

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
SEPTEMBER 13, 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 SEPTEMBER 13, 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; Clerk of Council/Executive Assistant Tracy Heinline; Assistant Town Manager Andrew Warren; Public Works Director Jim Lancianese; Superintendent of Public Works, Streets Travis Moles; Finance Director Valerie Tweedie; Director of Engineering Mike Kelly

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilman Wilson.

II. ADJUSTMENT OF THE AGENDA

No adjustment to the agenda.

III. PUBLIC HEARINGS

No public hearings.

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

Councilwoman Hicks referenced the contract with Southern Air and suggested that in the future Town employees not be used as references on the applications and expressed that a Town employee was referenced on this occasion. Councilman Showalter inquired if this was a common practice with contracts. Town Manager Wingfield explained that it was not common practice, and that it could be noted as prohibited on the application.

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

David Rotenizer began his presentation to Council by thanking them for the opportunity to speak concerning the Tourism office. Mr. Rotenizer touched on the Tourism's office recently working with Wing delivery service and having marketing items delivered for the Virginia Destination Marketing Organization meeting. He talked about the Tourism program's mission statement and how his own background made him well qualified to implement the mission statement. Mr. Rotenizer focused on tourism support and noted that Montgomery County was the administrative and fiscal agent for the tourism program. He further explained that the tourism program's primary function was to reach out to visitors as well as those yet to discover Christiansburg and promote the Town. He talked about lodging in Christiansburg and how his office was working to promote visits from individuals, not only on weekends, but during the week as well. Mr. Rotenizer touched on the Tourism's forms of marketing and explained there were several means of connecting with the public. He talked about small business collaboration, media tours, and word of mouth marketing. He communicated that the Tourism office had several ongoing projects including website updates, on-boarding new staff, a new office location, and a new digital experience platform (DXP). Mr. Rotenizer expressed that the Tourism office was looking into acquiring ARPA funds in the amount of \$180,000 and talked about primary targets for the mentioned funds. He concluded with the Tourism's vision toward 2026, specifically the opportunity to refresh information at the Virginia Tech - Montgomery Executive Airport, a potential mobile visitor center, and attention for the TransAmerica Bicycle Trail's 50<sup>th</sup> anniversary.

Councilman Wilson inquired on a target launch date for the updated website. Mr. Rotenizer explained that they were looking at approximately two months.

Councilwoman Hicks expressed concern that the Town of Christiansburg was not advertised or easily accessed through the Tourism's website or search engines on the web. Mr. Rotenizer expressed that the search engine that Mrs. Hicks was referring to was incumbent upon the businesses and attractions being aware of how to get their events out to the public.

## VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, expressed that the Tourism presentation was nice, but he still felt that the Town spent a great deal of money in that area. Mr. Waltz noted that he had sent an email to Council pertaining to Tourism. He expressed his concern for spending money on renting the Tourism office and felt they should be in the Montgomery County building instead. Mayor Barber expressed that the move to another office was to provide a better public access for customers.

## 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

Councilwoman Hockett explained that the owner at Akers Farm Road would like to vacate a portion of the referenced property and divide it into two parcels. She explained that a public utility easement would be added and combined into one plat. Engineering Director Mike Kelly also added that the current lot was not large enough for what the owner wanted to utilize it for.

Councilwoman Hockett made a motion to approve the Street Committee recommendation of the plat showing property line vacation and replat of a portion of public utility and drainage easement for Akers Farm Road, seconded by Councilman Bishop. 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 a new 6-foot-wide public sidewalk easement to be dedicated on Tax Parcel No. 501 ((1)) 26B along Patricia Lane SE

Councilwoman Hockett explained that this property was previously a daycare that was converted into apartments and is now required have sidewalks along the length of the property. Assistant Town Manager Andrew Warren expressed that the project would likely begin in 3-6 months based on the site plan being ready for approval shortly.

Councilwoman Hockett made a motion to approve the Street Committee recommendation of the plat showing a new 6-foot-wide public sidewalk easement to be dedicated along Patricia Lane, seconded by Councilman Bishop. 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. 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)

Councilwoman Hicks asked if there would be a reschedule of the event if the weather did not cooperate. Elli Travis, Downtown Christiansburg Inc. explained that the following weekend would not be available due to another downtown event. Ms. Travis expressed that the Food Truck Rodeo would be a rain or shine event, but they had included indoor dining in case of bad weather.

Councilman Wilson made a motion to approve the Downtown Christiansburg, Inc. request street closure for the Food Truck Rodeo on Saturday, October 1, 2022, 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.

- 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

Councilwoman Hicks expressed her apprehension for supporting property being unincorporated and noted that the Town benefits from individuals and property being in the Town limits.

Councilwoman Hockett made a motion to approve the resolution for Boundary Adjustment of 5.57 acres located on Houchins Road, seconded by Councilman Wilson. Town Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Nay; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

- 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)

Mayor Barber suggested meeting on November 15<sup>th</sup> and November 29<sup>th</sup>. He also suggested December 13<sup>th</sup> as a potential meeting date for Council. Councilman Showalter agreed with a November 15<sup>th</sup> Council meeting and noted that it could be determined at that meeting whether an additional meeting in the month of November was needed. Mr. Wingfield noted that the Town had to provide three business days' notice to hold a Council meeting.

Councilman Wilson made a motion to approve the cancelation of the November 8<sup>th</sup> and November 22<sup>nd</sup> Council meetings and meet on November 15<sup>th</sup> instead. Council decided to determine at that time if the November 29<sup>th</sup> meeting would need to take place. Council also agreed to cancel the December 27<sup>th</sup> Council meeting due to the Christmas holiday. Councilwoman Hicks seconded the motion and Council voted as follows: Councilman Bishop – Aye; Councilwoman Hicks – Aye; Councilwoman Hockett – Aye; Councilman Jenkins – Aye; Councilman Showalter – Aye; Councilman Wilson – Aye.

D. Town Economic Development Position (Jenkins and Wilson)

Councilman Jenkins explained that a copy of the job description for the potential new position was at each of their chairs. Mr. Jenkins expressed that the said job description had been modeled after a position at the Pulaski Innovation Center. He noted that the position would work within the context of economic development for the Town. Mr. Jenkins explained that not only would this position support new businesses settling in but would also assist the business with building long-term successful relationships within Christiansburg. Councilman Wilson expressed there are currently organizations doing great things for the Town of Christiansburg but that there needs to be a focal point that gathers this information. Mr. Wilson noted the success in Botetourt County where a similar position has improved their County's new businesses from 18 to 98 new businesses. Councilman Wilson expressed that he would like feedback from Council to move forward with implementing this position. Councilwoman Hicks questioned where the money would come from for the potential new position. Mrs. Hicks expressed that she felt the Montgomery County Tourism Office should be handling this type of work.

Councilman Wilson expressed that it should all complement each other but felt that the Town needed one person that could reach out to businesses and recruit more to fill vacancies in the Town. Mayor Barber expressed that he felt this was a valid position, but that Council needs more information on salary, benefits, etc. He also noted that this position would require a budget amendment. Councilman Showalter expressed that he was on board with pursuing a new position and would like to see vacancies in the Town filled. He added that he would like to see more information brought before Council including where the money would be pulled from. Mr. Showalter expressed the need to market this new position and focus on introducing them to the community.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield addressed Council concerning holiday gift cards for Town employees. He explained that typically the employees received gift cards for the holiday season and

would like to give those out again this year. Mayor Barber noted that the gift cards have always been successful over the years and would like for it to continue. Councilwoman Hicks questioned if the Town could include gift cards from local small businesses. Mayor Barber explained that involving local businesses would possibly require visa cards, which could include activation fees and expiration dates. Mr. Wingfield explained that the Town received a discounted rate from the grocery store that comes in at the lowest bid, but it would be subject to taxation. Councilman Showalter expressed support for the gift cards and noted it was tradition for the employees. Councilwoman Hockett agreed with the gift to employees and expressed that it should not be overly complicated. Councilman Bishop and Councilman Wilson agreed as well. Mr. Wingfield added that since there was additional money in the budget, he would like to have a holiday meal for Town employees in December if Council approved as well as purchase shirts and possibly hats. Council approved a holiday meal for Town employees as well as shirts and hats as gifts in addition to the annual grocery gift cards.

Mr. Wingfield reported that at their latest meeting, Montgomery County voted to approve using 80% J.D. Power value for vehicles for personal property assessments. He noted the Town uses the County's assessment and this would mean less revenue for the Town but stated it should match the Town's projections.

Mr. Wingfield also reported that he would send out dates for tours for the Huckleberry Park to Council soon.

Mr. Wingfield asked if Council would like to add a discussion concerning the Tourism Office notification on the upcoming agenda. Town Council agreed that there was sufficient time to place the subject back on the agenda and the item could wait.

B. Town Attorney

C. Other Staff

X. COUNCIL REPORTS

Councilman Showalter - no report.

Councilman Bishop – no report.

Councilwoman Hicks reported that there would be more information to come from the Central Business Committee concerning the scorecards for façade grants.

Councilwoman Hockett – no report.

Councilman Wilson reported that the Sustainability Committee met in August and that the committee had established several goals and now have an idea of what direction they would like to move in. He reminded everyone about recycling plastic bags to provide benches. Mr. Wilson noted that the Rockin' Main Street event would have a place to collect those bags. He added that the committee would also have an incentive month which would push recyclables and noted the economics of paying landfill fees and recycling numbers.

Councilman Jenkins – no report.

Mayor Barber noted that the Virginia Municipal League (VML) Conference would be held October 2<sup>nd</sup>-4<sup>th</sup> and that several Council members would be attending this conference.

Councilman Showalter asked if an update on the Cambria Huckleberry Trail Extension could be provided at the next meeting. Councilwoman Hicks also asked for an update on the bathrooms at Downtown Park.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:22 p.m.

Tracy Heinlein  
Tracy Heinlein, Clerk of Council

D. Michael Barber  
D. Michael Barber, Mayor