



REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, March 12, 2026
7:02 p.m.
Rita S. Wilson Council Chambers

PRESENT: Mayor Michele D. Edwards
Vice Mayor Brad D. Arrowood
Adam F. Campbell
Jeff L. Overholtzer
Corrie R. Park
Blake N. Shepherd
Alice L. Woods

ABSENT: None

ALSO PRESENT: Leslie Beauregard, City Manager
Amanda DiMeo, Acting Deputy City Manager
John Blair, City Attorney

Mayor Edwards called the meeting to order: Mayor Edwards called this meeting of Staunton City Council to order.

The Pledge of Allegiance was recited in unison.

The invocation/moment of silence was given by Councilor Overholtzer.

MAYOR'S REPORT

Mayor Edwards made a Proclamation for Brain Injury Awareness Month and presented it to Anne Fitzgerald. A copy of the Proclamation can be found at the conclusion of these minutes.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Councilor Campbell provided a Comprehensive Plan update in which he shared that full drafts of the Comprehensive Plan will be available for the public's review later this Spring. He also thanked Mr. Rhodes and staff for a very informative and engaging Comprehensive Plan stakeholder meeting with the City's deaf community.

Vice-Mayor Arrowood attended the first meeting of the Housing Commission and stated that it was a good meeting with a focus on “Less talk and more action.”

Councilor Shepherd added that the Housing Commission is a fantastic group of people.

Councilor Park praised the Staunton City Schools for the division’s recent recognition from the U.S. Department of Education for decreasing its chronic absenteeism and increasing its graduation rate.

Councilor Woods made the following motions out of the Nominations Committee:

Appoint Brady Johnson and Garreth Bartholomew to the Staunton Bicycle and Pedestrian Advisory Commission for a two-year term commencing April 1, 2026 and ending March 31, 2028;

Appoint Breanna Decker to the Tourism Advisory Board for a three-year term commencing April 1, 2026 and ending March 31, 2029;

Appoint Wendy Meyer and Dolly Frazier to the Landscape Advisory Board for three-year terms commencing April 1, 2026 and ending March 31, 2029; and

Appoint Steve Tomaso to the Planning Commission to fill the unexpired term of John Hutchinson, commencing April 1, 2026 and ending February 28, 2029.

The motion did not require a second, and carried as follows:

Ms. Woods	aye	Ms. Park	aye
Mr. Shepherd	aye	Vice Mayor Arrowood	aye
Mr. Campbell	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

REGULAR MEETING

A. Consent Agenda (Note: A copy of all Ordinances and Resolutions approved on the Consent Agenda shall appear at the conclusion of these minutes.)

**A.1. Approval of Minutes
Work Session and Regular Meeting of February 26, 2026**

A.2. Consideration of Virginia Commission for the Arts FY2027 Creative Communities Partnership Grant Application

A.3. Consideration of Ordinance to Amend the FY2026 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two

A.4. Consideration of Ratification of Council Procedure Memoranda

A.5. Consideration of Virginia Department of Criminal Justice Services FY 2027 School Resource Officer Continuation Grant Program Application

A.6. Consideration of Virginia Department of Criminal Justice Services FY 2027 Edward Byrne Memorial Justice Assistance Grant Application

Mayor Edwards made the following statement:

“Per Procedure Memorandum No. 14, it is the policy of City Council to have routine, non-controversial items placed on a Consent Agenda. All items on the Consent Agenda will be voted on in one motion. If separate discussion of an item is requested by any member of Council, that item shall be removed and considered separately at the end of the regular meeting agenda.”

Mayor Edwards asked if any Councilmembers desired to remove any item from the Consent Agenda to be placed on the regular meeting agenda for separate consideration.

Councilor Overholtzer moved to approve the Consent Agenda as presented.

The motion was seconded by Councilor Woods and carried as follows:

Ms. Woods	aye	Ms. Park	aye
Mr. Shepherd	aye	Vice Mayor Arrowood	aye
Mr. Campbell	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

B. Consideration of Changes to Utility Billing Adjustments

Jessie Moyers, Chief Financial Officer, presented the following proposed changes to the Staunton City Code as well as a PowerPoint presentation detailing the changes:

1. Adds language to section 13.20.070 Toilet Leak Billing Adjustment of the city code allowing customers to have one adjustment every 36 months for a toilet leak. Criteria and adjustment calculation is outlined in Attachment #1.
2. Codifies the sewer adjustment for pool fills in city code section 13.45.030 Amount and sets the minimum gallons for a pool adjustment to 5,000 as outlined in Attachment #2.
3. Allows a refuse exemption for vacant properties in city code section 8.30.110 Fees – Prescribed, where the water must be left on to operate the hydronic heating system. Details for the exemption can be found in Attachment #3.

