



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
DECEMBER 14, 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, December 14, 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. OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS

- A. Oath of Office for recently elected Mayor and Town Council members by Montgomery County Clerk of Circuit Court Erica W. Conner and Presentation of Certificates from the Montgomery County Electoral Board.

### IV. PUBLIC HEARINGS

- A. Conditional Use permit request by MFF Holdings, LLC to allow Multifamily Dwelling District (R-3) uses in the General Business District (B-3) for conversion of a former daycare center to a multifamily use with seven (7) apartments on property located at 95 Patricia Lane, Tax Parcel 501 - ((1)) - 26B, Parcel ID 180188, 0.928 Acre. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

### V. CONSENT AGENDA

- A. Approval of Minutes of November 9, 2021.
- B. Monthly Bill List.
- C. Resolution recognizing January 9, 2022 as National Law Enforcement Appreciation Day.
- D. Addendum to All Points Broadband contract for a lease amount of \$15,515.51 per year.
- E. Notice of Intent to Award Contract to E.C. Pace Company, Inc. in the amount of \$1,195,129.63 for Construction of the Arbor Drive/Peppers Ferry Road Intersection Improvements project.
- F. Contract with A. Morton Thomas and Associates, Inc. d/b/a AMT for Construction Engineering and Inspection Services for the Christiansburg Signature Park Project in the amount of \$185,296.89.
- G. Contract Amendment #2 with Hazen and Sawyer for Professional Engineering Services for Lift Station Arc Flash Analyses in the amount not to exceed \$39,828.00.

### VI. INTRODUCTIONS AND PRESENTATIONS

- A. Mayor Barber

### VII. CITIZEN COMMENTS

## VIII. COMMITTEE REPORTS

### A. Stipes and Bishop – Street Committee Report/Recommendation

1. Plat of Boundary Line Adjustment of Tax Parcel 78-(2)-2, Tax Parcel 92-(5)-3, and Common Area of The Reserve at Meadows on Round Meadow Drive and Chrisman Mill Road.
2. Plat Showing Bird's Nest Subdivision creating 14 residential lots, creating a stormwater management lot, and dedicating street right-of-way and utility easements located off Weddle Way N.W.

## IX. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. [Town acceptance of 0.002 acres of Tax Parcel 466 – \(\(5\)\) – 4 \(Parcel ID 027592\) off Patrick's Way from Brookhollow Associates, LLC.](#)
- B. Appointment of Town Council Representative to the Agency on Aging Board of Directors. The term is from January 1, 2022 through December 31, 2022.
- C. Reappointment of Steve Simmons, Beverly Bridges, Amelia Tuckwiller, and appointment of Town Council Representative to the Aquatic Advisory Board. The terms are from January 1, 2022 through December 31, 2024.
- D. Appointment of Town Council representative to the Bikeway, Walkway Committee.
- E. Reappointment of Town Council representative to the Montgomery County Chamber of Commerce. The term is from January 1, 2022 through December 31, 2024.
- F. Reappointment of Hil Johnson and appointment of Town Council representative to the New River Valley Regional Commission. The term is January 1, 2022 through December 31, 2024.
- G. Reappointment of Kathy Meadows and appointment of Town Council representative to the Parks and Recreation Advisory Commission. The term is January 1, 2022 through December 31, 2025.
- H. Reappointment of Paula Alston, Katy Shepard, and Charlie Whitescarver and appointment of Town Council representative to the Public Arts Advisory Board. The term is January 1, 2022 through December 31, 2023.
- I. Appointment of Town Council representative to the Virginia Tech/Montgomery Regional Airport Authority. The term is January 1, 2022 through December 31, 2025.
- J. [Discussion of Blacksburg Transit Service.](#)

X. STAFF REPORTS

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

XI. COUNCIL REPORTS

XII. OTHER BUSINESS

XIII. ADJOURNMENT

Upcoming meetings of Council:

~~December 28, 2021, 7:00 P.M. – Regular Meeting~~ **CANCELLED**

January 11, 2022, 7:00 P.M. – Regular Meeting

January 25, 2022, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**  
HOLD PUBLIC HEARING

**Meeting Date:**  
DECEMBER 14, 2021

**ITEM TITLE:**

Conditional Use Permit (CUP) request by MFF Holdings, LLC (applicant) for residential use located in the B-3, General Business zoning district, located at 95 Patricia Lane (tax parcel 501-((1))-26B) The property is designated Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

**DESCRIPTION:**

The applicant is requesting a Conditional Use Permit (CUP) to allow the property to be converted into six apartments. Since the property is zoned B-3 General Business, a CUP is required for multifamily uses per Section 42-336(1) of the *Christiansburg Town Code*.

After the public hearing held on November 1<sup>st</sup>, the applicant made several changes to the concept to incorporate comments from the public and Planning Commission. These changes have been summarized in the attached staff report.

On November 15, 2021, Planning Commission voted 7 to 0 to recommend approval with the following conditions:

1. Trash & recycling can screening shall be located in outdoor locations for each unit.
2. Substantial conformance with materials, the exterior finishes, materials on the front and sides of the building shall consist of brick and/or fiber cement board siding.
3. General conformance with the concept plan made by Balzer & Associates dated 11/12/2021 subject to changes as may be required by the Town during the site plan review/building plan review process.
4. Annual review of the CUP.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Benjamin W. Tripp, Planning Director

**Information Provided:**

Planning Commission Minutes – November 15, 2021

<https://christiansburg.box.com/s/nffdoql4v451vbva7zm3uc9culwbl3h8>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/90tfl4oc5dwyususgtrc6eelcf1bou7>

Staff Report with maps

<https://christiansburg.box.com/s/qmpuy5mhh1h3xtnk3omzbxfr81q7ns8>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
NOVEMBER 9, 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 NOVEMBER 9, 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; Finance Director Valerie Tweedie; Parks and Recreation Director Brad Epperley; Assistant Police Chief Chris Ramsey.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

Councilman Showalter made a motion to move item C. under Discussion and Action by Council prior to Adjournment. Councilwoman Hicks seconded the motion.

Mr. Showalter also questioned item E. under Discussion and Action by Town Council being placed on the agenda again. Town Manager Wingfield explained that Councilman Bishop, Councilman Huppert & Councilwoman Sachs requested it be placed on the agenda again for discussion. Councilman Bishop explained that after the discussion took place at the last Council meeting, he needed better clarification. Councilman Huppert expressed he would like to see this item approved and not pushed to the January meeting.

Council voted to move item C. under Discussion and Action by Council prior to the agenda Adjournment and voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

III. PUBLIC HEARINGS

- A. \$9.3 million in debt for the park financing.

Finance Director Valerie Tweedie explained that in June 2021 Council had approved the new park construction project. Mrs. Tweedie also explained that a portion of the approval was for the Town to enter into \$9.3 million in debt to cover a portion of the project cost. She stated that the debt resolution passed which meant the Town could reimburse themselves and as of the end of November 2021, the Town would be out of reserve funds for the park moving forward. Mrs. Tweedie informed Council the current interest rates available were 1.48% for a 15-year no-call loan and a 1.57% for a 20-year no-call loan. She expressed that rates were manageable at the present time and stated that it was time to move forward with the loan in order to pay Faulconer Construction per the mutual agreement. Mayor Barber explained the Town would save approximately \$500,000 with a 15-year loan rather than a 20-year loan. Mrs. Tweedie agreed and expressed that usually around the 15-year mark of a loan you start to have major renovations and they become harder to fund when you still have 5 years left on a loan. Councilwoman Hicks questioned the dollar amount that would be associated with the maintenance at the park. Parks and Recreation Director Brad Epperley answered that it would cost the Town approximately \$800,000 annually to maintain the park.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of October 26, 2021.
- B. Contract for renovation of restrooms at the Recreation Center in the amount of \$471,000 with SRC, Inc.

