



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
MARCH 24, 2020 – 7:00 P.M.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Approval of Minutes of March 3, 2020 and March 10, 2020.
- B. Monthly Bill List
- C. Schedule Public Hearing on May 12, 2020 for a rezoning request by Golden Triangle Development, LLC for a 2 acre property (tax map no. 530-2-87C) located north of Glade Drive SE and south of Interstate 81, adjacent to the Reagan's Pointe Subdivision. The request is to rezone the 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.
- D. Schedule public hearing on May 12, 2020 for a Conditional Use Permit – contingent on the preceding request – to amend the approved planned housing development for the Reagan's Pointe Subdivision. The request is to modify the approved development plan in order to allow nine additional single-family dwellings to be constructed within the development, a portion of which will be located on tax map no. 530-2-87C, 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.

V. INTRODUCTIONS AND PRESENTATIONS

- A. Montgomery - Virginia Tech Executive Airport Director Michael St. Jean to present on airport operations.
- B. Finance Director/Treasurer Val Tweedie to present draft Fiscal Year 2020-21 Budget.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Conditional Use Permit request by Cole Shows Amusement Co., Inc. (applicant) for property owned by Rockstep Christiansburg, LLC for a carnival at 782 New River Road, N.W. (tax map no. 435-A-41) in the B-3, General Business zoning district. The Public Hearing was held March 10, 2020.
- B. Resolution Adopting Temporary Tax Relief Measures for Hospitality Businesses
- C. Resolution Adopting Temporary Utility Billing Measures for Coronavirus Emergency Response
- D. Consent to Director of Emergency Management's Declaration of Local Emergency
- E. Ordinance in Accordance with Code of Virginia § 15.2-1413 Confirming the Declaration of Local Emergency and Providing for the Continuity of Government

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

April 14, 2020, 7:00 P.M. – Regular meeting
April 28, 2020, 7:00 P.M. – Regular meeting

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
SPECIAL MEETING MINUTES
MARCH 3, 2020 – 6:00 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 MARCH 3, 2020 AT 6:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Clerk of Council Michele Stipes; Director of Engineering and Special Projects Wayne Nelson; Finance Director Val Tweedie; Director of Parks and Recreation Brad Epperley; Director of Public Works Jim Liancianese; Superintendent of Streets Travis Moles; Police Chief Mark Sisson.

I. CALL TO ORDER

II. DISCUSSION BY MAYOR AND COUNCIL

A. Farmers Market.

The Finance Committee requested guidance from Council on its vision for the future of the Farmers Market, and how to proceed with the budget amendment request related to employee management of the market. Director of Parks and Recreation Brad Epperley has requested funds to promote an existing permanent part-time recreation department position to full-time to serve as assistant to the Special Events Coordinator in overseeing the Farmers Market. Council discussed the viability of the Farmers Market, with a focus on location, date, and time, and talked about the voiced support and opposition of the market by members of the community. Councilman Huppert noted he had received comments from the community expressing support for the market, but recommended Council consider a change in market hours from 4:00 p.m. – 8:00 p.m. to encourage attendance. Councilwoman Hicks commented that she believed the community wanted a change in location, date, and time of the market, and she voiced her support for the Farmers Market, but added she wanted to see a change in location and proposed the Downtown Park location. Mrs. Hicks stated that on March 2, 2020, she had spoken with the owner of Macados, and Pastor Donald Makin of the Christiansburg Presbyterian Church, and that both had expressed opposition to the Farmers Market location on Hickok Street, and further noted that Pastor Makin had expressed interest in charging market customers who chose to park in the Church parking lot. The majority of Council agreed to keep the Hickok Street location for the 2020 market season, and to consider an alternate location once the downtown drainage box culvert replacement project begins in 2021. Following the discussion, Council requested that the immediate opening of Hickok Street be placed on the March 10 regular meeting agenda for further discussion.

B. Budget Amendment for FY 2019-2020

Town Manager Randy Wingfield provided an overview of the proposed budget amendment that included a request from Brad Epperley, Director of Parks and Recreation, to promote a current permanent part-time recreation department position to serve as full-time assistant to the Special Events Coordinator; a request by rescue and fire to reallocate capital improvement funds due to a grant they had received; and an employee salary adjustment of \$166,155 (which would be \$664,618 annually). After discussion, Council requested that the salary adjustment request be removed from the budget amendment and included for discussion during the 2020-2021 budget process. Council expressed support for the requests by the recreation department, and fire and rescue, and agreed to take action on the modified budget amendment on March 10, 2020.

III. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 6:35 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
SPECIAL MEETING MINUTES
REGULAR MEETING MINUTES
MARCH 10, 2020 – 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 MARCH 10, 2020 AT 5:30 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael D. Barber; Vice-Mayor Merissa Sachs; Samuel M. Bishop; Johana Hicks; Steve Huppert; 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 Reid Broughton.

I. CALL TO ORDER

II. DISCUSSION BY MAYOR AND COUNCIL

A. Proposed Flow Control Ordinance

Paul Jacobson of Sands Anderson, PC, attorney for Montgomery Regional Solid Waste Authority (MRSWA), explained the benefits of flow control to current services provided by MRSWA and advised that, without flow control, services, specifically recycling, may be reduced or eliminated, and costs to residents could increase in time through increases to tipping fees. Councilman Stipes voiced support for MRSWA, but cautioned against government mandating services for businesses. Mr. Stipes said he was not convinced that MRSWA operations would be harmed without flow control, and he supported fewer government restrictions for the private sector. Councilman Bishop agreed with Mr. Stipes and stated he could not support placing these additional restrictions on businesses. Councilwoman Sachs expressed concern that flow control had been proposed after Container First Services (CFS) had heavily invested in the community to provide solid waste disposal services. Alan Cummins, Executive Director of MRSWA, explained that flow control had been discussed during the formation of MRSWA in 2008, and it had been decided that an economies of scale approach would be appropriate in remaining viable. According to Mr. Cummins, MRSWA has seen a significant drop in tonnage received and believed it necessary to enforce flow control to continue meeting solid waste disposal needs of the community. Councilwoman Hicks shared Ms. Sachs' concern with the negative impact flow control would have on an existing local business that had significant investment in the community, and voiced her shared opinion that government overreach was not beneficial to the community. Ms. Hicks stated that this issue was a no-win situation. Councilman Showalter expressed his concern with the potential for fee increases to residents without the implementation of flow control. Mr. Cummins clarified that, as a non-profit authority, increases would only be made to tipping fees if tonnage loss continued each year. Mr. Jacobson and Mr. Cummins talked about the process for breaking down trash and recycling, and explained the difference between a materials recovery station (CFS) and a licensed transfer station (MRSWA), and noted that CFS and MRSWA offered different services to the community. Councilman

Showalter recommended that, if the flow control ordinance was not approved, Council should consider creating a solid waste enterprise fund to support future solid waste disposal services, and further recommended the Planning Commission review current ordinances with regard to solid waste transfer stations. Council expressed interest in the possibility of future discussions regarding mandatory garbage collection for new residents, with grandfathered status for existing residents.

