

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
OCTOBER 22, 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 OCTOBER 22, 2024, AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Town Attorney Reid Broughton; Clerk of Council Tracy Heinline; Public Relations Director Christina Bolt; Director of Finance Valerie Tweedie; Deputy Director of Finance Katie Miano; Police Chief Chris Ramsey; Police Accreditation Lieutenant Christopher Heidt; Engineering Director Mike Kelley; Planning Director Retta Jackson

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilwoman Bowman.

II. ADJUSTMENT OF THE AGENDA

Town Manager Randy Wingfield made Council aware that item J. under Discussion and Action by Council should read Façade Grant Committee Appointments.

Councilwoman Hicks made a motion to postpone items D. and E. under Discussion and Action by Council to provide the community more time to respond to those items, seconded by Councilwoman Bowman. Councilwoman Hicks noted it had been brought to her attention that someone believed insufficient information was provided regarding the public hearing for items D. and E. under Discussion and Action by Council. Mrs. Hicks questioned if the rescheduling of the public hearing at Planning Commission had been corrected on the public signs. She asked that Council reschedule the discussion to the next Town Council meeting in order to give the community a chance to obtain more information. Town Manager Wingfield stated he would check the postings and returned certified letters for confirmation.

Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Wilson – Nay.

*Motion Approved*

**III. PUBLIC HEARINGS**

No public hearings.

**IV. CONSENT AGENDA**

- A. Approval of Minutes of October 8, 2024
- B. Monthly Bill List
- C. Resolution recognizing October 28, 2024 as National First Responders Day
- D. Contract Amendment #2 with CHA Consulting, Inc. for the renewal of Water, Sewer, and Wastewater Treatment Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term per Virginia Public Procurement Act
- E. Contract Amendment #2 with Hazen and Sawyer for the renewal of Water, Sewer, and Wastewater Treatment Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term per Virginia Public Procurement Act
- F. Contract Amendment #2 with Hurt and Proffitt for the renewal of Water, Sewer, and Wastewater Treatment Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term per Virginia Public Procurement Act
- G. Contract Amendment #2 with McGill Associates, PA for the renewal of Water, Sewer, and Wastewater Treatment Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual term per Virginia Public Procurement
- H. Contract Amendment #2 with Whitman, Requardt & Associates, LLP for the renewal of Water, Sewer, and Wastewater Treatment Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term per Virginia Public Procurement Act
- I. Contract Amendment #3 with CHA Consulting, Inc. for additional professional services work for the Arrowhead Sanitary Sewer Rehabilitation and Replacement project in the amount of \$186,000
- J. Set Town Council Public Hearing for December 10, 2024 for a Conditional Use Permit request by Valley Classical School, Inc., property owner and applicant, to allow a "private building to consist of a school" on property located at 100 W. Main Street (approximately 1.676-acre total Tax Parcels 527 – ((A)) – 66 and 68; Parcel IDs 070462 and 015853) in the B-2 Central Business District. The property is designated as

Downtown Mixed Use on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

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

*Motion Approved*

**V. INTRODUCTIONS AND PRESENTATIONS**

A. Todd Clingenpeel, Accreditation Center Manager for Virginia Law Enforcement Professional Standards Commission (VLEPSC) to present the Police Department's reaccreditation certificate

Mr. Clingenpeel presented the reaccreditation certificate and acknowledged Police Chief Chris Ramsey, Lieutenant Christopher Heidt, Lieutenant Tim Brown, and Donna Akers of the Police Department for their hard work and efforts. Mr. Clingenpeel explained their agency had sent trained assessors in June of 2024 to look at all aspects of the Police Department. He noted the Department's positive atmosphere and main goal which was to service the citizens of Christiansburg. Mr. Clingenpeel reported the Christiansburg Police Department was committed to professionalism and strived to be a constant support and guidance to peers and was dedicated to their mission and goals of the Police Department.

Police Chief Chris Ramsey thanked Mr. Clingenpeel and expressed that all the effort for the reaccreditation was owed to the staff. Chief Ramsey noted the Police Department's commitment to excellence and serving the citizens of Christiansburg.