Councilor Shepherd asked Ms. Moyers to confirm that there is no existing credit for a toilet leak. Ms. Moyers confirmed that no credit currently exists for a toilet leak.

Councilor Woods asked how staff knows that a customer has a pool. Ms. Moyers stated that staff can usually detect a pool through use of the Neptune system.

Mayor Edwards asked if there is currently only one customer that would benefit from the hydronic heating system exemption. Ms. Moyers stated that to her knowledge, that is correct.

Councilor Woods moved to accept the proposed ordinances authorizing changes to City Code for utility bill adjustments, as presented.

The motion was seconded by Vice-Mayor Arrowood and carried as follows:

Ms. Woods	aye	Ms. Park	aye
Mr. Shepherd	aye	Vice Mayor Arrowood	aye
Mr. Campbell	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

NOTE: A copy of the ordinance amendments are found at the conclusion of these minutes.

MATTERS FROM THE CITY MANAGER

Ms. Beauregard stated that she did not have any information to share with Council.

MATTERS FROM THE PUBLIC

Mayor Edwards read the following statement:

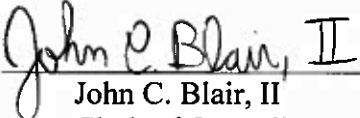
“This part of City Council’s agenda is entitled matters from the public. It is a time that Council sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton City Council’s ‘Matters from the Public’ rules is available in paper form at the Clerk’s desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or raise your hand, identify yourself, and complete your remarks within five minutes.”

Judd Bankert spoke about the addition of fluoride into the City’s water supply. He stated that federal courts have ordered the Environmental Protection Agency to study the toxic effect of fluoride. He stated that the cost to replace the City’s fluoride tank is \$440,000 with additional costs for fluoride and operations. He stated that Luray and Timberville have recently decided to stop adding fluoride to their water supplies. He asked that Council commission a study pursuant to the Staunton City Code about the effects of fluoride being added to the City’s water supply.

Barbara Whipple requested that the Comprehensive Plan’s provisions regarding responsible lighting be strengthened. She wanted to underscore the importance of the Comprehensive Plan in discussions with Dominion Power concerning responsible lighting.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 7:36 p.m.


John C. Blair, II
Clerk of Council

Ordinance No. 2026-05
**AN ORDINANCE TO AMEND
 THE FY2026 BUDGET ORDINANCE
 FOR THE CITY OF STAUNTON
 BY ADDING BUDGET AMENDMENT NUMBER TWO**

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2026 Budget is amended as follows:

GENERAL FUND - 110

Anticipated Revenue		
General Revenue	\$	9,203,386
Recovered Costs		34,310
Miscellaneous Revenue		114,700
Operating Grants and Contributions		<u>607,438</u>
Total Revenue	\$	9,959,834

Appropriations		
General Government	\$	512,430
Judicial Administration		47,238
Public Safety		501,313
Public Works		4,119,539
Parks, Recreation, Cultural		39,534
Community Development		200,000
Transfers to Other Funds		<u>4,539,780</u>
Total Appropriations	\$	9,959,834

GRANTS FUND - 215

Anticipated Revenue		
Capital Grants and Contributions	\$	<u>28,197</u>
Total Revenue	\$	28,197
Appropriations		
Public Safety	\$	<u>28,197</u>
Total Appropriations	\$	28,197

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue		
Transfer from the General Fund	\$	4,594,788
Capital Grants and Contributions	\$	3,775,945
Recovered Costs	\$	25
Miscellaneous Revenue	\$	<u>750,000</u>
Total Revenue	\$	9,120,758
Appropriations		
Capital Projects	\$	<u>9,120,758</u>
Total Appropriations	\$	9,120,758

BOND FUND - 395

Anticipated Revenue		
General Revenue	\$	<u>361,393</u>
Total Revenue	\$	361,393
Appropriations		
Operations	\$	<u>361,393</u>
Total Appropriations	\$	361,393

BLUE RIDGE COURT SERVICES - 210

Anticipated Revenue		
Operating Grants and Contributions	\$	<u>(10,600)</u>
Total Revenue	\$	(10,600)
Appropriations		
Operations	\$	<u>(10,600)</u>
Total Appropriations	\$	(10,600)

WATER FUND - 530

Anticipated Revenue

Prior Year Fund Balance (Bond funds)	\$	1,151,145
Total Revenue	\$	1,151,145

Appropriations

Capital	\$	1,151,145
Total Appropriations	\$	1,151,145

ENVIRONMENTAL FUND - 580

Anticipated Revenue

Operating Grants and Contributions	\$	300
Total Revenue	\$	300

Appropriations

Operations	\$	300
Total Appropriations	\$	300

EDUCATION FUND - 900

Anticipated Revenue

General Revenue	\$	3,469
Prior Year Fund Balance	\$	712,694
Operating Grants and Contributions		1,164,517
Total Revenue	\$	1,880,680

