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**Police Chief:** Stephen W. Price  
**Director – Public Works:** Jay Keen  
**Fire Chief:** C. David Haynes

**Town Manager's Report to Mayor and Town Council**  
**January 11, 2018**

Situation with Operational Medical Director (OMD) for Emergency Management Services (EMS)

Sometime towards the end of last month Fire Chief David Haynes received word that our existing OMD would be retiring from Mountain States Medical Group and taking a teaching position with Emory and Henry College. While at Mountain States our OMD Director had his malpractice insurance paid for by Mountain States for services to both Chilhowie and Marion.

Our OMD stated that he wanted to ride in the back of ambulances from time to time. Even though this would apply almost exclusively to Marion, since he lives there, he also wanted the coverage to apply to Chilhowie EMS in the event of a mass casualty event. Since he was leaving Mountain States on January 6, 2018, this left us scrambling for insurance coverage. It is not possible to operate EMS activities without an OMD.

Working with Bill Rush, Town Manager of Marion we were able to find two carriers of the needed medical malpractice insurance – from the Virginia Municipal League Insurance Pool (VMLIP), our normal carrier, and the other through Virginia Fire Insurance Services (VFIS) through Slemp, Brant, Saunders in Marion. Our OMD preferred the VFIS coverage and both were about the same price. We would have preferred VMLIP.

The cost of the VFIS policy is \$4,031 as you can see by the attached sheet. The premium was broken down by the number of calls answered by Marion and Chilhowie. Marion paid a premium of around \$6,500. It also includes \$510 for property coverage on the Fire and EMS building, which we don't need because we are already covered by VMLIP. I tried to have this extra coverage stricken but the agent said that was impossible. In the event that circumstances change in the future we can cancel the policy with VFIS.

Limited Phase II Environmental Site Assessment on the Old Superior Mills Building

You have in your agenda packet an agreement from Hurt and Proffit (H&P) outlining the work elements of a limited Phase II study on the Old Superior Mills Building. As the document states the agreement was forged following a conference call on December 1 involving the Town, the property owner, the Department of Environmental Quality (DEQ) and H&P.

I received the proposed agreement at the Downtown Management Team on December 18. I didn't want to sign it until the property owner reviewed it and approved it. I gave her a copy before Christmas. She emailed her approval the first of the year.

I understand that the study can be completed in a couple of weeks. The contract amount is \$23,500 which is less than the \$30,000 allocated by the grant. Hopefully we can use that extra money somewhere else for the demolition of the building.

Speaking of the demolition, Jessica Littlejohn of H&P states that the plans and specifications are being worked on now. Hopefully by or on the January 22 meeting of the management team the plans will be ready and the project will be bid out in the near future.

#### Presentation of the Architectural Plans for Downtown Revitalization Project

At the December 18 meeting of the management team for the Revitalization Project, an architect with Koontz and Associates was available to go over the plans for the facades on the Downtown Project. Koontz and Associates is the consultant for Hurt and Proffitt. There is \$140,000 in the grant for the facades. If the owners match the grant dollar for dollar the total project will be \$280,000.

Two building owners on Main Street came to review the plans. They represented or owned almost all of the property owners on Main Street in the project area. Both of the owners were very pleased with the plans. With that being the case, Hurt and Proffitt is submitting the plans for review and final approval to the Department of Historic Resources.

The façade improvement will be the first stage of the project to be bid. The thirteen properties will all be bid out at the same time. Bids will be received and awarded at the same time. We anticipate bidding to occur in late Winter / early Spring with the start of the improvements to be in the Spring or Summer.

#### Contract with Enterprise Car for Town

You have in your agenda packet information regarding the town contracting with Enterprise for car rentals when employees take trips when town vehicles are not available. Although these occurrences do not happen often they do on occasion. As you can see on one day trips of more than 100 miles the savings to the Town is substantial compared to paying mileage based on IRS rates. For travel less than 100 miles employees can use their personal vehicles and be reimbursed. Enterprise operates centers in Abingdon and Marion.

#### Joint Resolution from the Three Towns Requesting Board of Supervisors Establish a Board of Trustees for Smyth County Library

As you are aware Mr. Lynn Pease of the Friends of the Library appeared before Council in Citizens Time in December to brief council on steps the Board of Supervisors was taking to eliminate Board of Trustees. It seems they plan on petitioning the legislature to eliminate that Board and directly govern the library.

On January 4 Mayor Gary Heninger and I met with the Mayors and managers of Saltville and Marion at the Town of Saltville's request. Following that meeting it was decided for the localities to pass a joint resolution requesting that the Board appoint a seven member board encompassing members from each of the seven magisterial district. This resolution will be presented to you for your consideration at the January meeting.

Respectfully Submitted,

John E. B. Clark, Jr.  
Town Manager