



AGENDA

REGULAR MEETING OF TOWN COUNCIL
CHRISTIANSBURG TOWN HALL
100 EAST MAIN STREET
JULY 9, 2024 – 7:00 P.M.

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

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

If you do not want or cannot attend the meeting in-person, there are several contactless methods for submitting public comment. To submit public comments, please visit www.christiansburg.org/publichearings. You may also leave a voicemail with your comments at 540-382-6128, ext. 1109; mail a letter to Town Hall, ATTN: Town Council, 100 E. Main Street, Christiansburg, VA 24073; use the drop box to the left of the front doors at Town Hall to leave a letter; or email info@christiansburg.org. Regardless of the method you use, please include your full name and address with your comments. Please provide comments prior to 6:00 p.m. on Tuesday, July 9, 2024, for the comments to be distributed to Town Council before the meeting.

REGULAR MEETING

I. CALL TO ORDER

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

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

IV. CONSENT AGENDA

- A. Approval of Minutes of June 25, 2024
- B. Approval of a new 2025 Freightliner M2 106 Plus cab and chassis solid waste truck outfitted with a HEIL 20 cubic yard rear loader for \$254,783.96
- C. Approval of two purchase orders for a new 2025 Single Axle Freightliner cab and chassis outfitted with new snowplow and salt application equipment. Both purchase orders together total \$266,912.26.
- D. Approval of two purchase orders for a new 2025 Tandem Axle Freightliner cab and chassis outfitted with new snowplow and salt application equipment. Both purchase orders together total \$293,077.60.
- E. Award construction contract to Superior Paving Corporation in the amount of \$791,237.50 for the construction of the Primary Extension Paving – Peppers Ferry Road
- F. Award construction contract to Pleasants Construction, Inc. in the amount of \$1,564,963.17 for the construction of the Arrowhead Sanitary Sewer Rehabilitation project

V. INTRODUCTIONS AND PRESENTATIONS

- A. Chief of Fire and Rescue Billy Hanks to present of Fire Department programs and operations

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Certification of Fire Officers
- B. Amendment to Sec. 40-2. Definitions. and Sec. 40-3. Administrator. of Article I. In General of Chapter 40 “Subdivisions” of the Christiansburg Town Code to provide for consistency with the Code of Virginia and additional administrative and planning commission reviews
- C. Discussion of Animated Signs as defined in Sec. 42-701. Definitions and prohibited in Sec. 42-705. Prohibited signs (b)(1) of Article XXIV. Signs of Chapter 42 “Zoning” of the Christiansburg Town Code

D. Discussion of July 17, 2024 Work Session Topics

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings of Council:

July 17, 2024, 6:30 p.m. – Regular Work Session
July 23, 2024, 7:00 p.m. – Regular Meeting
August 13, 2024, 7:00 p.m. – Regular Meeting

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
JUNE 25, 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 JUNE 25, 2024, AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Town Attorney Reid Broughton; Land Development Coordinator Devon Shields; Director of Finance Valerie Tweedie; Deputy Director of Finance Katie Miano; Police Chief Chris Ramsey; Public Works Director Jim Lancianese; Assistant Director of Public Works, Streets Travis Moles; Assistant Director of Public Works, Utilities Justin Shepherd; Director of Engineering Mike Kelley; Assistant Director of Engineering Meredith Jones; Director of Aquatics Terry Caldwell.

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilman Bishop.

Mayor Barber welcomed Devon Shields who was stepping in for Clerk of Council Tracy Heinline, to take minutes this meeting.

II. ADJUSTMENT OF THE AGENDA

Councilwoman Bowman made a motion to remove item B. under Discussion and Action due to Councilwoman Hicks being absent, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Nay.

Motion Approved

Mayor Barber clarified that item B. would be removed from the agenda and postponed to the next Council meeting. He further stated that while Councilwoman Bowman's request to remove item B. was reasonable, Town Council votes under a quorum of Council and can continue to take action when a councilmember is absent.

III. PUBLIC HEARINGS

- A. Amendment to Sec. 40-2. Definitions. and Sec. 40-3. Administrator. of Article I. In General of Chapter 40 "Subdivisions" of the Christiansburg Town Code to provide for consistency with the Code of Virginia and additional administrative and planning commission reviews

Assistant Town Manager Andrew Warren provided background for the subdivision code changes and noted these changes were recommended by the Planning Commission under a unanimous vote. Mr. Warren explained the purpose of the subdivision ordinance noting the code looks at the subdivision of the land, which means if you are adjusting or vacating a property line it would be approved by the Town and then recorded at the Montgomery County Courthouse. Mr. Warren spoke about the role of the Subdivision Agent, a representative appointed by Town Council (currently Mr. Warren) that assesses work and review done by Town staff. He explained the agent currently approves single lot line revisions and all lot line vacations without those coming before Council; other lot line revisions are considered subdivisions and pass to the Streets Committee for recommendation to Council after staff review. Mr. Warren noted that Town Council approves public easements and right-of-way alterations or dedications and all subdivisions greater than one lot created or revisions of more than one lot line.

Mr. Warren discussed how neighboring localities handle the subdivision process then presented potential advantages of the current review process and made a distinction between discretionary and administrative decisions. Mr. Warren touched on the potential disadvantages of the process and noted subdivisions do not require a public hearing and are additional to Town Council's other workload.

Mr. Warren detailed a proposed review process, allowing the agent to approve up to 10 lots and the Planning Commission review of 11-49 lots. He clarified that Code of Virginia provides the Town cannot require preliminary subdivision plat submittal and review by the Planning Commission or Town Council for fewer than 50 lots.

Mr. Warren explained the changes were reviewed with the Street Committee and Town Council and then referred to the Planning Commission. He added the Planning Commission held a public hearing on June 3, 2024 and the Commission recommended the changes. He further added the Street Committee reviewed the recommended changes on June 11, 2024.

Councilman Bishop and Councilwoman Hockett noted this was a more efficient way of approval without the extra levels of review through the Street Committee and Town Council.

Councilwoman Bowman noted she would vote against the changes understanding the needs of the developers and builders creating much needed housing and jobs. She added that she

had spoken to several developers in the area that agreed this would be an issue due to giving power to one individual for approval.