Appropriations

Operations	\$	1,880,680
Total Appropriations	\$	1,880,680

EDUCATION SOP FUND - 920

Anticipated Revenue

Operating Grants and Contributions	\$	31,376
Total Revenue	\$	31,376

Appropriations

Operations	\$	31,376
Total Appropriations	\$	31,376

CAFETERIA FUND - 930

Anticipated Revenue

Prior Year Fund Balance	\$	77,760
Total Revenue	\$	77,760

Appropriations

Operations	\$	77,760
Total Appropriations	\$	77,760

TEXTBOOK FUND - 910

Anticipated Revenue

Prior Year Fund Balance	\$	958,584
Total Revenue	\$	958,584

Appropriations

Operations	\$	958,584
Total Appropriations	\$	958,584

SCHOOL CIP FUND- 966

Anticipated Revenue

Transfer from the Education Fund	\$	225,000
Transfer from the City General Fund		170,000
Capital Grants and Contributions		<u>245,997</u>
Total Revenue	\$	640,997

Appropriations

Capital Projects:	\$	<u>640,997</u>
Total Appropriations	\$	640,997

GRAND TOTAL BUDGET AMENDMENT NO 2	\$	24,200,424
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INTRODUCED: February 26, 2026

PUBLIC HEARING: February 26, 2026

Public Hearing Advertisement Date: February 18, 2026

Approved this 12th day of March 2026

Effective Date: March 12, 2026

ATTEST: John P. Blair, II
John Blair
Clerk of Council

CERTIFIED: Michelle Edwards
Michelle Edwards
Mayor of Council

Ordinance No. 2026 - 06

AN ORDINANCE AMENDING STAUNTON CITY CODE SECTION 13.20.070 AND RENUMBERING STAUNTON CITY CODE SECTIONS 13.20.080 AND 13.20.090 AND ADDING STAUNTON CITY CODE SECTION 13.20.100

Recitals

A. The Council of the City of Staunton, Virginia is authorized to provide a credit for excessive water charges pursuant to Virginia Code Section 15.2-2119.1.

B. The Council of the City of Staunton, Virginia desires to authorize the City's Chief Financial Officer to grant a toilet leak billing adjustment pursuant to Virginia Code Section 15.2-2119.1.

C. This matter has been properly heard and considered.

D. These recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 13.20.070 of Chapter 13.20, Use Charges, of Title 13, Environment, of the Staunton City Code is hereby amended as follows:

**Chapter 13.20
USE CHARGES**

...

~~13.20.070 When and where payable.~~ Toilet Leak Billing Adjustment

~~Water bills shall be due and payable to the city of Staunton within 30 days from the date of the bill.~~

The City of Staunton's Chief Financial Officer may provide a billing adjustment for residential utility customers who incur unusually high water and sewer charges resulting from a toilet leak in the customer's private plumbing system.

For purposes of this section, "toilet leak" is defined as water loss caused by a malfunctioning toilet that is not readily observable or caused by intentional misuse.

A customer may apply for a toilet leak adjustment if the customer provides satisfactory documentation, within sixty (60) days of the bill date, that the high usage resulted from a toilet leak that has been repaired. Additionally, the customer's account must have been in use for the twelve (12) months preceding the toilet lead, and the customer's water and sewer account shall be in good standing.

Upon the Chief Financial Officer's finding that the high usage resulted from a toilet leak that has been repaired, the water usage shall be adjusted so that the billed usage does not exceed twice the customer's average water consumption over the preceding six (6) billing periods on the same account. The customer may also receive a sewer usage adjustment so that the billed usage does not exceed twice the customer's average sewer usage over the preceding six (6) billing periods on the same account. The adjustments only apply to volumetric charges and do not affect fixed charges or fees.

A toilet leak adjustment shall be allowed no more than once during any thirty-six (36) month period per account.

The toilet leak adjustment applies only to toilet leaks and excludes irrigation systems, service lines, and other plumbing failures.

The Chief Financial Officer is authorized to establish written policies and procedures to implement this code section.

13.20.070080 When and where payable.

Water bills shall be due and payable to the city of Staunton within 30 days from the date of the bill.

13.20.080090 Penalty on and notice and collection of delinquencies.

If a bill for water shall remain unpaid for 30 days after the date of the bill, or the final date on which it becomes payable, a penalty of 10 percent of the water charge or \$1.50, whichever is greater, shall be added to the bill. The chief finance officer shall then notify the consumer of his delinquent bill, by telephone, written notice or otherwise, after which the city treasurer shall proceed immediately to collect such bill in the same manner that other claims and obligations are or may be collected.

