



**Mayor:** Gary L. Heninger  
**Council:** Donna S. Blevins  
Billy L. Clear  
Alan W. Counts  
Tamera 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](http://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**  
**February 14, 2019**

Update on Downtown Revitalization Project

The five decorative street lights have been installed. Based on my observation they all are in working order, coming on and going off about the same time, with the possible exception of one on the far east side. Part of that problem may stem from different light pattern in the downtown area due to shadows according to American Electric Power (AEP) representative Rob Arnold.

The light on the corner of Main Street and White Top Road has had several potential issues we have observed. First, it's height is such it was interfering with a telephone wire. Instead of reordering a lower height pole, and incurring that cost, the contractor for AEP connected the phone wire to an existing AEP wire thus raising the elevation about two feet. This has taken care of most of that problem we believe. Also, we feel this pole is in the most vulnerable location as far as be struck at that corner, especially from the parking lot at the Rick Money building. We have put some barrels around the light and in the near future we are going to install some bollard posts, like we have between the Veterans Memorial and parking lot at the Town Hall.

You also have in your agenda packet an ad run by the Mt. Rogers Planning Commission soliciting contractors for the façade project. After the list is compiled a building or group of buildings will be bid and contractors on that list will be asked to give bids. By doing the groupings this way the \$100,000 bonding requirements can be averted, which several contractors mentioned as a problem, and procurement advertising eased. Building official Randy Sturgill will also have to be heavily involved in this project with the insertion of a "rock clause" which will serve to protect both the Town and contractor on cost estimating with unseen problems. We hope to begin advertising the buildings in March.

Regarding the overhead utility relocation we estimate that we have only about \$26,000 to use for that consolidation. If Council approves we could transfer another \$20,000 for so from capital project (s) in the public works department (like a \$20,000 yearly payment on a new dump truck, water or sewer line replacements) and move those projects to fiscal year 2019-20. So I have asked what we can get in the \$50,000 range. Century Link is going to come down the week of February 11 to access the project. If I get a firm number and the scope of work then I will report to Council on February 14. If not then in March.

Update on East Lee Sidewalk Project

As you can see the East Lee Sidewalk Project is progressing nicely and nearing substantial completion. The date for Substantial Completion was January 21, 2019. But at a monthly Progress Meeting held on January 31, 2019 we agreed that 18 weather days would be added and the substantial date moved to February 17, 2019. As you can see by the \$177,234.98 pay request much work was done on the project in December. This is the largest pay request yet. With the equipment and workforce Boring, Inc. is dedicating to the project we feel the substantial date will be met, barring inclement weather.

One item has been discovered recently that the project will need to address. A three inch drain was discovered that was running from a nearby house down a ditch between the Tastee Freeze building and the Smyth County Tile Building. I understand the water is virtually a 24 hour / seven day occurrence in during rainy weather. From there it had been leaching into the ground near Lee Highway. With the new concrete work including the curb, gutter and sidewalk that water would pond around the tile building and intersection into Tastee Freeze. To correct that problem a drop inlet is being installed at a cost of approximately \$6,405. Water will then be collected into the new drainage system and taken away.

We have had a couple complaints for the curb and gutter commercial entrance at Aker Avenue. The gutter is 2.5 inches deeper than the rest. It is 2.5 inches deeper by design because it has to be in order to drain water to structures for the project. If was the same depth as the other gutters, water would pond in that area and not drain. I'm sure motorists will become used to it in the future.

Seeding is being done on the project now. Asphalt patching and connections to side streets will be done in March or April when the plants open. Final payments will be made when the asphalt patching is completed.

You have in your agenda packet a budget rundown of the project by Thompson and Litton (T&L). As you can see the construction budget from VDOT was \$511,775. The original contract amount was \$426,895. With the deducts and add ons the project cost no more than \$445,337.63. (When this was presented at the January 31 progress meeting T&L had forgotten to include the credit for a hydrant that did not have to be moved. That cost savings will be factored in when total project costs are completed in March / April as mentioned above).

#### Update on Farmer's Market Project

The Wellness and Parks Committee met on January 17 with Dennis Amos of Hurt and Proffitt and Town Staff to review preliminary drawings. After that meeting I contacted Dennis that evening with several items that I have included in my email that evening. They include retaining walls, number of bathrooms, grading plans, a needed materials list, costs, open trusses and heights.

In a related matter we are concerned about the integrity of a tulip poplar on the site. We have discovered a three foot opening at the base of the tree. With that being the case and the grading that will go on around it, I have asked Kevin Sigmund, Senior Utility Forester with AEP, and Arborist and Tree Commission advisor with the Town of Abingdon and Arborist with the Town of Marion to assess the tree for its integrity. (After this writing I received the report from Kevin. Considering all the work that will be going on around the tree he strongly recommends the tree be removed for safety reasons. His February 7 email report is in your packet).

Dennis Amos of Hurt and Proffitt will be on hand to present construction specifications on the complex for bidding, or his architect Sandra Graham. Director of Public Works Jay Keen will also have a set of

plans on hand for reference. At that meeting Council will be asked to approve the project with those specifications to bid.

#### Notices of Inoperable Vehicles

You have in your agenda packet a January 31 letter to persons who are keeping inoperable vehicles on their property. These letters were sent out to 12 individuals. This is the third or fourth set of letters sent out to different individuals since the new ordinance was passed in November of 2017. The letter asks recipients to comply with the requirements of the ordinance by March 31, 2019.

#### Economic Development Announcement

You have in your agenda packet an economic development announcement for Smyth County Machine Fabrication, LLC and Smyth County that was attended with Governor Ralph Northam on January 22. I represented the Town. There were about 75 people attending. It is my understanding that the plant will be expanding and adding about 35 manufacturing jobs. Congratulations to all involved in this expansion.

#### Donations to Southwest Virginia United Way and Award Recognition

You have in your agenda packet a January 22 letter from Ms. Mary Anne Holbrook of United Way of Southwest Virginia. As you can see the Town donated \$275 during the Celebrity Bagging Event on November 22, 2018 at Food City. The Town matched the contributions of elected officials and staff, so the total contributed was \$550, not including tip money collected that day.

You also have a February 8 email in your packet from Ms. Shauna Tilson, Community Relations Coordinator, stating that the Town had raised more than any other participant in Southwest Virginia. As a result the Town will be honored at a dinner at the Higher Education Center on March 14.

Respectfully Submitted,

John E. B. Clark, Jr.  
Town Manager