



AGENDA  
REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
MARCH 13, 2018 – 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. Ordinance to Amend and Clarify Chapter 42 “Zoning” of the Christiansburg Town Code in regards to the definition of “kennel”.
- B. Public Hearing regarding fee increase to garbage fees from \$17 to \$22 for provision of curbside recycling beginning July 1, 2018.
- C. Public Hearing for adoption of an ordinance amending Chapter 28 “Solid Waste” of the Christiansburg Town Code in regards to curbside recycling.

IV. CONSENT AGENDA

- A. Council meeting minutes of February 27, 2018.
- B. Schedule Public Hearing on April 24, 2018 for a Conditional Use Permit request by Roger Woody for an approximately 2.209 acre portion of tax map no. 528 A 83 located at 1145 Roanoke Street to construct seven (7) single-family dwellings in the B-3, General Business zoning district. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- C. Reschedule Public Hearing on Agreement to amend Montgomery Regional Solid Waste Authority Articles of Incorporation from March 13, 2019 to April 24, 2018.
- D. Approval of UV Disinfection System Upgrade Project Engineering Services Contract with Hazen and Sawyer, P.C.
- E. Cogsdale agreement for long term services Upgrade GP and CSM

- F. Resolutions Recognizing Christiansburg High School State Champions:
- \* Christiansburg Wrestling Team 3A State Championship
  - \* Wrestling Individual 3A State Championship – Brandon Crowder (106 pounds)
  - \* Wrestling Individual 3A State Championship – Garrett Kuchan (113 pounds)
  - \* Wrestling Individual 3A State Championship – Marshall Keller (138 pounds)
  - \* Wrestling Individual 3A State Championship – Xander Whitehurst (145 pounds)
  - \* Wrestling Individual 3A State Championship – Nick Giantonio (170 pounds)
  - \* Wrestling Individual 3A State Championship – Erik Eva (182 pounds)
  - \* Wrestling Individual 3A State Championship – Ty Kwak (195 pounds)
  - \* Track and Field Individual 3A State Championship – Cassidy Cromer (pole vault)
  - \* Track and Field Individual 3A State Championship – Kaylyn Cromer (triple jump)

V. CITIZEN COMMENTS

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Barry Helms to provide an update on the Montgomery Regional Solid Waste Authority
- B. Christiansburg High School Student Government working with the Town Council

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Council action on Agreement to amend Montgomery Regional Solid Waste Authority Articles of Incorporation.
- B. Council action on increase to garbage fees from \$17 to \$22 for provision of curbside recycling beginning July 1, 2018.
- C. Council action on contract for curbside recycling services with Waste Industries, Inc.
- D. Council action on adoption of an ordinance amending Chapter 28 “Solid Waste” of the Christiansburg Town Code in regards to curbside recycling.

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

## XI. OTHER BUSINESS

- A. Request for a Closed Meeting under Virginia Code Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting is being held for discussion of the town manager contract.
- B. Reconvene in Open Meeting.
- C. Certification.
- D. Council action on the matters.

## XII. ADJOURNMENT

*Upcoming meetings of Council:  
March 27, 5:30 P.M. – Work Session  
March 27, 7:00 P.M. – Regular Meeting*



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
March 13, 2018

**ITEM TITLE:**

Public Hearing on an ordinance to amend Chapter 42 – Zoning, Article I. – In General, Section 42-1. – Definitions, of the Christiansburg Town Code to revise and clarify the definition of *Kennel*.

**DESCRIPTION:**

The Town of Christiansburg has initiated a Town Code Amendment to amend Chapter 42 – Zoning, Article I. – In General, Section 42-1. – Definitions, of the *Christiansburg Town Code* to revise and clarify the definition of *kennel*. The amendment replaces the term *adult* with a specified 6-month numeric age when dogs and cats begin to count towards the maximum number of dogs and cats allowed to be kept on a premises before constituting a kennel use.

The Development Subcommittee reviewed the proposed code amendment on January 16, 2018 and January 29, 2018 and was supportive of the amendment as drafted. The Planning Commission held its public hearing on February 20, 2018 and recommended approval of the code amendment by a vote of 7-0.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER**

Andrew Warren, Planning Director

**Information Provided:**

Planning Commission Resolution

<https://christiansburg.box.com/s/tcu3yd7qzrpnekzj9drvuz6edn1n8zkw>

Planning Commission Minutes – February 20, 2018 (Draft)

<https://christiansburg.box.com/s/m1piesijb6s9282f6im4zlbqlgn2qylk>

Staff Report

<https://christiansburg.box.com/s/bvq7cg56zrpedblpoa73bhxkdgp8d3wy>

Virginia locality code comparison of *kennel* or similar use, compiled by staff

<https://christiansburg.box.com/s/bq1mookqv1gy6an2ibmvl9b6e8w8tt8x>

Draft Ordinance

<https://christiansburg.box.com/s/qmjfx0hbldgq423ia2blt94d22vy63un>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
WORK SESSION MINUTES – 5:30 P.M.  
REGULAR MEETING MINUTES- 7:00 P.M.  
FEBRUARY 27, 2018**

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 FEBRUARY 27, 2018 AT 5:30 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Planning Director Andrew Warren.

