



REVISED

AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
JANUARY 11, 2022 – 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 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. 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. 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, January 11, 2022 for the comments to be distributed to Town Council before the meeting.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. Boundary Line Adjustment Agreement moving approximately 68.866 acres from the unincorporated area of the County of Montgomery into the incorporated Town of Christiansburg. The proposed boundary adjustment area is commonly known as Falling Branch Corporate Park, Phase II, Parcel 2, Tax Parcel 94 – ((A)) – 8; Parcel ID 004061 (formerly the Cox property) and is located on the southern boundary of the Town of Christiansburg, west of the intersection of Technology Drive S.E. and Parkway Drive, S.E.

IV. CONSENT AGENDA

- A. Approval of Minutes of December 14, 2021.
- B. Bill list of 12-31-21
- C. Contract with Spartan Silk Screen Company for youth uniforms and clothing in an annual amount estimated at \$62,526.55.
- D. Set Town Council Public Hearing for Budget Amendment #7 for January 25, 2022.
- E. Set Town Council Public Hearing for February 22, 2022 for a Conditional Use Permit request by Rockstep Christiansburg, LLC for operation of a carnival from April 27, 2022 through May 8, 2022 on property located at 782 New River Road, N.W. (Tax Parcel 435 – ((A)) – 41; Parcel ID 007741) in the B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- F. Set Town Council Public Hearing for February 22, 2022 for a Conditional Use Permit request by Taylor E. Linkous and Blair Lawton LLC for a business auction house on property located at 2790 Roanoke Street (Tax Parcel 501 – ((5)) – 2; Parcel ID 030021) in the B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

V. INTRODUCTIONS AND PRESENTATIONS

- A. New River Valley Airport Manager Aaron Brummitt and Airport Commission Chairman Nick Glenn to present on airport operations and a funding request for relocation of utilities and hangar construction.
- B. Finance Director/Treasurer Valerie Tweedie to present Fiscal Year 2021-22 Budget Amendment #7.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

- A. 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 Round 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.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Conditional Use Permit request by MFF Holdings, LLC to allow Multi-family Residential District (R-3) uses in the General Business District (B-3) for conversion of a former daycare center to a multi-family 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.
- B. Blacksburg Transit service
- C. Mayor reappointment of Kathy Meadows to the Recreation Advisory Commission. The term is January 1, 2022 through December 31, 2025.
- D. Town Council reappointment of Paula Alston, Katy Shepard, and Charlie Whitescarver to the Public Arts Advisory Board. The terms are January 1, 2022 through December 31, 2023.
- E. Town Council reappointment of Earl Shrader and appointment of Kevin Conner and Steve Semones as Alternates to the Building Code Board of Appeals. The terms are January 1, 2022 through December 31, 2024.
- F. Town Council recommendation to the Montgomery County Board of Supervisors of appointment of Dustin Williams to the Montgomery County Fire and Rescue Commission. The term is remainder of Joe Coyle's unexpired term, which expires June 8, 2023.
- G. Reappointment of Steve Simmons, Beverly Bridges, and Amelia Tuckwiller. The terms are from January 1, 2022 through December 31, 2024.
- H. Boundary Line Adjustment Agreement moving approximately 68.866 acres from the unincorporated area of the County of Montgomery into the incorporated Town of Christiansburg. The proposed boundary adjustment area is commonly known as Falling Branch Corporate Park, Phase II, Parcel 2, Tax Parcel 94 – ((A)) – 8; Parcel ID 004061 (formerly the Cox property) and is located on the southern boundary of the Town of Christiansburg, west of the intersection of Technology Drive, S.E. and Parkway Drive, S.E.

- I. Dependent on Item #G. above, Subdivision of Plat for Falling Branch Corporate Park, Phase II, Parcel 2, Tax Parcel 94 – ((A)) – 8 and Falling Branch Corporate Park, Phase I, Parcel A, Tax Parcel 559 – ((1)) – A and dedication of public utility easements and right of way for the Parkway Drive extension.

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

- A. Re-organization for the Year 2022:
 1. Town Council election of Vice-Mayor.
 2. Town Council to set regular meeting dates and times of Council.
 3. Mayor appointment of Town Council Committees:
 - a. Water and Waste Committee
 - b. Street Committee
 - c. Finance Committee
 - d. Emergency Services Committee
 - e. Central Business District Committee
 - f. Public Health and Welfare Committee – Ad hoc
 - g. Council on Human Relations Committee – Ad hoc
 4. Mayor appointment of Town Council Representative to Aquatics Advisory Board.
 5. Mayor appointment of Town Council Representative to Recreation Advisory Commission.
 6. Town Council appointment of Committees, Commissions and Boards:
 - a. Town Council Representative to Town Bikeway - Walkway Committee
 - b. Town Council Representative to Montgomery County Chamber of Commerce
 - c. Town Council Representative to New River Valley Regional Commission
 - d. Town Council Representative to Public Arts Advisory Board
 - e. Representative and Alternate to New River Valley Agency on Aging Board

- f. Representative to Virginia Tech/Montgomery Regional Airport Authority Board
- 7. Town Council reaffirmation of Town Council Code of Ethics
- 8. Town Council reaffirmation of Town Attorney Engagement Policy

B. Closed Meeting:

- 1. Request for a Closed Meeting under Code of Virginia § 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting is being held for discussion of personnel, specifically the appointment of officers for the year 2022.
- 2. Reconvene in Open Meeting.
- 3. Certification.
- 4. Council action on the matters.

C. Appointment of Officers:

- 1. Town Manager
- 2. Clerk of Council
- 3. Finance Director/Treasurer
- 4. Police Chief
- 5. Town Attorney

XII. ADJOURNMENT

Upcoming meetings of Council:

January 25, 2022, 7:00 P.M. – Regular Meeting
February 8, 2022, 7:00 P.M. – Regular Meeting



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

AGENDA LOCATION:

Discussion/Action

MEETING DATE:

January 11, 2022

ITEM TITLE:

Boundary Line Adjustment Agreement moving approximately 68.866 acres from the unincorporated area of the County of Montgomery into the incorporated Town of Christiansburg. The proposed boundary adjustment area is commonly known as Falling Branch Corporate Park, Phase II, Parcel 2, Tax Parcel 94 – ((A)) – 8; Parcel ID 004061 (formerly the Cox property) and is located on the southern boundary of the Town of Christiansburg, west of the intersection of Technology Drive S.E. and Parkway Drive, S.E.

DESCRIPTION:

In 2017, Montgomery County's Economic Development Authority purchased approximately 126 acres to create Phase II of the Falling Branch Corporate Park. Of this land, 57 acres was already in the Town. The Economic Development Authority petitioned the Town to rezone the property to I-2, General Industrial. Montgomery County also rezoned the remaining 68.866 acres to M-1, Industrial Manufacturing. The 126 acres was zoned for agriculture as it was the former Cox Farm. Due to advantages such as utility and infrastructure access and continuity in maintenance, the intent was to bring the 68.866 acres into the Town to have the entire park within the Town limits.

On September 25, 2018, Town Council committed to participate in the extension of water and sewer utilities to the new industrial lots for an amount up to \$300,000 with the understanding that the land in the County would be brought into to the Town.

In 2019, the Town and Montgomery County worked on five boundary line adjustments bringing unincorporated areas of Montgomery County into the incorporated Town of Christiansburg. Each adjustment was initiated by request of the property owner. Four out of the five adjustments were completed and are now part of the Town. The remaining boundary adjustment was the 68.866 acres of county-owned land within the Falling Branch Corporate Park. Town Council unanimously approved the boundary line adjustment agreement on September 10, 2019 to bring the 68.866 acres into the Town. The County did not act on the agreement at that time.

