



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
AUGUST 24, 2021 – 7:00 P.M.

### REGULAR MEETING

#### I. CALL TO ORDER

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

#### II. ADJUSTMENT OF THE AGENDA

#### III. PUBLIC HEARINGS

- A. Conditional Use Permit for a commercial auto garage at 1250 Roanoke Street for Tax Parcels 498 – ((7)) – 16A, 498 – ((7)) – 17A, and 498 – ((A)) – 113C by Glenwood Martin on behalf of Twin Oaks Properties LLC. The property is designated Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. Community Development Block Grant 2021 Annual Action Plan.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of August 10, 2021.
- B. Monthly Bill List.
- C. Approval of merchant services agreement.

#### V. INTRODUCTIONS AND PRESENTATIONS

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Lease from September 28, 2021 through December 31, 2021 to New River Valley Unwired Ventures, LLC of space on four municipal water tanks to site communication equipment for the provision of internet service. Such equipment is currently sited on these locations, and the current lease expires September 27, 2021.
- B. Town of Christiansburg Community Development Block Grant Substantial Amendment to the 2019 Annual Action Plan in response to the COVID-19 pandemic.
- C. Non-Discrimination Policy as required for the Appalachian Regional Commission (for construction grant to fund the Farmers Market and Community Gathering Space on Hickok Street).
- D. Discussion of Sunset Cemetery fee increases.
- E. Discussion concerning community support (Bishop and Hicks).

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

September 14, 2021, 7:00 P.M. – Regular Meeting

September 28, 2021, 7:00 P.M. – Regular Meeting



## TOWN OF CHRISTIANSBURG TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**  
PUBLIC HEARING

**Meeting Date:**  
August 20, 2021

**ITEM TITLE:**

Conditional Use Permit for a commercial auto garage at 1250 Roanoke Street for Tax Parcels 498 – ((7)) – 16A, 498 – ((7)) – 17A, and 498 – ((A)) – 113C by Glenwood Martin on behalf of Twin Oaks Properties LLC. The property is designated Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

**DESCRIPTION:**

The tenant of 1230 Roanoke Street—The Mechanic auto repair shop—requests to expand the garage to 1250 Roanoke Street to meet its growing needs for additional shop and office space. The last tenant of 1250 Roanoke Street was Tint Pros Plus. This use did not require a conditional use permit since it did not meet the definition of “Commercial Garage.” Now that the Mechanic wants to expand to 1250 Roanoke Street, a conditional use permit is required. Both properties are owned by Twin Oak Properties, LLC represented by Glenwood Martin and share a common storage area. In 2014, a conditional use permit was approved at 1230 Roanoke Street for a commercial garage—the current location of The Mechanic.

On August 2, 2021, Planning Commission by a vote of \_\_\_\_\_ to recommend approval with the following conditions:

1. The property is to be maintained in a clean, sanitary, and sightly manner.
2. All parts, including faulty parts, tires, etc. are to be kept inside the garage or a fully enclosed building (including a roof) until disposal.
3. There will be no storage of vehicles upon the premises except for vehicles occasionally left for repair. All vehicles left for repair are to be kept on-premises and not within any public right-of-way or adjacent property. All vehicles on the property are to have a State inspection decal that is either valid or dated within 90 days of its expiration.
4. Mechanical work is to be done inside the building and not outside.
5. There are to be no discernible noises to residential properties in the nearby vicinity between 7:00 p.m. and 7:00 a.m.
6. This permit shall be subject to review by the Planning Commission in one year.

**POTENTIAL ACTION:**  
Hold Public Hearing

**DEPARTMENT(S):**  
Planning Department

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

**Information Provided:**  
Planning Commission Minutes – August 2, 2021  
<https://christiansburg.box.com/s/6l6vq4151qh8rozugs72i3zjsoye6k9a>

Planning Commission Resolution(draft)  
<https://christiansburg.box.com/s/icf65pugp1kmn2pv5t7i8g7ix9akq04v>

Staff Report with maps  
<https://christiansburg.box.com/s/wfffw9o6j9kvsxxsk1jscf0g2hjquoqr>



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

**AGENDA LOCATION:**

Public Hearing

**Meeting Date:**

August 24, 2021

**ITEM TITLE:**

2021 Community Development Block Grant Annual Action Plan

**8DESCRIPTION:**

The plan provides the required information by the U.S. Department of Housing and Urban Development (HUD) and outlines any proposed activities for Community Development Block Group funding through the current year's annual action plan. While it may vary some once the annual action plan is approved by HUD, the Town is expected to be allocated \$105,947 this year. The review period began on Saturday, August 14, 2021 and end September 14, 2021. The Action Plan will be on Council's agenda for approval at Council's September 14, 2021.

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

The proposed activity in the 2021 CDBG Annual Action Plan continues the focus on infrastructure projects within the Park District. The project that is continued from the past year is replacing substandard waterline within the designated area. The Town will utilize Town Public Works crews to complete the work as scheduling permits. The materials will be paid with CDBG funds.

Council approved a substantial amendment to the 2019 Annual Action Plan on June 23, 2020 which provides the Town a funding source from the allocation of \$62,234. Council will consider a second amendment for \$111,118 through the CDBG-CV CARES Act phase III funding. These funds can provide direct support to agencies that will continue to address basic needs that have increased since the outbreak of the COVID-19 pandemic.

There may be a possibility—and a desire—to redirect the allocated CDBG funds through a future substantial amendment of 2021 Annual Action Plan (and possibly past years) if other impacts are identified and the infrastructure project proves too costly to take on at this time. Any changes would need close guidance by HUD and approval by Town Council.

**POTENTIAL ACTION:**

Hold public hearing.

**DEPARTMENT:**

Administration

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**ATTACHMENTS:**

2021 Draft Annual Action

<https://christiansburg.box.com/s/awrblb7dpnzyhed2amchlcs7iqkx25is>

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
AUGUST 10, 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 AUGUST 10, 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.

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

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

None.

III. PUBLIC HEARINGS

- A. Lease from September 28, 2021 through December 31, 2021 to New River Valley Unwired Ventures, LLC of space on four municipal water tanks to site communication equipment for the provision of internet service. Such equipment is currently sited on these locations, and the current lease expires September 27, 2021.

Assistant Town Manager Andrew Warren explained that this was a lease for All Points Broadband who leases several spaces at the Town's water tanks. He explained that the Town was still in negotiations with All Points Broadband and would like to start a three-month contract with them until the end of the year for the four tanks in Town. Mr. Warren explained this contract would be a continuation of the terms in the original contract (which expires on September 27, 2021). Councilwoman Hicks inquired if the properties were subject to taxes. Mr. Wingfield explained that the tanks in town were municipal property and not subject to property taxes. He stated that the telecommunications facilities would be assessed by the State Corporation Commission, but Town property would not be assessed taxes.

- B. Town of Christiansburg Community Development Block Grant Substantial Amendment to the 2019 Annual Action Plan in response to the COVID-19 pandemic.

