



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
FEBRUARY 14, 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 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, February 14, 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 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.

IV. CONSENT AGENDA

- A. Approval of Minutes of January 24, 2023
- B. Resolution recognizing March 21, 2023 as Down Syndrome Awareness Day
- C. Set Town Council Public Hearing for March 28, 2023 for a Conditional Use Permit request by Rockstep Christiansburg LLC, property owner, to allow a carnival from April 29, 2023 through May 17, 2023 on the property located at 782 New River Road, NW (Tax Parcel 435 - ((A)) - 41, Parcel ID 007741) zoned B-3 General Business. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

V. INTRODUCTIONS AND PRESENTATION

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Request for street closure of Hickok Street from W. Main Street to Commerce Street on Thursday, April 27th from 2:00 – 7:30 pm. for the NRV Cares – Spring Family Fun Festival
- B. Discussion of Old Hill School Community Center request to reallocate approved Community Support grant
- C. Memorandum of Understanding with Montgomery County regarding acceptance of the Parkway Drive Extension
- D. Budget Amendment #2
- E. Assignment of unassigned fund balance

- F. Taxing Authority Consulting Services, P.C. (TACS) agreement for collections of old receivables for real estate and personal property tax
- G. Ordinance regarding Designation of Town Police Enforcement of Trespass Violations
- H. Plaque or other memorialization at Christiansburg Huckleberry Park
- I. Resolution regarding Town of Christiansburg's 2023 Legislative Positions

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

February 28, 2023, 7:00 p.m. – Regular Meeting
March 14, 2023, 7:00 p.m. – Regular Meeting



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

AGENDA LOCATION:

Public Hearing

Meeting Date:

February 14, 2023

ITEM TITLE:

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.

DESCRIPTION:

As a result of plans submitted to the Town for an expansion it was determined that the contractor's equipment storage yard would use a portion of the property which is zoned B-3. Since contractor's equipment storage yards are not allowed in B-3 without a Conditional Use Permit, and because the rest of the parcel is zoned I-2, and because split-zoning property is not good planning practice, the Town suggested that the applicant address the zoning before the plans could be approved. Therefore, the applicant is requesting this change to I-2 to allow the existing contractor's equipment storage yard to expand and to operate on this portion of the property as a by-right use.

On January 30, 2023, 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/xmgx6pizq34ce0fp8w7064199s8s9clf>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/hsqhfcg0sai6vw33suvrxukoxg7pszhn>

Staff Report with maps

<https://christiansburg.box.com/s/a3q2pu6tfvvvvqz1af14fhmxe68k006z>

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
JANUARY 24, 2023 – 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 JANUARY 24, 2023, AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Samuel M. Bishop; Tanya Hockett; Casey Jenkins; Henry Showalter; Tim Wilson. COUNCIL MEMBERS ABSENT: Johana Hicks

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Clerk of Council/Executive Assistant Tracy Heinline; Finance Director Valerie Tweedie; Planner II Jude Cochran; Police Chief Mark Sisson

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Mayor Barber.

II. ADJUSTMENT OF THE AGENDA

No adjustment to the agenda

III. PUBLIC HEARINGS

No public hearings

IV. CONSENT AGENDA

- A. Approval of Minutes of January 10, 2023
- B. Monthly Bill List
- C. Contract with A. Morton Thomas and Associates, Inc. for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task

order and not to exceed \$2,500,000 per annual contract term. Contract shall be eligible for three additional one-year term renewals.

- D. Contract with Century Engineering, LLC. for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term. Contract shall be eligible for three additional one-year term renewals.
- E. Contract with McDonough Bolyard Peck, Inc. dba MBP for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term. Contract shall be eligible for three additional one-year term renewals.
- F. Contract with Rummel, Klepper, & Kahl, LLP for Construction, Engineering, and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term. Contract shall be eligible for three additional one-year term renewals.
- G. Contract with Whitman, Requardt, & Associates, LLP for Construction, Engineering, and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term. Contract shall be eligible for three additional one-year term renewals.
- H. Set Town Council Public Hearing for March 14, 2023 for a Conditional Use Permit request by SHAH Development, LLC, property owner, to allow a contractor's equipment storage yard on the property located at 1130 Cambria Street, NE (Tax Parcels 497 - ((2)) - A and B; Parcel IDs 018651 and 120350) zoned B-3 General Business. The property is designated as Downtown/Mixed Use and Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilman Bishop made a motion to approve the consent agenda as presented, seconded by Councilwoman Hockett. Town Council voted as follows: Bishop – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

Mayor Barber introduced Alessandro Pugliese, owner of Sandro's Restaurant in the Marketplace, as the newest member and Town representative to the Montgomery Regional Tourism Development Council.

V. INTRODUCTIONS AND PRESENTATIONS

- A. David Rotenizer Executive Director, Blacksburg – Christiansburg – Montgomery County Regional Tourism to update Council

Mr. Rotenizer addressed Council and spoke about the updates to the tourism website and noted the additional section of area parks that had been added at the request of

Town Council. He further explained that direct links and descriptions of each of the parks had been included on the website as well. Mr. Rotenizer introduced Cheyenne Kees, Tourism Program Assistant, and noted that she had played a critical part in the updating and programming of the website. Mr. Rotenizer further noted that tourism had relaunched their social media platforms and were currently posting one to two posts per week on Facebook and Instagram. He touched on the collection of photo assets on their website and explained that they continue to add content to the program periodically.

Mr. Rotenizer talked about the upcoming update to the DXP (Digital Experience Platform) and explained that this section would automatically update their daily events and activities calendar, as well as business listings every 72 hours. He talked about the American Rescue Plan Act funds from Montgomery County that had been transferred to the tourism office and how those funds had helped with furthering marketing production. Mr. Rotenizer expressed that an outdoor recreation and sports asset inventory would be conducted to help perform an audit of what they have and how to better market and prepare the tourism assets that are related to outdoor recreation and sports. He continued to talk about marketing and visitor guides that would be designed in-house as well as new content in the guides that would include public art, park information, and QR codes that would help visitors navigate the area. Mr. Rotenizer noted that these new guides could be expected by April of this year. He talked about working with their New River Valley partners and securing state funding for several of the upcoming projects mentioned.

Councilman Bishop inquired about the DXP program and how the area events were entered into their system. Mr. Rotenizer explained that a geo fence would be positioned around the county and the software system would look at different programs in the area which would automatically populate the events section. He explained that the businesses would need to be responsible for placing their businesses on Google Places and their events on Facebook or Eventbrite for the DXP to pull that information.

VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, thanked the Council members that had voted in favor of suspending funding for school resource officers. Mr. Waltz expressed that Montgomery County owns the schools and he expressed his opinion that they should ultimately be responsible for the salaries of the resource officers.

VII. COMMITTEE REPORTS

A. Street Committee Report/Recommendation (Bishop, Hockett)

1. Plat Showing Subdivision of Tax Parcel No. 558-((A))-12 at 295 Jones Street, S.E. (creating 1 parcel)

Councilman Bishop explained the subdivision for 295 Jones Street, S.E. would create two parcels.

Councilman Bishop made a motion to approve the recommendation by the Street Committee to subdivide the parcel at 295 Jones Street, S.E., seconded by Councilwoman Hockett. Town Council voted as follows: Bishop – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

2. Plat Showing Subdivision of Tax map No. 435-((10))-A at the future Clifton Town Center on Peppers Ferry Road, N.W. (creating 1 parcel)

Councilwoman Hockett explained the subdivision for this location would create two separate parcels.

Councilman Showalter inquired about the development (ingress and egress) of a road down through this parcel to connect to Majestic Drive. Assistant Town Manager Warren explained there would not be a public street but there would be a light at Stafford Drive and Peppers Ferry Road planned for a future installation date. Mr. Showalter noted that the town should be continually proactive to make sure that Majestic Drive and Stafford Drive, that are currently heavily traveled have ingress and egress to address congestion issues.

Councilman Showalter explained that he would abstain from voting due to living in the area.

Councilwoman Hockett made a motion to approve the recommendation by the Street Committee to subdivide the parcel at the future Clifton Town Center on Peppers Ferry Road, N.W., seconded by Councilman Bishop. Town Council voted as follows: Bishop – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Abstain; Wilson – Aye.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Rezoning request by Town of Christiansburg, property owner, to rezone an approximately 50.539-acre portion of the property located on Booker T. Washington Parkway, NW; Tax Parcel 435 - ((A)) – 3A, Parcel ID 270079, commonly known as "Christiansburg Huckleberry Park", from A Agricultural District to R-1 Single-Family Residential District and an approximately 12.2-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. The public hearing was held January 10, 2023.

Councilman Bishop explained that there were no intentions of placing homes on this property. Mr. Wingfield explained that the R-1 portion is the Huckleberry Park and the B-3 portion would be the three out parcels and the property on the western side of the connector route.

Councilman Bishop made a motion to approve the rezoning request located at Booker T. Washington Parkway, N.W., seconded by Councilwoman Hockett. Town Council voted as follows: Bishop – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

- B. Assignment of Terms for New River Valley Passenger Rail Station Authority representatives Michael Barber and Randy Wingfield

Mr. Wingfield explained that both he and Mayor Barber were current members of the NRV Passenger Rail Station Authority and added that Christiansburg had been chosen for the future site for the passenger rail station. He explained the provision in the state code reads the board may stagger terms if they desire and that the Board has elected to do so, therefore one of the initial 4-year terms needs to be 2 years initially. Mr. Wingfield added that Mayor Barber would take the initial 4-year term and he would take the initial 2-year term.

Councilman Wilson made a motion to approve the assignment of terms for Mayor Michael Barber (4-year term) and Town Manager Randy Wingfield (2-year term) to the New River Valley Passenger Rail Station Authority.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield reminded Council of the financial disclosure forms due February 1st.

B. Town Attorney – No report

C. Other Staff – No report

X. COUNCIL REPORTS

Councilman Wilson reported that at the January 23rd Emergency Services Committee meeting it was agreed that a subcommittee be formed to look over a proposal to Council for a new fire station. Mr. Wilson explained that Fire Chief Billy Hanks reported they have completed the new design of fire trucks and an order would be placed by the end of January 2023. Councilman Showalter inquired if there had been any discussion about making the facility a public safety complex that would include rescue and fire together. Councilman Wilson explained that there had been discussion about a room for a police officer or a wing for the police station but ultimately that would be a discussion for the subcommittee and then Council.

XI. OTHER BUSINESS

No other business

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:36 p.m.

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION RECOGNIZING MARCH 15 - 21, 2023 AS DOWN SYNDROME AWARENESS WEEK AND MARCH 21, 2023 AS DOWN SYNDROME AWARENESS DAY

WHEREAS, approximately one in every 800 babies are born with Down Syndrome; and,

WHEREAS, while research and early intervention have resulted in dramatic improvements in the life span and potential of those who are affected, more investigation is needed into the causes and treatment of Down Syndrome; and,

WHEREAS, people with Down Syndrome are active participants in educational, occupational, social, and recreational circles of our communities and possess a wide range of abilities; and,

WHEREAS, individuals with Down Syndrome should have equal opportunity to achieve the universally desired goals of self-fulfillment, pride in their achievements, inclusion in their community, and reaching their fullest potential; and,

WHEREAS, The Down Syndrome Association of the New River Valley Inc. and other agencies in our area have worked for many years to educate and support parents and individuals with Down Syndrome; and,

WHEREAS, Christiansburg Town Council encourages residents to support the Down Syndrome Association of the New River Valley Inc. and all other agencies that support and work with these citizens, families, schools, healthcare professionals, and governments to help create opportunities, raise awareness, and facilitate solutions for these valued members of our community.

NOW, THEREFORE, BE IT RESOLVED that Christiansburg Town Council, meeting in regular session on February 14, 2023, designates March 15-21, 2023 as Down Syndrome Awareness Week and March 21, 2023 as Down Syndrome Awareness Day to encourage our citizens to work together to promote respect and inclusion of individuals with Down Syndrome and to celebrate their accomplishments and contributions to the 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 February 14, 2023, 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.



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

February 14, 2023

ITEM TITLE:

Request for street closure of Hickok Street from W. Main Street to Commerce Street on Thursday, April 27th from 2:00 – 7:30 pm. for the NRV Cares – Spring Family Fun Festival

DESCRIPTION:

This is a request from NRV Cares to host their 2nd Annual Spring Family Fun Festival on Hickok Street from West Main Street to Commerce Street. This is the same footprint as the Farmers Market on Hickok Street. Commerce Street will remain open. As with any street event, the entrances will be protected as required by staff. It is of note that the existing bollard settings at West Main Street and Commerce Street will likely be utilized also.

POTENTIAL ACTION:

Approval

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager

Information Provided:

Special Events Application

<https://christiansburg.box.com/s/x6tkbcdos2mtwgnosog1k4sa9mkudr7x>

Hickok Street Aerial

<https://christiansburg.box.com/s/c223pxyx297p8qecusuv02rh5wfhv9ee>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

February 14, 2023

ITEM TITLE:

Discussion of Old Hill School Community Center request to reallocate approved Community Support grant

DESCRIPTION:

The Old Hill School Community Center Board was awarded an \$11,450 community support grant in the FY 2022-2023 Budget – though please note that the revised request letter mentions \$11,500. The Board is requesting to reallocate the approved funds from the intended purposes of repairing bathrooms and the kitchen to more immediate external needs such as the repairing of broken windowpanes and a wrap. The letter states that the Board's request was necessitated by required repairs pointed out by their insurance company to maintain their policy.

POTENTIAL ACTION:

Discussion and consider action on request

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager

Information Provided:

Old Hill School Community Center Community Support Application

<https://christiansburg.box.com/s/57jyvsq7v9rgghjuc4yox64ztt3bmqy>

Old Hill School Community Center 02-02-2023 letter

<https://christiansburg.box.com/s/djaivqmids9b763itdp2a0i679vf01j>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

February 14, 2023

ITEM TITLE:

Memorandum of Understanding with Montgomery County regarding acceptance of the Parkway Drive Extension

DESCRIPTION:

With the development of the FedEx distribution facility off Parkway Drive, the Montgomery County Economic Development Department desires to apply to VDOT's Economic Development Access Program for a matching grant to extend Parkway Drive in Falling Branch Corporate Park Phase II. The street extension would be from where it currently ends at the entrance to the FedEx facility to the second (and last) pad in this phase of the park. The street extension is proposed to be 2,400 linear feet. The street improvements—along with the County grading the site—will make this the highest-level tier in the site rating system of the Virginia Economic Development Partnership and will make this site more competitive with economic development prospects. This parcel is a 35-acre parcel with a potentially 20-acre graded pad. It could support up to 300,000 square foot building in the future.

This Memorandum of Understanding is required by VDOT as part of the grant application for the Economic Development Access Program and outlines the conditions in which the Town would accept the street for Town maintenance. In turn, the Town would be able to receive funds from the State for the long-term maintenance for this portion of the street. The acceptance of the street for maintenance for the County is similar to the process we would go through for any private developer building a street and requesting us to maintain it. The street will have to meet all Town standards. The Town is not responsible for any construction costs or matching dollars for the grant. As Council may recall, Parkway Drive is planned to eventually connect to South Franklin Street and this extension would be helpful in our goal to have the street closer to connecting to South Franklin Street.

POTENTIAL ACTION:

Discussion and consider approval

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager

Information Provided:

Draft Memorandum of Understanding

<https://christiansburg.box.com/s/19zthpci0pygfaps582652t4s7gm8llq>

Resolution for VDOT Economic Development Access Program for the Parkway Drive extension approved by Montgomery County (1/23/23)

<https://christiansburg.box.com/s/7s19aj8yedu2ea7up2k3pekxmy7vordd>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

2-14-2023

ITEM TITLE:

Budget Amendment #2

DESCRIPTION:

Budget Amendment #2 for budget year 2022-2023

POTENTIAL ACTION:

Formally approve Budget Amendment #2. Like other budget amendments, two actions will be needed:

- (1) Approval of budget resolution for Budget Amendment #2
- (2) Approval of appropriation resolution for Budget Amendment #2

DEPARTMENT:

Administration/Finance

PRESENTER:

Val Tweedie

ITEM HISTORY:

Several items have come before us that require a budget amendment to the current budget year 2023.

The amendment totals \$675,012 in additional appropriations to the FY 2023 budget.

Engineering fees to design the screw pump renovations at the wastewater treatment plant that are in the group of projects for updates and improvements at the treatment plant, \$225,000.

The DEQ consent order has been agreed to at \$49,140 which is not included in the 2023 budget.

Increased electrical bills throughout public works were under budgeted and an additional appropriation is requested of \$30,000 to cover these costs.

Increased postage costs this year additional funding needed for taxes, water, sewer, and solid waste bills \$27,000.

Repairs at the recreation center for the Chiller \$14,000

Aquatics to replace the score boards, one has failed completely and the other has limited replacement parts available. Virginia Tech will pay half the cost to replace both. Half the cost to us is \$93,560. Installation costs are not determined at this time.

Fishing Rodeo for Parks and Recreation raised an additional \$780 and had unused funds from the prior year of \$1,532 to use to cover additional costs of this year's rodeo of \$2,312.

Proposed solar project feasibility study multiple town-owned sites estimated cost to proceed \$100,000.

Equipment & Furnishings, for the new park \$134,000. These were items not identified in the guaranteed maximum price and are appurtenances for the operations of the park. They include pads, pa systems, computers, refrigerators, freezers, stove, goal posts, benches, and tables.

Information Provided:

Resolution to Adopt

<https://christiansburg.box.com/s/8ma5mygkc2d8g4dmazgal79modqs70zi>

Appropriation Resolution

<https://christiansburg.box.com/s/rip4npd528sfyamiu46zuv3gtmyizwyk>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

2-14-2023

ITEM TITLE:

Assignment of unassigned fund balance

DESCRIPTION:

Budget Year 2022-2023 unassigned fund balances

POTENTIAL ACTION:

Formally approve additional assignments of unassigned fund balance in accordance with the Town's fund balance policy.

DEPARTMENT:

Administration/Finance

PRESENTER:

Val Tweedie

DESCRIPTION

To comply with the Town's fund balance policy, we have excess funds in our unassigned fund balance after budget amendment #2 that should be assigned to upcoming commitments. It is recommended that it be assigned as follows:

Fire Truck Reserve	\$1,350,000	cover future commitment on purchase order
Park Reserve	4,000,000	cover our commitment on the park until lot are sold and sponsorships realized
Solid Waste Truck Reserve	700,000	to replace 2 of our solid waste trucks
Capital Projects Reserve	400,000	Other major needs as required

This will leave our fund balance at 35% of prior year operating costs in accordance with our fund balance policy.

Fund Balance Policy: *The Town shall seek to maintain unassigned fund balance of between 35-40% of all expenditures in the preceding fiscal year. Expenditures shall include operating expenses (excluding capital) of the general fund, permanent fund, and enterprise fund, less any unassigned fund balance in the permanent fund and the enterprise fund. If the unassigned fund balance after conclusion of the annual audit exceeds 45% a review shall be conducted and appropriate actions shall be taken. If the unassigned fund balance is less than 30% a plan shall be developed to restore the reserves in an acceptable manner under the circumstances.*



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

2-14-23

ITEM TITLE:

TACS Agreement

DESCRIPTION:

This is an agreement to turn over collections of delinquent real and personal property taxes.

POTENTIAL ACTION:

Approval of Agreement

DEPARTMENT:

Finance

PRESENTER:

Val Tweedie

ITEM HISTORY:

Taxing Authority Consulting Services, PC (TACS) has an agreement with Montgomery County for the collection of delinquent real and personal property taxes that we have been tagged on with respect to real estate taxes. If the citizen is delinquent with the County and the property goes to auction, then they must also collect for the Town of Christiansburg. However, if the citizen works out a payment agreement with the County, there is no obligation for them to collect for the Town since we are not a party to that agreement, and it does not cover collection of personal property taxes which are the most difficult to collect if they have left the State of Virginia. Personal property tax sunsets after 5 years while real property tax sunsets after 20 years.

During the pandemic many collection processes were put on hold or were ineffective in stimulating payment. Those restrictions have now been lifted and we find that we do not have the resources available to aggressively pursue collections on older accounts. TACS can provide this resource for us at no cost to the Town of Christiansburg. They collect their revenue by adding 20% to 25% of the past due amount to the collection process to be paid by the citizen. The Town would be paid the full amounts it is owed, and the citizen pays for the collection fees.

We would turn over accounts that are 2 or more years delinquent and we would continue collection efforts on the two most recent years. This will still require staff time to interface with TACS to process the accounts but far less than what is needed if we continue collections. Additionally, TACS has more avenues to find taxpayers and pursue beyond the borders of Virginia. Outstanding personal property tax for 2018-2022 is approximately \$900,000 and outstanding real estate tax is approximately \$250,000 (but over half of this is for December 2022 bills).

Information Provided:

TACS Agreement - <https://christiansburg.box.com/s/bukws07e1rvh0nrrzbtgt75voq3956t>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

February 14, 2023

ITEM TITLE:

Ordinance regarding Designation of Town Police Enforcement of Trespass Violations

DESCRIPTION:

This is in response to recent incidents at the Recreation Center and the need to issue trespass violations against a limited number of guests. Town staff is proposing to formally designate the Police Department as a "person lawfully in charge of the property" for the purpose of forbidding another to go or remain upon such real property, as specified in the designation." It is required to take this step per state code to pass an ordinance officially making this designation and to have this designation in writing and on file at the Police Department. This will pertain to all Town properties including the Recreation Center, Aquatic Center, and parks. The issuing of no trespass notices is not something that neither Department Heads nor I take lightly, however in limited instances it is necessary to ensure our families have welcoming and safe places to visit and recreate. In most instances, an issued no trespass notice would apply to only the recreation center, the aquatic center, and the Town parks and would be valid for one year.

POTENTIAL ACTION:

Discussion and consider action of Ordinance

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager

Information Provided:

Ordinance Allowing Designation of Police to Enforce Trespass Violations

<https://christiansburg.box.com/s/wxiou2vecljw4lq3lhluco81m6z6l8a>

Draft Designation of Police Department to Enforce Trespass Violations Letter

<https://christiansburg.box.com/s/668waosbwn1cmi5ld4hgpwc2zn5lkbol>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

February 14, 2023

ITEM TITLE:

Plaque or other memorialization at Christiansburg Huckleberry Park

DESCRIPTION:

With the dedication of a Town building or facility, typically a plaque has been installed commemorating the Town Council and staff. Attached are examples of existing Town plaques. Each plaque is different. For instance, the plaque in front of Town Hall has a brief inscription that reads "Dedicated to the Citizens of Christiansburg by the Mayor and Town Council" before listing the Councilmembers and the Town Manager at the time. See attached photos. The discussion is intended to gather Council's feedback on how they would like to move forward, including desire for such memorialization as well as potential design and location. This would also be an opportunity to discuss any other memorialization instead of a plaque at the park.

POTENTIAL ACTION:

Discussion and Direction to Town Manager

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager

Information Provided:

Town plaque examples

<https://christiansburg.box.com/s/sfv4plclfsgjukn3ipdt6ak9iyvts7z9>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

February 14, 2023

ITEM TITLE:

Resolution regarding Town of Christiansburg's 2023 Legislative Positions

DESCRIPTION:

In the past, Town Council has occasionally gone on record to support or oppose specific legislative proposals and put those in the form of a resolution of legislative priorities. The last resolution passed was in 2017. The resolution could be as broad as stating that Town Council's support the Virginia Municipal League's (VML) Legislative Program or detailing specific actions or even specific House and Senate Bills. After mentioning this to Council in an update, I have not heard any suggestions for specific actions or bills to include. Attached is a proposed resolution stating general positions, as well as support for VML's Legislative Program. There are several VML positions that more directly related to us as a Town than others, so these are listed individually in the resolution.

POTENTIAL ACTION:

Discussion

DEPARTMENT(S):

Administration

PRESENTER:

Randy Wingfield, Town Manager

Information Provided:

Resolution Setting Forth the Town of Christiansburg's 2023 Legislative Positions

<https://christiansburg.box.com/s/3mqvg7a8wfd6yzql47emgiheldtpexv2>

2023 Virginia Municipal League Legislative Program

<https://christiansburg.box.com/s/u60mdek13ew0i4mm0785hd5f36zoqixy>