



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
NOVEMBER 10, 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](https://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](https://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, November 10, 2020 in order for the comments to be distributed to Town Council before the meeting.

### REGULAR MEETING

#### I. CALL TO ORDER

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

**II. ADJUSTMENT OF THE AGENDA**

**III. PUBLIC HEARINGS**

- A. Budget Amendment #1 for FY 2021.

**IV. CONSENT AGENDA**

- A. Meeting Minutes of October 27, 2020 and October 29, 2020.
- B. Monthly Bill List.
- C. Contract approval for public transportation services with Blacksburg Transit for \$170,000.
- D. Contract with Century Engineering, Inc. d/b/a NXL for Construction Engineering and Inspection Services on the Hickok Street Improvements Project in the amount of \$437,277.38.
- E. Resolution recognizing November 28, 2020 as Small Business Saturday.

**V. INTRODUCTIONS AND PRESENTATIONS**

**VI. CITIZEN COMMENTS**

**VII. COMMITTEE REPORTS**

Stipes and Bishop – Street Committee Report/Recommendation on:

- A. Subdivision and Lot Line Adjustment Between Properties of Starlight MHP, LLC and Billy D. Massie and Ruth G. Massie at 340 Starlight Drive SE (2 new lots)
- B. Subdivision Plat for Robert B. Cornish, Carol Cornish, and Bill A. Rice on the corner of Murray Street NE and King Street NE (1 new lot)

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

- A. Street closure for Christmas at the Market on December 10, 2020.

- B. Leave of absence for Planning Commission member Jeananne Kries until January 2021.
- C. Approve resolution to adopt the Budget Amendment #1.
- D. Approve resolution to appropriate funds in Budget Amendment #1.
- E. Discussion of Code of Ethics/Report from Town Attorney.

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

~~November 24, 2020, 7:00 P.M. – Regular Meeting CANCELLED DUE TO HOLIDAY~~

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

~~December 22, 2020, 7:00 P.M. – Regular Meeting CANCELLED DUE TO HOLIDAY~~

January 12, 2020, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**  
Public Hearing/Discussion and Action

**MEETING DATE:**  
November 10, 2020

**ITEM TITLE:**  
Budget Amendment #1 for FY 2021

**DESCRIPTION:**  
As covered in previous Council presentations on September 8, 2020 and September 22, 2020 regarding capital projects, a Council presentation on October 27, 2020 regarding the CARES Act funding, and during the budget work session held on October 29, 2020, the budget amendment has four main components: (1) rollover of capital project funds not fully expended in the FY 2020 budget totaling \$1,031,264: these projects include VDOT paving, sidewalk/trail projects, the aquatics center digital sign, and signal projects; (2) addresses employee compensation including a merit increase for all staff based on evaluations with a 2% pool, increase in base compensation primarily in public works to address the high employee turn-over and difficulty in recruiting; increase for 1% cost-of-living adjustment (COLA); and a VRS Multiplier increase to 1.85% for public safety – police, fire, and rescue responders: the changes would be effective December 1, 2020; (3) other new non-Cares Act capital projects including the park (\$17,995,000), office remodel (\$100,000), and trail lighting (\$200,000); and (4) CARES Act funding. The total budget amendment proposed is \$23,825,260. With all changes outlined in the budget amendment, the Town will still be a holding 43.86% unassigned fund balance.

**POTENTIAL ACTION:**  
Hold public hearing/Consider Action

**DEPARTMENT:**  
Administration/Finance Department

**PRESENTER(S):**  
Town Manager Randy Wingfield  
Finance Director Val Tweedie

**INFORMATION PROVIDED:**  
Budget Amendment #1  
<https://christiansburg.box.com/s/xr1f9lv4y46ivetf0du3s9suox4p1905>

Budget Amendment #1 Resolution/Budget Modification #1 for Fiscal Year 2021  
<https://christiansburg.box.com/s/cwt8phakf5lxay7hcf5fjog41s3ug4i8>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
OCTOBER 27, 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 OCTOBER 27, 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; Deputy Clerk of Council Tracy Heinline; Town Attorney Reid Broughton; Treasurer/Finance Director Valerie Tweedie; Parks and Recreation Director Brad Epperley.

**REGULAR MEETING**

**I. CALL TO ORDER**

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

**II. ADJUSTMENT OF THE AGENDA**

- A. Councilwoman Hicks requested the monthly bill list be removed from the consent agenda for discussion.
- B. Councilwoman Hicks requested that a discussion regarding a Code of Ethics violation be placed on the agenda. Mayor Barber advised a discussion of that manner would need to be added as an agenda item for a future meeting.

Councilwoman Hicks made a motion to remove the monthly bill list from the consent agenda, seconded by Councilman Stipes. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

**III. PUBLIC HEARINGS**

- A. *To Be Rescheduled Pending Planning Commission Recommendation* - 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.

B. *To Be Rescheduled Pending Planning Commission Recommendation* - 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.

