

CHRISTIANSBURG TOWN COUNCIL
CHRISTIANSBURG, MONTGOMERY CO., VA.
REGULAR MEETING MINUTES
SEPTEMBER 9, 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 SEPTEMBER 9, 2025, AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Samuel M. Bishop; Kim Bowman; Johana Hicks; Tanya Hockett; ABSENT: 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; Engineering Director Mike Kelley; Parks and Recreation Director Brad Epperley; Human Resources Director Alicia Dials; Human Resources Coordinator Angela Poston; Senior Human Resources Generalist Danette Poole; Planning Director Retta Jackson; Planner II Devon Shields; Finance Director Katie Miano; Police Chief Chris Ramsey; Fire Chief Billy Hanks; Deputy EMS Chief Josh Settlege

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

Councilwoman Bowman made a motion to reconsider the closed meeting certification vote on August 26, 2025 and discuss the issue under Discussion and Action by Council, Councilwoman Hicks seconded the motion.

Councilwoman Hicks read Christiansburg Town Code Sec. 2-66. that states *"Any member of the council shall have the right to express dissent from or protest against any ordinance or resolution of the council and shall have the reason therefor entered upon the minutes. Such dissent or protest must be filed in writing, couched in respectful language and presented to the council not later than the next meeting following the date of passage of the ordinance or resolution objected to."* Mrs. Hicks expressed she did not feel Council met the requirements under Code of Virginia 2.2-3711A.1. Mrs. Hicks noted that Council did not discuss specific individuals, and that Mayor Barber and Human Resources Director Alicia Dials had different totals for the applications for Town Manager. She explained the Mayor announced there were

31 applicants and Mrs. Dials announced there were only 30. She added that after there had been screening of the applicants, the applications were down to 10 individuals. Mrs. Hicks also specified that Mayor Barber had announced a quorum of Council had taken place previously to select individuals for the selection committee. Mrs. Hicks noted that Mayor Barber had stated he had met with Councilman Bishop and Alicia Dials, as well as Councilman Jenkins, Councilwoman Hockett, and Councilman Wilson. She added that he had assigned a search committee consisting of Montgomery County Administrator Angie Hill, former Montgomery County Administrator Craig Meadows and the Town Manager of Blacksburg Mark Verniel without the knowledge of Councilwoman Bowman and herself. Mrs. Hicks noted that this information was collected through FOIA after requesting information from Montgomery County and the Town of Blacksburg.

Councilman Bishop, Councilwoman Hockett, Councilman Wilson, and Councilman Jenkins stated they had a conversation with Mayor Barber separately over the phone concerning the selection committee.

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

Motion Approved

Councilwoman Hicks made a motion to separate the discussion of the Town Manager position under the closed meeting section and move the topic to a work session in the near future, seconded by Councilwoman Bowman. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Wilson – Absent.

Motion Approved

Mayor Barber introduced Reagan Smith, a student representative from Christiansburg High School who will serve on the Parks and Recreation Committee. Ms. Smith was unable to attend the previous meeting where she was voted in as a representative.

III. PUBLIC HEARINGS

A. Ordinance for a Franchise Agreement with Shenandoah Cable Television, LLC ("Shentel")

Town Manager Wingfield explained the franchise agreement was the same agreement the Town had with Comcast five years ago, with exception of name and date changes. Mr. Wingfield explained that Shentel had asked for the term to be extended from 10 years to 20 years. Town Attorney Reid Broughton added this was sufficient if the Town follows through with the standard bidding process as well as Town Council action.

Hearing no further comments the public hearing closed.

B. Ordinance for Code Amendment request by Town of Christiansburg, applicant, to amend the Christiansburg Town Code, Chapter 42, Sec. 42-8 – Conditional Use Permits; Sec. 42-9 Lighting and Minimum Off-Street Parking; Secs. 42-74(3), 42-99(3), 42-134(3), 42-161(3), 42-189(3), 42-224(3), 42-255(3) – Corner Lots; Secs. 42-33, 42-68, 42-93, 42-128, 42-155, 42-183, 42-218, 42-249, 42-281, 42-305, 42-226 – Permitted Uses of the

Christiansburg Town Code. The request is to alphabetize permitted uses and parking requirements, to clarify corner lot frontage requirements, and to clarify what "reasonable conditions" may be imposed on a Conditional Use Permit.

