



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
APRIL 11, 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, April 11, 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

IV. CONSENT AGENDA

- A. [Approval of Minutes of March 28, 2023](#)
- B. Reschedule public hearing from April 11, 2023 to May 9, 2023 for a rezoning request by Jones Real Estate Investment & Recycling Company, Inc., property owner, to rezone an approximately 1.1-acre portion of a 2.002-acre parcel located between the south side of Scott Street, NE and the north side of Roanoke Street (Tax Parcel 499 – ((A)) – 10, Parcel ID 008134); and approximately 1.21 acres located at 1413 Scott Street, NE (Tax Parcel 529 – ((7)) – A, Parcel ID 008135); and approximately 0.26 acres located adjacent to the east side of 1413 Scott Street, NE (Tax Parcel 529 – ((7)) – 76, Parcel ID 008136) from B-3 General Business District to R-3 Multiple-Family Residential. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- C. Reschedule public hearing from April 11, 2023 to May 9, 2023 for a Conditional Use Permit request by Jones Real Estate Investment & Recycling Company, Inc., property owner, to allow a planned housing development for 49 townhouses on the property located at 1413 Scott Street, NE (Tax Parcels 499 - ((A)) - 10; 529 – ((7)) – A; 529 - (7) - 76; 499 – ((17)) – 48 through 56; 529 – ((7)) – 44 through 47; and 529 – ((7)) - 75; Parcel IDs 008134, 008135, 008136, and 210197) zoned R-3 Multiple-Family Residential. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- D. Reschedule public Hearing from April 11, 2023 to April 25, 2023 for the vacation of unbuilt rights-of-way on Angle Drive, SW (from W. Main Street to First Street, SW); on First Street, SW (from Angle Drive, SW to Chrisman Street, SW); and a remnant piece of right-of-way located off an unbuilt portion of First Street, SW.
- E. Set Town Council Public Hearing for May 23, 2023 for a rezoning request by RWW36, LLC, property owner, and Christiansburg VA (SEQ US Highway 460 and Roanoke) LLC, applicant, to rezone approximately 1.976 acres located at the southeast corner of US Route 460 Bypass and Roanoke Street (Tax Parcel 529 – ((A)) – 48, Parcel ID 230045) from B-3 General Business District to I-1 Limited Industrial District. The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- F. Set Town Council Public Hearing for May 23, 2023 for a Conditional Use Permit request by RWW36, LLC, property owner, and Christiansburg VA (SEC US Highway 460 and Roanoke) LLC, applicant, to allow an automobile body shop on approximately 1.976 acres located at the southeast corner of US Route 460 Bypass and Roanoke Street (Tax Parcel 529 – ((A)) – 48; Parcel ID 230045), currently zoned B-3 General Business and proposed for rezoning to I-1 Limited Industrial. The property is partially designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

- G. Set Town Council Public Hearing for May 23, 2023 for a rezoning request by Shepherd Contracting LLC, property owner, to rezone approximately 2.00 acres located at 4600 Roanoke Street (Tax Parcel 503-(A)-37, Parcel ID 010304) from B-1 Limited Business District to 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.
- H. Set Town Council Public Hearing for May 23, 2023 for a Conditional Use Permit request by Shepherd Contracting LLC, property owner, to allow a contractor's equipment storage yard on approximately 2.00 acres located at 4600 Roanoke Street (Tax Parcel 503 – ((A)) – 37; Parcel ID 010304) currently zoned B=1 Limited Business and proposed for rezoning to B-3 General Business. The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- I. Set Town Council Public Hearing for May 23, 2023 for a Conditional Use Permit request by RWW 36 LLC, property owner, and Denstock LLC, applicant, to allow a planned housing development of 209 multi-family residential dwelling units on approximately 18.77 acres located at the terminus of Farmview Road, NE (all of approximately 14.38 acres identified as Tax Parcel 436 – ((A)) – 41, Parcel ID 017576; an approximately 3.31 acre portion identified as Tax Parcel 436 – ((A)) – 38, Parcel ID 021678; an approximately 0.14 acre portion identified as Tax Parcel 436 – ((A)) – 36, Parcel ID 021677; all of approximately 0.77 acres of Tax Parcel 436 – ((A)) – 37, Parcel ID 032861; all of Tax Parcel 436 – ((A)) – 39, Parcel ID 021679; and all of Tax Parcel 436 – ((A)) – 40, Parcel ID 021680) zoned B-3 General Business. The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- J. Set Town Council Public Hearing for May 23, 2023 for the vacation of an unimproved 0.169-acre portion of the eastern most end of Farmview Road, NE right-of-way
- K. [Contract of Recycling Curbside Pickup with GFL at a rate of \\$4.09 per cart per month](#)

