



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
AUGUST 13, 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

- A. Conditional Use Permit request by SHAH Development LLC for expansion of the Thomas Circle Mobile Home Park located adjacent to Thomas Circle, N.W. and Badger Street, N.W., including 140, 170, 190-220 Badger Street, N.W., 875-897 Thomas Circle, N.W., and property east of the intersection of Badger Street, N.W., and Elk Drive, N.W. (tax map nos. 525 – 1 – 98, 99 and 525 – A – 44A, 44D) in the B-3, General Business District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. Ordinance to amend Chapter 12 “Business Regulations” of the Christiansburg Town Code by enacting Article III. Massage Establishments.
- C. Ordinance to amend Chapter 22 “Miscellaneous Offenses” of the Christiansburg Town Code by enacting Section 22-10, Prostitution.

#### IV. CONSENT AGENDA

- A. Council meeting minutes of July 22, 2019 and July 23, 2019.
- B. Approval of Purchase order for Stryker for 6 life pack defibrillators \$185,428.60.
- C. Approval of purchase order for Haley Ford 4 police vehicles \$163,930.04.
- D. Approval of purchase order for Carter Machinery for Skid Steer loader \$103,720.

- E. Approval of Change Orders totaling \$242,422.70 for Street Repair and Reconstruction and Huckleberry Trail Phase IID repair.
- F. Approval of amendment to the Professional Services Engineering Contract with Rinker Design Associates, P.C. in the amount of \$187,753 for additional design services for the complete design of the Park Access Road and Route 114 turn lane improvements.
- G. Approval of revised VDOT Appendix A and subsequent change order totaling \$235,137.00 for Huckleberry Trail Phase III additive bid to construct the portion of trail along Independence Boulevard from N Franklin Street to Gold Leaf Drive. The Town's 20% match is \$47,027. This item will require additional action in a Budget Amendment 2 for Fiscal Year 2019-20.

**V. INTRODUCTIONS AND PRESENTATIONS**

**VI. CITIZEN COMMENTS**

**VII. COMMITTEE REPORTS**

- A. Street Committee:
  - 1. Minor Subdivision Plat for Southwood Management, Inc. of Lot 10 of Skycrest Subdivision Located at 385 White Pine Drive, N.E.
  - 2. Plat of Survey Showing the Subdivision of the Helen Harr Amos Property and Lot Line Adjustment with the Douglas A. Amos Property Located at 935, 975, and 985 Chrisman Mill Road, N.W.
  - 3. Boundary Line Relocation Plat for NRV Marketplace, LLC and Gad, LLC for Property Located at 2650 and 2705 Market Street, N.E.
- B. Central Business District Committee:
  - 1. Aquatics Center "LOVE" sign.
  - 2. Public chair project.
  - 3. Library mural project.

**VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL**

- A. Ordinance approving and authorizing the execution of a small cell franchise agreement by and between the Town of Christiansburg and Shenandoah Personal Communications, LLC (Collectively, "Shentel"). The Public Hearing was held July 23, 2019.
- B. Request by Cambria Storage Partners LLC to vacate approximately 120 linear feet of a 20-foot wide sanitary sewer easement on the south side of property located at 300 and 390 Cambria Street, N.W. (tax map no. 466 –27 – A). The Public Hearing was held July 23, 2019.

- C. Ordinance to amend Chapter 12 “Business Regulations” of the Christiansburg Town Code by enacting Article III. Massage establishments.
- D. Ordinance to amend Chapter 22 “Miscellaneous Offenses” of the Christiansburg Town Code by enacting Section 22-10, Prostitution.
- E. Update on Planning Study for Downtown, Cambria, and Midtown.
- F. [Discussion of Expanded Special Events for Fiscal Year 2019-20.](#)
- G. [Resolution for Budget Amendment 1 Modification for Fiscal Year 2019-20.](#)
- H. [Resolution for Budget Amendment 1 for Fiscal Year 2019-20 Appropriations.](#)
- I. [Policies and procedures for elected official's consultation with legal counsel.](#)

**IX. STAFF REPORTS**

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

**X. COUNCIL REPORTS**

**XI. OTHER BUSINESS**

**XII. ADJOURNMENT**

**Upcoming Meetings of Council:**

August 27, 2019, 7:00 P.M. – Regular Meeting  
September 10, 2019, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
August 13, 2019

**ITEM TITLE:**

Public Hearing for a Conditional Use Permit request by SHAH Development LLC for expansion of the Thomas Circle Mobile Home Park located adjacent to Thomas Circle, N.W. and Badger Street, N.W., including 140, 170, 190-220 Badger Street, N.W., 875-897 Thomas Circle, N.W., and property east of the intersection of Badger Street, N.W., and Elk Drive, N.W. (tax map nos. 525 – 1 – 98, 99 and 525 – A – 44A, 44D) in the B-3, General Business District (CUP 2019-05).

**DESCRIPTION:**

The applicant requests a Conditional Use Permit (CUP) to expand the Thomas Circle mobile home park located adjacent to Thomas Circle, N.W. and Badger Street, N.W. in the B-3, General Business zoning district. The request includes the addition of six mobile home lots within the existing 20-lot park, along with the expansion of ten mobile home lots on the undeveloped property directly south of the existing mobile home park. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Commission held its public hearing on July 15, 2019. At its July 29, 2019 meeting, the Planning Commission recommended approval by a vote of 7-0 with one condition:

1. The developer shall install a single row of Leyland cypress trees along the southern boundary line from Badger Street to opposite the proposed cul-de-sac as shown on the concept plan dated July 1, 2019. Any placement conflicts relating to the installation of the stormwater pond shall not be considered to be in conflict with this condition.

