



## **TOWN OF CHILHOWIE**

**325 East Lee Highway  
P.O. Box 5012  
Chilhowie, Virginia 24319  
Phone (276) 646-3232  
Fax (276) 646-3012  
www.chilhowie.org**

**Mayor: Gary L. Heninger**  
**Council: Donna S. Blevins**  
**James B. Bonham III**  
**Billy L. Clear**  
**Alan W. Counts**  
**Charles E. Doane**  
**F. Brent Foster**

**Town Manager: John E. B. Clark, Jr.**  
**Clerk-Treasurer: Marlene L. Henderson**  
**Police Chief: Stephen W. Price**  
**Director – Public Works: Jay Keen**  
**Fire Chief: C. David Haynes**

### **Town Manager's Report to Mayor and Town Council August 13, 2015**

#### Advertisement for Bids on the H.L. Bonham Tourism Center Walking Trail

You have in your agenda packet the notice of advertisement for the Walking Trail. The notice was advertised in the Bristol Herald Courier in July and plans were distributed to three plan rooms that are solicited by contractors for bids.

A non-mandatory PreBid meeting was held at the Town Hall on July that was attended by seven (7) contractors. Bids are due at 2:00 on August 11 at 2:00 p.m. Bid totals are not due at the writing but a full tab will be presented to Council at its August 13 meeting.

For the past several months we have been getting all the supporting contracts executed to successfully administer the project. In December of 2014 I presented Council with a contract from the Mt. Rogers Planning District Commission (PDC) for various project activities including pre-bid, pre-construction meetings, inspection and progress meeting facilitation, preparation of invoices and Davis - Bacon wage monitoring. The PDC contract is for two percent (2%) of the contract not to exceed \$12,182. The second contract I presented Council in July of 2015 was from the Lane Group in the amount of \$12,500. That contract is for bidding, construction administration, periodic inspection and contract testing. These amounts can be charged to the Town's 20% in kind match as required by the Virginia Department of Transportation (VDOT).

Concerning the 20% matched we estimate the match to be approximately \$160,000 (to be amortized over five years from a local bank at approximately \$35,200). As reported several times earlier this amount could be significantly less because the base bid is for an asphalt trail. An alternative bid for a crusher run base was put in the bid package. Depending on Council's preference and cost difference, when those numbers come in the contract price could be significantly reduced.

#### Public Works Committee on Brush Pickup

The Public Works Committee met on July 28 to discuss the formulating a new Town policy on brush pickup. We put together several policies and procedures of surrounding towns including Rural Retreat, Glade Spring, Damascus, Saltville, Marion, Abingdon and Wytheville. A synopsis of those pickups is included for your information.

After input from the Staff the Committee recommends a policy that involves picking up brush on the week of the third Monday. The pickup will begin on Tuesday and go through Thursday, with Friday the spill over day. Contractor's brush will not be pickup up. One pickup will be allotted per household per month from a small dump truck. Brush no longer than eight (8") feet or six (4") inches in diameter will be picked up with the butt of the brush facing the right of way.

#### Public Works II Position advertised and Filled

Beginning in Mid-July we started advertising the Public Works II position with the Virginia Employment Commission and on-line on our website. We received 15 applications for the position. The position requirements were proficiency in operating public works equipment, a good work record and a Class 1 Commercial Driver's license.

We interviewed three qualified individuals the week on July 20. Public Works Director Jay Keen also did an equipment test with the three candidates that week and the following week. After careful consideration and reference checks we offered the job to Mr. Reid Hayes. Reid has a wealth of experience with equipment. His most recent employer was a commercial and residential plumbing contractor. He lives in the Teas / Sugar Grove area and is an eight year veteran of the military. He will begin on Monday, August 10. He will be classified as a Grade 4 Step O, behind the pay scale / grade of another occupant in that grade as the pay and classification plan calls.

#### Background Checks on Recreation Department Coaches

You have in your agenda packet a copy of the agenda and minutes of the Wellness and Park Committee on July 14. In that meeting many issues were discussed, most importantly the background check and selection of paid Sports Directors for the Town designated sports.

Regarding the background checks it was decided that all coaches, just not the head coaches, will have the background checks run. As an example so too will the Town Manager and the four Sports Directors. The checks will be run through the Virginia State Police data base. All coaches must have that information run before they can coach. It is the Director's responsibility to get their coaches to make contact / appointments with Human Resources employee Felicia Eller. They must appear to her in person because they have to sign, and have notarized, a release. Fees are to increase for each sport from \$35 to \$40 to cover the background cost.

The Directors for 2015-16 are as follows: football – junior Plemmons, Cheerleading – Vonda Allison, boys and girls basketball Kelly Spencer – Hill, wrestling – Eric Doss. Directors were also asked to give a yearend report on each sport that will include, at a minimum, number of players, numbers from inside the Town and outside the Town, numbers from out of the county, etc. Each Director will be paid \$1,000 for their coordination efforts and following their reports. That amount is up from \$750 last fiscal year.

No action was taken on the Apple Festival building request or on the wellness equipment at the Old Clark Pharmacy Building.

#### Board of Zoning Appeals Preparation Meeting and Public Hearing Meeting

You have in your agenda packet a letter from me to the Board of Zoning Appeals (BZA) and to the Planning Commission regarding the appeal of the previous Town Manager's decision to grant a permit to place a trailer park on West Lee Highway near its intersection with Martin Avenue.

As I understand it an adjoining property owner appealed the permit issuance of the previous Town Manager to the Board of Zoning Appeals on March 26, 2013. After appeal was affirmed by the BZA and the permit overturned, the owners of the proposed trailer park property appealed to the Smyth County Circuit Court. Sometime later the Court ruled on the case and sent it back to the BZA for another ruling. After months of coordination between our Attorney Paul Cassell and attorneys for both sides we were able to set a Public Hearing date of August 19 at 5:30.

Additionally, we set up a meeting of both the BZA and Planning Commission on Thursday, August 6 at 6:00 to discuss this matter. At that meeting Paul Cassell provided a memo for the points that the BZA must consider at the August 19 hearing. Even though this is not directly a Planning Commission matter it still involves planning and land use and I wanted them to be involved. The August 6 meeting will be in closed session.

At this writing I do not know exactly what the Court has remanded back to the BZA on August 19. I don't know if they will rehear the appeal again of the permit issuance by the previous Town Manager, or if the hearing will be to "refine" the reasons for the BZA's confirming the appeal and overturning the permit. Paul Cassell and staff will have more information on this at the August 13 meeting of Council.

#### Appointment of General Board of Appeals for Fire and Building Code Matters

At last month's Town Council meeting I was asked to get names of five persons who would serve on the General Board of Appeals and submit it to Council at its August 13 meeting. As I reported even though the ordinance had been approved for the Fire and Building Code we had not established that Board. I was afraid there would be an appeal and we would have no apparatus to take the request.

I contacted five individuals and asked them to serve on the Board. I stated that the Building Inspection Office had been in operation for over two years and we have had not had an appeal made yet so I anticipated little future action.

To that end the five individuals who agreed to serve on the Board are David Blevins, Kenny Miller, Jim Payne, Kathy Smith and Wayne Trivette. Some of these individuals are known to me to have building and engineering experience. As the ordinance dictates the appointments are for three year terms after the initial appointment so the terms can be staggered in the future with one, two and three year initial terms.

I suggest we simply appoint the above individuals for the initial terms using alphabetical order, to wit – David Blevins and Kenny Miller one year terms, Jim Payne and Kathy Smith two year terms, Wayne Trivette a three year term.

Respectfully Submitted,

John E. B. Clark, Jr.  
Interim Town Manager