Councilman Showalter made a motion to approve the Consent Agenda as presented.  
Councilwoman Sachs seconded the motion.

Parks and Recreation Director Brad Epperley explained the renovation of the Recreation restrooms had been costly and they had worked to narrow down expenses and stretched the project out to a four-year plan to make the renovation affordable. He expressed that the Recreation Center restroom project was a basic renovation and there had been some transitioning in the shower area but that prior renovation plans had not changed. Councilwoman Hicks inquired if most of the bidders were from out of town. Finance Director Valerie Tweedie responded that she would check with Purchasing Coordinator Mark Hamric in Finance and would report back to Council. Mrs. Hicks also requested to see the purchased items for the project.

Council voted on the approval of the consent agenda as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Park sponsorship presentation.

Town Manager Wingfield gave a broad overview of the park and discussed sponsorship opportunities as well as naming rights for the park. Mr. Wingfield talked about the different levels of sponsorship opportunities and the potential tier packages from a sponsorship's

perspective. Parks and Recreation Director Brad Epperley touched on the marketing approach for a sponsor and how the Town could give back to a sponsor which included signage or banners for their business, ribbon cuttings, featured stories, social media mentions, etc. He talked about the employment for the new park and explained a full-time administrative position, full-time park maintenance supervisor, 2 full-time maintenance positions, and 4,480 hours of seasonal part-time employment would be needed for the park itself. Mr. Wingfield spoke about the secondary staffing needed for the park which included police, fire, and rescue. He explained the police department's role would include "ride-bys" at certain times of operating park hours. Mr. Wingfield presented potential park names to Council as well. Councilwoman Hicks questioned if some sort of a memorial brick walkway could be included so the community could display names of loved ones there. Mr. Epperley stated that could be a possibility and explained there were different types of sponsorships for things like that. Mrs. Hicks questioned if the public could be involved in the naming of the park. Councilman Showalter expressed that the park would need a name by April of 2022 and felt the community should be involved as well. Councilman Stipes suggested that the information go into the utility bills for residents to give their feedback.

## VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, expressed concern that the Council elect members were asked to fill out the non-disclosure agreements. He stated that the Council elect had been chosen by the citizens and were trusted to make any appropriate decisions at the closed meetings. Mr. Waltz concluded that the Closed Meeting was not a secret and stated his understanding of the Closed Meeting details.

## VII. COMMITTEE REPORTS

### A. Stipes and Bishop – Street Committee Report/Recommendation

1. Relocation of a portion of an existing fifteen-foot drainage easement across portions of Tax Parcel Nos. 500-(A)-2, 500-(A)-2A, and 500-(A)-3 situated along Roanoke Street and Hammes Street (2250 Roanoke Street).

Councilman Stipes explained the above property had improvement underway including a building expansion for a maintenance operation at the Shelor Toyota building. Mr. Stipes informed Council that a storm drain easement with a pipe was located running from Hammes Street down to Roanoke Street. He explained the Shelor business had coordinated with the Town for a dedicated easement. Councilwoman Hicks questioned who would take care of the maintenance going forward. Councilman Stipes answered that the Town currently takes care of the facility. Once it is relocated and accepted by the Town, it would be the Town's responsibility to maintain the drainage pipe.

Councilman Stipes made a motion to approve the relocation of a portion of an existing fifteen-foot drainage easement across portions of the tax parcels mentioned above. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.



2. Subdivision and Boundary Line Adjustment on Lots 43, 45, 46, 47, and 48 of the Reserve at Round Meadows located on Round Meadow Drive NW and Putter Lane (creates 5 new lots).

Councilman Stipes explained this boundary line adjustment was the final act of this development plan and expressed that several months ago Council approved the addition of the five new lots and Council approval was needed.

Councilman Stipes made a motion to approve the subdivision and boundary line adjustment on the lots mentioned above. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

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

##### A. Amendment to Town Computer (IT) Decommissioning Policy.

Town Manager Wingfield reminded Council that the Decommissioning Policy had been adopted earlier in the year. He explained the reason for the amendment stating that the major change was to remove the existing pricing in the policy which would provide more flexibility for the actual implementation. Mr. Wingfield explained the IT department would be able to compare prices for used equipment in order to sell at a reasonable price.

Councilwoman Hicks made a motion to approve the amendment to the Town Computer (IT) Decommissioning Policy as presented. Councilman Bishop seconded the motion and Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

##### B. Revisions to Employee Handbook.

Mr. Wingfield explained there were minor revisions that had been made to the handbook and a summary sheet had been included in the agenda packet.

Councilman Stipes made a motion to approve the revisions to the Employee Handbook as presented in the agenda packet provided for Council. Councilman Huppert seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

##### C. Montgomery Museum of Art and History request.

Councilman Bishop stated that a grant from the Town had already been provided to the Museum earlier in the year and inquired what the new request would go towards. Mayor Barber explained the money would be used specifically to buy the new building on Franklin Street for the Museum to occupy. Councilwoman Hicks stated that she would abstain from this vote due to owning property around the area. Councilman Huppert expressed that the Museum operating downtown would be a major plus for the Town and encouraged the community to take a tour of the Museum. Councilwoman Sachs stated that the Museum was a good partner to have in Christiansburg and reminded Council they had supported

Christiansburg Institute in their endeavors and believed the Museum should be supported as well.

Councilman Stipes made a motion to approve the request for funds for the Montgomery Museum of Art and History. Councilman Huppert seconded the motion and Council voted on the motion as follows: Bishop – Nay; Hicks – Abstain; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

D. Resolution to enter into the \$9.3 million in debt for the park project.

Councilman Stipes made a motion to approve the resolution to enter into the \$9.3 million in debt for the park project as presented by Finance Director Valerie Tweedie. Councilwoman Sachs seconded the motion.

Mayor Barber stated his appreciation to Finance Director Valerie Tweedie for her efforts in the favorable rate on the park loan.

Councilwoman Hicks expressed her concern for the cost of the park as a whole and the timing of the park project. Mrs. Hicks stated she would not be voting in favor of this particular item.

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

E. Budget amendment #3 to approve and appropriate funds for employee bonuses.

Councilwoman Sachs made a motion to approve the budget amendment #3 to approve and appropriate funds for employee bonuses. Councilman Bishop seconded the motion.