**POTENTIAL ACTION:**  
Hold Public Hearing

**DEPARTMENT(S):**  
Planning Department

**PRESENTER:**  
Will Drake, Planning Director

**Information Provided:**  
Planning Commission Resolution  
<https://christiansburg.box.com/s/ns2j0bnfrzywj4bo9y066769u00167o5>

Planning Commission Minutes – July 15, 2019  
<https://christiansburg.box.com/s/0won8eqp1qr12o5po01j577glttj7es0>

Planning Commission Minutes – July 29, 2019 (Draft)  
<https://christiansburg.box.com/s/waysbx3qk7iseo68nng9v40fawgz6zci>

Staff Report with CUP application and maps  
<https://christiansburg.box.com/s/kmj1zh2hziv0yng5jcnenjswqc6andyi>



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

**AGENDA LOCATION:**

Public Hearings/Discussion and Action

**Meeting Date:**

August 13, 2019

**ITEM TITLE:**

Public Hearings for two related Ordinances:

1. Amend Chapter 12 "Business Regulations" of the Christiansburg Town Code by enacting Article III. Massage establishments.
2. Amend Chapter 22 "Miscellaneous Offenses" of the Christiansburg Town Code by enacting Section 22-10, Prostitution.

**DESCRIPTION:**

In recent months, there has been a growing issue across the country with the regulation of massage therapists and establishments and ensuring those individuals and businesses abide by ethical professional standards. The two proposed ordinances are intended to help prevent the possibility of those problems occurring locally and provide an avenue to address and enforce issues if necessary. In consultation and direction from the Town Attorney, Staff recommends these measures to provide protection of the health, safety and general welfare of its citizens by providing for the permitting and regulation of massage therapists and massage establishments. Furthermore, new code language is recommended to clearly identify and prohibit acts that are commonly considered prostitution and are not explicitly covered under state regulations. The greatest majority of massage therapists and establishments abide by ethical professional standards, and these new regulations are intended to help ensure that is the case across the board moving forward. There are currently nine massage therapists/massage establishments that have business licenses with the Town. The draft ordinances are available for review and will be posted as part of the agenda packet prior to the scheduled public hearing.

**POTENTIAL ACTION:**

Hold public hearings and consider action on both ordinances

**DEPARTMENT(S):**

Police Department

**PRESENTER:**

Police Chief Mark Sisson

**Information Provided:**

Draft Ordinance to Amend Chapter 12 "Business Regulations" enacting Article III. Massage establishments.

<https://christiansburg.box.com/s/3p0jih7u1aeb8ksezujad6t286fneyxi>

Draft Ordinance to Amend Chapter 22 "Miscellaneous Offenses" enacting Section 22-10, Prostitution.

<https://christiansburg.box.com/s/chslgiu5geb9uokxjam2pdk24qai1gbi>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
SPECIAL MEETING MINUTES  
JULY 22, 2019 – 5:30 P.M.**

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JULY 22, 2019 AT 5:30 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; Planning Director Will Drake; Director of Parks and Recreation Brad Epperley.

**I. CALL TO ORDER**

**II. CLOSED MEETING**

- A. Councilman Huppert 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. The Closed Meeting is for Planning Commission appointee interviews. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.
- B. Reconvene in Open Meeting.
- C. Certification. Councilman Huppert 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 voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.
- D. Council action on the matter. No action was taken on the matter.

**III. DISCUSSION BY MAYOR AND COUNCIL**

- A. Mobile Stage Rental Contract.  
Parks and Recreation Director Brad Epperley provided Council with a draft copy of the Mobile Stage Rental Policies and Procedures developed by himself, Town Manager Randy Wingfield, and Assistant Parks and Recreation Director Charlton McCoy, and provided an overview of the

proposed policy that he described as a good opportunity to partner with localities in the New River Valley, while raising revenue to help offset the cost of the mobile stage and to provide funds to expand the special events program. Staff is only aware of one business in the New River Valley (Christiansburg-based Midway Production Services, LLC), who have certified Stageline SL100 technicians. Under the policy, a local business with certified technicians could rent the stage on behalf of an interested community, business, or private organization, and would assume responsibility for set-up and tear-down of the stage, as well as provide supervision during the event. Staff believes that they have a good relationship with Midway Productions and think the equipment would be handled appropriately, but the rental would be open to any Town business who may have a certified technician and keeps the stage in the New River Valley. Currently there are two Town employees who are certified to set-up and teardown the Stageline SL100 mobile stage and we hope to have another after retesting. Councilman Collins commented how impressed he was with the stage during the recent July 4<sup>th</sup> downtown event, and expressed appreciation for Mr. Epperley's progressive thinking in his interest in leasing the stage for community use.

Noting that the mobile stage was a considerable investment for the Town, Councilman Showalter said he was unable to support allowing the stage to leave the responsibility of the Town when rented, and recommended ample Town staff obtain Stageline SL100 certification so that the Town retained full responsibility for the stage during set-up, tear-down, and while providing oversight during events. Mr. Showalter further expressed that he thought the stage should remain in Christiansburg. Mr. Epperley said he understood Councilman Showalter's concerns and explained that Midway reached out to the Town with an offer to assist in renting the stage based on their good working relationship, and he noted the idea that the stage could be a good promotional item for Christiansburg if it were to be used within the New River Valley. Councilman Bishop asked how often Mr. Epperley expected the stage to be rented if it were to remain in Christiansburg. Mr. Epperley replied that usage would increase as events grew, but that exact usage was unknown at this time.

Councilman Huppert called attention to the \$250 deposit fee, refundable if no damages to the stage occur, and questioned if that amount should be increased considering the cost of the stage, and Council discussed the Statement of Indemnity that would protect the Town in the event of an accident. Councilman Stipes stated his support for leasing the stage to localities within the New River Valley, which he believed would encourage more events and would create advertising for Christiansburg. Mr. Stipes reminded Council that the policy was a pilot program and could be amended or rescinded at any time. Mr. Stipes said he understood Councilman Showalter's concerns, but believed that the stage would remain largely unused if only used during Town hosted events. Town Manager Wingfield suggested Council consider leasing only to New River Valley government localities and not to the public. Councilman Huppert recommended Council allow Mr. Epperley, as Director of Parks and Recreation, to move forward with his vision for leasing the stage with the assistance of Midway Production Services. Mr. Huppert further stated that Mr. Epperley understood the concerns of Council and should be trusted to make good decisions on behalf of the Town in this matter. Mr. Epperley said he desired the full support of Council in this matter, and talked about his goal to eventually have enough certified staff that a third-party involvement would not be necessary. Mr. Epperley noted that it was his intention that revenue raised through stage rental would initially fund further certification training, and then would go into a special events fund.

