



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
MAY 14, 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, May 14, 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. Aquatics property ground lease agreement with NRVA, Inc. (H<sub>2</sub>Ogies)

### IV. CONSENT AGENDA

- A. Approval of Minutes of April 23, 2024 and April 30, 2024
- B. Award Contract to Jones Road & Bridge, Incorporated in the amount of \$1,166,064.00 for construction of the College Street Drainage Improvements Phase I project
- C. Award Task Order 3 to Rummel, Kepper & Kahl LLP (RK&K) in the amount of \$127,262.21 for Construction, Engineering, and Inspection (CEI) services for the College Street Drainage Improvements Phase I project
- D. Approval of ARPA Subrecipient Agreement for Grant #SCS-21 for the Arrowhead Sanitary Sewer Rehabilitation Project
- E. Resolution recognizing May 12 – 18, 2024 as National Police Week
- F. Resolution recognizing May 13 – 17, 2024 as Infrastructure Week
- G. Resolution recognizing May 19 – 25, 2024 as Emergency Medical Services Week
- H. Resolution recognizing May 19 – 25, 2024 as National Public Works Week
- I. Resolution recognizing May 19 – 25, 2024 as National Travel and Tourism Week
- J. Resolution recognizing May 26 – 31, 2024 as Kiwanis Week and May 31, 2024 as Kiwanis Appreciation Day

### V. INTRODUCTIONS AND PRESENTATIONS

- A. Director of Parks and Recreation Brad Epperley to present on Parks and Recreation programs and operations
- B. Fire and Rescue Chief Billy Hanks to introduce new Rescue Deputy Chief Joshua Settlage

### VI. CITIZEN COMMENTS

### VII. COMMITTEE REPORTS

### VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Street closure request by Montgomery Museum of Art & History for closure of E. Main Street (from Franklin Street to Pepper Street) and Pepper Street, S.E. (from E. Main Street to First Street, S.E.) for Heritage Day on August 24, 2024 from 6:00 a.m. to 6:00 p.m. The event is planned for 10:00 a.m. to 4:00 p.m.
- B. Conditional Use Permit request by Howard M. Thornton, Jr. and Gayle W. Thornton, property owners, and PCKK Partners, LLC, applicant, to allow for a contractor equipment storage yard in the B-3 General Business District on property located at 520 and 540 Depot Street, N.E. (Tax Parcel 497 - ((A)) - 40; Parcel ID 007903) consisting of approximately of 2.409 acres. The property is designated as Downtown/Mixed Use on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held April 23, 2024.
- C. Rezoning request by Johnny C. Martin, Jr. and Amelia F. Martin, property owners and applicants, to rezone property located at 3345 Roanoke Street (all of approximately 1.595-acre Tax Parcel 502 - ((9)) - 6; Parcel ID 007453) and property located at 3301 Roanoke Street (an approximate 5.955 acre portion of Tax Parcel 502 – ((9)) - 5C; Parcel ID 090517) from A Agricultural to B-3 General Business. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held April 23, 2024.
- D. Conditional Use Permit request by Johnny C. Martin, Jr. and Amelia F. Martin, property owners and applicants, to allow for an amendment of an existing Conditional Use Permit (CUP) for the expansion of a contractors equipment storage yard on property located at 3345 Roanoke Street and a portion of property located at 3301 Roanoke Street (all of approximately 1.595-acre Tax Parcel 502 – ((9)) – 6; Parcel ID 007453 and an approximately 5.955-acre portion of Tax Parcel 502 – ((9)) - 5C; Parcel ID 090517). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held April 23, 2024.
- E. 2024 Community Development Block Grant (CDBG) Annual Action Plan. The Public Hearing was held April 23, 2024.
- F. Christiansburg Huckleberry Park lighting (Bowman and Hicks)

#### IX. STAFF REPORTS

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

#### X. COUNCIL REPORTS

## XI. OTHER BUSINESS

### A. Closed Meeting:

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 sale of property located on the southeastern intersection of Peppers Ferry Road, N.W. and Booker T. Washington Boulevard, N.W. (an approximately 5-acre portion of Tax Parcel 435 – ((A)) – 3A; Parcel ID 270079) and additionally, the potential purchase of property located near the Christiansburg Recreation Center at 1600 N. Franklin Street (Tax Parcels 466 – ((A)) – 8A and 13 and 466 – ((2)) – 14A; Parcel IDs 026472 and 019332).
2. Reconvene in Open Meeting
3. Certification
4. Council action on the matter

## XII. ADJOURNMENT

### Upcoming meetings of Council:

~~May 15, 2024, 6:30 p.m. – Regular Work Session CANCELLED~~

May 28, 2024, 7:00 p.m. – Regular Meeting

June 11, 2024, 7:00 p.m. – Regular Meeting

June 19, 2024, 6:30 p.m. – Regular Work Session



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

**AGENDA LOCATION:**

Public Hearing

**MEETING DATE:**

May 14, 2024

**ITEM TITLE:**

Aquatics property ground lease agreement with NRVA, Inc. (H<sub>2</sub>0kies)

**DESCRIPTION:**

New River Valley Aquatics, Inc. (H<sub>2</sub>0kies) Head Coach/Director Scott Baldwin presented to Town Council on March 12, 2024 a lease proposal for a portion of Town property at the Christiansburg Aquatic Center, 595 N. Franklin Street (Tax Parcel 497 – ((A)) – 279; Parcel ID 010896) for tenant use. The proposal is to construct, operate, and maintain a building in which to conduct its year-round swim team activities as well as extra storage. Tenant's permitted use includes the potential for collaborations with other swim teams that utilize the CAC, supplementing the need for out of water space. Aquatic Advisory Board by expressed by unanimous vote in support of the ground lease and structure.

