



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
SEPTEMBER 8, 2020 – 7:00 P.M.

(The meeting will be in-person and streamed on YouTube 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 YouTube page at www.christiansburg.org/YouTube and will remain on 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 public comments, 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, September 8, 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 (none)

IV. CONSENT AGENDA

- A. Meeting Minutes of August 25, 2020.
- B. Resolution recognizing September 6 – 12, 2020 as Suicide Prevention Week.
- C. Approval of contract with Century Engineering, Inc. d/b/a NXL for Construction Engineering and Inspection Services on the Arbor Drive – Peppers Ferry Road Intersection Improvements Project in the amount of \$218,140.80.
- D. Electrical services contract of \$100,000 or more over a 5-year term with Davis H. Elliott Construction Company.
- E. Purchase contract of 2 police vehicles for \$133,334.48 from Sheehy Ford (through Cares Act funds).
- F. Set personal property tax discount percentage to 34.23% for 2020 tax bills in accordance with Personal Property Tax Reform Act.
- G. Reschedule public hearing from September 22, 2020 to October 13, 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.
- H. Schedule public hearing on October 27, 2020 for a Rezoning request by Gay and Neel, Inc.(applicant) for property owned by Golden Triangle Development LLC, located east of the terminus of Simmons Road, N.E. (tax map no. 499-1-5A, 6, 7, 8, 9) and at 390 Teel Street, N.E. (500-5BK2-46, 47, 48, 49). The request is to rezone the approximately 9.56 acre property from A, Agricultural and R-2, Two-Family Residential to R-3, Multi-Family Residential with proffers. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- I. Schedule public hearing on October 27, 2020 for a Conditional Use Permit request – contingent on the preceding request – by Gay and Neel, Inc. (applicant) for property owned by Golden Triangle Development LLC, for a planned housing development to consist of single-family homes at a density of development not to exceed 6.38 units per acre located east of the terminus of Simmons Road, N.E. (tax map no. 499-1-5A, 6, 7, 8, 9) and at 390 Teel Street, N.E. (500-5BK2-46, 47, 48, 49) 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. Children's Trust Board of Director's members Cord Hall and Police Lieutenant Randy Bonds to present regarding the Children's Trust and Children's Advocacy Center of the NRV.
- B. Assistant Director of Engineering Capital Projects and Utilities Justin St. Clair to present on transportation and stormwater capital projects.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Recommendation of reappointment of Karen Drake-Whitney to the Board of Zoning Appeals for a term lasting from August 31, 2020 to August 31, 2025.
- B. [Ordinance to Extend the Emergency Procedures to Ensure the Continuity of Town Government in Response to Covid-19 Disaster.](#)
- C. [Ordinance amending Chapter 30 "Streets, Sidewalks, and Other Public Places" of the Christiansburg Town Code in regards to use of public rights-of-way in the B-2 Central Business District.](#)
- D. [Consideration of digital signage for Fire Department, Recreation Center and Town Hall under Cares Act funding.](#)
- E. Cares Act update on Small Business Recovery Grant Program.

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

A. Closed Meetings:

1. A Closed Meeting under Code of Virginia § 2.2-3711(A)(7), for the consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. The Closed Meeting is for Council discussion of Town's involvement in pending litigation Carrols LLC and A&V Real Estate LLC v. NRV Marketplace, LLC.
2. A Closed Meeting under 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 is for Council to discuss appointment of Clerk of Council.
3. Reconvene in Open Meeting.
4. Certification.
5. Council action on the matters.

XII. ADJOURNMENT

Upcoming meetings of Council:

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

October 13, 2020, 7:00 P.M. – Regular Meeting

October 27, 2020, 7:00 P.M. – Regular Meeting

**CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
AUGUST 25, 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 25, 2020 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Merissa Sachs (joined the meeting electronically at 7:07 P.M. from her residence, due to illness); 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; Public Relations Specialist Amy Southall; Parks and Recreation Director Brad Epperley; Assistant Events Coordinator Marty Gordon; Public Works Director Jim Lancianese; Utilities Superintendent Don Cole.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Councilman Stipes made a motion to add a Resolution Approving Electronic Meetings Policy to the agenda for discussion and approval, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Absent; Showalter – Aye; Stipes – Aye.
- B. Councilwoman Hicks made a motion to remove items B and F from the consent agenda for separate discussion and action by Council. Councilman Stipes seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Absent; Showalter – Aye; Stipes – Aye.

III. PUBLIC HEARINGS

A. 2020 Community Development Block Grant Annual Action Plan.

Assistant Town Manager Andrew Warren reported on the 2020 Community Development Block Grant Annual Action Plan, required by the U.S. Department of Urban Housing and Development prior to accepting the annual allocation, to be used for infrastructure improvement in designated areas. It was reported that the sidewalk project on Park Street had been completed, and that 2020 funding would be used for a water line upgrade off Park Street.

IV. CONSENT AGENDA

- A. Approval of August 11, 2020 Minutes.
- 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.

Councilman Showalter made a motion to approve the consent agenda, with the exception of items B and F, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Absent; Showalter – Aye; Stipes – Aye.

(B) Monthly Bill List. Councilman Showalter made a motion to approve the bill list, seconded by Councilman Stipes. Councilwoman Hicks noted that funding had been placed in the monthly bills for the future Town Park, and asked for a copy of the current park contract. Mayor Barber commented that the funding was under the original contract for design of the park. Mrs. Hicks then referred to the Town-offered Weight Watchers program, and asked how many participants were in the program. Town Manager Wingfield reported that the program was part of the Town's Wellness Program, paid largely in part by the Town's insurance company, and supplemented by the Town with funds combined from this year and last. The program was recently implemented, and once participation numbers were available, they would be provided to Council. Mrs. Hicks then requested that greater detail be provided on the bill list for matters related to the CARES Act. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Absent; Showalter – Aye; Stipes – Aye.

(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.

Councilman Stipes made a motion to recommend the reappointment of Mayor 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.

Councilman Huppert seconded the motion. Councilwoman Hicks asked if the Town appointed an alternate member to serve in the appointee's absence, and suggested changing the term from three years to one. However, she was advised that, as with all Council appointments, in the event the appointee could no longer serve, a new member would be appointed. Mayor Barber then provided a brief overview of the MBC Development Corporation's mission to help facilitate small business growth in Montgomery County. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Absent; Showalter – Aye; Stipes – Aye.

