



Town of Gordonsville, Virginia
Agenda Item Summary
January 2023

<p><u>AGENDA ITEM 13</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: The runway rehabilitation project has reached substantial completion. A letter with punch-list items to be completed has been provided to the contractor for their completion—most of the work 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. New Field will begin work to complete these items on January 18th. 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.

Council has authorized the Town Manager to execute a contract with Talbert & Bright for airport consulting services. The next project to be undertaken with respect to the airport is the update of the Airport Layout Plan.

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 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.

Leases with AscendTek (Suite F) and David Scibal (Suite D) have been renewed.

Park Planning Project: The schematic plan for the park redevelopment project has been approved by Council, and the work authorization with Land Planning Design Associates for the development of design and construction documents has been signed by the Town Manager. Council will hold an architecture and site materials charette on Thursday, February 2, 2023 to begin design discussions for the project.

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 underway and is expected to be completed by the end of January.

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.

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 January 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.

Committees

Airport Advisory Committee: The Airport Advisory Committee did not meet in December. The committee will meet on January 30th to begin discussion on the airport layout plan revision. With the recent passing of Councilmember Bradley, who served on the committee as a Council liaison, staff seeks to know whether Council wishes to appoint another member of Council to serve in this role.

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

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

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in December. 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

None to report.

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.