Councilwoman Sachs expressed support for leasing the stage to government localities within the New River Valley, but did not support the stage leaving the responsibility of the Town

through a third-party contract. Ms. Sachs talked about the potential for discrimination in considering rental applications, and also the unknowns with respect to potential liability to the Town during use under a rental contract. Ms. Sachs said she believed the Town was not ready to move forward with this matter, and that Council should have been consulted regarding stage rental before the policy was drafted and staff involved. Ms. Sachs expressed willingness to reconsider the matter in one year. Councilman Showalter expressed support for renting to Christiansburg businesses only, with no third-party involvement, adding stage rental to the special events application and grant application, and to revisit the matter in the future.

Councilman Collins talked about how well attended the downtown events were, and recommended the Town focus on organizing more events that would draw people downtown and provide opportunities for using the mobile stage. Mr. Collins said after Council's discussion he was opposed to renting the stage and instead would like the Town to expand its special events programs and provide additional opportunities to use the stage.

Considering the discussion of Council, Mayor Barber turned the matter over to the Recreation Advisory Commission for a 90-day review and recommendation to Council. Mr. Epperley agreed to take the concerns of Council to the Recreation Commission and to Midway Production Services.

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:10 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
JULY 23, 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 JULY 23, 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; Assistant to the Town Manager Adam Carpenetti; Clerk of Council Michele Stipes; Town Attorney Mark Popovich; Finance Director/Treasurer Val Tweedie; Police Chief Mark Sisson; Director of Engineering Wayne Nelson; Planning Director Will Drake; Public Relations Director Melissa Demmitt; Aquatics Director Terry Caldwell; Director of Parks and Recreation Brad Epperley; Director of Human Resources Dave Brahmstadt; Building Official Jerry Heinline; Director of Public Works Jim Liancianese; Superintendent of Streets Travis Moles; Public Works Crew Supervisor John Kirtner; Fire Chief Billy Hanks; Rescue Chief Joe Coyle.

- I. CALL TO ORDER
  - A. Moment of Reflection
  - B. Pledge of Allegiance
- II. ADJUSTMENT OF THE AGENDA
  - A. Councilman Stipes made a motion to adjust the agenda to add appointment of Planning Commission members under Discussions by Mayor and Council. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.
- III. PUBLIC HEARING
  - A. Ordinance approving and authorizing the execution of a small cell franchise agreement by and between the Town of Christiansburg and Shenandoah Personal Communications, LLC (Collectively, "Shentel").

Town Manager Randy Wingfield explained that the franchise agreement was to govern the installation of telecommunications facilities on privately or publicly owned poles in public ways and did not grant exclusive rights of any kind to Shentel. There were no public comments for or against this matter.
  - B. Request by Cambria Storage Partners LLC to vacate approximately 120 linear feet of a 20-foot wide sanitary sewer easement on the south side of property located at 300 and 390 Cambria Street, N.W. (tax map no. 466 –27 – A).

Applicant was present and offered to answer questions of Council. Town Manager Wingfield reported that town staff had reviewed the request and determined the town had no need for the sanitary sewer easement and supported the vacation request. The request has been reviewed by the Street Committee and the committee expressed support for vacation of the easement.

IV. CONSENT AGENDA

- A. Council meeting minutes of July 9, 2019.
- B. Monthly bill list.
- C. Award Contract to Boring Contractors, Inc. in the Amount of \$593,456.00 for Construction of the Chrisman Mill Road Realignment project.
- D. Award Contract to Total Environmental Concepts, Inc. in the Amount of \$230,940.00 for Construction of the Wades Lane Landfill – Landfill Gas Collection System project.
- E. Schedule Public Hearing on August 27, 2019 for a proposed Boundary Line Adjustment Agreement moving approximately 68.866 acres from the unincorporated area of the County of Montgomery into the incorporated Town of Christiansburg. The proposed boundary adjustment area is commonly known as Falling Branch Corporate Park, Phase II, Parcel 2, Tax Map Number 94-A-8 (formerly the Cox property).
- F. Schedule Public Hearing on September 10, 2019 to rezone 0.360 acres (portion of property Tax Map Numbers 530-(18)- 1-7) from Agricultural to R-3, Multi-Family Residential associated with the recently approved boundary line adjustment moving the land from the unincorporated area of the County of Montgomery into the incorporated Town of Christiansburg. The petition is intended to include the land as part of the Reagan's Pointe Planned Housing Development. The property is located on the southern boundary of the Town of Christiansburg, near the intersection of Curtis Drive and Giles Drive.
- G. Schedule Public Hearing on September 10, 2019 to rezone 125.625 acres commonly known as the Meadows Golf Course and Shepherd Property from Agricultural to R-2, Two-Family Residential associated with the recently approved boundary line adjustment moving the land from the unincorporated area of the County of Montgomery into the incorporated Town of Christiansburg. The petition is intended to permit single-family housing development consistent with the property owner's conceptual plan submitted at the time of the boundary line adjustment request. The property is located on the western boundary of the Town of Christiansburg adjacent to Chrisman Mill Road and Norfolk Southern Railroad right-of-way
- H. Schedule Public Hearing on September 10, 2019 for a conditional use permit request by NRV Marketplace LLC for a planned commercial development with a comprehensive sign plan and a conditional use permit request for a farmers' market for property located at 2705 Market Street NE (tax map no. 436-5-1) in the B-3, General Business District.

Councilwoman Sachs made a motion to remove from the monthly bill list payment of invoices from Guynn, Waddell, Carroll & Lockaby for communication between elected officials and legal counsel for May and June, out of ongoing concerns. Councilman Stipes seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

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

Councilwoman Sachs made a motion to approve payment of attorney fees for May and June, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Nay; Showalter – Aye; Stipes – Aye. Councilman Stipes commented on Council's discussions regarding communication between elected officials and legal counsel, and expressed support for Council's decision to develop a policy that would provide clarification and guidelines for such communication.