Resolution Approving Electronic Meetings Policy. Town Attorney Reid Broughton explained that Virginia Code had always permitted remote participation for medical reasons, but required a separate written policy by the locality allowing remote participation. In addition, Virginia Code permitted electronic meetings during a state of emergency, which the Town is currently under, and the Continuity of Government ordinance adopted by Council on March 24, 2020, also allowed for electronic meetings, without a physical assembly, for the duration of the emergency. Mr. Broughton also pointed out that Town Code generally placed control of meetings on the presiding officer, including "excusal" of a member. However, even with those things in place, Mr. Broughton advised it was in the Town's best interest to adopt a policy providing for remote participation for medical reasons, and provided Council with a drafted Resolution Approving Electronic Meetings Policy for consideration. Councilman Stipes made a motion to approve the resolution as presented, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Absent; Showalter – Aye; Stipes – Aye. Mr. Broughton noted that Virginia Code required the location of the elected official's remote participation be stated for the record.

After the approval of the Electronic Meetings Policy, Councilwoman Sachs joined the meeting remotely from her residence at 7:07 P.M.

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.

Public Works Director Jim Lancianese provided a brief overview of SHARP, and the Town's efforts in seeking the recognition since 2016. He announced that on August 21, 2020, the Town's Wastewater Treatment Plant (WWTP) had been recognized as a

Virginia SHARP worksite by the Virginia Occupational Safety and Health Administration (VOSH) in coordination with OSHA for its exemplary safety and health practices. The WWTP anticipated receiving SHARP certification in 2021. Mr. Lancianese noted that this was the first time the recognition had been awarded within the public sector in Virginia, and recognized the WWTP employees who were instrumental to the achievement: Utilities Superintendent Don Cole, Safety Coordinator Chris Sartin, Operations Supervisor Zack Trout, Lab Manager Helen Pack, Crew Supervisor of Operations Heather Dodd, Program Coordinator Jacque Peyton, Facilities Operator Daniel Todd, and operator-in-training Aaron Cleveland. Mr. Lancianese thanked Town Council and administration for its support, and Council congratulated Mr. Lancianese and the WWTP staff for the recognition, and expressed appreciation for the department's hard work and dedication to the community.

B. Update on the Christiansburg Farmers Market presented by Director of Parks and Recreation Brad Epperley and Assistant Events Coordinator Marty Gordon.

Mr. Epperley and Mr. Gordon provided Council with an update on the 2020 Farmers Market season that included challenges due to Covid-19 restrictions and steps taken to ensure success of the market, despite the challenges. Mr. Epperley talked about the importance of community partnerships in meeting the goals and needs of the community, and announced that the market had secured approximately 18 – 24 vendors, and experienced approximately 300 customers each week. Mr. Gordon provided an overview of the special events held during the farmers market to spark interest in the community and encourage attendance, along with future planned events. Mr. Gordon described the active marketing approach to growing the market through social media, partnerships, and contests, and shared positive comments about the market from vendors. Mr. Gordon clarified that the Town did not charge a fee for vendor set-up, and that vendor sales for the first eleven weeks of the market were approximately \$21,700. The last day of the market was planned for October 22. Council thanked Mr. Gordon and Mr. Epperley for their efforts in promoting the market and for the update.

C. Wing Policy and Governmental Affairs Representative Nick Devereux to Present on Wing's Drone Delivery Operation.

Nick Devereux presented to Council, electronically via Zoom, an update on Wing operations in Christiansburg since its introduction ten months ago. Beginning with a brief background on Wing, Mr. Devereux reported that, while Wing was an international operation, the Christiansburg location was its only location in the United States to date. The program uses a drone delivery system to deliver goods to customers. Mr. Devereux talked about the current partnerships that support the program and efforts to expand partnerships within Montgomery County. Mr. Devereux stated that the community engagement in Christiansburg was an important aspect in the program's success, and he explained the company's efforts to educate local students on drone technology through

on-site tours. Mr. Devereux talked about limitations due to Covid-19, but noted a significant surge in demand during the pandemic. Overall, the community response to the program had been overwhelmingly positive, with concerns limited to safety, privacy, and noise and stressed that they tried to be responsive to concerns. Council thanked Mr. Devereux for the presentation.

D. CARES Act Funding Update by Assistant Town Manager Andrew Warren.

Mr. Warren provided Council with an update on the Small Business Recovery Grant program, including parameters of the program, eligibility criteria, and maximum funding. In addition, he introduced two traditional community support programs to potentially allocate CARES Act funding included provisions for non-profit support and childcare provider support. The Small Business Recovery Grant program, which opened August 19, has received twenty-two applications to date, and Mr. Warren noted that an Application Review Committee member recommendation would be presented to Council on September 8 for consideration. Councilwoman Hicks requested that an announcement of the Small Business Recovery Grant be advertised on the Town's website homepage banner, and recommended that staff from the Montgomery County Economic Development Commission be appointed to the review committee. She then offered the recommendation that a local bank administer the grant program; however, Mr. Warren noted that bank administration had not been a model used by localities. Mrs. Hicks said it was important to make the public aware that a business was not required to be located in the Central Business District, nor a member of the Montgomery County Chamber of Commerce, to be eligible for funding under the Small Business Recovery Grant program.

VI. CITIZEN COMMENTS

- A. Jeff Akers, 345 Howery Street and lifelong resident of Christiansburg, expressed concern for the safety of his family following specific complaints he stated regarding the Police Department involving his daughter's assault case. Mr. Akers said he believed his family had been harassed through the situation and continued to be harassed by the Town in the potential demolition of the house at 208 Cooper Lane that was owned by his family, and subsequent billing and lien for costs incurred by the Town for the demolition. Mr. Akers said procedures had not been followed by the Town in demolition preparations, and that Town Manager Wingfield had not provided him with inspection reports for various other properties that he had requested. In addition, Mr. Akers said he was an essential worker through the pandemic, and cautioned the Town that the blinking signs and prohibition of parking near Power Zone deterred people from coming into the community.
- B. Lauren Yoder of Floyd County and 9-year member of the Floyd Board of Supervisors, addressed Council as a vendor of the 2020 Farmers Market. Mr. Yoder said it was a privilege to represent his business, No Rest Farm, at the Christiansburg Farmers Market,

and talked about the importance of farmers markets to his family farm, and farms in general, especially during difficult times like the pandemic, a sentiment expressed during a recent committee meeting of the Virginia Association of Counties Agriculture and Environment Committee, which he Chaired. No Rest Farms, which offers USDA beef and pork, was invited to participate in the market by Marty Gordon, which Mr. Yoder said had been good for his business, and he planned to continue participating. Based on his experience selling at other farmers markets, Mr. Yoder recommended the Town provide a permanent structure for the market to increase its success in the future.

- C. Angela Akers, 345 Howery Street, commented that the photos presented by her husband, Jeff Akers, were of the damage done to 208 Cooper Lane during asbestos removal in preparation for demolition. Mrs. Akers said she did not understand how damage like that could be done to their property, and then they be billed for it. She added that the property had been secured and surrounded by fencing prior to the Town's involvement, and that the entire situation had been unfair to her family.

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.