Chris Waltz, 1370 Rigby Street, expressed his concern pertaining to the subdivision approvals and referenced the plans for the parking lot the Town had purchased behind the Montgomery Museum. Mr. Waltz stated the potential change to the subdivision ordinance could allow staff to give more property to the Montgomery Museum and expressed that allowing that to be approved by one person in administration and not in a public setting would not be a suitable process.

With no further comments the public hearing was closed.

IV. CONSENT AGENDA

- A. Approval of Minutes of June 11, 2024 and June 13, 2024
- B. Monthly Bill List
- C. Approve Deputy Treasurer Katie Miano as an additional Town check signer
- D. Contract Amendment #1 with Setty & Associates, LTD, for professional engineering consulting services for design, construction, and commissioning phase services for the HVAC replacement at the Christiansburg Aquatic Center for \$893,277.00
- E. Resolution Recognizing July 2024 as Park and Recreation Month
- F. Schedule Town Council Public Hearing for August 13, 2024 for a rezoning request by JTCI Electric LLC, property owner, and Joseph Iskandar, applicant, to rezone property located on the west side of Depot Street, N.W., also adjacent to the south side of 401 Depot Street, N.W. (Tax Parcel 526 – ((A)) – 158; Parcel ID 070666), consisting of approximately of 0.254 acre, from R-2 Two-Family Residential to B-3 General Business. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- G. Schedule Town Council Public Hearing for August 13, 2024 for a Conditional Use Permit request by JTCI Electric LLC, property owner, and Joseph Iskandar, applicant, to allow one (1) residential dwelling unit (apartment) on the second floor of the proposed “General Office” in the B-3 General Business District on property located on the west side of Depot Street, N.W., also adjacent to the south side of 401 Depot Street, N.W. (Tax Parcel 526 – ((A)) – 158; Parcel ID 070666), consisting of approximately of 0.254 acre. 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 Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

V. INTRODUCTIONS AND PRESENTATIONS

- A. Engineering Director Mike Kelley to introduce new Assistant Engineering Director Meredith Jones and to provide Engineering Department update

Mike Kelley introduced new Assistant Engineering Director Meredith Jones and welcomed her to the Town.

Mr. Kelley presented on the Engineering Department's functions and disciplines. He spoke about customer service requests and focused on stormwater concerns/complaints within the department. Mr. Kelley discussed the department's role in regulatory compliance, specifically programs related to the Clean Water Act. In addition, he detailed the department's role in erosion and stormwater management compliance for programs such as VSMP and MS4.

Mr. Kelley explained that Engineering takes lead on development review coordination. He detailed the Technical Review Committee process, schedule, and items that are reviewed. Mr. Kelley discussed Geographic Information System (GIS) and referenced examples of the information and mapping available in the Town. He noted the public access to GIS mapping was available on the Town's website.

Mr. Kelley explained that Engineering takes lead on development and execution of capital projects. He spoke about various funding opportunities and presented a summary of the FY 2024-25 capital projects and grant funding totals.

- B. Public Works Director Jim Lancianese to present on the Lead and Copper Rule

Jim Lancianese presented the Service Line Discovery Program, which is a result of a new requirement of the Environmental Protection Agency (EPA). Mr. Lancianese explained the Public Works Department was working to inventory and verify material in water service lines in Town as an effort to identify lead service lines. He explained the Town is required to verify materials on both sides of the meter (public and private).

Mr. Lancianese explained the department will use random sampling and statistical-type equation used for things like determining sample sizes of populations for scientific studies.

Mr. Lancianese explained this program has been launched proactively to comply with regulations, and there are no known lead service lines in the Town's water system. He added that customers should not be alarmed if they receive a notice in the mail stating their line material is unknown. Mr. Lancianese introduced a new webpage going live July 1, 2024 where the inventory will be made public.

Mr. Wilson spoke on behalf of the Water and Waste Committee to clarify the federal mandate with a 2037 deadline for replacement of lead pipes. He added there are 702 sites to be evaluated by October 2024.

Councilwoman Hockett asked if there will be grant funding available for this project. Mr. Lancianese replied there is no information of available grants at this time.

- C. Crisis Intervention Team Coordinator Patrick Halpern and Co-Response Coordinator/Law Enforcement Liaison Joseph Thacker of New River Valley Community Services to present on the Marcus Alert System and planned Behavioral Health Response Team

Patrick Halpern presented on a system to address mental health crisis response. Mr. Halpern noted it is required for localities with a population greater than 40,000, but that Town Council had previously agreed to implement this system in coordination with neighboring localities.

Mr. Halpern discussed the state and local components of the program. He explained that locally, individuals can provide behavioral health information to a voluntary database at 911 call centers to assist in appropriate response. He added that specific clinicians are co-dispatched when specialized response is needed.

Joseph Thacker explained the four-level triage framework and what each level looks like as well as how each level is treated. Mr. Thacker discussed “988 call transfers”, mobile crisis, and specialized co-response teams. He explained that co-response teams will be multi-jurisdictional and will work to de-escalate the issue.

Mr. Halpern detailed the Town’s responsibilities in this program. He stated that for FY 2025-26 and beyond, Town Council could possibly be requested to provide funding for Christiansburg Police Department co-response officers and vehicle fuel and maintenance. He added that there is grant funding covering most of FY 2024-25.

Mr. Halpern thanked the Town for supporting their crisis center through funding of Covid relief funds. He concluded that the crisis center had been very successful, and he felt the support of Town Council and other localities played a huge role in that success.

VI. CITIZEN COMMENTS

Stacy Martin, 1480 Turnberry Lane, Riner, Virginia, addressed Council supporting local businesses. Mr. Martin spoke in support of loosening the sign ordinance to allow moving electronic signs and air dancers. He stated the existing rules stem from the Interstate Act of 1950 where you could opt in or out of outdoor advertising. Mr. Martin urged Council to further discuss the sign ordinance in Town.

Jeremy Perfater, 590 Park Street, opposed the amendment to Article I. of Chapter 40 “Subdivisions” of the Christiansburg Town Code and expressed concern for giving control to one individual for approval. Mr. Perfater noted giving control to one individual would take the community away from a democracy and make it a dictatorship.

