



City Council  
 WORK SESSION  
 January 22, 2026  
 5:15 p.m.

Council Members present: Mayor Edwards, Vice Mayor Arrowood, and Councilors Campbell, Overholtzer, Park, Shepherd, and Woods.

Note: Councilor Shepherd arrived at 5:18 p.m.

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

Councilor Overholtzer moved to approve John Blair as Acting City Clerk.

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

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

**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 Overholtzer and carried as follows:

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

**2. Joint Budget Work Session—City Council and School Board (Caucus Room)**

The Staunton City School Board and City Council met in a joint work session, as in prior years, to discuss general items of mutual interest, such as capital improvement projects and budget development.

Kristin Siegel, Chair of the School Board, called the Board's meeting to order. She thanked the Council for its adherence to the funding formula as well as for City staff's assistance in the onboarding of Superintendent Eric Irizarry and the Board's Finance Director, Katina Claytor-Frye.

Councilor Campbell, the Council's liaison to the School Board, presented a PowerPoint slide deck about the Council's upcoming capital improvement projects including the upcoming Uniontown water and sewer infrastructure project and the needed replacement of a raw water pipeline replacement at the North River.

Dr. Irizarry presented a PowerPoint slide deck about the School Division's upcoming capital improvement projects. He stated that the Division's capital needs are divided into three tiers with Shelburne Middle School renovations as the top tier need, followed by elementary school renovations in the second tier, and the Dixon Educational Center and Operations Center as the third tier. He also highlighted the Virginia School Construction Assistance Fund (SCAF) Program grants as a possible source of funding for school capital projects. The presentation concluded with a video featuring Shelburne Middle School teachers and students advocating for renovations at Shelburne.

After the presentations, the Council and Board discussed the importance of House Bill 334 in this year's General Assembly which would permit a 1% sales tax increase to be used exclusively for school capital needs.

Mr. Campbell asked Dr. Irizarry how far along a project has to be to be eligible for a SCAF grant. Dr. Irizarry said that construction plans must be presented in order for a project to be eligible.

Mayor Edwards and Chair Siegel thanked both bodies for their participation in the Work Session and Chair Siegel adjourned the School Board meeting.

### **3. Update by Diversity, Equity and Inclusion Commission**

On February 24, 2022, City Council adopted a resolution to establish an Equity and Diversity Commission, now known as the Diversity, Equity and Inclusion Commission. The Commission was tasked with objectively evaluating existing data, studies, and reports from available sources concerning social and racial equity in the City of Staunton that evaluate social determinants and inequitable outcomes within the City of Staunton. Following a public hearing in October 2023, the Commission presented its final report and recommendations to City Council on December 14, 2023.

A Public Hearing was held in February 2024 on the Commission's recommendations and City Council authorized staff to proceed with implementation of the recommendations. On April 25,

2024, the Council approved a resolution to permanently establish the DEI Commission and appointed new members in the fall of 2024. As part of this resolution, the Commission will partner with the City to advance the report's recommendations and will provide an annual report to the Council.

DEI Commission Chair AnhThu Nguyen presented the update to Council. Ms. Nguyen explained that the Commission currently has two subcommittees, a Data and Research Subcommittee and a Community Connections Subcommittee. The Data and Research Subcommittee is focused on Goal B of the 2023 Report: Promote Values of DEI in City Policies, Procedures, and Staff Representation. That Subcommittee is currently examining the recruitment, hiring, and retention of City employees. The Community Connections Subcommittee is focused on education to increase resident engagement with various City initiatives including the Comprehensive Plan. The Subcommittee is currently conducting a “Who We Are” campaign about residents’ different backgrounds and shared goals.

Ms. Nguyen stated that in 2026, the Commission will focus on Board and Commission Outreach, conducting a Community Mutual Aid Fair, and a Youth Art Fair.

Mayor Edwards thanked Ms. Nguyen and others on the Commission in attendance for their work on behalf of the City.

#### **4. Closed Meeting for Disposition of Publicly Held Real Property**

Vice-Mayor Arrowood moved to enter a closed meeting for consideration of the disposition of publicly held real property located at the Staunton Crossing development site pursuant to Virginia Code Section 2.2-3711(A)(3) and to discuss the performance of the Staunton City Manager pursuant to Virginia Code Section 2.2-3711(A)(1).

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		

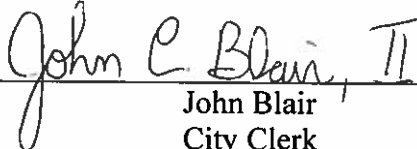
The Council reconvened after the closed meeting.

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 January 22, 2026 Staunton City Council Work Session adjourned at 7:01 p.m.

  
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John Blair  
City Clerk

Ordinance No. 2026 - 03

**AN ORDINANCE AMENDING SECTION 2.30.010, APPOINTMENT-GENERAL DUTIES, OF CHAPTER 2.30, CITY CLERK, OF TITLE 2, ADMINISTRATION, OF THE STAUNTON CITY CODE**

**Recitals**

A. The Council of the City of Staunton, Virginia is empowered to hire a City Clerk and establish their duties pursuant to Section 10 of the Staunton City Charter.

B. The Council of the City of Staunton, Virginia desires to amend the duties of the City Clerk.

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 2.30.010, Appointment-General Duties, of Chapter 2.10, City Council, of Title 2, Administration, of the Staunton City Code is hereby amended as follows:

**Chapter 2.10  
CITY CLERK**

...

