



Town of Gordonsville, Virginia
Agenda Item Summary
February 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>
--	---

Projects

On-going – short term

Airport projects: The runway rehabilitation project has reached substantial completion. Most of the work needed to finish the project pertains to filling in grassed areas that have settled after initial grading, and includes regrading around the end of runway 23 to build up a safety area off the end of the runway. All areas adjacent to the paved surfaces that remain soft were left that way to promote grass growth once final seeding and strawing of these areas is completed—this will take place in late February/early March. All areas will firm up once grass growth is achieved. All work will be covered by grant and local funding budgeted for the project.

There are tree obstructions off the end of Runway 23 that must be removed in order to fully reclaim the runway displaced threshold and to be granted a full license from the Department of Aviation. Staff is coordinating the removal of the trees with the owner of the property.

Broadband: FiberLync has installed broadband fiber to connect the Gordonsville Municipal Airport and the Gordonsville Business Center, and both locations have been connected. A phased plan for bringing FiberLync broadband service to all town residents is being discussed. In September, Council authorized the Town Manager to sign a memorandum of understanding with Dominion Energy for their installation of broadband infrastructure on their utility network within the town.

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. Staff has re-posted information about the space available on the Town's website and Facebook page, and has provided the information to Orange County Economic Development for their use in recruiting prospective tenants. A sign announcing space available has been posted in front of the Business Center. Staff has shown the space to four prospective tenants thus far.

Park Planning Project: Council held an architecture and site materials charette on Thursday, February 2, 2023 to begin design discussions for the project. The pool house layout was finalized and is expected to be approved by Council at their February 27th meeting. A materials charette will be held on March 6, 2023 at 6 p.m.

The appraisals prepared for the PEC properties being donated to the Town for park expansion must be reviewed as part of LWCF grant requirements. This review is nearing completion and final reports are expected to be provided to DCR by the end of February.

The Treasurer's office has sent a letter to those who pledged funds for the park expansion project. To date, \$1,266,501.00 of \$1,383,685.00 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 it to be a more difficult project than initially anticipated due to impacts on drainage, utilities and road right-of-way. VDOT will provide an update on the anticipated project scope at the February Town Council meeting.

Town Hall Parking Lot Renovation: This project has been delayed until the spring of 2023. Bids will be resolicited in the winter of 2023. Staff and the project engineer have discussed next steps for moving the project forward.

Wayfinding signage project: Gateway signs for the entrances to the town have been installed on all approaches to the town except for the southern entrance on Routes 15N/33W. Staff continues to determine a location for that sign.

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. Revize contacted the Town in May regarding the refresh process. As with initial site development, Council will be involved.

Budget

Town Council held a budget development work session on November 7, 2022 and provided staff with preliminary guidance as to information they wish to see in the FY24 budget. The Town's annual audit

has yet to be finalized, delaying budget development. Staff anticipates delaying presentation of the draft budget to mid-April and will provide an updated schedule.

Committees

Airport Advisory Committee: The Airport Advisory Committee met on January 30th to discuss the update of the Airport Layout Plan. The next meeting of the committee will be held on Tuesday, February 28th.

Planning Commission: The Planning Commission did not meet in February.

Board of Architectural Review: The BAR met on February 1st to consider and approve a Certificate of Appropriateness for exterior improvements of the house located at 507 N. Main Street.

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

Permit Activity

Zoning Permits Issued: 0

Subdivision Plats Reviewed/Approved: 0

Certificates of Appropriateness Issued: 1

Site Plans Reviewed: 0

Training & Meetings and Other Events

The Town Manager will attend the VLGMA Winter Conference in Harrisonburg on February 15-17, 2023.

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.