13.20.090100 Discontinuance of service for failure to pay.

(1) If any water bill remains unpaid for 90 days after the date of the bill, it shall be the duty of the chief finance officer to notify the director of public works, immediately after expiration of such period of 90 days, to at once cause the water to be cut off from the premises of the consumer who is so delinquent and not allow the water to be turned on again at any place for such defaulting consumer until the water bill and the reconnection charge prescribed by this section are paid.

(2) When the chief finance officer notifies the director of public works to cut off the water from the premises as required by subsection (1) of this section, there shall be a disconnection charge of \$15.00 applied to the consumer's account. In the event water has been cut off hereunder, the consumer must pay all past-due charges (including penalty and interest, if any) and a reconnection charge of \$15.00 at the office of public works in order to schedule the reconnection of water supply, unless special arrangements have


been made. If the unpaid water bill and reconnection charge are paid by 3:00 p.m. on the day of disconnection, the disconnected customer's water service shall be reinstated the same day. If payment is received after 3:00 p.m. on the day of disconnection, the disconnected customer's water service shall be reinstated the following day.

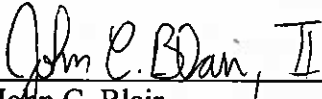
(3) It shall be unlawful for any person, other than the director of public works or his agents, to turn on the water into or upon the premises from which it has been cut off for nonpayment of the water bill. Each day the water so unlawfully turned on remains on and the fact of its so remaining shall be regarded as a distinct offense under this section, the same as if there were fresh turning on each day.

(4) In the event the water and/or sewer bill for a particular consumer becomes delinquent and remains unpaid, as set forth in subsection (1) of this section, more than one time in any 12-month period, the water service, or sewer service (if the consumer is a sewer-service-only consumer) shall not be resumed until the requirements of this section are met and the consumer makes a security deposit in an amount equal to the sum determined by the chief financial officer to be an average two-month bill for the consumer so delinquent (based upon the previous 12-month period or such portion thereof if the customer has not been a consumer for 12 consecutive months). Such security deposit shall be held by the city to ensure the final settlement of the consumer's account when closed. Such deposit shall be applied to the consumer's final account when closed, with any excess refunded (without interest) to the consumer. In the event the deposit is insufficient to cover the final account, the consumer shall be held accountable for the balance.

In all other respects, the provisions of Title 13, Environment, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: 3/12/2026
Adopted: 3/12/2026
Effective Date: 3/12/2026


Michele D. Edwards, Mayor

ATTEST: 
John C. Blair,
Clerk of Council

Ordinance No. 2026 - 07

AN ORDINANCE AMENDING STAUNTON CITY CODE SECTION 13.45.030-AMOUNT.

Recitals

A. The Council of the City of Staunton, Virginia is authorized to provide a credit for excessive sewer charges pursuant to Virginia Code Section 15.2-2119.1.

B. The fulfilment of a pool does not require the usage of the City of Staunton's sewage infrastructure.

C. The Council of the City of Staunton, Virginia desires to authorize the City's Chief Financial Officer to grant a pool fulfilment sewer credit pursuant to Virginia Code Section 15.2-2119.1.

D. This matter has been properly heard and considered.

E. These recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 13.45.030 of Chapter 13.45 Sewer User Fee, of Title 13, Environment, of the Staunton City Code is hereby amended as follows:

**Chapter 13.45
SEWER USER FEE**

...

13.45.030 Amount.

(1) The user fee shall be \$5.60 per each 100 cubic feet of metered water entering the premises. The owner of any premises may, at his option and expense, install a separate meter designed to measure the wastewater actually entering the city system of sanitary sewers. Subject to the inspection and approval of the separate meter by the city, the rate of \$5.60 per 100 cubic feet will be applied to the metered flow of wastewater into the sewer system. There shall be paid each two months, as prescribed, by each user of the city sewer system a minimum charge per two months of \$28.00.

(2) Users of the city sewer system within the corporate limits of the city who do not have city water service shall be charged a flat rate of \$56.00 each two months, with the exception of any existing contracts in effect specifying a different rate.

(3) The rate at which wastewater disposal services will be provided outside the corporate limits of the city shall be one and one-half the regular city rate, with the exception of any existing contracts in effect specifying a different rate.

(4) No sewer user fee will be charged for metered water supplies through an outside and separate water service which has been installed at the owner's expense for the exclusive use of construction, lawn irrigation, and plant watering, and from which water cannot be reasonably expected to enter the sanitary sewer system. Refer to SCC 13.15.040(3).

