



AGENDA  
REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
SEPTEMBER 22, 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](http://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](http://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](mailto: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 22, 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

### IV. CONSENT AGENDA

- A. [Meeting Minutes of September 8, 2020.](#)
- B. [Monthly Bill List.](#)
- C. [Resolution Recognizing October 4 - 10, 2020 as Fire Prevention Week.](#)

### V. INTRODUCTIONS AND PRESENTATIONS

- A. Assistant Director of Engineering Capital Projects and Utilities Justin St. Clair to present on water and sewer capital projects.
- B. Assistant Director of Public Works Utilities Don Cole to present on Wastewater Treatment Plant capital projects.
- C. Building Official Jerry Heinline and Neighborhood Services Coordinator Patrick Saunders to present on the blighted structures program and neighbor services program.

### VI. CITIZEN COMMENTS

### VII. COMMITTEE REPORTS

- A. Stipes and Bishop – Street Committee Report/Recommendation on:  
Plat from Records Showing Lot Line Vacation & Easement Dedication on Tax Parcels 529-(2)-82E, 83A, 83C, 84A & 530-(2)-84A Situated on Fairview Street, S.E.

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

- A. [Appointment of Tara Talerico \(Hampton Inn Manager\) and Reappointment of Luke Brugh \(Brugh Coffee Company Owner/Manager\) to the Montgomery Tourism Development Council for terms beginning September 22, 2020 and ending September 21, 2022.](#)
- B. [2020 Community Development Block Grant Annual Action Plan. The Public Hearing was held September 8, 2020.](#)

- C. Request by David Hill, on behalf of Old School Christiansburg, for a 12-month extension to the Conditional Use Permit approved for a planned housing development at 200 Junkin Street, NE to consist of up to 17 apartment units in the R-3, Multi-Family Residential District. The permit was approved by Council on November 27, 2018.
- D. 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

XI. OTHER BUSINESS

A. Closed Meetings:

1. Request for 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.
2. Reconvene in Open Meeting.
3. Certification.
4. Council action on the matter.

XII. ADJOURNMENT

Upcoming meetings of Council:

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  
SEPTEMBER 8, 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 SEPTEMBER 8, 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; Finance Director Val Tweedie; Director of Engineering Wayne Nelson; Planning Director Will Drake; Assistant Engineering Director for Capital Projects and Utilities Justin St. Clair; Police Chief Mark Sisson; Fire Chief Billy Hanks; Police Lieutenant Randy Bonds.

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

- A. Councilwoman Hicks requested that Item E of the Consent Agenda be removed for separate discussion and action.

III. PUBLIC HEARINGS

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.

Councilman Showalter made a motion to approve the consent agenda, with the exception of Item E, seconded by Councilman Huppert. Councilwoman Hicks expressed appreciation for the resolution recognizing Suicide Prevention Week, but encouraged Council to consider ways to actively engage with the community to prevent suicides. After a brief discussion in which Councilwoman Hicks expressed her belief that the Town was not supportive of community suicide prevention efforts, Councilman Showalter requested she bring solutions to her frequent complaints to Council for consideration. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Councilman Showalter made a motion to approve Item E of the consent agenda, seconded by Councilman Bishop. Councilwoman Hicks questioned the ethicality of using CARES Act funding to purchase police cars, and further questioned if the Town was doing everything possible to avoid needing new vehicles, noting that two police cars had been approved in the FY 20-21 annual budget. Town Manager Wingfield explained that replacement of four cars was consistent with the typical police car replacement

program, and that the town had fallen behind in maintaining an adequate number of operable fleet cars in recent years. The cars that would be purchased with CARES Act funding and would serve as backup vehicles in instances of Covid-19 contamination, and pointed out that not utilizing vehicles for a 48-hour period in the instance of an associated positive case was a recommendation of the Virginia Department of Health. Councilman Bishop clarified that the new vehicles would replace two older vehicles with high mileage and costly maintenance, but that those would serve as the backups. Councilwoman Hicks asked if patrol vehicles were adequately disinfected, and Police Chief Sisson reported that the Police Department followed CDC guidelines for cleaning vehicles. Councilman Showalter pointed out that the purchase of four vehicles this year would provide relief in addressing vehicle needs in next year's budget. Councilman Stipes said he had had the same concerns expressed by Councilwoman Hicks, and that his questions had been satisfied by information provided by Town Manager Wingfield. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

## 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 (CAC) of the NRV.

Cord Hall and Police Lieutenant Randy Bonds provided a brief background of the Children's Advocacy Center, located in Christiansburg, and reported that in FY 2018-2019, 206 children had been interviewed at the facility, with 36 from Christiansburg. During FY 2019 – 2020, 140 children had been interviewed, with 16 from Christiansburg. Lt. Bonds explained that the decrease in reported suspected child abuse was attributed to the Covid-19 quarantine, and an uptick in reporting was expected with the recent reopening of schools. Lt. Bonds emphasized the importance of the CAC and the Carilion forensic nurse program to criminal investigations, and he encouraged members of Council to visit both facilities to learn more about the programs that serve the families of Christiansburg. The CAC has experienced growth over the years, and Council and staff were invited to a grand opening for its expansion on September 25. Mr. Hall and Lt. Bonds thanked the Town for its continued support of the CAC.

