

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
JANUARY 14, 2025 – 7:00 P.M.

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON JANUARY 14, 2025, AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Scot Shippee; Town Attorney Reid Broughton; Clerk of Council Tracy Heinline; Public Relations Director Christina Bolt; Planning Director Retta Jackson; Planner I Daria Chicosky; Associate Planner Jillian Layton; Public Works Director Jim Lancianese; Aquatics Director Terry Caldwell; Fire Chief Billy Hanks; Engineering Director Mike Kelley; Planner II Devon Shields; Chief of Police Chris Ramsey; EMS Deputy Chief Josh Settlage; Director of Finance Katie Miano

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilwoman Hockett.

II. ADJUSTMENT OF THE AGENDA

None.

III. PUBLIC HEARINGS

- A. Town of Christiansburg Community Development Block Grant (CDBG) 2023 Consolidated Annual Performance and Evaluation Report (CAPER)

Planning Director Retta Jackson explained this report was a summary of activities from 2023 that the Town was required to report concerning the Department of Housing and Urban Development (HUD) as part of the Town of Christiansburg being an Entitlement Community with HUD. She expressed that there are two reports each year; one annual plan and the other a report of activities that took place the prior year.

Councilwoman Hicks asked if there would be funds available for sidewalks in Town. Mrs. Jackson explained that a portion would be used for sidewalks on E. Main Street. Councilwoman Bowman asked that staff provide projects that the funds had been used for in the past.

IV. CONSENT AGENDA

- A. Approval of Minutes of December 10, 2024
- B. Monthly Bill List
- C. Approve Assistant Town Manager Scot Shippee as an additional Town check signer
- D. Contract Amendment #2 with A. Morton Thomas and Associates, Inc., for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term.
- E. Contract Amendment #2 with Century Engineering, LLC., for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term.
- F. Contract Amendment #2 with McDonough Bolyard Peck, Inc. d/b/a MBP, for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term.
- G. Contract Amendment #2 with Rummel, Klepper & Kahl, LLP, for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term.
- H. Contract Amendment #2 with Whitman, Requardt & Associates, LLP, for Construction Engineering and Inspections (CEI) Term Services in excess of \$100,000 not to exceed \$500,000 per task order and not to exceed \$2,500,000 per annual contract term.

Councilwoman Hockett made a motion to approve the consent agenda as presented, seconded by Councilman Wilson.

Councilwoman Hicks questioned the contract amendments within the consent agenda and expressed she felt the wording was vague for the projects. Town Manager Wingfield explained the amendments were not for a particular project and they were dependent on an as needed basis. Engineering Director Mike Kelley explained the services were inspections on capital projects and the funds could come from the Town's general fund, grants, or VDOT funding. Mr. Kelley added that these contract services give the Town flexibility to hire for services to get the projects completed.

Council voted as follows: Bishop – Aye; Bowman -Aye; Hicks – Aye; Hockett – Aye;
Jenkins – Aye; Wilson – Aye.

Motion Approved

V. INTRODUCTIONS AND PRESENTATIONS

None.

VI. CITIZEN COMMENTS

None.

VII. COMMITTEE REPORTS

Councilwoman Hicks questioned the façade grants from the Central Business Committee and asked if it could be placed on the agenda for a vote. Planning Director Retta Jackson explained the façade grants needed to be discussed further before a final vote by Council.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Conditional Use Permit request by Valley Classical School, Inc., property owner and applicant, to allow a private school in the B-2 Central Business District on property located at 100 W. Main Street (Tax Parcels 527 – ((A)) – 66 and 68; Parcel IDs 070462 and 015853) consisting of approximately 1.676 acres. The property is designated as Downtown Mixed Use on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held on December 10, 2024.

Councilman Bishop made a motion to approve the conditional use permit to allow a private school located at 100 W. Main Street, seconded by Councilwoman Hicks.