III. ADJOURNMENT

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

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON MARCH 10, 2020 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael D. Barber; Vice-Mayor Merissa Sachs; Samuel M. Bishop; Johana Hicks; Steve Huppert; 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 Reid Broughton; Finance Director/Treasurer Val Tweedie; Public Relations Specialist Amy Southall; Police Chief Mark Sisson, Planning Director Will Drake.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. Public Hearing for a Conditional Use Permit request by Cole Shows Amusement Co. Inc. (applicant) for property owned by Rockstep Christiansburg LLC for a carnival at 782 New River Road, N.W. (tax map no. 435-A-41) in the B-3, General Business zoning district.

W.D. Cole, representative of Cole Shows Amusement Co., Inc., explained the CUP request to host a carnival in the parking lot of the New River Valley Mall. Cole Shows Amusement Co. held its carnival at the same location last year, which Mr. Cole noted was very well received, but the event was cut short due to complaints from an anchor store in the mall. Mr. Cole noted that the carnival would be set up in a different location in the parking lot to avoid parking concerns. The Police Department has recommended two officers patrol the event during the day, and four during peak times and on weekends, which is included in the CUP.

IV. CONSENT AGENDA

- A. Approval of Minutes of February 22, 2020 and February 25, 2020.
- B. Award Contract to King General Contractors, Inc. in the amount of \$153,867.90 for construction of the Christiansburg Fire Department Improvements Phase II project.

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

V. INTRODUCTIONS AND PRESENTATIONS

- A. Lea Wall and Sarah Vogel to present on NRV Homegrown Business Alliance.

Ms. Wall presented on the NRV Homegrown Go Local business alliance launched in 2019 as an initiative to support and promote local business through a Go Local Card program. The program supports local businesses by encouraging local buying through discount cards and providing businesses with free exposure through its discount directory. The business alliance currently supports two-hundred twenty-nine businesses in the New River Valley. In addition to supporting local businesses, and the local economy, the program also serves as a fundraiser for New River Valley schools. Ms. Wall announced board members as Mike Donnelly, Stacy Martin, John Wilburn, Rebecca Stump, and Marie March, who is the main financial backer of the alliance.

VI. CITIZEN COMMENTS

- A. Andrew Hicks, son of Councilwoman Johana Hicks, presented his statement in opposition to the closing of Hickok Street for use as the location of the Farmers Market and other special events. Mr. Hicks stated his belief that the dedicated road should continue to serve as a travel connection between Main Street and College Street, and he proposed relocating the market to the Downtown Park. Mr. Hicks provided Council with his own drawings of his proposal for their consideration. Council thanked Mr. Hicks for his comments, and Councilman Showalter invited him to attend future community input meetings regarding the Farmers Market location and to bring his drawings with him. Councilman Huppert commended Mr. Hicks on bringing his concerns to Council, and Councilwoman Hicks expressed her pride in her son. A copy of Mr. Hicks' letter is attached to these minutes and is a part of the official record.

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Council action on:
 - 1. Rezoning request by RWW36, LLC (applicant/property owner) for an approximately 1.976 acre property located at the intersection of Roanoke Street and the 460 westbound off-ramp (tax map no. 529-A-48) to the B-3 General Business District. The property was acquired from the Virginia Department of Transportation and does not currently lie within a designated

zoning district. The property is undesignated on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held February 25, 2020.

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

2. Proposed Ordinance Amending Chapter 28 “Solid Waste and Recycling” of the Christiansburg Town Code by adding Article III. Solid Waste Flow Control, establishing an obligation to obtain a Solid Waste Collection and Disposal Permit and the requirement that all garbage, trash, or refuse generated or collected within the Town of Christiansburg shall be only delivered to facilities of the Montgomery Regional Solid Waste Authority. The Public Hearing was held February 25, 2020.

Councilman Showalter made a motion to approve the proposed ordinance as amended, seconded by Councilman Huppert. Councilwoman Hicks stated this has been a difficult decision to make after hearing both sides of the argument, but ultimately believes private enterprise and government should be separate. Councilwoman Sachs encouraged the public to watch the work session video to hear the discussions regarding this matter, and agreed with Councilwoman Hicks that it was not an easy decision. Councilwoman Sachs stressed her opinion that flow control should have been enacted before any private businesses invested in the community, but also expressed concern for the impact no flow control may have on residents. Councilman Showalter commented there would be no winners regardless of Council’s vote, and that his main priority was to keep costs down for citizens. Councilman Stipes noted that there were no guarantees that there would be a fee increase without flow control. He expressed support for MRSWA, but stressed his belief that the private sector and government should be kept separate, and that the needs of the community would be better met without flow control. Councilman Huppert commented on the informative work session on flow control held on March 10, which presented good arguments for both sides. However, while he is concerned with the possibility of a future fee increase, he is in support of implementing flow control at this time. Councilman Bishop agreed that the decision was a difficult one, but simply stated that one of his goals as a member of council was to bring businesses into Christiansburg, not run them out through government regulations. Council voted on the motion as follows: Bishop – Nay; Hicks – Nay; Huppert – Aye; Sachs – Nay; Showalter – Aye; Stipes – Nay. On a vote of 4 – 2, the motion was denied.

- B. Resolution for Approval of Budget Amendment #3 for FY 2019-2020.