**WORK SESSION**

I. Call to Order by Mayor Barber at 5:35 P.M.

II. Discussions by Mayor and Council Members

A. Bart Smith, Director of the Roanoke Regional Small Business Development Center (SBDC), to present on operations and programs.

Mr. Bart Smith presented to Council on the Roanoke Regional Small Business Development Center, which is part of the Virginia SBDC Network that focuses on providing technical business support to small business interests and start-ups throughout Virginia. Mr. Smith stated that the SBDC was an economic development program and reviewed the services provided and ways the program assisted those interested in starting a small business. Mr. Smith reported that in 2016 the Virginia SBDC assisted with 264 business starts that generated \$85.6 million in revenue and created 4,207 jobs. The Virginia SBDC is funded by a local 1:1 match with 50% cash and 50% in-kind, and Mr. Smith provided a breakdown of the cash and in-kind match sources. Mr. Smith then provided a breakdown of information specific to the New River Valley service area, noting the current funding support from participating localities and businesses, and services offered, which included a full-time business advisor, area specific workshops, office support in Roanoke, and access to SBDC network resources. An overview of activities and impacts in the NRV from 2015 – 2017 was reviewed, and Mr. Smith noted that the RRSBDC was the third most effective SBDC in Virginia, and further noted that he had worked with twenty-two Christiansburg businesses last year. Mr. Smith recently met with the New River Valley Regional Commission to discuss SBDC activity in the NRV and, at that time, offered the option of a local full-time business advisor that would work solely within the NRV, at a cost of approximately \$85,000, with a small office space provided. The SBDC received \$35,000 from a GO Virginia grant for the NRV, which leaves a balance of \$50,000, which Mr. Smith said he would like to have shared among NRV localities. Christiansburg's cost for 2018 would be no more than \$7,000. Mr. Smith explained how the SBDC builds its program within a community through referrals from banks, law and CPA firms, and other professional service firms, and Councilwoman Sachs noted that she successfully used RRSBDC twenty years ago when she moved her small

business from Radford to Christiansburg. Councilman Showalter commented that the SBDC was a valuable referral tool for Town Council and staff when interacting with individuals expressing an interest in starting a small business. Mr. Smith encouraged Council to think about recommendations for the NRV SBDC full-time representative, noting that the individual should be someone who understands what is involved in starting a new business, and he thanked them for their consideration and the opportunity to speak. More can be learned about the RRSBDC at [www.roanokesmallbusiness.org](http://www.roanokesmallbusiness.org).

### III. Adjournment

The work session of Council was adjourned at 6:55 p.m.

----- 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 FEBRUARY 27, 2018 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Bradford J. Stipes; Samuel M. Bishop; Harry Collins; Steve Huppert; Merissa Sachs; Henry Showalter. 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; Public Relations Specialist Anaika Miller; Police Chief Sisson.

### I. CALL TO ORDER

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

### II. ADJUSTMENT OF THE AGENDA

- A. On motion by Councilman Collins, seconded by Councilman Huppert, Council voted to amend the agenda to add the Town Council/Christiansburg High School Partnership as Item A under Introductions and Presentations.

### III. PUBLIC HEARINGS

### IV. CONSENT AGENDA

- A. Council meeting minutes of February 13, 2018 and February 20, 2018.
- B. Schedule Public Hearings:
  - April 10, 2018 – An ordinance to amend Chapter 24 “Nuisances” of the Christiansburg Town Code in regards to Article II – Regulation of Noise.

- April 10, 2018 - An ordinance to amend Chapter 42 “Zoning” of the Christiansburg Town Code in regards to permitting a loudspeaker/sound amplification/outdoor sound system to be used in excess of the Chapter 24 “Nuisances” Article II – Regulation of Noise by Conditional Use Permit in the A, MU-1, MU-2, B-1, B-2, B-3, I-1, and I-2 zoning districts.
- C. Reschedule the Public Hearing for ordinance amending Town Code and establishing fee in regards to curbside recycling from March 27 to March 13, 2018.
- D. Proclamation in Recognition of the 5th Annual Community Foundation of the New River Valley’s GiveBigNRV Giving Day.

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

## V. CITIZEN COMMENTS

- A. Marty Gordon, 1477 Merrimac Road, addressed Council regarding the Christiansburg High School wrestling team’s seventeenth consecutive state championship, and encouraged the Town to find ways to celebrate the team’s accomplishments through signage and memorabilia. Mr. Gordon said he was inspired to celebrate the team in unique ways by a friend in Nevada, where they celebrate their own unique asset known as “Area 51”. Mr. Gordon said the wrestling team was Christiansburg’s unique “Area 51” and should be celebrated as something special before the opportunity is lost. Mr. Gordon noted that a high school wrestling team in Rhode Island was the only other team in the nation to win more consecutive state championships than Christiansburg.