- B. Assistant Director of Engineering Capital Projects and Utilities Justin St. Clair to present on transportation and stormwater capital projects.

Justin St. Clair provided Council with information on the Town's transportation and stormwater capital projects that were expected to be considered during upcoming budget amendment discussions. Mr. St. Clair described each transportation project, including projected funding, that included: Roanoke Street/Tower Road intersection improvements; Arbor Drive/Peppers Ferry Road intersection signal; Roanoke Street

sidewalk and 460 Bypass extension; and annual paving and primary extension paving. An overview of the stormwater capital projects was provided for the Downtown Watershed Study; Christiansburg Industrial Park stormwater management improvements, Hickok Street improvements, Sleepy Hollow drainage improvements; and College Street drainage improvements. Included in Mr. St. Clair's report was projected funding sources for each project, and the page number the item could be found in the FY 20-21 Annual Budget. Mr. St. Clair also reported on the proposed revenue-sharing projects that would be included in next year's budget and provided answers to Council's questions.

VI. CITIZEN COMMENTS (No comments)

VII. COMMITTEE REPORTS

- A. Councilwoman Sachs reported that the Christiansburg Public Art Advisory Board met today and was currently working to finalize the board's mission statement.
- B. Councilman Stipes reported that Dr. N.L. Bishop attended his first meeting of the Virginia Tech Montgomery Executive Airport Authority as the at-large member at its monthly meeting today, and that the airport expected to fully open in October, with a grand opening planned for Spring 2021.
- C. Councilwoman Hicks thanked Parks and Recreation Director Brad Epperley for the alternative options being planned for holiday events at the recreation center in keeping with Covid-19 guidelines.

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.

Councilman Showalter made a motion to recommend the reappointment of Karen Drake-Whitney to the Board of Zoning Appeals, seconded by Councilwoman Sachs, and Councilman Showalter thanked Ms. Drake-Whitney for her service to the Town. Councilman Stipes commended Ms. Drake-Whitney on her history of working with local government in a variety of roles, and appreciated her knowledge of the Town. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye. Council thanked Ms. Drake-Whitney for her willingness to serve, and Ms. Drake-Whitney thanked Council for the opportunity to be a part of the BZA.

- B. Ordinance to Extend the Emergency Procedures to Ensure the Continuity of Town Government in Response to Covid-19 Disaster.

Councilman Showalter made a motion to approve the Ordinance to Extend the Emergency Procedures to Ensure the Continuity of Town Government in Response to Covid-19 Disaster, which would expire six months after the end of the declared emergency. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter- Aye; Stipes – Aye.

- 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.

Mayor Barber pointed out that the proposed amendments would allow outdoor dining and other outdoor displays. Councilman Showalter made a motion to approve the proposed ordinance amendment, seconded by Councilwoman Sachs. Councilwoman Hicks said she did not think the ordinance should be only for outdoor dining, and she questioned council action on an ordinance amendment without public comment. Town Manager Wingfield pointed out that public hearings were only required for ordinance amendments that affected land use regulations, rates, or fees. The proposed ordinance amendment would only affect town-owned property, and allowed for more than just outdoor dining. Councilwoman Hicks asked if the Town should revisit the noise ordinance and mentioned Starlight Drive-in Theater. Councilwoman Sachs noted that all the businesses impacted by the ordinance, with the exception of one, expressed support for the proposed amendment. Council voted on the motion as follows: Bishop – Aye; Hicks – Abstain; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- D. Consideration of digital signage for Fire Department, Recreation Center and Town Hall under Cares Act funding.

Councilwoman Sachs made a motion to approve the digital signage as requested, seconded by Councilman Huppert. On behalf of an Aquatics Advisory Board Member, Councilwoman Sachs asked why a digital sign for the aquatic center had not been included in the request. Town Manager Wingfield explained that the aquatic center digital sign did not qualify for Cares Act funding because it had been included in the Town’s budget prior to March 1, 2020, even though it had been put on hold with other capital projects with the Covid-19 situation. Mr. Wingfield explained how the proposed digital signs qualified for CARES Act funding as a means for town-wide communication, and noted that the recreation center and town hall signs had been designed during the wayfinding program. Councilman Huppert said he initially had been against digital signs, but now supports that style of signage after seeing the signs proposed for the aquatic center and fire department. In addressing the proposed sign design for the fire and rescue departments, Council expressed appreciation for the volunteers’ involvement in the design, but requested that some element of the Town’s branding be included on the sign, and discussed several possibilities with Chief Hanks. Finance Director Val Tweedie noted that changes in the initial design of the proposed sign could be incorporated through an addendum. Councilwoman Hicks asked if other localities



were using CARES Act funding to pay for signage, and Town Manager Wingfield replied that they were.