Councilman Stipes made a motion to approve the Budget Amendment #3 as modified during the work session on March 3, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- C. Discussion of Shared Use Agreement for Public Use of Private Property - Courtyard Area at 100 W. Main Street.

Town Manager Wingfield reported on the Shared Use Agreement that would allow public access to a future public pocket park on the lawn area located off the sidewalk at the Great Road on Main. The park is proposed by a community group as part of the Rally SWVA. The agreement has

been reviewed by the Rally Community Group, and the Town's attorney, and has been found to be satisfactory to both parties. Mr. Wingfield noted that the Town has been designated to oversee that the property remains public during the term of the agreement. Councilman Stipes made a motion to approve the Shared Use Agreement for Public Use of Private Property, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

D. Hickok Street closure.

Mayor Barber presented the recommendation that Hickok Street be reopened for public transportation use, except for during times of use for the Farmers' Market and other special events. Mayor Barber noted that Hickok Street would be temporarily closed for a construction project during the 2021 and 2022 Farmers Market seasons, and that Council could discuss eliminating the market or moving it to an alternate location during preparations for the 2021 season. Councilman Showalter made a motion to approve reopening Hickok Street for public use, but reserving the right to re-close the street for the Farmers' Market and other special events, seconded by Councilwoman Hicks. Councilwoman Sachs, who serves on the Central Business District Committee, said the decision to close Hickok Street was made in anticipation of an increased number of special events, and was not a decision taken lightly. The increased number of special events has been limited, and Ms. Sachs expressed support for re-opening the street with the right to re-close temporarily for events. Councilman Stipes noted that when Council voted to close Hickok Street, it also agreed to re-visit the matter in the future to determine if the road should be re-opened for public use.

Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

E. Consideration and Signing of Town Council Code of Ethics (All Members).

Mayor Barber reported that the Town Council Code of Ethics was originally drafted and approved in 2007. Mayor Barber clarified that if amended and reaffirmed, the Code of Ethics would not need to be individually signed if approved by Council. The document had recently been reviewed by Attorney Reid Broughton, who noted that implementation of a code of ethics was not an uncommon practice among local governments. Councilwoman Hicks read a statement in opposition to the Town Council Code of Ethics and stated she would not sign it, if it was adopted by Council. Councilman Stipes made a motion to adopt the Town Council Code of Ethics, with the expectation that, if adopted, each member of Council would be obligated to abide by its contents in good faith. Councilwoman Sachs seconded the motion. Council voted on the motion as follows: Bishop – Aye; Hicks – Nay; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

IX. STAFF REPORTS

A. Town Manager:

- Reported on the process to update the Town's software systems, and noted a proposal would be presented to the Finance Committee in the near future for review and recommendation.

- New River Valley Home Builder's Association 2020 NRV Home Expo is scheduled for March 14 & 15 at the recreation center.

B. Town Attorney:

C. Other Staff:

- Planning Director Will Drake asked Council to direct the Planning Commission to study possible code amendments for setbacks pertaining to gutters, eaves, roofs, and other projections. Council agreed and added a request that Planning Commission study ordinance definitions for solid waste transfer stations and materials recovery stations for possible clarification. Councilwoman Hicks made a motion to direct the Planning Commission ordinance studies as requested, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

IX. COUNCIL REPORTS

- A. Councilwoman Hicks asked what measures the Town was taking to address the coronavirus threat. Town Manager Wingfield reported that the Town was working with the State Health Department to implement internal safety procedures, and was following CDC guidelines and State level recommendations, both of which have been posted on the Town's website for public information. The Town emergency services chiefs are working with surrounding localities to develop a mutual response to the virus, if needed.
- B. Councilman Bishop, no report.
- C. Councilman Showalter recommended the Town attorneys and the Solid Waste Committee review ideas to increase garbage volume at MRSWA, including mandatory new town resident garbage service that would include a grandfather clause for existing residents.
- D. Councilman Stipes commented on the delayed budget process and recommended that Town Manager Wingfield and Finance Director Val Tweedie present the draft budget to Council as a whole during the March 17 work session, and to bypass an initial review by the Finance Committee. Councilman Showalter, member of the Finance Committee, agreed with the recommendation. After discussion, a majority of Council agreed to cancel review of the draft budget by the Finance Committee, and to hear initial presentation of the draft as a whole.
- E. Councilman Huppert questioned the decision to cancel initial review of the draft budget by the Finance Committee, which he noted was an important step in the budget process. He then commended the recreation department on improvements to the Summit Ridge pocket park, and reported on upcoming swim meets.
- F. Councilwoman Sachs acknowledged and welcomed Elli Travis, Justin Sanders, and Mike Larkin as they are part of the community group working on the RALLY grant project. Ms. Sachs talked about the purpose of RALLY as a community engagement forum and welcomed all to attend its next meeting on March 16, 6:00 P.M. at Great Road on Main. Ms. Sachs then asked Finance Director Val Tweedie to report on the recoding of the Farmers Market expenses at the request of Council, and Ms. Tweedie explained the updated Chart of Accounts that more accurately categorized expense accounts.
- G. Mayor Barber requested Council approval for the purchase of a small banner style sign recognizing Vietnam Veterans Day that would be placed in downtown near the Christmas tree. In addition, Mayor Barber requested Council approval to draft a proclamation designating March as Autism Awareness Month that would encompass all special needs. Council agreed to

both requests, and Councilman Huppert, as a Vietnam veteran, stated his appreciation for the Town's efforts to honor Vietnam Veterans Day.

