

**TOWN OF ABINGDON  
WORK SESSION MEETING  
WEDNESDAY, JANUARY 11, 2017 - 5:30 PM  
ARTHUR CAMPBELL ROOM - MUNICIPAL BUILDING**

A Work Session meeting of the Abingdon Town Council was held on Monday, January 11, 2017 at 5:30 p.m. in the Arthur Campbell Room of the Municipal Building.

**Welcome by Mayor Lowe**

**A. ROLL CALL**

**Members of Council Present:**

Mrs. Cathy Lowe  
Mr. Richard E. Humphreys  
Mr. Robert M. Howard  
Mrs. M. Cindy Patterson  
Mr. J. Wayne Craig

**Administrative/Town Staff:**

Cecile Rosenbaum, Asst. Town Mgr  
Tonya Triplett, Deputy Clerk  
Deb Icenhour, Town Attorney  
Kim Kingsley, Paralegal/Deputy Treasurer  
Sean Taylor, Planning Dept.  
John Dew, Dir. Of Construction/Public Services  
Kevin Costello, Dir. of Tourism & ED  
Jon Phelps, IT Department  
Kevin Worley, Director of Parks & Recreation  
Jennifer Montgomery, Main Street Director

**Visitors:**

Scott Sikes, Amanda Livingston, Chris Lowe,  
Rich Macbeth and others

The Council discussed the following:

**D1. Presentation by Abingdon Main Street**

Jennifer Montgomery with Abingdon Main Street presented to Council various projects that she was working on, including but not limited to, Main Street After 5, new monthly newsletter "Spotlight on Main"; Shop Small Passport, and meeting with VDHCD on January 23, 2017 relative to a façade improvement grant for downtown businesses. Mr. Humphreys inquired about the location of the meeting about the façade improvements and Mayor Lowe thanked Ms. Montgomery for the update.

**D2. Consideration of an Ordinance of the Council of the Town of Abingdon, Virginia to repeal, amend, and reenact Zoning Ordinance, Article 26. Definitions**

Deb Icenhour, Attorney, reported that this Ordinance change was necessary in order to make the Town Code compliant with the changes in the State Code and this would provide the update to particular definitions. Ms. Icenhour advised Council that said Ordinance was presented to Planning Commission on December 28, 2016 and approved for recommendation of adoption by the Town Council. Ms. Icenhour noted that this matter is set for public hearing and first reading with the second reading taking place on February 6, 2017. Ms. Icenhour commented that if passed by Council, the Ordinance would take effect 30 days after the second reading which would be March 6, 2017.

**D3. Consideration of a form relative to Town Arborist and trimming of town trees.**

Mayor Lowe stated that she had been contacted by a town resident regarding cutting/trimming of trees without notification. John Dew, Director of Public Services and Construction, stated that if cutting/trimming was conducted by the Town arborist that notice was given in writing and also by an in person meeting with the property owner by Kevin Sigmon, Arborist. Mr. Dew commented that it was important to remember that the town does not go on private property to work on trees unless a unique situation would require such action. Mr. Dew further noted that the town trims trees predominantly on town rights of way using town crews. After discussion, it was decided that Ms. Icenhour and Mr. Dew would present an option for notification at the February 6, 2017 work session for further discussion.

**D4. Consideration of dates for budget meetings.**

Cecile Rosenbaum, Assistant Town Manager asked Council to consider dates for budget meetings. Consensus of Council as follows for departmental budget meetings:

February 28, 2017 at 12:00 to 5:00 pm

March 1, 2017 at 12:00 to 5:00 pm

Consensus of Council as follows for non-departmental budget requests:

March 20, 2017 at 12:00 pm

**D5. Consideration of dates for Council Retreat to discuss Capital Improvement Plan**

Ms. Rosenbaum recommended that Council consider a date for CIP meeting at a later time.

**G1 - Insurance Consultant**

Cecile Rosenbaum, Assistant Town Manager advised Council that the employee insurance

consultant will not have the renewal figures until later in February or early March. This matter will remain on the Work Session Agenda under Old Business.

**G2 - Update on Partnership with VHCC**

Mr. Howard stated that a meeting was scheduled for January 12, 2017 and that he would provide an update at the February meeting.

**G3 - Discussion of any town ordinance update issues**

Deb Icenhour, Attorney, stated that various departments are looking at current ordinances and will update at the March, 2017 meeting.

**G4 - Update on Virginia Highlands Airport overlay/Appalachian Power upgrade project**

Mayor Lowe stated that a resolution was approved by the Washington County Virginia Board of Supervisors and the town Council affirming the airports choice of options presented to the Airport Authority relative to power upgrade on the West End of town. Ms. Lowe noted that the Virginia Highlands Airport authority was the governing authority and their representatives would be attending the State Corporation Commission hearings.

**G5 - Community Development**

Ms. Rosenbaum commented that Tonya Triplett officially started her new position as Community Development Coordinator on January 1st. She further noted that Ms. Triplett would be relocating her office to the Convention and Visitors Bureau as soon as the office space was ready. Ms. Rosenbaum commented that this collaboration between Tourism and Community Development would be of benefit to the community and downtown businesses.

**G6 - Reports on the following owned properties**

Cecile Rosenbaum, Assistant Town Manager, commented that Ms. Triplett had been looking into possible funding/grants from the Tobacco Commission for Fields Penn House. Ms. Triplett noted that Council may want to consider the possibility of making the back area of the Retirement house more usable in the future; and the status of Breckenridge Cabin.

Vice Mayor Rick Humphreys asked Deb Icenhour, Attorney to talk about the possibility of a "Foundation" at the next work session.

**G7 - Urban Path Project**

John Dew, Director of Public Services and Construction, advised Council the Urban Path project was moving forward and he expected the RFP to go out in the following weeks. Mr. Dew stated that he had been in discussion with a property owner regarding a possible

easement. Mr. Dew will update Council during the February meeting on the progress.

**G8 - Update on VDOT upkeep of exit ramps**

John Dew, Director of Public Services and Construction, advised Council that he had spoken with VDOT's regional director and he strongly discouraged with suggestion of cleaning ramps and further stated that VDOT had conveyed to him that their contractors were doing a far better job than previously. Mayor Lowe stated that she had a citizens group that was interested in cleaning the 8 sides of Exit 17 and wanted Mr. Dew to check with VDOT regarding adopting the ramp. Council requested Mr. Dew to secure an application to review at the February, 2017 meeting and further instructed Deb Icenhour to check with the Town's carrier regarding insurance questions.

**G9 - Tourism Zones**

Kevin Costello, Dir. of Tourism provided Council with handouts regarding projections of costs to the town for providing the tourism zones. Mr. Costello indicated that Council had questions, he would be available for further discussion.

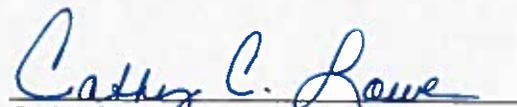
**G10- Update relative to the former auditing firm**

Cecile Rosenbaum, Assistant Town Manager, advised Council that a formal complaint was submitted to the Virginia Board of Accountancy on the town's former auditor per Council's instructions at the December 2016 meeting.

**G-11 Update on mission statements relative to boards and commissions**

Cecile Rosenbaum, Assistant Town Manager, advised Council that the staff was still working on this matter. Update will be provided during February, 2017 meeting.

Mayor Lowe declared a 5-minute recess for Council and Town staff to reconvene in the Council Chambers for the regular 7:30 meeting.

  
Cathy C. Lowe, Mayor

  
Cecile Rosenbaum, Town Clerk