Councilwoman Hicks read the Code of Ethics to Council and expressed concern that Council had already voted on this item at the previous meeting. She expressed that the Town employees deserved a bonus but did not feel the timing was appropriate. Mrs. Hicks expressed that she would like to see a rate increase for all part-time employees and for the Public Works departments and stated that she felt Public Works was not compensated appropriately. Councilman Huppert expressed his agreement with the \$3,000 for emergency workers, \$2,000 for full-time employees, and \$500 for part-time employees as well as volunteers. He explained that the timing was appropriate because of the holiday season and expressed it had been a rough couple years for everyone. Mr. Huppert expressed that the Town should gift employees more than the usual \$50 dollar gift card this year. He also expressed that raises would be a massive amount of money and thought that subject should be brought up during budget discussions. Councilwoman Sachs referred to a spreadsheet she had generated and explained that Christiansburg had received a small percentage of the ARPA funds compared to other surrounding municipalities. Mrs. Sachs agreed with Councilman Huppert and stated that during the pandemic some staff had covered extra positions for others that could not be present at work. She stated that Council needed to determine the general funds from the ARPA funds and stated that the stormwater project should be pulled from the general fund. Mrs. Sachs recommended that \$2,500 go towards first responders, \$1,000 to full-time, and \$500 to part-time. She stated that the Town had budgeted expenses high and revenue low and she felt comfortable with spending the Covid recovery money towards bonuses. Councilwoman Hicks reiterated that the Public Works departments were underpaid and felt the need for raises was more pressing than one-time

bonuses. Mayor Barber expressed that the subject of raises would be a budget discussion for the new Council at the beginning of the year. Mr. Barber explained that he would not recommend changing the budget in the middle of a budget cycle and expressed that he liked what was proposed at the last Council meeting for ARPA funds.

Mayor Barber expressed that Council needed to take a vote and that the proposal by the Finance Director and the Town Manager was \$3,000 for first responders, \$2,000 for essential workers and full-time employees, and \$500 for part-time employees and volunteers (part-time employees and volunteers that worked or provided at least 100 hours of service to the Town between April 1, 2020 and June 30, 2021).

Councilman Showalter inquired how the bonus discussion had originated. Mr. Wingfield explained that the Town usually had an unassigned fund balance. He explained that this year the Town had a \$2.1 million unassigned fund balance. Mr. Wingfield stated that the Town's policy provided fund balance greater than the 30-40 percent target should allocated. He also stated that the state police were receiving a bonus of \$5,000 and sheriff's deputies were receiving \$3,000 from the state. Mrs. Tweedie explained that the provided ARPA funds had to be spent or the Town would have to return the money. Councilman Showalter questioned what would be proposed to Council next year as far as merits and cost of livings were concerned. Mr. Wingfield explained that he would like to keep the 2% merit pool and the costing of living would be determined by increases to the consumer price index but expected it to be high for 2021. Councilwoman Hicks expressed concern that the pandemic was not over and talked about the Town having enough money for the upcoming year. She expressed agreement with bonuses for the Police department, Public Works departments, as well as volunteers and part-time workers and volunteers but felt the bonuses for full-time employees should be lower. Councilman Bishop noted that the Town employees should receive bonuses like other workers had and felt Council should show appreciation for the Town employees. Councilman Stipes stated that he had voted to delay the bonuses at the last Council meeting but after some research he explained the act of financial rewarding for employees would create a good work morale and employee retention and felt that based on those things he would like to take positive action. Mr. Stipes explained he would not vote concerning the part-time employees due to his daughter being an employee at the Aquatic Center. Mr. Stipes expressed that he liked Councilwoman Sachs proposal but explained the original proposal was fewer total dollars. He requested that part-time bonuses be set aside for a separate vote. Councilwoman Hicks questioned if they all could be voted on separately. Councilman Showalter explained he would abstain from the part-time bonus vote due to his daughter being a part-time employee as well and stated he would also like to see the ARPA funds separated from the general funding.

Councilwoman Sachs retracted her previous motion and made a new motion to approve the budget amendment #3 to appropriate funds for employee bonuses pay out for the following: \$3,000 for first responders, \$2,000 for Public Works essential employees and other fulltime employees and leave out the part-time volunteers to vote on separately due to abstentions. Councilman Showalter requested a separate vote for the ARPA funds and the general funds as well.

Councilwoman Sachs retracted her previous motion again and made a motion to approve the budget amendment #3 to appropriate ARPA funds for employee bonuses pay out for the following: \$3,000 for first responders, \$2,000 for essential Public Works employees. Councilwoman Hicks seconded the motion. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Councilwoman Hicks made a motion to approve the budget amendment #4 to appropriate ARPA funds for \$500 for first responders and volunteers. Councilman Showalter seconded the motion. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Councilwoman Sachs made a motion to approve the budget amendment #5 to appropriate general funds for employee bonuses pay out for \$2,000 for full time employees. Councilman Huppert seconded the motion. Councilman Showalter commented that he would not support the \$2,000 bonus for full time employees due to foreseeing an increase in salaries next fiscal year. Council voted on the motion as follows: Bishop – Aye; Hicks – Nay; Huppert – Aye; Sachs – Aye; Showalter – Nay; Stipes – Aye.

Councilwoman Sachs made a motion to approve the budget amendment #6 to appropriate general funds for employee bonuses pay out for \$500 bonus for part-time employees. Councilwoman Hicks seconded the motion. Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Abstain; Stipes – Abstain.

Councilman Showalter inquired how the discussed and approved bonuses would be paid out to the Town employees and if there were any qualifications to receiving the bonus. Mr. Wingfield specified that to be qualified for the bonus the employee had to have been employed with the Town during the pandemic emergency declaration and employed at the payment date, which is planned for December. Mayor Barber expressed that any employee that had come on board in the last six months would not be eligible for the bonus.

Councilman Stipes explained that a good relationship is a two-way trust and appreciates employees and hoped the employees would see this as an incentive to stay at the Town.

F. Discussion of Council elect members inclusion in closed session, Town Council e-mails, etc.

Mayor Barber stated that he did not have an issue with Council elect members attending the closed session and felt that in the last four years things that were discussed in closed session unfortunately did not stay in closed session. Mr. Wingfield stated that he would be including the Council elect in all future Council emails moving forward.

Councilwoman Hicks made a motion to include the elect Council members in the closed meeting discussion. Councilman Stipes seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Mayor Barber proceeded to clarify a public comment earlier from Mr. Chris Waltz and questioned how many parking spaces were being considered at the property in the downtown area. Mr. Wingfield stated that there were more than 38 parking spaces being considered.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield stated that gift cards are given out to employees annually at Christmas and usually they are put out to bid in November. He asked Council if they would like to approve the gift cards this year since there would be a bonus given to employees this year.

Councilman Stipes made a motion that due to employees receiving a one-time bonus before the Christmas holiday there should not be gift cards this year. Councilwoman Sachs seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

B. Town Attorney

Town Attorney Reid Broughton informed Council that Alleghany Construction Company had filed a lawsuit against the Town on December 13<sup>th</sup> concerning the N. Franklin Street improvement project. Alleghany Construction Company alleged there were errors in the engineering design and \$700,000 in damages as a result. Mr. Broughton stated that the Town had three weeks to file a response to the lawsuit.

C. Other Staff

X. COUNCIL REPORTS

Councilman Stipes reported that the Town was doing well financially and appreciated Mrs. Tweedie's up-to-date information. Mr. Stipes stated that the first quarter of this year's meals tax, the largest source of the Town's revenue, was 26% over last fiscal year 2021. He expressed that meals tax was up 9% over two years ago and 16% over three years ago. Mr. Stipes talked about Council's positive actions on the new park and encouraging people to visit Christiansburg and live in the Town. He congratulated everyone that ran for office, including those that were successful and expressed his support for Mayor Barber. Mr. Stipes also addressed the Council elect members and explained that Council decisions were not always easy decisions and as Council members they would not always make everyone happy.