(5) No sewer user fee will be charged for a portion of metered water entering the premises under the following conditions:

(a) Whenever the owner or occupant of a lot or premises is installing a new lawn or a new landscaping scheme upon the lot or premises and watering of the same is necessary for the initial gestation and growth of the same, the owner or occupant may obtain relief from the sewer user fee under the following conditions:

(i) The project must be the establishment of a new lawn of at least 1,800 square feet, the cost of which exceeds \$1,500; or

(ii) The complete renovation of a previously established lawn of at least 1,800 square feet, the cost of which exceeds \$1,500; or

(iii) A new landscaping plan or a renovation of an existing landscaping plan, the cost of which exceeds \$2,000.

(b) An owner or occupant seeking relief under this section shall make application therefor at the water billing department of the city of Staunton and present to the water billing department such evidence, including receipts for seeding, plantings, etc., as requested by the water billing department to determine whether or not the applicant qualifies for relief. Upon approval by the water billing department of the request, the water used during the time concerned, to the extent that it exceeds the average amount of water used by the premises for the immediate past 12 months (or such lesser period of time that the premises were used or occupied), shall not be used in computing the sewer user fee set forth herein. In the event there is no past history available with regard to water usage for the subject premises, the water billing department shall determine an average water bill for the subject premises based on estimations for similarly sized dwellings or buildings in making its computations hereunder.

(c) No such relief shall be issued for the watering of vegetable gardens or for any other use except as set forth herein, and the relief granted hereunder shall be granted only for a period of time not to exceed 60 days and such relief shall not be granted with respect to the same premises more than once in each calendar year.

(6) For any premises used exclusively as an industrial laundry for which it is impractical to separately measure the wastewater by meter, as determined by the city manager or designee, the user fee charge for an account shall be reduced by credit equal to 15 percent of the charge otherwise applicable. For purposes solely of this provision, an "industrial laundry" shall mean an establishment engaged on a non-retail contract basis in operating

a mechanical laundry, with steam as a significant processing byproduct, for cleaning by washing with water various clothing, fabrics, and other similar items, when during a bimonthly billing period metered water on the premises for the particular account exceeds 1,000 hundred cubic feet.

(7) Upon prior written request and certification submitted by the owner to the city's finance department, for a period of 90 days after connection of service or until the issuance of a certificate of occupancy, whichever is earlier, no sewer user fee shall be charged as to any premises on which a new dwelling is being constructed on an unimproved lot.

(8.) The owner of a pool may be eligible for a pool adjustment credit to their sewer user fee pursuant to the following conditions:

(a.) An owner of an in-ground pool shall receive a sewer user fee adjustment if documentation satisfactory to the Chief Financial Officer is presented that the pool is newly constructed and needed to be filled with water or if pool repairs required the pool to be emptied of water and filled again.

The amount of the adjustment will be a reduction in the sewer user fee to the average sewer usage fee of the preceding six billing periods on the account that includes the pool.

(b.) An owner of an above-ground pool shall receive a sewer user fee adjustment if documentation satisfactory to the Chief Financial Officer is presented that the pool is newly constructed and needed to be filled with water, if pool repairs required the pool to be emptied of water and filled again, or if the pool needed to be emptied onto the ground and the process of emptying the pool did not use a drain system.

The amount of the adjustment will be a reduction in the sewer user fee to the average sewer usage fee of the preceding six billing periods on the account that includes the pool.

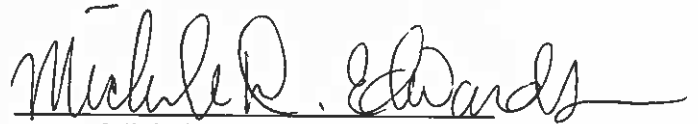
The pool adjustment credit will not be available for partial fills of in-ground or above-ground pools nor will it be available for the filling of hot tubs or jacuzzis.

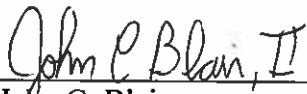
The pool adjustment credit will not be available for a fill of in-ground or above-ground pools of less than five thousand (5,000) gallons.

The Chief Financial Officer is authorized to establish policies and procedures to administer the pool adjustment credit.

In all other respects, the provisions of Title 13, Environment, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: 3/12/2026
Adopted: 3/12/2026
Effective Date: 3/12/2026


Michele D. Edwards, Mayor

ATTEST: 
John C. Blair,
Clerk of Council

Ordinance No. 2026 - ~~08~~

**AN ORDINANCE AMENDING STAUNTON CITY CODE SECTION 8.30.110-
FEES-PRESCRIBED.**

Recitals

A. The Council of the City of Staunton, Virginia is authorized to establish solid waste fees for the collection of solid waste pursuant to Virginia Code Section 15.2-928.

B. The Director of Public Works and Chief Financial Officer have identified a fact pattern in which solid waste fees are collected but the service is not rendered due to the operation of a boiler system.