## V. INTRODUCTIONS AND PRESENTATIONS

- A. Introduction of New Employees
  - 1. Val Tweedie, Finance Department
    - Jessie Haskins, Customer Service Representative
    - Kelsey Cole, Customer Service Representative
    - Mark Hamric, Staff Accountant
  - 2. John Kirtner, Public Works
    - Blake Graham, Maintenance Worker, Utilities
  - 3. Will Drake, Planning Department
    - Jude Cochran, Planner I

## VI. CITIZEN COMMENTS

- A. Christiansburg resident Bob Poff requested that Council express to Montgomery County support for preserving and renovating the Phlegar building and the former sheriff's office as important historical sites in Christiansburg, and referenced the sections in the Town's comprehensive plan that states the Town's goal in supporting and protecting historic buildings through preservation. The two buildings mentioned by Mr. Poff are currently under consideration by Montgomery County Board of Supervisors for renovation or demolition. The board of supervisors discussed the buildings at its meeting last night and will take up the matter again at its August 12 meeting. Council voiced support for preserving the buildings and Councilman Stipes made a motion to adjust the agenda to include action on this matter under Discussions by Mayor and Council. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

## VII. COMMITTEE REPORTS

### A. Street Committee:

- 1. Plat of Survey Showing Boundary Line Relocation between Tax Map Numbers 527-17 BK B 15, 16, & 17A Creating New Lot A, B, & C Located on Alleghany Street, SE.

Councilman Stipes explained the request that would create two single-family residential lots along Alleghany Street. The property owner wants to donate the back portion of the lot to the Town and noted that there are stormwater issues in the area. Town Engineer Wayne Nelson has reviewed the request and determined the property would be beneficial to the Town in providing additional stormwater reduction in the area. Councilman Stipes reported the Street Committee supported the request for boundary line location, but noted that unless and until the Town accepted the parcel donation offered by the land owner, the boundary line relocation and creation of two building lots would not conform to the subdivision ordinance. The

donation of 1.712 acres of property located on Alleghany Street, S.E. (a portion of tax parcels 527 – ((17 BK B) - 15, 16, and 17A) by Absolute Construction, LLC. is listed under Discussions by Mayor and Council as an item for Council action. Councilman Stipes noted that surrounding property owners had expressed support for the applicant's requests. Council revisited this matter after voting to accept the parcel donation as described above. Councilman Stipes made a motion to approve the boundary line relocation, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

2. Plat Showing Boundary Line Adjustment, Right of Way and Easement Dedication on Property Located at 850 and 870 Walters Drive, NW.

Councilman Stipes explained the applicant's intent to adjust the property boundary line to include the driveways of both lots and tidy up the parcels. The properties are located at the end of Walters Drive and are owned by family members who reside on the properties. The plat conforms with the subdivision ordinance and the Street Committee recommended approval. Councilman Stipes made a motion to approve the boundary line adjustment as requested, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

#### VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

##### A. Council action on:

1. Ordinance to Amend Chapter 18, Finance and Taxation, Article I, In General to enact Section 18.3 to allow the clerk of the court to collect a \$5 fee for criminal and traffic cases in order to solely fund an electronic summons system pursuant to Code of Virginia Section 17.1-279.1. The Public Hearing was held July 9, 2019.

At Council's request, Chief Sisson clarified that the \$5 fee would be placed into a fund that would pay for e-ticket service that he expects will be mandatory for localities within five to ten years. The fee would only apply to the Town's violations and the clerk of the court is urging Montgomery County and Blacksburg to adopt the same fee policy as a way to be proactive in paying for equipment that will be necessary in providing e-ticket service. Fee collection would begin in January 2020 and a fund would be created at that time for fees collected. Councilman Stipes made a motion to approve the ordinance as requested, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Reappointment of Richard Ballengee as representative to the New River Valley Agency on Aging Board of Directors and Steve Huppert as alternate. The terms are from October 1, 2019 through September 30, 2020.

Mayor Barber reported that Mr. Ballengee had agreed to serve another term. Councilman Showalter made a motion to appoint Richard Ballengee to serve as representative to the New River Valley Agency on Aging, and to appoint Steve Huppert as alternate, for a term from October 1, 2019 through September 30, 2020. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- C. Consideration of acceptance of donation of 1.712 acres of property located on Alleghany Street, S.E. (a portion of tax parcels 527 – ((17 BK B) - 15, 16, and 17A) by Absolute Construction, LLC.

Councilman Stipes made a motion to accept the land donation as presented, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- D. Appointment of Planning Commission members. Councilman Stipes made a motion to appoint Tom Bernard and Felix Clarke to serve terms on the Planning Commission, with respective term expiration dates to be determined by Town Manager Wingfield based on the available unexpired terms of former Planning Commissioners. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. Councilman Collins expressed appreciation for the members' willingness to serve the Town in this capacity.
- E. Request by Bob Poff for Town support for preserving the Phlegar building and the former sheriff's office. Councilman Stipes made a motion to approve a resolution in support of preserving the Phlegar building and the former sheriff's office as a first option to renovating the property, and to fully explore preservation before considering demolition. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. Councilwoman Sachs thanked Mr. Poff for making a difference by standing up for his beliefs. Mayor Barber will provide Council with a copy of the resolution for review prior to submittal to the County.
- F. Employee Departures. Councilwoman Sachs expressed concern with the Town's staff retention rate based on voluntary exit interview spreadsheet data provided at Council's request. Ms. Sachs reviewed the reasons recorded on the spreadsheet for departures, and respective percentages, and urged staff to use the information to target areas that were in need of improvement, and she recommended a committee to review the data and work to improve retention rates. Councilman Bishop agreed, noting that he was concerned that "Supervision" and "Work Environment" were listed as reasons for departure, commenting that the Town needed to understand the problems and work on a solution. Councilman Showalter questioned if the attrition rates were acceptable. Mayor Barber responded that they were fairly in line with attrition rates in Radford and Blacksburg, and Town Manager Wingfield commented that the rates were typical with what the Town had experienced in the past, and that departures were often in lower paying jobs, particularly when the economy was good. After further discussion, Mayor Barber appointed Town Manager Wingfield, Assistant Town Manager Warren, and Human Resource Director Dave Brahmstadt to review the matter and report to Council with findings and recommendations within three months.