In the fall of 2021, an economic development prospect approached the County and Town regarding developing a distribution facility on the property. Montgomery County's Economic Development Authority is moving forward with the sale of the property. The Montgomery County Board of Supervisors approved the Boundary Line Adjustment Agreement on November 22, 2021. The economic development prospect is on a tight timeframe to start construction in February and has asked each locality for as expeditious review as possible. At the developer's own risk, a plat and site plan were submitted to the Town for an early review based on the prospect that the land will come into the Town.

Given the lapse of time between the Town's approval and the County's approval and the inclusion of language regarding the Town's participation of water and sewer service, the agreement should be revoted on by the Town. The Town's commitment would be to provide funding within sixty (60) days of receiving a written request for the funding from the County Administrator. The property would be zoned I-2 as a like zoning to the current County zoning.

POTENTIAL ACTION:

Consider Approval of Boundary Line Agreement

DEPARTMENT(S):

Town Manager

PRESENTER:

Randy Wingfield

Information Provided:

Boundary Line Agreement

<https://christiansburg.box.com/s/ynm8lop563j0ljo4he6y40f13ze8ud3c>

Boundary Line Adjustment Plat

<https://christiansburg.box.com/s/of0wyuyiwd7pt4mcu30hzjy2jxdm985>

Draft Resolution

<https://christiansburg.box.com/s/zvi2dr8jecbr5pey1zgov13kyi2oanqw>

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
DECEMBER 14, 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 DECEMBER 14, 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; Chief of Police Mark Sisson; Finance Director Valerie Tweedie; Engineering Director Mike Kelley.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

Mayor Barber adjusted the agenda as follows:

Under V. Consent Agenda, item F. should read as follows:

F. 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.

Under VI. Introductions and Presentations, Item A. should read as follows: (and make the Mayor's presentation B):

A. Presentation of Fiscal Year 2020-21 Annual Audit by Scott Wickham of Robinson, Farmer, Cox, Associates, PLLC and Finance Director/Treasurer Valerie Tweedie.

Under VIII. Committee Reports, item A. Street Committee Recommendations will be tabled until January.

Under IX. Discussion and Action by Mayor and Council, Items B. through I. will be tabled for the new Town Council to act upon in January.

Councilman Showalter made a motion to adjust the agenda as advised. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

Councilwoman Hicks requested that Council vote separately on the item concerning Faulconer Construction from the monthly bill list.

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.

Council-Elect Tanya Hockett, Casey Jenkins, and Tim Wilson were sworn in as Town Council members with a term running January 1, 2022 through December 31, 2025. Next, Mayor Barber was sworn in as Mayor with a new term running January 1, 2022 through December 31, 2025.

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.

Maryellen Goodlatte, Attorney with Glenn, Feldmann, Darby & Goodlatte, represented MFF Holdings, LLC, and explained the conditional use permit request pertained to six apartments on the property instead of seven, as originally requested. Ms. Goodlatte stated that the applicant (also owner of the property) would like to repurpose the building. She explained the applicant also owned the adjoining property at the corner of Roanoke Street and Patricia Lane and the parcel remained undeveloped at this time. Ms. Goodlatte also noted the existing conditions on the Patricia Lane property, stating the existing exterior building was made of steel and brick with a gravel driveway and rolling entrance along Patricia Lane. Ms. Goodlatte talked about the redevelopment plan of the property and explained the driveway would be paved as well as the entrance narrowed. She also explained that landscaping would be added to the property at a rate of four times that was required by Town Code. Ms. Goodlatte explained that each apartment created would be larger in size than the square footage required by Town Code. She included that the apartments would be market rate apartments, not subsidized and the monthly rent would range between seven hundred to twelve hundred dollars. She spoke about the exterior of the buildings and the addition of brick patios and pergolas being added to the entrances of the apartments. Steve Semones, Balzer & Associates, explained that upon receiving the initial application for the property they felt to repurpose the existing building into residential use would be very compatible with the residential uses adjacent to it. He explained that at the initial Planning Commission meeting,

the Planning Commission had several concerns--as well as heard concerns from surrounding neighbors--about stormwater management, the entranceway, and the proposed dumpster location. Mr. Semones explained the changes to the original design and how the stormwater management runoff would be reduced. He concluded that after the changes to the potential development, there was unanimous support at the end of the Planning Commission meeting.

Terry Dohoney, 70 Patricia Lane, expressed his concern for the new structure and explained his position as the neighborhood's HOA president. He stated that the area neighbors were concerned how the sewer system would hold up with the demand of the new development since the building currently had one bathroom. Mr. Dohoney noted that the Planning Commission had stated they would place stipulations in the conditional use permit to make sure things were done correctly and he would like to see something firm from them concerning those stipulations. Mr. Dohoney expressed that he had not personally witnessed maintenance provided at the property in the past and was concerned about the upkeep of the area. He stated it was a nice neighborhood and did not want to see it go downhill for lack of maintenance. Mr. Semones explained that the Planning Commission had recommended certain conditions and that everything would be met including an annual review of the conditional use permit. Mayor Barber reminded everyone that the area would be inspected by the Town's building inspectors and engineers. Mr. Dohoney expressed appreciation for the information but still stressed that several people in the neighborhood were concerned and stated that he thought the new use would devalue their properties.

Councilwoman Hicks questioned how many water meters the new development property would require. Mr. Semones explained that either one master water meter would be sub-metered or there would be six separate meters that would serve each separate unit. Mr. Wingfield explained that an apartment building under one ownership could have either set-up.

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. *(Refer to ADJUSTMENT OF THE AGENDA)*
- 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.

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

Councilman Showalter made a motion to approve the monthly bill list under the Consent Agenda. Councilwoman Sachs seconded the motion. Councilwoman Hicks explained she would vote nay concerning the bill list due to the Faulconer Construction line item. Council voted on the motion as follows: Councilman Bishop – Aye; Councilwoman Hicks – Nay; Councilman Huppert – Aye; Councilwoman Sachs – Aye; Councilman Showalter – Aye; Councilman Stipes – Aye.

VI. INTRODUCTIONS AND PRESENTATIONS

A. Mayor Barber

(Refer to ADJUSTMENT OF THE AGENDA)

Presentation of Fiscal Year 2020-21 Annual Audit by Scott Wickham of Robinson, Farmer, Cox, Associates PLLC and Finance Director/Treasurer Valerie Tweedie.

Finance Director Valerie Tweedie provided reading material for each Council member concerning the results of the 2020-21 Annual Audit and explained the information would be on the Town's website the following day. Mr. Wickham provided an overview of the independent audit report and noted that no internal control weaknesses or compliance issues were found during the audit, and that the Town was determined to be financially sound. He explained that this year the Town received an unmodified opinion of financial statements which meant the numbers presented in the report were maturely accurate. He expressed that the management discussion analysis that comes from the Finance department gives a good summary of comparative data to look through. Mr. Wickham touched on the balance sheet of the modified accrual, the net worth of the Town, and explained that at the end of 2021 the Town had approximately \$27 million in unassigned fund balance. He also talked about the gas report, the opinion on compliance and internal controls, and explained there were no items reported. Mr. Wickham concluded that this year the final testing was focused on the Covid 19 coronavirus relief fund, passed from Montgomery County to the Town to use for the pandemic response, and explained there was no reports found. Mr. Wickham also expressed his appreciation of the Town always responding to questions when asked. Councilman Huppert congratulated Mrs. Tweedie and her department for their hard work during the audit. Mayor Barber suggested that if Council members had any questions or concerns about the audit to direct those to Mrs. Tweedie and Mr. Wingfield.

Mayor Barber welcomed the new members of Town Council and expressed his eagerness to work with them. Mr. Barber presented Councilwoman Sachs, Councilman Huppert, and Councilman Stipes with farewell gifts.

VII. CITIZEN COMMENTS

Paul Leichner, Alexa Lane, expressed his appreciation for Councilman Stipes, Councilman Huppert, and Councilwoman Sachs as well as Town management's service to the Town. Mr. Leichner questioned Public Works presence at Crab Creek Road since the road is in the County. Mr. Wingfield explained that the Town's wastewater treatment plant was located on Crab Creek Road and periodically the Town must provide maintenance to the road areas to gain access to the plant.