Hearing no comments the public hearing closed.

IV. CONSENT AGENDA

- A. Approval of Minutes of August 26, 2025
- B. Bill List
- C. Contract with Hurt & Proffitt, Inc. for Professional Engineering Services for the Town's Roanoke Street Sidewalk In-fill project in the amount of \$160,361.35

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

Councilwoman Hicks questioned a portion of the bill list from Hill Studio. Mr. Wingfield explained the bill for the Gathering Space project was a follow-up payment for meetings that were held. He added that once the firm met certain thresholds, they received payment. Mr. Wingfield clarified that after this month's payment the process would be put on hold until further notice.

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

Motion Approved

V. INTRODUCTIONS AND PRESENTATIONS

- A. Announcement of Names of All Persons Being Proposed for the Interim Appointment to Christiansburg Town Council for the remainder of Casey Jenkins' term (until December 31, 2025)

Mayor Barber announced the applicant names for the Town Council vacancy:

- 1. Deanna Cox
- 2. Amelia Tuckwiller
- 3. Astleigh Hill
- 4. Christopher Waltz

- B. Presentation of Farmers Market Survey results

Public Relations Director Christina Bolt shared the Farmers Market Survey results with Town Council. She explained there was nearly 600 responses to the survey. Mrs. Bolt stated that according to the survey answers, most participants lived and/or worked in Christiansburg, felt there was value in a farmers' market, and felt the Town should continue running and organizing the Christiansburg Farmers Market.

Mrs. Bolt went over the supporting questions in the survey and stated that 83.2% were in favor of a permanent structure downtown. She explained that when asked about the location of the Farmers Market the majority wanted the market downtown. Mrs. Bolt added there were several locations that were suggested besides Hickok Street.

Mrs. Bolt stated that the survey hopefully could aid Council in making a final decision concerning the market.

Councilwoman Hicks expressed that she would like the public to understand the cost implications of a Farmers Market. Mrs. Hicks added there was the potential of the market affecting sports if kept at the Christiansburg Huckleberry Park as well as the issue of parking if the market was held downtown.

Councilwoman Hockett noted the amount of positive feedback from the survey to have the market downtown. She expressed that according to some of the posts online the community was aware of the cost and were still supportive of it being downtown. Mrs. Hockett noted that the community has been very clear as to what their preference is.

C. Dan Santalucia of Advanced Enviro Solutions, Inc. (Hicks and Bowman)

Dan Santalucia addressed Town Council concerning the HVAC renovation at the Christiansburg Aquatic Center. Mr. Santalucia relayed to Council that his company's proposal was hand delivered to Town personnel which had included a total that was \$5 million below the company the Town ultimately chose. He explained his solution involved no moving of earth and no retaining wall installation. Mr. Santalucia noted that his company had asked repeatedly for an audience to share an alternate solution to the HVAC installation but unfortunately his proposal did not make it to the table.

Councilwoman Bowman expressed that Councilwoman Hicks and herself had wanted further discussion of the HVAC bid and installation before making a final decision, but Council moved forward instead.

Mr. Wingfield noted that Mr. Santalucia's company did not provide the Town with a qualifying bid.

Councilwoman Hicks appreciated Mr. Santalucia's presentation and noted his company was trying to work with the Town to save money. She expressed discouragement that Council decided to move forward and not ask more questions. Mrs. Hicks also expressed she would like to see more presentations in the future from contractors. Town Attorney Broughton clarified the Town was required to follow the public procurement act which

means selecting the lowest bidder and that pre-bid meetings were a time for contractors to present their information and plans for the project.

Councilwoman Hockett asked Mr. Santalucia what the Town could have done with his information. Mr. Santalucia explained that someone with an alternate bid should be able to present that bid. Mr. Wingfield noted that the Town only received one bid. He added that any company that has an alternate bid would get a chance to present at the pre-bid meeting and Mr. Santalucia was not present at the pre-bid meeting. Mr. Wingfield explained there had been pre-bid meetings on February 20th and April 24th, but Advanced Enviro Solutions, Inc. did not attend those meetings to present their information. He added that all RFP's and bids were advertised on the Town's RFP and bid page.