#### IX. STAFF REPORTS

- A. Town Manager: No report
- B. Town Attorney: No report
- C. Other Staff: No report

#### X. COUNCIL REPORTS

- A. Councilman Collins requested that Director of Parks and Recreation Brad Epperley meet with the Special Events Committee to discuss hosting three or four more downtown street events,

and to provide a cost estimate to Council for consideration. Councilman Showalter recalled a town survey that collected information on the types of activities and events citizens were interested in, and he recommended that the Recreation Advisory Commission be included in the discussions. Mr. Epperley agreed and offered to report back to Council in two weeks. Mr. Collins introduced newly appointed Planning Commissioner Tom Bernard.

- B. Councilman Bishop, no report
- C. Councilman Showalter referred to an email he sent Council regarding the draft policy on communication with legal counsel. Mr. Showalter requested Council review the policy and be prepared to discuss at the next regular council meeting. Mr. Showalter expressed appreciation for the staff members who attended the policy committee meeting last week.
- D. Councilman Stipes, no report.
- E. Councilman Huppert referred to a recent news article written by Marty Gordon that announced that the aquatic center had been selected to host the prestigious 2020 Eastern Zone Super Sectional Meet that is predicted to bring approximately \$400,000 into the area. Mr. Huppert reported on estimates that 30,000 swimmers, coaches, and spectators visited the aquatic center over the last year, and he reported on the large swim meets hosted by the facility in July. Mr. Huppert also talked about the baseball tournaments held at Harkrader Sports Complex that also brought many visitors to the area, and he recommended directors of both the aquatic center and recreation department collaborate to inform hotels and restaurants when large events would be held as a consideration. Aquatics Director Terry Caldwell noted that this was already being done through the Chamber of Commerce and email notifications to each business.
- F. Councilwoman Sachs emphasized the importance of supporting local small businesses by buying local and she expressed appreciation for the department heads' efforts to purchase within Christiansburg and Montgomery County when possible. Ms. Sachs noted that in spite of those efforts, much money was still leaving the area and she recommended adopting a formal policy providing direction for purchasing local within the parameters of procurement requirements. She also announced that Central Business District Committee will meet tomorrow at noon.
- G. Mayor Barber presented the idea of adopting a Town flag that would display the Town logo and asked if Council was interested in the idea. The Town would have the liberty of flying the flag half-mast to honor responders who pass away. A model of the flag was shown to Council for consideration. Mayor Barber noted that he knew of someone interested in donating a flag pole to the Town for use with the flag. The flag would be flown outside Town Hall. Councilman Showalter noted that a policy would be needed with regards to lowering the flag and that more information was needed before Council could make an informed decision. Mayor Barber said he would gather additional information on the flag pole donation and proper protocol in handling the flag and will report back to Council.

## XI. OTHER BUSINESS

- A. Closed Meeting:
  - 1. Councilman Huppert made a request to enter into a Closed Meeting in accordance with Code of Virginia § 2.2-3711(A) (6), for discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.; Code of Virginia § 2.2-3711(A) (29), Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the

bargaining position or negotiating strategy of the public body. The purpose of the meeting is discussion of an interim agreement for development of a park on the former Truman Wilson property on Peppers Ferry Road, N.W. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.

2. Reconvene in Open Meeting.
3. Certification. Councilman Huppert 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 Councilwoman Sachs and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.
4. Council action on the matter. Councilman Stipes made a motion to authorize Town Manager Wingfield to enter into an interim agreement with Faulconer Construction for the design of a Town park on the former Truman Wilson property. The motion was seconded by Councilman Collins and voted on as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:39 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
August 13, 2019

**ITEM TITLE:**  
Purchase Order for Lifepaks

**DESCRIPTION:**  
To submit a purchase order with Stryker for six Lifepak Defibrillators for Rescue in the amount of \$185,428.60.

**POTENTIAL ACTION:**  
Approval

**DEPARTMENT(S):**  
Finance/Purchasing

**PRESENTER:**

**Information Provided:**  
Purchase Order  
<https://christiansburg.box.com/s/t7k855v2senghola2zsq9vgwhslbrb7w>



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

**AGENDA LOCATION:** Consent Agenda      **Meeting Date:** August 13<sup>th</sup>, 2019

**ITEM TITLE:** Purchase Order for Four Police Vehicles

**DESCRIPTION:** To submit a purchase order with Haley Ford for Four Police Vehicles in the amount of \$159,697.44 plus \$4232.96 for shipping for a total of \$163,930.04.

**POTENTIAL ACTION:** Approval

**DEPARTMENT:** Finance/Purchasing

**PRESENTER:**

**ITEM HISTORY:** One will be a replacement vehicle which was wrecked in June 2019. Insurance payout was received in 2019. The other three vehicles are in the 2020 budget. Budget amendment to follow.

**Date:**      **Action Taken:**

**Information Provided:**

**Date:**      **Action Taken:**

**Information Provided:**



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

**AGENDA LOCATION:**  
CONSENT AGENDA

**Meeting Date:**  
August 13, 2019

**ITEM TITLE:**  
Purchase Order for Skid Steer Loader with Attachments

**DESCRIPTION:**  
To submit a purchase order with Carter machinery for a Skid Steer Loader with Attachments, reference quote 145421-01 per Sourcewell Pricing for the Public Works Department in the amount of \$103,720.00. This requisition was requested off of a cooperative Sourcewell Contract #032119-CAT.

**POTENTIAL ACTION:**  
Approval

**DEPARTMENT(S):**  
Finance/Purchasing

**PRESENTER:**

**ITEM HISTORY:**  
Item approved per 2020 capital budget for Public Works.



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

**AGENDA LOCATION:**  
Consent Agenda

**Meeting Date:**  
August 13, 2019

**ITEM TITLE:**  
Approve Change Orders totaling \$242,422.70 for Street Repair and Reconstruction and Huckleberry Trail Phase IID repair.

