



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
JANUARY 25, 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 25, 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. [Fiscal Year 2021-22 Budget Amendment #7](#)

IV. CONSENT AGENDA

- A. [Approval of Minutes of January 11, 2022](#)
- B. [Monthly Bill List](#)
- C. [Resolution for Adoption of the Emergency Operation Plan \(EOP\)](#)
- D. [Reschedule Town Council Public Hearing for February 8, 2022, for a Resolution for the Disposition of a Town-owned lot at the intersection of West Street and Johnston Street \(Tax Parcel 497 – \(\(12 Sec 3\)\) – 16A; Parcel ID 070451\)](#)

V. INTRODUCTIONS AND PRESENTATIONS

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

- A. Bishop/Hockett – Street Committee Report/Recommendation
 - 1. Plat showing right of way dedication and public utility easements for Magnolia Point on Tax Map Number 434-((A))-8A located on Peppers Ferry Road N.W. and New Village Drive N.W.
 - 2. Plat of subdivision of Campbell Town Green on the Depot Street, N.E. and Harless Street, N.E. creating 10 townhome lots and 2 open space lots.
 - 3. Exhibit from records showing new public utility easements on Tax Map #406-((2))-10 on Midway Plaza Drive, N.W.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. [Town Attorney Engagement Agreement \(contract\)](#)
- B. [Resolution for Adoption of FY 2021-22 Budget Amendment #7](#)
- C. [Resolution to Appropriate the Funds Approved in FY 2021-22 Budget Amendment #7](#)

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

A. Closed Meeting

1. Request for a Closed Meeting under Code of Virginia § 2.2-3711(A)(7), Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. The Closed Meeting is being held for discussion of pending litigation filed by Alleghany Construction Company, Inc. against the Town and by the Town against McCormick Taylor, Inc.
2. Reconvene in Open Meeting.
3. Certification.
4. Council action on the matters.

XII. ADJOURNMENT

Upcoming meetings of Council:

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

February 22, 2022, 7:00 P.M. – Regular Meeting

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
JANUARY 11, 2022 – 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 JANUARY 11, 2022, AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Samuel M. Bishop; Johana Hicks; Tanya Hockett; Casey Jenkins; Henry Showalter; Tim Wilson.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Aquatics Director Terry Caldwell; Finance Director Valerie Tweedie; Chief of Police Mark Sisson; Parks and Recreation Director Brad Epperley.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

Town Manager Wingfield informed Council that under Action and Discussion by Town Council, item G., the reappointment of Steve Simmons, Beverly Bridges, and Amelia Tuckwiller was to the *Aquatics Advisory Commission*.

Mr. Wingfield also noted that section VIII., item I. should be changed to *dependent on H. above*.

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.

Chris Waltz, 1370 Rigby Street, expressed concern that the Town's spending was excessive. Mr. Waltz spoke about the \$300,000 the Town was allotting for the proposed boundary line adjustment and expressed the County had received more funds for infrastructure than the Town

and questioned why the County could not pay the \$300,000. He compared the Town of Christiansburg to the City of Roanoke where minimum wage had been raised for their employees to \$15. an hour, and he also expressed a suggestion for the Town to raise their employee's hourly wages.

Mayor Barber expressed that the cost for the new infrastructure was approximately \$2.4 million, and the county would be responsible for that cost, minus the \$300,000 the Town would grant. Mr. Barber also explained that the said project had been in discussion by Council since 2018.

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.

Councilman Bishop made a motion to approve the Consent Agenda as presented.
Councilwoman Hicks seconded the motion.

Mayor Barber clarified that the Conditional Use Permit for item E. was pertaining to the Uptown Mall area and carnivals had been held there the last several years.

Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

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 hanger construction.

Aaron Brummitt, Airport Manager, addressed Town Council concerning the NRV Airport and noted the airport was currently working on their master plan update which details the development future of the airport for the next fifteen to twenty years. Mr. Brummitt explained they were focused on infrastructure needs for the airport as well as integrating with the Commerce Park that was adjacent to the airport. Mr. Brummitt stated that Target and Corning both were airport users. He spoke about the Gulfstream 700 Aircraft, the airports future C-3 design aircraft, and the importance of maintaining the aircraft to secure FAA funding and explained the airport was studying a hanger for this size aircraft. Mr. Brummitt explained that the adjacent site would accommodate a 140 by 160-foot structure to accommodate larger aircrafts. He referenced a map showing the existing water and sewer lines and the potential relocation for those lines. He explained that the water and sewer lines would be relocated to go around the proposed site instead of underneath. Mr. Brummitt relayed the estimates for the total site project and noted that the Virginia Department of Aviation would assist with part of the project. He explained that the utility relocation, estimating at approximately \$209,000 was not eligible for the Virginia Department of Aviation funding. He stated other localities that participate in the airport were receptive to the relocation for hanger site utilities and were reviewing the request. He noted that Pulaski County and the Town of Dublin had approved their request and currently the airport was waiting on Giles County and the Town of Pulaski to participate. He added that the airport still needed to meet with Montgomery County and the City of Radford.