B. Finance Director/Treasurer Valerie Tweedie to present regarding Fiscal Year 2024-25 Budget Amendment #2

Finance Director Valerie Tweedie presented to Council the detailed line items of the draft of budget amendment #2 and explained that many of the items were rollover items that did not get expended. She added that other smaller line items were additional engineering costs for several projects, emergency repairs at the Aquatic Center, and the roof repair cost at the Recreation Center. Mrs. Tweedie also noted the \$1.9 million for property acquisition for the Public Works facility and other property that could be adjusted by Council as needed. Mrs. Tweedie explained she would have the final fund balance this week before the amendment would go to a public hearing. She concluded projecting another \$1 million that could be assigned to capital project reserves next fiscal year.

Councilwoman Hicks questioned if the items could be split into different resolutions for a Council vote. Mrs. Tweedie explained the amendment could always be split although it would require more paperwork. Mrs. Tweedie recommended that Council move forward and publish the amendment as a public hearing for all the items within the amendment and when Council is ready to vote they can split the items at that time.

Town Manager Wingfield added the public hearing would be held on November 12<sup>th</sup> and at that time staff can clarify in the agenda packet that it will be two separate resolutions.

#### VI. CITIZEN COMMENTS

Meredith Hutton, Walnut Creek Subdivision (Montgomery County), expressed her concern that the information for the Planning Commission public hearing to allow a planned housing development of 162 apartments in the proposed property located between Moose Drive, N.W. and Bishops Gate Road, N.W. was not advertised properly. Mrs. Hutton noted that she welcomed the growth in the community but feels the information was not relayed to them after the Planning Commission's meeting was rescheduled. Mrs. Hutton added that she believed updated public signs were not placed at the property with rescheduled dates.

Jamey Hutton, Senior Pastor of Victory Restoration Church, addressed Council and expressed no opposition to the building of homes in the area but would like more information pertaining to the rezoning and building between Moose Drive and Bishops Gate Road. Pastor Hutton explained that he had watched a recording of the Planning Commission meeting but was not aware the meeting was taking place when it did. He added he would like to open lines of communication with the Town and local builders. Pastor Hutton also questioned if there had been certified letters mailed out to the public and whether a new sign had not been posted for the rescheduling. He added there were concerns for the increase of traffic in the neighborhood and the children that played there as well as several walkers.

Patrick Melander, 495 Silver Leaf Drive, expressed concern for his personal property tax bill he had recently received from Montgomery County. Mr. Melander noted he had a 12-year-old vehicle that was referenced by the County as a clean conditioned car with an assessed value of \$5,000. He expressed that the assessed value seemed odd as well as the vehicle having also been referenced as a clean conditioned car. Mr. Melander urged the Town to bring attention to the references since the Town follows the assessments of the County. Mr. Melander also referenced item D. under Discussion and Action by Council concerning the resolution for the legislative positions. He expressed that he agreed with most of the items listed on the proposed resolution and understood the support from the Town to support the positions but added the Town should be cautious because of the potential conflict of interest where grants from the government were concerned.

Town Manager Wingfield clarified the Town does rely on the County assessment for vehicles.

Mr. Wingfield also noted that certified letters had been sent to the citizens that would be affected by the Moose Drive and Bishop Gate Road proposal. He added there had been signs placed out along the property but was unsure if a second posting had occurred. He added that Town Code states the public hearings must be advertised twice in the paper and certified letters need to be sent to the adjoining property owners. Councilwoman Hicks expressed if the public hearing was rescheduled it should have been posted on the property. Councilwoman Hockett suggested checking to make sure the certified letters were received.

VII. COMMITTEE REPORTS

Councilwoman Hicks reported the next scheduled Central Business Committee meeting would be held Wednesday, the 30<sup>th</sup> and the Façade Grant applicants would be discussed.

