



AGENDA
REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
APRIL 23, 2019 – 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

IV. CONSENT AGENDA

- A. [Council meeting minutes of April 9, 2019](#) and April 16, 2019.
- B. [Monthly bill list.](#)
- C. [Edgewood Water Pumping Station Upgrade Professional Services Contract Amendment #4 Authorization.](#)

V. INTRODUCTIONS AND PRESENTATIONS

- A. Introduction of New Employees
 - 1. Max Brown, Public Works
 - Bobby Lewis, Sr., Truck Driver, Solid Waste
 - 2. John Kirtner, Public Works
 - Isaiah Forester, Maintenance Worker, Utilities
 - 3. Devon Eckstein, Engineering
 - Amanda Robertson, Administrative Clerk, EPI

- B. Montgomery County Chamber of Commerce Executive Director Sharon Scott to present on the Chamber's 2019 Program of Work.
- C. Montgomery Museum of Art and History Executive Director Sue Farrar to provide an update on Museum activities.
- D. Wayne Nelson, Director of Engineering, to present the FY20 Capital Projects included in the draft budget

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Appointment of Katherine Meadows to the Parks and Recreation Advisory Commission to fill the unexpired term vacated by Richard Polikoff. The term expires December 31, 2020.
- B. [Budget Amendment for FY 2018-2019.](#)
- C. [Invoices for Marketing on Main dated November 2017. Goods were received, but invoices were not received for payment until 2019.](#)
- E. [Proposed revisions to the Town Employee Handbook \(Town Manager Wingfield\).](#)

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings:

May 14, 2019, 7:00 P.M. – Regular Meeting

May 28, 2019, 7:00 P.M. – Regular Meeting

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
APRIL 9, 2019 – 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 APRIL 9, 2019 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Clerk of Council Michele Stipes; Town Attorney Mark Popovich; Finance Director/Treasurer Val Tweedie; Public Relations Director Melissa Demmitt; Director of Public Works Jim Lancianese; Director of Engineering Wayne Nelson; Planning Director Will Drake; Aquatics Director Terry Caldwell; Building Official Jerry Heinline.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Mayor Barber added a Resolution in Recognition of April as Child Abuse Prevention Month to the Consent Agenda for Council approval.

III. PUBLIC HEARING

- A. Street vacation request by Invest Squared LLC for an ordinance to vacate an approximately 3,800 sq. ft. portion of right-of-way along N. Franklin Street located between 850 N. Franklin Street (tax map no. 496-18-1) and 900 N. Franklin Street (tax map no. 496-18-2).

Jerry Petzoldt, commercial real estate broker representing applicant Trident Corporation, presented Council with the street vacation request by Invest Squared LLC, to facilitate the construction of a Captain D's restaurant at 900 North Franklin Street. Mr. Petzoldt provided a brief history of Captain D's restaurants, and explained the topography and easement challenges faced in developing on the chosen site in Christiansburg, and how the requested street vacation would facilitate development of the property. According to Mr. Petzoldt, the Christiansburg Captain D's is expected to be a \$1.5M investment, with approximately \$1.5M in annual revenue. Mr. Petzoldt offered to answer questions of Council.

Scott Bunn, 320 Turpin Walk, representative of the seller of property at 900 North Franklin Street, requested Council approve the street vacation as requested.

IV. CONSENT AGENDA

- A. Council meeting minutes of March 26, 2019.

- B. Resolution in recognition of Craig Moore for his service on the Christiansburg Planning Commission.
- C. Resolution declaring April 14-20, 2019 as National Public Safety Telecommunicators Week.
- D. Contract with BerryDunn for Business Technology Assessment.
- E. Schedule a Public Hearing on May 28, 2019 for a rezoning request by Tim Lawson, agent for M&T Development, LLC for an approximately 1.48-acre property located at 825 Park Street N.E. (tax map no. 498-A-83) from the I-2, General Industrial District to the I-1, Limited Industrial District. The property is designated as Mixed Use with Buffer (Industrial) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- F. Resolution Recognizing April as Child Abuse Prevention Month.

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

V. INTRODUCTIONS AND PRESENTATIONS

- A. Presentation of resolution in recognition of Craig Moore for his service on the Christiansburg Planning Commission.

Mayor Barber read and presented to Craig Moore a resolution in recognition of his service on the Christiansburg Planning Commission. Mr. Moore thanked Council for the recognition and said it had been his honor to serve the Town as a member of the Planning Commission. Councilman Collins and Councilman Huppert have both worked with Mr. Moore as liaisons to the Planning Commission, and both men commended him on his outstanding contributions to the Town.

- B. Sarah Hanks, Executive Director of *Wonder Universe: A Children's Museum* to provide an update on the museum.

Sarah Hanks addressed Council on behalf of a request for funding consideration in the FY 2019-2020 budget for support of the *Wonder Universe: A Children's Museum*. Ms. Hanks talked about the museum's relocation to Christiansburg in late summer 2019, and its anticipated positive impact on the New River Valley community.

- C. Casey Edmonds and Jalin Diggs of New River Community Action to present on their work with homelessness.

Casey Edmonds and Jalin Diggs addressed Council on behalf of a request for budget consideration for support of New River Community Action (NRCA) Homeless and Housing Programs. The homeless and housing programs are designed to address and prevent homelessness through financial services and rapid rehousing. In addition to the housing programs, Ms. Edmonds talked about other programs offered through NRCA and how the programs served to meet social and educational needs within the community.

- D. Finance Director Val Tweedie to present the draft Annual Budget for FY 2019-2020.

Val Tweedie presented the draft Annual Budget for FY 2019-2020, and provided an overview of the general layout of the balanced document, and highlighted the totals for revenue, expenditures, capital improvements, and fund balance. Ms. Tweedie explained the budget process in focusing on goals and priorities to present a sustainable budget, and noted no new

debt was proposed in the draft budget, along with no proposed tax rate or increase in sewer fees. A slight increase was included for building permit fees and plan review fees, and to the water rate of \$1.00/1,000 gallons. Council was asked to review the proposed budget for discussion during a work session scheduled for April 16, 2019 at 5:30 P.M.

VI. CITIZEN COMMENTS

- A. Johanna Hicks, owner of property at 121 and 123 North Franklin Street, requested Council address the noise, smell, and rodent disturbances to the tenants of her properties related to the Town's sewer line construction within the 100 block of North Franklin Street. Ms. Hicks reported that Building Official Jerry Heinline inspected the situation, at her request, and suggested the Town could pay for exterminating services, since the rodent issue was the result of the construction project. Ms. Hicks thanked Council for its time and consideration.

VII. COMMITTEE REPORTS

- A. Councilwoman Sachs, on behalf of the Central Business District Committee, reported on new art installments in downtown and Cambria, and on current Farmer's Market planning for 2019. She invited all to the next meeting scheduled for April 24 at noon.
- B. Councilman Huppert reported on events and programs hosted by the aquatic center.
- C. Councilman Stipes, on behalf of the Virginia Tech - Montgomery Executive Airport, reported that the request to increase annual contributions by \$10,000 had been rescinded for 2019, due to the jet fuel storage project delay.
- D. Councilman Collins reported on the baseball event April 13 hosted by the Parks and Recreation Department and held at the Harkrader Sports Complex, and asked for an update on the Sister City Program. Town Manager Wingfield reported that the Town sent Christiansburg, Ohio town memorabilia and dogwood trees and received a *thank you note* in response. There has been no further contact between the two towns.

VIII. DISCUSSION BY MAYOR AND COUNCIL

- A. First Amendment to Performance Agreement for Market Place Redevelopment to extend completion date to March 30, 2020.

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

- B. At Mayor Barber's suggestion, Councilwoman Sachs made a motion to amend the agenda to add, for Council discussion and action, the street vacation request by Invest Squared LLC for an ordinance to vacate an approximately 3,800 sq. ft. portion of right-of-way along N. Franklin Street located between 850 N. Franklin Street (tax map no. 496-18-1) and 900 N. Franklin Street (tax map no. 496-18-2). The Public Hearing was held earlier in the meeting.

