreed due in the final payment (Code of Virginia, Section 2.2-4363). A contractor may not institute legal action prior to receipt of the Town Manager's decision on the claim, unless that office fails to render such decision within thirty (30) days. Failure of the Town to render a decision within thirty (30) days shall not result in the contractor being award the relief claimed or in any other relief or penalty. The sole remedy for the Town's failure to render a decision within thirty (30) days shall be the contractor's right to institute immediate legal action. The decision of the Town Manager shall be final and conclusive unless the contractor, within six (6) months of the date of the final decision of the claim, institutes legal action as provided in the Code of Virginia, Section 2.2-4364.
- I. **Clarification of Terms:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than three (3) working days before the due date. The bidder may be asked to submit such questions in writing. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **Debarment Status:** By submitting their bids, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- K. **Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town of Christiansburg, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Christiansburg may have. In addition, the Town of Christiansburg reserves the right to cancel any orders placed that are not delivered by the date specified in the Invitation for Bid.
- L. **Drug-Free Workplace:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.  
For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- M. **Ethics in Public Contracting:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan,

payment address shown on the purchase order/contract. All invoices shall show the Town of Christiansburg or state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 45 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Town of Christiansburg shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

**2. To Subcontractors:**

- a. A contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the the Town of Christiansburg for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the Town of Christiansburg and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Town of Christiansburg, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Town of Christiansburg.

V. **Precedence of Terms:** The following General Terms and Conditions ANTI-DISCRIMINATION, ANTITRUST, APPLICABLE LAWS AND COURTS, CLARIFICATION OF TERMS, DEBARMENT STATUS, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, MANDATORY USE OF TOWN FORM AND TERMS AND CONDITIONS, PAYMENT, VENDORS MANUAL shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

W. **Public Notice of Award:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the Town of Christiansburg will publicly post such notice on the Town of Christiansburg website ([www.christiansburg.org](http://www.christiansburg.org)) if the amount of the transaction is \$30,000 or more. Award information may also be obtained by contacting the buyer whose name appears on this solicitation.

X. **Qualification of Bidders:** The Town of Christiansburg may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods

addition to and do not limit those available to the Town of Christiansburg by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.

# EXHIBIT B



## Bid Response – IFB # PD-17-0018

DATE: 3/31/17

TO: Kim Cromer

COMPANY: Town of Christiansburg

PROJECT: Christiansburg Police Department Fire Alarm System

Please see the below proposal:

- Fire Alarm System:

Templeton-Vest proposes to provide and install a new Siemens fire alarm system per design from plans and walkthrough to meet minimum code requirements.

Turnkey installed: \$21,208.00

Exclusions: painting and patching, phone lines for monitoring

**\*Note** – Price above is valid for 30 days. See additional pages for General Terms & Conditions

AFTER REVIEWING THIS QUOTE, PLEASE FEEL FREE TO CALL THE TEMPLETON VEST OFFICE WITH ANY QUESTIONS YOU MAY HAVE.

---

Thank you for the opportunity to quote.

Main Street of Virginia Inc. dba. Templeton-Vest  
Daniel Richards

A handwritten signature in dark ink, appearing to read 'D. Richards'.

Office: 1-540-774-0681

Initials: \_\_\_\_\_

10. Pursuant to Virginia Code § 2.2-4311.2 each bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, (1950), as amended, or as otherwise required by law, is required to include in its bid its Virginia State Corporation Commission (SCC) Identification Number. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder is not required to be so authorized.

A.   X   Bidder is a Virginia business entity organized and authorized to transact business in Virginia and such bidder's SCC Identification Number is   07229388  .

B.        Bidder is an out-of-state (foreign) business entity authorized to transact business in Virginia and such bidder's SCC Identification Number is                                 .

C.        Bidder does not have an Identification Number issued to it by the SCC and such bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

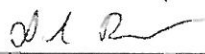
Page 2 of 11



**SECTION II: PRICING SCHEDULE AND BID FORM****BIDDER INFORMATION:**

The Bidder should complete this section entirely.

**CERTIFICATION:** IN ACCORDANCE WITH THIS INVITATION FOR UNSEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS IMPOSED HEREIN AND IN ATTACHMENTS, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE ITEM(S) FOR THE PRICE(S) OFFERED.

<b>FULL LEGAL NAME (PRINT)</b> (Company name as it appears with your Federal Taxpayer Number)  Main Street of Virginia Inc.		<b>FEDERAL TAXPAYER NUMBER (ID#)</b>  272576841	<b>DELIVERY DATE</b>
<b>BUSINESS NAME/DBA NAME/TA NAME</b> (If different than the Full Legal Name)  Templeton-Vest		<b>FEDERAL TAXPAYER NUMBER</b> (If different than ID# above)	
<b>PURCHASE ORDER ADDRESS</b>  PO Box 2228 Salem, VA 24153		<b>PAYMENT ADDRESS</b>  1201 Electric Rd. Salem, VA 24153	
<b>CONTACT NAME/TITLE (PRINT)</b> Daniel Richards      Engineer/Estimator		<b>SIGNATURE (IN INK)</b> 	<b>DATE</b> 3/31/2017
<b>E-MAIL ADDRESS</b>  drichards@templeton-vest.com	<b>TELEPHONE NUMBER</b>  540-774-0681	<b>TOLL FREE TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>  540-989-9213



**PRICING SCHEDULE:**

The Bidder shall include manufacturer's names and model information, the total price, and all information requested below. Bids will only be accepted where pricing is submitted on this Bid Form. Vendor quotations and other supporting documentation can be included with the Bid, but Bids may be rejected if the Pricing Schedule and Bid Form are not completed and returned with authorized signature.