Councilwoman Hicks questioned if there was any liability for the Town of Christiansburg. Mr. Wingfield explained that an authority was a separate entity from the Town, so the Authority would have their own liability insurance. Councilwoman Hicks asked how the money from the Town would benefit the airport's budget, and if it would decrease the amount of money given to the airport each year. Mr. Brummitt explained that the airport's long-term goal is to be a self-sufficient airport but explained they were still, like everyone else, recovering from the pandemic. Councilman Showalter asked what the total commitment of the Town of Christiansburg would be for the new infrastructure. Mr. Brummitt explained the total cost would be a one-time maximum amount of \$18,797.21. or 8.99% of the project, in addition to the annual grant from the Town. Councilman Showalter questioned if the Authority was expecting to see a decrease in the Authority members costs annually. Mr. Brummitt explained it would be a year-to-year basis and traditionally the payments had gone up between three and five percent per year. Councilman Showalter asked what clients the airport had that benefited Christiansburg. Mr. Brummitt explained that most businesses do not reveal a great deal of information to the airport. Mr. Brummitt concluded that the airport would be happy to give facility tours to any Council members that were interested.

- B. Finance Director/Treasurer Valerie Tweedie to present Fiscal Year 2021-22 Budget Amendment #7.

Mrs. Tweedie addressed Council and explained that this presentation was primarily a rollover of the Town's capital project funds, and the majority was capital projects that had already been approved in the earlier budget. She explained that the Town estimates the amount of money that would be spent in those projects before the end of the fiscal year and the rest is

rolled over into the next budget cycle. She explained that occasionally the Town's estimates are off due to not spending what was estimated or spending more and that is when the budget is readjusted. Mrs. Tweedie talked about the unassigned fund balance and explained that this is where the rollover money is assigned and that now those funds are being placed back into the existing projects. Mrs. Tweedie talked about the Town's capital project funds which are funded primarily from grants and general fund dollars and presented a list of those projects that were being rolled over. Mrs. Tweedie touched on the water and wastewater fund, which is a separate enterprise fund, as well as the stormwater enterprise fund. She explained the stormwater fund had some grant funding in it and most of the water programs did not have grant funding, so these funds did not affect the unassigned fund balance. The other area was special revenue funds which pertained to the Town being awarded two new grants at the beginning of the fiscal year. She explained that both of those grants were revenue and expenditure, so they had no impact on the general fund/unassigned fund balance. Mrs. Tweedie expressed that the Town budgeted conservatively on the meals and lodging tax in this year's fiscal budget because of the pandemic and explained there was an increase in revenue of \$750,000 for meals tax than what was placed in the FY 2022 budget. Mrs. Tweedie explained that the lodging tax had not recovered as well as the meals tax and that number would be left alone for now. She spoke about the increase costs in Public Works due to the prices on items ordered going up substantially, new computers for Town Council, and the request from the regional airport. She included emergency repairs at the Aquatic Center and expanding bus services with Virginia Tech as well as the new software for the Finance department. Mrs. Tweedie explained the incremental rollover amount for the College Street drainage project and noted there was already money in the 2022 budget that had been approved. Councilwoman Hicks added that not all the American Recovery Plan Act money had been assigned and questioned if that could go towards the College Street drainage project or potential raises for Town employees. Mr. Wingfield explained the money needed for the College Street drainage project would depend on the nature of the Town's plan. Mayor Barber explained that the town was still working on the plans for the College Street drainage project, and it was not a quick fix and the town needed to have direction before asking for grant funding.

VI. CITIZEN COMMENTS

Paul Leichner, 160 Alexa Lane, addressed Council concerning the boundary line adjustment request between the county and the town and questioned if the town would receive revenue from the project or benefit from it in any way. Mr. Wingfield stated that the town would receive real property taxes from the adjustment once it was in private property ownership. He explained that currently the Economic Development Corporation owns the property, but the plan was to sell it to an economic development prospect. Mayor Barber noted that currently there was an interested party. Councilman Showalter inquired why the County relinquishes the lots into the Town of Christiansburg once they have a developer. Mr. Wingfield explained there were benefits for any corporation to come into the Town. He noted the water and sewer rates were at 100% versus 150% in the County, as well as receiving Town maintenance of streets, water, and sewer lines. Councilman Showalter commented on the human resource portion as well and expressed it would be a job creator for the community. Councilwoman Hicks questioned how long it would take to recuperate the \$300,000 the Town would pay out. Mayor Barber explained that the project would be a multi-million-dollar facility and the real estate and machinery and tools taxes the Town would receive from it would be where the Town would recover the \$300,000.

Mr. Leichner also questioned the Town being sued by Alleghany Construction concerning the intersection at Cambria Street and N. Franklin Street. Mr. Leichner asked why the Town was being sued and not the Engineering firm. Mr. Wingfield explained that the contract was with the Town.

Don Upham, Riner, Virginia, addressed Town Council and Town staff and thanked them for their service and proceeded to pray over Council for good decision making.

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.

Assistant Town Manager Andrew Warren referenced a map of Round Meadow Drive and showed Council where the new construction of homes would be located. Mr. Warren explained that there were two parcels in the County and no new lots were being created. He noted that the current lot would be expanding to take over some of the common area as well as an area that would be an easement for a trail for the subdivision. Mr. Warren explained that all easements and all common areas would be preserved with the lot line adjustments.

