



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
JUNE 14, 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 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, June 14, 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. An Agreement for a Wing Delivery Zone at Christiansburg Recreation Center at 1600 N. Franklin Street (*rescheduled – See Consent Agenda Item E. below*)

### IV. CONSENT AGENDA

- A. [Approval of Minutes of May 24, 2022 and June 7, 2022](#)
- B. [Resolution recognizing June 22, 2022 as GiveLocalNRV Giving Day](#)
- C. [Resolution recognizing Gratton Thompson for his retirement from the Fire Department after 61 years of service](#)
- D. [Contract with A. Morton Thomas and Associates, Inc., d/b/a AMT for Professional Engineering Services on the College Street Drainage Improvements Project in the amount of \\$300,875.00](#)
- E. Reschedule public hearing for an Agreement for a Wing Delivery Zone at the Christiansburg Recreation Center at 1600 N. Franklin Street from June 14, 2022 to June 28, 2022

### V. INTRODUCTIONS AND PRESENTATIONS

- A. Resolution presentation to Gratton Thompson for his retirement from the Fire Department
- B. Parks and Recreation Director Brad Epperley to present on department operations

### VI. CITIZEN COMMENTS

### VII. COMMITTEE REPORTS

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

- A. [Town of Christiansburg 2022-2026 Community Development Block Grant Consolidated Plan and 2022 Annual Action Plan](#)
- B. [Discussion of Sustainability Plan](#)
- C. [Discussion of Town Employee Picnic](#)

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 17, 2022, 9:00 A.M. – Council Retreat  
June 28, 2022, 7:00 P.M. – Regular Meeting  
July 12, 2022, 7:00 P.M. – Regular Meeting

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
MAY 24, 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 24, 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; Director of Public Works Jim Lancianese; Assistant Director of Public Works, Streets Travis Moles; Chief of Police Mark Sisson; Finance Director Valerie Tweedie; Planning Director Benjamin Tripp.

REGULAR MEETING

I. CALL TO ORDER

A. Moment of Reflection

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilman Jenkins.

II. ADJUSTMENT OF THE AGENDA

Mayor Barber noted that he had received an email from the United Daughters of the Confederacy requesting to place a wreath at the confederate monument from May 29<sup>th</sup> to May 30<sup>th</sup> to honor their ancestors.

Council voted to allow the placement of the wreath as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

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 Street N.E., 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.

Mark Howard, 233 W. Main Street, Danville, Virginia, came before Council representing the Hughes Center, who was proposing to create a private special education school on the property at 1650 Cambria Street, N.E. Mr. Howard explained that the school would be serving children with special needs and noted that Christiansburg was an area of need for those services. He expressed that currently special needs children in the Christiansburg area were being bused to different areas of the state which involved long bus rides and explained their services could be provided at the proposed site in Christiansburg instead. Mr. Howard expressed that the Hughes Center has the full support of the Department of Education to expand their services in Christiansburg. He noted that the school would hold twenty-eight students with eight staff members, and they would serve Montgomery County and the surrounding areas. Mr. Bowman added that the hope was to start in August 2022 with approximately eight to ten students. Councilman Bishop asked if the current students attended Montgomery County Schools. Mr. Howard explained that typically these students were already in a private day placement school and the public-school system pays for the placement through the Children's Services Act (CSA). Councilwoman Hicks expressed her appreciation for the private school and supported the idea of more options for parents with special needs children. Mayor Barber requested that Council consider this request now due to a two-month build-out schedule.

Councilman Wilson made a motion to add the above conditional use permit to the agenda for discussion and potential action, seconded by Councilman Jenkins.

Councilwoman Hicks expressed that typically Council does not vote the same day on items presented as Public Hearings, but felt this item was important as far as timing for building restraints. Mrs. Hicks questioned if there would be additions built in the future to add more students. Mr. Howard explained that this facility would have three classrooms and if more room was needed the hope was to build elsewhere. Councilman Bishop asked if waiting two weeks for a decision would make a difference in their schedule. Mr. Howard explained that because of the special requirements for the children inside the school it would take longer to complete, and a fall opening would be delayed. Councilman Showalter noted that previously Council has been accused of selecting favorites to eliminate a two week wait period on requests and due to that he would not support to place this item on the agenda to vote.

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

Mayor Barber noted that this item would be placed under agenda item VIII. G.

- B. Town of Christiansburg 2022-2026 Community Development Block Grant Consolidated Plan and 2022 Annual Action Plan

Assistant Town Manager Andrew Warren explained this was a housing and urban community development block grant program and noted the Town receives approximately \$100,000 per year and has historically focused those funds in the Park Street area which qualifies as a low- to moderate-income area. Mr. Warren expressed that the Park Street area has had sidewalk replacement as well as waterline replacement in the last year. He explained that if funds allowed, sidewalks could be placed on East Main Street. He noted the need for home emergency repair in the area and the possible coordination with the Town's Neighborhood Enhancement Coordinator to identify potential properties. Mr. Warren also noted the continued work with homelessness prevention and working with New River Community Action.

Councilwoman Hicks questioned if the block grant was a grant the Town had to apply for each year. Mr. Warren explained that the Town was considered an entitlement community and receives funding directly through the Housing and Urban Development Office. Mrs. Hicks also questioned how the Town decides the amount of funds for each household that qualifies for the emergency home repair. Mr. Warren explained that the since the Town would not give the grants directly to the recipient, they would work through a non-profit community housing organization and there would be a cap of the total money allocated for those efforts.

#### 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.

Councilman Bishop made a motion to approve the Consent Agenda as presented, seconded by Councilman Jenkins.

Councilwoman Hicks questioned the monthly bill list line item for Marketing on Main and asked what the amount pertained to. Finance Director Valerie Tweedie explained this item was for two invoices: one for the Aquatic Center for set-up of artwork for color imprints on cups and other promotional items for an event. The other item was for t-shirts for the Fire Department.

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

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

Mr. Nicholas Devereux spoke to Council concerning the status of Wing and a public delivery proposal that would involve the Town. Mr. Devereux explained the value of community support from local and elected leaders for Wing. He noted that Wing launched in October of 2019 and shortly after Covid-19 impacted their services and caused a rise in services. He spoke about how Wing's drone package delivery service continues to have success and high levels of support in Christiansburg and explained that last fall a new aircraft was approved by the FAA to fly in more varied weather conditions as well as approval to fly more drones simultaneously. Mr. Devereux also talked about current local partners and site improvements with community involvement. He included that Wing was making improvements to the nest as well, transforming areas for a more permanent location to handle baristas on site. He explained there would be a re-opening of public tours at the nest and Wing was working with Virginia Tech on a week-long drone summer camp in July.

Councilman Bishop questioned the delivery hours for Wing. Mr. Steve Yates, Director of US Business Operations with Wing explained that hours of operation were from 9:30 a.m. to 4:30 p.m. Tuesday through Saturday but beginning June 28<sup>th</sup> they would open at 8:00 a.m. to offer breakfast items and coffee. Councilman Jenkins questioned what demand for services looked like from 2019 throughout the pandemic. Mr. Yates explained that since Wing changed aircrafts last year it affected services during that time due to waiting on the new aircraft but since it was replaced, they expect demand to rise. Councilwoman Hicks expressed the need for Wing services to provide for areas of low income in Christiansburg. Mr. Yates explained that it was a process with the FAA and their regulations and that air space observers would be needed in other locations so that all air space was covered to observe more locations.

Mr. Yates explained that Wing was currently looking at new drop zones and the focus now was on the Recreation Center in Christiansburg. He noted this would support local merchants and Wing would provide support and safety on site. Mr. Yates referenced a map that showed a proposed location for the public drop zone at the Recreation Center. He explained that signage of the drop zone could be provided, and that a QR code could be used for patrons to scan and place orders. He continued that Wing would work with the Recreation Center on the hours of operation for the drop zone.

Councilwoman Hicks questioned if there was a way for a permanent concrete pad for deliveries at the Recreation Center. Mr. Yates explained there would not be a permanent concrete pad, but that temporary signage and markings would help identify the area. He noted that no additional landscaping or infrastructure would be needed. Councilwoman Hicks expressed that she would like to see a more permanent area for deliveries. Councilman Showalter questioned how Wing would be able to prevent stealing of items that would be dropped off. Mr. Yates explained there would be Wing employees at the Recreation Center to educate customers in the beginning but has never had an issue with deliveries being stolen. Councilwoman Hockett asked if a customer would need to be in

the vicinity of the Recreation Center when ordering from the drop zone. Mr. Devereaux explained that a customer would need to be in the area of the Recreation Center to be able to order.

B. Public Works Director Jim Lancianese to present on Public Works programs and operations

Jim Lancianese presented an overview of Public Works and the department's goals and objectives for the future. Mr. Lancianese explained Public Works divisional structure and talked about the importance of good customer service. He touched on Covid-19 and the development of policies and procedures in accordance with CDC guidelines. He explained that the department increased and expanded Personal Protective Equipment (PPE) as well as facility cleaning efforts for staff safety. Mr. Lancianese noted that during the pandemic their department averaged one employee absence per workday. He explained that operations had to be adjusted to ensure that employees and customers were safe. He added that supporting the emergency services and the Virginia Department of Health (VDH) was a high priority that added to their department's workload.

Mr. Lancianese talked about recruitment and retention in the Public Works department and explained that currently there was 35 full-time open positions and due to the number of vacancies they have increased their recruitment efforts by expanding advertising resources to include professional organizations. He touched on contract management in Public Works and the multiple operational departments projects that were current and completed. Mr. Lancianese spoke about Spring and Fall Cleanup in Town and noted that 1,077 tons of material was collected last year. He talked about the department's completed projects such as new LED signs for the Recreation Center, Town Hall, and the Fire Department which were funded by Cares Act money. He continued that staffing, increased material and equipment cost, and fuel cost would be several future challenges for Public Works. Mr. Lancianese expressed that the department's future goals would be to look at possible land acquisition for the Public Works Facility since they were outgrowing their facility and mentioned that he would like to see the department be accredited with the American Public Works Association (APWA). Mr. Lancianese concluded that several upcoming special events would be taking place downtown, as well as Fall Cleanup and the Citizens Academy in October. Mayor Barber and Town Council thanked Public Works for a job well done and expressed appreciation for events that have ran so smoothly in the past.

VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, addressed Council concerning the new park and that the County has spent \$12.5 million for new parks in Riner and Shawsville, which served approximately 3,000 citizens and noted the Town of Christiansburg's population was approximately 23% of the tax paying population of the County. He expressed that this should be mentioned in the upcoming meeting with Montgomery County Supervisors. He concluded that the County should allocate funds to the Town for the new park and noted that he had not seen results concerning sponsors for the new park.



VII. COMMITTEE REPORTS

Councilman Showalter – no report

Councilman Bishop reported that the Aquatic Center Beach Bash on May 20th was well attended.

Councilwoman Hicks agreed with Mr. Bishop concerning the Aquatic Center event and expressed thanks to staff for a job well done. Mrs. Hicks also reported that a Central Business Committee meeting would take place at noon on May 25th. She included that her trip on May 16<sup>th</sup> to the Main Street America Conference in Richmond was a success and would discuss details at the upcoming Central Business Committee meeting.

Councilwoman Hockett – no report

Councilman Wilson – no report

Councilman Jenkins reported that he had attended the Richmond Conference as well and expressed that a better understanding of how the Town could bring more life to the historic and business districts had taken place.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. Proposed Sunset Cemetery 2022 Supplement to 2014 Master Plan

Town Manager Wingfield gave a brief background on the 2014 Cemetery master plan. He explained that the master plan details improvements to the cemetery including landscaping, benches and upgraded signing, and a proposal for 4,000 grave site lots and 16,000 columbarium and cremains spaces. He explained that in order to update the document he had started a spreadsheet that showed projected operating costs and capital outlays. Mr. Wingfield expressed that when the master plan was previously prepared there had been fifteen people on the committee and a Council member that was assigned to the Cemetery. Mr. Wingfield questioned if Council would like to either reconstitute the committee or assign a Council member to work with him on price increases and lot sales. Councilman Showalter noted that the previous committee had little to no members attending the meetings and would not recommend that again. He expressed that Mr. Wingfield working with Mrs. Tweedie and Jim Lancianese would hopefully provide a good plan moving forward instead. Mr. Showalter also expressed that the Town had a reason for taking over the Cemetery and it was not to break even financially or profit and explained it would be heavily subsidized more in the years to come. Councilwoman Hicks questioned if there was available lot space at the Cemetery. Mr. Wingfield explained there was room left for 4,000 lots. Councilwoman Hicks asked if a Town had an obligation to keep a cemetery open. Mr. Wingfield explained that the Town is not obligated to sell lots but is obligated to maintain it. Mr. Showalter further explained that the Town Council could opt to shut down the Cemetery now and not offer burials or plots since it was owned by the Town of Christiansburg. Mrs. Hicks further questioned if the Cemetery ran out of space for burial lots then would Town Council shut

it down. Councilman Wilson explained that that decision would be up to the Council at that time. Mr. Showalter noted that Town residents pay attention to how the Town takes care of their dead.

Councilwoman Hockett asked Mr. Wingfield what he would like to see accomplished with the provided spreadsheet. Mr. Wingfield explained that Councilwoman Hicks had mentioned the Cemetery in relation to the budget and wanted to make Council aware that the Cemetery would likely not be self-sufficient one hundred years from now. He explained that he was working on scheduling out capital improvements to the Cemetery. He noted that they would need a new columbarium in about three years, but the Town did have enough money in the cemetery capital funds to cover the cost.

Councilwoman Hicks questioned if the current budget included cost for sidewalks on S. Franklin Street in front of the Cemetery. Mr. Wingfield explained that sidewalks there would be a Town street expense, not a Cemetery expense and it would involve a grant through revenue sharing with VDOT. He noted that sidewalk construction could be directed to the Bikeway-Walkway Committee in order to schedule the construction. Councilman Showalter encouraged Mrs. Hicks to bring this topic of discussion to the upcoming Council retreat. Mayor Barber explained a motion or second was not needed and this item was a work in progress. He expressed that Council could look at this spreadsheet periodically to make sure goals are being met.

B. Ordinance to Adopt Personal Property tax rate for 2022 (no rate increase proposed)

Councilman Bishop made a motion to approve the ordinance to Adopt the Personal Property tax rate for 2022, seconded by Councilwoman Hockett. Council voted on the motion as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

C. Ordinance to Adopt Real Estate tax rate for 2022 (no rate increase proposed)

Councilwoman Hicks made a motion to approve the ordinance to Adopt the Real Estate tax rate for 2022, seconded by Councilman Wilson. Council voted on the motion as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

D. Resolution for Adoption of Fiscal Year 2022-23 Budget

Councilman Wilson made a motion to approve the Resolution for Adoption of the Fiscal Year 2022-23 Budget, seconded by Councilman Bishop.

Councilwoman Hicks questioned the \$68,000 in easements on Hickok Street and if they were included in last year's budget. Mrs. Tweedie explained this amount was a budgeted line item that was never used and was a carry-over number to this year's budget. Mr. Warren expressed that a link could be provided to Council showing the executed contracts. Councilman Showalter asked if the Town was still pursuing matching grants from the state for the College Street project and if grants were received would the

stimulus money possibly go towards another project. Mr. Wingfield explained that the project was currently not at the application deadline but when the Town is at the 30% design point and easement acquisitions were completed, yes grants could be pursued, at Council's direction. Mr. Showalter also inquired concerning the compassionate billing by Rescue and explained the Town was not using this billing as general operational cost but instead for additional funds for staff and equipment. Mrs. Tweedie explained that Rescue as a budget was funded out of general fund and the Revenue Recovery fund. Mr. Showalter asked if the fuel costs that were in the proposed budget were still accurate numbers since prices were rising. Mrs. Tweedie expressed that the estimated number may have to be raised to afford fuel costs. Mr. Showalter stated he would not be supporting the budget at this time. He expressed concern of overextending funds in the human resources capital and noted that he did support awarding Town employees for their hard work but felt that the increase was not sustainable at this time.

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

E. Resolution Authorizing Appropriations regarding the Fiscal Year 2022-23 Budget

Councilman Bishop made a motion to approve the Resolution to Authorize Appropriations regarding the Fiscal Year 2022-23 Budget, seconded by Councilwoman Hockett.

Councilwoman Hicks agreed with Mr. Showalter's previous statement concerning overextending funds.

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

F. United Daughters of the Confederacy wreath placement downtown

Mayo Barber noted this item was added previously in the meeting and explained that the United Daughters of the Confederacy would like to place a wreath at the confederate monument downtown to honor their ancestors. Mr. Barber noted this wreath would be placed at sunset on Sunday, May 29th and removed on Monday, May 30th.

Councilwoman Hicks made a motion to approve the wreath placement at the confederate monument downtown, seconded by Councilman Showalter. Mr. Showalter asked to extend the motion to any organization that has a display on the Town Square are welcome if they meet the Town's criteria.

Mr. Showalter also asked if a wreath would be placed for Memorial Day at the Veteran's Memorial. Mayor Barber explained that a ceremony would be held at Sunset Cemetery at 6 p.m. on May 30<sup>th</sup>.

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

- G. 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, N.E., Tax Parcel 467 – ((A)) – 55, Parcel ID 020103.

Councilwoman Hicks made a motion to approve the conditional use permit request to allow a private school at 1650 Cambria Street, N.E., seconded by Councilman Wilson.

Mrs. Hicks expressed that generally Council waits two weeks to vote on a Public Hearing but feels this is an exception due to providing services to special needs children in the community. Mr. Wingfield asked if the conditions from the recommendation of the Planning Commission were included with this approval. Council agreed that the recommendation was included.

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

#### IX. STAFF REPORTS

##### A. Town Manager

Mr. Wingfield reported that he would provide tours for Council the following week for the new park.

He also reported that Councilman Showalter had asked for an update on the sustainability plan. Mr. Wingfield asked that the update be provided at the next Council meeting.

Mr. Wingfield reported that he had retreat dates available for discussion. Council agreed that June 17<sup>th</sup> (all day) and June 21<sup>st</sup> (a follow-up day, if needed) would work for retreat dates for Council.

He reported that he would set a public hearing date for the new Wing drone delivery location at the Parks and Recreation Center.

Mr. Wingfield reported that he has added the Recreation Center as a topic to the potential meeting with Montgomery County and if Council would like to add other topics to please let him know. Mr. Wingfield also inquired about preferred meeting dates. Councilwoman Hicks expressed that a meeting should be held as soon as possible since the Town of Blacksburg has already met with the County. Mr. Wingfield noted that he would send a list to Council of the meeting topics.

##### B. Town Attorney – No report

C. Other Staff – No report

X. COUNCIL REPORTS

No Council reports.

Mayor Barber reported that he would be a guest speaker on May 30<sup>th</sup> at Sunset Cemetery for the annual Memorial Day celebration.

Councilman Showalter inquired if the public hearing for the proposal on Houchins Road to remove acreage from the Town was still scheduled. Mr. Wingfield explained that he has expressed to Montgomery County that Town Council would consider it. Councilman Showalter asked if a work session was needed to discuss the criteria for proposals to take the property out of Town. He expressed concern that there needed to be clarification from Council when assigning zoning for a boundary adjustment. Council agreed that a work session should take place for this topic before the public hearing and agreed on June 7<sup>th</sup>.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:14 p.m.

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Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
SPECIAL MEETING MINUTES  
JUNE 7, 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 JUNE 7, 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 (via Zoom)

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Engineering Director Mike Kelley

WORK SESSION

I. Call to Order

Mayor Barber noted that Councilman Wilson had asked to join the Work Session via Zoom due to illness. Council was polled to approve Mr. Wilson joining the meeting via Zoom and answered accordingly:

Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye.

II. Discussion of boundary line adjustments

Mr. Wingfield gave a brief history of the Town of Cambria's incorporation into the Town of Christiansburg in 1965 and proceeded to talk about the definitions of annexation and boundary line adjustments as well as the differences between the two. Mr. Wingfield referenced the Code of Virginia § 15.2-3106 pertaining to boundary adjustments and spoke about the municipal gains through property incorporation such as real and personal property tax and explained that having the additional area in Town provides economies of scale for many services such as water and sewer service. He touched on municipal losses through area loss as well and explained that municipalities would lose potential tax generation. He also acknowledged the multiple benefits to Town incorporation. Mr. Wingfield gave Council potential criteria for incorporation into the Town and un-incorporation from the Town. He touched briefly on the current land request for Houchins Road which included an area of 3.352 acres that was zoned I-2, General Industrial in Town. Mr. Wingfield spoke about the assumptions for potential townhouse construction and the next steps for the Houchins Road consideration, which included a public hearing, a meeting with the Montgomery County Board of Supervisors and Town Council, and signatures of agreement and recordation.

Mayor Barber noted that the current work session was to determine criteria and fees for these types of boundary adjustments. Councilman Showalter agreed and stated the Town should have parameters for adjustments to incorporate into the Town as well. He expressed the need for an application similar to conditional use permits and zoning permits and explained that once the application was provided and sent through Council a final decision could be made for a policy. Councilman Bishop agreed that a policy was needed and that the Houchins Road request could

then be looked at to schedule a public hearing. Councilman Showalter added that the fee for boundary line adjustments should include advertising costs and staff time. Councilwoman Hicks requested that Town Council postpone the potential public hearing pertaining to the Houchins Road property on July 26<sup>th</sup> and decide on a policy. Mayor Barber noted that in order to postpone the public hearing an action would need to be taken at the next Council meeting.

Councilman Showalter requested that Mr. Wingfield poll Council at the end of the next Town Council meeting. Councilwoman Hockett inquired if there were resources or other localities to ask concerning their experiences with boundary line adjustments and Mr. Wingfield stated Virginia Municipal League may be a good source. Mr. Wingfield explained that other localities have had holes in corporate limits though he did not consider it desirable. Town Attorney Reid Broughton passed out factors that courts would consider when going through the boundary adjustment process, and added annexation is a more adversarial approach. Councilman Showalter noted that an adversarial approach was not desirable and instead wanted the process to be cohesive.

Mr. Wingfield explained that with prior boundary adjustments, the County was willing to let them go into the incorporated Town only if the property owners were agreeable. As an example, he stated that the Meadows came in at the property owners request and that with the Kensington property request, it would have landlocked several properties and the County would consider it only if property owners between agreed to come into Town. Councilman Wilson agreed that the current work session was to develop criteria and what fees would be assessed for boundary adjustments, not to discuss a specific property. Mayor Barber suggested a fee of \$1,000 to apply which would include staff cost and advertising cost and expressed that there could be different fees for incorporation and un-incorporation. Councilman Wilson expressed that there should be a set fee no matter the size of the property. Councilman Jenkins asked why the Planning Commission was not involved in this application process. Mr. Wingfield explained that their involvement was not required but it could be if Council so desired. Mr. Wingfield stated that zoning assignment must go to the Planning Commission for incorporation. Councilman Showalter stated that a property owner's future intentions for a property be expressed or added to the application process and added that the Town would need to prepare for changes to the property, including such things as ingress and egress. Mr. Wingfield explained that the Town could ask for the property owner's intentions for the land and a timeline but could not legally hold them to that unless the Town had an agreement in writing. Councilman Jenkins suggested a business plan be provided as well during the application process. Councilwoman Hockett expressed that she did not see this criteria process being a barrier for landowners but would justify Council's decision making instead. Mr. Wingfield stated that the County would have to come to an agreement where boundary adjustments were concerned regarding utility lines and would need to be a part of the application process as well.

Town Council asked Mr. Wingfield to work with appropriate staff and report back with criteria and fees for the application process and noted that the criteria discussed at the meeting should be included.

III. Adjournment

There being no further business brought before Council the meeting was adjourned at 6:58 p.m.

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING GiveLocalNRV GIVING DAY

WHEREAS, the Community Foundation of the New River Valley encourages giving in the New River Valley, including in the Town of Christiansburg; and,

WHEREAS, nonprofit organizations in Christiansburg raise funds for important issues that impacts its citizens; and,

WHEREAS, nonprofit organizations provide valuable services to our town with the work that they do; and,

WHEREAS, the efforts of the Community Foundation of the New River Valley, local nonprofits, and the Town of Christiansburg have worked collaboratively to enrich the lives of its citizens.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Christiansburg, Virginia, in recognition of the 9<sup>th</sup> Annual Online Giving Day, do hereby proclaim the day of June 22, 2022, as:

“GiveLocalNRV Giving Day”

in the Town of Christiansburg and encourage all citizens to support the GiveLocalNRV Giving Day that affects nonprofits in the Town of Christiansburg and give to those nonprofits within the Town and in doing so further enhance the living conditions of all residents of this community.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held June 14, 2022, members of Council stood opposite their names as indicated:

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop

Johana Hicks

Tanya Hockett

Casey Jenkins

Henry D. Showalter

Tim Wilson

D. Michael Barber, Mayor\*

\*Votes only in the event of a tie.

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Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor



# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING GRATTON THOMPSON FOR 61 YEARS OF SERVICE

**WHEREAS**, Gratton Thompson has served the Town of Christiansburg, Virginia and the surrounding New River Valley through outstanding professional and personal commitment to the community; and,

**WHEREAS**, during his 61-year tenure at the Town of Christiansburg he has continued to serve the community over the decades because he enjoys “being able to help people” and creating strong relationships with other firefighters; and,

**WHEREAS**, Mr. Thompson has volunteered at the Fire Department since 1961 and has held many volunteer positions, including Engineer, 2<sup>nd</sup> Lieutenant, 1<sup>st</sup> Lieutenant, Chaplain and Captain; and,

**WHEREAS**, Mr. Thompson worked for the Public Works Department for 35 years in various roles as timekeeper, sign maker, safety equipment issuer, and records keeper; and,

**WHEREAS**, Mr. Thompson has contributed to maintaining excellent relations with citizens, and providing safety for the Town citizens; and,

**WHEREAS**, Mr. Thompson’s example will continue to have a lasting impact on the Town for decades to come; and,

**WHEREAS**, on the occasion of his retirement from the Town, Christiansburg Town Council wishes to recognize Mr. Thompson’s contributions to our community.

**NOW THEREFORE BE IT RESOLVED** that Christiansburg Town Council meeting in regular session June 14, 2022, adopts this resolution in recognition and appreciation for the achievements of Gratton Thompson for his service to the Town of Christiansburg. We further extend best wishes to Mr. Thompson in his retirement.

AYE

NAY

ABSTAIN

ABSENT

D. Michael Barber, Mayor\*

Samuel M. Bishop

Johana Hicks

Tanya Hockett

Casey Jenkins

Henry D. Showalter

Tim Wilson

\*Votes only in the event of a tie.

\_\_\_\_\_  
Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor



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

**AGENDA LOCATION:**

Consent Agenda

**Meeting Date:**

June 14, 2022

**ITEM TITLE:**

Contract with A. MORTON THOMAS AND ASSOCIATES, INC., d/b/a AMT for Professional Engineering Services on the College Street Drainage Improvements Project in the amount of \$300,875.00.

**DESCRIPTION:**

Award of a contract in the amount of \$300,875.00 to A. MORTON THOMAS AND ASSOCIATES, INC., d/b/a AMT for Professional Engineering Services on the College Street Drainage Improvements Project.

**POTENTIAL ACTION:**

Approve the proposal with AMT for Professional Engineering Services and authorize the Town Manager to enter into Contract for the referenced Work.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Michael Kelley

**ITEM HISTORY:**

The College Street Drainage Improvements Projects involves addressing localized flooding in the vicinity of College Street from Buffalo Drive to Depot Street. An initial study was completed last year and by direction of the council, the next phase of design was initiated. The RFP for professional services was issued in March 2022 and AMT was the best qualified consultant selected from the proposers. After discussion with AMT, they submitted their fee proposal to compete design on the project. It is stated in the proposal and the contract that any work beyond the 30% design will need to be authorized by the Town prior to proceeding with further work. The initial cost for survey, 30% design and property acquisition assistance is \$197,662.00.

**Information Provided:**

Draft Contract

<https://christiansburg.box.com/s/srbcxq76duciwqfdi7bjvu4lrbtnoxgxx>



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

**AGENDA LOCATION:**

Discussion/Action

**Meeting Date:**

June 14, 2022

**ITEM TITLE:**

Town of Christiansburg 2022-2026 Community Development Block Grant Consolidated Plan and 2022 Annual Action Plan

**DESCRIPTION:**

The Town received an email from HUD on June 1, 2022 that the Plan Year 2022 which stated the allocation would be \$125,664 this year based on their formula. This is an increase from the expected amount and the \$105,947 received last year.

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. Town 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 Annual Action Plan 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:**

Approval.

**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/pixshzt9uny4rfikttw7hn86gawugul0>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**Meeting Date:**

June 14, 2022

**ITEM TITLE:**

Discussion of Sustainability Plan

**DESCRIPTION:**

Administration has been tasked with the development of a Sustainability Plan for the Town as well as exploring options for solar, electric vehicles, and electric vehicle charging stations. A sustainability plan can include these and many more alternatives for sustainability including items such as prohibition of use of certain items on a Town level such as plastic utensils, prohibition of use of certain materials or chemicals (which could include certain pesticides or herbicides, polyurethane, etc.). Some localities, such as Roanoke City, have adopted plastic bag taxes. The Town has done several energy audits through the years in order to help ensure the Town is being efficient and environmentally sensitive and as a result has switched many of our lighting systems to LED lighting.

There may be opportunities for grants for some items such as electric vehicles and electric charging stations and some items may have a long-term potential pay back such as solar or geothermal grids for heating and cooling. Staff believes the payback would be important in the pursuit of such items and would like to gauge the tolerance of Town Council for a potential loss on a particular project (such as geothermal grids), if the project does have a large environmental impact.

I have had some Town Council members mention the potential for a Sustainability Coordinator position and I believe we should form a Sustainability Committee with representation from appropriate staff as a first step.

**POTENTIAL ACTION:**

Additional guidance on any potential sustainability efforts - - we plan for this as a topic at the upcoming Town Council retreat.

**DEPARTMENT:**

Administration

**PRESENTER:**

Town Manager Randy Wingfield



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**Meeting Date:**

June 14, 2022

**ITEM TITLE:**

Discussion of Town Employee Picnic

**DESCRIPTION:**

Town staff is requesting its annual Employee Picnic be moved from Saturday to Wednesday from 11:00 a.m. to 2:00 p.m. to allow all full-time employees to participate. Administration has proposed two options for this:

**Option A:** Town Hall and administrative offices would close during this time, however the Recreation Center and Aquatic Center would remain open for public use and staffed with temporary and part-time employees. Temporary and part-time employees would also rotate to attend the picnic – in shifts. The temporary closure of Town Hall and administrative offices would be publicized through various campaigns, similar to the marketing strategies used during holidays (such as George Washington Day) and closures required during the COVID19 pandemic. This includes digital and print marketing. A notice will be displayed on the front doors of Town Hall indicating payments can be deposited in the drop box and a phone number can be listed for urgent needs. All phone messages left during the two-hour closure will receive a return call prior to the end of the day.

**Option B:** Moving the Employee Picnic from Saturday to Wednesday keeping Town Hall and Administrative offices open and requiring certain staff to rotate individual lunch breaks in order to attend the picnic.

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Staff's request to move the Employee Picnic will:

- Allow more employees to attend while they are already at work rather than having to come back on a weekend
- Connect employees from various departments, building relationships and encouraging employee morale
- Bring interactive employee development opportunities such as a slips, trips and fall simulator; various virtual reality experiences; K9 demo; etc.
- Unique employee recognition superlative awards are being considered to promote a positive work culture. Examples include *Most Likely to See the Positive*; *Most Likely to Generate Creative Ideas*; *Most Likely to Remain Calm in a Crisis*; *Most Likely to be Prepared for Anything*; etc.

**POTENTIAL ACTION:**

Approval from Council for Town Staff to move its annual Employee Picnic from Saturday to Wednesday from 11:00 a.m. to 2:00 p.m. to allow all full-time employees to participate.

**DEPARTMENT:**

Administration

**PRESENTER:**

Town Manager Randy Wingfield

**ITEM HISTORY:**

In the past, the Town has held its annual Employee Picnic on Saturday. Attendance is typically 20-25% for these events on Saturday. In the past, the employee Picnic has not provided informational and educational opportunities, as planned for this year.