Dr. Justin Zahraee, Head of School at Valley Classical School, noted there were 103 students enrolled at the private school and currently they were having discussions with architects concerning interior changes.

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

Motion Approved

- B. Reappointment of Robin Boyd and John Neel to the Recreation Advisory Commission for a 4-year term from January 1, 2025 to December 31, 2028

Councilwoman Hicks made a motion to reappoint Robin Boyd and John Neel to the Recreation Advisory Commission for a 4-year term, seconded by Councilwoman Hockett.

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

Motion Approved

- C. Reappointment of Heather Browning to the Christiansburg Public Arts Advisory Board for a 2-year term from January 1, 2025 to December 31, 2026

Councilman Bishop made a motion to reappoint Heather Browning to the Christiansburg Public Arts Advisory Board for a 2-year term, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- D. Reappointment of Jeananne Knies, Mark Curtis, Jennifer Sowers, and Thomas Bernard to the Planning Commission for a four-year term from January 1, 2025 to December 31, 2028

Councilwoman Hockett made a motion to approve the reappointment of Jeananne Knies, Mark Curtis, Jennifer Sowers, and Thomas Bernard to the Planning Commission for a four-year term, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- E. Reappointment of Kevin Conner and Steve Semones, and new appointment of Stephanie Bell to the Building Code Board of Appeals for a three-year term from January 1, 2025 to December 31, 2027

Councilwoman Hicks made a motion to approve the reappointment of Kevin Conner and Steve Semones, and new appointment of Stephanie Bell to the Building Code Board of Appeals for a three-year term, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- F. Reappointment of Steve Simmons, Beverly Bridges, and Amelia Tuckwiller to the Aquatics Advisory Commission for a three-year term from January 1, 2025 to December 31, 2027

Councilman Jenkins made a motion to approve the reappointment of Steve Simmons, Beverly Bridges, and Amelia Tuckwiller to the Aquatics Advisory Commission for a three-year term, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- G. Reappointment of Hampton Inn General Manager Andrew Crowder as hotel representative and Sandro's Alessandro Pugliese as restaurant representative to the Montgomery County – Blacksburg – Christiansburg Regional Tourism Office Tourism Development Council for a two-year term from January 1, 2025 to December 31, 2026

Councilwoman Hockett made a motion to approve the reappointment of Hampton Inn General Manager Andrew Crowder as hotel representative and Sandro's Alessandro Pugliese as restaurant representative to the Montgomery County – Blacksburg – Christiansburg Regional Tourism Office Tourism Development Council for a two-year term, seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- H. Discussion of order abatement of an unsafe structure located at 995 Montgomery Street, N.E. (Tax Parcel 497 – ((A)) – 185C; Parcel ID 028826) consisting of approximately 0.268 total acres by demolition in accordance with Sec. 10-58. – Enforcement by council. of Article III. Unsafe Buildings, Walls, and Structures of Chapter 10 Buildings and Building Regulations of the Christiansburg Town Code

Town Manager Wingfield acknowledged the property on Montgomery Street had been sold in the middle of planning for demolition and the Town had since reached out to the new owner. He explained the new owner had applied for a demolition permit and would be demolishing the building on their own. Councilwoman Hicks expressed concern that notification was not given to the property owner and was thankful the Town did not demolish the building. Mayor Barber clarified that notifications had been sent to the previous owner for over a year with no response. Mr. Wingfield noted the current owner's demolition permit was valid for 180 days and until then the Town would allow the current homeowner to demolish the building on their own. Councilwoman Bowman asked if there could be safeguards placed to keep this situation from happening again. Mr. Wingfield explained that any violation moving forward that was brought to Town Council or to court would be checked with Montgomery County records beforehand.