Manufacturer Name and Model Information	Total Price	Installation time in calendar days
Siemens FC922	\$21,208.00	15 business days

**EXCEPTIONS:**

Bidders must list all exceptions to specifications and requirements of this IFB:      Painting and Patching, Phone lines for monitoring

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\*Note above if there are any further exceptions and include them on a separate page and include with Bid response.



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

**AGENDA LOCATION:**

**Consent Agenda**

**Meeting Date: 7/25/17**

**ITEM TITLE:** Amendment to Contract RES-16-0006

**DESCRIPTION:** To amend original contract dated 3/2/17 for Professional Communications Systems to engineer, furnish and install microwave radio network.

**POTENTIAL ACTION:** Approval

**DEPARTMENT:** Finance/Purchasing

**PRESENTER:**

**ITEM HISTORY:**

**Date:**

**Action Taken:**

**Information Provided:**

**Date:**

**Action Taken:**

**Information Provided:**



ESTABLISHED  
NOVEMBER 10, 1792

INCORPORATED  
JANUARY 7, 1833

MAYOR  
D. MICHAEL BARBER

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

INTERIM TOWN MANAGER  
RANDY WINGFIELD

ASSISTANT TO THE TOWN  
MANAGER  
ADAM CARPENETTI

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

CHIEF OF POLICE  
MARK SISSON

CLERK OF COUNCIL  
MICHELE M. STIPES

TOWN ATTORNEY  
GUYNN & WADDELL, P.C.

# *Town of Christiansburg, Virginia 24073*

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

## **Town of Christiansburg Engineer, Furnish and Install Microwave Radio Network Amendment # 1 to Contract dated March 23, 2017**

**Contract Number: RES-16-0006**

This Amendment # 1 to Contract RES-16-0006 dated March 23, 2017 is hereby entered into this \_\_\_\_\_ day of July, 2017 by Professional Communications Systems LLC hereinafter called the "Contractor" and the Town of Christiansburg, hereinafter called the "Town".

**WITNESSETH** that the Contractor and the Town, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide the services to the Town as set forth in the Contractor's quote dated March 31, 2017 attached as Exhibit B.

**COMPENSATION:** The Contractor shall be paid in accordance with the Contract Documents based on the contract amount of **\$86,425**.

All other terms and conditions of the Contract remain unchanged and in full force and effect.

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

**CONTRACTOR:**

**TOWN OF CHRISTIANSBURG:**

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

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

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

Title: Randy Wingfield, Interim Town Manager

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

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

# EXHIBIT A

Christiansburg Microwave System Major Equipment List				
Part Number	QTY.	Description	UNIT Cost	Extension
PTP 650 Microwave & Spare	13	Cambium PTP650 Microwave Radio IDU, ODU, PSU	\$ 3,976.00	\$ 51,688.00
C050065B002A		Cambium PTP650 ODU		
C000065L043A		Cambium PTP650 IDU		
C000065K049A		Cambium PTP650 License for T1 Operation		
C000065L002C		Cambium PTP650 Power Supply Unit		
<b>Multiplexer Equipment &amp; Spare</b>	13			
IX-ACS-163-24C	10	Harris T1 Access Server Terminal Multiplexer +24V RJ-45		\$ 86,324.00
IX-ACS-163TD-24C	3	Harris T1 Access Server Terminal Multiplexer w/TTD Com +24V RJ-45		
IX-VF-25	14	VF Card 4CH 4Wire E&M Voice		
IX-MA-305	14	Interface Card 4Wire E&M 50Pin		
<b>Microwave Dishes &amp; Hardware</b>	12			
HPD3-4.7	8	3 FT HIGH PERFORMANCE PARABOLIC ANTENNA, 4.4-5GHZ		\$ 49,308.64
HPD2-4.7	4	2 FT HIGH PERFORMANCE PARABOLIC ANTENNA, 4.4-5GHZ		
Outdoor Cabling for MW	2	U1B3175A (500')		
Cable Tower Mount Hardware	7	Various Hardware Mounting for Different Sites, Towers, Poles		
MUS0403015	12	NEMA Enclosures for Microwave ODU mounting (& Mount Hardware)	\$ 415.00	\$ 4,980.00
<b>Surge &amp; Power Systems</b>	7	Lighting, Surge, Battery & Power Systems for each site		
Surge Arrestor Equipment	12	Surge Arrestor equipment for Microwave Terminal Units		\$ 16,334.00
Power Supply Systems	7	12 Volt DC Power Systems		
Site Battery 99AH	8	8G27		
Battery Backup Systems	7	Battery Backup Systems with Low Voltage Cut Off		
Power Converters		120VAC & 24VDC Converters as Required,		
Spares as Defined	1	AC Power Supply, Set of Converters		
Shipping				\$ 1,657.00
		<b>Sub-Total Equipment &amp; Shipping</b>		<b>\$ 210,291.64</b>
<b>Engineering &amp; Installation Serv.</b>				\$ 68,000.00
<b>Performance Bond</b>				\$ 2,300.00
<b>FCC Licensing</b>				\$ 175.00
<b>First Year Maintenance Plan</b>				\$ 14,100.00
<b>Little River Tower Load Study</b>				\$ 1,850.00
		<b>Total Equipment &amp; Services &amp; Shipping</b>		<b>\$ 296,716.64</b>



# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## **A RESOLUTION AMENDING FINES FOR CERTAIN PARKING VIOLATIONS AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS the Town Council of Christiansburg, Virginia has studied the amendment of certain parking fines and determined increases in certain parking fines is appropriate; and,

WHEREAS, notice of the intention of the Town Council to adopt such amendment to certain parking fines was published June 4, 2017 in The Roanoke Times, a newspaper published in and having general circulation in the Town of Christiansburg; and,

WHEREAS, a public hearing of Council of the Town was held June 13, 2017 and resulted in adoption of an ordinance amending Sec. 34-17 of Chapter 34 "Traffic and Motor Vehicles" of the Christiansburg Town Code in regards to parking fines not specified by resolution; and,

WHEREAS, a meeting of the Council of the Town was held June 27, 2017 and resulted in additional concerns expressed in regards to parking time limit violations in the E. Main Street area and such concerns were referred to the Street Committee for study; and,

WHEREAS, the Street Committee considered and recommended increasing fines on E. Main Street between Franklin Street and Pepper Street at their July 11, 2017 meeting; and,

WHEREAS, the Christiansburg Town Council has found that the public necessity, convenience, and general welfare permit the adoption of such fines and/or fine increases;

NOW THEREFORE, be it resolved that the Christiansburg Town Council approves the adoption of such fines and/or fine increases as follows:

	<u>Current Fine</u>	<u>Proposed Fine</u>
Meter violation - initial violation (Section 34-7)	\$25.00	\$25.00
Subsequent fine for each meter violation in excess of 2 hours (Section 34-7)	\$25.00	\$25.00
Non-metered parking in excess of posted time limit on E. Main Street between Franklin Street and Pepper Street (Section 34-15(b)(15))	\$25.00	<b>\$100.00</b>
Non-metered parking in excess of posted time limit other than E. Main Street between Franklin Street and Pepper Street (Section 34-15(b)(15))	\$25.00	\$25.00
Parking on wrong side of street (Section 34-11)	\$25.00	\$25.00

Parking so as to block driveway (Sections 34-12 and 34-15(b)(14))	\$25.00	\$25.00
Parking on yellow line or curb (Section 34-15(b)(12))	\$25.00	\$25.00
Parking in other prohibited zone (Section 34-15)	\$25.00	\$25.00
Parking near fire hydrant (Section 34-8)	\$100.00	\$100.00
Parking in fire lane (Section 34-9)	\$100.00	\$100.00
Parked in space reserved for persons with disabilities (Section 34-6)	\$500.00	\$500.00
Parking without valid license plates (Section 34-13)	--	--
Parking without valid inspection sticker (Section 34-14)	--	--

These fines for parking violations shall be effective August 1, 2017.

Upon a call for an aye and nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held July 25, 2017, members of the Council stood as indicated opposite their names as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Samuel M. Bishop				
Harry Collins				
R. Cord Hall				
Steve Huppert				
Henry D. Showalter				
Bradford J. Stipes				
D. Michael Barber, Mayor*				

\*Votes only in the event of a tie.

\_\_\_\_\_  
D. Michael Barber, Mayor

ATTEST:

\_\_\_\_\_  
Michele M. Stipes, Clerk of Council



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

**AGENDA LOCATION:**

Discussion and action by Council

**Meeting Date:**

July 25, 2017

**ITEM TITLE:**

Ordinance amending Chapter 2 “Administration” of the Christiansburg Town Code to revise the manner in which deeds, contracts, etc. are approved and executed

**DESCRIPTION:**

Ordinance amending Chapter 2 “Administration” of the Christiansburg Town Code is proposed to provide the authority for the Town Manager to authorize and sign all leases, contracts, and agreements where the contract price is within the limitations of appropriations (the approved budget) unless otherwise provided by Council, Charter, law, or ordinance - with the exception of any contract for legal services and for contracts in excess of \$100,000 (which would need to come before Council).

**POTENTIAL ACTION:**

Council approval

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield

**ITEM HISTORY:**

Town Manager has in the past approved contracts though the Town has recently starting taking all contracts to Council at the recommendation of the Town Attorney. This amendment should help keep the agenda size and agenda packet size down.