**2.30.010 Appointment – General duties.**

(1) The council shall appoint a city clerk, who shall serve as clerk of the council, ~~clerk of the planning commission, clerk of the board of zoning appeals and clerk to such other boards and commissions as the council may designate.~~

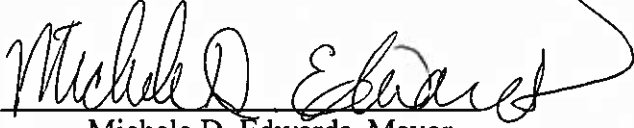
(2) If the clerk is unavailable for any reason, the city manager, in consultation with the mayor, shall designate an acting clerk to serve as clerk of the council planning ~~commission, clerk of the board of zoning appeals and clerk to such other boards and commissions as the council may designate.~~ The individual designated as acting clerk shall be vested with all the authority of the city clerk and may perform all acts which are required or permitted to be performed by the city clerk.

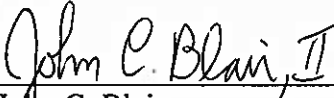
(3) The city clerk shall maintain an accurate record of the proceedings of the council and of the boards and commissions which he has been designated by the council to serve. The clerk shall attend all such meetings, unless excused by the mayor or the chairman of the respective board or commission. It shall be the duty of the clerk to index all such proceedings for easy reference, to maintain a record of the proceedings in permanent

record form, to file and maintain, in a secure manner, copies of franchise agreements, long-term contracts, contracts having major significance involving the city, written opinions of the city attorney for the benefit of the council, petitions, judicial decisions involving the city and other documents which may normally be considered long-term or permanent records of the city. He shall perform such other duties as properly appertain to the office or as are prescribed by the council.

In all other respects, the provisions of Title 2, Administration, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:  
Adopted:  
Effective Date:

  
Michele D. Edwards, Mayor

ATTEST:   
John C. Blair,  
Acting Clerk of Council

**RESOLUTION  
FOR  
ADOPTION OF THE STAUNTON-AUGUSTA-WAYNESBORO  
EMERGENCY OPERATIONS PLAN**

WHEREAS, the Council of the City of Staunton, Virginia, recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

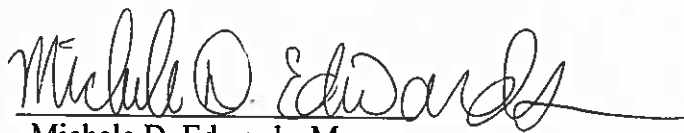
WHEREAS, the City of Staunton has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the City of Staunton has established and appointed a Director and Coordinator of Emergency Management;

NOW, THEREFORE IT BE RESOLVED by the Governing Council of the City of Staunton, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, is tasked and authorized to maintain and revise as necessary this document during the next four (4) year period or until such time it be ordered to come before this council.

Adopted this 22<sup>nd</sup> day of January 2026

  
Michele D. Edwards, Mayor

Attest: John C. Blair  
John C. Blair,  
Acting Clerk of Council

**A RESOLUTION  
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA  
AUTHORIZING THE REQUEST FOR THE STREET ADDITIONS OF ROLLING  
RIDGE COURT AND THE RECENT EXTENSION OF STONEWALL JACKSON  
BOULEVARD TO THE CITY'S LOCAL SYSTEM OF ROADS ELIGIBLE FOR  
VIRGINIA DEPARTMENT OF TRANSPORTATION MAINTENANCE PAYMENTS**

**Recitals**

A. Whereas, pursuant to the provisions of Virginia Code § 33.2-319, the Virginia Department of Transportation (VDOT) makes payments to municipalities for the maintenance of qualifying highways; and

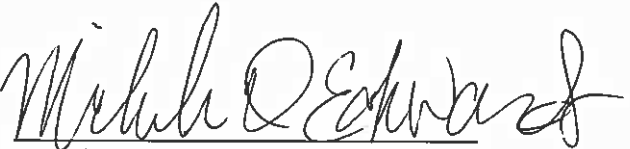
B. Whereas, VDOT procedures require that municipalities requesting lane mileage additions and deletions for payments pursuant to § 33.2-319 submit an Urban Inventory Change Request for Street Additions, Deletions or Conversions for Municipal Assistance Street Payments, as approved by the municipality's governing body;

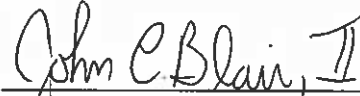
**NOW, THEREFORE, BE IT RESOLVED** that, the Council of the City of Staunton, Virginia, hereby petitions VDOT to accept those segments of streets listed on and further identified on the attached area sketch; a copy of said sketch also attached hereto and made part of this resolution and incorporated by reference as **Exhibit A**;

**BE IT FURTHER RESOLVED** that, the accompanying sketch, and a copy of this resolution, shall be electronically submitted to the Urban Inventory Change Request portal of VDOT's website;

**BE IT FURTHER RESOLVED** that, this resolution shall be in full force and effect upon its passage.

Introduced: 1/22/26  
Adopted: 1/22/26  
Effective Date: 1/22/26

  
Michele Edwards, Mayor

ATTEST:   
John Blair, Acting Clerk of Council



URBAN INVENTORY CHANGE REQUEST  
 - STREET ADDITIONS -  
**STONEWALL JACKSON BLVD &  
 ROLLING RIDGE CT AREA SKETCH**

- Segment(s) of Road to be added to the Urban System
- Segment(s) of Road presently in Urban System

ACTION	SEGMENT	STREET NAME	FROM	TO	LENGTH (MI.)
ADD NEW ROAD	A-B	<b>STONEWALL JACKSON BOULEVARD</b>	0.02 MI WEST OF CHAMBERLAIN DR	0.02 MI WEST OF ROLLING RIDGE CT	0.12
ADD NEW ROAD	C-D	<b>ROLLING RIDGE COURT</b>	STONEWALL JACKSON BLVD	CUL-DE-SAC	0.09

