



# TOWN OF GLASGOW VIRGINIA



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

Week of 10/28/2019 – 11/1/2019

### Announcements:

Accepting Bids for the VDOT Multi-Purpose Trail Project from October 28 until November 22<sup>nd</sup> 2pm

### Next Week's Scheduled Meetings for the Manager:

Thursday: Virginia Outdoors Plan Annual Regional Meeting, Fishersville 9:30 – Noon.

### Administration/Finance:

Monday, I spoke with Bob Stripling who will be hosting the January Council Retreat. He is most recently a former Staunton City Manager, VT Local Government Manager's Certificate, and over +35 years of local government management experience. We spoke for over 2 hours about topics to discuss with Council, bringing structure to our committees, issues & challenges in Town, goal setting, and most importantly building a team. More details will be provided in the coming weeks.

DHCD requested more information as to what other projects and areas of need have we already addressed (i.e. water, sewer, storm water, farmer's market, etc.) and why this was the community's top priority. I've sent the CSPDC a draft letter before sending to DHCD the information they requested. The letter talks about our successes on past projects and the need for this to be our top priority. We have received 4 letters of support for the grant from business owners in Town. If you know of any business owners who have not signed yet, please inform them we have a generic template for them to sign if that makes it easier on them.

Tuesday I met with Mrs. Rice, Sonny Williams, and Carolyn Bradley about their request to reserve the Farmer's Market for a Christmas event in December. Hot drinks will be served with Christmas carols.

The Finance Committee met to discuss the banking services RFP. We are working on the final details before sending over to Tom's office for his review and approval. Once finalized, it will be posted on our website and we will notify local banks within 15 miles of the RFP in hopes for proposals. Heather is drafting financial policies for the Finance Committee to review and adopt in hopes to have approved by Council at the December meeting. The Planning Commission's capital guidelines will be incorporated into this as policy.

Wednesday the Planning Commission met. An update on 138 Catawba was provided to the Commission. We briefly reviewed the CIP process and reviewed the first draft of the Comprehensive Capital Asset Sheet. Bob Hinkle the Chairman led the discussion on the 2 ranking method options. The Commission adopted a ranking



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method and we went through an example of how to rank 2 requests. The next meeting we will have either Chris or Jeff present their CIP requests.

QS1 has not provided us with a date yet for when the tax bills will be mailed out.

We notified our local contractors about the project and Harbor Dredge and Dock in hopes to receive bids. We also placed an ad in Staunton's *The News Leader* in hopes to gain more regional exposure. Ads are set to run Friday, Saturday, and Sunday.

Doug Hudgins with CHA and I talked Wednesday morning about remaining funds for the sewer project. Once we get flow meters for our lines, Chris and Jeff will inspect the lines which had not been replaced to come up with a final list of work for the project. I've also asked Doug about doing a study for us on our sewer treatment plant, its needs, and opportunities to improve operations. Doug indicated there are study grants through USDA and SERCAP that might pay for a study such as this.

Wednesday I attended the Rockbridge Chamber Economic Development Committee meeting about their Rural Economic Development Innovation grant. Common themes were a regional identity, more small business, and future opportunities and steps being identified for localities to take action on for future success.

I spoke with RARO about teams in our area. They are interested in coming to the February Council meeting to discuss their organization and how we can partner together. They also expressed interest in hosting a public information session meeting for residents to answer questions and gauge the interest level of parents in the area.

## **Public Works:**

Chris and Benny picked up 15 bales of straw from Lowe's for the Haunted Hay Ride at Trunk or Treat. Chris bushhogged along the tracks on the north side of town and at "Locher's Lagoon". Chris and Benny cleaned out culverts along the tracks Wednesday before the big storm. After Benny checks the major culverts, there were no signs of overflowing or blockage. The retention ponds are doing great, especially up on the hill. Robert and Chris did measurements for sewer lines to *potentially* be installed at the Farmer's Market, Hiker's Shelter, and the red building by Locher Field. I've asked Chris to draft up quotes for bare bones ADA accessible bathrooms at these locations. Once the quotes are drafted and final, I'd like to present them to Council for implementation either in this year's budget or the next.