Councilman Stipes reported on the request that would tidy up property lines and allow for the expansion of Christiansburg Primary School and Christiansburg Elementary School, as well as re-align the right-of-way for Betty Drive to ensure it followed the original road design. The requests have been reviewed by staff and Street Committee, and Councilman Stipes made a motion to approve, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- 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).

Councilman Stipes reported that the request would advance outparcel development, which he described, and noted that all aspects of outparcel development would be reviewed by staff for compliance with the Town Code, the applicable ordinances, and other requirements. The Street Committee has reviewed the request and recommended approval. Councilman Stipes made a motion to approve the subdivision plat, seconded by Councilman Showalter.

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

3. Plat Showing Subdivision of Tax Parcel 500-(A)-5M1 Hereby Creating Lots 1, 2, & 3 – Located at 350 Industrial Drive, N.E.

Councilman Stipes reported that the request was to subdivide one lot into three, for possible development of one lot for a use that complied with approved uses for the industrial park district. All parcels would share one entrance point. The Street Committee has reviewed the request and recommended approval. Councilman Stipes made a motion to approve the subdivision plat, seconded by Councilwoman Hicks. 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. 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.

Councilman Showalter made a motion to approve the ordinance amendment with a retroactive effective date of July 1, 2020, as recommended by Finance Director Val Tweedie, seconded by Councilwoman Hicks. Councilwoman Sachs noted that the lodging and meals taxes were “pass through” taxes, and suggested the Town consider additional ways to offer relief to small businesses across the board through various required fees, such as business license fees. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

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

Councilman Bishop pointed out that he had inquired about procedures for appointing vice-mayor when he was first elected to Council, but that there had been no follow up discussions on the matter. Mr. Bishop asked Council to consider options other than the current nomination process for possible discussion in a work session, with the goal of developing a process that would allow Council alone to select its vice-mayor, rather than the sitting mayor suggesting a candidate for vote, and he suggested a “straw-vote” process to determine the nominee. Councilman Showalter clarified the current written Town policy that interested members seek nomination and appointment by fellow council members only, and expressed support for the existing nomination process. Councilwoman Hicks expressed concern that she could be discriminated against under the existing nomination process and supported exploring other options. Councilman Showalter pointed out that a nomination/appointment was not an act of discrimination

against other council members who were not nominated/appointed. Councilman Huppert said he supported council's tradition of rotating members in its nomination process, which allowed all members the opportunity to serve as vice-mayor. Councilman Stipes said he saw no problems with the current nomination process, but was willing to consider other options if that was Council's decision. Councilwoman Sachs commented that there did not seem to be a problem with the Town's nomination process, until the current year, and she expressed support for the nomination process, but agreed to discuss other options if that was Council's decision. Mayor Barber noted the majority of Council favored leaving the policy as is, but would bring back for further discussion at a future meeting.

IX. STAFF REPORTS

A. Town Manager:

- Mr. Jim Stewart, long-term Chair of the Board of Zoning Appeals, recently passed away. Council agreed to advertise the vacancy, with applicants to be interviewed by Council.

B. Town Attorney:

C. Other Staff:

X. COUNCIL REPORTS

- A. Councilman Stipes, no report.
- B. Councilman Showalter, no report.
- C. Councilman Huppert, no report.
- D. Councilman Bishop announced a Central Business District Committee virtual meeting on August 26, 2020 at noon.
- E. Councilwoman Hicks requested information on the diversity of individual Town departments, and Councilman Showalter recommended the Town develop a Diversity and Inclusion Committee to oversee the reporting. Town Manager Wingfield said he would discuss the matter at the next staff meeting.
- F. Mayor Barber, no report.

XI. OTHER BUSINESS

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:03 P.M.

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION RECOGNIZING SEPTEMBER 6-12, 2020 AS NATIONAL SUICIDE PREVENTION WEEK

WHEREAS, on average there are 123 suicides every day in the United States; and

WHEREAS, on average, one person dies by suicide every seven hours in Virginia; and

WHEREAS, suicide is the 10th leading cause of death in Virginia; and

WHEREAS, suicide is the second leading cause of death for Virginians ages 10-34; and

WHEREAS, the national rate of suicide is increasing across all ethnicities and age groups; and

WHEREAS, public awareness of warning signs and available resources for at-risk individuals is essential to continue lowering the rate of suicide; and

WHEREAS, local organizations—such as New River Valley Community Services—and community support are vital to continuing the fight against suicide and tragic loss of lives; and

WHEREAS, the Town of Christiansburg supports efforts to reduce stigma surrounding suicide and increase awareness of resources for those experiencing suicidal thoughts;

NOW, THEREFORE, BE IT RESOLVED that the Christiansburg Town Council, meeting in regular session on September 8, 2020, declares the week of September 6-12, 2020 as National Suicide Prevention Week in Christiansburg, Virginia, and does call upon the citizens of Christiansburg to join in this special observance.

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop

Johana Hicks

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

D. Michael Barber, Mayor*

*Votes only in the event of a tie.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:
September 8, 2020

ITEM TITLE:

Contract with Century Engineering, Inc. d/b/a NXL for Construction Engineering and Inspection Services on the Arbor Drive – Peppers Ferry Road Intersection Improvements Project in the amount of \$218,140.80.

DESCRIPTION:

Award of a contract in the amount of \$218,140.80 to Century Engineering, Inc. d/b/a NXL, for Construction Engineering and Inspection Services on the Arbor Drive – Peppers Ferry Road Intersection Improvements 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:

NA

Information Provided:

Draft Contract: <https://christiansburg.box.com/s/x7y348e4zd73kpx470mt38i7869k791z>
Procurement records are available by request



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

AGENDA LOCATION: Consent Agenda **Meeting Date:** September 8, 2020

ITEM TITLE: Electrical services contract of \$100,000 or more over a 5-year term with Davis H. Elliott Construction Company.

DESCRIPTION: To sign contract 20-0023 RFP with Davis H. Elliott Construction Company, Inc. for one year, with the possibility of four (4) one-year renewals, to provide needed electrical maintenance and repairs to the Town. This contract also provides specialty electrical installation, repairs and maintenance for traffic signals, and overhead and underground electrical distribution lines. The Town may pay the contractor, via this time and materials contract, \$100,000 or more over a five year term.

POTENTIAL ACTION: Approval

DEPARTMENT: Public Works

PRESENTER: James Lancianese

ITEM HISTORY: The Town has contracted with various electrical contractors over the years to perform electrical installations, repairs and maintenance. Issuing bids and proposals for projects is time-consuming and may delay the completion of time-sensitive projects. This contract will allow the Town to contact one contractor to arrange and schedule needs electrical installations, repairs and maintenance.

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

<https://christiansburg.box.com/s/ylfy9g28q9a6l51ow7qxbiiimclonn86>



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

September 8, 2020

ITEM TITLE:

Purchase contract of 2 police vehicles for \$133,334.48 from Sheehy Ford (through Cares Act funds).