XI. OTHER BUSINESS

XII. ADJOURN

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

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG		PAY DATE 3-27-2020	
BILLS TO BE PAID FOR THE MONTHS OF		FEBRUARY AND MARCH	
A MORTON THOMAS AND ASSOCIATES, INC	12,067.93	ENGINEERING SERVICES HBT III	
ADVANCED ANALYTICAL SOLUTIONS	750.00		
ADVANCED TECHNICAL SOLUTIONS	2,464.96	NEW PUMP WWTF	
AECOM TECHNICAL SERVICES, INC	21,755.00	BRIDGE INSPECTIONS AND LOAD RATINGS	
ALL SEASONS PEST CONTROL, INC	95.00		
ALLEGHENY CONSTRUCTION CO, INC	297,181.44	NCONSTRUCTION N. FRANKLIN CORRIDOR	
ALVIS-LAING ELECTRIC COMPANY	4,708.04	ELECTRICAL SERVICES PUMP STATIONS	
AMELIA ELIZABETH TUCKWILLER	50.00	AQUATICS ADVISORY BOARD	
AMERICAN CEMETERY SUPPLIES, INC	760.78		
APPLIED DIGITAL SOLUTIONS INC	11,965.00	RECORDING SOFTWARE PD	
ATCOM, INC	3,240.10	SOFTWARE PHONES IT	
ATLANTIC EMERGENCY SOLUTIONS, INC	3,422.18	VEHICLE REPAIR FIRE DEPT	
AYERS DISTRIBUTING COMPANY	1,750.00	SUPPLIES RECREATION	
B & K TRUCK ACCESSORIES	260.00		
B & S CONTRACTING, INC.	1,956.90	ASPHALT MIX STREET REPAIRS	
BANE OIL COMPANY, INC	1,050.03		
BERRY DUNN MCNEIL & PARKER LLC	9,040.00	CONSULTING AGREEMENT BTA NEW ERP SOFTWARE	
BEVERLY J BRIDGES	50.00	AQUATICS ADVISORY BOARD	
BKT UNIFORMS	584.90		
BLUE RIDGE ANALYTICAL LLC	705.00		
BOUND TREE MEDICAL, LLC	1,238.19	RESCUE SUPPLIES	
CARDINAL BLUEPRINTERS, INC.	784.50		
CARROT-TOP INDUSTRIES, INC.	148.50		
CARTER MACHINERY	46,121.44	GENERATOR REPLACEMENT FIRE DEPARTMENT	
CDW LLC	777.89		
CENTURY ENGINEERING, INC	28,250.72	ENGINNERRING SERVICES N FRANKLIN CORRIDOR	
CHA CONSULTING INC	57,014.18	ENGINEERING SERVICES WWTF BIOSOLID EVALUATION AND MANAGEMENT	
CHRISTIANSBURG COMMUNITY CENTER	4,400.00	ANNUAL SUPPORT FY 20	
CLEAR WATER SALES, INC	328.00		
CMC SUPPLY, INC.	1,422.00		
COLE TRUCK PARTS, INC	4,939.03	PARTS FOR VEHICLE AND EQUIPMENT MAINTENANCE	
COLORADO TIME SYSTEMS	2,000.00	SATELITE SERVICE AQUATICS	
CONWORX INC	6,045.00	IMPROVEMENTS AND CONCRETE WORK DOWNTOWN PARK	
CRAIG'S FIREARM SUPPLY, INC	876.25		
CROW'S NEST GREENHOUSES	148.50		
CUMMINS INC	770.00		
DALE'S GARAGE	5,882.00	INSTALL SPREADER ON P&R VEHICLE	
DATA MANAGEMENT, INC	1,190.00		
DELL MARKETING L.P.	2,727.00	COMPUTER AND MONITOR FOR PD	
DLB ENTERPRISES LLC	240,177.58	CONSTRUCTION COLLEGE STREET SEWER	
DOMINION DOOR & HARDWARE INC	435.00		
DUNCAN FORD MAZDA	3,077.56	VEHICLE REPAIR AND MAINTENANCE	
EAST COAST EMERGENCY VEHICLES, LLC	30,648.86	EQUIPMENT FOR NEW PD VEHICLES	
ELECTRICAL EQUIPMENT COMPANY	890.40		
ELECTRICAL SUPPLY CO	2,930.70	VARIOUS PARTS AND SUPPLIES FOR BUILDING MAINTENANCE	
ELP - CHRISTIANSBURG INC	2,672.81	CARPET FOR PD THIRD FLOOR ROOM BEING RENOVATED	
EMS MANAGEMENT & CONSULTANTS, INC	3,290.10	THIRD PARTY BILLING FEES	
ENVIRONMENTAL EXPRESS, INC	154.79		
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	15,000.00	BIOSOLID MANAGEMENT	
ENVIRONMENTAL RESOURCE ASSOC.	487.10		
EPLUS TECHNOLOGY INC	1,402.50		
ESRI INC	25,000.00	ANNUAL LICENSING	
EVIDENT INC	308.30		
EXCEL TRUCK GROUP	84.50		
F & R ELECTRIC	712.00		
FAULCONER CONSTRUCTION COMPANY INC	91,736.00	ENGINEERING SERVICES PARK	
FERGUSON ENTERPRISES, INC.#75	7,089.38	PARTS AND SUPPLIES FOR WATER AND WASTE WATER	
FIDELITY POWER SYSTEMS	19,790.50	REPAIRS AT PUMP STATIONS AND CRAIG MOUNTAIN GENERATOR	
FIRE RESCUE AND TACTICAL, INC	47.99		
FISHER AUTO PARTS, INC.	764.55		
FLEET PRIDE, INC	892.92		
FORTILINE INC	5,040.00	WATER METER TESTING	
G/A SAFETY SUPPLY, INC	326.20		
GALLS, AN ARAMARK COMPANY	1,406.52		
GEMPLER'S INC.	360.42		
GLOBAL EQUIPMENT CO.	167.70		
GODWIN MANUFACTURING CO.,INC.	738.77		
GOVCONNECTION, INC	1,071.29		

