



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
APRIL 13, 2021 – 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, April 13, 2021 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. [Lease of property at 415 Cambria Street, N.W. \(Tax Parcel 466 – \(\(A\)\) – 1; Parcel ID 012952\) to Montgomery County Public Schools and the YMCA Thrift Store.](#)

#### IV. CONSENT AGENDA

- A. [Approval of Minutes of March 23, 2021.](#)
- B. [Approval of audit engagement with RFC \(Robinson Farmer Cox, LLC\).](#)
- C. Schedule Public Hearing on May 11, 2021 for water rate increase.
- D. Schedule Public Hearing on May 25, 2021 for Fiscal Year 2021-22 budget.
- E. Schedule Public Hearing on May 25, 2021 for a Conditional Use Permit request by Aztec Rental (applicant) on behalf of Curtis Properties, LLC for a contractor storage yard in the General Business (B-3) zoning district at 415 Roanoke Street (Tax Parcel 527 – ((A)) – 204). The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- F. Schedule Public Hearing on May 25, 2021 for a Conditional Use Permit request by John D. Elmore for a contractor storage yard in the General Business (B-3) zoning district at 710 Peppers Ferry Road, N.W. (Tax Parcel 435 – ((A)) – 23). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- G. [Contract with Wetland Studies and Solutions, Inc. d/b/a WSSI for Stormwater Engineering On-Call Services in the amount of \\$100,000 or more, renewable for up to a 5-year term.](#)
- H. [Contract with Rummel, Klepper, & Kahl, LLP d/b/a RK&K for Signal Structure Evaluations and Traffic Engineering On-Call Services in the amount of \\$100,000 or more, renewable for up to a 5-year term.](#)

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Executive Director Amanda Forrester of the Small Business Development Center to present on Christiansburg and New River Valley programs and operations.
- B. Assistant Director of Engineering, Justin St. Clair, to present on the proposed capital projects included in the Fiscal Year 2021-2022 Budget.

#### VI. CITIZEN COMMENTS

#### VII. COMMITTEE REPORTS

- A. Stipes and Bishop—Street Committee Report/Recommendation
  - 1. Plat Showing Subdivision of Lots 60-65 & Boundary Line Adjustment on Lots 57-59, Reagan's Pointe situated along Giles Drive, S.E. Six new lots will be created.

## VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Appointment of Logan Kessinger, Director of Sales for the Hampton Inn, as Hotel Representative for the Town of Christiansburg on the Montgomery Tourism Development Council. The term is for two years from appointment.
- B. An Ordinance amending Sec. 18-204 of Article VII. Transient Lodging Tax of Chapter 18 Finance and Taxation of the Christiansburg Town Code regarding the lodging tax penalty. The public hearing was held March 23, 2021.
- C. Lease of property at 415 Cambria Street, N.W.
- D. Potential reward for reporting vandals that results in arrest and conviction.
- E. Discussion regarding a cap on utility debt relief.

## IX. STAFF REPORTS

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

## X. COUNCIL REPORTS

## XI. OTHER BUSINESS

- A. Closed Meeting:
  - 1. Request for a Closed Meeting under Code of Virginia § 2.2-3711(A)(7), for 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 to discuss a claim by Alleghany Construction regarding the N. Franklin Street – Cambria Street Intersection and N. Franklin Street Corridor Project.
  - 2. Reconvene in Open Meeting.
  - 3. Certification.
  - 4. Council action on the matters.

## XII. ADJOURNMENT

### Upcoming meetings of Council:

April 27, 2021, 7:00 P.M. – Regular Meeting

May 11, 2021, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**

Discussion/Action

**Meeting Date:**

April 13, 2021

**ITEM TITLE:**

Lease of property at 415 Cambria Street, N.W.

**DESCRIPTION:**

The proposed lease to Montgomery County Public Schools would be for 11,000 square feet (the two areas at the end of the central corridor toward the rear of the building) at \$3 per square foot for a total of \$33,000 annually (\$2,750 monthly payments) with the lease becoming month-to-month after one year. The Town currently lease approximately 10,000 square feet of warehouse area and the office area to Fiber Technologies Solutions. I have also received a request for the 6,000 square foot area from the YMCA Thrift Store for approximately 6 months. I would propose that Town Council allow this use for free as support for the non-profit.