## VI. INTRODUCTIONS AND PRESENTATIONS

- A. Town Council and Christiansburg High School Partnership. Students and SGA members Bethany Stewart, Finn Jennings, and Adam Semones reported on the wrestling team’s recent seventeenth consecutive state championship, and introduced Xander Whitehurst and Garrett Kuchan, wrestling team members who were present. Miss Stewart commented that she and Marty Gordon had been working together to find ways to celebrate the wrestling team state championship, and Mr. Jennings reported that the girls’ basketball team won the majority of its games, and the SGA encouraged students to attend the games in support of the team. Adam Semones reported on efforts to grow the boys and girls lacrosse teams, and announced that students Cassidy Cromer and Kaylyn Cromer both won 2017 state championships in indoor track. Council talked to the students about their goals post high school, and Councilman Showalter encouraged the senior SGA members to have junior members shadow them at future council meetings as a learning experience, since they were the ones who would be interacting with Council next year. Mayor Barber noted that Council would be recognizing high school state champions at the March 27<sup>th</sup> meeting. Council thanked the students for the update.
- B. Justin Sanders, President, Downtown Christiansburg Inc. to present on accomplishments of 2017 and calendar of events for 2018.

Mr. Sanders spoke to Council about the vision and goals of Downtown Christiansburg, Inc. (DCI), and talked about ways the group was working to realize its vision to establish the downtown area as a destination place for residents and visitors. The group serves as an advocate for downtown businesses and residents, and focuses on promoting downtown through membership on the Planning Commission, involvements in Town endeavors such as the Farmers’ Market and the downtown parking study, and by being engaged in Town planning and

development projects for the future of Christiansburg. Mr. Sanders reported on the 2017 DCI hosted downtown events, and highlighted the value of the *Talk of the Town* event, started in 2017 as a way to collaborate with downtown business owners on current needs and future goals. Mr. Sanders announced the events scheduled for 2018, and talked about the importance of the sustainable partnerships that work to build on the success of the downtown movement and shared short-term goals that included expanding the downtown area and integrating Cambria; increasing the size of the DCI board, membership and volunteers; developing an advisory board; and working with Virginia Tech in developing long-term plans for the downtown area. In closing, Mr. Sanders thanked Ignite Academy, Montgomery Museum, and Town staff, specifically mentioning the parks and recreation staff and police department staff, for the support and assistance that has made the downtown events a success. Council expressed appreciation for all that DCI has done to promote the downtown area and enhance the Christiansburg community as a whole.

- C. Kim Thurlow, Director of Community Programs, Community Foundation of the New River Valley (CFNRV) to present on the 2018 GiveBigNRV event.

Kim Thurlow thanked Council for adopting the Proclamation in Recognition of the 5th Annual Community Foundation of the New River Valley's GiveBigNRV Giving Day, and she explained the activities and goals of CFNRV as a charitable foundation that invests endowed funds that are then used to award grants and scholarships in the community. The organization is supported by local donors, and the GiveBigNRV Giving Day is an initiative of foundation to encourage charitable giving in the community. The organization raised \$220,192 during its 2017 giving day event. Ms. Thurlow requested the Town assist in promoting GiveBigNRV and to encourage corporate sponsorships for prizes.

- D. Dr. Sharon Scott, Executive Director of the Montgomery County Chamber of Commerce, to present the Chamber 2018 Report.

Dr. Sharon Scott thanked Council for the opportunity to speak on behalf of the Chamber of Commerce Board of Directors. Dr. Scott presented Council with the Annual Report for 2017, and provided an overview of the Chamber of Commerce Strategic Direction and 2018 Program of Work that detailed the agency's strategic direction, internal/external working committees, and listed the Board of Directors and staff members. Dr. Scott talked about ways the Chamber was working within the Christiansburg community to promote and encourage local/small business shopping and expressed her appreciation for the positive relationship with Christiansburg, and for the support of the Town through attendance at meetings and participation in Chamber-hosted events.

## VII. COMMITTEE REPORTS

- A. Councilwoman Sachs reported on her first Central Business District meeting, noting that the group was in the process of organizing the 2018 farmer's market, and she provided an overview of discussions to permanently close Hickok Street for year-round event use.
- B. Councilman Showalter reported on the NRV Regional Commission meeting held February 22, where the New River Valley passenger rail service was a topic of discussion. Mr. Showalter stressed that increasing passenger numbers in Roanoke and Lynchburg was pivotal to getting passenger rail in the New River Valley, and noted that Christiansburg would be the rail hub for the NRV. The annual NRV Regional Commission meeting will be held at Sinkland Farms this year, and Mr. Showalter encouraged Council, Planning Commission, and Town staff to attend.



## VIII. DISCUSSION BY MAYOR AND COUNCIL

### A. Council action on:

#### 1. Monthly Bills

Councilman Stipes made a motion to approve the monthly bills, with the exception of \$3,022.83 to be paid to Marketing on Main, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Councilman Showalter made a motion to approve payment in the amount of \$3,022.83 to Marketing on Main for orders prior to January 1, 2018, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Abstain; Showalter – Aye; Stipes – Aye.

