



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
APRIL 12, 2022 – 7:00 P.M.

(The meeting will be in-person and streamed on YouTube Live)

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, April 12, 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

IV. CONSENT AGENDA

- A. Approval of Minutes of March 15, 2022, and March 22, 2022
- B. Resolution Authorizing a local official to execute agreements with the Virginia Department of Transportation (VDOT) and acknowledgment of local funding commitment as required in VDOT funding agreements
- C. Contract Amendment #1 to the Professional Services Contract for Christiansburg Industrial Park Stormwater Upgrade
- D. Set Town Council Public Hearing for May 24, 2022, for a Conditional Use Permit request by McNeil Property Management LLC, owner, to allow a private school in the General Business District (B-3) on property located at 1650 Cambria Street, NE, Tax Parcel 467 – ((A)) – 55, Parcel ID 020103. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Comprehensive Plan.
- E. Authorize Town Manager to Execute Task Order between Town of Christiansburg and New River Valley Regional Commission to administer the Appalachian Regional Commission Grant for the Christiansburg Downtown Gathering Space
- F. Contract approval for Ourisman Ford of Manassas for \$149,000 for Truck with Crane Service Body

V. INTRODUCTIONS AND PRESENTATIONS

- A. Director of Public Relations Christina Edney to update Council on the Public Relations Department
- B. Downtown Christiansburg, Inc. President Elli Travis to present regarding Downtown Christiansburg Inc. programs and operations

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Conditional Use Permit request by Jacqueline Marshall, owner, and Shaun Chuyka, lessee, to allow a contractor's equipment storage yard in the General Business District (B-3) on property located at 301 Depot Street, NW, Tax Parcel 526 – ((23)) – (BK1) – 12, Parcel ID 007535. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held on March 22, 2022.

- B. Rezoning request by John D. and Arnedia V. Elmore, owners, and Garard Hopkins III, contract purchaser, from Agricultural District A to General Business District B-3 for a portion of the property located at 710 Peppers Ferry Rd., Tax Parcel 435 – ((A)) – 23; Parcel ID 021274. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held March 22, 2022.
- C. Discussion of potential signature park names
- D. Budget Resolution for Amendment #9
- E. Budget Appropriation for Amendment #9
- F. COLA of 5% and targeted increases effective April 25, 2022
- G. Approval to post current draft of budget and proposed water increase for Public Hearings to be held May 10, 2022
- H. Discussion of potential meeting with Montgomery County Board of Supervisors and potential topics

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)(3), for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting is being held for discussion of potential acquisition of property in the College Street area for a stormwater management area.
 - 2. Reconvene in Open Meeting.
 - 3. Certification.

4. Council action on the matters.

XII. ADJOURNMENT

Upcoming meetings of Council:

April 26, 2022, 7:00 P.M. – Regular Meeting

May 10, 2022, 7:00 P.M. – Regular Meeting

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
SPECIAL MEETING MINUTES
MARCH 15, 2022 – 6:00 P.M.

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON MARCH 15, 2022 AT 6:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Executive Assistant/Clerk of Council Tracy Heinline; Finance Director Valerie Tweedie; Public Works Director Jim Lancianese; Human Resources Director Alicia Dials; Police Chief Mark Sisson; Assistant Engineering Director Justin St. Clair; Building Official Jerry Heinline; Engineering Director Mike Kelley; Engineering Assistant Don Cole; Aquatics Director Terry Caldwell; Fire Chief Billy Hanks.

WORK SESSION

I. Call to Order

II. Revenue Projections and Budget Assumptions

Finance Director Valerie Tweedie presented Council with a general overview of the budget and its distinct funds. Councilwoman Hicks questioned how much was in the Cemetery fund. Mrs. Tweedie explained there was \$750,000. Mr. Wingfield noted the receipts from lot sales goes into that fund, so that amount should continue to grow in the future. Councilwoman Hicks questioned the long-term plans for the Cemetery. Mrs. Tweedie expressed that \$60,000 is allocated towards burial expenses and the Town takes 100% and places it in the perpetual fund. She explained that once we no longer sell lots then the maintenance and employee fees could be less expensive to operate the Cemetery. Councilman Showalter noted that no matter what the Town set aside it would take financial sustainability to maintain the fund.

Mrs. Tweedie noted that the first draft of the budget would be presented to Council on March 22nd at the regular Town Council meeting. She expressed that the economic outlook for the Town had improved, except for the high inflation rate and noted that meals, lodging, and sales tax were all trending upward and exceeding current year expectations. Mrs. Tweedie provided Council with numbers for meals tax collections and projections and explained that the expectation is to bring in \$8.2 million in 2022 and almost \$8.4 million for 2023. She explained that fuel and material cost were rising which would cause an increase in departmental budgets and noted that an increase for the 2023 budget should be expected. Mrs. Tweedie showed Council an increase in lodging tax between 2022 and 2023 and noted that sales tax would run about 6% over last year's numbers.

