



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
JANUARY 10, 2023 – 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, January 10, 2023, 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. Rezoning request by Town of Christiansburg, property owner, to rezone property located at the intersection of Peppers Ferry Road, N.W. and Booker T. Washington Parkway, N.W. (under construction) (Tax Parcel 435 - ((A)) – 3A, Parcel ID 270079), commonly known as “Christiansburg Huckleberry Park”, an approximately 50.539-acre portion from A Agricultural District to R-1 Single-Family Residential District and an approximately 12.25-acre portion of the same property from A Agricultural District to B-3 General Business District. The property is designated as Business/Commercial and Parks/Open Space on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

### IV. CONSENT AGENDA

- A. Approval of Minutes of December 13, 2022
- B. Recognition of Proclamation of January 9, 2023 as Law Enforcement Appreciation Day

### V. INTRODUCTIONS AND PRESENTATION

- A. Roanoke Regional Small Business Development Center Director (RRSBDC) Amanda Forrester and New River Valley Adviser Leo Priddy to present on the SBDC programs and operations

### VI. CITIZEN COMMENTS

### VII. COMMITTEE REPORTS

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

- A. Appointment of Alessandro Pugliese of Sandro’s Pizzeria as Restaurant Representative to the Montgomery – Blacksburg – Christiansburg Tourism Development Council for a two-year term from January 1, 2023 to December 31, 2024
- B. Reappointment of Heather Browning to the Public Arts Advisory Board for a two-year term from January 1, 2023 to December 31, 2024
- C. Certification of Fire Officers
- D. Agreement for Use of the Christiansburg Aquatic Center with Radford City
- E. Town funding of school resource officers in Montgomery County Public Schools (Showalter and Hockett)

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

A. Re-organization for the Year 2023:

1. Town Council election of Vice-Mayor
2. Town Council to set regular meeting dates and times of Council
3. Mayor appointment of Town Council Committees:
  - a. Water and Waste Committee
  - b. Street Committee
  - c. Finance Committee
  - d. Emergency Services Committee
  - e. Central Business District Committee
  - f. Public Health and Welfare Committee – Ad hoc
  - g. Council on Human Relations Committee – Ad hoc
4. Mayor appointment of Town Council Representative to Aquatics Advisory Board
5. Mayor appointment of Town Council Representative to Recreation Advisory Commission
6. Town Council appointment of Committees, Commissions and Boards:
  - a. Town Council Representative to Town Bikeway – Walkway Committee
  - b. Town Council Representative to Montgomery County Chamber of Commerce
  - c. Town Council Representative to New River Valley Regional Commission
  - d. Town Council Representative to Public Arts Advisory Board
  - e. Representative and Alternate to New River Valley Agency on Aging Board
  - f. Representative to Virginia Tech/Montgomery Regional Airport Authority Board

7. [Town Council reaffirmation of Town Council Code of Ethics](#)

8. [Town Council reaffirmation of Town Attorney Engagement Policy](#)

B. Closed Meeting:

1. Request for a Closed Meeting under Code of Virginia § 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting is being held for discussion of personnel, specifically the appointment of officers for the year 2023.
2. Reconvene in Open Meeting
3. Certification
4. Council action on the matters

C. Appointment of Officers:

1. Town Manager
2. Clerk of Council
3. Finance Director/Treasurer
4. Police Chief
5. Town Attorney

XII. ADJOURNMENT

Upcoming meetings of Council:

January 24, 2023, 7:00 p.m. – Regular Meeting

February 14, 2023, 7:00 p.m. – Regular Meeting



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

**AGENDA LOCATION:**

Public Hearing

**Meeting Date:**

January 10, 2023

**ITEM TITLE:**

Rezoning request by the Town of Christiansburg, property owner, to rezone an approximately 50.539 acre portion of the property located on Booker T. Washington Pkwy NW; Tax Parcel 435 - ((A)) – 3A, Parcel ID 270079, commonly known as “Christiansburg Huckleberry Park”, from Agricultural District (A) to Single-Family Residential District (R-1) and an approximately 12.25 acre portion of the same property from Agricultural District (A) to General Business District (B-3).

**DESCRIPTION:**

The purpose of this request is to change the zoning for the park into something more appropriate than the A Agricultural District, and more in-line with the surrounding zoning in consideration of good planning practice. The property will still be developed according to the “Master Plan” for the park, and the use of the property as a park will not change.

