



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
AUGUST 25, 2020 – 7:00 P.M.

(The meeting will be in-person and streamed on Facebook Live)

In compliance with current public health guidelines pertaining to social distancing, limited seating will be available in the council chambers during the meeting. Limited viewing will also be available in the administrative conference room located on the same floor. Members of the public may make comments to Council in-person during Citizens Comments.

The meeting will be streamed live on the Town of Christiansburg's Facebook page at www.facebook.com/cburgvagov and will be uploaded to the Town's YouTube page once the meeting concludes.

If you do not want to or cannot attend the meeting in-person, there are several contactless methods for submitting public comment. To submit general public comment or to comment on the public hearing item, please visit www.christiansburg.org/publichearings. You may also leave a voicemail with your comments at 540-382-6128, ext. 1109; mail a letter to Town Hall, ATTN: Town Council, 100 E. Main St., Christiansburg, VA 24073; use the drop box to the left of the front doors at Town Hall to leave a letter; or email info@christiansburg.org. Regardless of the method you use, please include your full name and address with your comments. Please provide comments prior to 6:00 p.m. on Tuesday, August 25, 2020 in order for the comments to be distributed to Town Council before the meeting.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. 2020 Community Development Block Grant Annual Action Plan.

IV. CONSENT AGENDA

- A. Meeting Minutes of August 11, 2020.
- B. Monthly Bill List.
- C. Contract with ESI Electronic Services for printer support services over a 5-year term for \$129,000.
- D. Contract with A. Morton Thomas and Associates, Inc. for Construction Engineering and Inspection Services on the Roanoke Street Sidewalks at US Route 460 By-Pass Project in the amount of \$121,794.68.
- E. Purchase order through NPPGov (a cooperative procurement group) to MES/Lawman Supply for Self-Contained Breathing Apparatus in the amount of \$146,190.
- F. Recommendation of reappointment of Mayor D. Michael Barber to the Montgomery – Blacksburg – Christiansburg Development Corporation Board of Directors for a three-year term beginning July 1, 2020 and expiring June 30, 2023.

V. INTRODUCTIONS AND PRESENTATIONS

- A. Recognition of Public Works receiving the Safety and Health Achievement Recognition Program (SHARP) award from Virginia Occupational Safety and Health.
- B. Update on the Christiansburg Farmers Market presented by Director of Parks and Recreation Brad Epperley and Assistant Events Coordinator Marty Gordon.
- C. Wing Policy and Governmental Affairs Representative Nick Devereux to Present on Wing's Drone Delivery Operation.
- D. CARES Act Funding Update by Assistant Town Manager Andrew Warren.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

A. Stipes and Bishop – Street Committee Report/Recommendation on:

1. Plat Showing Boundary Line Adjustment between Christiansburg Primary and Elementary School Properties and the Re-Alignment of Betty Drive, N.W. Right-of-Way.
2. Subdivision Plat for NRV Marketplace, LLC of Property Located at 2705 Market Street, N.E. Tax Map Number 436-5-1 Showing Parcels G, H, N, O, and P (5 new parcels created).
3. Plat Showing Subdivision of Tax Parcel 500-(A)-5M1 Hereby Creating Lots 1, 2, & 3 – Located at 350 Industrial Drive, N.E.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Ordinance Amending Chapter 18 “Finance and Taxation” of the Christiansburg Town Code in Regards to Provision of a One-Time Waiver of Penalty and Interest of Transient Lodging Tax and Meals Tax for Customers in Good Standing and Providing for an Effective Date.
- B. Council Options in Appointment of a Member to the Vice-Mayor Position.

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XII. OTHER BUSINESS

XIII. ADJOURNMENT

Upcoming meetings of Council:

September 8, 2020, 7:00 P.M. – Regular Meeting

September 22, 2020, 7:00 P.M. – Regular Meeting



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

AGENDA LOCATION:

Public Hearing

Meeting Date:

August 25, 2020

ITEM TITLE:

2020 Community Development Block Grant Annual Action Plan

DESCRIPTION:

The plan provides the required information by the U.S. Department of Housing and Urban Development (HUD) and outlines any proposed activities for Community Development Block Group funding through the current year's annual action plan. While it may vary some once the annual action plan is approved by HUD, the Town is expected to be allocated \$105,791 this year. The review period will begin Monday, August 24, 2020 and end September, 25, 2020. The Action Plan will be on Council's agenda for approval at the 2nd meeting in September.

The proposed activity continues work in the Town's qualifying low to moderate income Census Block Group 020800-02 located in the Park District community. The Park Street sidewalk completed approximately .8 miles of sidewalk and drainage improvements in 2017 creating continuous pedestrian connectivity from East Main Street to Depot Street. The continuing sidewalk along the south side of East Main Street from Park Street to High Street is not a proposed activity this year since matching VDOT revenue-sharing funds were not awarded in 2018 and it was not a priority project identified for a revenue sharing application in the latest funding round. Like the Park Street sidewalk project, revenue-sharing matching funds are needed to make the project feasible.

The proposed activity in the 2020 CDBG Annual Action Plan would replace substandard waterline within the designated area. While cost projections are not finalized, this project appears to fall within the budget constraints of the Town's CDBG allocations for the past three years. It is important to note that the Town anticipates HUD requiring a portion of the total allocation to be spent in 2021. Additional information will be provided to Council when a budget amendment is considered this fall.

Council approved a substantial amendment to the 2019 Annual Action Plan on June 23, 2020 which provides the Town a funding source to provide direct support over the coming months to agencies that will continue to address basic needs that have increased since the outbreak of the COVID-19 pandemic and economic downturn. This amendment is allowing the Town to receive and distribute the one time CDBG-CV CARES Act allocation of \$62,234. This will happen over the next year. The CARES Act dollars also provides other significant financial resources to address community impacts that are required to be allocated by December 30, 2020.

There may be a possibility—and a desire—to redirect the allocated CDBG funds through a future substantial amendment of 2020 Annual Action Plan (and possibly past years) if other impacts are identified and the infrastructure project proves too costly to take on at this time. Any changes would need close guidance by HUD and approval by Town Council.

POTENTIAL ACTION:

Hold public hearing.

DEPARTMENT:

Administration

PRESENTER:

Andrew Warren, Assistant Town Manager

ATTACHMENTS:

2020 Draft Annual Action

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
AUGUST 11, 2020 – 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 11, 2020 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael 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; Public Relations Director Melissa Demmitt; Engineering Director Wayne Nelson; Planning Director Wayne Nelson; Police Chief Mark Sisson; Rescue Chief Joe Coyle.

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 July 28, 2020.
- B. Appointment of Dr. N.L. Bishop as the At-Large Representative to the Board of Directors for the Virginia Tech/Montgomery Executive Airport to serve an unexpired term beginning September 1, 2020 and ending August 31, 2024.
- C. Resolution of Support for the New River Public Health Task Force's Community Wellness Commitment.
- D. Resolution of Support for Smart Scale Application for Parkway Drive Extension.

