



AGENDA

WORK SESSION OF TOWN COUNCIL – 5:30 P.M.
REGULAR MEETING OF TOWN COUNCIL – 7:00 P.M.
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
NOVEMBER 28, 2017

WORK SESSION

- I. Call to Order
- II. Discussions by Mayor and Council Members
 - A. Presentation regarding Blacksburg Transit.
- III. Adjournment

----- Recess until 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
 - A. Budget Amendment #1 for Fiscal Year 2017-2018.
 - B. Rezoning Request by John Neel, Gay and Neel, Inc., agent for Sarah Crawford, for Tax Map Nos. 530-(2)-85B, 86A, 87A and Portions of Tax Map No. 530 (A) 1 located on the corner of Glade Drive SE and Curtis Drive SE from A, Agricultural to R-3, Multi-Family Residential. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
 - C. Contingent upon the above request, Conditional Use Permit request by John Neel, Gay and Neel, Inc. for Tax Map Nos. 530-(2)-85B, 86A, 87A and Portions of Tax Map No. 530 (A) 1 located on the corner of Glade Drive SE and Curtis Drive SE for a Planned Housing Development consisting of up to 60 single-family dwellings in the R-3 Multi-Family Residential District.
- IV. CONSENT AGENDA
 - A. Council meeting minutes of November 14, 2017.

- B. [Monthly Bills.](#)
- C. [Chrisman Mill Road Rail Grade Crossing Revised Project Agreement.](#)
- D. [Resolution in Support of the Roanoke Street Sidewalk at Route 460 Bypass Fiscal Year 2019-20 VDOT HSIP BikePed Program Funding Application.](#)
- E. [Resolution in Support of Intersection Improvements at Roanoke Street and Tower Road/Hampton Boulevard Fiscal Year 2019-20 VDOT Revenue Sharing Program Funding Application.](#)
- F. [Resolution in Support of Hickok Street Improvements Fiscal Year 2019-20 VDOT Revenue Sharing Program Funding Application.](#)
- G. [Resolution in Support of Arbor Drive – Peppers Ferry Road, N.E. Fiscal Year 2019-20 VDOT Revenue Sharing Program Funding Application.](#)
- H. [Resolution in Support of Downtown Enhancement Project, Phase 3 Fiscal Year 2019-20 VDOT Transportation Alternative Program Funding Application.](#)
- I. [Resolution in Support of East Main Street Sidewalk Improvements Fiscal Year 2019-20 VDOT Transportation Alternative Program Funding Application.](#)
- J. [Resolution in Support of Huckleberry Trailhead Fiscal Year 2019-20 VDOT Transportation Alternative Program Funding Application.](#)
- K. [Resolution in Support of Roanoke Street Sidewalk at Route 460 Bypass Fiscal Year 2019-20 VDOT Transportation Alternative Program Funding Application.](#)

V. CITIZEN COMMENTS

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Presentation of Resolution Recognizing Todd Walters for his service to the Town of Christiansburg.
- B. [Presentation of the Audit Report for the Fiscal Year Ended June 30, 2017 by Finance Director/Treasurer Val Tweedie.](#)

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Council action on:
 - 1. Conditional Use Permit request by Linda S. McMurray, agent for J & E Inc., for a kennel (animal daycare/overnight boarding) at 569 North Franklin Street in the B-3, General Commercial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
 - 2. [Resolution for Budget Modification #1 for FY 2017-2018 Annual Budget.](#)
 - 3. [Appropriation resolution for Budget Modification #1 for FY 2017-2018 Annual Budget.](#)
 - 4. [Approval of new application for community support.](#)

B. Recommendation for appointment to the Christiansburg Board of Zoning Appeals.

IX. STAFF REPORTS

A. Town Manager

B. Town Attorney

C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

A. CLOSED MEETING

1. Request for a Closed Meeting under Virginia Code Section 2.2-3711(A)(5), for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The Closed Meeting is being held to discuss an economic development prospect.
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, December 12, 2017 at 7:00 P.M.



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

AGENDA LOCATION: Committee Reports

Meeting Date: 11-14-2017

ITEM TITLE: Budget Amendment 1

DESCRIPTION: Budget Amendment 1 for budget year 2017-2018

POTENTIAL ACTION: Recommendation from Finance Committee for Support of the amendment as presented.

DEPARTMENT: Administration/Finance PRESENTER: Brad Stipes

ITEM HISTORY:

On 11-1-2017 the Finance Committee, Councilman Stipes and Councilman Showalter met with staff, (Randy Wingfield, Val Tweedie, Dave Brahmstadt, Mark Sisson, Jim Lancianese, Travis Moles) and discussed each item presented in this amendment. The finance committee has vetted each item presented and recommends approval of this budget amendment following the public hearing scheduled for November 28, 2017.

In the original approved budget for 2017-2018 it was projected that our beginning special revenue fund balance would be \$681,879 and general fund balance would be \$20,424,968. At the end of the fiscal year the fund balance for the special revenue fund was \$832,716 an increase of \$150,837 and for the general fund the unassigned fund balance was \$23,982,472 a rollover of an additional \$3,557,504 in available unassigned general fund balance. The budget amendment requests the use of \$1,908,161 of the \$3,557,504 in the general fund balance to adjust for rollovers of budget items not expended before the end of the fiscal year but already committed for completion. There are several new grant awards for capital projects, and a new economic development project for streets, sidewalks and storm water pond improvements. The amendment provides for adjustment in our pay plan for sworn law enforcement officers to remedy pay disparity issues, adds a new position to public works at no cost due to restructuring for better efficiency, adds a special events coordinator to handle the farmers market and all special events for the town,

There is also additional support from the general fund for the storm drain enterprise of \$43,901 to repair a collapsed storm drain on Pepper's Ferry Road of \$50,000 and adjustment of carryover budget amounts for several other storm drain capital projects. The additional support for the Water and Sewer Enterprise is \$126,000 for an emergency repair of a collapsed sewer line on Independence and to adjust the carryover budget amounts for several capital projects in the fund.

Several changes in the special revenue funds require the use of \$67,120 of the additional \$150,837 of available special revenue fund balance.

Detailed line item changes are attached for all requested changes in all funds.

RESOLUTION NO. _____

AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF CHRISTIANBURG, VIRGINIA, HELD AT THE CHRISTIANBURG TOWN HALL ON TUESDAY, NOVEMBER 28, 2017 AT 7:30 PM

A RESOLUTION ADOPTING BUDGET AMENDMENT 1 FOR THE TOWN OF CHRISTIANBURG, VIRGINIA, FOR FISCAL YEAR 2018; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 27, 2017, Town Council approved the FY 2018 budget in accordance with § 15.2-2503, *et seq.*, of the Code of Virginia (1950) as amended (“Code”); and

WHEREAS, Town Council seeks to amend the approved budget for FY 2018 in accordance with Virginia Code § 15.2-2507; and

WHEREAS, the Town published a synopsis of this Budget Amendment 1 and notice of the public hearing pursuant to Virginia Code §15.2-2507; and

WHEREAS, the public hearing was held on November 29, 2017 and public comments were considered by Town Council; and

WHEREAS, based upon comments received by the public and the financial needs of the Town, Town Council finds that it is in the financial interest of the Town to amend its budget as set forth herein;

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Christiansburg hereby adopts Budget Amendment 1 to the FY 2018 budget as follows and as further detailed in the attached budget amendment summary:

REVENUE INCREASES:

| | |
|-------------------------------------|------------------|
| General Fund use of fund balance | \$ 1,876,661 |
| Special Revenue Fund | \$ 28,803 |
| Special Revenue Use of Fund Balance | \$ 67,120 |
| Capital Project Funds | \$ 1,456,609 |
| Storm Water Utility Fund | <u>\$ 43,305</u> |
| GRAND TOTAL NEW REVENUE | \$ 3,472,498 |

APPROPRIATIONS INCREASE:

| | |
|---------------------------------|------------------|
| General Fund net increase | \$ 1,625,100 |
| Capital Projects | \$ 1,425,044 |
| Special Revenue Fund | \$ 95,923 |
| Water and Sewer Enterprise Fund | \$ 239,225 |
| Storm Water Enterprise Fund | <u>\$ 87,206</u> |

GRAND TOTAL NEW
APPROPRIATIONS

\$ 3,472,498

BE IT FUTHER RESOLVED, by the Town Council of Christiansburg, Virginia:

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

Upon motion for approval and 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 November 28, 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:

Aye

Nay

Abstain

Absent

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:

Michele M. Stipes, Town Clerk

D. Michael Barber, Mayor

RESOLUTION NO. ____

AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF CHRISTIANBURG, VIRGINIA, HELD AT THE CHRISTIANBURG TOWN HALL ON TUESDAY, ~~November~~ NOVEMBER 28, 2017 AT 7:00 PM

A RESOLUTION APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2018 ALL FUNDS BUDGETED FOR EXPENDITURE IN THE FISCAL YEAR 2018 PER BUDGET AMENDMENT #1; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council adopted a budget for the fiscal year beginning on July 1, 2017 and ending on June 30, 2018 ("FY 2018 Budget"); and

WHEREAS, pursuant to Virginia Code § 15.2-2506, the Town Council must also take action to appropriate all funds to be expended each fiscal year before the Town may obligate or expend such funds; and

WHEREAS, the Town may amend its budget from time to time, and the Town approved Budget Amendment 1 for FY 2018 which it has done as of on November 28, 2017; and approved Budget amendment #1

WHEREAS, the Town Council ~~appropriated for expenditure in fiscal year 2018 the amounts per the 2018 budget approved June 27, 2017 therefore, Town Council~~ desires to appropriate the funds ~~required from this Amendment to the Budget for FY 2017-2018~~ for the expenditures set forth in Budget Amendment 1;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Christiansburg that:

1. The amended budgeted expenditures in each fund category, as reflected in the FY 2018 Budget ~~amendment~~ Amendment 1, are hereby appropriated for expenditure in fiscal year 2018.
2. Supplemental appropriations may be enacted by the Town Council from time to time.
3. The Town Manager is hereby authorized and directed to take all appropriate administrative action necessary and prudent to implement this Resolution.
4. If any provision of this Resolution is declared invalid, the decision shall not affect the validity of the Resolution as a whole or any remaining provisions of the Resolution.
5. This Resolution shall become effective upon approval.

Upon motion for approval and 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 November 28, 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:

| | <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:

Michele M. Stipes, Town Clerk

D. Michael Barber, Mayor

TOWN OF CHRISTIANBURG
SUMMARY

| | | | special revenue fund balance | general fund balance use |
|--|--------------|----------------|--|-----------------------------|
| 2017-2018 Budget Amendment #1 | | | | |
| draft 11-2-2017 | | | | |
| ESTIMATED BEGINNING FUND BALANCE PER APPROVED BUDGET DOCUMENT | | | \$ 681,879 | \$ 20,424,968 |
| ACTUAL UNASSIGNED FUND BALANCE PER AUDIT | | | \$ 832,716 | \$ 23,982,472 |
| INCREASE IN AVAILABLE UNASSIGNED FUND BALANCE | | | \$ 150,837 | \$ 3,557,504 |
| | | | | |
| | Expenditures | grant revenues | special revenue fund balance use | general fund balance use |
| CAPITAL PROJECT FUNDS | | | | |
| adjust carryovers | | | | |
| Falling Branch intersection | 29,272 | \$ 14,635 | | 14,637 |
| VDOT HBT PH III | (22,058) | \$ (22,058) | | |
| VDOT HBTIII Independence Turn Lane | 157,657 | \$ 78,829 | | 78,828 |
| VDOT Park Street Drainage and Sidewalks | 79,000 | \$ 106,000 | | (27,000) |
| VDOT Quinn Stuart Blvd Signal | 22,950 | \$ 11,475 | | 11,475 |
| New Projects | | | | |
| ECONOMIC DEVELOPMENT STREET SIDEWALKS STORM DRAIN | \$ 1,380,000 | | | 1,380,000 |
| MPO Grant for Traffic signal optimization study | 50,000 | \$ 50,000 | | |
| Paving contracts VDOT | 620,900 | \$ 620,900 | | |
| Vdot Christman mill contract | 101,723 | \$ 288,348 | | (186,625) |
| VDOT Depot Park Trail | 385,600 | \$ 308,480 | | 77,120 |
| GENERAL FUND | | | | |
| 1 Consulting and design costs Truman Wilson Property | \$ 20,000 | | | 20,000 |
| 2 Repair and removal of Retaining Wall on Pepper Street | \$ 100,000 | | | 100,000 |
| 3 Computer Hardware computers budgeted in fy 17 did not arrive till 7/2018 | \$ 33,000 | | | 33,000 |
| 4 Recreation building repairs for 415 Cambria building | \$ 10,000 | | | 10,000 |
| 5 Hylton Driveway repairs | \$ 2,000 | | | 2,000 |
| 6 Add one FTE for public works no cost. Reorg saved enough dollars to fund They are deleting the Assistant Director position, and the Administrave Services Manager that are budgeted at a total of \$119,179 and replacing these with a Storm water Crew supervisor and a Solid Waste crew supervisor and would like to ADD an additional administrative assistant for a total cost of \$119,179. The request is to ADD the additional FTE for the aministrative assistant. | - | | | - |
| Special Events Coordinator- Fulltime position to manage all special events and the 7 farmers market. Salary plus fringe 8 months of the year. | 40,600 | | | 40,600 |

| | Expenditures | grant revenues | special revenue fund balance use | general fund balance use |
|--|--------------|----------------|--|-----------------------------|
| GENERAL FUND continued | | | | |
| 8 Savings on wayfinding signs paid from tourism grant | (5,500) | | | (5,500) |
| 9 savings farmers market wage and pr wage | (6,567) | | | (6,567) |
| 10 Law Enforcement reclassification for sworn officers | 242,000 | | | 242,000 |
| 11 Vacant LE position savings and freeze one position through end of fiscal year | (59,505) | | | (59,505) |
| 12 pay portion of dea officer from fed anti drug | (30,000) | | | (30,000) |
| 13 Savings from vacant TM position | (120,699) | | | (120,699) |
| Reallocate funds for Downtown study as \$25,000 for the study and \$ 25,000 for Grants | | | | |
| 14 for Downtown facades, arts and aesthetics | - | | | - |
| 15 Stipends in council budget will not be used. | (3,230) | | | (3,230) |
| 16 Consulting fees TM search | 20,000 | | | 20,000 |
| 17 SBDC Sponsorship | 3,000 | | | 3,000 |
| 18 Support water and sewer fund projects from below detail | 239,225 | | | 239,225 |
| 19 Support Storm Water Projects from below detail | 43,901 | | | 43,901 |
| Total additional support for General funds and capital projects | | | | 1,876,661 |

SPECIAL REVENUE FUNDS

| | | | |
|--|-----------|-----------|-----------|
| Purchase new van with proceeds of sale and additional 1700 from ems funds | \$ 24,000 | \$ 22,300 | \$ 1,700 |
| Fishing Rodeo Reduce revenues by 180 increase expenditures by 240 and use of fund balance from fy 17 of 420. | 240 | (180) | 420 |
| Increase in CDBG grant award for fy 17-18 | 6,683 | 6,683 | |
| Purchase administration vehicle for PD from federal anti drug funds | 35,000 | | \$ 35,000 |
| Fund partial DEA task force salary | 30,000 | | \$ 30,000 |

WATER SEWER FUND

| | | | |
|---|---------|--|----------------|
| 19 ABOVE | | | |
| Repair collapsed sewer Pipe independence road | 126,000 | | 126,000 |
| Montague Sewer Replacement adust carry over | 10,000 | | 10,000 |
| Silver Lake Interceptor adjust carryover | 68,700 | | 68,700 |
| Concrete Tank prv adjust carry over | 34,525 | | 34,525 |
| total project additions water and sewer fund requiring general fund support | | | 239,225 |

STORM WATER FUND

| | | | |
|---|--------|-----------|---------------|
| 20 ABOVE | | | |
| capital repair of pipe failure Peppers Ferry Road | 50,000 | | 50,000 |
| Brown Church Lucas | 3,596 | | 3,596 |
| VDOT Church Rigby Ellett | | \$ 26,500 | (26,500) |
| VDOT N Franklin Storm Drainage adjust carryover | 33,609 | \$ 16,805 | 16,805 |
| Total project additions storm water fund requiring general fund support | | | 43,901 |



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

AGENDA LOCATION:
PUBLIC HEARING

Meeting Date:
November 28, 2017

ITEM TITLES:

- 1) Rezone from A, Agricultural to R-3, Multi-Family Residential with two proffered conditions.
- 2) Conditional Use Permit for a Planned Housing Development in the R-3, Multi-Family Residential District.