Councilman Showalter  
No report.

Councilman Huppert reported that the Recreation Center had their annual Trunk-or-Treat for the community on October 30<sup>th</sup> and there were at least 500 children in attendance. Mr. Huppert talked about the Farmers Market and the successful year the market had with around 550 customers each week. He spoke about the Shred-A-Thon presented by the Recreation Center and stated there were about 13,000 pounds of material shredded. He acknowledged the Aquatic Center swim meet last weekend and stated there were 800 kids in attendance. Mr. Huppert concluded by addressing Mayor Barber and expressing his gratitude for a job well done.

Councilman Bishop  
No report.

Councilwoman Sachs reported there would be a Public Arts Advisory Board meeting, via Zoom, at 11:30 a.m. on Wednesday, the 10th. Mrs. Sachs noted that the first installment of art would be in the Cambria area.

Councilwoman Hicks agreed that the Farmers Market did very well this year and it was nice to see all the events and different activities. Mrs. Hicks wished everyone a Happy Veterans Day and Happy Thanksgiving Day.

Mayor Barber reported that Christmas at the Market would be held on December the 10<sup>th</sup> from 5-9 p.m. and the Town's Christmas parade would start at 7 p.m. with the tree lighting at 6:55 p.m. Mr. Barber also reported that the Winter Wonderland would be held outdoors at the Recreation Center on the 11<sup>th</sup>.

#### XI. OTHER BUSINESS

##### A. Closed Meeting:

1. Councilman Bishop made a motion to enter into a Closed Meeting under Code of Virginia § 2.2-3711(A)(3), for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting is being held for discussion of potential acquisition of property in the downtown area. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Nay; Stipes – Aye.
2. Reconvene in Open Meeting.
3. Certification.  
Councilman Bishop made a motion to certify that the Town Council of the Town of Christiansburg meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting. The motion was seconded by Councilwoman Hicks and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes - Aye.
4. Council action on the matters.  
No action on the matter.

#### XIII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:04 p.m.

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Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor

<b>TOWN OF CHRISTIANBURG</b>	PAY DATE 11-30-2021	
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>OCTOBER NOVEMBER</b>	
A MORTON THOMAS AND ASSOCIATES, INC	5,190.00	ENGINEERING FEES ARBOR DRIVE INTERSECTION
ADAMS CONSTRUCTION CO.	1,978.65	ASPHALT REPAIRS
AECOM TECHNICAL SERVICES, INC	8,001.50	BRIDGE INSPECTIONS
AIRECO SUPPLY INC	706.32	
ALLIED INDUSTRIAL PRODUCTS LLC	545.70	
AUTOZONE, INC	145.34	
B & K TRUCK ACCESSORIES	925.00	
BANE OIL COMPANY, INC	2,398.83	OFF ROAD DIESEL
BLUE RIDGE ANALYTICAL LLC	3,350.00	TESTING WWTP
BMG METALS INC	265.91	
BOONE TRACTOR & IMPLEMENT INC.	338.80	
BORING CONTRACTORS INC	80,852.00	TOWER ROAD INTERSECTION PROJECT
C & A UPHOLSTERY	150.00	
CAPITAL LIGHTING & SUPPLY, LLC	84.66	
CARDINAL RUBBER & SEAL INC.	182.10	
CARGILL, INC.	32,693.11	BULK DEICER FOR PW STREETS
CENTURY ENGINEERING, INC	2,532.96	
CHA CONSULTING INC	11,887.68	ENGINEERING SERVICES WWTP
CLATTERBUCK PAVEMENT MARKINGS, INC	7,630.00	CROSSWALKS PARKING MARKINGS CAMBRIA
CLEAR WATER SALES, INC	709.71	
CMC SUPPLY, INC.	3,165.65	PIPE AND SUPPLIES WWTP
COLE TRUCK PARTS, INC	964.69	
CUMMINS INC	1,013.73	
DATA MANAGEMENT, INC	1,208.30	
DOMINION DOOR & HARDWARE INC	920.00	
DUNCAN FORD MAZDA	1,030.26	
ELECTRICAL SUPPLY CO	418.02	
ENNIS INC	931.06	
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	31,718.31	BIOSOLID SLUDGE DISPOSAL
EPLUS TECHNOLOGY INC	1,849.60	
EQUIPMENT WORKS, INC	6,692.80	REPLACEMENT DUMP BODY
EVIDENT INC	283.70	
EXTREME CONCRETE & CONSTRUCTION INC	15,304.00	CONCRETE AT SKATE PARK
FASTENAL COMPANY	51.75	
FAULCONER CONSTRUCTION COMPANY INC	445,740.00	PAY AP 10 FOR NEW PARK
FERGUSON ENTERPRISES, INC.#75	11,727.40	VARIOUS PIPE AND FITTINGS, STREETS WATER AND WASTE WATER
FIRE RESCUE AND TACTICAL, INC	1,135.13	
FISHER AUTO PARTS, INC.	1,414.86	
FITNESS CONCEPTS, INC.	8,634.64	NEW EXERCISE EQUIPMENT RECREATION;
FLEET PRIDE, INC	5,367.77	PARTS AND SUPPLIES FOR VEHICLE & EQUIPMENT REPAIRS & MAINTENANCE
G & C SUPPLY CO INC	1,738.89	
GALLS, AN ARAMARK COMPANY	2,208.50	UNIFORMS AND SUPPLIES POLICE DEPT
GRAINGER	776.14	
HAJOCA CORPORATION	119.06	
HALL'S GARAGE DOORS, INC	1,720.00	
HOSE HOUSE, INC.	172.61	
HOUSTON N. SNODDY	850.00	
HURT & PROFFITT, INC	1,251.15	
HYDROAPPS LLC	2,119.90	SOFTWARE FOR LIFEGUARD MANAGEMENT AQUATICS
HY-TEST, INC	44.00	
IES COMMERCIAL, INC	398.58	
INTEGRITY DATA, INC	544.75	
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	1,059.60	
JAMES T DAVIS AUTO FINISHES	665.09	
JOHNSON CONTROLS	979.60	
KING-MOORE, INC	1,700.00	
KINGS TIRE SERVICE, INC	3,074.42	VEHICLE AND EQUIPMENT REPAIRS AND MAINTENANCE
KORMAN SIGNS, INC.	2,560.15	SIGNAGE MATERIALS FOR STREETS
LANGUAGE LINE SERVICES	28.80	
LIBERTY FIRE SOLUTIONS, INC	270.00	
MARTIN CONTROL AND EQUIPMENT COMPANY	9,305.00	VALVE REPLACEMENT WWTP
MATTERN & CRAIG	4,376.00	ENGINEERING SERVICES HICKOK STREET IMPROVEMENTS
MCDONOUGH BOLYARD PECK, INC	34,894.40	ENGINEERING SERVICES PARK 30,026 TOWER RD INTERSECTION 4868
MEADE TRACTOR	23.00	
MEDEXPRESS URGENT CARE, P.C. - VIRGINIA	90.00	
MIDWAY PRODUCTION SERVICES	1,310.60	
MOORE'S BODY & MECHANICAL SHOP, INC	13,902.21	VEHICLE REPAIRS RESCUE AND POLICE DEPT
NATIONAL POOLS OF ROANOKE, INC.	79.18	
NORTHERN SAFETY CO., INC.	401.76	
NORTHERN TOOL & EQUIPMENT COMPANY, INC	551.14	