Mrs. Tweedie touched on a proposed \$1.00 per 1,000 gallons increase for water rates for 2023 that had been scheduled over several year but was deferred two years ago. She also explained that 2022 scheduled rate change was from \$9.00 monthly for the first 1,000 gallons to \$10.00 per month.

III. Capital Projects

Assistant Director of Engineering, Capital Projects and Utilities, Justin St. Clair provided an overview of the FY23 capital projects for transportation, stormwater, and water and sewer. Mr. St. Clair talked about the completion of several projects as well as ongoing and new proposed projects for the Town. In the current/upcoming projects for transportation, Mr. St. Clair included the paving on Roanoke Street from East Main Street to Depot Street and expressed that the Town has applied for a funding grant with VDOT. He also explained that the waterline project for that area had to be completed prior to the paving improvements. Mr. St. Clair touched on stormwater and noted College Street Improvements as one of the ongoing projects for the Town. Mr. Wingfield noted that once the Town received easement acquisition from the property owners then it would be brought back to Town Council for further consideration. Mr. St. Clair continued and stated that several of the water and sewer projects would be completed this fiscal year and others were moving into subsequent phases. Mr. St. Clair provided Council with descriptions of the capital projects for this budget cycle and explained the different funding sources for those projects. He also spoke about the upcoming completion of Christiansburg Industrial Park stormwater basin improvement and explained that the Town applied for SLAF (Stormwater Local Assistance Fund) and was successful and able to secure an extra \$300,000 from the state. Mr. St. Clair continued to discuss the Resiliency Study and explained that the Town had received a grant from the Community Flood Protection Fund (CFPF) in order to perform a Town-wide study. He explained that applying for that funding would potentially open future funding from CFPF for the projects identified in the study. Mr. St. Clair spoke about the Buffalo Tank rehabilitation options and designs. Mr. Wingfield explained there had been discussion concerning the tank appearance and possibly adding a Christiansburg theme to the outside, which would be visible from Interstate 81 and the Harkrader Sports Complex. Mr. St. Clair concluded his presentation with future capital projects that were under consideration such as the Booker T. Washington Parkway Extension (Connector Road), culvert replacement on Stone Street, and sewer replacement and upgrades on Tower Road.

Capital Projects Engineer Don Cole presented on the Wastewater Treatment Plant and explained the history of the plant and future proposed projects. Mr. Cole touched on the biosolids preliminary engineering report of the Wastewater Treatment Plant and explained that the report showed obsolete and unsafe equipment. He explained there were issues with disposing of the biosolids product. Mr. Cole also included that operating costs at the plant had steadily increased. He explained that the biosolids design included replacement of some equipment, lowering operating costs, improvement of employee safety, and disposing of product at the landfill which would include a centrifuge that would reduce the amount of liquids in the biosolids. Mr. Cole talked about the prioritization of the needs of the plant over the next 0-5-, 5-10-, and 10-20-year time span. He explained that several of the capital projects were existing projects and were included in the total cost. Councilman Showalter inquired if ARPA funds could be applied to these specific projects. Mr. Wingfield explained that ARPA funds could be used for these projects, but those funds were being considered for the College Street Improvement project.

Mr. Wingfield touched on solar panels for the Town's landfill and explained that since the land is sloped it would likely not be the best location for solar panels.

Mr. Cole continued with the immediate needs of the plant and expressed that electrical work needed to be addressed at the plant soon, concrete areas need repairs, and the biosolid project was shovel ready. Mrs. Tweedie explained that several of the projects at the plant were substantial and the funds could not come out of the general fund or the enterprise fund, they would need to be financed with debt, but would need to be completed within a reasonable amount of time due to deadlines from the lender. She explained that the information given was to show research of the funding for the proposed projects and to formulate a workable solution.

IV. Staffing and Compensation

Town Manager Wingfield explained to Council there were four new position requests from Emergency Services that would be funded through Revenue Recovery. Mr. Wingfield noted that the Town of Blacksburg, Montgomery County, Pulaski County and Radford City were including a 5% COLA in their proposed budgets. He also explained the Town of Blacksburg and Montgomery County were undergoing compensation studies with the intention of funding additional movement of their respective positions and pay scales. Mr. Wingfield proposed a 5% COLA for Town employees and a 2% merit increase and increasing part-time wages to reflect a minimum of \$15.00 an hour. He also proposed targeted increases for 52 positions within the Town that would total \$40,000. Councilwoman Hicks expressed she did not agree with an increase for managers and supervisors but felt all full-time and part-time employees should receive an increase. Councilman Showalter inquired if Mrs. Hicks felt that only full-time and part-time employees should receive an increase and the Town should forego increases for managers and supervisors across the board. Councilwoman Hockett expressed that looking at other municipalities she felt it would be advisable but noted that the Town would not be able to compete and come out on top every time. Councilman Bishop agreed with the increases for all employees as proposed. Councilman Wilson agreed with Councilwoman Hockett. Councilwoman Hicks questioned if sign-up bonuses for new employees was an option. Mayor Barber expressed that the Human Resources would begin attending in-person job fairs in April.