DESCRIPTION:

The request is comprised of two applications:

- 1) A request to Rezone 13.071 acres of tax parcels 530-(2)-85B, 86A, 87A, 530-(A)-1, located on the corner of Glade Drive, S.E. and Curtis Drive, S.E. from A, Agricultural to R-3 Multi-Family Residential with two proffered conditions.
- 2) A request for a Conditional Use Permit (CUP) on the same property for a Planned Housing Development in the R-3, Multi-Family Residential District. The proposed development is for up to 60 single-family homes. The consideration of the CUP request is contingent upon the outcome of the rezoning request.

The Planning Commission held its public hearing on October 30, 2017. On November 20, 2017, the Planning Commission made the following recommendations:

- 1) Recommendation of approval by a vote of 6-0 of the Rezoning application with two proffered conditions by the Applicant.
- 2) Recommendation of approval by a vote of 5-1 of the Conditional Use Permit request for a Planned Housing Development with four conditions.

POTENTIAL ACTION:

Hold Public Hearing

DEPARTMENT(S):

Planning Department

PRESENTER

Andrew Warren, Planning Director

Information Provided:

Planning Commission Rezoning Resolution with Proffer Statement

<https://christiansburg.box.com/s/sr1q7d0oyjfanlwvjm0eq3r2wea7au1y>

Planning Commission Conditional Use Permit Resolution

<https://christiansburg.box.com/s/jarh54agxds311zb306tqrkun5mychgi>

Planning Commission Minutes – October 30, 2017 & November 20, 2017 (Draft)

<https://christiansburg.box.com/s/qf31vnjcww7mah67xc7ct1x7x2n8n5ej>

<https://christiansburg.box.com/s/vkjcbq5vg7x5g4ecemtco6uefb0uhzt8>

Staff Report

<https://christiansburg.box.com/s/olv0wr9c22m8c277o76garcqpqunxd6p>

Updated Staff Report dated November 17, 2017

<https://christiansburg.box.com/s/s3ixhmr1g0k29rurd78gmyj48i4slt40>

Letter from Montgomery County Public Schools

<https://christiansburg.box.com/s/v5qrdfsh84gq0g7l1g9i352zv6q6xoxh>

Draft Ordinance

<https://christiansburg.box.com/s/a5esq1po9esmy8i1qvhl8wg8ch7l3lgq>

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
WORK SESSION MINUTES – 5:30 P.M.
REGULAR MEETING MINUTES- 7:00 P.M.
NOVEMBER 14, 2017**

A WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON NOVEMBER 14, 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; Director of Public Relations Melissa Demmitt; Finance Director/Treasurer Val Tweedie; Director of Planning Andrew Warren; Director of Public Works Jim Lancianese.

WORK SESSION

I. Call to Order

II. Discussions by Mayor and Council Members

- A. Mowing/maintenance of Town and Virginia Department of Transportation rights-of-way. Town Manager Wingfield detailed areas of VDOT maintenance in town and the area near the Christiansburg Recreation Center and the area near Lowe's appeared to be the only areas of concern. Mr. Wingfield stated that VDOT will only mow a few times a year and that budget constraints prevent regular mowing. David Clarke, Christiansburg VDOT Resident Engineer, stated that this was the case. Discussion of the Town doing the mowing through an agreement with VDOT coupled with a more regular schedule from VDOT would help the situation and there was discussion of planting wildflowers in the area near the Recreation Center.
- B. Review of Farmers' Market insurance requirements. Town Manager Wingfield stated that the insurance recommendation was from Town Attorney Fontana as a protection for the town and said that some localities will form a non-profit for the management of farmers' markets. Town Manager Wingfield and Public Relations Director Powell stated that the insurance requirement seemed to be encouraged by the existing vendors and that policies only cost a few hundred for a stand-alone policy and can be a rider to homeowners insurance. Discussion turned to support for the market and the desire to show a commitment to the vendors including physical improvements ranging from benches, the proposed archway, and string lights to more permanent changes like street closure or structures.
- C. Photo project at Town facilities. Town Manager Wingfield and Public Relations Director Powell provided a slideshow with potential themes including photos by era, subject matter, structures, events, Council members and staff, and citizens. Structure which could be included could be the Aquatic Center, Recreation Center, and Town Hall. Photos could be individually hung which would be more easily moved to other locations versus a wrap and they could rotate locations. Larry Middleton and Roy Kanode were mentioned as sources for photos.

III. Adjournment

----- Recess until 7:00 P.M. -----

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON NOVEMBER 14, 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 Theresa Fontana; Director of Public Relations Melissa Demmitt; Finance Director/Treasurer Val Tweedie; Director of Planning Andrew Warren; Director of Human Resources Dave Brahmstadt; Director of Public Works Jim Lancianese; Assistant Superintendent of Streets Travis Moles; Police Chief Mark Sisson.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

Mayor Barber congratulated Steve Huppert and Brad Stipes on their re-election to Town Council, and welcomed newly-elected Merissa Sachs to Council.

III. PUBLIC HEARINGS

- A. Conditional Use Permit request by Linda S. McMurray, agent for J & E Inc., for a kennel (animal daycare/overnight boarding) at 569 North Franklin Street in the B-3, General Commercial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Linda McMurray, applicant, reported that she opened a pet retail and grooming business yesterday at 569 North Franklin Street, and is requesting a CUP to offer daycare services and overnight boarding. She explained her plan of care for dogs, kennel size, and outdoor run areas. Ms. McMurray offered to answer questions of Council.

Desiree Swindell, 1395 Dow Street, spoke in favor of the CUP request, expressing her plans to support the business with her dogs. She currently uses the dog park in Radford and boards with a friend.

Faren Wolter, 1370 Dow Street, voiced her support for the CUP, noting that she currently boards her dogs in Newport.

IV. CONSENT AGENDA

- A. Council meeting minutes of October 24, 2017.
- B. Resolution Recognizing Todd Walters for his service to the Town of Christiansburg.
- C. Schedule Public Hearing on January 9, 2018 for a Conditional Use Permit request by Walmart Real Estate and Trust for a comprehensive sign plan for additional signage for the Walmart Supercenter and an online grocery pick up service at 2400 North Franklin Street in the B-3, General Commercial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

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

VI. CITIZEN COMMENTS

- A. Andy Schack, 1391 Dow Street, addressed Council with concerns regarding an illegal kennel at 1392 Dow Street that has been ongoing for about a year and a half, and houses approximately eighteen dogs in a three-bedroom house. The police, animal control, and Planning Director Andrew Warren have been involved in response to numerous complaints regarding excessive barking, the smell of feces, and dogs roaming the neighborhood. Citations have been issued, according to Mr. Schack, but the kennel operation has continued. Council was provided photographs of the property. Mr. Schack expressed concerns that the Town's noise ordinance was difficult to enforce, and he provided Council with a copy of the noise ordinance from Radford City, Salem, and Blacksburg to be used as models in writing and effective noise ordinance.

Faren Wolter, 1370 Dow Street, spoke in opposition of the kennel operation at 1392 Dow Street due to the number of dogs kept on the property, the dog turnover, and property neglect. Ms. Wolter lives directly behind the property and expressed concerns that the property owner has begun retaliating against neighbors who have complained. Ms. Wolter has a background in training dogs and has tried to work with the dogs' owner, without success or cooperation.

Ed Schack, 1391 Dow Street, said he believed the dogs' owner has avoided violations by manipulating the system/ordinance, even though the property and fencing is in disrepair, and dogs bark often and late into the evening. The property owner has a hearing coming up for a zoning violation, but the kennel operation has continued and property maintenance has continued to be neglected.

Robert Ambler, 365 Harkrader Street, shared his experience with a pack of four German Shepherds that escaped from 1392 Dow Street. According to Mr. Ambler, the dogs are frequently seen roaming the area, and on one occasion attempted to attack him and his Pomeranian in their own yard. Fortunately, he was able to run them off by spraying them with a water hose, then called the police. In addition, Mr. Ambler said the dogs could be heard barking constantly into the night, and it was not unusual to see the owners of the dogs walking the neighborhood looking for dogs that had escaped from their yard.

Councilman Stipes noted the large number of residents present due to concerns with the large number of dogs at 1392 Dow Street, and he thanked them for making Council aware of their concerns. Town Manager Wingfield reported that the property owner of 1392 Dow Street had been cited with a zoning violation and is in the process of appealing through the Board of Zoning Appeals. The BZA hearing is expected to take place in early December, and, according to Planning Director Andrew Warren, proper notification will be given once the date is scheduled. Mr. Warren said he would notify Council of the hearing date once scheduled. In addition, the property owner was given a summons for noise violations and that court date is scheduled for January 2018; Jerry Heinline, Building Official, is working with the property owner to remedy fencing that is in disrepair; and Montgomery County is involved with animal sheltering violations. Councilman Hall stated that the Town needed to review and appropriately amend its ordinances to provide clear guidelines on kennels and the number of dogs that could be kept on a property.

- B. Marty Gordon, 1470 Merrimac Road, provided Council with an update on the Christiansburg Arts Council meeting held on October 18. The arts council is seeking nominations for officer positions, and working on developing a Facebook page that will solicit arts, and the involvement of the public in identifying areas for potential art placement. Mr. Gordon spoke about the importance of art within the community in revitalization and encouraging tourism, and reported on the progress of current art projects that include a pet memorial on Roanoke Street. In closing, Mr. Gordon said that Town Manager Wingfield facilitated sending two Dogwood trees to sister-city Christiansburg, Ohio, through the Arbor Foundation. Christiansburg, Ohio plans to plant the trees in its downtown area with a plaque identifying them as being from Christiansburg, Virginia, and Mr. Gordon suggested representation from Christiansburg be present to help with the planting.

- C. Christopher Sweet, 500 Gold Drive, introduced himself as a thirteen-year-old, seventh-grader who has served as a football team manager, and is currently involved in Boys Scouts, Big Brother/Big Sister Program, and the Boys and Girls Club. Christopher said the Town holds festivals for adults, and offers a variety of programs through the recreation center and the aquatic center, but believes there are less options and opportunities available for preteens and young teens. He offered ideas such as a pinewood derby festival, indoor putt-putt, or an RC remote control track. Christopher said he has learned through his involvement in Boys Scouts that there would be support from the teen community for activities like the ones he mentioned and he asked Council to take his suggestions into consideration. Council thanked Christopher for coming before Council and commended him on his willingness to bring his concerns and ideas to the Town. Councilman Hall asked him to talk with his troop leader about ways the Town could help to facilitate his ideas and to report back to Council. Councilman Showalter encouraged Christopher to also present his ideas to the Recreation Advisory Commission and the Aquatics Advisory Board.

VII. INTRODUCTIONS AND PRESENTATIONS

- A. Engineering Director Wayne Nelson to provide a presentation to Council outlining the four Transportation Alternative Funding projects submitted on November 1, 2017 to the Virginia Department of Transportation. A Public Hearing is scheduled for November 21, 2017 at Town Hall from 4:00 pm to 6:00 pm. The Public is invited to attend and provide comment in regards to these projects. Resolutions in support of these projects will be before Council at the November 28, 2017 Council meeting. Director of Engineering Wayne Nelson introduced the Fiscal Year 2019-20 VDOT funding applications and provided details of each project. Funding applications for the Transportation Alternative Program were for (1) Roanoke Street sidewalk at Route 460 bypass (HSIP BikePed Application); (2) East Main Street sidewalk improvements; (3) Downtown Enhancement, Phase 3; and (4) Huckleberry Trail-head. Funding under the Transportation Alternative Program offers an 80%/20% match. Funding applications for the Revenue Sharing Program include (1) Roanoke Street/Tower Road/Hampton Boulevard Intersection; (2) Arbor Drive – Peppers Ferry Road Intersection; (3) Hickok Street Improvements, and offers funding as a 50%/50% match. Mr. Nelson informed Council of upcoming Public Hearings on the projects and noted that resolutions in support of the funding applications would be presented at the next regular council meeting for approval. Mr. Nelson noted that the funding period was for two years, and that he worked closely with Town departments and local VDOT Residency engineers in selecting the current projects. The Town should know in May 2018 which projects will be funded.
- B. Continuation of the Christiansburg Town Council / Christiansburg High School Government Partnership. Christiansburg High School will be represented by Fin Jennings and Reegal Patel.

Councilman Collins introduced CHS students Fin Jennings and Reegal Patel who reported to Council on recent activities at the high school. On November 10, the Student Government Association hosted a Veterans Day parade and luncheon that was well attended and enjoyed. The Beta Club is currently organizing a Thanksgiving Basket Project that will deliver food baskets into the community, and in athletics, Cross Country Boys placed 3rd in State and Cross Country Girls placed 8th in State. Councilman Showalter pointed out that Fin Jennings was on the Christiansburg soccer team and scored the winning goal at the last game. He was also recently voted Homecoming King by his peers. Councilman Showalter went on to ask Fin and Reegal to continue conversations with lower classmen about the importance of the partnership with the Town to continue to grow and expand the program, and to seek input from students. Councilman Bishop, as a veteran, thanked CHS and the SGA for the Veterans Day parade and luncheon, which he appreciated and enjoyed.

VIII. COMMITTEE REPORTS

- A. Street Committee report/recommendation on:
1. Plat of Survey Showing the Subdivision of Parcel 2A; Tax Parcel ID 436- 6 2A located at 100 Laurel Street for the Laurel Retail Revival Development - former Kmart property (2 parcels).

Councilman Stipes reported that the property was being redeveloped for an Aldi store, and the request to is divide the property with one portion to be demolished, and the other _____. The Street Committee has reviewed the request and found it to conform with the subdivision ordinance. Councilman Stipes made a motion to approve the request as presented, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

2. Plat of Survey for Street Renaming and Dedication/Vacation of Certain Private Easements in Oak Tree Phases XI, XII, and XIII on Pin Oak Drive and Twisted Oak Drive.