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

IX. STAFF REPORTS

- A. Town Manager Wingfield:

- Night-time sewer line construction on North Franklin Street was expected to be completed in two nights. Building Official Jerry Heinline has worked with Ms. Hicks to address her concerns resulting from the sewer construction and Mr. Wingfield noted he would have Mr. Heinline contact an exterminator for service tomorrow.
- Set Public Hearing for May 14 for proposed FY 2019-2020 water rate and tax rate increases.
- Set Public Hearing for May 28 for the proposed FY 2019-2020 Annual Budget.
- Council scheduled a budget work session for April 16 at 5:30 P.M.
- Council scheduled a Special Meeting for a PPEA Closed Meeting on April 30 and if needed, May 7.
- The Council retreat is to be rescheduled and Council was asked to provide available date to Town Manager Wingfield.

B. Town Attorney:

C. Other Staff:

X. COUNCIL REPORTS

- A. Councilwoman Sachs expressed appreciation for the invitation to the recent Children's Museum luncheon, and congratulated UVA on its March Madness tournament win.
- B. Councilman Huppert also expressed appreciation for the recent Children's Museum luncheon and commended the museum on a job well-done.
- C. Councilman Stipes congratulated UVA on its March Madness tournament win.
- D. Councilman Showalter, no report.
- E. Councilman Bishop commended Casey Edmonds and Jalin Diggs on their work to prevent homelessness in the NRV, and noted that Asbury United Methodist Church had recently hosted three information sessions addressing local homelessness.
- F. Councilman Collins, no report.
- G. Mayor Barber, no report.

XI. OTHER BUSINESS

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:13 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANBURG	PAY DATE 4-26-2019	
BILLS TO BE PAID FOR THE MONTHS OF	MARCH AND APRIL	
A & A SALES ASSOCIATES, LLC	1,404.50	SAFETY WINDBREAKERS PW
A MORTON THOMAS AND ASSOCIATES, INC	552.00	
ACORN SIGN GRAPHICS INC	143,330.75	GATEWAY SIGNAGE
ADVANCED ANALYTICAL SOLUTIONS	309.00	
ADVANCED TECHNICAL SOLUTIONS	2,662.73	GREASE WWTP
AIR SPECIALISTS OF VIRGINIA, INC	626.00	
ALGONQUIN PRODUCTS COMPANY	1,280.00	ASPHALT RELEASE COMPOUND 55 GAL DRUM PW
ALL SEASONS PEST CONTROL, INC	95.00	
ALVIS ELECTRIC, INC.	2,414.17	ELECTRICAL WORK AT FIRE STATION
ANN SANDBROOK	180.00	PLANNING COMMISSION
ANTHEM SPORTS, LLC	1,284.78	
ARC3 GASES	182.59	
ASHLEY BRIGGS	240.00	PLANNING COMMISSION
AUDIOTRONICS	67.50	
AUTO ZONE, INC	162.70	
AUTOMATIC CONTROLS OF VA, INC	2,980.00	REPAIR PUMP AT WWTP
AUTOMATION CREATIONS, INC.	274.98	
B & K TRUCK ACCESSORIES	190.00	
BANE OIL COMPANY, INC	1,283.99	OFF ROAD DIESEL
BLIND THE WORLD, LLC	689.00	
BLUE RIDGE DIESEL INJECTION	26.52	
BOUND TREE MEDICAL, LLC	1,824.66	RESCUE SUPPLIES
BOXLEY ASPHALT, LLC	884.22	
BRAME SPECIALTY COMPANY INC.	1,473.40	JANITORIAL SUPPLIES
BROWNELLS, INC.	270.63	
C.I.T.C. IMAGING	284.85	
CAPITAL LIGHTING & SUPPLY, LLC	3,357.87	VARIOUS ELECTRICAL SUPPLIES
CARDINAL BLUEPRINTERS, INC.	350.00	
CARDINAL RUBBER & SEAL INC.	1,360.57	
CARILION EMPLOYEE ASSIST. PROGRAM	5,052.96	EMPLOYEE ASSISTANCE PROGRAM SERVICES HR
CARILION HEALTHCARE CORP.	899.00	
CAROLINA INDUSTRIAL EQUIPMENT	353.77	
CAROTEK, INC.	482.26	
CARROT-TOP INDUSTRIES, INC.	443.89	
CMC SUPPLY, INC.	317.26	
CONCRETE PIPE & PRECAST LLC	1,850.00	PIPE FOR STORM DRAINS
CREATIVE PRODUCT SOURCING, INC.	1,053.86	
CROW'S NEST GREENHOUSES	162.75	
CUMMINS INC	24.29	
CURTIS BAY MEDICAL WASTE VIRGINIA, LLC	184.94	
DATA MANAGEMENT, INC	1,195.00	
DCI/SHIRES, INC	49,003.71	QUINN STUART BLVD INTERSECTION
DIRECT SPORTS, INC.	359.40	
DLB ENTERPRISES LLC	215,664.25	COLLEGE STREET SEWER REHAB
DR POWLEDGE OCCUPATIONAL MEDICINE PC	125.00	
DUNCAN FORD MAZDA	6,339.42	VEHICLE REPAIRS
EAST COAST EMERGENCY VEHICLES, LLC	9,247.59	EQUIPMENT FOR POLICE VEHICLES
EEE CONSULTING, INC	12,500.00	ENGINEERING SERVICES MS4 COMPLIANCE
ELECTRICAL SUPPLY CO	389.03	
ELEVATING EQUIPMENT INSPECTION SERVICE	105.00	
ELITE PRODUCTS GROUP, INC	1,949.00	
EMS MANAGEMENT & CONSULTANTS, INC	2,462.14	THIRD PARTY BILLING SERVICES
ENGINEER SUPPLY LLC	3,199.96	SCHONSTEDT MAGNETIC LOCATOR, STORM WATER
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	15,000.00	BIOSOLID DISPOSAL
EXCEL TRUCK GROUP	74.44	
FASTENAL COMPANY	3.50	
FERGUSON ENTERPRISES, INC.#75	31,288.02	VARIOUS PIPE AND FITTINGS WATER, WASTE WATER, STREETS, STORM WATER
FIDELITY POWER SYSTEMS	403.37	
FIRE RESCUE AND TACTICAL, INC	1,126.00	
FIRE SAFETY PRODUCTS, INC	173.00	
FISHER AUTO PARTS, INC.	1,745.56	VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR
FITNESS CONCEPTS, INC.	927.09	
FLEET PRIDE, INC	1,830.22	
G/A SAFETY SUPPLY, INC	1,251.01	
GALLS, AN ARAMARK COMPANY	3,002.39	UNIFORMS AND SUPPLIES PD
GEMPLER'S INC.	425.01	
GLOBAL EQUIPMENT CO.	921.00	