DESCRIPTION:

To acquire two fully equipped police vehicles to provide additional resources in the event a police vehicle becomes contaminated as a result of transporting persons with or suspected to be COVID19 positive. The funding for these vehicles will come from the Cares Act funding.

POTENTIAL ACTION:

Approval of Purchase

DEPARTMENT:

Police Department

PRESENTER:

Mark Sisson

ITEM HISTORY:

INFORMATION PROVIDED:

- Purchase Requisition
- Vehicle quote



TOWN OF CHRISTIANSBURG - PURCHASE REQUISITION

Revision Date:	October 2016
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Capital Purchase Y/N:

Department:	Christiansburg Police Department	Date of Request:	8/28/2020
Requestor:	Sergeant Darren Epperly	Date Needed:	12/15/2020
Approved by:	Chief Mark Sisson		
Vendor:	Sheehy Ford 641 Johnston Willis Drive, Richmond, VA 23236-3954		
Alt. Vendor:			
Alt. Vendor 2:			

Quotes Attached Y/N:	Yes	Ship To:
Sole Source Y/N:	No	C.P.D.
Emergency Purchase Y/N:	No	10 East Main Street
Estimated Dollar Amount of Purchase:	\$ 133,334.48	C'burg, VA 24073
Maximum Amount Approved:	\$ 133,334.48	

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
2		2020 Ford Interceptor Utility Police Vehicle		\$ 66,386.260	\$ 132,772.52
Account Code:		Cares Grant Purchase			\$ -
					\$ -
Account Code:					\$ -
Account Code:					\$ -
Account Code:					\$ -
Account Code:					\$ -
Account Code:					\$ -
Total Dollars from Item Listing Sheet (if applicable):				\$ -	
Shipping / Freight Estimate:				\$ 561.96	
Total:				\$ 133,334.48	

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: 8-28-20

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:

Sheehy Ford - Municipal Sales & Service

641 Johnston Willis Drive - Richmond, VA 23236-3954

Phone: (804) 419-1364 - Fax: (804) 378-3685

QUOTE

Sold To: Christiansburg PD
 Christiansburg Police Department
 10 East Main Street
 Christiansburg, VA 24073

Contact: Sgt. Darren Epperly

Phone: (540) 381-3014 **Ext.**

Fax:

R.O. No:	
Date	08/28/20
Quote #	AAAQ11249-02
P.O. Number	
C/I Pay:	
Customer No:	
Rep	Shayne Adkins

Year: 2020 Make: Ford Model: PI Utility V.I.N. Stock No:

QTY	Part Number	Product Description	Unit Price	Ext. Price	Shipping	Labor	Outside Contractor
		Patrol Unit- Units. Price is FOR BOTH UNITS NT205957-NT205958			\$0.00	0.00	
		Vehicle			\$0.00	0.00	
2	K8A	Vehicle per Specs of Spreadsheet.	\$38,641.50	\$77,283.00	\$0.00	0.00	0.00
		Upfit			\$0.00	0.00	
2	380830	Bosch Style Ignition Relay. 75A SPST,12V.	\$40.89	\$81.78	\$0.00	2.00	0.00
2	5032	Blue Sea(78163B). Blue Sea Systems 5032 ST Blade Split Bus Fuse Block, 12 Circuits, 30A-100A	\$62.00	\$124.00	\$0.00	2.00	0.00
2	SMS20FPIU	Enable Factory Wig-Wags and Disable Wig-Wags once parking lights are active.(VA Code)	\$0.00	\$0.00	\$0.00	2.00	0.00
2	WCCBL100	WeCan X 100' Cable Spool	\$125.00	\$250.00	\$0.00	0.00	0.00
		Front End			\$0.00	0.00	
2	5344A	2020 PI Utility Push Bumper Go Rhino All Aluminum.	\$295.00	\$590.00	\$85.78	5.00	0.00
2	794H-76-1000-10 39-0	794H Opticom Emitter. MOUNTED TO PUSHBUMPER.	\$1,075.00	\$2,150.00	\$0.00	2.00	0.00
2	TCRHT2	TRIO Tracer 2 Lamp Housing R/B/W	\$405.00	\$810.00	\$0.00	3.00	0.00
6	TCRLBK7	L Mounting Bracket and Hardware for Whelen Tracer Series	\$6.50	\$39.00	\$0.00	0.00	0.00
2	TLI2J	T-Series DUO ION Super LED, Whelen, Surface Mount Lighthead, (Sold in Pairs) Red/Blue, black flange, Scan-Lock Flash Patterns, 4 wire pigtail.	\$196.56	\$393.12	\$0.00	4.00	0.00
2	VTX609C	Whelen, Vertex, "CLEAR" (Sold In Pairs), Hide-A-Way Super-LED Lights, Single Self Contained Lightheads With 25 Scan-Lock Flash Patterns & Steady Burn	\$130.86	\$261.72	\$0.00	4.00	0.00
2	VTXADAPT	Twist-In Adapter for use with Ford Factory Prep Option(SOLD IN PAIRS)	\$12.96	\$25.92	\$0.00	0.00	0.00
2	TLI2D	T-Series DUO ION Super LED, Whelen, Surface Mount Lighthead, (Sold in Pairs) Red/White, black flange, Scan-Lock Flash Patterns, 4 wire pigtail.	\$196.56	\$393.12	\$0.00	4.00	0.00
2	TLI2E	T-Series DUO ION Super LED, Whelen, Surface Mount Lighthead, (Sold in Pairs) Blue/White, black flange, Scan-Lock Flash Patterns, 4 wire pigtail.	\$196.56	\$393.12	\$0.00	4.00	0.00