Town Council directed staff at its March 12, 2024 meeting to further review the ground lease based on the Council discussion and to set a public hearing. Staff and Town Attorney Reid Broughton reviewed the draft and made edits, with the edit reflecting a \$1,000 monthly rental fee which, would not be required to be paid provided the tenant remains a 501(c)(3) charitable organization in good standing and eligible under Code of Virginia §15.2-953. NRVA, Inc. is agreeable to the draft and received approval from their Board of Directors and signed the proposed agreement, however terms of the agreement would strictly be at Town Council's discretion.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT:**

Administration/Aquatics

**INFORMATION PROVIDED:**

Draft Ground Lease

<https://christiansburg.box.com/s/huehzwkm27cg8wyjgppixs51gufzknan>

Training Facility Schematic Rendering

<https://christiansburg.box.com/s/hkv7ryeljfhca0kq9by88kxj69ojzqmh>

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

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Tanya Hockett (Via Phone); 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; Finance Director Valerie Tweedie; Director of Parks and Recreation Brad Epperley; Director of Public Works Jim Lancianese; Assistant Director of Public Works, Streets Travis Moles; Director of Aquatics Terry Caldwell; Police Chief Chris Ramsey; Public Relations Director Christina Bolt (Edney)

REGULAR MEETING

I. CALL TO ORDER

Mayor Barber noted that Councilwoman Hockett would be attending the meeting via telephone due to traveling.

Councilman Wilson made a motion to allow Councilwoman Hockett into the meeting via telephone, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Jenkins – Aye; Wilson – Aye.

*Motion Approved*

A. Moment of Reflection

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilman Jenkins.

Mayor Barber recognized that April is Child Abuse Prevention Month and thanked the Christiansburg Police Department for spreading the word and raising awareness throughout the community.

II. ADJUSTMENT OF THE AGENDA

Councilman Jenkins made a motion to separate the bill list item from the consent agenda due to the community support for the Montgomery Museum of Art & History, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

*Motion Approved*

### III. PUBLIC HEARINGS

- A. Aquatics property ground lease agreement with NRVA, Inc. (H<sub>2</sub>Ogies) (To be rescheduled to May 14, 2024 – see Consent Agenda)
- B. Conditional Use Permit request by Howard M. Thornton, Jr. and Gayle W. Thornton, property owners, and PCKK Partners, LLC, applicant, to allow for a contractor equipment storage yard in the B-3 General Business District on property located at 520 and 540 Depot Street, N.E. (Tax Parcel 497 – ((A)) – 40; Parcel ID 007903) consisting of approximately 2.409 acres. The property is designated as Downtown/Mixed Use on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Patrick Feucht, contract purchaser of the property in question and owner of Baseline Solar, one of the businesses that would use the properties, came before Council to answer any questions, or concerns they may have for the request. He explained that smaller equipment would be used at the properties and placed on an asphalt pad on the property when not in use.

Mayor Barber noted that Planning Commission had met and recommended approval for this request with a 6-0 vote.

With no further public comments the public hearing closed.

- C. Rezoning request by Johnny C. Martin, Jr. and Amelia F. Martin, property owners and applicants, to rezone property located at 3345 Roanoke Street (all of approximately 1.595-acre Tax Parcel 502 – ((9)) – 6; Parcel ID 007453) and property located at 3301 Roanoke Street (an approximate 5.955 acre portion of Tax Parcel 502 – ((9)) – 5C; Parcel ID 090517) from A Agricultural to B-3 General Business. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Mayor Barber recognized a written citizen comment from a previous Town Council meeting by Steve Knowles, a property owner next to 3345 Roanoke Street, and noted that Mr. Knowles had no issues with the request and felt this was a clean business.

Steve Semones, Balzer & Associates, clarified that item D. was related to this rezoning request as well and would like to speak to both items. Mr. Semones explained that the business at 3345 Roanoke Street was currently an operating business, and the owner would like to expand into an additional 20,000 square foot building. He further explained that approximately 18,000 square feet would be used as garage space for equipment storage and about 1,600 for office space. Mr. Semones noted there was a

proposal for a screened fence, a parking area, and an on-site dumpster that would be privately maintained. He added that per Town code a sidewalk would be added, and the shared driveway would not be used by the property owner, explaining there would only be one entrance in and out of the property.

With no further public comments the public hearing closed.

- D. Conditional Use Permit request by Johnny C. Martin, Jr. and Amelia F. Martin, property owners and applicants, to allow for an amendment of an existing Conditional Use Permit (CUP) for the expansion of a contractors equipment storage yard on property located at 3345 Roanoke Street and a portion of property located at 3301 Roanoke Street (all of approximately 1.595-acre Tax Parcel 502 – ((9)) – 6; Parcel ID 007453 and an approximately 5.955-acre portion of Tax Parcel 502 – ((9)) - 5C; Parcel ID 090517). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

With no further public comments the public hearing closed.

- E. 2024 Community Development Block Grant (CDBG) Annual Action Plan

Andrew Warren addressed Council and explained this annual action plan outlined proposed activities for the upcoming program year. He noted that traditionally the funds have been invested in infrastructure projects in the low to moderate area of the Park District and this year the grant would be added to current funds of the Town to install sidewalk on Main Street. Mr. Warren added that they would work with a potential non-profit to start a home repair program as well. He explained that currently they were in the middle of the 30-day review period which would end on May 15<sup>th</sup>. He further clarified that this would come back for a vote by Council on May 14<sup>th</sup>. Mr. Warren noted that the Town received a little over \$130,000 in funds last year.

With no further public comments the public hearing closed.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of April 9, 2024 and April 17, 2024
- B. Monthly Bill List
- C. Resolution recognizing the month of May 2024 as GBS and CIDP Awareness Month
- D. Resolution recognizing the month of May 2024 as National Building Safety Month
- E. Resolution recognizing the month of May 2024 as National Water Safety Month
- F. Resolution recognizing the month of May 2024 as Mental Health Awareness Month



- G. Resolution recognizing May 6 – 12, 2024 as National Nurses Week
- H. Cancel Public Hearing for Aquatics property ground lease agreement with NRVA, Inc. (H2Okies) for April 23, 2024 and set Public Hearing for May 14, 2024

Councilwoman Hicks made a motion to approve consent agenda item A. and items C. through H., seconded by Councilman Jenkins. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

*Motion Approved*

Mayor Barber noted the monthly bill list included an item for \$10,000 in grant funding for the Montgomery County Museum that had been approved by Council in January 2024.

Councilwoman Hicks expressed she would vote against the bill list approval since she disagreed with the Town using resources to support the museum.

