



AGENDA  
REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
AUGUST 27, 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 Jeff and Liz Dickson for a single-family residential dwelling at 100 South Franklin Street, tax map no. 527- A – 250 in the B-2, Central Business District. The property is designated as Downtown/Mixed Use on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. 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) and is located on the southern boundary of the Town of Christiansburg, west of the intersection of Technology Drive SE and Parkway Drive SE.

IV. CONSENT AGENDA

- A. Council meeting minutes of August 13, 2019.
- B. Monthly bill list.
- C. Approval of Professional Services Engineering Contract with McDonough Bolyard Peck, Inc. (MBP) in the amount of \$94,240.00 for PPEA Consulting / Design Phase Services associated with the Christiansburg Park Interim Agreement.

- D. [Approval of Professional Services Engineering Contract with Rinker Design Associates, P.C. \(RDA\) in the amount of \\$59,140.00 for initial design and funding application assistance for the Cambria Trail, Phase I.](#)
- E. Schedule Public Hearing on October 22, 2019 for a Conditional Use Permit request by Jeff Anderson (applicant) for property owned by J&R Land Development LLC c/o Richard T Brooks for a towing service at 2230 Prospect Drive NE (tax map no. 500-A-5V) in the I-2, General Industrial District. The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- F. Schedule Public Hearing on October 22, 2019 for a rezoning request by Magnolia Point Community, LLC (applicant) for property owned by International Church of the Foursquare Gospel, located northeast of the intersection of Peppers Ferry Road, N.W. and New Village Drive, N.W. (tax map no. 434-A 8A). The request is to rezone the approximately 9.14-acre property from A, Agricultural to R-3, Multi-Family Residential. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- G. Schedule Public Hearing on October 22, 2019 for a Conditional Use Permit request – contingent on the preceding request – by Magnolia Point Community, LLC (applicant) for property owned by International Church of the Foursquare Gospel for a planned housing development to consist of multi-family dwellings and townhomes on property located northeast of the intersection of Peppers Ferry Road, N.W. and New Village Drive, N.W. (tax map no. 434-A 8A) in the R-3, Multi-Family Residential District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- H. Schedule Public Hearing on October 22, 2019 for a rezoning request by Stateson Homes (applicant) for property owned by Halberstadt Family Limited Partnership c/o Resource Associates Inc, located at 495 Peppers Ferry Road, N.W. adjacent to Peppers Ferry Road, N.W., Quin W. Stuart Boulevard, N.W, and Stafford Drive, N.W. (tax map no. 435-10 A). The request is to rezone the approximately 28.6-acre property from B-1, Limited Business to B-3, General Business. The property is designated as Mixed Use – Residential/Business on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- I. Schedule Public Hearing on October 22, 2019 for a Conditional Use Permit request – contingent on the preceding request – by Stateson Homes (applicant) for property owned by Halberstadt Family Limited Partnership c/o Resource Associates Inc, for a planned commercial development on property located at 495 Peppers Ferry Road, N.W. adjacent to Peppers Ferry Road, N.W., Quin W. Stuart Boulevard, N.W, and Stafford Drive, N.W. (tax map no. 435-10 A) in the B-3, General Business District. The property is designated as Mixed Use – Residential/Business on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- J. Schedule Public Hearing on September 24, 2019 for the Town of Christiansburg Community Development Block Grant Consolidated Plan and Annual Action Plan.

## V. INTRODUCTIONS AND PRESENTATIONS

### A. New Employee Introductions:

- Assistant Engineering Director for Capital Projects and Utilities Justin St. Clair to introduce Civil Engineer I Bryce Young.

B. Assistant Engineering Director for Capital Projects and Utilities Justin St. Clair to present on N. Franklin Street Construction Projects.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. Approval of the Personal Property Tax Relief Act percentage for 2019.

B. Rental of mobile stage.

IX. STAFF REPORTS

A. Town Manager

B. Town Attorney

C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming Meetings of Council:

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

September 24, 2019, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**

PUBLIC HEARING

**Meeting Date:**

August 27, 2019

**ITEM TITLE:**

Public Hearing for a Conditional Use Permit request by Jeff and Liz Dickson for a single-family residential dwelling at 100 South Franklin Street (tax map no. 526-A-250) in the B-2, Central Business District. (CUP 2019-06).

**DESCRIPTION:**

The applicant requests a Conditional Use Permit (CUP) to establish a single family dwelling at 100 South Franklin Street in the B-2, Central Business zoning district. The property is designated as Downtown/Mixed Use on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Commission held its public hearing on July 29, 2019. At its July 29, 2019 meeting, the Planning Commission recommended approval by a vote of 7-0 with no conditions.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

Planning Commission Resolution

<https://christiansburg.box.com/s/krv9ijhk16ogqvtz665bbj5gwp9oa0gb>

Planning Commission Minutes – July 29, 2019

<https://christiansburg.box.com/s/46f0wdr4n4fb4c4ky7bwqep4t2xqkm9h>

Staff Report with CUP application and maps

<https://christiansburg.box.com/s/q4axxwrh29lef5z3nvva0sj87e44a1j1>



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

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
August 27, 2019

**ITEM TITLE:**

Public Hearing for one (1) boundary line adjustment from unincorporated areas of Montgomery County into the incorporated Town of Christiansburg for County-owned land within the Falling Branch Corporate Park.

**DESCRIPTION:**

Town and Montgomery County staffs have been working on the five boundary line adjustments. The one remaining request is county-owned land within the Falling Branch Corporate Park. The County public hearing is scheduled for August 26, 2019. If approved by both bodies, all properties will be zoned Agriculture when first brought into Christiansburg with a town-initiated rezoning petition to follow later to better reflect the current and/or surrounding land uses. A full description of the property is listed below:

- A. 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) and is located on the southern boundary of the Town of Christiansburg, west of the intersection of Technology Drive SE and Parkway Drive SE.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Town Manager

**PRESENTER:**

Randy Wingfield

**Information Provided:**

Boundary Line Adjustment Plat

<https://christiansburg.box.com/s/x13phvdiozwl01n4txz8u35rhjtl7o3>

Draft Resolution

<https://christiansburg.box.com/s/51u5to7x6tq5oumd5difsqkrfelqzm60>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
AUGUST 13, 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 AUGUST 13, 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 Jim Guynn; Finance Director/Treasurer Val Tweedie; Police Chief Mark Sisson; Engineering Director Wayne Nelson; Planning Director Will Drake; Public Relations Specialist Amy Southall; Aquatics Director Terry Caldwell; Special Events Coordinator Casey Jenkins; Director of Public Works Jim Lancianese; Superintendent of Streets Travis Moles.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARING

- 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.

There were no comments for or against this matter.

- B. Ordinance to amend Chapter 12 “Business Regulations” of the Christiansburg Town Code by enacting Article III. Massage Establishments.

Sarah Yun, licensed massage therapist, Christiansburg, expressed support for the ordinance amendment as proposed.

Claire Mann, licensed massage therapist, Christiansburg, expressed support for the proposed ordinance amendment, with the inclusion of the exemption for therapists with Home Occupation Permits not to be considered a massage establishment.

Carrie Boucher, licensed massage therapist, resident of Christiansburg, Blacksburg business owner, expressed support for the ordinance, but noted the ordinance was vague with regard to massage therapists that live in Christiansburg but work in Blacksburg.

Brenda Clark, 38-year resident of Christiansburg, licensed medical message therapist in Radford, expressed support and appreciation for the Town's efforts to protect the integrity of massage therapy businesses.

Debbie Hale, owner of a massage therapy business in Christiansburg, agreed with the comments made, and expressed appreciation that the proposed ordinance amendment would not hinder legitimate businesses.

Assistant Town Manager Andrew Warren noted that the proposed ordinance amendment would allow residents with a valid home occupation permit to operate a massage therapy business from their home if they have an approved home occupation permit and an approved massage therapist permit. In these instances, a massage establishment permit would not be required.

- C. Ordinance to amend Chapter 22 "Miscellaneous Offenses" of the Christiansburg Town Code by enacting Section 22-10, Prostitution.

There were no comments for or against this matter.

#### 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.

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

#### V. INTRODUCTIONS AND PRESENTATIONS

#### VI. CITIZEN COMMENTS

- A. No comments

VII. COMMITTEE REPORTS

A. Street Committee:

- a. Minor Subdivision Plat for Southwood Management, Inc. of Lot 10 of Skycrest Subdivision Located at 385 White Pine Drive, N.E.