E. Cares Act update on Small Business Recovery Grant Program.

Assistant Town Manager Warren presented to Council the proposed Small Business Recovery Grant Review Committee Members, Cindy Snider, Cheryl Keen Tucker, and Dr. Sharon Scott, along with a brief biography of each, for consideration. Mr. Warren noted that Dr. Scott would serve on all three locality grant review committees. The committee would be active for approximately 4-6 weeks, with much of the initial legwork performed by Town staff. The Town current had twenty-seven applications for review. Councilwoman Hicks asked if Town staff could send a letter of invitation to every business owner in Town, and Mr. Warren talked about the various methods used to inform business owners of the grant opportunity. Council expressed an interest in extending the deadline to provide more time for businesses to apply, and Mr. Warren said he would discuss the impact of extending the deadline with Montgomery County and Blacksburg since the deadlines were intentionally synchronous. Council expressed support for the three proposed Review Committee Members.

IX. STAFF REPORTS

A. Town Manager:

- A. The VML Annual Conference will be held virtually October 7 – 8, and interested council members were asked to contact Town Clerk Stipes for registration.

B. Town Attorney:

C. Other Staff:

- A. Fire Chief Hanks reported that the Town's new ladder truck was expected to arrive in October, and that staff would be extensively trained on operation of the vehicle. Chief Hanks announced that there would be no Fire Prevention Parade this year due to Covid-19.
- B. Police 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 Montgomery County Public Schools, in partnership with Virginia Department of Emergency Management, and the Virginia Department of Health, to mitigate virus spread with recent school openings. Chief Sisson reported a spike in cases among college students, which had begun decrease, and noted limited community spread during the initial increase. Chief Sisson stressed that a spike in cases had been expected with the opening of schools, and that the universities and MCPS had proactive plans in place to minimize exposure and spread.

X. COUNCIL REPORTS

- A. Councilman Huppert referred to the Town's commitment last spring to approve a scaled back annual budget for FY 2021, due to unknown impacts of Covid-19, with the intention of reconsidering postponed key items in the fall. In anticipation of budget amendment discussions, Mr. Huppert pointed out that projected costs for development of the Town park would only increase with time, and to also consider that interest rates were currently very low.
- B. Councilman Stipes, no report.
- C. Councilman Showalter, no report.
- D. Councilman Bishop, no report.
- E. Councilwoman Sachs relayed citizen concerns regarding the lack of maintenance and upkeep of Roselawn Cemetery. Town Manager Wingfield reported that he had spoken with Ross Chandler of StoneMor Corp., who was in the process of cleaning and maintaining headstones, the mausoleum, and the overall landscaping of the cemetery. The Town will continue to work with StoneMor Corp., and will provide updates to Council. Councilman Showalter urged Mr. Wingfield to emphasize to Mr. Chandler the Town's utmost expectation that the cemetery be appropriately and regularly maintained.
- F. Councilwoman Hicks requested the Town continue to stream meetings on Facebook Live, instead of YouTube, so individuals watching could post visible comments during meetings. Town Manager Wingfield noted that the Town provided several convenient avenues for public comment during meetings, and Councilwoman Sachs added that some of the visible public comments posted during meetings streamed on Facebook Live were inappropriate for a public meeting.

XI. OTHER BUSINESS

A. Closed Meetings:

- 1. Councilwoman Sachs made a motion to enter into 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.; and

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

2. Reconvene in Open Meeting.

3. 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.