**Information Provided:**

Ordinance amending Chapter 2 “Administration” of the Christiansburg Town Code to revise the manner in which deeds, contracts, etc. are approved and executed



**AN ORDINANCE AMENDING CHAPTER 2 “ADMINISTRATION” OF THE  
CHRISTIANSBURG TOWN CODE TO REVISE THE MANNER IN WHICH  
DEEDS, CONTRACTS, ETC., ARE APPROVED AND EXECUTED; PROVIDING  
FOR AN EFFECTIVE DATE.**

WHEREAS, the Council of the Town of Christiansburg, Virginia has considered the following amendments to Chapter 2 “Administration” of the *Christiansburg Town Code* revising the manner in which deeds, contracts, etc., are approved and executed on behalf of the Town of Christiansburg; and,

WHEREAS, Council deems proper to do so;

NOW THEREFORE, be it ordained by the Council of the Town of Christiansburg, Virginia that Sec. 2-90 of Chapter 2 “Administration” of the *Christiansburg Town Code* be amended as follows:

**Chapter 2 ADMINISTRATION**

**DIVISION 3. ORDINANCES AND RESOLUTIONS AND CERTAIN OTHER DOCUMENTS**

**Sec. 2-90. Approval, Execution, and force and effect of deeds, contracts, etc.**

All deeds, leases, contracts, and conveyances and agreements of any description authorized to be made or entered into by the town shall, unless otherwise provided herein or by the council, be signed by the mayor and ~~attested by the clerk of the council~~ approved as to form by the town attorney. All leases, contracts, and agreements where the contract price is within the limitations of appropriations made by council shall, unless otherwise provided by the council, Charter, law, or ordinance, be authorized and signed by the town manager. Notwithstanding the foregoing, specific council authorization is required for the award of any contract for legal services and for contracts in excess of one hundred thousand dollars (\$100,000).

Whenever the seal of the town is required to any writing, the clerk of the council shall have the authority to affix the same to such writing. Any duly authorized writing executed, as provided by this section, shall be the true and binding act and instrument of the town. Nothing herein contained shall apply to conveyances of land sold for delinquent taxes.

(Code 1972, § 2-5; Code 1992, § 2-5)

**Charter reference— Execution of bonds, § 3.19.**

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This ordinance shall become effective upon adoption. If any part of this ordinance is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid. Ordinances or parts of any ordinances of the Town whose provisions are in conflict herewith are hereby repealed.

Upon a call for an aye and nay vote on the foregoing ordinance at a regular meeting of the Council of the Town of Christiansburg, Virginia held \_\_\_\_\_, 2017, the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

Ord. 2017 -\_\_

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

\*Votes only in the event of a tie vote by Council.

SEAL:

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Michele M. Stipes, Town Clerk

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D. Michael Barber, Mayor

**Christiansburg Planning Commission  
Minutes of July 5, 2017**

Present: David Franusich  
Catherine Garner  
Hil Johnson  
Jeananne Knies  
Craig Moore, Chairperson  
Jennifer D. Sowers, Vice-Chairperson  
Andrew Warren, Secretary <sup>Non-Voting</sup>

Absent: Matt Beasley  
Harry Collins  
Mark Curtis  
Ann Sandbrook

Staff/Visitors: Will Drake, staff  
Jared Crews, staff  
Brian Hamilton, Montgomery County Economic Development Authority  
Max Wiegard, Gentry Locke (representing Shentel)  
Ashley Jones, New River Barbell and Fitness  
Louise Kirkner, 280 Jones Street, S.E.  
Mr. Whitlock, 530 High Street, N.E.  
Mr. Palmer, 545 High Street, N.E.  
Anne Carter, 492 Reading Road, S.E.

Chairperson Moore called the meeting to order at 7:01 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia.

Public Comment

Chairperson Moore opened the floor for public comment. With no comments, Chairperson Moore closed the floor for public comment.

Approval of Planning Commission Minutes for May 30, 2017 Meeting

Chairperson Moore introduced the discussion. Vice-Chairperson Sowers made a motion to approve the May 30, 2017 Planning Commission meeting minutes. Commissioner Garner seconded the motion, which passed 5-0. Commissioner Franusich abstained, as he was not present for the previous meeting.

Public Hearing for a rezoning request by the Montgomery County Economic Development Authority, agent for Cox Family Farms LLC, for an approximately 77.72 acre property, Tax Map No. 558-A 24, located north of Jones Street, S.E. and west of the intersection of Parkway Drive, S.E. and Technology Drive, S.E. The request is to rezone the property from the A Agricultural District to the I-2 General Industrial District.

Chairperson Moore opened the public hearing. Commissioner Garner recused herself from the public hearing and subsequent discussion. Brian Hamilton, Montgomery County Economic Development Authority (EDA), stated the EDA was the contract purchaser of the property and intended to expand Falling Branch Corporate Park to the subject property, along with adjacent property located in Montgomery County. Mr. Hamilton stated the property will allow the EDA to offer larger lots for development, which will make them more attractive to business and noted the combined area of the county and town property totals 124 acres.

Mr. Hamilton stated the project will develop in phases and noted Parkway Drive, S.E. will be extended in increments, as each development pad is constructed. Mr. Warren stated the Town of Christiansburg has a planned project to extend Parkway Drive, S.E. to South Franklin Street, but noted the project is currently unfunded. Mr. Hamilton stated the first development pad would consist of 36.1 acres and noted the portion of the subject property south of the Parkway Drive, S.E. extension would remain an undeveloped buffer.

Louise Kirkner, 280 Jones Street, S.E., stated she wants to protect her air rights and noted she does not want her beautiful view blocked. Ms. Kirkner asked what would be built on the property.

