

TO: Mayor Craig and Town Council
FROM: Kenneth Vittum, Interim Town Manager
DATE: January 11, 2019
RE: Council Report for January 6-11, 2019

- **Budget** – Work is underway for the FY20 Budget. Chuck Banner and I will meet with Department Heads on February 25th. The council presentations by Department Heads will be March 5-6.
- **Urban Trail** – Staff discussed the Trail and how to draw visitors to businesses located along the Trail. Signage will need to be added and staff discussed incorporating the new logo into the signs. Abingdon Main Street is researching potential grants through Main Street to help with sign costs. Grand Opening is being tentatively set for April 15th. The Infrastructure Committee asked about street lighting on the Trail. Matt Bolick will visit the area after dark and look at lighting issues.
- **CreeperFest** – This annual event has been set for April 27th.
- **Ribbon Cutting** – Staff attended a ribbon cutting for Play Date which is a new child care and party center.
- **Muster Ground** – Staff met to continue working towards the new trail linking parking to the Interpretive Center. This would also link the Urban Trail to the Over Mountain Trail. Historic Resources has approved the concept and asked for an archeological study prior to ground disturbance. In the meantime staff plans to flag the centerline of the proposed trail. Public Works will remove the crosswalk markings on Colonial Drive as the parking is no longer available. Staff is reviewing on the corner of Hagy Street and Village Court that is owned by the town. Staff will then make recommendation on location of the new parking area and Breckenridge cabin restoration.
- **Retirement** – Three quotes for HVAC have been received. Installation should be completed by the end of April. Jason Boswell is working with Historic Resources for a grant of up to \$25,000 that could be used for interior repairs on the building. The applications are out in February. Rick Statzer will be asked to prepare cost estimates for needed repairs in preparation of this application. A larger grant (up to \$750,000) will be discussed with DHR and may require creation of a non-profit to funnel grant funding.
- **Meade Meadows** – This VDOT Enhancement project has been approved for \$295,666 with \$73,917 in town match (in-kind and cash). Funds will be available later this year and will be included in the town budget. This project will be constructed in FY20.
- **Watauga Creeper Trail** – This project received an additional \$81,926 from VDOT and is now fully funded. Total funding is \$546,096. Bids will be advertised in February and award of contract will be in March. Project should be constructed in April-June and completed this fiscal year.
- **Creeper Trail Trestle Study** – This engineering study is estimated to cost \$25,000 and will update a 2000 study. Work needed to repair Trestles 1-6 would be included along with estimated costs in this study. The study would be done in the fall of 2019 with funds included in the FY20 budget.

- **Fairview Farm** – Staff discussed this recommend that council review the matter in Executive Session at the January work session. Items to review include the expired lased property, agreement with OGATA, and related items.
- **VHCC Field Lease** – Kevin Worley has attempted to contact the college several time and has received no replies concerning continued interest. He feels that with the new Sports Complex coming on line the need for these fields is reduced. Staff recommends that this item be tabled at this time.
- **Sinking Springs Cemetery** – Kevin Worley will undertake several projects in the spring: resetting several markers, removing invasive yucca plants, flower planting, removal of downed trees, and repairing fences.
- **NFWF Five Star and Urban Waters Restoration Grant** – Canaan Valley and National Fish and Wildlife Foundation are assisting with a grant application due January 31st that would help with stream restoration at several sites. Match would be mainly in kind staff and equipment costs.
- **Personnel Policy** – An amendment to the Personnel Policy is being prepared that will clarify that Exempt Employees are not covered by the Grievance Procedure and detail how Leave is charged off by Exempt Employees. Both of these changes will be on the January 22 work session agenda.
- **Sewer Service Area Agreement** – The town received the 50% PER for the Lee Highway Corridor Project from the Washington County Service Authority. Staff is reviewing this document.
- **Sports Complex** – Staff is trying to schedule a meeting next week with CHA to finalize the budget for the Sports Complex and Green Springs Road. Also on that agenda is discussion of Geotechnical Engineering and Inspection addendum (\$50,000), Change Order for Roundabout (\$30,000), AMT contract addendum for Green Springs Road (unknown), a Final Change Order for Green Springs Road (quantity adjustments and time), and Washington Square Connector. My goal is to present a report at the January work session. Staff has been alerted to a potential AEP grant of up to \$75,000 with a February application date.
- **Plumb Alley Sewer Repair** – Survey and Design are underway with construction to start about a month from now. It should take about another month to complete.
- **Park Street Project** – Right of Way Plans are still at VDOT. Project should be ready for construction in late spring of 2019.
- **Washington Square Connector** – Staff has prepared construction cost estimates for completing the connector street. The estimate is \$224,168, including 10% engineering fees. This would not include separate CEI. Town Staff would provide this inspection. This could be handled as a Change Order for Green Springs Road. Staff is going to investigate potential for VDOT to reimburse 50%.
- **Summers Law Office** – The sale of this property by auction is scheduled for January 19th at 10:00.
- **Office Closures** – The Town Offices are closed January 18 and 21 for holidays.
- **Martin Luther King Parade** – The parade is scheduled for January 19 with council is participating in this event.
- **Comprehensive Plan** – Staff has developed an agenda for the January 28 site visit by EPR. This is the consultants for the Plan. The visit will include a tour of the community to orient the consultants. This will be followed by an evening meeting of the Planning Commission.
- **Zoning Ordinance** – Mt. Rogers PDC staff will hold a kickoff meeting on update of the Zoning Ordinance on January 15 at 3 pm. This project will be completed in August 2019.