Councilman Stipes reported that the request was to rename a street and to modify a previously approved plat to allow for parking along the front of the townhomes, instead of in the rear by way of alleyways. Councilman Stipes noted that the Street Committee recommended approval and he made a motion to approve the request as presented. Councilman Collins seconded the request, and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

B. Finance Committee report/recommendation on:

1. Budget Amendment 1 for FY 2017-2018.

Budget Amendment 1, along with a summary for explanation, was included in the agenda packet for Council review. The Public Hearing is scheduled for November 28, 2017.

IX. DISCUSSION BY MAYOR AND COUNCIL

A. Council action on:

1. Conditional Use Permit request by Elijah Bowen of Blue Ridge Motion LLC, agent for Kevin Carter, for a private recreational facility (gym) at 492 Reading Road, S.E., Unit D in the I-2 General Industrial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg. The Public Hearing was held October 24, 2017. Town Manager Wingfield read the four conditions set forth in the Planning Commission resolution, and Councilman Collins commented that the Planning Commission worked with Town staff in carefully reviewing the parking situation before making its recommendation for approval. Councilman Hall made a motion to issue the CUP with four (4) conditions as recommended by the Planning Commission, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.

- B. Updated application for annual support for community programs. Councilman Showalter stated that this was discussed in finance committee and that he had requested changes to strengthen the application process for those who request funding in annual budget. He had met with Finance Director Tweedie early on to develop an application process for proper vetting of requests. Councilman Showalter stated part of concerns are for town responsibility with taxpayer revenue, but also a desire to support organizations that serve and give back to the community. Finance Director Tweedie explained the updated application requirements. Councilman Hall, inquired if groups like child advocacy center would have blocks with these changes. Finance Director Tweedie stated the way it is set up, applicants would need to provide qualifying information and must have support from other sources. Councilman Bishop, asked about the requirement that capital improvement requests must be owned by applicant. Showalter stated that this was the intent of the finance committee. Councilman Bishop gave the community center as an example, which the Schaeffer Memorial Church owns, so the church would need to apply although the town typically does not give to churches. Councilman Showalter talked about different ways the community center could qualify for funds, including separating the properties and said that they could make a request outside of the application process though the town was trying to move support requests to this application process. There was a motion by Councilman Hall to table until next meeting to allow for further discussion, seconded by Councilman Huppert. Council agreed to table until the next meeting.

- C. Councilman Stipes made a motion to amend the agenda to add a discussion of Council regarding Town support for the Montgomery County Chamber of Commerce annual dinner on December 7. Councilman Hall seconded the motion to open the discussion. Councilman Bishop requested that the recent NAACP dinner, attended by several Council members, be added to the discussion. Councilman Hall noted that to sponsor a table at the chamber dinner would cost \$750.00, and he expressed this would be difficult to justify as stewards of public dollars. It was noted that a community table at the recent NAACP dinner was \$600.00; the Council members who attended paid for their own tickets. Councilman Showalter agreed that the Town should be responsible stewards of town funds; however, other localities are well represented at several organizational dinners, often with no, or little, representation from Christiansburg. Mayor Barber noted that in years past the Town has paid for elected officials to attend dinners, with spouses paid out-of-pocket. Council expressed an interest in knowing the annual cumulative cost of dinners to review during budget preparation. Councilman Huppert stated that he could support paying for the mayor to represent the Town at dinners, but not purchasing an entire table due to the high cost, noting that the funds could be put to support businesses/organizations in better ways. Councilman Huppert urged Council to consider restrictions for some control, if it approved purchasing a table at the chamber dinner. Councilman Stipes made a motion to sponsor one table for ten at the Montgomery County Chamber of Commerce annual dinner, seconded by Councilman Showalter. Councilman Showalter said Council attending events at one table showed great support, and that Council often learned from the events and improved community relations. He stated his support for the matter to be included as a line item in the FY 2018-2019 annual budget. Councilman Bishop expressed his concern with the possible perception that Council was picking and choosing certain groups to support, since it did not present the same sponsorship support for the recent NAACP Freedom Fund, even though it had been discussed. Councilman Stipes said the Town should be selective in who it supports and he pledged his support for sponsoring a table at the NAACP Freedom Fund next year. Councilman Hall cautioned there were too many unknowns at this time to responsibly support the motion, and no policy or guidelines in place to provide direction for future sponsorship requests. Council voted on the motion as follows: Bishop – Nay; Collins – Aye; Hall – Nay; Huppert – Nay; Showalter – Aye; Stipes – Aye. Noting a tie, Mayor Barber voted Aye to pass the motion.

X. STAFF REPORTS

- A. Town Manager Wingfield:
- A Public input meeting will be held on November 16 at 6:00 PM for the Cambria Street intersection and North Franklin Street corridor improvements.
 - By consensus of Council, the December 26th regular council meeting was cancelled, with the option to reschedule if necessary.
 - Karen Walters, Human Resource Generalist, will retire on December 1 after thirty years of service.
 - A work session to hear a presentation on Blacksburg Transit was scheduled for November 28 at 5:30 P.M.
- B. Town Attorney:
- C. Other Staff:

XI. COUNCIL REPORTS

- A. Councilman Hall congratulated Steve Huppert, Brad Stipes, and Mayor Barber on their re-election to Town Council, welcomed Merissa Sachs to Council, and expressed his appreciation for their commitment to serving the Town. He then reported on the November Recreation Advisory Commission meeting where the discussion was on senior and youth programs at the recreation center and the aquatic center, and changes to the age groups in the baseball/softball programs, which will be announced at a later time.
- B. Councilman Bishop reported on the Veterans Day program held at Schaeffer Memorial Baptist Church on November 12, and thanked the Council members and Town staff who attended.
- C. Councilman Collins provided Council with information on the Virginia Main Street Program, and asked that they review the material and express their level of interest in participating.
- D. Councilman Stipes congratulated Steve Huppert and Mayor Barber on their recent re-election, and welcomed newly-elected Council member Merissa Sachs.

- E. Councilman Showalter reported on the October NRV Regional Commission meeting, noting that two members, Cecile Newcomb and Kevin Sullivan, would be leaving the commission at the end of the year. Mr. Showalter invited Council to attend the regional commission meeting on November 16.

XII. CLOSED MEETING:

- A. Councilman Bishop made a motion to enter into a Closed Meeting in accordance with Code of Virginia § 2.2-3711(A)(1) for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting was in reference to the town manager position. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- B. Reconvene in Open Meeting. Councilman Bishop made a motion to reconvene in Open Meeting, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes – Aye.
- C. 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 Collins and Council voted as follows: Bishop – Aye; Collins – Aye; Hall – Aye; Huppert – Aye; Showalter – Aye; Stipes - Aye.
- D. Council action on the matter.

XIII. ADJOURN

There being no further business to bring before Council, Vice-Mayor Bishop 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 | OCTOBER | NOVEMBER |
| A. M. LEONARD, INC. | 196.94 | |
| A-1 HEATING & COOLING | 1,384.00 | |
| ADAMS CONSTRUCTION CO. | 6,935.01 | ASPHALT FOR ROAD REPAIRS |
| AGEE'S NEW & USED AUTO PARTS | 150.00 | |
| ALGONQUIN PRODUCTS COMPANY | 979.23 | |
| ALL SEASONS PEST CONTROL, INC | 255.00 | |
| AMERICAN RED CROSS-HEALTH & SAFETY SERVICES | 108.00 | |
| AMERICAN WATER WORKS ASSOC. | 2,047.00 | ANNUAL MEMBERSHIP |
| ANCHOR TRUCK ACCESSORIES | 5,683.00 | 2693 LANSCAPE TRAILER 2990 CAP FOR TRUCK FIRE DEPT |
| ANN SANDBROOK | 150.00 | |
| AQUATURF, INC | 570.00 | |
| ARC3 GASES | 582.12 | |
| ATLANTIC EMERGENCY SOLUTIONS, INC | 47,272.23 | EXTRICATION EQUIPMENT FIRE DEPT |
| ATLANTIC UTILITY SOLUTIONS, INC | 3,900.00 | 20 5/8THS WATER METERS WITH NODES |
| AUTOMATIC CONTROLS OF VA, INC | 331.43 | |
| B & K TRUCK ACCESSORIES | 20.00 | |
| BANE OIL COMPANY, INC | 2,598.94 | OFF ROAD DIESEL FOR GENERATORS ETC |
| BENTLEY SYSTEMS INC. | 3,575.00 | SOFTWARE FOR WATER SYSTEMS |
| BILL'S USED PARTS | 75.00 | |
| BKT UNIFORMS | 405.92 | |
| BLACKSBURG POWER EQUIPMENT | 2,499.00 | POST DRIVER FOR STREETS |
| BLUE RIDGE RESCUE SUPPLIERS, INC | 389.54 | |
| BOB'S REFUSE SERVICE, INC. | 220.00 | |
| BOUND TREE MEDICAL, LLC | 3,091.67 | MEDICAL SUPPLIES RESCUE |
| BRAIN INJURY SERVICES OF SW VA | 1,500.00 | |
| BRAME SPECIALTY COMPANY INC. | 1,878.69 | JANITORIAL SUPPLIES |
| BSN SPORTS COLLEGIATE PACIFIC | 994.65 | |
| CAMBRIDGE COMPUTER SERVICES, INC | 9,493.69 | SAN MAINTENANCE IT |
| CARDINAL BLUEPRINTERS, INC. | 779.00 | |
| CARILION HEALTHCARE CORP. | 1,700.00 | |
| CARILION MEDICAL CENTER | 824.00 | |
| CARTER MACHINERY | 255,863.05 | 28216 CONNORS PUMP STATION GENERATOR 48095 SLATE BRANCH PUMP STATION GENERATOR 176932. WHEEL LOADER FOR PW 2620 VARIOUS REPAIRS |
| CATHERINE GARNER | 240.00 | |
| CAVALIER EQUIPMENT CORPORATION | 91.00 | |
| CHA CONSULTING INC | 16,987.79 | ENGINEERING ARROWHEAD 9015 COLLEG ST SANITARY SEWER REHAB 2985. WWTP TESTING AND SUPPORT 4988 |
| CIVIC PLUS | 300.00 | |
| CLEMENT COMMUNICATIONS INC. | 161.02 | |
| CMC SUPPLY, INC. | 2,041.62 | VARIOUS PARTS AND PIPE FOR WATER, SEWER AND STORM DRAIN |
| CRAIG STEWART MOORE | 180.00 | |
| CRAIG'S FIREARM SUPPLY, INC | 4,500.00 | TACTICAL WEAPONS PD |
| CROW'S NEST GREENHOUSES | 866.50 | |
| D J R ENTERPRISES | 1,454.30 | |
| DATA NETWORK SOLUTIONS, INC | 4,230.00 | EMAIL SECURITY, BARRICUDDA IT |
| DAVID FRANUSICH | 120.00 | |
| DCI/SHIRES, INC | 114,007.60 | INDEPENDENCE BLVD WORK |
| DIRECT SPORTS, INC. | 562.36 | |
| DITCH WITCH OF ROANOKE, INC. | 237.14 | |
| DUNCAN FORD MAZDA | 763.73 | |
| DUNCAN PARNELL INC | 9,557.00 | HAND HELD GPS UNIT ENGINEERING |
| DYNAMIC DATA SYSTEMS, LLC | 315.00 | |
| E. C. PACE | 53,754.68 | 40725 REPLACE STORM DRAIN PEPPERS FERRY 13030 FINAL CONTRACT ON CONCRETE TANK PRV INSTALL |
| EAST COAST EMERGENCY VEHICLES, LLC | 37,951.86 | LIGHTS, FITTINGS ETC FOR NEW POLICE VEHICLES |
| EAST COASTERS BICYCLE SHOP, INC | 649.18 | |
| ECS/ENG.CONSULTING SERVICE LTD | 2,250.00 | DESIGN FOR RETAINER WALL |
| ELECTRICAL SUPPLY CO | 1,573.92 | |
| EMPIRE SALVAGE & RECYCLING, INC | 9,500.00 | DEMOLITION 345 WEST STREET NE |
| EMS MANAGEMENT & CONSULTANTS, INC | 3,457.29 | EMS 3RD PARTY BILLING |
| EMS TECHNOLOGY SOLUTIONS, LLC | 320.00 | |
| EMS, INC | 225.00 | |
| ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC | 15,000.00 | BIOSOLID MANAGEMENT AND DISPOSAL |
| EXCEL TRUCK GROUP | 532.66 | |
| FASTENAL COMPANY | 39.12 | |
| FENTON PUMP SERVICE, INC | 300.00 | |
| FERGUSON ENTERPRISES, INC.#75 | 18,305.16 | PARTS, PIPE FITTINGS, WATER, SEWER AND STORM DRAIN |
| FIRE SAFETY PRODUCTS, INC | 300.00 | |
| FIRST DUE GEAR LLC | 1,472.00 | |