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

*Motion Approved*

## V. INTRODUCTIONS AND PRESENTATIONS

- A. Police Chief Chris Ramsey to present on Police Department Programs and Operations

Police Chief Ramsey thanked Council and the community for their continued support of the Police Department. Chief Ramsey showed a job recruitment video to Council and added that the Police Department had been provided a sufficient training budget that has aided in the department serving the community well.

Chief Ramsey spoke about the different roles within the Police Department and the services provided to the community. He recognized several of the specialized units at the Police Department such as the School Resource Officers (SRO), the Emergency Response Team, and the K-9 Units Team. Chief Ramsey spoke about community events and outreach programs such as awareness for Child Abuse Prevention and the After Prom Party for Christiansburg High School. He further noted that the Police Department participated in many community events such as Sleep in Heavenly Peace, the Special Olympics, and Supplies for Seniors as well as providing security for parades and downtown events. Chief Ramsey spoke about the Citizens' Police Academies and how the program educates young individuals and parents in the community concerning what the Department does.

Chief Ramsey noted there were several project updates to note including the completed building renovations in front of the Police Department. Chief Ramsey also reported an upgraded police training room and conference room in the Police Department building. He talked about the department's body camera program that launched in 2015 and the upgrade to Axon Body 4 that would provide better memory and audio. Chief Ramsey

mentioned the use of drones and how valuable they can be for security at public events and aiding in search and rescue.

Chief Ramsey touched on the multiple upcoming retirements in the Police Department and how important recruiting was at this time. He recognized the Public Relations Department for their recruiting efforts in increased social media presence and promotional materials as well as the Human Resources Department for their involvement in job fairs and advertising.

Chief Ramsey thanked Council for the revision to the Police Department's grooming policy and allowing beards and ballcaps within the department and noted the impact on morale. Chief Ramsey explained the department was due for State Reaccreditation in June 2024 and would begin the process to become nationally accredited with the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Councilman Bishop questioned why shoplifting numbers had tripled in 2023. Chief Ramsey explained that there are organized groups passing through Christiansburg periodically committing shoplifting crimes. He noted that stores are purchasing better video footage with facial recognition in order to catch the shoplifters, which in turn has tripled recognition of shoplifting.

Councilman Wilson and Councilwoman Bowman thanked the Police Department for all they do for the community.

## VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, addressed Council concerning the purchase agreement for the parcels of lots downtown behind the Montgomery Museum. Mr. Waltz expressed that according to the 2022 deed in the description of parcel 2, Plat Book 2, Page 176 the Town currently owns the parcel and referenced the Christiansburg Crab Creek Disposal Plant. He added that the easement for the museum for 20 parking spaces for 2 parcels was filed March 7<sup>th</sup> after a closed meeting when it was relayed to him that the Town would only purchase the property if it was unencumbered with no easements. Mr. Waltz commented the Town did not understand what they were buying, and he felt Council was wasting the taxpayer's money.

Joyce Radford, 510 Ellett Road, addressed Council concerning the license plate readers the Police Department would like to have installed. Ms. Radford noted that she supports law enforcement and thanked the Police Department for making this a safe community. She noted that although she supports the Police Department, she does not support license plate readers without restrictions. She added there are currently no restrictions on how data is stored, how long it is stored, or who sees it. Ms. Radford further questioned if the potential license plate data is shared with state and federal government. Ms. Radford expressed she felt these readers collect too much personal information and that this type of monitoring violates citizens privacy.

## VII. COMMITTEE REPORTS

No committee reports.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Kiwanis Club of Christiansburg to request two possible street closure configurations for the 2024 Wilderness Trail Festival on September 21, 2024 from 5:30 a.m. to 6:00 p.m. due to anticipated downtown construction with the Hickok Street Drainage Project: (1) Main Street (between Dunkley Street, N.W. and Pepper Street), Franklin Street (between First Street and Commerce Street, N.W.), Hickok Street (between Commerce Street, N.W. and First Street), and Marvin Jarels Circle, N.E. (in its entirety); and (2) Main Street (between approximately 39 W. Main Street to Montague Street); Marvin Jarels Circle, N.E. (in its entirety); Pepper Street (between Hill Street, N.E. and the Montgomery County Courthouse Pepper Street, S.E. parking lot exit). The event would be 9:00 a.m. to 4:00 p.m.

Ernie Wade, Kiwanis Board of Directors, explained that the Wilderness Trail Festival was an annual event for the Town and due to construction at Hickok Street the street closures will be different this year. Assistant Town Manager Andrew Warren noted that during the construction on Hickok Street it would affect W. Main Street in this area. Mr. Warren explained that Council was being asked to approve both closures and the decision would be made closer to when the event will take place. He added that the second option also includes the closure of Roanoke Street from Main Street to First Street (as shown on the map provided to Council). Councilwoman Hicks expressed that while she appreciates the Kiwanis Club and their efforts, she would abstain from the vote due to her business being on E. Main Street. Mrs. Hicks also expressed she would like to have a conversation with Council concerning policy, so it would not affect her business in the future. Councilman Jenkins noted that he supports the event downtown and the Museum is located in the event area. He further noted that the event affects more than three businesses, but he would abstain from the vote as well due to the event organizer's relationship to his Board of Directors. Councilwoman Bowman urged Council to protect downtown businesses and asked if there was a guarantee that business owners would not lose business because of the event. Mr. Wade clarified that he continuously visits the businesses before an event and discusses concerns or questions. He noted the previous owner of Angle's would use their back exit to deliver and it worked well. Mr. Wade expressed that the goal was to make businesses downtown happy and encouraged businesses to stay open during these types of events.

Councilman Wilson made a motion to approve the request for street closure for the 2024 Wilderness Trail Festival, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks- Abstain; Hockett – Aye; Jenkins – Abstain; Wilson – Aye.

*Motion Approved*

- B. Resolution to Approve Budget Amendment #9 for FY 2023-24 (Wilson and Hockett)

Town Manager Wingfield explained to Council that the Public Works Department felt they could not ensure the work at the Christiansburg Huckleberry Park before the end of the

fiscal year. Mr. Wingfield noted that if the work was contracted out it would cost more than having it completed by Public Works.

Councilman Wilson made a motion to withdraw item B. from the agenda, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

*Motion Approved*

C. Resolution to Approve Budget Appropriation #9 for FY 2023-24 (Wilson and Hockett)

Item removed (see above).