4. Council action on the matters. No action was taken by Council on either matter.

## XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 10:18 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor

<b>TOWN OF CHRISTIANBURG</b>	PAY DATE 9-25-2020	
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>August and September</b>	
A MORTON THOMAS AND ASSOCIATES, INC	12,294.00	ENGINEERING SERVICES ARBOR DRIVE
ABSOLUTE CONSTRUCTION LLC	2,000.00	CONCRETE FOR DEPOT PARK PICNIC SHELTER
ACORN SIGN GRAPHICS INC	25,025.85	WAYFINDING SIGN INSTALLATIONS
ALL SEASONS PEST CONTROL, INC	190.00	
ALLEGHENY CONSTRUCTION CO, INC	382,014.83	N. FRANKLIN CORRIDOR
AMELIA ELIZABETH TUCKWILLER	25.00	AQUATICS ADVISORY BOARD
ASETA LLC	3,468.00	SOFTWARE FOR STORM WATER MANAGEMENT
ATLANTIC EMERGENCY SOLUTIONS, INC	4,413.99	REPAIR AND MAINTENANCE FIRE TRUCKS
AUTOZONE, INC	110.19	
BANE OIL COMPANY, INC	1,836.99	OFF ROAD DIESEL
BEVERLY J BRIDGES	25.00	AQUATICS ADVISORY BOARD
BOONE TRACTOR & IMPLEMENT INC.	1,601.00	EQUIPMENT REPAIR
BOUND TREE MEDICAL, LLC	2,550.91	MEDICAL SUPPLIES
BOXLEY ASPHALT, LLC	222,089.29	ANNUAL PAVING
BOYD DALE MCCOY	524.21	
C. W. WILLIAMS & COMPANY, LLC	4,958.30	SUPPLIES FIRE DEPARTMENT
CALLYO 2009 CORP	5,740.00	TRAINING POLICE DEPARTMENT
CAPITAL LIGHTING & SUPPLY, LLC	251.28	
CARDINAL BLUEPRINTERS, INC.	350.00	
CMC SUPPLY, INC.	300.76	
COLE TRUCK PARTS, INC	2,842.11	VEHICLE AND EQUIPMENT REPAIR AND MAINTENANCE
CRAIG'S FIREARM SUPPLY, INC	60.59	
CUMMINS INC	17.82	
DATA MANAGEMENT, INC	1,208.30	TIMECLOCK WEBHOSTING
DOMINION DOOR & HARDWARE INC	445.00	
DUNCAN FORD MAZDA	2,822.95	VEHICLE REPAIR AND MAINTENANCE
E. C. PACE COMPANY INC	122,364.18	CONSTRUCTION ROANOKE ST SIDEWALK
EAST COAST EMERGENCY VEHICLES, LLC	533.00	
ECS/ENG.CONSULTING SERVICE LTD	750.00	
ELECTRICAL SUPPLY CO	784.99	
EMS MANAGEMENT & CONSULTANTS, INC	2,107.82	BILLING EMS SERVICES
ENNIS-FLINT INC	2,677.25	MATERIALS FOR STREET MARKINGS
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	4,820.69	SLUDGE HAULING TREATMENT PLANT
EPLUS TECHNOLOGY INC	9,173.13	SOFTWARE RENEWALS IT
F & R ELECTRIC	4,785.00	EQUIPMENT REPAIR WWTP
FASTENAL COMPANY	15.68	
FAULCONER CONSTRUCTION COMPANY INC	25,760.00	FINAL PARK DESIGN
FERGUSON ENTERPRISES, INC.#75	5,982.54	PIPE, FITTINGS PARTS FOR WATER AND SEWER
FIRE RESCUE AND TACTICAL, INC	1,490.04	SUPPLIES RESCUE
FISHER AUTO PARTS, INC.	656.65	
FLEET PRIDE, INC	647.86	
FORTILINE INC	740.00	
GRAINGER	192.48	
GRANTURK EQUIPMENT CO., INC	43.38	
HAJOCA CORPORATION	332.22	
HARPER AND COMPANY INC.	1,104.00	MOTOR REPAIR AQUATICS
HARVEY CHEVROLET CORP.	1,303.55	VEHICLE REPAIR AND MAINTENANCE
HIGHWAY MOTORS, INC.	2,149.79	VEHICLE REPAIR AND MAINTENANCE
HOSE HOUSE, INC.	403.86	
HURT & PROFFITT, INC	6,000.00	WEBHOSTING GIS
IDEXX DISTRIBUTION, INC.	2,265.62	SUPPLIES WWTP
IES COMMERCIAL, INC	150.00	
IMPACT GRAPHICS + SIGNS	379.04	
INFRASTRUCTURE SOLUTIONS GROUP INC	14,041.67	CCCTV FOR WWTP ADDITIONAL ACCESSORY AND REPAIRS
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	1,294.57	VEHICLE AND EQUIPMENT REPAIR AND MAINTENANCE
JAMES T DAVIS AUTO FINISHES	22.65	
JEREMY MADISON WILLIAMS	25.00	AQUATICS ADVISORY BOARD
JOSEPH O REED CAMBRIA AUTO REPAIR	155.00	STATE INSPECTION PD VEHICLES
JOSHUA B. COOK-Tint Pros	200.00	REPAIR PD VEHICLE
KAREN L DRAKE-WHITNEY	25.00	AQUATICS ADVISORY BOARD
KIMBALL MIDWEST	405.72	
KING GENERAL CONTRACTORS, INC	8,400.30	DEPOT PK TRAIL EXTENSION
KING-MOORE, INC	3,400.00	IT CONSULTING
KINGS TIRE SERVICE, INC	873.00	
KLINGSPOR ABRASIVES, INC	580.22	
LANCASTER, INC.	310.00	
LANDSCAPE SUPPLY INC.	1,355.00	LANDSCAPING SUPPLIES FOR PARKS
LANE-ENTERPRISES, INC	834.00	
LITTLE RIVER POOL AND SPA, INC	599.97	