Chris Waltz, 1370 Rigby Street, expressed that he is looking forward to a presentation or information on sign ordinances.

VII. COMMITTEE REPORTS

Councilwoman Bowman thanked the Public Works Department for what they do and referenced a letter from a citizen appreciating the department's efforts in runoff issues at her property.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Resolution Approving of the Town's Participation in the Proposed Settlement Participation of Opioid-related Claims Against Kroger and its related Corporate Entities, and Directing the Town Manager to Execute the Documents Necessary to Effectuate the Town's Participation in the Settlement

Councilman Wilson made a motion to approve the Resolution of Approval, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- B. Discussion of Animated Signs as defined in Sec. 42-701. Definitions and prohibited in Sec. 42-705. Prohibited signs (b)(1) of Article XXIV. Signs of Chapter 42 "Zoning" of the Christiansburg Town Code

(item moved to the next agenda)

IX. STAFF REPORTS

- A. Town Manager Wingfield reported on July 4th announcements noting downtown events from 10:00 a.m. to 4:00 p.m. and fireworks located at the Huckleberry Park beginning at 9:15 p.m. Mr. Wingfield referenced the earlier conversation of subdivisions and clarified that if a plat were to dispose of Town property, it would be required to come before Council.
- B. Town Attorney - no report.
- C. Other Staff – no report.

X. COUNCIL REPORTS

No Council reports.

XI. OTHER BUSINESS

No further business.

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:27 p.m.

Devon Shields, Land Development Coordinator

D. Michael Barber, Mayor



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

July 9, 2024

ITEM TITLE:

Approval of a new 2025 Freightliner M2 106 Plus cab and chassis solid waste truck outfitted with a HEIL 20 cubic yard rear loader for \$254,783.96

DESCRIPTION:

This purchase is for a new 2025 Freightliner M2 106 Plus cab and chassis solid waste truck outfitted with a HEIL 20 cubic yard rear loader from **Mid-Atlantic Waste Systems**. This purchase is through Cooperative Procurement using the Virginia Sheriffs' Association Heavy Equipment Procurement Program Rollover Agreement. **Total cost \$254,783.96.**

POTENTIAL ACTION:

Request approval

DEPARTMENT:

Public Works

PRESENTER:

James Lancianese

ITEM HISTORY:

None

INFORMATION PROVIDED:

Reference Virginia Sheriff's Association Heavy Equipment Procurement Program Rollover Agreement, Bid 24-05-0713 in effect until August 14, 2024.



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

July 9, 2024

ITEM TITLE:

Approval of two purchase orders for a new 2025 Single Axle Freightliner cab and chassis outfitted with new snowplow and salt application equipment. Both purchase orders together total \$266,912.26

DESCRIPTION:

This purchase is comprised of two purchase orders.

The first purchase order is to **Excel Truck Group** for a new 2025 Freightliner Cab and Single Axle Chassis, Model 114SD. **Total cost \$126,308.26.** This purchase is through Cooperative Procurement using the Virginia Sheriffs' Association Heavy Equipment Procurement Program Rollover Agreement.

The second purchase order is to **Henderson Products** who will install the new dump body and snow removal equipment to the 2025 Freightliner. This purchase utilizes a Cooperative Procurement Agreement through Sourcewell, which provides the Town with a 10% discount.

Package breakdown:

Original Henderson Package Price	\$154,407
Sourcewell 10% discount	-\$ 15,441
<u>Delivery to Town of Christiansburg</u>	<u>\$ 1,638</u>
Total	\$140,604

Both purchase orders together total \$266,912.26.

POTENTIAL ACTION:

Request approval

DEPARTMENT:

Public Works

PRESENTER:

James Lancianese

ITEM HISTORY:

None

INFORMATION PROVIDED:

Reference Virginia Sheriff's Association Heavy Equipment Procurement Program Rollover Agreement, Bid 24-05-0713 in effect until August 14, 2024 for the 2025 Freightliner from Excel Truck Group and Sourcewell's Contract #080818-HPI for the snow fighting equipment from Henderson Products.



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

July 9, 2024

ITEM TITLE:

Approval of two purchase orders for a new 2025 Tandem Axle Freightliner cab and chassis outfitted with new snowplow and salt application equipment. Both purchase orders together total \$293,077.60

DESCRIPTION:

This purchase is comprised of two purchase orders.

The first purchase order is to **Excel Truck Group** for a new 2025 Freightliner Cab and Tandem Axle Chassis, Model 114SD Plus. **Total cost \$143,548.60.** This purchase is through Cooperative Procurement using the Virginia Sheriffs' Association Heavy Equipment Procurement Program Rollover Agreement.

The second purchase order is to **Henderson Products** who will install the new dump body and snow removal equipment to the 2025 Freightliner. This purchase utilizes a Cooperative Procurement Agreement through Sourcewell, which provides the Town with a 10% discount.

Package breakdown:

Original Henderson Package Price	\$164,323
Sourcewell 10% discount	-\$ 16,432
<u>Delivery to Town of Christiansburg</u>	<u>\$ 1,638</u>
Total	\$149,529

Both purchase orders together total \$293,077.60.

POTENTIAL ACTION:

Request approval

DEPARTMENT:

Public Works

PRESENTER:

James Lancianese

ITEM HISTORY:

None

INFORMATION PROVIDED:

Reference Virginia Sheriff's Association Heavy Equipment Procurement Program Rollover Agreement, Bid 24-05-0713 in effect until August 14, 2024 for the 2025 Freightliner from Excel Truck Group and Sourcewell's Contract #080818-HPI for the snow fighting equipment from Henderson Products.



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

July 9, 2024

ITEM TITLE: Award construction contract to Superior Paving Corporation in the amount of \$791,237.50 for the construction of the Primary Extension Paving – Peppers Ferry Road

DESCRIPTION: Contract award in the amount of \$791,237.50 to Superior Paving Corporation for Construction of the Primary Extension Paving – Peppers Ferry Road (UPC 123188). This project consists of milling, paving, and striping to current VDOT standards. This contract is for resurfacing east bound Peppers Ferry Road from the Town boundary to Arbor Drive, NE. This project is 100% funded through VDOT's State of Good Repair (SGR) pavement program.

