

TO: Mayor Craig and Town Council
FROM: Kenneth Vittum, Interim Town Manager
DATE: January 25, 2019
RE: Council Report for January 22-25, 2019

- **Summers Law Office** – This property was successfully sold at auction on January 19th. The sale price was \$179,000. Closing may be handled by Cam Bell and should occur in about two weeks.
- **Air Pack Grant** – The bids have been opened for this grant. The project came in about \$20,000 under budget. Purchase order has been issued to obtain this equipment.
- **Green Springs Road** – This project is on schedule for substantial completion at the end of March.
- **Russell Road Project** – The VDOT agreement for this project has been signed.
- **Exit 19 Project** – This road project remains on schedule for construction in 2020.
- **Exit 17 Project** – This road project remains on schedule for construction in 2021.
- **Church Street Sewer Replacement** – Town crews continue to replace this line and work is on schedule.
- **NRCC Government Class** – Plans have been set for 8-17 students to visit Town Hall and meet with department heads and the manager to discuss town government. This includes how and what the town does. They will be here on February 1.
- **Retirement** – Bids have been reviewed for replacing HVAC and should be awarded in early February. Bids on needed archeological study of the proposed walking trail on the Muster Grounds have been received. This work will take 60 days to complete. Staff hopes the construction can come in early spring. Staff will be budgeting for relocation of the Breckenridge cabin and construction of the new parking area in the FY21 budget.
- **Comprehensive Plan** – The consultants will be in town all day January 28 to meet with staff, key citizens, and the commission.
- **Sports Complex** – Staff is finalizing the breakout of budgets for Green Spring Road and the Complex. There is a funding gap and additional funds will need to be raised. Council member Webb will work with the town manager to coordinate plans for this effort. Staff has executed an Extra Work Authorization to CHA for over runs in Geotechnical Engineering and Inspections. This is for an additional \$50,000.
- **Personnel Policy** – Staff is working with the Town Attorney on revisions to the Personnel Policy regarding grievance procedure, compensated absences, and other needed revisions.
- **Davenport** – Chuck banner and I met with Ronald Kooch of Davenport to review the loan agreement. There may be potential long term financial advantage to convert part of the loan that has been drawn down to permanent financing while interest rates are low. He will be looking at numbers and providing the town with a report outlining options.
- **Pickleball** – The Recreation Committee discussed location of courts and felt using one existing court at Coomes Center a viable option. Discussion of this with Mayor Craig indicates this would not be desirable and other options will be explored.
- **Watauga Project** – VDOT comments have been received on the final plans. These are being addressed and will be submitted back to VDOT. At that point the project can be bid.

- **Glenrochie Project** – Staff intends to move forward next week with arranging for necessary survey and appraisal.
- **Veteran’s Park** - The restroom project is on schedule. Water meter has been installed. The water and sewer line work will begin as soon as the contractor requests.
- **Sinking Springs Cemetery** – Repair work continues on headstones. Invasive plants have been removed. Staff is researching the ownership of residual lots prior to moving a fence as requested by the Committee.
- **Washington Crossing Connector** – Acquisition of needed right of way will be the next step required on this road project. AMT will be asked to finish design engineering (\$8,080) as this will be needed whenever the road work is authorized. Staff is working towards finalizing VDOT Revenue Sharing eligibility. The current plan is to add this as a Green Springs Road Change Order and have the work completed prior to the contractor reaching Final Completion, nor scheduled for April.
- **Washington County Sewer PER** – Staff is completing review of PER received from the Service Authority. Following this a meeting will be scheduled with the Service Authority and Washington County to negotiate the contract amendment.
- **Main Street** – A meeting is scheduled for next week to discuss Main Street Abingdon and develop plans to strengthen the town’s relationship with this organization.