<b>TOWN OF CHRISTIANBURG</b>	PAY DATE 9-25-2020	
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>August and September</b>	
MCDONOUGH BOLYARD PECK, INC	41,618.95	ENGINEERING SERVICES DEPOT PK TRAIL, CHRISMAN MILL AND ANNUAL PAVING
MCGRADY-PERDUE HEATING & COOLING, INC	6,585.00	HEAT PUMP PD 4561 VARIOUS REPAIRS 2024
MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	42.15	
MEADE TRACTOR	730.54	
MEDEXPRESS URGENT CARE, P.C. - VIRGINIA	938.00	
MENDON PIPELINE INC	200,533.46	CONSTRUCTION SILVER LAKE INTERCEPTOR
MODERN AUTOMOTIVE	183.03	
MONTGOMERY COUNTY CHRISTMAS STORE	5,000.00	ANNUAL COMMUNITY SUPPORT
MONTGOMERY DISTRIBUTORS	3,062.02	WELDING HELMET AND SAFETY SUPPLIES
MOORE'S BODY & MECHANICAL SHOP, INC	1,608.09	VEHICLE REPAIR
MT ELECTRONICS, INC	6,385.00	2 LINE LOCATORS FOR PUBLIC WORKS
MUELLER SYSTEMS	59,078.00	ANNUAL MAINTENANCE MUELLER SYSTEMS. (WATER METERS)
NRV LAWNS & LANDSCAPING LLC	21,650.00	AUGUST MOWING FOR CEMETERY AND PARKS
NATIONAL FIRE PROTECTION ASSO	125.95	
NATIONAL POOLS OF ROANOKE, INC.	1,635.00	SUPPLIES AQUATICS
NEW RIVER ENGRAVING	7.50	
NEW RIVER OFFICE SUPPLY	837.72	
NORTHERN TOOL & EQUIPMENT COMPANY, INC	39.99	
NORTHWEST HARDWARE CO INC	698.96	
NSENA INC	13,000.00	VIRTUAL TRAINING SOFTWARE PD
P B ELECTRONICS	551.00	
PIONEER MANUFACTURING COMPANY	168.95	
POWER ZONE	1,459.53	EQUIPMENT REPAIR AND MAINTENANCE
QUALITY TIRE & BRAKE SERVICE	2,294.00	VEHICLE REPAIR AND MAINTENANCE
RAILROAD MANAGEMENT COMPANY IV, LLC	546.36	
RINKER DESIGN ASSOCIATES PC	6,704.43	ENGINEERING SERVICES CONNECTOR ROAD
RUMMEL KLEPPER & KAHL LLP	2,255.37	ENGINEERUMG SERVICES TOWER ROAD
SAMPSON-BLADEN OIL CO INC	136.91	
SANDS ANDERSON	8,586.00	LEGAL SERVICES
SANICO, INC	3,841.45	JANITORAL SUPPLIES. SOME CARES ACT 830
SHADE TREE REPAIR LLC	800.00	
SHEEHY AUTO STORES	300.00	
SHERWIN-WILLIAMS	16.04	
SHIRLEY C HALLOCK	25.00	AQUATICS ADVISORY BOARD
SKYLINE DOOR & HARDWARE, INC	1,143.80	SUPPLIES FOR DOOR LOCKS
SNAP-ON TOOLS	675.00	
SOUTHERN AIR, INC	15,067.00	PREVENTATIVE MAINTENANCE SERVICES
SOUTHERN REFRIGERATION CORP.	909.08	
STATE ELECTRIC SUPPLY CO., INC.	1,207.85	
STERNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	8,638.88	ENGINEERING SERVICES LANDFILL CLOSURE
STEVEN CARLYLE SIMMONS	25.00	AQUATICS ADVISORY BOARD
STRYKER SALES CORP.	30,370.29	2 LUCAS MONITORS FOR RESCUE CARES ACT FUNDED
SUNAPSYS, INC	2,382.72	SOFTWARE MAINTENANCE WWTP
TAYLOR OFFICE & ART SUPPLY, INC	1,480.56	OFFICE SUPPLIES VARIOUS DEPTS TOWN WIDE
TECH EXPRESS, INC.	1,805.43	WELCOME TO CHRISTIANBURG BOOKLETS
TENCARVA MACHINERY CO.	1,065.10	EQUIPMENT REPAIR WWTP
THE BLACKSBURG PARTNERSHIP	2,500.00	PASSENGER RAIL RAIL SUPPORT
THE GUN SHOP	2,400.00	SUPPLIES PD
THE KERCHER GROUP, INC	99.00	
THOMPSON TIRE & MUFFLER	152.29	
TRANE	14,647.50	REPLACE CONDENSER COIL AT AQUATICS
TREASURER OF VIRGINIA	10,551.00	VPDES&VPA ANNUAL PERMIT FEES
TRI-DIM FILTER CORPORATION	472.56	
TWO-WAY RADIO, INC.	532.00	
TYLER TECHNOLOGIES, INC	258,833.00	PARTIAL PAYMENT OF LICENSE FEES FINANCE SOFTWARE CARES ACT FUNDED
UNIFIRST CORPORATION	4,457.06	UNIFORMS PW
UNITED RENTALS, INC.	955.60	
VIRGINIA UTILITY PROTECTION SERVICE, INC	875.70	
VOLTAGE LEADERSHIP CONSULTING LLC	1,600.72	LEADERSHIP PROGRAM TRAINING
VSC FIRE & SECURITY, INC	75.00	
WETLAND STUDIES AND SOLUTIONS, INC	696.06	
WILSON BROTHERS INCORPORATED	771.67	
WONDER UNIVERSE	15,000.00	ANNUAL COMMUNITY SUPPORT
WRANGLER HOLDCO CORP	27,491.46	RECYCLING FEES
<b>TOTAL BILLS TO BE PAID</b>	<b>1,705,626.97</b>	<b>PAY DATE 9-25-2020</b>