VIII. COMMITTEE REPORTS – *tabled until January*

- 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.

Mr. Wingfield explained this was about 74 square feet and was basically residue from the Food Lion Plaza and the work at the signal installation on North Franklin Street.

Councilman Showalter made a motion to approve the Town acceptance of 0.002 acres off Patrick's Way. Councilwoman Hicks seconded the motion and Council voted as follows:
Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilman Huppert – Aye;
Councilwoman Sachs – Aye; Councilman Showalter – Aye; Councilman Stipes – Aye.

(Items B. thru I. tabled until January)

- 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.

Mayor Barber explained there was an increase in service to consider additional funding. Mr. Wingfield stated that a decision would not be needed tonight by Council unless it was intended to start service the beginning of January. He expressed this was an expansion of what the service provides currently and it would ensure two Go Anywhere vehicles on the road during operation hours. Councilman Stipes suggested the decision be made by the new Council in January.

Councilman Showalter made a motion to table the discussion of Blacksburg Transit Service until the first meeting in January. Councilwoman Sachs seconded the motion and Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilman Huppert – Aye; Councilwoman Sachs – Aye; Councilman Showalter – Aye; Councilman Stipes – Aye.

X. STAFF REPORTS

A. Town Manager

Mr. Wingfield introduced Benjamin Tripp, Planning Director, to Town Council. Mr. Tripp expressed to Council that he was honored to be with the Town and explained he originally came from Salem where he worked for fifteen years. Mayor Barber noted Mr. Tripp's experience with the Façade grant program in Salem.

Mr. Wingfield stated there were approximately 10,000 people downtown for the Christmas parade this year and although the Winter Wonderland at the Recreation Center was postponed from Saturday to Sunday there was still great participation with about 1,500.

Mr. Wingfield talked about the Town calendar proof that Council received in their email. He questioned if Council would like to move forward and have the calendar published online. Mayor Barber and Councilwoman Hicks both agreed the calendar should be published online.

Councilwoman Hicks made a motion to publish the Town calendar online. Councilman Huppert seconded the motion and Council voted as follows: Councilman Bishop – Aye; Councilwoman

Hicks – Aye; Councilman Huppert – Aye; Councilwoman Sachs – Aye; Councilman Showalter – Aye; Councilman Stipes – Aye.

Mr. Wingfield updated Council on the College Street drainage project. He explained there was now a verbal agreement with property owners from the upstream area negotiating easements with the Town. Mr. Wingfield noted that downstream property owners had been contacted as well and most were very receptive. Councilwoman Hicks questioned if there was a price estimate for the College Street drainage project. Mr. Wingfield stated that there would not be a total until the final project was completed. Councilman Showalter asked if there were items the Town could negotiate. Mr. Wingfield explained that it would be easement acquisition or property acquisition and that it would be fair market value of the easement or the actual property acquisition for the potential pond area. Mr. Wingfield explained that this would not put them into a flood plain district.

Mr. Wingfield informed Council of upcoming Public Hearings for the January 11 Town Council meeting. A boundary adjustment to bring a portion of Falling Branch Corporate Park in at 68.9 acres. Also, a Public Hearing for disposition of the 15-foot lot at the corner of West Street and Johnson Street.

Mr. Wingfield also noted that a Rescue volunteer was currently volunteering with an educational visa status that did not allow her to accept the bonus the Town provided this year. Mr. Wingfield explained that he would like to work out a plan with Liberty University so this money could go towards a scholarship fund for the individual. He explained that if a scholarship could not be worked out then the volunteer would need to forego the volunteer bonus. Mr. Wingfield expressed to Council that he would like to use his employee bonus to provide the Town employees lunch and explained that he would like to transfer the \$2,000 directly from wages to an administrative category to maximize the available amount.

Mr. Wingfield also noted that Rescue Chief Joe Coyle had retired, and his position was now vacant. He expressed that he would like to place Fire Chief Billy Hanks in the position to manage operations, budgeting, etc. Assistant Rescue Chief Dustin Williams would fill medical supervision and writing procedures. Mr. Wingfield explained that he would like to advertise for an Advance Life Support position and increase Mr. Hanks salary for the additional responsibilities. He also stated he would evaluate the Rescue Deputy Chief's salary for a potential adjustment based on increased responsibilities. Councilwoman Sachs expressed full confidence in Chief Hanks and supported the change. Councilman Huppert supported the change as well. Councilwoman Hicks questioned if this decision could be pushed to January for the new Council members to discuss. Mrs. Hicks also questioned keeping Rescue separate from Fire. Mr. Wingfield answered that the operations would be kept separate and there would be benefits to Chief Hanks operating both. Mrs. Hicks requested that Council discuss how to increase full-time paid positions in the Rescue department. Councilman Bishop supported the transition and had full confidence in Mr. Hanks to perform the job. Councilman Showalter expressed that if the Town continues to meet the need of the citizens he was in full support.

Mr. Wingfield presented gifts to the outgoing Council members and thanked them for their service to the Town.

B. Town Attorney

Mr. Broughton addressed Council concerning the Alleghany Construction lawsuit that had been filed against the Town and explained he had filed a response on the Town's behalf and was moving forward.

C. Other Staff

Mrs. Tweedie thanked the outgoing Council members for their service and expressed that they would be missed.

XI. COUNCIL REPORTS

Mayor Barber commended all Town staff that were involved in the Christmas events this year and expressed that all the events were a great success. Mr. Barber mentioned that Earthfare would have their ribbon cutting on January 12th. Mr. Barber wished everyone a Merry Christmas and Happy New Year and thanked the outgoing Council for their service.

Councilman Stipes thanked his family and other Council members for all their support and encouragement through the years. Mr. Stipes addressed incoming Council and noted that they had his prayers and support. Mr. Stipes also expressed his gratitude to all the Town staff.

Councilman Showalter

Mr. Showalter expressed that the outgoing Council members have always listened and put the effort and energy into their positions. He thanked them for their service and noted they would be greatly missed.

Councilman Bishop

No report.

Councilman Huppert noted the Aquatic Center swim meet with approximately 900 swimmers in attendance and expressed how great the meets were economically for the Town. Mr. Huppert welcomed the new Council members. Mr. Huppert expressed how lucky he felt to be associated with the Town of Christiansburg and to have sat together the last four years with Councilwoman Sachs and Councilman Stipes.

Councilwoman Sachs

Mrs. Sachs provided a slide reflecting 76 years in total of representation from current Council and expressed the good energy from the Council members coming on board. She thanked all the Christiansburg citizens and her fellow Council members for their service.

