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Town Manager's Report to Mayor and Town Council
July 12, 2018

Updates on Downtown Revitalization Project

D.H. Griffin completed the environmental phase of the Old Superior Mills Demolition Project on or about June 26. Among the removal of asbestos and lead they took out 642 gallons of “non regulated liquids – petroleum oil and water”, 352 bulbs for recycle and 38 light ballasts. Hurt and Proffitt (HP), by contract, is the agent for the Town in monitoring these activities. As you recall the Town received a \$50,000 grant from the Department of Environmental Quality to do the environmental assessment on the building.

D.H. Griffin has submitted a pay request in the amount of \$32,015 that will constitute Pay Request Number One for the Downtown Project. The contractor started to put the safety fencing up on July 2 around the building. He is slated to bring equipment in the week of July 9. His project manager indicated that the building will be substantially torn down by the end of this month, although the 90 day June 11 start date had substantial completion being complete around September 10.

Regarding the Streetscape portion of the project, Boring Contractors of Abingdon has a 180 day substantial completed date beginning July 9. In relation to that you see in your agenda packet we ordered and paid for through grant funding the five decorative street lights. These lights will be 150 watt high pressure sodium Wadsworth street lights that will be 18 feet tall.

Regarding the façade program, you have in your agenda packet a June 26 email from Dennis Amos of HP. In the email you can see that the project will be bid out on July 29 with an advertisement in the Bristol Herald Courier. The prebid will be on August 8 and the bid openings will be on August 28. The Community Development Block Grant has \$140,000 earmarked for this portion.

The overhead utility consolidation, from eleven wires to two, will be the last work element done. If money is available in the grant, which we anticipate it will be, CenturyLink will be contracted in either in late 2018, or most likely 2019, to do this work. That project is estimated at \$87,000.

East Lee Sidewalk Project

As you can see by the attached email from Reggie Plummer of the Virginia Department of Transportation (VDOT) contacted me that the final authorization to bid the Project was approved by the central office in Richmond. Yeah!!

I spoke to Tim Mullins of Thompson and Litton on July 3. They are moving forward in a rapid fashion in bidding the project. The schedule is now as follows: the project will be bid in the Bristol Herald Courier on July 8, the prebid will be on July 18 at 10:00, the bid opening will be August 1 at 2:00.

The project will start around the 27 of August and substantial complete is slated for 120 days. If the project is started on August 27 then the substantial completion will be before the end of the year, which will be within the construction season.

As you know the Town will be reimbursed for 80% of the project cost. When we began the budgeting process in February and March we anticipated about 40% of the project to be done in fiscal year 2017-18. However, that will not be the case with the entire project being done in this fiscal year 2018-19. Therefore, there will be a cost overrun this fiscal year.

Advertisement and Job Description for Part time Events Coordinator / Recreation Director

We are in the process of putting together a job description and advertise the part time position as budgeted in the 2018-19 budget. In your agenda packet is the advertisement for the position. I plan on having the job description ready for the Council meeting on July 12.

While the position is part time there may be times when a full week is needed, and other times, perhaps in the winter months when no time is needed. That will have to be sorted out. I would think a retired person with an athletic background would be a good fit, or an events planner, and someone who only wants to work part time. A person hired looking for a full time job would not be good fit if they were hired to this position because as soon as they found a full time job they would leave, which is certainly understandable. We would then have to go through the training and orientation process all over again.

As soon as we get a candidate pool I will be consulting the Parks and Recreation Committee on how they want to proceed.

Civil Wars Trails (Trails) Marketing Program

You have in your agenda packet a May 22 letter to Drew Gruber who is Director of the Civil War Trails marketing program. I went to a regional Trails meeting in Bristol in May that explained the new replacement and marketing strategies.

Civil War Trails started in Virginia and is a marketing program dedicated to historical tourism. The program has spread to several other states including neighboring Maryland and North Carolina. There are several hundred Trail sites in Virginia, including one in Marion and three in Saltville. As explained in the Bristol meeting, in order to keep the program viable a \$200 fee per sign is being initiated throughout the state. In return for the fee the program will market your locality if the locality pays the fee.

Additionally, as another benefit, the signs will be replaced free of charge if it is needed in a five year period.

Respectfully Submitted,

John E. B. Clark, Jr.
Town Manager