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 IFB #245000015 on May 10, 2024, for the Primary Extension Paving – Peppers Ferry Road project. Bids were received on June 25, 2024, from two contractors. Superior Paving Corporation was the lowest responsible bidder. The Engineer and Staff have reviewed their bid and recommended entering into contract with Superior Paving Corporation to perform the paving project.

INFORMATION PROVIDED:

Notice of Award

[<Link>](#)

Award Recommendation Letter

[<Link>](#)

Bid Tabulation

[<Link>](#)

Peppers Ferry Road														
Bids Opened: 6/25/2024										Legend				
Bids Reviewed: 6/27/2024										Ratio < 1.25				
UPC 123188										Ratio between 1.25 and 2.00				
										Ratio > 2.00				
										Δ > 0.5% of Adjusted Estimate (\$4,196)				
Engineer's Estimate of Probable Costs							Adams Construction Company			Superior Paving			Low Bidder Assessment	
Item No	Item Code	Description	Unit	Unit Price	Estimated Quantity	Total Cost	Unit Price	Total Cost	Ratio	Unit Price	Total Cost	Ratio	Δ from Estimate +More/(-Less)	Comments
Standard Bid Items														
1	315SD-0008	ASPHALT CONC.TY. SM-9.5D (165 LBS/SY)	TN	\$ 130.00	3,650.00	\$ 474,500.00	\$ 135.00	\$ 492,750.00	1.04	\$ 130.00	\$ 474,500.00	1	\$ -	
2	315D20-0010	ASPHALT CONCRETE TY. BM-25.0A (440 LBS/SY)	TN	\$ 130.00	500.00	\$ 65,000.00	\$ 155.00	\$ 77,500.00	1.19	\$ 140.00	\$ 70,000.00	1.08	\$ 5,000.00	
3	515SD20-0011	FLEX PAVE PLANING 0"-2"	SY	\$ 3.75	44,000.00	\$ 165,000.00	\$ 3.50	\$ 154,000.00	0.93	\$ 3.20	\$ 140,800.00	0.85	\$ (24,200.00)	
4	515SD20-0014	FLEXIBLE PAVE PLANING ABOVE 2"-4"	SY	\$ 16.50	2,275.00	\$ 37,537.50	\$ 14.50	\$ 32,987.50	0.88	\$ 10.00	\$ 22,750.00	0.61	\$ (14,787.50)	
5	704SD20-0006	TY.B CL.I PVMT LINE MRKG 4"	LF	\$ 1.35	14,500.00	\$ 19,575.00	\$ 1.75	\$ 25,375.00	1.3	\$ 1.10	\$ 15,950.00	0.81	\$ (3,625.00)	
6	704SD20-0007	TY.B CL.I PVMT LINE MRKG 6"	LF	\$ 2.00	7,250.00	\$ 14,500.00	\$ 4.55	\$ 32,987.50	2.28	\$ 2.25	\$ 16,312.50	1.13	\$ 1,812.50	
7	704SD20-0009	TY.B CL.I PVMT LINE MRKG 12"	LF	\$ 12.00	350.00	\$ 4,200.00	\$ 6.40	\$ 2,240.00	0.53	\$ 9.00	\$ 3,150.00	0.75	\$ (1,050.00)	
8	704SD20-0010	TY.B CL.I PVMT LINE MRKG 24"	LF	\$ 18.00	400.00	\$ 7,200.00	\$ 11.40	\$ 4,560.00	0.63	\$ 15.00	\$ 6,000.00	0.83	\$ (1,200.00)	
9	512SD20-0046	TEMP. PVMT MRKG, TY. A, 4"	LF	\$ 0.75	11,000.00	\$ 8,250.00	\$ 0.30	\$ 3,300.00	0.4	\$ 0.70	\$ 7,700.00	0.93	\$ (550.00)	
10	704SD20-0045	PVMT SYMB MRKG THRU ARROW TY B, CL II	EA	\$ 280.00	10.00	\$ 2,800.00	\$ 600.00	\$ 6,000.00	2.14	\$ 200.00	\$ 2,000.00	0.71	\$ (800.00)	
11	704SD20-0048	PVMT SYMB MRKG SGL TURN ARR. TY B CL II	EA	\$ 280.00	70.00	\$ 19,600.00	\$ 550.00	\$ 38,500.00	1.96	\$ 210.00	\$ 14,700.00	0.75	\$ (4,900.00)	
12	704SD20-0096	SYMB MRKG BICYCLE THRU ARROW TY B CL II	EA	\$ 175.00	29.00	\$ 5,075.00	\$ 200.00	\$ 5,800.00	1.14	\$ 125.00	\$ 3,625.00	0.71	\$ (1,450.00)	
13	704SD20-0102	SYMB MRKG HELMETED BICYCLIST TY B CL II	EA	\$ 450.00	29.00	\$ 13,050.00	\$ 500.00	\$ 14,500.00	1.11	\$ 350.00	\$ 10,150.00	0.78	\$ (2,900.00)	
14	704SD20-0090	PVMT SYMB MRKG R/R CROSSING TY B CL II	EA	\$ 1,000.00	3.00	\$ 3,000.00	\$ 1,200.00	\$ 3,600.00	1.2	\$ 1,200.00	\$ 3,600.00	1.2	\$ 600.00	
Standard Bid Items Total Price (equals the sum of Items 1 through 14)						\$ 839,287.50		\$ 894,100.00			\$ 791,237.50		\$ (48,050.00)	

June 27, 2024

Meredith Jones, P.E
Assistant Director of Engineering
Town of Christiansburg
100 East Main Street
Christiansburg, Virginia 24073

**RE: 2024 Primary Extension Paving – Peppers Ferry Road (UPC 123188)
IFB#245000015, Bid Analysis**

Dear Ms. Jones,

Rummel, Klepper & Kahl, LLP (RK&K) has evaluated the two bids received and opened on June 25, 2024, for the **2024 Primary Extension Paving –Peppers Ferry Road (UPC 123188)**. The bids received are as follows:

- Superior Paving Corporation - \$791,237.50
- Adams Construction Company – \$894,100.00

Superior Paving's total low bid is approximately 6% lower than the Engineer's Estimate of \$839,287.50 based on quantities from the bid documents applied to originally budgeted unit prices. Superior Paving's total bid amount includes all work shown in the Contract Documents.

Attached is a comparison between the Engineer's Estimate and the two bids.

In the comparison of unit prices across both bids, the following Legend (shading) was utilized:

- Green unit price less than 25% higher than Engineer's unit price
- Yellow unit price between 25% and 100% of Engineer's unit price
- Red unit price more than 100% higher than Engineer's unit price

A separate column was added (Δ from Estimate +More/(-Less)) to further drill down to the specific unit prices that had the largest overall effect on the total contract bid. A cut-off value of \$4,196.00 (0.5% of Engineers Estimate) was used for this column and if this value is met the cell is red. This column and the Ratio column were used in conjunction to determine which Superior Paving Corporation's unit prices should be further analyzed for unbalanced bids. All items from Superior Paving's bid were less than 25% higher than the Engineer's unit price. One item had an impact greater than 0.5% but this change was insignificant as the total bid price was still less than the engineers' estimate. All the items from Superior Paving's bid are in the range, showing that all the unit prices line up with the current market value.

**Primary Paving Pepper's Ferry Road
(UPC 123188)**

IFB#245000015, Bid Analysis

June 27, 2024

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Additional information regarding the bid recommendation include:

- Bidder's name: Superior Paving Corporation
- Mailing address: 1678 Lawyers Road, Lynchburg, VA 24501
- Local office address: 1678 Lawyers Road, Lynchburg, VA 24501
- DPOR and VDOT Prequal. Address: 5551 Wellington Road, Gainesville, VA 20155
- VDOT Prequal ID: S066
- Phone: (703) 631-0004
- Total bid amount: \$791,237.50
- Name and organization that opened the bid: Town of Christiansburg
- Name, title and organization of person that conducted the bid analysis on behalf of the Town of Christiansburg: C. Grant Howerton, PE, CCM Project Delivery Leader – RK&K; Brian Gawthrop, PE, PMP Construction Manager – RK&K
- Advertisement date: May 19, 2024
- Bid receipt and opening date: June 25, 2024
- Superior Paving Corporation submitted the required 5% Bid Bond
- Superior Paving Corporation is a VDOT Prequalified Vendor (S066) and their Work Classes include, but are not limited to: Grading and Asphalt Concrete Paving
- Superior Paving Corporation's submittal conforms to the requirements stated in the Invitation for Bid (IFB #245000015). It is RK&K's opinion that Superior Paving Corporation is qualified to satisfactorily perform the scope of work identified in the Contract Documents.

Based on the assessment above, it is RK&K's opinion that Superior Paving Corporation's Total Low Bid amount of \$791,237.50 is reasonable and therefore recommend awarding the contract. Please contact me at (703) 929-3858 with any questions you might have. We appreciate the opportunity and look forward to continuing work with the Town of Christiansburg.

Sincerely,

Rummel, Klepper & Kahl, LLP

A handwritten signature in black ink, appearing to read 'Brian Gawthrop', with a stylized flourish at the end.

Brian Gawthrop, PE, PMP, CCM

Enclosure:
Bid Analysis – UPC 123188

cc: Grant Howerton, PE, CCM

NOTICE OF AWARD

Date of Issuance: 7/10/2024

Owner: Town of Christiansburg

Owner's Contract No.: 257000026

Engineer: Rummel, Klepper, & Kahl, LLP

Engineer's Project No.:

Project: 2024 Primary Extension Paving

Contract Name: 2024 Primary Extension Paving

Bidder: Superior Paving Corporation

Bidder's Address: 1678 Lawyers Road,
Lynchburg, VA 24501

TO BIDDER:

You are notified that Owner has accepted your Bid dated June 25, 2024, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

2024 Primary Extension Paving – Peppers Ferry Road (UPC 123188)

The Contract Price of the awarded Contract is: \$ 791,237.50 [subject to unit prices]

[3] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ ~~a set of the Drawings will be delivered separately from the other Contract Documents.~~

You must comply with the following conditions precedent within 15 days of the date of this Notice of Award:

1. Deliver to Owner [3] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:

Authorized Signature

By: Randy Wingfield

Title: Town Manager

Copy: Engineer



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

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

July 9, 2024

ITEM TITLE:

Award construction contract to Pleasants Construction, Inc. in the amount of \$1,564,963.17 for the construction of the Arrowhead Sanitary Sewer Rehabilitation project

DESCRIPTION:

The Town received and opened bids on June 5, 2024, for the Arrowhead Sanitary Sewer Rehabilitation project. Work included in this contract includes 10,321 linear feet of cured-in-place pipe (CIPP) 8" sanitary sewer pipe lining, rehabilitation of 18 sanitary sewer laterals, rehabilitation of 68 sanitary sewer manholes, and other associated work.

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 IFB #245000008 on May 5, 2024, for the Arrowhead Sanitary Sewer Rehabilitation project. Bids were received on June 5, 2024, from five contractors. Pleasants Construction, Inc. was the lowest responsible bidder. The Engineer and Staff have reviewed their bid and recommended entering into contract with Pleasants Construction, Inc. to perform the sanitary sewer rehabilitation project.