TOWN OF CHRISTIANBURG	PAY DATE 4-26-2019	
BILLS TO BE PAID FOR THE MONTHS OF	MARCH AND APRIL	
GODWIN MANUFACTURING CO.,INC.	196.61	
GRAINGER	2,403.93	VARIOUS SUPPLY AND SAFETY SUPPLIES PW
GRANTURK EQUIPMENT CO., INC	591.60	
GREENHOUSE	1,017.50	
H. T. BOWLING, INC.	27,702.34	STREET REPAIR AND RECONSTRUCTION PROJECT
HAJOCA CORPORATION	1.97	
HALL'S GARAGE DOORS, INC	475.00	
HANDY RENTALS, INC	502.50	
HARVEY CHEVROLET CORP.	737.30	
HENRY EARNEST WADE	60.00	BOARD OF ZONING APPEALS
HEYWARD INCORPORATED OF VA, INC	6,601.00	ROTATING ASSEMBLY WWTP
HOLLYBROOK MULCH TRUCKING, INC	1,300.00	
HOSE HOUSE, INC.	822.74	
HOUSTON N. SNODDY	400.00	
IDEAL CABINETS INC.	10,023.52	GRANITE COUNTERTOPS FIRE DEPARTMENT
IDEXX DISTRIBUTION, INC.	30.05	
IES COMMERCIAL, INC	1,889.70	
INNOVATIVE SYSTEMS & SOLUTIONS, INC	2,828.80	DATA BACKUP SERVICES
INTEGRITY DATA, INC	750.75	
INTERNATIONAL CODE COUNCIL	168.50	
INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION FOR HUMAN R	1,827.00	HR PUBLICATIONS
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	590.01	
IPMA-HR	149.00	
J ALPERIN CO INC	186.72	
JAMES RIVER LASER & EQUIPMENT, LLC	350.00	
JAMES W. KIRK	60.00	BOARD OF ZONING APPEALS
JAMES W. VANHOOSIER	60.00	BOARD OF ZONING APPEALS
JEANANNE KNIES	180.00	PLANNING COMMISSION
JENNIFER SOWERS	240.00	PLANNING COMMISSION
JESSICA M. DAVIS	120.00	PLANNING COMMISSION
JJ KELLER & ASSOCIATES, INC	1,454.60	PUBLICATIONS HR
JORDAN OIL CO., INC.	2,411.17	FUEL AT FIRE DEPT
KAREN L DRAKE-WHITNEY	60.00	BOARD OF ZONING APPEALS
KIMBALL MIDWEST	298.86	
KING-MOORE, INC	2,450.00	IT CONSULTING
KINGS TIRE SERVICE, INC	2,645.06	
KLA ENTERPRISES LLC	15.88	
KORMAN SIGNS, INC.	10,054.12	SIGNAGE MATERIALS
KUSTOM SIGNALS, INC.	192.00	
LANCASTER, INC.	350.00	
LANDSCAPE SUPPLY INC.	476.90	
LANGUAGE LINE SERVICES	22.40	
LIBERTY FIRE SOLUTIONS, INC	1,830.00	FIRE ALARM REPAIRS
LUCK STONE CORPORATION	4,188.25	FIELD IMPROVEMENTS, FALLING BRANCH & HARKRADER
MARK CURTIS	210.00	PLANNING COMMISSION
MATTERN & CRAIG	38,998.16	ENGINEERING SERVICES INSPECTIONS FALLING BRANCH, HANS MEADOW,
MCCORMICK TAYLOR, INC	12,755.00	ENGINEERING CONSTRUCTION SERVICES N. FRANKLIN CORRIDOR
MCDONOUGH BOLYARD PECK, INC	12,861.50	QUIN STUART AND PPEA REVIEW AND ANALYSIS
MCGRADY-PERDUE HEATING & COOLING, INC	709.40	
MEDEXPRESS URGENT CARE, P.C. - VIRGINIA	1,206.00	
MEYERCORD REVENUE	6,588.00	CIGARETTE STAMPS
MID ATLANTIC WASTE SYSTEMS	821.39	
MODERN AUTOMOTIVE	33.90	
MONTGOMERY DISTRIBUTORS	420.06	
MOORE'S BODY & MECHANICAL SHOP, INC	3,114.60	REPAIRS PD VEHICLE
MOSCA DESIGN	2,451.00	BANNER FLAGS PW
MT ELECTRONICS, INC	2,922.75	REPAIR EQUIPMENT
MUNICIPAL EMERGENCY SERVICES, INC	42,437.64	REPLACE TURN OUT GEAR FIRE DEPT
NAFECO INC	1,214.25	
NATIONAL POOLS OF ROANOKE,INC.	3,390.56	CHEMICALS FOR AQUATIC CENTER
NEW RIVER COMMUNITY COLLEGE	1,380.00	WORK FORCE TRAINING HR
NEW RIVER ENGRAVING	16.00	
NEW RIVER FIRE EXTINGUISHERS	30.00	
NORTH CENTRAL LABS	1,856.54	6 PLACE MANIFOLD VALVE WWTP
NORTHERN SAFETY CO., INC.	427.23	
NORTHWEST HARDWARE CO INC	78.96	
ORIENTAL TRADING CO., INC.	81.06	

TOWN OF CHRISTIANBURG	PAY DATE 4-26-2019	
BILLS TO BE PAID FOR THE MONTHS OF	MARCH AND APRIL	
PET WASTE ELIMINATOR	150.00	
POWER ZONE	2,240.05	REPAIR AND PARTS VARIOUS EQUIPMENT
PRECISION GLASS & UPH. INC.	250.30	
PRO CHEM INC	1,005.63	
PROFESSIONAL COMMUNICATIONS	7,186.48	RADIOS FOR VEHICLES, POLICE, FIRE AND RESCUE, CHANGE OUT TELEMETRY UNIT ON TOWER
QUALITY TIRE & BRAKE SERVICE	4,251.00	VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR
QUILL CORP.	249.95	
RADFORD WELDING & FABRICATION, LLC	187.18	
RAILROAD MANAGEMENT COMPANY IV, LLC	514.54	
RICHARD HILDING JOHNSON	180.00	PLANNING COMMISSION
RICHMOND MACHINERY & EQUIP CO	69.73	
ROBERT CHARLES MILLER	250.00	
ROBERTS OXYGEN COMPANY, INC	566.74	
ROCAN INDUSTRIAL PRODUCTS, INC	1,066.94	
ROGERS SPORTS GROUP, INC	1,008.68	
SAFE AIR SYSTEMS	982.90	
SALEM STONE CORPORATION	2,280.36	SAND AND GRAVEL VARIOUS REPAIRS
SANICO, INC	8,771.03	JANITORIAL SUPPLIES
SCHNABEL, INC	800.68	
SERVICEMASTER COMMERCIAL CLEANING	3,629.00	CLEANING AQUATICS CENTER
SIGN SYSTEMS, INC	130.00	
SISSON & RYAN LLC	1,202.04	
SKILLPATH, INC.	479.85	
SNAP-ON TOOLS	48.45	
SOUTHERN AIR, INC	8,000.00	REPAIR PAC UNITS AQUATIC CENTER
SOUTHERN REFRIGERATION CORP.	190.18	
S-SQUARE TUBE PRODUCTS, INC	1,151.60	
STATE ELECTRIC SUPPLY CO.,INC.	3,744.37	VARIOUS ELECTRICAL SUPPLIES
STERNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	7,064.24	LANDFILL ENGINEERING AND MONITORING
SUNAPSYS, INC	328.50	
TAYLOR OFFICE & ART SUPPLY,INC	1,171.72	
TBS CONSTRUCTION, LLC	69,076.08	RESCUE SQUAD RENOVATIONS
TECH EXPRESS, INC.	1,299.23	
TENCARVA MACHINERY CO.	14,048.73	REPLACE CONTROL PANELS, TEEL AND STARLITE PUMP STATIONS AND OTHER REPAIRS AT VARIOUS PUMP STATIONS WWTP
THE KERCHER GROUP, INC	7,364.50	PAVEMENT MANAGEMENT
THE WILLIAM G. SIMMONS CO., INC	13,540.00	CRAIG MOUNTAIN BOOSTER STATION IMPROVEMENT
THOMPSON TIRE & MUFFLER	195.87	
TRUCK ENTERPRISES ROANOKE, INC	143.78	
TWO-WAY RADIO, INC.	476.00	
UNIFIRST CORPORATION	4,657.90	UNIFORMS PW
USA BLUE BOOK	1,877.80	SUPPLIES WWTP
VA INFORMATION TECHNOLOGIES AGENCY	3,440.88	IMAGERY FROM ST OF VA
VA PUBLIC WORKS EQUIPMENT CO	78,008.58	SEWER CLEANING MACHINE
VALLEY BOILER AND MECHANICAL, INC	4,745.96	GAS VALVE AND CIRCULATOR PUMP WWTP
VALLEY EQUIPMENT CENTER	100.19	
VEST'S SALES & SERVICE, INC.	335.00	
VIRGINIA BUSINESS SYSTEMS	8,656.16	COPIERS TOWN WIDE
VIRGINIA UTILITY PROTECTION SERVICE, INC	470.40	
VOLTAGE LEADERSHIP CONSULTING LLC	693.00	
VSC FIRE & SECURITY, INC	75.00	
VULCAN, INC	118.75	
W L CONSTRUCTION SUPPLY INC	583.93	
WADES FOODS INC.	19.96	
WILEY & WILSON, INC	2,620.00	ENGINEERING SERVICES DEPOT TRAIL
WILSON BROTHERS INCORPORATED	1,536.37	
WLH LLC	376.49	
WRANGLER SUPER HOLDCO CORP	25,278.24	WASTE INDUSTRIES, RECYCLING CHARGES
TOTAL BILLS TO BE PAID	1,063,188.22	PAY DATE 4-26-2019