<b>TOWN OF CHRISTIANBURG</b>	PAY DATE 11-30-2021	
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>OCTOBER NOVEMBER</b>	
NORTHWEST HARDWARE CO INC	228.67	
NRV LAWNS & LANDSCAPING, LLC	21,650.00	MOWING SERVICES CEMETERY, PARKS, RIGHT OF WAY
POWER ZONE	834.52	
PRECISION WEIGHING	874.00	
PROFESSIONAL COMMUNICATIONS	27,440.00	MOBILE RADIOS POLICE DEPARTMENT
QUALITY TIRE & BRAKE SERVICE	2,992.00	VEHICLE AND EQUIPMENT REPAIRS AND MAINTENANCE
RUMMEL KLEPPER & KAHL LLP	4,371.95	ENGINEERING SERVICES TOWER ROAD AND TRAFFIC STUDY
SAFE AIR SYSTEMS	211.77	
SALEM STONE CORPORATION	1,674.29	
SANDS ANDERSON	6,591.50	LEGAL SERVICES
SANICO, INC	6,655.47	JANITORIAL SUPPLIES TOWN WIDE
SCHIPPER & CO USA, INC	579.70	
SISSON & RYAN LLC	689.96	
SOUTHERN AIR, INC	47.51	
SOUTHERN REFRIGERATION CORP.	179.87	
STATE ELECTRIC SUPPLY CO.,INC.	1,405.81	
STERN, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	3,921.32	ENGINEERING SERVICES LANDFILL MONITORING
STRYKER SALES CORP.	1,053.39	
SUNAPSYS, INC	6,581.11	PARTS FOR SCADA SYSTEM WATER AND WASTE WATER
TAYLOR OFFICE & ART SUPPLY,INC	2,924.72	OFFICE SUPPLIES VARIOUS TOWN DEPARTMENTS
TELEFLEX LLC	673.15	
TENCARVA MACHINERY CO.	1,322.80	
THOMPSON TIRE & MUFFLER	1,767.42	
TRANE	18,274.00	MAINTENANCE AND REPAIRS AQUATIC CENTER
TYLER TECHNOLOGIES, INC	13,286.00	NEW SOFTWARE IMPLEMENTATION
ULINE	401.00	
UNIFIRST CORPORATION	2,514.41	UNIFORMS PUBLIC WORKS
USA BLUE BOOK	122.51	
VIRGINIA BUSINESS SYSTEMS	19.00	
VIRGINIA UTILITY PROTECTION SERVICE, INC	522.90	
VULCAN, INC	3,656.21	MATERIALS FOR STREET SIGNAGE
WILSON BROTHERS INCORPORATED	417.08	
WITMER PUBLIC SAFETY GROUP, INC	434.99	
WRANGLER HOLDCO CORP	28,333.61	RECYCLING SERVICES
ZOLL MEDICAL CORP.	115.16	



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

**OCTOBER NOVEMBER**

<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
AMAZON CAPITAL SERVICES		
ATLANTIC EMERGENCY SOLUTIONS INC	378.42	
B&K TRUCK ACCESSORIES	930.00	
EXXON MOBILE	892.67	COUNTY FUEL FIRE
FIRE RESCUE TACTICAL	3,626.67	UNIFORMS FIRE DEPT
GATES FLOWERS	42.00	
LANCASTER INC	262.36	
MUNICIPAL EMERGENCY SERVICES	2,596.86	FIRE GEAR
POWER ZONE	169.47	
THOMPSON TIRE & MUFFLER	3,928.52	
TOWN OF CHRISTIANBURG	2,118.91	COUNTY FIRE FUEL
TRAVEL	625.66	
VIRGINIA BUSINESS SYSTEMS	5.07	
WILLIAM HANKS	286.66	TRAVEL
<b>TOTAL PAID BILLS</b>	<b>15,863.27</b>	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH		OCTOBER NOVEMBER
VENDOR	AMOUNT PAID	DESCRIPTION
ADAMS CONSTRUCTION CO	3,581.70	ASPHALT SURFACE MIX
AD WEAR SPECIALTY OF TEXAS	8,525.81	YOUTH FOOTBALL UNIFORMS
ALL SEASONS PEST CONTROL	190.00	
ALGONQUIN PRODUCTS CO	185.59	
AMAZON CAPITAL SERVICES INC	2,418.20	VARIOUS SUPPLIES, SOFTWARE ETC
AMERICAN RED CROSS	184.00	
ANTHEM BLUE CROSS BLUE SIELD	292,612.29	EMPLOYEE HEALTH INSURANCE
APPALACHIAN POWER	124,613.37	TOWN ELECTRIC SERVICE
ARC3 GASES	1,623.64	
AT & T MOBILITY	357.90	
ATLANTIC EMERGENCY SOLUTIONS	5,084.49	FIRE APPARATUS REPAIRS AND MAINTENANCE
ATMOS ENERGY	7,636.22	TOWN GAS SEVICES
AUTOZONE	180.49	
BANE OIL COMPANY	1,595.30	OFF ROAD DIESEL
BMS DIRECT	13,788.14	POSTAGE AND BILL PRINTING WATER AND TAX BILLING
BOUND TREEE MEDICAL LLC	6,598.66	RESCUE SUPPLIES
BOXLEY ASPHALT LLC	678.29	ASPHALT SURFACE MIX
BREENE INC	850.00	MOONWALK ROCKIN MAIN STREET
BRUCE CALDWELL	218.00	FARMERS MARKET REIMBUSE FOR SNAP AND CREDIT CARD
CAMBRIA AUTO REPAIR- JOSEPH O REED	100.00	AQ VEHICLE INSP
CARILION MEDICAL GROUP	658.00	
CARDINAL TOOLS SALES & SERVICE	320.00	
CAROLINA INDUSTRIAL	5,121.35	PUBLIC WORKS SUPPLIES
CARTER MACHINERY CO	163,976.57	REPAIRS Pw AND PURCHASE OF NEW EXCAVATOR
		SUPPLIES 10,505.77 DUES 225.00 SCHOOLS 4,852.44 TRAVEL 10,310.93 SOFTWARE/COMP 360.00 UNIFORMS 399.45 FIRE PREV/RES/DARE 348.69
CARDMEMBER SERVICES	27,002.28	
CARGILL INC	32,009.82	ROAD SALT
CARPETLAND USA	3,414.60	FLOOR COVERING AT PD
CFS BLUE RIDGE DISPOSAL	512.70	
CITIZENS	4,529.44	PHONE BILL AND INTERNET
CMC SUPPLY	445.60	
CONTINENTAL WESTERN CORP	358.81	WIPING CLOTHS PW
D&S TOOLS	264.00	
DELTA DENTAL	6,427.14	SEPT AND OCT BILLS
DELUXE BUSINESS CHECKS & SOLUTIONS	525.47	
DOMINION DOOR	300.00	
DON'S AUTO CLINIC	2,813.29	VEHICLE MAINTENANCE AND REPAIR
DONNA VANOVER	28.00	FARMERS MARKET REIMBUSE FOR SNAP AND CREDIT CARD
DS SERVICES CRYSTAL SPRINGS	339.91	
DUES AND MEMBERSHIPS	2,360.00	FINANCE 155 ADMIN 1650
ECGS CONSULTING SERVICE LTD	2,000.00	TESTING PARK PROJECT
EXPRESS SERVICES INC	13,674.77	TEMPORARY EMPLOYEES PW AND CEM
FABIAN M LUJAN	41.00	FARMERS MARKET REIMBUSE FOR SNAP AND CREDIT CARD
FASTENAL	1,627.65	SUPPLIES PW
FEDERAL EXPRESS	208.99	POSTAGE
FENTON PUMP SERVICE	350.00	
FERGUSON ENTERORUSES INC	313.26	
FITNESS CONCEPTS INC	50.00	MONTHLY PREVENTIVE SERVICE
FIRST CHOICE SHREDDING	700.00	
GATES FLOWERS	174.00	
GODWIN MANUFACTURING CO INC	1,969.04	PARTS AND SUPPLIES EQUIPMENT MAINTENANCE
GRANITE TELECOMMUNICATIONS LLC	3,362.61	SEPT OCT PHONE SERVICES TOWN WIDE
HAJOCA CORPORATION	21.10	
HALEY SOUTH	111,000.00	POLICE VEHICLES
HARPER AND COMPANY INC	328.00	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	OCTOBER	NOVEMBER
VENDOR	AMOUNT PAID	DESCRIPTION
HENDERSON PRODUCTS	394.85	JOYSTICK PW
HIGHLAND TREE CARE	1,050.00	TREE REMOVAL
HILLARY CHAFIN DBA BF DAWG ATHLETIC GEAR	300.00	
HILL MANUFACTURING	187.54	
HOLLYBROOK MULCH	162.00	
HOME DEPOT	893.61	PUBLIC WORKS SUPPLIES
HONEST ROYAL CLEANING	3,600.00	CLEANING AQUATICS AND REC
INDUSTRY ELECTRIC SYSTEMS LLC	682.47	SUPPLIES FOR RADIO SHOP
IWORQ SYSTEMS	7,650.00	PERMITTING AND WORK ORDER SYSTEM
JAMES RIVER LASER & EQUIPMENT CO.	425.10	ROCKIN MAIN STREET BAND
JESSE LEE JOHNSON	350.00	PUMPKIN TRON FARMERS MARKET
JOHNSON CONTROLS INC	3,221.59	RECREATION CENTER MAINTENANCE AND REPAIR HVAC
JORDAN OIL	2,092.12	FUEL FIRE
JULLIARD CORPORATION	646.75	EMPLOYEE TESTING
KLA ENTERPRISES	650.00	PD VEHICLE WRAP
LEAGUE OF WOMEN VOTERS	200.00	
MANSFIELD OIL	43,539.47	FUEL ALL TOWN VEHICLES
MCCOY AUTO REPAIR	1,093.27	
MEDEXPRESS URGENT CARE PC	181.00	
MIKE TATUM	59.00	FARMERS MARKET REIMBUSE FOR SNAP AND CREDIT CARD
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	58,489.02	TIPPING FEES AND SPRING CLEANUP
MOORES BODY & MECHANICAL	1,000.00	VEHICLE REPAIRS REC/PD/INSP
MUNICIPAL EMERGENCY SERVICES INC	8,593.76	SUPPLIES PD
NATIONAL POOLS OF ROANOKE INC	947.50	
NAFECO INC	42.05	
NETWORK FLEET	218.28	PHONE
NEW RIVER ENGRAVING	230.20	
NEW RIVER GLASS	623.30	REC \$1018 CEMETERY \$125
NEW RIVER VALLEY MPO	3,300.00	SMARTWAY BUS
NEW RIVER VALLEY OFFICE SUPPLY	105.64	
NATIONAL POOLS OF ROANOKE INC	2,538.00	SUPPLIES AQUATICS
NORTHWEST HARDWARE INC	8.63	
NRV CAN BLASTERS LLC	912.00	
OFFICE OF THE UNIVERSITY BURSAR VT	335.21	INTERNS FEDERAL WORK STUDY PROGRAM WWTP
OLD TOWN PRINTING & COPYING	377.37	
OTC BRANDS INC DBA ORIENTAL TRADING CO INC	175.96	
PEPSI BOTTLING GROUP	315.06	
PERCISION GLASS & UPH INC	42.00	
PETTY CASH	304.02	
PILOT FASTNERS LTD	399.43	
POSTMASTER	265.00	POSTAGE
PROFESSIONAL COMMUNICATIONS	213.00	
PRINCIPAL INSURANCE	4,293.98	EMPLOYEE LIFE INSURANCE
PRUDENT PUBLISHING COMPANY	88.44	
PVBUSINESS SOLUTIONS INC	298.50	
QUADIENT	18.47	POSTAGE MACHINE
QUALITY TIRE AND BRAKE SERVICE	20.00	
RAKESTRAW LAWN CARE INC	205.20	
R E MICHEL COMPANY	256.12	
REFUNDS PERMITS	51.00	
REFUND FEES REC DEPT	986.00	
REFUND TAXES	636.00	
REFUND WATER/SEWER	149.04	
THE ROANOKE TIMES	1,025.86	ADVERTISING
ROANOKE ELECTRIC ZUPPLY INC	637.80	
ROBERTS OXYGEN COMPANY INC	858.33	
ROLLER VENTURES/RODGER ROLLER JR	80.00	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	OCTOBER	NOVEMBER
VENDOR	AMOUNT PAID	DESCRIPTION
SALEM STONE	10,209.76	SAND STONE AND GRAVEL FOR REPAIRS ETC STREETS, WATER AND SEWER AND STORM WATER
SAMPSON BLADEN	694.32	OIL PW
SAMS CLUB	2,012.26	RECREATION SUPPLIES
SCHINDLER ELEVATOR COMPANY	725.00	QUARTERLY BILLING
SCHOOLS	2,128.80	WATER 285.50 WWTP 998.30 ADMIN 170 PD 675
SEGRA/LUMOS	30.35	INTERNET
SHADE TREE REPAIR	690.00	AQ DOLPHIN TIMING WATCHES
SHERWIN WILLIAMS COMPANY	740.80	
SHENTEL	1,034.23	
SHRED IT JV LLC	270.62	
SIGNWISE	1,115.00	PD VEHICLE DECALS
SISSON & RYAN QUARRY LLC	15,249.50	SAND STONE AND GRAVEL FOR REPAIRS ETC STREETS, WATER AND SEWER AND STORM WATER
SLC OF THE NRV	520.00	BALL FIELDS
SPORTSENGINE INC	315.00	HR BACKGROUND REPORTS
SOUTHERN STATES	782.27	PW SUPPLIES
STAND ENERGY CORP	6,453.43	AQ CENTER GAS
STATE ELECTRIC SUPPLY CO INC	744.79	PARTS AND SUPPLIES WWTP
SUBURBAN PROPANE	473.18	PROPANE WWTP
SUR TEC INC	4,613.00	SOFTWARE LICENSE PD
TBC ASSOCIATES IILLC DBA TIDY SERVICES	1,800.00	PORTA JOHNS
TELVENT USA HOLDINGS	306.00	
TELEFLEX LLC	607.35	
TENCARVA MACHINERY CO	529.91	
TESSCO	124.54	
TRACTOR SUPPLY	110.93	
TRANE	1,615.04	REPAIRS HVAC AQUATICS
THOMPSON TIRE & MUFFLER	560.98	FIRE DEPT TIRES
TRAVEL	3,759.43	PD 803 RESCUE 840.74 ENG 1001.61 P&R 294.08 PLANNING 820
TREASURER OF VIRGINIA	2,951.43	DMV STOPS 1000 DEQ 1394.50 AQ RETAIL SALES 9.35 LODA 547.58
ULINE	421.60	PPE SEWER GLOVES
USA BLUE BOOK	312.01	
US CELLULAR	126.47	
US FOOD SERVICE	132.35	
VA ASSOC OF COUNTIES GROUP INSURANCE	1,396.18	HYBRID DISABILITY 1362.93
VERIZON	2,056.07	PHONE SERVICE
VERIZON WIRELESS	18,015.20	CELL PHONES AND TABLET DATA SERVICE
VIRGINIA ASSOCIATION OF VOLUNTEER RESCUE	931.50	DEATH BENEFIT
VIRGINIA BUSINESS SYSTEMS	870.18	COPIERS
VIRGINIA EVERYWHERE	550.00	
VIRGINIA FAIRS	10.00	
VIRGINIA MEDIA	945.00	ADVERTISING
VIRGINIA RETIREMENT SYSTEMS	187,133.81	EMPLOYEE RETIREMENT
VIRGINIA UTILITY PROTECTION SERVICE INC	571.20	
VSC FIRE & SECURITY INC	150.00	
WEST PUBLISHING COMPANY	138.92	
WILSON BROTHERS INC	390.42	
WITMER PUBLIC SAFETY GROUP	391.99	MEN'S BOOTS
WORDSPRINT	1,583.71	FALL PROGRAM GUIDE REC PD STATIONERY PD FORMS 1188.80
XEROX CORPORATION	1,648.96	COPIERS
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>15,863.27</b>	
<b>TOTAL PAID BILLS</b>	<b>1,293,611.92</b>	
<b>BILLS TO BE PAID</b>	<b>950,122.27</b>	<b>PAY DATE 11-30-2021</b>
<b>GRAND TOTAL</b>	<b>2,259,597.46</b>	

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION

### **National Law Enforcement Appreciation Day**

WHEREAS, the service of the men and women of the Christiansburg Police Department and neighboring agencies is essential to the safety of our community; and

WHEREAS, these officers choose to put their own lives at risk every day in order to protect our roads, schools, workplaces and homes; and

WHEREAS, these officers foster community spirit by engaging with members of the public through education programs like D.A.R.E. and other initiatives; and

WHEREAS, National Law Enforcement Appreciation Day is an opportunity to recognize and show our support for the Christiansburg Police Department, neighboring agencies, and agencies nationwide;

NOW, THEREFORE BE IT RESOLVED, that Christiansburg Town Council, meeting in regular session December 14, 2021 proclaims January 9, 2022, as Law Enforcement Appreciation Day throughout the Town of Christiansburg.

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop  
Johana Hicks  
Steve Huppert  
Merissa Sachs  
Henry D. Showalter  
Bradford J. Stipes  
D. Michael Barber, Mayor\*

\*Votes only in the event of a tie.

\_\_\_\_\_  
Tracy Heinline, Clerk of Council

\_\_\_\_\_  
D. Michael Barber, Mayor



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

December 14, 2021

**ITEM TITLE:**

Addendum to All Points Broadband contract for a lease amount of \$15,515.51 per year.

**DESCRIPTION:**

This is an addendum to the lease to extend it for two additional years. The Town staff has developed new terms for the lease the four following locations:

- 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).

The new rent terms shall be \$1,000 per month (\$250 for each of the four sites) plus six tenths of one percent of the Lessee's gross receipts from the prior year subject to business license tax by the Town of Christiansburg. Rent shall be due on the first of each month.

**POTENTIAL ACTION:**

Council approval

**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 January 1, 2022.

**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, automatically renewed for two additional years, and expired on September 27, 2021.

**WHEREAS**, Lessor leased certain property to the Lessor from September 28, 2021 through December 31, 2021, pursuant to a Lease dated September 28, 2021.

**WHEREAS**, Lessee wishes to lease the Premises (as defined herein) from Lessor.

**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 ft2 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 ft2 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 ft2 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 ft2 of antenna surface area).
3. **Term:** This Lease shall continue from January 1, 2022 through December 31, 2024.

4. **Business License.** Lessee shall maintain a valid Christiansburg business license during the Term of this agreement, and failure to do so shall terminate this agreement.

5. **Rent:** The rent shall be \$1,000 per month (\$250 for each of the four sites) plus six tenths of one percent of the Lessee's gross receipts from the prior year subject to business license tax by the Town of Christiansburg. Rent shall be due on the first of each month.

**As an example:**

Company A reports \$600,000 Previous Year Gross Receipts on the Application for Business or Professional License and enters that into line 1.

They have 4 locations and enter that in line 4. Following the instructions for lines 3, 6, 8, 9, and 10, they calculate their monthly rent at \$1,300.

Company A repeats this process on the agreement anniversary (January 1).

Line	Description	Values	Instructions
1	Previous Year Gross Receipts	\$600,000.00	As reported on Application for Business or Professional License
2	Revenue Share Percent	0.60%	Town Factor
3	Revenue Share Amount	\$3,600.00	Multiply Line 1 times line 2
4	Locations	4	Number of sites
5	Rent Per Location Per Month	\$250.00	Town Base Rent
6	Rent All Locations Per Month	\$1,000.00	Multiply Line 4 times Line 5
7	Months Per Year	12	
8	Rent all Locations Per Year	\$12,000.00	Multiply Line 6 times Line 7
9	Total Annual Rent All Locations Per Year	\$ 15,600.00	Add Lines 3 and 8
10	Total Monthly Rent All Locations	\$1,300.00	Divide Line 9 by Line 7

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed in their names by their duly authorized representatives as of the date first set forth above.

**LESSOR:**

**TOWN OF CHRISTIANSBURG, VIRGINIA**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**LESSEE:**

**NEW RIVER VALLEY UNWIRED VENTURES, LLC**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Town Attorney





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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

December 14, 2021

**ITEM TITLE:**

Notice of Intent to Award Contract to E. C. Pace Company, Inc. in the amount of \$1,195,129.63 for Construction of the Arbor Drive / Peppers Ferry Road Intersection Improvements project.

**DESCRIPTION:**

Contract award in the amount of \$1,195,129.63 to E. C. Pace Company, Inc., for construction of Roanoke Street / Tower Road Intersection Improvements project. This project consists of traffic signal modifications, construction of left turn lane on Arbor Drive, utility relocations, and sidewalk / curb ramp improvements meeting ADA standards.

The engineer's estimate was \$960,876.89, and four bids were received ranging from \$1.195 million to \$1.545 million. The project is over budget by approximately \$234,000; however, the annual paving contract was under budget and there are expected savings on the Tower Road Intersection which can be used for this overage. While the project will extend into FY2023, depending on the project progression, a budget amendment may be required later in the FY2022 year to transfer these funds.

Due to continuing variability in the market and bidding environment, rebidding the project will not likely result in a cost reduction to the Town. Staff is requesting Council action prior to a recommendation from the Engineer due to cancellation of the second December Council meeting.

