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**Town Manger's Report to Mayor and Town Council
February 8, 2018**

Meeting with Joint E-911 Committee

We had a meeting with the Joint E-911 meeting on January 22. The E-911 Committee has three representatives from the County, one for the Sherriff, and three for each Town. Chief David Haynes had asked for the meeting. I believe the by-laws call for meeting at least twice a year.

About twenty people attended the meeting including the Sherriff, Emergency Management Director, 911 Coordinator, County Administrator, staff and Board Members, three Town Managers and staff, members of the Saltville Fire Department, etc. Serval budgetary issues were discussed by the group for planning for the next fiscal year. New digital technologies were discussed as were the implementation of the Reverse 911 System.

I also brought up, especially while two Supervisors were there, the cost of providing Fire and EMS services to the Town and area. I stated that the \$600,000 Fire and Emergency Management Services (EMS) budget was about 13% of the Town's total budget and that we were running about a \$150,000 deficit. I said that while we appreciated the County increasing the funding this fiscal year by about 17% to \$59,000, an increase of about \$8,000, the department was answering approximately 77% of its calls outside the corporate limits. I asked that funding be substantially increased over several fiscal years to the point that proportionality be met. Marion Town Manager Bill Rush also asked for the same and requested the County to come up with a ten year plan supporting Fire and EMS Services.

We then spoke to the committee about our concerns with the Saltville Rescue Squad that had prompted us asking for the meeting. We explained that Chilhowie could not take over the responsibilities in the Saltville area by "default" because of personnel and financial concerns. Other members of the group expressed concerns about the organization's viability. Emergency Management Director Charlie Harrington was directed, or will be formally directed at the next Board meeting, to write a letter to the Saltville Rescue Squad and ask for their future plans of operation. This would include staffing plans, equipment plans, budgets, etc. I had asked for a copy of his letter and the squad's response but have not received either at this writing.

Joint Towns of Chilhowie and Saltville Resolution on Library

You have in your agenda packet a copy of the resolution passed by the Chilhowie Town Council on January 11 and Saltville Town Council on January 9. You also have in your agenda a copy of an email

Delegate Israel O'Quinn sent to County Administrator Michael Carter. It appears to me that Delegate O'Quinn is not in favoring of dissolving a board of trustees on the grounds that it is an issue that is divisive within the locality since no consensus has been reached. He further stated that local issues should be decided on the local level and not by the General Assembly.

This email was discussed at the Friends of the Library Meeting on January 30 that I attended. Chilhowie Branch Librarian Linda Dean and Library Director Robert Farmer were also in attendance along with Chairman Lynn Pease and other board members.

Bids on Surplus Vehicles

As reported and approved at the last Council meeting, the Town put four vehicles out for sealed bids. The ads were posted in this office, put on our website and advertised in two local newspapers.

As advertised the bids were opened and witnessed on January 31 by Clerk / Treasurer Marlene Henderson, Lieutenant Aaron Smith and me. A total of 25 bids were received on the four vehicles. One bid was thrown out for not being compliant because it was not sealed. The high bid for the 2011 Chevrolet Impala Police Car was \$3,275, the high bid for the 2009 Dodge Charger was \$2,075, the 2000 Subaru \$1,401, and the 1996 Dodge 1500 Pickup \$300. Those bids totaled \$7,051.

As written in the advertisement all police markings and appurtenances will be removed before transfer, since the high bidder was not a law enforcement agency. That will be taken care of in-house and by Russell Brooks Auto. The sale of these vehicles will be on your agenda and not made official until your approval.

Tentative Timetable on the East Lee highway Sidewalk Project

You have in your agenda packet a couple of emails on the timetable of the bidding of the East Lee Highway Sidewalk project. As you know the approximately 4,500 foot project begins at Pine Street with its intersection with Chilhowie Street, proceeds through the far east side of Warrior Park to East Lee Highway, then west on the north side of East Lee Highway to its intersection with Church Avenue. Cost estimates put the project around \$420,000, including engineering and administration, with the Town's 20% at around \$42,000.

As you can see by Thompson and Litton Project (T&L) Engineer Tim Mullins' email response to me on January 30 on my inquiry of the schedule, 100% complete plans are slated to be submitted to the Virginia Department of Transportation (VDOT) on February 26 with VDOT authorization to advertise in April. Bids would be received in May with construction starting in June. The project would then be completed in September / October.

I am disappointed that the project is being drawn out that far and have expressed my disappointment to T&L. The project was supposed to be completed in the Fall of 2017. I think the February 26 date of resubmitting plans back to VDOT, following VDOT and T&L's meeting on January 30, could certainly be moved up a couple of weeks and have expressed my views to them on that resubmittal.

Update on the Downtown Revitalization Project

You have in agenda packet a revised budget and January Project update from Hurt and Proffitt (HP). Although the management Team did not meet at its regularly scheduled meeting on January 22 much progress has been made this past month.

Concerning the revised budget of January 18 very good news is revealed. As I read the numbers the drainage is reduced for the grant's original \$400,000 range to around \$200,000. VDOT has agreed to do the paving and is not included in the cost at 1.8, saving around \$77,500 by their square yard calculations (\$50 times 175 square yards). This has freed up money for other work items. Consolidation of the unsightly overhead lines can most likely now be done because of those savings. That cost \$97,500 is listed in 1.19. Decorative lights are also included in that section showing five posts at \$4,000 each totaling \$20,000.

One negative in the budget estimate that I see is the estimate to tear the old Superior Mills Building down. The estimate in 1.26 is showing \$200,000 and we have budgeted \$150,000.

The Norfolk Southern (NS) railroad bore is showing an estimated cost of \$54,000 which we anticipated. It is listed at 1.10 (42" WSP) at \$49,000 for \$350 per foot at 140 feet, and \$5,000 in 1.25. Regarding the bore we are mailing a check for \$2,500 to NS for an application fee for the bore that includes all the necessary drawing and documents. A four week turnaround for the permit is anticipated. The Town will be responsible for the permit application, but can be reimbursed by the grant.

The Phase II study on the building was completed the week of January 29. The findings of that final study, in part, will determine the specifications being done by the HP on the building removal.

The total revised budget comprising construction, engineering and administration, including items discussed above, is estimated \$1,290,774. Revenues, more exact numbers, are estimated at \$1,339,989, giving us a small surplus of \$49,215. At the February 26 Management Meeting we should have a much better idea of the construction schedule and I will report that information back to you. I anticipate many elements of the project to be bid out by this spring, with construction beginning this Summer.

Respectfully Submitted,

John E. B. Clark, Jr.
Town Manager