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

MARCH AND APRIL

VENDOR	AMOUNT PAID	DESCRIPTION
BLACKSBURG FIRE DEPARTMENT	25.00	
EAST COAST EMERGENCY VEHICLES	1,211.00	EQUIPMENT ON NEW CHEVY TAHOE FIRE COUNTY VEHICLE CTY FUNDS
EXXON MOBILE	269.84	
GOODMAN SPECIALIZED VEHICLES LLC	2,655.55	RESEALED ROOF ON VEHICLE WITH LEAKY ROOF
GATES FLOWERS	65.00	
LANCASTER INC	150.00	
MUNICIPAL EMERGENCY SERVICES, INC	2,426.78	SCBA FLOW TEST FIRE DEPARTMENT COUNTY FDS
POWER ZONE	21.22	
SOUTHWEST VIRGINIA FIREFIGHTERS	630.00	
TOWN OF CHRISTIANBURG	1,204.46	COUNTY REIMBURSEMENT FOR FUEL FIRE
VERIZON WIRELESS	295.43	
WILSON BROTHERS INC	21.60	
TOTAL PAID BILLS	8,975.88	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	MARCH AND APRIL	
VENDOR	AMOUNT PAID	DESCRIPTION
ADVANCE AUTO PARTS	518.69	PARTS FOR REPAIRS OF VEHICLES AND EQUIPMENT
ADAMS CONSTRUCTION CO	2,296.83	ASPHALT MIX
AIRGAS NATIONAL CARBONATION	317.64	CARBON DIOXIDE GAS FOR AQUATICS
ALLSTATE	3,786.88	EMPLOYEE PAID INSURANCE
ANGLE FLORIST	150.00	
ANTHEM BLUE CROSS BLUE SHEILD	109,282.97	MEDICAL INSURANCE EMPLOYEES
ANTHEM LIFE INSURANCE COMPANY	3,141.71	EMPLOYEE LIFE INSURANCE
APPALACHIAN POWER	64,540.57	TOWN WIDE UTILITY SERVICES
AT & T	469.47	
ATMOS ENERGY	8,655.34	TOWN WIDE GAS SERVICES
AUDIOTRONICS	95.00	
BMS DIRECT	10,709.92	POSTAGE PRINTING WATER BILLS, TAX TICKETS NEWSLETTERS
BRIGHT PERSONNEL	307.90	
BOUND TREE MEDICAL	2,143.86	RESCUE SUPPLIES
BOXLEY ASPHALT LLC	2,669.74	ASPHALT SURFACE MIX
BSN SPORTS COLLEGIATE PACIFIC	2,045.46	HARKRADER ATHLETIC FIELD IMPROVEMENTS
CARDINAL MACHINERY COMPANY	2,781.79	EQUIPMENT REPAIRS AND OIL FOR EQ AND VEHICLE MAINTENANCE
CARTER MACHINERY COMPANY	943.83	
CARDMEMBER SERVICES	31,808.61	SUPPLIES EQ 13797.07 DUES 470 SCHOOLS 6927.45 TRAVEL 3970.07 SOFTWARE 2132.11 UNIFORMS 64.40 RECRUITING RETENTION FIRE RESCUE 4447.51
CHANDLER CONCRETE	726.86	FOR PUBLIC WORKS REPAIRS
CHILDREN'S ADVOCACY CENTER	5,000.00	ANNUAL SUPPORT
CFS GROUP/BLUE RIDGE DISPOSAL & RECYCLING	220.00	
CRYSTAL SPRINGS	244.09	
CITIZENS	3,925.00	INTERNET
DAVE'S MOONWALK	995.00	OPENING DAY HARKRADER
DELTA DENTAL	36,662.42	4 MONTHS DENTAL COVERAGE EMPLOYEES
DEPARTMENT OF STATE POLICE	60.50	
DJR ENTERPRISES	114.47	REC YOUTH BASEBALL
DUES AND MEMBERSHIPS	75.00	pw 288.95 PR 75
DTN INC	296.00	
FEDERAL EXPRESS	405.88	
FITNESS CONCEPTS INC	9,108.90	EXERCISE EQUIPMENT REC CENTER
GATES FLOWERS AND GIFTS	215.88	
GREAT ROAD ON MAIN	60.00	
HOME DEPOT	196.43	
INTERNATIONAL CODE COUNCIL	69.00	
J&J ASPHALT	1,000.00	SURFACE MIX STREETS
LANE ENTERPRISES INC	785.38	PARTS STORM WATER
LOWE'S HOME CENTERS INC	3,497.98	VARIOUS DEPTS MAINTENANCE REPAIRS AND SUPPLIES
LUMOS NETWORKS INC	1,037.77	PHONE SERVICE
MANSFIELD OIL	415.02	FUEL PURCHASES PW
MONTGOMERY FLOYD REGIONAL LIBRARY	15,000.00	ANNUAL SUPPORT
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	31,752.65	TIPPING FEES FOR SOLID WASTE SERVICES
MOYE, JESSICA	600.00	
NETWORKFLEET INC	281.87	
NEW RIVER VALLEY PIZZA	110.00	
NEW RIVER ENGRAVING	16.00	
PCM-G	4,000.00	SOFTWARE LICENCES MOBILITY
PETTY CASH	199.49	
PROFESSIONAL COMMUNICATIONS	183.75	LOW BAND RADIOS AND EAR BUDS PD
REFUND FEES REC DEPT	625.00	
REFUND TAXES	4,873.34	REFUND TAX OVERPAYMENTS
REFUND WATER/SEWER	2,036.70	
REFUND EMS	149.48	
REIMBURSEMENT EMPLOYEES	1,644.33	work boot allowance

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	MARCH AND APRIL	
VENDOR	AMOUNT PAID	DESCRIPTION
ROANOKE TIMES	2,028.74	ADVERTISING, JOBS PUBLIC HEARINGS ETC
ROLLER VENTURES	90.00	
SAMS CLUB	478.94	PARKS AND REC SUPPLIES
SCHOOLS	4,255.00	P&R 30 ENGINEERING 4225
SETH PARKER	3,016.91	REPAIR WATER LINE DAMAGE BY CONTRACTOR
SHENEL	453.98	
SHRED-IT	140.55	
SOUTHEASTERN SECURITY CONSULTANTS	435.00	
SOUTHERN STATES	528.13	
SPEEDWAY	18,300.27	FUEL TOWN VEHICLES
STAND ENERGY	4,736.12	NATURAL GAS FOR AQUATIC CENTER
STAGELINE MOBILE STAGE INC	156,445.00	MOBILE STAGE RECREATION
STATE ELECTRIC SUPPLY CO INC	102.68	
SUPER SHOES	356.97	
SUBURBAN PROPANE	9,149.90	WWTP GENERATORS
SUNAPSYS INC	397.43	
TIDY SERVICES	70.90	
TRACTOR SUPPLY	515.91	MISC SUPPLIES
TRAVEL	5,054.92	public works 370.98 HR 399.77 Police 868. fire 1625.60 building 486.18 finance 347.64 rescue 405.75 engineering 551.
TREASURER OF MONTGOMERY COUNTY	195,500.00	4TH QTR 911 AUTHORITY
TREASURER OF VIRGINIA	8,041.81	LANDFILL PERMIT 1239.82 SALES TAX 24.83 UNEMPLOYMENT TAX 5177.16 DMV 1100 DEQ STORM PERMIT 500
U.S. CELLULAR	121.45	
VA ASSOC OF COUNTIES GROUP INSURANCE	1,301.89	SHORT TERM DISABILITY 1301.89
VERIZON	4,910.68	PHONE LINES
VERIZON WIRELESS	7,378.32	CELL PHONES AND TABLETS
VIRGINIA EVERYWHERE	275.00	
VIRGINIA MEDIA	2,022.00	JOB POSTINGS, PUBLIC HEARINGS ETC
VIRGINIA RETIREMENT SYSTEMS	152,327.94	EMPLOYEE RETIREMENT
VIRGINIA NRV ECONOMIC DEVELOPEMNT ONWARD NRV	1,250.00	QTRLY SUPPORT
VSC FIR E& SECURITY	90.00	
WASTE INDUSTRIES	25,286.59	RECYCLING RESIDENTIAL PICK UP
WEST PUBLISHING COMPANY	119.04	
WHITCARVER PHOTOGRAPHY	420.00	
WINN 911 SOFTWARE	495.00	
WORDSPRINT	1,577.47	PRINTING PD WARRANTS AND CITIZEN CENTRIC REPORTS
TOTAL SPECIAL REVENUE BILLS PAID	8,975.88	
TOTAL PAID BILLS	980,924.94	
BILLS TO BE PAID	1,063,188.22	
GRAND TOTAL	2,053,089.04	