Councilman Stipes explained the request that would divide one lot into two, and included dedication of 5' to make it a 45' right-of-way along the north side of the property. The plat conforms with the subdivision ordinance and Councilman Stipes made a motion to approve the subdivision plat, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- b. 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.

Councilman Stipes reported on the request to divide two residential lots into three that will share a common driveway. The property is zoned A Agricultural, and Councilman Stipes noted that the request conformed with the subdivision ordinance. Councilman Stipes made a motion to approve the subdivision plat, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- c. Boundary Line Relocation Plat for NRV Marketplace, LLC and GAD, LLC for Property Located at 2650 and 2705 Market Street, N.E.

Councilman Stipes reported that the boundary line relocation would accommodate the new Arby's restaurant located in Market Place, and would also accommodate the fourth ingress/egress of the Shopper's Way intersection. Councilman Stipes reported that the plat conformed with the subdivision ordinance and he made a motion to approve the plat as submitted. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Councilman Stipes noted that the Street Committee was reviewing a sight distance concern at the intersection of Phoenix Boulevard and Cambria Street, and would provide a report and recommendation to Council at a future meeting.

B. Central Business District Committee:

- a. Aquatics Center "LOVE" sign.

Town Manager Wingfield reported that the Town was considering a theme change to the LOVE sign located at the aquatic center. Mr. Wingfield shared a rendering of the proposed "mermaid/water" theme and reported a cost of approximately \$1,500-\$2,000 for the artwork. The project received unanimous support from the Central Business District Committee. Council gave consensus to move forward with the project.

- b. Public chair project.



Town Manager Wingfield presented to Council the proposed project to purchase and place six customizable hand-shaped chairs in various downtown, park, and school areas in Christiansburg, at a cost of \$130.00 each. Currently, there are no designated location sites for the 200-lbs concrete chairs. Recommendation of the project was not unanimous. Councilman Showalter noted he preferred the chairs be placed on Town property, if approved, and expressed concern with no solid plan in place with regards to the placement and decoration of each chair. Councilman Huppert commented that the project could be a way to unify the county and the town. Councilwoman Sachs agreed to bring the matter back to the Central Business District Committee for further discussion. Mayor Barber said he would take the idea to Montgomery County Public Schools Superintendent Mark Mear for his thoughts.

c. Library mural project.

Town Manager Wingfield presented a proposal to have a historic themed mural painted on the back of the Christiansburg library building, and shared a model of the proposed mural that included several historic Christiansburg sites. The Library Foundation would provide a \$2,500 match, with the remaining \$2,500 supported through a donation pool. The project was unanimously recommended by the Central Business District Committee and Council gave consensus to move forward with the 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.

Councilman Stipes made a motion to approve the ordinance, seconded by Councilman Huppert. Town Manager Wingfield reiterated that the contract with Shentel would be non-exclusive. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- 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.

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

- C. Ordinance to amend Chapter 12 "Business Regulations" of the Christiansburg Town Code by enacting Article III. Massage establishments.

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

- D. Ordinance to amend Chapter 22 "Miscellaneous Offenses" of the Christiansburg Town Code by enacting Section 22-10, Prostitution.

Councilwoman Sachs made a motion to approve the ordinance amendment 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.

E. Update on Planning Study for Downtown, Cambria, and Midtown.

Assistant Town Manager Warren reported on the ongoing Planning Study and RFP for architectural and engineering services that would advise and review feasibility of proposed projects, and assist with grant funding requests. More information will be provided in the coming months.

F. Discussion of Expanded Special Events for Fiscal Year 2019-20.

Town Manager Wingfield presented the proposed special events, as requested by Council, which would increase the annual number of downtown events, and would be held in partnership with DCI and the Great Road. The proposed events would cost approximately \$33,000, which is under the \$35,000 authorized by the Finance Committee. Councilman Collins reported that the Recreation Advisory Commission unanimously recommended the events presented. Council expressed support for the outlined events and authorized Events Coordinator Casey Jenkins, and staff, to move forward with the events planning at their discretion. Councilman Showalter recommended consistency in planning annual events, and Councilman Stipes recommended anchor events in the Spring and Fall, with smaller events in between. Councilman Huppert requested that Council's appreciation be passed along to the Recreation Advisory Commission.

G. Resolution for Budget Amendment 1 Modification for Fiscal Year 2019-20.

Finance Director Val Tweedie presented the budget amendment and provided a review of each line item. Councilman Stipes made a motion to approve the resolution for the budget amendment, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

H. Resolution for Budget Amendment 1 for Fiscal Year 2019-20 Appropriations.

Councilman Showalter made a motion to approve the resolution for the budget amendment appropriations, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

I. Policies and procedures for elected official's consultation with legal counsel.

Councilman Showalter, Councilman Bishop, and Councilman Collins drafted the policy that was presented to Council in the agenda packet for review. Councilman Showalter made a motion to approve the proposed policies and procedures, seconded by Councilman Collins. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. Town Attorney Jim Guynn clarified that COIA allows direct contact with the attorney in matters pertaining to conflict of interest.

*Councilman Stipes made a motion to adjust the agenda to add 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, under Discussion and Action by Mayor and Council. Mr. Stipes noted that approval of the CUP request was unanimously recommended by the Planning Commission. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Nay; Collins – Abstain; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. The matter was added as Item J.*

- J. 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 Public Hearing was held earlier in the meeting.

Councilman Stipes made a motion to approve the CUP request, as unanimously recommended by the Planning Commission, seconded by Councilman Showalter. At Councilman Huppert's request, Thom Rutledge of SHAH Development explained the plans to expand the mobile home park by sixteen sites, noting that one site would be lost due to construction of the road, for a net of fifteen new sites. Mr. Rutledge reported that the park was a well-maintained community separated with larger lots and open greenspace, and was an affordable housing option for Christiansburg. Councilman Huppert mentioned a citizen email expressing concerns with additional foot traffic with the expansion and possible decrease in property values. Mr. Rutledge explained that the park was being expanded in acreage that would accommodate sixteen new mobile homes; five of the existing older homes would be removed and four would be replaced with new homes. The park offers a 24-hour emergency number for maintenance matters. Council voted on the motion as follows: Bishop – Aye; Collins – Abstain; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

#### IX. STAFF REPORTS

##### A. Town Manager:

- Reminded Council of the required COIA training deadline of December 31, 2019.
- Councilman Stipes made a motion to cancel the October 8 regular council meeting to accommodate the Annual VML Conference and the Fire Prevention Parade, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

##### B. Town Attorney:

##### C. Other Staff:

Police Chief Sisson reminded Council of the Dialogue on Race picnic August 24 at the Moose Lodge.

#### X. COUNCIL REPORTS

- A. Councilman Collins responded to Carrie Boucher's comments regarding licensed massage therapists who live in Christiansburg, but work in another locality, by noting that businesses must comply with the ordinances of the locality in which they obtain their business license.

- B. Councilman Bishop reported on the recent Board of Supervisor meeting where emergency services personnel with 30-yrs of service were honored, and noted that several members were from Christiansburg.
- C. Councilman Showalter reported that the Finance Committee had met to discuss the grant application process, which Finance Director Val Tweedie will present at a future meeting.
- D. Councilman Stipes requested that an update on Homestay Permits be placed on the August 27<sup>th</sup> meeting.
- E. Councilman Huppert reported that the aquatic center would be closed from August 14-28 for annual maintenance, and reported on the various summer meets, camps, and activities hosted by the aquatic center. The Aquatic Advisory Board will meet August 14 at 4:30 p.m.
- F. Councilwoman Sachs supported Mr. Stipes' request for an update on Homestay Permits.
- G. Mayor Barber asked Council if it wished for him to pursue requesting information from Montgomery County that would help track Airbnb licenses. Mayor Barber said he has already unsuccessfully requested this information from the county. Town Manager Wingfield offered to talk with County Administrator Craig Meadows and County Attorney Marty McMahon about the matter. The Town reported on the upcoming Touch-A-Truck event scheduled for August 17, and he welcomed Montgomery County Board of Supervisor candidate Sherry Blevins to the meeting, noting she recently was awarded Training Center of the Year for a Safe Driving Facility from the National Safety Council. Mayor Barber then showed Council a new Christiansburg flag design and reported that staff could develop a policy for flying and lowering the flag, with Council's support. Council gave consensus to move forward with drafting a flag policy for consideration.