- I. Audio quality in Town Council Chambers and Administrative Conference Room (Bowman and Hicks)

Councilwoman Bowman expressed concern for the various complaints about sound quality in Council Chambers and that voices from the audience during Council meetings needed to be heard clearer. Mrs. Bowman added that she wanted to keep this on the agenda because she felt there were additional ways to improve the quality of Council meetings for people listening in. She also added that while listening to a previous committee meeting, she noted someone speaking poorly of a person in the audience from the podium and expressed how it was unprofessional and inappropriate and would like to see that type of behavior change. Councilwoman Hicks noted that several audio concerns have been corrected recently and asked that anyone that wanted to speak to Council during a meeting go to the podium to be heard. Mr. Wingfield added that Council speak into the microphones directly to be heard clearer as well. Councilwoman Hicks questioned if the Town had received quotes yet for a new audio system. Public Relations Director Christina Bolt explained the Town was waiting on two quotes to come back and discussing what improvements can be made to the system. Mrs. Bolt stated Council would be updated along the way. Councilwoman Bowman noted the troubleshooting done over the past few months and expressed appreciation for the work done by staff.

IX. STAFF REPORTS

A. Town Manager

Town Manager Wingfield reported that the Town's Christmas Tree collection would end on Friday, the 17th. Mr. Wingfield reported that Town Hall would be closed Monday, the 20th for Martin Luther King, Jr. Day. He added that Council's financial disclosure forms were due February 1st. Mr. Wingfield stated there were several public hearings he would like to set for February 25, 2025:

- A request by Harley Ashe and Elizabeth Ashe to vacate approximately 260 linear feet of a 7.5-foot-wide public utility easement on the north side of property located at 95 Skyline Street, N.E.
- A corporate boundary line adjustment request by RWW4, LLC, property owner and applicant, to incorporate property on the southern side of I-81 within the Town of Christiansburg.
- A rezoning request by RWW4, LLC, property owner and applicant, to rezone property located at the end of Summitridge Road and adjoining the southern side of I-81 within unincorporated Montgomery County adjoining the southern side of I-81.
- A conditional use permit request by RWW4, LLC, property owner and applicant, for a planned housing development for a single-family residential development on property located at the end of Summitridge Road and adjoining the southern side of I-81 within unincorporated Montgomery County adjoining the southern side of I-81.
- A conditional use permit request by SHAH Development LLC, property owner and applicant, to allow a two-family dwelling located on the northwest corner of Roanoke Street and Craig Street, N.W.
- A conditional use permit request by Rockstep Christiansburg LLC, property owner, to allow a carnival from March 23, 2025 through April 8, 2025 located at 782 New River Road, N.W.

Town Council agreed to set the listed public hearings. Mr. Wingfield reminded Council of the work session on January 15, 2025.

B. Town Attorney – no report

C. Other Staff – no report

X. COUNCIL REPORTS

Councilwoman Hicks questioned how citizens were notified of the change in the online bill system beforehand. Mr. Wingfield stated that the Town does not send bills for amounts less than \$1 and waives the penalty and interest when they come in to pay. Finance Director Katie Miano explained to Council that originally notices were sent out in the water bills, placed on social media and the Town's website, and a mailer had been sent out to citizens with how-to

instructions for the updated website. Mrs. Miano clarified that customers with recurring credit card payments have called the most and explained the Town has started calling customers now to let them know of the change in the system. She explained that if a recurring credit card account has not been paid the Town will call the customer.

Councilwoman Hicks also noted appreciation that Montgomery County and the Town of Blacksburg both had public hearings concerning tourism.

XI. OTHER BUSINESS

A. Re-organization for the Year 2025:

1. Town Council election of Vice-Mayor

Councilwoman Hockett made a motion to nominate Councilman Wilson as Vice-Mayor, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Nay; Hockett – Aye; Jenkins – Aye; Wilson – Abstain.