Continued on Next Page

Quote No: AAAQ11249-02

Page 1 of 4

QTY	Part Number	Product Description	Unit Price	Ext. Price	Shipping	Labor	Outside Contractor
4	CEM16	16 Output, 4 Input WeCanX Expansion Module. Mount in Front. Mount other in Rear of Vehicle	\$150.80	\$603.20	\$0.00	10.00	0.00
		Lightbar			\$0.00	0.00	
2	EB2DEDE	54" Legacy WCX DUO Lightbar. Red/Blue Emergency Lighting with White Override "Flood Feature" in Front and on Corners. Red/Blue Emergency with Amber T/A Override in the Rear.	\$2,002.80	\$4,005.60	\$32.00	4.00	0.00
		Side/Intersection Lighting			\$0.00	0.00	
4	AVW13RBC	Single Avenger II R/B/W with Pigtail Wire	\$149.65	\$598.60	\$0.00	4.00	0.00
		Rear Lighting			\$0.00	0.00	
2	I2J	ION, DUO, Whelen, LED, Red/Blue (Sold In Pairs) Super-Series LED Light, Scan-Lock Flash Patterns, (1) 4-Wire Pig Tail), Black Housing. MOUNTED IN REAR HATCH	\$190.00	\$380.00	\$0.00	4.00	0.00
2	VTX609R	Whelen, Vertex, "RED" (Sold In Pairs), Hide-A-Way Super-LED Lights, Single Self Contained Lightheads With 25 Scan-Lock Flash Patterns & Steady Burn. MOUNTED IN REVERSE LAMP AREA OF TAIL LIGHT	\$130.86	\$261.72	\$0.00	4.00	0.00
2	VTX609B	Whelen, Vertex, "BLUE" (Sold In Pairs), Hide-A-Way Super-LED Lights, Single Self Contained Lightheads With 25 Scan-Lock Flash Patterns & Steady Burn. MOUNTED IN TURN SIGNAL AREA OF TAIL LIGHT	\$130.86	\$261.72	\$0.00	4.00	0.00
2	VTXADAPT	Twist-In Adapter for use with Ford Factory Prep Option(SOLD IN PAIRS)	\$12.96	\$25.92	\$0.00	0.00	0.00
4	3SC0CDCR	Whelen, 3" White Compartment Light	\$57.15	\$228.60	\$0.00	3.00	0.00
2	TLM12J	Mini T-Series Ion, DUO Red/Blue, (Sold in Pairs). 1.50" H x .50" D x 3.34" L. Surface mount.	\$171.45	\$342.90	\$0.00	4.00	0.00
4	AVW23RBC	Dual Avenger II R/B/W with Pigtail Wire	\$287.65	\$1,150.60	\$0.00	4.00	0.00
		Siren Controller/Console			\$0.00	0.00	
2	C-VS-1012-INUT	Console, 22", Havis Shield, for 2020 Ford PI Utility, 10 inch angled, 12 inch rear horizontal space, includes; OEM USB and lighter plug cutout, two (2) additional 12 volt sockets with wire and fuse, rocker switch or dual USB charge module cutout, OEM parking brake relocation cutout	\$387.10	\$774.20	\$80.00	3.00	0.00
2	CM009785-1	HVAC Relocation Bracket Kit, Havis Shield, Option used in C-VS-1012-INUT console if vehicle is equipped with rear HVAC controller	\$44.72	\$89.44	\$0.00	1.00	0.00
2	C399	Cencom Core. Amplifier Control Module, Flashing Outputs, Includes 3 WeCanX Ports, and Controls up to 99 Devices/Remote Modules, Control Heads Purchased Separately	\$790.30	\$1,580.60	\$0.00	9.00	0.00
2	C399K1	OBD II CANPORT for 2016-2019 Ford Interceptor Utility, 2020 Ford Interceptor Utility used with Factory Option 61B, 2016-2020 Ford F-150, 2018-2019 Ford, F-250/350/450/550, Expedition and Transit 150/250/350, 2017-2019 Ford Fusion (All Models), 2020 Ford Fusion Hybrid and 2016-2017 Dodge Charge	\$90.35	\$180.70	\$0.00	0.00	0.00
2	CCTL6	Cencom Core Controller. Includes 3 Section Control Head and 8 Push-Buttons, 4-Position Slide Switch with a 7-Position Rotary Knob, Manual, Airhorn Plus 3 Traffic Advisor Switches and Microphone with Extension Cable	\$245.05	\$490.10	\$0.00	0.00	0.00
2	C-EB40-CCS-1P	4" 1-Piece Equipment Mounting Bracket Fits Whelen Cencom CCSRNC, CCSRNTA, MPC03	\$0.00	\$0.00	\$0.00	0.00	0.00
2	C-EB25-KNX-1P	2.5" 1-Piece Equipment Mounting Bracket, Fits Kenwood NX-5800 self-contained and KCH-19 remote head radios	\$0.00	\$0.00	\$0.00	0.00	0.00

Continued on Next Page

QTY	Part Number	Product Description	Unit Price	Ext. Price	Shipping	Labor	Outside Contractor
2	C-EB30-CDR-1P	3" Faceplate CDM 1250/750. (1-Piece)	\$22.40	\$44.80	\$0.00	0.00	0.00
2	C-FP-05	1/2" Filler Plate	\$0.00	\$0.00	\$0.00	0.00	0.00
2	CUP2-1001	Self-Adjusting Double Cup Holder. Self-adjusts to fit cups up to 3.5" in diameter. Occupies 4-inches of equipment bracket space, with a depth of 3-inches	\$44.45	\$88.90	\$0.00	0.00	0.00
2	C-USB-2	Dual USB Charge Module, Havis Shield	\$56.95	\$113.90	\$0.00	1.00	0.00
2	C-AP-0325	3", Storge Box, 2.5"	\$36.51	\$73.02	\$0.00	0.00	0.00
4	C-FP-25	2-1/2"Filler Plate	\$0.00	\$0.00	\$0.00	0.00	0.00
2	C-ARM-103	Armrest (For Top Mount Console), Large Pad, Height Adjustable Flip-up Hinge. (Rear Mounted on Console)	\$96.52	\$193.04	\$0.00	0.50	0.00
2	425-3816	Magnetic Mic Mount, Single Pack, Jotto Desk, Flashlight	\$31.49	\$62.98	\$4.00	0.00	0.00
2	25302-Supplied	Streamlight Stinger DS C4 LED with 120V AC & DC Cords - 2 Chargers - Black. MOUNTED TO ON METAL OF PRO-CELL TO THE RIGHT SIDE.	\$0.00	\$0.00	\$0.00	1.50	0.00
		Prisoner Transport/Weapons Security			\$0.00	0.00	
2	P1000UINT20AO SB	Pro-Cell, Single Prisoner Transport System, Ford Utility Interceptor 2020, Single Prisoner Compartment, 1/2 Partition, Full Width Transport Seat; Floor Pan, Pair Rear Door Panels; Pair Window Barriers; Lower Extension Panel, Polycarb. Center Divider, and Cargo Barrier (Poly Window), Outboard Seat Belts.	\$2,116.84	\$4,233.68	\$278.48	14.00	0.00
2	3SC0CDCR	Whelen, 3" White Compartment Light. MOUNTED TO CEILING IN PRISONER COMPARTMENT AREA	\$57.15	\$114.30	\$0.00	1.50	0.00
		Cargo Storage			\$0.00	0.00	
2	C-TTP-INUT-1201	Raised Fold Up Cargo Plate fits 2020 Ford Interceptor Utility Plate assembly with fold up equipment platform for mounting electronic components underneath. Replaces OEM rear cargo floor / spare tire cover. Includes two (2) gas springs for assistance in opening or closing door	\$536.32	\$1,072.64	\$50.00	5.00	0.00
2	C-TTP-INUT-4	Equipment Tray, Premium fold up trunk plate fits 2020 Ford Interceptor Utility Attaches to the inside of the rear cargo area above spare tire Equipment tray mounting surface = 25"wide x 30"long. Must use with C-TTP-INUT-1201	\$192.04	\$384.08	\$0.00	2.00	0.00
2	C-TTP-INUT-PRO KIT	Adapter Kit for Havis TTP and ProGard Partition in 2020 Interceptor	\$57.51	\$115.02	\$10.30	1.00	0.00
2	T-FDEXRS1-20N-PS-ZC	Custom Cabintet for Christiansburg PD. Drawing C10414.	\$1,291.75	\$2,583.50	\$0.00	2.00	0.00
		Radios/Camera/Radar			\$0.00	0.00	
2	E3	Eagle 3 Radar System	\$2,622.00	\$5,244.00	\$0.00	4.00	0.00
2	CAMERA	L3 Camera System Flashback HD	\$5,905.75	\$11,811.50	\$0.00	5.00	0.00
2	SUPPLIED Radio	Install of SUPPLIED Radio & Antenna	\$0.00	\$0.00	\$0.00	3.00	0.00
4	COAX 1	Antenna Coax Cable End User To Console of the Vehicle for Install	\$18.55	\$74.20	\$0.00	4.00	0.00
		Computer/Docking Station			\$0.00	0.00	
2	CG-X	Charge Guard-Select, Havis Shield, Self Contained Unit Provides Circuit Protection For Vehicle Power System, Regulated By a Programmable Timer, LED Indicates Under And Over Voltage Conditions, Protects Mobile Electronics From Voltage Anomalies	\$77.09	\$154.18	\$6.50	2.00	0.00
2	C-MD-112	Swing Arm With Motion Adapter ,Heavy duty mount, 11 inch Slide out, Tilt/swivel	\$276.12	\$552.24	\$14.90	0.50	0.00

