



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
JANUARY 9, 2024 – 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 Street, 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, January 9, 2024, 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. Conditional Use Permit request for Trustees of Blacksburg Church of Christ Missions & Cole Burch Properties LLC, property owners, and Carter Machinery Company, Inc., applicant, to allow for machinery and equipment sales, service and storage, and for a contractors equipment storage yard, and for rental of equipment commonly used by contractors, on approximately 5.81 acres located south of Roanoke Street and west of Simmons Road, S.E., also addressed as 2091 and 2095 Roanoke Street including several vacant parcels (Tax Parcels 499 – ((A)) – 15; 499 – ((16)) – 4A, 5-8, 8A, and 9-12; 529 – ((1)) – 13-19 and 23-26; 529 – ((2)) – 4-9; Parcel IDs 007705, 014072, 007704, 014069, 020750, and 230046) zoned B-3 General Business. The property is designated as Mixed Use w/Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. Conditional Use Permit request by HS Development II LLC & STMOB LLC, property owners, and HS Development II LLC, applicant, to allow for a planned housing development consisting of a 114-unit apartment community on approximately 7.497 acres located at the terminus of Sunset Drive, N.E. (Tax Parcels 436 – ((A)) – 22A, 23A, 42, and 43; Parcel IDs 001575, 021982, 007729, and 024266) zoned B-3 General Business. The property is designated as Mixed Use w/Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- C. Street vacation request by HS Development II, LLC for the vacation of a 0.151-acre portion of the existing public street and right-of-way at the southern terminus of Sunset Drive, N.E.

IV. CONSENT AGENDA

- A. Approval of Minutes of December 12, 2023
- B. Set Town Council public hearing for February 27, 2024 for a Conditional Use Permit request by Rockstep Christiansburg LLC, property owner, to allow a carnival from April 28 through May 12, 2024 on the property located at 782 New River Road, N.W. (Tax Parcel 435 – ((A)) – 41; Parcel ID 007741) zoned B-3 General Business. The proposed dates include the set-up and operation of the Carnival. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- C. Resolution recognizing Henry Showalter for years of service to Town Council

V. INTRODUCTIONS AND PRESENTATIONS

- A. Montgomery County Clerk of Courts to administer Christiansburg Town Council Oath of Office to Samuel Bishop and Johana Hicks for a four-year term beginning January 1, 2024 and ending December 31, 2027

- B. New River Valley Regional Commission Executive Director Kevin Byrd to provide an update on Commission activities and a presentation regarding the collaborative New River Valley pandemic response timeline.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

- A. Street Committee Report – Bishop, Hockett
 - 1. Subdivision Plat showing minor subdivision of Tax Parcel No. 502 – ((8)) – 38 situated between Kirby Drive and Roanoke Street (2 lots)

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Appointment of Christiansburg High School Junior Joshua Cummins as Student Representative to Recreation Advisory Commission (term to run through August 31, 2025)
- B. Reappointment of Paula Alston and Charlie Whitescarver to the Christiansburg Public Arts Advisory Board for a 2-year term from January 1, 2024 to December 31, 2025
- C. Reappointment of Hil Johnson to the Planning Commission for a four-year term from January 1, 2024 to December 31, 2027
- D. Resolution to Adopt Budget Amendment #2 for FY 2023-24
- E. Resolution to Appropriate Funds for Budget Amendment #2 for FY 2023-24

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

- A. Re-organization for the Year 2024:

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 2024.
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 23, 2024, 7:00 p.m. – Regular Meeting (subject to Town Council action to continue second and fourth Tuesday meeting schedule)

February 13, 2024, 7:00 p.m. – Regular Meeting (subject to Town Council action to continue second and fourth Tuesday meeting schedule)



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

AGENDA LOCATION:

Public Hearing

Meeting Date:

January 9, 2024

ITEM TITLE:

Conditional Use Permit request by **Trustees of Blacksburg Church of Christ Missions & Cole Burch Properties LLC, Property Owners, and Carter Machinery Company, Inc., Applicant**, to allow for machinery and equipment sales, service and storage, and for a contractors equipment storage yard, and for rental of equipment commonly used by contractors, on approximately 5.81 acres **located south of Roanoke St. and west of Simmons Rd. SE, also addressed as 2091 and 2095 Roanoke St. including several vacant parcels**, identified as Tax Parcels 499-(16)- 1-4, 8A, 9-12; 499-(16)-4A, 5-8; 529-(1)-13-17, 23-26; 529-(1)-18, 19; 529-(2)- 4-9; 499-((A))-15; Parcel IDs 007705, 014072, 007704, 014069, 020750, 230046; zoned General Business District B-3. The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

DESCRIPTION:

The applicant is requesting approval of a CUP to allow the use of machinery and equipment sales, service and storage, and for a contractor equipment storage yard, and for rental of equipment commonly used by contractors in the General Business (B-3) District.

On December 18, 2023, Planning Commission voted 4 to 0 to recommended to approval of the request with the following conditions:

1. Applicant shall install a 6-foot black chain link fence with charcoal grey privacy slats along the fenced perimeter of the gravel storage lot area.
2. Applicant shall install a double row, staggered, of evergreen screening trees spaced at 10- foot on center along the SE corner of the Subject Property and between the screening fence and Simmons Road. All trees shall be 8-foot in height at time of planting.
3. Hours of Operation shall be from 7:30 am to 7:30 pm Monday through Friday, Saturday with pickups and drop-offs by appointment only.
4. Storage of inoperable equipment and machinery shall not exceed 15 days.
5. The project shall be constructed in substantial conformance with the approved masterplan dated December 14, 2023.
6. Prohibit access through Simmons Road to and from the property from 8:00am to 9:00am and 5:00pm to 6:00pm, Monday through Friday.
7. The property will be reviewed 12 months after approval for compliance with conditions.
8. The property shall be maintained in a clean and orderly manner.
9. There shall not be any steel track machinery stored onsite.

10. Applicant shall preserve the existing wooded buffer area along Geneva Street and Simmons Road, as shown on the masterplan dated December 14, 2023.

POTENTIAL ACTION:

Hold Public Hearing

DEPARTMENT(S):

Planning Department

Information Provided:

Application

<https://christiansburg.box.com/s/x7kdld9r7iibr8x4zvh9b3ifsy4qtmb>

Citizen Comments

<https://christiansburg.box.com/s/tpzehr9b235ui03cj3kvpn7eoztqdz3>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/bmyokvskae8kubeqtnq9oz8nu7vk249r>

Planning Commission Minutes dated December 4, 2023

<https://christiansburg.box.com/s/xgkc3v6gtfezrwhd56f9s37lgxvomo>

Planning Commission Minutes dated December 18, 2023

<https://christiansburg.box.com/s/ndz5n9lnatclf9ia4kp8qg34vuvwmgc>

Staff Report with maps

<https://christiansburg.box.com/s/iu301tgw8u8kh7l7j7i2h52buoa3q30y>



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

AGENDA LOCATION:

Public Hearing

Meeting Date:

January 9, 2024

ITEM TITLE:

Conditional Use Permit request by **HS Development II LLC & STMOB LLC, Property Owners, and HS Development II LLC, Applicant**, to allow for a Planned Housing Development consisting of a 114-unit apartment community on approximately 7.497 acres **located at the terminus of Sunset Drive NE**, identified as Tax Parcels 436-((A))-43; 436-((A))-23A; 436-((A))-42, 436-((A))-22A; Parcel IDs 001575, 021982, 007729, 024266; zoned General Business District B-3. The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

DESCRIPTION:

The applicant is seeking approval for a Conditional Use Permit (CUP) to establish a Planned Housing Development (PHD) within the B-3 zoning district. The proposed development comprises 114 apartment units with a mix of 1- and 2-bedroom layouts, along with associated parking and CUP 2023-11 Page 2 of 4 recreational open spaces. The proposed density for the development is 14.91 units per acre. The application also includes a request for the vacation of a portion of right-of-way on Sunset Drive.

On December 4, 2023, Planning Commission voted 5 to 0 to recommended to approval of the request with the following conditions:

1. The project will be developed in general conformance with the masterplan submitted dated December 1, 2023.
2. The approved Conditional Use Permit shall only be for the specific residential use as described in this application.

POTENTIAL ACTION:

Hold Public Hearing

DEPARTMENT(S):

Planning Department

Information Provided:

Application

<https://christiansburg.box.com/s/cgpy5cbpvuephppfr2ayvzuxuco8mie1>

Citizen Comments

<https://christiansburg.box.com/s/jz9diwb9sfh1ic0m4swgabwtis797imw>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/sci5cw285vqqcyz3v0squev9f5ztnoomj>

Planning Commission Minutes dated December 4, 2023

<https://christiansburg.box.com/s/xgkc3v6gtfezrwhd56f9s37lgxvomo>

Staff Report with maps

<https://christiansburg.box.com/s/4upnfqjbfomp8f86rkb511yvlgfbvr6>



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

AGENDA LOCATION:

Public Hearing

Meeting Date:

January 9, 2024

ITEM TITLE:

Street vacation request by HS Development II, LLC for the vacation of a 0.151-acre portion of the existing public street and right-of-way at the southern terminus of Sunset Drive, N.E.

DESCRIPTION:

The applicant is seeking approval for a vacation of a 0.151-acre portion of the existing public street and right-of-way at the southern terminus of Sunset Drive, N.E. associated with the companion Conditional Use Permit (CUP) to establish a Planned Housing Development (PHD) within the B-3 zoning district for 114 units.

POTENTIAL ACTION:

Hold Public Hearing

DEPARTMENT(S):

Planning Department

Information Provided:

Application(CUP & Vacation)

<https://christiansburg.box.com/s/cgpy5cbpvuehphpfr2ayvzuxuco8mie1>

Ordinance

<https://christiansburg.box.com/s/oiylccywxgwm6tl3ilj8fqgg61erasdv>

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
DECEMBER 12, 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 DECEMBER 12, 2023, AT 7:00 P.M.

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

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; Police Chief Chris Ramsey; Engineering Director Mike Kelley; Public Works Director Jim Lancianese; Assistant Public Works Director, Streets Travis Moles; Fire Chief Billy Hanks; Aquatics Director Terry Caldwell

REGULAR MEETING

I. CALL TO ORDER

A. Moment of Reflection

Councilwoman Hockett acknowledged Councilmember's attire explaining that their shirts represented support for volunteer firefighter Jeremy Compton who is battling cancer. Mrs. Hockett added that the shirts could be ordered through the Fire Department and all proceeds would go directly to the Compton family.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilwoman Hicks.

II. ADJUSTMENT OF THE AGENDA

Mayor Barber noted that the presentation by New River Valley Regional Commission Executive Director Kevin Byrd had been postponed until further notice.

III. PUBLIC HEARINGS

No public hearings

IV. CONSENT AGENDA

- A. Approval of Minutes of November 14, 2023 and December 5, 2023
- B. Monthly Bill List
- C. Contract approval for Assured Data Protection's 3-year contract from \$87,840 to \$118,800
- D. Contract approval for Microsoft Enterprise Agreement purchased through SHI International for \$129,582.57
- E. Contract approval for Bond Counsel for VRA bond issue for \$14,500 for the Wastewater Treatment Plant
- F. Change Order #3 for the 2023 Annual Paving Contract in the amount of \$117,516.56
- G. Set Town Council Public Hearing for February 13, 2024 for a Conditional Use Permit request by Shah Development LLC, property owner, and Kevin Conner, applicant, to allow single-family dwellings at a maximum of one single-family dwelling on each of their lots meeting the R-3 Multi-Family Residential District standards on approximately 0.430 acres located at 685 Liberty Street, N.E. (Tax Parcels 528 – ((2)) – 46A; 48A, and 50A; Parcel IDs 160387, 002758, 160388) zoned B-3 General Business. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- H. Set Town Council Public Hearing for February 13, 2024 for a Conditional Use Permit request by Last Resort, Inc., property owner, and Joseph L. Simmons, applicant, to allow multiple-family dwellings (apartments) meeting the R-3 Multi-Family Residential District standards on approximately 4.841 acres located on the south side of Cambria Street, N.W., west of the Town of Christiansburg Recreation Center at 1600 Cambria Street, N.W. (Tax Parcels 466 – ((A)) - 8C and 8C2; Parcel IDs 032702, 210032) zoned B-3 General Business. There is not a proposed number of units for the development. The maximum permitted residential density is 20 dwelling units per acre. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- I. Set Town Council Public Hearing for February 13, 2024 for a Conditional Use Permit request by RWW 36 LLC, property owner, and Denstock, LLC, applicant, for an amendment to a previously approved planned housing development of 209 multi-family residential dwelling units on approximately 18.77 acres located at the terminus of Farmview Road, N.E. (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 February 13, 2024 for a vacation petition of an unimproved 0.047-acre portion of the eastern most end of Farmview Road, N.E. right-of-way.

Councilman Wilson 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; Wilson – Aye.

V. INTRODUCTIONS AND PRESENTATIONS

- A. New River Valley Regional Commission Executive Director Kevin Byrd to provide an update on Commission activities and a presentation with a collaborative New River Valley pandemic response timeline (postponed)
- B. Police Chief Chris Ramsey to introduce Officers Nathan Lucas and Chandler Scott as the Police Department's newest academy graduates.

Police Chief Ramsey introduced Officers Nathan Lucas and Chandler Scott to Council and noted the training and experience each officer would bring to the Police Department.

- C. Town of Christiansburg Annual Audit presented by Scott Wickham of Robinson, Farmer, Cox Associates CPAs/Consultants and Finance Director Valerie Tweedie

Finance Director Valerie Tweedie introduced Scott Wickham of Robinson, Farmer, Cox Associates CPAs/Consultants. Mr. Wickham referenced the most recent audit report for the Town and expressed that the Town was in solid financial shape. He further clarified that it was an unqualified opinion, which is the cleanest opinion possible, and there were no material weaknesses identified. Mr. Wickham noted that staff had worked diligently throughout the year, especially considering the new implemented software. He explained that the new Munis software allowed their consultants to have a log in to view items remotely which made it considerably more efficient for them.

Mr. Wickham spoke about the Town's unassigned fund balance, which is funds available for the Town moving forward, and explained that \$26.8 million was available for use.

- D. Finance Director Valerie Tweedie to present the Budget amendment #2 for FY 2023-2024

Mrs. Tweedie explained to Council that bids had been received for the Industrial Park Stormwater Improvement Project and that the bids had been much higher and would not be able to accept the bids until funds are properly appropriated. She explained that the budget request was to increase the stormwater improvement project budget by \$309,000.

VI. CITIZEN COMMENTS

Jeff Akers, 345 Howery Street, congratulated Councilwoman Hicks and Councilwoman Bowman on recent election results. Mr. Akers expressed concern about campaign signs in the Town and that he had been asked to turn his digital campaign sign off on multiple occasions. He also expressed that he thought he was not breaking a law but an ordinance instead. Mr. Akers noted that the Town could use digital highway construction signs for advertising events but no one else could and he felt disappointment with the situation.

Joanne Price, Christiansburg business owner, expressed concern about the recent budget amendment and the funds voted on to be given to the Montgomery Museum of Art and History. Mrs. Price added that not only did the museum house historical documents of the Town of Christiansburg, but the Montgomery County Clerk's Office did as well and asked why they were in two different places. Mrs. Price felt it was a conflict of interest if Councilman Jenkins were involved in discussion or votes concerning this type of funding. She asked Council to table the vote until these issues could be fixed and there was more transparency provided to the tax paying community.

Chris Waltz, 1370 Rigby Street, also expressed concern for the funding of the Montgomery Museum. Mr. Waltz suggested that Council waited until Councilman Showalter was not in attendance so the mayor could break a tie vote concerning the funds for the museum. He expressed concern that there was a conflict of interest if Councilman Jenkins was involved in the museum discussion and added that grant paperwork had been filled out asking for funds for the organization that Mr. Jenkins is a director of. Mr. Waltz read the Town's code of ethics that stated that Councilmembers should work for the common good of the people of Christiansburg, not for private or personal interest. Mayor Barber clarified that Councilman Showalter was aware the item would be on the agenda but still decided not to attend the Council meeting.

Nora Bolte, Executive Director of Wonder Universe, expressed the importance of Wonder Universe interacting with the children in the community. Ms. Bolte explained that the museum boosts tourism and filters in guests outside of the New River Valley. She added that the museum is a trusted education partner with all Montgomery County Schools and explained that last year 1,572 children from the area schools were able to visit the museum during fieldtrips. Ms. Bolte included that the museum offers a Food for All program that supports children and their families that receive food assistance to enjoy free or reduced daily admission. Ms. Bolte thanked Council for their support of the Montgomery Museum as well.

Bob Beard, resident of Christiansburg, spoke about inflation and the concern that the Town's spending was irresponsible. Mr. Beard added that taxes had increased and spoke about utility bills increasing as well and expressed that now was not the time to spend carelessly.

VII. COMMITTEE REPORTS

A. Central Business Committee Report – Jenkins, Hicks

1. Recommendation for 2023 Façade Grant Awards

Councilman Jenkins explained that four Façade Grant applications had been received and three were chosen to be funded at \$5,000 each. He explained that South View Development had been chosen and would be creating a ramp across the full front façade to make it more accessible to the public. Mr. Jenkins added that 250 N. Franklin Street had been granted \$5,000 to turn the property into a vet clinic. Councilman Jenkins explained that 630 Depot Street, N.E. had been included in the grant and the money would be used to paint front facing doors and windows sills. Councilwoman Hicks noted that 630 Depot Street, N.E. had requested help for landscaping at their property as well and explained that she would like to see the full amount awarded to the property, but landscaping maintenance would not be included.

Councilman Jenkins made a motion to approve the recommendation for the 2023 Façade Grant Awards, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Councilwoman Hicks thanked the Façade Grant Selection Committee for their hard work.

B. Street Committee Report – Hockett, Bishop

1. Subdivision Plat showing Harkrader Townhomes on Tax Parcel Number 556 – ((A)) – 84 (creating 49 new lots)

Councilwoman Hockett made a motion to approve the recommendation by the Street Committee for a subdivision plat showing Harkrader Townhomes, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

2. Easement Plat on Tax Parcel Numbers 528 – ((A)) – 72 and 528 – ((A)) – 65 prepared for Montgomery County Board of Supervisors

Councilwoman Hockett noted there were three easements, two easements that were existing and would be relocated and dedicated to the Town to continue to access the utilities. She explained the third easement would be for a waterline.

Councilwoman Hockett made a motion to approve the recommendation by the Street Committee for an easement plat on the above tax parcel numbers, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Consideration of Community Support funding request for Wonder Universe (Hockett and Bishop)

Councilwoman Hockett explained that she had voted previously to support funding for Wonder Universe and expressed that the community had come out in significant numbers to support funding. Mrs. Hockett explained she had researched nonprofits and why they are so important to the community. She had found that nonprofits provide a large economic impact to their communities and expressed that Wonder Universe was driving business to our uptown and downtown areas. She added that Wonder Universe offered education and enrichment to the children of the community as well as fostering health and wellbeing to the area. Mrs. Hockett expressed that the museum fills roles in the community that otherwise would not be served. Councilwoman Hockett asked Council to reconsider funding for Wonder Universe.

Councilwoman Hicks suggested Council wait until Councilwoman Bowman took her seat with Council so she could be part of the discussion for both Wonder Universe and the Montgomery Museum. Councilman Bishop noted that he had voted against supporting Wonder Universe previously and since then has learned a great deal by visiting Wonder Universe and receiving input.

Councilwoman Hockett made a motion to approve the community support funding request for Wonder Universe in the amount of \$10,000, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Hicks – Nay; Hockett – Aye; Jenkins – Aye; Wilson – Nay.

B. Consideration of Community Support funding request for Montgomery Museum of Art and History (Hockett and Bishop)

Councilwoman Hockett reiterated her previous comments for funding Wonder Universe and explained she felt the same for Montgomery Museum and their services they provided to the area.

Councilwoman Hockett made a motion to approve the community support funding request for the Montgomery Museum of Art and History in the amount of \$10,000, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Hicks – Nay; Hockett – Aye; Jenkins – Abstain; Wilson – Nay.

Due to a tie vote of Council, Mayor Barber voted in favor of funding the Montgomery Museum of Art and History in the amount of \$10,000.

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield corrected a public comment remark previously made by Jeff Akers and explained that Town ordinances were considered laws and could be charged as violations of Town code. Mr. Wingfield explained that highway construction trailers used to advertise street closures for Town events, not the events themselves. He added that Montgomery County funding questions or comments should be directed to the Montgomery County Board of Supervisors.

Mr. Wingfield asked for Council's consideration of the agreement the Town has with Radford City for the Aquatic Center. He explained that under the agreement with Radford City the Town collects \$7,200 semi-annually for 200 users per month and noted that if Radford City goes over the 200-user agreement, they would owe \$6 a person in additional fees. Council agreed to renew the agreement with Radford City.

Mr. Wingfield noted several upcoming holiday events including Santa's Coming to Town, Light Up the Homes for the Holidays, and the Aquatic Center's New Years Splash event.

B. Town Attorney – no report

C. Other Staff – no report

X. COUNCIL REPORTS

Councilwoman Hicks reported that the Agency on Aging Board had served 3,322 people in the year 2023. Mrs. Hicks expressed thanks to everyone involved. Mrs. Hicks also expressed gratitude to staff and volunteers that had helped with the Town's Christmas parade and Winter Wonderland.

Councilman Jenkins noted that the Christmas parade was a great success and well attended. He thanked staff for their hard work.

Councilman Wilson reported that the Emergency Services Committee had been reviewing the Emergency Operations Plan document and that an updated version would be available soon. Mr. Wilson added that there is training available through the Federal Emergency Management Agency (FEMA) and that staff planned training for select staff and elected officials regarding their role in the case of an emergency. Mr. Wilson added that the future in-house training would be hands-on training for elected officials with law enforcement and emergency services.

Mayor Barber expressed appreciation to Councilwoman-elect Kim Bowman for taking her oath with the Clerk's Office recently. Mayor Barber also mentioned that he could provide Councilwoman Hicks and Councilman Bishop's oaths if they were interested, otherwise they could be sworn in at the next meeting of Town Council. Mayor Barber wished everyone a Merry Christmas.

XI. OTHER BUSINESS

A. Closed Meeting:

1. Councilman Bishop made a motion to enter into a Closed Meeting under Code of Virginia § 2.2-3711(A)(3), for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the

bargaining position or negotiating strategy of the public body. The Closed Meeting is being held for discussion of potential purchase of property located in downtown Christiansburg. The motion was seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Councilwoman Hicks expressed that she felt this closed meeting should be postponed until next year.

2. Reconvene in Open Meeting

3. Certification

Councilman Bishop made a motion to certify that the Town Council of the Town of Christiansburg meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting. The motion was seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

4. Council action on the matters

Mayor Barber explained that Council had agreed to Town Manager Wingfield negotiating on behalf of Council for potential purchase of property in the Town. Mayor Barber added that he would also be involved in the upcoming meeting.

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:46 p.m.

Tracy Heinline, Clerk of Council

D. Michael Barber, Mayor

TOWN OF CHRISTIANSBURG

Established November 10, 1792

Incorporated January 7, 1833



RESOLUTION RECOGNIZING HENRY SHOWALTER FOR HIS SERVICE AS TOWN COUNCILMEMBER

WHEREAS Henry Showalter has served the Town of Christiansburg, Virginia through outstanding professional commitment to the community as a Town Councilmember from September 1, 2008 to December 31, 2023; and,

WHEREAS Henry Showalter honorably served in the United States Army Reserves and has volunteered as a coach for the Christiansburg Soccer Club and Junior Achievement, the largest nonprofit youth economic education organization in the world; and,

WHEREAS Henry Showalter has served as Town Vice-Mayor in 2014 and 2022 and also served on numerous committees and boards including the Town's Finance Committee, Water, Sewer, and Solid Waste Committee, Parks and Recreation Advisory Commission, Aquatic Advisory Board, Montgomery-Blacksburg-Christiansburg Development Board, Central Business District Committee, Tourism Development Commission, Sunset Cemetery Advisory Commission, and New River Valley Regional Commission (formerly the New River Valley Planning District Commission); and,

WHEREAS, during Henry Showalter's 15 plus years as Town Councilmember, he has helped lead the town through significant growth through effective planning, budgeting, and financing and has helped provide for the health, safety and general welfare of the Town and its citizens; and,

WHEREAS Henry Showalter has been vital to important projects such as the Christiansburg Aquatic Center, the Christiansburg Huckleberry Park, and expansion of the Huckleberry Trail and,

WHEREAS Henry Showalter's example will continue to have a lasting impact on the community for years to come.

NOW THEREFORE BE IT RESOLVED that Christiansburg Town Council meeting in regular session on January 9, 2024, formally recognizes Henry Showalter for over 15 years of service as Town Councilmember for the Town of Christiansburg and thanks him for his dedication to our community.

AYE

NAY

ABSTAIN

ABSENT

Samuel M. Bishop

Kim Bowman

Johana Hicks

Tanya Hockett

Casey Jenkins

Tim Wilson

D. Michael Barber, Mayor*

*Votes only in the event of a tie.

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 9, 2024

ITEM TITLE:

Appointment of Christiansburg High School Junior Joshua Cummins as Student Representative to Recreation Advisory Commission

DESCRIPTION:

The Recreation Advisory Commission has found it valuable to have student representatives (typically up to two) on the Commission for their insights and contributions. Joshua Cummins is a Junior at Christiansburg High School, and his term would run until August 31, 2025.

POTENTIAL ACTION:

Council vote

DEPARTMENT:

Administration

PRESENTER:

Town Manager Randy Wingfield



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

January 9, 2024

ITEM TITLE:

Reappointment of Paula Alston and Charlie Whescarver to the Christiansburg Public Arts Advisory Board for a 2-year term from January 1, 2024 to December 31, 2025

DESCRIPTION:

Paula Alston and Charlie Whescarver have served on the Public Arts Advisory Board since Council created the organization in 2018. Katy Shepherd's appointment ended in December also and she declined an opportunity to be reappointed due to personal and professional obligations. Her position is currently vacant. Heather Browning is the other citizen-appointee, and her term is until the end of 2024. Casey Jenkins currently serves as the Councilmember appointee and Andrew Warren currently serves as the Town staff liaison. Paula Alston is not able to attend on Tuesday evening since she is out of town.

The Board advises and makes recommendations to the Central Business District Committee regarding the promotion, support, and value of public artwork to beautify Christiansburg and promote creative place making within public spaces. The board was developed to be made up of 5-citizen members (appointed for 2-year terms), one Council member, and one non-voting staff member appointed by Council. With Ms. Shepherd's vacancy--and the vacancy of Dakota Spradlin's original appointment, there is a potential to add two new members in accordance with the Board's by-laws. More information can be found on the Board at its webpage: <https://www.christiansburg.org/1349/Public-Arts-Advisory-Board>.

In May of 2023, the Town dedicated the Board's first significant project to dedicate a 62 ft. mural in the Cambria District to recognize the area's rich rail history. The mural project opened to artist applications in early 2022, where both local and national artists submitted works for the potential display. Ultimately the Board selected local artist Morgan Short's design which illustrates what Short calls the "Spirit of Cambria" including a historic N&W Class A #1218 train and the nearby Train Depot. The Board also judges the Town's Photo of the Year Contest every fall. The winner's photo hangs in the corridor outside of the Finance Department in Town Hall.

POTENTIAL ACTION:

Council vote

DEPARTMENT:

Administration

PRESENTER:

Town Manager Randy Wingfield



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

January 9, 2024

ITEM TITLE:

Reappointment of Hil Johnson to the Planning Commission for a 4-year term from January 1, 2024 to December 31, 2027

DESCRIPTION:

Hil Johnson has served on the Planning Commission since 2015 and is currently the Commission Chair. As a side, Mr. Johnson was also appointed by Council to serve as the Town representative of the New River Valley Regional Commission. He currently also serves as the Chair of the Regional Commission.

POTENTIAL ACTION:

Council vote

DEPARTMENT:

Administration

PRESENTER:

Town Manager Randy Wingfield



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

AGENDA LOCATION:

Discussion by Mayor and Council

MEETING DATE:

January 9, 2024

ITEM TITLE:

Resolution to Adopt Budget Amendment #2 for FY 2023-24

Resolution to Appropriate Funds for Budget Amendment #2 for FY 2023-24

DESCRIPTION:

The FY 2023-24 budget currently contains \$750,000 for the Industrial Park SWM Basin Improvements and Stream Restoration project. Bids were recently received and the low bid with contingency and final engineering costs will leave the budget short by \$309,000. We are requesting a budget amendment to cover that cost. These funds will come from the stormwater enterprise fund.

Additionally, the Budget Amendment includes \$4,780 for Council salary increases approved on November 14, 2023 and \$20,000 for community support approved on December 12, 2023. The additional two items will come from unassigned fund balance in the general fund in the amount of \$24,780.00. This amount is less than 1% of the total approved budget at this time and therefore would not require a public hearing.

POTENTIAL ACTION:

Approve resolution to adopt budget amendment #2 and approve appropriation resolution for budget amendment #2.

DEPARTMENT:

Finance/Treasurer

PRESENTER:

Valerie Tweedie

ITEM HISTORY:

None

INFORMATION PROVIDED:

Resolution to Adopt Budget Amendment #2 for FY 2023-24

<https://christiansburg.box.com/s/6orcia77dyp5pugltasiejiltxgd3ng4>

Resolution to Appropriate Funds for Budget Amendment #2 for FY 2023-24

<https://christiansburg.box.com/s/puhqx16fr6z7zs2bzyg6h1j8ap2b1wy>



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

AGENDA LOCATION:

Other Business
(Reorganization for the Year 2024)

MEETING DATE:

January 12, 2024

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, January 11, 2022, and January 10, 2023, 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/g3ifsanel8uqff6w6ccibjjjsbnjd0qc6q>



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

AGENDA LOCATION:

Other Business
(Reorganization for the Year 2024)

MEETING DATE:

January 12, 2024

ITEM TITLE:

Reaffirmation of Town Attorney Engagement Policy

DESCRIPTION:

Town Council adopted a Town Attorney Engagement Policy on August 13, 2019. With several new members to Council, staff requests that Council reaffirm the engagement policy moving forward and did so on January 11, 2022 and January 10, 2023. It has appeared to have worked fairly well over the last four 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/iej47wlvuiadb9y7ap6ngizgze09va2p>