

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
JUNE 10, 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 JUNE 10, 2025, AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Scot Shippee; Town Attorney Mike Bedsaul; Clerk of Council Tracy Heinline; Director of Public Relations Christina Bolt; Public Works Director Jim Lancianese; Finance Director Katie Miano; Director of Aquatics Terry Caldwell; Director of Planning Retta Jackson; Planner I Daria Chicosky; Director of Parks and Recreation Brad Epperley; Police Chief Chris Ramsey; Deputy EMS Chief Josh Settlege; Director of Engineering Mike Kelley; IT Director Jay Waller

REGULAR MEETING

I. CALL TO ORDER

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

The Pledge of Allegiance was led by Councilman Wilson.

II. ADJUSTMENT OF THE AGENDA

Councilwoman Hicks made a motion to remove item P. under Discussion and Action of Council regarding the Aquatic Center's purchase of the HVAC system. Mrs. Hicks requested a work session be held to discuss the purchase instead. Councilwoman Bowman seconded the motion.

Councilwoman Bowman read a letter from Town Manager Wingfield that disclosed an evaluation concerning the Aquatic Center's HVAC system and referenced a list of receipts for maintenance repairs to the current system for the last 3 years. Mrs. Bowman read that the HVAC units were operating at only 20% of their air quality compacity since August of 2022, which has caused excessive impacts to the rest of the building. She added that the deterioration of the HVAC units has attributed to excess moisture which has caused mold to develop in the facility, damage to electronics, and constant replacement of ceiling panels. Mrs. Bowman asked that Council have more discussion of the purchase of the HVAC systems before moving forward.

Councilwoman Hicks agreed and expressed that a lack of information on a warranty for the new system was a major concern as well. Mrs. Hicks asked that another bid be sent out that requires warranty information. She added that the foundation issues at the Aquatic Center concerns her greatly and asked for further discussion from Council.

Councilwoman Hockett expressed that this system repair was an urgent need for the Aquatic Center and felt the Town has saved adequately for it. Mrs. Hockett noted that Council had a work session on June 21st and the HVAC system had been discussed.

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

Motion Failed

Councilman Jenkins made a motion to separate the May 27, 2025 Council minutes from the consent agenda due to his absence, seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

III. PUBLIC HEARINGS

A. Water Rate Increase

Christine Waltz, 1370 Rigby Street, expressed concern for the water rate increase and suggested that Council wait for the Town's leak study to be completed before raising water rates.

Hearing no further public comment the Public Hearing closed.

IV. CONSENT AGENDA

A. Approval of Minutes of May 27, 2025 and June 4, 2025

B. Bill List

C. Amendment to purchase order and contract with Assured Data Protection at rate of \$180.00 per terabyte per month for archiving services and \$0.01 per gigabyte per month for physical storage (total amount depends on data usage, currently \$4,876.12 for 27 terabytes per month)

D. Set Town Council Public Hearing for August 12, 2025 for an Ordinance amending Chapter 42 "Zoning" of the Christiansburg Town Code to clarify measurement of frontage on corner lots, correct for spelling and grammar, alphabetize permitted uses, and alphabetize parking requirements.

Councilwoman Bowman questioned a line item under the Bill List pertaining to travel in the Finance Department. Finance Director Katie Miano explained that as part of the contract with the new software Tyler Technologies Inc., the Town agreed to reimburse for travel expenses to and from Christiansburg. Mrs. Miano explained that modules for the software was still being implemented and while most of the training is completed virtually, some training was better in-person.

Councilwoman Hicks questioned if item D. under the Consent Agenda had gone to the Planning Commission for discussion. Planning Director Retta Jackson explained that the item would go to the Planning Commission when Council voted to set the public hearing.

Councilwoman Hicks also questioned item C. of the Consent Agenda. Town Manager Wingfield explained that the amendment for the purchase order was due to additional data storage needed. He explained that over time data increases and the Town needs more storage.

Councilman Wilson made a motion to approve the consent agenda as presented excluding the Minutes of May 27, 2025, seconded by Councilman Jenkins. Council voted as follows: Bishop – Abstain; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

Councilman Wilson made a motion to approve the Minutes of May 27, 2025, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Abstain; Wilson – Aye.

Motion Approved

V. INTRODUCTIONS AND PRESENTATIONS

None.

VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, noted concern for the damage to the Aquatic Center due to the declining HVAC system. Mr. Waltz stated that the current HVAC system was destroying the facility's structure and Town Council should discuss a warranty for a new HVAC system before purchasing. He added that mold in the building requires remediation, and was a dangerous situation that could potentially open the Town up to litigation.

Jamie Bond, 2263 Pilot Road, Christiansburg, stated she was the owner of Old Town Barber and Hair Salon at 106 W. Main Street. Ms. Bond expressed concern for the downtown Hickok Street construction explaining that when streets are closed, businesses and their employees suffer. She added that her customers are affected as well due to changes in parking and direction of traffic.

Ms. Bond added that her customers are frustrated and that local traffic signs can be confusing to out-of-town customers. She asked that the Town consider designating temporary parking spots in other areas during construction. She suggested changing the hours of construction work to later in the day or even on Saturdays after 1:00 p.m. when downtown is less busy. Ms. Bond also noted the frustration of the timeline for construction being extended by the contractor and asked Council to find a way to speed up the street repair.

VII. COMMITTEE REPORTS

None.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Code Amendment request by Town of Christiansburg, applicant, to amend Chapter 42 "Zoning" of the Christiansburg Town Code, Section 42-11 – Amendments to chapter (c) Notice and hearing. The request is to 1) remove the requirement for notices of public hearings to be published once a week for two successive weeks and 2) amend the advertising requirements to the first notice appearing no more than 28 days before and the second notice appearing no less than seven days before the date of the meeting referenced in the notice. The change would bring Town Code into alignment with Code of Virginia § 15.2-2204. (Advertisement of plans, ordinances, etc.; joint public hearings; written notice of certain amendments).

Councilwoman Hockett made a motion to approve the code amendment request to amend Chapter 42 "Zoning" of the Christiansburg Town Code, Section 42-11 – Amendments to Chapter (c) Notice and hearing, seconded by Councilman Wilson.

Councilwoman Hicks stated that providing sufficient time for public notices to citizens concerning changes in their area was important and that public hearing notices should not be reduced.

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

Motion Approved

- B. Conditional Use Permit request by Mary Frances Keith, property owner and applicant, to allow a single-family or two-family dwelling in the B-3 General Business District on property located near the intersection of Boxwood Drive NW and Redwood Drive NW (approximately 0.48-acre Tax Parcels 466 – ((1)) – 49, 50, 51, and 52; Parcel ID 013934). The property is designated as Mixed Use with Buffer (Residential/Business) on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilwoman Hockett made a motion to approve the conditional use permit request to allow a single-family or two-family dwelling located near the intersection of Boxwood Drive NW and Redwood Drive NW, seconded by Councilman Wilson. Council voted as

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

Motion Approved

- C. Conditional Use Permit request by Burch Properties, LLC, property owner, and David Beasley, applicant, to allow for a kennel in the B-3 General Business District on property located at 1605 N. Franklin Street (approximately 10.9-acre Tax Parcel 466 – ((A)) – 20C, Parcel ID 013214). The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilwoman Hockett made a motion to approve the conditional use permit request to allow for a kennel on the property located at 1605 N. Franklin Street as recommended by the Planning Commission, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- D. Rezoning request by RN Investments Annex, LLC, property owner and applicant, to rezone property located at 115 Farmview Road NW (approximately 9.05-acre Tax Parcels 466 – ((1)) – 60A-67A; Parcel ID 070719) from B-3 General Business District to I-2 General Industrial District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilwoman Hockett made a motion to approve the rezoning request to rezone property located at 115 Farmview Road NW, seconded by Councilman Wilson.

Councilwoman Hicks questioned if a fence was required around the property on Farmview Road. Planning Director Retta Jackson explained there would be a screening fence around the property to shield materials, but coverage of the materials was not required.

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

Motion Approved

- E. Town of Christiansburg Community Development Block Grant (CDBG) 2025 Annual Action Plan and Amended 2022-2026 Consolidated Plan

Councilwoman Hockett made a motion to approve the Community Development Block Grant (CDBG) 2025 Annual Action Plan and Amended 2022-2026 Consolidated Plan, seconded by Councilman Wilson.

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

Motion Approved

- F. Resolution for Adoption of Allocation Formula Agreement Between the County of Montgomery, Virginia, the Town of Blacksburg, Virginia, the Town of Christiansburg,

Virginia, Virginia Polytechnic Institute and State University, and the New River Valley Emergency Communications Regional Authority

Councilwoman Hockett made a motion to approve the resolution for Adoption of Allocation Formula, seconded by Councilman Wilson.