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

**August and September**

VENDOR	AMOUNT PAID	DESCRIPTION
LANCASTER INC	40.00	
NEW PIG CORPORATION	361.39	
SOUTHWEST VIRGINIA FIRE INVESTIGATOR	40.00	
TOWN OF CHRISTIANBURG	544.65	FUEL
WITMER SAFETY GROUP INC	589.00	
<b>TOTAL PAID BILLS</b>	<b>1,575.04</b>	

<b>TOWN OF CHRISTIANBURG</b>		
<b>BILLS PAID DURING THE MONTH</b>	<b>August and September</b>	
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
ACTIVE NET	2,421.90	NO TOUCH CREDIT CARD READERS REC & AQ CARES ACT
ADAMS CONSTRUCTION CO	2,295.43	ASPHALT MIX AND PATCH
AFA PROTECTIVE SYSTEMS INC	749.00	
AIRGAS NATIONAL CARBONATION	330.36	CARBON DIOXIDE GAS FOR AQUATICS
ALLSTATE	4,487.57	EMPLOYEE PAID INSURANCE
AMAZON CAPITAL SERVICES INC	2,755.19	CARES ACT PPE 511.71
AMERICAN RED CROSS	192.00	
ANTHEM BLUE CROSS BLUE SHEILD	124,269.13	MEDICAL INSURANCE EMPLOYEES
APPALACHIAN POWER	72,137.20	TOWN WIDE UTILITY SERVICES
ARC3 GASES	276.31	
AT & T	527.98	
ATMOS ENERGY	1,252.31	TOWN WIDE GAS SERVICES
BIRD AND HOPPER FARM	76.05	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
BOXLEY ASPHALT	1,755.68	ASPHALT
BMS DIRECT	6,230.97	POSTAGE PRINTING WATER BILLS AND NEWSLETTERS
BRUCE CALDWELL	136.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
CAMBRIDGE COMPUTER SERVICES	9,000.00	NIMBEL STORAGE INSTALL INFO TECH
CARTER MACHINERY CO	816.09	
CHANDLER CONCRETE	2,648.12	REPAIRS
CLARK GAS AND OIL	1,129.14	FUEL FIRE DEPT
COGSDALE SYSTEMS INC	1,680.00	UPGRADE CUSTOMER WEB
CITIZENS	3,925.00	INTERNET
CUES INC	2,500.00	SOFTWARE ANNUAL SUPPORT WWTP
DELTA DENTAL	7,883.07	DENTAL COVERAGE EMPLOYEES
DONS AUTO CLINIC	90.00	PD VEHICLE MAINT.
DS SERVICES-crystal springs	95.05	
DUES AND MEMBERSHIPS	4,198.00	VML STEERING COMMITTEE 3393 aq 480 ENG 275 FIRE 50
ELEVATING EQUIPMENT INSPECTION SERVICES	215.00	
EXPRESS SERVICES INC	8,894.04	SEASONAL LANDSCAPE LABOR
FAIL SAFE TESTING LLC	2,970.62	FIRE HOSE TESTING
FEDERAL EXPRESS	36.28	
GALLS	209.58	
GATES FLOWERS	143.44	
GLATFELTER INSURANCE GROUP	1,312.00	INSURANCE FIRE AND RESCUE VEHICLES
HAMANN INC	165.00	
HOLLYBROOK MULCH TRUCKING INC	40.50	
HOME DEPOT	160.17	MATERIALS FOR BUILDING MODIFICATIONS FOR COVID 19
INFORCE TECHNOLOGY LLC	2,550.00	SOFTWARE PD
INTERNATIONAL CODE COUNCIL	194.40	
JENNIFER BEAN	11.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
LAUREN YODER	250.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
LUMOS NETWORKS INC/SEGRA	1,225.86	PHONE SERVICE
MANSFIELD OIL	9,906.23	FUEL PURCHASES
MARY COLEMAN	10.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	38,198.17	TIPPING FEES FOR SOLID WASTE SERVICES
NATIONAL CENTER FOR SAFETY INITIATIVE	360.00	
NETWORK FLEET INC	231.47	
NEW RIVER ENGRAVING	142.09	
OLD TOWN PRINTING & COPYING	410.51	
POWER ZONE	119.06	
PRESSURE WASHING SUPPLIES & SERVICE	782.50	
RAKESTRAW LAWN CARE	270.00	
R.E. MICHEL	55.74	
REFUND FEES REC DEPT	484.00	
REFUND TAXES	2,211.46	REFUND TAX OVERPAYMENTS
REFUND WATER/SEWER	2,609.78	REFUND OVERPAYMENTS AND DEPOSITS

