



TOWN OF CHILHOWIE, VIRGINIA

Mayor: Gary L. Heninger
Council: Donna S. Blevins
Billy L. Clear
Alan W. Counts
Emily B. Dungan
J. Brent Foster
Lewis W. Shortt, Jr.

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/EMS Chief: C. David Haynes
Building Official: Randy Sturgill
Recreation/Special Events Coordinator: Ron Cahill

Town Manager's Report to Mayor and Town Council June 11, 2020

Virginia Risk Sharing Association (VRSA) Renewal

You have in your agenda packet the renewal summary sheet from the VRSA, plus an addendum for cyber liability coverage. The Town's total insurance premium for these coverages, plus the biosolids coverage of \$5,906.32 (references in last month's Manager's Report) is \$117,068.32, an increase of only 4.2%. A copy of the full policy is available if you would like to have a copy.

The VRSA serves almost every Town and City in Virginia, plus many service authorities, with a few exceptions including those larger localities that are self-insured. The organization used to be called the Virginia Municipal League Insurance Program. It came into being in the early 1980's. The Town has been under its umbrella since the late 1990's. The VRSA has no stockholders, unlike commercial companies, and therefore is not profit driven. It is pool based. I know of no commercial companies in the Virginia market now.

VRSA is incredibly easy to work with. As you may remember they immediately paid the Town and the Washington County Service Authority (WCSA) \$500,000 in 2015 when the membranes at the Mill Creek Regional Water Treatment Plant plugged up and failed with no questions asked. If the carrier had been a commercial one I can guarantee there would have been many loops to jump through, if indeed the Town and WCSA had been reimbursed. Luckily, the WCSA had gone with the VRSA a few years before. By agreement the WCSA is the insured on the facility and the Town pays its proportional share.

At my previous employer I had other similar good experiences with VRSA including paying up on a damaged bridge in the amount of \$100,000 that had no direct insurance linked to it. This comprehensive package covers all of the Town's exposures for 2020-21.

Update on Downtown Facades Project and Related Subject

You have in your agenda package a copy of the Requests for Bids for buildings on the south side of Marion Street, plus two left over buildings on the north side of Main Street. The eight buildings are identified in a document entitled "Façade Program Phase II".

Also attached is the Prebid Conference syllabus held on June 3. The non-mandatory Prebid conference was attended by staff members and me, Dennis Amos of Hurt and Proffitt and Angela Wolfe of Mt. Rogers PDC. We had only one contractor at the Prebid, but that was the contractor was Walberg, Construction who is doing Phase I. We had sent notices out to five other contractors who had



previously submitted interest documentation in the project, or had bid on Phase I. While it was disappointing no other contractors came to the Prebid, the meeting was non mandatory as stated above. The bids are will be opened on July 1 at 2:00.

Work continues to move forward on Phase I. The brick pointing, replacement and window work is completed on the old bank building facing the Town Parking Lot. Work is now continuing down Main Street. A dumpster has been put in the parking stall to receive the old cedar awning when it is torn down and other materials.

The second pay request got for the facades is also included in your agenda in the amount of \$14,731.25. This includes payment to the contractor, engineer and grant administrator.

On a related note Davenport Construction started work on the sidewalk at the Town Parking Lot on June 3 to make it handicap accessible. Council approved this project in March. Most of the old sidewalk was removed that day. If all goes well and it doesn't rain the new sidewalk should be poured and completed by the first part of the week of June 8.

Public Hearing on 2020-21 Budget Proposal

You have in your agenda a copy of the proposed 2020-21 budget synopsis. It was advertised according to the requirements of the Code of Virginia in the Smyth County News. Following the Public Hearing Council has to wait at least seven days to until the budget is adopted. If changes are made in the budget Council could make them that night, refer to committee, or to the whole Council in a Special or Continued Meeting if changes are so comprehensive.

One small item regarding the budget came up the last week of May. As we had said before in the process we had not received a Consumer Price Increase notification from our solid waste management company, Republic Services. We received that information giving a notice of a three percent (3%) increase. They had initially given notice of a 3.2% increase, but to make a long story short after we reviewed the tenants of contracts and they agreed to the 3% increase.

With the 3% on the presently budgeted \$143,000 amount, that is an increase of only \$4,290, which the budget can easily accommodate without changes.

Requests for Bids on Equipment and Vehicles

You have in your agenda packet a notice for requests for bids for three vehicles, some identified operational and some not, and other equipment. These include an operational 1991 Mack heavy rescue truck, a nonoperational John Deer tractor, a nonoperational 1995 Chevy, a 1989 Ford F-700 cab and frame only, and a riding mower in fair shape. The notice was advertised in the Smyth County News and

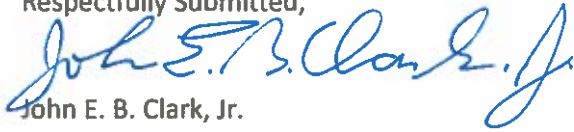


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on our website and sealed bids are required. Council authorized the sale at the May meeting. The sealed bids are due at 3:00 on June 8. The bids will be presented at the June 11 meeting.

Respectfully Submitted,



John E. B. Clark, Jr.
Town Manager



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