

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
AUGUST 12, 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 AUGUST 12, 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 Reid Broughton; Clerk of Council Tracy Heinline; Director of Public Relations Christina Bolt; Treasurer/Finance Director Katie Miano; Small Business Solutions Manager Miles Campbell; Public Works Director Jim Lancianese; Assistant Director of Public Works, Streets Travis Moles; Planning Director Retta Jackson; Associate Planner Jillian Layton; Aquatics Director Terry Caldwell; Engineering Director Mike Kelley; Police Chief Chris Ramsey

REGULAR MEETING

I. CALL TO ORDER

A. Moment of Reflection

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilman Jenkins.

II. ADJUSTMENT OF THE AGENDA

None.

III. PUBLIC HEARINGS

None.

IV. CONSENT AGENDA

A. Approval of Minutes of July 22, 2025

- B. Bill List
- C. Award Contract to Superior Paving Corporation in the amount of \$228,375.00 for the Construction of the Primary Extension Paving
- D. Resolution of Support for FY27 VDOT Revenue Sharing Program Funding application for the Cambria Trail project
- E. Schedule public hearing for September 9, 2025 for a franchise agreement with Shenandoah Cable Television, LLC (Shentel)

Town Manager Wingfield explained that item C. was pertaining to resurfacing west bound Peppers Ferry Road from New River Road to east of Somerset Street. Town Engineering Director Mike Kelley added that this project was 100% funded through VDOT's State of Good Repair (SGR) pavement program.

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

Motion Approved

V. INTRODUCTIONS AND PRESENTATIONS

- A. Public Relations Director Christina Bolt and Small Business Solutions Manager Miles Campbell to provide a Small Business Solutions update

Christiana Bolt addressed Council and gave a brief description of the responsibilities of the Small Business Solutions Manager position. Mrs. Bolt referenced several positive comments made by local business owners concerning the resources and guidance they had received through the position. She explained that questions or concerns from local business owners were among the many top priorities of the Small Business Solutions Manager. Mrs. Bolt also pointed out that the goal for the Town is to attract businesses, retain those businesses in the community and then grown them successfully.

Miles Campbell addressed Council and described the top priorities of his position and spoke about the importance of communication with local businesses. He expressed that his involvement in major project updates to the community such as the Hickok Street drainage project and road closures was pertinent to ensure there were no negative impacts to local businesses.

Mr. Campbell touched on the importance of planning and executing programs, such as Launch Christiansburg and the Façade Grant program. He stated that building and updating those programs was an important step for everyone involved. Mr. Campbell spoke about maintaining the downtown property inventory and explained that the

inventory list consisted of all downtown properties that were vacant so when businesses reach out the Town has the most updated information.

Mr. Campbell spoke concerning existing programs and the continuous growth each year. He expressed that Launch Christiansburg had received more applications this year and there seemed to be more interest in the program. Mr. Campbell touched on the Façade Grant program stating there had been several changes this year including mini workshops that guide applicants through the program. He spoke about the Halloween Treat Trail and the involvement of local businesses staying connected to the community. Mr. Campbell mentioned new upcoming programs and several prospective programs that were still in the discussion stage.

Mrs. Bolt expressed that the 1st and 3rd place winners of Launch Christiansburg were well on their way with their businesses. Mrs. Bolt added that the Small Business Solutions Manager was helping build bridges and making Christiansburg more of a business community.

Councilman Bishop questioned if tenants were expressing what they would like to see in their buildings downtown. Mrs. Bolt explained that Mr. Campbell was still compiling and working his inventory list but had hopes in answering that question soon.

Councilwoman Hicks questioned the Childcare Business Development Program that was mentioned as one of the possible new programs. Mrs. Hicks wanted to ensure that this type of program would benefit current daycares and not hurt their businesses. She expressed concern that citizens have complained to her that it is difficult to open a business in Christiansburg. Mrs. Hicks suggested not charging for permits to help those individuals when starting a business. Mrs. Bolt stated that this program would not compete with current daycares and one potential goal was to work with and support churches that already have the space.

Councilwoman Hicks also questioned business incubators and wanted to make sure current businesses were not being pushed out of the community. Mr. Campbell explained that business incubators were in discussion currently and would welcome any feedback from Council. Mrs. Bolt explained that other localities have these incubators and that they are used when new businesses were not quite ready to open an actual brick and mortar business. She added that they could rent a space instead without making that commitment.

Councilwoman Hicks expressed that the applications for the Façade Grant program were not filled out completely noting concern that businesses were only making small changes to their buildings or property with the grant funds. Mrs. Bolt disagreed and expressed that many of the applications were filled out completely and the Town was proud of the work pertaining to the Façade Grant program. Mrs. Bolt noted that the Town does not advertise for large projects only and if that was what Council would like to see then the program would need to readvertise what they were asking for.

Mrs. Bolt noted that this year 1 business has completed work through the Façade Grant and has been reimbursed, 2 businesses have asked for extensions, and 1 will not be completing the project.

Councilwoman Hicks expressed concern that the \$10,000 for the Façade Grant program had not come before Town Council for a vote. Mrs. Bolt explained that funds that hadn't been used were rolled over from last fiscal year.

Councilwoman Bowman asked how many businesses had left Christiansburg and how many businesses has the Town gained. Mr. Campbell stated that one business has left and there was potential for two new businesses to move in soon.

VI. CITIZEN COMMENTS

Chris Waltz, 1370 Rigby Street, expressed that Council should make a final decision if they would like to grant extensions for the Façade Grant program because there seemed to be some confusion. He urged Council to make a final decision.