IV. CONSENT AGENDA

- A. Meeting Minutes of October 13, 2020.
- B. Monthly Bill List (see below)
- C. Contract approval for Time Technologies Inc. for LED signs at Town Hall, Fire and Rescue, and Recreation Center not to exceed \$185,000.
- D. Schedule Public Hearing on December 8, 2020 for rezoning request by RWW36, LLC (applicant) for property owned by Mary Maxie Jewell Trust, Mary Stewart, Janet Epperly, Bill Jewell, Trustees located west of Weddle Way, N.W. (tax map no. 435-A-13). The request is to rezone the approximately 4.36-acre property from R-1A (Rural Residential) to R-2 (Two-Family Residential). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- E. Schedule Public Hearing on December 8, 2020 for a proposed ordinance to amend Chapter 42, "Zoning" of the Christiansburg Town Code for the purpose clarifying the allowance of structural projections such as roof eaves, gutters, architectural features, porches, and decks into minimum required yards.

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

Monthly Bill List. Councilwoman Hicks asked why there was a payment to the Roanoke Chamber of Commerce included in the monthly bill list. Finance Director Val Tweedie explained that the funds supported the Small Business Development Center, which was run out of Roanoke, but provided small business start-up assistance in Christiansburg and the New River Valley. Town Manager Wingfield added that the money funded Cheryl Tucker's position, who is the business liaison for the New River Valley. Mrs. Tweedie also answered a question related to the Town's time-keeping system.

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

V. INTRODUCTIONS AND PRESENTATIONS

- A. Public Health Director Ashley Briggs and Program Manager Melanie Morris of the New River Valley Business Continuity Team to provide an update on the group's activities.

Public Health Director Ashley Briggs and Program Manager Melanie Morris introduced to Council the New River Valley Business Continuity Team (BCT), a division of the New River Valley Regional Commission, that serves to assist businesses affected by Covid-19 to continue safe operations. When exposure or potential exposure has occurred, the BCT provides the resources necessary for continued operations that include development of a business-specific continuity plan, facility cleaning, and education outreach for employees and the public about best practices for reducing exposure and spread. In addition, the group offers businesses assistance with management of CARES Act funding and reimbursement program. The BCT works in partnership with the New River Health District and the Virginia Health Department to provide around-the-clock assistance to businesses and is grant funded by Go Virginia Round 1.

B. Jason Dowdy of the Montgomery Tourism Development Council to address Council.

Jason Dowdy, part owner of Milestone Development who owns the Fairfield Inn, Homewood Suits and Holiday Inn Express, addressed Council as Chairman of the Montgomery County Tourism Development Advisory Council in support of the proposed Town park. Mr. Dowdy encouraged Council to support development of the proposed Town park and highlighted that the park would provide diversification of the Town's tourism product, would attract new visitors and group visitors that would generate revenue, would generate an increase in sports tourism that would add to the overall positive economic impact in Christiansburg, would benefit the community through the tax revenue, would create jobs through an increased demand for goods through sports tourism, and would increase the overall quality of life in Christiansburg. In closing, Mr. Dowdy noted that the park supported the economic development strategies and goals of the Town and talked about the success of the Town's aquatic center and recreation center to positively impact the community through sports tourism. Mr. Dowdy stated that approval of the park would be an investment that would have increasing benefit to the community through the years. Councilwoman Hicks commented on the funds that would be needed to build the park and expressed that this was not something that should be considered during a pandemic. Councilman Huppert expressed appreciation for Mr. Dowdy's presentation, and Councilman Showalter thanked him for his presentation and for his investment in the community as a hotel owner.

C. Representative from the Parks and Recreation Advisory Commission to provide a letter of support for the Regional Park.

Diane Fenton, Chair of the Parks and Recreation Advisory Commission, described the timeline and process for development of the proposed park plan that included public input through surveys and multiple public meetings over several years, and that aligned with the goals set forth in the Parks and Recreation Master Plan. The proposed Town Park has received unwavering support by the advisory commission, and Mrs. Fenton urged Council to also offer its support for the proposed park plan.

Councilwoman Hicks said she thought it was usual for Town Council to direct advisory commissions to study matters and to present recommendations for consideration, and she asked Mrs. Fenton if anyone from Town Council had asked her to write the letter, or if Parks and Recreation Director Brad Epperley had written the letter for her to sign. Mrs. Fenton stated that no one had directed the Recreation Advisory Commission or the Recreation Department to write a letter of support, and that Mr. Epperley had worked with her to draft a

letter that reflected the opinion and recommendation of the advisory commission. Mrs. Fenton further stated that the Parks and Recreation Advisory Commission worked as a team for the community and expressed her disappointment that all members were not working well together. Councilman Stipes commended Mrs. Fenton's efforts in working diligently for the community as a member of the advisory commission, and Councilman Huppert expressed appreciation for some of the points made by Mrs. Fenton regarding the need to accommodate projected population growth, and noted that the Recreation Advisory Commission had worked diligently on the proposed park plans, with public input, over a seven-year period.

Kathy Meadows, member of the Parks and Recreation Advisory Commission, read a letter of support for the proposed Town Park signed by Diane Fenton, Chair of the Parks and Recreation Advisory Commission, on behalf of the advisory commission. A copy of the letter was provided to Council and is attached herewith for reference in the minutes book.