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

April 23, 2019

ITEM TITLE: Edgewood Water Pumping Station Upgrade Professional Services Contract Amendment #4 Authorization

DESCRIPTION: Engineering contract amendment with Peed and Bortz for design services to improve water service in the Tanglewood area.

POTENTIAL ACTION: Approval of Contract Amendment #4 in the amount of \$11,000 and provide authorization for the Town Manager to execute this Amendment.

DEPARTMENT:

Engineering

PRESENTER:

Wayne Nelson

ITEM HISTORY:

Peed and Bortz was awarded the initial contract to design the replacement of aging pump stations for both the Craig Mountain and Edgewood water pressure zones. The design and construction of the Craig Mountain Pump Station improvements are now complete. Additional investigation and planning for the Edgewood pressure zone was completed to address all flow and reliability issues. As a result, improvements have been identified to improve water service and reliability and for added fire protection. This contract amendment authorizes Peed and Bortz to design a water line extension looping the existing systems between Tanglewood Drive and Jones Street. Council approval is necessary as a result of this \$11,000 amendment value exceeding 25% of the original \$25,000 contract value. This contract amount is included in "Estimated to Expend" in the FY20 Draft Budget.

Information Provided:

Contract Amendment #4

TOWN OF CHRISTIANBURG, VIRGINIA
CIVIL ENGINEERING TERM SERVICES
PROJECT CONTRACT AMENDMENT

Effective Date: April 1, 2019

Engineer: Peed & Bortz, LLC

Project Name: Edgewood and Craig Mountain Water Pumping Station Upgrade Project

Contract Number: CN-02025

Amendment Number: 4

This Term Services Project Contract Amendment (“Amendment”) is made this ____ day of _____, 2019, by and between the Town of Christiansburg, Virginia (“Town”) and Peed & Bortz, LLC (“Engineer”).

WITNESSETH:

WHEREAS, Town and Engineer are parties to the Edgewood and Craig Mountain Water Pumping Station Upgrade Project Contract dated October 20, 2014 (“Contract”); and

WHEREAS, Town and Engineer now desire to amend the Contract;

NOW THEREFORE, in consideration of the terms and provisions of this Amendment, Town and Engineer agree as follows:

1. Include “Engineering Design and Construction Services for Jones Street Water Extension” proposal attached hereto as Exhibit 5.
2. Add to SECTION 1: DESCRIPTION OF SERVICES the following paragraph:
The Engineer shall perform any and all work as outlined in the attached proposal in Exhibit 5.
3. Replace SECTION 2: TIME OF PERFORMANCE with the following paragraph:
The Contract period shall commence October 20th, 2014 and terminate on June 30, 2020 for final completion on June 30, 2020.
4. Add to SECTION 3: COMPENSATION the following paragraph:

The total lump sum and hourly not to exceed amount for the work described in Exhibit 5 to be paid by the Town to the Engineer is Eleven Thousand dollars (\$11,000).

5. All other terms and conditions of the Contract not specifically amended herein remain in full force and effect.

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

ENGINEER:

TOWN OF CHRISTIANBURG:

By: Scott Bortz

By: Randy Wingfield

Title: Partner

Title: Town Manager

Date: _____

Date: _____

Exhibit A

Contract between
Town of Christiansburg, Virginia
and Peed & Bortz, LLC for
Engineering Design and Construction Services for
Jones Street Water Extension

April 10, 2019

A. Scope of Services

Based on our present understanding of your requirements, Peed & Bortz proposes the following engineering services.

1. Perform a field review of the project area.
2. Utilize existing Town LIDAR, plannimetrics and aerials in order to create a project base map. Peed & Bortz, LLC will procure a control survey along the alignment to verify property lines and ROWs along the alignment. Survey will be utilized to develop the easement sketch(es).
3. Field survey existing storm and sanitary sewers for sizes and invert depths from the top of structure. Top of structure elevation will be field surveyed. Due to traffic and bolted down manholes, Peed & Bortz (or our surveyor) may require Town assistance for sanitary or storm manholes within the travel roadway.
4. Develop a preliminary easement sketch for the proposed alignment. Coordinate with Town staff and revise easement sketch as necessary to record.
5. Prepare 50% plan and profile sheets for the new water line. Property lines and owner information will be obtained from Town mapping if there is no impact to the alignment/easements. Fire hydrant, spur line connections, main line valve locations will be as determined by the Town staff with input from Peed & Bortz, LLC.
6. Provide plans to Town for review and comment.
7. Prepare 90% construction drawings and probable estimated cost of project.
8. Prepare technical specifications and bidding documents for the project.

-
9. Provide review copies of project documents to the Town for comment and revise as necessary. Submit to Town staff for review of Erosion and Sediment Control Plan.
 10. Provide bid advertisement for publication and distribute bid documents to contractors. Attend and assist Town staff with pre-bid questions and pre-bid conference.
 11. Coordinate construction contract documents with Town staff, review contractor document submittals, and coordinate the necessary contractor/Town executions.
 12. Conduct preconstruction conference and construction progress meetings. Progress meetings will be held monthly or more frequently if conditions dictate. Prepare and distribute minutes. Review shop drawings. Review and approve, if satisfactory, contractor payment applications.
 13. Provide periodic site visits to assess compliance with plans and specifications.
 14. Perform substantial and final inspections and prepare punch lists. If necessary and appropriate, provide certificate of professional engineer upon project completion.
 15. Prepare Record Drawings and submit to Town.
 16. Field Warranty Review the site area with Owner Staff at 1 year post substantial completion date.

B. Town Responsibilities (Exclusions from Engineer Scope of Services)

The Town will provide the following information and work items for this project:

1. Provide LIDAR mapping, existing topography, and existing aerial photography along project alignment.
2. Provide historical plans and/or as-builts for water mains, water meters, sanitary sewer invert depths, sizes, and material types for utilities in the design area. Provide historical plans and/or as-builts for storm sewer invert depths, sizes, and material types for sewers within the travel roadway in the design area.
3. Assist/advise with respect to alignment location.
4. Confirm the valve and existing system connections.
5. Provide Town specifications and standard construction details.
6. Obtain necessary property easement (s) and pay for any easement recording or legal costs.
7. Provide project bid advertisement costs.
8. Pay all project permit fees including VSMP and Erosion and Sediment Control permit fee.