Andrew Warren reported that last year Council had revised the amendment to the 2019 Annual Action Plan in response to the COVID-19 pandemic. He explained the Town had received an additional \$111,118 for the Community Development Block Grant, and he wanted to bring it to Council's attention to amend the action plan again to work with the allocated funds. He explained these funds would be expended over the next few years but specific agreements with agencies would need to determine how it was spent. Mr. Warren stated the dollars for the project were different than typical CDBG project dollars, where normally they are focused on infrastructure projects. Mr. Warren explained that these dollars would go towards social service projects, such as homeless prevention, food security, healthcare, and economic development. He stated that the Town was currently working with New River Community Action and expected to work with more non-profits in the future, expressing to Council that a contract was in progress and there would be more information to come. Councilwoman Hicks inquired if this type of money could be used to replace community support money. Mr. Warren explained that this was a separate project from community support and these types of programs related to U.S. HUD, and the Town had to work through their requirements. He stated that the Town would have a monitoring responsibility, and this would be an ongoing relationship with an agency rather than a one-time award to a non-profit.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of July 27, 2021.
- B. Approval of a contract for Electrical Survey with CHA consulting.
- C. Approval of a contract for Janitorial Services, Honest Royal Cleaning LLC for Recreation and Aquatics in the amount of \$138,871.
- D. Contract for the purchase of 2 patrol vehicles and one support vehicle for police department with Haley Ford South in the amount of \$111,000.
- E. Schedule public hearing for September 28, 2021 for Amendments to the Planned Commercial Development in the B-3, General Business zoning district at 2705 Market Street NE by NRV Marketplace LLC to allow multi-family residential uses, increased building height, reduced onsite greenspace, and reduced residential parking requirement on Tax Parcel 436 - ((5)) - 1. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- F. Schedule public hearing for September 28, 2021 for a Major Home Occupation for a single-chair salon in the Agricultural zoning district at 725 Stafford Drive on Tax Parcel 405 - ((A)) - 4D. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- G. Schedule public hearing September 28, 2021 for a Rezoning from R-3, Multi-Family Residential and B-3, General Business to B-3, General Business by the Montgomery Museum & Lewis Miller Regional Art Center at 300 Pepper Street SE on Tax Parcel 527 - ((A)) - 235. The property is designated as Business/Commercial and Parks/Open Space.

Councilwoman Sachs made a motion to approve the consent agenda as presented. The motion was seconded by Councilman Stipes.

Councilman Stipes commented on item C of the consent agenda and inquired if the amount for janitorial services was a new cost for the Town. Town Manager Wingfield explained that a contract had been in place prior to the pandemic, but it was stopped for a year and there had been more temporary and part-time janitorial staff which had since been eliminated. He stated that basically the contract would be started again and that currently there were two full-time janitorial staff at both locations. Mr. Wingfield stated that the temporary and part-time staff usually provide a general day cleaning, making sure the bathrooms were in good order and trash cans emptied. He explained that the new janitorial service providers would come in at night and provide a deep cleaning and disinfecting as well as clean the pool decks at the Aquatic Center. Councilwoman Hicks questioned the contract with the new janitorial company and how the cost compared to last years. Mr. Wingfield stated the cost was lower with the new company. Mr. Wingfield also offered to speak to the Town's insurance and inquire about age restrictions and hiring people under 18 for janitorial services.

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

#### V. INTRODUCTIONS AND PRESENTATIONS

None.

#### VI. CITIZEN COMMENTS

None.

#### VII. COMMITTEE REPORTS

Councilwoman Sachs reported that the Arts Advisory Board had met previously and reviewed the options for art to be placed throughout the town.

Councilman Huppert reported that the Parks and Recreation Advisory Board had met last week and stated there would be several gatherings in downtown Christiansburg in September of this year. He reported there would be an eight-mile walk again this year at the Parks and Recreation Center on September 18th. He explained that a bus would pick up those interested at the Recreation Center and drop them off at the Blacksburg Library, from there they would walk back to the Recreation Center. Mr. Huppert stated that the Wilderness Trail Festival would be held on the same day as the walk. He also reported there would be a Halloween Run (5-K race) at the end of October as well as a Trick – or - Treat event for young children. He noted that the Recreation Center had many sign-ups for their sports activities and reported that the Aquatic Center had a full summer camp and did very well with twenty-five kids per summer session. Mr. Huppert also noted that the new park was moving along swiftly.

Councilman Stipes reported a Virginia Tech/Montgomery Executive Airport meeting and stated that Walmart was now using the airport to fly into Roanoke. He explained Airport Director, Keith

Holt had been very active in getting the airport integrated with the community. Mr. Stipes announced there would be a 5K Run on November 6<sup>th</sup> and noted increased demand for hangar space at the airport as well.

Councilwoman Hicks reported that the Recreation, Fire, and Police departments did a good job at the Guns and Hoses softball event that helps raise funds for the Special Olympics.

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

- A. Conditional Use Permit request by James Tannahill (applicant) on behalf of Sawyers Living Trust (owner) for a towing service in the General Industrial (I-2) at 2500 Brammer Lane (Tax Parcel 501 - ((1)) - 13J). The property is designated as Industrial on the Future Land use Map of the 2013 Christiansburg Comprehensive Plan.

Councilman Bishop made a motion to approve the conditional use permit request per the Planning Commission recommendation by James Tannahill for a towing service at 2500 Brammer Lane. Councilman Showalter seconded the motion. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- B. Discussion of charging the customer a convenience fee for use of credit/debit cards and e-checks with implementation of Tyler Munis Customer Self Service for Business, Professional, and Occupational Licensing and the payment of personal and real property taxes and related fees.

Finance Director Valerie Tweedie explained that the Town absorbed more fees concerning the credit/debit cards than previously, due to Covid and an increase in payments over the phone. She explained that with more online portals and customer self-service the usage will continue to increase. She stated that the Town could pass the fees onto the customer by charging the convenience fee for the use of credit/debit cards or continue to absorb the costs. Mrs. Tweedie explained that moving forward in the Tyler Munis training, it would be a good time to set this up and charge the fee rather than going back and making the change later. Mrs. Tweedie explained that there was a flat \$10 fee for utility billing phone ins currently, but that this would institute a percentage fee for other transactions. She stated that the Town had paid over \$151,000 a year absorbing these fees in the last few years. Councilman Stipes stated he was against charging a convenience fee but inquired if the fee could only be charged to bills less than \$200. Mrs. Tweedie explained that it would need to be equal across the board for all customers. Councilwoman Hicks stated that she felt customers should not be charged a fee for paying with a card because everyone is still dealing with the pandemic. Mrs. Tweedie explained that this would also help reduce calls to restore service and would relieve some of the strain that had been placed on staff by the abundance of calls. She hoped this would push customers to pay in-person, online or place in the drop-off box outside. Councilman Huppert stated that all businesses had slowly been forced to pick this fee up and did not see an issue for a customer that did not want to pay that convenience fee to pay in person or use the drop-off box.

Councilman Huppert made a motion to approve the convenience fee for use of credit/debit cards and e-checks as presented. Councilman Showalter seconded the motion.

Councilwoman Sachs stated that she supported the fee and explained the money would go into the General Fund which means everyone that pays taxes is paying that fee, not just the ones using the convenience of the service.

Councilman Showalter inquired if this fee included e-checks as well. Mrs. Tweedie explained that this included e-checks but they are charged a fee, not a percentage, and the convenience fee is different than the charge for credit/debit cards. She explained the customer could opt to set up an e-check payment on the 15<sup>th</sup> of each month with no fee attached.