IX. STAFF REPORTS

A. Town Manager Wingfield reported the New River Valley MPO will have a public hearing on the U.S. Route 460 Bike Pedestrian Study on April 25<sup>th</sup> from 4:00 to 6:00 p.m. at the New River Community College Uptown Christiansburg site. Mr. Wingfield reminded Council of the budget work session on Tuesday, April 30<sup>th</sup> at 6:30 p.m. He added that Spring Clean Up was continuing through April 26<sup>th</sup> and the Leaf Giveaway Event would take place on May 10<sup>th</sup> and 11<sup>th</sup>. Mr. Wingfield also added that the next Rockin Main Event would be on May 11, 2024 from 5:00 to 9:00 p.m.

B. Town Attorney – no report.

C. Other Staff – no report.

X. COUNCIL REPORTS

Councilwoman Hicks expressed that after reviewing the information concerning the downtown parking lot purchases, she wanted to verify that all is in order before moving forward. Mrs. Hicks stated the property did not have a clean title and there was no information concerning parking spaces and their size, etc. She questioned how the Town and County collect taxes on the drive-thru area on the parcel. Mrs. Hicks suggested Council have further discussion before making a final decision.

Councilwoman Bowman agreed with Mrs. Hicks concerning the purchase of the downtown parcels.

Mayor Barber reminded Council of the upcoming budget work session and asked that any questions be sent to Finance Director Tweedie by the end of day Friday, the 26<sup>th</sup>.

XI. OTHER BUSINESS

A. Closed Meeting:

1. Councilman Wilson made a motion to enter into a Closed Meeting under Code of Virginia § 2.2-3711(A)(8), for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision

of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The Closed Meeting is being held for discussion of legal matters in regard to a waterline break on Overland Drive, S.W. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Absent; Jenkins – Aye; Wilson – Aye.

*Motion Approved*

2. Request for a Closed Meeting under Code of Virginia § 2.2-3711(A)(8), for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The Closed Meeting is being held for provision of legal advice regarding policies of the Town's Aquatic Center and Parks and Recreation Department. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

*Motion Approved*

Councilwoman Hicks expressed that Council would be discussing a public policy and felt the topic should not be in a closed session.

3. Reconvene in Open Meeting
4. Certification

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

*Motion Approved*

5. Council action on the matters

No immediate action.

## XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:58 p.m.

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
SPECIAL MEETING MINUTES  
APRIL 30, 2024 – 6:30 P.M.**

A SPECIAL MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON APRIL 30, 2024 AT 6:30 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Clerk of Council/Executive Assistant Tracy Heinline; Finance Director Valerie Tweedie; Deputy Finance Director Katie Miano; Engineering Director Mike Kelley; Director of Parks and Recreation Brad Epperley; Fire Chief Billy Hanks; Director of Public Works Jim Lancianese; Assistant Director of Public Works, Streets Travis Moles; Police Chief Chris Ramsey; Director of Public Relations Christina Bolt (Edney); Planning Director Retta Jackson

**WORK SESSION**

I. Call To Order

Mayor Barber called the work session to order and announced that Councilwoman Hockett would attend the meeting via telephone due to traveling.

Councilman Wilson made a motion to allow Councilwoman Hockett into the meeting via telephone, with a second to the motion Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Jenkins – Aye; Wilson – Aye.

II. Discussion of Fiscal Year 2024-25 Budget

*Special Events*

Parks and Recreation Director Brad Epperley reported on the budget submitted for Town sponsored special events. He noted the budget did increase by 5% due to increases for 4<sup>th</sup> of July fireworks, sound system costs for Town events, and the 4<sup>th</sup> of July concert band fee increase. Mr. Epperley recognized the Huckleberry Jam event as an additional Town-Sanctioned Special Event that had been requested.

*Travel*

Mrs. Tweedie clarified that travel expenses for Town staff had increased due to Police Department 2024 accreditation and several departments have resumed traveling for training in place of online training (due to Covid-19).

#### Capital Projects

Engineering Director Mike Kelley reported on the funding sources for the Town and talked about the grants from VDOT, DEQ, DCR and the Federal Highway Administration. Mr. Kelley noted the Town had a good working relationship with these funding sources and noted the large grant from VDOT for the Hickok Street project. Mr. Kelley added that these capital projects can take up to 5 years to complete and most are so large they rollover into the next year's budget.

#### Capital Equipment

Mrs. Tweedie clarified the funds in the Aquatic Center's reserve fund would go towards the HVAC project. Mr. Epperley reported that bathroom renovations for the Parks and Recreation Center have begun but the final two bathrooms would need to be completed next fiscal year. He added that construction could be done for a potential family locker room/bathroom at the Recreation Center, but utilities would need to be provided in that area in order for it to be a possibility.

#### Community Support

Mrs. Tweedie referenced a list of the Community Support organizations that had applied. She noted the Boy Scouts of America did not receive enough votes by Council to be funded and noted the tie in votes for the Montgomery Museum of Art & History. Mr. Epperley noted that the Eagle Scouts have built shelters and kiosks along the Huckleberry Trail and has completed a considerable amount of work for the Town. Several Councilmembers suggested further discussion may be in order for clearer guidance for the Community Support applicants.

#### Cellphone Stipends

Mrs. Tweedie explained that Town staff used their personal cellphones for work and the Town provides a stipend to reimburse cost for data only. She added that when an employee leaves employment their app on their personal phone would be removed by the Town. She explained that providing cellphones for employees would be costly.

#### Next steps

Mrs. Tweedie explained the next step in the budget process would be to prepare a final draft and advertise. A public hearing would be held on the budget May 28<sup>th</sup> along with consideration of public comments. Adjustments will be made if appropriate and the final budget approval must be approved by June 30, 2024.

Mayor thanked Town staff for their involvement in the budget as well as working with the new Town system.

Mr. Wingfield asked Council if they would like to cancel the May 15<sup>th</sup> work session due to the regular Council meeting be held on the 14<sup>th</sup>. Council agreed to cancel.

### III. Adjournment

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:56 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:**

May 14, 2024

**ITEM TITLE:**

Award Contract to Jones Road & Bridge, Incorporated in the amount of \$1,166,064.00 for construction of the College Street Drainage Improvements Phase I project.