**DESCRIPTION:**  
Change Orders Nos. 4 & 5 to the 2018 Street Repair and Reconstruction Contract awarded to HT Bowling, Inc. to complete the repair and reconstruction needed on the Huckleberry Trail Phase IID project and memorialize quantities for Street Repair and Reconstruction on Providence Boulevard and Dunlap Drive.

**POTENTIAL ACTION:**  
Approve Change Orders Nos. 4 & 5 and authorize the Town Manager to execute the final change orders for the subject Work.

**DEPARTMENT:**  
Engineering

**PRESENTER:**  
Wayne Nelson

**ITEM HISTORY:**  
The 2018 Street Repair and Reconstruction package was awarded to HT Bowling, Inc. to repair and pave sections of Dunlap Drive and Providence Boulevard. Change Orders Nos. 1-3 have been executed to account for necessary additional work needed to be completed on both Dunlap Drive and Providence Boulevard projects as well as repair and reconstruction of the Huckleberry Trail Phase IID.

Change Orders Nos. 4 & 5 memorialize the actual final quantities to this unit price contact and include costs for sections of fill along the trail that required removal and replacement.

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

**Information Provided:**  
Contract ENG-18-0047 - Change Orders Nos. 4 & 5  
<https://christiansburg.box.com/s/01ex9273ysbi40fomv8okm9i3jvzlsu>

<https://christiansburg.box.com/s/dghalasc2zxag4s5vz9zyzdi9c4o7kno>



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

August 13, 2019

**ITEM TITLE:** Approval of amendment to the Professional Services Engineering Contract with Rinker Design Associates, P.C. in the amount of \$187,753 for additional design services for the complete design of the Park Access Road and Route 114 turn lane improvements.

**DESCRIPTION:** Engineering Contract Amendment with Rinker Design Associates, P.C. for complete design services for the Park Access Road, including Rte. 114 turn lane improvements, from Va. State Route 114 (Peppers Ferry Road) to the Park entrance.

**POTENTIAL ACTION:** Approval of Contract Amendment in the amount of \$187,753.00 and provide authorization for the Town Manager to execute this Amendment, subject to Town Attorney final review and approval.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**ITEM HISTORY:**

The Town of Christiansburg plans to submit the first phase of the Connector Road (Rte. 114 to Cambria Street) for VDOT Smart Scale funding in the fall of 2019 and entered into a Professional Services Engineering Contract with Rinker Design Associates, P.C. to enhance this funding application. This amendment modifies that contract to develop final construction plans for the former Truman Wilson Property Park Access Road in conjunction with the Connector Road design. The Faulconer design-build team will cost and build this Park Access Road design, including turn lane improvements to Rte. 114, as part of the Park design-build project.

**Information Provided:**

Amendment #1 for Approval

<https://christiansburg.box.com/s/ph9ipnxdqp25z6yravzehpnljhjp5p1q>



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

**AGENDA LOCATION:**  
Consent Agenda

**Meeting Date:**  
August 13, 2019

**ITEM TITLE:**  
Approval of revised VDOT Appendix A and subsequent change order totaling \$235,137.00 for Huckleberry Trail Phase III additive bid to construct the portion of trail along Independence Boulevard from N Franklin Street to Gold Leaf Drive. The Town's 20% match is \$47,027. This item will require additional action in a Budget Amendment 2 for Fiscal Year 2019-20.

**DESCRIPTION:**  
Revised VDOT Appendix A allocates more Transportation Alternatives funding to the Project at a 20% match from the Town to construct the portion of trail along Independence Boulevard from North Franklin Street to Gold Leaf Drive.

**POTENTIAL ACTION:**  
Authorize the Town Manager to execute the revised Appendix A and subsequent construction contract change order for the subject Work.

**DEPARTMENT:**  
Engineering

**PRESENTER:**  
Wayne Nelson

**ITEM HISTORY:**  
The Huckleberry Trail Phase III project was awarded to King General Contractors to construct the trail from the existing Phase IID terminus to Independence Boulevard. The project was bid with a base bid and a bid additive. The bid additive is the trail extension along Independence Boulevard from North Franklin Street to Gold Leaf Drive. Funding was not available at the time of award to construct the base bid plus additive, however VDOT has now authorized additional match funds for the whole project.

The cost of the additive is \$235,137.00 paid by Transportation Alternatives Funds at an 80/20 match. The Town's match is \$47,027.40 with the remaining \$188,109.60 paid by Federal funds through VDOT. A change order to the King General Contractors construction contract will be prepared after the approval of the revised Appendix A and allocation of funds.

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

**Information Provided:**  
Revised Appendix A  
<https://christiansburg.box.com/s/wrowd1esbtt547dz4euy3zgk7g8se7hf>



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

**AGENDA LOCATION:**

Discussion/Action by Mayor and Council

**Meeting Date:**

August 13, 2019

**ITEM TITLE:**

An ordinance approving and authorizing the execution of a small cell franchise agreement by and between the Town of Christiansburg, Virginia and Shenandoah Mobile, LLC and Shenandoah Personal Communications, LLC (collectively, "Shentel").

**DESCRIPTION:**

Pursuant to the provisions of Sections 15.2-2100, et seq., Code of Virginia (1950), as amended, the Town of Christiansburg proposes to grant a ten year small cell franchise to Shenandoah Mobile, LLC and Shenandoah Personal Communications, LLC (collectively, "Shentel"). The proposed ordinance authorizing the Town to enter into the franchise agreement with Shentel. The agreement is for a term of ten (10) years and shall be renewal for three (3) additional five (5) year periods. The goal is to grant small cell franchise authority to appropriate telecommunications providers in order to provide for better and faster telecommunications options throughout the Town. The proposed agreement is a non-exclusive franchise for Shentel to provide telecommunications services to residents in the Town. The public hearing was held on July 23, 2019; there were no speakers on the item.