VII. COMMITTEE REPORTS

Councilman Bishop gave an update on the Town's Aquatic Center explaining there were currently more solar panels to be installed at the facility before final completion. Mr. Bishop also reported the replacement of the HVAC system would begin in the next few days. Director of Aquatics Terry Caldwell explained she would be meeting with the Public Relations Department on August 13th to keep the public informed of any closings or changes to the facility and then the work on the HVAC system would begin.

Councilwoman Hicks reported that the New River Valley Agency on Aging Committee had a meeting last week and expressed her appreciation of their continuous support and resources to the community.

Councilwoman Bowman questioned a recent accident concerning one of the Fire Department's ladder trucks. Town Manager Wingfield explained there had been an accident and the vehicle's damage was being assessed. Mr. Wingfield noted that the Town still has one functioning ladder truck and has mutual aid with the Town of Blacksburg if needed.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Request by Samuel Kamienski to install flag holders on veterans' graves at Sunset Cemetery as part of an Eagle Scout project

Mr. Kamienski greeted Town Council and gave a brief background of the history of the Eagle Scouts working with Sunset Cemetery. He explained that working with Sunset Cemetery's records the veterans' graves could be located, then flags could be placed to

honor their service. Mr. Kamienski stated that PVC pipe would be cut into six-inch sections to hold the flags and then placed at least 12 inches from the headstone on each veterans' grave.

Mr. Kamienski noted that all United States Veterans would be recognized at Sunset Cemetery and that the Eagle Scouts would provide extra holders for future use. He expressed how much the recognition means to him and how he wanted to ensure that the process will continue in years to come. Mr. Kamienski added that during this process the scouts are honored to meet current veterans and hear their stories. Mr. Kamienski explained the flag placing was planned for August 16th contingent on Town Council approval.

Councilman Wilson made a motion to approve the installation of flag holders on veterans' graves at Sunset Cemetery, seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- B. Town Council recommendation to the Montgomery County Circuit Court of reappointment of Karen Drake-Whitney to the Board of Zoning Appeals for a five-year term from September 1, 2025 to August 31, 2030

Councilman Wilson made a motion to approve the recommendation of reappointment of Karen Drake-Whitney to the Board of Zoning Appeals, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

- C. Town Council reappointment of Johana Hicks as representative and Kim Bowman as alternate to the New River Valley Agency on Aging Board of Directors for a one-year term from October 1, 2025 to September 30, 2026

Councilman Wilson made a motion to reappoint Johana Hicks as representative and Kim Bowman as alternate to the New River Valley Agency on Aging Board of Directors, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Jenkins – Aye; Wilson – Aye.

Motion Approved

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield reported a reschedule of a public hearing rezoning request on the north side of Brammer Lane NE, and adjacent to the east side of 2500 Brammer Lane NE. The

public hearing previously scheduled for August 12th would be moved to August 26th. Mr. Wingfield reported that the NAACP banquet will be held September 27th at 6:00 p.m. at the Inn at Virginia Tech. Mr. Wingfield inquired if Council would like a table for the event. Councilwoman Hicks made a motion for all Councilmembers to be responsible for their own tickets to the NAACP event. For a lack of a second to the motion, the motion failed. Mr. Wingfield stated he would place this on a future agenda and would in the meantime email Council the information. Mr. Wingfield also reported both the Museum Heritage Day event, and the Agape Center reopening would be held August 23rd. Mr. Wingfield added the Dialogue on Race was also scheduled for August 23rd at the Christiansburg Huckleberry Park.

Mr. Wingfield referenced the earlier discussion concerning in-home daycare and acquiring conditional use permits through the Town. He clarified there were fees associated with conditional use permits on the Town's side such as advertising for the CUPs. He added that also there could be building improvements that need to be made by the owner before opening a daycare business, such as smoke alarms or tempered glass on doors. Mr. Wingfield also referenced the budget policy that gives the Town Manager and Finance Director the authority to move up to a \$10,000 line-item transfer in the Town's budget.

B. Town Attorney – no report.

C. Other Staff – no report.

X. COUNCIL REPORTS

Councilwoman Hicks thanked all staff for their involvement in the National Night Out event on August 5th. Mrs. Hicks expressed that the event was well attended and thanked Public Relations for their great work on the video related to the event. Mrs. Hicks also thanked staff for their hard work with the Rockin' Main event.

Mayor Barber recognized the National Night Out event as well and Police Captain Randy Bonds for organizing the event. Chief of Police Chris Ramsey added there were close to 1,500 in attendance.

Councilman Wilson recognized the Montgomery County Chamber of Commerce for supporting small business retail. Mr. Wilson expressed that Town Council had approved a resolution last year for Small Business Week and the Chamber had placed an informational video out to the public concerning small business and had received an award.

Councilwoman Bowman acknowledged National Night Out and expressed it was great for the children in the community.

Mayor Barber reported that Christiansburg High School had reached out and asked the Town to take over the planning and operations of the Veterans Day parade. He noted that a meeting had taken place and there would be changes to the parade such as potentially moving the parade to

Saturday so more could attend. Council agreed that the Town should take over operations and planning for the parade.

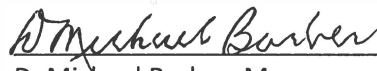
XI. OTHER BUSINESS

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting 8:18 p.m.



Tracy Heinlin, Clerk of Council



D. Michael Barber, Mayor