With no further comment, Chairperson Moore closed the public hearing

Public Hearing for a Conditional Use Permit request by Jeff Holland of Network Building + Consulting, LLC (representing Shentel), agent for Schaeffer Memorial Baptist Church, for a monopole-style communications tower at 570 High Street, N.E. in the R-3 Multi-Family Residential District.

Chairperson Moore opened the public hearing. Max Wiegard, Gentry Locke, stated Shentel is attempting to replace the tower as part of a network-wide 4G LTE technology upgrade to its facilities. Mr. Wiegard stated the tower replacement is necessary in order to upgrade service and noted the 70-foot existing tower was constructed in 1999 when there was no requirement for a conditional use permit. Mr. Wiegard stated the existing pole cannot support the new equipment and Shentel is proposing to replace the existing tower with a steel tower. Mr. Wiegard stated the new tower will be engineered to fall within a 70-foot radius in the case of a structural failure and noted the new tower would be 108 feet tall, with a 2-foot lightning rod on top, totaling 110 feet in total height.

Public Hearing for a Conditional Use Permit request by Jeff Holland of Network Building + Consulting, LLC (representing Shentel), agent for Schaeffer Memorial Baptist Church, for a monopole-style communications tower at 570 High Street, N.E. in the R-3 Multi-Family Residential District – (continued).

Mr. Wiegard stated Shentel is requesting a waiver to the 75-foot height limitation for monopoles in a residential district. Mr. Wiegard stated Shentel is also requesting a waiver for the requirement of setbacks of no less than the height of the tower from all property lines and noted the increased height is needed for coverage improvements. Mr. Wiegard stated the tower is 40 feet 9 inches from the rear property line. Mr. Wiegard stated the usage of the monopole will remain wireless communication and noted the new tower will provide Shentel users with improved call performance, expanded coverage, and improved data speed.

Mr. Wiegard stated Shentel held a community meeting with citizens and noted citizens were sent a letter after the meeting to address concerns raised regarding impacts on property values and potential health effects. Mr. Wiegard presented maps of existing coverage and improved coverage to be provided by the new tower, along with photo simulations of the proposed tower.

Mr. Wiegard stated the new tower will be in close proximity to historic resources and noted the tower was restricted to a maximum height of 110 feet with flush-mounted antennas.

Mr. Wiegard stated the tower has a designed fall radius of 70 feet and noted the community center on the subject property will be outside the fall radius. Mr. Wiegard stated there is approximately 40 feet 9 inches between the tower and the rear property line and 84 feet 3 inches between the tower and the front property line and noted there are currently no residences within either the 70-foot fall radius or 110-foot tower radius. Mr. Wiegard stated there is the possibility of residences being built within those areas on the adjoining properties to the north, but noted this is unlikely due to the steep slope of those properties.

Mr. Whitlock, 530 High Street, N.E., stated the current tower was put in place without the knowledge of any community members and noted upgrades have taken place over the past several months without inspections. Mr. Whitlock expressed a desire for further inspections to take place with the new tower and noted his concern regarding the tower falling onto adjoining property.

Mr. Palmer, 545 High Street, N.E., expressed concern with the environmental effects of the new tower. Mr. Palmer stated he had conducted research and found inconclusive evidence regarding the negative effects of monopoles. He requested community members be provided a written statement if there should be any negative health consequences due to the tower. Mr. Palmer also stated there had been a lack of oversight in relation to the tower.

With no further comment, Chairperson Moore closed the public hearing.

Public Hearing for a Conditional Use Permit request by Ashley Jones, New River Barbell and Fitness, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit C in the I-2 General Industrial District.

Chairperson Moore opened the public hearing. Ashley Jones, New River Barbell and Fitness, stated the gym is open from 6:00 or 7:00 a.m. to 4:30 or 6:30 p.m. and noted the gym is typically occupied by no more than ten persons at a time. Ms. Jones stated the gym is 1,500 square feet and has parking and restroom facilities.

Anne Carter, 492 Reading Road, S.E., stated Ms. Jones' business is the least impactful of any business to occupy her property since she acquired it in 1982 and noted the gym is clean, orderly, and contained.

With no further comment, Chairperson Moore closed the public hearing.

Discussion on a rezoning request by the Montgomery County Economic Development Authority, agent for Cox Family Farms LLC, for an approximately 77.72 acre property, Tax Map No. 558-A 24, located north of Jones Street, S.E. and west of the intersection of Parkway Drive, S.E. and Technology Drive, S.E. The request is to rezone the property from the A Agricultural District to the I-2 General Industrial District.-

Chairperson Moore introduced the discussion. Commissioner Franusich asked what Cox Family Farms, LLC plans to do with the property. Mr. Hamilton stated the two parcels under contract by Montgomery County would serve as an expansion of the Falling Branch Corporate Park and the two remaining parcels would be retained and sold by Cox Family Farms, LLC.

Ms. Kirkman expressed concern about the extension of Parkway Drive, S.E. and inquired where it would connect. Mr. Warren stated the full road extension project is in a preliminary stage and explained the project is currently not funded by VDOT.