Councilman Showalter withdrew his motion of a second stating that he did not agree with charging for e-checks but explained he would support the charge just for debit/credit cards.

Councilwoman Hicks questioned when this convenience fee would go into effect if passed. Mrs. Tweedie explained it would only go into effect for business, professional and occupational licensing and for real estate and personal property tax bills in mid-September. Mrs. Hicks stated she felt this item needed more Council discussion before a firm decision was made.

Councilman Huppert withdrew his original motion to approve a convenience fee for debit/credit cards and e-checks.

Councilman Showalter made a new motion to approve the convenience fee for use of credit/debit cards and continue to absorb the e-check fee. Councilwoman Sachs seconded the motion. Council voted on the motion as follows: Bishop – Nay; Hicks – Nay; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Nay. The tie-breaking vote, not in favor of approval of the convenience fee, was made by Mayor Barber.

- C. Budget Amendment #1 to accept grant from the Department of Criminal Justice Services for \$129,732 for the police department for the acquisition of night vision equipment.

Chief Mark Sisson stated that the police department's night vision equipment was aging and very expensive. He explained that the department had picked up a grant in the amount of \$129,732 earlier in the year. Mr. Sisson stated this was an up-front cost for his department, which meant the equipment would not be delivered until a payment was made. He explained the Town would be reimbursed by the state once the grant came through. Councilman Huppert questioned how critical the equipment was to the department. Chief Sisson replied that it aids in help find missing persons and explained that the heat component is a top-of-the-line component and its generally used for night-time operations.

Councilman Showalter made a motion to approve the Budget Amendment #1 to accept the grant from the Department of Criminal Justice Services as presented. Councilman Bishop seconded the motion. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

## IX. STAFF REPORTS

- A. Town Manager

Mr. Wingfield reported that several localities in the NRV through the Department of Housing and Community Development were offering to local businesses a grant called the New River

Valley Small Businesses Resiliency Grant program. He said DHCD had recently opened the program up to Entitlement Communities and he wanted to reach out to Council and see if they would like the Town to participate. Council agreed to the Town's participation and Mr. Wingfield explained he would send a letter of support requesting participation.

Mr. Wingfield also stated there was an increase in Covid in the region and the Town of Blacksburg would be mandating mask usage in the Town buildings, though there is not a state mandate. He explained he does not plan on mandating masks within the Town of Christiansburg buildings at this time. Council agreed that wearing a mask at the Town Council meetings was an individual decision at this time.

B. Town Attorney  
No report.

C. Other Staff  
No report.

#### X. COUNCIL REPORTS

Councilman Stipes  
No report.

Councilman Showalter  
No report.

Councilman Huppert  
No report.

Councilman Bishop  
No report.

Councilwoman Sachs reported that the Farmers Market was doing fabulous, and people could still drop off plastic grocery bags to donate towards new benches on Thursdays from 3-7p.m.

Councilwoman Hicks questioned Chief Sisson if the Police department had ever considered motorcycles as a way of patrolling for the officers. Mr. Sisson explained that it had been brought up over the years but did not feel like the layout in Christiansburg would coincide with motorcycle travel. Councilman Huppert stated that the Police did patrol the Huckleberry Trail on bicycles. Mrs. Hicks also mentioned the Town Employee picnic had turned out nice.