<b>TOWN OF CHRISTIANBURG</b>		
<b>BILLS PAID DURING THE MONTH</b>	<b>August and September</b>	
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
REFUND PW MATERIALS	628.00	
REIMBURSEMENTS EMPLOYEES	113.69	MISC EMPLOYEE REIMBURSEMENTS
ROBERTS OXYGEN COMPANY INC	145.60	
ROLLER VENTURES	80.00	
SALEM STONE	256.45	STONE AND GRAVEL STREETS
SCHOOLS	2,471.50	PD 2471.50
SHENTEL	295.47	
SHRED-IT	161.35	
SISSON AND RYAN QUARRY LLC	3,049.86	STONE AND GRAVEL STREET REPAIRS
SUNDOG PSYCHOLOGY LLC	250.00	
TBC ASSOCIATES II LLC/TIDY SERVICES	720.00	PORTA POTTIES PARKS/REC
TECH-EXPRESS INC	100.69	
TELVENT USA HOLDINGS	306.00	
TOM MAXEY	83.00	FARMERS MARKET SNAP AND CC CHIP REDEMPTION AND WEB SALES
TRACTOR SUPPLY	87.98	MISC SUPPLIES
TRAVEL	220.00	PD 220
TREASURER OF VIRGINIA	365.00	325 dmv stops
U.S. CELLULAR	124.93	
VA ASSOC OF COUNTIES GROUP INSURANCE	1,231.41	SHORT TERM DISABILTY
VERIZON	1,206.25	
VERIZON WIRELESS	7,065.17	CELL PHONES AND TABLETS
VIRGINIA BUSINESS SYSTEMS	41.59	COPIER MAINTENANCE
VIRGINIA EVERYWHERE	275.00	
VIRGINIA MEDIA	412.50	JOB POSTINGS, PUBLIC HEARINGS ETC
WEST PUBLISHING COMPANY	134.87	
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>1,575.04</b>	
<b>TOTAL PAID BILLS</b>	<b>347,852.76</b>	
<b>BILLS TO BE PAID</b>	<b>1,705,626.97</b>	
<b>GRAND TOTAL</b>	<b>2,055,054.77</b>	



# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING OCTOBER 4-10, 2020 AS FIRE PREVENTION WEEK

**WHEREAS**, the Town of Christiansburg, Virginia is committed to ensuring the safety and security of all those living in and visiting Christiansburg; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and

**WHEREAS**, smoke alarms provide an early warning of a fire, giving people additional escape time; and

**WHEREAS**, 40% of fire deaths happen in homes without smoke alarms or with no working smoke alarms and 25% of smoke alarm failures with a deadly outcome occur due to dead batteries; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, the age of a smoke alarm can be determined by the date of its manufacture, which is marked on the back of the smoke alarm; and

**WHEREAS**, Christiansburg's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, Christiansburg's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the National Fire Protection Association (NFPA) has announced "Serve Up Fire Safety in the Kitchen" as the theme for Fire Prevention Week 2020. NFPA's focus on cooking fire safety comes in response to home cooking fires representing the leading cause of U.S. homes fires, with nearly half (49 percent) of all home fires involving cooking equipment; unattended cooking is the leading cause of these fires.

