



**Mayor:** Gary L. Heninger  
**Council:** Donna S. Blevins  
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## ***TOWN OF CHILHOWIE***

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**Town Manager:** John E. B. Clark, Jr.  
**Clerk/Treasurer:** Marlene L. Henderson  
**Acting Police Chief:** Aaron Smith  
**Director-Public Works:** Jay Keen  
**Fire Chief:** C. David Haynes  
**Building Official:** Randy Sturgill  
**Director-Recreation/Special Events:** Ron Cahill

### **Town Manager's Report to Mayor and Town Council**

**December 10, 2020**

#### Formal Notification of Funding from the Virginia Department of Transportation (VDOT) on the East Lee Pedestrian Phase II Connector Project And Interviews With Engineers on the Project

You have in your agenda packet the Standard Project Administration Agreement on the project from VDOT signed by me on December 3 and appendix A containing the budget. As you know the project will start at the end of the Phase I project at Church Avenue along East Lee Highway to Walton Avenue, then crossing Lee Highway to tie into the Main Street Project. The total project budget is \$487,334, with the Town picking up the standard 20% for Transportation Alternative Projects at \$97,467 and VDOT the other 80% at \$389,867. We have budgeted for the engineering design this fiscal year.

You also have in your agenda packet a November 23 letter from me to Mattern and Craig, and Thompson and Litton setting up interviews for the project. The letter was also copied to the Public Works Committee and Mayor for their information.

As you can see by the letter, the committee will meet on December 8 for the interviews. Each firm will be given up to 25 minutes to make their formal presentations, with unlimited time for questions and answer. As with professional procurements as required by the Code of Virginia and VDOT, a scoring grid has been established to grade each firm for selection. On a 100 total point scale, with 20 points in each category, the firms will be graded on reputation of the firm, qualifications of specific individuals, performance with similar projects, the firm's proximity to the project, and the firm's current workload.

The committee will make its recommendation to the full Council on December 10 at its regular meeting. As stated earlier I think the design can be completed in 90 days and we should be in a position to bid the project out in the Spring of 2021.

#### Required Certification to Conduct Locally Administered Project (LAP) Through VDOT on East Lee II Project

In a new regulation VDOT is requiring every locality that receives funding through their Transportation Alternative Projects (TAP) to be certified to conduct the projects that are locally administered. There was some thought that only the local planning district commissions had to be certified but it now seems that someone with the localities have to be including Chilhowie.

To that end I took 19 hours and 33 hours of courses online over a period of several days. These twelve modules consisted of various programs in project development, environmental regulations, civil rights, professional procurement, reimbursements, etc. etc. After each of these 12 modules I had to successfully answer questions following the online lectures. The final step in the certification process was an all-day lecture plus tests on December 2 put on by the University of Virginia's Center for Transportation Studies. I could only prequalify by completing the aforementioned twelve modules.

#### Board of Zoning Appeals (BZA) Action at Proposed Family Dollar Store Between West Lee Highway and West Main Street

You have in your agenda packet information regarding Mr. Tim Dunaway of JMB Investment of Knoxville, Tennessee variance request for a proposed Dollar General Store between West Main Street and West Lee Highway. The two variances were for one less parking spot than the 26 required, and a seven foot variance from the required ten foot setback on West main Street. The Board of Zoning Appeals met on November 19 on the issue.

The public hearing was attended by four local citizens, including two adjoining business owners. Following the public hearing and discussion the BZA unanimously approved both variances, but with a suggestion that the setback be increased from three feet by moving the building further north, if possible. Mr. Dunaway said he would see what he could do. As you can see in his December 1 email he said he could possibly move the building two more feet further north, thus creating a five foot setback. He said he could do no more because if he did there would be no room for loading and parking on the north side of the building on Lee Highway.

As in his December 1 email, Mr. Dunaway elaborates on the drainage plan, landscaping of the building and proposed parking / drainage structures. In my reply back to him on December 3, I reaffirmed the BZA's action and request and that he was free to further continue into the project. I also mentioned, and he is well aware of, other requirements of the project including relocating water and sewer lines at his company's cost, obtaining a flood elevation certificate showing the first floor will be at or above the 100 year flood plain and submitting the necessary information to Building Official Randy Sturgill for obtaining a building permit.

#### Public Notice of Environmental Permit Application – Sludge

You have in your agenda packet a document entitled "Public Notice – Environmental Permit Application". There will be a virtual public notice of this meeting on December 8, 2020 as required by the Department of Environmental Quality. The public notice pertains to the Town requesting more farmland for the application of sludge from the sewer treatment plant.

The plant produces approximately 125 tons per year. The sludge can be taken away to either a permitted land fill in the tri-cities area, or land applied. Since we have nearby land that qualifies for the application we are able to land apply, which is a cheaper method in our case. The reason for the proceeding is because the Town needs more farmland for the application. This additional land is for approximately 25 acres on the John Berry Farm along Carlock Creek Road just north of Town, and approximately 63 acres on the Seth Heath Farm along Fox Valley Road north of Seven Mile Ford.

The meeting will be done virtually with our staff attending at the sewer treatment plant and assisted by a staff member of DEQ. If approved the Town will be able to add the additional 88 acres, plus the existing 33 acres for a total of approximately 121 acres. The sludge has to be applied in the Spring.

#### Notice of Grant Funding from Mt. Rogers Planning District Commission (PDC)

You have in your agenda packet a November 12 letter Brian Reed of the PDC giving notice of the Town being funded \$15,000 at the sewer treatment plant for replacement of ultraviolet lights and for a grit chamber chain. I had applied for \$18,906 for the project in my October 19 application.

This money comes through the PDC's Southwest Virginia Water and Wastewater Fund following application. Just recently we received \$22,500 to cover our match for the Sewer System Evaluation Study and \$35,000 for the Lyons Gap Water Project. About a year ago we received about \$24,000 for the Widener Spring Pump Station for pumps and motors. About four years year ago we received about \$80,000 for a sewer relining project, and before that \$100,000 toward painting the 1,000,000 gallons tank. By my count that totals to approximately \$276,500 in funding

Merry Christmas and Happy Holidays,

John E. B. Clark, Jr.  
Town Manager