2. Ordinance amendment to Chapter 42 “Zoning” of the Christiansburg Town Code to allow for research, experimental, or testing laboratories including animals in the I-2, General Industrial District, with a Conditional Use Permit. This request has been withdrawn by the applicant.
3. Contingent on the above ordinance amendment, Conditional Use Permit request by the Economic Development Authority of Montgomery County for tax map parcel 599-1 7 (3.691 acres) to allow for research, experimental, or testing laboratories including animals in the I-2, General Industrial District, with a Conditional Use Permit. The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. This request has been withdrawn by the applicant.

## X. STAFF REPORTS

### A. Town Manager Wingfield:

- A meeting on passenger rail is scheduled for April 26th at 3:00 P.M. at the Christiansburg Aquatic Center.
- Community Housing Partners has requested the Town pay fifty-percent of the cost of an appraisal for the property proposed for the passenger rail facility, and Council agreed to the request.
- Schedule Public Hearing:  
March 13 - Agreement to Amend Montgomery Regional Solid Waste Authority Articles of Incorporation.  
April 24 – Resolution in regards to Montgomery Regional Solid Waste Authority Articles of Incorporation.

On motion by Councilman Stipes, seconded by Councilman Showalter, Council voted to set the Public Hearing as recommended, as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

### B. Town Attorney:

### C. Other Staff:

## XI. COUNCIL REPORTS

- A. Councilman Collins asked the SGA students about their plans for after high school: Finn Jennings said he planned to study kinesiology at UVA, Bethany Stewart plans to study human development at VT, and Adam Semones plans to study at NRCC before transferring to VT. The wrestling students were undecided at this time.
- B. Councilman Bishop reported on the success of the health fair held at the recreation center last Thursday, with several new vendors.
- C. Councilman Showalter thanked staff and Council for moving forward with the curbside recycling program, and talked about the importance of recycling to landfills and local areas
- D. Councilwoman Sachs attended the DCI hosted *Talk of the Town* event, and reported on collaborations for the future of downtown Christiansburg. Ms. Sachs congratulated the wrestling team and Cassidy Cromer and Kaylyn Cromer on their recent state championships, expressing appreciation for the support of the coaches and parents.
- E. Councilman Huppert reiterated the comments of Councilman Showalter concerning the importance of recycling and talked about the benefits of curbside recycling to the community.
- F. Councilman Stipes praised the achievements and goals of the high school students, and talked about the importance of setting the tone for life at a young age.
- G. Mayor Barber informed Council that the March 27 agenda would include a celebration of the high school champions, and a reported on the Montgomery County Board of Supervisors from Chris Tuck and April DeMotts.

## XII. CLOSED MEETING:

- A. Councilman Stipes made a motion to enter into a Closed meeting in accordance with Virginia Code Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. The Closed Meeting was held for discussion of the town manager position.
- B. Reconvene in Open Meeting. Councilman Bishop made a motion to reconvene in Open Meeting, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- C. Certification. Councilman Stipes 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; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.
- D. Council action on the matter. Councilman Huppert made a motion to appoint Randy Wingfield to serve as Town Manager, effective March 12, which would allow time for contract negotiations and background check. Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye. Councilman Huppert stated that Mr. Wingfield had the full support of Council, which appreciated his willingness to serve as interim for the past ten months, and had confidence in his abilities to continue serving as town manager. Mr. Wingfield thanked Council for the appointment, and thanked Council and Town staff for their support.

XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:00 P.M.

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

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



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

**AGENDA LOCATION:**

CONSENT AGENDA

**Meeting Date:**

March 13, 2018

**ITEM TITLE:**

Approval of UV Disinfection System Upgrade Project Engineering Services Contract with Hazen and Sawyer, P.C.

**DESCRIPTION:**

This is a contract for engineering services to upgrade/replace the UV disinfection system at the Town Waste Water Treatment Plant. The existing system was installed in 2000 and in need of replacement.

**POTENTIAL ACTION:**

Council approval of contract.

**DEPARTMENT(S):**

Engineering Department

**PRESENTER**

Wayne Nelson, Engineering Director

**Information Provided:**

UV Disinfection System Upgrade Project Engineering Services Contract

<https://christiansburg.box.com/s/bx3ud6jowmasbav8i9h38jk9m3hh0iqk>



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

**AGENDA LOCATION:**

CONSENT AGENDA

**Meeting Date:**

March 13, 2018

**ITEM TITLE:**

Approval of Cogsdale Agreement for Upgrade of the financial software.

**DESCRIPTION:**

This is a contract for software upgrade services to for the financial accounting software. Our software will run out of support at the end of April and we must upgrade to the newer version to ensure support and proper updates for payroll. This agreement will also allow for system improvements and additional modules.

**POTENTIAL ACTION:**

Council approval of contract.

**DEPARTMENT(S):**

Engineering Department

**PRESENTER**

Val Tweedie Director of Finance and Treasurer

**Information Provided:**

Agreement attached.



