

TO: Mayor Craig and Town Council
FROM: Kenneth Vittum, Interim Town Manager
DATE: April 5, 2019
RE: Council Report for April 1-5, 2019

- **Budget** – The draft budget was distributed to council to begin review. The total General/Sewer/Capital budget is balanced at \$26,444,120. Staff anticipates part of the Watauga Project funding will be added but this is an equal amount of revenue and expenditures. The draft budget does not recommend any increase in taxes and fees, but does recommend additional borrowing of \$1,000,000.
- **Town Manager** - Town council has completed recruitment of the next town manager. James Morani will assume the role on May 6 at 8 am. Department heads will meet him on April 15 while he is in town.
- **Fairview Farm** – Following Public Hearings council approved a series of lease and license agreements with Dr. James Moore, Fairview Farm and Homestead Foundation, Inc., and Old Glade Tractor Association. These agreements will resolve issues with the leased property and use of the town property.
- **Sappo Property** – Council approved a lease with David Millsap for clearing the 25 acres and hay and agricultural use. Mr. Millsap had done this for several years without any formal agreement.
- **Watauga Project** – Council awarded the bid for construction to Boring, Inc for this project. Construction should begin shortly after final VDOT approval. The construction should take about six months to complete. Part of the funding will be added to the budget currently under development.
- **Veteran’s Park** – Council authorized a \$10,000 appropriation to complete the construction on the new restroom facility.
- **Washington County Sewer Agreement** – Final draft of the amendment to the service area has been prepared. This will establish a base rate of \$2.50/1000 as a minimum, requires one Local Limits study at no cost to the town, and joint pretreatment monitoring. The amendment increases the area of Washington County treated by the town and will allow the county and service authority to move forward with a major expansion project. All three boards will meet April 9 to adopt the amendment.
- **Bus Routes** – Funding has been added to the new budget to move the two test routes to official status. Staff met with District III staff to discuss the routes and planned stops for each bus. This will be shared with council at an upcoming meeting.
- **Sports Complex** – Survey work has been completed on the Nicewonder property and delivered to the town attorney. He will prepare the proper instrument for filing to complete the transfer of this land to the town. Staff met with CHA to discuss project budget, bidding, and phasing. One option is to do water, sewer, storm water, and final grading as a change order to the Green Spring Road project. This could result in significant savings on construction cost and timeline. Staff is working with CHA and the town attorney to make sure that this option is viable. Staff also discussed separating landscaping elements out and bidding this component directly to local vendors at the completion of construction. Staff will meet again April 25 prior to the council work session and anticipate being able to update council at that time. Work has begun on

application for the Baseball Tomorrow Fund grant. This will be discussed April 25 with anticipation of submitting the application later this summer.

- **The Meadows** – Work continues on construction of several of the store buildings. Also under construction is the Food City building and the Holiday Inn motel building. Staff has met with Davenport to update and review the financial analysis. This is needed due to the delays experienced in the construction timeline and with more available estimates on occupancy. The analysis is being completed and will be shared with council at the April work session if completed in time.
- **Green Spring Road** – With better weather construction has picked up on the entire project. Green Spring Road should be substantially complete by June 30. This will include new signalization, street lighting, and pavement. Staff has been alerted that the traffic signal poles were being fabricated by a Midwest company impacted by the recent flooding. Baker Construction has notified staff that a minimum of five weeks delay is anticipated unless the poles are lost or damaged and would need to be refabricated, which could take 5-6 months. Alternatives include erecting temporary poles until the correct poles are available or locating alternate poles. Baker will report next week on options and pricing. With Washington Crossing Connector not being built, the stub will be tied into the Harman driveway as a field adjustment with minimal changes to existing grades.
- **Police Vehicle Grant** – Paperwork was completed to submit to USDA for reimbursement of \$25,000 awarded for a grant to purchase two police vehicles in the current budget. Funds should be transferred to the town within 45 days.
- **Mountain Bike Park** – The consultant spent three days on site to look at the area, meet with interested parties and staff, and walk the tract of land to determine how it could be laid out. A report will be prepared and submitted to the town in a few weeks.
- **Plumb Ally Sewer Project** – Construction is set to begin April 8 and last approximately thirty (30) days. Adjoining owners have been alerted to possible access issues. Town staff is being asked to use alternate parking areas for the duration.
- **The Meadows** – Staff met with Steve Spangler, Steve Smith and reporters from the Bristol paper to discuss the entire project and to make a site visit. Joe Tennis plans to write a feature article for the Sunday edition.
- **Muster Grounds** – Final approvals have been received to begin construction of the access trails and additional parking lot. Staff anticipates beginning work shortly.
- **Findlay House** – Historic Review Board gave approval for installation of a display case for posters and a brochure rack at this location. This will allow visitors to the Creeper Trail access to information during hours when the center is not open.
- **Main Street** – Mayor Craig, Vice Mayor Patterson, and I met to discuss Main Street with its Board President, Scott Sikes. Town council will discuss the matter at the May 6 meeting.
- **Comprehensive Plan** – The consultant is working with staff to arrange the first Community Meeting on development of the Comprehensive Plan. Tentative date is May 7 from 4-7. As soon as staff firms up the time and date we will begin getting public notices out. The more public turn out that can be achieved the better the final plan results will be.
- **Little League Field Project** – Fencing is complete. Bleachers are in place. Scoreboards will be installed next.

- **Veteran's Park** – Water and sewer lines have been installed and will be connected by the contractor. Council appropriated additional funds to complete the bathroom project.
- **April Dates** – April 12 for Urban Path Dedication
April 13 Earth Day
April 20 Creeper Trail Marathon
April 27 Creeper Fest