**DESCRIPTION:**

The project consists of a stormwater detention pond, stormwater pipe and drop inlets, domestic water and sanitary sewer relocations, sanitary sewer main, laterals, and manholes, maintenance access road, retaining wall, pavement repair, permanent stabilization, and associated appurtenances.

**POTENTIAL ACTION:**

Approve Notice of Award and authorize the Town Manager to enter into Contract for the subject Work, subject to Town Attorney review and approval.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Michael Kelley

**ITEM HISTORY:**

The Town issued an IFB on March 24, 2024, for the College Street Drainage Improvements Phase I project. Bids were received on April 29, 2024, from two contractors. Jones Road & Bridge, Incorporated was the lowest responsible bidder. The Engineer and Staff have reviewed their bid and recommended entering into contract with Jones Road & Bridge, Incorporated to perform the drainage improvement project.

**INFORMATION PROVIDED:**

Notice of Award

<https://christiansburg.box.com/s/nhqicreor9b9eyi6au619rwsf4c1w8po>

Letter of Recommendation

<https://christiansburg.box.com/s/l55zerefe7fmji8ww8h4v1232l5zjlc2>





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

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

May 14, 2024

**ITEM TITLE:**

Award Task Order 3 to Rummel, Kepper & Kahl LLP (RK&K) in the amount of \$127,262.21 for Construction, Engineering, and Inspection (CEI) services for the College Street Drainage Improvements Phase I project.

**DESCRIPTION:**

The project will construct drainage improvements consisting of stormwater management basin, storm drainage and utility relocation along College Street and on associated right-of-way between College Street and Main Street. Specific elements of work include excavation, drainage structures and pipe, SWM facility construction, retaining walls, asphalt milling and paving, asphalt patching, sanitary sewer, dry utility relocation, erosion and sediment control, and maintenance of traffic.

**POTENTIAL ACTION:**

Approve the proposal with RKK and authorize the Town Manager to execute the Task Order for CEI services.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Michael Kelley

**ITEM HISTORY:**

This Task Order is issued under the CEI Term Contracts which allow individual task orders up to \$500,000, not to exceed \$2,500,000 per annual contract term per the Town's Procurement Policy. The distribution of this work is consistent with the approved procedures outlined in the Town's Procurement Manual. As noted in the Town's Procurement Manual, award of Task Orders greater than \$100,000 require council approval.

**INFORMATION PROVIDED:**

Proposed Task Order 03

<https://christiansburg.box.com/s/4bvfhwmf6mfyyv7hvsocahvqgrhwyfh3n>



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

**AGENDA LOCATION:**

Consent Agenda

**MEETING DATE:**

May 14, 2024

**ITEM TITLE:**

Approval of ARPA Subrecipient Agreement for Grant #SCS-21 for the Arrowhead Sanitary Sewer Rehabilitation Project.

**DESCRIPTION:**

This grant agreement between the Town of Christiansburg and the State of Virginia's Department of Environmental Quality is funded from the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) in the amount of \$3,121,395.61. The grant provides for one hundred percent funding for portions of the Arrowhead Sanitary Sewer Rehabilitation project. This grant will allow for the construction of approximately 10,294 linear feet of 8" cured-in-place sanitary sewer pipe lining, replacement of 43 sanitary sewer manhole frames and covers, cementitious lining of 10 sanitary sewer manholes, and associated sanitary sewer system rehabilitation work.

**POTENTIAL ACTION:**

Approve the ARPA Subrecipient Agreement and authorize the Town Manager and the Director of Finance/Treasurer to execute the grant agreement on behalf of the Town.

**DEPARTMENT:**

Engineering

**PRESENTER:**

Michael Kelley

**ITEM HISTORY:**

The Town entered into a Consent Order with DEQ on 12/28/2022 for sanitary sewer overflows. As part of the consent order, the Town committed to the construction of the Arrowhead Sanitary Sewer Rehabilitation project. The Town submitted an application to the ARPA SLFRF grant fund in December 2022, and was initially awarded \$1,903,767 for construction of the Arrowhead project. The Town was notified by DEQ in April 2024 that additional funding was available, and the grant award was increased to \$3,121,395.61.

**INFORMATION PROVIDED:**

ARPA Subrecipient Agreement for Grant #SCS-21

<https://christiansburg.box.com/s/bbzgk1glt2p8qu7kt56bp3mlsx8wivz5>

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING MAY 12-18, 2024 AS NATIONAL POLICE WEEK

**WHEREAS** National Police Week in America was created to honor and recognize the sacrifice and contributions made by police officers in communities both large and small; and,

**WHEREAS** the Town of Christiansburg community will always appreciate and commend the risks police officers take every day to ensure our community's laws are properly enforced and that public safety is ensured; and,

**WHEREAS** members of our law enforcement agency protect citizens from violence and disorder, the innocent from deception, and the weak against oppression; and,

**WHEREAS** the men and women of the Christiansburg Police Department unceasingly provide a vital public service and deserve to be recognized for the faithful and loyal devotion they exhibit in their courageous deeds; and,

**WHEREAS**, National Police Week offers honor, remembrance, and peer support, while allowing law enforcement, survivors, and citizens to gather and pay homage to those who gave their lives in the line of duty.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Christiansburg, do hereby declare the week of May 12 through 18, 2024 as National Police Week to recognize our police officers, past and present. Through their dedicated service and personal sacrifice, our police officers selflessly preserve the rights and bring security to all citizens and are to be commended for their service to our community.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, VA held May 14, 2024, members of Council stood opposite their names as indicated:

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

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING MAY 13-17, 2024 AS UNITED FOR INFRASTRUCTURE WEEK

**WHEREAS** Christiansburg relies on critical infrastructure, including roads and bridges, railroads and transit systems, pipes and water systems, reliable power supply and connectivity to the regional, national, and global economy; and,

**WHEREAS** this infrastructure enhances our local and regional economy, our quality of life, our safety, and the strength of our communities; and,

**WHEREAS** decades of underfunding and deferred maintenance have pushed infrastructure across the country to the brink of national crisis, with preventable catastrophic failures occurring in communities nationwide; and,

**WHEREAS** America's poorly funded infrastructure and transportation systems are more than a drag on the economy, they can be harmful to our health and safety, even though tragedies resulting from infrastructure failures are most often preventable with adequate investment; and,

**WHEREAS** every dollar invested in infrastructure generates nearly two dollars in economic output; and,

**WHEREAS** to grow our economy, keep Americans safe, and strengthen our communities, we need all levels of government and the private sector to work together to rebuild and repair our nation's infrastructure.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Christiansburg, Virginia do hereby declare the week of May 13 through 17, 2024 as United for Infrastructure Week 2024 and urge the citizens of Christiansburg to join in this special observance with appropriate events and commemorations.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held May 14, 2024, members of Council stood opposite their names as indicated:

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.