Mr. Wingfield talked about immediate staffing proposals and explained that Montgomery County is currently hiring EMTs at \$19.23 an hour, Advanced EMTs at \$20.19 an hour, and Paramedics at \$22.26 an hour. Mr. Wingfield proposed an increase to \$20.00 an hour for EMTs, \$21.00 an hour for Advanced EMTs and \$23.00 an hour for Paramedics effective March 28, 2022. Councilman Wilson agreed with the increase for emergency personnel and expressed fear of losing current employees to the County. Mr. Wingfield explained this increase would come from the revenue recovery fund so it would not require a budget amendment from Council. Fire Chief Billy Hanks explained the Town would have a hard time back-filling positions if they lost their current employees. Mr. Wingfield informed Council he would place this increase for Emergency Services on the next Town Council agenda for potential approval.

V. Community Support Applications

Finance Director Valerie Tweedie shared a list of the community support applications from several non-profit businesses. Mrs. Tweedie explained that she would meet with Council in July and start the community support process. Councilwoman Hicks expressed the need for consistency throughout the community support application process. Mrs. Hicks expressed that Councilman Showalter had commented several years back that the Christiansburg Institute was not considered cultural. Councilman Showalter expressed that Mrs. Hicks statement was not true. Mrs. Tweedie explained that public hearing comments would be considered, and the final budget would need to be approved by June 30th.

VI. Adjournment

There being no further business brought before Council the meeting was adjourned at 8:21 p.m.

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
MARCH 22, 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 MARCH 22, 2022, AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Finance Director Valerie Tweedie; Planning Director Benjamin Tripp; Information Technology Director Craig Hatmaker; Chief of Police Mark Sisson; Fire Chief Billy Hanks.

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilwoman Hockett.

II. ADJUSTMENT OF THE AGENDA

No adjustments to the agenda.

III. PUBLIC HEARINGS

- A. Conditional Use Permit request by Jacqueline Marshall, owner, and Shaun Chuyka, lessee, to allow a contractor's equipment storage yard in the General Business District (B-3) on property located at 301 Depot Street, N.W. (Tax Parcel 526 – ((23)) – (BK1) – 12, Parcel ID 007535). The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Shaun Chuyka, owner of Goliath Softwash, addressed Council and explained his company was a mobile power washing company that provided exterior cleaning for both residential and commercial clients. Mr. Chuyka noted that the garage at 301 Depot

Street would be utilized as storage for larger trucks and no work would take place at the location due to his company being mobile.

- B. An ordinance regarding a rezoning request by John D. and Arneda V. Elmore, owners, and Garard Hopkins III, contract purchaser, from Agricultural District A to General Business District B-3 for a portion of the property located at 710 Peppers Ferry Road, N.W. (Tax Parcel 435 – ((A)) – 23; Parcel ID 021274). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Garard Hopkins III, Stafford Drive, explained there was an existing storage business on the property, and the request was for additional space to expand for more storage operations. Mr. Hopkins explained his goal was to phase out the outdoor contractor equipment and replace the buildings with prefabricated white steel buildings. He expressed that the storage area was a good location due to it being near new housing and businesses.

Cristina Ryplansky, owner of property nearby on Peppers Ferry Road, asked Council to deny the request for additional space for a storage business. Ms. Ryplansky explained she had visited the site and expressed the storage units were cosmetically unfriendly. She expressed that her family owns 100 acres (agricultural) near the property and that there was an abundance of storage units already there. She noted that after researching the zoning ordinances online she discovered there were no residential zoning districts that allow storage units. She expressed that allowing more units on the property would lower the value of land in that area. Ms. Ryplansky requested that Council send this request back to the Planning Commission for further study.

Mr. Hopkins, responded to Ms. Ryplansky and explained the colors for the units could be changed if requested and that his plan was to make the area look nicer. He talked about the need for storage units when you have residential properties in the area.

Mayor Barber noted that this request had been recommended by the Planning Commission and polled Council to see if they wished to send it back to them for further study. Councilwoman Hicks-yes, Wilson-no, Hockett-no, Bishop-no, Showalter-no, Jenkins-no.

IV. CONSENT AGENDA

- A. Approval of Minutes of March 8, 2022
- B. Monthly Bill List
- C. Resolution recognizing March 29, 2022, as Vietnam Veteran's Day
- D. Resolution recognizing April 4 – 10, 2022 as National Public Health Week
- E. Resolution recognizing April 10 – 16, 2022 as National Public Safety Telecommunicators Week

F. Resolution recognizing April 2022 as Child Abuse Prevention Month

Councilman Bishop made a motion to approve the Consent Agenda as presented. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

V. INTRODUCTIONS AND PRESENTATIONS

A. Information Technology Director Craig Hatmaker to update Council on the IT Department

IT Director Craig Hatmaker presented an update on the IT Department and spoke about the department's mission and values. Mr. Hatmaker explained that essentially the IT Department supports other departments with technology and protects and informs citizens and staff with ransomware protection. He expressed that the IT Department ensures that citizen information such as taxes, utility, and property information is not compromised. Mr. Hatmaker touched on several projects his department was currently either working on or had completed recently. He spoke about the implementation of new software in Finance, enabling telework during the pandemic, and expanding mobile communications with the Police, Fire, and Rescue Departments. Mr. Hatmaker spoke about cybersecurity and explained the IT Department's countermeasures to block malicious attacks.