Motion Approved

2. Town Council to set regular meeting dates and times of Council

Councilman Bishop made a motion to keep the regular meeting dates and times of council meetings and council work sessions moving forward, seconded by Councilman Wilson. Town Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

3. Mayor appointment of Town Council Committees:

a. Water and Waste Committee

Mayor Barber appointed Councilman Wilson and Councilwoman Bowman to the Water and Waste Committee.

b. Street Committee

Mayor Barber appointed Councilman Bishop and Councilwoman Hockett to the Street Committee.

c. Emergency Services Committee

Mayor Barber appointed Councilman Wilson and Councilwoman Hockett to the Emergency Services Committee

d. Central Business District Committee

Mayor Barber appointed Councilwoman Hockett and Councilman Jenkins to the Central Business District Committee

- e. Finance Committee – Ad hoc
The Finance Committee is not assigned to a representative and convenes as needed.
 - f. Public Health and Welfare Committee – Ad hoc
The Public Health and Welfare Committee is not assigned to a representative and convenes as needed.
 - g. Council on Human Relations Committee – Ad hoc
The Council on Human Relations Committee is not assigned to a representative and convenes as needed.
- 4. Mayor appointment of Town Council Representative to Aquatics Advisory Board
Mayor Barber appointed Councilman Bishop to the Aquatics Advisory Board.
 - 5. Mayor appointment of Town Council Representative to Recreation Advisory Commission
Mayor Barber appointed Councilman Wilson to the Recreation Advisory Commission
 - 6. Town Council appointment of Committees, Commissions, and Board:
 - a. Town Council Representative to Montgomery County Chamber of Commerce
Mayor Barber was appointed to the Montgomery County Chamber of Commerce
 - b. Town Council Representative to Town Bikeway – Walkway Committee
Councilman Jenkins was appointed to the Town Bikeway – Walkway Committee
 - c. Town Council Representative to Town Sustainability Committee
Councilman Wilson was appointed to the Town Sustainability Committee
 - d. Town Council Representative and Alternate to New River Valley Agency on Aging Board of Directors
Councilwoman Hicks was appointed as representative to the New River Valley Agency on Aging Board with Councilwoman Bowman as Alternate.
 - 7. Town Council reaffirmation of Town Council Code of Ethics

Councilwoman Hockett made a motion to approve the reaffirmation of the Town Council Code of Ethics, seconded by Councilman Wilson.

Councilwoman Hicks expressed concern that some Councilmembers was not following the Code of Ethics in Council meetings.

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

Motion Approved

Mayor Barber stated that the Code of Ethics applies to all Council members.

8. Town Council reaffirmation of Town Attorney Engagement Policy

Councilwoman Hockett made a motion to approve the reaffirmation of the Town Attorney Engagement Policy, seconded by Councilman Wilson. Town Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

B. Closed Meeting:

Councilman Wilson made a motion to enter into a Closed Meeting under Code of Virginia § 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The Closed Meeting is being held for discussion of personnel, specifically the appointment of officers for the year 2025. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

1. Reconvene in Open Meeting

Councilman Wilson made a motion to certify that the Town Council of the Town of Christiansburg meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting. Councilman Bishop seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

2. Council action on the matters

C. Appointment of Officers:

1. Town Manager

Councilwoman Hockett made a motion to reappoint Randy Wingfield as Town Manager, seconded by Councilman Wilson.

Councilwoman Hicks expressed that her interaction with Mr. Wingfield had been satisfactory and added that she appreciates his weekly reports to Council. Councilwoman Hockett voiced appreciation for Mr. Wingfield's work and his quickness in answering Council's questions and concerns.

Town Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

2. Clerk of Council

Councilwoman Hicks made a motion to reappoint Tracy Heinline as Clerk of Council, seconded by Councilman Jenkins. Town Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

3. Police Chief

Councilman Wilson made a motion to reappoint Chris Ramsey as Chief of Police, seconded by Councilwoman Hicks. Town Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

4. Town Attorney

Councilwoman Hicks made a motion to reappoint Sands Anderson PC as Town Attorney, seconded by Councilwoman Hockett. Town Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting 7:58 p.m.


Tracy Heinline, Clerk of Council


D. Michael Barber, Mayor