

TO: Mayor Craig and Town Council
FROM: James Morani, Town Manager
DATE: August 30, 2019
RE: Town Manager Report for August 30, 2019

- **The Meadows** – Interior of Food City is approximately 75% complete. Façade work is nearly complete. ECU structural work is complete and concrete floor slabs will be poured next week. Holiday Inn Express structural work has been completed up to second story. Staff comments on building plans have been sent to Pal's Sudden Service. Building permits have been issued for Hallmark, Jersey Mike's, Great Clips, and G2K Games.
- **Green Spring Road** – The only remaining item is the installation of one street light. Close-out meeting with the Town's consultant is scheduled for September 12.
- **Sports Complex** – Fill placement will continue over the course of the next 10-12 weeks. Once the final grade is established, the design can be finalized and incorporated into the final bid documents. On August 23, an RFP was distributed by Davenport & Company to solicit proposals to provide a direct bank loan evidenced by the General Obligation Bond in a principal amount not to exceed \$7,500,000.
- **Park Street Improvements** – The Town has received all VDOT approvals. The public hearing is scheduled for Thursday, October 3, from 6:00 p.m. to 8:00 p.m. at the Community Center. Right-of-way acquisition will commence thereafter.
- **Fields Penn House** – We have received a contract for the tie-rod washer system, which is currently under legal review. We expect to receive the contract for the micro-piles within the week.
- **Retirement** – Interior renovations continue. Staff has a schedule to complete the exterior work. The review process for DHR for any proposed work is up to 45 days.
- **Fall Street Paving** – Staff is meeting with the contractor on September 18 to present the street list and conditions.
- **College/Church Street One-way Conversion** – This is scheduled to be completed during the paving project.
- **Sanitary Sewer System Inflow and Infiltration Study** – The Town is expected to have a final report from CHA by October.
- **East Main Street Sidewalk Connection** – Staff has met with the property owner and will scheduling a survey of the existing and proposed ROW.
- **Engineering On-Call Services** – The RFP is out for advertisement with a response date of September 19.
- **Truck Traffic** – Staff continues to communicate to VDOT for updates on their progress.
- **Pickleball Courts** – Bids were received on Friday, August 30. I will provide an update at the September 3rd council meeting.
- **Watauga Project** – This project continues to progress as scheduled. The contractor plans to lay gravel for the roadbed next week. Once completed, they will begin laying asphalt.

- **Trestle Study** – Seven bids were received and three firms were interviewed. Staff recommends Mattern & Craig be selected for the project. The Town Council will be asked to authorize the Town Manager to enter into an agreement for these services.
- **Trestle Pressure Washing** – Pressure washing on trestle decks continues. Trestle 9-15 are currently being addressed.
- **Creep Trail Safety Shelters** – Kevin Worley is working with the Creeper Trail Conservancy to plan and construct four 8' x 12' safety shelters along key areas of the trail. These will provide a place for trail users to escape the weather. A \$2,500 donation was received for the first shelter, at mile marker 6, which will be started within the week.
- **Russell Road Pedestrian Signalization** – We have received the signalization equipment and the Street Department is scheduling the installation.
- **Veterans Park Restroom** – The sewage pump has been installed. The next phase will be the installation of the heat pump and ADA ramp.
- **Wolf Creek Watershed Project** – Staff met with the Canaan Valley Institute, which is the non-profit arm of the National Fish and Wildlife Federation, to discuss the recently-awarded grant to restore and enhance 3.6 acres of stream corridor habitat along Wolf Creek and Town Creek. The Town is serving as a partner on the project through in-kind donations (labor and equipment).
- **Washington Crossings Subdivision** – This was considered at the August 26th Planning Commission meeting. While some concerns were raised about the new traffic generated from the proposed Hampton Inn, the Planning Commission ultimately approved the Preliminary Plat.
- **Historic District Entrance Corridor Overlay District** – The Planning Commission considered the comments from the Town Council and has recommended adoption as presented. A map exhibit of the current footprint of the overlay district will be presented to the Town Council at the upcoming work session. A public hearing will take place at the September 3rd council meeting. Final adoption of the ordinance is schedule for October 1.
- **Capital Improvement Plan** – This week, staff met with a representative from Virginia Tech, Stephanie Davis, who will be assisting the Town with its Capital Improvement Plan. I will be meeting with staff next week to kick-off the project. Working with Ms. Davis, we will prepare a list of projects to discuss at the November 7th CIP work session.
- **Comprehensive Plan Update** – The land use and transportation public is scheduled for Monday, September 30, from 4:30 p.m. to 7:00 p.m. at the Community Center.
- **Zoning Ordinance Update** – Staff has solicited a proposal from EPR for a more comprehensive re-write of the Zoning Code.
- **Town-Wide Yard Sale** – Currently we have 84 permits. Many of the yard sales are multi-family.