**POTENTIAL ACTION:**

Take action on request.

**DEPARTMENT(S):**

Administration

**PRESENTER:**

Town Manager Randy Wingfield

**Information Provided:**

Lease for 415 Cambria Street, N.W. with Montgomery County Public Schools  
<https://christiansburg.box.com/s/gvwr9c4ktwyvzcee8bfgyct54z1ehmh0>

Schematic of 415 Cambria Street, N.W.

<https://christiansburg.box.com/s/kefsey5j2n5qimtfn6nk9asqxol4544>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
MARCH 23, 2021 – 7:00 P.M.**

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON MARCH 23, 2021 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Samuel M.

Bishop; Johana Hicks; Steve Huppert; Merissa Sachs; Henry Showalter; Bradford J. Stipes.

ABSENT: None.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Finance/Treasurer Director Valerie Tweedie; Police Chief Mark Sisson; Director of Engineering Wayne Nelson.

REGULAR MEETING

I. CALL TO ORDER

A. Moment of Reflection

B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

Councilwoman Hicks made a motion to adjust the agenda to add a discussion concerning the United Way and community support applications. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Councilman Showalter made a motion to remove item M. under Discussion and Action by Mayor and Town Council concerning time limits for Council members. Mr. Showalter expressed that due to Council not wanting to move forward with this discussion it should be removed from the agenda. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Mayor Barber noted that Derrick Mays, Program Manager from the Department of Criminal Justice would not be presenting, due to unforeseen circumstances.

III. PUBLIC HEARINGS

A. An Ordinance amending Sec. 18-204 of Article VII. Transient Lodging Tax of Chapter 18 Finance and Taxation of the Christiansburg Town Code regarding the lodging tax penalty.

The public hearing was opened. With no speakers on the item, the public hearing was closed.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of March 9, 2021 and Work Session Minutes of March 16, 2021.
- B. Monthly bill list.
- C. Resolution recognizing March 29, 2021 as Vietnam Veteran's Day.
- D. Resolution recognizing April 5 – 11, 2021 as National Public Health Week.
- E. Resolution recognizing April 11 -17, 2021 as National Public Safety Telecommunicators Week.
- F. Resolution recognizing April 2021 as Child Abuse Prevention Month.
- G. Schedule public hearing on May 11, 2021 for a Conditional Use Permit request by New River Soccer Association (applicant) on behalf of Marjorie Ann Rhudy for a private recreational facility in the Agriculture (A) zoning district at 1200 Buffalo Drive, (Tax Parcel 556 – ((A)) – 84). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- H. Schedule public hearing on May 11, 2021 for a Conditional Use Permit request by TPBC, LLC (Valley Landscaping) (applicant) on behalf of the Montgomery County School Board for a contractor storage yard in the General Business (B-3) zoning district at 1175 Cambria Street, N.E. (Tax Parcel 497 – ((A)) – 95). The property is designated as Downtown/Mixed Use on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilman Showalter made a motion to approve the Consent Agenda. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Derrick Mays, Program Manager from the Department of Criminal Justice, to present Police Department's recertification document for accreditation.

Mr. Mays was unable to attend the Town Council meeting.

- B. Finance Director/Treasurer Valerie Tweedie to present the proposed Fiscal Year 2021-2022 Budget.

Mrs. Tweedie referenced the handout of the 2022 Proposed Budget Draft provided for Council. Mrs. Tweedie updated Council concerning the economic outlook compared to last year's budget and mentioned the conservative revenue projections for meals, lodging, and

sales taxes, and business license fees. She explained that the Town's projected revenues is \$62,247,307 and referenced a graph that showed where the funds would originate from, the majority being the capital project fund. She also explained the areas the funds would be expended, the largest being trails, streets, and capital projects. Mrs. Tweedie stated that the budget also included a proposed water rate increase for 2022 that was deferred from 2021 and the construction of the signature park along with related costs and debt service. Also included were four new full-time positions and a 2% merit pool along with a 1% cost-of-living increase for employees. Mrs. Tweedie discussed the major capital projects that were upcoming, and the amount projected for community support for non-profit businesses. She presented to Council the new assigned reserves and explained that this year would be the last year for the software reserve. Mrs. Tweedie explained that the \$1.1 million would be placed into reserves for larger projects that would arise in the next 5-10 years and clarified the use of the assigned and unassigned reserves in the proposed budget. Mrs. Tweedie concluded that the next steps in the upcoming weeks would include Council holding budget works sessions as needed, scheduling a public hearing for the water rate increases, scheduling a public hearing for the budget and then approving a finalized budget.