Mr. Hamilton stated the current termination point of Parkway Drive, S.E. would be extended westward and terminate at the first new development pad. Mr. Hamilton stated the second phase of the project would extend Parkway Drive, S.E. to the end of the property. Mr. Hamilton noted the Montgomery County EDA generally uses VDOT economic development access funds for this type of project. Mr. Hamilton stated the development could not occur without the extension of Parkway Drive, S.E. Chairperson Moore stated VDOT will often not fund HB2 or Smart Scale projects without a plan in place. Mr. Warren stated the planned extension of Parkway Drive, S.E. is not currently designed to connect with Jones Street, S.E. and noted additional information from the Smart Scale application would be provided in the next Planning Commission agenda packet.

Discussion on a rezoning request by the Montgomery County Economic Development Authority, agent for Cox Family Farms LLC, for an approximately 77.72 acre property, Tax Map No. 558-A 24, located north of Jones Street, S.E. and west of the intersection of Parkway Drive, S.E. and Technology Drive, S.E. The request is to rezone the property from the A Agricultural District to the I-2 General Industrial District - (continued).

Commissioner Knies asked what the future land use designation was for the property. Mr. Warren stated the property is designated as Mixed Use Industrial with buffer and noted the use of the property as a corporate park would be consistent with the future land use designation. Mr. Hamilton stated there was a 70 foot slope along the southern border of the property and noted the slope, along with the area south of Parkway Drive, S.E., would be preserved as an approximately 400 foot wide buffer.

Chairperson Moore explained approximately 400 feet of greenspace would be left from the southern property line to the development to function as a buffer.

Chairperson Moore stated the next Planning Commission meeting would take place on Monday, July 17, 2017 and noted there would be further discussion and a possible vote on a recommendation to Town Council regarding the rezoning.

Discussion on a Conditional Use Permit request by Jeff Holland of Network Building + Consulting, LLC (representing Shentel), agent for Schaeffer Memorial Baptist Church, for a monopole-style communications tower at 570 High Street, N.E. in the R-3 Multi-Family Residential District.

Chairperson Moore introduced the discussion. Chairperson Moore inquired about the collapsing mechanism of the new tower. Mr. Wiegard stated an explanation of the tower's design was included with the informational packet provided to the Planning Commission and noted the top 70 feet of the tower was designed to collapse on itself.

Commissioner Johnson questioned whether the tower would reach the road in the event of a collapse. Mr. Wiegard stated the fall radius would not reach High Street, N.E. or any dwellings, but could reach parcels behind the tower. Mr. Wiegard noted the residences on these parcels are located towards the front of the property, due to the steep slope along the rear.

Commissioner Knies questioned whether it was possible for the tower to be engineered to break within a shorter radius so as not to fall on the parcels behind the tower. Mr. Wiegard stated this may be possible but noted the price of the tower would likely increase. Mr. Wiegard stated the 70-foot fall radius would serve as a worst case scenario.

Discussion on Conditional Use Permit request by Jeff Holland of Network Building + Consulting, LLC (representing Shentel), agent for Schaeffer Memorial Baptist Church, for a monopole-style communications tower at 570 High Street, N.E. in the R-3 Multi-Family Residential District – (continued).

Chairperson Moore stated prevailing winds in the area usually run from the northwest going southeast. Mr. Wiegard stated the tower is designed to withstand 90 mile per hour wind speeds. Chairperson Moore stated the winds would not generally be blowing towards the parcels within the tower's fall zone. Chairperson Moore requested additional information regarding risk analysis of the wind conditions.

Commissioner Franusich asked the applicant about concerns related to radiation from the tower. Mr. Wiegard stated community members were provided information regarding radiation in a letter dated April 21, 2017. Mr. Wiegard stated the materials were provided from the FCC and the American Cancer Society and noted personal communication service devices and facilities put out radiation at a range of 0.002 to 2 percent of what is permitted under international guidelines. Mr. Wiegard stated a person would have to stand directly against the tower for a prolonged amount of time to be exposed to a dangerous level of radiation. Mr. Wiegard stated the radiation is non-ionizing, unlike gamma or x-rays, and noted the Telecommunications Act of 1996 bars decisions on monopoles based solely on environmental effects.

Mr. Wiegard stated the goal of the project is to replace a 17 year-old wooden pole with a tower engineered to be safer and more predictable.

A community member from the audience stated the community had no say in the construction of the original pole and would prefer there be no tower at all. Chairperson Moore asked whether the existing pole could be replaced in-kind or maintained without approval from Town Council. Mr. Warren stated the pole could be maintained but any significant change would trigger the need for a conditional use permit. Mr. Warren stated the existing tower was issued a building permit in 1999 and noted a conditional use permit was not required at the time it was constructed.

Chairperson Moore stated the next Planning Commission meeting would take place on Monday, July 17, 2017 and there would be further discussion and a possible vote on a recommendation to Town Council regarding the request.

Discussion on a Conditional Use Permit request by Ashley Jones, New River Barbell and Fitness, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit C in the I-2 General Industrial District.

Commissioner Franusich asked whether Ms. Jones was currently operating at 492 Reading Road, S.E. Ms. Jones stated the gym was used for exercise but was not currently operating.



Discussion on a Conditional Use Permit request by Ashley Jones, New River Barbell and Fitness, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit C in the I-2 General Industrial District – (continued).

