

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
SEPTEMBER 23, 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 23, 2025, AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Samuel M. Bishop; Kim Bowman; Deanna Cox; Johana Hicks; Tanya Hockett; 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; Human Resources Director Alicia Dials; Police Chief Chris Ramsey; Finance Director Katie Miano; Planning Director Retta Jackson; Associate Planner Jillian Layton; Deputy EMS Chief Joshua Settlage; Small Business Solutions Manager Miles Campbell

REGULAR MEETING

I. CALL TO ORDER

Mayor Barber welcomed Boy Scout Troop 141.

Mayor Barber also welcomed Councilwoman Cox to her first Town Council meeting.

A. Moment of Reflection

Mayor Barber announced that Deanna Flinchum with New River Valley Agency on Aging had recently passed.

B. Pledge of Allegiance

The Pledge of Allegiance was led by Councilman Wilson.

II. ADJUSTMENT OF THE AGENDA

Councilwoman Hicks asked to cancel the Closed Meeting under the agenda and move the discussion of the Town Manager position under Discussion and Action of Mayor and Town Council.

Councilman Wilson made a motion to move the closed session to be discussed under Discussion and Action by Mayor and Town Council, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Aye; Hicks – Aye; Hockett – Aye; Wilson – Aye.

*Motion Approved*

Councilwoman Hicks made a motion to separate the minutes of September 9, 2025 from the consent agenda and make a correction to said minutes, seconded by Councilwoman Bowman. Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Abstain; Hicks – Aye; Hockett – Aye; Wilson – Aye.

*Motion Approved*

**III. PUBLIC HEARINGS**

None.

**IV. CONSENT AGENDA**

- A. Approval of Minutes of September 9, 2025
- B. Approval of Minutes of September 16, 2025
- C. Bill List

Councilman Wilson made a motion to approve the correction of the September 9, 2025 minutes and then approve said minutes, seconded by Councilwoman Hicks.

Councilwoman Hicks explained that in the minutes of September 9<sup>th</sup> under the Façade Grant Selection Committee discussion she made a motion to approve the selected members for the Façade Grant Selection Committee. Mrs. Hicks noted the minutes reflected the word “applicants” instead of “members”.

Councilwoman Hockett stated that without listening to the recording of the Council meeting she was not informed of the mistake in order to approve the change.

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

*Motion Approved*

Councilman Wilson made a motion to approve items B. and C. of the consent agenda as presented, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Abstain; Hicks – Aye; Hockett – Aye; Wilson – Aye.

*Motion Approved*

**V. INTRODUCTIONS AND PRESENTATIONS**

None.

VI. CITIZEN COMMENTS

Stacy Martin, 1480 Turnberry Lane, Riner, Virginia, addressed Council stating he had attended the Façade Grant Committee meeting and as a local business owner had a suggestion. Mr. Martin stated that instead of applying funds towards the Façade Grant the Town could promote a “cash mob” to lend support for the local economy. Mr. Martin continued that local businesses that participated could offer discounts, giveaway, etc. to encourage participation. He added that a percentage of those dollars collected could be donated to citizens 65 years or older or underprivileged families in the community.

Chris Waltz, 1370 Rigby Street, stated he had attended the Central Business Committee meeting, and he believed the portion of the meeting that included the Façade Grant Committee was not in compliance. Mr. Waltz explained that if the committee was appointed by Town Council to carry out a delegated function or advise the Council, the committee must be advertised and meet FOIA meeting requirements.

VII. COMMITTEE REPORTS

None.

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

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

Councilman Wilson made a motion to approve the ordinance for a Franchise Agreement with Shenandoah Cable Television, LLC (“Shentel”), seconded by Councilwoman Hockett.

Town Manager Wingfield asked Council for their approval of the 20-year term in the revised contract. Mr. Wingfield explained the term had been revised in the packet from 10 years previously to 20 years at the request of Shentel. Council agreed to the 20-year term.

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

*Motion Approved*

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.

Councilwoman Hockett made a motion to approve the ordinance to amend Chapter 42 of the Christiansburg Town Code, seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Abstain; Hicks – Aye; Hockett – Aye; Wilson – Aye.