#### VI. CITIZEN COMMENTS

None.

#### VII. COMMITTEE REPORTS

Councilwoman Sachs reported that the Central Business meeting would be held on Wednesday, March 24<sup>th</sup> at 12:00pm.

Councilman Huppert reported that he had worked as a liaison for the Parks and Recreation for many years and was very pleased with the current staff. Mr. Huppert expressed disappointment at the last Council meeting when it was reported there was a great deal of trash at the Depot Park. He explained he had gone to the park at different times and looked for trash and could only find a small amount. Mr. Huppert expressed the park was well maintained and he encouraged citizens to speak with Parks and Recreation Director Brad Epperley or himself if they had any concerns.

Councilman Stipes

No report.

Councilman Showalter

No report.

Councilman Bishop

No report.

Councilwoman Hicks reported that her family visits the Aquatic Center often and is happy with the maintenance of the grounds as well as the staff being so welcoming. Mrs. Hicks expressed the need for cameras at the skate park and mentioned it is well utilized by the community.

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

- A. Conveyance of an access easement from the Town of Christiansburg over and across a portion of Tax Parcels 435 – ((A)) – 1, 2, 2A and 3 to benefit Tax Parcel 435 – ((A)) – 34 (owned by Jalaledin and Joni L. Dadras).

Councilwoman Hicks expressed gratitude to the Dadras family for signing documents to proceed with the access easement and the Miller Land Company for making adjustments for an entrance.

Councilman Showalter made a motion to approve the conveyance of an access easement. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Conveyance by quitclaim of any interest of the Town in approximately 0.093 acres of the abandoned right-of-way of Route 658 adjacent to Tax Parcel 435 – ((A)) – 34 (owned by Jalaledin and Joni L. Dadras).

Councilman Showalter made a motion to approve the conveyance by quitclaim of any interest of the Town. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- C. Conveyance to Miller Land Company, Inc. by quitclaim and boundary line adjustment of approximately 0.089 acres consisting of (a) the abandoned right-of-way of Route 658 adjacent to Tax Parcel 435 – ((A)) 39A (owned by the Miller Land Company, Inc.), and (b) a portion of Tax Parcel 435 – ((A)) – 1, 2, 2A, and 3.

Councilman Showalter made a motion to approve the conveyance to Miller Land Company, Inc. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- D. Conveyance of a stormwater management easement from the Town of Christiansburg on Tax Parcel 435 – ((A)) – 1, 2, 2A, and 3 for the benefit of Tax Parcel 435 – ((A)) – 39A owned by the Miller Land Company, Inc., et al.

Councilman Showalter made a motion to approve the conveyance of a stormwater management easement. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- E. Dedication of a conservation easement on approximately 0.868 acres of Tax Parcel 435 – ((A)) – 1, 2, 2A, and 3 (proposed park on Peppers Ferry Road, N.W.).

Councilman Showalter made a motion to approve a dedication of a conservation easement. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.



- F. Dedication of a conservation easement on approximately 5.018 acres of portions of Tax Parcel 495 – ((2)) – A. (Diamond Hills Park).

Councilman Showalter made a motion to approve the dedication of a conservation easement at the Diamond Hills Park. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- G. Dedication of a conservation easement on Tax Parcel 495 – ((A)) – 101A (approximately 10.406 acres adjacent to closed Wades Lane Landfill).

Councilman Showalter made a motion to approve a dedication of a conservation easement adjacent to closed Wades Lane Landfill. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- H. Street Right-of-way, Easements, and Boundary Adjustments for Tax Parcels 435 – ((A)) – 1, 2, 2A and 3; 435 – ((11)) – A; and 435 – ((11)) – B owned by the Town of Christiansburg (Christiansburg Signature Park off of Peppers Ferry Road).