C. The Council of the City of Staunton, Virginia desires to authorize the City's Chief Financial Officer to grant a waiver in the factual pattern identified by the Chief Financial Officer and the Director of Public Works.

D. This matter has been properly heard and considered.

E. These recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 8.30.110 of Chapter 8.30 Solid Waster, of Title 8, Health and Safety, of the Staunton City Code is hereby amended as follows:

**Chapter 8.30
SOLID WASTE**

...

8.30.110 Fees – Prescribed.

(1) Residential. For a mandatory fee of \$24.01 per month for each single-family unit (to include each unit in a multifamily structure), the city shall provide one weekly pickup of refuse from each residential unit in the city, whether inside or outside the central business district, the basis of computation of the fee being a single-family unit. The fee for refuse collection service for all other than single-family units shall be in an amount adequate to cover all costs to the city for such service, such amount to be established by the director of public works as part of the city's solid waste policy, with the approval of the city manager, but such fee shall not be less than \$24.01 per month per unit.

(2) Light Commercial. The mandatory fee for refuse collection service to light commercial customers, whether inside or outside the central business district, shall be \$54.51 per month. The light commercial designation shall apply to those customers which place the equivalent of four or fewer bags/containers of refuse at the curb for collection.

(3) Heavy Commercial. The mandatory fee for refuse collection service to heavy commercial customers within the central business district shall be \$146.52 and \$115.32 for those outside the central business district. The heavy commercial designation shall apply to those customers which place the equivalent of five or more bags/containers at the curb for collection. All full-time restaurants shall be deemed heavy commercial customers.

(4) Special Unscheduled Pickup. When refuse is stored or placed curbside in a manner not otherwise in accordance with the city's solid waste policy, it shall be deemed a request for a special unscheduled pickup and a crew may be dispatched to collect the refuse. The fee for pickup shall be in an amount adequate to cover all costs to the city for such service, such amount to be established by the director of public works as part of the city's solid waste policy, with approval of the city manager, but such fee shall not be less than \$120.75 and shall be charged to the property owner or tenant.

(5) Recyclables. The mandatory fee for the collection of recyclable materials from customers not otherwise charged a refuse collection service fee shall be \$24.01 per month.

(6) Collection Outside City Limits. The fee for refuse collection service rendered outside of the city limits shall be in an amount equal to 200 percent of the fee charged for such service in the city limits.

(7) Exemption, Deferral, Modification or Waiver of Fee.

(a) By ordinance, persons may be exempted, deferred, or charged a lesser amount from paying any charges and fees authorized for the collection and disposal of garbage and refuse only if based on the income criteria, as provided by Section 58.1-3211 of the Code of Virginia.

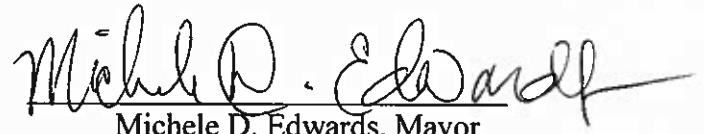
(b) The director of public works may waive all or part of the fees for any multifamily structure or commercial customer if contractual arrangements are made and maintained by that customer for adequate containerized service as determined satisfactory by the director of public works.

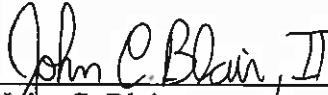
(c) The Chief Financial Officer may waive this fee for any multifamily residential structure if it is determined that the structure is vacant and that the only water usage of the structure is to operate a hydronic heating system. The Chief Financial Officer may establish policies and procedures to administer this waiver.

In all other respects, the provisions of Title 8, Health and Safety, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: 3/12/2026

Adopted: 3/12/2024
Effective Date: 3/12/2024


Michele D. Edwards, Mayor

ATTEST: 
John C. Blair,
Acting Clerk of Council



City Council
WORK SESSION
 Rita S. Wilson City Council Chambers
 March 12, 2026
 5:15 p.m.

Council Members present: Mayor Edwards, Vice Mayor Arrowood, and Councilors Campbell, Overholtzer, Park (Remote Participant starting at 5:25 p.m.), and Woods.

Councilor Shepherd arrived at 5:18 p.m.

Mayor Edwards called this meeting of Staunton City Council to order.

1. Consideration of Work Session and Regular Meeting Agendas

Consistent with Procedural Memorandum No. 3, the agendas were presented for Council consideration.

Councilor Woods moved to approve the work session and regular meeting agendas as presented.