**POTENTIAL ACTION:**

Approve Notice of Intent to Award and authorize the Town Manager to enter into Contract for the subject Work, pending review and recommendation from the Engineer of Record.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Michael Kelley

**Information Provided:**

Draft Notice of Award

<https://christiansburg.box.com/s/30h6c3rvxsmsdci6q1o96m2mkcd52nc3>

Bid Tabulation

<https://christiansburg.box.com/s/kfhq9uuf78aq1lge64fl0s2fotrsii8q>



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

December 14, 2021

**ITEM TITLE:**

Contract with A. Morton Thomas and Associates, Inc. d/b/a AMT for Professional Engineering Services for the N. Franklin Street and Wades Lane Pedestrian Improvements and the S. Franklin Street and First Street Pedestrian Improvements in the amount not to exceed \$185,296.89.

**DESCRIPTION:**

Professional Services Contract for design and related services for the Transportation Alternatives projects at North Franklin Street and Wades Lane and South Franklin Street and First Street. The projects include modification of ADA ramps, upgrades to crossings, and installation of pedestrian signals at the two intersections. The project is funded partially from VDOT with a 20% match from the Town.

**POTENTIAL ACTION:**

Contract approval and authorize the Town Manager to enter into this contract on behalf of the Town with A. Morton Thomas and Associates, Inc. d/b/a AMT, for the amount not to exceed \$185,296.89.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Mike Kelley

**INFORMATION PROVIDED:**

Draft Contract

<https://christiansburg.box.com/s/z96mqsn4pyi1dnis8ml9ptdyhpjsu1py>



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

December 14, 2021

**ITEM TITLE:**

Contract Amendment #2 with Hazen and Sawyer for Professional Engineering Services for Lift Station Arc Flash Analyses in the amount of \$39,828.00.

**DESCRIPTION:**

Professional Engineering Services to conduct Arc Flash Analyses on Town owned Lift Stations. This contract amendment is supplement to the initial Lift Station Study PER performed by Hazen and Associates. This contract amendment raises the total value of their contract above \$100,000 (total contract cost \$129,716), requiring Council action.

**POTENTIAL ACTION:**

Approve amendment and authorize the Town Manager to execute this contract amendment on behalf of the Town with Hazen and Sawyer, for the amount of \$39,828.00.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Mike Kelley

**Information Provided:**

Draft Amendment #2

<https://christiansburg.box.com/s/tn8uozpvjhhs8voybqgaj8tlc55gdj2y>

Original Contract, dated 10/21/2020

<https://christiansburg.box.com/s/uxbnvsmjwowmprc023ryezsanf4epthm>

Amendment #1, signed 06/16/2021 to extend contract period

<https://christiansburg.box.com/s/rkfm5s6beempagbzf92x6l3jt34>



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

**AGENDA LOCATION:**

Discussion/Action

**Meeting Date:**

December 14, 2021

**ITEM TITLE:**

Town acceptance of 0.002 acres of Tax Parcel 466 – ((5)) – 4 (Parcel ID 027592) off Patricks Way from Brookhollow Associates, LLC.

**DESCRIPTION:**

This .002 acres or 74 square feet on plat of land is a corner portion of the Food Lion Shopping Center in the 1500 block of North Franklin Street. The remnant land is resulting from the relocation of Patricks Way as part of the North Franklin Street corridor project improvements completed last year. The owner is dedicating the land to the Town in order to accommodate the eventual right-of-way vacation and dedication of the new road.

**POTENTIAL ACTION:**

Accept land by approval

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager

**ATTACHMENT:**

Exhibit Sketch Showing .002-acre (74 sq. ft.) Portion of Tax Parcel 466-((5))-4 to be acquired by the Town of Christiansburg

**TOWN OF CHRISTIANBURG  
RIVER MAGISTERIAL DISTRICT  
MONTGOMERY COUNTY, VIRGINIA**

**ENGINEERING ♦ LAND PLANNING ♦ SURVEYING**

Phone: (540) 381-6011

Email: [info@gayandneel.com](mailto:info@gayandneel.com)  
Web: [www.gayandneel.com](http://www.gayandneel.com)



PROJECT TEAM	
PM	ROC
TECH	KJD
CREW	SBU
GNI JOB NO.	ISSUE DATE
3112	06/14/21
SHEET NUMBER	
1 OF 1	

S 85°04'26" E  
0.48'

TAX PARCEL  
466-(16)-3A

EXISTING  
PATRICK'S WAY, N.W.  
RIGHT-OF-WAY  
(P.B. 13 PG. 167)

END OF EXIST. OAK  
TREE BLVD., N.W.  
RIGHT-OF-WAY

R/W

R/W

R/W

$\Delta = 40^{\circ}18'42''$   
 $R = 47.00'$   
 $L = 33.07'$   
 $T = 17.25'$   
 $CH = 32.39'$   
 $CB = S64^{\circ}58'22''E$

1/4 TOWN OF CHRISTIANBURG  
INST. NO. 2015005488;  
P.B. 13 PG. 167

SEE DETAIL  
"A" ABOVE

END OF EXISTING  
OAK TREE  
BLVD., N.W.  
RIGHT-OF-WAY

1. THIS EXHIBIT WAS PREPARED FOR: THE TOWN OF CHRISTIANBURG
2. CURRENT OWNERS & LEGAL REFERENCES:  
TAX PARCEL 466-(5)-4; P.I.D. #027592; BROOKHOLLOW ASSOCIATES, LLC; D.B. 1092 PG. 518; P.B. 15 PG. 650
3. THIS EXHIBIT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE MAY NOT INDICATE ALL ENCUMBRANCES AND EASEMENTS THAT MAY AFFECT THE SUBJECT PROPERTY.
4. THIS EXHIBIT IS BASED ON AN ACTUAL FIELD SURVEY, USING MONUMENTS FOUND TO EXIST AND THEREFORE MAY NOT CONFORM TO PREVIOUS DEEDS OR PLATS OF RECORD.

GRID NORTH – VA. STATE PLANE COORDINATE SYSTEM  
(SOUTH ZONE, NAD 83(NA2011) EPOCH 2010.00)

0 2  
1" = 20'  
GRAPHIC SCALE

\\xi:\Drawings\3112\Drawings\Sketches\3112-EXHIBIT 1.dwg  
EXHIBIT 1, 11/10/2021 11:04:06 AM, Mtm, AutoCAD PDF (General Documentation)pc3, 1:1



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

**AGENDA LOCATION:**

Discussion/Action

**Meeting Date:**

December 14, 2021

**ITEM TITLE:**

Discussion of Blacksburg Transit Service

**DESCRIPTION:**

After some feedback from riders and their families regarding challenges in booking rides for the Go Anywhere Rides (GAR) due to its high demand, Blacksburg Transit has proposed a potential path forward to address this issue. As a reminder, the Town funds both the GAR as an on-demand service in which rides can be reserved up to 2 weeks in advance and the Explorer which offers two, hourly fixed routes (Blue and Gold routes) throughout Town.

Blacksburg Transit has reviewed the GAR schedule and is proposing to have 2 vehicles available for scheduling GAR trips for the full span of service on weekdays (7am to 5:45 pm). They have determined that an additional 3 hours of service each day is needed to address the demand. The additional Town funding estimated to be necessary to do this is about \$14,000 and is based on the added service starting in January and running through June. Any other tweaks to the service would be evaluated during the budget review process. Staff requests Council's direction with this potential interim step to address GAR demand.

**POTENTIAL ACTION:**

Consider direction to staff

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager