



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
JUNE 11, 2024 – 7:00 P.M.

(The meeting will be in-person and streamed on YouTube Live)

The meeting will be streamed live on the Town of Christiansburg's YouTube page at www.christiansburg.org/YouTube and will remain on the Town's YouTube page once the meeting concludes.

If you do not want or cannot attend the meeting in-person, there are several contactless methods for submitting public comment. To submit public comments, please visit www.christiansburg.org/publichearings. You may also leave a voicemail with your comments at 540-382-6128, ext. 1109; mail a letter to Town Hall, ATTN: Town Council, 100 E. Main Street, Christiansburg, VA 24073; use the drop box to the left of the front doors at Town Hall to leave a letter; or email info@christiansburg.org. Regardless of the method you use, please include your full name and address with your comments. Please provide comments prior to 6:00 p.m. on Tuesday, June 11, 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

IV. CONSENT AGENDA

- A. Approval of Minutes of May 28, 2024
- B. Contract renewal #2 with AECOM Technical Services, Inc., for Annual Bridge Inspections and Engineering Services in an amount not to exceed \$150,000 per task order, and with work completed per contract year not to exceed \$500,000
- C. Contract renewal #2 with SCS Engineers, Inc., for Professional Engineering Service, Post Closure Landfill Engineering and Monitoring in an amount not to exceed \$150,000 per task order, and with work completed per contract year not to exceed \$500,000
- D. Resolution in Support of FY27 VDOT State of Good Repair Bridge Program Funding Application
- E. Schedule Public Hearing for June 25, 2024 for consideration of an amendment to the Christiansburg Town Code, Chapter 40, Section 40-2 Definitions and Section 40-3 – Administrator, to allow for consistency with the State Code and additional administrative and planning commission reviews

V. INTRODUCTIONS AND PRESENTATIONS

- A. Aquatics Director Terry Caldwell to present on Aquatics programs and operations

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

- A. Street Committee Report/Recommendation (Bishop, Hockett)
 - 1. Plat of subdivision of Campbell Town Green on the Depot Street, N.E. and Harless Street, N.E. creating 10 townhome lots and 2 open space lots

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Set Personal Property Tax Rate for Fiscal Year 2024-25
- B. Set Real Property Tax Rate for Fiscal Year 2024-25
- C. Resolution for Adoption of Fiscal Year 2024-25 Budget

- D. Resolution for Appropriations for Fiscal Year 2024-25 Budget
- E. Downtown Special Events Communications Procedure

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

June 13, 2024, 2:00 p.m. – Special Meeting – Retreat (Administrative Conference Room, Town Hall)

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

June 25, 2024, 7:00 p.m. – Regular Meeting

July 9, 2024, 7:00 p.m. – Regular Meeting

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
MAY 28, 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 MAY 28, 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 Aquatics Terry Caldwell; Finance Director Valerie Tweedie; Deputy Director of Finance Katie Miano; Police Chief Chris Ramsey; IT Director Jay Waller

REGULAR MEETING

I. CALL TO ORDER

A. Moment of Reflection

Mayor Barber mentioned the passing of retired Town Police Captain James Epperly and Memorial Day as items of thought.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilman Wilson.

II. ADJUSTMENT OF THE AGENDA

No adjustments to the agenda.

III. PUBLIC HEARINGS

A. Fiscal Year 2024-25 Budget

Christine Waltz, 1370 Rigby Street, addressed Council concerning budgets from previous years and expressed that she could foresee property taxes rising by 2028-29. Mrs. Waltz also noted concern for the many events the Town's Parks and Recreation host and expressed she would like to see those funds go towards hiring firefighters and rescue members instead. She also noted funding for the Town employee stipends for cellphones had been challenged previously by a Councilmember and felt that Council should be looking for ways to cut back on spending.

Patrick Melander, 495 Silver Leaf Drive, referenced past budgets for the Town and expressed concern for the increase in revenues each fiscal year. Mr. Melander also noted the increase in Town taxes and fees the last ten years and the burden it puts on taxpayers. He added that the community would more than likely see a tax increase in the upcoming years and asked Council to be conscious of spending.