#### XI. OTHER BUSINESS

#### XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:00pm.

| TOWN OF CHRISTIANSBURG                           |  | PAY DATE 8-27-2021 |   |
|--|--|--------------------|---|
| BILLS TO BE PAID FOR THE MONTHS OF               |  | JULY & AUGUST      |   |
| ADAMS CONSTRUCTION CO.                           |  | 6,652.54           | ASPHALT MIX   |
| ADVANCED ANALYTICAL SOLUTIONS                    |  | 253.39             |   |
| ALGONQUIN PRODUCTS COMPANY                       |  | 453.69             |   |
| ALL SAFE INDUSTRIES, INC                         |  | 379.38             |   |
| ASETA LLC  |  | 3,468.00           | ENGINEERING SOFTWARE ANNUAL SUBSCRIPTION                          |
| AUTOZONE, INC                                    |  | 120.39             |   |
| BANE OIL COMPANY, INC                            |  | 2,420.70           | OFF ROAD DIESEL   |
| BILL'S USED PARTS                                |  | 135.00             |   |
| BKT UNIFORMS                                     |  | 352.00             |   |
| BMG METALS INC                                   |  | 559.80             |   |
| BOONE TRACTOR & IMPLEMENT INC.                   |  | 413.92             |   |
| CHA CONSULTING INC                               |  | 3,745.41           | ENGINEERING CONSULTING WWTP                                       |
| CHRISTIANSBURG INSTITUTE, INC.                   |  | 10,000.00          | ANNUAL SUPPORT  |
| CMC SUPPLY, INC.                                 |  | 4,023.34           |   |
| COLE TRUCK PARTS, INC                            |  | 7,338.84           | PARTS FOR VEHICLE AND EQUIPMENT MAINTENANCE                       |
| COMPUTER PROJECTS OF ILLINOIS, INC               |  | 360.00             |   |
| CONCRETE PIPE & PRECAST LLC                      |  | 230.00             |   |
| CONTINENTAL WESTERN CORPORATION                  |  | 358.80             |   |
| CORE & MAIN LP                                   |  | 6,033.46           | MATERIALS FOR WATER DEPARTMENT                                    |
| CUES INC   |  | 2,500.00           | SOFTWARE ANNUAL SUBSCRIPTION FOR WWTP                             |
| CUMMINS INC                                      |  | 4,611.05           | EQUIPMENT REPAIR SOLID WASTE                                      |
| DATA MANAGEMENT, INC                             |  | 1,208.30           | TIMECLOCK SOFTWARE MONTHLY SERVICES                               |
| DLT SOLUTIONS, INC.                              |  | 2,465.30           | ENGINEERING SOFTWARE SUBSCRIPTION GIS                             |
| DUNCAN FORD MAZDA                                |  | 292.07             |   |
| EAST COAST EMERGENCY VEHICLES, LLC               |  | 6,591.23           | LIGHTS FOR PW VEHICLES  |
| ELECTRICAL SUPPLY CO                             |  | 636.14             |   |
| ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC |  | 23,417.24          | SLUDGE HAULING WWTP   |
| EXTERIOR SERVICES SWV, INC                       |  | 1,625.00           | LINE STRIPPING ANNUAL PAVING PROGRAM                              |
| FASTENAL COMPANY                                 |  | 416.35             |   |
| FAULCONER CONSTRUCTION COMPANY INC               |  | 660,597.70         | PAY APP 6&7 FOR PARK  |
| FERGUSON ENTERPRISES, INC.#75                    |  | 21,766.52          | VARIOUS PARTS AND SUPPLIES FOR WATER, WASTE WATER AND STORM WATER |
| FIRE RESCUE AND TACTICAL, INC                    |  | 223.98             |   |
| FISHER AUTO PARTS, INC.                          |  | 1,206.92           | PARTS FOR VEHICLE AND EQUIPMENT MAINTENANCE                       |
| FLEET PRIDE, INC                                 |  | 594.30             |   |
| GALLS, AN ARAMARK COMPANY                        |  | 4,306.46           | UNIFORMS AND EQUIPMENT FOR PD                                     |
| GEMPLER'S INC.                                   |  | 540.33             |   |
| GOAD APPLIANCE SERVICE, INC                      |  | 95.07              |   |
| GOLDSTREET DESIGN AGENCY INC                     |  | 3,150.14           | EDUCATIONAL MATERIALS WASTE WATER                                 |
| HAJOCA CORPORATION                               |  | 174.29             |   |
| HARVEY CHEVROLET CORP.                           |  | 805.86             |   |
| HAZEN AND SAWYER                                 |  | 6,257.50           | ENGINEERING SERVICES FOR SEWER LIFT STATIONS                      |
| HIGHWAY MOTORS, INC.                             |  | 1,071.36           | PARTS FOR VEHICLE AND EQUIPMENT MAINTENANCE                       |
| HILL MANUFACTURING COMPANY INC                   |  | 362.18             |   |
| HOSE HOUSE, INC.                                 |  | 550.31             |   |
| HUNTER SMITH'S CUSTOM MILLING                    |  | 1,044.00           | TRAILER REPAIRS MATERIALS STREETS                                 |
| HURT & PROFFITT, INC                             |  | 6,000.00           | ENGINEERING SERVICES WEB GIS                                      |
| HY-TEST, INC                                     |  | 66.00              |   |
| IES COMMERCIAL, INC                              |  | 808.28             |   |
| IMAGE TREND, INC                                 |  | 3,207.71           | ANNUAL SUBSCRIPTION SOFTWARE RESCUE                               |
| INFRASTRUCTURE SOLUTIONS GROUP INC               |  | 4,935.39           | PARTS FOR VEHICLE AND EQUIPMENT MAINTENANCE                       |
| INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC |  | 874.65             |   |
| JAMES T DAVIS AUTO FINISHES                      |  | 372.10             |   |
| KING-MOORE, INC                                  |  | 1,850.00           | IT CONSULTING   |
| KINGS TIRE SERVICE, INC                          |  | 3,660.99           | VEHICLE AND EQUIPMENT TIRES AND REPAIRS                           |
| KLA ENTERPRISES LLC                              |  | 180.48             |   |
| LANDSCAPE SUPPLY INC.                            |  | 1,558.00           | MATERIALS FOR STORM WATER WORK                                    |
| LITTLE RIVER POOL AND SPA, INC                   |  | 140.85             |   |
| MCDONOUGH BOLYARD PECK, INC                      |  | 15,751.55          | ENGINEERING CONSULTING 555. TOWER ROAD 15196.55 PARK PROJECT      |
| MID ATLANTIC WASTE SYSTEMS                       |  | 124.18             |   |
| MIDWAY PRODUCTION SERVICES                       |  | 300.00             |   |
| MOBOTREX, INC                                    |  | 2,975.00           | PARTS AND SUPPLIES STREETS  |
| MONTGOMERY DISTRIBUTORS                          |  | 545.46             |   |
| MOORE'S BODY & MECHANICAL SHOP, INC              |  | 5,667.26           | VEHICLE REPAIRS PD  |
| MUNICIPAL EMERGENCY SERVICES, INC                |  | 927.84             |   |
| NATIONAL POOLS OF ROANOKE, INC.                  |  | 2,538.00           | SUPPLIES FOR AQUATIC CENTER                                       |
| NEW RIVER OFFICE SUPPLY                          |  | 988.26             |   |
| NORTHWEST HARDWARE CO INC                        |  | 111.40             |   |
| O'REILLY AUTO PARTS                              |  | 58.88              |   |
| P B ELECTRONICS                                  |  | 719.00             |   |
| PILOT FASTENERS LTD                              |  | 39.98              |   |
| POLYDYNE, INC.                                   |  | 11,625.12          | SUPPLIES AND MATERIALS WWTP                                       |

| TOWN OF CHRISTIANSBURG                               |  | PAY DATE 8-27-2021 |   |
|--|--|--------------------|---|
| BILLS TO BE PAID FOR THE MONTHS OF                   |  | JULY & AUGUST      |   |
| POWER ZONE   |  | 2,939.61           | REPAIRS, PARTS AND SMALL TOOLS            |
| PRO CHEM INC   |  | 627.86             |   |
| PROFESSIONAL COMMUNICATIONS                          |  | 4,375.00           | MAINTENANCE 911 TERMINAL AT PD            |
| QUALITY TIRE & BRAKE SERVICE                         |  | 5,312.41           | TIRES REPAIR AND REPLACEMENT TOWN WIDE    |
| RAILROAD MANAGEMENT COMPANY IV, LLC                  |  | 545.88             |   |
| SALEM STONE CORPORATION                              |  | 3,360.04           | GRAVEL SAND ETC FOR STREETS AND WATER     |
| SANICO, INC  |  | 6,575.73           | JANITORIAL SUPPLIES TOWN WIDE             |
| SHELOR MOTOR MILE                                    |  | 283.32             |   |
| SIGN SYSTEMS, INC                                    |  | 160.00             |   |
| SISSON & RYAN LLC                                    |  | 2,349.67           | SAND, GRAVEL ETC STREETS, STORM AND WATER |
| SOUTHERN AIR, INC                                    |  | 387.00             |   |
| SOUTHERN REFRIGERATION CORP.                         |  | 229.55             |   |
| STATE ELECTRIC SUPPLY CO., INC.                      |  | 65.50              |   |
| STERNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC |  | 3,797.76           | ENGINEERING SERVICES LANDFILL MONITORING  |
| STRYKER SALES CORP.                                  |  | 519.39             |   |
| SUNAPSYS, INC  |  | 2,090.42           | SCADA WATER SUPPORT                       |
| TAYLOR OFFICE & ART SUPPLY, INC                      |  | 2,963.77           | OFFICE SUPPLIES TOWN WIDE                 |
| TESSCO   |  | 2,195.89           | RADIO SHOP PARTS AND SUPPLIES             |
| THE BLACKSBURG PARTNERSHIP                           |  | 2,500.00           | SUPPORT FOR PASSENGER RAIL                |
| THE JUILLIARD CORPORATION                            |  | 170.10             |   |
| THOMPSON TIRE & MUFFLER                              |  | 2,454.00           | TIRES PD VEHICLES                         |
| TRANE  |  | 465.50             |   |
| TREASURER OF MONTGOMERY COUNTY                       |  | 5,000.00           | ANNUAL SUPPORT FIREARMS TRAINING FACILITY |
| TREASURER OF VIRGINIA                                |  | 3,000.00           | MS4 PERMIT ENGINEERING                    |
| TYLER TECHNOLOGIES, INC                              |  | 6,930.00           | NEW SOFTWARE IMPLEMENTATION FEES          |
| UNIFIRST CORPORATION                                 |  | 5,049.29           | UNIFORMS FOR PW                           |
| UNITED RENTALS, INC.                                 |  | 648.80             |   |
| USA BLUE BOOK  |  | 472.78             |   |
| VEST'S SALES & SERVICE, INC.                         |  | 3,715.15           | VEHICLE REPAIR AND MAINTENANCE RESCUE     |
| VIRGINIA UTILITY PROTECTION SERVICE, INC             |  | 466.20             |   |
| VSC FIRE & SECURITY, INC                             |  | 838.66             |   |
| WETLAND STUDIES AND SOLUTIONS, INC                   |  | 139.21             |   |
| WILSON BROTHERS INCORPORATED                         |  | 634.31             |   |
| WRANGLER HOLDCO CORP                                 |  | 28,028.67          | RECYCLING SERVICES                        |