Councilman Showalter made a motion to approve the street right-of-way, easements, and boundary adjustments off of Peppers Ferry Road. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- I. Street Right-of-way, Easements, and Boundary Adjustments for Tax Parcels 435 – ((A)) – 1, 2, 2A and 3 owned by the Town of Christiansburg, 435 – ((A)) – 39A owned by Miller Land Company, 435 – ((A)) – 34 owned by Jalaldin and Joni L. Dadras.

Councilman Showalter made a motion to approve the street right-of-way, easements, and boundary adjustments. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- J. An extension for a Conditional Use Permit request by Cole Shows Amusement Co Inc. (applicant) for property owned by Rockstep Christiansburg LLC for a carnival at 782 New River Road, N.W. (Tax Parcel 435 – ((A)) – 41) in the B-3, General Business zoning district. The Conditional Use Permit as approved by Town Council on March 24, 2020 and never used due to COVID-19 restrictions. Modified operations plan approved by the New River Health District to operate between April 28, 2021 thru May 9, 2021.

Councilwoman Hicks welcomed the carnival representatives and inquired where the equipment for the carnival would be installed. It was explained by the representatives that the equipment would be set up near the Belk store area at the mall.

Councilwoman Hicks made a motion to approve the extension for a conditional use permit request by Cole Shows Amusement Co., Inc. Councilman Bishop seconded the motion and

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

- K. Change Order #1 to Christiansburg Signature Park Comprehensive Agreement to reduce the Faulconer Construction Co. contract by \$801,968.99 regarding removal of playground equipment from contract.

Councilwoman Hicks asked Mr. Wingfield to provide information on the reason for a change order. Mr. Wingfield stated there was a quoted price in the contract to the Town for the playground equipment that included a discount. Mr. Wingfield explained the discount would not be provided for a private company like Faulconer Construction, so instead the Town would make the purchase to receive the discount.

Councilwoman Sachs made a motion to approve the change order #1 to the Christiansburg Signature Park Comprehensive Agreement. Councilman Stipes seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- L. Approval of GameTime purchase order in the amount of \$801,968.99 for purchase of playground equipment for the Christiansburg Signature Park.

Councilwoman Sachs made a motion to approve the GameTime purchase order. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- M. Council request for time limit under Discussion and Action by Mayor and Council during Town Council meetings.

Item M. was removed from the agenda.

Mayor Barber revisited Councilwoman Hicks request to support funding for United Way. Mr. Barber questioned Mrs. Tweedie what the tally vote had been previously to not accept the late application submission. Mrs. Tweedie explained there were two Council members that agreed to accept the application for United Way and four that were against. Councilwoman Hicks expressed there were changes Council made at the last work session that included allowing the Montgomery County Museum to turn in their application late and felt that Council made an exception for one business so they should for both. Mayor Barber noted the tally vote was now three for accepting the application and three against. Councilman Stipes asked Mrs. Hicks that if she changed her tally vote on United Way, then would she also change her vote for the Museum. Mrs. Hicks explained she would like to change her vote for both and felt that Covid-19 had played a big part in the businesses turning in their applications late. Councilman Stipes expressed he still would not support United Way since this United Way supported the whole New River Valley and felt there was a great deal of dollars spent outside of the area. He also explained there were several of the non-profits the Town supported that in turn helped the United Way. Councilman Huppert explained that the United Way's umbrella was so huge and so supported that it would not change his tally vote of no. Since Council voted and the result was a tie, Mayor Barber explained that if the Town did contribute to the United Way, the Town could request funds be spent in Christiansburg only. Mr. Barber voted yes with the assurance that the Town could request

the funds be spent in Christiansburg. Mrs. Tweedie expressed that the Town would specify that funds needed to be spent in Christiansburg and documentation would reflect that.