Councilman Bishop expressed his concern for the price difference in the totals concerning the HVAC project.

VI. CITIZEN COMMENTS

Paul Leichner, 160 Alexa Lane, N.W., questioned the Town's pre-bid process. Mr. Wingfield explained that anyone could attend the pre-bid meetings. Mr. Leichner also inquired concerning the public hearing item B. Mayor Barber explained it was to simplify codes and give a better understanding of "reasonable conditions" that may be imposed on a Conditional Use Permits.

Chris Waltz, 1370 Rigby Street, referenced a public comment he had sent in before the Town Council meeting that included pictures of campaign signs in Town. Mr. Waltz expressed that it has been over a year since Town Council has had discussion concerning the Town's sign ordinance. He added that Town Council should at a minimum not enforce the 12 or 20 square foot limitations, and the citizens had the right to express their desire for representation in government.

VII. COMMITTEE REPORTS

None.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Rezoning request by DW, LLC, property owner and applicant, to rezone property located on the north side of Brammer Lane NE, and adjacent to the east side of 2500 Brammer Lane NE, consisting of approximately 2.57 acres (all of Tax Parcel 501 - ((1)) - 13D, Parcel ID 021972; a portion of Tax Parcels 80 - ((5)) - 1 and 501 - ((1)) - 13D1 and 13F, Parcel IDs 033688, 300315, and 025070) from A Agricultural to I-2 General Industrial. The property is designated as Industrial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilwoman Hicks made a motion to approve the rezoning request for the property located on the north side of Brammer Lane NE, and adjacent to the east side of 2500 Brammer Lane NE, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Wilson – Absent.

Motion Approved

- B. Conditional Use Permit request by Lauren-Ashley Elizabeth Potts and Dustin Storm Potts, property owners and applicant, to allow for a single-chair beauty parlor as a major home occupation on property located at 450 Hemlock Street NE (0.331-acre Tax Parcel 529 – ((19)) – 13; Parcel ID 024689) in the R-2 Two-Family Residential District. The property is designated as Residential 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 single-chair beauty parlor as a major home occupation on property located at 450 Hemlock Street, NE as recommended, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Wilson – Absent.

Motion Approved

- C. Approval of the Percentage Rate for the Personal Property Tax Rate Relief Act (PPTRA) for Calendar Year 2025

Councilwoman Hockett made a motion to approve the Percentage Rate for the Personal Property Tax Rate Relief Act for Calendar Year 2025, seconded by Councilwoman Hicks. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Wilson – Absent.

Motion Approved

- D. Farmers Market

Councilwoman Hicks made a motion for the Town to withdrawal from the grant pertaining to the Farmers Market and return the portion of the grant the Town had spent, seconded by Councilwoman Bowman.

Councilwoman Hicks expressed concern for the potential cost to build a permanent Farmers Market structure on Hickok Street.

Mayor Barber suggested that Council table the Farmers Market discussion until further notice due to information he would like to share with Council on the subject. Planning Director Retta Jackson explained the Department of Housing and Community Development (DHCD) has been informed that the Town was still discussing the grant. She explained that DHCD had visited the Hickok Street site and said they would wait to hear from the Town on their final decision.

Councilwoman Hicks withdrew her prior motion to withdrawal from the grant for the Farmers Market. Councilwoman Bowman withdrew her second as well.

Mayor Barber noted that Council would set a work session at a later date.

E. Façade Grant Selection Committee (Bowman and Hicks)

Mr. Wingfield explained the Façade Grant Selection Committee had expired last year and that Town staff was tasked by the Central Business Committee to come up with a scoring mechanism. He added that staff had asked four citizens to serve on the committee and rank applicants by set criteria, two of whom had served on the Façade Grant Selection Committee last year.

Councilwoman Hicks made a motion to approve the following ~~applicants~~ members to the Façade Grant Selection Committee: Astleigh Hill, Stacy Martin, Aphi Fancon, and James Cabler. The motion was seconded by Councilwoman Bowman.

Mrs. Hicks questioned Councilwoman Hockett if her husband had turned in an application for the Façade Grant program this year for Bull and Bones restaurant. Mrs. Hockett was unaware if an application had been turned into the Town.