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

**JULY & AUGUST**

| <b>VENDOR</b>                    | <b>AMOUNT PAID</b> | <b>DESCRIPTION</b>        |
|----------------------------------|--------------------|---------------------------|
| ATLANTIC EMERGENCY SOLUTIONS INC | 1,518.08           | REPAIRS PIERCE FIRE TRUCK |
| CW WILLIAM & COMPANY LLC         | 39.64              |                           |
| EXXON MOBILE                     | 996.53             |                           |
| FIRE RESCUE TACTICAL             | 217.99             |                           |
| GATES FLOWERS                    | 209.00             | PD                        |
| INDUSTRY ELECTRIC LLC            | 782.39             | RADIO SHOP SUPPLIES       |
| PETTY CASH                       | 50.00              |                           |
| STATE ELECTRIC CO INC            | 9.84               |                           |
| TOWN OF CHRISTIANSBURG           | 1,979.47           | COUNTY FUEL               |
| VIRGINIA BUSINESS SYSTEMS        | 3.13               |                           |
| WHITMER PUBLIC SAFETY            | 1,857.23           | UNIFORMS FIRE DEPT        |
| <b>TOTAL PAID BILLS</b>          | <b>7,663.30</b>    |                           |

| TOWN OF CHRISTIANSBURG              |             |   |  |
|-------------------------------------|-------------|---|--|
| BILLS PAID DURING THE MONTH         |             | JULY & AUGUST   |  |
| VENDOR                              | AMOUNT PAID | DESCRIPTION   |  |
| AD-WEAR & SPECIALTY OF TEXAS INC    | 1,727.52    | RECREATION UNIFORMS FOR YOTH BASEBALL, CHEER.VOLLEY,&FOOTBALL   |  |
| AFA PROTECTIVE SYSTEMS INC          | 824.97      |   |  |
| AIRGAS NATIONAL CARBONATION         | 357.27      |   |  |
| ALL PEST CONTROL INC                | 425.00      |   |  |
| ALL SEASONS PEST CONTROL            | 190.00      |   |  |
| AMAZON CAPITAL SERVICES INC         | 1,947.06    | VARIOUS SUPPLIES, SOFTWARE ETC  |  |
| A.MORTON THOMAS & ASSOC INC         | 8,221.78    | ENGINEERING SERVICES COLLEGE ST DRAINAGE  |  |
| ANTHEM BLUE CROSS BLUE SHEILD       | 163,617.23  | EMPLOYEE HEALTH INSURANCE   |  |
| APPALACHIAN POWER                   | 96,015.24   | TOWN ELECTRIC SERVICE   |  |
| ARC3 GASES                          | 1,285.66    |   |  |
| AT & T                              | 179.26      |   |  |
| ATMOS ENERGY                        | 3,226.31    | TOWN GAS SERVICES   |  |
| BERRY HILL IRRIGATION               | 173.09      |   |  |
| BMS DIRECT                          | 5,000.00    | MAILING AND POSTAGE WATER BILLS   |  |
| BOUND TREEE MEDICAL LLC             | 2,209.98    | RESCUE SUPPLIES   |  |
| BLACKBERRY MULCH                    | 72.15       |   |  |
| BLUE DEMON SPIKERS                  | 500.00      | VOLLEYBALL CAMP RECREATION  |  |
| BLUE RIDGE DISPOSAL                 | 323.99      |   |  |
| BMS DIRECT                          | 2,550.65    | POSTAGE AND BILL PRINTING WATER   |  |
| BOUND TREEE MEDICAL LLC             | 1,545.31    | RESCUE SUPPLIES   |  |
| BREENE INC                          | 574.10      | MOONWALK EMPLOYEE PICNIC  |  |
| BRUCE CALDWELL                      | 148.00      | FARMERS MARKET REIMBUSE FOR SNAP AND CREDIT CARD  |  |
| BSN SPORTS COLLEGIATE PACIFIC       | 626.63      |   |  |
| B&T LAWN CARE                       | 195.00      |   |  |
| CARDMEMBER SERVICES                 | 28,192.33   | SUPPLIES/MATERIALS/EQUIP 9199.93 DUES 2951.75 SCHOOLS<br>10291.75 TRAVEL 2272.66 FIRE PREV RECRUITING 3476.24 |  |
| CARILION MEDICAL GROUP              | 135.00      |   |  |
| CAROLINA INDUSTRIAL                 | 279.20      | PUBLIC WORKS SUPPLIES   |  |
| CARTER MACHINERY CO                 | 8,860.03    | REPAIRS PW  |  |
| CHA CONSULTING INC                  | 6,432.16    | PRETREATMENT AND PLANT OPS  |  |
| CITIZENS                            | 9,228.72    | PHONE BILL  |  |
| CLARK GAS & OIL INC                 | 1,908.93    | FUEL FIRE DEPARTMENT  |  |
| CRYSTAL SPRINGS                     | 171.24      |   |  |
| CHANDLER CONCRETE COMPANY OF VA INC | 207.63      | REPAIRS THROUGHOUT TOWN PW  |  |
| CHRISTIANSBURG QD LLC               | 475.00      | EMPLOYEE PICNIC   |  |
| CONRAD BROTHERS MARINE              | 41.99       |   |  |
| CROW'S NEST GREENHOUSES             | 96.80       |   |  |
| CURTIS BAY MEDICAL                  | 96.77       |   |  |
| DAVE'S MOONWALK                     | 650.00      | RECREATION GUNS AND HOSES SOFTBALL GAME   |  |
| DELTA DENTAL                        | 9,505.43    | EMPLOYEE DENTAL INSURANCE   |  |
| DEANNA SPRAKER                      | 20.00       | FARMERS MARKET REIMBURSE TOKEN SNAP AND CREDIT CARDS  |  |
| DOBURG LLC                          | 9,088.00    | HICKOK STOMRDRAIN PROJECT UTILITY EASEMENT  |  |
| DON'S AUTO CLINIC                   | 1,475.83    | VEHICLE MAINTENANCE AND REPAIR  |  |
| DREW BAILEY                         | 750.00      | RECREATION ARTIFICIAL TURF FOR BATTING CAGES  |  |
| DRIVERT                             | 6.02        |   |  |
| DS SERVICES                         | 28.93       |   |  |
| DUES AND MEMBERSHIPS                | 50.00       | AQ 50   |  |
| EXPRESS SERVICES INC                | 5,193.60    | TEMPORARY EMPLOYEES PW AND CEMETERY   |  |
| FABIAN LUJAN                        | 34.00       | FARMERS MARKET SNAP CHIPS   |  |
| FEDERAL EXPRESS                     | 140.92      |   |  |
| FIRE RESCUE TACTICAL INC            | 660.93      |   |  |
| FRIENDS OF THE HUCKLEBERRY INC      | 2,000.00    | HUCKLEBERRY TRAIL MAPS  |  |
| GATES FLOWERS AND GIFTS             | 62.65       |   |  |
| GAY AND NEEL                        | 1,882.50    | PATRICKS WAY RELOCATION   |  |
| GRANITE TELECOMMUNICATIONS          | 1,869.06    | PHONE SERVICE   |  |

