

CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
October 28, 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 OCTOBER 28, 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; Director of Engineering Mike Kelley; Director of Planning Retta Jackson; Associate Planner Jillian Layton; Human Resources Director Alicia Dials; Deputy EMS Chief Josh Settlage; Public Works Director Jim Lianese; Assistant Director of Public Works, Streets Travis Moles; Assistant Chief of Police Derek Altizer; Finance Director Katie Miano; 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 Bowman asked for a change to the wording of the public hearing item. Mrs. Bowman asked that the first three words be replaced with the word *Request*. Council agreed to the change.

III. PUBLIC HEARINGS

- A. ~~Town Council's intention~~ *Request* to adopt an ordinance in regard to a rezoning request by Roger Woody, registered agent for RWJW Properties, LLC, applicant and property owner, to rezone property located at 300 Kimball Lane SW (approximately 37.987-acre Tax Parcel 557 – ((A)) – 20; Parcel ID 016002) from A Agricultural to R-1 Single-Family

Residential. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Mayor Barber explained the public hearing was strictly concerning whether residential use was appropriate at the referenced location. He added that no subdivision had been approved and if the rezoning was approved then all future plans would go through the Town's standard subdivision engineering, stormwater, and traffic review process.

Steve Semones, Balzer & Associates, spoke on behalf of the applicant, RWJW Properties, LLC. Mr. Semones explained that the applicant's request was to rezone to a R-1 single family detached residential zoning district. He noted the comments and concerns from area residents and wanted to address those concerns proactively. Mr. Semones explained there had been concern with the lack of multiple access to the potential subdivision. He noted that if approved there would be a road connection into the subdivision and back out. Mr. Semones added that a traffic study had been completed and reviewed and approved by Town staff. He noted the addition of turn lane improvements at Summitridge Road as well as at Kimball Lane.

Sue Speed, 110 Kimball Lane, expressed concern for the current congested traffic on Kimball Lane. Ms. Speed noted the street was already narrow and more traffic would add to the denseness of the street. She questioned if the bridge in the area would be capable of handling multiple vehicles. Ms. Speed also noted the many walkers and bikers that frequented Kimball Lane and their safety if the project moved forward.

Mark Perdue, 290 Ellett Drive, disapproved of the new subdivision and felt it would affect the existing neighborhood negatively. Mr. Perdue noted that he felt the current infrastructure would not withstand the changes and expressed worry for future taxpayers in the area. He expressed a need to create a better neighborhood for existing residents.

Katie Mallory, 415 Mulberry Drive, expressed concern for the narrow road on Kimball Lane and the residents that frequently walked in the neighborhood. Ms. Mallory also noted concern for the water runoff onto her property from the potential subdivision expressing that her basement already floods. She noted concern for the potential turn lane and loss of property it could cause and questioned where utilities would be placed when the turn lane is placed. Ms. Mallory also noted that currently vehicles run the stop sign that is located at Circle Park and felt added traffic could make that worse. She asked that Council take a pause and see how 30 units would work in the area instead before moving forward.

Sharon Perdue, agreed with previous public comments. Ms. Perdue noted concern for the pedestrians in the neighborhood and their safety.

Becky Bowles, 405 Mulberry Drive, agreed with the traffic concerns and the already backed up traffic light on N. Franklin during high traffic times in the morning and evening.

Brian Grove, 125 Summitridge Road, addressed Council disapproving of the potential rezoning and noted the concern for the condition of existing roads, strain on utilities and school systems, as well as heavier traffic in the area.

David Bradshaw, 475 Summitridge Road, suggested if this area was limited to Agricultural zoning, then the developer could only build so many homes, and he felt the cost of land would be lower and that was a good compromise. Mr. Bradshaw noted that a public community meeting beforehand would have been nice.

Councilwoman Hicks agreed with many of the public comments and noted the Town should prepare better before continuing to build homes in that area.

#### IV. CONSENT AGENDA

- A. Approval of Minutes of October 14, 2025
- B. Approval of Minutes of October 22, 2025
- C. Bill list
- D. Contract with Virginia Business Systems in the amount of \$155,966.40 for the 60-month lease
- E. Contract Amendment #3 with CHA Consulting, Inc. for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- F. Contract Amendment #3 with Hazen and Sawyer for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- G. Contract Amendment #3 with Hurt and Proffitt for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- H. Contract Amendment #3 with McGill Associates, PA for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act
- I. Contract Amendment #3 with Whitman, Requardt & Associates, LLP for the renewal of Water, Sewer, and Wastewater Treatment 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 per Virginia Public Procurement Act