Councilman Bishop made a motion to approve the plat of boundary line adjustment at Round Meadows on Round Meadow Drive and Chrisman Mill Road at the recommendation of the Street Committee. Councilman Showalter seconded the motion.

Mr. Warren concluded that Council had approved an amendment to the rezoning for the Reserve at Round Meadows in 2021 where it increased the total number of lots to 56 single-family lots.

Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

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.

Mr. Warren referenced a map showing Weddle Way and explained that earlier in 2021 the owner had requested the Town rezone the area to a R-2, Two-Family Residential district to allow for the development of duplexes. Mr. Warren explained the proposal was to build seven duplex structures (fourteen units) on the referenced lots as well as create a stormwater management lot to the rear of the cul-de-sac.

Councilwoman Hicks questioned who would maintain the stormwater pond. Mr. Warren explained there would be a Homeowner’s Association that would maintain the pond after it passed Town inspection.

Councilman Bishop made a motion to approve the plat showing Bird's Nest Subdivision creating residential lots, stormwater management, and dedicating street right-of-way and utility easements located off Weddle Way. Councilman Wilson seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

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.

Councilwoman Hicks made a motion to approve the Conditional Use Permit request by MFF Holding, LLC. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson -Aye.

- B. Blacksburg Transit service

Mr. Wingfield informed Council of the Blacksburg Transit service increase which would provide additional hours for two Go Anywhere service vehicles for the community during its operating hours. He explained that the new service would begin this February and would like Council to let staff know how they like to proceed. Mayor Barber reminded Council that this was due to a direct response to citizen concerns of lack of transit. Councilwoman Hicks questioned if this increase in service would be reviewed after a few months. Mr. Wingfield explained that the Transit working group would review after a certain amount of time.

Councilwoman Hicks made a motion to approve the Blacksburg Transit increase in service. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- C. Mayor reappointment of Kathy Meadows to the Recreation Advisory Commission. The term is January 1, 2022, through December 31, 2025.

Councilwoman Hicks made a motion to approve the reappointment of Kathy Meadows to the Recreation Advisory Commission. Councilman Showalter seconded the motion and Council voted as follows: Bishop -Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- 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.

Councilman Showalter requested that anyone being appointed to a committee or board be present at the Council meetings in the future so Council could officially meet them.

Councilwoman Hicks made a motion to reappoint Paula Alston, Katy Shepard, and Charlie Whitescarver to the Public Arts Advisory Board. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- 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.

Councilwoman Hicks expressed concern about a conflict of interest for the potential appointees to the Building Code Board of Appeals. Mr. Wingfield assured Council that if a project pertained to either of their businesses they would abstain.

Councilman Showalter made a motion to reappoint Earl Shrader and appoint Kevin Conner and Steve Semones as Alternates to the Building Code Board of Appeals. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- 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.

Councilwoman Hicks made a motion to approve the recommendation to the Montgomery County Board of Supervisors of appointment of Dustin Williams to the Montgomery County Fire and Rescue Commission. Councilman Jenkins seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- G. Reappointment of Steve Simmons, Beverly Bridges, and Amelia Tuckwiller. The terms are from January 1, 2022, through December 31, 2024.

Councilman Showalter made a motion to reappoint Steve Simmons, Beverly Bridges, and Amelia Tuckwiller to the Aquatics Advisory Commission. Councilman Wilson seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- 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.

Councilwoman Hicks made a motion to move item H. to the next council meeting due to the Public Hearing having taken place within the same meeting. There being no second, the motion died. Mayor Barber explained that there had been significant discussion concerning the boundary line adjustment agreement and he felt comfortable with Council voting.

Councilman Showalter made a motion to approve the boundary line adjustment agreement moving acreage from the unincorporated area of the County of Montgomery into the incorporated Town of Christiansburg. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- 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.

Councilman Showalter made a motion to approve the subdivision of plat for Falling Branch Corporate Park and the dedication of public utility easements and right of way for the Parkway Drive extension. Councilman Bishop seconded the motion.

Mr. Warren referenced a map showing the two lots and the road that adjoined to make the subdivision. He explained the largest lot, the economic development prospect was considering, would be 41.58 acres. He expressed that Parkway Drive would be extended and the right-of-way that would be dedicated. Mr. Warren also pointed out the existing parcel in phase 1 of the Falling Branch Corporate Park which would have to be revised to provide dedication of the road.

Town Attorney Broughton noted the agreement provides that the Town would not fund the \$300,000 until there was a project ready to begin. Mr. Wingfield agreed and expressed that the site plans would be directed to the Town's Engineering and Planning Departments and the building plans to the Town's Building Department.

Council voted on the motion as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield reminded Council that Financial Disclosure forms were due February 1, 2022, and COIA training was to be completed by all Council members this year. Mr. Wingfield asked permission to advertise for representatives to the Board of Zoning Appeals and explained it would be a five-year appointment. Mr. Wingfield noted that Town Council recommends the appointments to the Circuit Court, where the final decision would be made. Town Council agreed to advertise for the position.