INFORMATION PROVIDED:

Notice of Award

[<Link>](#)

Award Recommendation Letter

[<Link>](#)

Bid Tabulation

[<Link>](#)

BID TABULATION
Owner: Town of Christiansburg

Project: ARROWHEAD SANITARY SEWER REHABILITATION (IFB #245000008)

Bid Date: Wednesday, June 5, 2024 3:00 PM

CHA Project Number: 033032.000

BIDDER				PLEASANTS CONSTRUCTION, INC.		PORTLAND UTILITIES CONSTRUCTION COMPANY		MORGAN CONTRACTING, INC.		TRI-STATE UTILITIES		AM-LINER EAST, INC.	
Item	Description	Unit	Est Qty	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price	Unit Price	Extended Total Price
SANITARY SEWER CIPP LINING													
101	Bonds, Insurance, Mobilization - Sanitary Sewer CIPP Lining	LS	1	\$119,932.38	\$119,932.38	\$60,686.79	\$60,686.79	\$185,000.00	\$185,000.00	\$60,000.00	\$60,000.00	\$80,000.00	\$80,000.00
102	Pre-Lining CCTV Footage, 8-inch	LF	10,321.00	\$14.49	\$149,551.29	\$4.05	\$41,800.05	\$7.00	\$72,247.00	\$17.00	\$175,457.00	\$13.00	\$134,173.00
103	Trim Protruding Lateral	EA	14	\$129.42	\$1,811.88	\$686.49	\$9,610.86	\$450.00	\$6,300.00	\$950.00	\$13,300.00	\$420.00	\$5,880.00
104	CIPP Sewer Lining, 8-Inch	LF	10,321.00	\$49.53	\$511,199.13	\$67.73	\$699,041.33	\$65.00	\$670,865.00	\$55.00	\$567,655.00	\$74.20	\$765,818.20
104A	Add for Styrene-Free or Fully-Encapsulated CIPP Resin	LF	10,321.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00	\$72,247.00	\$0.00	\$0.00	\$0.00	\$0.00
105	Lateral Renewal (Not in Pavement) (greater than 5-feet deep; less than or equal to 10-feet deep)	EA	10	\$6,375.29	\$63,752.90	\$3,857.18	\$38,571.80	\$7,082.00	\$70,820.00	\$11,580.00	\$115,800.00	\$14,400.00	\$144,000.00
106	Lateral Renewal (In Pavement) (greater than 5-feet deep; less than or equal to 10-feet deep)	EA	8	\$6,375.29	\$51,002.32	\$8,202.88	\$65,623.04	\$7,377.00	\$59,016.00	\$17,000.00	\$136,000.00	\$21,600.00	\$172,800.00
107	Reconnect Existing Lateral (Not in Pavement) (greater than 5-feet deep; less than or equal to 10-feet deep)	EA	46	\$266.46	\$12,257.16	\$3,443.71	\$158,410.66	\$3,700.00	\$170,200.00	\$11,580.00	\$532,680.00	\$14,400.00	\$662,400.00
108	Reconnect Existing Lateral (In Pavement) (greater than 5-feet deep; less than or equal to 10-feet deep)	EA	10	\$300.43	\$3,004.30	\$6,585.59	\$65,855.90	\$38,000.00	\$380,000.00	\$17,000.00	\$170,000.00	\$21,600.00	\$216,000.00
109	Trenchless Cleanout (less than or equal to 10-feet deep)	EA	28	\$4,125.19	\$115,505.32	\$2,150.85	\$60,223.80	\$6,000.00	\$168,000.00	\$4,320.00	\$120,960.00	\$4,200.00	\$117,600.00
110	External Point Repair (Not in Pavement)	EA	1	\$8,000.36	\$8,000.36	\$7,625.52	\$7,625.52	\$11,034.00	\$11,034.00	\$14,500.00	\$14,500.00	\$8,400.00	\$8,400.00
111	External Point Repair (In Pavement)	EA	1	\$8,125.36	\$8,125.36	\$9,995.67	\$9,995.67	\$28,938.00	\$28,938.00	\$20,000.00	\$20,000.00	\$12,000.00	\$12,000.00
112	Internal Point Repair (Not in Pavement)	EA	2	\$3,750.17	\$7,500.34	\$6,397.44	\$12,794.88	\$7,137.00	\$14,274.00	\$4,500.00	\$9,000.00	\$4,200.00	\$8,400.00
113	Internal Point Repair (In Pavement)	EA	3	\$3,750.17	\$11,250.51	\$6,530.72	\$19,592.16	\$10,106.00	\$30,318.00	\$6,500.00	\$19,500.00	\$4,200.00	\$12,600.00
114	Root Removal and/or Heavy Cleaning	HR	20	\$396.49	\$7,929.80	\$475.23	\$9,504.60	\$443.00	\$8,860.00	\$595.00	\$11,900.00	\$600.00	\$12,000.00
MANHOLE REHABILITATION													
201	Bonds, Insurance, Mobilization - Manhole Rehabilitation	LS	1	\$31,251.41	\$31,251.41	\$15,171.69	\$15,171.69	\$60,000.00	\$60,000.00	\$4,500.00	\$4,500.00	\$42,000.00	\$42,000.00
202	Water-Resistant Frame & Cover (Not in Pavement)	EA	16	\$728.78	\$11,660.48	\$2,263.99	\$36,223.84	\$2,800.00	\$44,800.00	\$4,500.00	\$72,000.00	\$3,000.00	\$48,000.00
203	Water-Resistant Frame & Cover (In Pavement)	EA	27	\$728.78	\$19,677.06	\$2,951.59	\$79,692.93	\$5,200.00	\$140,400.00	\$6,800.00	\$183,600.00	\$4,200.00	\$113,400.00
