



Town of Gordonsville, Virginia
Agenda Item Summary
April 2023

<p><u>AGENDA ITEM 12</u> Town Manager’s Report</p> <p><u>AGENDA TITLE:</u> Town Manager’s Report</p> <p><u>PRESENTER:</u> Town Manager</p>	<p><u>DISPOSITION:</u> <input type="checkbox"/> Action Required <input type="checkbox"/> For Discussion <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Closed Session <input checked="" type="checkbox"/> Informational</p> <p><u>ATTACHMENTS:</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>
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Projects

On-going – short term

Airport projects: Construction to build up the safety area off RW23 and to fill the low spots in other areas of the airport grounds is complete. The silt fence installed for the work will remain in place until a good stand of grass is established. Permanent pavement marking was completed during the week of March 27th. It has been realized that the new windsock was installed in the wrong location and relocation is being coordinated with the contractor.

Town Council approved the Airport Capital Improvements Plan for FY24-FY29 at their March meeting.

Tree clearing in the approach surface to RW23 was completed on March 23rd.

Aquatics: The Town Manager held a meeting for new and returning lifeguards on Sunday, March 5th. Applications are being solicited for additional guards – applications received by May 1st will receive a \$100 sign-on bonus. The lifeguards will meet at the pool on Saturday, May 6th to begin preparing the facility for the 2023 season.

Dix Memorial Pool will open for the 2023 season on Saturday, May 27, 2023, and will be open six days a week, Tuesday through Sunday, 12 p.m. to 6 p.m., until Orange County Public Schools reopens for the 2023-24 school year on Wednesday, August 9th. After the 9th, the pool will be open weekends only through Labor Day (this is subject to change pending the start of construction on the new pool facility).

Broadband: FiberLync has installed broadband fiber to connect the Gordonsville Municipal Airport and the Gordonsville Business Center, and both locations have been connected. In January the Town Manager signed a memorandum of understanding with Dominion Energy for their installation of broadband infrastructure on their utility network within the town.

Cub Scout Aviation Day: The Town Manager attended an event planning meeting for Cub Scout Aviation Day on Wednesday, April 5th. The event is scheduled for April 22-23, 2023.

Floodplain Management Ordinance: The Town's Floodplain Management Ordinance has been updated to reference the new effective date of the flood maps for the Town, which is May 17, 2022. The amended ordinance has been provided to the Virginia Department of Conservation and Recreation for their consideration as part of the Town's enrollment in the National Flood Insurance Program (NFIP). DCR is awaiting confirmation from FEMA as to the Town's enrollment in the NFIP.

Gordonsville Business Center: The tenant of Office space #2 (Suite C) has vacated the space; the lease remains in effect through the end of April 2023. A prospective tenant has been found and lease review is in progress.

Park Planning Project: Council held a work session on Monday, April 3rd and began review of the full Design Development set for the park project. LPDA has requested all comments back no later than Wednesday, April 19th, so that plans may be finalized to reflect all desired changes and modifications in time for the next plan submittal scheduled for mid-May.

Council briefly reviewed the plan set at the work session and provided initial comments and questions. These have been provided to LPDA—responses will be provided to Council via email as they are received.

The plan set and affiliated cost estimate represents the beginning of the Construction Documentation process. While the Town is reviewing this set, each discipline (architecture, civil engineering, pool design, etc.) will be reviewing as well, and LPDA will be conducting an all-discipline coordination review.

The Treasurer's office has sent a letter to those who pledged funds for the park expansion project. To date, \$1,312,476.00 of \$1,334,401.00 pledged has been paid to the Town. The Mayor has appointed a Fundraising Advisory Committee to develop a community-wide fundraising campaign for the additional funds needed to fully implement the park redevelopment project. The committee met on February 9th to begin discussing the campaign.

