

**TOWN OF ABINGDON  
WORK SESSION MEETING  
MONDAY, July 10, 2017 - 5:30 PM  
ARTHUR CAMPBELL ROOM - MUNICIPAL BUILDING**

A Work Session meeting of the Abingdon Town Council was held on Monday, July 10, 2017 at 5:30 p.m. in the Arthur Campbell Room of the Municipal Building.

**A. WELCOME - Mayor Lowe**

**B. ROLL CALL - Cecile Rosenbaum, Town Clerk**

**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:**

Greg Kelly, Town Manager  
Cecile Rosenbaum, Asst. Town  
Manager/Clerk  
Kim Kingsley, Paralegal/Deputy  
Treasurer  
Matt Bolick, Dir. Of Const./Public Services  
Jayne Duehring, Dir. of Tourism  
C. J. McGlothlin, IT Department  
Floyd Bailey, Director of IT Department  
Tonya Triplett, Community Dev. Coordinator  
Stacey Reichler, Dir. of HR  
Jason Boswell, Code Enforcement Officer  
Tyler Vencill, Civil Engineer  
Tony Sullivan, Chief of Police

The Council discussed the following:

- Mayor Lowe commented that Town Attorney, Deb Icenhour, was not in attendance as her brother, Randal Coffey had passed away. Mayor Lowe asked everyone to keep the Icenhour family in their thoughts and prayers.

C1. Mayor Lowe recognized the members of the Abingdon Main Street organization. Board members Lyndsay Holderfield and Doug Beatty were present and updated the Council on their recent projects including the "Who's Afraid of Wolves", the hiring status of an Executive Director, and the hiring of a project manager to handle Buskerfest and the beer garden events. Mr. Kelly, Town

Manager, reported that he had met with Scott Sikes, Board Chair and an agreement with Abingdon Main Street had been signed that would require the Main Street group to submit monthly reports to him and quarterly reports to the Council to keep all parties up to date on projects and activities. Ms. Holderfield reported that Buskerfest was a partnership event with Abingdon Main Street and the town and was growing in attendance each year. (VIDEO 5:25 - 18:45)

C2. Greg Kelly, Town Manager, informed the Council of details pertaining to consideration of a proposed ordinance to authorize participation by the Town in the VACO/VML Investment Pool for the purpose of investing town funds in accordance with the Code of Virginia, Sections 2.2-4501, *et seq.* and 15.2-1300. Mr. Kelly noted that this fund would assist the town financially during times in the fiscal year when there was a temporary delay in revenue streams. Discussion ensued and it was agreed to advertise the proposed Ordinance for public hearing for the August meeting. (VIDEO 18:55 - 24:25)

C4. Floyd Baily, Director of IT, addressed Council regarding live streaming of meetings for Planning Commission, HPRB, and BZA and explained to the Council that staff would need to be present to operate equipment, the challenges with storage of all the videos and also the reality that one day we will be required to include closed-captioning. Mr. Bailey estimated a cost of \$1,000 per meeting in expenses to accomplish all of these requirements. Discussion ensued and Council agreed to this topic further at a later work session meeting. (VIDEO 24:30 - 32:11)

C5. Greg Kelly, Town Manager, discussed the details of the proposed HomeStay ordinance that will be a public hearing during the regular session meeting. Mr. Kelly noted that Council had been through the ordinance in an earlier Work Session meeting and confirmed that the modifications by Council had been completed. He further suggested that in light of the ninety-day grace period to comply with said ordinance that the Council dispense with the second reading. Mr. Kelly also noted that a local hotelier had met with him and complimented the Town Council and staff for being on the forefront of getting this Ordinance in place.

Vice-Mayor Rick Humphreys and Council member Cindy Patterson both acknowledged their ownership of their B&B establishments in the town and noted that they would have a personal interest in this transaction but commented that they could review the matter objectively and without bias. (VIDEO 32:14 - 38:20)

D1. Jayne Duehring, Director of Tourism addressed the Council with regard to suggested changes to the Tourism Advisory Board. Ms. Duehring stated that she had spoken with Allison Mays and Phil McCall, two Boards of Supervisors' representatives of the Town, and Ms. Mays has an interest in serving on the Tourism Advisory Board. (VIDEO 38:23 - 42:20)

D2. Mayor Lowe reported that the staff continues to work on a comprehensive policy for usage of town owned property, particularly the Abingdon Market Pavilion. (VIDEO 42:47 - 43:44)

E1. Mayor Lowe stated that she would like to see an update on the Tourism Zone Ordinance. Greg Kelly, Town Manager, stated that this is something that we need to consider during the update of the town's comprehensive plan. (VIDEO 43:49 - 46:29)

E2. Greg Kelly, Town Manager, stated that the update on the RFP for ground penetrating radar at The Meadows was last addressed in April. Mr. Kelly stated that there have been two teleconferences with the Corp and DEQ, however it was suggested that no study take place until DHR reviewed the revisions S&ME made at that time.

