

TO: Mayor Craig and Town Council  
FROM: Kenneth Vittum, Interim Town Manager  
DATE: February 1, 2019  
RE: Council Report for January 28 - February 1, 2019

- **Washington Crossing Connector** – Staff has been working on the design for this connector and resolving remaining issues regarding right of way. AMT is designing the additional work needed to contract for the construction of this addition. The design will be ready for council to review and discuss February 4.
- **Green Springs Road** – Construction continues to move forward with the Cummings Street entrance being opened for construction traffic only. Weather continues to be a factor delaying progress. Staff anticipates an addendum to the AMT contract due to length of contract exceeding the initial estimate. There should be one final change order to adjust for quantities. The current estimate is approximately \$50,000. In addition, a Change Order for Time Only is anticipated to add weather days. Substantial Completion is late March. AEP Lighting is on order and staff is checking on status.
- **The Meadows** – No issues this week to report. One new business is moving to Lot 8 from Lot 9. Building Pads 1,3, and 4 will be roll tested next week and footers started February 6. Sewer line installation is underway.
- **Exit 14 Project** – The Stop Work Order is being lifted on this project.
- **Sports Complex** – Staff has been revising the cost estimates for this project and working towards bidding the final grading separately. Plans are to potentially bid the utility work and the sports fields in separate contracts. CHA and staff feel this will maximize cost savings and be the most efficient way to move forward. Staff will also be looking at private fund raising to close budget gaps. Application for VDOT Recreational Access grant and an AEP grant are being submitted. During February the entire 70-acre project will be re-surveyed and flown to determine final elevations. This will also allow a determination of suitability and placement of remaining fill. CHA will attend the March 4 council meeting to update council on the status of the project and options for moving towards construction.
- **Comprehensive Plan** – ERP spent Monday touring the community, meeting with a small group of citizens, and briefing the Planning Commission. This is an 18 month process and will involve a number of public meetings and information gathering sessions. A web site has been set up and linked to the town page. This includes a survey with hopes that many citizens will use this to participate in the initial phase of the project. The link is [www.envisionabingdon.com](http://www.envisionabingdon.com)
- **Muster Grounds** – The archeological study is scheduled for February 6. The result will take 30-60 days to compile the report that needs to be approved by Department of Historical Resources. Staff estimates that construction of the walkway will take place in April or May.
- **Retirement** – HVAC designs are being completed and will need to be approved by Department of Historical Resources. Staff estimates that construction can occur in late February.
- **Fields-Penn Foundation** - Once funding is identified staff can prepare a RFP for installation of the foundation anchors. This would allow contracting in approximately 60 days from that point in time.

- **Muster Grounds Parking Lot** – Construction can begin immediately upon council approval. Cost estimates are \$2500 for gravel and \$4000 for a brown pea gravel topping.
- **Historic Building Renovations** – Staff has prepared cost estimates for repairs to Retirement and Fields-Penn. Retirement includes only the historic parts of the building and the exterior. It does not include the interior of the 1950's addition and is estimated at \$146,000. The 1950 addition interior can be closed off and dealt with as a separate project. Fields Penn includes the foundation repairs (\$183,000) and additional work (\$155,000) for a total estimate of \$328,000. The total estimate for the two buildings is \$474,000. Detail sheet have been prepared and sent to you for review.
- **Zoning Ordinance** – Staff is concentrating on update to the Sign Section and would present this in March to the Planning Commission. Staff recommends that council consider a Public Hearing in April to consider this portion of the Ordinance. The remaining work would be finished in August and would necessitate a second Public Hearing and adoption.
- **Colonial Square** – The Planning Commission has approved a Preliminary Plat for redevelopment in this shopping center. The plat shows demolition of two small store fronts adjacent to Food Lion and creation of a green space walk through and additional parking. The plat also shows new construction of 2000 sq. ft. on the existing structure. A variance from requirement of adding a sidewalk adjacent to the street was denied. Once the final plat is submitted and approved it will be placed on the council agenda.
- **Summers Law Office** – Closing and sale of the property should be completed next week.
- **Pickleball** – Kevin Worley and I will be meeting with the Community Center regarding this item next week. It is possible to locate two courts next to the Church Street Tennis Courts. We will be asking for \$25,000 in the upcoming budget to build 2-3 courts.
- **Custodial Services** – Staff is looking a scheduling a deeper cleaning at Town Hall. We will be discussing options for janitorial services in the FY20 Budget. Current budget would allow a Part Time contract through At Work from March-June (28 hours/week). The town council may need to look at a position covering needs at Tourism, Fields-Penn, Retirement, Findley House, and Town Hall.
- **Watauga Project** – VDOT paperwork is complete and submitted. As soon as approval is granted this project will be bid. This should occur in February.
- **Fairview** – Staff is working on agreement with OGATA. Negotiations have begun with Dr. Moore to renew the lease on the property adjacent to the Town's.
- **Glenrochie Project** – meeting are scheduled next week to plan for appraisal and survey work.
- **Veteran's Park** – Work is on schedule with water and sewer lines to be installed in February. The IT Department is working on installation of security camera on the property.
- **January Jams** – This series set attendance records with 417 per show.
- **Tourism Publicity** – Tourism is meeting with Travel South Domestic Showcase and VTC Love on the Road to Charlotte. Also check out <https://www.vogue.com/article/why-this-region-of-virginia-could-be-the-souths-new-food-hotspot>
- **Creepfest** – Save the date for April 27.
- **VHCC Visit** – The town hosted a local government class from the college. Mayor Craig joined Chuck Banner, Kim Kingsley, and the Town Manager to discuss local government organization and services with this group.

- **Main Street** – I met with Joy Rumley, DHCD to discuss the Abingdon Main Street Program and how to improve working relationship with the town. A staff training session with Tourism and Community Development is being planned for next week. This will help define roles and the purpose and value of the program. The director will be working towards finalizing a 2019-2020 work plan that will be part of the agreement with the town.
- **Healthy Communities** – JMH and KVAT are discussing partnering with the town in this event to kick off the opening of the Urban Path.
- **Community Development** – This week the director made contacts with four potential new businesses, discussed with realtors sites for a business looking at relocating into Abingdon, and worked with the Washington County Business Challenge (21 participants). A new program to introduce existing business owners to each other is beginning to create new connections and partnerships.
- **Sappo Road Property** – Staff is discussing lease of this property for agricultural use. There is an informal arrangement at this time.
- **Personnel Update** – Marion Watts will retire on April 1, 2019 from his position as Building Official. Jason Boswell is being promoted to Planning Director after serving in an Interim capacity for over eighteen months.