



Mayor: Gary L. Heninger
Council: Donna S. Blevins
Billy L. Clear
Alan W. Counts
Charles E. Doane
Emily B. Dungan
F. Brent Foster

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

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 9, 2018

Special Events / Recreation Coordinator Applications and Process

The deadline for the position was 4:00 on July 30 and we received five applications that were in compliance with the requirements of a Town application and resume. These five persons each has a good skill set in events and recreation planning. Five other applicants posted on the Town's web page but were not compliant. None filled out a Town application nor attached a resume.

As you know the job is a part time one for approximately 1,040 hours or half a year. The hours could vary widely depending on week, month or year. The person selected would have to be interested in a part time job and would satisfy us that he / she would not leave at first opportunity for a full time job. Council budgeted for this position in 2018-19. I anticipate it paying in the \$15 per hour range.

I want the Wellness and Parks Committee to sit in on the interviews with me and help select a candidate for the position. I am having the staff call the Committee and candidates and meet on August 14 for the interviews. Once selected, I would like to have the person on board no later than September 1. We have an space in the upstairs section of the Town Hall between the Community Room and Police Department that can be used as an office for the selected person.

Bids on the East Lee Highway Project

Bids were opened on the East Lee highway Project on August 1. Three companies put bids in and all were compliant. Attached is the bid form that shows the low bidder to be Boring Contractors of Abingdon at \$426,865.

Also attached are Thompson and Litton's (T&L) recommendation of award and an Appendix A showing costs and responsibilities. As I read the appendix the cost estimate for the construction is \$511,775. With the bid being what is stated above that is \$84,910 under budget, according to my figures. The total budget then will be in \$475,000 range for the Town, including approximately \$37,000 for engineering design to T&L and \$10,000 in administration to Mt. Rogers PDC. A significant percentage of the engineering and administrative costs have already been incurred.

I believe the bid was so attractive in a large part because Boring contractors are already in Town working on the Downtown Project, thus lessening mobilization costs, etc. Council will be asked to approve the bid at the August Council meeting and then await Virginia Department of Transportation (VDOT) approval. I see no reason that this should take long considering the bid is under budget.

I foresee the Notice to Proceed to be issued around the end of August with construction beginning around September 10. 120 days is allocated for the project to be Substantially Completed. With the notice issued the end of August that would take the project to the end of the year when substantial is achieved at the latest.

Farmer's Market Building Grant Award

As I sent you earlier in my July 26, 2018 letter, and is attached again in your agenda packet, the United States Department of Agriculture, through Rural Development, awarded the Town of Chilhowie the full amount of the grant submitted or \$232,280 for a building(s) on the current site. The total project is \$532,280, which includes the Town's match for the land at \$300,000.

You also have a July 25 letter attached from Ms. Elizabeth Green, State Director, detailing the letter of conditions. The letters of conditions are boiler plate items that we have dealt with successfully over the years. The deadline for the completion for the project is July 31, 2019 which can also be met.

If Council moves forward with the project I will immediately put out a Request for Proposal (RFP) for a design of the building. I will also ask for a contract from Mt. Rogers PDC for an administration contract. After the architect is approved by Council at its September meeting they can begin design of the project and be asked to present several renditions of the building. I will ask a committee of the Council to evaluate these designs and come up with the one best suited for the site in terms of costs and aesthetics. Then the full Council will be asked to approve the design.

Comprehensive Plan Formulation

The Planning Commission, staff and Mt. Rogers PDC have been working on the complete rewrite of the Town's Comprehensive Plan, including goals, strategies and objectives. The last time the Comprehensive plan was rewritten was in January of 2013. Virginia planning procedures prescribe that at least the goals objectives and strategies be updated at least once every five years. With the complete rewriting of the Plan those goals, objectives and strategies have been revised. In addition to that a variety of statistics relating to the Town and County have been updated also.

The Town contracted with Mt. Rogers PDC to assist in the rewrite in September of 2017. The Planning Commission, staff and PDC met around ten times to formulate the plan draft, with the last meeting on August 2. Chairman Lynn Pease will present the draft to the Town Council on August 9.

If Council accepts the draft in total, or adds minor changes at the August 9 meeting, the motion would be to have a joint Public Hearing on the Comprehensive Plan on September 13, with the adoption most likely at that meeting. If Council wants to make significant changes then I think the changes would go back to the Planning Commission for further review.

Update on Downtown Revitalization Project

You have in your agenda packet Progress Meeting Minutes for both the Streetscape Portion of the Project and Demolition portion of the Project. Also included in your packet will be Pay Request Number 2 for the Demolition Project and Pay Request Number 1 for the Streetscape Project. Dennis Amos, Project Manager of Hurt and Proffitt (HP), will be presenting these pay requests and giving updates on the project.

As everyone knows the Old Superior Building was taken down in about ten days by D.H. Griffin. The materials are now being removed from the site. At the present rate I see the building being cleared by the week of the 12th and the slab available for removal that week (although I don't know Boring Contractors sequence of construction or schedule for it).

Boring Contractors began putting the 42" concrete drain tile outfall in on the west side of the Recreation Park beside Berry's and the First Baptist Church the end of July. I understand they will start the railroad bore near Railroad Avenue and Berry's.

The Facades portion of the project for approximately 14 building sides has been advertised and bids are due on August 28 at 2:00. A non-mandatory Prebid for the project will be held on August 8 at 10:00.

Respectfully Submitted,

John E. B. Clark, Jr.
Town Manager