Continued on Next Page

QTY	Part Number	Product Description	Unit Price	Ext. Price	Shipping	Labor	Outside Contractor
2	DS-PAN-1112-2	Docking Station with Dual Pass-Through Antenna connection for Panasonic TOUGHBOOK 33, 2-in-1 Laptop with Power Supply	\$1,098.18	\$2,196.36	\$0.00	2.50	0.00
<i>Quote Expires after 60 Days From Issue Date</i>						Parts	\$122,881.02
						Labor (Hours/Amt)	135.50 \$8,807.50
						Sales Tax	\$0.00
						Shipping	\$561.96
						Outside Contract Work	\$0.00
						Misc. Supplies	\$1,084.00
						Total	\$133,334.48

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Enthusiastically Helping You!*



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

AGENDA LOCATION:
CONSENT AGENDA

Meeting Date:
SEPTEMBER 8, 2020

ITEM TITLE:
Personal Property Tax Relief Act (PPTRA) percentage for 2020

DESCRIPTION:
Each year the town receives \$228,552.85 in funds from the state to provide relief on personal Property tax bills for its citizens with qualifying vehicles pursuant to the Personal Property Tax Relief Act. This year the calculated relief percentage is 34.23%. This is a decrease from last year's percentage of 35.10%.

POTENTIAL ACTION:
Approval of the personal property tax relief percentage of 34.23% to be applied to qualifying vehicles for 2020 tax bills.

DEPARTMENT:
Finance

PRESENTER:
Val Tweedie

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

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

Based on the data received to date and review of prior years we have calculated the PPTRA percentage for this year to be 34.23%. This is a 0.87% drop from last year's relief percentage of 35.10%. The change is due primarily to an increase in the number of qualifying vehicles and the increased values for those vehicles.

2019

TOWN OF CHRISTIANSBURG

PPTRA PERSONAL PROPERTY TAX RELIEF ACT

VALUES BASED ON ESTIMATED PRORATED VALUES FOR ADDS AND DELETES

ESTIMATED
vehs.

VALUE FOR 1000 AND LESS		
1001-20000	757,126	1,109
OVER 20000	103,311,346	15,767
LESS THAN 1,000	42,858,000	2,143
1,001 TO 20,000	3,407.07	
OVER 20,000	464,901.06	
TOTAL ASSESSED	192,861.00	
	661,169.13	
TOTAL ASSESSED	661,169.13	
LESS 100% RELIEF	3,407.07	
BASE	657,762.06	
STATE REIMBURSEMENT (PPTRA)	228,552.85	
LESS UNDER 1,000	3,407.07	
	225,145.78	

TOWN OF CHRISTIANSBURG

PROPERTY TAX RELIEF PERCENTAGE

34.23%



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

September 8, 2020

ITEM TITLE:

Ordinance authorizing extension of Continuity of Town Government in Response to the Covid-19 Disaster

DESCRIPTION:

Council previously adopted this ordinance on March 24, 2020. It will expire on September 24, 2020 absent action by Council. Due to the ongoing pandemic, an extension is proposed. The proposed ordinance shall be in effect until repealed by this Council or expiration of a period not exceeding six months from the end of the disaster, whichever comes first.

POTENTIAL ACTION:

Consider Approval

DEPARTMENT:

Administration

PRESENTER:

Randy Wingfield, Town Manager

ATTACHMENT:

Draft Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE COUNCIL OF THE TOWN OF CHRISTIANSBURG,
VIRGINIA, INSTITUTING EMERGENCY PROCEDURES TO ENSURE
CONTINUITY OF TOWN GOVERNMENT IN RESPONSE TO COVID-19 DISASTER.**

WHEREAS, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency for the entire United States to aid the healthcare community in responding to the novel coronavirus or "COVID-19"; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 12, 2020, by Executive Order No. 51, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia due to the spread of the COVID-19 virus, as authorized by Virginia Code § 44-146.17, and declared the anticipated effects of COVID-19 to be a disaster within the meaning of Virginia Code § 44-146.16; and

WHEREAS, on March 13, 2020, the President of the United States found and proclaimed that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020; and

WHEREAS, on March 17, 2020, the Director of Emergency Management of the Town issued, pursuant to Virginia Code § 44-146.14, a Declaration of Emergency in the Town of Christiansburg due to the spread of COVID-19; and

WHEREAS, the Town Council has confirmed or ratified the local Declaration of Emergency and it continues in effect; and

WHEREAS, on March 17, 2020, Governor Northam, jointly with the Virginia State Health Commissioner, declared a continuing public health emergency in Virginia resulting from the spread of COVID-19 virus, and imposed stringent measures to combat the spread of COVID-19; and

WHEREAS, Town Council understands and acknowledges that the public health threat posed by COVID-19 constitutes a real and substantial danger to persons in the Town of Christiansburg; that the limitations on physical assembly of persons may be necessary to protect the public health; and that Town Council and other Town boards, commissions, committees, authorities and other public bodies must conduct themselves accordingly; and

WHEREAS, compliance with the limitations on physical assembly occasioned by the COVID-19 public health crisis may make it difficult or impossible for Town Council and other public bodies to safely physically assemble to conduct meetings and hold public hearings in accordance with ordinarily applicable procedures; and

WHEREAS, Virginia Code § 15.2-1413 authorizes any locality, by ordinance, to provide for methods to assure continuity in its government in the event of a disaster such as that created by the spread of COVID-19.