B. Finance Director Valerie Tweedie and Town Manager Randy Wingfield to present the proposed Fiscal Year 2022-2023 Budget.

Finance Director Valerie Tweedie presented Council with a brief overview of the proposed FY 2022-2023 budget. Mrs. Tweedie noted that meals lodging, and sales tax were all trending upward and exceeding current year expectations. She explained the proposed water rate increase of \$1 per month for the first 1,000 gallons was deferred from 2022 and there would be no change in fees for use over 1,000 gallons. She noted that the Water Authority intended to continue to raise their rates 2% per year. Mrs. Tweedie included that operating budgets had been adjusted due to increased costs of material and fuel. She explained that the proposed budget included the continued construction of the signature park, four new full-time positions, a merit increase and a cost-of-living increase for employees, as well as a part-time wage increase to reflect a minimum of \$15 per hour. Mrs. Tweedie referenced a list of capital projects for the Town and explained that several of the projects had been under design and were now reaching construction stage. Mrs. Tweedie concluded that a final budget would need to be adopted by June 30, 2022.

VI. CITIZEN COMMENTS

Paul Leichner, 160 Alexa Lane, questioned the budget amendment #8 Council had voted on at a previous Town Council meeting. Mr. Leichner also inquired why Councilman Wilson voted nay for

the budget amendment #8. Councilman Wilson explained that he believes the Town should not allocate money to organizations using tax-payer dollars.

Henry Guess, 810 College Street, expressed concern that there had been demeaning remarks made by Council concerning College Street. He asked Council to not degrade the College Street neighborhood and expressed hope the budget would assist with repairs and beautification of the neighborhood.

Christine Waltz, 1370 Rigby Street, expressed to Council she had attended the March 15th work session and was disappointed with Council's behavior. She expressed that Council needed to listen to each other instead of raising their voices. Mrs. Waltz noted that it was frustrating as a citizen for Town Council to disagree so loudly and would like to think they have the citizen's best interest in mind. She concluded with saying she hoped all Council had the same goal in mind to work together instead of apart.

Charles Dustin Robins, 1720 Old Farm Village Road, thanked Council and encouraged the new Council members to volunteer in the community. He expressed he would particularly like to see Council volunteer their time with the community gardens in Town.

VII. COMMITTEE REPORTS

A. Bishop and Hockett – Street Committee Report/Recommendation

1. Plat of Lot Line and Public Utility Easement Relocation between Tax Parcel 529 ((47)) 2D and Tax Parcel ((34)) 2A located on Corporate Drive in Falling Branch Corporate Park

Councilman Bishop explained the Street Committee's recommendation was to approve a boundary line and a utility easement relocation within the Falling Branch Corporate Park. He noted that this had been brought before Council and approved in July 2021, but due to time constraints it had expired. Councilman Jenkins inquired why it had expired. Mr. Wingfield explained that plat approvals are good for sixty days and if they are not recorded within that time frame, they are brought back to Council for reapproval.

Councilman Bishop made a motion to approve the recommendation of the Street Committee for a boundary line and a utility easement relocation located on Corporate Drive. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

2. Plat Showing Subdivision of Tax Parcel 497 ((A)) 29 Situated on Depot Street, N.E.

Councilman Bishop explained the above request was to split the Depot Street property into two parcels.

Councilman Bishop made a motion to approve the recommendation of the Street Committee for a plat showing subdivision on Depot Street, N.E. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

3. Plat from Records Showing Right-of-way Vacation and Boundary Line

Councilman Bishop explained to Council that the recommendation of the Street Committee was to vacate a portion of right-of-way at the end of Scattergood Drive. Assistant Town Manager Andrew Warren explained that in July 2020 Council did take action to vacate an unbuilt portion of right-of-way and require the dedication of a public access easement to Diamond Hill Park.

Councilman Bishop made a motion to approve the recommendation of the Street Committee for a plat from records showing right of way vacation and boundary line. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Nay; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. Andi Golusky, Executive Director of NRV Cares, to request street closure of Hickok Street, N.W. (between W. Main Street and Commerce Street) on April 21, 2022, from 2:00 p.m. to 7:30 p.m. for the Spring Family Fun Festival in conjunction with Child Abuse Prevention Month

Andi Golusky, NRV Cares, spoke to Council about the request for street closure of Hickok Street for the Spring Family Fun Festival. She talked about Child Abuse Prevention Month and explained that the pinwheels in Town was a national symbol for child abuse prevention and served as a reminder of the great childhoods we want for all children.