The Zoning Ordinance states that agriculturally zoned land is intended to transition to other zoning classifications once non-agricultural uses are found for it. Since the property is no longer being used for agriculture it should therefore be rezoned to something else.

The proposed zoning is for approximately 50.539 acres of R-1 Single-Family Residential, and 12.25 acres of B-3 General Business. The two portions proposed to be B-3 lie on the eastern side of the park and abut other property along North Franklin Street, Bradley Drive, and Peppers Ferry Road which is also zoned B-3. The remainder of the park is proposed to be zoned R-1 Single-Family Residential. This is the same zoning as the residential properties to the west and south and is the lowest intensity zoning district available which is not agricultural.

On November 28, 2022, Planning Commission voted 6 to 0 to recommended to approval of the request.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Benjamin W. Tripp, Planning Director

**Information Provided:**

Planning Commission Minutes

<https://christiansburg.box.com/s/n6bgbgigu776prteiazbdn28fgr9bdpz>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/lz81t0abnw0ijopjq6xpgj6opwma1qro>

Staff Report with maps

<https://christiansburg.box.com/s/lrozeo5i0mqek3ixfc1ndnfy0h6fywny>

Town Council Resolution (draft)

<https://christiansburg.box.com/s/9422td1x6eggaoauoy6mlxwyfp32vxf>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
DECEMBER 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 DECEMBER 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; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Clerk of Council/Executive Assistant Tracy Heinline; Chief of Police Mark Sisson; Finance Director Valerie Tweedie; Director of Fire and Rescue Billy Hanks; Building Official Jerry Heinline; Director of Public Works Jim Lancianese; Assistant Director of Public Works, Streets Travis Moles; Director of Aquatics Terry Caldwell; Director of Planning Benjamin Tripp; Director of Parks and Recreation Brad Epperley; Director of Engineering Mike Kelley

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

Councilwoman Hicks asked if there would be any changes to the minutes of November 15, 2022 due to a citizen concern that several of his comments were left out. Mayor Barber explained that the minutes are not verbatim of every meeting discussion and the minutes of November 15<sup>th</sup> would not be changed.

III. PUBLIC HEARINGS

- A. 2023 Budget amendment #1

Finance Director Valerie Tweedie referenced the 2023 budget amendment handout that she had provided for Council. She noted that the information had been placed on the Town's website and in the local newspaper. Mrs. Tweedie explained that most capital

projects for the Town had rolled over to next year's budget and expressed that there were five new grant awards for 2023 and several operational changes to the budget that were discussed at the previous work session.

B. Christiansburg Huckleberry Park Diamond Sponsorship (Naming Rights)

Mayor Barber explained the Town had not received offers for naming rights for the Huckleberry Park Diamond Sponsorship at this time and inquired if there were any offers at that time. No offers were submitted.

C. Conditional Use Permit request by Burch Properties LLC, property owner, and Montgomery County Moose Lodge #1470, lessee, to allow a lodge on the property located at 1637 N. Franklin Street; upon a portion of Northgate Village Shopping Center, Tax Parcel 466 – ((A)) – 20C, Parcel ID 013214 zoned B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Jack Davis, 1218 Stafford Drive, expressed to Council that he was a lifelong resident of Montgomery County and was in support of the relocation of the Moose Lodge. Mr. Davis explained that the Moose Lodge was paying a high amount to rent their current building at Ridinger Street and beginning January 1, 2023, rent would increase. He added that the move to Franklin Street would allow the business to be more visible to the community and added their current building was somewhat hidden from view. He explained that their current building was too large and had a dance hall and outside shelter that was not being utilized. Mr. Davis concluded that he had met with the Town and had discussed the required steps for relocation.

Councilman Wilson asked how soon they would like to relocate if this was approved. Mr. Davis expressed that since rent would be increasing January 1st they would prefer to move as soon as possible.

Randall Hampton, 1420 Sleepy Hollow Road, asked Council to consider the relocation of the Moose Lodge. He explained that he had raised his family in the area and once he retired, he had searched for a place to do charitable work. Mr. Hampton expressed that the lodge has given out free meals at Christmas Eve to the community and provided take-out dinners during Covid19. He continued to add that the Moose Lodge provided toys for kids in need, hosted bike drives, and just recently hosted a coat drive for the area.