#### IX. STAFF REPORTS

##### A. Town Manager

Mr. Wingfield announced a Public Hearing for a lease of 415 Cambria Street, N.W. scheduled for April 13, 2021. He also announced a second Public Hearing for a rezoning request on John Lemley Lane for May 11, 2021. He explained the Town had storage at the Rowe Furniture building at 415 Cambria Street, N.W. and Fiber Technologies currently rented a portion of the building on Cambria Street. Mr. Wingfield explained that the Town did own the building and there had been issues with the roof leaking in the building occasionally but tenants that had interest were aware. Councilwoman Hicks questioned if there was public hearing paperwork for property on Franklin Street close to the Trinity Community Church. Assistant Town Manager Warren explained there was a petition to rezone the property from Agricultural to B-3, which is more in line with the commercial district. He explained the request was related to a digital sign the church would like to place and the rezoning would allow more signage.

##### Town Attorney

Mr. Broughton reported on wearing face masks at Council meetings and wanted to clarify that Council could ask citizens to remove facial masks for identification purposes. Mr. Broughton cautioned there could be restrictions to that request due to religious beliefs. Councilman Showalter expressed that banks in the area were requesting customers to lower their masks when entering the business and then replacing them.

##### B. Other Staff

Mayor Barber announced Public Relations Director Melissa Demmitt's last day would be Wednesday March 24, 2021. Mr. Barber expressed that Mrs. Demmitt had been a great asset to the Public Relations Department, as well as the Town, and would be greatly missed. Mr. Barber presented Mrs. Demmitt with a farewell gift.

#### X. COUNCIL REPORTS

Councilman Stipes reiterated that Mrs. Demmitt had done a remarkable job for the Town and would be missed.

Councilman Showalter  
None.

Councilman Huppert reported on the upcoming swim meets at the Aquatic Center and expressed that hopefully those meets would fill up hotels and help boost the economy.

Councilman Bishop  
None.

Councilwoman Sachs  
None.

Councilwoman Hicks commended Public Works for installing the spring decorations on the poles in Town and mentioned the beauty of the flowers around the poles.

Mayor Barber mentioned that the new Town flag was mounted and that it was a nice addition.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:59pm.

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Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

April 13, 2021

**ITEM TITLE:**

Approval of audit services contract for 2021 to 2026

**DESCRIPTION:**

Contract for Audit services with RFC Robinson, Farmer, and Cox for Fiscal Year Ending 6-30-2021 with annual renewals through 2026.

**POTENTIAL ACTION:**

Approval of Agreement

**DEPARTMENT:**

Finance

**PRESENTER:**

Finance Director Valerie Tweedie

**ITEM HISTORY:**

In 2016 we did an RFP for audit services and RFC was chosen as our audit firm for a period of five years. This year we went out for bid again and received 3 audit proposals. Each of the proposals were reviewed and scored and two of the Firms were equally qualified to perform the services. We then conducted interviews with those two firms and requested fee proposals from each. We negotiated the fee with RFC and determined it would be in the Town's best interest to continue for another 5 year agreement with them.

# CONTRACT TO AUDIT THE ACCOUNTS OF

## TOWN OF CHRISTIANBURG, VIRGINIA

This agreement, made this 6<sup>th</sup> day of April, 2021 by and between Robinson, Farmer, Cox Associates, 108 Southpark Drive, Blacksburg, VA 24060, hereinafter referred to as the Auditor, and the Town of Christiansburg, Virginia, 100 East Main Street, Christiansburg, VA 24073, herein after referred to as the Town provides as follows:

1. The Auditor shall audit the financial statements of the Town for the fiscal year ending June 30, 2021. The auditor shall also prepare the following documents as necessary for the Town.
  - SF-SAC data collection form, if applicable
  - Comparative cost transmittal forms
  - Expanded management letter comments
2. The Auditor shall perform the audit and render his reports in accordance with generally accepted government auditing standards, the standards for financial and compliance audits contained in the U. S. General Accounting Office's Government Auditing Standards, Office of Management and Budget's Uniform Guidance, and the Specifications for Audits of Counties, Cities and Towns issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Accordingly, it shall include such tests of the accounting records and such other auditing procedures as the Auditor deems necessary and appropriate in order to express an opinion on the financial statements.
3. It is agreed that generally accepted auditing standards include a compliance review in connection with the review of the Town's system of internal control for the purpose of submitting our written report to the governing body setting forth findings on material weaknesses in internal control, together with recommendations for improvement. Such review shall include the accountability for funds and adherence to applicable budgetary and other legal requirements.
4. The Auditor shall, after completing his audit, submit to the governing body a written report of audit. This report shall include the financial statements and notes thereto prepared in accordance with generally accepted accounting principles, supplementary information requested by the client for full disclosure under the law and the Auditor's opinion on the material presented. The Auditor shall furnish a draft of the report by October 15<sup>th</sup> and as required copies of the final report by November 1<sup>st</sup> of each year upon receipt of approval of the preliminary draft by the Town.
5. It is agreed that time is of the essence in the performance of this contract. However, unavoidable delays shall not render the contract invalid or voidable provided the cause thereof and the estimated completion date are promptly furnished by the Auditor to the Town.
6. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, or should the Town administer new enterprises, or should there be a turnover audit required, or should accounting and/or auditing standards change thereby increasing the scope of service, the Auditor shall inform the governing body and the parties shall negotiate additional compensation required.

7. The Town shall prepare a preclosing trial balance as of June 30<sup>th</sup> of each year, reconcile all bank accounts, and reconcile and schedule all subsidiary ledgers to the general ledger, including accounts receivable, revenues, expenditures, and general fixed asset schedules not later than September 1<sup>st</sup> of each year. The Town shall assist in retrieving supporting documentation substantiating transactions and legal compliance and secure working space for the Auditor.
8. In consideration of the satisfactory performance of the provisions of this Agreement, the Town shall pay the Auditor a fee upon completion as follows:
- |      |    |        |
|------|----|--------|
| 2021 | \$ | 36,000 |
|------|----|--------|
9. This contract includes an option to extend for each of the four (4) subsequent fiscal years. The fee for these fiscal years will be based on the fiscal year 2021 audit fee with an annual increase of the greater of 3% or the annual increase in the consumer price index (CPI-U).
10. The payment of the fees for the audit services under this Agreement specified in Paragraph 8 is subject to an annual appropriation for that purpose by the Town. The Town reserves the right to terminate this Agreement if determined to be in the best interest of the Town. The Auditor reserves the right to terminate this Contract for cause if after the Auditor has completed its internal annual evaluation form "Engagement Acceptance and Continuation Form" for a Local Government Audit it is determined best interest of the Auditor not to provide continued audit services. Should the Auditor terminate this Contract, notice of such termination shall be provided a minimum of four (4) months prior to completion of the fiscal year in which the contract is terminated.
11. There are no other agreements between the parties hereto and no other agreements relative hereto shall be enforceable unless entered into in writing between the parties hereto.

**Agreement for Audit Services:**

ROBINSON, FARMER, COX ASSOCIATES  
CERTIFIED PUBLIC ACCOUNTANTS  
BLACKSBURG, VIRGINIA

By   
Member

TOWN OF CHRISTIANSBURG, VIRGINIA  
CHRISTIANSBURG, VIRGINIA

By \_\_\_\_\_  
Town Manager



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

April 13, 2021

**ITEM TITLE:**

Contract with Wetland Studies and Solutions, Inc. d/b/a WSSI for Stormwater Engineering On-Call Services in the amount of \$100,000 or more, renewable for up to a 5-year term

**DESCRIPTION:**

Professional Services Contract to provide stormwater engineering services including, but not limited to, stormwater drainage system design, hydraulic modeling, flood study analysis, and stream restoration design. The contract period shall be for one year, with the possibility of four (4) one-year renewals. The total amount to be paid by the Town to the Engineer for completed services shall be paid in accordance with the Fee Schedule included as part of Exhibit A within the draft contract. Work completed in a contract year shall not exceed \$500,000. Work completed on any single task shall not exceed \$150,000, or the approved budget amount for the task, whichever is less.

**POTENTIAL ACTION:**

Contract approval and authorize the Town Manager to enter into this contract on behalf of the Town with WSSI, subject to Attorney review and approval.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**ITEM HISTORY:**

On January 10, 2021, the Town of Christiansburg advertised for proposals from interested engineering firms to provide Stormwater Engineering On-Call Services.