204	Reseal Existing Manhole Frame (Not in Pavement)	EA	8	\$2,250.10	\$18,000.80	\$1,862.82	\$14,902.56	\$1,322.00	\$10,576.00	\$3,700.00	\$29,600.00	\$1,080.00	\$8,640.00
205	Reseal Existing Manhole Frame (In Pavement)	EA	2	\$2,250.10	\$4,500.20	\$3,083.54	\$6,167.08	\$1,672.00	\$3,344.00	\$6,000.00	\$12,000.00	\$1,320.00	\$2,640.00
206	Grade Rings (<= 12" total height) (Not in Pavement)	EA	4	\$1,875.09	\$7,500.36	\$1,662.90	\$6,651.60	\$1,600.00	\$6,400.00	\$3,700.00	\$14,800.00	\$960.00	\$3,840.00
207	Grade Rings (<= 12" total height) (In Pavement)	EA	13	\$1,875.08	\$24,376.04	\$2,550.41	\$33,155.33	\$4,100.00	\$53,300.00	\$6,000.00	\$78,000.00	\$1,440.00	\$18,720.00
208	Line Manhole with Cementitious Liner (<= 4' dia.) (Not in Pavement)	VLF	26.00	\$1,062.55	\$27,626.30	\$399.84	\$10,395.84	\$443.00	\$11,518.00	\$560.00	\$14,560.00	\$720.00	\$18,720.00
209	Line Manhole with Cementitious Liner (<= 4' dia.) (In Pavement)	VLF	27.50	\$1,062.55	\$29,220.13	\$487.07	\$13,394.43	\$668.00	\$18,370.00	\$630.00	\$17,325.00	\$960.00	\$26,400.00
210	Seal Chimney with Cementitious Liner (<=4' dia.) (Not in Pavement)	EA	10	\$1,250.06	\$12,500.60	\$666.40	\$6,664.00	\$738.00	\$7,380.00	\$575.00	\$5,750.00	\$840.00	\$8,400.00
211	Seal Chimney with Cementitious Liner (<=4' dia.) (In Pavement)	EA	5	\$1,250.06	\$6,250.30	\$666.40	\$3,332.00	\$950.00	\$4,750.00	\$650.00	\$3,250.00	\$1,080.00	\$5,400.00
212	Repair Crack/Hole (Not in Pavement)	EA	9	\$1,250.06	\$11,250.54	\$233.24	\$2,099.16	\$258.00	\$2,322.00	\$420.00	\$3,780.00	\$840.00	\$7,560.00
213	Repair Crack/Hole (In Pavement)	EA	2	\$1,250.06	\$2,500.12	\$233.24	\$466.48	\$654.00	\$1,308.00	\$475.00	\$950.00	\$1,200.00	\$2,400.00
214	Seal Joint Connection (<= 4' dia.) (Not In Pavement)	EA	18	\$1,250.06	\$22,501.08	\$466.48	\$8,396.64	\$516.00	\$9,288.00	\$735.00	\$13,230.00	\$960.00	\$17,280.00
215	Seal Joint Connection (<= 4' dia.) (In Pavement)	EA	11	\$1,250.06	\$13,750.66	\$466.48	\$5,131.28	\$912.00	\$10,032.00	\$820.00	\$9,020.00	\$1,320.00	\$14,520.00
216	Seal Pipe Connection (Not in Pavement)	EA	39	\$1,250.06	\$48,752.34	\$399.84	\$15,593.76	\$443.00	\$17,277.00	\$365.00	\$14,235.00	\$1,140.00	\$44,460.00
217	Seal Pipe Connection (In Pavement)	EA	18	\$1,250.06	\$22,501.08	\$399.84	\$7,197.12	\$835.00	\$15,030.00	\$425.00	\$7,650.00	\$1,500.00	\$27,000.00
218	Seal Invert (<= 4' dia.) (Not in Pavement)	EA	7	\$1,250.06	\$8,750.42	\$1,779.29	\$12,455.03	\$1,900.00	\$13,300.00	\$550.00	\$3,850.00	\$1,200.00	\$8,400.00
219	Seal Invert (<= 4' dia.) (In Pavement)	EA	6	\$1,250.06	\$7,500.36	\$1,779.29	\$10,675.74	\$2,366.00	\$14,196.00	\$710.00	\$4,260.00	\$1,500.00	\$9,000.00
220	New Bench (<= 4' dia.) (Not in Pavement)	EA	4	\$1,875.09	\$7,500.36	\$733.04	\$2,932.16	\$811.00	\$3,244.00	\$695.00	\$2,780.00	\$2,400.00	\$9,600.00
221	New Bench (<= 4' dia.) (In Pavement)	EA	1	\$1,875.08	\$1,875.08	\$733.04	\$733.04	\$1,207.00	\$1,207.00	\$730.00	\$730.00	\$3,000.00	\$3,000.00
222	Locate Buried Manhole (Not in Pavement)	EA	4	\$1,187.55	\$4,750.20	\$2,926.00	\$11,704.00	\$1,934.00	\$7,736.00	\$2,000.00	\$8,000.00	\$3,000.00	\$12,000.00
223	Locate Buried Manhole (In Pavement)	EA	1	\$1,187.55	\$1,187.55	\$2,926.01	\$2,926.01	\$5,824.00	\$5,824.00	\$3,000.00	\$3,000.00	\$3,600.00	\$3,600.00
224	Abandon Inflow (Not in Pavement)	EA	4	\$8,750.39	\$35,001.56	\$1,132.88	\$4,531.52	\$1,254.00	\$5,016.00	\$500.00	\$2,000.00	\$1,440.00	\$5,760.00
225	Abandon Inflow (In Pavement)	EA	7	\$8,750.39	\$61,252.73	\$1,132.88	\$7,930.16	\$1,650.00	\$11,550.00	\$600.00	\$4,200.00	\$1,800.00	\$12,600.00
226	Internal Drop Connection (Not in Pavement)	EA	1	\$17,500.78	\$17,500.78	\$2,132.48	\$2,132.48	\$3,922.00	\$3,922.00	\$8,000.00	\$8,000.00	\$4,200.00	\$4,200.00
227	Internal Drop Connection (In Pavement)	EA	2	\$17,500.79	\$35,001.58	\$2,132.48	\$4,264.96	\$4,318.00	\$8,636.00	\$10,000.00	\$20,000.00	\$5,400.00	\$10,800.00
Total Base Bid					\$1,564,963.17		\$1,584,257.90		\$2,438,845.00		\$2,507,822.00		\$2,840,411.20