## **Public Utilities:**

SCADA was installed this week to install the new monitoring system. Jeff and Chris Monday found the major cause of the problem for the waste water treatment plant's overflows from rain. A giant log was stuck creating high pressure. Doug with CHA discussed with Jeff the bar screen and other potential projects to be included in a comprehensive sewer plant upgrade study. Jeff had no issues Thursday night with the heavy rain.



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

**Week of 11/4/2019 – 11/8/2019**

### **Announcements:**

Accepting Bids for the VDOT Multi-Purpose Trail Project from October 28 until November 22<sup>nd</sup> 2pm

Accepting Requests for Proposals for Banking Services until November 27<sup>th</sup> Noon.

More information can be found on our website under “How Do I > RFPs & IFBs”

### **Next Week's Scheduled Meetings for the Manager:**

Tuesday: Lexington Main Street, Lexington.

Wednesday: USDA American Water Works Association - Optimizing and Funding Small Systems, Culpepper.

Thursday: Virginia Farmer's Market Conference, Staunton.

Friday: Shenandoah Valley Economic Development, Augusta County.

### **Administration/Finance:**

QS1 has not provided us with a date yet for when the tax bills will be mailed out. They have reached out to Rockbridge County for questions on the text file they sent them. It is a perfect storm, because the County's IT specialist for their tax assessment program retired back in July and there seems to be little to no institutional knowledge of the system. It is an older antiquated system and I spoke with their new contracted IT staff. They will help QS1 with their questions the best they can but there is no guarantee. This is not to give QS1 a pass since they were behind and had many miscommunications up to this point as it was. They did give us a 50% discount on notices – not including mailing - for this cycle. I'll be requesting Council on Tuesday they give an extension on the late penalty, 40 days from the date the bills are mailed for the residents.

Shane Watts the new elected Mayor come January spoke this week about planning for the Council Retreat. We plan to have a formal sit down discussion of what needs to be reviewed and what he would like to see get done. Bob and Shane will discuss these things one-on-one soon. More details will be provided in the coming weeks.

DHCD requested more information as to what other projects and areas of need have we already addressed (i.e. water, sewer, storm water, farmer's market, etc.) and why this was the community's top priority. Monday



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CSPDC provided feedback and revision for this letter. The letters of support were sent along with the final version of the letter to DHCD this week. We look forward to hearing back from them and have started to ask stakeholders to participate on the project management team for the grant.

The banking services RFP was approved by Tom's office and published on the website Wednesday. I've reached out to Bank of Botetourt, BB&T, Citi National, Corner Stone, and Bank of the James. Heather and I have been drafting financial policies for the Finance Committee to review and adopt later this month. We hope Council will adopt these in the December meeting.

The Planning Commission has been discussing meeting on a weekend to tour the public facilities such as the parks, public works shop, water wells, and sewer plant. This is to help visually with the requests from staff. UVA reached out to communities around the state for a request for projects for Masters in Planning graduate students. Although having our charter updated would be nice, UVA's Director indicated updating the Comprehensive Plan would be a better fit for the students. I'm going to explore this with the CSPDC and see if this would be feasible since we do not have a Planner on staff and it has not been updated in 5 years. More details will be provided on this.

We had our pre bid meeting for the VDOT Multi-Purpose Trail Project Wednesday afternoon. We had roughly 8 different contractor companies there to inquire about the project. After the initial meeting, we talked the trail identifying all 3 sections and unique aspects for each section.

Thursday I attended the Virginia Outdoor Plan hosted by the Department of Conservation Resources (DCR). This was specific for our region, but covered trends across the state as well. State initiatives were discussed along with state and national grants opportunities. A challenge I mentioned was getting entrepreneurs interested in building outdoor and adventure equipment related companies versus selling hardware, because eco-tourism is one of the largest economic drivers for the state. Funding and maintenance challenges were discussed for the local parks systems across our region.