V. INTRODUCTIONS AND PRESENTATION

- A. David Rotenizer Executive Director, Blacksburg – Christiansburg – Montgomery County Regional Tourism to update Council
- B. Human Resources Director Alicia Dials to present regarding Town Wellness Program

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

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

1. Plat showing Gatewood Street Subdivision off Barkwood Street S.E. creating 7 lots and revising Tax Map Nos. 528-((A))91, 528-((45))-15, and 528-((45))-16.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- 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) in the B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held on March 28, 2023.
- B. Reappointment of Barry Helms to the Montgomery Regional Solid Waste Authority Board of Directors with a term of July 1, 2023 to June 30, 2027
- C. Retiree Health Insurance
- D. Fire/EMS Volunteer Accident Insurance
- E. Wellness Program
- F. Budget Amendment #3 for 2023

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

April 25, 2023, 7:00 p.m. – Regular Meeting
May 9, 2023, 7:00 p.m. – Regular Meeting

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
MARCH 28, 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 MARCH 28, 2023, AT 7:00 P.M.

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

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; Aquatics Director Terry Caldwell; Director of Public Works Jim Lancianese; Assistant Director of Public Works, Streets Travis Moles; Director of Engineering Mike Kelley; Director of Planning Benjamin Tripp; Assistant Police Chief Chris Ramsey; Director of Parks and Recreation Brad Epperley; Public Relations Director Christina Edney

REGULAR MEETING

I. CALL TO ORDER

A. Moment of Reflection

Mayor Barber asked everyone to recognize Ann Carter and Donna Christian, two community members that recently passed, and the community in Nashville, Tennessee that had been affected by the school shooting.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilman Bishop.

II. ADJUSTMENT OF THE AGENDA

Town Manager Wingfield announced to Council that agenda presenter Dr. John Dooley would not be attending due to illness.

III. PUBLIC HEARINGS

1. 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) in the B-3 General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Justin Cole, 5311 Indian Draft Road, Covington, Virginia, spoke on behalf of Cole Shows Amusement Company. Mr. Cole explained that Cole Shows has provided entertainment to the community for the last few years at Uptown Christiansburg and appreciated being welcomed into Christiansburg. Councilman Bishop questioned if the carnival would be larger in size this year. Mr. Cole explained that the carnival would be similar to years past.

IV. CONSENT AGENDA

- A. Approval of Minutes of March 14, 2023 and March 20, 2023
- B. Monthly Bill List
- C. Resolution recognizing March 29, 2023 as National Vietnam War Veterans Day
- D. Resolution recognizing April 3-9, 2023 as National Public Health Week
- E. Resolution recognizing April 9-15, 2023 as National Public Safety Telecommunicators Week
- F. Resolution recognizing the month of April 2023 as National Child Abuse Prevention Month
- G. Request approval of purchase order for Caterpillar Skid Steer Loader and accessories for the Huckleberry Park, total cost \$105,530
- H. Task Order with McDonough Bolyard Paeck, INC., for Construction Engineering and Inspections for the North Franklin Bridge Deck Replacement Project in the amount of \$187,829.61.
- I. Task Order with Rummel, Klepper & Kahl, LLP., for Construction Engineering and Inspections for the Town's 2023 Primary Extension Paving Contract in the amount of \$130,945.47.
- J. Task Order with Whitman, Requardt & Associates, LLP., for Construction Engineering and Inspections for the Town's 2023 Annual Paving Contract in the amount of \$100,000.00.

Councilwoman Hicks questioned item G. of the consent agenda and asked if the skid steer loader had been requested by the department or the contractor. Parks and Recreation Director Brad Epperley explained that the Parks and Recreation Department

had requested the piece of equipment and that request had been part of the previous budget amendment.

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

V. INTRODUCTIONS AND PRESENTATIONS

- A. Dr. John Dooley to present on the GO Virginia Region 2 initiative (postponed)
- B. Finance Director Valerie Tweedie to present Fiscal Year 2023-24 Budget

Finance Director Valerie Tweedie addressed Council and referenced the copies of the amended budget explaining that copies would be available on the Town's website. She noted that Council had held a work session on March 20th to discuss the budget and get direction. Mrs. Tweedie further explained that the Town works with six distinct funds and the narrative of those funds were included in the draft copy of the budget. She explained that the real estate taxes are estimated to increase \$200,000 based on the increase to construction and new building and are estimated to increase approximately \$300,000 based on a rate of \$0.14 per \$100 in assessed value. She also mentioned that a water rate increase, deferred from FY 2022-2023, had been proposed in the budget. Councilwoman Hicks questioned the proposed water rate increases. Mrs. Tweedie explained that it was agreed in the recent work session that the increases would be a part of the proposed budget. Mrs. Hicks asked if the water rate increases could be separated from the budget. Town Manager Wingfield explained that water rate increases would require a separate public hearing and vote from Council.

Mrs. Tweedie talked about the reduction of several capital projects going into next fiscal year due to commitments to very large projects over the next couple years from general fund resources. She noted that there were several ongoing and large capital projects in the water and sewer fund and that the Town had received approval for a low-interest loan through the Virginia Resources Authority for projects to upgrade the plant and reduce future possible Department of Environmental Quality violations. Mrs. Tweedie touched on the Storm Water fund and the proposed projects for Hickock Street improvements, the Industrial Park Storm Water Management, and the expansion of the College Street Drainage project. She spoke about the Blacksburg Transit operational increases and the proposed adjustment to available vehicles for the Go Anywhere service during the day. Mrs. Tweedie noted that three new positions had been added to the proposed budget, two EMS positions for Rescue and an administrative assistant for the Fire and Rescue departments. She included that the state was including a 7.0% COLA in the budget and the Town had proposed a 5% COLA and a 2% merit for Town employees. Mrs. Tweedie spoke about the Community Support grants and the proposed amount for those grants in the budget. Mrs. Tweedie explained that the Town would hold a public hearing for both the water rate increases and the tax increase on May 9th. She added that the budget's public hearing would be held on May 23rd. Mrs. Tweedie explained that Council would consider comments from the public hearings and make

any adjustments to the budget that were appropriate, and the final budget must be approved by June 30, 2023.

Councilman Showalter questioned where the funds from the 2% merit increase would transfer to if the Town employee does not qualify for the increase. Mrs. Tweedie explained that the Town takes 2% of employee wages and creates a pool. That pool is then split amongst the employees based on their targeted wage and anything leftover does go back to the Town's general fund. Councilman Showalter suggested Mrs. Tweedie's presented PowerPoint reflect that some employees receive more than a 2% merit. Mrs. Tweedie explained that it does reflect how much is in the budget for increases.

Councilman Showalter inquired if recovery cost from insurance was included in the proposed budget for the Fire Department and if the Town was still looking at a supplemental insurance for that department's volunteers. Mrs. Tweedie noted that \$50,000 was included in the proposed budget for the upcoming fiscal year for the Fire Department revenue recovery. Mr. Wingfield explained that the Town is still looking at supplemental insurance for the volunteers and would come back to Council with more information. Councilman Showalter asked about the tourism information in the proposed budget. Mrs. Tweedie explained that the tourism information was left in the proposed budget not necessarily to go to an agency but it's 85% of the 1% of lodging tax that is supposed to be spent on tourism. Councilwoman Hicks mentioned she would like to see funds go towards the Aquatic Center for holiday decorating. Mrs. Tweedie explained this would typically be a line item that the Aquatics Director would need to include in the budget.

Mr. Wingfield added that the College Street Drainage project was in the proposed budget although the current funding would not allow for the piping of the full channel. He explained that included in the budget would be the upper basin pond and some of tie-in pipes for it. He added that it would enclose some of the cross-channel pipes on College Street and an open section near the middle school, in addition to the pond area itself. He explained this would drastically reduce the flow in the area. Mr. Wingfield added that the downside to this would be the channel would stay wet longer than normal because the pond delays the flow. Councilman Wilson explained that Water and Waste Committee had met previously and had agreed to go with this proposal as a phased effort and explained that this would be phase one of the project. Councilwoman Hicks suggested sending pictures to the County of the Middle School stormwater pond flow of water that runs from the pond to College Street so they could help fund the project. Mr. Wingfield noted that the area at the Middle School had been questioned and a collar had been discussed to restrict the flow to College Street, but it had been concluded in the review that the flow from the Middle School was working as designed. Engineering Director Mike Kelley explained that the pond belongs to the County, and it would be their responsibility to maintain it if work were needed. Mr. Wingfield expressed that the County would more than likely not fund part of the project. Councilman Wilson suggested working through County Administrator Craig Meadows and coming back to Council with more information.

VI. CITIZEN COMMENTS

Shawn Moore, Evans Street, addressed Council and explained he operated a pressure and soft wash service within the County. Mr. Moore expressed that the management of the wastewater was often overlooked in the area and perceived that it can run-off haphazardly. He noted that stormwater management was important to the community, and it was not in the code as to how it could be discharged into the sanitary system. Mr. Moore urged Council to develop a process so that a fee structure could be set up and the Town could be compliant.

Assistant Town Manager Andrew Warren noted that this had been an ongoing project and the Town was looking at the process. Mr. Wingfield explained that there is a list of chemicals and metals that are prohibited from the system and staff would continue to move forward with discussion on the subject.

VII. COMMITTEE REPORTS

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

1. Plat showing new 20-foot public utility easement and new 7-foot public sidewalk easement on Lot 2, Southwest Hospitality Subdivision at 55 Hampton Boulevard NE.

Councilwoman Hockett made a motion to approve the Street Committee recommendation to allow two public easements at 55 Hampton Boulevard NE, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

2. Referral to the Planning Commission to study and make recommendation to the Street Committee for potential changes to the plat review process in Town Code, Chapter 40, Subdivision Ordinance, Section 40-3 and other applicable sections.

Councilwoman Hockett explained to Council that the Street Committee had been discussing ways they could improve the ability for Town staff and Council to make decisions related to subdivision ordinances.

Assistant Town Manager Warren explained to Council that the subdivision ordinance governs and reviews the approval process to adjust or vacate lot lines, dedicate access to utility and storm water drainage through easements, dedicating public streets and other rights-of-way, as well as subdividing one parcel into two parcels or more. Mr. Warren talked about the current review process and explained that the current code reads that Town Council will appoint a subdivision agent to review single lot line revisions and lot line vacations, and work with staff to process them in-house. He noted that the agent can consult with the Planning Commission if there were further questions pertaining to a subdivision. The agent prepares the information, according to law, and then goes before Council for approval.

Mr. Warren discussed the advantages to the current review process. He talked about Council having the opportunity to see part of the development process in open meetings as well as the public seeing part of the administrative review in open meetings. He added that since Council meets twice a month, they can schedule approvals on a timely basis.

Mr. Warren also spoke about the disadvantages of the current review process and explained that the decisions are different than most Council decisions where most decisions are legislative or discretionary, and subdivision issues are administrative. He added that this adds items to Council's workload and many plats are fairly small. Mr. Warren talked about how other surrounding municipalities handle the review process and that it varies across the board with levels of involvement with staffs, the planning commissions, and the governing bodies. He concluded that the Street Committee had discussed this at three previous meetings and the referral that was recommended to the Planning Commission for further study and to ask if certain reviews and approvals should transfer to staff level, what is the threshold of review at the staff level, and for larger subdivisions, what should the review be. Mr. Warren added that part of this referral would be to make these recommendations to the Street Committee for consideration and the bring before Council. Councilman Showalter noted that if a citizen did not agree with a staff member, then that citizen could ultimately bring it before Town Council if they felt the need.

Councilman Jenkins expressed appreciation for the idea of expediting the process and making it more efficient and did not have an issue. Mr. Jenkins did question if the workload for staff would prove to be too much if the process was changed. Mr. Warren explained that staff vets each plat now and this new process would not add to staff's workload. Councilwoman Hicks expressed that she likes the transparency of the process and would not like to see the change. Mr. Wingfield suggested that with the new process it could come back to Council as a consent agenda item instead for Council action.

Councilwoman Hockett made a motion to approve the recommendation by the Street Committee for a referral to the Planning Commission to study and make recommendations to the Street Committee for potential changes to the plat review process in Town Code, seconded by Councilman Bishop. 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. Discussion of Fiscal 2023-24 Budget

Mayor Barber noted that since discussion concerning the budget had taken place previously in the agenda, unless anyone had any objections, he would proceed with staff reports.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield asked Council for their permission to advertise on the Town's digital signs a Christiansburg High School Hall of Fame event to honor initial inductees into the High School Hall of Fame. Councilman Showalter asked if this could be placed on the Town's website as well. Town Council agreed to the digital advertisement.

Mr. Wingfield also added that he had received a request from the Daughters of the Confederacy to place a wreath at the Town Square several times a year moving forward. Mr. Wingfield expressed that he would limit the approval to just a wreath. Council agreed to the placement of the wreath. Councilman Jenkins suggested preparing a written policy for citizens to follow for future placements. Mr. Wingfield noted that he would prepare a written policy and bring it back to Council for approval.

Mr. Wingfield reported that the Montgomery County Museum had requested to use the Town Square for an arts and craft exhibit display. Council agreed.

Mr. Wingfield noted that a public hearing for a street vacation for a portion of Angle Drive and First Street would be held on April 11th as well as a public hearing for the budget and water rates. Council agreed to the public hearings and decided that a potential work session may need take place in April for further discussion of the budget.

B. Town Attorney – no report

C. Other Staff – no report

X. COUNCIL REPORTS

Councilman Bishop reported that Tourism has put out a new bulletin and if there were corrections or questions they should be directed to Mr. Wingfield or himself.

Councilwoman Hicks recognized the 401 Copperhead Robotics team for winning first place at the Glen Allen, Virginia event. Mrs. Hicks asked Mr. Wingfield if there could be a policy or Town Code to help with graffiti and vandalism at businesses in Town. Councilman Showalter noted that even if the Town had an ordinance on graffiti the person that commits the vandalism would still need to be caught and prosecuted before anything could be rectified. Mayor Barber noted that the Town was not allowed to go on private property and fix graffiti but there has been discussion that if the property owner does not fix the graffiti at their property, then the Town could charge a fee for taking care of the graffiti. Councilwoman Hicks expressed that she would like for the Town to help the property owners rather than penalize them for something someone else ruins on their property. Mayor Barber suggested Town staff come together and discuss the graffiti issue in Town.

Councilwoman Hicks also recognized Richard Horne's passing who was an important member of the Town.

Councilman Wilson reported that the Christiansburg Bull and Bones restaurant would be holding a fundraiser on March 30th at 5:00 p.m. and would be serving the Fire Department's award-

winning chili recipe and all proceeds would benefit the Fire Department. Mr. Wilson added that the chili would be a part of the menu at Bull and Bones throughout the spring.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:31 p.m.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

April 11, 2023

ITEM TITLE:

Contract for Waste Industries, LLC (dba GFL Environmental) for Curbside Collection of Recycling

DESCRIPTION:

To approve a contract with Waste Industries, LLC (dba GFL Environmental) who will provide curbside collection of recycling for approximately 7,514 residential customers and 240 commercial customers. GFL Environmental will provide customers recycling carts, needed equipment, expertise, manpower, supervision, materials and supplies, vehicles, and prompt responses and actions to resolve customers' complaints or issues. GFL Environmental will also provide the collection of recycling for the Town's special events.

POTENTIAL ACTION:

Approval

DEPARTMENT:

Public Works

PRESENTER:

Public Works Director James Lancianese

ITEM HISTORY:

Waste Industries, LLC (dba GFL Environmental) is the current provider of Curbside Collection of Recycling for the Town of Christiansburg



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

AGENDA LOCATION:

Discussion/ Action

Meeting Date:

April 11, 2023

ITEM TITLE:

Conditional Use Permit request by **Rockstep Christiansburg LLC, Property Owner**, to allow a Carnival on the property located at **782 New River Road NW**, Tax Parcel 435 - ((A)) - 41, Parcel ID 007741 zoned General Business District B-3. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

DESCRIPTION:

The applicant is requesting a Conditional Use Permit (CUP) to allow a Carnival from April 29 – May 17, 2023. Last year the permit was issued for twelve days, whereas the applicant is requesting nineteen days this year. The applicant typically requests the CUP each year. The applicant states that the location for the carnival will be in the large parking area to the south of the Belk store, near the intersection of Shoppers Way and New River Road.

One public comment has been submitted.

On March 6, 2023, Planning Commission voted 7 to 0 to recommended to approval of the request with the following conditions:

1. A bond in the amount of \$5,000.00 shall be posted prior to final issuance of this CUP to insure adequate cleanup within 48 hours.
2. The carnival shall contact the Montgomery County Health Department for all necessary permits.
3. The carnival shall contact the Town Superintendent of Public Works in regard to water connections for any recreational vehicles, campers, vending areas, etc. A water meter deposit shall be required of the carnival and shall be applied toward usage.
4. The carnival shall provide portable toilets cleaned daily or more frequently as required by Virginia Department of Health standards for its patrons and shall provide holding tanks for septic on all recreational vehicles, campers, vending areas, etc. All holding tank materials shall be properly disposed of.
5. All sanitary and water connections shall be inspected by the Town prior to use and be maintained in a healthy and sanitary manner.
6. The carnival shall provide the Town with a list of all amusement devices including name of ride, manufacturer, and year manufactured.
7. A certificate of inspection for all amusement devices is to be issued by a person certified by the Commonwealth of Virginia to perform inspections of amusement devices prior to opening of the carnival.
8. Efforts shall be made to have all inspection conducted during regular Town office hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.). The carnival shall reimburse the Town of Christiansburg for overtime pay for all inspections made after Town office hours.

9. A permit shall be obtained for each tent and a certificate of fire resistance for each tent shall be provided to the Christiansburg Fire Marshall prior to opening.
10. Proof of financial responsibility in the minimum amount of \$1,000,000.00 per occurrence along with a statement indemnifying the Town of Christiansburg from any liability shall be provided to the Town prior to opening.
11. The carnival operators shall be responsible for disposal of all animal droppings, and these shall not be disposed of in dumpsters, sanitary sewers, or storm water systems.
12. The carnival shall not operate beyond 11:00 p.m.
13. The Carnival shall be required to staff the event with at least two uniformed Christiansburg Police officers during weekdays and four officers during weekend peak hours, with additional officers at the discretion of the Town Manager or Police Chief, and the carnival shall be responsible for paying the overtime rate for each officer.
14. All appropriate state and local revenues including sales tax and meals tax shall be collected and submitted and documentation shall be provided to the Town.
15. This permit shall only be valid during April and May of 2023.

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/3py93gdzygdc4v0eogdtx5kulmyx06ar>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/ayb3ykr45qo86lo0vr6tu2kobggevd53>

Staff Report with maps

<https://christiansburg.box.com/s/2n0ikgaw6nhd7l6ci0wohlypye939byo>

Public Comment Letter

<https://christiansburg.box.com/s/h9r6w44toieqw6vmwxb5s9p9q5hgcrhy>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

April 11, 2023

ITEM TITLE:

Reappointment of Barry Helms to the Montgomery Regional Solid Waste Authority Board of Directors with a term of July 1, 2023 to June 30, 2027

DESCRIPTION:

Former Town Manager Barry Helms has been the Town representative to the Montgomery Regional Solid Waste Authority Board of Directors since March 28, 2017. He is currently serving a three-year term as the Authority Board initiated staggered terms, but the term of the reappointment would be 4 years from July 1, 2023 to June 30, 2027. Mr. Helms is willing to serve the additional term and plans to attend the Town Council meeting on Tuesday.

POTENTIAL ACTION:

Town Council vote

DEPARTMENT:

Administration

PRESENTER(S):

Town Manager Randy Wingfield



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

April 11, 2023

ITEM TITLE:

Retiree Health Insurance

DESCRIPTION:

A presentation was made by the HR Director, Alicia Dials, during the Town Council work session on March 7, 2023, regarding four different options for Town Council members to consider in offering the option of continued health insurance to Town retirees. The consensus of the group was to move forward with more information on option 3, allowing retirees with at least 5 years of service to elect to remain on the Town's group medical insurance with the option of subsidized premiums based on consecutive years of service. A draft policy/procedure has been created for your review and approval.

