

TO: Mayor Craig and Town Council  
FROM: James Morani, Town Manager  
DATE: November 8, 2019  
RE: Town Manager Report for November 8, 2019

- **The Meadows** – Food City opened on October 30. Hallmark opened on November 8. ECU is currently working on the roof system, plumbing, and electric. Holiday Inn Express roof has been completed and interior work is underway. Jersey Mike’s is in the rough-in stage. Great Clips is near completion. Pal’s is currently performing site work and floor slab preparation.
- **Sports Complex** – Fill placement is complete. The resurveying of current condition is complete. CHA is working on a final stormwater and utility plan. The GO Bonds closed on October 30 and funds have been received.
- **Sports Complex Playground** – The Recreation Advisory Commission has formed an ad hoc committee of existing members and key stakeholders to consider options for the project as well as identify funding sources.
- **Park Street Improvements** – The final ROW plans have been submitted to VDOT for their review. The public comment period for this project has concluded.
- **Fields-Penn House** – Wallberg Construction has started installation of the tie-rod washer system. This work should be completed by mid-December. The contract for Rembco (micro-piles) has been signed and this work will commence early 2020.
- **Retirement** – The submittal for exterior renovations has been approved by DHR. This work includes roof replacement, window repair, and painting on the rear addition as well as tuckpointing on the entire structure.
- **Fall Street Paving** – This was completed by October 18.
- **College/Church Street One-way Conversion** – This project is complete. After an initial period of expected driver confusion, staff placed additional signage, pavement markings, and temporary cones.
- **Town Hall Parking Lot** – This project is complete.
- **Sanitary Sewer System Inflow and Infiltration Study** – CHA will present a draft copy of the final report at the November 13<sup>th</sup> Infrastructure Committee meeting.
- **Engineering On-Call Services** – Town Council selected firms for wastewater and architectural services at the November 4<sup>th</sup> meeting. Contracts are being prepared.
- **East Main Street Sidewalk Connection** – Staff has authorized a task order for surveying for this property.
- **Russell Road Pedestrian Enhancements** – Staff recently met with VDOT to discuss the scope of the project. The Town’s consulting engineer, The Lane Group, will deliver plans to VDOT next week.
- **Tennis Courts / Pickleball Courts** – Town Council has awarded the project to Court One. Staff is working with the contractor on scheduling. Town staff has some work to complete before the project can start.

- **Watauga Project** – New signage has been ordered for the site. Staff will soon be planting more trees in that area. The restroom was not completed due to a lack of funds for the project but will be included in the Capital Improvement Plan.
- **Trestle Study** – This contract has been executed and inspection work has commenced.
- **Trestle Pressure Washing** – All trestles have been completed.
- **Virginia Creeper Trail Parking Lot** – Staff had preliminary discussions with Thompson & Litton about the scope of work for parking lot improvements.
- **Virginia Creeper Trail Safety Shelters** – Prior to starting this project, staff will prepare written agreements for the property owners regarding the placement of these structures. This is still a work in progress.
- **Virginia Creeper Trail Informational and Safety Signs** – Staff continues to work with the Virginia Creeper Trail Conservancy to develop the content for the signs.
- **Veterans Park Restroom** – The concrete pad has been poured. Work continues on handicap ramp. The contractor will soon install the fixtures and amenities.
- **Veterans Day Event** – Park staff is assisting with the event at Veterans Park, which will take place on November 11 at 11:00 p.m.
- **VHCC Athletic Fields** – The Town received comments from VHCC and revisions are being made. VHCC was required to engage the Office of the Attorney General since it is a state institution.
- **Hampton Inn** – The COA for the Hampton Inn was approved by the Planning Commission. Building Plans have been submitted and are currently under review.
- **Capital Improvement Plan** – The first planning session was held on November 7. Next week, Stephanie Davis will send me a revised project list with notes to discuss via teleconference.
- **Comprehensive Plan** – The Town’s consultant, EPR, will submit the land use and transportation narrative will to staff in early 2020. Staff will present to steering committee and Planning Commission for review and comment.
- **Zoning Ordinance** – The Town Council has authorized the Berkley Group to perform technical services related to the zoning and subdivision codes. Staff will be working with the consultant to perform the zoning analysis and sign code update.
- **January Jams** – Tickets are currently on sale.
- **Abingdon Sessions** – The contract with Midwood Entertainment has been finalized. More information is forthcoming.
- **Earned Media** – This week, Tonya Triplett appeared on daytime programming at WJHL-TV and WCYB-TV to promote Abingdon’s holiday events and shopping. The “White Christmas” theme is being tied to Barter Theatre’s upcoming “White Christmas” production.