Thursday afternoon, Chris, Heather, and I met with 2 local representatives from VDOT do discuss the potential LOVE Sign entrance at the triangle known as Locher's Lagoon. They recommended a paved entrance with a galvanized plastic 36" culvert 30' long to allow for safe two way traffic. I've asked Chris and Heather to draft up a budget for this and a gravel parking lot so we know how much it will cost before going forward.

## **Public Works:**

Chris checked out the influent pump station roof which has had some leaks. The roof is concrete so Chris put some tar on it to help patch it. Chris inspected the brake pads on the white service truck due to the squealing. He removed and reinstalled the brake pads and rotors. Chris and Benny laid a new larger and wider culvert pipe to the FM. This is in hopes to making it more accessible for elderly and handicap with a smooth ramp from the lot behind the Ruitans shack.



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## Public Utilities:

Jeff and Benny cleaned the influent pump station floor, cleaned the chlorine contact tank, and fall cleaning of clarifier 1 and inspected the rotation equipment. Jeff plans on doing the same for clarifier 2 next week. Wednesday Jeff spent Wednesday completing the monthly paperwork for DEQ.



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

Week of 11/11/2019 – 11/15/2019

### Announcements:

Accepting Bids for the VDOT Multi-Purpose Trail Project from October 28 until November 22<sup>nd</sup> 2pm

Accepting Requests for Proposals for Banking Services until November 27<sup>th</sup> Noon.

More information can be found on our website under “How Do I > RFPs & IFBs”

### Next Week's Scheduled Meetings for the Manager:

Monday: Planning with the next Mayor Shane Watts

### Administration/Finance:

Council granted an extension on the tax bills before enforcing a late penalty, 40 days from the date the bills are mailed. As of Friday QS1 has been in talks with the County's financial software company BAI for specifics about their data. I've been emailing and calling them for updates daily and plan to do so next week. Once they provide me with a date for mailing, I'll email you all, post something on the website, and post it on the FB page.

Wednesday Jeff and I attended a training on “Funding for Small Systems” sponsored by Rural Water Association, USDA-RD, and VDH. It was very informative of what the challenges other small systems that serve under 10,000 people have. The training walked us through how to apply and receive grant & loan funding through USDA-RD and VDH for studies and system improvements. Jeff and I identified a method that should be able to pay for a study up to \$15,000 of our main well, Well 4, through VDH. Jeff and I discussed the need for a study of our waste water treatment plant (WWTP) systems and operations, ideally by Doug Hudgins from CHA. This isn't as pressing as the study of Well 4, but is needed. The study of the WWTP would be reimbursed through USDA-RD if we decided to go ahead with the projects outlined in the study, which would be funded through grants and loans.

The Farmer's Market Conference was very beneficial and highly recommended. I learned about how to acquire free matching money for SNAP purchases at the Farmer's Market. The conference informed participants about resources available at the state to identify vendors and gain greater marketing exposure.

The Planning Commission scheduled a tour of the public facilities such as the parks, public works shop, water wells, and sewer plant for this Saturday at 9am. This is to help visually with the CIP requests from staff. The



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comprehensive capital asset list is coming along well. We have everything for the water, public works, parks, and administration. Jeff is working on the sewer fund assets. CIP requests were sent to the Planning Commission for review before Wednesday's meeting. Jeff will be presenting his requests Wednesday night to the Planning Commission.

Tom's office sent me a proof of advertisement for the alcohol sales ordinance change. That should start this coming week's paper.

## **Public Works:**

Benny went to the DMV for his CDL learner's test. Chris and Benny cleaned up the trail by the canoe launch. Chris has made a list of sink and mud locations from the sewer project for Montey Atkins to fix up.

## **Public Utilities:**

Jeff and Benny cleaned the influent pump station floor, cleaned the chlorine contact tank, and fall cleaning of clarifier 1 and inspected the rotation equipment. Jeff plans on doing the same for clarifier 2 next week. Wednesday Jeff spent Wednesday completing the monthly paperwork for DEQ.





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

Week of 11/18/2019 – 11/22/2019

### Announcements:

Accepting Requests for Proposals for Banking Services until November 27<sup>th</sup> Noon.