# Quote

<b>Client</b>	Town of Christiansburg	<b>Client Contact</b>	Valerie Tweedie
<b>Project Manager</b>		<b>Prepared By</b>	David Nini
<b>Reference Number</b>	QUO-05505	<b>Case Number</b>	
<b>Quote Effective Date</b>	March 9, 2018	<b>Client PO</b>	
<b>Description</b>	Long-term Engagement Consulting Services (Bi-Monthly Version)		

## Estimate

	Quantity/Hour	Rate	Total
<b>Services</b>			
Professional Services	225	180	\$ 40,500.00
Project Management	72	180	\$ 12,960.00
<b>Sub-Total</b>			<b>\$ 53,460.00</b>
<b>Software</b>			
			\$ -
<b>Sub-Total</b>			
			\$ -
<b>Annual Maintenance and Support</b>			
			\$ -
<b>Total</b>			<b>\$ 53,460.00</b>

## Payment Terms

Upon execution of this quote the following payment terms will apply.

Long-term Consulting Engagement Services

Payment for these Services will be invoiced by the first day of each quarter, with the first quarter payment due upon signing of this quotation.

Payment Schedule:

1. Due Upon Signing - \$8,167.50
2. May 1, 2018 - \$8,167.50
3. July 1, 2018 - \$8,167.50
4. September 1, 2018 - \$8,167.50
5. November 1, 2018 - \$8,167.50
6. January 2, 2019 - \$8,167.50

By signing this quotation Town of Christiansburg agrees to purchase 6 full periods of services.

**It should also be noted that should Christiansburg, wish to add further hours to this Long-term Engagement a Change Order if requested by August 1<sup>st</sup> 2018 can be issued to add any additional hours needed billed at \$180.00 per hour as listed in this agreement .**

### **Maintenance and Support**

**PLEASE NOTE,** Should this long term engagement be used for development work, any enhancements/development that would translate into a maintainable enhancement, Maintenance and Support would be an add on and billed and quoted separately.

As a result of signing this quote your annual maintenance and support will increase by \$0.00/year. The first payment will be prorated based on your maintenance and support renewal date and is due on quote signing.

### **Expenses**



Expenses related to the above services (e.g., travel) will be invoiced to the client. Expenses include, but are not limited to hotel, airfare, car rental, tolls, parking and airline and travel agent fees. A per diem rate of \$55.00 for week days and a \$110.00 for weekends and statutory holidays that includes all meal, food and telecommunications expenses (no receipts will be provided); a mileage charge based on the current Internal Revenue Service recommended rate per mile; and all other reasonable expenses incurred in the performance of Cogsdale's duties including courier services and documentation copying or production. In addition to said expenses, a travel cost of \$75/hr will be incurred based on flight duration between airports (not including stopovers) to compensate for consultant downtime during flights. These costs are excluded from the total consulting fees amount.

### **Notes**

- This quote is valid until March 30, 2018. Failure to sign this quote within this time period will result in changes to quoted labor rate costs, timelines, estimates and consultant availability.
- This quote is a high level estimate based on the current information available. If a scope change occurs Cogsdale will work with the client to come to a mutually acceptable adjustment to the original quote.
- Cogsdale will consider alternative meeting options such as; LiveMeeting, Remote Desktop and conference calls in an effort to reduce travel costs and expenses.
- Charges may be incurred if scheduled work is cancelled within 10 days of scheduled services.
- Clients must be current with their annual Maintenance and Support Contract during the life of the project.
- Client description and proposed solution are defined in the sections following the authorization.

## Authorization

Signature indicates the parties have read, understood and agreed to all the contents of this quote.

Authorized by Client:	Authorized by Cogsdale:
	
Name/Date	Name/Date David Nini March 9, 2018

## Client Description

Town of Christiansburg(Christiansburg) has expressed interest in taking part in Cogsdale's Long-term Engagement offering and has expressed interest in receiving a quotation.

## Proposed Solution

Cogsdale is pleased to offer this long-term engagement service at an annual cost of \$53,460.00 which will be billed on the first day of a bi-monthly period. This agreement is based on full acceptance of this one-year long-term engagement

Although Cogsdale is proposing to have a consultant onsite for 1 full week per billing period, in recognition of expense related costs, Christiansburg can alternatively request remote services during the quarter if needed.

Consulting Services include items such as:

1. General assistance on leveraging features and functionality of the GP solution to streamline operations
2. Assistance with setup changes of features
3. Ad-Hoc Reporting
4. Training
5. Technical expertise relating to GP and current third party software(s) owned
6. Infrastructure Process Review
7. Business Process Review
8. Enhancements/Dev Work (i.e. AMI Integration Development Work)

Note any enhancements that would translate into a maintainable enhancement, Maintenance and Support would be an add on and fall outside of the scope of this agreement.



Agenda's for onsite and remote consulting services will be conducted in collaboration with Christiansburg to ensure that each month has a fully documented agenda to be covered. Please note: that should Christiansburg choose to not have a consultant appear onsite during an identified period, then those services will still be provided remotely.