The motion was seconded by Councilor Campbell and carried as follows:

Ms. Park	N/A	Mr. Shepherd	N/A
Mr. Overholtzer	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Campbell	aye		

2. Discussion of the City of Staunton Cable Commission

Kurt Plowman, Chief Technology Officer, presented the following information:

In 1988, City Council established the Staunton Cable Television Commission to serve as a liaison between the City of Staunton and cable providers operating under franchise agreements within the City. The Commission was charged with evaluating the quality and adequacy of cable television service, assisting with franchise negotiations, and serving as a forum for citizen concerns related to cable service.

The Commission has played a meaningful role in negotiating franchise agreements with providers including Comcast, nTelos, and GloFiber. The Commission has also provided a venue for residents to raise service concerns and has facilitated communication between franchise holders and the City.

Over the past decade, however, the cable television landscape has changed significantly. The growth of streaming services and alternative content delivery platforms has reduced reliance on traditional cable service. Additionally, franchise agreements have become increasingly standardized, with limited opportunity for substantive local negotiation due to state and federal regulatory frameworks.

As a result, the scope of responsibilities originally envisioned for the Commission has diminished, and many of its functions are now administrative in nature and can be effectively managed by City staff. Therefore, City staff recommends that the Cable Commission be permanently dissolved.

Virginia Code Section 15.2-1411 authorizes the City Council to establish advisory commissions. The Attorney General of Virginia has repeatedly opined that, “It is well-settled in Virginia that a public body having the power to create a public office has the implied power to abolish it, absent an express provision of law to the contrary.” Therefore, City Council has the legal authority to dissolve the Cable Commission.

Vice-Mayor Arrowood asked when was the last time the Cable Commission met. Mr. Plowman replied that he didn’t know the exact date, but he believed it was during the COVID timeframe.

Councilor Campbell asked about the Commission’s involvement in the GloFiber franchise. Mr. Plowman stated that it was minimal. The franchise agreement between GloFiber and the City was a standardized form agreement.

Councilor Overholtzer asked if abolishing the Cable Commission will affect the public’s ability to air grievances. Mr. Plowman said that all cable bills within the City of Staunton would still have his number printed on them. He would continue to work with cable companies and customers to resolve disputes.

At approximately 5:25 p.m. Councilor Park’s remote connection was established with the Work Session.

Councilor Woods moved to permit Councilor Park to remotely participate in the work session and regular meeting. Councilor Overholtzer seconded the motion which carried as follows:

Ms. Park	N/A	Mr. Shepherd	aye
Mr. Overholtzer	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Campbell	aye		

Councilor Park stated that personal matter that prohibited her attendance was attendance at an academic conference at Montpelier.

She stated that the address of her remote participation was 1130 Constitution Highway, Montpelier Station, Virginia.

Mayor Edwards confirmed that other Councilors and audience members could hear Councilor Park.

3. Presentation of the Conceptual Site Plan for Remainder of the Juvenile and Domestic Relations District Court Site

Rodney Rhodes, Community Development Director, presented the following information:

The development of a Master Plan for the entire Juvenile and Domestic Relations Courthouse site was included in the scope of services with Moseley Architects as they developed plans for the new courthouse. The plan would provide a vision of what the entire Chestnut Hills site could look like and funding for the plan was secured through the American Rescue Plan Act (ARPA). However, due to the time constraints placed on constructing the new courthouse, the development of the Master Plan was not undertaken.

While the new Courts Complex was under construction, the city became aware of an opportunity to have a high-level Conceptual Plan developed for the site through the existing Brownfields Assessment Grant. Staff directed the Brownfields' consultant, TRC, to include the following elements in the concept plan:

- pocket park/greenspace
- landscaping
- stormwater elements
- pedestrian access from Beverley St.
- BRITE stop (public bus service)
- utilities for lighting/water features
- parking availability, including for adjacent restaurant
- future expansion of district court/circuit court – building, parking needs, etc.

Furthermore, it was noted that the Green Neighborhoods section of the West End Revitalization Strategy Plan specifically recommends the following:

- “Create a Public Square at the J&DR Site” action item;
- “Incorporate Beautification” strategy; and
- “Improve Stormwater through Natural Features”

The existing ARPA funds for the Master Plan need to be spent by December 2026.

Mayor Edwards asked if there as a pull-in in front of the green space fronting on West Beverley. Mr. Rhodes confirmed that it was a pull-in.

Councilor Campbell apologized in advance, but said that he had some complaints about the concept plan. He pointed out that there were numerous city services that could use the space in question, and he did not believe the trail presented was the highest and best use of the property. He urged that interim solutions not become throw away work.

He asked if there has been any coordination with Stella Mia. Mr. Rhodes said there has not.

Councilor Campbell pointed out that a trail on the Stella Mia side of the property would be more accessible for those with ADA needs. He also pointed out that the plan creates an earth ramp which limits the developability of the property.

Councilor Overholtzer complimented the bioretention features, but added that he would like to be more aggressive in limiting the number of parking spaces.