Town Manager Wingfield reported the Sustainability Committee meeting would take place Friday, the 25<sup>th</sup> at 10:00 a.m. and the Emergency Services Committee would meet Monday, the 28<sup>th</sup> at 5:30 p.m.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. Appointment of Joe Hamed to the New River Valley Airport Board of Directors for Ernie Wade's position

Mr. Hamed expressed his interest in serving on the New River Valley Airport Board of Directors.

Councilman Wilson made a motion to approve the appointment of Joe Hamed to the New River Valley Airport Board of Directors, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Wilson – Aye.

*Motion Approved*

B. Appointment of Retta Jackson to the Board of Directors for the New River Housing Fund Oversight Board for a term ending June 30, 2025

Councilwoman Hicks made a motion to approve the appointment of Retta Jackson to the Board of Directors for the New River Housing Fund Oversight Board, seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Wilson – Aye.

*Motion Approved*

C. Street vacation request by Derrick R. Lancaster for the vacation of 2 existing strips of land dedicated as a public street right-of-way and located south off Radford Street (Tax Parcels 525 – ((A)) – 31A and 46; Parcel IDs 033305 and 031506). The Public Hearing was held on October 8, 2024.

Mr. Wingfield noted this street vacation would be contingent on Mr. Lancaster vacating the interior lot line on the right-hand side, explaining the family owns both parcels.

Councilman Wilson made a motion to approve the street vacation request as a public street right-of-way located south off Radford Street, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Wilson – Aye.

*Motion Approved*

- D. Rezoning request by Robert P. Fralin, registered agent for F & B Land, L.P., applicant, and property owner, to rezone property located between Moose Drive, N.W. and Bishops Gate Road, N.W. (approximately 16.33-acre Tax Parcel 556 – ((A)) – 9; Parcel ID 008095) from A Agricultural and B-3 General Business to R-3 Multi-Family Residential. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held October 8, 2024.  
*(Postponed per Adjustment to the Agenda)*
- E. Conditional Use Permit request by Robert P. Fralin, registered agent for F & B Land, L.P., applicant and property owner, to allow a planned housing development for a multi-family project of a maximum of 162 apartments in the proposed R-3 Multi-Family Residential District zoning district on property located between Moose Drive, N.W. and Bishops Gate Road, N.W. (approximately 16.33-acre Tax Parcel 556 – ((A)) – 9; Parcel ID 008095). The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held on October 8, 2024.  
*(Postponed per Adjustment to the Agenda)*
- F. Confirmation of Declaration of Emergency for Hurricane Helene

Mr. Wingfield clarified the Declaration of Emergency makes the Town eligible for reimbursement but does not necessarily mean the Town will receive the funds and it could be years before the funds would be available. Councilwoman Hockett expressed this declaration has been a good example for Council to understand the declaration process and their roles in Emergency Management.

Councilwoman Hicks made a motion to approve the Confirmation of Declaration of Emergency for Hurricane Helene, seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Wilson – Aye.

*Motion Approved*

G. Blacksburg Transit contract

Mr. Wingfield explained the Blacksburg Transit contract was an annual contract for bus service in the Town of Christiansburg. He added that the Town contributes to an operational fund as well as a capital fund.

Councilman Wilson made a motion to approve the Blacksburg Transit contract, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Wilson – Aye.

*Motion Approved*

H. Resolution Setting Forth the Town of Christiansburg's 2025 Legislative Positions

Councilman Wilson made a motion to approve the resolution Setting Forth the Town of Christiansburg's 2025 Legislative Positions, seconded by Councilman Bishop.

Councilwoman Hicks expressed concern for several of the items mentioned on the resolution and did not feel comfortable supporting those items at this time.

Council voted as follows: Bishop – Aye; Bowman – Nay; Hicks – Nay; Wilson – Aye. Noting a tie vote by Council, Vice Mayor Hockett voted Aye.