| TOWN OF CHRISTIANBURG | | |
|--|-----------|---|
| BILLS TO BE PAID FOR THE MONTHS OF | OCTOBER | NOVEMBER |
| FISHER SCIENTIFIC CO. | 448.24 | |
| FITNESS CONCEPTS, INC. | 1,085.00 | |
| FLEET PRIDE, INC | 2,028.92 | VARIOUS PARTS AND SUPPLIES FOR VEHICLE AND EQUIPMENT REPAIR AND MAINTENANCE |
| FULL SOURCE, LLC | 443.87 | |
| G/A SAFETY SUPPLY, INC | 3,778.75 | SAFETY SUPPLIES FOR PW |
| GALLS, AN ARAMARK COMPANY | 7,170.60 | UNIFORMS AND SUPPLIES PD |
| GATES FLOWERS AND GIFTS, LLC | 159.88 | |
| GAY AND NEEL, INC. | 6,040.00 | HBT PH 3 5065 HBT REC EXTENSION 975 |
| GEMPLER'S INC. | 163.69 | |
| GLENADLE PARADE STORE, LLC | 14.95 | |
| GOAD APPLIANCE SERVICE, INC | 342.63 | |
| GODWIN MANUFACTURING CO.,INC. | 167.70 | |
| GOVERNMENT FINANCE OFFICERS ASSOCIATION | 435.00 | |
| GRAINGER | 2,680.85 | PARTS FOR BUILDING MAINTENANCE |
| HACH COMPANY | 141.79 | |
| HAJOCA CORPORATION | 268.50 | |
| HANDY RENTALS, INC | 1,120.00 | |
| HARPER AND COMPANY INC. | 6,082.30 | CHEMICALS FOR WWTP |
| HARVEY CHEVROLET CORP. | 417.29 | |
| HARVEY CHRYSLER DODGE JEEP, INC | 16.15 | |
| HIGHWAY MOTORS, INC. | 588.43 | |
| HOLLYBROOK MULCH TRUCKING, INC | 90.00 | |
| HOSE HOUSE, INC. | 92.56 | |
| HUNTER SMITH'S CUSTOM MILLING | 200.00 | |
| HURT & PROFFITT, INC | 17,110.83 | ENGINEERING FEES CHRISMAN MILL CROSSING AND QUINN STUART BLVD |
| IDEXX DISTRIBUTION, INC. | 885.76 | |
| IMPACT GRAPHICS + SIGNS | 388.28 | |
| INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC | 557.32 | |
| IWORQ SYSTEMS | 1,000.00 | |
| J J KELLER & ASSOCIATES, INC | 1,608.00 | |
| JAMES RIVER LASER & EQUIPMENT, LLC | 139.80 | |
| JEANANNE KNIES | 180.00 | |
| JENNIFER SOWERS | 210.00 | |
| KERESTES-MARTIN ASSOCIATES, INC | 5,206.20 | DESIGN SERVICES WAYFINDING AND TOWN ENTRANCE SIGNING |
| KIMBALL MIDWEST | 347.41 | |
| KING-MOORE, INC | 4,678.75 | IT CONSULTING |
| KINGS TIRE SERVICE, INC | 1,169.00 | |
| KUSTOM SIGNALS, INC. | 35.00 | |
| L-3 COMMUNICATIONS-MOBILE VISION | 1,171.10 | |
| LANCASTER, INC. | 16.00 | |
| LANE-ENTERPRISES, INC | 1,764.79 | |
| LANSING BUILDING PRODUCTS, INC | 93.34 | |
| LAWRENCE EQUIPMENT | 416.67 | |
| LIBERTY FIRE SOLUTIONS, INC | 1,000.00 | |
| LITTLE RIVER POOL AND SPA, INC | 373.98 | |
| LMC SAFETY BARRICADE CORP. | 420.00 | |
| LOWES HOME CENTERS, INC. | 3,466.64 | VARIOUS SUPPLIES FOR MAINTENANCE OF FACILITIES |
| MARK CURTIS | 150.00 | |
| MARKETING ON MAIN STREET LLC | 2,181.45 | VARIOUS TSHIRT AND LOGO ITEMS |
| MCCORMICK TAYLOR, INC | 57,248.78 | ENGINEERING SERVICES FALLING BRANCH AND CAMBRIA/FRANKLIN INTERSECTION |
| MCNEIL ROOFING, INC | 261.99 | |
| MEADE TRACTOR | 451.50 | |
| MEDEXPRESS URGENT CARE, P.C. - VIRGINIA | 730.00 | |
| MID-STATE EQUIPMENT CO INC | 3,225.00 | V-PLOW FOR CEMETERY |
| MIRACLE RECREATION EQUIPMENT COMPANY | 1,962.36 | |
| MONTGOMERY COUNTY CHAMBER OF | 2,250.00 | MEMBERSHIP 1500 ANNUAL MEETING 750 |
| MONTGOMERY DISTRIBUTORS | 403.95 | |
| MOORE'S BODY & MECHANICAL SHOP, INC | 2,159.28 | REPAIR PD VEHICLE |
| MSC EQUIPMENT INC. | 2,983.52 | WATER TANKS FOR SEWER JET MACHINE |
| MUNICIPAL EMERGENCY SERVICES, INC | 6,979.65 | ADD ON SUPPLIES FOR EXTRICATION EQUIPMENT |
| MYRON CORP. | 392.49 | |
| NAFECO INC | 1,593.50 | |
| NATIONAL WINDOW & DOOR, INC. | 363.00 | |
| NETWORKFLEET INC | 574.70 | |
| NEW LOOK EXTERIOR CLEANING, LLC | 1,200.00 | |
| NEW RIVER ENGRAVING | 89.80 | |
| NEW RIVER FIRE EXTINGUISHERS | 162.00 | |

| TOWN OF CHRISTIANBURG | | |
|--|------------|--|
| BILLS TO BE PAID FOR THE MONTHS OF | OCTOBER | NOVEMBER |
| NEW RIVER OFFICE SUPPLY | 520.95 | |
| NEW RIVER VALLEY AGENCY ON AGING | 4,076.00 | ANNUAL SUPPORT |
| NEW RIVER VALLEY MPO | 3,300.00 | ANNUAL SUPPORT SMART WAY BUS |
| NORFOLK SOUTHERN CORPORATION | 25,296.23 | 15893.65 PARK ST GRADE 6897.58 CHRISMAN MILL RD |
| NORTHWEST HARDWARE CO INC | 335.65 | |
| NRV REGIONAL WATER AUTHORITY | 658,649.76 | JULY-SEPT WATER FROM THE WATER AUTHORITY |
| OLD TOWN PRINTING & COPYING | 464.53 | |
| O'REILLY AUTO PARTS | 1,184.56 | |
| PARKSON CORPORATION | 332.22 | |
| PC LAND, INC. | 25.00 | |
| POLYDYNE, INC. | 3,924.00 | WWTP CHLORIFORIC |
| POWER ZONE | 609.83 | |
| PRECISION GLASS & UPH. INC. | 296.63 | |
| PRINTECH INC. | 694.03 | |
| PRO SPORT INC | 154.07 | |
| PROFESSIONAL COMMUNICATIONS | 6,085.00 | CONSOLE MAINTENANCE VINCEN PD AND RADIOS AND REPAIRS |
| QUALITY TIRE & BRAKE SERVICE | 5,510.00 | VEHICLE TIRE REPAIR AND REPLACEMENT |
| QUILL CORP. | 177.62 | |
| REI CONSULTANTS, INC | 1,180.00 | |
| RGA, LLC | 800.00 | |
| RICHARD HILDING JOHNSON | 180.00 | |
| ROANOKE GOLF CARS, LLC | 399.62 | |
| ROBERT CHARLES MILLER | 250.00 | |
| ROBERTS OXYGEN COMPANY, INC | 926.63 | |
| ROCAN INDUSTRIAL PRODUCTS, INC | 772.92 | |
| SANICO, INC | 3,183.10 | JANITORIAL SUPPLIES |
| SERVICE COMMUNICATION | 75.00 | |
| SERVICEMASTER COMMERCIAL CLEANING | 3,629.00 | CLEANING AT AQUATIC CENTER |
| SHADE TREE REPAIR LLC | 300.00 | |
| SHERWIN-WILLIAMS | 193.55 | |
| SHOPLET.COM | 111.40 | |
| SHRED-IT US JV LLC | 159.65 | |
| SIGN SYSTEMS, INC | 28.00 | |
| SIGN-A-RAMA | 135.43 | |
| SIMPLEXGRINNELL LP | 2,475.00 | SECURITY SYSTEM AT RECREATION CENTER |
| SIRCHIE FINGERPRINT LABORATORIES | 519.20 | |
| SMITH TURF & IRRIGATION, LLC | 460.11 | |
| SNAP-ON TOOLS | 446.65 | |
| SOUTHERN STATES | 333.78 | |
| STAPLES BUSINESS ADVANTAGE | 213.84 | |
| STATE ELECTRIC SUPPLY CO.,INC. | 732.80 | |
| STONER, INC | 81.74 | |
| SUNAPSYS, INC | 25,596.21 | SCADA DESIGN WATER AND SEWER |
| TAYLOR OFFICE & ART SUPPLY,INC | 3,209.66 | OFFICE SUPPLIES VARIOUS DEPARTMENTS |
| TECH EXPRESS, INC. | 1,812.38 | |
| TEMPLETON-VEST | 1,730.36 | |
| THOMPSON & LITTON, INC | 6,750.50 | ENGINEERING SERVICES CHURCH RIGBY ELLETT |
| THOMPSON TIRE & MUFFLER | 2,382.44 | VEHICLE REPAIRS RESCUE |
| TIDY SERVICES | 70.90 | |
| TOWN OF BLACKSBURG | 64,846.50 | BT TRANSIT QUARTER 1 |
| TRANE | 4,163.00 | |
| TREASURER OF MONTGOMERY COUNTY | 236,126.75 | 205258.25 NRV CONSOLIDATED 911 Q1 ANNUAL MAINTENANCE TYLER LERMS 30868.50 PD |
| TREASURER OF VA DEPT.GEN.SER. | 120.00 | |
| TREASURER OF VIRGINIA | 1,206.00 | |
| TWO-WAY RADIO, INC. | 504.00 | |
| ULINE | 764.76 | |
| UNIFIRST CORPORATION | 6,538.57 | UNIFORMS AND MATTS PW |
| UNITED RENTALS,INC. | 415.54 | |
| US FOOD SERVICE | 151.69 | |
| USA BLUE BOOK | 515.40 | |
| VA TRUCK & TRAILER SALES | 25,612.00 | TRAILER MOUNTED STREET SIGNAGE FOR STREETS, |
| VIRGINIA BUSINESS SYSTEMS | 2,207.17 | PRINT SERVICES CONTRACTS |
| VIRGINIA UTILITY PROTECTION SERVICE, INC | 387.45 | |
| WADES FOODS INC. | 242.73 | |
| WETLAND STUDIES AND SOLUTIONS, INC | 343.98 | |
| WILSON BROTHERS INCORPORATED | 1,291.96 | |
| WORDSPRINT | 207.00 | |

| | | |
|--|--------------|----------|
| TOWN OF CHRISTIANSBURG | | |
| BILLS TO BE PAID FOR THE MONTHS OF | OCTOBER | NOVEMBER |
| | | |
| TOTAL BILLS TO BE PAID NOVEMBER 30, 2017 | 1,936,697.43 | |

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

OCTOBER NOVEMBER

| VENDOR | AMOUNT PAID | DESCRIPTION |
|------------------------------------|------------------------|--|
| ADVANCE AUTO PARTS | 245.66 | |
| ANCHOR SALES & SERVICES, INC. | 1,439.10 | Slide Out Tray Cargo for Co. Truck |
| AXON ENTERPRISE, INC | 5,467.50 | HOLSTERS LEFT & RIGHT, BATTERY PACK, HANDLE BLACK CLASS III X26P |
| BLUE RIDGE RESCUE SUPPLIES | 123.60 | |
| DIRECTV | 205.77 | |
| DUNCAN FORD MAZDA LINCOLN MERCURY | 91.58 | |
| EAST COAST EMERGENCY VEHICLES, LLC | 88.90 | |
| FIREHOUSE MAGAZINE | 79.90 | |
| GALLS | 2,200.00 | 55 VECTOR 1 RIOT CONTROL GLOVES, |
| GILES COUNTY ADMINISTRATION | 525.00 | NRVCIT |
| KIWANIS CLUB OF CHRISTIANBURG | 200.00 | |
| LANCASTER, INC | 260.28 | |
| LOGO HUB | 152.64 | |
| MUNICIPAL EMERGENCY SERVICES | 54.17 | |
| NAFECO | 1,593.50 | 59 Rho-Glo Badges |
| PULASKI POLICE DEPARTMENT | 406.25 | NRVCIT |
| TOWN OF CHRISTIANBURG | 1,471.34 | NRVCIT 475.00, GAS & DIESEL- FIRE 996.34 |
| TOWN OF DUBLIN | 375.00 | NRVCIT |
| VERIZON | 284.45 | |
| | | |
| TOTAL PAID BILLS | 15,264.64 | |

| TOWN OF CHRISTIANSBURG | | |
|---|-------------|--|
| BILLS PAID DURING THE MONTH | OCTOBER | NOVEMBER |
| VENDOR | AMOUNT PAID | DESCRIPTION |
| APPALACHIAN POWER | 105,463.29 | ELECTRIC BILLS TOWN WIDE |
| AT & T | 490.83 | |
| ATMOS ENERGY | 6,666.28 | GAS BILLS TOWN WIDE |
| B&T LAWN CARE | 7,917.88 | OCTOBER MOWING |
| BH MEDIA | 1,418.06 | ADVERTISING |
| BMS DIRECT | 11,338.10 | PRINTING AND POSTAGE WATER AND TAX BILLS |
| CANNON SOLUTIONS | 88.35 | |
| CAPITAL LIGHTING | 197.74 | |
| CARDMEMBER SERVICES | 54,295.44 | SUPPLIES 23710.45 DUES 1557 SCHOOLS 3341.50 TRAVEL 21696.35 SOFTWARE 637.28 UNIFORM 2. RECRUITING 3350.86 |
| CALDWELL BRUCE | 40.00 | FARMERS MARKET |
| CHANDLER CONCRETE | 3,623.45 | VARIOUS PW PROJECTS AND REPAIRS |
| CHELISTA LINKOUS | 120.00 | |
| COLD STONE CREAMERY | 16.00 | |
| CRYSTAL SPRINGS | 129.70 | |
| CITIZENS | 3,175.00 | INTERNET |
| COGSDALE SYSTEMS INC | 2,200.00 | INCREASE LOCATION LICENSES FOR STORM WATER |
| CROSSE POINTE CONFERENCE CENTER | 272.00 | |
| DE LAGE LANDEN | 806.40 | |
| DELL MARKETING | 508.02 | |
| DELTA DENTAL | 7,335.26 | EMPLOYEE DENTAL |
| DONS AUTO CLINIC | 1,693.73 | VEHICLE REPAIRS AND INSPECTIONS |
| DTN INC | 296.00 | |
| DUES AND MEMBERSHIPS | 164.00 | REC 139 RESCUE 25 |
| EXPRESS SERVICES | 3,732.91 | SEASONAL WORKERS PUBLIC WORKS |
| FEDERAL EXPRESS CORPORATION | 80.12 | |
| FLEET ONE | 7,160.90 | FUEL TOWN VEHICLES |
| GENWORTH LIFE INSURANCE COMPANY | 346.35 | |
| GILDAY ENTERPRISES | 216,619.95 | PARK STREET PROJECT |
| GOVDEALS | 155.00 | |
| HI-D-HO DOG TRAINING INC | 2,340.00 | TRAINING PROGRAM RECREATION |
| HOME DEPOT CREDIT SERVICES | 35.27 | SUPPLIES FOR BUILDING REPAIRS AND MAINTENANCE |
| JENELLE'S PAVING | 475.00 | |
| KODIAK LLC | 600.00 | |
| KROGER | 110.35 | |
| LANDSCAPE SUPPLY | 280.00 | |
| LUMOS NETWORKS INC | 1,038.43 | PHONE SYSTEM |
| MACRO RETAILING | 343.97 | BOOTS RESCUE |
| MAIN STREET OF VIRGINIA | 75.00 | |
| MCCORMICK TAYLOR INC | 37,131.41 | ENGINEERING SERVICES CAMBRIA INTERSECTION |
| MONTGOMERY REGIONAL SOLID WASTE AUTHORITY | 52,073.12 | TIPPING FEES |
| NEW RIVER VALLEY PIZZA | 362.94 | |
| OTIS ELEVATOR | 996.06 | |
| PEPSI | 186.90 | |
| PETTY CASH | 224.12 | |
| PROJECT GRAPHICS | 909.25 | BANNERS |
| PURCHASE POWER | 3,000.00 | FILL POSTAGE MACHINE |
| REFUND EMS THIRD PARTY | 608.92 | |
| REFUND PERMITS | 148.74 | |
| REFUND FEES AQUATICS | 135.00 | |
| REFUND FEES REC DEPT | 490.00 | |
| REFUND TAXES | 82.24 | |
| REFUND WATER/SEWER | 416.62 | |
| REIMBURSEMENTS EMPLOYEES | 143.56 | |
| ROAN INDUSTRIAL PRODUCTS INC | 1,187.72 | |
| SAM'S CLUB | 1,160.21 | SUPPLIES RECREATION CENTER PROGRAMS |