Mr. Wingfield made Council aware of the passing of Mr. Eddie Trump, a Life Member of the Christiansburg Rescue, and expressed he would have the Town flag lowered in his honor.

B. Town Attorney

No report.

C. Other Staff

No report.

X. COUNCIL REPORTS

Mayor Barber recognized Logan Kessinger, General Manager for Hampton Inn, for coming to the aide of hotel customers that were accidentally struck by a vehicle on the way to the Roadhouse restaurant. He mentioned there was an article in the news and wanted to thank her for a job well done.

Councilman Showalter
No report.

Councilman Bishop
No report.

Councilwoman Hicks
No report.

Councilwoman Hockett
No report.

Councilman Jenkins
No report.

Councilman Wilson
No report.

XI. OTHER BUSINESS

A. Re-organization for the Year 2022:

1. Town Council election of Vice-Mayor.

Councilman Bishop made a motion to elect Councilman Showalter as Vice-Mayor for the year 2022.

Councilwoman Hicks expressed her interest in the Vice-Mayor position.

Councilwoman Hockett seconded the motion to elect Mr. Showalter as Vice-Mayor and Council voted as follows: Bishop – Aye; Hicks – Nay; Hockett – Aye; Jenkins – Aye; Showalter – Abstain; Wilson – Aye.

2. Town Council to set regular meeting dates and times of Council.

Councilman Bishop made a motion to keep the regular meeting dates and times of Council as the second and fourth Tuesday of each month at 7:00 P.M.

Councilwoman Hicks questioned if Council should plan-ahead and cancel the second Council meetings in November and December due to the holidays. Councilman Showalter expressed that since the Town Council usually decides to cancel the meeting closer to the holiday season, it should remain the same process.

Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

3. Mayor appointment of Town Council Committees:
 - a. Water and Waste Committee
Mayor Barber appointed Councilwoman Hicks and Councilman Wilson to the Water and Waste Committee.
 - b. Street Committee
Mayor Barber appointed Councilman Bishop and Councilwoman Hockett to the Street Committee.
 - c. Finance Committee
Mayor Barber appointed Councilman Showalter and Councilman Bishop to the Finance Committee.
 - d. Emergency Services Committee
Mayor Barber appointed Councilwoman Hockett and Councilman Wilson to the Emergency Services Committee.
 - e. Central Business District Committee
Mayor Barber appointed Councilwoman Hicks and Councilman Jenkins to the Central Business District Committee.
 - f. Public Health and Welfare Committee-Ad hoc
The Public Health and Welfare Committee is not assigned to a representative and convenes as needed.
 - g. Council on Human Relations Committee-Ad hoc
The Council on Human Relations Committee is not assigned to a representative and convenes as needed.
4. Mayor appointment of Town Council Representative to Aquatics Advisory Board.
Mayor Barber appointed Councilman Bishop to the Aquatics Advisory Board.
5. Mayor appointment of Town Council Representative to Recreation Advisory Commission.
Mayor Barber appointed Councilman Showalter to the Recreation Advisory Commission.
6. Town Council appointment of Committees, Commissions and Boards:
Mayor Barber recommends the following for Town Council consideration:
 - a. Town Council Representative to Town Bikeway-Walkway Committee
Councilwoman Hockett was nominated to the Town Bikeway-Walkway Committee.

- b. Town Council Representative to Montgomery County Chamber of Commerce
The mayor is historically the representative to the Chamber and Councilman Jenkins was nominated as the Alternate to the Montgomery County Chamber of Commerce.
- c. Town Council Representative to New River Valley Regional Commission
Councilman Wilson was nominated to the New River Valley Regional Commission.
- d. Town Council Representative to Public Arts Advisory Board
Councilman Jenkins was nominated to the Public Arts Advisory Board.
- e. Representative and Alternate to New River Valley Agency on Aging Board
Councilwoman Hicks was nominated to the New River Valley Agency on Aging Board.
- f. Representative to Virginia Tech/Montgomery Regional Airport Authority Board
Brad Stipes was nominated to be reappointed to the Virginia Tech/Montgomery Regional Airport Authority Board ending in 2025.

Councilman Showalter made a motion to approve and appoint the nominated members to the boards and committees for the year 2022.

Councilman Showalter encouraged all Council to attend, listen, and learn at the committee and board meetings and to not push an agenda on the members.

Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

7. Town Council reaffirmation of Town Council Code of Ethics

Councilman Showalter made a motion to approve the reaffirmation of Town Council Code of Ethics.

Councilwoman Hicks expressed hope that for the year 2022 the Town Council Code of Ethics would be more about residents than Council members. She expressed hope for no intimidation by other Council members and for the community to grow in a way that would be productive for everyone. Mayor Barber clarified that the Christiansburg Code of Ethics pertained to the Council's code of ethics, not the residents.

Councilman Wilson seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

8. Town Council reaffirmation of Town Attorney Engagement Policy

Councilwoman Hicks made a motion to approve the reaffirmation of the Town Attorney Engagement Policy.

Town Attorney Reid Broughton, Sands Anderson, expressed to Council the firm's interest in increasing the hourly rate being charged to the Town. Mr. Broughton explained the

increases would be for an additional \$5.00 an hour to current rates with an additional increase in July. Mayor Barber requested two weeks to look over the proposal from Sands Anderson.