EXHIBIT B

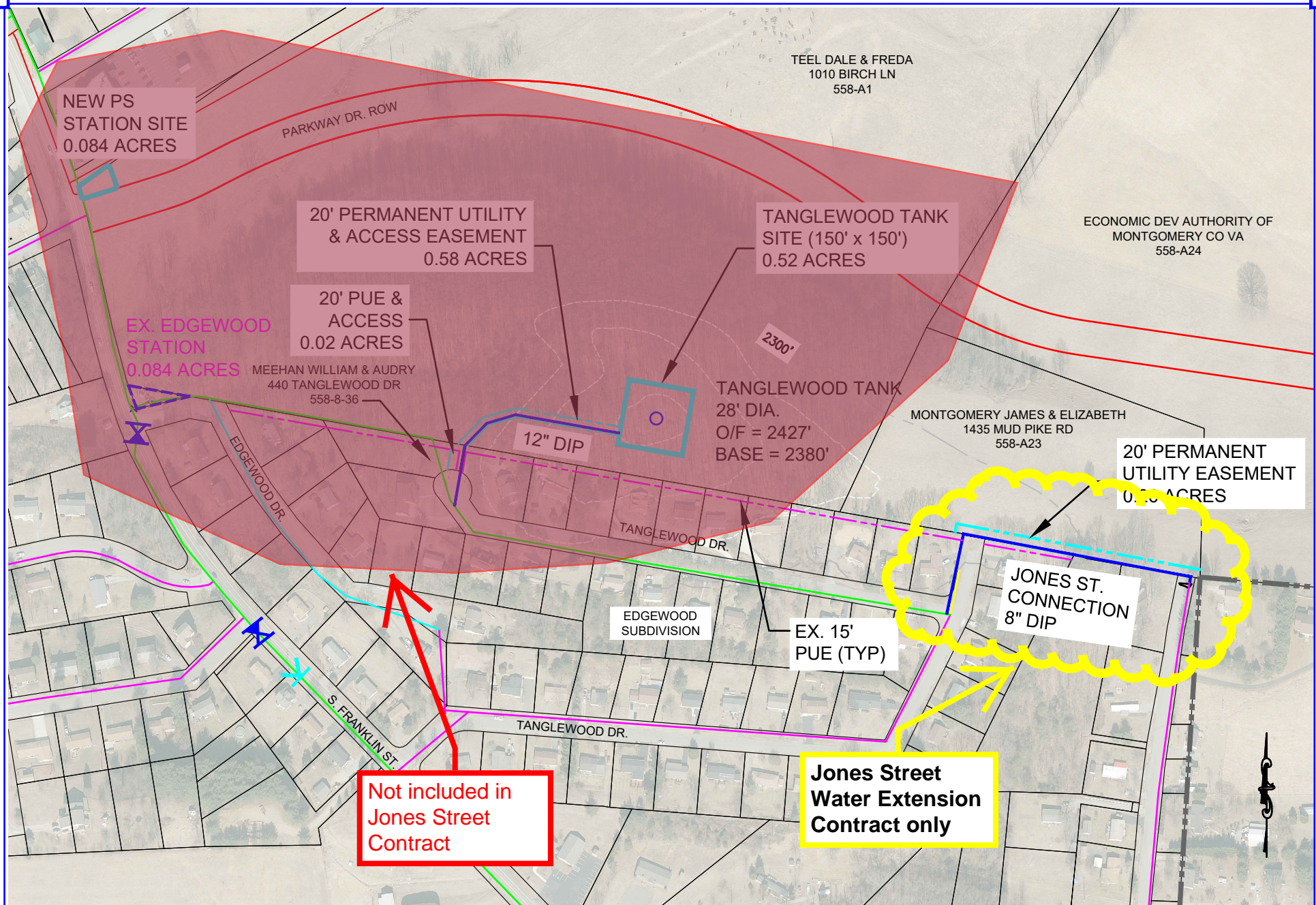


EXHIBIT C

TOWN OF CHRISTIANBURG

Jones Street Water Extension

ITEM		QUANTITY	UNITS	PRICE	AMOUNT
Phase 2 Jones North Connection					
8" DIP from Tanglewood east to Jone end	750	LF	\$70	\$52,500	
Connection to Existing System	2	Ea	\$5,000	\$10,000	
Road and Driveway Repair	50	LF	\$60	\$3,000	
Additional Fire Hydrant	1	Ea	\$6,000	\$6,000	\$71,500
Misc.	(10%)				\$ 7,200.00
TOTAL CONSTRUCTION COST				\$	78,700.00
RELATED COSTS					
Engineering, Basic		10%		\$	7,900.00
	Field Survey			\$	2,100.00
	Easement Assistance			\$	500.00
TOTAL RELATED COSTS				\$	10,500.00
TOTAL COST				\$	89,200.00

EXHIBIT D

FEE BREAKDOWN SUMMARY

JONES STREET WATER EXTENSION

4/10/2019

Design

1 Field Review Project Area	\$	200
2 Establish mapping from Town sources & Verify State Plane coordinates	\$	800
3 Field Survey utilities and property for easement	\$	2,100
4 Easement sketch preparation	\$	500
5 Preliminary 50% Plans and hydraulic design to Owner	\$	1,500
6 Town review and comment on plans	\$	500
7 Prepare 90% Construction plans and construction estimate	\$	1,400
8 Prepare technical specifications	\$	1,000
9 Review copies and Submit to Town and E&S	\$	200
TOTAL (FIXED FEE)	\$	8,200

Bidding and Award

10 Bidding Process	\$	500	NOT TO EXCEED
11 Contract documents	\$	500	NOT TO EXCEED
TOTAL (TIME AND MATERIALS)	\$	1,000	

Construction Administration

12 Preconstruction conference, Shop Dwgs	per hour	\$	800	NOT TO EXCEED
13 As needed (site visit, progress pmts, mtgs, etc.)	per hour	\$	400	NOT TO EXCEED
14 Substantial and Final Completion Documentation	per hour	\$	300	NOT TO EXCEED
15 Prepare Record Dwgs	per hour	\$	300	NOT TO EXCEED
16 Field Warranty Review		\$	-	NO CHARGE
TOTAL (TIME AND MATERIALS)		\$	1,800	

PROJECT TOTAL	\$	11,000
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Construction Administration priced per hour

Technician/Drafter	\$60/hour
Project Manager	\$110/hour

Not To Exceed amounts may not be billed higher than shown without written permission from Owner.



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

AGENDA LOCATION: Discussion and Action by Council **Meeting Date: 4-23-2019**

ITEM TITLE: **Budget Amendment #2 2019**

DESCRIPTION: To move some funds and appropriate additional funds for repairs to aquatics HVAC systems.

POTENTIAL ACTION: Approval and appropriation of funds for the budget amendment attached.

DEPARTMENT: Finance

PRESENTER: Val Tweedie

ITEM HISTORY:

TOWN OF CHRISTIANBURG
BUDGET MODIFICATION FOR FY 2018-2019 #2

General fund budget modifications:

Move funds in 10-4301- Building and Grounds to 20-4505-waste treatment facility to build washout station. Project was originally to be done at the scattergood location but was deemed to be more beneficial and sustainable at the WWTF

10-4301-5407	(65,000)
20-4505-7008	65,000

Increase aquatic Center maintenance and repairs for installation of 4 new coils in the PAC units, and other major repairs to the HVAC units, repair and replace soc duct.