| TOWN OF CHRISTIANSBURG | | |
|---|---------------------|---|
| BILLS PAID DURING THE MONTH | | OCTOBER NOVEMBER |
| VENDOR | AMOUNT PAID | DESCRIPTION |
| SHENTEL | 408.39 | |
| ROANOKE TIMES | 1,032.31 | EMPLOYMENT POSTINGS |
| SALEM STONE | 573.63 | |
| SCHOOLS AND REGISTRATIONS | 218.00 | FIRE 20 WWTP 198 |
| SCI-MED WASTE SYSTEMS | 135.00 | |
| SISSON&RYAN LLC | 3,898.36 | SAND STONE GRAVEL |
| SHENTEL | 313.45 | |
| SOUTH EASTERN SECURITY CONSULTANTS | 270.00 | |
| SOUTHERN REFRIGERATION CORP | 90.55 | |
| SPIRIT SERVICES | 52.20 | |
| SPRINT | 68.94 | |
| STAND ENERGY | 4,386.10 | NATURAL GAS FOR AQUATIC CENTER |
| STUMP RIDGE FARM LLC | 15.00 | |
| SUBLIME ENTERPRISES | 45.00 | |
| SUNAPSYS | 6,001.00 | SCADA PROJECT |
| TRACTOR SUPPLY | 243.51 | |
| TRAVEL | 6,565.33 | PW 129.62 RESCUE 3121 ADM 464.55 PD 689.91 AQ 413.33 FIN 356.86 ENG 83.60 REC 214.62 FIRE 114.75 HR 977.19 |
| TREASURER OF VIRGINIA | 1,402.11 | 1300 DMV STOPS |
| TESSCO | 95.22 | |
| U.S. CELLULAR | 505.68 | |
| UNITED PARCEL SERVICE | 56.42 | |
| US CELLULAR | 515.68 | |
| VIRGINIA ASSOCIATION OF COUNTIES SELF INSURANCE RISK POOL | 800.53 | |
| VIRGINIA BUSINESS SYSTEMS | 72.58 | |
| VIRGINIA EVERYWHERE | 825.00 | GUEST INTERNET |
| VERIZON | 5,723.96 | PHONE SERVICE |
| VERIZON WIRELESS | 6,798.66 | WIRELESS CONNECTIONS TABLETS PHONES ETC. |
| VIRGINIA MEDIA | 795.00 | |
| VIRGINIA NRV ECON DEV | 1,250.00 | QUARTERLY FUNDING |
| VIRGINIA RESOURCE AUTHORITY | 103,571.91 | WWTP OUTFALL LOAN BALANCE AFTER PAYMENT 101691. ONE MORE PAYMENT DUE |
| VIRGINIA RETIREMENT SYSTEM | 140,985.35 | RETIREMENT |
| VOLSAP PLAN ADMINISTRATOR | 1,710.00 | FIRE DEPT |
| VIRGINIA ASSOCIATION OF VOLUNTEER RESCUE SQUADS RESCUE | 412.50 | |
| WEST PUBLISHING COMPANY | 523.57 | |
| TOTAL SPECIAL REVENUE BILLS PAID | 15,264.64 | |
| TOTAL PAID BILLS | 950,992.08 | |
| BILLS TO BE PAID | 1,936,697.43 | |
| GRAND TOTAL | 2,902,954.15 | |



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

November 28, 2017

ITEM TITLE:

Chrisman Mill Road Rail Grade Crossing Revised Project Agreement

DESCRIPTION:

Appendix A3, amending the existing VDOT Standard Project Administration Agreement for the Chrisman Mill Road Rail Grade Crossing Project.

POTENTIAL ACTION:

Approval by Council

DEPARTMENT:

Engineering

PRESENTER:

Wayne Nelson

ITEM HISTORY:

The current Agreement was initially executed on May 27, 2015. The total initial reimbursement by VDOT to the Town (less the Town's share and VDOT expenses) was estimated at \$432,800 under this existing agreement. VDOT identified additional funding in support of this project. The total reimbursement by VDOT to the Town (less the Town's share and VDOT expenses) is now estimated at \$836,541 by this amended agreement.

Date:

Action Taken:

Information Provided:

Agenda Cover Sheet

Resolution Authorizing Local Official to Execute Agreements

Original VDOT Standard Project Administration Agreement executed on 05-27-2015

Draft Appendix A3

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION

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

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

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

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

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

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

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

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

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

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor

STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects

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

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

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

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

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

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

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

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

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

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

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
 - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements

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

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

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

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

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

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

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

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

TOWN OF CHRISTIANSBURG, VIRGINIA:

Barry D. Helms

Barry D. Helms

Typed or printed name of signatory

Town Manager

April, 20, 2015

Title

Date

Wayne O. Nelson

Signature of Witness

April 20, 2015

Date

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

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

[Signature]

Chief of Policy

Commonwealth of Virginia

Department of Transportation

5/27/15

Date

Brenda Croun

Signature of Witness

5/27/2015

Date

Attachments

Appendix A (UPC 105608)

Appendix A

Project Number: U000-154-205 UPC: 105608 CFDA # 20.205 Locality: Town of Christiansburg

| | | |
|---------------------------------------|-----------------------------|--|
| Project Location ZIP+4: 24073-5772 | Locality DUNS# 066018839 | Locality Address (incl ZIP+4): 100 E. Main St Christiansburg, VA 24073 |
|---------------------------------------|-----------------------------|--|

Project Narrative

Scope: Chrisman Mill Rd -Realign N Side of Road at Crossing to improve approach angle and construct pavement width to current standards at NSRR Crossing #469436A. - Highway-Rail Safety Project Priority Number #2015026

From: 1.18 Mi E of Rt. 114

To: at NSRR Crossing #469436A

Locality Project Manager Contact Info: Todd Walters - 540-382-6120 ex. 1153 twalters@christiansburg.org

Department Project Coordinator Contact Info: Adam Czesnowski - 540-387-5408 Adam.Czesnowski@vdot.virginia.gov

Project Estimates

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

Project Cost and Reimbursement

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

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

\$437,800

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

\$432,800

Project Financing

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

Program and project Specific Funding Requirements

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


 Authorized Locality Official and date

Barry D. Helms, Town Manager

Typed or printed name of person signing


 Authorized VDOT Official
Recommendation and Date

Jay Guy, Program Manager

Typed or printed name of person signing

| | | |
|-------------------------|----------------|---|
| Project Location ZIP+4: | Locality DUNS# | Locality Address (incl ZIP+4): |
| 24073-5772 | 066018839 | 100 E. Main St Christiansburg, VA 24073-3029 |

| Project Narrative | |
|--|--|
| Scope: | Chrisman Mill Rd -Realign N Side of Road at Crossing to improve approach angle and construct pavement width to current standards at NSRR Crossing #469436A. - Highway-Rail Safety Project Priority Number #2015026 |
| From: | 1.18 Mi E of Rt. 114 |
| To: | at NSRR Crossing #469436A |
| Locality Project Manager Contact info: Wayne Nelson ; 540-382-6120 wnelson@christiansburg.org | |
| Department Project Coordinator Contact Info: Adam Czesnowski - 540-387-5408 Adam.Czesnowski@vdot.virginia.gov | |

| Project Estimates | | | | |
|-------------------------------------|-------------------------|----------------------------|--------------|----------------------|
| | Preliminary Engineering | Right of Way and Utilities | Construction | Total Estimated Cost |
| Estimated Locality Project Expenses | \$138,462 | \$33,750 | \$699,963 | \$872,175 |
| Estimated VDOT Project Expenses | \$5,000 | \$2,500 | \$5,000 | \$12,500 |
| Estimated Total Project Costs | \$143,462 | \$36,250 | \$704,963 | \$884,675 |

| Project Cost and Reimbursement | | | | | | |
|--------------------------------|-------------------------|--|---|--------------------|--|--|
| Phase | Estimated Project Costs | Funds type <i>(Choose from drop down box)</i> | Local % Participation for Funds Type | Local Share Amount | Maximum Reimbursement (Estimated Cost - Local Share) | Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses) |
| Preliminary Engineering | \$143,462 | HSIP - Rail | 0% | \$0 | \$143,462 | |
| | | | | \$0 | \$0 | |
| | | | | \$0 | \$0 | |
| | | | | \$0 | \$0 | |
| Total PE | \$143,462 | | | \$0 | \$143,462 | |
| Right of Way & Utilities | \$36,250 | HSIP - Rail | 0% | \$0 | \$36,250 | |
| | | | | \$0 | \$0 | |
| | | | | \$0 | \$0 | |
| | | | | \$0 | \$0 | |
| Total RW | \$36,250 | | | \$0 | \$36,250 | |
| Construction | \$512,525 | HSIP - Rail | 0% | \$0 | \$512,525 | |
| | \$160,004 | Urban | 2% | \$3,200 | \$156,804 | |
| | \$32,434 | Local Funds | 100% | \$32,434 | \$0 | |
| | | | | \$0 | \$0 | |
| Total CN | \$704,963 | | | \$35,634 | \$669,329 | |
| Total Estimated Cost | \$884,675 | | | \$35,634 | \$849,041 | \$836,541 |

| | |
|---|-----------|
| Total Maximum Reimbursement by VDOT to Locality (Less Local Share) | \$849,041 |
| Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses) | \$836,541 |

| Project Financing | | | | | |
|------------------------|-------------|-----------|-------------|-------------|-----------------------|
| Rail Highway Crossings | State Match | Urban | Local Match | Local Funds | Aggregate Allocations |
| \$623,013 | \$69,224 | \$156,804 | \$3,200 | \$32,434 | \$884,675 |

| Program and Project Specific Funding Requirements |
|---|
| <ul style="list-style-type: none">• This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.• In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 01/23/2017.• This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$849,041 (if applicable)■ Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.• The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.• All local funds included on this appendix have been formally committed by the local government's board or council resolution.• This project is funded with Rail Highway Crossing funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation. |



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

November 28, 2017

ITEM TITLE:

Resolution in Support of FY19 and FY20 VDOT HSIP BikePed Program Funding Application

DESCRIPTION:

On November 1, 2017, the Town of Christiansburg submitted applications for funding under the VDOT HSIP BikePed Funding Program for the following project:

Roanoke Street Sidewalk at Rte. 460 By-Pass

POTENTIAL ACTION:

Council vote in support of this project funding application.

DEPARTMENT:

Engineering

PRESENTER:

Wayne Nelson, Engineering Director

ITEM HISTORY:

Engineering Director Wayne Nelson presented the project listed above to Council at the November 14, 2017 Council Meeting.

Date:

November 28, 2017

Action Taken:

Information Provided:

Individual draft resolution for this project listed above.

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION FOR THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA

AS AN ENDORSEMENT OF THE ROANOKE STREET SIDEWALK AT RTE. 460 BY-PASS PROJECT

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Christiansburg.

NOW, THEREFORE, BE IT RESOLVED: That the Council of Town of Christiansburg requests the Commonwealth Transportation Board to establish a project for the construction of the Roanoke Street Sidewalk at Rte. 460 By-Pass project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Christiansburg subsequently elects to cancel the project, the Town of Christiansburg hereby agrees to reimburse the VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Christiansburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Christiansburg hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman **FILL IN** seconded by Councilman **FILL IN** at a regular meeting of the Council of the Town of Christiansburg, Virginia held November 28, 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:

Consent Agenda

Meeting Date:

November 28, 2017

ITEM TITLE:

Resolution in Support of FY19 and FY20 VDOT Revenue Sharing Program Funding Applications

DESCRIPTION:

On November 1, 2017, the Town of Christiansburg submitted applications for funding under the VDOT Revenue Sharing Program for the following projects:

Roanoke St. / Tower Rd. / Hampton Blvd Intersection

Hickok Street Improvements

Arbor Drive - Peppers Ferry Road Intersection

POTENTIAL ACTION:

Council vote in support of these three project funding applications.

DEPARTMENT:

Engineering

PRESENTER:

Wayne Nelson, Engineering Director

ITEM HISTORY:

Engineering Director Wayne Nelson presented the three projects listed above to Council at the November 14, 2017 Council Meeting.

Date:

November 28, 2017

Action Taken:

Information Provided:

Individual draft resolutions for each of the three projects listed above.

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION FOR THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA

AS AN ENDORSEMENT OF THE ROANOKE STREET / TOWER RD. / HAMPTON BLVD. INTERSECTION PROJECT

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Christiansburg.

NOW, THEREFORE, BE IT RESOLVED: That the Council of Town of Christiansburg requests the Commonwealth Transportation Board to establish a project for the Roanoke St. / Tower Rd. / Hampton Blvd Intersection Project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Christiansburg subsequently elects to cancel the project, the Town of Christiansburg hereby agrees to reimburse the VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Christiansburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Christiansburg hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman **FILL IN** seconded by Councilman **FILL IN** at a regular meeting of the Council of the Town of Christiansburg, Virginia held November 28, 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

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION FOR THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA AS AN ENDORSEMENT OF THE HICKOK STREET IMPROVEMENTS PROJECT

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Christiansburg.

NOW, THEREFORE, BE IT RESOLVED: That the Council of Town of Christiansburg requests the Commonwealth Transportation Board to establish a project for the Hickok Street Improvements project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Christiansburg subsequently elects to cancel the project, the Town of Christiansburg hereby agrees to reimburse the VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Christiansburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Christiansburg hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman **FILL IN** seconded by Councilman **FILL IN** at a regular meeting of the Council of the Town of Christiansburg, Virginia held November 28, 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

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION FOR THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA

AS AN ENDORSEMENT OF THE ARBOR DRIVE – PEPPERS FERRY ROAD INTERSECTION PROJECT

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Christiansburg.

NOW, THEREFORE, BE IT RESOLVED: That the Council of Town of Christiansburg requests the Commonwealth Transportation Board to establish a project for the Arbor Drive - Peppers Ferry Road Intersection project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Christiansburg subsequently elects to cancel the project, the Town of Christiansburg hereby agrees to reimburse the VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Christiansburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Christiansburg hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman **FILL IN** seconded by Councilman **FILL IN** at a regular meeting of the Council of the Town of Christiansburg, Virginia held November 28, 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:
CONSENT AGENDA

Meeting Date:
November 28, 2017

ITEM TITLE:
Resolution in Support of FY19 and FY20 VDOT Transportation Alternative Program Funding Applications

DESCRIPTION:
On November 1, 2017, the Town of Christiansburg submitted applications for funding under the VDOT Transportation Alternative Funding Program for the following projects:

Downtown Enhancement Project, Phase 3
East Main Street Sidewalk Improvements
Huckleberry Trail-Head
Roanoke Street Sidewalk at 460 By-Pass

POTENTIAL ACTION:
Council vote in support of these four project funding applications.

DEPARTMENT:
Engineering

PRESENTER:
Wayne Nelson, Engineering Director

ITEM HISTORY:
Engineering Director Wayne Nelson presented the four projects listed above to Council at the November 14, 2017 Council Meeting.

Date:
November 28, 2017

Action Taken:

Information Provided:
Individual draft resolutions for each of the four projects listed above.

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION FOR THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA

AS AN ENDORSEMENT OF THE DOWNTOWN ENHANCEMENT PROJECT, PHASE 3

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Christiansburg.

