



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 12/30/2019 – 1/3/2020

Announcements:

January Council Meeting at the Glasgow Rescue Squad Building

Taxes Due January 15th, 2019

Next Week's Scheduled Meetings for the Manager:

Monday: Doug Hudgins, CHA

Thursday: Rockbridge Area Outdoor Partnership Meeting

Administration/Finance:

The Corner Stone paperwork has been signed and completed. We will start actively using their accounts beginning next week. Hoping to have this transition done by end of January, but it might take longer.

Thursday Jeff Pufahl conducted computer and server upgrades. Friday Jeff came back to finish the job.

Monday January 6th I'll be sending staff their budgets to submit their requests for FY21. All information related to the budget process is on the budget calendar which is published on the website under Council's page. It is my goal to stick to this schedule and get the budget done by mid-late April.

Wednesday January 8th I'll be meeting with the Planning Commission to discuss a preliminary CIP.

Public Works:

Benny helped Jane out with meter readings Monday and Tuesday. New tires were put on the white service truck. Chris, Benny, and I went to 15th Street south of 130 to look at the Town road. It had roughly a 6 inch dip creating a curb going onto 130 due to the road not being treated for such a long period of time. Chris and Benny put down stone and flattened it for a smooth drive going onto 130. The Christmas lights & decorations were taken down around Town as well.

Public Utilities:



TOWN OF GLASGOW VIRGINIA



Jeff is out Thursday till Monday. Chris and Benny will be covering for him this weekend. Doug Hudgins from CHA will be coming Monday afternoon to look at our Water Wells and Treatment Plant.



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 1/6/2019 – 1/10/2020

Announcements:

January Council Meeting at the Glasgow Rescue Squad Building

Taxes Due January 15th, 2019

Next Week's Scheduled Meetings for the Manager:

Monday: RARO, Horse Shoe Pits

Wednesday: Rockbridge Area Outdoor Partnership Meeting, Lexington

Administration/Finance:

A press release for the Council Retreat has been posted online and will be posted in the News Gazette for this coming Wednesday's paper. The meeting is open to the public, but it isn't for their participation, rather for Council's development and planning for the upcoming year.

Wednesday night the Planning Commission had a great discussion about CIP. We ranked all of the requests we thought were necessary to prioritize. This draft will be ready by the Council Retreat to discuss.

Thursday, I delivered invitations to the 'big wigs' in the great Rockbridge Region. These were mostly other local elected officials and regional stakeholders.

Friday, I met with the County Building Officials to do a brief walk through of our business district. We hit the highlights going to each business building. It was great because I learned a couple of things from those two about what they look for in inspecting a building. I'll be scheduling a time next week with County GIS specialists to start mapping this report out.

Public Works:

Chris and Benny split wood for most of the week for the Hiker's Shelter next year. They helped Jeff load up the RAS Pump to be shipped off for repairs. The tires on the Green Service Truck were rotated this week. Chris did a great job plowing Tuesday during the snowstorm. I rode around with him for about 30 minutes in



TOWN OF GLASGOW VIRGINIA



the dump truck. Chris cleaned the dump truck Friday. Benny and I are going to meet RARO Monday to look at the horse shoe pits in Town and discuss further options for the space.

Public Utilities:

Doug Hudgins from CHA came Monday afternoon to look at our Water Wells and Treatment Plant. We looked at the treatment plan first identifying needs in the processing system. Doug indicated the need for a bar screen into our 'intake' system. Currently a boxed cage is in place. Doug pointed out some infrastructure needs for our 'processing' system that will need to be addressed in the next 5-10 years. Doug stated he would do a cost benefit study of us switching from chlorine to UV Ray treatment which is a more modern method.



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 1/13/2019 – 1/17/2020

Announcements:

Saturday 18th First Annual Council Retreat at the Emergency Communications Center, Buena Vista

Wednesday 22nd Planning Commission Capital Improvement Plan Public Hearing

Thursday 23rd CDBG 2nd Project Management Team Meeting 6:30pm at Scotto's

Next Week's Scheduled Meetings for the Manager:

N/A

Administration/Finance:

Council has wanted me to explore the idea of repurposing and redesigning the 'horse shoe pits' area. I met with RARO last month and again Monday to discuss ideas for that space. RARO has helped with many of Lexington's public spaces, not just athletic fields too. Since Planning Commissions typically do land use planning, I've scheduled a preliminary design discussion for the next Planning Commission meeting. Here is what the process is going to look like.