- E. Replacement of Rescue Medic 94 (ambulance) through Vest Sales and Service at a cost of \$219,674. The item was listed in the approved FY21 Revenue Recovery budget for \$260,000. The difference is the result of grant funding.
- F. Schedule a Public Hearing on September 22, 2020 for a Conditional Use Permit request by Colin Huff (applicant) for property owned by L & R Burch Properties LLC for a towing service at 3295 North Franklin Street (tax map no. 406 – A – 13E) in the I-2, General Industrial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- G. Schedule a Public Hearing on August 25, 2020 for the 2020 Community Development Block Grant Annual Action Plan.

Councilman Bishop made a motion to remove Item B from the consent agenda for separate action by Council, due to his conflict of interest as a relative of Dr. N.L. Bishop. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye, Hicks – Aye, Huppert – Aye, Sachs – Aye; Showalter – Aye; Stipes – Aye.

Item B of the Consent Agenda. Councilman Showalter made a motion to appoint Dr. N.L. Bishop as the At-Large Representative to the Board of Directors for the Virginia Tech/Montgomery Executive Airport to serve an unexpired term beginning September 1, 2020 and ending August 31, 2024. The motion was seconded by Councilman Stipes who provided a brief background of Dr. Bishop's service within the community, and announced that all four locality members of the airport board had endorsed Dr. Bishop. Mr. Stipes mentioned that Mr. Al Bowman had served in this capacity since the inception of the board, and had recently retired. Councilman Huppert stated that Dr. Bishop was well known and respected in the area, and the board fortunate to have him accept the appointment. Councilwoman Hicks thanked Dr. Bishop for accepting the appointment, and Councilman Showalter expressed appreciation for Dr. Bishop's continued service to the community through his acceptance of the position. Dr. Bishop briefly spoke of his commitment to Christiansburg as a lifelong resident and CPD veteran, and thanked Council for the honor of being considered to serve the Town in this capacity. Council voted on the motion as follows: Bishop – Abstain; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

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

V. INTRODUCTIONS AND PRESENTATIONS

- A. Christiansburg Resident Engineer David Clarke to present the VDOT Salem District Locally Administered Projects 2020 Locality of the Year award.

Christiansburg Resident Engineer David Clarke shared a video of Local Programs Director Anthony Ford, along with Adam Czesnowski, Kenneth King, and Dr. Ray Smoot as they announced that the Town of Christiansburg had been selected for the 2020 Locality of the Year Award on August 3, 2020. Mr. Ford and Mr. King explained the measures of the Salem District award and congratulated the Town on scoring 64 points out of 68 for the year 2020. Dr. Ray Smoot talked about the importance of the recognition in working with the Commonwealth Transportation Board, and commended the Town on its performance in 2020. Dr. Smoot personally recognized Director of Engineering Wayne Nelson and Town Manager Randy Wingfield, and expressed appreciation for the support they have given VDOT through the years. David Clarke presented the 2020 Locality of the Year Award to Mayor Barber, who then presented the award to Wayne Nelson and his staff. Mr. Nelson thanked VDOT representatives for the award and for partnering with the Town in facilitating its transportation program. Mr. Nelson then thanked engineering staff: Executive Assistant Devon Eckstein, Assistant Engineering Director Justin St. Clair, Civil Engineer Samantha Holtzcheiter, and former staff members Jessie Nestor and Eli Mannon.

- B. Engineering Director Wayne Nelson to provide an update on contact with College Street property owners and residents in regards to stormwater issues.

Mr. Nelson reported that an information letter had been sent July 31 to property owners and renters along College Street, and a number of neighborhood meetings had been held to collaborate with residents on existing drainage problems and ways to mitigate the stormwater problems until a permanent solution could be completed. During the neighborhood meetings, residents were asked if they would be willing to donate property easements to the Town for project development, and Mr. Nelson reported that every resident contacted so far had indicated they would be willing to donate the required easement. Mr. Nelson noted that he would be working with staff on studying potential Town Code amendments related to fencing as part of addressing the drainage issues. Mr. Nelson further reported that it was important to hire an engineering consultant to assist with the efforts to address flooding concerns on College Street, and noted that the Stormwater Committee had agreed to accept proposals for engineering consultation. Mr. Nelson explained that, per the procurement policy, the consultation fee could not exceed \$80,000. Councilman Showalter recommended immediate action on a budget amendment for the RFP process, rather than waiting until the end of the first quarter. Councilwoman Sachs made a motion to approve a budget amendment up to \$80,000 for the hiring of an engineering consultant to assist with the College Street stormwater project. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter –Aye; Stipes – Aye.

- C. Assistant Town Manager Andrew Warren to present on the Christiansburg Placemaking Plan.

Assistant Town Manager Andrew Warren updated Council on the Placemaking Plan for Downtown, Midtown, and Cambria areas that was started in December 2018, and had a heavy emphasis on the downtown area. Mr. Warren explained that the plan was built on extensive data collected from Christiansburg business owners, citizens, stakeholders, and Town staff, with assistance from Hill Studios in creating strategies to meet the goals of the plan. Mr. Warren presented for consideration the priority projects for each designated area, and described the steps involved in implementing each project. A copy of the plan was provided to Council for review, and Mr. Warren offered to answer questions. At Councilwoman Hicks' request, Mr. Warren clarified that Hill Studios was paid \$35,000 out of a budgeted \$70,000. Councilman Bishop added that it was important to note that the Placemaking Plan was not a Town of Christiansburg project, but was a collaborative effort with business owners and citizens of the Town.

VI. CITIZEN COMMENTS

- A. Angela Akers, 345 Howery Street, addressed Council on behalf of her husband--a life-long resident of Christiansburg--regarding their family-owned house at 208 Cooper Lane, in which they had invested in the maintenance of, over the years. Mrs. Akers said that they had removed the porch from the house at the request of Building Official Jerry Heinline, and that the situation had been well-documented at that time. Her concern was with a recent phone call from Mr. Heinline notifying them that they owed money to the Town for work that was done in regards to asbestos abatement. Mrs. Akers stated that no paperwork or invoice had been provided to them by the Town at that time, and it concerned them enough that they felt Council should be aware of the situation.
- B. Dan Maderic, 595 Arrowhead Trail, a twenty-year resident of Christiansburg, expressed concern with negative comments he had heard about the Town, and expressed appreciation for the good quality of life offered in Christiansburg through its many amenities for people of all ages and abilities, both indoors and out. Mr. Maderic talked about the importance of outdoor recreation space and encouraged everyone to go outside and enjoy what Christiansburg had to offer. Mr. Maderic added that it was important that Council be able to do the job it was elected to do. Mr. Maderic also spoke on behalf on wage increases for Public Works employees.
- C. Don Potter, 250 Slate Creek Drive, addressed Council with concerns regarding the rezoning and Conditional Use Permit requests for Vinnie Avenue heard during the Public Hearing on July 28, 2020. Mr. Potter proposed that the type of development requested would not fit within the existing area neighborhoods, and he shared photos of similar planned housing developments as an example in comparison to the existing homes

along Vinnie Avenue and Slate Creek Drive. Mr. Potter noted he was not against development of the property, but was opposed to the proposed density.