Chairperson Moore read the proposed conditions:

- 1) There shall be no excessive noise between 10:00 p.m. and 7:00 a.m.
- 2) This permit shall be subject to inspections and approval of the facilities and equipment by the Fire Marshall and Building Official, The Town of Christiansburg requires that the applicant shall use and maintain the facilities and equipment in accordance with the equipment manufacturer's guidelines.
- 3) This permit shall be subject to review by the Planning Commission in one year.

Commissioner Johnson asked whether there was a previous business at this location. Commissioner Franusich stated the property is generally used for industrial purposes.

Commissioner Knies and Chairperson Moore questioned whether all exercising would take place indoors. Ms. Jones stated there are currently no plans for outdoor programming.

Commissioner Johnson questioned whether the floor was designed to withstand the impact of dropped weights. Ms. Jones stated they installed rubber mats on top of the concrete floor. Commissioner Moore noted the property is located in the I-2 General Industrial District and noise likely already exists.

Commissioner Johnson questioned what the maximum occupancy would be. Ms. Jones stated the maximum occupancy would be 15 but noted there will generally be no more than 8 to 10 occupants at once.

Mr. Warren stated the conditional use permit was being sought in order to ensure the compatibility of these facilities in the I-2 district. Commissioner Franusich noted there was a similar facility in the I-2 district nearby. Mr. Warren stated the I-2 district was modified to allow for private recreational facilities with a conditional use permit two years ago.

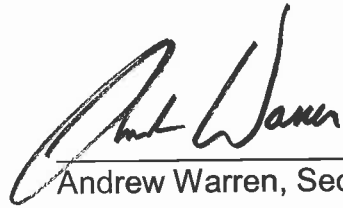
Commissioner Franusich made a motion to recommend Town Council approve the conditional use permit with the three conditions. Vice-Chairperson Sowers seconded the motion, which passed 6-0.

Other business.

Chairperson Moore introduced the discussion. Mr. Warren introduced Jared Crews as the new Planner I for the Town of Christiansburg.

There being no more business, Chairperson Moore adjourned the meeting at 8:09 p.m.

  
\_\_\_\_\_  
Craig Moore, Chairperson

  
\_\_\_\_\_  
Andrew Warren, Secretary Non-Voting

**Christiansburg Planning Commission  
Minutes of July 17, 2017**

Present: Harry Collins  
David Franusich  
Catherine Garner  
Hil Johnson  
Jeananne Knies  
Craig Moore, Chairperson  
Ann Sandbrook  
Andrew Warren, Secretary Non-Voting

Absent: Matt Beasley  
Mark Curtis  
Jennifer D. Sowers, Vice-Chairperson

Staff/Visitors: Will Drake, staff  
Jared Crews, staff  
Max Wiegard, Gentry Locke (representing Shentel)  
David Moore, 1140 Glen Court  
Steve Huppert, Town Council

Chairperson Moore called the meeting to order at 7:00 p.m. in the Christiansburg Town Hall at 100 E. Main Street, Christiansburg, Virginia.

Mr. Warren announced staff received an updated boundary survey from the Montgomery County Economic Development Authority (EDA) in regards to the rezoning request for the Cox Family Farms LLC property. Mr. Warren stated the survey revealed the boundary of the property is not correctly recorded by the County's property records and as a result, the request was not properly advertised and not all adjacent property owners were mailed written notice. Mr. Warren stated the Town Attorney recommended re-advertising the request and the Planning Commission will re-hear the public hearing on August 14, 2017.

Public Comment

Chairperson Moore opened the floor for public comment. With no comments, Chairperson Moore closed the floor for public comment.

Approval of Planning Commission Minutes for July 5, 2017 Meeting

Chairperson Moore introduced the discussion. Commissioner Franusich made a motion to approve the July 5, 2017 Planning Commission meeting minutes. Commissioner Johnson seconded the motion, which passed 5-0. Commissioners Collins and Sandbrook abstained, as they were not present for the previous meeting.

Public Hearing to receive public comments concerning a proposed sign ordinance amending Chapter 42 – Zoning of the Town Code for the purpose of regulating the time, place, and manner of displaying signs in the Town of Christiansburg.

Chairperson Moore opened the public hearing. Mr. Warren stated the sign ordinance amendment is necessary in order to comply with the Supreme Court decision in Reed v. Town of Gilbert Arizona, which found a sign ordinance must be content neutral. Mr. Warren noted the update has provided an opportunity to streamline and modernize the existing ordinance.

Commissioner Collins questioned whether political signs can be regulated so as not to be put up before a particular date. Mr. Warren stated the current ordinance regulates when political signs must be taken down but not when they can be put up and noted this issue is addressed in the new ordinance.

Mr. Warren stated work on the proposed ordinance began in the spring of 2016 with a draft being prepared by the Town Attorney and staff. Mr. Warren stated staff met with the Development Subcommittee five times, along with businesses, property owners and the Chamber of Commerce. Mr. Warren stated the draft ordinance was provided to several local sign companies and noted they have been generally supportive.