Councilwoman Hicks questioned the payment schedule of the agreement between the localities. Mr. Wingfield explained the cost for general equipment and software would be split evenly between each locality. He stated the Town would be paying for Town radios in a lump sum payment from the FY 2026-27 budget. Mr. Wingfield explained the Town was proposing to finance the cost of the towers, equipment, and software with the payment schedule (provided in the agenda packet). Councilwoman Hicks suggested this item be a discussion item for the potential meeting with Montgomery County stating that the County should help the Town with the cost.

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

Motion Approved

- G. Resolution Approving a Support Agreement in Connection with the Issuance of Revenue Bonds by the New River Valley Emergency Communications Regional Authority to Finance a New System and the Related Payment Obligations to be Incurred by the Town of Christiansburg, Virginia

Councilwoman Hockett made a motion to approve the resolution Approving a Support Agreement in Connection with the Issuance of Revenue Bonds by the New River Valley Emergency Communications Regional Authority to Finance a New System and the Related Payment Obligations to be Incurred by the Town of Christiansburg, Virginia, seconded by Councilman Wilson.

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

Motion Approved

- H. Agreement Between Town of Christiansburg and Habitat for Humanity of the New River Valley for HUD CDBG Program Year 2025 – Emergency Home Repair Program

Councilwoman Hockett made a motion to approve the agreement Between Town of Christiansburg and Habitat for Humanity of the New River Valley, seconded by Councilwoman Hicks.

Councilwoman Bowman questioned if this is being used for sidewalk installation. Mr. Wingfield explained the CDBG Annual Action Plan previously voted on pertained to low-to moderate-income districts and had been used for sidewalks. He added that previously it had only been the district that is bound by Roanoke Street, E. Main Street, and Depot Street in the past. He explained that new Census data coming out did open more areas where money could be spent.

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

Motion Approved

I. Set Personal Property Tax Rate for Fiscal Year 2025-26

Councilwoman Hicks made a motion to set the Personal Property Tax Rate for FY 2025-26, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

J. Set Real Property Tax Rate for Fiscal Year 2025-26

Councilwoman Hicks made a motion to set the Real Property Tax Rate for FY 2025-26, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

K. Resolution for Water Rate Increase

Town Attorney Mike Bedsaul stated the resolution for the water rate increase should be an ordinance instead of a resolution.

Councilman Wilson made a motion to approve the ordinance for a water rate increase, seconded by Councilwoman Hockett.

Councilwoman Hicks noted the water rate increase vote was taking place the same day as the public hearing and felt this did not give enough time for citizens to voice their concerns. She added she did not agree with the increase and felt the results from the Town's leak study should be reviewed first. Councilman Wilson explained the leak study had been completed and it resulted in over 30% water loss based on what the Town purchases from the Water Authority. He added that once the areas are identified they can be repaired to reduce the loss on an annual basis. Mr. Wilson noted that other municipalities had failed to raise taxes or rates in their area and are now struggling financially.

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

Motion Approved

L. Budget Allocation for Cost-of-Living Adjustment (COLA)

Councilwoman Hicks made a motion to approve the budget allocation for Cost-of-Living Adjustment (COLA), seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

M. Budget Allocation for Merit Pool

Councilwoman Hockett made a motion to approve the budget allocation merit pool, seconded by Councilman Wilson.

Councilwoman Hicks expressed that Town employees would be receiving a COLA and felt a merit was unwarranted.

Councilwoman Bowman expressed that she valued Town employees but felt the Town should use the funds to support the water increase instead of merit raises for employees. She added that with this raise the Town would average a 7% pay increase for employees the past four years.

Councilwoman Hockett noted that comparing percentages only was an accurate measure of an increase if starting at the same employee rate. She noted that this increase would keep the Town competitive and help retain Town employees that do well.

Councilman Wilson voiced that the Town previously provided step increases to employees which meant the employee received a step increase that was not tied to their job performance.

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

Motion Approved

N. Resolution for Adoption of Fiscal Year 2025-26 Budget

Councilman Wilson made a motion to approve the resolution for Adoption of Fiscal Year 2025-26, seconded by Councilwoman Hockett.

Councilman Wilson thanked the Town's Department Heads for working on a budget that all of Council would agree on.

Councilwoman Hicks stated she would vote against the budget since it included the purchase of the Aquatic Center HVAC system.

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

Motion Approved

O. Resolution for Appropriations for Fiscal Year 2025-26 Budget

Councilman Wilson made a motion to approve the resolution for Appropriations for Fiscal Year 2025-26 Budget, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Nay; Hicks – Nay; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- P. Award a construction contract to Branch Builds Inc. in the amount of \$10,587,000.00 for the replacement of the Heating Ventilation and Air Conditioning systems (HVAC) at the Christiansburg Aquatic Center

Councilwoman Hockett made a motion to award a construction contract to Branch Builds Inc. for the replacement of the HVAC systems at the Christiansburg Aquatic Center, seconded by Councilman Wilson.

Councilwoman Hicks announced she would vote against funding the HVAC system due to there being no information of a warranty for the units and expressed the need for additional information.

Councilwoman Hockett asked Mr. Wingfield to add information of a warranty on the system for Council to review.

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

Motion Approved

IX. STAFF REPORTS

A. Town Manager

Town Manager Wingfield made a correction to the letter that was sent to Council concerning the Aquatic Center's HVAC maintenance and repair. He explained the e-mail that he sent should read 50% instead of 20% for the percentage of air quality, and that this was on Page 7 of the Setty HVAC Evaluation & Study.

Mr. Wingfield reported the following upcoming events:

- Rockin' Main event downtown Saturday, June 14th from 5:00 to 9:00 p.m.
- A reminder to Council of the standing work session on June 18th. Council agreed to cancel the June 18th work session.
- Town Hall closing for the Juneteenth holiday on Thursday, June 19th.
- Blacksburg Transit (BT) planning to rename the Christiansburg Gold route to Green due to the color being noticed clearer on maps. BT will be expanding their Gold (Green) service further out Roanoke Street to pick up citizens due to an increase in calls for the hotel area by using the Route 460 Bypass.
- 2 applications have been received for the Arts Advisory Board and will be provided to the Central Business Committee for review.

- 2 applications for Planning Commission have been received and Council direction is needed on how to proceed. Council agreed they would like to look over the applications and then place items on a future agenda for action.
- The next Christiansburg Farmers Market will be held at the Parks and Recreation Center Thursday, June 12th. After receiving input from vendors, the market will be held at the Huckleberry Park beginning June 19th. Parks and Recreation Director Brad Epperley explained that vendors had unanimously voted to move the Market to the Park, or they would pull out. Councilman Bishop voiced concern for the Market moving further away from downtown. Mr. Wingfield explained that the hope was to eventually relocate the Market back to Hickok Street once street repair to that area is completed. Councilwoman Hicks agreed and suggested a work session to discuss the matter. Council agreed to the Farmers Market being an item for the July standing work session.
- The Main Street closure has now been scheduled for the contractors to begin June 16th where they will remove the remainder of the bell tower at the Great Road building.
- Mr. Wingfield stated that new microphones had been installed at Council's seats. He explained that they would be turned on before each meeting begins (though not recording), so please keep in mind that audio may be on in staff offices.

Mayor Barber introduced Town Attorney Mike Bedsaul from Sands Anderson, who was filling in for Town Attorney Reid Broughton.

B. Town Attorney – no report.

C. Other Staff – no report.

X. COUNCIL REPORTS

Councilwoman Hicks read a Disclosure of Personal Interest statement (*included in final Minutes*) that due to owning a business downtown she disqualifies herself from voting on the matter of closing of streets downtown. She further noted that pursuant to Virginia Code § 2.2-3112(B) and Va. Code § 2.2-3115(H) & (I) she is a member of a business, profession, occupation, or group of three or more persons the members of which are affected by the transaction. Mrs. Hicks expressed that street closures can affect local businesses and agreed with Mrs. Bond that hours of construction on Hickok Street and Main Street should be discussed moving forward.

XI. OTHER BUSINESS

A. Closed Meeting:

1. Councilman Wilson made a motion to enter into a Closed Meeting under Code of Virginia § 2.2-3711(A)(7), for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where

such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. The Closed Meeting is being held for discussion of possible litigation regarding the bell tower at 100 W. Main Street. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

2. Reconvene in Open Meeting
3. 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. Councilwoman Hockett seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

4. Council action on the matters

Mayor Barber explained that Council had asked Town Manager Wingfield to proceed as directed.

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting 8:45 p.m.


Tracy Heinline, Clerk of Council


J. Michael Barber, Mayor