With no further public comments the public hearing closed.

IV. CONSENT AGENDA

- A. Approval of Minutes of May 14, 2024
- B. Monthly Bill List
- C. Approval of Stormwater Local Assistance Fund (SLAF) Agreement for Grant No. 21-11 for the Industrial Park Stream Restoration Project
- D. Approval of contract for the Community Gathering Space project (farmers market structure) on Hickok Street to Hill Studio, PC in the amount of \$44,100 for design, construction documents preparation, bidding/negotiation assistance, and construction observation/project close out assistance.

Councilwoman Hicks asked if item D. could be separated from the consent agenda prior to voting. Mrs. Hicks also questioned if this would be a permanent structure on Hickok Street and if the cost of the design was part of the grant the Town had received. Town Manager Wingfield noted the structure would be permanent. Assistant Town Manager Warren explained that it was primarily part of the ARC grant awarded, however in November 2023 Council had approved, as part of the 2023-24 budget amendment number one, to allocate additional funds to the allowable amount of grant dollars available for design. Mr. Warren further explained that it had been the direction of Council to staff--and the staff direction to the designer--that the structure be designed so the street would not be closed. Councilwoman Hicks expressed that she would vote against this item due to the fact she felt it should have gone back to the Central Business Committee for more discussion before coming before Council.

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

Motion Approved

V. INTRODUCTIONS AND PRESENTATIONS

- A. IT Director Jay Waller to present on IT operations

IT Director Jay Waller gave a brief history on the IT Department and explained the staff's roles in the department. Mr. Waller expressed that the current state of the IT systems at the Town were very good, and staff has managed to keep all systems safe and effective. He spoke about the many various services provided in the IT Department and noted the over 300-line items of electronic software used by the Town. Mr. Waller also added that one of the many jobs of the IT team is to make sure the Town has policies and governance for those policies in order to maintain efficient systems. He explained that currently they were working on updating the procurement policy that would make procurement of information technology devices and systems more regulated.

Mr. Waller spoke about project management for other Town projects such as Wi-Fi devices and safety cameras for the Christiansburg Huckleberry Park. He also added that the IT Department supported Town staff continuously to find more efficient and effective ways to do their jobs. He gave examples of emerging technology such as devices that are connected back to the internet as well as drones being used for deliveries in the community. Mr. Waller also spoke about cybersecurity challenges within the Town and how the IT Department stays ahead of those challenges with different layered systems and technology. He added that a newer area of technology was artificial intelligence (AI) which is the simulation of human intelligence processes by machines, especially computer systems. Mr. Waller noted that the IT team was currently part of discussions with a group to bring municipalities together to determine what kind of governance could be needed for this new technology.

VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, referenced Town Code Sec. 2-61 and cited that "If the question under discussion contains several distinct propositions the same shall be divided at the request of any member and a vote taken separately." Mr. Waltz noted that the code did not specify when a Councilmember could request an item be separated.

Matt Hicks, 607 ½ S. Franklin Street, expressed concern for the potential closure of Hickok Street and that closure affecting his business. Mr. Hicks noted the earlier approval for \$44,100 for design on Hickok Street and stated that several in the community were against closing the street. He questioned how many downtown streets would be shut down in the future and asked Council to listen to citizens' concerns. Mr. Hicks suggested a permanent structure for the Farmer's Market at the newly purchased parking area behind the Montgomery Museum instead of Hickok Street.

VII. COMMITTEE REPORTS

Councilwoman Hicks reported there would potentially be a Central Business Committee meeting held next week.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Aquatics property ground lease agreement with NRVA, Inc. (H₂Ogies)

Councilwoman Hicks questioned what would happen with the building after the 30 – year period in the contract. Councilman Bishop explained that if NRVA, Inc. pulled out of the contract early the building would convert over to the Town. He added that after the 30-year period the lease could be renewed with NRVA, Inc. after the initial period. Councilwoman Bowman questioned if the children from the middle and high schools would be using the building and how the schedules would work during swim meet events. Mr. Sanford explained there was a mutual agreement between the Aquatic Center and the H₂Ogies concerning scheduling and operating. Aquatics Director Terry Caldwell explained that the Aquatic Center would continue operations and the contract would remain the same with the H₂Ogies program. Councilwoman Hockett expressed her appreciation for all involved and stated it was a special program for the community.

Councilman Wilson made a motion to approve the Aquatics property ground lease agreement with NRVA, Inc., seconded by Councilwoman Hockett. 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 referenced copies of the Comprehensive Plan Project Update Summary at their seats and explained this was a summary of the public input for the Comprehensive Plan to date. He noted that the Town had received 915 surveys by the March 25th cutoff date. Mr. Wingfield added that the next Rockin' Main event would be held June 8th from 5:00 to 9:00 p.m.

B. Town Attorney – no report

C. Other Staff – no report

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:39 p.m.



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

June 11, 2024

ITEM TITLE:

Contract renewal #2 with AECOM Technical Services, Inc., for Annual Bridge Inspections and Engineering Services in an amount not to exceed \$150,000 per task order, and with work completed per contract year not to exceed \$500,000.

DESCRIPTION:

Professional Services Contract renewal to provide annual bridge inspection and engineering services. The contract period shall be for an additional one year, with the possibility of two (2) more one-year renewals thereafter. The total amount to be paid by the Town to the Engineer for completed services shall be paid in accordance with the Fee Schedule as attached. Work completed in a contract year shall not exceed \$500,000. Work completed on any single task shall not exceed \$150,000, or the approved budget amount for the task, whichever is less. There are no proposed changes to the fee schedule, so the renewal is for extending the contract for time only.

POTENTIAL ACTION:

Contract Amendment approval and authorize the Town Manager to enter into this renewal on behalf of the Town with AECOM Technical Services, subject to Attorney review and approval.

DEPARTMENT:

Engineering

PRESENTER:

Michael Kelley

ITEM HISTORY:

The Town is required to provide periodic inspections of bridges and large culverts within its jurisdiction. This term contract will include these periodic inspections assigned as needed as well as on-call services for other bridge related professional engineering services. The Town issued an RFP for professional services January 30, 2022. Four firms responded and AECOM Technical Services, Inc., was selected as the best qualified firm.

This is the second of four allowed renewals to the contract dated July 1, 2022. There are no proposed changes to the fee schedule.

INFORMATION PROVIDED:

Original Contract

<https://christiansburg.box.com/s/k0qj3ck7kg10wwol1hs3mr844s6xk8f8>

Amendment 2 (renewal #2)

<https://christiansburg.box.com/s/f4rnpvmrpg2f0rfezc75fgruvns4fhfk>



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

June 11, 2024

ITEM TITLE:

Contract renewal #2 with SCS Engineers, Inc., for Professional Engineering Service, Post Closure Landfill Engineering and Monitoring in an amount not to exceed \$150,000 per task order, and with work completed per contract year not to exceed \$500,000

DESCRIPTION:

Professional Services Contract renewal to provide post closure landfill engineering and monitoring. The contract period shall be for an additional one year, with the possibility of two (2) more one-year renewals thereafter. The total amount to be paid by the Town to the Engineer for completed services shall be paid in accordance with the Fee Schedule as attached. Work completed in a contract year shall not exceed \$500,000. Work completed on any single task shall not exceed \$150,000, or the approved budget amount for the task, whichever is less.

POTENTIAL ACTION:

Contract Amendment approval and authorize the Town Manager to enter into this renewal on behalf of the Town with SCS Engineers, Inc., subject to Attorney review and approval.

DEPARTMENT:

Engineering

PRESENTER:

Michael Kelley

ITEM HISTORY:

The Town is required to monitor and maintain the closed landfill on Wades Lane. This term contract for services includes routine groundwater monitoring, routine landfill gas monitoring, and evaluation and design of site and landfill gas collection system improvements. The Town issued an RFP for professional services on February 13, 2022. Two firms responded and SCS Engineers, Inc. was selected as the best qualified firm.

This is the second of four allowed renewals to the contract dated July 1, 2022. The engineer is requesting an increase of 3.74% to the hourly rates and is adding an hourly rate for Principal. This is equal to the year over year rate from April 2023 to April 2024 CPI for All Urban Customers.

INFORMATION PROVIDED:

Amendment 2 (renewal #2)

<https://christiansburg.box.com/s/962sts6q4sarxyr8xvr7dddjeultqwcd>

Original Contract

<https://christiansburg.box.com/s/57s160ttcfc16rf6vtd7f41r8vqlcr01>



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

June 11, 2024

ITEM TITLE:

Resolution in Support of FY27 VDOT State of Good Repair Bridge Program Funding Application

DESCRIPTION:

This resolution is in support of a funding application for the bridge replacement on Route 111 (Depot St.) over Walnut Branch. This 100% grant is funded under the State of Good Repair (SGR) Bridge Funding program through VDOT's Six Year Improvement Plan (SYIP) for \$4,217,606.00 and includes engineering design, right-of-way, utilities, and construction.

POTENTIAL ACTION:

The Engineering Department requests Council approval of the attached resolution for the State of Good Repair Bridge project funding application.

DEPARTMENT:

Engineering

PRESENTER:

Mike Kelley

ITEM HISTORY:

The Town is required to provide periodic inspections of bridges and large culverts within its jurisdiction. These inspections have indicated that the Depot Street bridge over Walnut Branch is in need of replacement. The Town of Christiansburg made application to the State of Good Repair Bridge funding program during the 2023 funding cycle. The existing structure is a simple span cast-in-place reinforced concrete T-beam with 4 beams supported on cast-in-place reinforced concrete abutments. The bridge will be widened to accommodate roadway geometric requirements and includes extending sidewalk across the bridge. The roadway approaches will be re-worked for tie-ins to the existing roadway.

INFORMATION PROVIDED:

Resolution for VDOT State of Good Repair Bridge Program Funding Application

<https://christiansburg.box.com/s/sql4i99jkqhrwrkxzl6nz28i8qkkfju3>



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

June 11, 2024

ITEM TITLE:

Schedule Public Hearing for June 25, 2024 for consideration of an amendment to the Christiansburg Town Code, Chapter 40, Section 40-2 Definitions and Section 40-3 – Administrator, to allow for consistency with the State Code and additional administrative and planning commission reviews

DESCRIPTION:

The subdivision ordinance governs and reviews the approval process to adjust or vacate lot lines, dedicate access to utility and storm water drainage through easements, dedicating public streets and other rights-of-way, as well as subdividing one parcel into two parcels or more.

The proposed code amendment aims to align the definitions of “plat” and “preliminary plat subdivision” with the Virginia State Code and providing for a more streamlined review process. Please see the attachment for the Planning Commission memo and draft ordinance for greater details.

POTENTIAL ACTION:

Set public hearing

DEPARTMENT:

Administration

PRESENTER:

Assistant Town Manager Andrew Warren

ITEM HISTORY:

On March 28, 2023, the Street Committee recommended to Council to refer possible changes to the Subdivision Ordinance to the Planning Commission for further study. The Street Committee had reviewed and discussed with staff potential changes to better streamline the subdivision review process. Council unanimously voted to refer the subject to the Planning Commission asking them to provide a recommended ordinance changes back to the Street Committee. Due to staff turnover at the Planning Director position, the Planning Commission was not in a position to review the ordinance until this spring. Planning Commission recommended the draft ordinance for approval at its June 3, 2024 meeting.

ATTACHMENT

Planning Commission Memo and Draft Ordinance

<https://christiansburg.box.com/s/lhoqao4mbedeqfhayp3wfr1gdkhjnnhg>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

June 11, 2024

ITEM TITLE:

Ordinance to Set the Personal Property Tax Rate for Calendar 2024 at \$0.45 per \$100 (unchanged)

Ordinance to Set the Real Estate Tax Rate for Calendar 2024 at \$0.14 per \$100 (unchanged)

DESCRIPTION:

Each year the Town Council must set and approve the tax rate to be assessed on personal property. The tax rate will be set at \$0.45 per \$100 of assessed value, unchanged from last year.

Each year the Town Council must set and approve the tax rate to be assessed on real estate. The tax rate will be set at \$0.14 per \$100 of assessed value unchanged from last year.

Public hearing on the budget was held May 28, 2024 with comments received related to potential tax increases in the forecast and the increasing amounts of the overall budget over the last several years. Much of that increase is related to debt financing for the new park and capital grants received. This upcoming year new debt is also in for upgrades to the wastewater treatment plant.

POTENTIAL ACTION:

Approval of 2 resolutions to adopt ordinances setting the real estate tax rate, personal property tax rate for calendar year 2024.

DEPARTMENT:

Finance

PRESENTER:

Val Tweedie

INFORMATION PROVIDED:

Appropriation Resolution 2025

<https://christiansburg.box.com/s/9ehtaftodxknct9ihlxh23ru95vp0hk>

Budget Resolution 2025

<https://christiansburg.box.com/s/x8qvu4qmnjo7wty4vb8eaz7lrqzp3wok>

Ordinance Adopting Personal Property Tax Rate

<https://christiansburg.box.com/s/56br54dqdpktfjagn04fsrkf8nipc5k>

Ordinance Adopting Real Estate Tax Rate

<https://christiansburg.box.com/s/u692agj07qswnfcfhykksqm78br3psc4>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

June 11, 2024

ITEM TITLE:

Resolution for Adoption of Fiscal Year 2024-25 Budget

Resolution for Appropriations for Fiscal Year 2024-25 Budget

DESCRIPTION:

The annual budget must be adopted each year before the beginning of the next fiscal year which is July 1st. Approving the budget requires the approval of the real estate tax rate, the personal property tax rate, adoption of new water rates, sewer rates, and garbage fees if changed and adoption of the budget and appropriation of the funds in the approved budget.

POTENTIAL ACTION:

Approval the annual budget for fiscal year 2025 by adoption of the budget resolution and the appropriation resolution.

DEPARTMENT:

Finance

PRESENTER:

Val Tweedie

ITEM HISTORY:

Council was presented with a first draft of the budget date 3-26-2024. Work sessions and discussions with Council were held and a public hearing on the budget was held on May 28, 2024. Since that time only minor changes have been made as presented in the proposed draft dated 5-2-2024. The reduction of community support grants and rollover of some capital items not expected to be delivered until July and adjusted revenue numbers based on actuals to date. Our unassigned ending fund balance is projected to be \$16.2 million and 33% to remain within our fund balance policy.

The Budget can be found on the Town website: [BUDGET-2025-DRAFT---V3](https://christiansburg.org/BUDGET-2025-DRAFT---V3)
(christiansburg.org).

INFORMATION PROVIDED:

Appropriation Resolution 2025

<https://christiansburg.box.com/s/9ehtaftodxknct9ihlxh23ru95vp0hk>

Budget Resolution 2025

<https://christiansburg.box.com/s/x8qv4qmnjo7wty4vb8eaz7lrqzp3wok>



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

June 11, 2024

ITEM TITLE:

Downtown Special Events Communications Procedure

DESCRIPTION:

Staff developed the attached Downtown Special Events Communications Procedure to formalize the steps that staff follows for downtown special event notifications. The drafted procedure includes steps that have been used in the past in addition to adding a few. Town Council may feel free to amend the drafted procedure as they choose, and Town Council will utilize this going forward as our standard notification procedure.

POTENTIAL ACTION:

Council consensus or vote on policy

DEPARTMENT:

Administration/Parks and Recreation

PRESENTER:

Town Manager Randy Wingfield

ITEM HISTORY:

INFORMATION PROVIDED:

Downtown Special Events Communications Procedure

<https://christiansburg.box.com/s/eii9mzmqa4hfzbz3fmn8z89oombxinfr>