A consultant will be assigned to Christiansburg in order to create familiarization and maintain continuity efforts are achieved. However, for example should a technical or network consultant be needed one period (i.e. Upgrade), then this individual would be scheduled according to needs identified during this engagement.

The savings that Cogsdale can provide with the LTE are recognized by having predefined schedules in place for work to be performed each quarter. The LTE is structured so that pre populated calendar of services/enhancements are to be pre-determined during the current month, for next month's services. Calendars must at a minimum have 2 months of services identified and pre scheduled.

The hours per billing cycle are based on a total of 49.5 hours or 24.75 hours per month. Should a project require more time during a billing period, hours can be drawn from neighboring period under a change order request. Billing for this increase in time for this period will be adjusted accordingly.

These hours must be used each period, however should unscheduled events (i.e. vacations) cause them not to be used, then Cogsdale or Christiansburg may request in writing and gain written approval from the other party to extend these unscheduled hours into the 13th month. Any agreed hours moved into the 13th month must be used within this month or they will expire.

As Christiansburg has expressed interest in utilizing this agreement to perform an upgrade of both CSM and GP as a project they would like to commence with. by performing the below services a total 60 will be drawn from this LTE agreement to facilitate the following:

#### Technical Upgrade

A technical consultant will work with Christiansburg to perform the following tasks:

- Install Microsoft Dynamics GP GP2016r2 CSM (Christiansburg to select) and related 3rd parties on a test server. This includes restoring production data to test environment for testing.
- Install and verify Microsoft Dynamics GP 2016r2 CSM (Christiansburg to select) and related 3rd parties in production environment after testing is completed by Christiansburg
- Up to 22.5 hours – provide assistance with any technical issues that arise during testing.
- Up to 15 hours – provide go-live support week upgrade put in place. This includes technical issues that arise with the software installation.
- Project Management. A project manager will provide overall project guidance, project plan, risk management, time reporting, status reports, scope and budget control.
- Services can be provided remotely or on-site.

Note:

- Client must ensure that they have prerequisites (ie SQL Server) and hardware in place that meets the minimum requirements for Microsoft Dynamics GP2016r2
- Deployment in the web client will be quoted separately.
- Integrity Data products will be quoted separately.
- Replacements for unsupported products (ie Business Portal) will be quoted separately.

Christiansburg will work with the Cogsdale Project Manager to also work on have certain functional assistance to implement new features, as well as assistance in integration with Christiansburg New Time Clock system these projects will be defined by Christiansburg and the Project manager and Cogsdale will then assemble the necessary documents to outline the effort (hours) that will be drawn from the LTE to facilitate these Christiansburg directed initiatives.

This LTE will be in compliance with the general terms and condition of the Virginia Procurement act. And will also fall under all the terms of the Master Agreement between Cogsdale and the Town of Christiansburg.

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF THE CHRISTIANSBURG HIGH SCHOOL WRESTLING TEAM

**WHEREAS**, the Christiansburg High School Wrestling Team has once again been victorious, distinguishing itself at the 2018 Virginia State 3A Championship Wrestling Match, held in Portsmouth, Virginia; and,

**WHEREAS**, the Christiansburg Wrestling Team has sustained a record of winning the State Championship, having won for the years 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018; and,

**WHEREAS**, the winning the State Championship for seventeen consecutive years has established a new Virginia High School League record of consecutive State Championships for any sport; and,

**WHEREAS**, the following individual student wrestlers were recognized as State place-winners in their weight divisions: 106 pounds – Brandon Crowder; 113 pounds – Garrett Kuchan; 138 pounds – Marshall Keller; 145 pounds – Xander Whitehurst; 170 pounds – Nick Giantonio; 182 pounds – Erik Eva; and 195 pounds – Ty Kwak; and,

**WHEREAS**, this record of accomplishment in winning the State Championship for seventeen consecutive years has brought favorable recognition to Christiansburg High School, its coaches and wrestling team members, and to the community as a whole; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations and appreciation to Coach Cliff Warden, and all members of the Christiansburg High School Wrestling Team, for their continued outstanding performance in the Virginia State 3A Championship Wrestling Match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF BRANDON CROWDER

**WHEREAS**, Christiansburg High School fields a competitive wrestling team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the Christiansburg Wrestling Team has sustained a record of winning the State Championship, having won for the years 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018 and,

**WHEREAS**, the 2018 Virginia State 3A Championship Wrestling Match was held February 17, 2018, where Brandon Crowder claimed his individual title in the Class 3A state wrestling tournament, bringing state honor and recognition to his school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Brandon Crowder for his outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF GARRETT KUCHAN

**WHEREAS**, Christiansburg High School fields a competitive wrestling team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the Christiansburg Wrestling Team has sustained a record of winning the State Championship, having won for the years 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018 and,

**WHEREAS**, the 2018 Virginia State 3A Championship Wrestling Match was held February 17, 2018, where Garrett Kuchan claimed his individual title in the Class 3A state wrestling tournament, bringing state honor and recognition to his school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Garrett Kuchan for his outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF MARSHALL KELLER