Councilwoman Hicks made a motion to approve the request for street closure of Hickok Street, N.W. on April 21, 2022. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

B. Ernie Wade of the Kiwanis Club of Christiansburg to request street closure of Main Street (between Dunkley Street and Pepper Street), Franklin Street (between First Street and Commerce Street), Hickok Street (between Commerce Street and First Street), and Marvin Jarels Circle (in its entirety) for Wilderness Trail Festival on September 17, 2022, from 5:30 a.m. to 6:00 p.m.

Ernie Wade, Kiwanis Club of Christiansburg, addressed Council concerning the annual request for street closure for the Wilderness Trail Festival. Steve Simmons, Kiwanis Club member, addressed the members of Council and explained what the Kiwanis Club provides for the community. He spoke about the Head Start program that offers gift cards to children in need for six schools in the Montgomery County school strand as well

as providing scholarships for students. The Kiwanis Club helps support the Christiansburg High School football and cheerleading programs and during Christmas younger children are visited by Santa. Mr. Simmons explained that the Kiwanis Club had developed a gift card program with the Aquatic Center and the Parks and Recreation Center for children that cannot afford the programs at those facilities. Mr. Simmons expressed his appreciation for Council's support throughout the years.

Councilman Showalter made a motion to approve the closure of Main Street, Franklin Street, Hickok Street, and Marvin Jarels Circle on September 17, 2022. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

C. Adoption of the Emergency Operations Plan

Mayor Barber explained that Councilwoman Hockett and Councilman Wilson had looked over the Emergency Operations Plan thoroughly and agreed it was viable. Fire Chief Billy Hanks expressed appreciation for both Council members thorough inspection of the document.

Councilman Wilson made a motion to approve the adoption of the Emergency Operations Plan. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

D. Update on Community Garden Locations

Mr. Wingfield explained that he had met with Parks and Recreation Director Brad Epperley and a list of locations for community gardens were reviewed. He explained that the Town's priority locations should be Palmer Street and Roanoke Street and he would like to include soil tests at those locations and move forward. Mr. Wingfield expressed that a third site in the Slate Creek Subdivision would be an option as well. He explained he would like to poll the homeowners in the subdivision to make sure there is still interest in a community garden. Councilwoman Hockett inquired when the Town decides to pursue these sites, what would the role of the Town and community be. Mr. Wingfield explained that after testing there may be a need for better topsoil and if the soil is not suitable then the Town would reach out to the Agricultural Extension Office for direction. He noted that once the soil was approved then the areas could be tilled for use.

Councilman Wilson made a motion to approve the Community Garden locations. Councilman Jenkins seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

E. Proposed Rescue Pay Increases

Mr. Wingfield spoke about the proposed Rescue pay increase that included an increase of \$20.00 an hour for EMTs, \$21.00 an hour for Advanced EMTs, and \$23.00 an hour for Paramedics effective March 28, 2022. Mayor Barber noted the money would come out of the revenue recovery funds. Councilwoman Hicks expressed that this increase for Rescue

felt like a competition with Montgomery County for the same services and felt that the Town and the County should be working together. Councilman Wilson disagreed and explained the Town and the County were different jurisdictions and not the same and expressed that the Town needed to keep people in the Town's jurisdiction, otherwise they could be lost to other jurisdictions. Mr. Wilson expressed the need to show the Town's employees they were valued.

Councilman Wilson made a motion to approve the proposed Rescue pay increases. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield reported that the unveiling of the storyboard in the Town's square had been well attended. He noted the Christiansburg Institute proposed event for Opal Lee had been canceled. Mr. Wingfield announced that the Dialogue on Race would be held Saturday, March 26th from 10 a.m. to 12:30 p.m. at the Christiansburg Middle School. He also stated that Montgomery County had relayed that a joint work session with Montgomery County Board of Supervisors would be possible after April and the Board of Supervisors would like a confirmation vote from Town Council to meet and have a proposed agenda for discussion.

B. Town Attorney

No report

C. Other Staff

No report

X. COUNCIL REPORTS

Mayor Barber

Mayor Barber reported that the storyboard unveiling was a success and thanked Councilman Jenkins for a job well done. Mr. Barber noted that he was looking forward to the expansion.

Councilman Showalter

No report

Councilman Bishop

No report

Councilwoman Hicks

Mrs. Hicks reported a Central Business meeting March 23, 2022, from 12 p.m. to 1 p.m. She agreed that the storyboard unveiling downtown was well attended. Mrs. Hicks noted the downtown event at Macado's for Saint Patrick's Day was well attended and recognized several managers and sponsors that were part of the event. She also included that the Agency for Aging

had received an award for second place in the Commonwealth for the Covid Companions Program, a program that helped get supplies to those in need during the Covid pandemic. She also added that the Agency on Aging would be hosting an event with live music, dinner, and a silent auction to benefit the home delivered meals program on May 26, 2022, from 5:30 p.m. to 8:30 p.m.