XI. OTHER BUSINESS

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:35 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor

<b>TOWN OF CHRISTIANBURG</b>	<b>PAY DATE 8-30-2019</b>	
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>JULY AND AUGUST</b>	
A MORTON THOMAS AND ASSOCIATES, INC	750.00	
ADAMS CONSTRUCTION CO.	124,557.90	ANNUAL PAVING PROGRAM
ADVANCED ANALYTICAL SOLUTIONS	138.00	
ALERT-ALL CORPORATION	1,490.00	FIRE DEPT MATERIALS FOR TEACHING FIRE SAFETY
ALGONQUIN PRODUCTS COMPANY	1,295.05	CLEANING AND SANITIZING PRODUCTS
ALL SEASONS PEST CONTROL, INC	95.00	
ALLEGHENY CONSTRUCTION CO, INC	297,968.76	N. FRANKLIN CORRIDOR
AMERICAN RED CROSS-HEALTH & SAFETY SERVICES	650.00	
AMERICAN UNIFORM SALES, INC.	236.72	
ARC3 GASES	268.61	
ATLANTIC EMERGENCY SOLUTIONS, INC	3,680.25	FIRE DEPT ENGINE MAINTENANCE AND REPAIRS
AUTO EXPERTS, LLC	45.00	
AUTO ZONE, INC	19.27	
BANE OIL COMPANY, INC	5,700.86	OFF ROAD DIESEL FUEL FOR EQUIPMENT
BASHAM OIL COMPANY	714.76	
BERRY DUNN MCNEIL & PARKER LLC	25,425.00	IT ASSESSMENT
BKT UNIFORMS	199.96	
BLACKBERRY MULCH	58.50	
BLACKSBURG POWER EQUIPMENT	469.23	
BLUE RIDGE ANALYTICAL LLC	2,590.00	TESTING WWTP
BLUE RIDGE SIGN & STAMP CO INC	4,299.99	SIGNAGE FOR TOWNE BRANCH STREAM RESOTRATION
BMG METALS INC	163.33	
BOONE TRACTOR & IMPLEMENT INC.	1,068.00	
BOUND TREE MEDICAL, LLC	2,356.91	SUPPLIES RESCUE
BRAME SPECIALTY COMPANY INC.	309.30	
BROWNELLS, INC.	252.50	
BUSINESS RESULTS TRAINING LLC	1,889.90	CONSULTING ENGINEERING
CAPITAL LIGHTING & SUPPLY, LLC	1,668.17	ELECTRICAL SUPPLIES WWTP
CARDINAL BLUEPRINTERS, INC.	1,188.84	
CARILION HEALTHCARE CORP.	95.00	
CARTER MACHINERY	2,234.77	EQUIPMENT REPAIRS
CDW LLC	9,335.80	ADOBE SOFTWARE LICENSES
CLARK GAS AND OIL, INC	1,343.80	GASOLINE FIRE STATION
CLASSIC CLEANING & PAINTING, LLC	300.00	
CLEAR CREEK WATER WORKS	1,250.00	
CONCRETE PIPE & PRECAST LLC	1,790.06	SUPPLIES FOR WWTP DUMP STATION
CORE & MAIN LP	322.07	
COUNTRY AIR VACATION KENNELS	145.80	
CRAIG'S FIREARM SUPPLY, INC	534.24	
CUES INC	2,500.00	CCTV SOFTWARE SUPPORT WWTP
CUMMINS INC	465.21	
CURTIS BAY MEDICAL WASTE VIRGINIA, LLC	142.58	
DALY COMPUTERS, INC.	8,389.50	TOUGHBOOKS AND DOCKING STATIONS
DATA MANAGEMENT, INC	1,235.00	TIMECLOCK WEB HOSTING
DEHART TILE CO., INC.	316.32	
DELL MARKETING L.P.	460.71	
DJR ENTERPRISES	441.00	
DLB ENTERPRISES LLC	67,350.55	COLLEGE STREET SEWER PROJECT
DOMINION DOOR & HARDWARE INC	295.00	
DUNCAN FORD MAZDA	6,526.80	VEHICLE REPAIRS AND MAINTENANCE
E. C. PACE	147,085.40	ARBOR DRIVE SIDEWALK PROJECT
EAST COAST EMERGENCY VEHICLES, LLC	1,008.00	
ELECTRICAL EQUIPMENT COMPANY	776.67	
ELECTRICAL SUPPLY CO	2,505.17	VARIOUS ELECTRICAL SUPPLES
ELEVATING EQUIPMENT INSPECTION SERVICE	360.00	
EMS MANAGEMENT & CONSULTANTS, INC	1,091.29	
ENVIRONMENTAL EXPRESS, INC	153.04	
EVIDENT INC	1,149.83	PD SUPPLIES
EXCEL TRUCK GROUP	936.76	
F & R ELECTRIC	2,300.00	PARTS FOR PUMP STATIONS
FASTENAL COMPANY	187.34	
FERGUSON ENTERPRISES, INC.#75	22,421.16	PIPES, FITTINGS FOR WATER AND WASTE WATER
FIDELITY POWER SYSTEMS	3,655.13	TRANSFER SWITCH WWTP
FIRE RESCUE AND TACTICAL, INC	194.19	
FISHER AUTO PARTS, INC.	1,179.86	
FITNESS CONCEPTS, INC.	80.00	
FLEET PRIDE, INC	2,250.65	PARTS FOR VEHICLE AND EQUIPMENT MAINTENANCE

<b>TOWN OF CHRISTIANBURG</b>	<b>PAY DATE 8-30-2019</b>	
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>JULY AND AUGUST</b>	
FORTILINE INC	10,724.50	WATER METER AND REPEATERS FOR METER READ SYSTEM
G/A SAFETY SUPPLY, INC	772.70	
GALLS, AN ARAMARK COMPANY	2,713.07	UNIFORMS AND SUPPLIES FOR PD
GEMPLER'S INC.	974.53	
GLOBAL TRAFFIC TECHNOLOGIES	1,005.00	
GMES, LLC	1,098.00	
GODWIN MANUFACTURING CO.,INC.	123.43	
GOLDSTREET DESIGN AGENCY INC	750.64	
GRAINGER	394.52	
H. T. BOWLING, INC.	43,828.73	STREET REPAIR AND HBTIID
HAJOCA CORPORATION	17.12	
HALL'S GARAGE DOORS, INC	254.00	
HANDY RENTALS, INC	965.00	
HARVEY CHEVROLET CORP.	1,846.32	VEHICLE REPAIRS AND MAINTENANCE
HAZEN AND SAWYER	4,513.61	WWTP UV UPGRADE AND NPW UPGRADE
HENDERSON PRODUCTS, INC	2,657.33	HYDRAULIC PUMP STORM WATER
HIGH PEAK SPORTSWEAR, INC	140.80	
HIGHLAND TREE CARE, LLC	1,250.00	REMOVAL OF 5 TREES TOWN HALL PARKING AREA
HIGHWAY MOTORS, INC.	138.81	
HOLLYBROOK MULCH TRUCKING, INC	39.00	
HOSE HOUSE, INC.	799.79	
HOUSTON N. SNODDY	500.00	
HURT & PROFFITT, INC	26,370.03	ENGINEERING SERVICES GIS, ROANOKE ST SIDEWALK, QUINN STUART, CHRISTMAN MILL, SILVER LAKE INTERCEPTOR
IMAGE TREND, INC	3,023.57	RESCUE SOFTWARE IMAGETREND
INNOVATIVE SYSTEMS & SOLUTIONS, INC	3,180.00	WWTP REWIRING AND SERVER BACKUPS
INTERNATIONAL CODE COUNCIL	1,094.82	
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	410.58	
JAMES RIVER LASER & EQUIPMENT, LLC	320.00	
JOHNSON CARS INC	2,835.67	REPAIR PD VEHICLE
JORDAN OIL CO., INC.	2,404.62	FIRE DEPT DIESEL
KIMBALL MIDWEST	450.81	
KING GENERAL CONTRACTORS, INC	150,098.12	HBT III
KING-MOORE, INC	3,175.00	IT CONSULTING
KINGS TIRE SERVICE, INC	837.00	
KLA ENTERPRISES LLC	120.16	
KNOWBE4, INC	4,999.87	IT SECURITY TRAINING
KORMAN SIGNS, INC.	1,521.51	SIGNAGE MATERIALS PW
KUSTOM SIGNALS, INC.	151.50	
LANCASTER, INC.	160.00	
LANDSCAPE SUPPLY INC.	245.00	
LIBERTY FIRE SOLUTIONS, INC	296.79	
LITTLE RIVER POOL AND SPA, INC	302.46	
MATTERN & CRAIG	20,974.33	ENGINEERING SERVICES FALLING BRANCH INTERSECTION AND INDUSTRIAL PARK STORMWATER IMPROVEMENTS
MCCORMICK TAYLOR, INC	12,452.90	ENGINEERING SERVICES N FRANKLIN AND FALLING BRANCH
MCDONOUGH BOLYARD PECK, INC	5,084.00	ENGINEERING SERVICES ANNUAL PAVING
MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	252.22	
MEADE TRACTOR	1,410.40	PARTS AND SUPPLIES FOR EQUIPMENT MAINTENANCE
MEDEXPRESS URGENT CARE, P.C. - VIRGINIA	476.00	
METRO HEAVY-DUTY, INC.	499.21	
METROLINE INC	1,399.90	10 MITEL PHONES
MIRACLE RECREATION EQUIPMENT COMPANY	203.00	
MODERN AUTOMOTIVE	79.95	
MONTGOMERY DISTRIBUTORS	2,200.22	SAFETY SUPPLIES
MONTGOMERY SANITATION SERVICES	625.00	
MOORE'S BODY & MECHANICAL SHOP, INC	645.30	
MOTION INDUSTRIES, INC.	245.07	
MOTOROLA SOLUTIONS	1,414.49	RADIO SUPPLIES
MUNICIPAL EMERGENCY SERVICES, INC	166.84	
NATIONAL POOLS OF ROANOKE, INC.	2,331.00	CALCIUM HYPOCHLORITE TABS AQUATIC CENTER
NEW RIVER FIRE EXTINGUISHERS	43.00	
NEW RIVER VALLEY AIRPORT COMMISSION	22,855.00	ANNUAL SUPPORT
NEW RIVER VALLEY MPO	9,900.00	1ST QTR SUPPORT SMARTWAY 3300AND MPO ANNUAL SUPPORT 6600
NEW RIVER VALLEY REGIONAL COMMISSION	38,331.60	ANNUAL SUPPORT NRV REGIONAL COMMISSION
NORTHERN SAFETY CO., INC.	1,092.15	

