



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
MAY 24, 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](http://www.christiansburg.org/YouTube) and will remain on the Town's YouTube page once the meeting concludes.

If you do not want to or cannot attend the meeting in-person, there are several contactless methods for submitting public comment. To submit public comments, please visit [www.christiansburg.org/publichearings](http://www.christiansburg.org/publichearings). You may also leave a voicemail with your comments at 540-382-6128, ext. 1109; mail a letter to Town Hall, ATTN: Town Council, 100 E. Main St., Christiansburg, VA 24073; use the drop box to the left of the front doors at Town Hall to leave a letter; or email [info@christiansburg.org](mailto:info@christiansburg.org). Regardless of the method you use, please include your full name and address with your comments. Please provide comments prior to 6:00 p.m. on Tuesday, May 24, 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. 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 St. 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 Christiansburg Comprehensive Plan.
- B. Town of Christiansburg 2022-2026 Community Development Block Grant Consolidated Plan and 2022 Annual Action Plan

**IV. CONSENT AGENDA**

- A. Approval of Minutes of May 10, 2022
- B. Monthly Bill List
- C. Contract Amendment #1 with Mattern and Craig, Inc. for Professional Engineering Services for Construction Engineering and Inspections for Primary Extension Paving in the amount of \$79,525.00.
- D. Contract renewal #1 with Rummel, Klepper, & Kahl, LLP d/b/a RK&K for Signal Structure Evaluations and Traffic Engineering On-Call Services in the amount of \$100,000 or more.

**V. INTRODUCTIONS AND PRESENTATIONS**

- A. Wing Policy and Governmental Affairs Manager Nicholas Devereux to provide an update on Wing operations and discuss potential public drone delivery location
- B. Public Works Director Jim Lanciaise to present on Public Works programs and operations

**VI. CITIZEN COMMENTS**

**VII. COMMITTEE REPORTS**

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

- A. Proposed Sunset Cemetery 2022 Supplement to 2014 Master Plan
- B. Ordinance to Adopt Personal Property tax rate for 2022 (no rate increase proposed)
- C. Ordinance to Adopt Real Estate tax rate for 2022 (no rate increase proposed)

- D. Resolution for Adoption of Fiscal Year 2022-23 Budget
- E. Resolution Authorizing Appropriations regarding the Fiscal Year 2022-23 Budget

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

June 14, 2022, 7:00 P.M. – Regular Meeting  
June 28, 2022, 7:00 P.M. – Regular Meeting



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

**AGENDA LOCATION:**  
HOLD PUBLIC HEARING

**Meeting Date:**  
MAY 24, 2022

**ITEM TITLE:**

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 St. 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 Christiansburg Comprehensive Plan.

**DESCRIPTION:**

The applicant is requesting a Conditional Use Permit (CUP) to allow the property to be used as a Private School.

On May 2, 2022, Planning Commission voted 6 to 0 to recommend approval with the following condition:

1. The school shall be a day school only. No students shall be housed in a residential setting on the property.

**POTENTIAL ACTION:**  
Hold Public Hearing

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

**Information Provided:**  
Planning Commission Minutes – May 2, 2022  
<https://christiansburg.box.com/s/pi0dmu29kllpg4llvyo7ap5btgpy1336>

Planning Commission Resolution(draft)  
<https://christiansburg.box.com/s/gsxt0o9yr5ksfbdyk92xmsnghs5h9m4t>

Staff Report with maps  
<https://christiansburg.box.com/s/olbj8m5gmrnbqddbc814t4cqjukdhjj7>

Town Council Resolution (draft)  
<https://christiansburg.box.com/s/80frjzjdyu2r4dcorltga09hlogpuvk9>



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

**AGENDA LOCATION:**  
Public Hearing

**Meeting Date:**  
May 24, 2022

**ITEM TITLE:**  
Town of Christiansburg 2022-2026 Community Development Block Grant Consolidated Plan and 2022 Annual Action Plan

**DESCRIPTION:**  
The Town of Christiansburg Draft 5-Year Consolidated Plan for the period July 1, 2022 to June 30, 2027 and Draft Program Year 2022 Action Plan is available for comment to June 14, 2022. Council will be asked to take action on the plan at that time.

The 5-Year Consolidated Plan and Annual Action has been developed in accordance with the guidelines set forth by the U.S. Department of Housing and Urban Development (HUD). The 5-Year Consolidated Plan is a planning document that identifies housing and community development needs in the Town's low to moderate income, homeless, and special needs population, as well as a targeted low to moderate area.

The Plan Year 2022 Annual Action Plan serves as the Town's grant application to HUD for approximately \$105,947 and sets the goals and budgets for the use of funds. The proposed activity continues work in the Town's qualifying low to moderate income Census Block Group 020800-02 located in the Park District community. The continuing of the sidewalk along the south side of East Main Street from Park Street to High Street is a proposed activity in the consolidated plan. Emergency home repair and public services, such homelessness prevention are also other major activities and allows the funds to serve any qualifying low to moderate income families residing anywhere in town.

**POTENTIAL ACTION:**  
Hold public hearing.

**DEPARTMENT:**  
Administration

**PRESENTER:**  
Andrew Warren, Assistant Town Manager

**ATTACHMENT:**  
2022 Draft 2022-2026 Community Development Block Grant Consolidated Plan and 2022 Annual Action Plan  
<https://christiansburg.box.com/s/pixshzt9uny4rfiktw7hn86gawugul0>

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
MAY 10, 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 MAY 10, 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; Chief of Police Mark Sisson; Public Works Director Jim Lancianese; Assistant Director of Public Works, Streets Travis Moles; Director of Human Resources Alicia Dials; Human Resources Generalist Danette Poole.

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilwoman Hicks.

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. Fiscal Year 2022-2023 Budget

Mary Ellen Campagna, 1180-A Brown Street, addressed Council on behalf of her son who is a resident of Christiansburg Bluff Apartments. Ms. Campagna expressed concern that the BT public transportation service in Christiansburg had been reduced and that there were several stops on the new routes that were not planned, which caused longer rides and delays. She also mentioned that several buses did not have air conditioning and are in disrepair. Ms. Campagna expressed that the Go Anywhere (GAR) Bus was inconsistent with pick-up times, and it takes several days ahead of time to schedule appointments. Ms. Campagna questioned why Covid relief funds were not being used to fix these issues

and expressed that Blacksburg is due to receive grants soon and wanted to know if those funds could be used for bus services.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of April 26, 2022
- B. Schedule Public Hearing on May 24, 2022, for the Town of Christiansburg 2022-2026 Community Development Block Grant Consolidated Plan and 2022 Annual Action Plan

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

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Goodwill Industries of the Valleys Chief Operating Officer Mindy Boyd to present on Goodwill programs and operations

Mindy Boyd addressed Council and spoke about the 90-year history of Goodwill Industries and the industries long-term plan to eliminate poverty. Ms. Boyd expressed that during Covid-19 they learned to deliver services in a hybrid model and that for several programs they continue to provide that virtual option to customers. She explained that throughout the last couple years Goodwill has benefited from community partners and partnerships. Ms. Boyd noted that in 2021 Goodwill served 38,446 people in the New River Valley and provided 670 job placements. She spoke about the mission of Goodwill Industries, explaining that empowering individuals, strengthening families, and inspiring communities were their top priorities. Ms. Boyd talked about team members of Goodwill Industries and how they have expressed value in community engagement, diversity, equity, and opportunities for growth within the organization. She spoke about the goals for Goodwill moving forward and explained that their focus was on opportunities for development and having a greater impact on the community. She noted that Goodwill Industries provided job training opportunities for their employees and that they concentrate on building employment readiness and placement. Ms. Boyd concluded that Goodwill has refreshed their website and can be found at [goodwillvalleys.com](http://goodwillvalleys.com).

Councilwoman Hicks inquired about the employee job training opportunities and the nursing program that was offered through Goodwill Industries. Ms. Boyd explained that this opportunity was a federal grant that was awarded to Goodwill 2 to 3 years ago and has been extremely successful since. She explained that Goodwill saw the need for healthcare workers and decided to self-fund so employees could apply for the program and be accepted at no cost to them. Ms. Boyd noted that the nursing program was accredited through both Radford University and Virginia Tech. Mrs. Hicks also asked about the re-entry program for people released from incarceration. Ms. Boyd explained that re-entry into the community was difficult for some and so Goodwill provides the

opportunity to be employed quickly, within the first thirty days to help them get back into the community.

- B. Human Resources Director Alicia Dials to present on department work program and operations

Alicia Dials began her presentation by talking about the Human Resources Department's response to Covid-19 and the procedures that were developed during the pandemic. Mrs. Dials explained that the department had coordinated testing and vaccination clinics, reported required information to the Virginia Department of Health and the Virginia Department of Labor and Industry, and provided mental health resources for employees and supervisors. She expressed that recruitment had been challenging the past couple years and spoke about how advertising dollars were strategically spent during that time. Mrs. Dials noted that advertisements had been placed within the Roanoke Times, on several social media websites such as Facebook and LinkedIn, and radio ad placement based on the listening area. She continued to explain that Human Resources had participated in various job fairs including the first ever drive-thru job fair. Mrs. Dials expressed that during this advertisement process the department learned that applicants seek a simpler way to apply for employment. She noted that applications were revised and QR codes and wallet cards were created for easier navigation to the Town's website and benefits page.

Mrs. Dials talked about employee benefits and how the department works hard to maintain affordable health care options for employees. She noted that open enrollment for employees this year included benefit counselors on site to counsel employees through the benefit process. She spoke about the new Tyler Munis software that is scheduled to start in June and how it would be an asset to the department and would eliminate current spreadsheets currently being used. Mrs. Dials noted that the Human Resources Department had several upcoming projects which included updating job descriptions, ensuring that policies and procedures were consistent in all departments, and working with Information Technology to research options for records management software. She concluded her presentation by showing a draft video that Public Relations was currently working on that would be included with orientation for new employees.

Councilman Jenkins asked if the department had seen an increase in applications since the QR codes had been introduced. Mrs. Dials expressed that there had been a slight increase in applications. Councilwoman Hicks expressed that she would like to see the Town cover health insurance for full-time employees at 100%. Finance Director Valerie Tweedie explained that Town employees contribute approximately \$300,000 a year to health insurance currently. Mrs. Dials noted that the current \$17 a month for health insurance was a respectable rate for health insurance compared to other plans. Councilwoman Hicks expressed that she enjoyed the orientation video but would like to see employees' names and titles with their videos. Councilman Showalter questioned Mrs. Dials why she thought there was less of a potential workforce now. Mrs. Dials expressed that since Covid-19, people had received additional money from the government and now many people were enjoying working remote. Councilwoman Hicks expressed that she would like to see a sign-on bonus for new Police Department

employees as well as Public Works employees. Mrs. Dials noted that the Town was currently discussing a potential sign-on bonus and a decision had not been made.

VI. CITIZEN COMMENTS

Mary Ellen Campagna, 1180-A Brown Street, asked for a clear answer from Council in reference to her earlier complaint concerning reduced transportation. Town Manager Wingfield expressed that he would address the issue with Blacksburg Transit and move forward from there.

VII. COMMITTEE REPORTS

Councilwoman Hicks reported that the Agency on Aging would be hosting two upcoming events and asked if the advertisements for those events could be placed on the Town's website for the public. Mr. Wingfield expressed that if Council agreed to that then it could be advertised through social media.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Reappointment of Randy Wingfield as Representative to the New River Valley Emergency Communication Regional Authority Board of Directors. The term would be May 10, 2022 to May 9, 2026.

Councilman Bishop made a motion to approve the reappointment of Randy Wingfield to the New River Valley Emergency Communication Regional Authority Board of Directors, seconded by Councilwoman Hockett. Councilwoman Hicks questioned the process if the Town Manager retired or stepped down from his position unexpectedly. Mr. Wingfield explained that the bylaws do not specify that the replacement be a Town Manager or even a staff person. He added that the Montgomery County Administrator and the Blacksburg Town Manager are the current appointees from their respective localities. Councilwoman Hicks also questioned the process as far as the other committee members were concerned. Mr. Wingfield explained that a Vice President appointed by their Board of Visitors represents Virginia Tech on the Board and there is one additional at-large member that must be appointed by all.

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

- B. Reappointment of Wayne Nelson as representative and Dr. William Knocke as At-Large Representative to the New River Valley Water Authority Board of Directors. The terms would be July 1, 2022, to June 30, 2026.

Councilman Wilson made a motion to approve the reappointment of Wayne Nelson and Dr. William Knocke to the New River Valley Water Authority Board of Directors, seconded by Councilman Bishop. Councilwoman Hicks inquired how the process would continue if

Mr. Nelson stepped down. Mayor Barber explained that any vacancy within the NRV Water Authority would need to be replaced. Councilman Showalter asked Mr. Nelson if he could provide a monthly report and provide it to Mr. Wingfield to place in his weekly reports to Council. Councilman Showalter expressed concern that the improvement to the water authority was needed a long time ago and it would be helpful to receive updates. Mr. Nelson spoke on behalf of Dr. Knocke and explained he could not attend the Council meeting due to a scheduling conflict. He noted that he would be scheduling a time to present to Council soon. Councilman Showalter added that this may be a good opportunity for Dr. Knocke to attend also.

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

C. Discussion of Potential Meeting Topics with Montgomery County Board of Supervisors

Mayor Barber reminded Town Council to send any agenda items for the potential meeting with the Montgomery County Board of Supervisors to Mr. Wingfield. Mr. Wingfield noted that he has received several discussion topics from Council members and would continue to compile them as provided.

IX. STAFF REPORTS

A. Town Manager Wingfield

Mr. Wingfield reported that Blacksburg Transit was having staffing issues with drivers and mechanics and expressed that the issue could potentially be addressed with pay increases. Councilwoman Hicks asked how much the Town was contributing to transportation this year. Mrs. Tweedie explained it was over \$503,000. Mayor Barber explained that the amount provided was more than has been provided in the last few years. Mr. Wingfield noted that approximately half of the transit services are funded with grants. He also suggested that if anyone in the community was having trouble with one of the current bus routes at a particular time, the Go Anywhere bus was a potential service that could be utilized.

Mr. Wingfield suggested scheduling a Public Hearing on June 28th for the request of the boundary adjustment on Houchins Road of a 3.3 acre parcel and inquired if Council agreed. Councilwoman Hicks disagreed with holding a public hearing on the boundary adjustment. Mayor Barber noted that it would not hurt to hear from the requester. Councilman Wilson agreed with Mayor Barber. Mr. Wingfield noted that the County would need to agree as well and stated that the June 28<sup>th</sup> public hearing would be a tentative date. Councilwoman Hicks questioned the request for boundary adjustments and asked if there was a charge for staff hours. Mr. Wingfield stated that currently there was no fee, but the Town has required survey quality drawings at the requestor's expense of what they would like to incorporate into the Town. Councilwoman Hicks asked if this allowance would open the door for others to request boundary line adjustments as well. Mr. Wingfield explained that typically it is incorporating land into town that is more common.

Mr. Wingfield noted that staff was considering the possibility of holding the Town Employee Picnic this year on Wednesday, August 10<sup>th</sup>. He explained that in the past the Town has had limited participation of employees on Saturdays and this year would like to have the picnic during Town hours to increase participation. Mr. Wingfield noted that there could be a possibility of closing Town Hall for 2 to 3 hours and possibly the Recreation and Aquatic Centers to have the picnic and would like Council's thoughts on the idea. Councilwoman Hicks expressed that she did not think the community would like the facilities to shut down. Mayor Barber expressed that if the event was properly advertised ahead of time, it would not be an issue. He added that Administration and Public Works, along with the Police Departments would need to stay open to the public in case of emergencies. Council suggested to continue the conversation at a later date. Mr. Wingfield reported that the next Council meeting would have an update to the Sunset Cemetery Master Plan and a presentation regarding the Wing public drone delivery zone.

- B. Town Attorney – No report
- C. Other Staff – No report

X. COUNCIL REPORTS

Mayor Barber reported that the Rockin' Main Street event would be held Saturday, May 14th. Mr. Barber also noted there would be two Juneteenth celebrations this year, those locations being at Rosa Peters Playground and Christiansburg Institute.

Councilman Showalter – No report

Councilman Bishop – No report

Councilwoman Hicks expressed that she would like to see a bathroom facility for the Downtown Park reflected in the budget. Mayor Barber explained that a bathroom for the park would need to come out of capital from the Recreation Department and explained it could be a large project. He noted that if a decision was made to install a bathroom, it could be added as a budget amendment. Councilman Showalter suggested that the Town get an estimated cost first and then Council could move forward if needed with an amendment. Mr. Wingfield explained that the Town had an issue with the previous bathroom, purchased with CARES Act money, that was going to be placed there and expressed that the workers would have needed a crane to install it and did not think a crane could get up the hill. He noted that the bathroom facility would need to be stick built instead and would require water line and sewer line extensions.

Councilwoman Hockett – No report

Councilman Wilson – No report

Councilman Jenkins – No report

XI. OTHER BUSINESS

Councilman Showalter expressed that he would like to discuss with the Board of Supervisors a consistent rate of pay across the board for all Montgomery County and Christiansburg EMT workers. He continued that he did not want the Town and County to go back and forth on who could offer a higher incentive for essential service workers.

Mayor Barber questioned if Town Council would like to have another budget work session. Councilwoman Hicks stated that she would like to have another work session. Councilman Wilson expressed that he was indifferent. Councilwoman Hockett stated that she was not against a work session but felt comfortable with the budget at this point. Councilman Bishop, Councilman Showalter, and Councilman Jenkins expressed they saw no need for an additional work session. Councilwoman Hicks questioned if the County paid towards Blacksburg Transit services and if not then she would like that added to the agenda for the potential County meeting. Councilman Showalter questioned Mr. Wingfield if the Town had any comprehensive sustainability plans for the Town concerning solar farms. Mr. Wingfield explained there was no formal plan at this time. Councilman Showalter expressed that he would like a formal coordinated plan and asked if Mr. Wingfield could gather options to send to Council in the next couple weeks. Councilman Wilson and Councilwoman Hicks agreed. Mr. Wingfield stated that Virginia Tech has a contract themselves for solar installation and there were several solar providers in the area he would be speaking to.

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:34 p.m.

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Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG		PAY DATE 5-27-2022	
BILLS TO BE PAID FOR THE MONTHS OF		APRIL AND MAY	
A MORTON THOMAS AND ASSOCIATES, INC	11,213.82	ENGINEERING SERVICES ARBOR DRIVE AND PEDESTRIAN IMPROVEMENTS S. FRANKLIN	
ADAMS CONSTRUCTION CO.	9,632.28	ASPHALT	
ADOLPH KIEFER & ASSOCIATES LLC	430.75		
AECOM TECHNICAL SERVICES, INC	25,941.50	ENGINEERING SERVICES N. FRANKLIN BRIDGE DECK REHABILITATION	
ALLIED INDUSTRIAL PRODUCTS LLC	264.35		
ATLANTIC EMERGENCY SOLUTIONS, INC	73.76		
B & K TRUCK ACCESSORIES	940.00		
BANE OIL COMPANY, INC	5,209.90	OFF ROAD DIESEL	
BLOUSE HOUSE CREATIVE (KASEY BLOUSE)	145.50		
BLUE RIDGE ANALYTICAL LLC	150.00		
BOONE TRACTOR & IMPLEMENT INC.	551.25		
BORING CONTRACTORS INC	239,443.71	TOWER ROAD INTERSECTION IMPROVEMENTS	
BOXLEY ASPHALT, LLC	764.35		
BOY SCOUTS OF AMERICA - BLUE RIDGE MOUNTAINS COUNCIL	5,000.00	COMMUNITY SUPPORT FY 2022	
BOYS & GIRLS CLUBS OF SOUTHWEST VIRGINIA, INC.	10,000.00	COMMUNITY SUPPORT FY 2022	
C. W. WILLIAMS & COMPANY, LLC	1,310.00		
CARDINAL TOOLS, SALES & SERVICE, INC	408.25		
CARTER MACHINERY	39,860.57	NEW GENERATOR FOR PD	
CHA CONSULTING INC	5,182.50	ENGINEERING SERVICES WWTP OPERATIONS	
CMC SUPPLY, INC.	1,057.51		
COGSDALE	75,546.28	FINANCIAL SOFTWARE LICENSING	
COLE TRUCK PARTS, INC	1,898.69		
CONCRETE PIPE & PRECAST LLC	375.00		
CONTINENTAL WESTERN CORPORATION	418.50		
CORE & MAIN LP	1,872.80		
CUMMINS INC	770.00		
CUSTOMIZED LAWN CARE, INC	720.00		
DATA MANAGEMENT, INC	2,416.60		
DATA NETWORK SOLUTIONS, INC	49,691.68	IT DATA PROTECTION SUBSCRIPTIONS ANNUAL LICENSING FEES	
DAVIS-FROST	465.60		
DUNCAN FORD MAZDA	547.28		
E. C. PACE COMPANY INC	96,245.23	CONSTRUCTION SERVICES ARBOR DRIVE	
EAST COAST EMERGENCY VEHICLES, LLC	426.00		
ELECTRICAL SUPPLY CO	830.50		
ELECTRONIC SYSTEMS INC	555.00		
EMS MANAGEMENT & CONSULTANTS, INC	2,327.15		
ENVIRONMENTAL LAND WASTE MANAGEMENT SERVICE, INC	60,981.21	BIOSOLID DISPOSAL WWTP	
EPLUS TECHNOLOGY INC	2,102.90		
EVOQUA WATER TECHNOLOGIES, LLC	2,537.60		
FASTENAL COMPANY	1,868.47		
FAULCONER CONSTRUCTION COMPANY INC	498,845.00	PARK CONSTRUCTION	
FERGUSON ENTERPRISES, INC.#75	20,863.62	PIPE, VALVES FITTINGS, WATER, WASTE WATER STORM WATER	
FIDELITY POWER SYSTEMS	927.50		
FIRE RESCUE AND TACTICAL, INC	398.49		
FLEET PRIDE, INC	336.76		
GALLS, AN ARAMARK COMPANY	635.03		
GEMPLER'S INC	164.99		
GRAINGER	44.20		
GRANTURK EQUIPMENT CO., INC	1,829.81		
HAJOMA CORPORATION	162.42		
HAZEN AND SAWYER	4,168.00	ENGINEERING SERVICES WWTP LIFT STATION PER	
HIGHLAND TREE CARE, LLC	1,150.00		
HIGHWAY MOTORS, INC.	284.20		
HOSE HOUSE, INC.	729.13		
HURT & PROFFITT, INC	4,506.45	ENGINEERING SERVICES ROANOKE ST SIDEWALKS	
HY-TEST, INC	120.00		
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	276.90		
KESLER CONTRACTING & PROPERTY MANAGEMENT	5,490.00	ENGINEERING CONSULTING, RESCUE BUILDING	
KING-MOORE, INC	2,600.00	IT CONSULTING SERVICES	
KINGS TIRE SERVICE, INC	806.00		
LANCASTER, INC.	945.44		
LANDSCAPE SUPPLY INC.	2,130.00	EROSION PROTECTION, STORM WATER CONSTRUCTION AREAS	
LIBERTY FIRE SOLUTIONS, INC	976.00		
LITTLE RIVER POOL AND SPA, INC	1,183.49		
MATTERN & CRAIG	7,953.50	ENGINEERING SERVICES HICKOK STREET	
MCDONOUGH BOLYARD PECK, INC	48,962.67	ENGINEERING SERVICES TOWER ROAD AND NEW PARK	
MIDWEST MOTOR SUPPLY, INC	411.04		

<b>TOWN OF CHRISTIANSBURG</b>	PAY DATE 5-27-2022	
<b>BILLS TO BE PAID FOR THE MONTHS OF</b>	<b>APRIL AND MAY</b>	
MILLIMAN, INC	5,350.00	AUDIT SERVICES FOR OPEB VALUATION
MITCHELL REPAIR INFORMATION COMPANY LLC	2,448.00	EQUIPMENT MAINTENANCE PW
MONTGOMERY DISTRIBUTORS	756.65	
MOORE'S BODY & MECHANICAL SHOP, INC	9,175.48	REPAIRS PD AND PW VEHICLES
MUELLER SYSTEMS	3,183.95	NEW METERS WATER SYSTEMS
NATIONAL POOLS OF ROANOKE, INC.	4,760.40	SUPPLIES AQUATIC CENTER
NEW RIVER COMMUNITY ACTION	8,869.00	COMMUNITY SUPPORT FY 2022
NEW RIVER COMMUNITY COLLEGE	50,000.00	COMMUNITY SUPPORT FY 2022
NEW RIVER ENGRAVING	181.25	
NEW RIVER FAMILY SHELTER INC	3,500.00	COMMUNITY SUPPORT FY 2022
NEW RIVER VALLEY ADVOCACY CENTER	7,000.00	COMMUNITY SUPPORT FY 2022
NEW RIVER VALLEY AGENCY ON AGING	4,719.00	COMMUNITY SUPPORT FY 2022
NEW RIVER VALLEY MPO	3,300.00	ANNUAL SUPPORT
NORTHWEST HARDWARE CO INC	513.43	
NRV CARES	5,000.00	COMMUNITY SUPPORT FY 2022
NRV LAWNS & LANDSCAPING, LLC	17,989.68	TOWN WIDE MOWING SERVICES
PILOT FASTENERS LTD	261.47	
POWER ZONE	145.47	
PROFESSIONAL COMMUNICATIONS	21,154.00	MAINTENANCE OF TOWER AND MICROWAVE SITES FOR POLICE FIRE AND RESCUE
QUALITY TIRE & BRAKE SERVICE	5,083.00	VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR
RAILROAD MANAGEMENT COMPANY IV, LLC	1,164.37	
RECREONICS, INC	5,243.75	OPERATION SUPPLIES AQUATICS
ROANOKE ELECTRIC ZUPPLY INC	200.00	
ROANOKE HOSE & FITTINGS, INC.	152.39	
ROANOKE REGIONAL CHAMBER OF COMMERCE	7,000.00	ANNUAL SUPPORT 2022
SALEM STONE CORPORATION	2,316.66	SAND, STONE GRAVEL STREETS, WATER SEWER AND STORM WATER
SANDS ANDERSON	5,409.00	LEGAL SERVICES
SANICO - SOLUTIONS SYSTEMS, INC	4,602.71	JANITORIAL SUPPLIES TOWN WIDE
SNAP-ON TOOLS	440.50	
SOUTHERN AIR, INC	417.00	
SOUTHERN REFRIGERATION CORP.	181.76	
STATE ELECTRIC SUPPLY CO., INC.	84.31	
STERNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	3,563.73	ENGINEERING SERVICES WADES LANE LANDFILL
STRYKER SALES CORP.	156.60	
SUBURBAN REMODELING CORP	77,952.25	RENOVATIONS MEN'S RESTROOM RECREATION CENTER
SW SERVICES	2,424.75	EQUIPMENT MAINTENANCE AND REPAIR WWTP
TAYLOR OFFICE & ART SUPPLY, INC	2,331.63	OFFICE SUPPLIES TOWN WIDE
TENCARVA MACHINERY CO.	998.00	
TESSCO	307.71	
THE SALVATION ARMY	10,000.00	COMMUNITY SUPPORT FY 2022
TIRE DISOUNTERS INC	1,620.24	
TRAFFICGUARD INC	64.00	
TRANE	15,292.59	MAINTENANCE OF HVAC SYSTEMS AQUATICS CENTER
TREASURER OF MONTGOMERY COUNTY	121,882.91	85% OF 1% DUE TOURISM FOR JULY 21 TO FEB 22
TRUCK ENTERPRISES ROANOKE, INC	130.62	
TYLER TECHNOLOGIES, INC	8,820.00	IMPLEMENTATION SERVICES NOW SOFTWARE
UNIFIRST CORPORATION	3,439.33	UNIFORMS PW
UNITED INDUSTRIAL SERVICES INC	12,610.00	EQUIPMENT REAPIR WWTP
UNITED RENTALS, INC.	617.53	
UNITED WAY OF THE NEW RIVER VALLEY	10,000.00	COMMUNITY SUPPORT FY 2022
VEST'S SALES & SERVICE, INC.	246.75	
VIRGINIA UTILITY PROTECTION SERVICE, INC	491.40	
VSC FIRE & SECURITY, INC	3,711.00	CONTROL PANEL AT RESCUE BUILDING
WESTERN BRANCH DIESEL, INC.	2,122.61	VEHICLE AND EQUIPMENT REPAIR AND MAINTENANCE
WETLAND STUDIES AND SOLUTIONS, INC	14,048.81	ENGINEERING SERVICES STORM WATER AND MS4 CONSULTING
WILSON BROTHERS INCORPORATED	925.56	
WITMER PUBLIC SAFETY GROUP, INC	91.99	
WRANGLER HOLDCO CORP	28,487.02	RECYCLING SERVICES
<b>TOTAL PAID</b>	<b>1,770,017.39</b>	<b>PAY DATE 5-27-2022</b>

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

**APRIL AND MAY**

<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
ATLANTIC EMERGENCY SOLUTIONS INC	6,333.50	REPAIRS AND MAINTENANCE 2009 PIERCE FIRE TRK
C & A UPHOLSTERY	422.08	FIRE TRUCK SEAT BOTTOMS
CHRIS CROOKSHANKS	550.00	EMT CLASS
FIRE RESCUE TACTICAL	34.00	
GATES FLOWERS	167.00	
HOLIDAY MOTOR COMPANY	102.99	
LANCASTER INC	440.68	
MOTOR MILE CAR WASH	100.00	
SOUTHWEST VA FIREFIGHTERS ASSOCIATION	900.00	TRAININF FIRE DEPT
TOWN OF CHRISTIANSBURG	3,809.70	CTY FUEL USE
<b>TOTAL PAID BILLS</b>	<b>12,859.95</b>	

TOWN OF CHRISTIANSBURG BILLS PAID DURING THE MONTH		APRIL AND MAY	
VENDOR	AMOUNT PAID	DESCRIPTION	
AIRGAS NATIONAL CARBONATION	27.95		
ALL PEST CONTROL	90.00		
ALL SEASONS PEST CONTROL	190.00		
AMAZON CAPITAL SERVICES INC	4,153.15	MISCELLANEOUS SUPPLIES TOWN WIDE	
AMERICAN FALGPOLE & FLAG CO	512.75		
ANTHEM BLUE CROSS BLUE SHEILD	95,620.73	EMPLOYEE HEALTH INSURANCE	
APPALACHIAN POWER	82,208.69	ELECTRIC BILLS TOWN WIDE	
ARC3 GASES	1,419.07		
AT & T MOBILITY	174.54		
ATMOS ENERGY	7,056.48	NATURAL GAS SERVICES TOWN WIDE	
BILL'S USED PARTS	225.00		
BLACKBERRY LAND COMPANY LLC	36.08		
BMG METALS INC	119.69		
BMS DIRECT	9,715.48	POSTAGE AND PRINTING WATER AND TAX BILLS	
BOUND TREEE MEDICAL LLC	4,147.85	RESCUE MEDICAL SUPPLIES	
BULL DOG FIELD EQUIPMENT LLC	2,336.76	KIWANIS FIELDS INFIELD	
CAMBRIA AUTO REPAIR- JOSEPH O REED	305.99		
CARILION MEDICAL GROUP	400.00		
CAROLINA INDUSTRIAL	2,833.45	MAINTENANCE AND REPAIR WATER SERVICES	
CARTER MACHINERY CO	4,976.58	EQUIPMENT MAINTENANCE PW	
		EQUIPMENT&SUPPLIES 24,335.88 DUES 2,800.50 SCHOOLS 6,680.55	
CARDMEMBER SERVICES	52,310.69	TRAVEL 12,130.47 SOFTWARE 3,270.14 UNIFORMS 104.99 FIRE RES	
		RECRUTING 2,988.16	
CAUDILL HILL VENTURERS LLC	65.14		
CHANDLER CONCRETE COMPANY	1,256.00		
CFS BLUE RIDGE DISPOSAL	516.05		
CITIZENS	4,527.60	INTERNET SERVICES	
CLARK GAS & OIL	2,586.39	FUEL FIRE DEPT	
CMC SUPPLY	9.57		
COMCAST HOLDING CORP	980.07		
CONCRETE PIPE & CAST	250.00		
CROW'S NEST GREENHOUSES	444.52		
CURTISS BAY MEDICAL WASTE VIRGINIA LLC	114.51		
CRYSTAL'S HEALING HANDS MASSAGE LLC	208.33		
C.W. WILLIAMS COMPANY LLC	1,900.46	INTAKE VALVE FIRE DEPT	
DAVID BEASLEY DBA LAST CHANCE	500.00	BAND FOR BEACH BASH	
DELTA DENTAL	7,196.46	EMPLOYEE DENTAL	
DJR ENTERPRISES	406.44		
DOUG HYLTON	3,129.00	REIMBURSEMENT FOR SEWER BACKUP DAMAGE	
DS SERVICES CRYSTAL SPRINGS	19.99		
DUES AND MEMBERSHIPS	1,290.24	FIRE 25 PD 65 ADMIN 1200.24	
ELBIT SYSTEMS OF AMERICA NIGHT VISION	96,152.00	NIGHT VISION PD GRANT FUNDED	
EVIDENT CRIME SCENE PRODUCTS	205.44		
EXPER-TS	71.98		
EXPRESS SERVICES INC	40,625.26	TEMP EMPLOYEES FOR PW	
FAPS HOLDING INC	57.50		
FEDERAL EXPRESS	269.02		
FITNESS CONCEPTS INC	4,996.02	REC DEPT EQUIPMENT	
FIRST CHOICE SHREDDING	900.00		
GATES FLOWERS	60.00		
GRANITE TELECOMMUNICATIONS LLC	3,353.64	TELEPHONE SERVICES TOWN WIDE	
H.I.R.E.LTD CORP	63.34		
HALL'S GARAGE DOOR INC	1,100.00	950 WASH BAY	
HI-D-HO DOG TRAINING INC	2,340.00	RECREATION CLASSES	
HOLLYBROOK MULCH	70.00		
HOME DEPOT	104.00		

TOWN OF CHRISTIANSBURG BILLS PAID DURING THE MONTH		APRIL AND MAY	
VENDOR	AMOUNT PAID	DESCRIPTION	
HONEST ROYAL CLEANING	4,213.00	JANITORIAL SERVICES REC AND AQ	
IMAGE TREND INC	5,071.82	ANNUAL LICENSING FEE	
INFO US MARKETING	335.00		
INFRASTRUCTURE SOLUTIONS GROUP INC	2,630.14	PARTS AND SUPPLIES - STREETS	
INTEGRITY DATA	556.30		
JAMES ANTHONY BOHON	175.00	ROCKIN MAIN ST PERFORMANCE	
JARED STOUT BAND	2,000.00	ROCKIN MAIN ST PERFORMANCE	
JESSICA MOYE	280.00		
JORDAN OIL	3,346.01	FILL DIESEL TANKS AT FIRE DEPT	
JULLIARD CORPORATION	2,183.67	EMPLOYEE TESTING	
KLA ENTERPRISES	3,918.00	\$1,758 TOWN FLAGS \$1807.70 FARMERS MKT SUPPLIES	
LANCASTER	486.27	VEHICLE REPAIRS	
LAWSON PRODUCTS	224.45		
LOWE'S	3,712.15	BUILDING MAINTENANCE AND SUPPLIES	
LYON METAL ROOFING OF VA	57.80		
MANSFIELD OIL	39,677.25	FUEL TOWN VEHICLES	
MARKETING ON MAIN STREET LLC	892.88		
MCGRADY PERDUE HEATING & COOLING	366.00		
MCKESSON MEDICAL SURGICAL GOVERNMENT SOLUTIONS L	697.33		
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	60,964.56	TIPPING FEES	
MOORES BODY & MECHANICAL	11,519.75	REPAIRS TO PD CARS	
MOTOR MILE CARWASH	100.00		
NETWORK FLEET	218.28		
NEW RIVER COMMUNITY ACTION	900.16	CDBG GRANT REIMBURSEMENT	
NEW RIVER ENGRAVING	63.95		
NEW RIVER OFFICE SUPPLY	45.98		
NORTHWEST HARDWARE INC	14.37		
OFFICE OF THE UNIVERSITY BURSAR VT	312.61		
OLD TOWN PRINTING & COPYING	259.93		
PACE ANALYTICAL SERVICES INC	153.00		
PROFESSIONAL COMMUNICATIONS	279.25		
PRINCIPAL INSURANCE	4,160.12	EMPLOYEE LIFE INSURANCE	
PSYCHOLOGICAL HEALTH ROANOKE	450.00		
RADIO CARDINAL COMMUNICATIONS	1,818.33	LINK REPLACEMENTS FOR WIFI TOWERS	
REDLINE TIRE & LUBE	40.95		
REFUND EMS	250.00		
REFUND FEES REC DEPT	567.48		
REFUND TAXES	10,789.39	REFUNDS FOR CORRECTIONS AND OVERPAYMENTS	
REFUND WATER/SEWER	12,784.24	REFUND DEPOSITS AND OVERPAYMENTS	
REIMBURSEMENTS EMPLOYEES	1,584.97	WORK BOOT ALLOWANCES	
ROBERTS OXYGEN COMPANY INC	928.09		
ROLLER VENTURES/RODGER ROLLER JR	100.00		
SAMPSON BLADEN	526.37		
SAMS CLUB	420.83		
SCHINDLER ELEVATOR COMPANY	764.88		
SCHOOLS	10,903.54	AQ 1163.54 PD 9490 BLDG 250	
SEGRA/LUMOS	30.35		
SHEPHERD CONTRACTING	900.00	TREE REMOVAL	
SHERWIN WILLIAMS COMPANY	25.79		
SHENTEL	987.23	CABLE SERVICES	
SMITHS MANAGEMENT GROUP	16,300.15	REC APPAREL FOR SUMMER SPORTS PROGRAMS	
SPORTSENGINE INC	285.00		
SOUTHERN AIR	62.55		
SOUTHERN STATES	392.28		
STAND ENERGY CORP	16,220.18	NATURAL GAS AQUATICS	
STAPLES BUSINESS ADVANTAGE	46.55		

<b>TOWN OF CHRISTIANSBURG</b>			
<b>BILLS PAID DURING THE MONTH</b>		<b>APRIL AND MAY</b>	
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>	
SUPER SHOES INC	152.99		
TAYLOR OFFICE SUPPLY	293.70		
TBC ASSOCIATES IILLC DBA TIDY SERVICES	1,210.00		
TELVENT USA HOLDINGS	306.00		
TRACTOR SUPPLY	451.32		
TRAVEL	964.93	PW 105.50 PD 140 FIRE 540.48 ENG 178.95	
TREASURER OF VIRGINIA	10,162.92	7868.49 VEC 1ST QTR 1175 DMV STOPS \$412.50 DEQ 16.93 SALES TAX \$690.00 VELAP RENEWAL FEES	
US CELLULAR	128.69		
VALLEY GROUNDS	535.00	TREE REMOVAL	
VERIZON	1,259.03	PHONE SERVICES	
VERIZON WIRELESS	13,488.26	CELL AND DATA FOR TABLETS TOWN WIDE	
VEST'S SALES AND SERVICE	112.00		
VIRGINIA BUSINESS SYSTEMS	424.86		
VIRGINIA EVERYWHERE	275.00		
VIRGINIA FAIRS	10.00		
VIRGINIAA MEDIA	735.00		
VIRGINIA RETIREMENT SYSTEMS			
WGK CONSTRUCTION	8,500.00	WWTP REPLACE UPPER SCREW PUMP BEARING	
WORDSPRINT	603.59		
XEROX CORPORATION	1,799.19	COPIERS	
ZORO TOOLS	226.32		
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>12,859.95</b>		
<b>TOTAL PAID BILLS</b>	<b>713,262.88</b>		
<b>BILLS TO BE PAID</b>	<b>1,770,017.39</b>	<b>PAY DATE 5-27-2022</b>	
<b>GRAND TOTAL</b>	<b>2,496,140.22</b>		



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

May 24, 2022

**ITEM TITLE:**

Contract Amendment #1 with Mattern and Craig, Inc. for Professional Engineering Services for Construction Engineering and Inspections for Primary Extension Paving in the amount of \$79,525.00.

**DESCRIPTION:**

Professional Engineering Services to provide Construction Engineering and Inspections on the Primary Extension Paving. This contract amendment is supplement to the initial services provided by Mattern and Craig. This contract amendment raises the total value of their contract above \$100,000 (total contract cost \$117,975.00), requiring Council action.

**POTENTIAL ACTION:**

Approve amendment and authorize the Town Manager to execute this contract amendment on behalf of the Town with Mattern and Craig for the amount of \$79,525.00.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Mike Kelley

**ITEM HISTORY**

Mattern and Craig (M&C) was contracted to provide Construction Engineering and Inspection (CEI) services for Primary Extension Paving. The first segment was along Roanoke Street (US Route 11) between Depot Street and the US 460 Bypass interchange. The Town was awarded another section of Roanoke Street from the US 460 Bypass interchange to Tower Rd. Since M&C was already on contract for the first segment, they were asked to provide CEI services to the second segment as well.

**INFORMATION PROVIDED:**

Draft Amendment #1

<https://christiansburg.box.com/s/t8adumm9n4easjtw0guqp0dpjqccdub>

Original Contract

<https://christiansburg.box.com/s/vd7y61bhnhijlpwxsxchysanoh1wsw5m>



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

May 24, 2022

**ITEM TITLE:** Contract renewal #1 with Rummel, Klepper, & Kahl, LLP d/b/a RK&K for Signal Structure Evaluations and Traffic Engineering On-Call Services in the amount of \$100,000 or more.

**DESCRIPTION:** Professional Services Contract renewal to provide transportation engineering services including, but not limited to, signal structure evaluations, traffic engineering, and lighting design. The contract period shall be for an additional one year, with the possibility of three (3) more one-year renewals thereafter. The total amount to be paid by the Town to the Engineer for completed services shall be paid in accordance with the Fee Schedule as attached. Work completed in a contract year shall not exceed \$500,000. Work completed on any single task shall not exceed \$150,000, or the approved budget amount for the task, whichever is less.

**POTENTIAL ACTION:** Contract Amendment approval and authorize the Town Manager to enter into this renewal on behalf of the Town with RK&K, subject to Attorney review and approval.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Michael Kelley

**ITEM HISTORY:**

On December 20, 2020, the Town of Christiansburg advertised for proposals from interested engineering firms to provide Signal Structure Evaluations and Traffic Engineering On-Call Services. RKK was selected and has provided services over the past, first year term. The Town wishes to exercise one of the four renewals to this contract. The engineer requested a 4% escalation rate for this new period which is less than the current Employment Cost Index rate of 4.2% for the 12-month period ending March 2022 for Professional, Scientific, and Technical Services from the Bureau of Labor Statistics. Ongoing Task Orders which were assigned during the first term will not be affected by the requested increase, only new tasks assigned during this new term.

**Information Provided:**

Original Contract

<https://christiansburg.box.com/s/re5f9b93sengnx6wgcmxst94b3y90nco>

Amendment 1 (renewal #1)

<https://christiansburg.box.com/s/dsqtg8tci8uwtof17149iynojr4lxdk>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Town Council

**Meeting Date:**

May 24, 2022

**ITEM TITLE:**

Proposed Sunset Cemetery 2022 Supplement to 2014 Master Plan

**DESCRIPTION:**

The Town has maintained Sunset Cemetery since 2008 and has attempted to grow a Perpetual Fund for the long-term care of the cemetery through the dedication of gravesite and columbarium spaces being allocated to the fund, which has been built to \$865,350.

The document was prepared by Town of Christiansburg staff as an operational and financial supplemental update to the 2014 Sunset Cemetery Master Plan. Staff prepared the supplement because Christiansburg Town Council desired a more up-to-date picture of the ability to use the Perpetual Fund for the long-term maintenance of the cemetery in preparation of future budgets.

This document evaluates revenues versus expenses over the course of the next several decades before the perpetual fund is put into use (which is planned at a point when the available spaces have been sold). Until all spaces are sold, Town staff will continue to budget for the cemetery through General Fund allocations to help ensure the Perpetual Fund is sufficient for continuing care through use of annual earned interest. The Master Plan Supplement makes several assumptions and staff would like to vet these assumptions through a brief presentation and Town Council discussion.

**POTENTIAL ACTION:**

Discussion, potential concurrence with plan.

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager

**ATTACHMENT:**

2014 Sunset Cemetery Master Plan:

[https://www.christiansburg.org/DocumentCenter/View/5074/SunsetCemeteryPlan\\_FinalOctober2014?bidId=](https://www.christiansburg.org/DocumentCenter/View/5074/SunsetCemeteryPlan_FinalOctober2014?bidId=)



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

**AGENDA LOCATION:**

Discussion/Action

**Meeting Date:**

May 24, 2022

**ITEM TITLE:**

Resolution to adopt ordinance setting the personal property tax rate for calendar 2021 at 45 cents per \$100

**DESCRIPTION:** Each year the Town Council must set and approve the tax rate to be assessed on personal property. There is no change in the rate from prior years. The tax rate is to be set at 45 cents per \$100 of assessed value.

**POTENTIAL ACTION:** Approval of resolution to adopt ordinance setting the personal property tax rate for calendar year 2022 at 45 cents per hundred.

**DEPARTMENT:**

Finance

**PRESENTER:**

Val Tweedie

**ITEM HISTORY:**

The tax rate for personal property has been set at 45 cents per hundred since 1988. The rate will remain unchanged.

**INFORMATION PROVIDED:**

Ordinance adopting personal property tax rate

<https://christiansburg.box.com/s/wm6nw7y4we1pm1sowjm4baye4d16t0ax>



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

**AGENDA LOCATION:**

Discussion/Action

**Meeting Date:**

May 24, 2022

**ITEM TITLE:**

Resolution to adopt ordinance setting the real estate tax rate for calendar 2022 at 16 cents per \$100

**DESCRIPTION:**

Each year the Town Council must set and approve the tax rate to be assessed on real estate. The tax rate will remain unchanged at 16 cents per \$100 of assessed value.

**POTENTIAL ACTION:** Approval of resolution to adopt ordinance setting the real estate tax rate for calendar year 2022

**DEPARTMENT:**

Finance

**PRESENTER:**

Val Tweedie

**ITEM HISTORY:**

No public hearing was required, as the tax rate will remain the same as last year.

**INFORMATION PROVIDED:**

Ordinance adopting real estate tax rate

<https://christiansburg.box.com/s/38xmsnyu2flbkub5mf2s76kgnrq5d1yb>



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

**AGENDA LOCATION:**

Discussion/Action

**MEETING DATE:**

May 24, 2022

**ITEM TITLE:**

Resolution to adopt the budget for fiscal year July 1, 2022 to June 30, 2023

**DESCRIPTION:**

The annual budget must be adopted each year before the beginning of the next fiscal year which is July 1<sup>st</sup>. Approving the budget requires the approval of the real estate tax rate, the personal property tax rate, adoption of the budget and appropriation of the funds in the approved budget.

**POTENTIAL ACTION:**

Approve the annual budget for fiscal year 2023 by adoption of the budget resolution and the appropriation resolution

**DEPARTMENT:**

Finance

**PRESENTER:**

Val Tweedie

**ITEM HISTORY:**

Council was presented with a first draft of the budget dated 3-22-2022. Work sessions and discussions with Council were held and a public hearing on the budget was held on May 10<sup>th</sup>. Since that time several changes to the budget have been made as outlined below. Given all the changes our ending fund balance is projected to be \$17.9 million and 43.7% to remain within our fund balance policy vs \$16.5 million in the 4/21/22 draft.

Changes from Draft dated 4-21-2022:

- Updated forecasted revenue for FY 2022 as well as projected revenues for FY 2023 were updated based amounts received thru April 22 in personal property tax collections and business and occupational licensing by approximately \$500,000.
- Estimated to expend in FY 2022 for capital projects has been updated based on where things are as of early May.
- Forecasted to expend for FY 2022 were updated for increased fuel costs; restrooms renovations at the recreation center; and a nearly \$300,000 reduction in Salaries for the police department due to vacancies.
- Additional salaries were added in Finance for FY 2023 to cover an expected retirement in 2023 to have duplicate coverage of that position for transition of personnel.

**INFORMATION PROVIDED:**

Budget Resolution

<https://christiansburg.box.com/s/x9g9eypicey7pyx3e75y8wg8nx3fighb>

Appropriation Resolution

<https://christiansburg.box.com/s/9u5d1hwuhjwvkwxzddbok2tcwul204vy>

Draft Budget 5-18-2022 For Approval

<https://christiansburg.box.com/s/73kc3qv3jb6qdl6ehjrans1wy7o0rnh>