Mr. Warren stated the draft ordinance introduces an appeal process by moving it into the Zoning Ordinance of the Christiansburg Town Code. Mr. Warren stated the new ordinance would allow temporary signs to be displayed for 90 days and noted there would be a differentiation between temporary and portable signs based on material. Mr. Warren stated the format of the proposed ordinance has been streamlined and duplicative terms have been removed from the definition section.

Mr. Warren stated the new ordinance would increase the permitted area of a permanent ground sign in the B-3 General Business district from 50 square feet to 75 square feet. Mr. Warren stated some businesses, especially national retailers, have found the current ordinance too restrictive. Mr. Warren stated the increase in sign area for the B-3 District would distinguish it from the other business zoning districts within town. Mr. Warren also noted the draft ordinance has introduced an interstate ground sign type to permit a ground sign of 150 square feet and 75 feet tall for B-3 properties within a 1,000 foot radius around the interchanges at I-81 for exits 118C and 114 for increased visibility on the interstate.

Mr. Warren requested the Development Subcommittee review the language of the draft ordinance relating to nonconforming signs.

With no further comment, Chairperson Moore closed the public hearing.

Discussion/Action for a Conditional Use Permit request by Jeff Holland of Network Building + Consulting, LLC (representing Shentel), agent for Schaeffer Memorial Baptist Church, for a monopole-style communications tower at 570 High Street, N.E. in the R-3 Multi-Family Residential District.

Chairperson Moore opened the discussion. Mr. Warren explained the Planning Commission could take action on the waiver requests and conditional use permit request in separate motions or on all three items together. Commissioner Johnson made a motion to address all three items of the request together. Commissioner Fransich seconded the motion, which passed 7-0.

Mr. Warren presented a letter from Gentry Locke stating the tower could be designed to fall within a 50-foot radius and would thus fall within the setback area of adjacent properties to the north.

Commissioner Knies asked if the applicant could replace the pole at the same height and location but with different material without a conditional use permit. Mr. Warren stated the replacement of the pole would likely be considered a significant change and warrant a conditional use permit.

Commissioner Knies asked for clarification on Schaeffer Memorial Baptist Church's knowledge of the request. David Moore, 1140 Glen Court, S.E., stated he was a deacon and trustee of the church. Mr. Moore stated Shentel provided information to him, as the representative for the church about the tower, and it was discussed at several church meetings. Mr. Moore stated the only concern brought to his attention from the community was in regards to the radio frequency from the tower.

Max Wiegard, Gentry Locke, stated the tower has been redesigned to fall within a 50-foot radius. Mr. Wiegard stated the tower would be designed to collapse on itself and it would not fall on any structures or in any area where principal structures could be placed. Mr. Wiegard stated 58 feet of the tower would remain standing in the event of a collapse and that it would be possible for the top 50 feet to fall against the tower. Mr. Wiegard stated none of their towers in the area had collapsed. Commissioner Fransich suggested the design of the tower to fall at 50 feet or less be added to the conditions of the conditional use permit.

Chairperson Moore read the proposed conditions:

- 1) The structure is limited to 110 feet in total height from the immediate adjacent grade.
- 2) The structure is to be a monopole design and designed to fall within a radius of no greater than 50 feet from the pole location.
- 3) The communications tower is to save one total space for E-911, Public Works, Police Department, or other public use and offer the use at no charge to the town including no installation cost.

Discussion/Action for a Conditional Use Permit request by Jeff Holland of Network Building + Consulting, LLC (representing Shentel), agent for Schaeffer Memorial Baptist Church, for a monopole-style communications tower at 570 High Street, N.E. in the R-3 Multi-Family Residential District – (continued).

- 4) The structure and site are to be developed in substantial conformance with the presented drawings South Radford Christiansburg 68803/RN208 by Mead and Hunt Dated May 16<sup>th</sup>, 2017.
- 5) Engineering plans, signed and sealed by a licensed engineer in the state of Virginia, shall be submitted to and approved by the building official prior to issuance of a building permit.

Commissioner Johnson stated future issues with code compliance and safety may be eased with a steel tower instead of wood. Commissioner Franusich stated the tower would be largely covered by trees. Mr. Warren stated there was no intention to remove trees according to the application. Chairperson Moore suggested a condition be added to ensure no large trees would be removed. The Planning Commission agreed to add the following condition:

- 6) No trees shall be removed during construction of the replacement tower unless coordinated and approved by the Planning Director.

Commissioner Franusich made a motion to recommend Town Council approve the conditional use permit with the two waivers requested by the applicant and the six conditions as drafted. Commissioner Johnson seconded the motion, which passed 7-0. With no further comment, Chairperson Moore closed the discussion.

Other business.

Chairperson Moore introduced the discussion. Commissioner Collins presented the Planning Commission with information on the history of Christiansburg and requested the material be added back into the comprehensive plan.

Councilman Huppert stated Town Council voted to deny the recent code change request to permit clubs and lodges in the I-2 district with a conditional use permit because the use did not fit with the purpose of the district. Councilman Huppert stated there was likely a better location in Christiansburg for the Moose Lodge. Commissioner Collins stated industrial parks are for manufacturing goods.

There being no more business, Chairperson Moore adjourned the meeting at 7:53 p.m.

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Craig Moore, Chairperson

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Andrew Warren, Secretary Non-Voting