**Date:**

**Action Taken:**

**Information Provided:**

Draft Contract

- <https://christiansburg.box.com/s/nd99t9iwtp872g8thupi4ejlqi75c2u0>





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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

April 13, 2021

**ITEM TITLE:**

Contract with Rummel, Klepper, & Kahl, LLP d/b/a RK&K for Signal Structure Evaluations and Traffic Engineering On-Call Services in the amount of \$100,000 or more, renewable for up to a 5-year term

**DESCRIPTION:**

Professional Services Contract to provide transportation engineering services including, but not limited to, signal structure evaluations, traffic engineering, and lighting design. The contract period shall be for one year, with the possibility of four (4) one-year renewals. The total amount to be paid by the Town to the Engineer for completed services shall be paid in accordance with the Fee Schedule included as part of Exhibit A within the draft contract. Work completed in a contract year shall not exceed \$500,000. Work completed on any single task shall not exceed \$150,000, or the approved budget amount for the task, whichever is less.

**POTENTIAL ACTION:**

Contract approval and authorize the Town Manager to enter into this contract on behalf of the Town with RK&K, subject to Attorney review and approval.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**ITEM HISTORY:**

On December 20, 2020, the Town of Christiansburg advertised for proposals from interested engineering firms to provide Signal Structure Evaluations and Traffic Engineering On-Call Services.

**Date:**

**Action Taken:**

**Information Provided:**

Draft Contract

- <https://christiansburg.box.com/s/sa3fgyxw1kysz14zy1euq39uhjsrrjxl>



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

**AGENDA LOCATION:**

Discussion/Action

**Meeting Date:**

April 13, 2021

**ITEM TITLE:**

Appointment of Logan Kessinger, Director of Sales for the Hampton Inn, as Hotel Representative for the Town of Christiansburg on the Montgomery Tourism Development Council.

**DESCRIPTION:**

The term for Logan Kessinger is for two years from appointment. The prior representative, former Hampton Inn Manager Tara Talerico, has recently taken a new position with a hotel in Blacksburg.

**POTENTIAL ACTION:**

Take action on request.

**DEPARTMENT(S):**

Administration

**PRESENTER:**

Town Manager Randy Wingfield



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

**AGENDA LOCATION:**

Public Hearings

**Meeting Date:**

April 13, 2021

**ITEM TITLE:**

An Ordinance Amending Sec. 18-204 of Article VII. Transient Lodging Tax of Chapter 18 Finance and Taxation of the Christiansburg Town Code regarding the lodging rate penalty.

**DESCRIPTION:**

At the March 2, 2021 Town Council meeting, Town Manager Wingfield and Finance Director Tweedie had pointed out that the penalty and interest provisions are different in Town Code for meals tax versus lodging tax and staff felt they should be consistent. An Ordinance Amending Sec. 18-204 of Article VII. Transient Lodging Tax of Chapter 18 Finance and Taxation of the Christiansburg Town Code regarding the lodging rate penalty. Town Council provided direction to set the lodging penalty and interest provisions to align with the meals tax provisions and the result is the drafted ordinance to amend Town Code. Public hearing was held March 23, 2021

**POTENTIAL ACTION:**

Approval of ordinance changes to penalty provisions

**DEPARTMENT(S):**

Administration and Finance

**PRESENTER:**

Town Manager Randy Wingfield and Finance Director  
Valerie Tweedie

**Information Provided:**

Proposed Ordinance

**ORDINANCE AMENDING  
CHAPTER 18, ARTICLE VII, SECTION 18-204, OF THE TOWN CODE  
IN REGARD TO PENALTY AND INTEREST FOR NON-REMITTANCE OF  
TRANSIENT LODGING TAX AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Virginia Code § 58.1-3840, Virginia Code § 15.2-1104, and Section 3.14 of its Charter, the Town of Christiansburg, Virginia (the "Town") is empowered to impose an excise tax on transient lodging;

**WHEREAS**, the Town has previously adopted a tax on transient lodging, which is set out, as amended, in Chapter 18, Article VII of the Code of the Town of Christiansburg, Virginia (the "Town Code");