| TOWN OF CHRISTIANSBURG                    |             |  |  |
|---|-------------|--|--|
| BILLS PAID DURING THE MONTH               |             | JULY & AUGUST                                      |  |
| VENDOR                                    | AMOUNT PAID | DESCRIPTION  |  |
| GREAT ROAD ON MAIN                        | 2,600.00    | EASEMENT AND DAMAGES FOR PROPERTY MARKERS SIDEWALK |  |
| HD SUPPLY FACILITIES MAINT                | 1,665.56    | SUPPLIES PW  |  |
| HIGHLAND TREE CARE LLC                    | 1,450.00    | TREE REMOVAL TURPIN WALK                           |  |
| HOLLYBROCK MULCH TRUCKING INC             | 27.00       |  |  |
| HOME DEPOT                                | 90.78       | PUBLIC WORKS SUPPLIES                              |  |
| HURT & PROFFITT INC                       | 364.60      | ENGINEERING SERVICES ROANOKE ST SIDEWALKS          |  |
| HY-TEST INC                               | 252.00      | TESTING WWTP                                       |  |
| INDUSTRY ELECTRIC LLC                     | 2,689.78    | PARTS FOR RADIO SHOP                               |  |
| INFRASTRUCTURE SOLUTIONS GROUP INC        | 140.26      |  |  |
| JENNIFER BEAN                             | 31.00       | FARMERS MARKET SNAP CHIPS                          |  |
| JEWELL DIANE THOMPSON                     | 250.00      |  |  |
| JOHNSON CONTROLS INC                      | 2,613.00    | WORK ON FIRE ALARM SYSTEMS AND REPAIRS             |  |
| JORDAN OIL CO                             | 6,671.91    | FUEL FIRE DEPT                                     |  |
| JUDD BROOK 2 LLC                          | 249.18      | PARTS PUBLIC WORKS                                 |  |
| LANDCASTER INC                            | 400.00      |  |  |
| LYNCHBURG CRANE SERVICE                   | 600.00      | CRANE RENTAL - MARKETPLACE                         |  |
| MANSFIELD OIL                             | 11,254.76   | FUEL ALL TOWN VEHICLES                             |  |
| MARINE RESCUE PRODUCTS INC                | 1,184.50    | LIFEGUARD CHAIR AQ                                 |  |
| MATTERN & CRAIG                           | 75,370.57   | ENGINEERING SERVICES CBURG INDUS PARK              |  |
| MCCORMICK TAYLOR                          | 37,036.04   | ENGINEERING SERVICES N. FRANKLIN ST IMP            |  |
| MCGRADY PURDUE                            | 624.00      |  |  |
| MCKESSON MEDICAL-SURGICAL                 | 1,528.70    | SUPPLIES RESCUE                                    |  |
| MEDEXPRESS URGENT CARE PC                 | 566.00      |  |  |
| MIKE TATUM                                | 36.00       | PW SHOPKEY RENEWAL                                 |  |
| MISSION BBQ                               | 3,562.50    | EMPLOYEE PICNIC+                                   |  |
| MONTGOMERY REGIONAL SOLDI WASTE AUTHORITY | 41,233.73   | TIPPING AND RECYCLING FEES                         |  |
| NETWORK FLEET INC                         | 229.25      |  |  |
| NEW RIVER ENGRAVING                       | 7.50        |  |  |
| NORTHERN TOOL & EQUIPMENT COMPANY         | 154.99      |  |  |
| PEDIATRIC EMERGENCY STANDARDS INC         | 2,884.18    | SUPPLIES FOR RESCUE SERVICES                       |  |
| PETTY CASH                                | 41.59       |  |  |
| PHILIP LESTER                             | 169.95      |  |  |
| PILOT FASTENERS                           | 72.70       |  |  |
| PRECISE DIGITAL                           | 999.00      |  |  |
| QUALITY TIRE AND BRAKE SERVICE            | 310.00      | VEHICLE REPAIR AND MAINTENANCE                     |  |
| RAYMOND DOWE                              | 225.00      | DETAILING AMBULANCE                                |  |
| RADIO CARDINAL COMMUNICATION SERVICES     | 348.42      |  |  |
| REDLINE TIRE AND LUBE                     | 40.95       |  |  |
| REFUND FEES REC DEPT                      | 1,219.28    |  |  |
| REFUND WATER/SEWER                        | 1,070.90    |  |  |
| REFUND TAXES                              | 117.40      |  |  |
| THE ROANOKE TIMES                         | 1,367.48    | ADVERTISING  |  |
| ROBERTS OXYGEN COMPANY INC                | 669.45      |  |  |
| ROLLER VENTURES/RODGER ROLLER JR          | 120.00      |  |  |
| SAMS CLUB                                 | 636.93      |  |  |
| SCENARIO LEARNING LLC                     | 3,474.00    | HR TRAINING  |  |
| SCHNABEL INC                              | 2,000.00    | ENGINEERING SERVICES CAC PARKING                   |  |
| SCHINDLER ELEVATOR COMPANY                | 1,522.95    | QUARTERLY BILLING ELEVATOR MAINTENANCE             |  |
| SCHOOLS                                   | 127.05      | HR 87.05 ADMIN 40                                  |  |
| SEGRA/LUMOS                               | 902.80      | INTERNET   |  |
| SHADE TREE REPAIR LLC                     | 520.00      |  |  |
| SHERWIN WILLIAMS COMPANY                  | 801.54      |  |  |
| SHEEHY AUTO STORES                        | 1,735.00    | PD PARTS   |  |
| SHENTEL                                   | 642.60      |  |  |
| SHRED-IT                                  | 289.32      |  |  |
| SIGN SYSTEMS                              | 569.80      | RESCUE AMBULANCE DECALS                            |  |