Safe Routes to School Grant Application: Preliminary engineering for the project has revealed the Safe Routes to School project to be more expensive than initially anticipated due to impacts on drainage, utilities and road right-of-way, as well as inflationary impacts on material costs. VDOT appeared before Council at their April 3rd work session to review various options for moving forward with the project, and Council is evaluating how to proceed.

Town Hall Parking Lot Renovation: Two bids were submitted on March 29, 2023. The Town's engineering consultant has certified the low bid, and the Town is checking references of the contractor. Staff will ask Town Council to authorize the Town Manager to negotiate a contract with the low-bid contractor at the April regular meeting.

Wayfinding signage project: The finish of several of the signs installed during the project has bubbled. Rite-Lite signs has filed manufacturer warranty claims for all the signs that have the bubbled finish and will install new sign faces on the affected signs once fabrication is complete. Staff is working with VDOT to have them move their truck route sign along Routes 15S/33E so that the Town may locate the southern gateway wayfinding sign in that location.

Website: Staff continues to monitor the website and make modifications to correct or add information as needed. Revize, the Town’s website developer, has contacted staff regarding a free website refresh that is a part of the Town’s contract.

Budget

The Town Manager met with Department Directors to review their budget requests during the week of March 27th. The Town’s auditor will provide year-end journal entries to the Treasurer by April 7th so the FY22 books may be closed.

Committees

Airport Advisory Committee: The Airport Advisory Committee met on March 27th to discuss the update of the Airport Layout Plan. The next meeting of the committee will be held in late April.

Planning Commission: The Planning Commission met on Monday, March 13th to begin discussion on Land Development Ordinance amendments regarding the short-term rental of property. The Commission directed staff to update the draft amendments such that the short-term rental of property is permitted wherever residential uses are permitted, and to eliminate the restriction on the number of times property may be rented. The Commission will consider the revised draft amendments at their April 10th meeting, in addition to a down-zoning request of property located at 305 Stonewall Avenue.

Board of Architectural Review: The BAR did not meet in April.

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in March. A vacancy remains on the Board.

Permit Activity

Zoning Permits Issued: 0

Subdivision Plats Reviewed/Approved: 0

Certificates of Appropriateness Issued: 0

Site Plans Reviewed: 0

Training & Meetings and Other Events

The Town Manager successfully logged 55 hours of professional development from April 1, 2022 through March 31, 2023 in order to retain her ICMA Credentialed Manager status. Program participants are required to log at least 40 hours of professional development each year.

The Town Manager and the Town Treasurer participated in the Virginia Tech Finance Network Zoom calls on March 9th and March 23rd.

The Town Manager attended the Orange County Chamber of Commerce Business After Hours event at the Art Center in Orange on March 16th.

The Town Manager participated in the following virtual meetings this past month:

- Tuesday, March 21st - Charging and Fueling Infrastructure Discretionary Grant information meeting
- Wednesday, March 22nd - CDBG How-to-Apply workshop
- Wednesday, April 5th - VDOT Transportation Alternatives Program funding workshop

The Town Manager and Peter Hujik, Piedmont Environmental Council Senior Field Representative, presented information about Gordonsville's walkable project initiatives at the PEC/Coalition for Smart Growth Walkable Piedmont Communities workshop in Culpeper on March 31st.

The Town Manager participated in the Gordonsville on Main Spring Market held on Sunday, April 2nd.

VDOT

The following are several issues/projects VDOT is working on for the Town:

- **Weaver Street traffic flow review:** The Town Manager has asked VDOT to consider marking Weaver Street to alert motorists to its one-way status. Staff at the residency is reviewing the request and is expected to mark and sign the area in the spring.
- **Intersection improvements at North High Street and West Gordon Avenue:** This project has been approved for inclusion in the FY22 – FY27 Six Year Improvement Plan and staff awaits further direction from VDOT as to project plan development and timing.
- **Drainage:** There is a new federal funding program designed to address drainage issues. VDOT has used initial tranches of this funding to fill funding gaps for drainage projects throughout the district, and will be holding informational meetings on funding available and the application process for district localities this winter.