Councilwoman Hicks

Mrs. Hicks wished everyone a Merry Christmas and thanked all the Town staff for the preparation and work for all the holiday events.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:37pm.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG		PAY DATE 12-30-2021	
BILLS TO BE PAID FOR THE MONTHS OF		NOVEMBER & DECEMBER	
A MORTON THOMAS AND ASSOCIATES, INC	18,886.92	ENGINEERING SERVICES PEPPERS FERRY AND ARBOR DRIVE INTERSECTION	
ACORN SIGN GRAPHICS INC	46,551.24	TOWN SIGNAGE	
ADAMS CONSTRUCTION CO.	2,127.11	ASPHALT MIX	
AGEE'S NEW & USED AUTO PARTS	45.00		
ALVIS-LAING ELECTRIC COMPANY	381,085.44	NEW LIGHTING AQUATIC CENTER	
AMELIA ELIZABETH TUCKWILLER	50.00	AQUATICS ADVISORY BOARD	
ATLANTIC EMERGENCY SOLUTIONS, INC	316.11		
ATLANTIC TECHNOLOGY CONSULTANTS INC	3,000.00	CONSULTING FEES TOWER LEASES	
AUTOZONE, INC	30.87		
B & K TRUCK ACCESSORIES	765.00		
BANE OIL COMPANY, INC	1,738.48	OFF ROAD DIESEL	
BEVERLY J BRIDGES	50.00	AQUATICS ADVISORY BOARD	
BLUE RIDGE ANALYTICAL LLC	570.00		
BORING CONTRACTORS INC	244,145.50	TOWER ROAD SEWER AND SIGNAL WORK	
C & A UPHOLSTERY	450.00		
CARDINAL RUBBER & SEAL INC.	388.00		
CARROT-TOP INDUSTRIES, INC.	537.15		
CENTURY ENGINEERING, INC	2,266.16	ENGINEERING SERVICES PEPPERS FERRY AND ARBOR DRIVE INTERSECTION	
CERTIFIED POWER INC	1,619.58		
CHA CONSULTING INC	33,200.05	CONSULTING ENGINEERING SERVICES WWTP	
CLEAR WATER SALES, INC	7,125.00	WWTP SAMPLER REFRIDGERATOR AND SUPPLIES	
CMC SUPPLY, INC.	165.77		
COLE TRUCK PARTS, INC	11,654.28	REPAIR AND MAINTENANCE PARTS PW VEHICLES	
COLORADO TIME SYSTEMS	1,578.00		
CORE & MAIN LP	35,526.25	WATERLINE REPLACEMENT PROJECT OVERHILL AND SOUTHVIEW	
CREATIVE PRODUCT SOURCING, INC.	4,010.66	UNIFORMS PD VEHICLE REPAIR AND MAINTENANCE	
DALE'S GARAGE	814.31		
DELL MARKETING L.P.	1,855.00	NEW MONITORS	
DUNCAN FORD MAZDA	984.55		
EAST COAST EMERGENCY VEHICLES, LLC	47,032.08	LIGHTBARS ETC FOR NEW PD VEHICLES	
ELECTRICAL SUPPLY CO	1,789.27	BUILDING MAINTENANCE	
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	27,690.98	BIOSOLID REMOVAL WWTP	
EPLUS TECHNOLOGY INC	1,880.20	SOFTWARE SUPPORT	
EVOQUA WATER TECHNOLOGIES, LLC	20,250.00	GEAR MOTOR FOR PRIMARY #2 CLARIFIER WWTP	
EXCEL TRUCK GROUP	1,943.21	VEHICLE REPAIR	
FAULCONER CONSTRUCTION COMPANY INC	536,829.80	PARK CONSTRUCTION PAY APPLICATION	
FERGUSON ENTERPRISES, INC. #75	4,941.88	MATERIALS AND SUPPLIES FOR WATER, STORM WATER AND SEWER	
FIRE RESCUE AND TACTICAL, INC	839.77		
FISHER AUTO PARTS, INC.	80.78		
FLEET PRIDE, INC	675.50		
GALLS, AN ARAMARK COMPANY	2,055.66	UNIFORMS AND SUPPLIES POLICE DEPARTMENT	
GAY AND NEEL, INC.	1,575.00	ENGINEERING SERVICES CEMETERY EXPANSION	
GOOD SAMARITAN HOSPICE, INC	5,000.00	ANNUAL SUPPORT	
GRABROWY LAND LLC	1,879.00	FAÇADE GRANT	
GRANTURK EQUIPMENT CO., INC	1,362.78	EQUIPMENT REPAIR PW	
HAJOCO CORPORATION	13.69		
HALL'S GARAGE DOORS, INC	12,220.00	GARAGE DOOR REPLACEMENTS PW BUILDING #14	
HARVEY CHEVROLET CORP.	312.12		
HOFFMAN & HOFFMAN, INC	16,414.00	REPLACE SOC AT AQUATICS CENTER	
HOSE HOUSE, INC.	333.96		
HY-TEST, INC	255.00		
IDEXX DISTRIBUTION, INC.	52.59		
INFRASTRUCTURE SOLUTIONS GROUP INC	14,729.88	INSTALL VAC SYSTEM ON TRUCK PW	
INTEGRITY DATA, INC	544.75		
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	1,250.45		
IV LABS INC	180.00		
JAMES T DAVIS AUTO FINISHES	556.70		
JEREMY MADISON WILLIAMS	50.00	AQUATICS ADVISORY BOARD	
KAREN L DRAKE-WHITNEY	50.00	AQUATICS ADVISORY BOARD	
KIMBALL MIDWEST	742.47		
KING-MOORE, INC	3,475.00	IT CONSULTING	
KINGS TIRE SERVICE, INC	1,968.00	VEHICLE REPAIR AND MAINTENANCE	
KORMAN SIGNS, INC.	9,238.00	SIGNAGE MATERIALS FOR PW	
LIBERTY FIRE SOLUTIONS, INC	10,114.00	REPAIR AND REPLACE AQUATIC FIRE ALARM PANEL	
MARINE RESCUE PRODUCTS INC	1,209.50		
MATTERN & CRAIG	9,638.17	ENGINEERING SERVICES HICKOK STREET IMPROVEMENTS	
MCDONOUGH BOLYARD PECK, INC	47,335.67	ENGINEERING SERVICES NEW PARK OVERSIGHT 28992.67 TOWER RD INTERSECTION AND SEWER 18343.00	
MEADE TRACTOR	456.21		

TOWN OF CHRISTIANSBURG		PAY DATE 12-30-2021
BILLS TO BE PAID FOR THE MONTHS OF		NOVEMBER & DECEMBER
MID ATLANTIC WASTE SYSTEMS	300.00	
MONTGOMERY DISTRIBUTORS	179.70	
MOORE'S BODY & MECHANICAL SHOP, INC	1,020.00	VEHICLE REPAIRS
MXI ENVIRONMENTAL SERVICES LLC	300.00	
NATIONAL POOLS OF ROANOKE, INC.	2,752.20	SUPPLIES AQUATICS
NORTHERN SAFETY CO., INC.	267.84	
NORTHWEST HARDWARE CO INC	469.35	
POLYDYNE, INC.	11,625.12	SUPPLIES WWTP
PRECISION WEIGHING	646.00	
PRO CHEM INC	1,710.47	SUPPLIES WWTP
QUALITY TIRE & BRAKE SERVICE	1,999.00	VEHICLE REPAIR AND MAINTENANCE
RINKER DESIGN ASSOCIATES PC	5,617.40	ENGINEERING SERVICES BOOKER WASHINGTON PKWY
ROBINSON FARMER COX ASSOCIATES, PLLC	36,000.00	ANNUAL AUDIT
SANDS ANDERSON	9,298.50	LEGAL FEES
SANICO, INC	6,247.16	JANITORIAL SUPPLIES
SCHINDLER ELEVATOR CORPORATION	725.00	
SHIRLEY C HALLOCK	50.00	AQUATICS ADVISORY BOARD
SKYLINE DOOR & HARDWARE, INC	2,159.00	BAY DOORS ON WASH BLDING
SMARTSAFETY SOFTWARE INC	3,682.00	PD SOFTWARE MAINTENANCE
SOUTHERN AIR, INC	15,646.00	HVAC PREVENTATIVE SERVICE MAINTENANCE TOWN BUILDINGS
SOUTHERN REFRIGERATION CORP.	6,638.42	MAINTENANCE SUPPLIES AQUATICS CENTER
STATE ELECTRIC SUPPLY CO., INC.	35.38	
STERNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	8,354.05	ENGINEERING SERVICES LANDFILL CLOSURE
STEVEN CARLYLE SIMMONS	50.00	AQUATICS ADVISORY BOARD
STRYKER SALES CORP.	571.20	
SW SERVICES	2,739.42	BUILDING MAINTENANCE AIR RELEASE VALVE WWTP
TARGET SOLUTIONS LEARNING LLC	7,895.00	SOFTWARE RESCUE MAINTENANCE AND SUPPORT
TAYLOR OFFICE & ART SUPPLY, INC	3,121.14	OFFICE SUPPLIES TOWN WIDE
TESSCO	950.74	
TOWN OF BLACKSBURG	92,775.00	BT TRANSIT SERVICES
TRANE	7,605.03	HVAC REPAIRS AND MAINTENANCE AQUATIC CENTER
TYLER TECHNOLOGIES, INC	13,230.00	SOFTWARE IMPLEMENTATION FINANCE
UNIFIRST CORPORATION	3,101.25	UNIFORMS PW
UNITED INDUSTRIAL SERVICES INC	480.00	
UNITED RENTALS, INC.	3,201.73	SCISSOR LIFT AND LIGHT TOWER RENTALS PW AND RECREATION
USA BLUE BOOK	3,231.18	SUPPLIES WWTP
VAREC BIOGAS INC	462.20	
VEST'S SALES & SERVICE, INC.	308.20	
VIRGINIA UTILITY PROTECTION SERVICE, INC	351.75	
VSC FIRE & SECURITY, INC	75.00	
WETLAND STUDIES AND SOLUTIONS, INC	20,994.30	ENGINEERING SERVICES CULVERT REPLACEMENTS AND STONE ST DRAINAGE IMPROVEMENTS
WILSON BROTHERS INCORPORATED	1,397.21	VEHICLE & EQUIPMENT REPAIRS AND MAINTENANCE
WRANGLER HOLDCO CORP	28,341.01	RECYCLING SERVICES
ZOLL MEDICAL CORP.	346.14	