**POTENTIAL ACTION:**

Consider Action

**DEPARTMENT(S):**

Town Manager's Office

**PRESENTER:**

Andrew Warren,  
Assistant Town Manager

**Information Provided:**

Draft Ordinance

<https://christiansburg.box.com/s/shy53kyzp2oyuwsgukm1y9itrr4nrp47>

Non-Exclusive Small Cell Facilities Franchise Agreement

<https://christiansburg.box.com/s/r7el7jlg0utw9jnl1l6y2km5w20p21xa>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Town Council

**Meeting Date:**

August 13, 2019

**ITEM TITLE:**

Request by Cambria Storage Partners LLC to vacate approximately 120 linear feet of a 20-foot wide sanitary sewer easement on the south side of property located at 300 and 390 Cambria Street, N.W. (tax map no. 466 –27 – A).

**DESCRIPTION:**

The requested easement vacation would vacate approximately 120 linear feet of a 20-foot wide public sanitary sewer easement and is shown in detail on the attached Plat of Easement Vacation. The property is currently under site plan review by town staff for the development of a self-storage facility (rezoning and conditional use permit approved by Town Council on March 26, 2019). Upon vacation of the easement, maintenance of the existing sewer line would become the property owner's responsibility and a service cleanout would be installed at the property line.

The Street Committee reviewed the request and recommended approval at its June 25, 2019 meeting. The Town Council public hearing was held July 23, 2019.

**POTENTIAL ACTION:**

Take action

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

The staff report, plat of easement vacation, and draft ordinance were provided in the July 23, 2019 agenda packet.



THE PLACE TO BE.  
**CHRISTIANSBURG VA**  
Established November 10, 1792

100 East Main Street  
Christiansburg, VA 24073  
p: (540) 382-6128  
f: (540) 382-7338

MEMO

To: Town Council  
From: Randy Wingfield, Town Manager  
Date: August 9, 2019  
Re: Proposed FY 2019-2020 Additional Town-Sponsored Special Events

*Reflects costs recommended by Finance Committee on 8/5/19 with exception of additional dollars proposed for Talent Show prize winners by staff (see below)*

Proposed Dates, Events and Costs:

Date:	September 14, 2019	
Title:	Christiansburg Talent Show (No Beer or Wine) Food Trucks and Vendors	
Location:	Hickok Street	
Time:	5p-8p	
Expenses:	Parks and Recreation – Bench Stage Set Up & Tear-down Prizes – Talent Winners Police - 2 Officers x \$45/each x 3 hours	\$500.00 \$300.00 350.00 \$270.00
<b>Total:</b>		<b>\$1070.001120</b>
*8/9/19 – additional \$50 proposed for Talent Winner prizes		

Date:	October 11, 2019	
Title:	Downtown Music (Possibly Don & the Deltones) (Beer and Wine Event with Food Vendors)	
Location:	Main Street	
Time:	6p-9p	
Expenses:	Parks and Recreation – Full Stage Set Up & Tear-down Sound System Set Up & Tear Down Band Police - 10 Officers x \$45/each x 5 hours Public Works (Street Closures, Barricades Personnel)	\$500.00 \$1000.00 \$2500.00 \$2250.00 \$3400.00
<b>Total:</b>		<b>\$9650.00</b>

Date:	November 2, 2019	
Title:	College Football Tailgate VT vs. ND (Beer and Wine Event with Food Vendors)	
Location:	Hickok Street	
Time:	12p-6p	
Expenses:	Parks and Recreation – Bench Stage Set Up & Tear Down TV's (6) and Sound System Band Police - 4 Officers x \$45/each x 7 hours Public Works (Barricades, Solid Waste)	\$500.00 \$2000.00 \$1000.00 \$1260.00 \$300.00
<b>Total:</b>		<b>\$5060.00</b>

Mayor	Town Council
D. Michael Barber	Samuel M. Bishop
Town Manager	Merissa Sachs
Randy Wingfield	Harry Collins
	Henry Showalter
	Steve Huppert
	Bradford J. Stipes

Date:	December 14, 2019	
(This event is undecided and need a little more time on costs associated but this is a projected expense)		
Title:	Winter Wonderland (No Beer or Wine) Food Vendors	
(Evening after Christmas Parade and Christmas on the Market – We thought we would consider it a Christmas Weekend for Families)		
Location:	Hickok Street	
Time:	6p-8p	
Expenses:	Parks and Recreation –Bench Stage Set Up & Tear-down Tree Forest (20 Artificial Christmas Trees) Artificial Snow Makers Carolers or High School Choir  Police - 2 Officers x \$40/each x 2 hours	\$500.00 \$2000.00 \$1500.00 \$FREE  (Could use this as a fund raiser though) \$120.00
<b>Total:</b>	<b>\$4180.00</b>	

Date:	April 18, 2020	
Title:	Chili Cook-Off	
Location:	Hickok Street	
Time:	TBD	
Expenses:	Parks and Recreation – Bench Stage Set Up & Tear-down Prizes – Police - 2 Officers x \$45/each x 3 hours	\$500.00 \$300.00 \$270.00
<b>Total:</b>	<b>\$1070.00</b>	

Date:	April/May 2020 (TBD)	
Title:	Downtown Music (Possibly Don & the Deltones) (Beer and Wine Event with Food Vendors)	
Location:	Main Street	
Time:	6p-9p	
Expenses:	Parks and Recreation – Full Stage Set Up & Tear-down Sound System Set Up & Tear Down Band Police - 10 Officers x \$45/each x 5 hours Public Works (Street Closures, Barricades Personnel)	\$500.00 \$1000.00 \$2500.00 \$2250.00 \$3400.00
<b>Total:</b>	<b>\$9650.00</b>	



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BUDGET AMENDMENT #1 RESOLUTION  
BUDGET MODIFICATION #1 FOR FISCAL YEAR 2019

**WHEREAS**, on June 25, 2019, the Town of Christiansburg approved the budget for fiscal year ending June 30, 2020 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, 2020 in accordance with § 15.2-2507; and

**WHEREAS**, the amendment is less than 1% of the currently adopted budget no public hearing is required in accordance with § 15.2-2504; 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 #1 to the 2019-2020 approved budget as follows and further detailed in the attached budget amendment summary amendment #1 to the 2019-2020 budget:

**REVENUE INCREASES:**

General Fund additional carryover	
of unused Fund Balance from fy 19 budget	\$ 257,760
General Fund use of unassigned fund balance	\$ 45,990
Special Revenue additional carryover	
Of unused Fund Balance from fy 19 budget	\$ 39,336
<b>GRAND TOTAL NEW REVENUE</b>	<b>\$ 343,086</b>

**APPROPRIATIONS INCREASE:**

General Fund net increase	\$ 303,750
Special Revenue Fund	\$ 39,336
<b>GRAND TOTAL NEW APPROPRIATIONS</b>	<b>\$ 343,086</b>

**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.

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>
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Mayor D. Michael Barber\*

Samuel M. Bishop	x
Harry Collins	x
Merissa Sachs	x
Steve Huppert	x
Henry Showalter	x
Bradford J. Stipes	x

Adopted:

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D. Michael Barber, Mayor

Attest: \_\_\_\_\_

Michele Stipes, Clerk of Council

TOWN OF CHRISTIANSBURG  
 FISCAL YEAR JULY 1, 2019 TO JUNE 30, 2020  
 BUDGET MODIFICATION 1

	SOURCES	USES
FUND BALANCE UNASSIGNED FROM APPROVED 2020 BUDGET		14,528,482
INCREASE FUND BALANCE FOR INSURANCE REIMBURSEMENT FOR POLICE VEHICLE RECEIVED IN FY 19		26,260
REPLACE PD VEHICLE TOTALED IN FY 19 WITH INSURANCE RECOVERY GRANT AWARD FOR FORENSIC RECOVERY DEVICE		(40,750)
	8,500	
REALLOCATE MOWING BUDGETS		
10-3202-5026 FIRE DEPT		(650)
10-3203-5026 RESCUE		(650)
10-7101-5026 RECREATION		(14,875)
10-7201-5026	7,625	
10-4102-5026 STREETS	2,050	
20-4505-5026 WWTP	6,500	
INCREASE SPECIAL EVENTS BUDGET FOR RECREATION ADDITIONAL EVENTS 3000*4		(12,000)
PD OVERTIME		(12,000)
PW OVERTIME		(8,000)
REC OVERTIME		(8,000)
SPECIAL REVENUE		
INCREASE IN AVAILABLE FUND BALANCE FOR COUNTY FIRE OPERATING INSURANCE REIMBURSEMENT TO REPAIR COUNTY FIRE TRUCK	39,336	
RECEIVED FY 19 EXPENDITURE FOR REPAIRS WILL OCCUR IN FY 2020		
REQUIRING USE OF THIS FUND BALANCE		
INCREASE REPAIR COSTS 15-5925-5420	(39,336)	
INCREASE FUND BALANCE LAND ACQUISITION NOT COMPLETED	223,000	
APPROPRIATION FOR RAILROAD LAND ACQUISITION FROM CHP		(223,000)
SUPPORT TECH FOUNDATION FOR VIRGINIA GRANT \$6000 THIS CAN COME FROM THE GRANT MATCH ALREADY IN THE BUDGET NO MODIFICATION NEEDED AT THIS TIME.		
<b>NET BUDGET INCREASE FOR EXPENDITURES AND REDUCTION OF UNASSIGNED FUND BALANCE</b>		<b>(45,990)</b>



**RESOLUTION NO. \_\_\_\_**

AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF CHRISTIANSBURG, VIRGINIA, HELD AT THE CHRISTIANSBURG TOWN HALL ON TUESDAY, AUGUST 13, 2019 AT 7:00 PM

**A RESOLUTION APPROPRIATING FOR EXPENDITURE IN FISCAL YEAR 2020 ALL FUNDS BUDGETED FOR EXPENDITURE IN THE FISCAL YEAR 2020 PER BUDGET AMENDMENT #1; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town Council adopted a budget for the fiscal year beginning on July 1, 2019 and ending on June 30, 2020 ("FY 2020 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 August 23, 2019 approved Budget amendment #1 to the fiscal year 2020 budget

WHEREAS, the Town Council appropriated for expenditure in fiscal year 2020 the amounts per the 2020 budget approved June 25, 2019 therefore, Town Council desires to appropriate the funds required from this Amendment to the Budget for FY 2019-2020;

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 2020 Budget amendment, are hereby appropriated for expenditure in fiscal year 2020.
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 August 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:

Aye

Nay

Abstain

Absent

Mayor D. Michael Barber\*

Samuel M. Bishop	x
Harry Collins	x
Merissa Sachs	x
Steve Huppert	x
Henry Showalter	x
Bradford J. Stipes	x

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

SEAL:

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Michele M. Stipes, Town Clerk

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D. Michael Barber, Mayor

## **Town Council Attorney Engagement Policy**

*Draft – 7/23/19*

**PURPOSE:** To establish a policy for all elected officials pertaining to communications with the appointed Town Attorney to prevent unnecessary cost, avoid duplication and to make sure questions are presented clearly.

**SCOPE:** Applies to communication of elected officials with the Town Attorney(s)

**POLICY:**

- Any questions by an elected official, for the Town's legal counsel shall be channeled through the Town Manager or Assistant Town Manager prior to contacting the Town Attorney directly.
- Exceptions to this policy are that the Town Attorney may be contacted directly in matters involving those positions by which the elected body maintains appointment authority, including, but not limited to, the Town Manager, Police Chief, Treasurer, and Clerk of Council.
- In a situation whereby an elected official, in accordance with this policy, contacts the Town Attorney directly, that elected official shall inform the entire elected body, in a single email correspondence with sufficient information to apprise the elected body of the nature of the communication and the specific question posed.
- The Town Attorney shall not be contacted with questions that are not directly related to the elected member's official duties and/or responsibilities pursuant to the elected position. Expressly prohibited contacts include, but are not limited to, any and all communications of a personal nature or that are not directly related to the elected member's official duties.
- For purposes of this section, the terms "elected official" and "elected member" shall include, but are not limited to, all members of the Christiansburg Town Council and the Mayor of Christiansburg.

Adopted by Town Council: \_\_\_\_\_