- D. Ken White, 50 Weddle Way, addressed Council with concerns regarding the rezoning and Conditional Use Permit requests for Vinnie Avenue heard during the Public Hearing on July 28, 2020. Mr. White stated the sight distance from Vinnie Avenue onto Stafford Drive was a hazard and used an example of his recent near accident at that location as evidence. Mayor Barber commented that the Town had met with the owner of the property at the corner of Vinnie and Stafford, who had given permission to grade down the bank to improve sight distance. Mayor Barber reminded the public that the Public Hearing on this matter was held on July 28, 2020, and that only new information should be offered to Council at this time.
- E. I-Ping Fu, 50 Weddle Way, addressed Council with concerns regarding the rezoning and Conditional Use Permit requests for Vinnie Avenue heard during the Public Hearing on July 28, 2020. Ms. Fu noted that there were no sidewalks along Vinnie Avenue to improve safety for pedestrians, and she expressed appreciation for Mr. Potter's presentation. Ms. Fu said she was not opposed to the proposed development, just the proposed density, and she talked about the importance of leaving some undeveloped land for its beauty. Mayor Barber reminded Ms. Fu that the Public Hearing had already been held for this matter and that her comments did not differ from what she had expressed during the Public Hearing, and he closed the public comment period and moved onto committee reports.

VII. COMMITTEE REPORTS

- A. Stipes and Bishop – Street Committee Report/Recommendation on:
 - 1. Street vacation request by Gay and Neel, Inc. for an ordinance to vacate Scattergood Drive, N.W. right-of-way, (approximately 1.3 acres) from its western terminus at Diamond Hills Park and along the full portion of the right-of-way adjoining the property located at 680, 690, and 700 Scattergood Drive, N.W. (tax map no. 495-1-1C). This matter is a carryover from July 28, 2020.

This matter is a carryover from July 28, 2020. Councilman Stipes reiterated that the requested street vacation would provide more options for redevelopment of the existing property, and noted that the applicant had revised the initial plat to include a permanent ingress/egress to the Diamond Hills Park. Mr. Stipes noted that signage would be clear as to the public access to the park. The Street Committee has reviewed the request and recommended approval. Councilman Stipes made a motion to approve the street vacation request, as revised, seconded by Councilwoman Hicks. Councilman Bishop noted that as a member of the Street Committee, he initially had concerns regarding the request, but was satisfied by the revised plat that protected access to the park. Council voted on the motion as

follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

2. Easement Exhibit From Records For NRV Marketplace, LLC Showing The Revised Location Of A Public Utility Easement Over a Portion of Tax Map # 436-5-1.

Councilman Stipes explained that the easement, located near the entrance of Marketplace, was for a pump station that was no longer there, and that the Town needed to retain an easement for utilities. Mr. Stipes added that current location of the easement interfered with placement of the Marketplace entrance sign. The Street Committee has reviewed the matter and recommended approval on motion by Councilman Stipes, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Rezoning request by Caldwell Construction (applicant) for property owned by Sandra Hawks and Janice Blevins et al, located between the eastern and western terminus of Vinnie Avenue, N.W. (100 Vinnie Avenue N.W., tax map no. 435-A-45). The request is to rezone the approximately 4.52 acre parcel from R-1A Rural Residential to R-1 Single-Family Residential with proffers. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held July 28, 2020. The Planning Commission recommended approval 10-0.

Councilman Stipes made a motion to approve the rezoning as requested, seconded by Councilman Showalter. Councilwoman Hicks apologized to Ms. Fu for being cut off from finishing her comments during the citizen comment period, and stated she understood her concerns with the density of the proposed development. Mrs. Hicks added that the decision was a difficult one due to the impact it would have on surrounding areas, but noted that the connectivity the neighborhood would bring was an important goal in town development. She further added that the developer had made concessions, after hearing citizen concerns, by reducing the number of homes and increasing the size of two lots that would adjoin the existing Vinnie Avenue neighborhood. Councilman Stipes commented that he initially had concerns with the proposed density, but noted that it was not inconsistent with Slate Creek, which was more densely built that what has been proposed, and he expressed appreciation for the transition of homes from one neighborhood to the next that the two larger lots would provide. Councilman Stipes said his concerns had been satisfied by the developer's revised plat. Councilman Huppert expressed appreciation for the presentation by Mr. Potter during the citizen comments period, and noted that he had visited one of the neighborhoods featured, and found it to be very nice, and he stated his confidence in the quality of construction by Mr. Rice and Mr. Caldwell. Mr. Huppert noted that something would eventually be built on the property and believed the proposed neighborhood would be beneficial to

Christiansburg. Councilman Showalter asked how quickly measures could be taken to improve sight distance from Vinnie Avenue onto Stafford Drive, and if improvements could be made to Vinnie Avenue, so the existing street would flow smoothly into the proposed new portion of Vinnie Avenue. Town Manager Wingfield said the Town would move quickly on improving the sight-distance at Vinnie and Stafford, and he would have engineering look into improvements to Vinnie Avenue. Councilman Showalter noted that typically VDOT road development standards recommend measures to slow down traffic, such as bends or turns in the road, and questioned if those measures could be considered for the Vinnie Avenue extension. Steve Semones of Balzer and Associates explained that the short distance of the proposed Vinnie Avenue extension prohibited the use of either of those traffic-calming measures. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Conditional Use Permit request – contingent on the preceding request – by Caldwell Construction (applicant) for property owned by Sandra Hawks and Janice Blevins et al, for a planned housing development to consist of single-family homes at a density of development not to exceed 4.3 units per acre located between the eastern and western terminus of Vinnie Avenue, N.W. (100 Vinnie Avenue N.W., tax map no. 435-A-45) in the R-1, Single-Family Residential District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held July 28, 2020.

Councilman Stipes made a motion to issue the Conditional Use Permit as recommended by the Planning Commission, seconded by Councilwoman Sachs, who reiterated the difficulty in making a decision on the request due to its impacts on the surrounding neighborhoods. Ms. Sachs said she heard from many residents in opposition to the proposed development based on a variety of concerns and could not support the development as proposed. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Nay; Showalter – Aye; Stipes – Aye. Mayor Barber noted that the Street Committee could consider traffic-calming measures for Stafford Drive to further improve vehicle safety in the area.

- C. Small Business Recovery Grant Program and other Covid-19 Related Relief.

Assistant Town Manager Andrew Warren provided background on the CARES Act, which provided funding to Montgomery County in the amount of \$17M, of which Christiansburg received \$3.2M, based on population. In response to the funding, a recovery grant program was developed in partnership between Christiansburg, Blacksburg, and Montgomery County that was intended to offset the business impacts during the pandemic. Mr. Warren provided an overview of the program, including eligibility criteria and eligible grant uses, as well as the steps in moving forward to finalize and launch the program within the next two weeks. Mr. Warren said he would provide Council with a complete list of eligible grant uses for informational purposes.

