



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
FEBRUARY 13, 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](http://www.christiansburg.org/YouTube) and will remain on the Town's YouTube page once the meeting concludes.

If you do not want or cannot attend the meeting in-person, there are several contactless methods for submitting public comment. To submit public comments, please visit [www.christiansburg.org/publichearings](http://www.christiansburg.org/publichearings). You may also leave a voicemail with your comments at 540-382-6128, ext. 1109; mail a letter to Town Hall, ATTN: Town Council, 100 E. Main 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](mailto:info@christiansburg.org). Regardless of the method you use, please include your full name and address with your comments. Please provide comments prior to 6:00 p.m. on Tuesday, February 13, 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 by Shah Development LLC, property owner, and Kevin Conner, applicant, to allow single-family dwelling, on each of two (2) vacant lots, meeting the R-3 Multi-Family Residential District standards on property described as Snidow Heights Subdivision, Lot 50A and Lot 46A, located on the east and west sides of the existing dwelling at 685 Liberty Street, N.E. (Tax Parcels 528 – ((2)) – 46A and 50A; Parcel IDs 160387 and 160388) zoned B-3 General Business. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. 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 Christiansburg Recreation Center at 1600 N. Franklin Street (Tax Parcels 466 – ((A)) – 8C and 8C2; Parcel IDs 032702 and 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.

### IV. CONSENT AGENDA

- A. Approval of Minutes of January 23, 2024
- B. Task Order No. 4 under Contract #237000023, Amendment 1 to provide comprehensive design services for replacing the anaerobic digester boiler in a new building at the Wastewater Treatment Plant for \$136,500
- C. Schedule public hearing for February 27, 2024 for a request by Cambria Storage Partners, LLC for an ordinance amending Chapter 34 “Traffic and Motor Vehicles” of the Christiansburg Town Code by adding Sec. 34-27 Operation of Golf Carts on Public Streets in regard to provisions for the limited operation of golf carts on Town public streets
- D. Schedule public hearing for March 12, 2024 for the issuance of VRA bond for improvement projects at the Wastewater Treatment Plant

### V. INTRODUCTIONS AND PRESENTATIONS

- A. New River Valley Regional Commission Executive Director Kevin Byrd to provide an update on Commission activities and present regarding the collaborative New River Valley pandemic response timeline
- B. New River Valley Regional Commission Director of Housing Jennifer Wilsie to present on the New River Valley Housing Trust Fund

- C. Wayne Nelson and SunTribe Solar Director of Strategy and Business Development  
Katherine Knight to present on Town solar project

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Discussion of Planning Commission Application
- B. Resolution to Adopt Budget Amendment #6 for increase of Mayor/Town Council salaries
- C. Resolution to Appropriate funds per Budget Amendment #6
- D. Resolution to Adopt Budget Amendment #7 for increase of community support
- E. Resolution to Appropriate funds per Budget Amendment #7

IX. STAFF REPORTS

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

X. OTHER BUSINESS

- A. Closed Meetings:
  - 1. Request for 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.
  - 2. Request for 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 sale of located at the intersection

of Peppers Ferry Road, NW and Booker T. Washington Parkway, N.W. (an approximately 5-acre northeastern portion of Tax Parcel 435 – ((A)) – 3A, Parcel ID 270079).

3. Reconvene in Open Meeting
4. Certification
5. Council action on the matters

XI. COUNCIL REPORTS

XII. OTHER BUSINESS

XIII. ADJOURNMENT

Upcoming meetings of Council:

February 27, 2024, 7:00 p.m. – Regular Meeting

March 12, 2024, 7:00 p.m. – Regular Meeting



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

**AGENDA LOCATION:**

Public Hearing

**MEETING DATE:**

February 13, 2024

**ITEM TITLE:**

Conditional Use Permit request by Shah Development LLC, property owner, and Kevin Conner, applicant, to allow single-family dwelling, on each of two (2) vacant lots, meeting the R-3 Multi-Family Residential District standards on property described as Snidow Heights Subdivision, Lot 50A and Lot 46A, located on the east and west sides of the existing dwelling at 685 Liberty Street, N.E. (Tax Parcels 528 – ((2)) – 46A and 50A; Parcel IDs 160387 and 160388) zoned B-3 General Business. The property is designated as Residential 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 allow residential use within the B-3 zoning district. The proposed development includes the construction of two single-family housing units, conforming to the R-3 Multi-Family Residential development standards.

On January 16, 2024, Planning Commission voted 4 to 0 to recommend approval of the request.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**INFORMATION PROVIDED:**

Application

<https://christiansburg.box.com/s/jgw3i734yijgyk6r2oyuneegw854dj4q>

Planning Commission Resolution

<https://christiansburg.box.com/s/rh4682y9q9hby2ewywc9vb90zdra7g71>

Planning Commission Minutes

<https://christiansburg.box.com/s/6xe4dwiebxplh2jr7m3l5j16fpgz1xc2>

Staff Report with maps

<https://christiansburg.box.com/s/7sjxsq2ixzc48kjf81rr27dfdiwo1ihg>



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

**AGENDA LOCATION:**

Public Hearing

**MEETING DATE:**

February 13, 2024

**ITEM TITLE:**

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 Christiansburg Recreation Center at 1600 N. Franklin Street (Tax Parcels 466 – ((A)) – 8C and 8C2; Parcel IDs 032702 and 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.

**DESCRIPTION:**

The applicant is seeking approval for a Conditional Use Permit (CUP) to allow residential use, specifically multi-family apartments, within the B-3 General Business zoning. The proposed development will adhere to the R-3 Multi-Family Residential development standards and the B-3 residential density standards, with an assumed 96 units at 20 units per acre. No plans have been submitted with the application, and there is no additional information regarding the designs of the proposed development.

On January 16, 2024, Planning Commission voted 4 to 0 to not recommend approval of the request.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**INFORMATION PROVIDED:**

Application

<https://christiansburg.box.com/s/vzra6f2ppw667gyoahmdukdd45tcrei>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/rxgsmrr83i8ijsxsc4t9kysakikx7644>

Planning Commission Minutes

<https://christiansburg.box.com/s/6xe4dwiebxplh2jr7m3l5j16fpgz1xc2>

Staff Report with maps

<https://christiansburg.box.com/s/cnv18jc17tweslsf7y1mnxh5c4qwssiu>

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
JANUARY 23, 2024 – 7:00 P.M.

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JANUARY 23, 2024, AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Clerk of Council/Executive Assistant Tracy Heinline; Director of Human Resources Alicia Dials; Senior Human Resources Generalist Danette Poole; Police Chief Chris Ramsey; Director of Engineering Mike Kelley; Public Relations Director Christina Edney

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilwoman Bowman.

II. ADJUSTMENT OF THE AGENDA

No adjustments of the agenda.

III. PUBLIC HEARINGS

No public hearings.

IV. CONSENT AGENDA

- A. Approval of Minutes of January 9, 2024
- B. Monthly Bill List

- C. Award Contract to KSB Earthworks, Inc. in the amount of \$987,911.26 for construction of the Christiansburg Industrial Park Stream Restoration and Stormwater Management Improvements project
- D. Contract Amendment #1 with A. Morton Thomas and Associates, Inc., for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term
- E. Contract Amendment #1 with Century Engineering, LLC., for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term
- F. Contract Amendment #1 with McDonough Bolyard Peck, Inc. d/b/a MBP, for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term
- G. Contract Amendment #1 with Rummel, Klepper & Kahl, LLP, for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term
- H. Contract Amendment #1 with Whitman, Requardt & Associates, LLP, for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term
- I. Set Town Council Public Hearing for March 12, 2024 for a rezoning request by Radford Development of Virginia, LLC, property owner, and Hy-Tek Collision, LLC, applicant, to rezone approximately 2.265 acres located on the east side of the intersection of Badger Street N.W. and Elk Drive N.W. (Tax Parcel 525 – ((A)) – 44A; Parcel ID 026060) from B-3 General Business to I-1 Limited Industrial. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- J. Set Town Council Public Hearing for March 12, 2024 for a Conditional Use Permit request by Radford Development of Virginia, LLC, property owner, and Hy-Tek Collision, LLC, applicant, to allow for automobile and truck or recreation vehicle assembling, painting, upholstering, repairing, rebuilding or reconditioning, body or fender work, including a commercial garage, towing service, or automobile body shop located on the east side of the intersection of Badger Street N.W. and Elk Drive N.W. (Tax Parcel 525 – ((A)) – 44A; Parcel ID 026060) in I-1 Limited Industrial. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

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

*-Motion Approved*

V. INTRODUCTIONS AND PRESENTATIONS

A. Human Resources Director Alicia Dials to present on Town human resources programs and initiatives

Human Resources Director Alicia Dials gave an update to Council concerning the human resources programs and initiatives. Mrs. Dials touched on the new software program Tyler Munis, and the lengthy training for the last year and a half to prepare for the HR/Payroll system. She also noted that through the Employee Self Service (ESS) within Tyler Munis employees can access their personal information such as their benefits, pay stubs, and tax information more efficiently. She also added that Town Council would have access to the benefits program as well.

Mrs. Dials explained to Council that recruitment had been challenging the past couple years, but great improvements had been made in the last 12 months. She explained that two years ago vacancies in Public Works had totaled 35, and currently the Town was down 15. She added that Human Resources had provided wallet cards during job and career fairs, and even carried and passed them out at local stores, restaurants, and events. Mrs. Dials shared a short recruitment video that was created by the Town's Public Relations Director Christina Edney. She explained the video would be provided to surrounding high schools and career centers to promote the Public Works Department.

Mrs. Dials touched on the Retiree Health Insurance Benefits Program that went into effect July 2023 for retired employees. She explained that four employees had retired since July 2023, and three retirees had elected Retiree Health Insurance Coverage. She also spoke about the TOC Wellness benefit that allowed employees up to two hours of physical fitness leave each week during the workday. She noted that currently sixty employees were participating in the wellness program.

Mrs. Dials spoke about successful employee events including the Employee Picnic and Holiday Luncheon, along with the Employee Benefits & Wellness Fair held annually. Mrs. Dials concluded that the Human Resources Department had several upcoming projects in 2024, including benefit enrollment, compliance reporting, updating job descriptions, and recruitment management, among many other projects.

Councilwoman Hicks congratulated the department on a job well done and noted that the Wellness program was a great benefit for the employees.

VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, commended Councilman Jenkins for signing a disclosure statement regarding conflict of interest relating to the potential purchase of property downtown. Mr. Waltz also referenced the closed meeting on the agenda and noted the meeting was closed to protect the Town's bargaining position. He expressed that when this property was first brought before Council in 2021 the mayor had urged Council to pay \$425,000 to purchase

the property. He added that the property sold later for \$351,600. Mr. Waltz expressed concern for the inclusion of the mayor in the negotiations for the purchase of the property.

Mayor Barber explained the town had made an offer for the property, but the offer was turned down.

Elli Travis, Downtown Christiansburg Inc. (DCI), thanked Council for their partnership with DCI and stated that over one year ago DCI had updated their mission statement to focus on that partnership with Town business owners in the community. Ms. Travis explained that over the past six months DCI had witnessed an increase in their partnership and felt that working together with the Town of Christiansburg was supporting the advancement of downtown. She noted that the Department of Housing and Community Development (DHCD) met with the Town recently concerning the Main Street Program and were impressed with the efforts thus far and were ready to progress to the next step.

Charles Robins, Christiansburg resident, spoke about the frigid temperatures in the area recently and questioned where the homeless shelters or warming shelters were in Christiansburg. Mr. Robins inquired if there were grants for shelters or a way the homeless in the area could be assisted especially during the colder months.

Mayor Barber noted two public comments had been directed to Council via email; one in favor of the Conditional Use Permit before Council located on Roanoke Street and the second comment expressed concern for the storage of heavy equipment being used on the site. Mayor Barber added that a third comment expressed concern for the lights that remained on after hours at the new Christiansburg Huckleberry Park.

Mayor Barber added that public comments that had been directed to Council would be part of the permanent record.

## VII. COMMITTEE REPORTS

No committee reports.

## VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- 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.

Mayor Barber clarified the Conditional Use Permit request had been passed by the Planning Commission with a total of 10 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.

Councilwoman Hicks suggested an entrance be added on Roanoke Street as an alternative to Simmons Street so the traffic would not disturb surrounding residents. Councilwoman Bowman expressed concern for the number of trucks that would enter and exit the property, noting the estimated number had changed several times during previous discussions. She agreed with Mrs. Hicks concerning a Roanoke Street entrance and exit and expressed the compromise would be a good faith gesture to the community. A representative of Carter Machinery explained the only asphalt area on site was the area in the front of the property for contractor and employee parking. He noted there was also opportunity for lowboy access off Roanoke Street and that Simmons Road had been considered a secondary access since the beginning.

Councilman Bishop made a motion to approve the conditional use permit request to allow for Carter Machinery Company, LLC to have a business located at 2091 and 2095 Roanoke Street and to include 10 conditions noted above, seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Bowman – Abstain; Hicks – Nay; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

*-Motion Approved*

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.

Councilman Wilson made a motion to approve the conditional use permit request to allow for a planned housing development located at the terminus of Sunset Drive, N.E. as recommended by the Planning Commission, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

*-Motion Approved*

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.

Councilwoman Hockett made a motion to approve the street vacation request for a vacation of a 0.151-acre portion of existing public street and right-of-way at the southern terminus of Sunset Drive, N.E., seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

*-Motion Approved*

## IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield reminded Council that the Statement of Economic Interests forms are due by February 1, 2024.

B. Town Attorney – no report.  
C. Other Staff – no report.

## X. COUNCIL REPORTS

Councilwoman Hicks read a citizen's comment pertaining to the field lights at the new Huckleberry Park that remained on after hours. Mrs. Hicks agreed and questioned if those lights could be turned off when the park was not in use. Mayor Barber explained that Town Manager Wingfield would look into this but noted it may relate to security for the park.

Councilman Wilson reported he had attended the Virginia Main Street presentation with DCI previously and expressed that the work and effort they had accomplished was phenomenal. Mr. Wilson noted that being accepted into the Virginia Main Street program involved a great deal of work and expressed appreciation to the staff at DCI for their commitment.

Mr. Wilson also reported the Emergency Services Committee was continuing to work with the police and fire departments concerning elected officials' responsibilities during local emergencies.

Mr. Wilson also thanked Public Works, Fire, and Rescue for their hard work during the latest ice storm.

Mr. Wilson added that following the last Town Council meeting, he was conflicted over his typical position of not funding the Community Support Grant for the Montgomery Museum of Art and History. He explained that several items were discussed and voted on at the previous Town Council meeting concerning budget amendments and appropriations for those amendments. Mr. Wilson noted that after voting against funding for the Montgomery Museum of Art and History he was conflicted. He explained that the Montgomery Museum of Art and History funding had not been approved by Council but at this time he would like to place that item on a future agenda for more discussion and a vote.

Councilwoman Hicks expressed concern that Mr. Wilson changed his stance on the Community Support for the Montgomery Museum. Mrs. Hicks noted that her position was to not fund the museum due to the museum having their own funds.

Councilman Wilson made a motion to place the Community Grant funding and the Appropriation of Funding for the Montgomery Museum of Arts and History back on a future agenda for Council discussion and vote, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Nay; Hockett – Aye; Jenkins – Abstain; Wilson – Aye.

*-Motion Approved*

Councilwoman Hockett reported that after the last Council meeting, she was conflicted as well concerning the increase for Council's salaries. Mrs. Hockett explained that she had been consistent in voting no for Council salary increases but did not think Council's time and effort was not valuable. She added that she wanted the amount of the increase to be clear and transparent before voting. Mrs. Hockett asked that Council salary increases be placed back on a future agenda as well.

Councilwoman Hicks expressed that Council was deserving of a raise but noted that she did not agree with doing so after the budget had passed. Mrs. Hicks also expressed concern for the community's increase in water bills and taxes and felt it unfair to use taxpayer money to fund raises for Council.

Councilman Bishop questioned Town Attorney Broughton if there was an appropriate time of the year that Council should inquire concerning an increase in salary. Mr. Broughton explained there was no rule that calls for the request to be at a certain time. Councilwoman Bowman added that Council deserved an increase in salary, but the timing was not appropriate and mentioned the opportunity for citizens to express their comments on the subject. Mrs. Bowman also added that she had voted to add the Montgomery Museum back on a future agenda but that her stance would not change on funding.

Mayor Barber clarified that citizens did have a chance to comment on the increases to Council salaries.

Councilwoman Hockett made a motion to place the increase in salaries for Town Councilmembers back on a future agenda for Council discussion and vote, seconded by Councilman Jenkins. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Nay; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

*-Motion Approved*

XI. OTHER BUSINESS

A. Closed Meeting:

1. Councilwoman Hockett 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. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Abstain; Wilson – Aye.

*-Motion Approved*

Councilman Jenkins read a disclosure statement he had previously signed pertaining to his employment with the Montgomery Museum of Art and History and abstaining from discussions and votes pertaining to the museum.

2. Reconvene in Open Meeting
3. Councilwoman Hockett 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. Councilman Wilson seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Abstain; Wilson – Aye.

*-Motion Approved*

4. Council action on the matters

Mayor Barber explained that Council had extended guidelines to Town Manager Wingfield and Assistant Town Manager Warren and would most likely have discussion in future closed meetings. Mayor Barber added there was no decision at this time.

Councilwoman Hicks addressed Mr. Robins pertaining to his public comment earlier concerning homeless shelters in the area. Mrs. Hicks suggested he reach out to Montgomery County Supervisors as well. She added that there were currently organizations and churches in the community that could possibly assist.

Councilwoman Hockett suggested the To Our House group in Radford that provides shelter and meals.

Councilwoman Bowman noted this was a growing problem for the entire New River Valley. She added that the AGAPE Center has helped feed those in need in the community and that hopefully organizations could gather and help make a difference soon.

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:40 p.m.

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Tracy Heinline, Clerk of Council

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D. Michael Barber, Mayor



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

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

February 13, 2024

**ITEM TITLE:**

Task Order No. 4 under Contract #237000023, Amendment 1 to provide comprehensive design services for replacing the anaerobic digester boiler in a new building at the Wastewater Treatment Plant for \$136,500

**DESCRIPTION:**

The Town owns and operates a 6.0 million gallons per day (mgd) wastewater treatment facility (WWTF). In 2021 the Town had CHA prepare a Preliminary Engineering Report (PER) to outline comprehensive capital improvement needs at the WWTF. The Town desires to proceed with the replacement of the anaerobic digester boiler and heat exchanger. This boiler is over 15 years old and requires excessive maintenance. Additionally, the current boiler and heat exchanger are located in a building that has a common wall with the primary and secondary anaerobic digesters. This common wall construction was allowed in the 1980s; however, to be in compliance with NFPA 820, any new boiler shall be separated from the anaerobic digester by at least ten (10) feet due to the presence of methane gas in the digester and the open flame of a boiler. The replacement of the boiler will require a new building and modification of sludge, propane, and methane gas piping. CHA proposes to provide design services for this project which is included in this proposal. A proposal for bidding and construction contract administration will be provided once the Town is ready to proceed into construction.

**POTENTIAL ACTION:**

Task Order 4 approval and authorize the Town Manager to enter into this task order agreement on behalf of the Town with CHA Consulting, Inc.

**DEPARTMENT:**

Public Works

**PRESENTER:**

Jim Lancianese

**ITEM HISTORY:**

This task order will provide site survey, geotechnical investigation, design, and 3<sup>rd</sup> party design review consistent with the exhibit. The original contract associated with the task order was approved by Town Council on November 15, 2022. Amendment #1, renewing the contract, was approved by Town Council on October 24, 2023. Work under this contract is assigned to firms per Article III, Section 3.5.1 of the Town's Procurement Manual.

**INFORMATION PROVIDED:**

Task Order No. 4 Scope Proposal

<https://christiansburg.box.com/s/a8c0z9d0s7lt6rejhps02o1r07vy6wlc>

Term Services Task Order Selection

<https://christiansburg.box.com/s/p218o1pcjs756o3j5hf5jy52xtc1sa>

Task Order Authorization Form

<https://christiansburg.box.com/s/zji3y1catum74jgfkf37tjrlrigajxcbx>



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

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

February 13, 2024

**ITEM TITLE:**

Schedule Public Hearing for VRA loan not to exceed 15.5 million dollars on March 12, 2024.

**DESCRIPTION:**

In the 2024 budget, there are capital projects listed for major improvements at the Waste-Water Treatment as previously presented by the Engineering Department. We have been grant a very low interest loan of 0.5% to do these improvements because of issues with DEQ and discharges into the New River.

**POTENTIAL ACTION:**

Approve scheduling of Public Hearing on March 12, 2024 for the issuance of debt for the Waste Water Treatment Projects as previously presented.

**DEPARTMENT:**

Finance/Treasurer

**PRESENTER:**

Valerie Tweedie

**INFORMATION PROVIDED:**

Notice for public hearing

<https://christiansburg.box.com/s/2cw8cqbe0swlr00o2u6bu6rs3zobxbgy>



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

**AGENDA LOCATION:**

Introductions and Presentations

**MEETING DATE:**

February 13, 2024

**ITEM TITLE:**

Solar Project Update

**DESCRIPTION:**

Council to consider a Solar Franchise Power Purchase Agreement (PPA) proposal submitted to the Town by Sun Tribe Solar (STS) for the design, installation, operation, and maintenance of roof mount solar at the Recreation Center and at the Aquatic Center. This franchise agreement would be for 25 years, requires no up-front cost to be paid by the Town, is maintained and operated by STS, and is projected to provide the Town considerable electric energy savings over the life of this contract.

The next step will be to approve advertisement of a descriptive notice of the solar franchise ordinance in the legal section of a local publication and make it available for review in the Town Manager's office and to concurrently advertise for solar franchise bids for these services in accordance with Code of Virginia §15.2-2102.

**DEPARTMENT:**

Administration

**PRESENTER:**

Wayne Nelson, Town of Christiansburg

Katherine Knight, Sun Tribe Solar

Nick DiFerdinando, Sun Tribe Solar

**ITEM HISTORY:**

With the support and direction from the Sustainability Committee, Town Engineering Department Staff issued a Request for Proposals on November 15, 2022 for an "On-Site Solar Photovoltaic (PV) System Feasibility Study". The request was to study the buildings and sites of 9 Town facilities for the feasibility of rooftop and/or ground-mount solar PV installations. Sun Tribe Solar (STS) was selected as the most qualified firm for this study. Upon completion of the study, STS submitted a proposal to the Town for the design, installation, operation, and maintenance of roof mount solar at the two most viable projects identified in this study: the Recreation Center and the Aquatic Center.



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

**AGENDA LOCATION:**

Discussion/Action by Mayor and Council

**MEETING DATE:**

February 13, 2024

**ITEM TITLE:**

Discussion of Planning Commission Application

**DESCRIPTION:**

The Town has received an application for the Planning Commission. Town Council's role is to appoint Planning Commission members in accordance with Code of Virginia § 15.2-2212. This section permits localities to form a Planning Commission to consist of not less than five and no more than fifteen members. Each member is required to be a resident of the locality and qualified by knowledge and experience to make decisions on questions of community growth and development. Also, at least one-half of the members are to be owners of real property. There are currently six Planning Commissioners and all six own real property within Town. A public hearing is not needed for this action and Town Council could make a motion at the same evening if no other information is needed.

**POTENTIAL ACTION:**

Discussion and Potential Motion.

**DEPARTMENT:**

Administration



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**MEETING DATE:**

February 13, 2024

**ITEM TITLE:**

Budget amendment #6&7 to the fiscal 2023 -2024 budget for Council salary increase and increase in community support

**DESCRIPTION:**

We were asked to bring amendment #3 and #5 which were declined at the meeting in January, back on the agenda for Council consideration. They are now numbers 6 & 7. Amendment #3 is now amendment # 6 and for a revised amount. In the original amendment, I only calculated 3 months of increase, it is my understanding that it would be for 6 months which would bring the amount to \$10,432. Amendment 5 is now # 7 for community support in the amount of \$ 10,000. Both would come from unassigned fund balance. 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 #6 &7 and approve appropriation resolution for budget amendment #6 & 7.

**DEPARTMENT:**

Finance/Treasurer

**PRESENTER:**

Valerie Tweedie

**INFORMATION PROVIDED:**

Draft Resolution to Adopt Budget Amendment #6

<https://christiansburg.box.com/s/5fjsyx4kmpy9re1wdu7hylkipqfjtk2>

Draft Resolution to Adopt Budget Amendment #7

<https://christiansburg.box.com/s/mnpk38iio5fs2w3nqzwv53q04jc4e1i2>

Draft Resolution to Appropriate Budget Amendment #6

<https://christiansburg.box.com/s/p5d6mc16l8jngc0fb3vk6i3fcsgjjwyr>

Draft Resolution to Appropriate Budget Amendment #7

<https://christiansburg.box.com/s/hkdjvg6lhtoq73enyne49w4os0apb9mc>