Councilman Wilson seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

B. Closed Meeting:

1. Councilman Showalter made a motion to enter into a Closed Meeting under Code of Virginia § 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employments, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting was held for discussion of personnel, specifically the appointment of officers for the year 2022. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.
2. Reconvene in Open Meeting.
3. Certification.
Councilman Showalter made a motion to certify that the Town Council of the Town of Christiansburg meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting. The motion was seconded by Councilwoman Hicks and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.
4. Council action on the matters.
No action on the matter.

C. Appointment of Officers:

1. Town Manager
Councilman Showalter made a motion to reappoint Randy Wingfield as Town Manager. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Nay; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.
2. Clerk of Council
Councilman Showalter made a motion to reappoint Tracy Heinline as Clerk of Council. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.
3. Finance Director/Treasurer
Councilman Showalter made a motion to reappoint Valerie Tweedie as Finance Director/Treasurer. Councilman Jenkins seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

4. Police Chief

Councilman Showalter made a motion to reappoint Mark Sisson as Police Chief. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

5. Town Attorney

Councilwoman Hicks made a motion to reappoint Sands Anderson PC as the Town Attorney. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:25pm.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANBURG	PAY DATE 1-28-2022	
BILLS TO BE PAID FOR THE MONTHS OF	DECEMBER 2021 JANUARY 2022	
A MORTON THOMAS AND ASSOCIATES, INC	9,900.00	ENGINEERING SERVICES COLLEGE ST DRAINAGE
ASHLEY BRIGGS	180.00	PLANNING COMMISSION
ATLANTIC EMERGENCY SOLUTIONS, INC	237.50	
AUTOZONE, INC	15.98	
AXON ENTERPRISE, INC	42,273.17	PD CAMERA PROJECT
B & K TRUCK ACCESSORIES	1,500.00	BEDLINER
BANE OIL COMPANY, INC	2,062.32	OFF ROAD DIESEL
BLUE RIDGE ANALYTICAL LLC	500.00	
C. W. WILLIAMS & COMPANY, LLC	304.49	
CARGILL, INC.	28,316.56	DEICER SALT
CARTER BANK & TRUST	8,988.00	INTEREST ONLY ON PD AND LAND LOAN BAL ON LOAN 856,000
CHA CONSULTING INC	2,310.00	ENGINEERING SERVICES WWTP
CHASE BANK	355,875.98	PRINCIPAL AND INTEREST PAYMENT ON NEW PARK LOAN
CHANDLER CONCRETE COMPANY OF VA., INC	3,117.50	DEPOT PARK CONCRETE
CMC SUPPLY, INC.	438.01	
COLE TRUCK PARTS, INC	1,880.84	VEHICLE PARTS AND REPAIRS
CORE & MAIN LP	4,794.18	OVERHILL DRIVE WATER MAIN
DATA NETWORK SOLUTIONS, INC	180.00	
DOMINION DOOR & HARDWARE INC	335.00	
DUNCAN FORD MAZDA	1,394.33	VEHICLE MAINTENANCE AND REPAIRS
ELECTRICAL SUPPLY CO	114.62	
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	8,167.95	SLUDGE HAULING WWTP
EPLUS TECHNOLOGY INC	4,545.53	IT SERVICES
EVOQUA WATER TECHNOLOGIES, LLC	49,000.00	BEARING ASSEMBLY FOR WWTP
FAULCONER CONSTRUCTION COMPANY INC	917,978.49	TRUMAN WILSON PARK PAY APPLICATION
FELIX CLARKE	180.00	PLANNING COMMISSION
FERGUSON ENTERPRISES, INC.#75	7,171.55	PIPE PARTS AND SUPPLIES FOR WATER AND SEWER
FIRE RESCUE AND TACTICAL, INC	70.90	
FISHER AUTO PARTS, INC.	47.34	
FLEET PRIDE, INC	489.30	
GALLS, AN ARAMARK COMPANY	151.79	
GAY AND NEEL, INC.	525.00	
GRAINGER	160.29	
GRANTURK EQUIPMENT CO., INC	1,307.62	EQUIPMENT REPAIR PW
HALL'S GARAGE DOORS, INC	225.00	
HARVEY CHEVROLET CORP.	89.60	
HIGHWAY MOTORS, INC.	1,010.86	VEHICLE MAINTENANCE AND REPAIRS
HOSE HOUSE, INC.	304.88	
HY-TEST, INC	2,927.00	WWTP SUPPLIES
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	273.90	
JEANANNE KNIES	180.00	PLANNING COMMISSION
JENNIFER SOWERS	180.00	PLANNING COMMISSION
JESSICA M. DAVIS	210.00	PLANNING COMMISSION
JJ KELLER & ASSOCIATES, INC	1,190.00	HR REPORTING INCIDENT ESSENTIALS 1 YEAR MAINTENANCE
KING-MOORE, INC	900.00	IT CONSULTING
KINGS TIRE SERVICE, INC	694.27	
KORMAN SIGNS, INC.	339.50	
MARK CURTIS	150.00	PLANNING COMMISSION
MCDONOUGH BOLYARD PECK, INC	14,662.80	ENGINEERING SERVICES TOWER ROAD
MONTGOMERY DISTRIBUTORS	386.81	
NATIONAL BANK	7,019.04	INTEREST ONLY ON AQ LOAN LOAN BALANCE 1,315,000
NATIONAL POOLS OF ROANOKE,INC.	45.05	
NEW RIVER GLASS	1,450.86	REPLACE WINSHIELDS TWO VEHICLES PW
NORTHWEST HARDWARE CO INC	560.81	
PLANT CULTURE, INC.	2,100.00	RECREATION PLANT MAINTENANCE
PNC BANK	55,007.34	INTEREST ONLY PAYMENT ON AQ LOAN BAL ON LOAN 6,796,100
POWELL VALLEY BANK	19,124.59	INTEREST ONLY PAYMENT ON LOAN FOR WATER METERS AND REC CENTER FLOOR BALANCE ON LOAN 2,771,680
POWER ZONE	1,173.50	EQUIPMENT REPAIRS AND SUPPLIES
PRO CHEM INC	525.52	
PROFESSIONAL COMMUNICATIONS	20.00	
QUALITY TIRE & BRAKE SERVICE	2,613.00	VEHICLE REPAIRS AND MAINTENANCE
RAILPROS FIELD SERVICES INC	1,900.00	ROANOKE STREET WATER LINE
RAILROAD MANAGEMENT COMPANY IV, LLC	562.26	
RICHARD HILDING JOHNSON	210.00	PLANNING COMMISSION
ROANOKE AVA AM LLC	88.54	
SAFE AIR SYSTEMS	1,072.55	SUPPLIES FIRE DEPT