POTENTIAL ACTION:

Approval

DEPARTMENT(S):

Human Resources

PRESENTER:

Alicia Dials, HR Director

Information Provided:

Retiree Health Insurance Benefits Program policy/procedure for Employee Handbook – DRAFT
<https://christiansburg.box.com/s/iyaz1zbb2onk67r5f3qkqc8jdfird9sp>

Estimated Costs

<https://christiansburg.box.com/s/j6jbpxm5aoxpawgv41blmcvk8skyzoko>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

Meeting Date:

April 11, 2023

ITEM TITLE:

Accident Coverage for Fire & EMS Volunteers

DESCRIPTION:

The Town of Christiansburg currently provides an accident and sickness policy through VFIS for all active Fire and Rescue members. The policy only provides coverage to members during covered activities, such as incidents occurring while on scene of an emergency, during training, while performing normal duties under the direction of an officer, etc. A request was made to the HR Director to get information on a separate accident policy for volunteers that would provide off-duty coverage as an incentive for volunteerism. A quote was received from Colonial Life for accident coverage, both on-duty and off-duty, for volunteers.

The Town is currently paying \$11,775/year for VFIS for volunteers and “career staff”. We are proposing additional coverage for active volunteers that respond to at least 100 calls each year. The quote received from Colonial was \$11.04/month for each volunteer. There are currently 35 Fire volunteers and 7 EMS volunteers but only approximately 20 meet our eligibility criteria of 100 calls over the past 12 months, equating to \$2,649.60. We are proposing to “look back” each year prior to the fiscal year to ensure those volunteers meeting the criteria are enrolled in the coverage.

POTENTIAL ACTION:

Approval

DEPARTMENT(S):

Human Resources

PRESENTER:

Alicia Dials, HR Director

Information Provided:

VFIS Accident & Sickness policy (currently provided to all active Fire & Rescue members)

<https://christiansburg.box.com/s/k3v0g7eapd6b9ew60vogii1rgrdve1ok>

Colonial Life quote for volunteer accident coverage

<https://christiansburg.box.com/s/3wv1xlvcnj10tp80kd6jz1obpz68r1tx>



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

AGENDA LOCATION:

Presentations
Discussion and Action

Meeting Date:

April 11, 2023

ITEM TITLE:

Town Wellness Program

DESCRIPTION:

The Town of Christiansburg has created an Employee Wellness Committee with the goal of developing, implementing, and encouraging employee participation in wellness programs and projects. The Committee created and sent out a survey to get information on employee interests in January of this year. Based on the feedback received, the Committee has drafted a formal wellness points program to encourage an increase in health awareness, as well as motivate employees to develop healthier habits. The proposed program will be called *TOC Wellness - The Place to be a Better You*. By allowing employees to participate in a wellness program, we can help reduce overall health care costs, reduce absenteeism, increase productivity and engagement, increase retention rates, improve employee morale, and attract new employees.

POTENTIAL ACTION:

Approval

DEPARTMENT(S):

Human Resources

PRESENTER:

Alicia Dials, HR Director

Information Provided:

TOC Wellness Points Program- DRAFT

<https://christiansburg.box.com/s/71d5e1qvvdnocx7jli4e48q2o7gy761a>

Employee Wellness Program policy/procedure for Employee Handbook – DRAFT

<https://christiansburg.box.com/s/qa3m2vk6r6ibq6oga8m2bekn7ur01pn3>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

4-11-2023

ITEM TITLE:

Budget Amendment #3

DESCRIPTION:

Budget amendment #3 is to recognize the award of three grants received for which expenditures will occur within fiscal 2023.

First is the award of a grant for Bear Wise Trash Cans from the VA Department of Forestry. This amendment adds the revenue and expenditures for this grant of \$10,000.

Award from the Regional Commission for the gathering spaces grant revenue \$275,000 expenditures \$275,000. We expect a small amount of expenditure in FYE 23 and will rollover the remaining to FYE 2024.

Grant from the Industrial Revitalization Fund Planning grant for Christiansburg Institute in which the Town will act as the fiscal agent. Revenue \$60,000; Expenditures \$60,000.

Request by engineering to pull forward \$75,000 of the funding in FYE 24 to FYE 23 to start the engineering work on the Arrowhead sewer project.

POTENTIAL ACTION:

To formally approve Budget Amendment #3

DEPARTMENT:

Administration/Finance

PRESENTER:

Val Tweedie

Information Provided:

Appropriation Resolution Budget #3

<https://christiansburg.box.com/s/8rh0iestn27ab0icy5zglth2kzyg64k>

Resolution to Adopt the Budget #3

<https://christiansburg.box.com/s/qsxk8i9ysbzkao5urrtmjdfijv7mulw8>