**WHEREAS**, Christiansburg High School fields a competitive wrestling team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the Christiansburg Wrestling Team has sustained a record of winning the State Championship, having won for the years 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018 and,

**WHEREAS**, the 2018 Virginia State 3A Championship Wrestling Match was held February 17, 2018, where Marshall Keller claimed his individual title in the Class 3A state wrestling tournament, bringing state honor and recognition to his school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Marshall Keller for his outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF XANDER WHITEHURST

**WHEREAS**, Christiansburg High School fields a competitive wrestling team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the Christiansburg Wrestling Team has sustained a record of winning the State Championship, having won for the years 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018 and,

**WHEREAS**, the 2018 Virginia State 3A Championship Wrestling Match was held February 17, 2018, where Xander Whitehurst claimed his individual title in the Class 3A state wrestling tournament, bringing state honor and recognition to his school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Xander Whitehurst for his outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF NICK GIANTONIO

**WHEREAS**, Christiansburg High School fields a competitive wrestling team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the Christiansburg Wrestling Team has sustained a record of winning the State Championship, having won for the years 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018 and,

**WHEREAS**, the 2018 Virginia State 3A Championship Wrestling Match was held February 17, 2018, where Nick Giantonio claimed his individual title in the Class 3A state wrestling tournament, bringing state honor and recognition to his school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Nick Giantonio for his outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor



# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF ERIK EVA

**WHEREAS**, Christiansburg High School fields a competitive wrestling team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the Christiansburg Wrestling Team has sustained a record of winning the State Championship, having won for the years 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018 and,

**WHEREAS**, the 2018 Virginia State 3A Championship Wrestling Match was held February 17, 2018, where Erik Eva claimed his individual title in the Class 3A state wrestling tournament, bringing state honor and recognition to his school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Erik Eva for his outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

---

D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF TY KWAK

**WHEREAS**, Christiansburg High School fields a competitive wrestling team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the Christiansburg Wrestling Team has sustained a record of winning the State Championship, having won for the years 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018 and,

**WHEREAS**, the 2018 Virginia State 3A Championship Wrestling Match was held February 17, 2018, where Ty Kwak claimed his individual title in the Class 3A state wrestling tournament, bringing state honor and recognition to his school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Ty Kwak for his outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

---

D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF CASSIDY CROMER

**WHEREAS**, Christiansburg High School fields a competitive field and track team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the 2018 Virginia State 3A Championship Track and Field Match was held February 23 & 24, 2018, where Cassidy Cromer claimed her individual title in the Class 3A state Track and Field tournament, bringing state honor and recognition to her school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Cassidy Cromer for her outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

---

D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION IN RECOGNITION OF KAYLYN CROMER

**WHEREAS**, Christiansburg High School fields a competitive field and track team as part of the overall Virginia High School League (VHSL) program of athletics throughout secondary schools in Virginia, and,

**WHEREAS**, the 2018 Virginia State 3A Championship Track and Field Match was held February 23 & 24, 2018, where Kaylyn Cromer claimed her individual title in the Class 3A state Track and Field tournament, bringing state honor and recognition to her school and the Christiansburg community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg hereby expresses its congratulations to Kaylyn Cromer for her outstanding performance in the VHSL Group 3A State Championship match, and we extend our best wishes for continued success.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held March 13, 2018, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Harry Collins

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

\*Votes only in the event of a tie.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor

**CURBSIDE RECYCLING SERVICES CONTRACT**  
**ADM-18-0020**  
**TOWN OF CHRISTIANSBURG, VIRGINIA**

This Contract ("Contract") is made this \_\_\_\_ day of March, 2018, by and between the **TOWN OF CHRISTIANSBURG, VIRGINIA**, 100 East Main Street, Christiansburg, VA 24073 (hereinafter referred to as "Town"), and **WASTE INDUSTRIES, LLC** with an address of 803 Grayson Turnpike, Wytheville, VA 24382 (hereinafter referred to as "Contractor").

**RECITALS**

For and in consideration of the agreements and covenants set forth herein, the parties agree as follows in accordance with and incorporating by reference herein that certain Request for Proposal ADM-18-0020 for Curbside Recycling Services dated October 20, 2017 ("RFP") and Waste Industries, LLC's proposal dated November 8, 2017 ("Proposal").

**PROJECT COORDINATOR**

As used herein the Town's and Contractor's Project Coordinators shall mean the following individuals who can be contacted at the addresses and phone number listed below:

**NOTICES**

Town's Project Coordinator:

Mr. Randy Wingfield, Interim Town Manager

Town of Christiansburg

100 East Main St

Christiansburg, VA 24073

Ph. Number: 540-382-9519

Contractor's Project Coordinator:

Mr. Robert Waschler, General Manager

Waste Industries, LLC

1803 Grayson Turnpike

Wytheville, VA 24382

Ph. Number: 276-223-4473

**SECTION 1: DESCRIPTION OF SERVICES**

The Scope of Services for this Contract shall be as set forth in Contractor's Proposal, included herein as Exhibit B. Recycling material collection will be every other week for all Town solid waste customers. At minimum, Contractor shall receive updated customer account information from the Town on a quarterly basis. Contractor shall provide recycling material collection for all Town facilities and other non-billed solid waste accounts free of charge on the same schedule as other customers. Recycling containers shall be provided for special events of the Town as indicted in the RFP. Stolen carts will be replaced at no cost to the Town or the customer.