TOWN OF CHRISTIANSBURG		PAY DATE 3-27-2020
BILLS TO BE PAID FOR THE MONTHS OF		FEBRUARY AND MARCH
GRAINGER	1,148.45	
GREEN CUBE SOLUTIONS, LLC	2,600.00	STORAGE CONTAINERS PUBLIC WORKS
GUYNN, WADDELL, CARROLL & LOCKBABY, PC	2,906.60	LEGAL FEES
HAJOCÀ CORPORATION	49.34	
HANDY RENTALS, INC	280.00	
HARVEY CHEVROLET CORP.	2,956.65	VEHICLE REPAIRS AND MAINTENANCE
HENDERSON PRODUCTS, INC	1,045.48	
HIGHWAY MOTORS, INC.	281.27	
HILL STUDIO, P.C.	2,500.00	ARC GRANT PLANNING SERVICES
HOSE HOUSE, INC.	238.40	
HOUSTON N. SNODDY	850.00	
HURT & PROFFITT, INC	15,034.55	ENGINEERING SERVICES ROANOKE ST SIDEWALK
IDEXX DISTRIBUTION, INC.	3,648.81	PADS AND SEALERS WWTF
IMAGE TREND, INC	1,912.28	SOFTWARE CAD INTEGRATION RESCUE
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	382.85	
ISIMULATE LLC	8,695.00	TRAINING SOFTWARE RESCUE
JAMES RIVER LASER & EQUIPMENT, LLC	153.64	
JAMES T DAVIS AUTO FINISHES	318.82	
JEFFERY L SMITH	250.00	RECREATION DRYWALL WORK
JEREMY MADISON WILLIAMS	50.00	AQUATICS ADVISORY BOARD
JJ KELLER & ASSOCIATES, INC	1,543.04	HR PUBLICATIONS
JOSHUA B. COOK	2,185.00	REPAIR SEVERAL TRUCK SEATS AND REUPHOLSTER EXERCISE EQUIPMENT
KAREN L DRAKE-WHITNEY	50.00	AQUATICS ADVISORY BOARD
KING GENERAL CONTRACTORS, INC	56,518.23	CONSTRUCTION SERVICES HBTII
KING-MOORE, INC	2,200.00	IT CONSULTING SERVICES
KINGS TIRE SERVICE, INC	1,864.14	VEHICLE MAINTENANCE AND REPAIRS
KLA ENTERPRISES LLC	1,354.04	NEW SIGNS RECREATION AREA
KLINGSPOR ABRASIVES, INC	324.16	
KORMAN SIGNS, INC.	670.49	
LANE-ENTERPRISES, INC	862.60	
LANGUAGE LINE SERVICES	44.80	
LANTZ CONSTRUCTION COMPANY	325.00	
MARKETING ON MAIN STREET LLC	143.00	
MCDONOUGH BOLYARD PECK, INC	18,748.66	ENGINEERING SERVICES, PARK, CHRISTMAN MILL, DEPOT TRAIL
MCGRADY-PERDUE HEATING & COOLING, INC	501.00	
MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	21.04	
MEDEXPRESS URGENT CARE, P.C. - VIRGINIA	1,568.00	DRUG TESTING AND HEP B VACCINES
METROCOUNT USA, INC	201.00	
MEYERCORD REVENUE	6,814.80	CIGARETTE STAMPS
MONTGOMERY DISTRIBUTORS	784.10	
MONTGOMERY-FLOYD REGIONAL LIBRARY	15,000.00	ANNUAL SUPPORT
MOORE'S BODY & MECHANICAL SHOP, INC	3,000.00	PAINT 2008 FORD EXPLORER
MOTION INDUSTRIES, INC.	811.68	
MOTOROLA SOLUTIONS	92.40	
MT ELECTRONICS, INC	3,210.00	RADIO RECEIVER AND TRANSMITTER WWTF
MUNICIPAL CODE CORP.	3,407.67	UPDATE OF TOWN CODE
NATIONAL POOLS OF ROANOKE, INC.	7,313.01	SUPPLIES AQUATIC CENTER
NEW RIVER COMMUNITY ACTION	8,282.00	ANNUAL SUPPORT HOMELESS HOUSING PROGRAMS
NEW RIVER ELECTRICAL CORPORATION	1,150.00	
NEW RIVER FIRE EXTINGUISHERS	162.50	
NEW RIVER OFFICE SUPPLY	100.67	
NORFOLK SOUTHERN RAILWAY COMPANY	5,984.56	ENGINEERING FOR FRANKLIN ST REALIGNMENT
NORTHERN TOOL & EQUIPMENT COMPANY, INC	34.22	
NORTHWEST HARDWARE CO INC	287.62	
OFFICE OF WATER PROGRAMS	205.00	
OLD TOWN PRINTING & COPYING	579.65	
ORDERS CONSTRUCTION COMPANY	148,577.72	WWTF UV UPGRADE
P B ELECTRONICS	410.00	
PEED & BORTZ, LLC	3,750.00	ENGINEERING SERVICES EDGEWOOD TANK AND BOOSTER SYSTEM
PILOT FASTENERS LTD	42.90	
POWER ZONE	2,022.80	PARTS AND SUPPLIES
PROFESSIONAL COMMUNICATIONS	1,771.00	RADIOS PW AND AQUATICS
QUALITY TIRE & BRAKE SERVICE	3,393.15	VEHICLE REPAIRS AND MAINTENANCE
RINKER DESIGN ASSOCIATES PC	27,578.74	ENGINEERING SERVICES CONNECTOR ROAD
ROANOKE VALLEY SPEECH &	1,704.60	
ROBERT CHARLES MILLER	250.00	PRE EMPLOYMENT TESTING
ROBERT G SLATE/HARMONY INTEGRATION SERVICES	2,300.00	REPAIRS WWTF GBT
ROBERTS OXYGEN COMPANY, INC	533.20	
RUMMEL KLEPPER & KAHL LLP	11,718.15	ENGINEERING SERVICES TOWER ROAD