1. Planning Commission Design
2. Planning Commission Public Hearing
3. Council Public Hearing
4. Council Adoption

Tuesday, I worked with Bob Stripling on preparing Council Retreat materials. I also notified the press, updated our Facebook page, and website of our change in location for the retreat. At the end of the week, Bob sent me the final agenda and materials for the Retreat. The materials will be posted online along with a summary of the discussion after the retreat. I think the retreat went very well. All of the Councilmembers showed up, everyone participated at a high level, and they worked together as a team to set clear priorities for this year.

Wednesday, the Rockbridge Area Outdoor Partnership nominated me as the Vice-Chair (by surprise). On behalf of the group, I'll be reaching out to the Virginial Trails Alliance about partnership opportunities. There were many event ideas suggested by the group that involved the Town, but these will need substantial follow



TOWN OF GLASGOW VIRGINIA



through by residential and regional volunteers in order to make them happen. A successful event doesn't just happen overnight without donating time.

Wednesday afternoon Dan Grim County mapping specialist helped me design the maps we will need for the CDBG report for next week's meeting. The report will be sent out Tuesday afternoon to the CDBG Management Team for them to review.

Friday, I worked on budget for a few hours inputting staff's requests for next year. The budget I present to Council on February 27th will be a combination of staff needs and what Council's priorities are for next Fiscal Year 2021. Each Councilmember will receive a budget book as well.

Angel and I have started preliminary planning of concerts and events for next year.

Public Works:

Chris and Benny picked up the materials for the Red Concession Stand at Locher Field Wednesday after Council's approval Tuesday night. Chris made a list of all the streetlights that were out and notified Dominion. Next week Chris and Benny will begin work on the Red Concession Stand.

Public Utilities:

The treatment plant's computer system underwent upgrade this week. The RAS Pump at the treatment plant had some mechanical issues this week. The manufacturer came out to look at the propeller on the pump.



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 1/20/2020 – 1/24/2020

Announcements:

Tuesday 28th Finance Committee will be meeting to discuss financial policies for the Town

Thursday 23rd CDBG 2nd Project Management Team Meeting 6:30pm at Scotto's

Next Week's Scheduled Meetings for the Manager:

Monday 27th Chamber of Commerce Economic Development Committee Meeting, Lexington 10am

Administration/Finance:

Corner Stone transition is going well. We currently have more money with Corner Stone than BB&T. Eric Seaman is coming next week to do ACH training with us for the next payroll cycle. Starting next month, we will be writing checks off the Corner Stone account. Once this transition is complete, then I'll have Heather and Jane begin starting to implement both DMV Stop and Debt Set-Off delinquent tax programs.

This week I finalized CDBG report. The County Building Inspection, GIS, and Commissioner of Revenue's Office did a tremendous job helping me put the report together. The meeting at Scotto's had 12 people attend. We reviewed the results and discussed what we could focus on once we begin the next phase.

A friendly reminder about the trash ordinance was sent out in the most recent water bills. I instructed Chief Poole about the trash cans and trash violations. My direction was for her to use her discretion about when giving out warning and tickets to residents.

Planning Commission met to discuss the 'horseshoe pits' area and potential repurposing. The Commission adopted the CIP recommendation to Council for their upcoming budget cycle. I'll attach a memo for Council to help understand the CIP recommendation.

Friday, Mayor Watts and I went over the notes of the Council Retreat. We discussed the committees Council would like to see created and reviewed who will be on those as well. A press release will be sent to the *News Gazette* providing a brief overview of what was discussed at the retreat and goals Council has set for this year.



TOWN OF GLASGOW VIRGINIA



Chief Poole, Heather, and I began to work on a fundraising flyer for this year's concert series. We are hoping to raise funds from local businesses and other community donations. The goal is to raise enough money to pay for the bands which is usually the most expensive part.

Friday afternoon I met with the Garden Club. They invited me and presented their vision for redesigning *Centennial Park*. It was a great design and would really bring life back into the park. I indicated to them it would be very beneficial for them to make the same presentation to Council at one of their budget work sessions in March.