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

NOVEMBER & DECEMBER

VENDOR	AMOUNT PAID	DESCRIPTION
ATLGONQUIN PRODUCTS COMPANY	389.85	
ATLANTIC EMERGENCY SOLUTIONS INC	435.49	
C.W. WILLIAMS & COMPANY LLC	238.34	
EAST COAST EMERGENCY VEHICLES	202.32	
EXXON MOBILE	58.77	COUNTY FUEL FIRE
GATES FLOWERS	42.00	
POWER ZONE	160.86	
QUALITY TIRE & BRAKE SERVICE	662.00	
SUR FLO INC	316.03	
TOWN OF CHRISTIANSBURG	1,020.76	COUNTY FIRE FUEL
WITMER PUBLIC SAFETY GROUP INC	1,999.00	SAFETY EQUIPMENT FIRE
TOTAL PAID BILLS	5,525.42	

TOWN OF CHRISTIANSBURG		
BILLS PAID DURING THE MONTH		NOVEMBER & DECEMBER
VENDOR	AMOUNT PAID	DESCRIPTION
AD WEAR SPECIALTY OF TEXAS	2,568.05	YOUTH FOOTBALL UNIFORMS
ADVANCE AUTO PARTS	781.63	
AGEE INCORPORATED	75.00	
ALL SEASONS PEST CONTROL	95.00	
ALPINE ARMS	12,892.50	PD POLICE SUPPLY AND TRAINING DEPOSIT
AMAZON CAPITAL SERVICES INC	2,366.15	VARIOUS SUPPLIES, SOFTWARE ETC
ANTHEM BLUE CROSS BLUE SHEILD	142,502.07	EMPLOYEE HEALTH INSURANCE
APPALACHIAN POWER	53,397.33	TOWN ELECTRIC SERVICE
ARC3 GASES	1,131.55	SUPPLIES PW
AT & T MOBILITY	177.75	
ATMOS ENERGY	10,267.40	TOWN GAS SEVICES
AXON ENTERPRISES INC	6,000.00	PD BODY CAMERA SYSTEM
BALLPARK SIGNS	1,350.00	AQUATICS PARKING SIGNS
BMS DIRECT	6,275.99	POSTAGE AND BILL PRINTING WATER AND TAX BILLING
BOUNDRREE MEDICAL LLC	2,858.56	RESCUE SUPPLIES
BOXLEY ASPHALT LLC	154.40	ASPHALT SURFACE MIX
CAMBRIA AUTO REPAIR- JOSEPH O REED	240.00	AQ VEHICLE INSP
CARILION MEDICAL GROUP	335.00	
CAROLINA INDUSTRIAL	784.94	PUBLIC WORKS SUPPLIES
CARTER MACHINERY CO	1,988.89	REPAIRS Pw AND PURCHASE OF EXCAVATOR BUCKET
		SUPPLIES 3624.94 DUES 499.00 SCHOOLS 4,555.00 TRAVEL 5038.82 SOFTWARE/COMP 51.99 UNIFORMS 340.68 FIRE PREV/RES/DARE
CARDMEMBER SERVICES	14,864.03	753.60
CHANDLER CONCRETE COMPANY	3,987.75	STREET REPAIRS
CHRISTIANSBURG PROFESSIONAL PARK	19,654.00	HICKOK ST DR IMPROVEMENTS
CFS BLUE RIDGE DISPOSAL	244.56	
CIMPRESS USA INCORPORATED	238.90	
CITIZENS	4,526.47	PHONE BILL AND INTERNET
CLARK GAS & OIL	2,467.63	FUEL FIRE DEPT
COLLISON PLUS2	549.21	
CURTISS BAY MEDICAL WASTE VIRGINIA LLC	283.05	
CRYSTAL'S HEALING HANDS MASSAGE LLC	470.00	
DELL MARKETING LP	27.50	
DELTA DENTAL	7,419.85	EMPLOYEE DENTAL INSURANCE NOV 2021
DISPLAY SALES	131.00	
DON'S AUTO CLINIC	651.76	VEHICLE MAINTENANCE AND REPAIR
DS SERVICES CRYSTAL SPRINGS	341.65	
DUES AND MEMBERSHIPS	445.00	PD 75 P&R 175 AQ 175 RESCUE 20
ELEVATING EQUIPMENT INSPECTION SERVICE	660.00	
ELECTRICAL SUPPLY CO	63.20	
EXPRESS SERVICES INC	3,943.89	TEMPORARY EMPLOYEES PW AND CEM
FASTENAL	873.39	SUPPLIES PW
FEDERAL EXPRESS	11.16	POSTAGE
FITNESS CONCEPTS INC	210.00	MONTHLY PREVENTIVE SERVICE
FIRE SAFETY PRODUCTS INC	143.00	
GOVOLUTION LLC	1,680.00	NEW CREDIT CARD MACHINES
GRANITE TELECOMMUNICATIONS LLC	3,379.34	NOV PHONE SERVICES TOWN WIDE
HALL'S GARAGE DOORS INC	150.00	
HETHWOOD MARKET INC	1,253.50	RESCUE HOLIDAY BANQUET VOLUNTEER DONATION FUNDS
HI-D-HO DOG TRAINING INC	720.00	
HOME DEPOT	571.75	PUBLIC WORKS SUPPLIES
HONEST ROYAL CLEANING	2,400.00	CLEANING AQUATICS AND REC
INFRASTRUCTURE SOLUTIONS GROUP	2,949.39	EQUIPMENT AND VEHICLE REPAIR AND MAINTENANCE
JORDAN OIL	3,806.09	FUEL FIRE
JULLIARD CORPORATION	665.70	EMPLOYEE TESTING