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Tracy Heinline, Clerk of Council

---

D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING MAY 19 – 25, 2024 AS EMERGENCY MEDICAL SERVICES WEEK

**WHEREAS** emergency medical services are a vital public service, and the staff and volunteer members of Christiansburg Rescue are prepared to provide lifesaving care to those in need 24 hours a day, seven days a week; and,

**WHEREAS** access to quality emergency medical care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

**WHEREAS** emergency medical services have grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care and access to telemedicine; and,

**WHEREAS** the emergency medical services system consists of emergency medical technicians, paramedics, emergency medical dispatchers, emergency medical services educators and administrators, emergency nurses, emergency physicians, other out of hospital medical care providers and first responders, and trained members of the public; and,

**WHEREAS** the members of emergency medical services teams, whether career or volunteer, engage in hundreds of hours of specialized training and continuing education to enhance their lifesaving skills; and,

**WHEREAS** the Town of Christiansburg and its citizens greatly benefit from the outstanding work of emergency medical services providers throughout our community.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg, Virginia declares the week of May 19 – 25, 2024 as Emergency Medical Services Week in Christiansburg to recognize the efforts of Christiansburg Rescue and all the emergency medical services members in our community and to applaud their accomplishments.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held May 14, 2024, members of Council stood opposite their names as indicated:

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

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING MAY 19-25, 2024 AS NATIONAL PUBLIC WORKS WEEK

**WHEREAS** the objective of National Public Works Week is to honor the services of the public works employees who live among us; and,

**WHEREAS** the year 2024 marks the 64<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association and this year's theme is "Advancing Quality of Life for All"; and,

**WHEREAS** public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Christiansburg; and,

**WHEREAS** these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS** public works is the thread that connects us all, no matter where we live in the world; and,

**WHEREAS** all public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Christiansburg, Virginia declares the week of May 19 - 25, 2024 as National Public Works Week in the Town of Christiansburg, Virginia, and do hereby call upon all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our health, safety, and quality of life.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held May 14, 2024, members of Council stood opposite their names as indicated:

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.

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Tracy Heinline, Clerk of Council

---

D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## RESOLUTION RECOGNIZING MAY 19 - 25, 2024 AS NATIONAL TRAVEL AND TOURISM WEEK

**WHEREAS**, travel has a positive effect on Virginia and the nation's economic prosperity and image abroad and impacts business productivity and individual travelers' well-being; and,

**WHEREAS**, National Travel and Tourism Week 2024 celebrates the industry's critical role in driving our nation's economy, cultivating vibrant communities, and forging connections; and,

**WHEREAS**, travel is an economic powerhouse for every state and destination across the country, with an economic output of \$2.8 trillion, supporting 15 million American jobs; and,

**WHEREAS**, traveling from one place to another is faster, more seamless, and safer than ever before; and,

**WHEREAS**, travel spending supports vibrant and safe communities in Christiansburg, VA and across the United States by generating \$89 billion in state and local tax revenue in 2023 to support essential services, such as education, emergency response, public safety and more; and,

**WHEREAS**, travel enables success for all industries – including manufacturing, agriculture, defense, healthcare and more – by driving sales growth, innovation, education, and operations that power our economy, our nation, and Christiansburg, VA.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Christiansburg, do hereby declare the week of May 19 through 25, 2024 as National Travel and Tourism Week and urge the citizens of Christiansburg to join in this special observance with appropriate events and commemorations.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, Virginia held May 14, 2024 members of Council stood opposite their names as indicated:

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.

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Tracy Heinline, Clerk of Council

---

D. Michael Barber, Mayor



# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## **RESOLUTION RECOGNIZING MAY 26 – 31, 2024 AS KIWANIS WEEK AND MAY 31, 2024 AS KIWANIS APPRECIATION DAY**

**WHEREAS** the Kiwanis Club of Christiansburg was organized and chartered May 31, 1949 by a group of dedicated and civic minded citizens; and,

**WHEREAS** upon receiving its charter, the Kiwanis Club of Christiansburg immediately started working on their mission to make life better for the children of the world, nation, and community; and,

**WHEREAS** from 1949-1952 the newly formed club worked in many ways to assist local children by sponsoring a Boys Scout Troop, provided Red Cross Swimming & Lifeguard classes, and provided milk, clothing, and medical assistance to children in need; and,

**WHEREAS** beginning in and around 1954 and continuing until 1970 the Kiwanis Club of Christiansburg sponsored and operated the sandlot sports programs consisting of Baseball, Basketball, Football, and Cheerleading, providing the youth of Christiansburg the opportunity to participate in team sports in the absence of a formal Recreation Department in Town. In 1963 the club developed Kiwanis Park on land donated by a local citizen; and,

**WHEREAS** in 1970 upon the urging of and with the full support of the Kiwanis Club of Christiansburg, the Town created the Department of Parks and Recreation; and,

**WHEREAS** over the 75 years since their charter, the Kiwanis Club of Christiansburg has continued their support of our youth by holding annual Christmas parties for children in need, created a backpack program that feeds over 50 children each week, established scholarships for Christiansburg High School students, provides \$500 gift cards to each school in town to be used for clothing and supplies for children, provides scholarships for families that cannot afford fees for recreational sports teams in town, and has sponsored the 50 year old annual Wilderness Trail Days Festival in downtown Christiansburg for over 20 years; and,

**WHEREAS** the Kiwanis Club of Christiansburg members have raised and donated back to the community nearly \$1 million and performed hundreds of thousands man hours to community projects and services that have greatly enhanced the quality of life of our community; and,

**WHEREAS** the Town of Christiansburg extends its heartfelt thanks and gratitude to the Kiwanis Club of Christiansburg on its 75<sup>th</sup> Anniversary and for the countless lives you have touched over the many years of dedication to our youth and citizens and wishes you continued years of growth and service to our Town.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Christiansburg, do hereby declare the week of May 26 – 31, 2024 as Kiwanis Week and May 31, 2024 as Kiwanis Appreciation Day does call upon the citizens of the Town of Christiansburg to join in showing appreciation.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Council of the Town of Christiansburg, VA held May 14, 2024 members of Council stood opposite their names as indicated:



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.