Thelma Harrington, area resident, talked about becoming a member of the Moose Lodge after moving to the area from Smith County. Ms. Harrington explained that she had worked in public service all her life and once retired moved to Elliston to be closer to her family. She expressed that during Covid19 she was invited to join the lodge. She expressed that the lodge gives her an outlet to be a public servant and enjoys working with everyone to give back to the community.

Neal Epperley, area resident and veteran, expressed to Council the contribution that is made to veterans in the area. He explained that the local lodge provides a prime rib dinner annually and the veterans are given a value card. Mr. Epperley explained that the



goal of the Moose Lodge was to provide entertainment, host charities, and be an organization the Town of Christiansburg could be proud of.

Vanessa Easton, Youth Pastor the Catholic Church in Christiansburg, thanked the Moose Lodge for the summer youth camps, the Feed the Hungry Heart Program, and expressed that the lodge was a great place for children in the community to have an outlet and feel protected.

Mr. Jack Davis mentioned two primary charities the Moose Lodge is involved in. The Moose Heart in Chicago that supports children and teens and the Moose Haven in Florida that supports the elderly. He explained that a Moose member could join Moose Haven and live there free of charge.

Casey Harper, 1440 Sherwood Drive, explained to Council she was a travel nurse from Georgia that became a lodge member and expressed that wherever she traveled she could locate a Moose Lodge and feel safe and accepted.

Sharon Perdue, 75 Overland Drive, a Moose Lodge member for over 30 years talked about the Moose Lodge partnering with Safe Surfin' a foundation that informs and educates young people about being cyber smart while online.

Councilwoman Hicks thanked everyone for coming to Council in support of the Moose Lodge. Mayor Barber expressed that having been a member in the past it was great to see all the support for the lodge. Neal Epperley asked if Town Council could vote on the item today so they could possibly relocate before January 1<sup>st</sup>.

Councilman Bishop expressed that Council preferred to stay consistent and typically does not vote on the same night as a public hearing. Councilman Showalter explained that in the past they have felt that by voting on the same night it would not give anyone else an opportunity to voice their opinion before a final vote.

Councilwoman Hicks expressed that she would like to remain consistent and not vote on the same day as a public hearing but noted that she felt this item was different than other public hearings.

Councilwoman Hockett agreed with Mr. Bishop and Mr. Showalter and expressed the need to stay consistent for public hearings. Mrs. Hockett added that she was not aware of any concerns for relocating the lodge and would ultimately vote yes due to the time crunch and inflation in monthly rent.

Councilman Wilson explained that although earlier in the year he had pushed to vote for an item on the same night and received negative feedback from the public he would support the Moose Lodge relocation. Councilman Jenkins recognized that the community response was overwhelming and that he fully supported the relocation of the Moose Lodge.

Councilwoman Hicks made a motion to move item C. concerning the Conditional Use Permit for the Montgomery County Moose Lodge to Discussion and Action by Mayor and

Council (item A.). Councilman Jenkins seconded the motion and Council voted as follows: Bishop – Nay; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Nay.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of the Work Session on November 15, 2022 and the Regular Meeting on November 15, 2022
- B. Monthly Bill List
- C. Award Contract to Jones Road and Bridge, Inc. in the amount of \$1,088,083.11 for Construction of the Roanoke Street Sidewalk Improvements Project at US 460 Bypass Interchange
- D. Set Town Council Public Hearing for February 14, 2023 for a rezoning request by Southwest Investment Co. LLC, Property Owner, and Southwest Excavating, Inc., lessee, to rezone an approximately 1.87-acre portion of the property located at 200 Scattergood Drive, NW, Tax Parcel 496 – 24 – 5; Parcel ID 033540, from B-3 General Business to I-2 General Industrial. The property is designated as Mixed Use with Buffer (Industrial) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilman Bishop made a motion to approve the consent agenda but to modify February 14, 2022 to February 14, 2023 under item D. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Danielle Rock, Veteran Peer Specialist with the Virginia Veteran and Family Support for the Commonwealth, to present on their programs and services

Danielle Rock addressed Council and talked about the Virginia Veteran and Family Support Program and how it connects Virginia's veterans and their families to federal and state benefits, support, and quality care. Ms. Rock explained that there are benefits offices in Wytheville and Blacksburg and the representative's purpose is to help veterans with their service connection disability claims, register for the VA Health Care System, and help request medical records. Ms. Rock talked about the education transition and employment (VEET) which helps veterans with their education, tuition assistance, and advocating for the veterans. Ms. Rock touched on the Virginia Values Veterans Program which is a training and certification program for employers to recognize best practices in recruiting, hiring, and retaining highly skilled and dependable Veterans. She talked about the Veteran Care Centers in the area that provide short-term and long-term care for Veterans. Ms. Rock noted two new Care Centers to open in 2023 in the north region of Virginia Beach. She also spoke about the Virginia Veteran cemeteries and how dependents of Veterans can be buried at the Veteran cemeteries as well at a discounted price. Ms. Rock talked about the Virginia War Memorial and exhibits that honor Virginia

Veterans located in Richmond. She communicated that the Virginia Veteran and Family Support Program focuses on Veteran mental health and behavioral health. Ms. Rock talked about family services that help Veteran families come together and learn about military culture. She talked about Veteran peer services which include peer to peer help with Virginia Veterans and justice for Veterans that have been in prison and have lost benefits. Ms. Rock talked about community outreach through the Veteran program which helps get the word out to the community concerning Veteran military culture.

- B. Presentation of FY 2022 Audit Report to Council by Scott Wickham of Robinson, Farmer, Cox and Finance Director Valerie Tweedie

Scott Wickham addressed Council and referenced the handout given to them. Mr. Wickham went over the opinions and reports in the full comprehensive report. He talked about financial statements and how the Town had provided financial records that were free of any misrepresentations. Mr. Wickham explained that the Town was in good standing and in a very strong position financially with no issues noted. Mr. Wickham noted that the new software for the Town would be beneficial and a better unified system.

Finance Director Valerie Tweedie addressed Council and explained that in the audit report there was functional data that went back ten years. She urged Council to read the letter of transmittal and the MD&A (Management Discussion and Analysis) since it would give them a good summary of the audit. Mrs. Tweedie noted that the audit presentation and the audit report could be found on the Town's website. Mrs. Tweedie also touched on the Town's unassigned fund balance increasing by 1.2 million and noted that the unassigned fund balance according to policy was at 54%. She explained that according to the Town's policy that balance would need to be taken into consideration and stated that 54% was on the high side. Mrs. Tweedie expressed that there are sufficient unassigned fund balances to allocate additional amounts into assigned fund balances for known upcoming major capital projects. She explained that the recommendation was to add funds to the Fire truck reserves, Park reserves, Treatment Plant reserves, Emergency Services project reserves, and finally the Capital projects reserve. She concluded that this would get the Town's fund balance in compliance at 41%. Mrs. Tweedie explained that overall, the revenue numbers were consistently over budgeted and expenditures less than budgeted. She noted that the Town's reserves and liquidity were in excellent condition. Mrs. Tweedie talked about major upcoming projects for 2023 including the new Huckleberry Park, Roanoke Street waterline and paving improvements, College Street drainage and Stone Street drainage improvements, and Cambria Station pedestrian improvements.

Councilwoman Hockett thanked Mrs. Tweedie for her hard work with the budget this year.

## VI. CITIZEN COMMENTS

Ron Fink, owner of Fink Engineering, explained to Council that he represented Donnie Tignor for the conditional use permit at 2095 and 2091 Roanoke Street. He noted that due to illness he

could not attend the previous Town Council meeting and wanted to update Council. Mr. Fink noted that once Mr. Tignor found out there was an issue, he moved to get the special use permit from the Town. He explained that Mr. Tignor was unaware he needed a permit. Mr. Fink expressed that Mr. Tignor has made significant strides to clean up the property. He also noted that Mr. Tignor parked vehicles at the property overnight and stored tools for his use. Mr. Fink concluded that Mr. Tignor donates sealant and striping to resurface the parking lot at the Christiansburg High School every year due to senior class activities in the parking areas.

## VII. COMMITTEE REPORTS

### A. Street Committee Report/Recommendation (Bishop/Hockett):

1. Subdivision Plat of Common Area of 1.983 Acres at Lion's Gate Phase II on Cub Circle Drive NW (creating 2 lots)

Councilman Bishop explained that the area at Cub Circle was currently one large lot, and the owner would like to subdivide it into two lots. Mr. Bishop added that at one time the area had two lots, but water runoff had affected the lot and it had been corrected.

Assistant Town Manager Andrew Warren added that this had been approved by Town Council many years ago and the rules of stormwater had since changed and explained that the need was to have an additional area for stormwater quality purposes.

Councilman Bishop made a motion to approve the subdivision plat of common area at Lion's Gate Phase II on Cub Circle Drive NW. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

2. Plat Showing Boundary Line Adjustment Between Tax Parcel 503-((A))-8, Tax Parcel 503((A))-16, and Tax Parcel 503-((A))-11 at 4050 and 4100 Roanoke Street

Councilwoman Hockett explained that currently these were separate lots and the owners would like to adjust the boundary lines between the three areas.

Councilwoman Hockett made a motion to approve the plat showing boundary line adjustment at 4050 and 4100 Roanoke Street. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

## VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Conditional Use Permit request by Burch Properties LLC, property owner, and Montgomery County Moose Lodge #1470, lessee, to allow a lodge on the property

located at 1637 N. Franklin Street; upon a portion of Northgate Village Shopping Center, Tax Parcel 466 – ((A)) – 20C, Parcel ID 013214 zoned B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilman Jenkins commented that he wanted to see this moved under Discussion and Action by Council due to Council's schedule during the holidays and the urgency described earlier in the meeting by Moose Lodge supporters.

Councilwoman Hicks made a motion to approve the conditional use permit request to allow a lodge on the property located at 1637 N. Franklin Street. Councilman Jenkins seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- B. Conditional Use Permit request by Cole/Burch Properties LLC, property owner, and Donnie Tignor, lessee, to allow a contractor's equipment storage yard on the property located on the northeast corner of the intersection of Simmons Road, SE and Alma Street, SE (unopened), and southeast of 2095 and 2091 Roanoke Street; Tax Parcels 529-1-17, being a portion of Parcel ID 007704; and Tax Parcels 529-1-18 and 529-1-19, being all of Parcel ID 014069; zoned B-3 General Business District. The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held on November 15, 2022.

Mayor Barber explained that the Planning Commission had previously voted 5-0 to recommend denial of this request. Councilwoman Hicks expressed that she would like to have more information from the owner before a final vote.

Planning Director Benjamin Tripp explained to Council that the hope was to approve the aesthetics at the property, but they were aware of the negative comments from citizens. Mr. Tripp noted that there were zoning violations, including the unpermitted usage.

Councilwoman Hicks questioned if Mr. Tignor could possibly come back to Council and explain his progress. Mr. Tripp explained that if this was approved then they would need to prepare plans, have a site plan review, and would need a business license. Mayor Barber noted that they do park vehicles at the location currently and that meant they were currently in violation.

Councilman Showalter inquired how long of a waiting period it would be for Mr. Tignor if this was denied. Mr. Wingfield noted that there were no limitations for conditional use permits but there is a one-year waiting period for rezonings.

Councilwoman Hicks made a motion to approve the conditional use permit request to allow a contractor's equipment storage yard at 2095 and 2091 Roanoke Street. Councilman Wilson seconded the motion and Council voted as follows: Bishop – Nay; Hicks – Aye; Hockett – Aye; Jenkins – Nay; Showalter – Nay; Wilson – Nay.

- C. Reappointment of Sam Bishop as Town Council Representative and Logan Kessinger as Hotel Representative to the Montgomery – Blacksburg – Christiansburg Tourism Development Council for a two-year term from January 1, 2023 to December 31, 2024.

Council thanked Logan Kessinger for everything she has contributed to the community.

Councilman Showalter made a motion to approve the reappointment of Sam Bishop as Town Council Representative and Logan Kessinger as Hotel Representative to the Montgomery – Blacksburg – Christiansburg Tourism Development Council. Councilman Wilson seconded the motion and Council voted as follows: Bishop – Abstain; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- D. Reappointment of Karen Drake-Whitney and Shirley Hallock to the Aquatic Center Advisory Board for a three-year term from January 1, 2023 – December 31, 2025.

Councilman Showalter made a motion to approve the reappointment of Karen Drake-Whitney and Shirley Hallock to the Aquatic Center Advisory Board. Councilman Jenkins seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- E. Reappointment of Diane Fenton, Michael Saylor, James Williamson, and Reba Smart to the Recreation Advisory Commission for a four-year term from January 1, 2023 – December 31, 2026.

Councilman Showalter made a motion to approve the reappointment of Diane Fenton, Michael Saylor, James Williamson, and Reba Smart to the Recreation Advisory Commission. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- F. Reappointment of Richard Caldwell, Chris Pfohl, Bob Poff, and J.D. Price and appointment of Jeff Smith to the Building Code Board of Appeals for a four-year term from January 1, 2023 – December 31, 2026.

Councilman Showalter made a motion to approve the reappointment of Richard Caldwell, Chris Pfohl, Bob Poff, and J.D. Price and appointment of Jeff Smith to the Building Code Board of Appeals. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- G. Reappointment of Felix Clarke to the Planning Commission for a four-year term from January 1, 2023 – December 31, 2026.

Councilwoman Hicks expressed appreciation to Mr. Clarke for everything he has done for the Town.

Councilman Showalter made a motion to approve the reappointment of Felix Clarke to the Planning Commission. Councilman Jenkins seconded the motion and Council voted as

follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

H. Approval of budget resolution for 2023 Budget Amendment #1

Councilman Showalter made a motion to approve the budget resolution for the 2023 Budget Amendment #1. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Nay; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

I. Approval of appropriation resolution for 2023 Budget Amendment #1

Councilman Showalter made a motion to approve the appropriation resolution for the 2023 Budget Amendment #1. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Nay; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

J. On-call pay for Public Works

Councilman Showalter made a motion to approve the on-call pay for Public Works. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

K. Future capital commitment for purchase order for rescue equipment

Councilwoman Hicks expressed that she would vote positively for the purchase of rescue equipment but hoped that the County would help fund this item as well.

Councilman Showalter made a motion to approve the future capital commitment for a purchase order for rescue equipment. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

L. Future capital commitment for purchase order for fire equipment

Councilwoman Hicks reiterated that she would like to see Montgomery County help with this expense.

Councilman Showalter made a motion to approve the future capital commitment for a purchase order for fire equipment. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

M. Discussion of Christiansburg Huckleberry Park Diamond Sponsorship RFP

Town Manager Wingfield explained that the Town did not receive bids for the \$750,000 naming rights for the Huckleberry Park Diamond Sponsorship so he would like to

readvertise it at \$500,000 and remove exclusivity. He added that if Town Council would like to readvertise and remove exclusivity it would free the Town to engage in other marketing.

Councilman Wilson made a motion to readvertise for the Diamond Sponsorship RFP for the Christiansburg Huckleberry Park. Councilwoman Hicks seconded the motion and Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

#### IX. STAFF REPORTS

##### A. Town Manager

Town Manager Wingfield expressed that the holiday employee lunch was well received and appreciated by staff. Mr. Wingfield added that the Christmas at the Market, the tree lighting event before the Christmas Parade, and the Winter Wonderland at the Parks and Recreation Center were all well attended by the community. Mr. Wingfield concluded that the Montgomery County Museum of Art and History sent a thank you letter and gift bag along with a copy of the book of Virginia's Montgomery County and a print of the Courthouse building in appreciation for Town Council's contribution to the museum.

##### B. Town Attorney - no report.

##### C. Other Staff - no report.

#### X. COUNCIL REPORT

Mayor Barber wished everyone a Merry Christmas and a safe holiday season. Mr. Barber commended all staff involved in the recent holiday events. He added that Santa's Coming to Town food drive event had been successful so far and would be continuing through neighborhoods throughout the week.

Councilman Showalter – no report.

Councilman Bishop thanked all staff for their hard work and dedication throughout the year.

Councilwoman Hicks reported that the Agency on Aging had met and talked about the benefits the Town receives from the agency. Mrs. Hicks expressed that they were an impressive group of individuals that continue to serve the communities. She added that last budget year the Agency on Aging provided over 10,000 meals to citizens. She also expressed that she worked with the agency to help translate their booklet from English to Spanish. Mrs. Hicks concluded with appreciation to everyone that was involved in planning events for the holiday season.

Councilwoman Hockett thanked everyone for their work with the events this holiday. Mrs. Hockett congratulated Chief of Police Mark Sisson and Mayor Barber for their recognition at the



Chamber of Commerce this year. She expressed that she has felt very welcomed by Council this year and believes they have made great progress.

Councilman Wilson thanked all the businesses that had been nominated at the Chamber of Commerce and recognized Logan Kessinger, Hotel Representative for her award. Mr. Wilson recognized the Fire Department for the Santa's Coming to Town event and food drive and expressed that the Town was going above and beyond for the community.

Councilman Jenkins also recognized the leadership award presented to Chief Sisson. Mr. Jenkins spoke of the Christmas parade and all the great events around town this holiday season. He thanked Council for a good year and wished everyone a happy holiday.

Mayor Barber noted that he had placed a copy of his response to Montgomery County concerning lack of funding for the Town. Councilwoman Hicks expressed that she would like to meet with the Board of Supervisors in person to discuss these matters.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:56 p.m.

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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*



## PROCLAMATION

### **Law Enforcement Appreciation Day January 9, 2023**

WHEREAS, the service of the men and women of the Christiansburg Police Department and neighboring agencies is essential to the safety of our community; and,

WHEREAS, these officers choose to put their own lives at risk every day in order to protect our roads, schools, workplaces and homes; and,

WHEREAS, these officers foster community spirit by engaging with members of the public through education programs like D.A.R.E. and other initiatives; and,

WHEREAS, National Law Enforcement Appreciation Day is an opportunity to recognize and show our support for the Christiansburg Police Department, neighboring agencies and agencies nationwide;

NOW, THEREFORE I, Mayor Michael Barber, do hereby proclaim January 9, 2023 to be Law Enforcement Appreciation Day throughout the Town of Christiansburg and recognize the efforts of Christiansburg Law Enforcement members in our community.

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Tracy Heinline, Clerk of Council

---

D. Michael Barber, Mayor



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**Meeting Date:**

January 10, 2023

**ITEM TITLE:**

Certification of Fire Officers

**DESCRIPTION:**

Town Council must certify Fire Department Officers per Town Code Sec. 26-85:

**Sec. 26-85. Election and certification of officers; roster of members.**

All officers of the volunteer fire department elected by its members shall be certified to the council immediately after election, together with a complete and corrected roster of the company before they assume the responsibilities of their respective offices.

Town Council certified officers on July 12, 2022, so it is not needed at this time. The next certification is planned for July 11, 2023.

**POTENTIAL ACTION:**

Remove from agenda under Adjustment of the Agenda.

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager

**INFORMATION PROVIDED:**

List of Fire Department Officers

<https://christiansburg.box.com/s/m9n0fncmgrxxc1zoh6kmxn5qrlj8qhhu>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**Meeting Date:**

January 10, 2023

**ITEM TITLE:**

Agreement for Use of the Christiansburg Aquatic Center with Radford City.

**DESCRIPTION:**

The Radford City agreement for use of the Aquatic Center has expired and must come before Town Council for renewal. The terms of the agreement require a \$7,200 payment every six-months (up from \$6,000) for a one-year term (\$14,400 annually total). The Aquatic Center allows up to 200 Radford City citizen visits under the agreement and invoices an additional \$6.00 (up from \$5.00) for each visitor over 200. The proposed agreement is renewable for an additional four (4) one-year terms. Radford City is agreeable to renew under these revised terms.

Aquatics Director Terry Caldwell appreciates the relationship and funding and believes this is a mutually beneficial relationship and administration agrees.

**POTENTIAL ACTION:**

Authorize Town Manager to enter into agreement.

**DEPARTMENT:**

Aquatic Center

**PRESENTER:**

Town Manager Randy Wingfield

**Information Provided:**

Agreement for Use of the Christiansburg Aquatic Center with Radford City

<https://christiansburg.box.com/s/ztkzlu5km75r04tzs8qs3gi4yxxlj29e>



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

**AGENDA LOCATION:**

Discussion and Action/Other Business  
(Reorganization for the Year 2023)

**MEETING DATE:**

January 10, 2023

**ITEM TITLE:**

Appointments (various)

**DESCRIPTION:**

*Citizen Appointments/Reappointments*

We typically advertise for committees when instructed by Town Council, which is usually when there is a vacancy. Historically Town Council has strongly emphasized the importance of good attendance and participation to appointees. Staff has reinforced these values with the boards and committees they serve, and we believe those citizens that want to be reappointed understand the importance of good attendance and participation. Council has typically requested that those being appointed or reappointed attend the Council meeting. All recommended appointees listed on the agenda have been asked to attend if they are able. These include Town Council appointed boards and commissions (<https://www.christiansburg.org/409/Council-Appointed-Boards-Commissions>) and other boards and commissions (<https://www.christiansburg.org/410/Other-Boards-Commissions>).