**WHEREAS**, Virginia Code § 58.1-3916 and Section 3.15 of its Charter authorize the Town to establish penalties and interest on delinquent taxes owed to the Town, and the Town previously established penalties and interest for meals taxes in Section 18-233 of the Town Code;

**WHEREAS**, the Council of the Town of Christiansburg, Virginia desires to amend the Town Code to impose penalty and interest charges for transient lodging consistent with the penalties and interest imposed for meals taxes;

**NOW THEREFORE, BE IT HEREBY ORDAINED** by the Council of the Town of Christiansburg that Chapter 18, Article VII, Section 18-204, of the Town Code is amended and reenacted as follows:

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

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

(b) In the case of delinquent remittance of taxes on lodging a penalty shall be imposed of ten percent for the first month the taxes are past due, and five percent for each month thereafter, up to a maximum of 25 percent of the taxes collected but not remitted; or \$10.00, whichever is greater, provided, however, that the penalty shall, in no case, exceed the amount of the tax assessable.

(c) The assessment of such penalty shall not be deemed a defense to any criminal prosecution for failing to make the report required by this article. Penalty for failure to file the report may be assessed on the day after such report is due; penalty for failure to pay any tax may be assessed on the day after the first installment is due. Any such penalty, when so assessed, shall become a part of the tax.

(d) Interest shall also be imposed upon the delinquent tax and penalty at a rate of ten percent per annum and computed from the date such were due and payable.

(e) Any failure to timely file and pay the transient lodging tax when due shall constitute a Class 1 misdemeanor.

(f) Upon written request, the treasurer may reduce the rate of penalty and interest to zero percent for customers who (a) do not have any past due accounts or bills with the town, and (b) have gone 12 consecutive months with no delinquent payments to the town, provided such reduction shall continue for no more than one month.

This ordinance shall take effect on July 1, 2021. If any part of this ordinance is deemed unlawful by a court of competent jurisdiction all remaining parts shall be deemed valid. Ordinances or parts of any ordinances of the Town whose provisions are in conflict herewith are hereby repealed.

Upon a call for an aye and nay vote on the foregoing ordinance at a regular meeting of the Council of the Town of Christiansburg, Virginia held \_\_\_\_\_, 2021, the members of the Council of the Town of Christiansburg, Virginia, present throughout all deliberations on the foregoing and voting or abstaining, stood as indicated opposite their names as follows:

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

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

SEAL:

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Tracy Heinline, Town Clerk

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D. Michael Barber, Mayor



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

**AGENDA LOCATION:**

Discussion by Mayor and Council

**Meeting Date:**

4-13-2021

**ITEM TITLE:**

Cap on utility debt relief assistance payments

**DESCRIPTION:**

Provide a max amount that a citizen and/or business may receive in utility assistance funds from State utility fund.

We finished our second round of utility debt relief this past week. We received forms from 74 residents and one business. 8 of the applicants were not eligible for relief. The 66 eligible applicants relief for water and sewer charges were \$15,184.51. There was \$22,248.81 to distribute in this round. The state did change the rules and prior residents during the applicable period were eligible for relief and applicants were eligible for a second round of relief even if they had received it the first time around. This change went into effect on April 6, 2021 the day AFTER the applications were due. No residents have received more than \$3,000 in funding in both rounds combined. The average was \$237. In the first round, 3 businesses applied and were granted relief. We have one business that is a heavy user of water that received funding in the first round of just under \$3,500 in cares funding and would be eligible for funding again in this round in excess of \$9,000 for which there would not be enough funding available. This amount would be 40% of the available funding and would therefore suggest that all the residential amounts be prorated and reduced. There is a possibility that we will receive another round of funding and therefore I would recommend we set a cap on funds to residents and to businesses to distribute the funds more fairly.

Suggestion is to cap residents at a cumulative amount of \$4,500 and businesses at \$7,500.

**POTENTIAL ACTION:**

Approval by motion of a cap on payments from the state utility assistance funds provided to the Town.

**DEPARTMENT:**

Administration

**PRESENTER:**

Town Manager Randy Wingfield  
Finance Director Val Tweedie

**ITEM HISTORY:**