*Motion Approved*

C. Town Council Reappointment of Retta Jackson to the New River Valley Housing Fund Oversight Board for a term ending June 30, 2026

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

*Motion Approved*

D. Mayor Barber appointment of a Town Council member to the Central Business Committee for a term ending December 31, 2025

Mayor Barber appointed Councilwoman Cox to the Central Business Committee.

Councilman Wilson made a motion to appoint Councilwoman Cox to the Public Arts Advisory Board, seconded by Councilwoman Hockett. Bishop – Aye; Bowman – Aye; Cox – Abstain; Hicks – Aye; Hockett – Aye; Wilson – Aye.

*Motion Approved*

E. Review of Façade Grant applications

Public Relations Director Christina Bolt explained the Central Business District Committee had met with the Façade Grant Selection Committee prior to the Council meeting and had discussed the rubric that was provided to them. Mrs. Bolt addressed an earlier public comment concerning public notice for the Central Business District Committee and Façade Grant Selection Committee discussions and noted she believed the Selection Committee did not need to be advertised, as it fell under the Central Business District Committee meeting which was correctly advertised.

Mrs. Bolt stated that previously the Façade Grant applications were sent to Town Council for review. She explained the committee made the recommendation to award businesses as follows:

-David Rhodes Attorney at Law - \$5,000.00

- Southview Development – disqualified due to starting work too soon
- The Orthodontist - \$5,000.00
- You & Improved - \$3,500.00
- Bull & Bones - \$3,500.00
- Flora Accounting and Tax Service - \$3,500.00
- Prestige Pet Hotel - \$1,500.00
- New River Engraving – disqualified due to work already being completed
- McGrady Perdue - \$1,500.00
- Elite AC & Heating - \$1,500.00

Mrs. Bolt noted that during this process the committee was able to pinpoint what was working well as well as areas that needed improvement. She noted the Central Business District Committee along with the Selection Committee would hold a meeting in October to discuss the entire process. Mrs. Bolt stated they would discuss any gray areas as well as provide clearer instructions and clarity for applicants moving forward.

Councilwoman Hicks expressed concern that she had not received updated/corrected applications. Mrs. Hicks questioned when Prestige Pet Hotel had turned in their application. She stated she had served on the Central Business District Committee previously and expressed her concern for the many changes the Façade Grant program has gone through recently. Mrs. Hicks referred to Bull & Bones restaurant as an example explaining that in the past, work to the side of a building was not allowed, only the front of a business. Mrs. Hicks added that Route 8 Donuts and Electrical Supply were a couple examples of businesses that had not received grants in the past due to requesting funds for sides of their buildings instead of the front. She expressed further frustration towards Councilwoman Hockett stating there was a lack of acknowledgement from Mrs. Hockett concerning the Bull & Bones application that was turned in.

Mrs. Bolt clarified that staff had set the qualifications for the Façade Grant well before businesses turned in their applications. She noted the qualifications for the grant were made based off staff recommendations and conversations with the Central Business District Committee and Façade Grant Selection Committee. Mrs. Bolt gave Councilwoman Hicks the dates of the applications that were turned in as well as the dates the applications were revised and then resubmitted.

Councilman Wilson made a motion to approve the awards of the Façade Grant apart from Bull & Bones restaurant, seconded by Councilwoman Cox. Council voted as follows: Bishop – Aye; Bowman – Nay; Cox – Aye; Hicks – Nay; Hockett – Aye; Wilson – Aye.

*Motion Approved*

Councilman Wilson made a motion to approve the award of funds to Bull & Bones restaurant, seconded by Councilwoman Cox. Council voted as follows: Bishop – Aye; Bowman – Nay; Cox -Aye; Hicks – Nay; Hockett – Abstain; Wilson – Aye.

*Motion Approved*

F. Town Council decision on requesting grant extension of Appalachian Regional Commission Gathering Space Grant

Councilman Wilson made a motion to request an extension for the Appalachian Regional Commission Gathering Space Grant, seconded by Councilwoman Hockett.

Planning Director Retta Jackson explained that after the Farmers Market discussions the Department of Housing & Community Development (DHCD) requested the Town provide a letter requesting an extension for the grant by October 1<sup>st</sup>. Mrs. Jackson noted the project was still at a standstill until Council made their decision, but the letter would provide an extension of one year.