Councilwoman Hockett
No report

Councilman Wilson
No report

Councilman Jenkins
No report

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:48 p.m.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

April 12, 2022

ITEM TITLE:

Resolution authorizing a local official to execute agreements with the Virginia Department of Transportation (VDOT) and acknowledgment of local funding commitment as required in VDOT funding agreements.

DESCRIPTION:

Resolution authorizing a local official to execute agreements with the Virginia Department of Transportation (VDOT) and acknowledgment of local funding commitment as required in VDOT funding agreements.

POTENTIAL ACTION:

Council to formally approve the resolution as presented.

DEPARTMENT:

Engineering

PRESENTER:

Mike Kelley

ITEM HISTORY:

For projects which receive funding from VDOT grants (SMART SCALE, Revenue Sharing, State of Good Repair, etc.) the Town is required to enter into agreements with the department to assure that the project will be completed according to the terms of the grant and that funding is committed to the project when the agreement is executed. VDOT requires that this resolution be updated every five years. This resolution authorizes the Town Manager as signatory authority and assures the department that the Town will commit its local share of funds as outlined in the individual project agreements.

INFORMATION PROVIDED:

Proposed Resolution

<https://christiansburg.box.com/s/uu0m0nsnrtfx4m4mhuck5nnxaz9mm81w>

Existing Resolution

<https://christiansburg.box.com/s/avhaq6pzcr2csy3ic5rc8xeie7h8tkm>



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

April 12, 2022

ITEM TITLE:

Contract Amendment 1 to the Professional Services Contract for Christiansburg Industrial Park Stormwater Upgrade.

DESCRIPTION:

Contract Amendment 1 to the Professional Services Contract for Christiansburg Industrial Park Stormwater Upgrade in the amount of \$43,540.

POTENTIAL ACTION:

Council to formally approve the Town Manager to execute the contract amendment.

DEPARTMENT:

Engineering

PRESENTER:

Mike Kelley

ITEM HISTORY:

The Christiansburg Industrial Park Stormwater Upgrade project was initiated to upgrade the Town owned and maintained stormwater basin on Houchins Rd to meet the required design standards for stormwater quantity. During initial evaluations to determine what improvements were necessary to the pond and the upstream and downstream channel, staff determined it was necessary to address the heavily eroded upstream channel. At the time, the contract was only initiated to explore alternatives and develop a conceptual plan.

After developing a conceptual plan to address the upstream channel and pond improvements, staff applied for and received a grant from the Stormwater Local Assistance Fund to pay for 50% of the channel improvements.

This amendment takes the conceptual plan to full and final design for both the channel and pond.

INFORMATION PROVIDED:

Amendment 1

<https://christiansburg.box.com/s/f4lu60j73e7vdc548kab7ufzbvh5o1q4>

Contract

<https://christiansburg.box.com/s/ocbik907jsweigwkqt1mzysvjj0dnpy>



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

AGENDA LOCATION:
CONSENT AGENDA

Meeting Date:
April 12, 2022

ITEM TITLE:

Authorize Town Manager to Execute Task Order between Town of Christiansburg and New River Valley Regional Commission to administer the Appalachian Regional Commission Grant for the Christiansburg Downtown Gathering Space

DESCRIPTION:

This is a next step in the process to get under contract with the State of Virginia's Department of Housing and Community Development (administration agent for Appalachian Regional Commission funding in Virginia). By approving the Task Order, Council will authorize the Town Manager to sign the agreement with the New River Valley Regional Commission outlining the scope of services to be provided by the Regional Commission. The primary services provided by the in order to provide pre-contract activities, administrative oversight of the ARC construction grant, facilitation and final design and construction, compliance with Davis Bacon Labor laws, and financial oversight. The total contract is for \$27,500. This is a maximum of the 10% of the awarded grant and is a budgeted line item in the proposed budget.

The last item approved by Council was on August 24, 2021 for another pre-contract item which was the Non-Discrimination Policy as required for the Appalachian Regional Commission.

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

POTENTIAL ACTION:

Approve

DEPARTMENT(S):

Administration

PRESENTER:

Andrew Warren, Assistant Town Manager

Information Provided:

Draft Task Order

<https://christiansburg.box.com/s/62bx2kjken8i4pl7ehwjseu7aohfrv2r>



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

AGENDA LOCATION:
CONSENT AGENDA

Meeting Date:
April 12, 2022

ITEM TITLE:
Request for Proposal (RFP)#22-0023 New or Used Truck with Crane Service Body

DESCRIPTION:
To issue a contract in the amount of \$149,000 to Ourisman Ford of Manassas to purchase a new 2022 Ford F550 4x4 XL with a Super Duty with a Knapheide crane body.