WHEREAS, Chapter 1283 of the 2020 Acts of Assembly § 4-0.01(g) permits any public body, including any state, local, regional, or regulatory body, to meet by electronic communication means without a quorum of the public body or any member of the governing board physically assembled at one location when the Governor has declared a state of emergency in accordance with Virginia Code § 44-146.17, provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body or governing board to assemble in a single location; (ii) the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body and the discharge of its lawful purposes, duties, and responsibilities; and (iii) the public body shall make available a recording or transcript of the meeting on its website in accordance with the timeframes established in Virginia Code §§ 2.2-3707 and 2.2-3707.1

WHEREAS, Council previously adopted this ordinance on March 24, 2020, it will expire on September 24, 2020 absent action by Council, and Council now desires to readopt this ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Christiansburg, Virginia:

1. That, the following emergency procedures are hereby instituted to ensure continuity of government during the pendency of the COVID-19 disaster:
 - A. Any process, procedure, matter or transaction which typically allows for the physical presence of the public in a Town building that has been declared or in the future is declared to be closed to the public during the pendency of the Emergency Declaration is hereby suspended unless conducted in accordance with this ordinance or other provision of law.
 - B. The Town Manager is authorized to take actions objectively reasonable and necessary in the public interest to alter schedules, arrange for alternative procedures consistent with this ordinance, provide programming and services, pay bills, engage contractors, hire employees, set and manage a succession plan effective in the event of unavailability of staff, adjust administrative processes and procedures in light of the disaster, all in keeping with the U.S. Centers for Disease Control and Virginia Department of Health guidance/directives, and consistent with State and Local Declarations of Emergency and other directives and law.
 - C. Meetings required, and agenda items scheduled or proposed to be considered by the Town Council and other Town boards, commissions, committees, authorities and other public bodies, for the duration of the emergency but not to exceed six (6) months from the end of the disaster, are deemed continued and extensions therefor are hereby ordered if the body does not meet as permitted herein or in

other applicable law and take action during that time, including those items for which applicable law requires an affirmative action to be taken within a particular time and failure to act is deemed approval.

- D. Meetings of the Town Council and other Town boards, commissions, committees, authorities and other public bodies may be held through electronic communication means with a quorum of members participating but without a need for a quorum of members physically present in a single location, in accordance with the provisions of Virginia Code § 2.2-3708.2(A)(3), including the public notice requirements, and at such a meeting may consider any item of business which the public body deems essential or appropriate for the continuity of the work of the public body.
- E. Such meetings may be held without permitting members of the public to be physically present in a single location or in the same physical location as any of the public body members, so long as alternative arrangements for public access to such meetings are made. Such alternative public access may be electronic, including but not limited to audio, telephonic, or video broadcast.
- F. For any matter considered by the Council or other Town public body during the pendency of the local emergency which typically require open doors, public attendance, or public participation by law, such requirements are hereby altered and may be met by electronic, telephonic, and/or written means by the body, which may meet electronically or in person or in some combination thereof as circumstances may permit.
- G. For any matter so considered also requiring public comment or hearing, such will be allowed, solicited or received by the body by electronic, telephonic, and/or written means prior to the vote on such matter. All such comments will be heard by or provided to the members of the body and made a part of the record of such meeting.
- H. Notices of meetings will be provided by email directly to those who have elected in writing in the previous calendar year to receive such notices, and if practicable, will also be provided on the Town website and by other means selected by the Town Manager. To the extent practicable, notices will also be provided as provided by general law or the Town Charter.

2. That the provisions in Section 1 of this Ordinance shall be in effect until repealed by this Council or expiration of a period not exceeding six months from the end of the disaster, whichever comes first. This Ordinance may be amended as provided herein or by general law or the Town Charter. Upon repeal or expiration of this Ordinance, the matters referenced herein shall resume operation in accordance with normal practices and procedures.

3. This ordinance shall be effective upon adoption.

ADOPTED by the Town Council of the Town of Christiansburg, Virginia, this ____ day of September, 2020.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held September ___, 2020, members of Council stood opposite their names as indicated:

AYE NAY ABSTAIN ABSENT

Samuel M. Bishop

Johana Hicks

Steve Huppert

Merissa Sachs

Henry D. Showalter

Bradford J. Stipes

D. Michael Barber, Mayor*

* Votes only in the event of a tie.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

September 8, 2020

ITEM TITLE:

Ordinance amending Chapter 30 “Streets, Sidewalks, and Other Public Places” of the Christiansburg Town Code in regards to use of public rights-of-way in the B-2 Central Business District.

DESCRIPTION:

The Central Business District Committee discussed the need to consider allowing for sales displays and limited outdoor dining on sidewalks downtown if it can be done in a safe manner. The intent is to promote activity and usage of downtown. It was noted in the recently completed Placemaking Plan that there was a desire by the community for restaurants with more outdoor seating in the downtown.

Currently the Town ordinance does not permit obstructions on the sidewalk unless it is instances under a temporary permitted sidewalk sales exception:

“Except as otherwise provided in subsection (b) of this section, no person shall obstruct a street or sidewalk by placing or permitting thereon any bench, bar, shelf, barrel, carriage, cart, wagon, goods, box, merchandise or other article or fixture whatsoever, whether for exhibition, sale or other purposes.”

Central Business District Committee requested staff to look into a possible amendment to address this issue and provide it to Council for consideration as soon as it is available. The Committee also stated that staff could consider suggesting temporary measures to Council to assist businesses during the ongoing pandemic. The proposed ordinance in this packet would be a permanent change to the Town Code. The proposed amendment also offers minor changes to Section 30-18 (a) [see above] eliminate potentially outdated terms such as carriage and wagon.