TOWN OF CHRISTIANSBURG			
BILLS PAID DURING THE MONTH		NOVEMBER & DECEMBER	
VENDOR	AMOUNT PAID	DESCRIPTION	
KLA ENTERPRISES	35.00	PD VEHICLE WRAP	
LANCASTER INC	302.50		
LITTLE RIVER POOL AND SPA INC	198.00		
LOWE'S	9,810.27	REPAIR AND MAINTENANCE TOOLS AND SUPPLIES	
MANSFIELD OIL	10,616.62	FUEL ALL TOWN VEHICLES	
MCGRADY PERDUE HEATING & COOLING	4,738.00		
MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LLC	4,540.01	MEDICAL SUPPLIES RESCUE	
MIDWAY PRODUCTION SERVICES	2,515.00	DOWNTOWN EVENT	
MODERN AUTOMOTIVE	100.65		
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	37,595.60	TIPPING FEES	
MOTION PICTURE LICENSING CORP	960.11		
NETWORK FLEET	218.28	PHONE	
NEW RIVER COMMUNITY ACTION	13,817.08	UTILITY AND RENT ASSISTANCE CDBG GRANT REIMBURSEMENT	
NEW RIVER ENGRAVING	266.50		
NEW RIVER VALLEY OFFICE SUPPLY	227.21		
OFFICE OF THE UNIVERSITY BURSAR VT	402.26	INTERNS FEDERAL WORK STUDY PROGRAM WWTP	
OLD TOWN PRINTING & COPYING	274.23		
POWER ZONE	473.31		
PRINCIPAL INSURANCE	4,295.16	EMPLOYEE LIFE INSURANCE	
PSYCHOLOGICAL HEALTH ROANOKE	460.00		
QUADIENT	1,000.00	POSTAGE MACHINE	
QUALITY TIRE AND BRAKE SERVICE	796.00		
REFUND FEES REC DEPT	99.00		
REFUND TAXES	20.53		
REIMBURSEMENTS EMPLOYEES	100.00		
ROBERTS OXYGEN COMPANY INC	733.05		
ROLLER VENTURES/RODGER ROLLER JR	80.00		
SCHOOLS	4,080.99	SCHOOLS PD 450 ENG 2304 WWTP 140 P&R 20 RESCUE 1166.99	
SEGRA/LUMOS	91.05	INTERNET	
SHENTEL	642.60		
SHRED IT JV LLC	382.39		
SIGNWISE	850.00	PD VEHICLE DECALS	
SPORTSENGINE INC	165.00	HR BACKGROUND REPORTS	
SOUTHERN AIR INC	137.64		
SOUTHERN STATES	436.41	PW SUPPLIES	
SRS PROPERTIES LLC	22,817.00	EASEMENT HICKOK ST IMPROVEMENTS	
STAND ENERGY CORP	10,931.51	AQ CENTER GAS	
STATE ELECTRIC SUPPLY CO INC	12.75	PARTS AND SUPPLIES WWTP	
STAPLES BUSINESS ADVANTAGE	246.83		
SUBURBAN PROPANE	8,270.95	PROPANE WWTP	
SUBLIME ENTERPRISES LLC	150.00		
TBC ASSOCIATES IILLC DBA TIDY SERVICES	330.00	PORTA JOHNS	
TECH EXPRESS OMC	2,037.31	WELCOME BOOKS	
TELVENT USA HOLDINGS	306.00		
TRAVEL	320.00	PD 320	
TREASURER OF VIRGINIA	1,994.94	DEQ VSMP FEES 952 TESTING 750.44 DEQ 292.50	
ULINE	121.98	PPE SEWER GLOVES	
US CELLULAR	126.47		
US FOOD SERVICE	184.79		
VA ASSOC OF COUNTIES GROUP INSURANCE	1,421.56	HYBRID DISABILITY	
VALLEY BOILER AND MECHANICAL	907.50		
VERIZON	1,085.52	PHONE SERVICE	
VERIZON WIRELESS	8,073.49	CELL PHONES AND TABLET DATA SERVICE	
VIRGINIA BUSINESS SYSTEMS	345.45	COPIERS	
VIRGINIA MEDIA	44.00	ADVERTISING	
VIRGINIA TOURISM AUTHORITY	240.00		
VOLSAP PLAN ADMINISTRATOR	2,187.50	RETIREMENT FIRE DEPT VOLUNTEERS	

TOWN OF CHRISTIANSBURG		
BILLS PAID DURING THE MONTH		NOVEMBER & DECEMBER
VENDOR	AMOUNT PAID	DESCRIPTION
WHOLESALE MONUMENT COMPANY	60.00	
WEST PUBLISHING COMPANY	138.92	
WORDSPRINT	2,725.00	FALL PROGRAM GUIDE REC PD STATIONERY PD FORMS 1188.80
XEROX CORPORATION	1,773.35	COPIERS
TOTAL SPECIAL REVENUE BILLS PAID	5,525.42	
TOTAL PAID BILLS	494,338.25	
BILLS TO BE PAID	1,895,452.59	PAY DATE 12-30-2021
GRAND TOTAL	2,395,316.26	



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

AGENDA LOCATION: Consent Agenda **Meeting Date:** January 11, 2023

ITEM TITLE: Request for Proposal (RFP) 22-0012, Youth Uniforms and Clothing

DESCRIPTION: To contract with Spartan Silk Screen Company to provide youth sports attire and uniforms and other clothing items to the Recreation Department. The costs for over 350 items in a year is expected to be \$62,526.55. The initial term of the contract is for two years with the possibility of three one-year renewals. Attire and uniforms are for Summer and Fall baseball and softball, football and cheerleading, Fall volleyball, basketball and miscellaneous clothing, events and sports

POTENTIAL ACTION: Approval

DEPARTMENT: Recreation Department

PRESENTER: Brad Epperley

ITEM HISTORY: The Town awarded a contract related to Invitation to Bid 20-0010 for Youth Uniforms and Clothing on June 17, 2020 to an out-of-state vendor. Placing orders with the new vendor was delayed or postponed for several months due to the COVID-19 pandemic. When the Recreation Center began ordering youth uniforms again, problems arose with the vendor. After working with the vendor to attempt to correct the problems, the Town cancelled the contract. The scoring criteria for proposals received in response to the RFP 22-0012 favored vendors and their suppliers in close to proximity to the Town.

Date:

Action Taken:

Information Provided:

Date:

Action Taken:

Information Provided:

<https://christiansburg.box.com/s/e0kxcmurkvd5q86xjab57cmykbc33qc2>



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

AGENDA LOCATION: Presentations

Meeting Date: 1-11-2022

ITEM TITLE: Budget Amendment 7

DESCRIPTION: Budget Amendment 7 for budget year 2021-2022

POTENTIAL ACTION This meeting is to present to Council for review Budget Amendment #7 and to schedule a public hearing for 1-25-2022 for same.

DEPARTMENT: Administration/Finance

PRESENTER: Val Tweedie

ITEM HISTORY:

The attached budget amendment #7 is primarily to approve the rollover of capital project budgets from FY 21 unexpended amounts into the FY 2022 budget. These funds were previously appropriated and expected to be expended in FY 21 when we developed the FY 22 budget, however the actual amounts expended in FY 21 were less than expected resulting in the need to roll the funds into the FY 2022 budget.

There are several other items unrelated to the capital projects that need adjusting.

When we set the revenue budget for meals tax in the budget, we kept our estimate for meals revenue at pandemic levels as we were not sure what to expect in the upcoming months. For the first 5 months of this year's meal tax collections, we have exceeded our budget by approximately \$750,000 so we are increasing our expectation in the FY 2022 budget by that amount.

Several capital items in the budget were priced before a number of price increases went into effect and there is a need to increase the dollar amounts for those items. Within the general fund that is approximately \$48,500 and another \$9,500 in the water and sewer fund.

Other items include the request for expanding the bus services, \$ 16,300; emergency repairs at the aquatic center for \$10,000; new laptops for Town Council \$12,000; NRV Regional Airport Request for \$18,800. There are also two new grants received wherein the revenues offset the expenditures.

All of these changes taken together with prior budget amendments will leave 38.14% in general fund unassigned fund balance in accordance with our fund balance policy.

This amendment exceeds 1% of our currently approved budget and therefore in accordance with VA code 15.2-2507 the amendment will be published in the local newspaper and a public hearing will be held. In accordance with this provision the Council may vote on the amendment on the same night as the public hearing or anytime thereafter.