Mr. Kelly reported on the status of an earlier Council request to procure ground penetrating radar equipment for location of possible burial sites on The Meadows property. Mr. Kelly noted that the RFP had been prepared several months ago but had not gone out as the town was awaiting confirmation of a permit from the Army Corps of Engineers and Department of Environmental Quality. Mr. Kelly indicated that he had spoken with a company that does this type of work and they gave an estimate of \$4,500 per acre plus cost of equipment and \$1,500 per day for a trained detection dog to go on the property. Mr. Kelly noted that because of expense and the fact that S&ME had provided the Department of Historic Resources with all required samples for analysis as part of the Section 106 process of the permit, he felt that Council should rescind their prior directive relative to the RFP for ground penetrating radar on The Meadows site. Mr. Humphreys inquired as to whom would be paying the costs of the ground penetrating radar of the site and noted that DHR was the standard for this type of review and they had required no further analysis. Ms. Patterson inquired about getting a copy of the latest survey analysis report by S&ME and Mr. Levine indicated he had a copy and would provide it to her. Mr. Craig commented that he would like for a representative from VDOT and DEQ come to a work session meeting and comment on the concerns the Friends of Abingdon have expressed about air quality in the Exit 17 area.

At 6:55 p.m. Council Member Cindy Patterson left the meeting. (VIDEO 46:30 - 1:29:14)

**At this time, on motion of Vice Mayor Rick Humphreys, second by Mr. Howard, Council members recessed to the Council chambers.**

**The roll call vote was as follows:**

<b>Mr. Craig</b>	<b>Aye</b>
<b>Mrs. Patterson</b>	<b>Absent</b> ( <i>Ms. Patterson had left the meeting</i> )
<b>Mr. Howard</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mayor Lowe</b>	<b>Aye</b>

(VIDEO 1:29:30 – 1:29:51)

At approximately 7:05 p.m., Mayor Lowe, Vice Mayor Humphreys, and Councilman Howard returned to the meeting. Mayor Lowe called the meeting back to order.

**C3. On motion of Mr. Humphreys, seconded by Mr. Howard, Council went into Closed Session pursuant to Section 2.2-3711(A) (19) to discuss concerns about security of Council and staff during Council work session and regular meetings.**

**The roll call vote was as follows:**

<b>Mr. Craig</b>	<b>Aye</b>
<b>Mrs. Patterson</b>	<b>Absent (Ms. Patterson had not returned)</b>
<b>Mr. Howard</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mayor Lowe</b>	<b>Aye</b>

At 7:10 p.m. Ms. Patterson returned to the meeting.

**On motion of Mr. Humphreys, seconded by Mr. Howard, Council came out of Closed Session.**

**The roll call vote was as follows:**

<b>Mr. Craig</b>	<b>Aye</b>
<b>Mrs. Patterson</b>	<b>Aye</b>
<b>Mr. Howard</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mayor Lowe</b>	<b>Aye</b>

**Cecile Rosenbaum, Clerk, read the following certification to be adopted by the Council members:**

*WHEREAS, the Council of the Town of Abingdon, Virginia has convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions set forth in the Virginia Freedom of Information Act; and*

*WHEREAS, Sec. 2.2-3712(D) of the Code of Virginia, 1950, as amended, requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law; and*

*NOW THEREFORE, be it resolved, that the Council of the Town of Abingdon, Virginia hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from an open meeting requirement by Virginia law were*

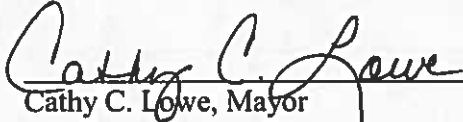
*discussed in closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.*

**The certification was as follows:**

<b>Mr. Craig</b>	<b>I so certify</b>
<b>Mrs. Patterson</b>	<b>I so certify</b>
<b>Mr. Howard</b>	<b>I so certify</b>
<b>Mr. Humphreys</b>	<b>I so certify</b>
<b>Mayor Lowe</b>	<b>I so certify</b>

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

  
Cathy C. Lowe, Mayor

  
Cecile Rosenbaum, Town Clerk