- J. Proclamation to recognize November 1, 2025 as Extra Mile Day
- K. Set Town Council Public Hearing for November 18, 2025, for Town Council's intention to adopt an ordinance in regard to a request by Westwood Professional Services, applicant, and F & B Land L.P., property owner, to vacate a portion of a 20-foot-wide public drainage easement on property located between Diana Drive NW and Aldwych Avenue NW on Tax Parcel 525 – ((A)) – 4; Parcel ID 028638.
- L. Set Town Council Public Hearing for November 18, 2025, for Town Council's intention to adopt an ordinance in regard to a street vacation request by Ryan Davis to vacate an unimproved portion of South Street NE on the north side of property located at 506 Hill Street NE (Tax Map ID 497 – ((15) – 14,15,16, and 17; Parcel ID 001522).
- M. Set Town Council Public Hearing for January 13, 2026 for a Conditional Use Permit request by Clayco, LLC, property owner and applicant, to allow a Planned Housing Development of 28 multi-family residential dwelling units on approximately 2.031 acres located northwest of the intersection of Chrisman Street SW and First Street SW, between 101 Chrisman Street SW and 400 W Main Street (Tax Parcel 526 – ((A)) – 138; Parcel ID 013446) in the R-3 Multifamily Residential District. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilwoman Hicks questioned the cost for Town printers under the provided bill list. Mayor Barber explained the Town's printers were being replaced due to the 5-year lease with the current printers ending. Mrs. Hicks noted the cost of the printers seemed high.

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

*Motion Approved*

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. Blacksburg – Christiansburg – Montgomery County Regional Tourism Office Executive Director Samantha Livesay to present their Fiscal Year 2024-25 Annual Report

Samantha Livesay addressed Council and reported that the tourism team had been busy. Mrs. Livesay explained that while a formal annual work plan was not provided last year, the department plans to include specific goals and benchmarks moving forward.

Mrs. Livesay explained the department continues to use Virginia Tourism Corporation (VTC) data, which currently covers the entire County; however, they are seeking more localized data and exploring new methods of tracking visitor behavior, such as mobile location data.

Mrs. Livesay expressed that Montgomery County experienced a record year for visitor spending, with both direct and indirect impacts, including local and state tax contributions and local household savings due to tourism revenue tax generation. She added that there was also evidence that visitors are staying longer in Christiansburg, with growing interest linked to the upcoming passenger rail service.

Mrs. Livesay noted that on the marketing side, the department's digital presence continues to expand, and efforts are underway to streamline online initiatives. She added that the tourism department had hosted 18 travel journalists during the year.

Mrs. Livesay concluded that overall, tourism in the area is not just stable but thriving. She added that the team recently completed a two-day strategic planning session to identify growth opportunities and optimize use of community assets.

Councilwoman Hicks expressed that she would like to see more people involved in the tourism website and noted that when she visits an area, she likes to google search for things to do there. Mrs. Hicks noted that when people are searching for things to do in Christiansburg, she was not sure people would necessarily think of searching Montgomery, VA.

Mrs. Livesay explained that she had been researching keywords and trying to generate organic searches for optimization and growing the traffic to the website.

Councilman Wilson expressed appreciation for the tourism department's efforts and information.

B. Virginia Tech – Montgomery Executive Airport Executive Director Keith Holt to present on airport operations

Keith Holt addressed Council and explained that the airport's largest ongoing project was the runway extension, initiated in 2023 and expected to be completed by 2026 pending FAA approval. He explained that recent improvements included three new aircraft storage hangars, electric aircraft chargers, and expanded aircraft parking.

Mr. Holt explained that air traffic was influenced by Amtrak connections and tourism-related travel, including visitors for youth activities and golf events. He reported that the airport master plan, last updated in 2008, was being revised to guide future projects such as a terminal building expansion or relocation. He added that the focus remains on maximizing existing land, prioritizing safety, revenue growth, and strategic development rather than land acquisition.

Mr. Holt explained that the airport anticipates moderate growth and was addressing parking shortages as part of its long-term planning. He further added that recent open houses and public comment sessions were well received, and feedback continues to inform the process. Mr. Holt noted the next public meeting was scheduled for November 17<sup>th</sup>, and additional master plan information and comment opportunities were available on the airport's website.

Councilwoman Hicks thanked the airport team for their presentation and inquired about potential impacts of the federal government shutdown. Mr. Holt confirmed the airport remains unaffected, as air traffic controllers continue working without pay and grant-funded projects remain active. He explained the FAA's Beckley field office and Roanoke-based air traffic controllers have not experienced major disruptions.

Councilwoman Hicks inquired about the airport obtaining more land. Mr. Holt explained that the airport is well protected through land navigation easements and zoning, with surrounding land being largely university owned. He added the expansion options were limited due to being landlocked by Southgate Drive and Main Street, making any major relocation or runway realignment a significant undertaking.

Councilwoman Hicks also questioned Mr. Holt concerning adding commercial passenger service. Mr. Holt noted it was not feasible at this time due to the runway's limited size, lack of TSA facilities, and the high cost (approx. \$30 million) to make such upgrades. He emphasized that the community is well served by nearby Roanoke Airport for commercial flights.

## VI. CITIZEN COMMENTS

No citizen comments.

## VII. COMMITTEE REPORTS

Councilman Wilson reported that the Sustainability Committee met on October 24<sup>th</sup>. He explained that the solar projects are in the installation phase, with completion expected by mid-November. He added that the committee also discussed managing and preventing the spread of non-native invasive plants on Town properties.

Mr. Wilson also provided an update from the Emergency Services Committee, which is focused on emergency operations planning. He explained a joint exercise with Town Council was planned for May 2026, and he suggested scheduling a retreat with EMS for senior elected officials. Additionally, Mr. Wilson noted that a Town Council safety planning session would be held December 17<sup>th</sup>, with newly elected members invited to participate.

Mr. Wilson reported concerning the County's ongoing hiring efforts, with nine new volunteers joining this year and a request for additional volunteers next year. Mr.

Wilson explained that the Emergency Services Study is set to begin in mid-November, with a final report expected by April 1<sup>st</sup>. He noted that once completed, both the Town and County will receive a detailed briefing on the findings.

Councilwoman Hicks reported the New River Valley Agency on Aging Board had met and discussed their budget for next year. Mrs. Hicks explained that the agency would be asking the Town for \$9,500. She added that donations were greatly appreciated. Mrs. Hicks also expressed the agency was in need of homemakers and nutritionists.

#### VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

A. An Ordinance Amending Chapter 18 “Finance and Taxation” of the *Christiansburg Town Code* in Regard to Tax Exemptions and Deferrals for the Elderly and Totally Disabled

Councilwoman Hicks explained the cost to the Town would be approximately \$49,100.

Councilman Wilson made a motion to approve the ordinance amending Chapter 18 “Finance and Taxation” of the Christiansburg Town Code, 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 the following events:

- The final Farmers Market of the season will be held October 30<sup>th</sup>.
- The Christiansburg Homecoming Parade was canceled due to bad weather.
- The Town Hall Halloween event will be held Friday, October 31<sup>st</sup> from 3:00 p.m. to 5:00 p.m.
- The Downtown Trick or Treat Trail will be held Friday, the 31<sup>st</sup> from 5:00 p.m. to 7:00 p.m.
- Launch Christiansburg graduation will be held November 6<sup>th</sup> from 6:00 p.m. to 8:00 p.m. at the Christiansburg Aquatic Center.
- Town Hall will be closed for Election Day on November 4<sup>th</sup> and Veterans Day November 11<sup>th</sup>.
- The Veterans Day celebration will be held downtown November 8<sup>th</sup> from 11:00 a.m. to 1:00 p.m.
- The Employee Luncheon is scheduled for December 10th from 11 a.m. to 2 p.m. Town employees will receive gift cards and a vacuum mug with an inscription, all funded and budgeted under employee appreciation.

Mr. Wingfield reminded everyone that the two regular Town Council meetings for November had been canceled along with the standing work session. He explained that Town Council would have their regular Town Council meeting on November 18<sup>th</sup>.

Councilwoman Hicks inquired about recognition for Fire and EMS volunteers, suggesting a gift card. Councilman Wilson supported the idea if funding allows, and Mr. Wingfield noted the amount could be brought back to Council as a budget amendment for approval.

Councilwoman Hicks made a motion to approve \$25 gift cards for Town volunteers, seconded by Councilman Wilson. Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Aye; Hicks – Aye; Hockett – Aye; Wilson – Aye.

*Motion Approved*

B. Town Attorney

Councilwoman Hicks asked that all litigation conversations or issues have Town Attorney involvement.

C. Other Staff

No reports.

X. COUNCIL REPORTS

Councilman Wilson made a motion to approve Small Business Saturday be changed to *Small Business Week*, seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Aye; Hicks – Abstain; Hockett – Aye; Wilson – Aye.

*Motion Approved*

Councilman Wilson also reported the Montgomery County Chamber of Commerce was holding a food drive from now until November 7<sup>th</sup>. Mr. Wilson noted that all donations would go to Feeding Southwest Virginia and towards supporting those in need.

Mayor Barber reported that the New River Valley Passenger Rail Authority Board toured the Cambria area and groundwork that has been done concerning the Passenger Rail. He noted there would be 150 parking spaces with lighted areas. Mayor Barber explained there would be tracks in Radford that would accommodate the trains from Christiansburg and supply overnight maintenance.

XI. OTHER BUSINESS

A. Closed Meeting:

1. Request for Closed Meetings:

Councilman Wilson made a motion for a request 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. The motion was seconded by Councilwoman Hockett. Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Aye; Hicks – Aye; Hockett – 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 Hicks seconded the motion and Council voted as follows: Bishop – Aye; Bowman – Aye; Cox – Aye; Hicks – Aye; Hockett – Aye; Wilson – Aye.

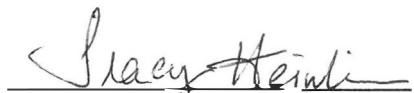
*Motion Approved*

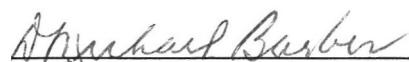
4. Council action on the matters

Mayor Barber announced that Council had reached a decision concerning the Town Manager position and that moving forward negotiations with the candidate would take place. He added that if the candidate accepts then a notice will go out to the public.

XII. ADJOURNMENT

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 9:13 p.m.

  
Tracy Heinline, Clerk of

  
D. Michael Barber, Mayor