10-7202-7006	109,800
10-7202-5420	44,275

Huckleberry Trail IID repair trail, We hope to recover these funds from the bonding company and retainage held on the contractor.	130,000
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reallocation of funds for furniture at the Rescue department

15-5945-7007	24,000
15-5945-7006	(20,000)
15-5945-7004	(4,000)
15-5930-7006	28,000
15-5930 from Rescue donations fund balance	(28,000)

Total all Uses to come from fund balance	284,075
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BUDGET AMENDMENT #2 RESOLUTION
BUDGET MODIFICATION #2 FOR FISCAL YEAR 2019

WHEREAS, on June 12, 2018, the Town of Christiansburg approved the budget for fiscal year ending June 30, 2019 in accordance with § 15.2-2503, *et seq.* of the Code of Virginia (1950), as amended (the “Code”); and

WHEREAS, the Town Council seeks to amend the approved budget for fiscal year ending June 30, 2019 in accordance with § 15.2-2507; and

WHEREAS, the Town this amendment is less than 1% of the total expenditures in the currently adopted budget no public hearing was required to be held in accordance with § 15.2-2507; and

WHEREAS, this Amendment #2 has been distributed to Town Council for review; and

WHEREAS, based upon all information known to Council regarding the financial needs of the Town for such fiscal year;

NOW THEREFORE, BE IT RESOLVED that the Town of Christiansburg hereby adopts Budget Amendment #2 to the 2018-2019 approved budget as follows and further detailed in the attached budget amendment summary amendment #2 to the 2018-2019 budget:

APPROPRIATIONS INCREASE:

General Fund net increase	\$ 284,075
Move from general fund to enterprise fund	\$ -65,000
Move from general fund to enterprise fund	\$ 65,000
Use of rescue donation funds for renovations	\$ -28,000
Additional costs furniture for rescue renovations	\$ <u>28,000</u>
GRAND TOTAL NEW	
APPROPRIATIONS	\$ 312,075

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

1. That revenues and expenditures 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. Amendments to the budget as adopted shall be by resolution, provided further that the Town Manager is authorized to approve transfers of appropriated expenditures between accounts within and between fund groups as may be necessary to carry out the work of the Town and as outlined in the approved Budget Policy of the Town, and as directed by the Town Council during the fiscal year;
3. This resolution shall take effect immediately upon its adoption by Town Council.

Adopted:

D. Michael Barber, Mayor

Attest: _____

Michelle Stipes, Clerk of Council



AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF
CHRISTIANSBURG, VIRGINIA, HELD AT THE CHRISTIANSBURG TOWN HALL ON
TUESDAY, APRIL 23, 2019 AT 7:00 PM

**A RESOLUTION APPROPRIATING FOR EXPENDITURE IN FISCAL
YEAR 2019 ALL FUNDS BUDGETED FOR EXPENDITURE IN THE
FISCAL YEAR 2019 PER BUDGET AMENDMENT #2; PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, the Town Council adopted a budget for the fiscal year beginning on July 1, 2018 and ending on June 30, 2019 ("FY 2019 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, which it has done as of April, 23, 2019 approved Budget amendment #2 to the fiscal year 2019 budget

WHEREAS, the Town Council appropriated for expenditure in fiscal year 2019 the amounts per the 2019 budget approved June 12, 2018 therefore, Town Council desires to appropriate the funds required from this Amendment to the Budget for FY 2018-2019;

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 2019 Budget amendment, are hereby appropriated for expenditure in fiscal year 2019.
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 April 23, 2019 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				
Marissa Sachs				
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 CHRISTIANSBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION: Discussion and Action by Council **Meeting Date: 4-23-2019**

ITEM TITLE: Marketing on Main Invoices \$3079.30

DESCRIPTION: Invoices from Marketing on Main from November 2017 that have not been paid.

POTENTIAL ACTION: Approval of resolutions and ordinances to authorize the FY 2019 budget

DEPARTMENT: Finance

PRESENTER: Val Tweedie

ITEM HISTORY:

The invoices were discovered by the new accountant for Marketing on Main several weeks ago as unpaid. We reviewed our paid invoices and these had not previously been requested for payment and Rescue has verified that they did receive the merchandise in 2017.



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

AGENDA LOCATION:
CONSENT AGENDA

Meeting Date:
April 23, 2019

ITEM TITLE:
Updates to the employee handbook.

DESCRIPTION:
There are proposed updates to policies due to changes in the legal landscape such as ACA; potential charges for service from the Virginia Department of Personnel; and clarifying statements to assist general operations. A primary reason for this amendment is to revise the policy on operating Town vehicles to require two years of driving experience (rather than three years).

POTENTIAL ACTION:
Make revisions to the following policies in the handbook: Statement of Purpose, Employee Driving Records, Classifications & Job Descriptions, Punctuality & Attendance, Compensatory Time, Flex Time, Part-Time & Temporary/Seasonal Employment Appointments, Adjusted Service Date/Hire Date, Annual Leave, Time off with pay for community service, Drug & Alcohol Free Workplace, Accidents or Damage to Town Vehicles, Incident Reporting, Violence Prevention, Grievance Policy

DEPARTMENT(S):
Administration

PRESENTER:
Randy Wingfield, Town Manager

Information Provided:
Summary sheet below with changes.

[Employee Handbook Adopted by Council on 03-14-2017.](#)

Statement of Purpose pg.5

Action: Add, “The Town Manager or designee has the authority to make non-substantive changes to the handbook.”

Rationale: This allows the Town Manager or designee to reformat the handbook for user friendliness, make a grammar or punctuation change, or clarifying language that does not create new policy.

Employee Driving Records pg.12

Action: Reduce minimum years driving experience from three to two years.

Rationale: This goal is to assist with hiring high school graduates for positions in seasonal maintenance and full-time maintenance trainee positions.

Classifications & Job Descriptions pg.16

Action: Restructure first paragraph and make revisions for easier reading for employees.

Rationale: Update and clarify language. Ensure that job descriptions are updating in a communicative and collaborative manner and not done in isolation.

Classifications and job descriptions have been established and are maintained by the human resources department and updated in conjunction with evolving departmental needs that result in changes that include, but are not limited to, a job’s essential functions, physical/non-physical/mental working conditions and working environment. The purpose of the Classification and Compensation plan is to ensure that positions requiring similar experience, education, background, training, etc., are grouped together and have similar compensation. This ensures that employees performing similar job functions are compensated similarly.

Classifications and job descriptions are based on the essential duties and responsibilities, level of difficulty, required knowledge, skills, abilities of the work performed and minimum qualifications for employment. Further, classifications in conjunction with the pay plan adhere to the idea that each of the various classifications has a minimum and maximum pay rate based on these criteria. Factors that assist in determining the amount of penetration into a pay range for a current or perspective employee, include, but are not limited to, knowledge, skills, abilities, training, certifications, education and experience beyond the minimum stated requirements of a job; perceived changes in the market rates or market conditions; and budgetary constraints. Updating a job description is dependent on prompt and effective communication from department heads.

Department heads must consult with human resources when determining pay rates for new hires and pay adjustments for existing employees. Such matters of remuneration must also be approved by the Finance Director/Treasurer to ensure budgetary fit with final authorization resting with the Town Manager. The process of updating a job description and placement of a job into a classification is managed by the Director of Human Resources and the Town Manager.

Punctuality and Attendance pg18.

Action: Add qualifying statement to assist departments with multiple shifts or with high volume and seasonal and part-time workers.

Rationale: Allow supervisors to manage callouts better that require finding replacements for coverage particularly when safety is a factor.

Due to the varying needs, staffing, and schedules of departments, department heads may implement a department specific punctuality, attendance, and call-out procedures if approved by the Town Manager.

Compensatory Time pg.20

Action: Add highlighted sentence.

Rationale: Payout is required under FLSA.

Compensatory time may be partially or completely paid out in lieu of time away from one's regularly assigned work schedule or at any time at the discretion of the Town Manager, Director of Finance/Treasurer or Director of Human Resources. **Compensatory time is completely paid out upon separation of employment.**

Flex Time pg.20

Action: Add the sentence below.

Rationale: Payout is not required under FLSA at termination of employment. Provide clarifying statement to avoid any false expectations.

Flex time is not paid out upon separation of employment.

Part-Time & Temporary/Seasonal Employment Appointments pg.21

Action: Add statement about referencing operational policy and procedure regarding limitations to hours worked due to affordable health care act. Strike the one sentence.

Rationale: Part-time and seasonal work hours must be tracked and hours limited due to requirements to offer health care and potential IRS penalties that may result from error. Sentence with strike through is not ACA compliant – vacation, holidays etc., in some circumstances may be counted towards eligible ACA hours.

Employees should consult with their supervisor regarding current operational policy and procedure pertaining to limitations of hours worked due to ACA. Department heads are responsible for the tracking of part-time, including paid interns, and seasonal employee hours worked, ensuring compliance with the most current operational policy and procedure and providing directive to their workers and supervisors accordingly. The Town Manager's office may be contacted for the most current operational policy and procedures.

~~The Town will use actual hours worked to determine if new hires and existing employees are eligible for health care benefits under ACA~~

Adjusted Service Date/Hire Date pg.22

Action: Strike or remove this policy.