John Neel, 60 Marquise Drive, addressed Council in support of the proposed Town park as a citizen, business owner, and father of child involved in Christiansburg sports. Mr. Neel noted that he worked with previous Town administration and Council to develop the initial plan for the proposed park; however, the perspective of his comments was from his role as a Christiansburg youth athletic coach of more than nine years. Mr. Neel talked about the tremendous youth sports presence in Christiansburg and the shortage of ball fields, especially practice fields for sports such as soccer. Mr. Neel offered information on comparable sized localities and the comparison with the number of outdoor open space facilities available for youth sports activities. Councilwoman Hicks asked if Mr. Neel had a signed contract with the Town for construction of the park, and Mr. Neel replied that his only business contract with the Town related to the park was for development of the master plan, and he stressed that his company, Gay and Neel, Inc., expected to receive no funding from the Town for construction of the park. At Councilwoman Sachs request, Mr. Neel talked about his experience regarding the personal financial costs of sports tourism that often involved travel over multiple days.

VI. CITIZEN COMMENTS (no comments presented)

VII. COMMITTEE REPORTS

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

1. Boundary Line Adjustment for Lots 29 thru 35, Reagan's Pointe and Resubdivision of Lot 34, Reagan's Pointe situated along Giles Drive, S.E. & Glade Drive, S.E.

Councilman Stipes reported that Street Committee items 1 and 2 relate to an error by the developer in locating houses on lots previously approved by Council. Mr. Stipes noted that current property owners had expressed support for the adjustments, as the adjustments would evenly divide property lines between built homes. The plat has been reviewed by Town staff and the Street Committee, and Councilman Stipes made a motion to approve Items 1 and 2, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

2. Boundary Line Adjustment for Lot 36 & Lot 37, Reagan's Pointe situated along Glade Drive, S.E. (See Council action above)

3. Boundary Line Adjustment for Lot 52 & Lot 53, Reagan's Pointe situated along Glade Drive, S.E.

Councilman Stipes made a motion to approve item 3, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

4. Boundary Line Adjustment between Lot 46 and Part of Tax Parcel 530(18)-A-E (Park Area #2) & Lots 47 thru 49 of Reagan's Pointe.

Councilman Stipes explained that a previous adjustment to the PHD for Reagan's Pointe was approved by Town Council. The adjustment included a revision to the proposed open space, combined with the addition of two building lots based on the acquisition of additional acreage from VDOT. The current revision reflects the two additional building lots and a relocated, larger proposed open space. The boundary line adjustment has been reviewed by Town staff and the Street Committee and was found to be consistent with the subdivision ordinance. Councilman Stipes made a motion to approve the request, seconded by Councilman Bishop. 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. Conditional Use Permit request by applicant Colin Huff for a towing service at property owned by L & R Burch Properties LLC located 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.

Councilman Stipes made a motion to approve the CUP request as recommended by the Planning Commission, seconded by Councilwoman Hicks. Referring to comments made by Tullio O'Reilly during the Public Hearing, Mayor Barber clarified that limited Town of Christiansburg trucks used the right-of-way access through the Dwelling Place property, and that was a pick-up type utility truck, and access was typically only once per day. Assistant Town Manager Warren noted that he had spoken with the Public Works Department and that a meeting would be held with property owners to address the concerns regarding right-of-way maintenance. Mr. Warren further noted that staff had visited the site and that no immediate roadway repairs appeared needed. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Cares Act funding.

Town Manager Wingfield noted that an outline of the proposed CARES Act funding distribution was included in the agenda packet in preparation for the work session scheduled for October 29, and he provided a brief overview of the items included in the document. Council discussed including a third outdoor bathroom in the fund distribution list, with Town Manager Wingfield explaining the obstacles with placing an outdoor bathroom at the Downtown Park due to limited space. Mr. Wingfield offered to meet with Town staff to discuss the options in this matter. Councilwoman Hicks asked Council to consider ways to address water bill nonpayment and

suggested the Town send less money to the Montgomery County Tourism Development Council and more to places like MCEAP that offer community assistance with bills. Mayor Barber noted that CARES Act funding could not be used to recover loss from utility bills, and Councilman Showalter asked if the Treasurer's Office was actively referring residents unable to pay their utility bills to MCEAP or other assistance organizations. Finance Director Val Tweedie said that residents unable to pay were referred to assistance agencies, but that most of those agencies, such as MCEAP, only fund families a certain number of times. Councilwoman Hicks mentioned she had called MCEAP and was told that they had run out of assistance funds.

**IX. STAFF REPORTS**

A. Town Manager:

- Reminder of the 2021 Budget Amendment #1 work session scheduled for October 29, 6:00 P.M. Council was provided a copy of the document for preparation of the work session.
- Council was asked to consider cancelling the regular meetings of Council the weeks of Thanksgiving and Christmas. Council expressed no opposition to the request.
- Council was informed that Montgomery County has recently approved a 3% COLA for employees, retroactive to July 1.
- Council was informed that Mr. Wingfield and County Administrator Craig Meadows had been trying to schedule a collaborative meeting with the Montgomery County Board of Supervisors for discussion of various topics, and it looked like it would be early 2021.

