

TO: Mayor Craig and Town Council  
FROM: Kenneth Vittum, Interim Town Manager  
DATE: January 17, 2019  
RE: Council Report for January 14-17, 2019

- **Summers Law Office** - An open house was held on January 12<sup>th</sup> by Counts Auction in preparation for the sale of the property on January 19<sup>th</sup> at 10 a.m. Mr. Counts informed me that about a dozen people came to this event and he felt several has significant interest. He will schedule signing of documents for Tuesday when the Town Office re-opens.
- **Plumb Alley Sewer** – Staff met with the engineer to review design and schedule for this project. The alley will be kept open each evening to accommodate residents, but partial closures during the day will be required. The project starting point was moved from the east to the west side of College Street. This will allow paving to occur in the spring and avoid any need to dig after paving. As soon as revisions are completed the project will be placed out for bid. Work should take place later this spring.
- **Retirement** – Staff is working with DHS to provide information on location of duct work and outside compressors for the HVAC system. This approval and the Historic Review Board are needed prior to start of construction. Staff believes the work can be started in February and completed this fiscal year. There is old insulation that will also need to be removed and replaced in the attic area. Rick Statzer is working to prepare a list of needed repairs and cost estimates for being able to utilize the building.
- **Main Street Agreement** – Revision of both the Main Street Agreement and the Abingdon Main Street Memo of Understanding are underway with both items on the January 22 work session and March council agenda. Staff feels that revisions need to be completed and accepted by AMS prior to council approval.
- **Personnel Policy Revisions** – Clarification on Grievance Procedures (Council Appointees and Police) and Use of Leave by Exempt Employees has been completed and reviewed at Department Head meetings. These are on the January 22 work session and February 4 council agendas for discussion and approval.
- **Zoning Ordinance** – The initial meeting with Mt. Rogers PDC staff was held January 15<sup>th</sup>. Among the topics reviewed for revision were: special exceptions, definitions, commercial permitted uses, and residential in fill. Parking, signs, and density requirements will need attention. Signs are an issue to include content based sign prohibitions and wall mounted regulations. Staff will work with Mr. Sizemore on drafts to be reviewed at the next Committee meeting on February 19<sup>th</sup>.
- **Mountain Bike Park** – The area where the Mountain Bike Park is to be located is being flown this week with the drone for mapping purposes.
- **Church Street Sewer Line** – Town crews are working to replace the sewer line from Valley Street north this week.
- **Pre-Treatment Report** – This annual report is being prepared and will be submitted to DEQ this month.
- **Hassinger House** – Staff is investigating the pump for the geo-thermal system, which has begun to make noise. Cost of repair or replacement is not available at this time.

- **Future Projects** – Staff is being asked to develop cost estimates and time lines for the following projects: Retirement, Fields-Penn, East Main Street Culvert Flooding, Paving, and Signalized Cross Walk on W. Main and Route 19. These would include potential funding sources. These estimates should be available by the end of January.
- **Green Springs Road** – Construction on this project is scheduled for Substantial Completion on March 4 and Final Completion on April 15. Additional time may be added for weather.
- **Urban Path** – The construction on this project is at 98%. CHA will walk the trail to locate sign and directional markings. The new Abingdon design will be used on signs. Completion in April is on schedule.
- **Washington Square Connector** – Staff is requesting quotes for engineering to complete design. This will allow the contractor to price the work. This will be done using on site or off site fill in case existing fill is not suitable. Staff should be able to update council at the January work session.
- **Sports Complex** – Staff feels that cost savings can be gotten by having Baker continue to final grade before pulling off the Meadows Project. Final elevations need to be established to confirm ability to gravity sewer the project. Decisions will need to be made by mid-February on this work. Staff is working to finalize the budget and hope to have this information by the work session. CHA has adjusted the budget and developed a phased approach for consideration.
- **Town Hall Closure** – Thursday a power outage on an AEP pole resulted in a circulation pump burning out and causing smoke on the first floor. Due to loss of power and heat the building was closed about 2 pm for the day. Power has been restored and no damage done except for the pump. An insurance claim will be filed next week for this loss.
- **Manager's Schedule** – I will be leaving this evening and returning Monday evening. As usual I will be available by e-mail and phone should I be needed for anything.