POTENTIAL ACTION:
Approval

DEPARTMENT(S):
Public Works

PRESENTER:
Jim Lancianese

ITEM HISTORY:
The Town issued an Invitation for Bid (IFB) in February 2022 for a new 2022 or 2023 Ford F550 4x4 CL with a Knapheide crane service body. No bids were received in response to this IFB. The Public Works Director decided to issue another solicitation for the crane truck. This time, the Town issued an RFP for a new or used crane truck with the intent of awarding the contract for a crane truck that met most of the criteria for the truck and crane body that was listed in the IFB. We received one bid from Ourisman Ford that was deemed to meet the needs of the Public Works Departments.

Date: **Action Taken:**

INFORMATION PROVIDED:
<https://christiansburg.box.com/s/49vlgpttieghk4lj7apzhoyuu9hu9uar>



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
April 12, 2022

ITEM TITLE:

Conditional Use Permit request by Jacqueline Marshall, owner, and Shaun Chuyka, lessee, for a contractor's equipment storage yard in the General Business District (B-3) on property located at 301 Depot Street, NW, Tax Parcel 526 - ((23)) - (BK1) - 12, Parcel ID 007535. The property is designated as 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 a Contractor's Equipment Storage Yard.

The applicant states that there will be no customers coming to the location, and that all equipment and materials will be stored inside the building, except for a work truck.

On February 28, 2022, Planning Commission voted 7 to 0 to recommend approval with the following condition:

1. No external storage of equipment or materials except for company vehicles.

POTENTIAL ACTION:
Hold Public Hearing

DEPARTMENT(S):
Planning Department **PRESENTER:**
Benjamin W. Tripp, Planning Director

Information Provided:
Planning Commission Minutes – February 28, 2022
<https://christiansburg.box.com/s/axy0p1fzbt75ge979exab73wib0trrj>

Planning Commission Resolution(draft)
<https://christiansburg.box.com/s/h49gi3q33u38ozfi2cie3u9uob7z6ne4>

Staff Report with maps
<https://christiansburg.box.com/s/9ec0leu90yt78c8obviqo0bj38u19wzc>

Town Council Resolution (draft)
<https://christiansburg.box.com/s/sv8bsavkhly4rhkk3bp5kor6cfbvl5qx>



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
April 12, 2022

ITEM TITLE:

An ordinance regarding a rezoning request by John D. and Arnedia V. Elmore, owners, and Gerard Hopkins III, contract purchaser, from Agricultural District A to General Business District B-3 for a portion of the property located at 710 Peppers Ferry Rd. N.W. (Tax Parcel 435 - ((A)) - 23; Parcel ID 021274). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

DESCRIPTION:

The applicant is requesting a 1.6-acre southwest portion of the property be rezoned from Agricultural District A to General Business District B-3, in order to allow the existing self-service storage business to be expanded.

The 1.6-acre portion of the property which is the subject of this request was recently added to 710 Peppers Ferry Road from the property to the west, resulting in a combined split-zoned parcel since the newly added portion is zoned A, but the original parcel is zoned B-3. If approved, the applicant plans to discontinue the existing "Contractor Storage Yard" use and add an additional 181 "prefabricated painted steel buildings" to the existing 144 storage units. A Site Plan would be required to be submitted to the Town for approval prior to any development occurring on the site.

On February 28, 2022, Planning Commission voted 7 to 0 to recommend approval without conditions. Since that time the applicant has voluntarily proffered the following:

1. All storage units shall be prefabricated all-white powder-coated metal, and of similar size.

POTENTIAL ACTION:

Hold Public Hearing

DEPARTMENT(S):

Planning Department

PRESENTER:

Benjamin W. Tripp, Planning Director

Information Provided:

Planning Commission Minutes – February 28, 2022

<https://christiansburg.box.com/s/axy0p1fzbt75ge979exab73wib0trrj>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/7bsbhupwm7z51oq8h0tpfph7xxollvgw>

Staff Report with maps

<https://christiansburg.box.com/s/kn6m7bqnbrkwce0cbgtnoftmxg0356e2>

Proffer Statement

<https://christiansburg.box.com/s/aszh141tynp0l2d2ipevagckmd04fbml>

Town Council Ordinance (draft)

<https://christiansburg.box.com/s/0uhwk4x0h4kxq2629xvyetd1zulpccon>



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
April 12, 2022

ITEM TITLE:
Discussion of potential signature park names

DESCRIPTION:
Town Council had asked the Parks and Recreation Advisory Commission to recommend park names to Council. The Parks and Recreation Staff collected naming options from Staff, the public, and the Commission. The Commission voted on their top eight choices and placed the names on a ballot. Boxes were placed at the Recreation Center, the Aquatic Center, and Town Hall. Individuals could vote for one of the eight names or write-in their own choice. Seventy votes from residents and nine votes from non-residents were received. The results were provided to the Commission that narrowed it down to three recommendations to bring to Council. After discussion, the three recommendations by the Commission are: 1) Huckleberry Park; 2) Huckleberry Park at 114; 3) Christiansburg Signature Park.