B. Town Attorney: No report.

C. Other Staff: No report.

**X. COUNCIL REPORTS**

- A. Councilman Stipes, no report.
- B. Councilman Showalter, no report.
- C. Councilman Huppert reminded everyone of the Halloween Trick or Treat drive-through event scheduled for Saturday at the Recreation Center.
- D. Councilman Bishop reported that a virtual Central Business District Committee meeting was scheduled for October 28, 12:00 P.M., and all were invited to attend.
- E. Councilwoman Sachs, no report.
- F. Councilwoman Hicks expressed support for the upcoming Halloween Trick or Treat drive-through event at the Recreation Center, and thanked Building Official Jerry Heinline for his support of the community in addressing blighted structures. Mrs. Hicks then referred to the letters of support for the proposed Town Park and asked if corporate sponsorships had been solicited. Mayor Barber explained that it would be premature to seek sponsorships, or host fundraisers, for the park since it had not yet been approved by Council.

**XI. OTHER BUSINESS**

**XII. ADJOURN**

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:33 P.M.

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October 27, 2020

Michele Stipes, Clerk of Council

D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
SPECIAL MEETING MINUTES – 6:00 P.M.  
OCTOBER 29, 2020**

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON OCTOBER 29, 2020 AT 6:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren, Clerk of Council Michele Stipes; Deputy Clerk of Council Tracy Heinline; Police Chief Mark Sisson; Human Resources Director Alicia Dials; Public Works Director Jim Lancianese; Assistant Director of Public Works Travis Moles; Parks and Recreation Director Brad Epperley; Director of Engineering Wayne Nelson; Assistant Director of Engineering, Capital Projects & Utilities Justin St. Clair; Aquatics Director Terry Caldwell; Director of Finance Valerie Tweedie; Assistant Director of Engineering, Land Development & Operations Mike Kelley.

**SPECIAL MEETING**

**I. CALL TO ORDER**

**II. DISCUSSION BY MAYOR AND COUNCIL**

A. Proposed Budget Amendment for FY 20-21 that includes CARES Act funding, consideration of the proposed park, employee benefits and capital projects.

Town Manager Randy Wingfield and Director of Finance Valerie Tweedie provided Council with a PowerPoint presentation referencing employee compensation, CARES Act funding, other capital funding, the proposed park, along with long-term obligations and fiscal responsibility. Mr. Wingfield expressed to Council the high turnover rate in the Public Works department, noting staff leaving for higher compensation elsewhere. Mr. Wingfield also provided information for the compensation study showing the distribution of pay to employees and the recommendation of employee compensation. Mrs. Tweedie presented to Council the approved FY 2020-21 budget and the removed capital items and operational items after the impact of Covid-19. She noted the impact the current restrictions on full openings of restaurants, entertainment, recreation and travel has had on revenue. Mrs. Tweedie presented to Council the actual meals, lodging and sales tax revenue for 2019-20 and the projected tax revenue for 2020-21. She also explained the rollover of capital project funds that were not fully expended in FY 2019-20 and the capital projects postponed due to Covid-19.

Mrs. Tweedie touched on the CARES Act funding and how the funds must only be for Covid-19 related response and for items that were not budgeted prior to March 1, 2020 and that

expenditure items must be received before December 30, 2020 in order to be eligible for CARES Act funding. Mr. Wingfield spoke about the other capital projects that were new non-CARES Act projects, noting the potential new park, office remodels and trail lighting. Mr. Wingfield provided history on the proposed park, including the purchase of the Truman Wilson land in 2013, the initial design of the park and the selection of Faulconer Construction Company through the PPEA process. Mr. Wingfield noted many of the design elements and future elements for the park and potential park funding sources, including potential sponsorship avenues.

Councilwoman Hicks questioned if the potential park were to be postponed could it possibly be placed on a ballot for the next election. Mr. Wingfield explained that would be a Council decision for vote if that was the direction Council would like to go in.

Greg Krystyniak Project Manager with Faulconer Construction Company and Brian Connolly with Victus Advisors provided Town Council with a presentation on the potential new outdoor sports field park. Mr. Connolly presented to Council a brief analysis of market demand for a new park, estimated annual usages and expenses, including long-term funding options for capital and operations. He explained the Town of Christiansburg's metropolitan statistical area (MSA) is comprised of counties Giles, Montgomery, Pulaski, and Floyd and has a current population of 186,750 people and the potential for facility use. Mr. Connolly pointed out several groups were interviewed and interested in using a new sports field park in Christiansburg. Some of these groups included NRUSA Soccer, Valley Select and Blacksburg Rugby Football Club. Mr. Connolly expressed to Council the potential increase in meals and lodging tax revenue for the Town with a potential new park. And, also an overview of potential funding options for the Town.

Councilwoman Hicks questioned if this presentation reflected numbers during the pandemic because she noted the parks in Christiansburg were currently not being used. Mr. Connolly explained that the hope was to open the facility after the pandemic and after construction was completed. He also mentioned that outdoor parks facilities, unlike indoor parks have not seen a significant decrease in use due to the pandemic. Mrs. Hicks commented on the Abingdon park that had been mentioned previously and expressed concern that the park was having a hard time financially. Councilman Huppert mentioned having concerns about the radius of people coming to the park but believed the park could be just as successful as the Aquatic Center. Councilwoman Sachs questioned if home stays had been included in the analysis study since there was reported information on people visiting the Town and staying in hotels. Mr. Connolly expressed that home stays were factored in as well. Councilman Huppert questioned the potential schedule of the park's opening. Mr. Krystyniak noted that depending on the November 10, 2020 Town Council meeting there would be a new contract worked out with Town staff and plans would be completed at 100 percent so construction could begin.

Councilwoman Hicks expressed concern for the CARES Act funding being used for tourism and the Montgomery County Tourism Development Council and questioned the need for tourism in the Town of Christiansburg. Mr. Wingfield informed Council that the Montgomery County Tourism Development Council's revenue had decreased due to the pandemic and the fact that hotels are not being used which affects Town and County lodging taxes and the CARES Act funding would help be used for marketing in order to support local tourism due to the Covid-19 impacts. Councilwoman Sachs questioned the CARES Act funding being used for the Aquatic Center thermal imaging and the LED signage stating that the amount quoted seemed high. Mr. Wingfield explained the LED signage will be for the Town Hall, Fire and Rescue, and the Recreation Center.

Also, the thermal imaging will scan for temperatures for anyone entering the Aquatic and Recreation Centers. Councilwoman Hicks expressed concern for the bathroom addition to the downtown park and questioned if it could be ordered before the December 30, 2020 deadline for CARES Act funding. Mr. Wingfield explained there may be difficulty in finding a place for the bathroom at the park due to the only flat space there being the basketball courts. Mayor Barber mentioned and agreed the bathroom for the downtown park would be a good addition whether that could be purchased and installed before the end of December or sometime in the next year. Councilwoman Hicks questioned CARES Act funding and salary and wages for employees that worked overtime. Mrs. Tweedie explained the salary and wages that are charged to the CARES Act are reimbursement of cost that the Town already would have paid for employees whose work was strictly related to Covid-19 or that were granted additional leave from the CARES Act itself. Councilwoman Sachs mentioned the Town of Blacksburg was currently working on a new program where any gift card purchased in Blacksburg could be matched with CARES Act money and would like to see the Town of Christiansburg go in that direction. Mr. Wingfield expressed that the Town of Blacksburg is now reevaluating this program due to uncertainty in whether this is allowed under CARES Act funding. He added that by the November 10, 2020 Town Council meeting, he should have a definite answer if the Town of Blacksburg would use a portion of their CARES Act funding for the gift card program.

### III. Adjournment

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:15 P.M.

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Tracy Heinline, Deputy Clerk of Council

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D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG		PAY DATE 11-13-2020	
BILLS TO BE PAID FOR THE MONTHS OF		OCTOBER NOVEMBER	
ACORN SIGN GRAPHICS INC	16,806.32	WAYFINDING SIGNS PER CONTRACT	
ALL PRO TRAILER SUPERSTORES INC	20,748.98	CARES FUNDS TRAILER FOR FIRE DEPT HAUL EQUIPMENT TO TESTING SITES	
ALVIS-LAING ELECTRIC COMPANY	1,220.00	UV AT WWTP	
AMERICA WILD LLC	4,694.00	INTERCEPTOR POWER BIKE FOR PD	
AMERICAN UNIFORM SALES, INC.	98.82		
ATLANTIC EMERGENCY SOLUTIONS, INC	892.94		
B & B QUALITY FENCING	800.00		
BANE OIL COMPANY, INC	1,395.37	OFF ROAD DIESEL	
BLUE RIDGE DIESEL INJECTION	466.05		
C. W. WILLIAMS & COMPANY, LLC	834.85		
CAPITAL LIGHTING & SUPPLY, LLC	507.34		
CARTER MACHINERY	2,650.00	SOFTWARE FOR MAINTENANCE AND REPAIR CATEPILLAR EQUIPMENT	
CLARK GAS AND OIL, INC	1,156.72	FUEL FIRE DEPT TANKS	
CMC SUPPLY, INC.	2.24		
COGSDALE	840.00	UPGRADE CUSTOMER WEB	
COLE TRUCK PARTS, INC	977.24		
CONCRETE PIPE & PRECAST LLC	1,170.00	MATERIALS WATER DEPT	
CONSTRUCTION MATERIALS GROUP, INC	219.10		
DELL MARKETING L.P.	1,536.28	EQUIPMENT IT	
DOMINION DOOR & HARDWARE INC	1,195.00	NEW DOOR RESCUE BUILDING	
DUNCAN FORD MAZDA	90.03		
EAST COAST EMERGENCY VEHICLES, LLC	98.50		
ELECTRICAL SUPPLY CO	1,148.33	ELECTRICAL SUPPLIES VARIOUS DEPARTMENTS AND PROJECTS	
EVOQUA WATER TECHNOLOGIES, LLC	5,472.00	MATERIALS FOR WWTP	
EXCEL TRUCK GROUP	879.60		
FASTENAL COMPANY	437.35		
FERGUSON ENTERPRISES, INC.#75	3,611.42	PIPES, FITTING, PARTS WATER AND WASTE WATER	
FISHER AUTO PARTS, INC.	129.45		
GALLS, AN ARAMARK COMPANY	2,705.16	UNIFORMS AND SUPPLIES PD	
GRAINGER	132.10		
HAJOCÀ CORPORATION	92.32		
HARVEY CHEVROLET CORP.	465.86		
INFRASTRUCTURE SOLUTIONS GROUP INC	32.74		
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	126.95		
KORMAN SIGNS, INC.	4,069.33	SIGN MATERIALS FOR STREET DEPT	
LIBERTY FIRE SOLUTIONS, INC	540.00		
METRO HEAVY-DUTY, INC.	380.97		
MIDWAY PRODUCTION SERVICES	2,531.07	REPAIR AUDIO SYSTEM AT RECREATION CENTER	
MOBOTREX, INC	1,917.00	INSTALLATION WORK FOR LED SIGNS AND SECURITY GATE	
MOORE'S BODY & MECHANICAL SHOP, INC	1,311.00	VEHICLE REPAIR PW	
NATIONAL POOLS OF ROANOKE, INC.	677.40		
NORTHWEST HARDWARE CO INC	172.04		
NRV REGIONAL WATER AUTHORITY	736,965.23	QUARTERLY PAYMENT FOR WATER SUPPLY TO CHRISTIANSBURG	
PET WASTE ELIMINATOR	1,779.99	PET WASTE SUPPLIES AND STATIONS	
POWER ZONE	102.54		
PROFESSIONAL COMMUNICATIONS	4,375.00	MAINTENANCE PD DISPATCH CONSOLE VCIN TERMINAL	
QUALITY TIRE & BRAKE SERVICE	200.00		
SAFARILAND LLC	111.00		
SANICO, INC	3,955.53	JANITORIAL SUPPLIES	
SCHIPPER & CO USA, INC	1,840.30	RECREATION LANDSCAPING	
SOUTHERN AIR, INC	6,626.88	REPLACE FURNACE TOWN HALL AND WORK AT RECREATION CENTER FOR AIR FILTRATION	
SOUTHERN REFRIGERATION CORP.	625.59		
STATE ELECTRIC SUPPLY CO., INC.	2,416.58	ELECTRICAL SUPPLIES VARIOUS DEPARTMENTS AND PROJECTS	
SUNAPSYS, INC	6,400.00	CARES ACT WWTP GENERATORS TO SCADA SYSTEMS	
TAYLOR OFFICE & ART SUPPLY, INC	1,004.63	VARIOUS OFFICE SUPPLIES ALL DEPTS	
THOMPSON REUTERS	134.87		
TOTER, LLC	4,986.12	NEW GARBAGE CARTS	
TREASURER OF MONTGOMERY COUNTY	224,283.00	NRV 911 AUTHORITY QUARTERLY PAYMENT	
TREASURER OF VIRGINIA	150.00		
TYLER TECHNOLOGIES, INC	630.00		
UNIFIRST CORPORATION	1,403.25	UNIFORMS PW	
USA BLUE BOOK	455.63		
WILSON BROTHERS INCORPORATED	12.31		
WW NORTH AMERICA HOLDINGS LLC	1,250.00	WEIGHT WATCHERS HEALTH BENEFIT EMPLOYEES	
<b>TOTAL BILLS TO BE PAID</b>	<b>1,084,940.32</b>	<b>PAY DATE 11-13-2020</b>	

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

**OCTOBER NOVEMBER**

<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
EXXON MOBILE	104.50	
GATES FLOWERS	45.00	
HOLIDAY MOTORS	301.37	
LANCASTER INC	75.00	
POWER ZONE	24.80	
TOWN OF CHRISTIANSBURG	388.37	FUEL
<b>TOTAL PAID BILLS</b>	<b>939.04</b>	

<b>TOWN OF CHRISTIANSBURG</b>			
<b>BILLS PAID DURING THE MONTH</b>		<b>OCTOBER NOVEMBER</b>	
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>	
ADAMS CONSTRUCTION CO	1,109.86		
ADAMS CONSTRUCTION CO	462.32	ASPHALT MIX AND PATCH	
ADVANCE AUTO PARTS	251.45	PARTS FOR REPAIRS OF VEHICLES AND EQUIPMENT	
AMAZON CAPITAL SERVICES INC	796.39		
AMERICAN RED CROSS	304.00		
ANTHEM BLUE CROSS BLUE SHEILD	36,429.51	MEDICAL INSURANCE EMPLOYEES	
APPALACHIAN POWER	46,496.51	TOWN WIDE UTILITY SERVICES	
AT & T	164.89		
ATMOS ENERGY	32.12	TOWN WIDE GAS SERVICES	
BMS DIRECT	364.75	POSTAGE PRINTING WATER BILLS AND NEWSLETTERS	
BOUND TREEE MEDICAL LLC	814.10	SUPPLIES RESCUE	
CARTER MACHINERY CO	166.19	BULK OIL AND PARTS FOR PW FLEET MAINTENANCE	
DATA MANAGEMENT INC	1,405.35	TIMEKEEPING HOSTING	
DELTA DENTAL	11,563.28	DENTAL COVERAGE EMPLOYEES	
DS SERVICES-crystal springs	175.41		
ELEVATING EQUIPMENT INSPECTION SERVICES	115.00		
EXPRESS SERVICES INC	2,207.28	SEASONAL LANDSCAPE LABOR	
FEDERAL EXPRESS	44.51		
FIRE SAFETY PRODUCTS	325.00		
FIRST CHOICE SHREDDING INC	700.00		
FITNESS CONCEPTS	61.00	MONTHLY SERVICE/PARTS/REPAIRS REC	
GARDNER'S FROZEN TREATS	351.00	EMPLOYEE PICNIC	
HOME DEPOT	133.90	MATERIALS FOR BUILDING MODIFICATIONS FOR COVID 19	
JORDAN OIL CO	1,590.25	FUEL FIRE DEPT	
LUMOS NETWORKS INC/SEGRA	1,058.09	PHONE SERVICE	
MANSFIELD OIL	9,565.05	FUEL PURCHASES	
MCKESSON MEDICAL-SURGICAL	244.30	MEDICAL SUPPLIES RESCUE	
MONTGOMERY DISTRIBUTORS	5,995.50	PORTABLE HAND WASHING STATIONS PW COVID FUNDS	
NEW RIVER ENGRAVING	196.49		
NEW RIVER VALLEY RESTAURANT SERV	164.64		
OLD TOWN PRINTING & COPYING	3,715.23	COLORING BOOKS FOR HALLOWEEN EVENT	
PRECISION GLASSM& UPHOLSTERY INC	142.08	FRONT DESK BARRIER REC	
RAKESTRAW LAWN CARE	260.00		
RECREONICS INC	1,409.05	LANE LINES AQUATICS	
REFUND FEES AQUATIC CENTER	90.00		
REFUND FEES REC DEPT	793.00		
REFUND WATER/SEWER	212.23	REFUND OVERPAYMENTS AND DEPOSITS	
ROBERTS OXYGEN COMPANY INC	83.00		
ROLLER VENTURES	40.00		
SHENTEL	56.70		
SLC OF THE NRV	325.00		
SOUTHERN STATES	633.93	SEED AND FERTILIZER	
SUBURBAN PROPANE	1,499.32	WWTP GENERATORS	
TBC ASSOCIATES II LLC/TIDY SERVICES	1,040.00	PORTA POTTIES PARKS/REC	
TRACTOR SUPPLY	29.98	MISC SUPPLIES	
U.S. CELLULAR	125.09		
VERIZON	424.95		
VERIZON WIRELESS	7,239.89	CELL PHONES AND TABLETS	
VIRGINIA BUSINESS SYSTEMS	2,709.00	COPIER MAINTENANCE	
VIRGINIA MEDIA	450.00	JOB POSTINGS, PUBLIC HEARINGS ETC	
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>939.04</b>		
<b>TOTAL PAID BILLS</b>	<b>144,566.59</b>		
<b>BILLS TO BE PAID</b>	<b>1,084,940.32</b>		
<b>GRAND TOTAL</b>	<b>1,230,445.95</b>		



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

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

November 10, 2020

**ITEM TITLE:**

Contract approval for public transportation services with Blacksburg Transit (BT) for \$170,000

**DESCRIPTION:**

Council is asked to approve the FY21 annual contract for transportation services with BT. The reduced contract cost from the planned level of service contract cost of \$371,100 to \$170,000 is due to CARES Act funding received by BT.

**POTENTIAL ACTION:**

Approval of contract

**DEPARTMENT:**

Administration

**PRESENTER(S):**

Asst. Town Manager Andrew Warren

**INFORMATION PROVIDED:**

Contract

<https://christiansburg.box.com/s/yeqqdtjauboo92z9ie11qfwq8vvdo7r1>



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

November 10, 2020

**ITEM TITLE:**

Contract with Century Engineering, Inc. d/b/a NXL for Construction Engineering and Inspection Services on the Hickok Street Improvements Project in the amount of \$437,277.38.

**DESCRIPTION:**

Award of a contract in the amount of \$437,277.38 to Century Engineering, Inc. d/b/a NXL for Construction Engineering and Inspection Services on the Hickok Street 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/04ksywyipgqz6216r7voo5lva6m5lbzs>

Procurement records are available by request

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## SMALL BUSINESS SATURDAY RESOLUTION

**WHEREAS**, the Town of Christiansburg, its residents and visitors enjoy the many benefits of a vibrant and diverse commercial base; and

**WHEREAS**, the Town of Christiansburg is committed to providing a business-friendly approach for commerce and tourism; and

**WHEREAS**, it is recognized that for every \$100 spent at a local business, \$68 of it stays within the local economy, compared to just \$43 for large businesses; and

**WHEREAS**, small businesses make up more than 99% of all businesses in the U.S. and employ 47.5% of the country's workers and on average, only 50% of these businesses survive to pass the five-year mark; and

**WHEREAS**, small businesses have consistently played a major role in economic growth because they create so many jobs; and

**WHEREAS**, consumers in the United States agree that it is important for people to support the small businesses they value in their community; and

**WHEREAS**, Christiansburg, VA supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods.

**NOW, THEREFORE BE IT RESOLVED**, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday. Not only does the Christiansburg Town Council designate Saturday, November 28, 2020, as "Small Business Saturday," but it also encourages community support for small businesses year-round because of the value small businesses provide to our town and residents.

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.