*Councilmember Appointments*

Some appointments require a Town Council representative and others do not – I have tried to make it clear on the agenda who is appointing, and if it has to be a Town Council representative. For example, the “Representative and Alternate to New River Valley Agency on Aging Board” can be both be Councilmembers, but they could also both be citizens (though they have requested a Town Council representative). The Committees of Town Council are appointed by the Mayor: <https://www.christiansburg.org/176/Council-Committees>.

In Chapter 2 “Administration and Government” of the Town Charter ([https://library.municode.com/va/christiansburg/codes/code\\_of\\_ordinances?nodeId=PTICH\\_CH2ADGO](https://library.municode.com/va/christiansburg/codes/code_of_ordinances?nodeId=PTICH_CH2ADGO)) has information about mayoral appointments of committees and information on appointment of officers and the Vice Mayor.

Christiansburg Town Code Chapter 2 “Administration” Article IV. Boards, Committees, Commissions

([https://library.municode.com/va/christiansburg/codes/code\\_of\\_ordinances?nodeId=PTIICOOR](https://library.municode.com/va/christiansburg/codes/code_of_ordinances?nodeId=PTIICOOR))

[CH2AD](#)) has Division 2. Recreation Advisory Commission and Division 3. Planning Commission with specifics for each.

The Code of Virginia and/or our Town Code also dictate some items like Planning Commission (<https://www.christiansburg.org/159/Planning-Commission>), which must be comprised of 5 to 15 people (required by both Code of Virginia and Christiansburg Town Code). There is not necessarily a limit on some of these committees if they are appointed by the Mayor and/or Town Council, but with some of them there are – like the Planning Commission and Recreation Advisory Commission. You have the option of having a Town Council representative on the Planning Commission. The Recreation Advisory Commission is appointed by the Mayor and must have a Town Council representative and 6-9 citizen members and can include an additional junior member.

**POTENTIAL ACTION:**

Appointment/reappointment of positions

**DEPARTMENT:**

Administration

**PRESENTER(S):**

Town Manager Randy Wingfield

**INFORMATION PROVIDED:**

Town Code Chapter 2 and Town homepage links above



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

**AGENDA LOCATION:**

Other Business  
(Reorganization for the Year 2023)

**MEETING DATE:**

January 10, 2023

**ITEM TITLE:**

Reaffirmation of Town Council Code of Ethics

**DESCRIPTION:**

Town Council adopted a Code of Ethics on July 17, 2007 and amended and readopted the Code of Ethics on March 10, 2020. The readopted Code of Ethics contains a provision that “The Code of Ethics shall be reaffirmed by majority vote of Town Council each annual reorganizational meeting, typically scheduled the first regular meeting in January.” On February 9, 2021 and January 11, 2022, Town Council approved reaffirming the Code of Ethics.

Town Council may reaffirm the Code of Ethics as it is currently drafted or may make amendments as they see fit.

**POTENTIAL ACTION:**

Reaffirmation or Amendment of Town Council Code of Ethics

**DEPARTMENT:**

Administration

**PRESENTER(S):**

Town Manager Randy Wingfield

**INFORMATION PROVIDED:**

Town Council Code of Ethics

<https://christiansburg.box.com/s/1b5nnq5nq4xpfxcxsc5ls97t6fs3eu>



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

**AGENDA LOCATION:**

Other Business  
(Reorganization for the Year 2023)

**MEETING DATE:**

January 10, 2023

**ITEM TITLE:**

Reaffirmation of Town Attorney Engagement Policy

**DESCRIPTION:**

Town Council adopted a Town Attorney Engagement Policy on August 13, 2019. Staff requests that Council reaffirm the engagement policy moving forward. It has appeared to have worked fairly well over the last three and half years, so staff does not have any suggested changes at this time. If action on the item is taken, Town Council may choose to reaffirm the current engagement policy or may make amendments as they see fit.

**POTENTIAL ACTION:**

Reaffirmation or Amendment of Town Attorney Engagement Policy

**DEPARTMENT:**

Administration

**PRESENTER(S):**

Town Manager Randy Wingfield

**INFORMATION PROVIDED:**

Town Attorney Engagement Policy

<https://christiansburg.box.com/s/qc6kdjc0s2akyk3gg5fbv4exkzxhqep>