TOWN OF CHRISTIANSBURG**Budget amendment #7****For Fiscal Year Budget 2022 July 1, 2021 to 6-30-2022**

	Expenditures	Revenues
Capital Project rollovers		
Rollover of unexpended amounts from estimated to expend in the FY 2022 budget		
Paving program revenue roll over	171,065	
Paving program expenditure roll over	171,065	
Tower Road Signal rollover revenue		45,352
Tower Road Signal rollover expenditure	90,704	
Arbor Drive Signal rollover revenue		95,095
Arbor Drive Signal rollover expenditure	190,189	
N. Franklin Bridge deck rollover expenditures	9,479	
MPO Traffic Study	8,778	
Connector road rollover expenditures	38,689	
Roanoke St. Sidewalk 460 bypass rollover revenue		3,458
Roanoke St. Sidewalk 460 bypass rollover Expenditure	4,323	
N. Franklin Wades Lane Ped Improv. Rollover revenue		8,000
N. Franklin Wades Lane Ped Improv. Rollover expenditures	10,000	
S. Franklin Ped Improv rollover revenue		8,000
S. Franklin Ped Improv rollover expenditure	10,000	
Trail lighting expenditures	1,000	
Truman Wilson Property Development rollover expenditures	266,741	
Total Capital Project Funds	800,968	330,970

General Fund

Increase in expected Meals Tax Collections	750,000
Increased cost of budgeted capital equipment for streets	48,500
<i>2 SA dump trucks, salt spreader and pretreating equipment</i>	
New computers for council	12,000
NRV Regional Airport request	18,800
Emergency repairs aquatic center	10,000
Expand Bus Services	16,300
Software rollover from FY 21 to FY22 from reserves	24,322
Total general fund increases in Expenditures	129,922
	750,000

Special Revenue Funds**Grant awards**

DCJS Local Law Enforcement Grant	1,695	1,695
Regional Commision Grant community gathering space	275,000	275,000
Total Special Revenue fund Increases	276,695	276,695

Water and Waste Water from Unassigned Fund Balance of Water and Waste Water**Rollover of unexpended amounts from estimated to expend in the FY 2022 budget**

Salt & /Sand Spreader increase cost of budgeted capital item	9,500
Craig Mtn Pumpstation upgrades	134,179
Water line Improvemens Montague & Almetta	51,755
Buffalo Tank Rehab	167,720
Cambria Water Improvements PH1A	17,043
Cambria Basin I&I Arrowhead	2,340
Pump Station Study	15,288
Total increase in expenditures Water and Waste Water Enterprise	397,825

Storm Water Enterprise From Storm Water Unassigned Fund Balance of Storm Water**Rollover of unexpended amounts from estimated to expend in the FY 2022 budget**

Sleepy Hollow Drainage Project	24,648
Industrial Park SWM Improvements	2,625
Hickok Street Improvements	96,822
College Street Drainage study	1,520
Total Increase in expenditures Storm Water Enterprise	125,615
Total Increase in Revenues Storm Water Enterprise	48,411

Total Budgeted (decrease) or increase of General Fund Unassigned	174,402
Ending Budgeted General Fund Unassigned	15,512,193
38.14%	
Total Revenue increases all funds	1,406,076
Use of reserves and fund balances other funds	499,351
Total expenditure increases all funds	1,731,025



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
January 11, 2022

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 1st, 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:

Take Action

DEPARTMENT(S):
Planning Department

PRESENTER:
Benjamin W. Tripp, Planning Director

Information Provided:

Planning Commission Minutes – November 15, 2021

<https://christiansburg.box.com/s/nffdql4v451vbva7zm3uc9culwbl3h8>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/90tlfl4oc5dwyususgtrc6eelcf1bou7>

Staff Report with maps

<https://christiansburg.box.com/s/qqmpuy5mhh1h3xtnk3omzbxf81q7ns8>



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

AGENDA LOCATION:

Discussion/Action

Meeting Date:

January 11, 2022

ITEM TITLE:

Discussion of Blacksburg Transit Service

DESCRIPTION:

This proposal below was brought before Council at its December 14, 2021 meeting. At that time, a vote to table the proposal was approved to allow for consideration by the the new Council in January. The proposal by Blacksburg Transit for an adjustment to the Go Anywhere (GAR) remains the same overall: 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 increased demand. The additional Town funding estimated to be necessary to do this service is about \$11,700 and is based on the added service starting on February 1st and running through June 30th. Any other tweaks to the service would be evaluated during the budget review process.

The Go Anywhere (GAR) additional service hour proposal was developed after some feedback from riders and their families regarding challenges in booking rides for the GAR due to its high demand. 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.

POTENTIAL ACTION:

Consider direction to staff

DEPARTMENT:

Administration

PRESENTER:

Randy Wingfield, Town Manager



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

AGENDA LOCATION:

Discussion and Action/Other Business
(Reorganization for the Year 2022)

MEETING DATE:

January 11, 2022

ITEM TITLE:

Appointments (various)

DESCRIPTION:

Citizen Appointments/Reappointments

We typically advertise for committees when instructed by Town Council, which is usually when there is a vacancy. Historically Town Council has strongly emphasized the importance of good attendance and participation to appointees. Staff has reinforced these values with the boards and committees they serve, and we believe those citizens that want to be reappointed understand the importance of good attendance and participation. Council has typically requested that those being appointed or reappointed attend the Council meeting. All recommended appointees listed on the Agenda have been asked to attend if they are able. These include Town Council appointed boards and commissions (<https://www.christiansburg.org/409/Council-Appointed-Boards-Commissions>) and other boards and commissions (<https://www.christiansburg.org/410/Other-Boards-Commissions>). The Building Code Board of Appeals is appointed by the Town Council with a recommendation being made by the Town Manager and Building Official. There is a need to reappoint one of the alternates and appoint two new alternates. The Building Code of Appeals makes decisions regarding appeals of the Building Official in regard to Building Code.

Councilmember Appointments

Some appointments require a Town Council representative and others do not – I have tried to make it clear on the agenda who is appointing, and if it has to be a Town Council representative. For example, the “Representative and Alternate to New River Valley Agency on Aging Board” can be both be Councilmembers, but they could also both be citizens. The Committees of Town Council are appointed by the Mayor: <https://www.christiansburg.org/176/Council-Committees>.

In Chapter 2 “Administration and Government” of the Town Charter

(https://library.municode.com/va/christiansburg/codes/code_of_ordinances?nodeId=PTICH_CH_2ADGO) has information about mayoral appointments of committees and information on appointment of officers and the Vice Mayor.

Christiansburg Town Code Chapter 2 “Administration” Article IV. Boards, Committees, Commissions (https://library.municode.com/va/christiansburg/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD) has Division 2. Recreation Advisory Commission and Division 3. Planning Commission with specifics for each.

The Code of Virginia and/or our Town Code also dictate some items like Planning Commission (<https://www.christiansburg.org/159/Planning-Commission>), which must be comprised of 5 to 15 people (required by both Code of Virginia and Christiansburg Town Code). There is not necessarily a limit on some of these committees if they are appointed by the Mayor and/or Town Council, but with some of them there are – like the Planning Commission and Recreation Advisory Commission. You have the option of having a Town Council representative on the Planning Commission. The Recreation Advisory Commission is appointed by the Mayor and must have a Town Council representative and 6-9 citizen members and can include one additional junior member.

POTENTIAL ACTION:

Appointment/reappointment of positions

DEPARTMENT:

Administration

PRESENTER(S):

Town Manager Randy Wingfield

INFORMATION PROVIDED:

Town Code Chapter 2 and Town homepage links above



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

AGENDA LOCATION:

Other Business
(Reorganization for the Year 2022)

MEETING DATE:

January 11, 2022

ITEM TITLE:

Reaffirmation of Town Council Code of Ethics

DESCRIPTION:

Town Council adopted a Code of Ethics on July 17, 2007 and amended and readopted the Code of Ethics on March 10, 2020. The readopted Code of Ethics contains a provision that “The Code of Ethics shall be reaffirmed by majority vote of Town Council each annual reorganizational meeting, typically scheduled the first regular meeting in January.” On February 9, 2021, Town Council approved reaffirming the Code of Ethics.