Council discussed the appointment of a committee to review grant applications for eligibility and allocation, and Councilman Showalter recommended no elected officials be appointed to the committee. Mayor Barber requested updates on the program as it progresses.

IX. STAFF REPORTS

A. Town Manager:

B. Town Attorney:

C. Other Staff:

Police Chief Sisson and Chief Joe Coyle were present to provide an update on Covid-19 response. Chief Sisson reported that the New River Health District Task Force continued to meet each week and was working closely with the local universities and school district, in partnership with Virginia Department of Emergency Management, to mitigate community spread with school openings. Chief Sisson reported that over 18,000 tests had been given in the region, with 307 positive cases in Montgomery County, and 30 hospitalizations and 8 deaths region wide. Council talked about the proactive role the universities were taking to address COVID-19 as students returned to campus, and Councilwoman Hicks expressed concern that the schools were not doing enough to prevent community spread, based on what she has heard. Councilman Showalter recommended she reach out to the Town's school board representation for information on school policy related to COVID-19.

X. COUNCIL REPORTS

A. Councilwoman Sachs, no report.

B. Councilman Huppert complemented the Town on the flowers planted throughout town, and reported on the recent ACCE walk/run fundraiser that raised around \$9,000 for student scholarships. Mr. Huppert also reported that Mr. Bob Shelton passed away last week, which was a loss for Christiansburg.

C. Councilman Stipes congratulated the Engineering Department and Town administration on achieving the VDOT Locality of the Year Award, and he briefly spoke on the importance of the recognition to future projects and the future of the community as a whole.

D. Councilman Showalter reported that the Stormwater Committee had recommended the Town move forward with the RFP process for the Sleepy Hollow storm water study, which was budgeted for this year. It was the consensus of Council to proceed with the RFP process as recommended. Councilman Showalter then congratulated the Engineering Department and Town administration on being named Locality of the Year

by the VDOT Salem District, and asked that Council's appreciation for the beautiful flowers around town be passed along to supervisor Micheal Huesman.

- E. Councilman Bishop, no report.
- F. Councilwoman Hicks expressed appreciation for Parks and Recreation Director Brad Epperley, his staff, and the Recreation Advisory Commission for supporting and hosting the recent, modified, Jill's Buddy Camp, which her child has participated in for several years. This year, instead of canceling the camp due to Covid-19, the recreation department prepared and delivered Jill's Buddy Camp care packages for each camper. She then expressed appreciation for the hand sanitizer dispensers installed at local parks.

XI. OTHER BUSINESS

A. Closed Meeting:

Councilwoman Sachs made a motion to enter into a Closed Meeting in accordance with Code of Virginia § 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting was for Council review of Town Manager. Councilman Stipes seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

B. Reconvene in Open Meeting.

C. Certification.

Councilwoman Sachs moved to certify that the Town Council of the Town of Christiansburg, meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting. The motion was seconded by Councilman Showalter and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.

D. Council action on the matters. No action was taken by Council.

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:45 P.M.

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG	PAY DATE 8-28-2020	
BILLS TO BE PAID FOR THE MONTHS OF	JULY AND AUGUST	
A & A ENVIRONMENTAL, LLC	2,100.00	REMOVE ASBESTOS 208 COOPER
A A AUTOMATIC TRANSMISSION	450.00	
A.MORTON THOMAS (AMT)	14,000.00	ENGINEERING SERVICES ARBOR DRIVE
ADORAMA	1,599.00	CAMERAS COUNCIL CHAMBERS
ALL SEASONS PEST CONTROL, INC	95.00	
ALLEGHENY CONSTRUCTION CO, INC	365,732.31	CONSTRUCTION N. FRANKLIN CORRIDOR
ALLIED INDUSTRIAL PRODUCTS LLC	3,229.90	SUPPLIES WWTP
AMERICAN UNIFORM SALES, INC.	267.96	
ARC3 GASES	188.48	
AUTO EXPERTS, LLC	50.00	
AUTOZONE, INC	113.85	
B & K TRUCK ACCESSORIES	15.00	
BANE OIL COMPANY, INC	866.88	
BASHAM OIL COMPANY	1,809.08	SUPPLIES WWTP
BERRY DUNN MCNEIL & PARKER LLC	10,795.00	FINAL ON BTA PROJECT
BLACKSBURG POWER EQUIPMENT	14.25	
BLUE RIDGE ANALYTICAL LLC	270.00	
BOUND TREE MEDICAL, LLC	1,092.61	
BOYD DALE MCCOY	472.68	
BRIAN'S LOCK & KEY	124.50	
C. W. WILLIAMS & COMPANY, LLC	791.34	
CARDINAL BLUEPRINTERS, INC.	350.00	
CARDINAL RUBBER & SEAL INC.	201.25	
CARILION HEALTHCARE CORP.	350.00	
CHA CONSULTING INC	20,854.06	ENGINEERING SERVICES COLLEGE ST SEWER, ARROWHEAD, BIOSOLID MGT
CENTURY ENGINEERING	39,094.62	ENGINEERING SERVICES NORTH FRANKLIN CORRIDOR
CMC SUPPLY, INC.	214.86	
COLE TRUCK PARTS, INC	1,420.87	
COUNTRY AIR VACATION KENNELS	256.50	
CRAIG'S FIREARM SUPPLY, INC	783.68	
DATA MANAGEMENT, INC	1,208.30	TIME KEEPING
DAVID HUGHES	900.00	
DELL MARKETING L.P.	5,580.62	IT COMPUTER EQUIPMENT
DLT SOLUTIONS, INC.	2,237.40	ENGINEERING SUBSCRIPTION
DOMINION DOOR & HARDWARE INC	380.00	
DUNCAN FORD MAZDA	317.53	
E. C. PACE COMPANY INC	94,286.65	CONSTRUCTION ROANOKE ST SIDEWALK
EAST COAST EMERGENCY VEHICLES, LLC	364.00	
ELECTRICAL SUPPLY CO	454.70	
EMS MANAGEMENT & CONSULTANTS, INC	665.30	
ENNIS-FLINT INC	1,992.00	STREET SUPPLIES
ENVIRONMENTAL EXPRESS, INC	432.22	
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	20,181.59	SLUDGE HAULING WWTP
EPLUS TECHNOLOGY INC	1,519.80	
EVIDENT INC	489.90	
FASTENAL COMPANY	25.38	
FAULCONER CONSTRUCTION COMPANY INC	22,883.00	PARK DESIGN
FERGUSON ENTERPRISES, INC.#75	7,868.85	FITTINGS, PIPES PARTS STREETS AND WATER/SEWER
FIRE RESCUE AND TACTICAL, INC	203.96	
FISHER AUTO PARTS, INC.	890.09	
FLEET PRIDE, INC	905.60	
FORTILINE INC	384.00	
G/A SAFETY SUPPLY, INC	108.00	
GALLS, AN ARAMARK COMPANY	1,087.95	UNIFORMS AND POLICE SUPPLY
GEMPLER'S INC.	344.96	
GRAINGER	501.75	
HAJOCA CORPORATION	100.35	
HALL'S GARAGE DOORS, INC	210.00	
HARVEY CHEVROLET CORP.	248.01	
HIGHLAND TREE CARE, LLC	575.00	
HOSE HOUSE, INC.	1,635.48	SUPPLIES FIRE DEPT
HOUSTON N. SNODDY	975.00	
HURT & PROFFITT	4,362.84	ENGINEERING SERVICES WATER TANK STORAGE & SILVER LAKE INTERCEPTOR
IMAGE TREND, INC	3,114.28	SOFTWARE ANNUAL SUBSCRIPTION RESCUE
INFRASTRUCTURE SOLUTIONS GROUP INC	3,306.97	PARTS FOR EQUIPMENT REPAIR
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	622.89	
INTOXIMETERS, INC.	1,015.00	SUPPLIES PD
JASPER ENGINE EXCHANGE, INC	4,027.00	TRANSMISSION REPAIR PW
JOSHUA B. COOK	400.00	

TOWN OF CHRISTIANBURG	PAY DATE 8-28-2020	
BILLS TO BE PAID FOR THE MONTHS OF	JULY AND AUGUST	
KING GENERAL CONTRACTORS, INC	165,307.00	CONSTRUCTION DEPOT TRAIL EXTENSION
KING-MOORE, INC	4,000.00	IT CONSULTING
KINGS TIRE SERVICE, INC	2,965.00	VEHICLE AND EQUIPMENT TIRE REPAIR
KLA ENTERPRISES LLC	424.50	
LANCASTER, INC.	75.00	
LIBERTY FIRE SOLUTIONS, INC	2,783.00	REPAIR BACKFLOWS FIRE SYSTEMS RESCUE AND RECREATION
LITTLE RIVER POOL AND SPA, INC	198.00	
MCDONOUGH BOLIARD PECK, INC	24,544.87	ENGINEERING SERVICES DEPOT TRAIL EXT, CHRISMAN MILL, PARK, PRIMARY PAVING
MCGRADY-PERDUE HEATING & COOLING, INC	1,396.00	REPAIRS PD
MEADE TRACTOR	30.00	
MEDEXPRESS URGENT CARE, P.C. - VIRGINIA	1,031.00	TESTING HR
METRO HEAVY-DUTY, INC.	270.00	
MODERN AUTOMOTIVE	329.77	
MONTGOMERY DISTRIBUTORS	814.11	
MOORE'S BODY & MECHANICAL SHOP, INC	2,896.67	VEHICLE REPAIR PD
MOTION INDUSTRIES, INC.	64.98	
NEW LEAF FARMS, INC	128.00	
NEW RIVER OFFICE SUPPLY	190.14	
NEW RIVER VALLEY AIRPORT COMMISSION	22,923.00	ANNUAL SUPPORT
NEW RIVER VALLEY MPO	6,600.00	ANNUAL SUPPORT
NEW RIVER VALLEY REGIONAL COMMISSION	29,031.45	ANNUAL SUPPORT
NORTHERN SAFETY CO., INC.	563.58	
NORTHWEST HARDWARE CO INC	307.63	
NRV LAWNS & LANDSCAPING, LLC	17,320.00	MOWING CEMETERY AND PARKS
P.F. PETTIBONE & CO.	295.90	
PILOT FASTENERS LTD	353.85	
POWER ZONE	5,650.32	SMALL EQUIPMENT AND REPAIRS
PROFESSIONAL COMMUNICATIONS	4,446.40	MAINTENANCE VCIN TERMINAL
QUALITY TIRE & BRAKE SERVICE	1,604.00	TIRE REPAIRS AND REPLACEMENTS
RAILROAD MANAGEMENT COMPANY IV, LLC	529.98	
RINKER DESIGN ASSOCIATES PC	39,182.57	ENGINEERING SERVICES CONNECTOR ROAD
RUMMEL KLEPPER & KAHL LLP	13,249.85	ENGINEERING SERVICES TOWER RD INTERSECTION
SALEM STONE CORPORATION	7,428.77	STONE AND GRAVEL REPAIRS STREETS AND WATER AND SEWER STORM WATER
SAMPSON-BLADEN OIL CO INC	112.77	
SANDS ANDERSON	12,026.50	LEGAL SERVICES
SANICO, INC	6,254.07	JANITORIAL SUPPLIES
SHELOMOTOR MILE	1,035.98	
SHERWIN-WILLIAMS	152.03	
SIMPLIFIED COMMUNICATIONS LLC	7,154.80	CABLING AT RESCUE BUILDING
SISSON & RYAN LLC	3,328.88	STONE AND GRAVEL FOR REPAIRS STREETS AND WATER AND SEWER STORM WATER
SOUTHEASTERN EMPLOYERS SERVICE CORPORATION	200.00	
SOUTHERN AIR, INC	671.00	
SOUTHERN REFRIGERATION CORP.	4,686.36	ICE MACHINE FIRE DEPT AND OTHER HVAC REPAIRS
STATE ELECTRIC SUPPLY CO., INC.	150.00	
STERN, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	7,058.83	ENGINEERING SERVICES LANDFILL
STRYKER SALES CORP.	382.80	
SUNAPSYS, INC	396.00	
SYMBOL ARTS	1,850.25	
TAYLOR OFFICE & ART SUPPLY, INC	1,912.70	OFFICE SUPPLIES VARIOUS TOWN DEPARTMENTS
TECH EXPRESS, INC.	161.98	
TENCARVA MACHINERY CO.	8,820.20	PARTS FOR REPAIRS AT WWTP
THOMPSON TIRE & MUFFLER	2,180.00	VEHICLE AND EQUIPMENT TIRE REPLACEMENTS
TOTAL ENVIRONMENTAL CONCEPTS INC	16,106.99	WADES LANDFILL GAS COLLECTION SYSTEM
TOTER, LLC	4,986.12	NEW CARTS FOR GARBAGE SERVICE
TRANE	532.00	
TREASURER OF MONTGOMERY COUNTY	68,793.35	PD TYLER LERMS SOFTWARE 36226.83 FY 2020 TOURISM 32566.52
TREASURER OF VIRGINIA	3,000.00	MS4 ANNUAL PERMIT
UNIFIRST CORPORATION	3,949.35	UNIFORMS FOR PW
USA BLUE BOOK	241.92	
US BANK VRA LOAN PAYMENT	363,608.22	LOAN PAYMENT WWTP
VALICOR ENVIRONMENTAL SERVICES LLC	105.75	
VIRGINIA BUSINESS SYSTEMS	540.00	
VIRGINIA UTILITY PROTECTION SERVICE, INC	561.75	
VSC FIRE & SECURITY, INC	75.00	
VULCAN, INC	2,363.00	SIGN MATERIALS STREETS
WILEY & WILSON, INC	2,381.25	ENGINEERING SERVICES DEPOT PARK TRL

TOWN OF CHRISTIANBURG	PAY DATE 8-28-2020	
BILLS TO BE PAID FOR THE MONTHS OF	JULY AND AUGUST	
WILSON BROTHERS INCORPORATED	315.91	
WITMER PUBLIC SAFETY GROUP, INC	434.99	
WRANGLER HOLDCO CORP	26,702.46	RECYLCING
WW NORTH AMERICA HOLDINGS LLC	1,250.00	WEIGHT WATCHERS PROGRAM
ZEP MANUFACTURING CO	851.57	
TOTAL BILLS TO BE PAID	1,566,680.17	PAY DATE 8-28-2020

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

JULY AND AUGUST

VENDOR	AMOUNT PAID	DESCRIPTION
ATLANTIC EMERGENCY SOLUTIONS INC	584.00	MAINTENANCE ON FIRE TRUCKS
C.W. WILLIAMS& COMPANY LLC	2,941.16	HOSES FIRE DEPT
FIRE RESCUE AND TACTICAL	55.98	UNIFORMS FIRE
FIRST TEAM NISSAN	11,403.00	PURCHASED USED VEHICLE FOR DETECTIVES
JAMES STEVEN FORREN	400.00	SWIFTWATER RESCUE TECHNICIAN
NEW RIVER FIRE EXTINGUISHERS	343.00	RECHARGE AND UPDATE
WITMER SAFETY GROUP INC	144.99	
TOTAL PAID BILLS	15,872.13	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH		JULY AND AUGUST
VENDOR	AMOUNT PAID	DESCRIPTION
ADVANCE AUTO PARTS	355.85	PARTS FOR REPAIRS OF VEHICLES AND EQUIPMENT
ADVANCED ANALYTICAL SOLUTIONS	98.00	
AIRGAS NATIONAL CARBONATION	1,557.17	CARBON DIOXIDE GAS FOR AQUATICS
ALLSTATE	4,528.00	EMPLOYEE PAID INSURANCE
AMAZON CAPITAL SERVICES INC	1,100.48	SUPPLIES MOSTLY FACE MASKS
ANTHEM BLUE CROSS BLUE SHEILD	139,871.31	MEDICAL INSURANCE EMPLOYEES
APPALACHIAN POWER	71,143.65	TOWN WIDE UTILITY SERVICES
ARC3 GASES	40.71	
ATLANTIC EMERGENCY SOLUTIONS	2,851.35	
AT & T	348.40	
AT & T MOBILITY	176.90	
ATMOS ENERGY	1,609.78	TOWN WIDE GAS SERVICES
BOXLEY ASPHALT	4,728.76	ASPHALT
BMS DIRECT	7,499.27	POSTAGE PRINTING WATER BILLS AND NEWSLETTERS
BRUCE CALDWELL	100.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
BSN SPORTS COLLEGIATE PACIFIC	397.83	
CARTER MACHINERY CO	2,974.11	
CARDMEMBER SERVICES	25,350.69	SUPPLIES EQ 8471.94 DUES 2639.25 SCHOOLS 3157.76 TRAVEL - (409)SOFTWARE 11382.17 UNIFORMS 0 RECRUITING RETENTION FIRE RESCUE 108.57
CHANDLER CONCRETE	4,899.88	
CFS GROUP/BLUE RIDGE DISPOSAL & RECYCLING	137.50	SLUDGE DISPOSAL
CITIZENS	3,925.00	INTERNET
CURTIS MEDICAL	92.27	
DELTA DENTAL	8,606.90	DENTAL COVERAGE EMPLOYEES
DETAILING BY DAVIS	300.00	
DS SERVICES-crystal springs	201.42	
DUES AND MEMBERSHIPS	1,540.00	PW 550 FIRE 112 streets 878
ELEVATING EQUIPMENT INSPECTION SERVICES	100.00	
EXPRESS SERVICES INC	8,472.06	SEASONAL LANDSCAPE LABOR
FEDERAL EXPRESS	37.64	
FIRE SAFTEY PRODUCTS	385.00	
FRANKLIN'S EXCAVATING	2,500.00	DEMOLITION 1175 MOOSE DRIVE
GLATFELTER INSURANCE GROUP	70,622.00	INSURANCE FIRE AND RESCUE VEHICLES
GRANITE TELECOMMUNICATIONS	3,657.66	TELEPHONE
HAMANN INC	80.00	
HOME DEPOT	323.57	MATERIALS FOR BUILDING MODIFICATIONS FOR COVID 19
JENNIFER BEAN	13.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
JORDAN OIL CO	1,927.06	FUEL FIRE DEPT
KATHERINE LEIGH RAY	5.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
LAUREN YODER	179.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
LIBERTY FIRE SOLUTIONS	300.00	
LUMOS NETWORKS INC/SEGRA	1,110.02	PHONE SERVICE
LOWE'S	4,296.86	VARIOUS PARTS AND SUPPLIES PPE
MARK4 SUZUKI SALES	3,950.00	TRAILER REC
MANSFIELD OIL	16,721.84	FUEL PURCHASES
MCNEIL ROOFING INC	465.60	
MARY COLEMAN	153.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
MCCORMICK TAYLOR	11,683.00	ENGINEERING SERVICES N. FRANKLIN
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	42,055.21	TIPPING FEES FOR SOLID WASTE SERVICES
NEW RIVER INSULATION CO	385.00	
OLD TOWN PRINTING & COPYING	221.00	BUDGET SUMMARY PRINTING
OVERHEAD DOOR CO	644.00	FIRE DEPT DOOR REPAIR
PEACE AND HARMONY FARMS LLC	40.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
PIONEER MANUFACTURING	980.20	
POSTMASTER	240.00	
POWER ZONE	12,870.00	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	JULY AND AUGUST	
VENDOR	AMOUNT PAID	DESCRIPTION
QUALITY TIRE	524.00	
R.E. MICHEL	11.48	
REFUND FEES REC DEPT	1,176.00	
REFUND FEES AQUATIC CENTER	617.00	
REFUND TAXES	1,526.33	REFUND TAX OVERPAYMENTS
REFUND WATER/SEWER	1,315.35	
REFUND CEMETERY	1,120.00	
REFUND EMS	652.02	
REIMBURSEMENTS EMPLOYEES	218.27	MISC. EMPLOYEE REIMBURSEMENTS
ROANOKE TIMES	1,192.52	ENGINEERING PROJECT ADS \$3029.44
ROBERTS OXYGEN COMPANY INC	535.60	
ROLLER VENTURES	70.00	
SAFETY AND COMPLIANCE SERVICES INC	570.00	
SAMS CLUB	428.67	PARKS AND REC SUPPLIES FOR SPECIAL EVENTS
SANDS ANDERSON	6,651.50	LEGAL SERVICES
SCHOOLS	429.00	RESCUE 399.00 wwtp 30
SCHINDLER ELEVATOR CORP	1,474.50	ELEVATOR INSPECTIONS-MAINTENANCE
SCHNABEL INC	6,500.00	BRIDGE INSPECTIONS
SERVICE COMMUNICATIONS	150.00	
SHENEL	619.30	
SHRED-IT	79.27	
S.J. CONNOR & SONS INC	262.65	
SPORTSENGINE INC	240.00	
SOUTHERN STATES	1,024.92	SEED AND FERTILIZER
STAND ENERGY	1,399.80	NATURAL GAS FOR AQUATIC CENTER
STATE POLICE SAFETY	18.10	
TBC ASSOCIATES II LLC/TIDY SERVICES	800.00	PORTA POTTIES PARKS/REC
TECH-EXPRESS INC	261.12	
TRACTOR SUPPLY	54.97	MISC SUPPLIES
TRANE	399.00	
TRAVEL	260.00	
TREASURER OF VIRGINIA	1,994.96	LEVY ON PERMIT FEES 1454.96 BOILER INSPECTION 40 500 DMV STOPS
VDH WATERWORKS	30,095.90	WATERWORKS PERMIT FEE
VERIZON	642.84	
VERIZON WIRELESS	7,288.61	CELL PHONES AND TABLETS
VIRGINIA DEPT OF TAXATION	5.34	
VIRGINIA EVERYWHERE	275.00	
VIRGINIA FAIRS	10.00	FARMERS MAKET WEB SITE
VIRGINIA MEDIA	435.00	JOB POSTINGS, PUBLIC HEARINGS ETC
VIRGINIA ASSOCIATION OF COUNTY'S SELF INSURANCE POOL	1,262.08	HYBRID SHORT TERM DISABILITY
VIRGINIA RETIREMENT SYSTEMS	166,863.11	EMPLOYEE RETIREMENT
WEST END ANIMAL CLINIC INC	500.00	VETERINARY SERVICES FOR K-9 BUCK
WEST PUBLISHING COMPANY	130.94	
TOTAL SPECIAL REVENUE BILLS PAID	15,872.13	
TOTAL PAID BILLS	708,938.10	
BILLS TO BE PAID	1,566,680.17	
GRAND TOTAL	2,291,490.40	



**TOWN OF CHRISTIANBURG
TOWN COUNCIL
AGENDA COVER SHEET**

AGENDA LOCATION: Consent Agenda

Meeting Date: August 25, 2020

ITEM TITLE: Contract with ESI Electronic Services printer support services over a 5 year term for \$129,000.

DESCRIPTION: Lease of Copiers/Printers/Scanners for all Town departments but the Police Department.

POTENTIAL ACTION: Council approval

DEPARTMENT: Information Technology

PRESENTER: Craig Hatmaker

ITEM HISTORY: The contract for copiers/printers/scanners with Virginia Business Systems has expired. We presented to department heads, proposals from two providers (ESI and VBS) who, between the two, presented solutions from three brands Konica Minolta, Hewlett Packard and Xerox. Both providers have been awarded state contracts. Police selected VBS and Konica Minolta. Other departments selected Xerox. The contract has a five year term at an estimated cost of \$129,000 and will provide new equipment at a calculated savings of a little over \$38,000.

INFORMATION PROVIDED:

Contract with ESI Electronic Services

<https://christiansburg.box.com/s/q1j8wfb2bhpngzyj0mm7sl818ocqe3kq>



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

August 25, 2020

ITEM TITLE:

Contract with A. Morton Thomas and Associates, Inc. for Construction Engineering and Inspection Services on the Roanoke Street Sidewalks at US Route 460 By-Pass Project in the amount of \$121,794.68.

DESCRIPTION:

Award of a contract in the amount not to exceed \$121,794.68 to A. Morton Thomas and Associates, Inc. for Construction Engineering and Inspection Services on the Roanoke Street Sidewalks at US 460 By-Pass Project.

POTENTIAL ACTION:

Approve the proposal and authorize the Town Manager to enter into Contract for the referenced Work.

DEPARTMENT:

Engineering

PRESENTER:

Wayne Nelson

ITEM HISTORY:

The Construction Engineering and Inspection Term Services Contract with A. Morton Thomas and Associates was recently amended to extend the contract until May 1, 2021.

Information Provided:

Procurement records are available by request



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

AGENDA LOCATION: Consent Agenda

Meeting Date: August 25, 2020

ITEM TITLE: Purchase order through NPPGov (a cooperative procurement group) to MES/Lawman Supply for Self-Contained Breathing Apparatus in the amount of \$146,190.

DESCRIPTION: To submit a purchase order through a NPPGov, a cooperative procurement group, to MES/Lawman Supply, at discounted prices, for fifteen (15) SCBA with accessories costing \$104,475, fifteen (15) Kevlar brackets costing \$4,845, and thirty (30) Snap-Change Cylinders costing \$36,870. Total cost is expected to be \$146,190.

POTENTIAL ACTION: Approval

DEPARTMENT: Fire Department

PRESENTER: Billy Hanks

ITEM HISTORY: Town funds to be initially expended are to be reimbursed later by the CARES Act.

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:



TOWN OF CHRISTIANSBURG - PURCHASE REQUISITION

Revision Date:	December 2019
Capital Purchase Y/N:	Yes

Department:	Fire Department	Date of Request:	8/14/2020
Requestor:	Brandon Turner	Date Needed:	Rec'd & Paid by 12/30/20
Approved by:	Billy Hanks		Low Bidder?
Town Vendor:	None		No
Vendor 1:	MES/Lawman Supply (NPPGov Contract# PS20120)		Yes
Vendor 2:	Not needed		No
Vendor 3:	Not needed		No
Vendor 4:	Not needed		No
Yes	Quotes Attached Y/N	Vendor MES 66 Fireman's Way Poughkeepsie, NY 12603 dlockridge@mesfire.com	Ship To: Fire Department Attn: Brandon Turn 100 N. Main Street Christiansburg, VA 24073
No	Sole Source Y/N		
No	Emergency Purchase Y/N		
\$ 146,190.00	Estimated Dollar Amount of Purchase		
\$ 149,190.00	Maximum Amount Approved		

Enter item(s) requested below - Item Listing Sheet(s) are required when Requisition contains more than six (6) lines

Qty.	UOM	Description	Part #	Price	Line Total
15	EACH	Air-Pak X3 Pro SCBA, 2018 Edition, with Snap-Change Cyclinder Connection, 4.5, Standard Harness with Paracut Buckles, Standard Belt with No Escape Rope, Regulator with E-Z Flo Regulator with Quick Connect Hose, Black. See attached quote for more details.	X891402535304	\$ 6,965.000	\$ 104,475.00
Account Code:		10-4306-7006			
30	EACH	Snap-Change Cyclinder, Carbon-Wrapped, Pressure 4500	200129-01	\$ 1,229.000	\$ 36,870.00
Account Code:		10-4306-7006			
15	EACH	Scott New AV#000HT 4 Point-Kevlar-Rt BrKt-Size Medium	201215-28	\$ 323.000	\$ 4,845.00
Account Code:		10-4306-7006			
					\$ -
Account Code:					
					\$ -
Account Code:					
					\$ -
Account Code:					
Total Dollars from Item Listing Sheet (if applicable):					\$ -
Shipping / Freight Estimate:					\$ -
Total:					\$ 146,190.00

Requisition Instructions: Complete Requisition Form with as much information as possible before submitting to Purchasing.

Complete all light blue shaded cells. Requisition will only be processed once this form is signed by an authorized approver. Hard copy or scanned electronic copy will be accepted. Originator should include suggested vendors above and attach any quotes or other documentation already obtained to the Requisition Form.

Authorization: I hereby certify by my signature that the items specified above are necessary for use by this department. Funds are budgeted and available for this purchase.

Authorized Signature: _____

Date: _____

Town Manager (Capital Purchases \$5,000 + only) : _____

Date: _____

Purchasing Office Use Only

Date Requisition Received: _____

Date Purchase Order Issued: _____

Purchase Order Number: _____

Purchase Order Issued By: _____



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
August 25, 2020

ITEM TITLE:

Ordinance Amending Chapter 18 “Finance and Taxation” of the Christiansburg Town Code in Regards to Provision of a Reduction of Penalty and Interest of Transient Lodging Tax and Meals Tax for Customers in Good Standing and Providing for an Effective Date.

DESCRIPTION:

This proposed ordinance will amend the Town Code to add provisions permitting to reduce the rate of penalty and interest to zero percent for lodging and meals taxes if: (1) customers do not have any past due accounts or bills with the Town; and (2) customers have gone 12 consecutive months with no delinquent payments to the Town. The reduction to 0% would be for only one month.

POTENTIAL ACTION:

Consideration of Approval

DEPARTMENT:

Administration

PRESENTER:

Randy Wingfield, Town Manager

ATTACHMENT:

Draft Ordinance

**ORDINANCE AMENDING CHAPTER 18 “FINANCE AND TAXATION” OF
THE CHRISTIANSBURG TOWN CODE IN REGARDS TO PROVISION OF A
ONE-TIME REDUCTION IN PENALTY AND INTEREST OF TRANSIENT LODGING
TAX AND MEALS TAX FOR CUSTOMERS IN GOOD STANDING
AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Council of Town of Christiansburg, Virginia has considered amendments to Chapter 18 “Finance and Taxation” of the Christiansburg Town Code in regards to the provision of a one-time reduction in penalty and interest on transient lodging tax and meals tax for customers in good standing; and,

WHEREAS, the Town desires to provide a one-time reduction of penalty and interest of transient lodging tax and meals tax for customers in good standing; and,

WHEREAS, Code of Virginia § 58.1-3916 authorizes the Town to establish rates for penalties and interest on delinquent taxes owed to the Town;

NOW THEREFORE, BE IT HEREBY ORDAINED by the Council of the Town of Christiansburg that Chapter 18, “Finance and Taxation” is hereby amended and reenacted as follows:

Chapter 18 – FINANCE AND TAXATION

ARTICLE VII. TRANSIENT LODGING TAX.

Sec. 18-204. Penalty and interest for nonremittance.

- (a) If any person shall fail or refuse to report and remit to the treasurer the tax required to be collected and paid under this article within the time and in the amount as provided for in this article, there shall be added to such tax by the treasurer a penalty in the amount of ten percent thereof and interest thereon at the rate of ten percent per annum, which shall be computed upon the tax and penalty from the date such taxes were due and payable. **Upon written request, the treasurer may reduce the rate of penalty and interest to zero percent for customers who (a) do not have any past due accounts or bills with the town, and (b) have gone 12 consecutive months with no delinquent payments to the town, provided such reduction shall continue for no more than one month.**
- (b) Any failure to timely file and pay the transient lodging tax when due shall constitute a Class 1 misdemeanor.

ARTICLE VIII. MEALS TAX

Sec. 18-233. Penalty and interest.

- (a) If any person whose duty it is to do so shall fail or refuse to make the report required by this article within the time required, there shall be added to the tax by the treasurer a penalty in the amount of ten percent of the tax, or \$10.00, whichever is greater; provided, however, that the penalty shall, in no case, exceed the amount of the tax assessable.

- (b) In the case of delinquent remittance of meals tax a penalty shall be imposed of ten percent for the first month the taxes are past due, and five percent for each month thereafter, up to a maximum of 25 percent of the taxes collected but not remitted; or \$10.00, whichever is greater, provided, however, that the penalty shall, in no case, exceed the amount of the tax assessable.
- (c) The assessment of such penalty shall not be deemed a defense to any criminal prosecution for failing to make the report required by this article. Penalty for failure to file the report may be assessed on the day after such report is due; penalty for failure to pay any tax may be assessed on the day after the first installment is due. Any such penalty, when so assessed, shall become a part of the tax.
- (d) Interest shall also be imposed upon the delinquent tax and penalty at a rate of ten percent per annum and computed from the date such were due and payable.
- (e) **Upon written request, the treasurer may reduce the rate of penalty and interest to zero percent for customers who (a) do not have any past due accounts or bills with the town, and (b) have gone 12 consecutive months with no delinquent payments to the town, provided such reduction shall continue for no more than one month.**

* * *

This ordinance shall take effect on July 1, 2020. If any part of this ordinance is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid. Ordinances or parts of any ordinances of the Town whose provisions are in conflict herewith are hereby repealed.

Upon a call for an aye and nay vote on the foregoing ordinance at a regular meeting of the Council of the Town of Christiansburg, Virginia held August 25, 2020, the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Mayor D. Michael Barber*				
Samuel M. Bishop				
Johana Hicks				
Steve Huppert				
Merissa Sachs				
Henry D. Showalter				
Bradford J. Stipes				

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

SEAL:

Michele M. Stipes, Town Clerk

D. Michael Barber, Mayor



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

August 25, 2020

ITEM TITLE:

Council Options in Appointment of a Member to the Vice-Mayor Position

DESCRIPTION:

Town Council currently makes annual appointment of the Vice-Mayor at the reorganizational meeting at the first regular meeting of Council in January. The Mayor typically makes recommendation of the appointment based on discussions with Council, with consideration of availability of Council members, and the position has been rotated through Council on an annual basis so that each member may have an opportunity to serve in the position. This is in accordance with Sec. 2.15 of the Christiansburg Charter, which reads as follows:

Sec. 2.15. Vice-Mayor.

The Council shall choose from its members a Vice-Mayor who in case of the absence or inability of the Mayor to act shall possess the same powers and discharge the duties of the Mayor during such absence or inability; and in case of the absence or inability of both the Mayor and the Vice-Mayor, the Council shall choose another of its members who shall possess the same powers and discharge the duties of the Mayor during the absence or inability of both the Mayor and Vice-Mayor.

(Acts 1968, ch. 173)

Charter Sec. 2.15 does not specify a term for Vice-Mayor nor a prescribed methodology for the appointment, but rather simply that it is a Town Council appointment. While Council may have other suggestions, two possible methods for consideration are:

- (1) Utilize a similar manner as the current practice; or
- (2) Utilize the top vote getter for each election serving a two-year term (rather than one year) until the next election when the top vote getter of the subsequent election takes the role for a two-year period.

No amendment would be needed to the Charter in regards to adjusting the methodology of the appointment – Council could make the appointment in either of these (or most likely other) methods with the current wording.

POTENTIAL ACTION:

Discussion of options moving forward.

DEPARTMENT:

Administration

PRESENTER:

Randy Wingfield, Town Manager