Councilwoman Hicks asked Mayor Barber what information he had concerning the Farmers Market project. Mayor Barber explained the information would be shared with Council in a closed session once he had obtained more information.

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

*Motion Approved*

G. Discuss procedures for Town Manager search (*item moved from the Closed Meeting section*)

Mayor Barber referenced the Town's Human Resources Department and explained their best practice was to notify unsuccessful job candidates as soon as possible regarding their application. He added that successful candidates required status updates throughout the process as well and since applications for the Town Manager position were turned in between mid-July and mid-August an update should be sent out soon. Mayor Barber noted that 14 of the 30 candidates did not meet the requirements for the Town Manager position.

Councilwoman Hicks expressed the importance of Council being allowed to look over those 30 applications. Mayor Barber suggested that Council could review applications between now and October 14<sup>th</sup> and then meet on October 14<sup>th</sup> to discuss who would be interviewed. Mayor Barber also suggested an October 22<sup>nd</sup> Council work session to conduct interviews and hopefully have a candidate by October 28<sup>th</sup>.

Councilwoman Hicks expressed concern that Council was being rushed to decide and felt the new Councilmembers in January could possibly have an issue with the candidate that the current council chooses. Councilman Wilson and Councilwoman Hockett agreed with Mayor Barber's timeline. Mrs. Hockett expressed that applicants were waiting on a response from the Town, and she felt some candidates could possibly look elsewhere in

the meantime. She added that if the first order of business for a new Council was to appoint a new/existing Town Manager, she felt it was a difficult decision to make without fully understanding what that individual needed to deliver in that role. Mrs. Hockett expressed that she felt everyone on the current Council was capable of making a final decision.

Councilman Wilson made a motion to approve the procedural dates for the Town Manager position, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Aye; Hicks – Aye; Hockett – Aye; Wilson – Aye.

*Motion Approved*

## IX. STAFF REPORTS

### A. Town Manager

Mr. Wingfield reported several upcoming events:

- Rockin' Main is scheduled for September 27<sup>th</sup>, 9:00 a.m. – 5:00 p.m.
- NAACP Freedom Fund Banquet scheduled for September 27<sup>th</sup> at 6:00 p.m. at the Inn at Virginia Tech
- New River Valley Agency on Aging will host a commemorative 50<sup>th</sup> Anniversary event at the Parks and Recreation Center September 26<sup>th</sup> at 9:45 a.m. with Senator Tim Kaine in attendance beginning 10:00 a.m.
- The Aquatic Center will host Pumpkin Splash on October 3<sup>rd</sup> from 5:30 p.m. – 8:00 p.m.
- The Christiansburg Police Department will hold their Fall Festival October 4<sup>th</sup> from 11:00 a.m. – 3:00 p.m. at the Uptown Christiansburg Mall.
- The Tony Huddleston Trout Rodeo will be held October 4<sup>th</sup> from 2:00 – 4:00 p.m. at the Isaak Walton Pond.
- The Fire Prevention Night will be held October 7<sup>th</sup> from 6:00 p.m. – 8:00 p.m.
- Reminder to Town Council of a group picture after the Town Council meeting
- Reminder to Town Council of the Virginia Municipal League Conference October 12<sup>th</sup> – October 14<sup>th</sup>, with a Town Council meeting that evening at 7:00 p.m.

B. Town Attorney – no report.

C. Other Staff – no report.

## X. COUNCIL REPORTS

Councilwoman Hicks addressed the passing of Alicia Flinchum. Mrs. Hicks stated she was a respected volunteer for many years at the New River Valley Agency on Aging and will truly be missed.

Councilwoman Bowman agreed with Mrs. Hicks and added that Ms. Flinchum had aided in guiding the elderly in the community with their finances, insurance, etc.

Councilwoman Cox recognized Public Works for their maintenance of the pet waste stations around Town.

Mr. Wingfield clarified that the work session for October 15<sup>th</sup> would be cancelled.

XI. OTHER BUSINESS

A. Closed Meeting: (*the Closed Meeting was canceled and moved to Discussion and Action by Mayor and Council; see Adjustment of the Agenda*)

1. Request 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 the Town Manager position.
2. Reconvene in Open Meeting
3. Certification
4. Council action on the matter

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:49 p.m.

  
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Tracy Heinlein, Clerk of Council

  
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D. Michael Barber, Mayor