Town Council may reaffirm the Code of Ethics as it is currently drafted or may make amendments as they see fit.

POTENTIAL ACTION:

Reaffirmation or Amendment of Town Council Code of Ethics

DEPARTMENT:

Administration

PRESENTER(S):

Town Manager Randy Wingfield

INFORMATION PROVIDED:

Town Council Code of Ethics

CHRISTIANSBURG TOWN COUNCIL CODE OF ETHICS

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

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

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

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

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

Adopted by Town Council

July 17, 2007

Amended and Reaffirmed by Town Council

March 10, 2020

Reaffirmed by Town Council

February 9, 2021



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

AGENDA LOCATION:

Other Business
(Reorganization for the Year 2022)

MEETING DATE:

January 11, 2022

ITEM TITLE:

Reaffirmation of Town Attorney Engagement Policy

DESCRIPTION:

Town Council adopted a Town Attorney Engagement Policy on August 13, 2019. With several new members to Council, staff requests that Council reaffirm the engagement policy moving forward. It has appeared to have worked fairly well over the last two and half years, so staff does not have any suggested changes at this time. If action on the item is taken, Town Council may choose to reaffirm the current engagement policy or may make amendments as they see fit.

POTENTIAL ACTION:

Reaffirmation or Amendment of Town Attorney Engagement Policy

DEPARTMENT:

Administration

PRESENTER(S):

Town Manager Randy Wingfield

INFORMATION PROVIDED:

Town Attorney Engagement Policy

CLIENT ENGAGEMENT AGREEMENT

THIS CLIENT ENGAGEMENT AGREEMENT (this “Agreement”), dated as of January 22, 2020, by and between Sands Anderson PC (the “Firm”), and the Town of Christiansburg, Virginia (the “Client”), provides as follows:

1. Legal Services. The Firm agrees to represent the Client and provide general legal services as needed by the Client (the “Representation”), and shall perform such other related services as the Firm deems necessary to carry out the Representation. The Representation shall not include matters outside the ordinary course (for example, and without limitation, significant litigation or administrative proceedings, bond issuance, or other extraordinary matters). The Representation shall be contingent upon the Firm’s receipt of a fully-executed copy of this Agreement. Notwithstanding the foregoing, in the event that legal services have been or are rendered by the Firm prior to the execution and delivery of this Agreement, the Client shall pay for such services rendered in accordance with the terms of this Agreement.

2. Fees. The fees (“Fees”) that the Firm shall charge the Client shall be calculated by multiplying (i) the total number of hours and any fraction thereof, rounded to the nearest one-tenth (1/10th) of an hour, that each of the Firm’s attorneys and staff spend working on the Representation, by (ii) the respective billing rates, which are subject to change from time to time, and shall initially be as follows:

Initial Billing Rates

Attorneys:	\$265
Paralegals:	\$145
Law Clerks:	\$135

3. Expenses. The Client shall fully reimburse the Firm for all out-of-pocket costs and expenses of any kind or character (collectively, the “Expenses”) incurred by the Firm in connection with the Representation. The Firm may, as it deems appropriate, forward one or more vendor invoices related to the Representation directly to the Client for payment, and the Client hereby agrees to fully pay all such invoices in accordance with their respective terms. Among other expenses, the Firm anticipates that expert testimony will be required for the Representation, and the Client agrees to pay any expert directly.

4. Payment Terms.

a. Invoice; Net 30. The Firm may send to the Client a monthly statement (“Invoice”) of all outstanding Fees and Expenses due and owing as of the last day of the previous calendar month, and the Client shall pay all such Fees and Expenses no later than thirty (30) days following the date of each such Invoice. In the event that the Client fails to pay any Fees and/or Expenses when due and owing, the Client shall be charged interest on any unpaid Fees and Expenses at the rate of eighteen percent (18%) per annum, compounded monthly, for each day that such Fees and Expenses remain unpaid after their due date, and the Client shall reimburse the Firm for any and all attorneys’ fees and related costs and expenses incurred in collecting any outstanding Fees and/or Expenses hereunder.

b. Time of the Essence. Time is of the essence with respect to all of the Client's financial obligations under the Agreement.

5. No Guarantee of Result. The Firm makes no representation or assurance regarding the result or outcome of the Representation, and the Client hereby acknowledges that no such representation or assurance has been made, and agrees that there is no guarantee of the result or outcome of the Representation.

6. No Third-Party Beneficiary; Client Relationship. The Firm and the Client agree that neither the Representation nor this Agreement creates a third-party beneficiary relationship with any party, whether or not specifically mentioned in any legal document prepared for you, and the parties expressly disclaim any such third-party beneficiary relationship.

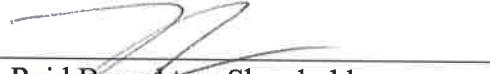
7. Termination. Either party may terminate this Agreement at any time, with or without cause, by providing written notice of such termination to the other, provided, however, that such a termination shall not release the Client or any Guarantor, as identified below, from their respective payment obligations hereunder, with respect to any Fees and/or Expenses accrued or incurred under this Agreement, including those necessary to formally withdraw from the Representation.

8. File Retention. During the Representation, the Firm will provide to the Client, where applicable, copies of certain documents generated or received by the Firm. At the conclusion of the Representation, the Firm will maintain an electronic copy of the Client's file for a period of seven years. The Client agrees that after seven years, the Firm may destroy the Client's file without further notice.

9. Miscellaneous. This Agreement may be executed in multiple counterparts, all of which taken together shall constitute one original. A facsimile or .pdf scanned electronic copy of any signature to this Agreement shall have the same force and effect as the original. If the Client consists of more than one party, then all of the Client's obligations hereunder shall be joint and several among such parties. The section headings herein are for convenience of reference only, and shall not affect the interpretation of this Agreement. This Agreement shall not be construed against the drafting party. The invalidity of any portion of this Agreement shall not invalidate the remainder of this Agreement. All understandings and agreements of the parties with respect to the Representation are merged into this Agreement. This Agreement may not be assigned by either party. This Agreement shall be binding on the Client's heirs, personal representatives, and successors. As used in this Agreement, the singular of any word shall include the plural, and vice versa. This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without reference to that jurisdiction's choice-of-law jurisprudence.

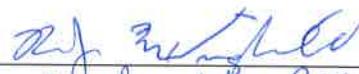
WITNESS the following signatures as of the date first above written.

Sands Anderson PC:

By: 

Reid Broughton, Shareholder

Client: Town of Christiansburg

By: 

Printed: Randy Wingfield

Title: Town Manager

Town of Christiansburg Town Council Attorney Engagement Policy

PURPOSE: To establish a policy for all elected officials pertaining to communications with the appointed Town Attorney to prevent unnecessary cost, avoid duplication and to make sure questions are presented clearly.

SCOPE: Applies to communication of elected officials with the Town Attorney(s)

POLICY:

- Any questions by an elected official, for the Town's legal counsel shall be channeled through the Town Manager or Assistant Town Manager prior to contacting the Town Attorney directly.
- Exceptions to this policy are that the Town Attorney may be contacted directly in matters involving those positions by which the elected body maintains appointment authority, including, but not limited to, the Town Manager, Police Chief, Treasurer, and Clerk of Council.
- In a situation whereby an elected official, in accordance with this policy, contacts the Town Attorney directly, that elected official shall inform the entire elected body, in a single email correspondence with sufficient information to apprise the elected body of the nature of the communication and the specific question posed.
- The Town Attorney shall not be contacted with questions that are not directly related to the elected member's official duties and/or responsibilities pursuant to the elected position. Expressly prohibited contacts include, but are not limited to, any and all communications of a personal nature or that are not directly related to the elected member's official duties.
- For purposes of this section, the terms "elected official" and "elected member" shall include, but are not limited to, all members of the Christiansburg Town Council and the Mayor of Christiansburg.

Adopted by Town Council: August 13, 2019