<b>TOWN OF CHRISTIANBURG</b>	PAY DATE 8-30-2019	
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>JULY AND AUGUST</b>	
NORTHERN TOOL & EQUIPMENT	566.98	
NORTHWEST HARDWARE CO INC	341.13	
NRV LAWNS & LANDSCAPING, LLC	21,650.00	MOWING PARKS, STREETS AND CEMETERY
NRV REGIONAL WATER AUTHORITY	735,098.27	WATER USAGE APRIL MAY JUNE 2019
ORDERS CONSTRUCTION COMPANY	40,372.62	CONSTRUCTION UV UPGRADE AND NPW SYSTEM UPGRADE
P B ELECTRONICS	179.00	
PET WASTE ELIMINATOR	150.00	
POWER ZONE	12,882.60	SUPPLIES AND 12554. FOR NEW ZERO TURN MOWER FOR STREETS PER BUDGET
PRECISION GLASS & UPH. INC.	270.00	
PROFESSIONAL COMMUNICATIONS	5,083.35	MAINTENANCE ON PD VCIN COUNSEL AND PARTS
QUALITY TIRE & BRAKE SERVICE	4,188.00	VEHICLE TIRE REPAIR AND MAINTENANCE
RADFORD HOSE & FITTINGS, INC.	2,125.20	FITTINGS AND SUPPLIES
RAKESTRAW LAWN CARE, INC	100.00	
RECREONICS, INC	2,351.80	FLAG POLE AQUATICS
REDLINE TIRE AND LUBE	56.95	
RINKER DESIGN ASSOCIATES PC	11,213.70	ENGINEERING SERVICES CONNECTOR ROAD
RISH EQUIPMENT COMPANY	693.09	
ROANOKE REGIONAL CHAMBER OF COMMERCE	7,000.00	ANNUAL SUPPORT FOR SMALL BUSINESS DEVELOPMENT CENTER
ROBERTS OXYGEN COMPANY, INC	554.30	
ROCAN INDUSTRIAL PRODUCTS, INC	1,797.51	SUPPLIES FOR WWTP DUMP STATION
ROSEMOUNT ANALYTICAL INC.	4,183.38	TESTING ANALYZER FOR TREATMENT PLANT
RUMMEL KLEPPER & KAHL LLP	774.90	
S C ROSSI & COMPANY, INC	217,821.32	FALLING BRANCH INTERSECTION PROJECT
S.J. CONNER & SONS INC.	573.09	
SAFETY & COMPLIANCE SERVICES, INC.	445.50	
SAMPSON-BLADEN OIL CO INC	479.40	
SANICO, INC	10,158.87	JANITORIAL SUPPLIES
SCENARIO LEARNING, LLC	2,547.00	EMPLOYEE SAFETY TRAINING APPLICATION
SCHNABEL, INC	460.51	
SERVICE COMMUNICATION	75.00	
SERVICEMASTER COMMERCIAL CLEANING	3,629.00	CLEANING AQUATIC CENTER
SHEEHY AUTO STORES	890.15	
SHELOR MOTOR MILE	551.69	
SHERWIN-WILLIAMS	1,303.18	PAINT FOR AQUATIC CENTER ANNUAL MAINTENANCE
SHI INTERNATIONAL CORP	8,905.60	SOFTWARE LICENSING MAS
SNAP-ON TOOLS	5,251.75	FLEET MAINTENANCE SCAN TOOL
SOUTHERN AIR, INC	9,216.07	REPAIRS HEATING AND COOLING VARIOUS LOCATIONS
SOUTHERN REFRIGERATION CORP.	3,922.70	ICE MACHINE HARKRADER
SPIRIT SERVICES, INC	284.25	
STATE ELECTRIC SUPPLY CO.,INC.	1,064.45	
STERN, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	4,138.70	ENGINEERING SERVICES OLD LANDFILL
SUNAPSYS, INC	1,526.21	
SYCOM TECHNOLOGIES	12,285.00	SCCM PROJECT
TAYLOR OFFICE & ART SUPPLY,INC	4,011.56	OFFICE SUPPLIES VARIOUS DEPARTMENTS
TBS CONSTRUCTION, LLC	24,750.35	RESCUE CENTER CONSTRUCTION FINAL
TENCARVA MACHINERY CO.	4,690.33	PARTS FOR WWTP
TESSCO	1,496.06	PARTS AND SUPPLIES FOR RADIO SHOP
THOMPSON & LITTON, INC	1,215.50	ENGINEERING SERVICES RECREATION CENTER BATHROOMS
THOMPSON TIRE & MUFFLER	174.43	
TOWN OF BLACKSBURG	50,000.00	ANNUAL SUPPORT FOR VIRGINIA TECH AIRPORT
TREASURER OF VIRGINIA	1,305.00	
UNIFIRST CORPORATION	5,681.91	UNIFORMS PW
USA BLUE BOOK	1,518.00	TESTING SUPPLIES WWTP
VA PUBLIC WORKS EQUIPMENT CO	5,795.47	PARTS AND SUPPLIES FOR EQUIPMENT MAINTENANCE AND REPAIR
VDH-WATERWORKS TECHNICAL ASS'T FUND	30,095.90	WATERWORKS OPERATION FEE ANNUAL
VIRGINIA UTILITY PROTECTION SERVICE, INC	561.75	
VSC FIRE & SECURITY, INC	258.50	
WADES FOODS INC.	313.75	
WHITT CARPET & TILE SERVICE, INC.	2,285.53	NEW FLOORING KITCHEN FIRE DEPARTMENT
WILSON BROTHERS INCORPORATED	1,980.80	PARTS FOR VEHICLE REPAIRS AND MAINTENANCE
WITMER PUBLIC SAFETY GROUP, INC	92.00	
WMA ARCHITECTS/PLANNERS, INC	1,800.00	PROFESSIONAL FEES RESCUE BUILDING
WRANGLER SUPER HOLDCO CORP	25,752.77	RECYCLING SERVICES JULY
<b>TOTAL BILLS TO BE PAID</b>	<b>2,473,486.33</b>	PAY DATE 8-30-2019