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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:**

May 14, 2024

**ITEM TITLE:**

Street closure request by Montgomery Museum of Art & History for closure of E. Main Street (from Franklin Street to Pepper Street) and Pepper Street, S.E. (from E. Main Street to First Street, S.E.) for Heritage Day on August 24, 2024 from 6:00 a.m. to 6:00 p.m. The event is planned for 10:00 a.m. to 4:00 p.m.

**DESCRIPTION:**

The Montgomery Museum of Art & History has annually held Heritage Day ([Heritage Day - Montgomery Museum of Art & History](#)) downtown in August and they are again requesting street closures for the event. The request includes closure of E. Main Street (from Franklin Street to Pepper Street) and Pepper Street, S.E. (from E. Main Street to First Street, S.E.) for August 24, 2024 from 6:00 a.m. to 6:00 p.m. The event is planned for 10:00 a.m. to 4:00 p.m.

**POTENTIAL ACTION:**

Council vote

**DEPARTMENT(S):**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager

**INFORMATION PROVIDED:**

Street closure map

<https://christiansburg.box.com/s/ohzn5ggdc9p5q7wrlb6pl689uvfitpl>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**MEETING DATE:**

May 14, 2024

**ITEM TITLE:**

Conditional Use Permit request by Howard M. Thornton, Jr. and Gayle W. Thornton, property owners, and PCKK Partners, LLC, applicant, to allow for a contractor equipment storage yard in the B-3 General Business District on property located at 520 and 540 Depot Street, N.E. (Tax Parcel 497 - ((A)) - 40; Parcel ID 007903) consisting of approximately of 2.409 acres. The property is designated as Downtown/Mixed Use 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 a contractors equipment storage yard. The purpose of this request is to allow the expansion of their current business operations by leasing the proposed property and utilizing it for the on-site storage of vehicles essential for their day-to-day activities. Among the vehicles intended for storage are a mini-excavator, skid steers, and other similar machines.

On April 1, 2024, Planning Commission voted 6 to 0 to recommend approval of the request with the following conditions:

1. Operation hours shall not begin prior to 7am and continue no later than 7pm.
2. All equipment shall be parked on the pavement pads.

**POTENTIAL ACTION:**

Council Action

**DEPARTMENT(S):**

Planning Department

**INFORMATION PROVIDED:**

Application

<https://christiansburg.box.com/s/y668xwgd8f8uhhoxdr0bs98abpjkv0>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/1w6ebsb7qfwkumgi6tocy79e8v9tty2o>

Planning Commission Minutes

<https://christiansburg.box.com/s/cb0vrf0150vkffalo4x457febm31b7cl>

Staff Report with maps

<https://christiansburg.box.com/s/13zb6mcvh339ve937wk117110orb5q73>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**MEETING DATE:**

May 14, 2024

**ITEM TITLE:**

Rezoning request by Johnny C. Martin, Jr. and Amelia F. Martin, property owners and applicants, to rezone property located at 3345 Roanoke Street (all of approximately 1.595-acre Tax Parcel 502 - ((9)) - 6; Parcel ID 007453) and property located at 3301 Roanoke Street (an approximate 5.955 acre portion of Tax Parcel 502 - ((9)) - 5C; Parcel ID 090517) from A Agricultural to B-3 General Business. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

**DESCRIPTION:**

The purpose of the request is to rezone parcel 007453 and a 5.955-acre portion of parcel 090517 from Agriculture (A) to General Business (B-3) for a subsequent conditional use permit (CUP) to allow a contractors equipment storage yard.

On April 1, 2024, Planning Commission voted 6 to 0 to recommend approval of the request with the attached proffer statement.

**POTENTIAL ACTION:**

Council Action

**DEPARTMENT(S):**

Planning Department

**INFORMATION PROVIDED:**

Application

<https://christiansburg.box.com/s/rjj6xctj0zjpuhxz91eonn3o465f7kqd>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/lx9ea5qizkxusxebtd1ekvzogadjed4g>

Planning Commission Minutes

<https://christiansburg.box.com/s/cb0vrf0150vkffalo4x457febm31b7cl>

Staff Report with maps

<https://christiansburg.box.com/s/g4cazbhjsenzl8b72nps17zihdgfhg6e>



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

**AGENDA LOCATION:**

Discussion and Action by Mayor and Council

**MEETING DATE:**

May 14, 2024

**ITEM TITLE:**

Conditional Use Permit request by Johnny C. Martin, Jr. and Amelia F. Martin, property owners and applicants, to allow for an amendment of an existing Conditional Use Permit (CUP) for the expansion of a contractors equipment storage yard on property located at 3345 Roanoke Street and a portion of property located at 3301 Roanoke Street (all of approximately 1.595-acre Tax Parcel 502 – ((9)) – 6; Parcel ID 007453 and an approximately 5.955-acre portion of Tax Parcel 502 – ((9)) - 5C; Parcel ID 090517). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

**DESCRIPTION:**

The applicant is requesting a conditional use permit (CUP) to allow a contractors equipment storage yard at the proposed property. The proposed property and development will follow all General Business (B-3) design requirements as outlined in the Town of Christiansburg's Zoning Ordinance.

On April 1, 2024, Planning Commission voted 6 to 0 to recommend approval of the request with the following conditions:

- 1) Contractor equipment and materials shall not be visible from Roanoke Street right of way.
- 2) Applicant shall install an evergreen tree screening buffer as shown on the masterplan. Evergreen trees shall be 8' in height at the time of planting and shall be planted in a staggered pattern and 12' on center.
- 3) All waste petroleum products and/or chemicals shall be disposed of properly and are not to accumulate upon the premises. Provisions are to be made for the capture of leaking petroleum products and/or chemicals.
- 4) Applicant shall install a security fence around the storage portion of the property as shown on the masterplan.
- 5) The approved Conditional Use Permit shall only be for the specific business use as described in this application.
- 6) All conditions approved in 2013 regarding the approval of the independent automobile dealer shall remain in effect.
- 7) Normal operating hours shall not begin prior to 7am and continue no later than 7pm Monday through Friday, with exception to additional required emergency services on weekends and evenings.