TOWN OF CHRISTIANBURG	PAY DATE 1-28-2022	
BILLS TO BE PAID FOR THE MONTHS OF	DECEMBER 2021 JANUARY 2022	
SALEM STONE CORPORATION	6,905.50	GRAVEL AND SAND FOR STREETS, WATER AND SEWER
SANDS ANDERSON	10,719.00	LEGAL SERVICES
SANICO, INC	2,410.77	JANITORIAL SUPPLIES
SISSON & RYAN LLC	1,444.72	GRAVEL, STONE FOR STREETS, WATER AND SEWER
SNAP-ON TOOLS	1,499.01	SOFTWARE FLEET MAINTENANCE
SOUTHERN AIR, INC	5,374.50	REPLACE CONDENSER UNIT TOWN HALL
SOUTHERN REFRIGERATION CORP.	98.64	
STATE ELECTRIC SUPPLY CO.,INC.	21.04	
STERN, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	10,616.95	ENGINEERING SERVICES LANDFILL CLOSURE
SW SERVICES	2,080.91	AIR RELEASE VALVES SEWER PUBMP STATION
TAYLOR OFFICE & ART SUPPLY,INC	1,391.47	OFFICE SUPPLIES TOWN WIDE
THOMAS FRANK BERNARD	210.00	PLANNING COMMISSION
TRANE	2,805.00	HVAC REPAIRS AQUATICS
TREASURER OF MONTGOMERY COUNTY	231,594.75	NRV 911 AUTHORITY 3RD QTR
TYLER TECHNOLOGIES, INC	5,670.00	NEW SOFTWARE IMPLEMENTATION SERVICES
UNIFIRST CORPORATION	2,843.00	UNIFORMS PW
USA BLUE BOOK	685.21	
VALLEY BOILER AND MECHANICAL, INC	880.00	
WETLAND STUDIES AND SOLUTIONS, INC	4,291.59	ENGINEERING SERVICES CULVERT REPLACEMENTS
WILSON BROTHERS INCORPORATED	367.68	
WITMER PUBLIC SAFETY GROUP, INC	145.99	
WRANGLER HOLDCO CORP	28,350.63	RECYCLING CONTRACT