Councilor Campbell pointed out that the City had a number of space needs including for the police and fire departments as well as for recreation and community centers. He said he wanted to maximize the investment of taxpayer dollars.

Councilor Woods and Councilor Campbell then inquired about the use of the existing concrete pads on the site. The City Manager said that she didn't think that the police or fire needs would be met, but she didn't know about library needs or a community or recreation center.

Councilor Campbell clarified that he was not necessarily looking at preserving the concrete pads as much as he was looking at preserving developable space.

4. Review of Water, Sewer and Environmental Funds, Rates, and Capital Projects

Jessie Moyers, Chief Financial Officer, presented a review of the water, sewer, and environmental funds, including a rate analysis, operating expenditures review, and planned capital improvements for each fund.

She stated that the current water fund balance is approximately \$13M, but the future five years of capital needs are estimated to cost approximately \$22M.

She stated that the sewer fund balance is approximately \$9M, but the future five years of capital needs are estimated to cost approximately \$13.5M.

She stated that the environmental fund balance is approximately \$550,000, but the future five years of capital needs including the landfill needs is equivalent to \$6.5M when truck replacements are included.

She stated the upcoming budget will propose a 5.4% increase in the water rate, a 7.1% increase in the sewer rate, and a 14.5% increase in the refuse rate.

Ms. Moyers also stated that she hopes to conduct a utility rate study in the coming year. She mentioned that the best practice is to conduct a utility rate study every three to five years.

Councilor Campbell asked how much \$1.8M in new revenue would cover truck replacements. Ms. Moyers said two new trucks for Fiscal Year 2027 and one each year after that.

Councilor Campbell asked if the \$4.8M in proposed new refuse funding would cover the new cell and new weigh station at the landfill. Ms. Moyers stated that it would cover those expenses, but there are additional upcoming expenses as the landfill in future fiscal years.

Mayor Edwards asked if the Public Works Department has an adequate number of functioning refuse trucks. She said she hated to think about the City not having enough functioning trucks.

Ms. Moyers asked the Director of Public Works to answer the question. David Irvin, the Director of Public Works, said that a good example is that a few weeks ago, the department had three refuse trucks offline and one of the repairs cost \$9,000. He stated that a typical truck costs \$300,000 to \$350,000. Ms. Moyers added that it takes about one year for a truck to be delivered after the order is placed.

Councilor Overholtzer asked if the costs displayed on the slides includes both the opening of a new cell and the closure of an existing cell at the landfill. Ms. Moyers stated that the opening of the new cell is included, but the closing of the old cell, which is part of phase five, is not included in the proposed costs.

Councilor Overholtzer asked how much the rate study would cost. Ms. Moyers stated that she anticipated it to cost \$35,000 to \$45,000.

Councilor Campbell pointed out that businesses don't fail to connect its charges, and that the first slide of the presentation made a good point that the utilities should be operated like a business.

Councilor Campbell asked if it was possible to transfer funds from the general fund or the capital improvement fund to one of the utilities funds. Ms. Moyers said the Council could. She pointed to a past transfer of \$1M in carryover funds to the environmental fund.

Councilor Overholtzer reminded residents that Staunton's landfill costs are proportional to Staunton residents' landfill usage. He suggested that the City could perhaps incentivize residents to use the landfill less by potentially differentiating between large and small cans. Ms. Moyers said that it would be a possibility, but that Public Works employees would need to keep track of it.

Councilor Campbell asked why other localities have a base rate for utilities. Ms. Moyers stated she was not sure, but she thought the rate study might provide some insight into that question.

5. Closed Meeting for the Provision of Legal Advice

Councilor Woods moved to enter a closed meeting for (i) consultation with legal counsel, the Staunton City Attorney, regarding specific legal matters requiring the provision of legal advice

concerning the Historic Preservation Commission’s authority pursuant to Virginia Code Section 2.2-3711(A)(8).

The motion was seconded by Councilor Overholtzer and carried as follows:

Ms. Park	aye	Mr. Shepherd	aye
Mr. Overholtzer	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Campbell	aye		

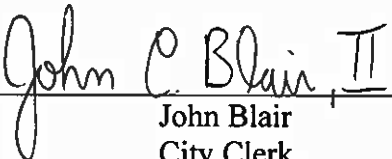
The Council reconvened after the closed meeting.

Councilor Woods moved that Council reconvene in an open meeting and certify to the best of each member’s knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed or considered in the meeting.

The motion was seconded by Councilor Park and carried as follows:

Ms. Park	aye	Mr. Shepherd	aye
Mr. Overholtzer	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Campbell	aye		

The March 12, 2026 Staunton City Council Work Session adjourned at 7:01 p.m.



 John Blair
 City Clerk