POTENTIAL ACTION:

Consider Action

DEPARTMENT:

Administration

PRESENTER:

Randy Wingfield, Town Manager

ATTACHMENT:

Draft Ordinance

AN ORDINANCE AMENDING CHAPTER 30 “STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES” OF THE CHRISTIANSBURG TOWN CODE TO PERMIT OUTDOOR DINING, SEATING, SIGNAGE AND OTHER TEMPORARY DISPLAYS ON PUBLIC SIDEWALKS IN THE B-2, CENTRAL BUSINESS DISTRICT

WHEREAS, the Council of Town of Christiansburg, Virginia has considered amendments to Chapter 30 “Streets, Sidewalks, and Other Public Places” of the Christiansburg Town Code in regards to the provision of outdoor dining, seating, signage and other temporary displays on public sidewalks in the B-2, Central Business District; and,

WHEREAS, the Central Business District Subcommittee of Town Council requested that staff draft language at its August 26, 2020 meeting for Town Council’s consideration; and

WHEREAS, the Town desires to promote a vibrant and inviting streetscape while maintaining a safe and passable pedestrian way on all public sidewalks in the B-2, Central Business District;

NOW THEREFORE, BE IT HEREBY ORDAINED by the Council of the Town of Christiansburg that Chapter 30, “Streets, Sidewalks, and Other Public Places” is hereby amended as follows:

Chapter 30 – STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES

ARTICLE I. - IN GENERAL

Sec. 30-18. - Obstruction of streets and sidewalks.

- (a) Except as otherwise provided in subsections **(b) and (c)** of this section, no person shall obstruct a street or sidewalk by placing or permitting thereon any bench, bar, shelf, barrel, **carriage**, cart, **wagon**, goods, box, merchandise or other article or fixture whatsoever, whether for exhibition, sale or other purposes.
- (b) Sidewalk sales may be sponsored by any properly licensed town merchant provided a written permit for such sale is obtained from the office of the town manager not less than 15 days prior to the date of the sale. A certificate of insurance in an amount specified by the town manager to save the town harmless from any personal injuries or property damage sustained as a result of the sale shall be a prerequisite to the issuance of a permit. At least 60 percent of the sidewalk, on the street side of the walk, shall be left unobstructed during the sale. The town council may prescribe additional rules and regulations governing the conduct of sidewalk sales, if deemed necessary by the council.
- (c) **In the B-2 Central Business District, outdoor dining, seating, merchandise displays, temporary/portable signage, and other displays on public sidewalks adjacent to a properly licensed town business may be provided by said business, provided a written permit for such activity is obtained from the office of the town manager and shall be subject to the following requirements:**

1. Applicant shall provide a certificate of insurance in an amount specified by the town manager to save the town harmless from any personal injuries or property damage sustained as a result of the activity.
2. Permits may be issued for a period of time not to exceed one year.
3. The town manager may require a seating or display plan and other such information deemed necessary to evaluate the issuance of the permit.
4. An unobstructed, clear path of travel compliant with the Americans with Disabilities Act shall be maintained at all times.
5. The town manager shall have the authority to deny or revoke a permit for reasons of safety, nuisance, impediments to public access or if the activity is not conducted in accordance with the permit. The town council may prescribe additional rules and regulations governing the conduct of outdoor dining on public sidewalks, if deemed necessary by the council.

(Code 1972, § 25-26; Code 1992, § 25-22; Ord. No. 2007-3, 11-6-2007)

* * *

This ordinance shall be effective immediately upon passage. 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 [Month] ##, 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>
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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:

September 8, 2020

ITEM TITLE:

Consideration of digital signage for Fire Department/Rescue Squad, Recreation Center, and Town Hall under Cares Act funding.

DESCRIPTION:

The Town has entertained the possibility of digital signage at Town facilities including the Aquatic Center, Recreation Center, Fire Department/Rescue Squad, and Town Hall. The Town had previously budgeted for digital signage at the Aquatic Center, which is ineligible for coverage through the Cares Act because of its inclusion in the FY 2019-2020 budget. The Town has issued a Request for Proposals (RFP) for installation of digital signage at the other three locations with the thought that if Town Council were in agreement, the Town would purchase these signs with Cares Act funding and utilize them for Covid-19 messaging (as well as other community messaging). The signs would need to be installed and invoiced by December 30, 2020 to be eligible for Cares Act funding. The Town is not obligated to accept any of the RFPs if Town Council does not want to pursue the signage or Council may choose to pursue signage at one or two of the facilities if they desire.

POTENTIAL ACTION:

Consider Approval

DEPARTMENT:

Administration

PRESENTER:

Randy Wingfield, Town Manager

ATTACHMENT:

RFP for digital signage: <https://www.christiansburg.org/bids.aspx?bidID=422>



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

AGENDA LOCATION:

Closed Meeting

Meeting Date:

September 8, 2020

ITEM TITLE:

A Closed Meeting under 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 is for Council to discuss appointment of Clerk of Council.

DESCRIPTION:

Town Council makes appointment of the Clerk of Council, traditionally at the reorganizational meeting the first regular Council meeting in January annually. Town Charter Sec. 2.03 specifies that the Clerk of Town Council is a municipal officer (along with the Mayor, Town Manager, Police Chief, Treasurer and Town Attorney) and that the Treasurer may also be the Clerk. Town Charter Sec. 2.28 specifies that the Clerk of Council shall be appointed by Town Council.

Sec. 2.03. Municipal officers.

The municipal officers of said town shall, in addition to the mayor, consist of treasurer, chief of police, clerk of the town council, town manager and town attorney; and the mayor may appoint such committees of the council as he may see fit, and the council may create such boards and departments of town government and administration with such powers and duties and subject to such regulations as it may see fit, consistent with the provisions of this act and the general laws of this State. The said treasurer and clerk may be one and the same person if the council deems it more expedient. No employee of the town or either of the officers of treasurer, chief of police, clerk of the town council, town manager or town attorney shall be required at the time of their employment or appointment to be a resident of the town.

(Acts 1968, ch. 173; Acts 1981, ch. 616, § 1; Acts 2014, ch. 786, § 1)

Sec. 2.28. Clerk of the council.

The clerk of the council shall be appointed by the town council, and shall attend the meetings of the council and shall keep permanent records of its proceedings; and also keep such other papers, documents and records pertaining to the town as may be determined by the council; he shall be custodian of the town seal and shall affix it to all documents and instruments requiring the seal, and shall attest the same; he shall give notice to all parties, presenting petitions or communications; he shall give to the proper department or officials ample notice of the expiration or termination of any franchise, contract or agreement; he shall publish such records and ordinances as the council is required to publish, and such other records and ordinances as it may direct; he shall upon final passage transmit to the proper departments or officials copies of all ordinances or resolutions of the council relating in any way to such departments or to the duties of such officials, and he shall perform such other acts and duties as the council may, from time to time, allow or require.

(Acts 1968, ch. 173; Acts 2014, ch. 786, § 1)

The Town Clerk had been the Executive Secretary/Executive Assistant (currently held by Tracy Heinline) for decades prior to Michele Stipes vacating the Executive Secretary/Executive Assistant position in June 2003 with Council's agreement to allow her to remain as Clerk of Council. The appointment is at the discretion of Town Council, as are any advertising, screening, or interview process.

POTENTIAL ACTION:

Provide direction to staff to move forward.

DEPARTMENT:

Administration

PRESENTER:

Randy Wingfield, Town Manager

ATTACHMENT:

none