*Motion Approved*

I. Participation in the Virginia Main Street Program

Public Relations Director Christina Bolt addressed Council and explained that Downtown Christiansburg Inc. (DCI) came before Town Council earlier in the year to share information concerning the Virginia Main Street Program. Mrs. Bolt explained the Mobilizing Main Street program was a two-year program beginning in January of 2025 with a second program in January of 2027. She stated that DCI was requesting a letter of support and a signed application from the Town, committing to active partnership and engagement in dialogue and vision for the program. Mrs. Bolt clarified the letter of support did not commit the Town to any financial responsibility for the program at this time. She explained that after successful completion of Tier 2: Mobilizing Main Street, DCI would apply for Advancing Main Street status. She added the Town would then again commit, at Council's discretion to an active partnership and engagement in dialogue and vision.

Councilman Wilson made a motion to provide a letter of support for DCI for the initial phase of the Main Street Program and clarification there was no financial obligation at this time, seconded by Councilman Bishop.

Councilwoman Hicks questioned if the Cambria area was considered downtown and if it would be included in the Main Street Program. Mr. Wingfield noted that the Central Business Committee had made a map of downtown previously as well as a separate map that showed downtown Cambria. Mrs. Hicks expressed concern for providing funds for a director for the Main Street Program comparing that position to a potential Tourism Director and stating that position had been difficult for Council recently. Councilman Wilson questioned if Councilwoman Hicks was against revitalizing downtown. Mrs. Hicks expressed she did support revitalization of downtown but did not agree with spending taxpayer money on a director. Councilwoman Hockett expressed that Council should focus on the motion at hand and that costs were not included in the motion. Councilman Wilson explained the next phase would come back to Town Council for a vote and then Council would decide the level of financial contribution. Councilwoman Bowman questioned when the Town entered tier 1 and if DCI has received any community vitality grants, financial feasibility grants, or project making grants. Mr. Wingfield stated they had received a \$3,000 grant for the Great Little Park. Mrs. Bolt added that Executive Director for DCI, Elli Travis,

wanted to come before Council tonight but had a conflict. She added that a vote was needed tonight due to DCI needing the letter by November 8<sup>th</sup>. Councilwoman Hockett expressed she saw this as a low risk ask with no monetary support requested at this time.

Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Abstain; Wilson – Aye.

*Motion Approved*

J. Façade Grant applications (Hicks and Bowman)

Councilwoman Hockett stated there were three individuals that had agreed to serve on the Façade Grant Selection Committee: Astleigh Hill, Stacy Martin, and Paula Alston. Director of Planning Retta Jackson clarified that having three individuals serve would be beneficial in case of a tie vote.

Councilwoman Hicks made a motion to approve the Façade Grant Selection Committee, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Wilson – Aye.

*Motion Approved*

IX. STAFF REPORTS

- A. Town Manager Wingfield reported the Water Authority tour was scheduled for October 23<sup>rd</sup> at 2:00 p.m. Getting Scary on the Huckleberry event which includes the Kids Fun Run, the 5K Run/Walk, and the Touch-A-Truck event would take place Saturday, October 26<sup>th</sup> and the last Farmers Market would take place on October 31<sup>st</sup>. Mr. Wingfield announced the Town Hall Halloween event would take place on the 31<sup>st</sup> along with the Downtown Trick or Treating event. Mr. Wingfield reported that Town Hall would be closed for Election Day and Veterans Day and added the Veterans Day parade would be held at 10:30 a.m. Mr. Wingfield made Council aware that Miles Campbell would be the Town's new Small Business Solutions Manager starting on November 7<sup>th</sup>.
- B. Town Attorney – no report.
- C. Other Staff – no report.

X. COUNCIL REPORTS

Councilwoman Hicks reported a legal notice had been advertised for the future Public Works facility on Simmons Road. Mr. Wingfield noted the Planning Commission would hold a public hearing on the property November 4<sup>th</sup>. Mrs. Hicks also questioned if the Downtown Trick or Treat event's time had changed. Mrs. Bolt clarified that the time had not changed and after speaking with downtown businesses the time of 5:00 – 7:00 p.m. worked well for them.

XI. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:22 p.m.

  
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Tracy Heuline, Clerk of Council

  
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Tanya Hockett, Vice Mayor