**NOW, THEREFORE BE IT RESOLVED**, that Christiansburg Town Council, meeting in regular session September 22, 2020 proclaims October 4 – 10, 2020, as Fire Prevention Week throughout the Town of Christiansburg.

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.

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Michele M. Stipes, Clerk of Council

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D. Michael Barber, Mayor



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**Meeting Date:**

September 22, 2020

**ITEM TITLE:**

Appointment of Tara Talerico (Hampton Inn Manager) and Reappointment of Luke Brugh (Brugh Coffee Company Owner/Manager) to the Montgomery Tourism Development Council for terms beginning September 22, 2020 and ending September 21, 2022

**DESCRIPTION:**

Luke Brugh (Brugh Coffee Company Owner/Manager) is the current restaurant representative and Lea Wall (Holiday Inn) is the current lodging representative to the Montgomery Tourism Development Council (<https://www.montgomerycountyva.gov/departments/tourism>), but Ms. Wall does not desire to continue the appointment. Tara Talerico (Hampton Inn Manager) is willing to serve as lodging representative and the term for both is two-years.

**POTENTIAL ACTION:**

Action to appoint/reappoint.

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager



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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
September 22, 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 Grant 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 public hearing was held on August 25, 2020. The public comment period began Monday, August 24, 2020 and will end Friday, September, 25, 2020. No comments have been received to date. Council is asked to take action so that the plan can be submitted to HUD for final approval once the public comment period is completed.

**POTENTIAL ACTION:**  
Consideration of Approval

**DEPARTMENT:**  
Administration

**PRESENTER:**  
Andrew Warren, Assistant Town Manager

**ATTACHMENTS:**  
2020 Draft Annual Action  
<https://christiansburg.box.com/s/yusdpuqv9exsoarfn008ufjk948t4ii>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**Meeting Date:**

September 22, 2020

**ITEM TITLE:**

Request by David Hill, on behalf of Old School Christiansburg, for a 12-month extension to the Conditional Use Permit approved for a planned housing development at 200 Junkin Street, N.E. to consist of up to 17 apartment units in the R-3, Multi-Family Residential District.

**DESCRIPTION:**

On November 27, 2018, Town Council approved a conditional use permit request for property owned by Old School Christiansburg, located at 200 Junkin Street. The request was for a planned housing development containing up to 17 apartment units in the former school building. The two-year period to establish the intent to use the permit is approaching its expiration date and the owner is requesting Town Council grant a twelve-month extension to the conditional use permit.

Per Town Code Sec. 42-8 C (1), Any conditional use permit granted shall be null and void 24 months after approval by the town council if the use or development authorized by the permit is not commenced to a degree that, in the opinion of the zoning administrator, clearly establishes the intent to utilize the granted conditional use permit in a time period deemed reasonable for the type and scope of improvements involved. The property owner, or applicant, may request that town council allow a 12-month extension beyond the 24 month period for an approved conditional use permit provided that the request is received, in writing, within at least 23 months of the conditional use permit approval.

The letter of request from the property owner is included in the agenda packet.

**POTENTIAL ACTION:**

Take action on request

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Will Drake, Planning Director

**Information Provided:**

Letter of request from David Hill for Old School Properties

September 1, 2020

Old School Christiansburg  
P.O. Box 450  
Fincastle, VA 24090-0450

Will Drake, Planning Director  
Town of Christiansburg  
100 East Main Street  
Christiansburg, VA 24073

RE: Request for Extension of C.U.P. for 200 Junkin Street

Dear Mr. Drake:

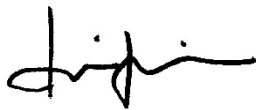
In response to your email of August 17, Old School Christiansburg requests an extension of the Conditional Use Permit (C.U.P.) granted on Tax Parcel 527-12 7, the former school at 200 Junkin Street.

The permit was granted December 13, 2018, for a period of 24 months.

We request that it be extended for another 12 months.

We request that this item be placed on Council's meeting agenda, September 22.

Best regards  
OLD SCHOOL CHRISTIANSBURG, LLC

A handwritten signature in black ink, appearing to read 'D. Hill', with a stylized flourish at the end.

David P. Hill  
Managing Partner

Cc: Dale Wilkinson, David Spigle, Greg Rhodes, 1841.01 code 2



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**Meeting Date:**

September 22, 2020

**ITEM TITLE:**

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

**DESCRIPTION:**

This is follow up to the Council's discussion at its August 25, 2020 meeting. Below is the information that was previously provided by staff.

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