Public Relations Director Christina Bolt explained that an application had been turned in from Bull and Bones restaurant by the deadline and since Mrs. Hockett's husband managed Bull and Bones, her department had reached out to the COIA office for advice on how to handle the situation. Mrs. Bolt explained that COIA had allowed for the application to be adjusted with a different representative from Bull and Bones and the Town was then encouraged to move forward with the application.

Councilwoman Hicks expressed confusion stating that in the past Town Council had the final approval of the Façade Grant Selection Committee. Mrs. Bolt explained that the Central Business Committee had instructed Town staff to form a committee. Mrs. Hicks argued that the public had the right to be notified of such committee.

Mrs. Bolt explained that this was a new team moving forward with the Façade Grants and they had discussed who would be sufficient for the committee. She added the

program has grown throughout the years and that in the past communication was the main frustration, so moving forward staff made communication a top priority. Mrs. Bolt added that along with better communication staff hoped for more applications as well as project completion. She noted a 50% increase in applications this year and expressed that although the program was not perfect Town staff was doing their best with the situation that was presented to them.

Councilwoman Hicks suggested recordings of the selection committee meetings moving forward.

Councilwoman Hockett expressed that she did not expect the meetings to be recorded since they are not public meetings, only meetings for the selection committee to score the rubric.

Council voted to approve the committee as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Wilson – Absent.

Motion Approved

- F. Reconsideration of certification of closed meeting on August 26, 2025 *(added as an adjustment to the agenda)*

Councilwoman Bowman made a motion to reconsider the certification vote of the closed meeting on August 26, 2025, seconded by Councilwoman Hicks.

Councilman Bishop clarified that he did not meet with anyone in person concerning the subject. He stated he spoke with Mayor Barber over the phone and gave his opinion, but the conversation did not end with a vote on the matter. Mayor Barber clarified that he had used the word quorum which implied a meeting, but there was no meeting. He stated that he had made an error and should not have left Councilwoman Hicks and Councilwoman Bowman out of the discussion, but the decision was considered legal according to the COIA office. Councilwoman Hicks asked for more information including dates of phone conversations.

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

Motion Approved

IX. STAFF REPORTS

A. Town Manager

Mr. Wingfield reported that Emergency Services would hold a blood drive on September 15th. He also reported the Kiwanis Wilderness Trail Festival would take place on September 20th. Mr. Wingfield reminded Council of the special meeting on September

16th at 6:30 p.m. to discuss the Town Council vacancy. Council agreed to cancel the regularly scheduled work session on September 17th.

B. Town Attorney – no report.

C. Other Staff

Finance Director Katie Miano addressed Council concerning an item that would be on the next bill list. She explained that in mid-July it was brought to her attention that during the software conversion for the utility billing system Corning was overcharged. She noted they were charged the out-of-Town rates instead of the in-Town rates. Mrs. Miano explained the utility billing specialists generated the adjustments to their bills and applied the credit to their account, although now they have asked for a refund. The refund amount is approximately \$116,000.

X. COUNCIL REPORTS

None.

XI. OTHER BUSINESS

A. Closed Meeting:

1. Councilwoman Hockett made a motion for a Closed Meeting under Code of Virginia § 2.2-3711(A)(1) for 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; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. The Closed Meeting is being held for discussion of a pending Town Council vacancy ~~and discussion of the Town Manager position~~. The motion was seconded by Councilman Bishop. Council voted as follows: Bishop – Aye; Bowman – Aye; Hicks – Aye; Hockett – Aye; Wilson – Absent.

Motion Approved

2. Reconvene in Open Meeting

3. Councilwoman Hockett 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; Wilson – Absent.

Motion Approved

4. Council action on the matter

Mayor Barber explained that Council has set a special meeting of Town Council for September 16th to interview Town Council prospects that were acknowledged in the closed meeting prior. He explained a portion of the meeting would be open to the public which will include the presentations and interviews of participants. Mayor Barber noted that afterward Council would meet in a closed session, discuss the applicants, and a candidate would be selected.

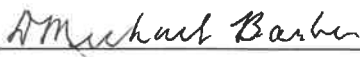
XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:27 p.m.

The minutes are approved as corrected.



Tracy Heinlin, Clerk of Council



D. Michael Barber, Mayor