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**MEETING DATE:**

November 10, 2020

**ITEM TITLE:**

Street closure for Christmas at the Market on December 10, 2020.

**DESCRIPTION:**

In preparation for the Christmas at the Market event scheduled for December 10, 2020, Council is requested to close West Main Street from noon until after the ending of the event at 8pm. Please see the attached map for details. The Special Events Committee (comprised of many staff including emergency services and public works representatives) have reviewed and agree to the logistics of the closure. Parks and Recreation staff will communicate the plans of the closure to affected businesses and property owners downtown.

**POTENTIAL ACTION:**

Approval of street closure

**DEPARTMENT:**

Administration

**PRESENTER(S):**

Assistant Town Manager Andrew Warren

**INFORMATION PROVIDED:**

Christmas at the Market Booth Layout

<https://christiansburg.box.com/s/zsifhp947uewauymyfv0vkdi7ny7k9z7>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**MEETING DATE:**

November 10, 2020

**ITEM TITLE:**

Leave of absence for Planning Commission member Jeananne Knies until January 2021

**DESCRIPTION:**

The Planning Commission By-laws specify the following: "According to Code of Virginia § 15.2-2212, a member of the Commission may be removed from office by Town Council without limitation in the event that the member is absent from any three consecutive meetings of the Commission, or is absent from any four meetings of the Commission within any 12-month period. Meetings missed while on leave of absence or with permission granted by Town Council will not be counted as absence from a meeting for purposes of this section."

Planning Commission member Jeananne Knies has asked for a temporary leave of absence until January 2021 for personal reasons. The leave of absence will allow Mrs. Knies to have the absences in this period be considered excused and not count against the Planning Commission attendance provisions.

**POTENTIAL ACTION:**

Approval of leave of absence

**DEPARTMENT:**

Administration

**PRESENTER(S):**

Asst. Town Manager Andrew Warren

**INFORMATION PROVIDED:**

Planning Commission By-laws

<https://christiansburg.box.com/s/ckrkwdh6ryykh77knukyn2hyb5lj01sa>



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

**AGENDA LOCATION:**

Discussion and Action

**MEETING DATE:**

November 10, 2020

**ITEM TITLE:**

Approve resolution to appropriate funds in Budget Amendment #1.

**DESCRIPTION:**

Pending Council action on the preceding budget amendment agenda item, this resolution is needed to appropriate the funds for the Fiscal Year 2021 budget in accordance with state code and reflected in the budgeted expenditures in the approved amendment.

**POTENTIAL ACTION:**

Consider Action

**DEPARTMENT:**

Administration/Finance Department

**PRESENTER(S):**

Town Manager Randy Wingfield  
Finance Director Val Tweedie

**INFORMATION PROVIDED:**

Resolution Appropriating for Expenditures in Fiscal Year 2021 All Funds Budgeted for Expenditure in the Fiscal Year 2021 Per Budget Amendment #1; Providing for an Effective Date.

<https://christiansburg.box.com/s/em1nmqcuzym7wzevo8i20cdcxjteamfr>

## **CHRISTIANSBURG TOWN COUNCIL CODE OF ETHICS**

**The citizens of Christiansburg are entitled to fair, ethical, accountable, and effective local government. Such a government requires that elected public officials:**

- **Comply with both the letter and spirit of the laws, ordinances, and policies of Town government.**
- **Be independent, impartial and fair in their judgment and actions.**
- **Use their public office for the public good and not for personal gain.**
- **Conduct public deliberations and processes openly.**
- **Act with respect and civility.**

- 1. Council Members shall work for the common good of the people of Christiansburg and not for any private or personal interest. They will treat all persons, claims, and transactions in a fair and equitable manner.**
- 2. Council Members shall at all times refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Town Council, boards, commissions, committees, staff, or the public.**
- 3. Council Members duties shall be performed in accordance with the rules established by the Town Council. A Council Member shall respect a decision by Council once it has been made by the majority of Council.**
- 4. It is the responsibility of Council Members to share information that is relevant to any matter under consideration that they have received from sources outside of the decision-making process with all other Council Members.**
- 5. Council Members shall interact with one another honestly, forthrightly, truthfully, and respectfully. Discussions shall focus on issues, policies, and other substantive matters relating to the function of Town Government.**
- 6. Council Members shall respect and preserve the confidentiality of information provided to them concerning the matters of the Town. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.**
- 7. To the best of their ability, Council Members shall represent the official policies and positions of the Town Council. When presenting their own personal opinions or positions, members shall explicitly state that they do not represent the official position of the Council or the Town.**
- 8. Council Members shall support and maintain a positive and constructive environment for residents, businesses, Town employees, and others involved in**

**Town activities. Council Members shall listen to concerns and requests by town residents and then pass that information to the Town Manager.**

- 9. Members of the Council have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of Town Government.**
- 10. Members of Christiansburg Town Council have the responsibility to intervene when actions of any member or members appear to be in violation of this Code Ethics.**
- 11. The Code of Ethics shall be reaffirmed by majority vote of Town Council each annual reorganizational meeting, typically scheduled the first regular meeting in January.**

**Adopted by Town Council**

**Amended and Reaffirmed by Town Council**

**July 17, 2007**

**March 10, 2020**