**POTENTIAL ACTION:**

Council Action

**DEPARTMENT(S):**

Planning Department

**INFORMATION PROVIDED:**

Application

<https://christiansburg.box.com/s/vv2aopfiudwbye01a1jwso3kz1fgxs4z>

Planning Commission Resolution(draft)

<https://christiansburg.box.com/s/0gr5t1vdrzndz5gaqprvh4yfv4cmuxez>

Planning Commission Minutes

<https://christiansburg.box.com/s/cb0vrf0150vkffalo4x457febm31b7cl>

Staff Report with maps

<https://christiansburg.box.com/s/burlgmtv7y9aszw2bvy20nxct4x0f58z>



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

**AGENDA LOCATION:**

Discussion and Action

**MEETING DATE:**

May 14, 2024

**ITEM TITLE:**

2024 Community Development Block Grant (CDBG) Annual Action Plan. The Public Hearing was held April 23, 2024.

**DESCRIPTION:**

The 2024 Annual Action Plan serves as the Town's grant application to HUD for approximately \$130,000 based on last year's allocation and sets the goals and budgets for the use of funds. The proposed activity continues work in the Town's qualifying low to moderate income Census Block Group 020800-02 located in the Park District community (bound by Roanoke Street, E. Main Street, and Depot Street, N.E.).

This is a 30-day comment period scheduled to end Wednesday, May 15, 2024. There were public meetings held on April 18, 2024 and May 1, 2024 both in Town Hall at 5:30pm. Virtual options were available for both those meetings.

The continuing of the sidewalk along the south side of East Main Street from Park Street to High Street is a proposed activity in the annual plan. The Town is currently in the design phase for the sidewalk with curb and gutter extending approximately 580 linear feet in the 400 to 600 block of E. Main Street from Harless Street intersection to just south of the School Lane intersection.

Emergency home repair and public services, such as homelessness prevention are also other major activities and allows the funds to serve any qualifying low to moderate income families residing anywhere in town. Habitat for Humanity and the Town have discussed the possibility of them providing the services as a subrecipient like their role in other communities in the New River Valley.

**POTENTIAL ACTION:**

Council vote

**DEPARTMENT:**

Administration

**PRESENTER:**

Andrew Warren, Assistant Town Manager

**ATTACHMENT:**

2024 Draft Community Development Block Grant Annual Action Plan  
<https://christiansburg.box.com/s/rbayu4vocac1jd8c4quk3lqtd9gkh4cl>



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

**AGENDA LOCATION:**

Discussion and Action

**MEETING DATE:**

May 14, 2024

**ITEM TITLE:**

Christiansburg Huckleberry Park lighting

**DESCRIPTION:**

Christiansburg Huckleberry Park lighting was requested for discussion by Councilwomen Hicks and Bowman based on concerns voiced by citizens. Concerns with utilizing the lights seem to be light pollution/spillover and energy usage and there would be concern with park accessibility/usage and park security if lighting is not utilized.

The Town was presented with the following in regard to lighting prior to construction:

[Christiansburg Park Lighting](#). AEP has adjusted the field lights and parking lot lights to the most economical time-of-day rate.

The Town currently is lighting the fields as follows:

**Christiansburg Huckleberry Park – Spring, Summer, and Fall**

We are now open for our spring, summer, fall hours that keeps the facilities open until 10:00 p.m. Monday – Friday we have 2 fields that are rented most nights until generally 7:30 or 8:00 p.m. currently but in the fall, they could go as late as 9:30-10:00 p.m. Lights turn on at sunset so in the early months of spring the lights would turn on earlier as sunset is earlier. When this occurred, we would have had lights on for the rentals as well as free play on all four fields until 8:00 p.m. and then we would turn off lights on two of the fields. Now currently with additional daytime hours the lights on all four fields will come on minimally. During dark and dreary evenings, the lights on two fields may not come on at all because they are scheduled to turn off at 8:00 p.m. The other 2 fields will have lights that will be on until 10:00 p.m. when the park closes. This is to provide field usage for citizens, participants as well as additional safety for patrons and staff members working. The only time that we would have additional field lights on besides the 2 fields during Monday – Friday is if the number of participants or rental needs dictated that we have additional fields available.

Field 1 – Lights will be on until 8:00 p.m. unless needed. If Sunset is before 8:00 p.m.

Field 2 – Lights will be on until 10:00 p.m.

Field 3 – Lights will be on until 10:00 p.m.

Field 4 – Lights will be on until 8:00 p.m. unless needed. If Sunset is before 8:00 p.m.

On the weekends it varies on timing of rentals and events. We will work through this differently on the weekend depending on what is out there but at a minimum we would need to have 2 fields on until 10:00 p.m. for safety.



**Christiansburg Huckleberry Park – Winter (Time Change)**

The park is open until 8:00 p.m. Depending upon the rental schedule we follow the same guidelines as during the Spring – Fall season however the lights would only be on until 8:00 p.m. on 2 fields and additional fields if the number of participants or rental needs dictated that we have additional fields available.

Weekends will vary depending upon timing of the rentals and events. We work through this differently on the weekend but at a minimum we would have 2 fields on until 8:00 p.m.

Field 1 – Lights will not come on unless needed.

Field 2 – Lights will be on until 8:00 p.m.

Field 3 – Lights will be on until 8:00 p.m.

Field 4 – Lights will not come on unless needed.

**POTENTIAL ACTION:**

Discussion

**DEPARTMENT:**

Administration

**PRESENTER:**

Randy Wingfield, Town Manager

**ATTACHMENTS:**

Musco Lighting Information

<https://christiansburg.box.com/s/bj3rcmpm0y8uhxtddzi0vskt9cpcl55f>

Christiansburg Huckleberry Park electric usage spreadsheet

<https://christiansburg.box.com/s/wkjufx4rgx5ddugja99n48e1lv7h5rou>