Public Works:

Tuesday I reviewed Chris' budget requests for Parks & Recreation, Buildings and Grounds, and Residential Trash. There were no major surprises. With the Fire Department's approval, Chris and Benny have been moving small loads of wood from the Fire House to the Hiker's Shelter. There were 10 water cutoffs this week. The guys started replacing floor joists at the Red Concession stand and put up some 2x4 wall studs. The culverts along the train track were inspected and cleaned Friday before more heavy rain comes in this weekend.

Public Utilities:

Jeff and I reviewed the Water and Sewer Fund Budgets. We had very similar numbers for revenue projects. We also discussed future needs at the wastewater treatment plant and in the water distribution system. He and I are confident we can get both funds to balance this upcoming cycle without raising rates on residents.



TOWN OF GLASGOW VIRGINIA



Town Manager's Report to Mayor and Town Council

Week of 1/27/2020 – 1/31/2020

Announcements:

Feb 6th Civic Engagement Meeting on Local Government Budgeting, Glasgow Library 6pm

Next Week's Scheduled Meetings for the Manager:

Wednesday 5th Breakfast at Pink Cadillac with Mayor Watts and Rockbridge County, Lexington 10am

Administration/Finance:

At the Finance Committee we discussed the Corner Stone transition and financial policies. Eric Seaman from Corner Stone came this week to do ACH training with us for the next payroll cycle. Starting next month, we will be writing checks off the Corner Stone account. During the discussion of financial policies, we hit the highlights such as; budgeting & budget process, check signing, deposits, capital improvement plan, and petty cash sections of the policy. The Finance Committee reviewed the Planning Commission's adopted CIP recommendation to Council for their upcoming budget cycle. The feedback about the policies and need for them was all positive and well received.

As an organization tool for staff and Council, staff and I created an annual meeting calendar. This will be like the FY21 budget calendar and will list the schedule of all newly created committees. These meetings will be posted on the website under the community calendar. One of the items discussed at the special meeting was the committee charge and compositions for each of the newly created committees. These were reviewed by all of Council and will be on February agenda.

Jon Ellestad come Tuesday to update the delinquent tax cases we sent to TACS to include the 2019 delinquent tax amounts. Jon is working on a report for these cases that will be presented at the next Council Meeting.

I've been working on next year's budget this week. In my Town Manager's budget memo to Council the differences between last year's and this year's will be identified. This will include significant changes in revenues and expenditures such as services and projects for next year. In keeping with the FY21 Budget Calendar, I'll be hosting a civic engagement meeting about budgeting in hopes to answer residents' questions before we begin the budget process.

Chief Poole, Heather, and I began to work on a community events calendar for the year. These events will include the concert series, Easter egg hunt, movies at the market, trunk or treat, toy's for tots, and some bon fire



TOWN OF GLASGOW VIRGINIA



events in colder months. This will be presented to the Community Development Committee for their feedback. This can be used as a tool for brain storming for additional event ideas. We are still working on booking a band for our concert series in June. This would be the final band we need to book. Once a schedule is finalized we will start promoting the series.

The Garden Club is set to present their vision for redesigning *Centennial Park*. They will present at one of our budget work sessions in March.

Public Works:

Chris and Benny have been working on the red concession stand building. They put in new flooring on the half of the building where it was needed. The siding facing rt. 130 was replaced as well with T1-11 siding. We are looking vinyl siding options to extend the life of the building and keep the cost of maintenance down. Chris and Angel visited the property with the commercial cooler that might be donated to the Town. It was in great shape. They turned it on and it got cold quick, so this appears to be a steal. We will be buying this and installing it in the red concession stand. Friday I asked Chris and Benny to clean out the culverts on the north side of town because we expect large amounts of rain. There were a large amount of leaves and other junk piled up by the culverts which I had them remove to be proactive in preventing flooding.

Public Utilities:

We are in the process of purchasing the flow trackers through the USDA project. Those will take 6-8 weeks to come in. Then our engineer at CHA will come up with a final list of project for the guys to work on. Jeff reported to me the higher than normal flow levels with rain but the improvements in the lines are noticeable. Jeff also informed me about the saving of the By-Pass pump through USDA-RD. It is paying off for itself where it took 12-18 hours to pump 35,000 gallons where now it takes an hour.