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

DECEMBER 2021 JANUARY 2022

VENDOR	AMOUNT PAID	DESCRIPTION
ATLANTIC EMERGENCY SOLUTIONS INC	2,400.98	ENGINE REPAIRS FD
FIRE RESCUE TACTICAL	604.25	UNIFORMS FIRE DEPT
GATES FLOWERS	37.00	
LOWE'S	281.24	
MUNICIPAL EMERGENCY SERVICES	713.81	FIRE GEAR
NAFECO	32.30	
VA CHAPTER IAAI	140.00	
VIRGINIA BUSINESS SYSTEMS	22.45	
WITMER PUBLIC SAFETY GROUP INC	920.00	SAFETY EQUIPMENT FIRE
TOTAL PAID BILLS	5,152.03	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	DECEMBER 2021	JANUARY 2022
VENDOR	AMOUNT PAID	DESCRIPTION
ADAMS CONSTRUCTION CO	408.66	ASPHALT SURFACE MIX
AFA PROTECTIVE SYSTEMS INC	3,003.00	INSTALL EXTERIOR CAMERAS AT AQUATICS
AGEE INCORPORATED	20.00	
AMAZON CAPITAL SERVICES INC	1,000.89	VARIOUS SUPPLIES, SOFTWARE ETC
ANTHEM BLUE CROSS BLUE SHEILD	90,416.03	EMPLOYEE HEALTH INSURANCE
APPALACHIAN POWER	41,101.27	TOWN ELECTRIC SERVICE
ARC3 GASES	99.22	
ASCAP	390.00	
ATMOS ENERGY	8,653.86	TOWN GAS SEVICES
AYERS DISTRIBUTION COMPANY	1,876.00	EASTER EGGS RECREATION DEPARTMENT
BILL'S USED PARTS	125.00	
BMS DIRECT	5,000.00	POSTAGE AND BILL PRINTING WATER AND TAX BILLING
BOUND TREEE MEDICAL LLC	3,110.07	RESCUE SUPPLIES
CARTER MACHINERY CO	976.42	REPAIRS PW AND PURCHASE OF EXCAVATOR BUCKET
CITIZENS	4,534.45	PHONE BILL AND INTERNET
CREATIVE PRODUCT SOURCING INC	148.00	
CURTISS BAY MEDICAL WASTE VIRGINIA LLC	174.70	
DON'S AUTO CLINIC	441.18	VEHICLE MAINTENANCE AND REPAIR
DS SERVICES CRYSTAL SPRINGS	147.19	
EMORY UNIVERSITY	1,500.00	CARES SUBSCRIPTION FEE RESCUE
EXPRESS SERVICES INC	1,558.08	TEMPORARY EMPLOYEES PW AND CEM
FAPS HOLDING INC	362.10	
FASTENAL	372.88	SUPPLIES PW
FIRE & RESCUE TACTICAL INC	2,755.94	SUPPLIES RESCUE AND FIRE
FLEET PRIDE INC	253.92	
GALLS AN ARAMARK COMPANY	1,919.93	UNIFORMS PD
GRAINGER	360.39	
HONEST ROYAL CLEANING	2,100.00	CLEANING AQUATICS AND REC
INTEGRITY DATA	544.75	
JORDAN OIL	1,590.85	FUEL FIRE
JULLIARD CORPORATION	39.30	EMPLOYEE TESTING
KINGS TIRE SERVICE INC	396.00	
MANSFIELD OIL	13,631.04	FUEL ALL TOWN VEHICLES
MCGRADY PERDUE HEATING & COOLING	831.00	
MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS LL	434.17	
METROCOUNT USA INC	497.00	
MODERN AUTOMOTIVE	479.86	
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	36,365.64	TIPPING FEES
MOORES BODY & MECHANICAL	3,731.79	VEHICLE REPAIRS REC/PD/INSP
MUNICIPAL EMERGENCY SERVICES INC	74.81	SUPPLIES PD
NATIONAL POOLS OF ROANOKE INC	431.50	
NEW RIVER ENGRAVING	299.00	
NORFOLK SOUTHERN CORPORATION	5,400.00	ADMIN FEE QUIET ZONE
NORWOOD DEVELOPMENT INC	10,750.00	CEMETERY ROAD REPAIRS
OVERHEAD DOOR COMPANY	367.00	
PILOT FASTNERS LTD	108.00	
PLAYNETWORK INC	587.28	
PSYCHOLOGICAL HEALTH ROANOKE	230.00	
QUADIENT	4,241.96	POSTAGE MACHINE LEASE , SUPPLIES, POSTAGE
R E MICHEL COMPANY	78.32	
REDLINE TIRE & LUBE	35.90	
REFUND EMS	1,477.67	REFUND OVERPAYMENTS ON EMS RECOVERY FUNDS
REFUND FEES REC DEPT	485.00	
REFUND TAXES	36.38	
REFUND WATER/SEWER	592.78	
REIMBURSEMENTS EMPLOYEES	100.00	
ROBERTS OXYGEN COMPANY INC	793.63	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	DECEMBER 2021 JANUARY 2022	
VENDOR	AMOUNT PAID	DESCRIPTION
SAFETY & COMPLIANCE SERVICES INC	465.00	
SAMPSON BLADEN	482.95	OIL PW
SAMS CLUB	1,491.61	RECREATION SUPPLIES
SCHOOLS	350.00	SCHOOLS PD 350
SESAC	513.00	
SHAH DEVELOPMENT	4,495.00	REFUND CONSTRUCTION BOND
SHENTEL	260.72	
SPORTSENGINE INC	210.00	HR BACKGROUND REPORTS
STAPLES BUSINESS ADVANTAGE	227.86	
TAYLOR OFFICE SUPPLY	14.03	
TBC ASSOCIATES IILLC DBA TIDY SERVICES	80.00	PORTA JOHNS
TECH EXPRESS OMC	174.00	
TELVENT USA HOLDINGS	306.00	
THE ROANOKE TIMES	901.47	ADVERTISING
TRACTOR SUPPLY	72.98	
TRAVEL	647.36	PD420 FIN 227.36
TREASURER OF VIRGINIA	697.97	sales tax 6.85 DMV 10 BLDG LEVY FEE 681.12
UNITED STATES SWIMMING INC VIRGINIA	73.00	
UNITED RENTALS INC	862.80	LIGHT TOWER RENTAL AQ
USA BLUE BOOK	61.90	
VA ASSOC OF COUNTIES GROUP INSURANCE	54,690.50	WORKERS COMP 51563.50 HYBRID DISABILITY 1427 AUTO INS 1701
VERIZON	114.95	PHONE SERVICE
VIRGINIA ASSOCIATION OF VOLUNTEER RESCUE	800.00	ANNUAL DUES
VIRGINIA EVERYWHERE	275.00	
VIRGIINIA'S NRV ECONOMIC DEVELOPEMENT	1,250.00	QTRLY SUPPORT
VIRGINIA MEDIA	525.00	ADVERTISING
WHITESCARVER PHOTOGRAPHY LLC	220.00	
WEST PUBLISHING COMPANY	138.92	
XEROX CORPORATION	1,607.02	COPIERS
TOTAL SPECIAL REVENUE BILLS PAID	5,152.03	
TOTAL PAID BILLS	329,448.85	
BILLS TO BE PAID	1,892,118.28	PAY DATE 1-28-2022
GRAND TOTAL	2,226,719.16	



