

**TOWN OF ABINGDON
WORK SESSION MEETING
MONDAY, June 5, 2017 – 5:30 PM
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A Work Session meeting of the Abingdon Town Council was held on Monday, June 5, 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
Deb Icenhour, Town Attorney
Chuck Banner, Treasurer
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
Kevin Worley, Dir. of Parks and Outdoor Rec
Stacey Reichler, Dir. of HR
Jason Boswell, Code Enforcement Officer

The Council discussed the following:

1. Mayor Lowe asked that each Council appointee submit any absences they have planned at the beginning of each month and email the schedule to all the members of Council.
2. Mayor Lowe commented that several concerns had arisen at the Abingdon Farmer's Market and Pavilion over the allowance of dogs during the market hours. Mayor Lowe noted that she felt there should be one set of rules for each of the town's properties and that users of the properties should enforce the rules set by Council. Discussion ensued and Mayor Lowe asked that town staff meet with

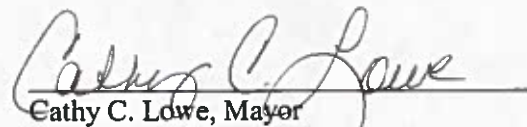
the users of the Farmers Market and other properties to begin the process of developing a uniform set of rules for each of the town properties. Ms. Icenhour, Town Attorney commented that she had done research on Farmer's Markets across the Commonwealth and a large majority do place a ban on dogs during the market hours. Ms. Icenhour further commented that she had contacted the town's insurance carrier to inquire about liability and the underwriter commented "if you can ban dogs, that is the thing to do". Ms. Icenhour discussed the differences between service animals and companion animals. Service dogs have attended a highly skilled program and have a certification to accompany a patron who has a qualified disability and should be allowed on town property in all cases. Ms. Patterson inquired about the allowance of service dogs and Mr. Craig asked about the town's current rules.


3. Mayor Lowe reported that Dr. French Moore, Jr. was very ill and his family had indicated that he was no longer able to serve on the Virginia Highlands Small Business Incubator. Ms. Rosenbaum noted that the vacancy would be advertised and applications would be included in the July Council packet for consideration.
4. Mr. Kelly, Town Manager reported that the Meadows project was moving forward and the town was under a deadline of July 12th to purchase wetlands mitigation credits from The Nature Conservancy. Mr. Kelly noted that the cost of the credits was \$354,650 and it would be necessary for Council to authorize him to drawdown funds from the bond proceeds in that amount in order to purchase the credits. Ms. Patterson asked about the timeline relative to the wetlands. Mr. Kelly also commented that it was time to begin the process of acquiring the rights of way properties necessary to complete the Green Spring Road realignment project and the cost of those acquisitions was \$419,563. Mr. Kelly noted that Council would have to make an additional motion to authorize him to drawdown the funds from the bond proceeds for the purchase of the rights of way and that motion would need to be made in regular meeting.
5. Stacey Reichler, Dir. of Human Resources reported that the corrections to the town's revised Employee Manual had been made and asked Council to approve the manual during the regular meeting. Ms. Reichler noted that the manual had been changed to reflect VACO as the town's insurance representative as of July 1st.
6. Ms. Rosenbaum inquired if Council members felt they would benefit from some training on Sharefile which is the new program to load the Council packet. Council members agreed to meet on Monday, June 12th at noon and devote 30 minutes to training on how to open Sharefile.
7. Ms. Icenhour reported on the "Homestay" Ordinance, also commonly referred to as "Air BnB". Ms. Icenhour noted that there are 2 types of Homestay hosts and type A is where the host is present while patrons are staying in the residence and type B is where the host is not present while the occupants are staying. Mr. Craig inquired about a hosts need to comply with ADA regulations. Mr. Humphreys indicated that he would like for Council to review the Ordinance in its entirety at the June 12th mid-month meeting.
8. Matt Bolick, Dir. of Public Services/Construction reported that he had received

the contract from CHA for the design of the proposed sports complex on The Meadows property. Mr. Bolick noted that the timeline presented by CHA would include 30% plans by mid-July. Mr. Craig commented that the contract should be changed to reflect the AIA format. Ms. Patterson inquired how much CHA had been paid for the conceptual drawings of the sports complex.

9. Mr. Bolick presented the proposed redesign of the Exit 17 Smartscale project and Mr. Craig commented that he would like for Mr. Bolick to contact Davenport & Company to get their feedback as it relates to their recent Traffic Impact analysis for the town.
10. Mr. Bolick reported on several items that needed to be declared surplus and asked Council to authorize their sale on the online surplus site.
11. Mr. Craig inquired about the process for confirming newly hired department heads.
12. Mayor Lowe commented that there was a Proclamation on the agenda for the Garden Club and that Ms. Patterson would be handling that item during the meeting.
13. Mr. Craig commented that he would like to see the Park Street project move forward. Mr. Kelly noted that it appeared there may be VDOT funds available to help move this project along and he would keep Council up to date as he continues to work with VDOT. Mr. Craig commented that the Council needs to prioritize the replacement of sewer lines in town and set aside annual funds to do so. Mr. Craig also commented on the need for a committee to address the I and I issues that the town is facing relative to sewer capacity. Mr. Kelly reported that he would set up a committee known as the "Town Infrastructure Committee" to address the issues Mr. Craig mentioned and include the Park Street project. The committee members will include Mr. Craig, Mr. Howard, Mr. Kelly and town staff Mr. Kelly will appoint to the committee.

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