

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

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Clerk of Council/Executive Assistant Tracy Heinline; Director of Engineering Mike Kelley; Finance Director Valerie Tweedie; Police Chief Chris Ramsey; Assistant Police Chief Derek Altizer; Police Captain Carson Altizer; Police Captain Randy Bonds; Officer Mike Nelson

REGULAR MEETING

I. CALL TO ORDER

A. Moment of Reflection

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilwoman Hockett.

II. ADJUSTMENT OF THE AGENDA

Town Manager Wingfield requested the Street Committee report be moved to the November 14, 2023 Town Council agenda and Council agreed.

III. PUBLIC HEARINGS

A. FY 2023-24 Budget Amendment #1

Finance Director Valerie Tweedie recapped last months presentation of the Budget Amendment #1 and explained to Council there were a couple changes since the last presentation. Mrs. Tweedie noted bids came in \$15,000 higher than expected for the new security gate for the Christiansburg Huckleberry Park (and noted the typo of \$1,500 on the slide). In addition, fees had been added for the design and engineering of the gathering space project and the adjustment of the reclassification of the fiber for the Wastewater Treatment Plant. Mrs. Tweedie clarified the total amendment was for

\$3,226,245 for the general fund. She spoke about special revenue changes pertaining to the addition of several new grants and approving the amendment for Launch Christiansburg and noted that Stormwater and Water and Sewer enterprise funds were rolling over projects from their fund balances. Mrs. Tweedie explained that several capital projects were being rolled over into the next budget year due to not being completed. She touched on the General Fund adjustments and additions to projects such as the Town Hall emergency generator transfer switch, employee recognition, and implementation and succession planning for retirements and hiring in January of 2024 and after.

- B. An Exchange of Property request by the Town of Christiansburg that an approximately 0.2665-acre (11,609 square feet) southwest portion of a certain tract or parcel of land at 1025 W. Main Street (Tax Map 556 – ((A)) – 48A; Parcel ID 020000) situate, lying and being located along W. Main Street in the Town of Christiansburg, Virginia; with an equal Exchange of Property request by Jimmy Martin that the approximately 0.2665 acres (11,609 square feet) northeast portion of a certain tract or parcel of land (Tax Map 556 – ((A)) – 47; Parcel ID 004777) situate, lying and being located along W. Main Street in the Town of Christiansburg, Virginia. The exchange is for the College Street Stormwater Project.

Town Manager Randy Wingfield explained that essentially the Town would be exchanging equal area properties on adjoining lots located along W. Main Street for the College Street Stormwater Project.

- C. 2022 U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER)

Assistant Town Manager Andrew Warren explained this report was a summary of activities from 2022 that the Town was required to report concerning the Department of Housing and Urban Development (HUD) as part of the Town of Christiansburg being an entitlement community with HUD. He expressed that there are two reports each year; one annual plan and the other a report of activities that took place the prior year.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of September 26, 2023
- B. Monthly Bill List
- C. Resolution Recognizing Craig Meadows for his service as Montgomery County Administrator
- D. Resolution to recognize October 28, 2023 as National First Responders Day
- E. Proclamation to recognize November 1, 2023 as Extra Mile Day

- F. Contract Amendment #1 with CHA Consulting, Inc. for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- G. Contract Amendment #1 with Hurt and Proffitt for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- H. Contract Amendment #1 with Hazen and Sawyer for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- I. Contract Amendment #1 with McGill Associates, PA. for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- J. Contract Amendment #1 with Whitman, Requardt & Associates, LLP, for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- K. Contract with Rummel, Klepper & Kahl, LLP (RK&K) for Professional Services for the Town's North Franklin Sidewalk In-Fill project in the amount of \$232,340

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

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Ginny Snead, A. Morton Thomas and Associates, Inc., to present the Town of Christiansburg Flood Resilience Plan

Ms. Snead explained to Council the need for a Flood Resilience Plan and addressed several areas in the Town of Christiansburg that has been affected by flooding. Ms. Snead noted that drainage studies had been completed for College Street drainage, downtown watershed studies, as well as drainage basin studies and expressed there was a good amount of information gathered to understand the underlying issues in those areas. Ms. Snead spoke about the Community Flood Preparedness Fund and the aim of the fund to provide funding to towns such as Christiansburg and across the Commonwealth. She explained that one of the first grants from DCR the Town applied for was the Capacity and Planning grant and ultimately DCR funded 95% of the grant for

the Town. She explained that part of the funding is for implementing projects to address identified flooding issues and explained that project money would only be eligible to the Town if the Town had a flood resilience plan in place.

B. Police Chief Chris Ramsey to introduce new command staff

Chief Ramsey introduced to Council and the community the following new command staff for the Christiansburg Police Department:

- Assistant Chief of Police Major Derek Altizer with over 30 years' experience at the Police Department
- Captain Carson Altizer with 28 years at the Police Department
- Captain Randy Bonds with 27 years at the Police Department

Chief Ramsey expressed that all three officers have a wide span of experience and they have demonstrated leadership within the department for years and was proud to work beside them. Vice-Mayor Bishop thanked Chief Ramsey, Derek Altizer, Carson Altizer, and Randy Bonds for all they do for the community.

VI. CITIZEN COMMENTS

No citizen comments.

VII. COMMITTEE REPORTS

A. Street Committee Report – Bishop, Hockett (moved to the November 14<sup>th</sup> agenda)

1. Subdivision Plat and Dedication of Easements for NRV Marketplace, LLC at 2705 Market Street, NE showing Parcels G, H, N, O, P, Q, R, S, T, U, and Revised Lot 1 (creating 10 lots)

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Request for street closures for the Christiansburg High School Veterans Day Parade for Friday, November 10, 2023 with street closures from 8:30 a.m. – noon to include Main Street from Park Street, N.E. to Dunkley N.W., Roanoke Street from E. Main Street to First Street, Pepper Street, S.E. from E. Main Street to First Street, Pepper Street, N.E. from E. Main Street to Hill Street, Franklin Street from First Street to Commerce Street, N.W., Hickok Street from Commerce Street, N.W. to First Street, S.W.

Councilwoman Hicks thanked Alison Chambers for helping coordinate the Veterans Day Parade and acknowledged the flyers she had completed and supplied to Council. Ms. Chambers announced that they were unable to provide the luncheon this year due to breaking ground at the Christiansburg High School, but they were offering gift bags that would include information for the restaurants that would provide free meals to veterans.

Councilman Wilson made a motion to approve the request for street closures for the Christiansburg High School Veterans Day Parade on November 10, 2023, seconded by Councilman Jenkins. Council voted as follows: Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

B. Adoption of Town of Christiansburg Flood Resilience Plan

Councilman Wilson made a motion to approve the adoption of the Town of Christiansburg Flood Resilience Plan, seconded by Councilwoman Hockett. Council voted as follows: Hicks – Aye; Hockett – Aye; Jenkins – Aye; Showalter – Aye; Wilson – Aye.

IX. STAFF REPORTS

A. Town Manager

Town Manager Wingfield reported that the 911 authority, the New River Emergency Communication Regional Authority, Director Jason Milburn had requested a meeting with Town Council to discuss communications upgrades that the Authority is discussing. Mr. Wingfield suggested December 5<sup>th</sup> or December 12<sup>th</sup>. Councilman Showalter added that Town Council elect should attend the discussion as well and clarified with Mr. Wingfield that revenue would not be discussed as part of the work session. Council agreed to a work session with the 911 Authority Director on December 5<sup>th</sup> at 5:30 p.m.

Mr. Wingfield asked Town Council their thoughts on scheduling for the upcoming Council meetings in November and December, explaining that the second meetings in November and December would be near the holidays. Council agreed to cancel both the November 28<sup>th</sup> and the December 26<sup>th</sup> Council meeting unless there was a pressing matter, and a work session could then be scheduled.

Mr. Wingfield added that the Town's Personnel Handbook states that the Town follows the state's calendar pertaining to holidays. He noted that the Town had never included Columbus Day/Indigenous People's Day as a paid holiday, but instead observed the Wednesday prior to Thanksgiving. He added that since the Commonwealth of Virginia has added the half day prior to Thanksgiving Day as well as Christmas Eve as extra time off this year, he would like to know how Council would feel about the Town applying the extra four hours that state employees would be receiving to the half day on December 22, 2023. Council agreed that the Town would apply the four hours to December 22, 2023 as a full paid holiday.

B. Town Attorney – no report

C. Other Staff – no report

Councilwoman Hicks reminded the community of the Getting Scary on the Huckleberry event held at Parks and Recreation on the Huckleberry Trail and mentioned registration was provided on the Town's website.

X. COUNCIL REPORTS

Councilman Showalter inquired if a weather camera could be placed at the new Christiansburg Huckleberry Park and suggested the Town approach one of the news stations in the area for guidance and potentially a partnership.

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Vice Mayor Sam Bishop adjourned the meeting at 7:34 p.m.

  
Tracy Heintz, Clerk of Council

  
Sam Bishop, Vice Mayor