Rationale: This is very difficult to track and is inconsistent with other policies and practice.

Full-time benefits are usually award per an employee's full-time date of hire with the Town as reflected in VRS.

~~Employees who start working for the Town in a Part-Time Regular capacity and are promoted to Full-Time Classified may have service credit adjusted by calculating the average number of hours the employee worked during their tenure. This time may be eligible for credit toward any form of paid leave (annual/sick/PTO if applicable), but does not impact Virginia Retirement System service credit for retirement purposes.~~

Annual Leave pg.24

Action: Correct entry error. Clarify payout at separation.

Rationale: Three accrual tiers must reflect the three initial tiers, which provide clear ranges, as found in PTO when council made changes to adjust to the creation of the VRS Hybrid plan.

Years of Service

0 – 4

5 – 9

10 +

Annual leave is paid out upon separation of employment.

Time off with pay for community service pg.31

Action: Add the sentence below. Change from awarded calendar year to fiscal year.

Rationale: Allow employees that are public safety volunteers to complete required ongoing training and certifications.

Employees who volunteer with the Town of Christiansburg's Rescue and Fire departments may receive thirty-two hours of community service time off in addition to the eight hours already provided. The additional thirty-two hours of community service time off must be applied specifically to ongoing training in the Fire and Rescue departments.

Drug & Alcohol Free Workplace pg38

Action: Add the sentence below and remove mandatory no fault references.

Rationale: Testing for reasons that do not include reasonable suspicion, no-fault testing, viewed unfavorably by EEOC and NLRB. Remove similar mandatory references from *Accident and Incident policies* on pages 39 and 40 and replace with language below.

Drug and alcohol testing may be administered at the Town's cost and discretion for reasons that include, but are not limited to, reasonable suspicion and any work-related incident or accident as deemed necessary.

Accidents or Damage to Town Vehicles/Equipment/Private Property pg.39

Any employee of the Town who is operating or responsible for the operation of a vehicle or equipment at the time of an accident must provide a written report of the damage to his/her department head. The report will describe, in detail, all circumstances of the incident resulting in the damage to the motor vehicle, equipment or personal property prior to leaving work for the day, as well as any witnesses or others involved or at the scene of said accident. The department head and Town Manager, after receiving all pertinent information (and any additional investigation by departmental staff, Police, etc.) will determine if the damages were the result of carelessness or negligence on the part of the employee. Any employee who damages or causes to be damaged, any vehicle/equipment/private property due to carelessness or negligence (as determined by the Town Manager and department head) may be subject to drug and alcohol screening per the Drug and Alcohol Free Workplace policy. Careless or negligent damage to equipment may result in corrective action in accordance with this handbook.

Incident Reporting pg.40

Workplace incidents shall be reported to the affected employee's supervisor immediately, and no later than the end of the workday the incident took place. In incidents where town vehicles, heavy equipment, or property damage is involved, employees shall report the incident to his supervisor immediately. Drug and alcohol testing may be administered at the Town's cost and discretion for reasons that include, but are not limited to, reasonable suspicion and any work-related incident or accident as deemed necessary. Supervisors or their designated contact should complete and submit the Incident Report before the end of the work day, and no more than 24 hours after the incident has occurred. Failure to report an incident within the required time frame may affect employee access to worker's compensation and may also result in corrective action, up to and including termination of employment.

Violence Prevention pg.40

Action: Add "As permitted by law"

Rationale: Clarifying language identify that we follow the code of VA, if asked what rules are being applied or where do they come from. We cannot prohibit open carry or conceal carry per Roanoke City case, as we do not have a school or courtroom on the premises.

Except as permitted by law or authorized by Town policy, possession of firearms, illegal knives, blackjacks, explosives or other weapons on Town property or on Town time is absolutely prohibited.

GRIEVANCE POLICY AND PROCEDURE pg.41

Action: Change Fourth Step from Hearing Officer to prior practice of Panel Hearing

Rationale: The Virginia Department of Personnel is charging municipalities \$1900 for a hearing officer per hearing.

Fourth Step: Panel Hearing

If a grievance is not settled in the third step, the grievant may proceed with the grievance by requesting a panel hearing. This request must be made in writing to the Department Head. The request must be submitted to the Department Head within seven (7) business days of the grievant's receipt of a response from the third step with a copy to the Town Manager.

Panel

The panel shall consist of one member appointed by the grievant, a second member appointed by the Town Manager or his designee, and the third selected by the first two appointees. Both the grievant and the Town Manager or his designee shall select the first and second members of the panel within five (5) business days after the request for a panel hearing shall have been filed. In the event an agreement cannot be reached as to the final panel member within ten (10) business days after selection of the first two members, the Chief Judge of the Montgomery County Circuit Court shall select the third panel member. In all cases, the third panel member shall be the chairperson of the panel. The majority decision of such panel shall be final and binding and shall be consistent with the provisions of law and written policies. Both the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or respondent before the panel without being in violation of the provisions of Sec. 54-1-3904 of the Virginia Code.

Such panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance.

Managers who are in a direct line of supervision of a grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin. No attorney may serve as a panel member.

The panel chairperson, in consultation with all persons involved, shall set the time for the hearing which shall be as soon as practical, but no more than thirty (30) business days after the panel has been selected, and notify the grievant and the Town Manager or his designee. The grievant may have present at this meeting a representative or legal counsel at his own expense. Copies of the written grievance shall be furnished to the panel members by the Town Manager prior to the panel hearing. At least ten (10) days prior to the scheduled panel hearing, the grievant and his attorney shall be provided with a list of the documents furnished to the panel and shall have access to copies of all relevant files intended to be used in the grievance proceedings. The panel has the responsibility to interpret the application of appropriate government policies and procedures in the case. It does not have the prerogative to formulate or to change policies or procedures, and shall not otherwise substitute its judgment for that of management. It is constituted solely for the purpose of determining whether a grievance filed by an employee is merited and what remedy, if any, should be provided.

The conduct of the hearing shall be as follows:

- 1) The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing.
- 2) The panel may at the beginning of the hearing ask for statements clarifying the issues involved.
- 3) Exhibits, when offered, may be received in evidence by the panel and, when so received, shall be marked and made part of the record.
- 4) Documents, exhibits, and lists of witnesses should be exchanged between the parties in advance of the hearing.
- 5) The grievant and town administration designee, or their representatives, shall then present their claim and proofs and witnesses who shall submit to questions or other examination. The panel may at its discretion vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
- 6) The parties may offer evidence and shall produce such additional evidence, as the panel may deem necessary to an understanding and determination of dispute. The panel shall be the judge of relevancy and materiality of the evidence offered without formal rules of evidence. All evidence shall be taken in the presence of the panel and of the parties, except by mutual consent of the parties.
- 7) The grievant shall proceed first and shall bear the ultimate burden of persuasion. The grievance panel shall determine whether the grievant has demonstrated, by a preponderance of the evidence, that the action complained of was without cause, or done in violation of a law, rule, regulation or other policy. It shall not otherwise substitute its judgment for that of management.
- 8) The panel Chairman shall specifically inquire of all parties whether they have any further proofs to offer or witnesses to be heard. Upon receiving negative replies, the Chairman shall declare the hearing closed.
- 9) The decision of the grievance panel shall be submitted in writing by the panel chairperson **on Form B** to the Town Manager with copies to the grievant and the town administration designee not later than fifteen (15) business days after the completion of the hearing. The majority decision of the panel shall be final and binding and shall be consistent with provisions of law and written policies. The question of whether the relief granted by a panel is consistent with written policy shall be determined by the Town Manager of Christiansburg or his designee unless such person has a direct involvement with the grievance in which case the decision shall be made by the Attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

- 10) Either party may petition the Montgomery County Circuit Court for an order requiring the implementation of the decision of panel.
- 11) The hearings may be reopened by the panel on its own motion or upon application of a party for good cause shown within five (5) business days of receipt of the decision. The panel by majority rule may elect to review its decision and/or reopen the hearing for good cause shown.