| TOWN OF CHRISTIANSBURG                  |                     |  |  |
|---|---------------------|--|--|
| BILLS PAID DURING THE MONTH             |                     | JULY & AUGUST  |  |
| VENDOR                                  | AMOUNT PAID         | DESCRIPTION  |  |
| SPORTSENGINE INC                        | 285.00              |  |  |
| SOUTHWEST CALIBRATION                   | 50.00               |  |  |
| STAND ENERGY CORPORATION                | 4,387.11            | NATURAL GAS AQUATIC CENTER   |  |
| TAYLOR OFFICE SUPPLY                    | 106.50              | OFFICE SUPPLIES ALL TOWN DEPTS   |  |
| TBC ASSOCIATES IILLC DBA TIDY SERVICES  | 870.00              | PORTA JOHNS  |  |
| TECH EXPRESS                            | 348.00              | BUSINESS CARDS   |  |
| TELEVENT USA HOLDING LLC                | 306.00              |  |  |
| TRACTOR SUPPLY                          | 1,388.48            |  |  |
| THOMPSON TIRE & MUFFLER                 | 1,620.00            | PD TIRES   |  |
| TRANE                                   | 1,298.00            | SERVICE CALL AQ CENTER   |  |
| TRAVEL                                  | 2,763.04            | Council 159.04 PD 2604   |  |
| TREASURER OF VIRGINIA                   | 2,831.50            | \$832.50 LAND APPLICATION FEES dmv stops 775 VSMP STATE PORTION 1,204 DMV 20 |  |
| TRUHARVEST MERCANTILE LLC               | 77.00               | FARMERS MARKET REIMBURSE TOKEN SNAP AND CREDIT CARDS                         |  |
| UNITED WATER FITNESS                    | 449.00              |  |  |
| US CELLULAR                             | 127.24              |  |  |
| VA ASSOC OF COUNTIES GROUP INSURANCE    | 1,401.77            | HYBRID DISABILITY  |  |
| VDH WATERWORKS TECHNICAL ASS'T          | 30,606.00           | STATE WATERWORKS FEES  |  |
| VA DEPT OF TRANSPORTATION               | 140.00              | WAYFINDING SIGNS   |  |
| VERIZON                                 | 1,261.74            | PHONE SERVICE  |  |
| VERIZON WIRELESS                        | 6,395.26            | CELL PHONES AND TABLET DATA SERVICE  |  |
| VFIS                                    | 6,051.00            | FIRE AND RESCUEVEHICLE INSURANCE   |  |
| VIRGINIA BUSINESS SYSTEMS               | 1,132.71            | COPIERS  |  |
| VIRGINIA EVERYWHERE                     | 275.00              |  |  |
| VIRGINIA MEDIA                          | 765.00              | ADVERTISING  |  |
| VIRGINIA RETIREMENT SYSTEMS             | 179,653.71          | EMPLOYEE RETIREMENT  |  |
| WEST PUBLISHING COMPANY                 | 134.87              |  |  |
| XEROX CORPORATION                       | 1,646.23            | COPIERS  |  |
| <b>TOTAL SPECIAL REVENUE BILLS PAID</b> | <b>7,663.30</b>     |  |  |
| <b>TOTAL PAID BILLS</b>                 | <b>843,611.93</b>   |  |  |
| <b>BILLS TO BE PAID</b>                 | <b>959,126.11</b>   | <b>PAY DATE 8-27-2021</b>  |  |
| <b>GRAND TOTAL</b>                      | <b>1,810,401.34</b> |  |  |



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

August 24, 2021

**ITEM TITLE:**

Payment Gateway and Merchant services agreement.

**DESCRIPTION:**

The Finance Department issued a Request for Proposal (RFP) seeking another payment processor, with specialized capabilities. The payment processor should not only provide a payment gateway to process debit and credit card payments and forms of electronic payments from the Town's citizens or customers, but to record, in real time and with no human participation, these payments in Tyler Cashiering and MUNIS Citizens Self Service (CSS).

The gateway will include point of sales terminals utilized with Tyler Cashiering at Town sites and a website shopping cart-payment portal that interfaces with MUNIS CSS. Payments predominantly will be taxes and utilities but also for other fees and services. Both Tyler Cashiering and MUNIS CCS are solutions developed and sold by Tyler Technologies.

The Finance Department would like to award the payment processor contract to Govolutions, which meets the two needs and currently offers the most favorable fee structure. The estimated annual cost of fees is expected to be \$150,000 and \$825,000 over five years. The contract with Govolutions is expected to save the Town \$150,000 in fees over five years.

**POTENTIAL ACTION:**

Approval

**DEPARTMENT:**

Finance

**PRESENTER:**

Valerie Tweedie

**ITEM HISTORY:**

At the last meeting of Town Council, Town Council was presented information about merchant services fees assessed for accepting debit or credit cards as a form of payment from citizens and customers. Town Council approved a motion that the Town would continue to absorb the merchant services fees and not pass these fees onto citizens and customers. Govolutions can operate accordingly.

**Information Provided:**

Contract & RFP: <https://christiansburg.box.com/s/l1vljmgzxmeujpbb1zbtby6rwxwppu7t>



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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
August 24, 2021

**ITEM TITLE:**

Lease from September 28, 2021 through December 31, 2021 to New River Valley Unwired Ventures, LLC of space on four municipal water tanks to site communication equipment for the provision of internet service. Such equipment is currently sited on these locations, and the current lease expires September 27, 2021.

**DESCRIPTION:**

This is short-term lease continuing the terms from the 2016 lease. The Town staff is still working on a longer-term lease with potentially different terms to come before Council later this fall. The four locations are:

- a. Municipal water tank located on Simpson Road, NE, Christiansburg, Virginia (coordinates 37.1403. -80.3723) (aka Hubble Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
- b. Municipal water tank located on 1490 Sherwood Drive, Christiansburg, Virginia (coordinates 37.1391. -80.3851) (aka Hills Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
- c. Municipal water tank located on Holstein Lane, SE, Christiansburg, Virginia (coordinates 37.1148. -80.3741) (aka Falling Branch) (up to 50 ft<sup>2</sup> of antenna surface area).
- d. Municipal water tank located on 1306 Buffalo Drive, Christiansburg, Virginia (coordinates 37.1199. -80.4280) (aka Buffalo Tank) (up to 50 ft<sup>2</sup> of antenna surface area).

**POTENTIAL ACTION:**

Take Action. Public Hearing held August 10, 2021

**DEPARTMENT:**  
Administration

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

**ATTACHMENT**  
Proposed Lease

## LEASE

This Lease is made and entered into between the **Town of Christiansburg, Virginia** ("LESSOR") and **New River Valley Unwired Ventures, LLC** ("LESSEE") as of September 28, 2021.

**WHEREAS**, Lessor previously leased certain property to Lessee pursuant to a Master Tower/Tank/Ground Space Lease Agreement dated September 27, 2016 (the "Master Lease"), and certain Site Specific Lease Addenda entered into pursuant to the Master Lease.

**WHEREAS**, the Master Lease was for an original term of three years, commencing September 27, 2016, and automatically renewed for two additional years, and will expire September 27, 2021.

**NOW THEREFORE**, for the consideration stated herein, the Lessor does hereby Lease the Premises (as defined herein) to the Lessee, on the following terms and conditions:

1. **Terms and Conditions.** Except as expressly modified herein, the terms and conditions shall be the same as in the Master Lease and Site Specific Lease Addenda.
2. **Premises.** The Premises shall mean the following premises:
  - A. Municipal water tank located on 2055 Simpson Road, NE, Christiansburg, Virginia (coordinates 37.1403. -80.3723) (aka Hubble Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
  - B. Municipal water tank located on 1480 Sherwood Drive NE, Christiansburg, Virginia (coordinates 37.1391. -80.3851) (aka Hills Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
  - C. Municipal water tank located on 180 Holstein Lane, SE, Christiansburg, Virginia (coordinates 37.1148. -80.3741) (aka Falling Branch) (up to 50 ft<sup>2</sup> of antenna surface area).
  - D. Municipal water tank located on 1306 Buffalo Drive NW, Christiansburg, Virginia (coordinates 37.1199. -80.4280) (aka Buffalo Tank) (up to 50 ft<sup>2</sup> of antenna surface area).
3. **Term:** This Lease shall continue from September 28, 2021 through December 31, 2021.
4. **Rent:** \$3,822.16 per month payable upon execution of this Lease.

**LESSOR:**

By: \_\_\_\_\_  
Name: Randy Wingfield  
Title: Town Manager  
Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Name: Reid Broughton  
Title: Town Attorney  
Date: \_\_\_\_\_

**LESSEE:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
August 24, 2021

**ITEM TITLE:**

Town of Christiansburg Community Development Block Grant Substantial Amendment to the 2019 Annual Action Plan in response to the COVID-19 pandemic (CDBG-CV)

**DESCRIPTION:**

An updated action plan is provided with a cover and some added clarifying language since the public hearing held on August 10, 2021. The numbers as noted below have not changed. This is an additional substantial amendment for the 2019 CDBG Amendment that was approved in June of 2020. The first amendment was needed to receive the one-time CDBG-CV CARES Act allocation of \$62,234. In September of 2020, the Town was allocated an additional \$111,118 for a total of \$173,352. The Town is required to hold an additional public hearing to amend the plan.

This provides the Town a funding source to provide direct support to agencies that will continue to address basic needs that have increased since the outbreak of the COVID-19 pandemic and economic downturn. There are several rules that have been relaxed by the U.S. Department of Housing and Urban Development in order for localities to distribute funds to better address the significant effects of the crisis. Please see the attached memo for greater detail regarding this process and an overview of the town's CDBG program.

It is anticipated the disbursement would be approximately: 40% homeless prevention (mortgage/rental/utility assistance), 40% food security support, and 20% healthcare/ economic development support. In discussing with local providers, other non-profits (including in the faith community), and other entitlement communities, homelessness and food insecurity rise to the top as the two greatest immediate risks to the low to moderate income community.

**POTENTIAL ACTION:**

Take Action

**DEPARTMENT:**

Administration

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**ATTACHMENTS:**

Council Memo dated August 6, 2021

<https://christiansburg.box.com/s/w3h9n7eezyxwacz9ks3zjtmv55wpw7tw>

2019 Annual Action Plan Substantial Amendment (changes highlighted)

<https://christiansburg.box.com/s/78kvik27w9wjst7f3hp7q7h5s9yxhatyn>



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

**AGENDA LOCATION:**  
DISCUSSION/ACTION

**Meeting Date:**  
August 24, 2021

**ITEM TITLE:**

Non-Discrimination Policy as required for the Appalachian Regional Commission (for construction grant to fund the Farmers Market and Community Gathering Space on Hickok Street).

**DESCRIPTION:**

In order to move towards getting under contract with the State of Virginia's Department of Housing and Community Development (administration agent for Appalachian Regional Commission funding in Virginia), there are a number of precontract items that staff and the town's consultant (New River Valley Regional Commission) are pulling together at this time. These items satisfy state and federal requirements in the areas of environmental review, financial, equal opportunity, community service agreements, etc. The Non-Discrimination Policy is one item that is required to be adopted before the contract can be issued. The attached policy is similar language to the existing Equal Employment Opportunity and Non-Discrimination sections in the Town's Employee Handbook, although we attempted to tie the language to the recommended version as closely as possible. The contract is anticipated to be issued this fall with design work starting shortly after.

As a reminder, the Town was awarded a \$275,000 grant for an approximately 3,600 square foot farmers market and multi-purpose gathering space on Hickok Street through an Appalachian Regional Commission (ARC) construction grant awarded last year. This resulted from initial conceptual designs during in 2016 (Local Foods/Local Places grant) and was a top project coming from the Placemaking Plan for Cambria, Downtown, and Midtown (ARC) planning grant.

**POTENTIAL ACTION:**

Take Action

**DEPARTMENT:**

Administration

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**ATTACHMENTS:**

Non-Discrimination Policy

## **Non-Discrimination Policy**

The Town of Christiansburg or any employee thereof will not discriminate in employment, housing or accommodations because of race, color, religion, national origin, sex or gender, age, familial status, source of income, veteran status, marital status, disability, pregnancy, childbirth, or related medical conditions such as lactation, sexual orientation, or gender identity. Administrative and personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, promotion, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the \_\_\_\_\_ on \_\_\_\_\_, 2021.

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Signature of Authorized Official



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

August 24, 2021

**ITEM TITLE:**

Discussion of Sunset Cemetery Fee Increases

**DESCRIPTION:**

The Town took over operation of Sunset Cemetery in 2008 and has historically looked at costs and fees to ensure we are staying competitive in our pricing while still maintaining quality perpetual care. The last rate increase was in 2016, with prior increase to fees in 2008 and 2010.

In total, the cemetery has approximately 14,664 designated spaces in 21 sections plus the columbarium. Of those, 15 sections are fully sold, with 331 spots available in the six other sections and the columbarium.

This table shows price comparison of services offered at area cemeteries. Sunset Cemetery is in the lower end of the price range for standard plots and charges the least for graveside service fees.

| Cemetery                                   | Sunrise                          | Roselawn                                 | Sunset                                | Rest Vale                          |
|--|----------------------------------|--|---------------------------------------|------------------------------------|
|  | 7228 Round House<br>Fairlawn, VA | 2880 N Franklin St<br>Christiansburg, VA | S, Franklin St.<br>Christiansburg, VA | 7259 Floyd Hwy.<br>Copper Hill, VA |
| <b>Burial Options</b>                      |                                  |  |                                       |                                    |
| Standard Space                             | \$300-\$1,895                    | \$1,799 - \$2,199                        | \$700 - \$1,000                       | \$500.00                           |
| Cremation Section                          |                                  |  |                                       |                                    |
| Niches                                     | \$1,995.00                       | \$3,100 - \$6,200                        | \$1,550 - \$2,150                     |                                    |
| <b>Outer Burial<br/>Containers/Vaults</b>  |                                  |  |                                       |                                    |
| Standard Space                             | \$1,150 - \$1,500                | \$1,300 - \$9,300                        |                                       |                                    |
| Cremation                                  | \$515.00                         | \$299.00                                 |                                       |                                    |
| <b>Cemetery Service<br/>Fees (weekday)</b> |                                  |  |                                       |                                    |
| Ground Burial                              | \$1,795.00                       | \$1,699.00                               | \$750.00                              |                                    |
| Cremains, Ground<br>Burial                 | \$995.00                         | \$1,099.00                               | \$300.00                              |                                    |
| Cremains, Niche<br>Interment               |                                  | \$1,099.00                               |                                       |                                    |
| After hours fee                            |                                  | \$499.00                                 | \$200 - \$500                         |                                    |

We are not proposing an increase to a Standard Plot at this time; however, we are proposing in the chart below an increase to the opening and closing fees:

| Sunset Cemetery Open/Close Pricing History |                 |                   |
|--|-----------------|-------------------|
|  | Weekday         | Weekend           |
| 2008                                       | \$550.00        | \$650.00          |
| 2010                                       | \$700.00        | \$900.00          |
| 2016                                       | \$750.00        | \$950.00          |
| <b>Suggested</b>                           | <b>\$850.00</b> | <b>\$1,150.00</b> |

**POTENTIAL ACTION:**

Approval

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield

**ITEM HISTORY:**

The Town has operated Sunset Cemetery since 2008. Prior fee increases at Sunset Cemetery were 2008, 2010, and 2016.