NOW, THEREFORE, BE IT RESOLVED: That the Council of Town of Christiansburg requests the Commonwealth Transportation Board to establish a project for the construction of the Downtown Enhancement Project, Phase 3.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Christiansburg subsequently elects to cancel the project, the Town of Christiansburg hereby agrees to reimburse the VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Christiansburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Christiansburg hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman **FILL IN** seconded by Councilman **FILL IN** at a regular meeting of the Council of the Town of Christiansburg, Virginia held November 28, 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

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION FOR THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA

AS AN ENDORSEMENT OF THE EAST MAIN STREET SIDEWALK IMPROVEMENTS PROJECT

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Christiansburg.

NOW, THEREFORE, BE IT RESOLVED: That the Council of Town of Christiansburg requests the Commonwealth Transportation Board to establish a project for the construction of the East Main Street Sidewalk Improvements project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Christiansburg subsequently elects to cancel the project, the Town of Christiansburg hereby agrees to reimburse the VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Christiansburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Christiansburg hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman **FILL IN** seconded by Councilman **FILL IN** at a regular meeting of the Council of the Town of Christiansburg, Virginia held November 28, 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

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION FOR THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA AS AN ENDORSEMENT OF THE HUCKLEBERRY TRAIL-HEAD PROJECT

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Christiansburg.

NOW, THEREFORE, BE IT RESOLVED: That the Council of Town of Christiansburg requests the Commonwealth Transportation Board to establish a project for the construction of the Huckleberry Trail-Head project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Christiansburg subsequently elects to cancel the project, the Town of Christiansburg hereby agrees to reimburse the VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Christiansburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Christiansburg hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman **FILL IN** seconded by Councilman **FILL IN** at a regular meeting of the Council of the Town of Christiansburg, Virginia held November 28, 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

Established November 10, 1792

Incorporated January 7, 1833



A RESOLUTION FOR THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA

AS AN ENDORSEMENT OF THE ROANOKE STREET SIDEWALK AT RTE. 460 BY-PASS PROJECT

WHEREAS, in accordance with Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the Town of Christiansburg.

NOW, THEREFORE, BE IT RESOLVED: That the Council of Town of Christiansburg requests the Commonwealth Transportation Board to establish a project for the construction of the Roanoke Street Sidewalk at Rte. 460 By-Pass project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Christiansburg will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Christiansburg subsequently elects to cancel the project, the Town of Christiansburg hereby agrees to reimburse the VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Christiansburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Christiansburg hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Upon a call for an aye and nay vote on the foregoing resolution on a motion by Councilman **FILL IN** seconded by Councilman **FILL IN** at a regular meeting of the Council of the Town of Christiansburg, Virginia held November 28, 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



AUDIT SUMMARY 2017

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- Our presentation is a little different this year
 - Scott Wickham, audit partner with our audit firm will be presenting the Audit opinions to you as he is now required to do so by APA (Auditor of Public Accounts)
 - This is a direct result of the issues with the City of Petersburg that we discussed last year as the legislature wants to insure that the Governing bodies are receiving the audit reports and that they are aware of the jurisdictions financial position.
 - After Scott's presentation we will look at
 - How did we do with Revenues and Expenditures
 - Where did our money go
 - How did we do relative to the budget
 - Where are we with respect to the fund balance policy

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- Audit Opinion on the financial statement is on page 13
 - The opinion is unqualified
 - The supplementary information is fairly presented
- Report on Internal Control and Compliance with GAS reports are on page 129
 - No internal control weaknesses or compliance issues were identified
- Report on Compliance with Certain Laws and Regulations on page 131
 - No instances of non compliance were noted
- Auditors letter to Town Council
 - Provides communication to Council regarding work and interaction with management and the financial statements.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- Audit Recommendations:
 - One accounting software encompassing all the Town functions that can automate many of the current processes would eliminate many manual entries and workarounds, creating efficiency and improving accuracy within the Finance office.
 - One Economic Interest Statement was filed after the deadline.
 - Recommend the Finance office assist in reconciling the annual Urban Highway Maintenance Survey sent to VDOT to improve accuracy.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- Letter of Transmittal page 1 to 9
- MD&A or Management Discussion and Analysis page 16 to 24
- Government Wide Financial Statements page 25-26 GASB 34 statements
- Fund Financial Statements page 27-33
- Notes to the Financial Statements page 34-81
- Supplementary Information page 82-128
lots of trend data, functional data and schedules

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- Government wide financial statements vs fund balance statements
 - Government Wide financial statements Pg. 25 -28 present all the capital assets and depreciation of the government as well as the long term debt and long term pension liabilities that are not reflected in the fund level financial statements. (economic resources measurement focus and full accrual basis.)
 - Fund level financial statements report on a shorter time horizon and do not reflect these long term assets and debt the same way but account for assets as they are purchased and debt as the payments are made. (Current financial resources measurement and modified accrual basis)
 - You will see a reconciliation of these statements on pages 28 and 30.
 - From either perspective the Town has a strong fund balance and a good outlook.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- Also related to the Petersburg Crisis is the new financial stress test that is now being performed by the APA on prior year audits.
- We are happy to report that the Town of Christiansburg had good scores on all the test ratios performed.
- And we did not make the list of financially stressed governments requiring further follow up from the APA.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

REVENUES AS COMPARED TO PRIOR YEARS

| Revenues | 2014 | 2015 | 2016 | 2017 | Increase (decrease) over 2016 |
|------------------------|------------|------------|------------|------------|-------------------------------------|
| GENERAL FUND | 25,629,122 | 26,452,118 | 28,254,547 | 28,891,636 | 637,089 |
| SPEC REV FUNDS | 1,744,425 | 1,404,466 | 2,040,846 | 2,913,936 | 873,090 |
| CEMETERY | 114,998 | 86,448 | 103,383 | 103,107 | (276) |
| GF Capital Projects | | 459,065 | 150,625 | 1,558,528 | 1,407,903 |
| ENTERPRISE W&S | 7,031,292 | 7,800,301 | 8,824,901 | 8,913,642 | 88,741 |
| STORM WATER | | | | 1,397,976 | 1,397,976 |

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

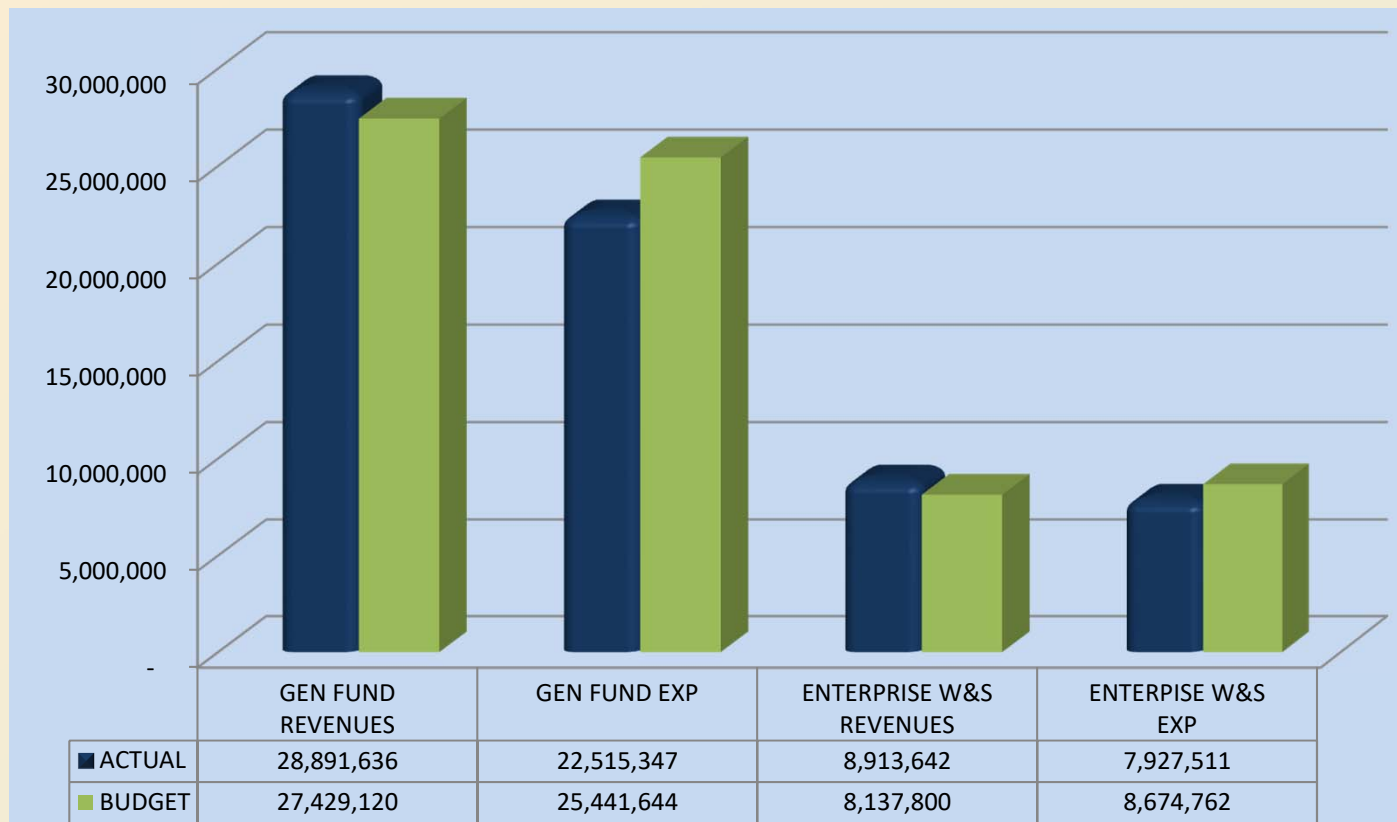
- EXPENDITURES AS COMPARED TO PRIOR YEARS

| Expenditures | 2014 | 2015 | 2016 | 2017 | Increase (decrease) over 2014 |
|------------------------|------------|------------|------------|------------|-------------------------------------|
| GENERAL FUND | 24,325,332 | 23,232,256 | 27,045,559 | 22,515,347 | (4,530,212) |
| SPEC REV FUNDS | 2,007,870 | 894,839 | 2,037,484 | 3,051,381 | 1,013,897 |
| CEMETERY | 183,687 | 239,667 | 290,486 | 214,231 | (76,255) |
| GF CAPITAL PROJECTS | | 918,130 | 565,978 | 2,408,073 | 1,842,095 |
| ENTERPRISE W&S | 6,843,971 | 7,319,366 | 7,479,021 | 7,927,511 | 448,490 |
| STORM WATER | | | | 401,448 | 401,448 |

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

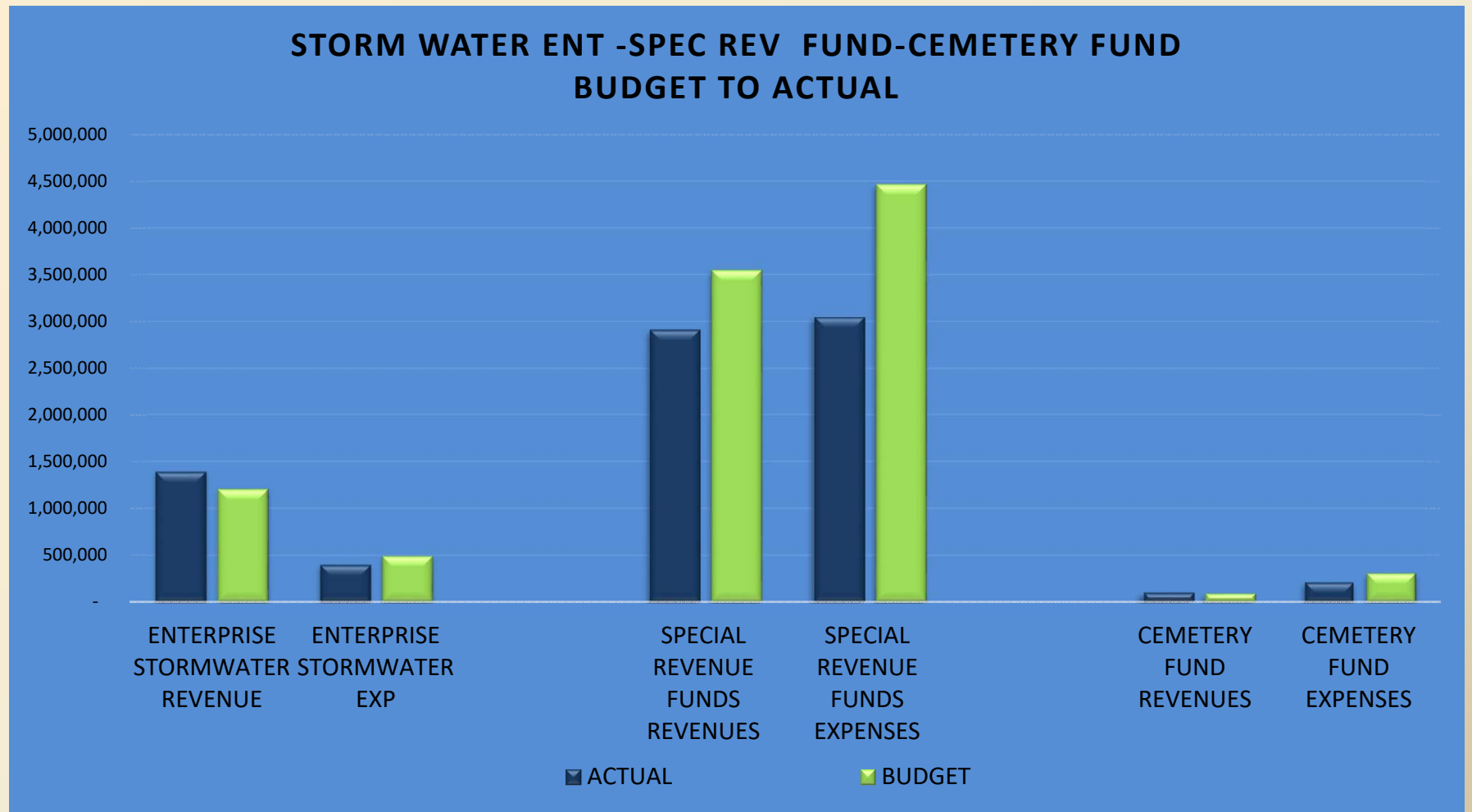
REVENUES AND EXPENDITURES AS COMPARED TO BUDGET

BUDGET TO ACTUAL GEN FUND AND WATER SEWER ENTERPRISE



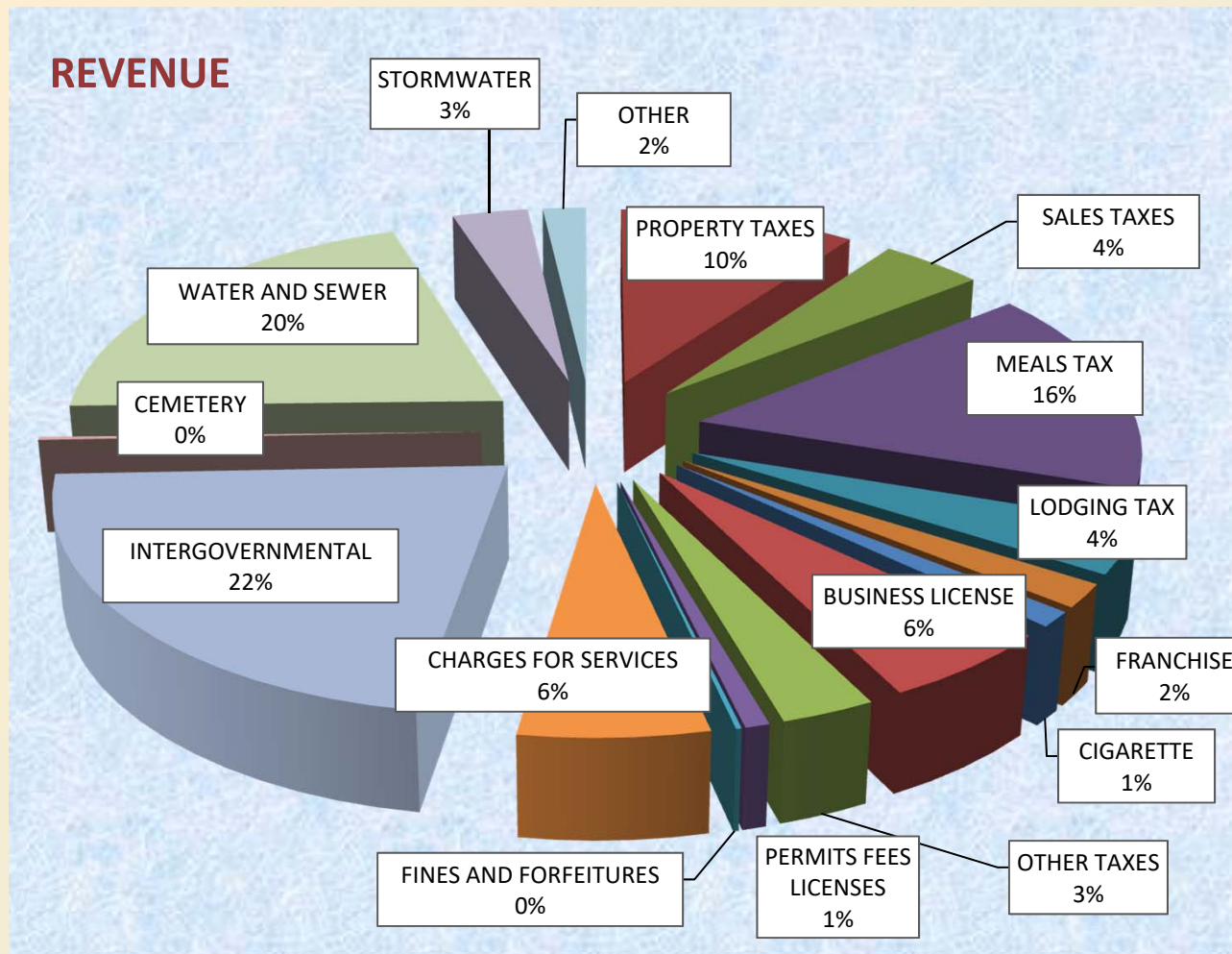
TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

REVENUES AND EXPENDITURES AS COMPARED TO BUDGET



TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

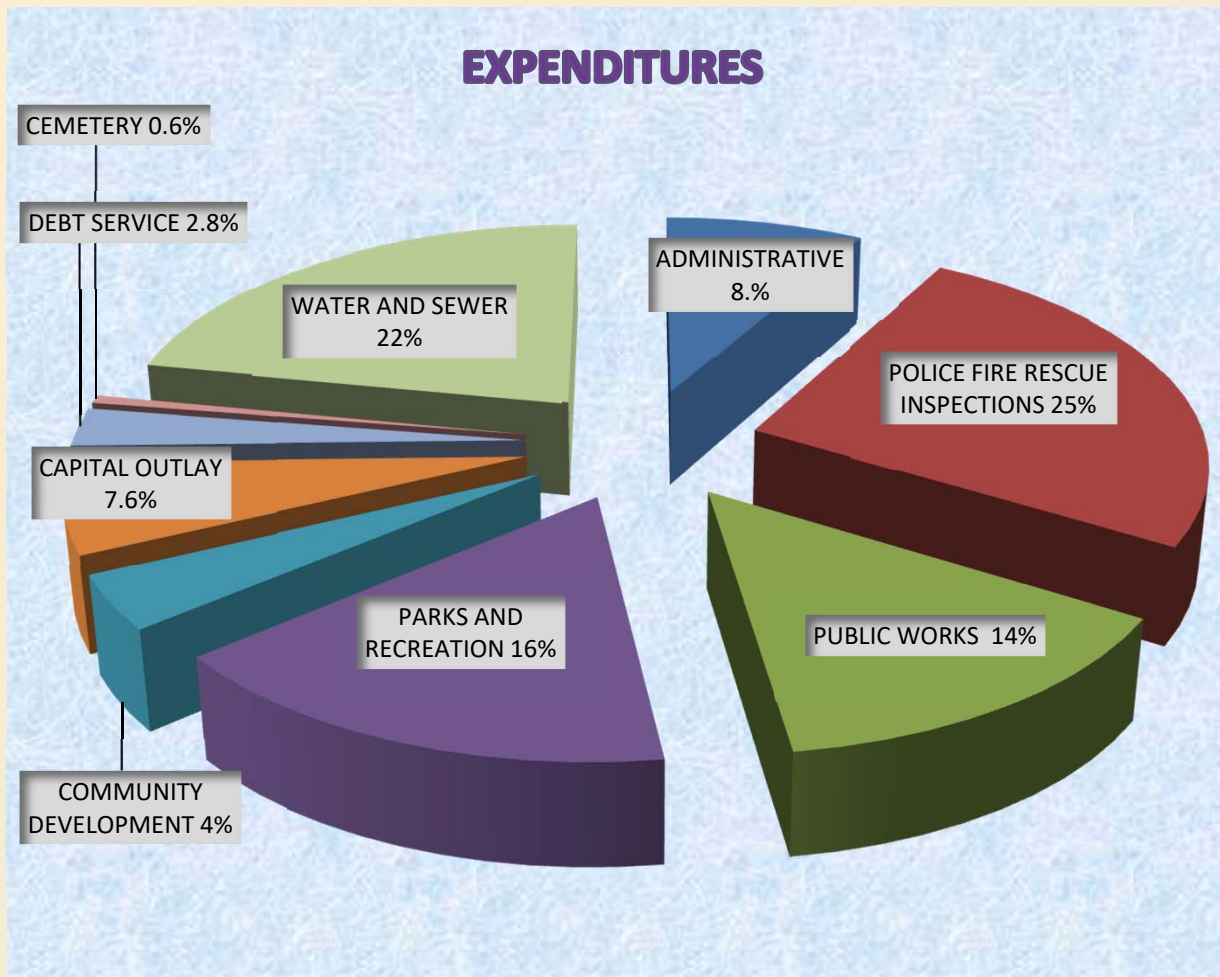
- WHERE DID THE REVENUE COME FROM



| REVENUES | 2017 |
|-----------------------|------------|
| PROPERTY TAXES | 4,376,741 |
| SALES TAXES | 1,891,739 |
| MEALS TAX | 6,928,924 |
| LODGING TAX | 1,673,548 |
| FRANCHISE | 794,033 |
| CIGARETTE | 513,200 |
| BUSINESS LICENSE | 2,443,328 |
| OTHER TAXES | 1,302,063 |
| PERMITS FEES LICENSES | 338,511 |
| FINES AND FORFEITURES | 76,994 |
| CHARGES FOR SERVICES | 2,619,975 |
| INTERGOVERNMENTAL | 9,605,146 |
| CEMETERY | 103,107 |
| WATER AND SEWER | 8,913,642 |
| STORMWATER | 1,397,976 |
| OTHER | 799,898 |
| TOTAL | 43,778,825 |

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- EXPENDITURES



- DATA TABLE

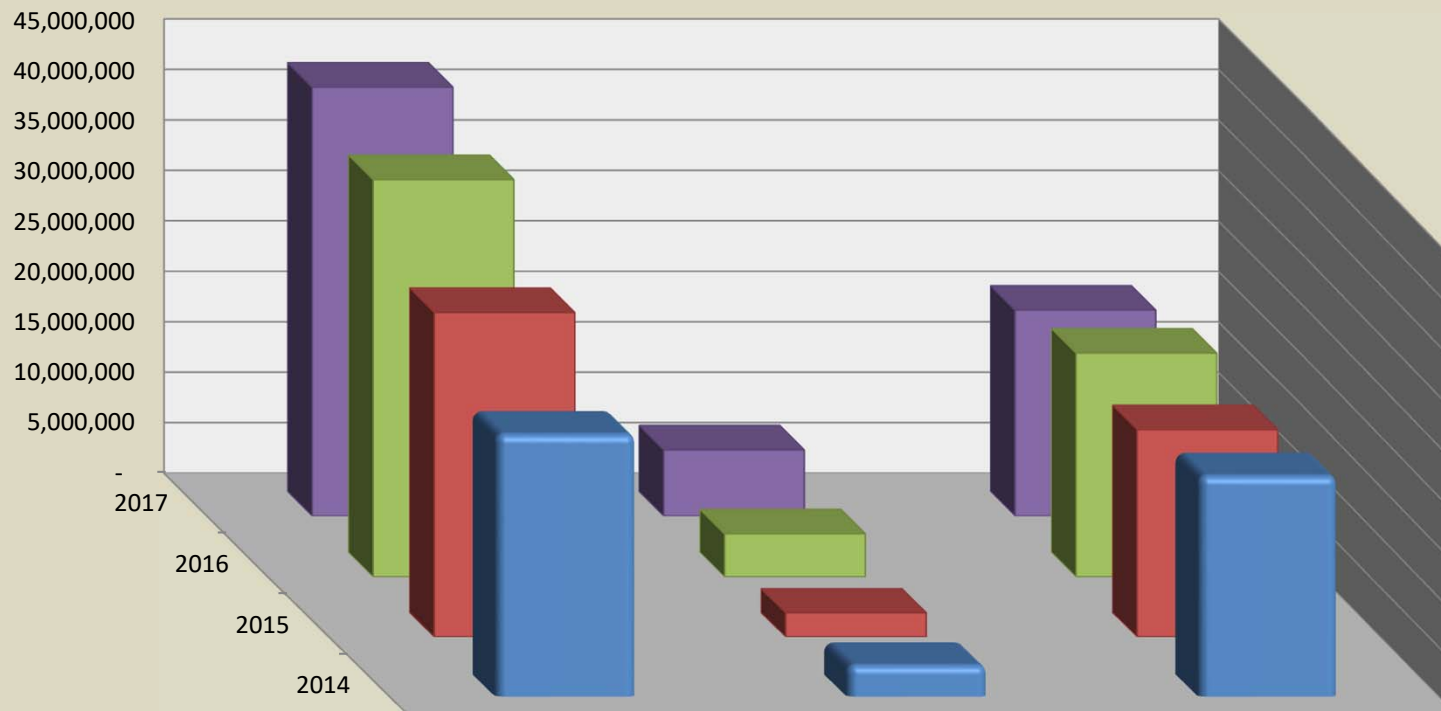
| EXPENDITURES | 2017 |
|--------------------------------|--------------|
| ADMINISTRATIVE | \$ 2,957,429 |
| POLICE FIRE RESCUE INSPECTIONS | 9,229,494 |
| PUBLIC WORKS | 5,082,753 |
| PARKS AND RECREATION | 5,824,196 |
| COMMUNITY DEVELOPMENT | 1,451,493 |
| CAPITAL OUTLAY | 2,408,073 |
| DEBT SERVICE | 1,021,363 |
| CEMETERY | 214,231 |
| WATER AND SEWER | 7,927,511 |
| STORM WATER | 401,448 |
| TOTAL | 36,517,991 |

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- TOTAL FIXED ASSETS OF THE GOVERNMENT HAVE INCREASED THIS YEAR NET OF DEPRECIATION BY \$514,000
- 2014 \$148,469,991
- 2015 \$146,456,298
- 2016 \$170,054,640
- 2017 \$170,568,607

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

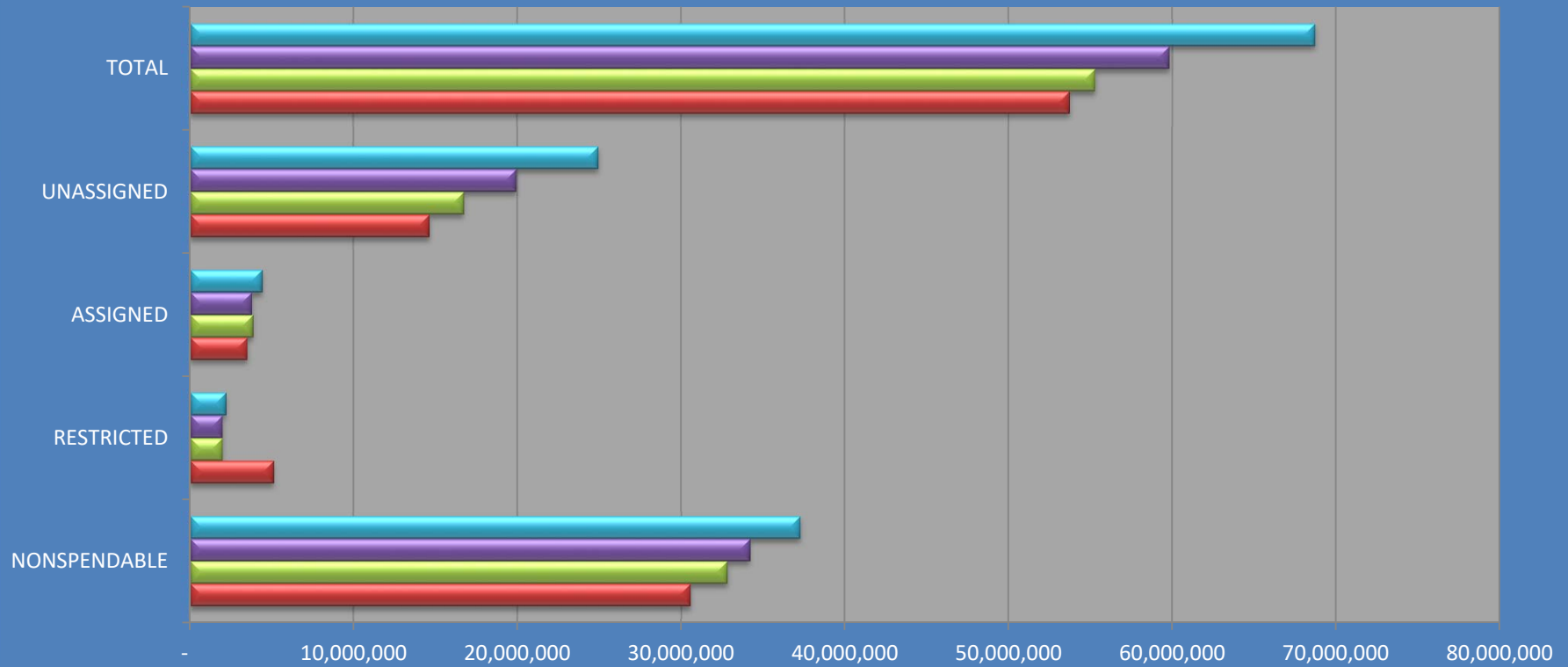
ASSETS AND LIABILITIES



| | CURRENT ASSETS | CURRENT LIABILITIES | LONG TERM DEBT |
|------|----------------|---------------------|----------------|
| 2014 | 26,242,533 | 3,227,360 | 22,123,926 |
| 2015 | 32,209,577 | 2,411,674 | 20,600,887 |
| 2016 | 39,337,100 | 4,250,484 | 22,154,447 |
| 2017 | 42,468,558 | 6,534,700 | 20,381,512 |

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

FUND BALANCE



| | NONSPENDABLE | RESTRICTED | ASSIGNED | UNASSIGNED | TOTAL |
|------|--------------|------------|-----------|------------|------------|
| 2017 | 37,232,454 | 2,181,328 | 4,371,279 | 24,912,478 | 68,697,539 |
| 2016 | 34,170,427 | 1,974,493 | 3,742,702 | 19,914,979 | 59,802,601 |
| 2015 | 32,776,095 | 1,964,871 | 3,814,143 | 16,707,359 | 55,262,468 |
| 2014 | 30,531,604 | 5,084,903 | 3,482,088 | 14,608,528 | 53,707,123 |

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

| | | |
|---|--------------|-------------------|
| TOWN OF CHRISTIANSBURG | | |
| FUND BALANCE REVIEW FOR THE YEAR ENDED JUNE 30, 2017 | | |
| | | ACTUAL |
| | REFERENCE | 6-30-2017 |
| GENERAL FUND EXPENDITURES | AUDIT PG 29 | 22,515,347 |
| GENERAL FUND SUPPORT OF GRANTS | | 2,012 |
| CEMETERY FUND EXPENDITURES | AUDIT PG 103 | 214,231 |
| CAPITAL PROJECTS FUNDS | AUDIT PG 104 | 2,408,073 |
| WATER AND SEWER ENTERPRISE FUND | AUDIT PG 32 | 7,927,511 |
| STORM WATER ENTERPRISE FUND | AUDIT PG 32 | 401,448 |
| TOTAL EXPENDITURES | | 33,468,622 |
| LESS CAPITAL EXPENDITURES GENERAL FUND | worksheet | 1,242,570 |
| LESS CAPITAL EXPENDITURES CEMETERY FUND | worksheet | 1,449 |
| LESS CAPITAL PROJECT FUND EXPENDITURES | AUDIT PG 29 | 2,408,073 |
| TOTAL OPERATING EXPENDITURES | | 29,816,530 |
| FUND BALANCE UNASSIGNED 6/30/2017 | AUDIT PG 27 | 23,982,472 |
| PERCENTAGE OF EXPENDITURES TO UNASSIGNED | | 80.43% |
| FUND BALANCE USED FOR 2018 BUDGET CAPITAL ROLLOVER | BUDGET | 5,064,998 |
| TOTAL FUND BALANCE USES | | 5,064,998 |
| PERCENTAGE OF EXPENDITURES TO UNASSIGNED | | 63.45% |
| NEW ASSIGNMENTS TO RESERVES | | 800,000 |
| PERCENTAGE OF EXPENDITURES TO UNASSIGNED AFTER NEW RESERVES IN 2018 BUDGET | | 60.76% |

FUND BALANCE POLICY

Fund balance Goals General fund

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

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

- Overall how did we do and how are we?
 - In general we saw some improvement in all our revenue numbers, growth was small but steady.
 - Revenues were slightly higher than budgeted and expenditures were less than budgeted.
 - Fund balance INCREASED by almost \$5.1 million primarily as a result of capital project rollovers, additional reserves and liquidity remains good.
 - Our unassigned fund balance is at 60.76% after consideration of fund balance use in the FY 2018 budget and additional amounts to reserves. This is a little on the high side, however we may want to hold on any action relative to this until we get a better look at FY 2018 budget amendments and a few other strategic goals.

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

– Major Initiatives include:

TOWN OF CHRISTIANSBURG AUDIT SUMMARY 2017

As we move into the 2018-2019 budget work sessions we have seen some growth in our indicators such as sales tax, meals, and lodging taxes. Trend information is positive for small growth and unemployment rates seem to be more stable.

QUESTIONS?



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

AGENDA LOCATION: Discussion and Action by Council **Meeting Date:** 11-28-2017

ITEM TITLE: Application for Support/Grant

DESCRIPTION: Updated application for annual support for community programs

POTENTIAL ACTION: Approval of new application requirements and format

DEPARTMENT: Finance

PRESENTER: Val Tweedie

ITEM HISTORY:

For the past five years we have been using the same application for community organizations requesting support from the town. The finance committee requested that we update the application and place some additional requirements on receiving support funds from the Town.

On 11-1-2017 the attached support application was reviewed and discussed by the finance committee and finance committee recommended it be sent to Council for approval for our upcoming grant application cycle. New applications for the upcoming budget are due February 1, of 2018.

Changes to the application include the following:

A cash or in kind match of volunteer hours will now be required.

Support for capital building improvements will only be awarded if the building is owned by the requesting organization. (Does not apply if the building is on the National Register of Historic Places or the Virginia Landmarks Register)

New format of how information is to be presented.

Request for disbursement of funds will need to be provided before payment will be made and supporting documentation of cash or in kind match must be provided.

Requests for disbursement of awarded funds must be received by May 15 or funding will be denied.



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073
(540) 382-6128 Fax: (540) 382-7338

Application for Support/Grant

Request for grants and organization support must be submitted prior to February 1st to be considered for the upcoming fiscal year.

Grants are approved during the budget process and approved by majority vote of council.

Return proposals to: Town of Christiansburg; 100 E. Main St.; Christiansburg VA 24073
Attention Director of Finance\Treasurer Valerie Tweedie CPA__or scan and email to
vtweedie@christiansburg.org

The Town of Christiansburg is unable to consider, but not limited to, donations for the following:

- National initiatives
- Individuals seeking scholarships, fellowships, or sponsors for a particular cause
- Individual K-12 schools
- Political, labor or fraternal activities
- Organizations other than 501 (c) (3) nonprofits, governmental or tribal entities
- Salaries and wages.

APPLICATION:

Your submission must include **ALL** of the following sections one through five as follows or the request will **NOT** be considered. Capital building improvements must include section 6.

Section 1: Entity information, amount of request, signed agreement. (Below)

Section2: Proof of 501c 3 status and most recent copy of form 990 or postcard filing.
Charter or corporation status of governmental agency.

Section 3: Amount of funding for prior five years from the Town and explanation of how funds were used.

Section 4: Narrative of program and questions as presented.

Section 5: Match requirement cash or in-kind.

Section 6: Property ownership record for capital building improvement funds only

GRANT MATCH REQUIREMENT:

All grant recipients must provide either a cash match from fundraising efforts OR an in kind match of volunteer hours. Each volunteer hour equals \$20 of cash match. For example a \$1000 award will require 50 volunteer hours. Cash match may come from state or federal grants, fund



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073
(540) 382-6128 Fax: (540) 382-7338

raising efforts, or other non-committed funds on hand. For example if you have a state award of \$5000 and need a match for that grant of \$1000 that award will serve as the cash match. The cash match is dollar for dollar. If you are requesting \$1000 you must provide \$1000 of cash match.

CAPITAL IMPROVEMENT FUNDS:

Funds requested for capital building improvements may be provided only if the following terms are met:

Organization owns the property to be improved *(this does not apply to properties that are on the National Historic Register and or the Virginia Landmarks Register)*

Organization will allow Town to use the property at least once annually at no cost

Organization must have building or street signage displaying organization name and hours of operation.

REPORTING AND DISBURSEMENT OF FUNDS:

The financial report at the end of this document must be submitted before funds will be disbursed and must be filed no later than **May 15th** of the fiscal in which the grant was awarded. If the funds were awarded for fiscal year 2019-2020 then the report is due by May 15, 2020. Reports received after this date will not be funded.

Supporting documents such as invoices or log of volunteer hours **must** be provided with the report to demonstrate compliance with the match requirement and substantiation of the use of funds.



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073
(540) 382-6128 Fax: (540) 382-7338

Application for Support/Grant

SECTION 1:

Name of Organization:

Important: Unless you are a governmental unit, a qualified church, or an entity covered by a group exemption, your name must be the same as on the IRS determination letter or you must submit documentation of your name change and notification to the IRS of that change.

| | |
|---------------------------------|-------------|
| Address: | |
| City, State, Zip Code: | |
| Telephone: | Fax: |
| E-mail:(required) | |
| Date Established: | |
| Federal Tax ID #: | |
| Chief Executive Officer: | |
| Phone Number: | |
| Chief Financial Officer: | |
| Phone Number: | |
| Donation Contact Person: | |
| Phone Number: | |

This Organization is: (check one)

- ☐ an exempt IRC Section 501 (c) (3) organization and has been classified as a public charity described in IRC Section 509(a) (1), (2) or (3)
- ☐ an exempt operating foundation described in IRC Section 4940 (d) (2)
- ☐ Our organization is a qualified church and therefore does not have a 501 (c) (3) letter from the IRC. (Other documentation of this status is attached.) an exempt operating foundation described in IRC Section 4940 (d) (2)
- ☐ A governmental agency, or political subdivision of the Commonwealth of Virginia
- ☐ Other Please explain _____



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073

(540) 382-6128 Fax: (540) 382-7338

Application for Support/Grant

SECTION 1 CONTINUED:

AGREEMENT

- 1) All information is true and correct to the best of my knowledge.
- 2) A policy of non-discrimination will be followed in all matters of employment, volunteer opportunities and the delivery of programs and services.
- 3) The donation, if made, will be used for the purposes described in this proposal.
- 4) Any change in tax exemption or inability to complete the project as proposed will be reported to the Town of Christiansburg in a timely manner.
- 5) If the above conditions are not met, unexpended donation money will be returned to the Town of Christiansburg immediately upon a written request.
- 6) Final report and request for funds will be filed no later than May 15th.
- 7) The applying organization hereby accepts and agrees to the terms and conditions of this agreement as outlined above and will submit all documents requested to meet the match requirement and expenditure of funds
- 8) I understand that the funds may not be used to fund personnel salaries or wages.

Signature

Date

Printed Name

Title

Signature

Date

Printed Name



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073
(540) 382-6128 Fax: (540) 382-7338

Title

Application for Support/Grant

SECTION 2:

Attach copies of proof of entity status.

AND

If 501c3 copy of last 990 and/or postcard filing.



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073
(540) 382-6128 Fax: (540) 382-7338

Application for Support/Grant

SECTION 3:

Previous Funding.

☐

We have NOT received funds from the Town of Christiansburg in the past 5 years.

If the Town of Christiansburg donated to your organization in the past 5 fiscal years, provide the amount provided in each year and brief description of how funds were used and attach a copy of the last fiscal year financial statements, preferably audited financial statements for the last fiscal year.

| Fiscal Year | Amount | Use of Funds |
|-------------|--------|--------------|
| 2018 | | |
| 2017 | | |
| 2016 | | |
| 2015 | | |
| 2014 | | |



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073
(540) 382-6128 Fax: (540) 382-7338

Application for Support/Grant

Section 4:

1. What is the Mission of your Organization?

2. What is the community need to be met and how will this grant help meet that need?

3. Why is your organization best suited to meet this need?

4. What geographic area does this program serve?

5. How many recipients in this area will be served?

6. How many residents of Christiansburg will be served?



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073

(540) 382-6128 Fax: (540) 382-7338

7. How will you measure the effectiveness of this program?

Application for Support/Grant

SECTION 4 continued:

You must answer ALL of the above questions. You may provide additional narrative of your project or program here. For example, what is the program or project intended to accomplish, what are the benefits to the community and what activities will lead to the desired outcome.



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073
(540) 382-6128 Fax: (540) 382-7338

Application for Support/Grant

SECTION 5:

Cash Match: Please provide information about how you will meet the cash match requirement.

In-Kind Match: Please provide information about your volunteers (number of hours previously donated) and how you intend to use volunteers to meet the needs of this grant requirement.



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073

(540) 382-6128 Fax: (540) 382-7338

Request For Disbursement of Funds and Final Grant Report

| | |
|---|---|
| FUNDED PROJECT: | |
| Organization Name | |
| Title: | |
| Amount awarded: \$ | Number of members served: |
| Match is cash amount of \$ Match is a State or Federal grant in amount of \$_____ | Match is from fundraising effort in amount of \$_____ Match is from other cash funds, explain |
| Match is In kind number of volunteer hours Provided volunteer Log attached. | Invoices and receipts for goods and services paid with cash match and grant proceeds attached. |
| Period of grant award: | Filing date of this report: |

All information is true and correct to the best of my knowledge. We have provided the cash match or in-kind match as outlined above and on the attached documents. A policy of non-discrimination has been followed in all matters of employment, volunteer opportunities and the delivery of programs and services. The funds have been used for the purpose specified in the application. I understand that the Town may request additional documentation of expenditures or volunteer hours as needed to support this disbursement request. Failure to provide that documentation will result in the withdrawal of the award. There has been no change in our tax exempt or legal status as an organization. Failure to provide this report by the filing deadline may result in the forfeiture of these funds.

Signature

Date



TOWN OF CHRISTIANSBURG

100 E. Main Street Christiansburg, VA 24073

(540) 382-6128 Fax: (540) 382-7338

Printed Name

Title

Christiansburg Historic Sites

| DHR Inv. # | Common Name(s)/Site Description | Address | Original Construction | Original Use | Current Use |
|-------------|---|--|--|------------------|---|
| 154-0001 | East Main Street Historic District | -- | -- | -- | -- |
| 154-0001-05 | The Oaks/Major W.L. Pierce house/Ray house/Ioviero house | 311 E. Main Street | 1889 | house | bed and breakfast |
| 154-0003 | Christiansburg Presbyterian Church | 107 W. Main Street | 1853 | church | church |
| 154-0007 | Phlegar Building/Craft-Pierce Building (formerly T.F. Sullivan's Law office in 1880) | 4 S. Franklin Street | 1812 | offices | Montgomery County Magistrate office |
| 154-0010 | South Franklin Street Historic District | -- | -- | -- | -- |
| 154-0027 | Christiansburg U.S. Post Office | 2 E. Main Street | 1937 | Post Office | Post Office |
| 154-0043 | Surface house | 515 High Street, NE | 3 rd ¼ 19 th c.? | house | house |
| 154-0048 | Cambria Historic District | -- | -- | -- | -- |
| 154-0048-01 | (old) Christiansburg (Cambria) Depot | 610, 630 Depot Street, NE | 1868-70 | depot | True Light Photography, antique store, offices, residence |
| 154-5004 | Hill School/(old) Christiansburg Industrial Institute / Schaeffer Memorial Baptist Church | 570 High Street, NE/ | 1883-85 (82-84 in C-MC)/ | school / | community center/ |
| 154-5008 | Edgar A. Long Building (Christiansburg Industrial Institute – second site) | 590 High Street, NE 140 Scattergood Drive, NW | 1885 (church) 1927 | church school | church vacant (museum planned) |
| 154-5025 | Christiansburg Downtown Historic District | -- | -- | -- | -- |

*Note: Bold entries denote sites listed on both the Virginia Landmarks Register and the National Register of Historic Places.
Source: Virginia Department of Historic Resources.