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

**JULY AND AUGUST**

<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
ADVANCE AUTO PARTS		
AMAZON CAPITAL SERVICES INC	99.44	
ATLANTIC EMERGENCY SOLUTIONS	1,317.12	VEHICLE REPAIRS
BLUE RIDGE RESCUE SUPPLIERS,		
CARDMEMBER SERVICES	439.98	
CLARK GAS AND OIL INC	966.19	
C.W. WILLIAMS & COMPANY LLC		
DIRECT TV	200.87	
DIVERS ALERT NETWORK	640.00	EQUIPMENT
EAST COAST EMERGENCY VEHICLES		
EXXON MOBILE	988.26	FUEL
FIRE AND RESCUE TACTICAL	604.58	SUPPLIES
GALLS		
GATES FLOWERS	35.00	
HOLIDAY MOTOR CORP		
LANCASTER INC		
MCGRADY PERDUE HEATING & COOLING	431.00	
MONTGOMERY DISTRIBUTORS	152.45	
MUNICIPAL EMERGENCY SERVICES, INC		
NAFECO INC		
NEW RIVER ENGRAVING		
NEW RIVER FIRE EXTINGUISHER		
POWER ZONE	14.00	
PROFESSIONAL COMMUNICATIONS		
RADIO EXPRESS INC		
SHELOR MOTOR MILE		
SYMBOL ARTS		
SOUTHWEST VIRGINIA FIREFIGHTERS		
TRAVEL AND SCHOOLS		
TOWN OF CHRISTIANBURG	689.00	COUNTY FUEL JUNE
VA CHAPTER I.A.A.I.		
VERIZON WIRELESS	516.65	
WADES FOODS		
WESTERN BRANCH DIESEL		
VIRGINIA FIRE SERVICE COUNCIL		
VIRGINIA EMERGENCY MANAGEMENT		
VIRGINIA STATE FIREFIGHTERS ASSOC	650.00	DUES
WITMER PUBLIC SAFETY		
<b>TOTAL PAID BILLS</b>	<b>7,744.54</b>	



TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	JULY AND AUGUST	
VENDOR	AMOUNT PAID	DESCRIPTION
ADVANCE AUTO PARTS	896.85	PARTS FOR REPAIRS OF VEHICLES AND EQUIPMENT
ADAMS CONSTRUCTION CO	3,641.73	ASPHALT MIX
AFTERNOON DELIGHT	26.00	FARMERS MARKET VENDOR
AIRGAS NATIONAL CARBONATION	947.88	CARBON DIOXIDE GAS FOR AQUATICS
ALLSTATE	7,547.75	EMPLOYEE PAID INSURANCE 2 MONTHS
AMAZON CAPITAL SERVICES INC	637.89	
ANGLE FLORIST	320.50	
ANTHEM BLUE CROSS BLUE SHEILD	154,525.86	MEDICAL INSURANCE EMPLOYEES
APPALACHIAN POWER	81,080.59	TOWN WIDE UTILITY SERVICES
AT & T	467.13	
ATMOS ENERGY	1,008.22	TOWN WIDE GAS SERVICES
AUDIOTRONICS	2,990.95	MIC SYSTEM FOR FIRE DEPT
BIRD AND HOPPER FARM	138.00	FARMERS MARKET
BLUE DEMON SPIKERS	275.00	RECREATION INSTRUCTOR
BMS DIRECT	11,593.03	POSTAGE PRINTING WATER BILLS, TAX TICKETS NEWSLETTERS
BREENE INC	599.10	EMPLOYEE PICNIC
BRUCE CALDWELL	152.00	FARMERS MARKET
BSN SPORTS COLLEGIATE PACIFIC	394.67	HARKRADER ATHLETIC FIELD IMPROVEMENTS
CAPITAL LIGHTING & SUPPLY LLC	251.23	
CARDINAL MACHINERY COMPANY	5,063.82	EQUIPMENT REPAIRS AND OIL FOR EQ AND VEHICLE MAINTENANCE
CARDMEMBER SERVICES	94,393.41	SUPPLIES EQ 50,673.11 DUES 3462.42 SCHOOLS 21337.02 TRAVEL 8505.27 SOFTWARE 6862.78 UNIFORMS 2433.33 RECRUITING RETENTION FIRE RESCUE 1119.48
CHANDLER CONCRETE	9,426.75	FOR PUBLIC WORKS REPAIRS AND DUMP STATION AT WWTP
CFS GROUP/BLUE RIDGE DISPOSAL & RECYCLING	590.00	SLUDGE DISPOSAL
COLD STONE CREAMERY	16.00	
COULTER'S FLORIST INCE	180.00	
CRYSTAL SPRINGS	399.39	
CITIZENS	3,925.00	INTERNET
DELTA DENTAL	15,285.03	DENTAL COVERAGE EMPLOYEES
DEPARTMENT OF STATE POLICE	32.50	
DJR ENTERPRISES	2,355.88	REC YOUTH BASEBALL AND VOLLEY BALL
DONS AUTO CLINIC	1,016.59	PD VEHICLE MAINT.
DS SERVICES-crystal springs	10.53	WATER COOLER RENTAL REC
DUES AND MEMBERSHIPS	3,524.44	WWTP 1897.44 FIRE 590 ENG 165 PW 222
DTN INC	286.96	
ELECTRICAL SUPPLY CO	2.50	
EXPRESS SERVICES INC	20,232.98	LANDSCAPE AND CUSTODIAL TEMPORARY LABOR
FEDERAL EXPRESS	16.41	
FERGUSON ENTERPRISES INC #75	712.00	
FIDELITY POWER SYSTEMS	422.00	EARNEST MONEY FOR PURCHASE OF LAND ACROSS FROM AQUATICS CTR
1ST COICE SHREDDING	700.00	
GRANTURK EQUIPMENT CO INC	1,911.13	PW LIFT CYLINDER
GATES FLOWERS AND GIFTS	35.83	
GEORGE HALL	76.00	FARMERS MARKET
HAMANN INC	165.00	
HOME DEPOT	451.29	
INFO GROUP/DITY DIRECTORIES	630.00	
JEWELL THOMPSON	250.00	EMPLOYEE PICNIC DJ
JOE COYLE	59.96	TRAVEL
KLA ENTERPRISES LLC SIGN A RAMA	108.00	
LANE ENTERPRISES INC	242.44	PARTS STORM WATER
LAWRENCE TRANSPORTATION SYSTEMS	121.88	
LOWE'S HOME CENTERS INC	7,396.81	VARIOUS DEPTS MAINTENANCE REPAIRS AND SUPPLIES
LUCK STONE CORPORATION	2,848.45	TURF MAINTENANCE RECREATION
LUMOS NETWORKS INC	1,036.55	PHONE SERVICE

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	JULY AND AUGUST	
VENDOR	AMOUNT PAID	DESCRIPTION
MANSFIELD OIL	254.16	FUEL PURCHASES PW
MANY BLUE HILLS	30.00	FARMERS MARKET
MATTERN & CRAIG	1,925.71	HANS MEADOW ENGINEERING
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	74,484.10	TIPPING FEES FOR SOLID WASTE SERVICES 2 MONTHS
NETWORKFLEET INC	540.70	
NEW RIVER ENGRAVING	10.00	SUPPORT COLLEGE PROGRAM FOR CBURG STUDENTS
NEW RIVER VALLEY PIZZA	120.97	PIZZAS AQUATICS
NIKKI T PYNN	100.00	FACE PAINTING FARMERS MARKET
NORFOLK SOUTHERN	3,113.43	FLASHING LIGHT MAINTENANCE
OLD TOWN PRINTING & COPYING	3,420.57	BUDGET SUMMARY, WELCOME BROCHURES AND #10 ENVELOPES
PETTY CASH	193.65	
PURCHASE POWER	3,000.00	POSTAGE METER REFILL
RAILROAD MANAGEMENT COMPANY IV LLC	514.54	RR CROSSING PAYMENT
RANDY SCRUGGS	700.00	DAMAGE REPAIRS
REFUND FEES REC DEPT	909.00	
REFUND TAXES	282.96	REFUND TAX OVERPAYMENTS
REFUND WATER/SEWER	1,499.35	
REFUND PERMITS	81.60	
REFUND CONSTRUCTION BONDS	25,000.00	KBS INC
REFUND EMS	507.22	
REIMBURSEMENT EMPLOYEES	700.02	
R E MICHEL CO	31.54	FILTERS
ROANOKE TIMES	4,947.40	ADVERTISING, JOBS PUBLIC HEARINGS ETC
ROBIN POTEET	2,100.00	FAÇADE GRANT PROGRAM
ROLLER VENTURES	70.00	
SALEM STONE CORPORATION	176.86	SAND SSTONE GRAVEL FOR STREET MAINTENANCE
SAMS CLUB	927.48	PARKS AND REC SUPPLIES
SANICO INC	157.50	
SCHINDLER ELEVATOR CORPORATION	1,427.94	QUARTERLY ELEVATOR MAINTENANCE
SCHOOLS	5,990.00	PD 700 WWTP 450 RESCUE 4800 FLEET MAINT 40
SCI-MED WASTE SYSTEMS INC	142.76	
SELECTIVE INSURANCE	4,207.05	DEDUCTIBLES ON INSURANCE CLAIMS
SHENTEL	522.84	
SHRED-IT	297.61	
SHEEHY FORD OF RICHMOND	30,096.60	PD VEHICILE FROM 2019 BUDGET
SHERRIE STRATTON	100.00	CLASSES RECREATION
SISSON AND RYAN QUARRY LLC	25,624.62	STONE AND GRAVEL STREET REPAIRS
SOUTHEASTERN SECURITY CONSULTANTS	375.00	
SOUTHERN STATES	450.88	SEED
SPEEDWAY	22,105.11	FUEL TOWN VEHICLES
STAND ENERGY	2,453.96	NATURAL GAS FOR AQUATIC CENTER
STUMP RIDGE FARMS	82.00	FARMERS MARKET
SUPER SHOES	98.99	
SUSAN OSBORNE, DR.	59.92	
TAYLOR OFFICE & ART SUPPLY INC	16.35	
TELVENT USA HOLDINGS	286.96	RECREATION PHONE SERVICE
TIDY SERVICES	70.90	
TIM CROMER	820.00	CHS FOOTBALL CAMP
TRACTOR SUPPLY	554.98	MISC SUPPLIES
TRAVEL	10,362.02	PW 471.98 HR 141.46 RESCUE 699.01 FIRE 3760.18 ADMIN .441.87 E PD 4445.00 BLDG 402.52
TREASURER OF MONTGOMERY COUNTY	74,987.67	LODGING TAX FOR TOURISM 85% OF 1% DEC 18 TO MAY 19 & FINAL TRUE UP
TREASURER OF VIRGINIA	6,367.25	BLDING LEVY 615.08 DEQ 1000 BIOSOLID PERMIT VEC 977.17 dmv stops 775 MS4 PERMIT ANNUAL MAINTENANCE 3000.00

<b>TOWN OF CHRISTIANBURG</b>		
<b>BILLS PAID DURING THE MONTH</b>	<b>JULY AND AUGUST</b>	
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
US BANK VRA LOAN	363,608.26	WWTP LOAN PAYMENT BAL AFTER PAYMENT 1,053,730.88
U.S. CELLULAR	122.70	
UNIFORM ALLOWANCES	100.00	WORKBOOT ALLOWANCES
VA ASSOC OF COUNTIES GROUP INSURANCE	2,271.61	SHORT TERM DISABILITY
VERIZON	9,057.25	PHONE LINES
VERIZON WIRELESS	6,689.91	CELL PHONES AND TABLETS
VIRGINIA BUSINESS SYSTEMS	9,118.07	
VIRGINIA EVERYWHERE	275.00	
VIRGINIA MEDIA	1,763.52	JOB POSTINGS, PUBLIC HEARINGS ETC
VIRGINIA RETIREMENT SYSTEMS	151,322.18	EMPLOYEE RETIREMENT JULY 2019
WEST PUBLISHING COMPANY	246.53	
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>7,744.54</b>	
<b>TOTAL PAID BILLS</b>	<b>1,299,295.11</b>	
<b>BILLS TO BE PAID</b>	<b>2,473,486.33</b>	
<b>GRAND TOTAL</b>	<b>3,780,525.98</b>	



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

August 27, 2019

**ITEM TITLE:** Approval of Professional Services Engineering Contract with McDonough Bolyard Peck, Inc. (MBP) in the amount of \$94,240.00 for PPEA Consulting / Design Phase Services associated with the Christiansburg Park Interim Agreement.

**DESCRIPTION:** Professional services contract with McDonough Bolyard Peck, Inc. to provide owner representation and review for the PPEA interim agreement. This item will require additional action in a Budget Amendment 2 for Fiscal Year 2019-20.

**POTENTIAL ACTION:** Approval of Contract in the amount of \$94,240.00 and provide authorization for the Town Manager to execute this Contract, subject to Town Attorney final review and approval.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**ITEM HISTORY:** The Town has entered into an interim agreement with the Faulconer Construction Company, Inc. to prepare 80% plans for the proposed Christiansburg Park. MBP will act as the owner's representative and provide review assistance throughout the three proposed phases of the interim agreement: (1) Scope Verification and Master Plan Revisions, (2) 35% Design Phase, and (3) 80% Design Phase. They will provide constructability reviews, budget verification, and schedule analyses as well as provide assistance in preparing addendums to the interim agreement and the final comprehensive agreement.

**Information Provided:**

Contract for Approval

<https://christiansburg.box.com/s/qvoit5et93jhzjgunnu99ioe0mk5u28>



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

August 27, 2019

**ITEM TITLE:** Approval of Professional Services Engineering Contract with Rinker Design Associates, P.C. (RDA) in the amount of \$59,140.00 for initial design and funding application assistance for the Cambria Trail, Phase I.

**DESCRIPTION:** Engineering contract with Rinker Design Associates, P.C. to prepare a conceptual design and providing funding application assistance for submission to VDOT.

**POTENTIAL ACTION:** Approval of Contract in the amount of \$59,140.00 and provide authorization for the Town Manager to execute this Contract, subject to Town Attorney final review and approval.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**ITEM HISTORY:**

The Cambria Trail project will design and construct a new trail from Mill Lane to Roanoke Street, following Depot Street and potentially railroad right-of-way. It is expected that the trail will be designed and constructed in multiple phases; the first, from Mill Lane to the Cambria Square. Funding applications will be prepared to request funding from VDOT via the Revenue Sharing or Transportation Alternatives programs.

**Information Provided:**

Contract for Approval

<https://christiansburg.box.com/s/mg4ghfm242fdywfc51jcdzuwh2tg33c0>



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

**AGENDA LOCATION:**

CONSENT AGENDA

**Meeting Date:** 8-27-2019

**ITEM TITLE:**

Personal Property tax relief percentage for 2019 (PPTRA)

**DESCRIPTION:**

Each year the town receives \$228,552.85 in funds from the state to provide relief on personal Property tax bills for its citizens with qualifying vehicles pursuant to the Personal Property tax relief act. This year the calculated relief percentage is 35.10%. This is a decrease from last year's percentage of 37.14%

**POTENTIAL ACTION:**

Approval of the Personal Property tax Relief percentage of 35.10% to be applied to qualifying vehicles for 2019 tax bills.

**DEPARTMENT:**

Finance

**PRESENTER:**

Val Tweedie

**ITEM HISTORY:**

In 1998 the Virginia legislature passed the Personal Property Tax Relief Act (PPTRA) and each year we calculate the percentage of relief that citizens will receive based on qualifying vehicles. All vehicles that are for personal use and under \$1,000 in value receive 100% relief. Personal use vehicles valued between \$1,001 and \$20,000 receive the calculated percentage relief and no relief is provided for vehicles valued in excess of \$20,001.

Before proration, this was a relatively straight forward calculation as we received all vehicle values as of January 1 of each year and the percentage was calculated using those numbers. With Proration in effect the calculation now requires estimation of the number of qualifying vehicles that will be added and deleted in the last quarter as well as an estimation of the values to be applied to those vehicles added and deleted during the first 9 months of the year.

Based on the data received to date and review of prior years we have calculated the PPTRA percentage for this year to be 35.10%. The 2% drop in the relief percentage is primarily do to an increase in the number of qualifying vehicles and the increased values for those vehicles.

**2019**

TOWN OF CHRISTIANBURG

PPTRA PERSONAL PROPERTY TAX RELIEF ACT

VALUES BASED ON ESTIMATED PRORATED VALUES FOR ADDS AND DELETES

ESTIMATED  
# vehs.

VALUE FOR 1000 AND LESS	647,439	1,026
1001-20000	99,777,226	15,570
OVER 20000	43,086,000	2,154

LESS THAN 1,000	2,913.48
1,001 TO 20,000	448,997.52
OVER 20,000	193,887.00
TOTAL ASSESSED	645,797.99

TOTAL ASSESSED	645,797.99
LESS 100% RELIEF	2,913.48
BASE	642,884.52

STATE REIMBURSEMENT (PPTRA)	228,552.85
LESS UNDER 1,000	2,913.48
	225,639.37

TOWN OF CHRISTIANBURG	
PROPERTY TAX RELIEF PERCENTAGE	35.10%

Totals before last qtr estimations																								
these numbers included in (g-l) and (m-o)										FULL ASSESSED				estimated adds/deletes and corrections		5 VALUE ASSESSED			4 calculated tax		6 TOTAL		total calculated tax	
1-1-2018 to 12-31-18		VALUE ASSESSED	calculated tax	added and deleted 1-14 to 9-1-2018	FULL ASSESSED VALUE NOT PRORATED	1 calculated tax	added 1-14-17 to 9-1-2017	VALUE NOT PRORATED	2 calculated tax	deleted 1-14-18 to 12-15-18	VALUE NOT PRORATED	3 calculated tax	vehicles	FULL assessed value	calculated tax	13	VALUE (1,057)	(1)	total vehicles	assessed value	total calculated tax			
>1000 & LESS	784	\$581,978	\$2,619	240	75,755	\$ 170	11	8,356	19	122	94,679	107	1,135	666,089	2,997	13	\$ (1,057)		1,026	\$ 647,439	\$ 2,913			
>1001-20000	13,976	\$91,618,755	\$412,284	1,651	11,569,757	\$ 26,032	78	360,550	811	1,520	8,422,489	9,475	17,069	103,549,062	465,971	21	\$ 350,782		15,570	\$ 99,777,226	\$ 448,998			
>20,001	1,573	\$42,201,537	\$189,907	551	16,370,347	\$ 36,833	12	303,522	683	140	3,616,891	4,069	2,252	58,875,406	264,939	42	\$ 1,305,698		2,154	\$ 51,769,119	\$ 232,961			
Non Qualified	2,359	\$20,956,512	\$94,304	175	3,021,025	\$ 6,797	1	1,620	4	131	913,334	1,028	2,664	23,979,157	107,906	5	\$ 210,931		2,538	\$ 22,748,901	\$ 102,370			
total	18692	\$ 155,358,782	\$699,115	2617	\$ 31,036,884	\$ 69,833	102	\$ 674,048	1,517	1,913	\$ 13,047,393	14,678	23,120	187,069,714	841,814	81	\$ 1,866,354		21,288	\$174,942,685	\$ 787,242			
													20,456						18790	\$ 787,242	check			

ignore deletes to determine qualifying vehicle values.  
to reconcile to county number of 23120 and 20456 qualifying vehicles

Add deletes in totals as they are eligible for prorated relief but do not include in vehicle count

1 estimated will receive average 6 months of tax on proration  
2 estimated will receive average 6 months of tax on proration  
3 estimated will receive average 3 months tax on deletions  
4 estimate will receive average of 3 months tax on last quarter additions  
5 estimated 10% net increase per category  
6 estimated value with reduction for proration



## CHRISTIANSBURG PPTRA SHEET AS OF 8/14/19

<b>Total Jan 1-14 - Dec 15-31</b>	<b># OF RECORDS</b>	<b>VALUE</b>	<b>ORIGINAL TAX</b>	<b>20,000 X RECORDS</b>
Total >20,000	1,573	42,201,537	1,076,141.33	31,460,000
Total <1001	784	581,978	14,840.66	
Total 1001:20,000	13,976	91,618,755	2,336,295.19	
NQ	2,359	20,956,512	534,393.10	
Total in Munis	18,692	#####	3,961,670.28	
<b>Adds - &gt;JAN 14</b>	<b># OF RECORDS</b>	<b>VALUE</b>	<b>ORIGINAL TAX</b>	<b>20,000 X RECORDS</b>
Total >20,000	551	16,370,347	282,321.63	11,020,000
Total <1001	240	75,755	1,210.72	
Total 1001:20,000	1,651	11,569,757	195,292.03	
NQ	175	3,021,025	53,154.90	
Total in Munis	2,617	31,036,884	531,979.28	
<b>Total &gt;JAN 14 - &lt;121518</b>	<b># OF RECORDS</b>	<b>VALUE</b>	<b>ORIGINAL TAX</b>	<b>20,000 X RECORDS</b>
Total >20,000	12	303,522	1,681.48	240,000
Total <1001	11	8,356	46.42	
Total 1001:20,000	78	360,550	2,214.82	
NQ	1	1,620	3.44	
Total in Munis	102	674,048	3,946.16	
<b>Deletes - &lt;121518</b>	<b># OF RECORDS</b>	<b>VALUE</b>	<b>ORIGINAL TAX</b>	<b>20,000 X RECORDS</b>
Total >20,000	140	3,616,891	27,593.58	2,800,000
Total <1001	122	94,679	722.64	
Total 1001:20,000	1,520	8,422,489	69,820.69	
NQ	131	913,334	6,999.10	
Total in Munis	1,913	13,047,393	105,136.01	
	<b># OF RECORDS</b>	<b>VALUE</b>	<b>ORIGINAL TAX</b>	<b>20,000 X RECORDS</b>
TOTAL	23,120	#####	4,594,839.41	45,040

### ALL VEHICLES QUALIFY

CARS 001	17,377	16,819
PICKUPS 009	3,317	2,873
MOTORCYCLES 011	749	745
HEAVY TRUCKS/ TRACTOR TRAILERS 007/029/APPR	672	0
UTILITY TRL 013	325	0
BOATS 015	361	0
BOAT TRLS 016	1	0
CAMPERS 021	84	0
TRAVEL TRL 023	165	0
MOTOR HOMES 025	49	0
STORAGE TRL 047	1	0
DV	19	19
TOTAL VEHICLES IN COUNTY	<b>23,120</b>	<b>20,456</b>

# ***Town of Christiansburg***

## ***Mobile Stage Rental Fees, Frequently Asked Questions, Policies and Procedures, & Application***



**Effective \_\_\_\_\_, 2019**

### Fees per Day

- \$500 – Business with Certified Stageline SL100 Technician.  
Must use Town of Christiansburg Banners.  
Transportation, Set up and Tear Down is turnkey by renter.
- \$1000 - Business with Certified Stageline SL100 Technician.  
No Banners are required but the Town of Christiansburg must approve other banners if used on the stage.  
Transportation, Set up and Tear Down is turnkey by renter.
- \$1500 - Town of Christiansburg provided the Certified Stageline SL100 Technician.  
Must use Town of Christiansburg Banners.  
Transportation, Set up and Tear Down is turnkey by TOC.

Stage Supervisor Rate (in addition to stage rental). The rate will vary depending on hourly salary of the Certified Stageline SL100 Technician and the number of hours needed for event.

## **Town of Christiansburg Mobile Stage Rental Frequently Asked Questions**

1. **How do I check availability?** *The stage's calendar is maintained at the Christiansburg Recreation Center at 1600 N. Franklin Street or by phone at 540-382-2349.*
2. **What are the site location requirements?**
  - a. *Event must be located inside New River Valley (within Floyd, Giles, Montgomery or Pulaski Counties or Radford City);*
  - b. *Easy access for truck/trailer in and out;*
  - c. *Surface: level asphalt surface preferable; otherwise, solid, level ground;*
  - d. *Stage is 34'10" long, 8' wide, & 11'2" high. The required size of Area to place the stage needs to be: 50' long, 30' wide, 30' high;*
  - e. *30' Overhead clearance of streetlamps, wires, trees, etc.;*
3. **What kind of insurance is required of the renting organization?** *Certificate of Insurance with minimum of \$1 million general liability insurance and have the Town of Christiansburg listed as an additional insured.*
4. **Do I have to use the banners that come with the stage?** *Use of the Town banners is preferred however not required. The pricing of the stage will be dependent on the use of banners.*
5. **If I want to use my own organization's banners, what specifications should I use them when ordering them, and who should I order them from?**  
*Top Banner is 37" long and 3'10" wide  
Side Banners are 6'6" wide and 15'9" long*
6. **Do I have to provide my own sound system?** *Yes*
7. **What kind of cleaning of the stage is required to receive the full deposit refund?** *The entire interior and exterior of the stage, the stage floor, equipment and stairs should be swept and cleaned from all debris. In the event that the stage curtains are wet from the weather, notify the Parks and Recreation office, and don't pack them away.*
8. **Who is allowed to rent the stage?** *The mobile stage will be made available for rent by any Christiansburg business with a certified Stageline SL100 technician. Rentals will also be available on a limited basis to community, business, or private organizations for concerts, theatre, sporting, or any other special events. The availability of the stage rental on these types of events will be based upon available staffing and available time by the Town of Christiansburg Stage Operations staff. The mobile stage is not available for the use of personal or political activities. The Town of Christiansburg reserves the right to refuse any rental application. All renters must have an approved application form to rent the stage. A copy of the application form is included in this packet.*
9. **Who is the Stage Supervisor and what are his/her responsibilities?** *The Stage Supervisor is someone who has completed the appropriate technical training, and has completed knowledge of the operations, and emergency procedures of all aspects of the mobile stage and its equipment and possesses a valid Certificate to operate the stage. It will be the responsibility of the Stage Supervisor to direct your volunteers in the use of the stage equipment, monitor inclement weather, close the stage in the event winds have become too high, open the stage following weather incident if weather has improved, and finally, secure the stage following your event, in preparation for its transportation to storage site. The Stage Supervisor must be a certified Stageline SL100 technician and must be in attendance for the entire event.*

## **Town of Christiansburg Mobile Stage Rental Policies and Procedures**

1. This policy is only valid for a single day rental of the equipment. Multi-day rentals will be negotiable on a case by case basis. For multi-day events, the Town of Christiansburg may request the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the renter/group.
2. The mobile stage will be made available on a limited basis for rent by community, business or private organizations for concerts, theatre, sporting and other special events. The mobile stage is not available for the use of personal, political, or controversial activities. The Town of Christiansburg reserves the right to refuse any rental application. All renters must have an approved application form to rent the stage. A copy of the application form is included in this packet.
3. All applications will be processed through the Town of Christiansburg and will be based on availability of: stage, transport staff and supervisory staff.
4. The mobile stage is only available for use within New River Valley (Floyd, Giles, Montgomery or Pulaski Counties or Radford City). All stage set ups and locations must be improved, in advance, by the Town of Christiansburg. Please return the included application form along with the appropriate payment, at least thirty (30) days prior to your event.
5. The mobile stage will be transported, leveled and prepared for use by Christiansburg business with certified Stageline SL100 technician and / or the Town of Christiansburg personnel only and will not be moved once from its place. The time of the mobile stage delivery will be arranged directly from the information provided on the application form. The cost for transport and setup is included in the overall cost of the stage. The cost could vary depending on hourly rate and hours needed for Stage Supervisor.
6. Stage Supervisor that is a certified Stageline SL100 technician is required to remain on site during the event while the stage is in operation. You must use a trained and certified Stage Supervisor, who has received technical training for use of the stage. You will need to negotiate a separate hourly fee for the Town of Christiansburg Stage Supervisor's work.
7. It is required that the Stage Supervisor be given a copy of your event's Emergency Action Plans. The Stage Supervisor will monitor the stage use as well as weather conditions and will have the authority to shut down the stage if conditions become adverse. At that time, the renter of the stage shall implement the Emergency Action Plan for the entire event. Examples of reasons to shut down the stage include, but are not limited to dangerous winds, lightning, or inappropriate use of the stage. If the stage is closed for reasons deemed necessary by the Stage Supervisor, a refund of rental fees will not be issued. At the discretion of the Stage Supervisor, the stage may be reopened when weather conditions improve.
8. All stage renters are required to pay a deposit of \$250.00 at the time the application is completed. The deposit is refundable provided damage has not occurred to the mobile stage or the included equipment during use. The renter is responsible for cost of all repairs and damages that may occur during the rental of the stage.
9. All rental fees (See cover) must be paid in full, no less than thirty (30) days prior to the date of the renter's scheduled use. If the full fee is not paid within thirty (30) days prior to use, The Town of Christiansburg reserves the right to cancel reservation.

10. If you cancel your reservation of the stage, you must do so more than thirty (30) days prior to your scheduled event to receive a full refund. If you cancel with less than thirty (30) days of your event, you have the option to reschedule your reservation within one year or you lose your entire deposit.
11. Rental fees may be adjusted to reflect special staffing or equipment needs presented by the nature of the event and/or location.
12. Those reserving the stage are responsible for reserving the location where the stage is to be placed. Also, those reserving the stage agree to meet Town of Christiansburg certified Stageline SL100 technician at the desired location to assure proper placement of the stage.
13. The renting party is in charge and responsible for the conduct of all persons in attendance during the use of the stage. The renter and/or his/her organization will be held financially liable for any resulting damages to the mobile stage and/or property. Any damage charges will be based on equipment replacement and administrative costs, and may exceed the amount of the damage deposit. Renters are strongly encouraged to inspect the mobile stage at the time of its delivery and communicate any concerns or information about pre-existing damage to the on-site facility supervisor at that time.
14. No furnishings shall be removed from the stage. Nothing may be fixed (temporary or permanent) to the stage in any way, without prior consent from the Town of Christiansburg. No tape, glue or adhesive materials may be used on stage walls, floors, ceiling or any other part of the stage. Any failure to comply with this provision may result in loss of deposit and possible additional repair charges.
15. An Emergency Action Plan (EAP) is recommended for all outdoor events. The EAP may become required if deemed necessary by the Emergency Management Director (Chief Billy Hanks of the Town of Christiansburg Fire Department). If required it must be submitted to the correct personnel. You should also provide your certificate of insurance one week in advance of your event.
16. **The renting party shall provide the Stage Team with a certificate of insurance no later than one week prior to the event. The certificate of insurance must provide evidence of general liability insurance in the amount of \$1 million per occurrence and list the Town of Christiansburg as an Additional Insurer.**
17. Town of Christiansburg Stage Team employee may not use this property or facilities for personal gain.
18. The Town of Christiansburg reserves the right to cancel mobile stage rental up to 45 days prior to any rental date(s) for events to be held within the Town of Christiansburg.
19. The Town of Christiansburg reserves the right to deny or remove the logo at any time without notice if it is perceived to provide a detrimental image on the Town of Christiansburg. The Director of Parks and Recreation and/or the Town Manager will determine if the logo provides a detrimental image and will be final decision makers if a conflict arises.
20. All groups or organizations, regardless of affiliation with the Town of Christiansburg are required to adhere to the above policies.

## Town of Christiansburg Mobile Stage Checklist of Inventory

Quantity	Inventory Description	
2	Sound array wings	
13	19 ¾" leg bottles	
7	26" leg bottles	
18	Adjustable legs	
2	Small yellow legs	
20	Wood squares	
1	Loading ramp	
7	Banner Post with 7 pins	
4	Lateral banner post with 4 pins	
2	Lateral banner supports	
6	Banner framing bars with 7 pins	
8	Medium handrails	
2	Small handrails	
5	Large handrails	
4	H beams	
2	Side banner post	
2	Rigging post	
6	Rigging points	
2	Set of steps with handrails	
4	4 x 8 Extension platforms	
6	Extension platform heads	
1	Stage skirt	
1	Mesh backdrop	
1	Vinyl backdrop	
2	Vinyl Sides	
4	Rubber planks	
1	Level	
1	Light connection for trailer	
1	Extension cord	
1	Bag of accessory clips	
2	Locks for motor blocks	
2	Tire blocks	

# Town of Christiansburg Mobile Stage Rental Application

Date of Application: \_\_\_\_\_ Date(s) Equipment Needed: \_\_\_\_\_

Name of Persons Responsible for Equipment: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Anticipated Event Attendance: \_\_\_\_\_

Do you have your own banners to display? \_\_\_\_\_

Location Where Stage is Needed (state exact location of site, include map if possible). Location must be within New River Valley (Floyd, Giles, Montgomery or Pulaski Counties or Radford City). Site must be approved in advance. The Mobile Stage can only be transported by a Christiansburg business with certified Stageline SL 100 technician and/or the Town of Christiansburg qualified personnel and will not be moved once in place. Please attach diagram of the event location, specifically showing the location of the Mobile Stage.

Address of Event: \_\_\_\_\_

\_\_\_\_\_

Directions to Event Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Equipment Must be ready: \_\_\_\_\_

Time Equipment Must be removed: \_\_\_\_\_

\*\*\*\*\*

I accept responsibility for care of the Town of Christiansburg Mobile Stage and agree to pay for any damages or loss. I also agree to assume responsibility for group adherence to regulations and policy as listed on the attached pages, and to provide insurance coverage as necessary. I will be responsible for reserving the location where the mobile stage is placed and will meet with the Town of Christiansburg Stage team/Operations Personnel to assure proper stage placement. I understand that once the Mobile Stage is in place, it will not be moved until the date mutually agreed on upon myself and Christiansburg Stage Operations Personnel. I hereby indemnify the Town of Christiansburg of any responsibility for my business' operation or utilization of the mobile stage and have read and agreed to the Rental Policies and Procedures.

\_\_\_\_\_  
Signature of Designated Representative

\_\_\_\_\_  
Date