

**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.

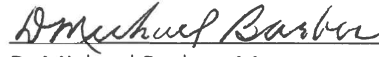
XII. OTHER BUSINESS

XIII. ADJOURNMENT

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



Tracy Heintz, Clerk of Council



D. Michael Barber, Mayor