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

The Contract period shall commence on July 1, 2018 and terminate on June 31, 2021. The Contract will be reevaluated during the ninety days prior to termination and may be renewed upon written agreement of the parties for two (2) one (1) year renewals.

## **SECTION 3: COMPENSATION**

The total amount to be paid by the Town to the Contractor for the work set forth in the Scope of Services is \$3.90 per Town billed service location each month for the first 12 months of service as set forth on the Pricing page of Contractor's Proposal. Rates in subsequent years shall be renegotiated and agreed to by the parties in writing however, no increase in any year may exceed the CPI, All Urban consumers (CPI-U), U.S. City Average for Water and Sewer and Trash Collection Services, averaged for the previous twelve months prior to renewal, as published by the U.S. Bureau of Labor Statistics or a maximum of 2.0% per year.

Invoices for services shall be submitted by the 5<sup>th</sup> of the month, and payments shall be made by the 5th day of the following month. Payments shall be made provided the submitted invoice is accompanied by adequate supporting documentation and is approved by the Town.

All invoices and correspondence relative to this Contract must contain the Contract number as listed above.

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

It is understood that the materials and/or work required herein shall be performed in accordance with the RFP, including the Town's General Terms and Conditions (attached hereto as Exhibit A), and the Contractor's Proposal (Exhibit B). All documents attached as Exhibits are by reference, made a part hereof as if set forth herein in full. In the event that there is a conflict between the documents, this Contract and the RFP and the Town's General Terms and Conditions shall prevail.

## **SECTION 5: ASSIGNMENT**

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

Contractor shall not furnish any services under this Contract by obtaining such services outside the Contractor's organization unless the Contractor shall first make written request to the Town and obtain Town's written approval of the proposed contract between the person(s) or firm

and the Contractor which shall outline the services to be performed and the charges for the same. Such contracts shall be subject to approval by the Town. Two copies of the executed contract shall be submitted to the Town for approval prior to the services being performed. The Contractor shall be solely responsible for all costs and expenses in connection with any such contracts.

#### **SECTION 6: TERMINATION**

The Town, at any time, by written notice, may terminate this Contract, with cause.

- A. If the termination is due to the failure of the Contractor to fulfill any of its contractual obligations to the Town, the Town will provide written notice of such failure and the Contractor shall have 30 days within which to cure such failure. If such failure is not cured, the Contractor shall be liable to the Town for any damages allowed by law, and upon demand of the Town shall promptly pay the same to the Town.
- B. The Town may also terminate this contract due to lack of availability of funds and appropriation of funds. The Contractor shall be entitled to a 60 day notice of the Town's intent to terminate this Contract for lack of funding. In the event of termination, the Town shall not be liable to the Contractor for lost profit, overhead, or any other losses or costs of any type after the date of such termination notice.
- C. The rights and remedies of the Town provided in this section are in addition to any other rights and remedies provided by law or under this Contract and Town may pursue any and all such rights and remedies against Contractor as it deems appropriate.
- D. Contractor agrees that no payment, final or otherwise, received by the Town shall be an acceptance of any services not in accordance with the Contract, nor shall the same relieve the Contractor of any responsibility for any errors or omissions in connection with the services contemplated under this Contract or operate to release the Contractor from any obligation under the Contract.
- E. Contractor shall be fully responsible to the Town for all acts and omissions of Contractor's agents, employee's, and independent contractors, if any, performing or furnishing any of the services herein just as the Contractor is responsible for its own acts and omissions.

**SECTION 7: COMPLIANCE WITH LAWS**

Contractor shall comply with all applicable local, state, and federal laws and regulations and shall, at its own expense, secure and pay the fees and charges for all permits or licenses that may be required for the performance of the Agreement.

**SECTION 8: SAFETY PRECAUTIONS**

Contractor shall exercise appropriate precautions at all times for the protection of persons and property.

**SECTION 9: APPROPRIATION APPROVAL**

Contractor acknowledges that the Town's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Town Council. Contractor agrees that in the event such appropriation is not forthcoming, the Town may terminate this Contract and that no charges, penalties, or other costs shall be assessed, except for sums due for services prior to the date of termination.

**SECTION 10: ENTIRE AGREEMENT**

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

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

**CONTRACTOR:**

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

Name/Title: \_\_\_\_\_

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

**TOWN OF CHRISTIANBURG:**

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

Name/Title: \_\_\_\_\_

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

APPROVED AS TO FORM:

\_\_\_\_\_

Town Attorney