More information can be found on our website under "How Do I > RFPs & IFBs"

December 7<sup>th</sup> Christmas Parade 4-6pm, Tree Lighting & BYOB Bonfire, 6-11pm.

### Next Week's Scheduled Meetings for the Manager:

N/A

### Administration/Finance:

As of Friday, QS1 spoke with the County's financial software company BAI for specifics about their data. I've received positive news about their progress and they will be inputting the Real and Personal Property tax data into QS1 next week. They still have question about the public service corporation tax data which is a very small file compared to the Real and Personal Property tax data. As soon as I receive a date from QS1 I will notify you all and post it online.

Shane Watts the Mayor-elect came in Monday and spent the day with staff. We reviewed the Planning Commission's 1<sup>st</sup> raft CIP along with the requests submitted. The two of us talked about the upcoming Council Retreat and topics that need to be discussed. Shane and I reviewed current council operations with committees and, 'bounced ideas around' how we can build more of a team environment. We also brainstormed event ideas for the upcoming year. At the end of the day, we covered many topics and identified areas of improvement for the community going forward into next year.

The Planning Commission provided positive feedback of Jeff's scheduled tour of the public facilities. This helped visually with the CIP requests from Jeff. The meeting Wednesday night went really well, it was very interactive and Jeff did a great job providing funding solutions for some of the big requests on the plan. The Planning Commission provided positive feedback on the CIP experience and acknowledged how eye opening this process has been. The most surprising aspect has been the amount of resources it takes to provide water and sewer service effectively. Chris will be giving them a tour next month before he presents to the Commission in December.





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I've reached out to the CSPDC about receiving a couple of different price options for their technical assistance with updating the Comprehensive Plan. This is to provide me an idea of how much it will cost and how to incorporate it into my FY 2021 Budget proposal to Council. If the services are too expensive for us this upcoming year, I will not propose it in the budget and the Planning Commission will work on other projects related to their scope of duties.

A representative from Mary Earhart's firm began work on the FY19 audit this Wednesday. They came by and received most of the materials they requested. I'm sure we will be working closely with them over the next 3-4 months. Best case scenario is they have it completed by late February or March so I can base the budget off their findings and recommendations.

The bid opening for the VDOT Trail project was Friday afternoon. We received one bid and it was roughly \$125,000 higher than the estimates from Draper Aden. We reached out to Michael Fulcher at VDOT who was unable to attend the meeting to ask for guidance on next steps. One price component of the project that really stuck out was the estimated cost for a box culvert going across one of the large ditches in the filed across from the Farmer's Market. This was estimated at \$100,000, roughly \$75,000 higher than estimated. We will be reaching out to contractors at the pre-bid meeting requesting their feedback as to why they did not submit a bid, and what aspects of the project could we change to make it more enticing. If changes are made they will need to be approved by VDOT of course so it is what they allow us to tweak. More on this to come early December.

For the FY 2021 Budget, I snail mailed our local non-profits who contribute to our sense of community and provide our Town services a letter requesting they submit their donation requests by the end of December. We will also have them present to the Council their requests at the January 2020 meeting.

I spoke with the organizer of Virginia Municipal League's Newly Elected Official's Conference earlier in the week. I requested this year's or a previous year's presentation for local government budgeting 101 and council manager relations 101. I took a look at their slides and think these are great resources for not just Council but the residents as well. I'm going to post these under my page for residents to look at, granted the files upload properly. I would strongly recommend Council look at them as well.

## **Public Works:**

After speaking with RARO within the last few weeks, I've been looking into what it would take to make soccer / football field in Town. RARO came for a visit of the potential site Friday at the horse-shoe pits. The site is rarely used and if a site was created there, it would spark interest in creating a soccer and football team. A representative from RARO said we could potentially have 2 fields there if we remove the pits and dead trees on the property. We would do our best to keep the living trees, and have them well maintained where they wouldn't present a safety issue. RARO said they would help provide technical assistance with developing the field and provide the necessary equipment if needed, free of charge. This will be on the next Council agenda.

## **Public Utilities:**



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Smooth operations at the plant this week which made for a quiet week for Jeff.