TOWN OF CHRISTIANSBURG		PAY DATE 3-27-2020	
BILLS TO BE PAID FOR THE MONTHS OF		FEBRUARY AND MARCH	
S C ROSSI & COMPANY, INC	8,099.13	CONSTRUCTION SERVICES FALLING BRANCH	
SAFARILAND LLC	1,288.52		
SAMPSON-BLADEN OIL CO INC	450.03		
SANDS ANDERSON	11,460.50	LEGAL SERVICES	
SANICO, INC	7,858.30	JANITORIAL SUPPLIES TOWN WIDE	
SCHINDLER ELEVATOR CORPORATION	886.44		
SCHNABEL, INC	202.01		
SERVICEMASTER COMMERCIAL CLEANING	3,629.00	DEEP CLEANING AQUATICS CENTER	
SF MOBILE-VISION, INC	193.00		
SHADE TREE REPAIR LLC	270.00		
SHERWIN-WILLIAMS	266.94		
SHIRLEY C HALLOCK	50.00	AQUATICS ADVISORY BOARD	
SOUTHEASTERN EMPLOYERS SERVICE CORPORATION	200.00		
SOUTHERN AIR, INC	24,089.86	HVAC MAINTENANCE & REPAIRS	
SOUTHERN POLICE EQUIPMENT	1,361.30		
SOUTHERN REFRIGERATION CORP.	415.33		
STATE ELECTRIC SUPPLY CO., INC.	1,089.34		
STERNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	8,228.26	ENGINEERING SERVICES LANDFILL CLOSURE WADES LANE	
STEVEN CARLYLE SIMMONS	50.00	AQUATICS ADVISORY BOARD	
SUNAPSYS, INC	1,574.04		
SWEETWATER SOUND INC	1,697.94		
TAYLOR OFFICE & ART SUPPLY, INC	5,584.85	OFFICE SUPPLIES TOWN WIDE	
TENCARVA MACHINERY CO.	6,074.50	ROTATING ASSEMBLY AND CONTROLLER WWTF	
TESSCO	286.20		
THE EARMOLD COMPANY, LTD	120.00		
THOMPSON TIRE & MUFFLER	1,594.08		
TOWN OF BLACKSBURG	122,775.00	BLACKSBURG TRANSIT 92775 QTRLY PAYMENT AND TRUCK RESERVE 30000	
TRANE	1,802.50	REPAIRS AQUATIC CENTER	
TREASURER OF VIRGINIA	756.00		
TWO-WAY RADIO, INC.	490.00		
ULINE	69.53		
UNIFIRST CORPORATION	3,668.63	UNIFORMS PW	
UNITED RENTALS, INC.	8,493.28	MATERIALS WWTP	
USA BLUE BOOK	13,928.65	WWTP POLYMER SYSTEM DUPLEX PUMP AND SUPPLIES WWTF	
VA ASSOC OF COUNTIES GROUP SELF-INSURANCE RISK POOL	63,219.50	QUARTERLY WORKERS COMP POLICY	
VIRGINIA UTILITY PROTECTION SERVICE, INC	531.30		
VSC FIRE & SECURITY, INC	150.00		
VULCAN, INC	2,556.00	SIGN MATERIALS PW	
W L CONSTRUCTION SUPPLY INC	520.00		
WALTER CURTIS CO., LLC.	300.00		
WILEY & WILSON, INC	1,931.25	ENGINEERNG SERVICES DEPOT PARK TRAIL	
WILSON BROTHERS INCORPORATED	804.35		
WRANGLER HOLDCO CORP	26,001.77	RECYCLING	
TOTAL BILLS TO BE PAID	1,726,340.71	PAY DATE 3-27-2020	

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

FEBRUARY AND MARCH

VENDOR	AMOUNT PAID	DESCRIPTION
CHAD MCCREARY	1,020.00	GRAPHICS ON FIRE VEHICLE
EXXON MOBILE	32.61	COUNTY FIRE TRAVEL
GATES FLOWERS	30.00	
HOLIDAY MOTORS	6,799.00	USED VEHICLE PD
SEAN COCKRAM	1,875.00	LOCKERS PD
SOVA DEVELOPMENT LLC	2,920.00	CRANE SERVICE
TOWN OF CHRISTIANSBURG	342.96	COUNTY FUEL REIMBURSEMENT
VERIZON WIRELESS	261.31	COUNTY FIRE TELEPHONE
TOTAL PAID BILLS	13,280.88	

TOWN OF CHRISTIANSBURG			
BILLS PAID DURING THE MONTH		FEBRUARY AND MARCH	
VENDOR	AMOUNT PAID	DESCRIPTION	
ADVANCE AUTO PARTS	762.20	PARTS FOR REPAIRS OF VEHICLES AND EQUIPMENT	
AFA PROTECTIVE SYSTEMS INC	750.00		
AIRGAS NATIONAL CARBONATION	1,179.89	CARBON DIOXIDE GAS FOR AQUATICS	
AMAZON CAPITAL SERVICES INC	2,697.74	865.01 saw kits pw \$695.48 Fd supplies	
AMERICAN RED CROSS	158.00		
ANTHEM BLUE CROSS BLUE SHEILD	138,750.16	MEDICAL INSURANCE EMPLOYEES	
ANTHEM LIFE INSURANCE COMPANY	3,178.46	EMPLOYEE LIFE INSURANCE 2 MONTHS	
APPALACHIAN POWER	85,217.15	TOWN WIDE UTILITY SERVICES	
ARC3 GASES	762.49		
AT & T	735.70		
ATMOS ENERGY	10,178.20	TOWN WIDE GAS SERVICES	
BMS DIRECT	9,806.19	POSTAGE PRINTING WATER BILLS	
BOXLEY ASPHALT LLC	1,225.98		
BUSINESS RESULTS TRAINING	689.32	LEADERSHIP TEAM TRAINING MTG ENG	
CARDINAL MACHINERY COMPANY	2,665.81	EQUIPMENT REPAIRS AND OIL FOR EQ AND VEHICLE MAINTENANCE	
		SUPPLIES 16520.80 SOFTWARE 2752.28 DUES 1056 SCHOOLS 8599.67	
		TRAVEL 8300.11 UNIFORMS 1098.51 RETENTION & RECRUITING FIRE	
CARDMEMBER SERVICES	39,660.61	AND RESCUE 1333.24	
CHANDLER CONCRETE	6,372.16		
CFS GROUP/BLUE RIDGE DISPOSAL & RECYCLING	440.00	SLUDGE DISPOSAL	
CLARK GAS AND OIL	1,340.74	FUEL FIRE DEPT	
COLE TRUCK PARTS	39.22	PUBLIC WORKS VEHICLE SUPPLIES (CHAINS)	
CRYSTAL SPRINGS	10.53		
C.I.T.C. IMAGINING	284.85		
CITIZENS	3,925.00	INTERNET	
DELTA DENTAL	9,103.88	DENTAL COVERAGE EMPLOYEES	
DONS AUTO CLINIC	1,057.50	PD VEHICLE MAINT.	
DS SERVICES-crystal springs	214.72		
DTN INC	593.92		
ELEVATING EQUIPMENT INSPECTION SERVICES	220.00		
EXPRESS SERVICES INC	1,398.08	LANDSCAPE AND CUSTODIAL TEMPORARY LABOR	
FEDERAL EXPRESS	205.13		
G/A SAFETY SUPPLY INC	206.50	PW SUPPLIES	
HI-D-HO DOG TRAINING	2,625.00	RECREATION DOG TRAINING	
HOLIDAY MOTOR CORP	80.36	REPAIRS PD	
HOLLYBROOK MULCH TRUCKING INC	736.50		
HOME DEPOT	1,006.38		
HUMANE SOCIETY ANIMAL SHELTER	186.04	DISTRIBUTE FUNDS FROM ANIMAL FRIENDLY PLATES	
J&j ASPHALT	1,750.00		
JORDAN OIL CO	3,051.77	FUEL FIRE DEPT	
LOWES	7,333.71	TOOLS AND MISC PUBLIC WORKS	
LUMOS NETWORKS INC	1,079.64	PHONE SERVICE	
MANSFIELD OIL	17,900.94	FUEL PURCHASES	
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	63,747.61	TIPPING FEES FOR SOLID WASTE SERVICES 2MONTHS	
MOUNTAIN VIEW HUMANE SOCIETY	186.04	DISTRIBUTE FUNDS FROM ANIMAL FRIENDLY PLATES	
MOTION PICTURE LICENSING CORP	604.76		
NATIONAL CENTER FOR SAFETY INITIATIVE	585.00		
NETWORK FLEET INC	270.35		
NEW RIVER ENGRAVING	131.33		
NEW RIVER OFFICE SUPPLY	1,215.53	NEW CHAIRS AQUATIC CENTER	
NEW RIVER VALLEY PIZZA	202.95	PIZZAS AQUATICS	
OLD TOWN PRINTING & COPYING	396.87		
PETTY CASH	195.37		
PITNEY BOWES PURCHASE POWER	3,636.00	LOAD POSTAGE MACHINE	
REFUND BANK FRANCHISE TAX	16,329.00	BB&T BANK FRANCHISE TAX REFUND 2012-14	
REFUND FEES REC DEPT	3,787.08		
REFUND TAXES	1,691.44	REFUND TAX OVERPAYMENTS	

TOWN OF CHRISTIANSBURG			
BILLS PAID DURING THE MONTH		FEBRUARY AND MARCH	
VENDOR		AMOUNT PAID	DESCRIPTION
REFUND WATER/SEWER		214.57	
REFUND EMS		533.18	
REIMBURSEMENTS EMPLOYEES		1,199.50	PW WORK BOOT
RHINO SPORTS & ENTERTAINMENT SERVICES		166.50	
ROCAN INDUSTRIAL PRODUCTS INC		736.29	
ROLLER VENTURES		35.00	
SAMS CLUB		546.23	PARKS AND REC SUPPLIES FOR SPECIAL EVENTS
SALEM STONE		11,739.36	TRAIL AND SIDEWALK REPAIRS
SCHOOLS		891.00	TOWN WIDE LEADERSHIP PROGRAM 891
SHENTEL		949.02	
SHRED-IT		162.63	
SISSON AND RYAN QUARRY LLC		6,403.89	STONE AND GRAVEL STREET REPAIRS
SOUTHERN REFRIGERATION CORP		15.62	PARTS FOR REPAIRS AND MAINTENANCE AT AQUATIC CENTER
SOUTHERN STATES		579.25	SEED AND FERTILIZER
SPEEDWAY		3,496.87	FUEL TOWN VEHICLES
STAND ENERGY		4,611.08	NATURAL GAS FOR AQUATIC CENTER
SUPER SHOES		404.95	RESCUE UNIFORMS
SUBURBAN PROPANE		4,855.60	WWTP GENERATORS
TENCARVA MACHINERY		1,405.70	EQUIPMENT PARTS WW
TRACTOR SUPPLY		464.97	MISC SUPPLIES
TRAVEL		4,717.62	PW 215.86 COUNCIL 1592.75 PD 1260. FIRE 859.14 RESCUE 789.87
U.S. CELLULAR		123.42	
UNITED LABATORIES INC		289.38	
VA ASSOC OF COUNTIES GROUP INSURANCE		1,282.52	SHORT TERM DISABILITY 1282.52
VERIZON		15,982.74	PHONE LINES 6997 E911 true up 2016-2018
VERIZON WIRELESS		7,411.81	CELL PHONES AND TABLETS
VIRGINIA DEPT OF TAXATION		15.44	SALES TAX
VIRGINIA EVERYWHERE		275.00	
VIRGINIA MEDIA		495.00	JOB POSTINGS, PUBLIC HEARINGS ETC
VIRGINIA RETIREMENT SYSTEMS		160,750.88	EMPLOYEE RETIREMENT
VOLSAP		2,187.50	FIRE FIGHTERS RETIREMENT
WEST PUBLISHING COMPANY		130.94	
WHITECARVER PHOTOGRAPHY		75.00	COUNCIL PHOTOS
TOTAL SPECIAL REVENUE BILLS PAID		13,280.88	
TOTAL PAID BILLS		685,708.26	
BILLS TO BE PAID		1,726,340.71	
GRAND TOTAL		2,425,329.85	



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

AGENDA LOCATION:

Discussion and Action by Mayor and Town Council

Meeting Date:

March 24, 2020

ITEM TITLE:

Conditional Use Permit request by Cole Shows Amusement Co. Inc. for a carnival at 782 New River Road, N.W. (tax map no. 435-A-41) in the B-3, General Business District (CUP 2020-02). The property is owned by Rockstep Christiansburg, LLC.

DESCRIPTION:

The applicant requests a Conditional Use Permit to operate a carnival at 782 New River Road, N.W. in the B-3, General Business zoning district. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Commission held its public hearing on February 18, 2020. At its February 18, 2020 meeting, the Planning Commission recommended approval by a vote of 8-0 with fifteen conditions:

1. A bond in the amount of \$5,000.00 shall be posted prior to final issuance of this CUP to insure adequate cleanup within 48 hours.
2. The carnival shall contact the Montgomery County Health Department for all necessary permits.
3. The carnival shall contact the Town Superintendent of Public Works in regards to water connections for any recreational vehicles, campers, vending areas, etc. A water meter deposit shall be required of the carnival and shall be applied toward usage.
4. The carnival shall provide portable toilets cleaned daily or more frequently as required by Virginia Department of Health standards for its patrons and shall provide holding tanks for septic on all recreational vehicles, campers, vending areas, etc. All holding tank materials shall be properly disposed of.
5. All sanitary and water connections shall be inspected by the Town prior to use and be maintained in a healthy and sanitary manner.
6. The carnival shall provide the Town with a list of all amusement devices including name of ride, manufacturer, and year manufactured.
7. A certificate of inspection for all amusement devices is to be issued by a person certified by the Commonwealth of Virginia to perform inspections of amusement devices prior to opening of the carnival.
8. Efforts shall be made to have all inspection conducted during regular Town office hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.). The carnival shall reimburse the Town of Christiansburg for overtime pay for all inspections made after Town office hours.
9. A permit shall be obtained for each tent and a certificate of fire resistance for each tent shall be provided to the Christiansburg Fire Marshall prior to opening.
10. Proof of financial responsibility in the minimum amount of \$1,000,000.00 per occurrence along with a statement indemnifying the Town of Christiansburg from any liability shall be provided to the Town prior to opening.
11. The carnival operators shall be responsible for disposal of all animal droppings and these shall not be disposed of in dumpsters, sanitary sewers, or storm water systems.

12. The carnival shall not operate beyond 11:00 p.m.
13. The Carnival shall be required to staff the event with at least two uniformed Christiansburg Police officers during weekdays and four officers during weekend peak hours, with additional officers at the discretion of the Town Manager or Police Chief, and the carnival shall be responsible for paying the overtime rate for each officer.
14. All appropriate state and local revenues including sales tax and meals tax shall be collected and submitted and documentation shall be provided to the Town.
15. **This permit shall be valid from April 2020 through May 2020 only.

**Based on the developing COVID-19 (coronavirus) situation, staff suggests amending condition #15 to allow for the carnival to be held at a later date, for a comparable number of days, should health and safety concerns related to large gatherings or outright governmental bans on gatherings of a certain size prevent the carnival from operating during the originally scheduled date range (April 30 – May 10, 2020).

The Town Council public hearing was held March 10, 2020.

POTENTIAL ACTION:

Take action on request.

DEPARTMENT(S):

Planning Department

PRESENTER:

Will Drake, Planning Director

Information Provided:

The Planning Commission resolution, meeting minutes, and staff report were provided in the March 10, 2020 agenda packet.



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

AGENDA LOCATION:

Discussion and Action by Mayor and Town Council

Meeting Date:

March 24, 2020

ITEM TITLE:

Resolution Adopting Temporary Tax Measures for Hospitality Businesses

DESCRIPTION:

In response to the COVID-19 pandemic, the Town's hospitality industry has been affected particularly hard. In effort to assist our restaurants and hotels, the resolution directs the Town Manager to enforce the collection of the Meals and Transient Lodging Taxes in the following ways: (1) increase the discount of timely payments from 3% to 10%; (2) reduce the rate of a penalty to 0% for March and April to taxes if received within 90 days of the due date; and (3) reduce the interest rate to 0% on payments made for March and April taxes for 90 days from the due date. Monthly reporting of taxes owed would still be required if businesses choose to delay the actual payment of the owed taxes.

POTENTIAL ACTION:

Take action on request.

DEPARTMENT(S):

Town Manager

PRESENTER:

Randy Wingfield

Information Provided:

Draft Resolution

<https://christiansburg.box.com/s/gy4qccep9un7j404yy2xptne5dyahdz>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Town Council

Meeting Date:

March 24, 2020

ITEM TITLE:

Resolution Adopting Temporary Utility Billing Measures for Coronavirus Emergency Response

DESCRIPTION:

In response to the COVID-19 pandemic, the Town desires to assist our citizens during these challenging times. This resolution will ease the timing of enforcing penalties and interest for water, sewer, and stormwater bills. Moreover, the resolution provides the Town Manager the authority to not charge penalties and interest for a time period of 90 days for the March and April bills.

POTENTIAL ACTION:

Take action on request.

DEPARTMENT(S):

Town Manager

PRESENTER:

Randy Wingfield

Information Provided:

Draft Resolution

<https://christiansburg.box.com/s/c13ujn0jr33e9rfiwcdrsxmy90taa2e8>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Town Council

Meeting Date:

March 24, 2020

ITEM TITLE:

Consent to Director of Emergency Management's Declaration of Local Emergency

DESCRIPTION:

As you are aware, the Town Manager—acting in his capacity as the Director of Emergency Management—issued the Declaration of Local Emergency on Tuesday, March 17, 2020 in response to the COVID-19 pandemic. In accordance with the Town of Christiansburg Emergency Operations Plan, Town Council is required to consent to this action and acknowledge that the emergency now exists throughout the Town.

POTENTIAL ACTION:

Take action on request.

DEPARTMENT(S):

Town Manager

PRESENTER:

Randy Wingfield

Information Provided:

Appendix 10 – Local Declaration of Emergency – Town of Christiansburg Emergency Operations Plan

<https://christiansburg.box.com/s/a6yz7zx71cg57ryrpo15kyufcl61x02>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Town Council

Meeting Date:

March 24, 2020

ITEM TITLE:

Ordinance Confirming Declaration of Emergency and Providing for Continuity of Government

DESCRIPTION:

The Town Manager/Director of Emergency Management issued a Declaration of Local Emergency on March 17, 2020 effective at 7:00 p.m. in response to the COVID-19 pandemic. Town Council is required to act to confirm the Declaration of a Local Emergency with 45 days of the declaration in order for it to remain in effect. The Ordinance also has provision for continuity of the Town government in regards to the emergency response.

POTENTIAL ACTION:

Take action on request.

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager

Information Provided:

Ordinance Confirming Declaration of Emergency and Providing for Continuity of Government

<https://christiansburg.box.com/s/f9trt02x74k3mupwip0atcf2dm6lt377>

Reid Broughton Memo

<https://christiansburg.box.com/s/ijkqvboxhnwqtkcd6h92cjsht0g41c50>