* Denotes a correction of an arithmetic error present in the Bid Form; the correct sum shall govern per Article 1.15-A.3 of the Instructions to Bidders.

** Denotes non-responsive bid

Apparent Low Bidder: PLEASANTS CONSTRUCTION, INC.

Prepared By: Earl Smith, P.E. - CHA Consulting, Inc.



June 6, 2024

Don W. Cole, M.S., PMP
Capital Projects Engineer
Town of Christiansburg
100 East Main Street
Christiansburg, VA 24073

Re: Award Recommendation: Town of Christiansburg – Arrowhead Sanitary Sewer Rehabilitation (IFB #245000008); CHA Project No. 033032.000

Dear Mr. Cole:

On Wednesday, June 5, 2024, the Town received bids for the Arrowhead Sanitary Sewer Rehabilitation contract. This contract includes cured-in-place pipe (CIPP) lining of approximately 10,321 linear feet of existing 8" sanitary sewer, the renewal of 18 sanitary sewer laterals, the rehabilitation of 68 sanitary sewer manholes, and associated work.

The Town received five bids as summarized below. A detailed bid tabulation is also enclosed.

Bidder Name	Total Base Bid
Pleasants Construction Inc.	\$1,564,963.17
Portland Utilities Construction Co., LLC	\$1,584,257.90
Am-Liner East Inc.	\$2,840,411.20
Morgan Contracting Inc	\$2,438,845.00
Tri-State Utilities	\$2,507,822.00

Pleasants Construction, Inc. was the lowest responsive and responsible Bidder for the contract.

Pleasants Construction, Inc. provides services in site utilities and underground utility rehabilitation, including CIPP lining, as well as earthwork, site development, demolition, asphalt, soil cement, and material processing. They have 60 years of experience in site utilities and underground rehabilitation. They are a certified installer of Reline America's Alphaliner, an ultraviolet light (UV) cured CIPP lining system, and they have installed over 300,000 feet of the UV CIPP liner system. Based upon our knowledge of the Bid and Pleasant Construction's credentials, CHA recommends award of the Arrowhead Sanitary Sewer Rehabilitation contract to Pleasant Construction, Inc. in the amount of \$1,564,963.17.

We appreciate the opportunity to work with the Town on this project. Please feel free to contact me with any questions regarding this recommendation.

Sincerely,

Earl Smith, PE
Project Manager

EES\mrd
Enclosures

NOTICE OF AWARD

Date of Issuance:

Owner:	Town of Christiansburg	Owner's Contract No.:	257000027
Engineer:	CHA Consulting Inc.	Engineer's Project No.:	033032.000
Project:	Arrowhead Sanitary Sewer Rehabilitation	Contract Name:	Arrowhead Sanitary Sewer Rehabilitation
Bidder:	Pleasants Construction Inc.		

Bidder's Address: 24024 Frederick Rd., Clarksburg, MD 20871

TO BIDDER:

You are notified that Owner has accepted your Bid dated **June 5, 2024** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

The project consists 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 in the Town of Christiansburg.

The Contract Price of the awarded Contract is: **\$1,564,963.17**

[1] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of this Notice of Award:

1. Deliver to Owner [3] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **None**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:

Authorized Signature

By: Randy Wingfield

Title: Town Manager

Copy: Engineer



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

July 9, 2024

ITEM TITLE:

Certification of Fire Officers

DESCRIPTION:

Town Council must certify Fire Department Officers per Town Code Sec. 26-85:

Sec. 26-85. Election and certification of officers; roster of members.

All officers of the volunteer fire department elected by its members shall be certified to the council immediately after election, together with a complete and corrected roster of the company before they assume the responsibilities of their respective offices.

Proposed FY 2024-25 Fire Officers are as follows:

Fire Chief – Billy Hanks (800)
Assistant Fire Chief – Danny Yopp (802)
Deputy Fire Chief – Forest Redd (803)
Captain – Brandon Turner (804)
Captain – Pete Haislip (805)
1st Lieutenant – Jordan Fenton (806)
2nd Lieutenant – Mike Moore (807)
3rd Lieutenant – B.J. Smith (808)
Training Lieutenant – Doug Adkins (809)

POTENTIAL ACTION:

Action by Town Council

DEPARTMENT(S):

Fire Department

PRESENTER:

Chief of Fire and Rescue Billy Hanks



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

July 9, 2024

ITEM TITLE:

Amendment to Sec. 40-2. Definitions. and Sec. 40-3. Administrator. of Article I. In General of Chapter 40 “Subdivisions” of the Christiansburg Town Code to provide for consistency with the Code of Virginia and additional administrative and planning commission reviews

DESCRIPTION:

The subdivision ordinance governs subdivisions 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 Code of Virginia and provide for a more streamlined review process. Please see the attachment for the Planning Commission memo and draft ordinance for greater details.

POTENTIAL ACTION:

Council Action

DEPARTMENTS:

Planning/Administration

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 Town Council Draft Ordinance

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



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

AGENDA LOCATION:

Council Discussion and Action

MEETING DATE:

July 9, 2024

ITEM TITLE:

Discussion of Animated Signs as defined in Sec. 42-701. Definitions and prohibited in Sec. 42-705.
Prohibited signs (b)(1) of Article XXIV. Signs of Chapter 42 "Zoning" of the Christiansburg Town Code

DESCRIPTION:

Council voted to postpone the review from the last meeting. There has been an increase of recent enforcement activity based on staff notification of moving inflatable tubes. These types of signs have historically been interpreted as an "Animated Sign" which is defined as follows in Sec. 42-701.

Definitions:

Animated sign means a sign or part of a sign that is designed to rotate, move or appear to rotate or move. Such a sign is sometimes referred to as a "moving sign."

Animated signs are prohibited signs based on materials under Christiansburg Town Code Sec. 42-705(b)(1), though the prohibition does not apply to flags or the changing of the message content no more often than once every four seconds.

POTENTIAL ACTION:

Discussion and potential direction to Staff

DEPARTMENT:

Administration

PRESENTER:

Town Manager Randy Wingfield/
Asst. Town Manager Andrew Warren



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

AGENDA LOCATION:

Discussion and Action by Mayor and Council

MEETING DATE:

July 9, 2024

ITEM TITLE:

Discussion of July 17, 2024 Work Session Topics

DESCRIPTION:

Town Council recently began holding regular work sessions on the third Wednesdays of each month at 6:30 p.m. and staff would like Council to discuss potential topics for the July 17, 2024 date as well as other potential dates.

Staff would like to have a discussion of capital financial planning in relation to the recent Town Council planning work session/retreat at one of these sessions but feel we would be better prepared if we could do that in September (after FY 2023-24 Budget closeout).

POTENTIAL ACTION:

Discussion by Town Council

DEPARTMENT(S):

Administration

PRESENTER:

Town Manager Randy Wingfield