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TOWN OF CHILHOWIE

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Fire Chief: C. David Haynes
Building Official: Randy Sturgill
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Town Manager's Report to Mayor and Town Council August 13, 2020

Rural Development (RD) Grant Application on Vehicles

You have in your agenda packet documentation to RD relating to the Town's efforts to secure funding for emergency vehicles. These vehicles are a police vehicle and a vehicle split between the Fire and Building Code departments. Both are eligible for funding.

As one of the steps to getting the grant, RD requires an opportunity for public comments on the grant application. Accordingly, we advertised in the Smyth County News on August 1 for public comment. As you can see on the agenda there is a time for any public comment on the project. Additionally, the resolution requesting funding was not formally adopted by Council at its July 9th meeting. That will need to be done at the August meeting and be recorded in the minutes.

My email of July 21 summarizes the project well, I think. The 2020 Tahoe police vehicle is priced at \$38,800. With decals at \$300 and lights at approximately \$12,000 that brings the total cost to approximately \$51,100. The Ford f-150 Fire and Code vehicle is priced at approximately \$29,861. It is my understanding that the Town is eligible for up to 75% of the cost, to a maximum of \$50,000. With the total costs of these vehicles at \$80,861 that would leave the Town a balance of \$10,861 for its total costs.

Rural Development Obligation of Funds and Letter of Intent for Farmers Market and Proposed Dedication Date

You have in your agenda package several pieces of email correspondence and documentation regarding additional funding for the Farmers Market. We have signed for a Request for Obligation of Funds, and Letter of Conditions in the amount of \$31,000. This money will go towards paving of the lot around the structure.

I believe the main condition of the project is that we have it done before November 17, 2020. We have already gotten a quote on the paving and I am now preparing an ad to be put in the Smyth County News in order to meet procurement requirements. The Public Works Department must finish installing all the drainage structures around the building and tie all the downspouts into the drainage system before the

paving, of course. Even with that additional work by the Town, I see no problem getting the work done by the required date.

The pump sewer is scheduled to be finished by the end of July. The Public Works Department completed the sewer tie in on Chilhowie Street earlier this month and made a manhole for the sewer pump. Because of delays blamed on the virus, the manufacturer has not been able to install the sewer pump in the manhole. That work was slated to be done on July 30. When completed the two bathrooms will be opened.

We have tentatively scheduled the dedication date of the Market on Thursday, August 27 at 2:00 for the ceremony, right before the market opens that day. Area Director Craig Barbrow of Rural Development, who has been in the forefront of the Market's funding, can be there at that time and date. Smyth County Machinery and Welding said they will have a couple pieces done by then in commemoration of Will Walker and Lucas Dowd.

Tentative Approval by the Department of Environmental Quality (DEQ) Sewer System Evaluation Study (SSES)

You have in your agenda package a July 22 letter from Ms. Karen Doran of DEQ notifying the Town that its grant application for a comprehensive SSES study being approved. As we discussed last month the grant will be a yearlong study identifying Infiltration and inflow (I&I) sources in the system. The study will be in the \$90,000 range with the Town picking up 25% or approximately \$22,500. As we earlier discussed I&I is a major problem for any sewer system by running up electricity costs, wear on machinery and environmental hazards, etc.

I was contacted by DEQ that there will be a conference call on August 17 to go over the project requirements. I have invited Hurt and Proffitt to be a part of the call. Also, the letter states that there will be a virtual public meeting on August 21 to receive comments on the proposed project. The state Water Control Board will meet in September to finalize all the projects. This is certainly good news for the Town.

Authorization to Advertise for Proposals for Engineering on East Lee Highway II Project

You have in your agenda packet an email from Ms. Pamela Liston of the Virginia Department of Transportation (VDOT) and a response back from me dated July 13. The VDOT communication requested a response by August 1, if localities were still interested in submitted projects. I responded in the email that the Town was anxious to begin the project.

In the letter it mentions an allocation of \$389,867, while the project is in the \$500,000 range. As with the first East Lee Highway Sidewalk and Drainage Project we will received a second allocation for the balance later on after the first. As you know the project will stretch from Church Avenue at the end of the last project, along East Lee Highway, then turn at Walton Avenue and tie into the Downtown with its new sidewalks and drainage on Main Street. The finished project will connect the Old High School, Farmers Market with Downtown. It will also eliminate a bad drainage problem on the corner of North Walton and East lee Highway.

On August 4 I received a phone call from Assistant Resident Engineer John Bechtold giving me authorization to begin putting together a Request for Proposal (RFP) to solicit engineering services for the project. We will be responsible for 20% of that cost and we have budgeted for it. He also sent me a guide for doing the advertisement following requirements of VDOT. Proposals will have to be received and interviews done. Following that process my goal will be to have a recommendation of an engineering firm to Council at the November meeting working with the Public Works Committee.

Pay Request on Phase I Facades Project and Bid on Phase II

You have in your agenda packet a pay request of \$18,150 from Walberg Construction of Glade Spring. At the Progress Meeting on August 5 the contractor stated he was about 95% done on Phase I and would be asking Hurt and Proffitt for a Substantial Completion Meeting on sometime the week of August 10. The contract started on March 10 and was for 180 days ending September 10. There are also about 30 rain days that can be granted, so it appears that the contract deadline will be easily met.

Phase I of the project is really shaping up. Walberg has had as many as five people on the project (and recently maybe even more) and their work is now at a point that positive results can easily be seen.

Bids on Phase II of the Project, buildings on the south side of Main Street plus the Lowe and Love Buildings on the north, were received on August 4. Only Walberg Construction bid, as was the case on the bids on Phase I. You have a copy of the bid in your agenda packet.

The total bid on the eight buildings was \$157,622. But there were several deducts on each building and those totaled \$71,387 leaving a balance of \$86,235. The \$86,235 number is around the Department of Housing and Community Development (DHCD) remaining allotment.

It gets a little complicated on what can actually be spend. DHCD matches dollar for dollar for each façade up to \$12,000 foreach façade, so if a building has two facades DHCD funding could be up to \$24,000 IF matched by the building owner. This match can be in the form of receipts, if within two years of the project start in March of 2018, or by actual cash matching the DHCD work. Project Manager Angela Wolfe will be contacting the property owners, which I believe are only three for the eight buildings and see how they want to proceed on alternatives and financing.

The Downtown Management will also met on August 6 to review the bids.

Respectfully Submitted,

John E. B. Clark, Jr.
Town Manager