Please find the vote tally below for the residents:

NAME	NUMBER OF VOTES
Huckleberry Park	26
Truman Wilson Park	20
Park 114	1
Connector Park	0
Uptown Park	7
Christiansburg Signature Park	11
The Farm	2
The Farm @ 114 Park	0
Other suggestions:	
Valor Park	
Panoramic Park	
Friendship Park	
Total Number of Votes	70

For non-residents, the vote tally was:

NAME	VOTES
Chuck Muncy Park	2
Uptown Park	1
Huckleberry Park	3

Christiansburg Signature Park	1
The Joe Shifflett Memorial Park	1
Football Field	1
TOTAL VOTES	9

POTENTIAL ACTION:

Discussion and potential action

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

April 12, 2022

ITEM TITLE:

Budget Amendment #9

DESCRIPTION:

Budget Amendment #9 for budget year 2021-2022

POTENTIAL ACTION:

To formally approve Budget Amendment #9 to reallocate \$25,000 from the general fund to the capital project fund for the new park fiber installation.

DEPARTMENT: Administration/Finance

PRESENTER: Randy Wingfield

ITEM HISTORY:

Within the general fund budget \$25,000 was appropriated in the FY 2022 budget to install fiber cable. We are installing fiber cable as part of the park project and these funds therefore need to be moved to the capital project for the park. Net change in the use of general funds is unchanged.

Decrease General Fund	\$25,000
Increase Capital Project Fund	<u>\$25,000</u>
<u>Net change</u>	0

Our budget policy allows the Town Manager and the Finance Director to move funds within a fund but not between different funds and therefore council must approve the movement requested here.

INFORMATION PROVIDED:

Resolution to Adopt the budget modification #9:

<https://christiansburg.box.com/s/czrag76uwf34yrsobe0iy9svjcsngzo1>

Appropriation:

<https://christiansburg.box.com/s/urtx0jc8aqtkbjetbkcgxjkw2ksve10x>



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
April 12, 2022

ITEM TITLE:
COLA of 5% and targeted increases effective April 25, 2022

DESCRIPTION:

The total costs to implement all of the targeted increases and the 5.0% COLA on April 25th for all full-time employees, it would be approximately \$110,000 and for part-time, approximately \$70,000 (for the remainder of the fiscal year only). All the vacancies the Town has had leaves enough in the current budget to cover the targeted increases and the 5% for the remainder of the year. We would not need a budget amendment due to all of the vacancies. Staff believes all of the targeted increase and the 5.0% COLA should be done at the same time due to the large amount of data entry that is involved as well as keeping equity by avoiding compression issues.

All part-time positions will increase to \$15/hr. minimum. The targeted increases for full-time positions are as followed:

Position Title	Minimum Rate	Average % Increase	# Positions Affected	Department
Maintenance Worker Trainee	\$15.09	6.1%	13	Public Works
Assistant Events Coordinator	\$16.63	5.5%	1	Parks & Rec.
Head Lifeguard	\$16.63	10.9%	1	Aquatics
Maintenance Worker I	\$16.90	7.6%	10	Public Works
Customer Service Representative	\$18.34	8.8%	3	Finance Dept.
Permit Technician	\$18.34	9.7%	1	Building Inspections
Facility Maintenance Technician I	\$18.34	11.2%	1	Public Works
Tax Billing & Collections Specialist	\$19.25	13.0%	1	Finance Dept.
Executive Assistant	\$21.23	13.0%	1	Public Works
Crew Leader	\$21.23	10.0%	3	Public Works; Parks & Rec
Facility Operations Supervisor	\$22.28	5%	1	Aquatics

Radio & Electronics Technician	\$22.28	7%	1	Radio Shop
Firefighter	\$22.28	5.8%	1	Fire Dept.
Police Officer	\$23.40	8.0%	6	Police
Planning Director	\$42.03	5.5%	1	Planning Dept.
TOTAL POSITIONS			45	

POTENTIAL ACTION:

Discussion and potential action

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager

Information Provided:



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

AGENDA LOCATION:
DISCUSSION/ACTION

Meeting Date:
April 12, 2022

ITEM TITLE:

Approval to post current draft of budget and proposed water increase for Public Hearings to be held May 10, 2022

DESCRIPTION:

Staff is asking Council to be able to move forward with advertising the draft of the budget and the water rate increase for the proposed FY 22-23 budget. The proposed public hearing date would be May 10, 2022 and potential action on both items could take place on May 24, 2022 or a subsequent meeting before June 30, 2022. If Council agrees, this will allow staff to move forward with the advertising required for both public hearings.

As a reminder, the budget includes a proposed water rate increase for 2023 that was deferred from 2022. The 2022 scheduled rate change is from \$9.00 monthly for the first 1,000 gallons to \$10.00 per month. There is no change in fees for use over 1,000 which is currently \$11 per 1,000 gallons and there are no other scheduled increases. The Water Authority intends to continue to raise their rates at 2% per year. Our cost from the Water Authority is increased to \$4.05 per 1,000 gallons for this budget.

POTENTIAL ACTION:

Approve

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager