



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
SEPTEMBER 13, 2022 – 7:00 P.M.

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

The meeting will be streamed live on the Town of Christiansburg's YouTube page at www.christiansburg.org/YouTube and will remain on the Town's YouTube page once the meeting concludes.

If you do not want or cannot attend the meeting in-person, there are several contactless methods for submitting public comment. To submit public comments, please visit www.christiansburg.org/publichearings. You may also leave a voicemail with your comments at 540-382-6128, ext. 1109; mail a letter to Town Hall, ATTN: Town Council, 100 E. Main St., Christiansburg, VA 24073; use the drop box to the left of the front doors at Town Hall to leave a letter; or email info@christiansburg.org. Regardless of the method you use, please include your full name and address with your comments. Please provide comments prior to 6:00 p.m. on Tuesday, September 13, 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 (none)

IV. CONSENT AGENDA

- A. Approval of Minutes of August 23, 2022
- B. Contract with Southern Air, Inc. for heating, ventilation, air conditioning and refrigeration maintenance services for Town building for 2 years at \$64,440 per year
- C. Contract with Boxley Materials Company for construction of the primary extension paving for Roanoke Street from US 460 Bypass Interchange to Tower Road intersection in the amount of \$1,048,000.00
- D. Contract Amendment #1 with Hurt and Proffitt, Inc. for professional engineering services for Buffalo Water Tank Replacement in the amount of \$158,950.00

V. INTRODUCTIONS AND PRESENTATION

- A. Executive Director David Rotenizer of the Montgomery County-Blacksburg-Christiansburg Regional Tourism Office to present update on programs and activities

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

- A. Bishop and Hockett – Street Committee Report/Recommendation
 - 1. Plat Showing Property Line Vacation and Replat of Portion of Public Utility and Drainage Easement for Tax Map Nos. 466-((22))-4 and 466-((22))-6 on Akers Farm Road NE
 - 2. Plat Showing a new 6-foot-wide public sidewalk easement to be dedicated on Tax Parcel No. 501 ((1)) 26B along Patricia Lane SE

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Downtown Christiansburg, Inc. to request street closure for the Food Truck Rodeo on Saturday, October 1, 2022 from 12:00 p.m. until 11:00 p.m. for W. Main Street (from Franklin Street to Dunkley Street) and Hickok Street (from Commerce Street to First Street)
- B. Resolution for Boundary Adjustment of 5.57 acres located on Houchins Road, N.E. to become unincorporated Montgomery County. The Public Hearing was held August 23, 2022.
- C. Coordination of Town Council meeting schedule for the second Tuesday in November 2022 (November 8 – Election Day holiday), the fourth Tuesday in November 2022 (November 22 – Thanksgiving week), and the fourth Tuesday in December 2022 (December 27 – Christmas week)

D. Town Economic Development Position (Jenkins and Wilson)

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

September 27, 2022, 7:00 P.M. – Regular Meeting
October 11, 2022, 7:00 P.M. – Regular Meeting

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
AUGUST 23, 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 AUGUST 23, 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; Town Attorney Reid Broughton; Executive Assistant/Clerk of Council Tracy Heinline; Assistant Town Manager Andrew Warren; Finance Director Valerie Tweedie; Public Works Director Jim Lanciañese; Superintendent of Public Works, Streets Travis Moles; Chief of Police Mark Sisson; Engineering Director Mike Kelley; Public Relations Director Christina Edney

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

No adjustment of the agenda.

III. PUBLIC HEARINGS

- A. Resolution for Boundary Adjustment of 5.57 acres located on Houchins Road, N.E. to become unincorporated Montgomery County

Christine Waltz, 1370 Rigby Street, expressed her concern with the boundary adjustment at Houchins Road and questioned how this would benefit the residents of Christiansburg. Mrs. Waltz questioned the loss of property tax and revenue for the Town due to the land becoming unincorporated and asked how this benefited the citizens of Christiansburg. Mayor Barber noted that this boundary adjustment had been brought before Council at the request of the owners of the Houchins Road property.

John Neel, Foresight Design Services, addressed Council and touched on several key points concerning the boundary request. Mr. Neel explained that the portion of the property nearest Roanoke Street had received uncontrolled fill over the years and the hope was to align the corporate boundary line closer to the base of the control fill. Mr. Neel explained this would place the proposed corporate boundary line on the overall property to allow for future development on the right and left sides of the proposed corporate line. He expressed that the property with the uncontrolled fill was at an upper elevation that could eventually access the sanitary sewer in the Industrial Park which goes to the Teel Street pumpstation. Mr. Neel added the other portion of the property was at a lower level and could be accessed through gravity sewer to tie in at the Walnut Creek housing subdivision located within the County and explained the sewer that goes to the Walnut Creek pumpstation was County sewer. Mr. Neel noted that bringing all the property into the Town would be an excess of work because of sewer service and that could require building another pump station. He explained that a subdivision plat had been submitted to the Town and the County to adjust the property boundary line with the proposed corporate boundary line adjustment.

IV. CONSENT AGENDA

- A. Approval of Minutes of August 9, 2022 and August 15, 2022
- B. Monthly Bill List
- C. Resolution recognizing September 4 – 10, 2022 as National Suicide Prevention Week

Councilwoman Hicks made a motion to approve the consent agenda as presented, seconded by Councilman Jenkins. Town Council voted 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. Downtown Christiansburg Inc. to request street closure for the Food Truck Rodeo on Saturday, October 1, 2022 from 12:00 p.m. until 11:00 p.m. for W. Main Street (from Franklin Street to Dunkley Street) and Hickok Street (from Commerce Street to First Street)

Elli Travis, Downtown Christiansburg Inc., referenced a map of downtown Christiansburg and explained to Council how the requested street closures would accommodate the 17 food truck vendors at the upcoming Food Truck Rodeo. Ms. Travis added that several small business sponsors would have tents set up at the event as well. She noted that DCI had worked closely with the Town to remain under the special event grant budget and was looking forward to a great event.

Councilwoman Hicks made a motion to approve the request for street closure for the Food Truck Rodeo on Saturday, October 1, 2022, seconded by Councilman Showalter.

Councilman Bishop inquired if a vote was needed from Council at this time and noted that generally Council waits two weeks to vote and would like to stay consistent with that. Councilman Wilson agreed with Mr. Bishop and expressed that it is important to stay consistent and give the public sufficient time to express any questions or concerns concerning a request.

Councilman Showalter and Councilwoman Hicks withdrew their earlier motions and Council agreed to wait two weeks for a vote.

B. Eli Travis of Downtown Christiansburg, Inc. to present on programs and operations

Elli Travis, Downtown Christiansburg Inc. (DCI), presented to Council their organization's vision of downtown Christiansburg and how they were formed. Ms. Travis explained that DCI was a volunteer-led organization, and their programs primarily help downtown businesses and property owners achieve their full potential. She spoke about the Great Little Park on Main; a project supported by a \$3,000 grant from RALLY Southwest Virginia for a small-scale project to strengthen community leadership and explained that the community park was located on West Main Street in Christiansburg. Ms. Travis touched on the Downtown Christiansburg Inc. newsletter and how the newsletter promotes DCI's events downtown. Ms. Travis noted that DCI works closely with several partners in planning events, stormwater beautification, and several non-profit partners such as United Way and MCEAP.

VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, expressed his appreciation to Council for their efforts concerning Community Support Grants and explained he enjoyed seeing Council working together.

VII. COMMITTEE REPORTS

A. Bishop and Hockett – Street Committee Report/Recommendation

1. Plat Showing Right-of-Way Vacation and Easement Dedication on a Portion of North Franklin Street at the intersection of Akers Farm Road, NE at Summit Community Bank, 100 Akers Farm Road, NE

Councilman Bishop explained to Council that in the year 2020 the Town had vacated a portion of the right-of-way adjoining Summit Bank and the plat formerly recognizes the vacation of land to the bank and provides the vacated area with a public utility and easement dedication to the Town.

Councilman Bishop made a motion to approve the recommendation by the Street Committee of the plat showing right-of-way vacation and easement dedication, seconded by Councilwoman Hockett. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

2. Plat Showing Subdivision and Dedication of Public Utility and Sanitary Sewer Easements for Tax Map No. 435-((A)) 43 at the Red Robin Restaurant at 105 Peppers Ferry Road (2 lots)

Councilman Bishop explained that the above lot belonged to an individual property owner and would add a lot line within the area to create a second lot to allow future development of an oil change business. Mayor Barber questioned if this request affected the Red Robin property and the required parking spaces for their business. Assistant Town Manager Warren explained that with the subdivision they would still maintain the minimum number of spaces per Town Code. He noted that he believed there is still a shared parking agreement between the owners of the Red Robin parcel and Uptown Christiansburg parcel. Councilwoman Hicks questioned if there would be sidewalks on the property. Mr. Warren explained that currently sidewalks were not required since there were existing sidewalks along Peppers Ferry Road.

Councilman Bishop made a motion to approve the recommendation by the Street Committee of the plat showing subdivision and dedication of public utility and sanitary sewer easements, seconded by Councilwoman Hockett. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

3. Plat Showing Property Line Vacation and Replat of Portion of Public of Utility Easement for Tax Map Nos. 434-((1)) 2 and 434-((1)) 1 at the intersection of Peppers Ferry Road and Dudley Drive NW at 1210 Peppers Ferry Road

Assistant Town Manager Andrew Warren explained to Council that there were currently two parcels, both owned by the same property owner, and they wanted to vacate the center lot line and become one parcel. He noted there was a public utility easement that runs down the middle of the property line that would be relocated. Councilwoman Hicks asked who created the parcels. Mr. Wingfield explained that the parcels were part of the Belmont Farms Subdivision and it had been common practice to have easements centered on the lot lines with a subdivision for future public utility use.

Councilman Bishop made a motion to approve the recommendation by the Street Committee of the plat showing property line vacation and replat of portion of public of utility easement, seconded by Councilwoman Hockett. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye;

Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

4. Plat of Subdivision for Town Water Tank located on Diana Drive, N.W. (Tax Parcel 525 – ((A)) – 4) (2 lots)

Mr. Warren explained that this was an area of the Kensington Subdivision that had not been subdivided and noted that this plat would create one lot for potential relocation for the mentioned Town water tank. Mr. Warren noted that the purchase of the land located on Diana Drive would be up for discussion later in the agenda.

Councilman Bishop made a motion to approve the recommendation by the Street Committee of the plat of subdivision for Town water, seconded by Councilwoman Hockett. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

5. Roadside memorial signs criteria and application process

Councilwoman Hockett expressed to Council that a request for a roadside memorial sign in Town had been received and that currently the Town did not have an application process for these sign requests. The request was from a family member of a resident who had been in a fatal car accident in Town earlier in the year. Mrs. Hockett explained that several Town staff had produced an application and the Town's Street Committee made a couple changes to defining immediate family members and how that is determined. Mayor Barber explained that these signs would stay up for 2 years and then would be taken down but did add that there could be a request for a 1-year extension. Councilwoman Hockett added that the applicant covers the cost of the memorial sign as well as the installation.

Councilwoman Hockett made a motion to approve the roadside memorial signs criteria and application process, seconded by Councilwoman Hicks. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Purchase of 0.363 acres of Tax Parcel 525 – ((A)) – 4 (Parcel ID 028638) located on Diana Drive, N.W. shown as New Parcel on “Plat of Subdivision for Town Water Tank located on Diana Drive, N.W. (Tax Parcel 525 – ((A)) – 4)” for \$63,000 for replacement of a Town water tank

Councilman Wilson made a motion to approve the purchase of 0.363 acres located on Diana Drive, N.W., seconded by Councilwoman Hockett. Town Council voted as follows:

Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye;
Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

B. Discussion of meeting with Montgomery County

Town Manager Wingfield reported that emergency services, including school resource officers, recreational services, and economic development were discussed at the meeting with Montgomery County. Mayor Barber explained that the Town has requested the County pay half for a new Fire and Rescue building on Roanoke Street that was designed as a five-bay building with three bays for Fire and two bays for Rescue. He noted that the County wishes to staff the Rescue building with their paid staff. Mr. Barber added that it was suggested that the Town finance the emergency services building, and the County reimburse the Town one half of the investment in principal payment every year. He noted that the County seemed receptive with the discussion but there was not a commitment thus far. Mayor Barber added that the emergency building would benefit both the Town and the County residents and stated that both Rescue and Fire would be closer to the citizens for emergency calls.

Mayor Barber spoke about the discussion of school resource officers and that the Town has asked the County for \$265,000 in order to cover salaries and benefits for the three current resource officers. Mr. Barber also noted that the Town asked the County for future costs to be covered for any future resource officers as well.

Mayor Barber also added that the Town had asked for that the County allocate a specific amount of recreation money to come back to the Towns every year for recreational expenses. Mr. Barber added that the Town had also inquired about economic development in the areas in the Industrial Park.

Councilman Showalter asked about a timeline for a final commitment from the County. Mayor Barber answered that it should be within the next couple weeks and added that preliminary research had been done for the emergency services building and he felt that there was good support for funding for resource officers. Councilwoman Hicks added that she would like to see the Town be a part of the County's agenda in the near future.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield reported that the Montgomery Board of Supervisors was considering lowering the personal property tax assessment due to the significant increase in vehicle values. Mr. Wingfield explained that the Town uses the County assessment for personal property and noted the Town assessment is a rate of .45 cents per one hundred dollars in assessed value. He explained that the County is proposing to lower the assessment, not the rate, which means Town Council would not need to act but the Town would receive less funds. Councilwoman Hicks questioned how much the Town would lose if the assessments were lowered. Mr. Wingfield explained that it would be roughly last year's

receipts since vehicles prices have gone up in the last year. Mr. Wingfield stated there was no need for Council action at this time, but that he thought they should be aware.

Mr. Wingfield also reported that the Dialogue on Race would be held Saturday, August 27 from 4-6 p.m.

Mr. Wingfield included in his report that the previously discussed water tank at Diana Drive had been mentioned as a possible branding opportunity and asked Council to think about a custom design. Councilwoman Hicks wondered if it would be appropriate for the Public Arts Advisory Committee to possibly provide the funds for a design.

B. Town Attorney – no report.

C. Other Staff – no report.

X. COUNCIL REPORTS

Councilman Showalter reported that at a previous Council meeting he had talked about the Eagle Scouts that had worked on projects within the Town. He noted that Ian Abbott worked on building a picnic shelter at the new Christiansburg Huckleberry Park, John Fox has worked on building a gazebo that will be put in place near the Hilltop Pavilion at the new park, and Paulos Gorzycki will be building a storage shed and holding area for sports equipment at Depot Park. Councilman Showalter also noted that he would like to retrieve the names and recognize other scout members for projects that they have done for the Town of Christiansburg.

Councilman Bishop - no report.

Councilwoman Hicks reported that the Central Business Committee would meet August 24th at 12 p.m.

Councilwoman Hocket – no report.

Councilman Wilson reported that both the Regional Commission and Sustainability Committee would meet this upcoming week.

Councilman Jenkins reported that at the Central Business Committee meeting the committee would discuss the façade grants applications.

Mayor Barber reported that the Montgomery Museum of Art & History had hosted a great Heritage Day downtown event Saturday and noted it was well attended.

XI. OTHER BUSINESS

XII. ADJOURNMENT

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August 23, 2022

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:10 p.m.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

September 13, 2022

ITEM TITLE:

Contract with Southern Air, Inc. for heating, ventilation, air conditioning and refrigeration maintenance services for Town Buildings for 2 years at \$64,440 per year

DESCRIPTION:

To issue a contract to Southern Air, Inc. to provide HVACR maintenance services to equipment in all Town Buildings. The cost is expected to be \$64,440 per fiscal year over the term of the contract, which may end on August 31, 2027.

POTENTIAL ACTION:

Approval

DEPARTMENT:

Finance

PRESENTER:

Finance Dir./Treas. Valerie Tweedie

ITEM HISTORY:

The HVACR maintenance is budgeted typically by department each fiscal year. The current contract with Southern Air expired on June 30, 2022. A replacement RFP was issued as a result. This item is for approval of the replacement contract.

Information Provided:

Contract and RFP

<https://christiansburg.box.com/s/a6llqoytjy47an1rf7634nqm0xi8d30>



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

September 13, 2022

ITEM TITLE: Contract with Boxley Materials Company for construction of the primary extension paving for Roanoke Street from US 460 Bypass Interchange to Tower Road intersection in the amount of \$1,048,000.00

DESCRIPTION: This project consists of milling, paving, and striping to current VDOT standards. Roanoke Street will be paved from the US 460 Bypass interchange to the Tower Road intersection. This is paving approximately a 1.3-mile distance of a four-lane portion of Roanoke Street. The project is 100% funded through VDOT's State of Good Repair (SGR) program.

POTENTIAL ACTION: Approve Notice of Award and authorize the Town Manager to enter into Contract for the subject work. VDOT has already given concurrence.

DEPARTMENT:

Engineering

PRESENTER:

Michael Kelley

Information Provided:

Draft Notice of Award

<https://christiansburg.box.com/s/b0h8eb7g2ywjiejx2mf1t8furwbtmrz9>

Detailed Bid Tabulation

<https://christiansburg.box.com/s/6lk4pylw4k33t5quly94um8cl72g4gc7>



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

AGENDA LOCATION:

Consent Agenda

Meeting Date:

September 13, 2022

ITEM TITLE:

Contract Amendment #1 with Hurt and Proffitt, Inc. for Professional Engineering Services for Buffalo Water Tank Replacement in the amount of \$158,950.00.

DESCRIPTION:

Professional Engineering Services to finalize design of the Buffalo Water Tank Replacement project. This contract amendment is supplement to the initial services provided by Hurt and Proffitt, Inc. This contract amendment raises the total value of their contract above \$100,000 (total contract cost \$185,450.00), requiring Council action.

POTENTIAL ACTION:

Approve amendment and authorize the Town Manager to execute this contract amendment on behalf of the Town with Hurt and Proffitt, Inc. for the amount of \$158,950.

DEPARTMENT:

Engineering

PRESENTER:

Mike Kelley

ITEM HISTORY

Hurt and Proffitt, Inc., was contracted to provide design services to replace the existing Buffalo Water Storage Tank on Dianna Drive. The initial contract only provided preliminary engineering to confirm the required size of the tank as well as review options for replacement. Since then, a new site has been selected and final design can commence. This scope provides final design for the tank (to include a design on the tank if desired) as well as construction phase services.

INFORMATION PROVIDED:

Draft Amendment #1

<https://christiansburg.box.com/s/zic6a6cbfabwsqxnqey1d85yztjxsdl4>

Original Contract

<https://christiansburg.box.com/s/9z1p5gejl3kgoqxmhhlaviu95fmepvymd>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

September 13, 2022

ITEM TITLE:

Downtown Christiansburg, Inc. to request street closure for the Food Truck Rodeo on Saturday, October 1, 2022 from 12:00 p.m. until 11:00 p.m. for W. Main Street (from Franklin Street to Dunkley Street) and Hickok Street (from Commerce Street to First Street)

DESCRIPTION:

This is a request from Downtown Christiansburg, Inc. for street closures for the Food Truck Rodeo. This will be the first time the event will be held since 2019 due to the pandemic.

POTENTIAL ACTION:

Final Action

DEPARTMENT:

Administration

PRESENTER:

Town Manager Randy Wingfield

ITEM HISTORY:

Presentation at August 23, 2022 Town Council meeting

ATTACHMENT:

Special Events Application and Map

<https://christiansburg.box.com/s/xmxjdpljdlzbxagw2xp8a4vj4ppvvv3b>



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

AGENDA LOCATION:

Discussion/Action

Meeting Date:

September 13, 2022

ITEM TITLE:

Resolution for Boundary Adjustment of 5.57 acres located on Houchins Road, N.E. to become unincorporated Montgomery County

DESCRIPTION:

The Town has received the application and held the public hearing on August 23, 2022. The County has set its public hearing for September 12, 2022. The attached staff report is based on the criteria established by Town Council at your June 28th meeting.

POTENTIAL ACTION:

Council action

DEPARTMENT:

Administration

PRESENTER:

Town Manager Randy Wingfield

ITEM HISTORY:

Public Hearing held August 23, 2022

ATTACHMENT:

Houchins Road Boundary Adjustment Criteria Staff Report

<https://christiansburg.box.com/s/fdiy02yasrnid0h4rtnfypa29ftao98w>

Resolution for Affirming Boundary Line Adjustment Agreement

<https://christiansburg.box.com/s/sqghimhjpf2uxl7ek9hyz74gs3odxgqk>

Boundary Adjustment Agreement between the Town of Christiansburg and Montgomery County

<https://christiansburg.box.com/s/qrng6nnf69gualf6zzyfc2ez43r9bdq7>

Corporate Boundary Line Exhibit

<https://christiansburg.box.com/s/louilu6xkz3il6hhbi058g2kob6kcrp0>

Corporate Boundary Line Adjustment Application

<https://christiansburg.box.com/s/7dnnpjx49pse7oy34p2a2hwuhd52xje2w>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

September 13, 2022

ITEM TITLE:

Coordination of Town Council meeting schedule for the second Tuesday in November 2022 (November 8 – Election Day holiday), the fourth Tuesday in November 2022 (November 22 – Thanksgiving week), and the fourth Tuesday in December 2022 (December 27 – Christmas week)

DESCRIPTION:

Town Council had set the second and fourth Tuesday at 7:00 p.m. as the regular meeting dates and times of Council at its January 11, 2022 meeting. The second Tuesday of November 2022 (November 8) is the Virginia and Town holiday of Election Day (and Town Council has traditionally not met on holidays) and the fourth Tuesday of November 2022 (November 22) is the week of Thanksgiving (and this meeting has traditionally been cancelled or rescheduled). Additionally, the fourth Tuesday in December 2022 (December 27) is the week of Christmas (and this meeting has traditionally been cancelled or rescheduled).

The cancellation of both November meetings would create a situation of an extended period without a Council meeting, and this could be problematic for conducting the business of Town Council. Town staff suggests that Council consider cancelling the second and fourth Tuesday November 2022 meetings but scheduling the third Tuesday of November 2022 (November 15) as a Council meeting date to facilitate Town Council business. Town staff believes it would be acceptable to cancel the December 27, 2022 Council meeting if it is the desire of Town Council. Any change to the approved meeting schedule is the prerogative of Council.

POTENTIAL ACTION:

Action by Council

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:

September 13, 2022

ITEM TITLE:

Town Economic Development Position

DESCRIPTION:

Councilman Wilson and Councilman Jenkins requested this item to introduce the idea of a new position that would focus on economic development efforts within the Town of Christiansburg. This item would require a future budget amendment. More information on the potential job duties will be available at the Town Council meeting.

POTENTIAL ACTION:

Discussion

DEPARTMENT:

Administration

PRESENTER:

Town Manager Randy Wingfield