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

January 25, 2022

ITEM TITLE:

Resolution for Adoption of the Emergency Operation Plan (EOP)

DESCRIPTION:

This is an update to the Town's EOP last updated in 2017. The revised plan reflects how the Town will address natural and man-made disasters and events as they develop. The plan has been re-formatted to conform to the recommendations of the Virginia Department of Emergency Management, the National Response Framework (NRF), the National Incident Management System (NIMS), and the Incident Command System (ICS). It is based on current resources available at the local level and will be re-adopted in four years.

POTENTIAL ACTION:

Approve

DEPARTMENT:

Administration
Fire/Rescue

PRESENTER:

Randy Wingfield, Town Manager
Chief Billy Hanks

INFORMATION PROVIDED:

Emergency Operations Plan

<https://christiansburg.box.com/s/qh9fgjjug4gvxcap6hz8wlp717v8hzm>

Resolution regarding Emergency Operations Plan

<https://christiansburg.box.com/s/jy2781vllp4awl5ow0ujme63m20n3e9h>



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

January 25, 2022

ITEM TITLE:

Reschedule Town Council Public Hearing for February 8, 2022, for a Resolution for the Disposition of a Town-owned lot at the intersection of West Street and Johnston Street (Tax Parcel 497 – ((12 Sec 3)) – 16A; Parcel ID 070451)

DESCRIPTION:

This will reschedule the public hearing from January 11, 2022 to February 8, 2022 for the disposition of the small parcel (.06 acres) on the corner of West Street and Johnston Street. It was the former location of the demolished Church of God in Christ that was conveyed to the Town by a Special Commissioner's Deed on February 24, 2020. The Town is making the property available for purchase through sealed bids with a deadline of February 28, 2022 at 4:00 p.m., at which time they will be opened in the Town Manager's office. The Town will accept the highest bid for the property and reserves the right to restrict construction of a single-family residence on the property unless it is combined with another property and made compliant with applicable zoning and subdivision regulations by deed restrictions. The Town also reserves the right to retain an 8.5-foot street widening and public utility and drainage easement on the West Street side and a 10-foot street widening and public utility and drainage easement on the Johnston Street side of the property through the transfer deed, which will be prepared by the Town Attorney. Town Council will have the right to reject any and all bids and cancel the sale at any time.

POTENTIAL ACTION:

Approve

DEPARTMENT:

Administration

PRESENTER(S):

Town Manager Randy Wingfield

INFORMATION PROVIDED:

*Staff location and dimensional drawing

345 West St. NE

<https://christiansburg.box.com/s/y5xttmjkxtho4mqtz7wfzztbofxa7962>

West Street – Johnston Street

<https://christiansburg.box.com/s/voghonus6c8t27lwhdak2pymgalw9xjg>



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

AGENDA LOCATION:

Discussion and Action

MEETING DATE:

January 25, 2022

ITEM TITLE:

Town Attorney Engagement Agreement(contract)

DESCRIPTION:

There is a request by the Town Attorney for a \$5 increase to each hourly rate charged. The current rates are: Attorneys - \$265; Paralegals - \$145; and Law Clerks - \$135. The proposed rates are: Attorneys - \$270; Paralegals - \$150; and Law Clerks - \$140. This is the first requested rate increase since the original contract was signed on January 22, 2020. No other changes are proposed at this time.

POTENTIAL ACTION:

Council Direction to the Town Manager

DEPARTMENT:

Administration

PRESENTER(S):

Town Manager Randy Wingfield

INFORMATION PROVIDED:

Town Attorney Engagement Agreement (contract) dated January 22, 2020

<https://christiansburg.box.com/s/o1m7fsm17edhmi4i6rruc90s1uobys5q>



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

AGENDA LOCATION:

Introductions & Presentations

Meeting Date:

January 25, 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 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 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.

INFORMATION PROVIDED:

Amendment #7

<https://christiansburg.box.com/s/38b8kt3p84507dro2nj9o4o7bgspw2e9>

Appropriation Resolution budget modification 7 FY 2022

<https://christiansburg.box.com/s/1gyauhvtsej4qxdnzi0zj19q8n77hb5c>

Resolution to adopt the budget modification 7 FY 2022

<https://christiansburg.box.com/s/95ziv0vpfhzoa18lknrffyo1d0z2f5o>