



**TOWN OF ABINGDON, VIRGINIA
WORK SESSION MEETING
MONDAY, APRIL 3, 2017 – 4:30 P.M.
DOWNSTAIRS MEETING ROOM/COUNCIL CHAMBERS
MUNICIPAL BUILDING**

WORK SESSION AGENDA

- A. **Welcome** - Mayor Lowe
- B. **Roll Call** – Cecile Rosenbaum, Town Clerk
- C. **Consideration for proposed budget for FY 2017/2018** – *Greg Kelly, Town Manager*
- D. **New Business**
 - 1. Update on picnic shelter proposed for Fairview (Regular Agenda Item F-1) – *Deb Icenhour, Town Attorney*
 - 2. Consideration of E. B. Stanley Middle School’s TSA to build a rain collection system at Fairview – *Sarita Moore, Director of Wastewater Operations and Rick Statzer, Building Inspector*
 - 3. Consideration of amendment of bylaws for Tourism Advisory Committee – *Deb Icenhour, Town Attorney*
- E. **Council Member Updates / Reports**
 - 1. Update on partnership with Virginia Highlands Community College – *Bob Howard, Council Member*
 - 2. Update on Appalachian Power project involving the Virginia Highlands Airport – *Cathy Lowe, Mayor*
 - 3. Discussion relative to letter received from Delegate Delores L. McQuinn - *Cindy Patterson, Councilmember*

F. Reports/Updates from Town Manager, Assistant Town Manager and Town Attorney

1. Consideration of Letter of Agreement between Abingdon Main Street and Virginia Main Street – ***Greg Kelly, Town Manager***
2. Update on RFP for ground penetrating radar at The Meadows – ***Greg Kelly, Town Manager***
3. Update on air quality review for the Exit 17 area – ***Greg Kelly, Town Manager***
4. Update on any town ordinances – ***Deb Icenhour, Town Attorney***
 - Business License
 - HomeStay
 - Sign
 - Tourism Zone
 - Fire Prevention/Protection
 - Fire Lane Violations
5. Reports on the following town owned properties – ***Cecile Rosenbaum, Assistant Town Manager***
 - Breckenridge Cabin – nothing to report
 - Fields Penn – nothing to report
 - The Meadows House – nothing to report
 - Retirement (Muster Grounds) – nothing to report
6. Report on activities of Community Development Coordinator – ***Tonya Triplett, Coordinator***

G. Staff Reports / Updates

1. Update on Urban Pathway Project – ***John Dew, Dir. of Construction/Public Services***
2. Update on VDOT upkeep of exit ramps - ***John Dew, Dir. of Construction/Public Services***
3. Update on split rail fence at Exit 17 - ***John Dew, Dir. of Construction/Public Services***

Work Session Agenda
April 3, 2017
Page Three

H. Review of Regular Agenda for April 3, 2017 Regular Agenda

I. Recess to Regular Council meeting in Council Chambers

E. B. Stanley TSA



March 2017

Technology Student Association
E.B. Stanley Middle School
297 Stanley Street
Abingdon, VA 24210

Dear Town Manager,

We are the Construction Team of the E.B. Stanley Middle School Technology Student Association Chapter. TSA provides students an opportunity to improve their skills in science, technology, engineering, math, and leadership. Last year, our team placed sixth in the nation; therefore, we now plan to win first. Our plan this year is to build a rain collection system to hydrate the crops of the Abingdon Community Garden which is located at the Fairview property on Hillman Highway. Our plan utilizes the roof of the larger, sturdier barn to collect rainwater. On the barn, an industrial gutter will be placed to gather all water flowing from its roof. The water will then flow into a cistern where a UV light filter will be installed to kill any anaerobic bacteria. A water pump and pressure tank will be put in place to pump the water uphill. Pipe will also be laid underground to transport the water to the yard hydrants where the garden is located. Once the process is complete, citizens will be able to water their gardens with ease.

The estimated cost of this project is \$3,800. Funds from the Town of Abingdon through Sustain Abingdon would be very helpful in covering part of the projected costs. We are working on raising money on our part, but your assistance is desperately needed. Thank you for partnering with us as we work to build a watering system for our town's community garden.

With warm regards,

Connor Barton, Ty Duty, Sage Rock, Connor McMullen

Charlene Gross & Jennifer Shortt/TSA Advisors
charleneg@wcs.k12.va.us
shortt01@wcs.k12.va.us
E. B. Stanley Middle School
297 Stanley Street, Abingdon, VA 24210
276-274-9876

Community Garden rain-collection system parts & price list

| Item | Details | Cost |
|--------------------------------|---|----------------|
| Septic tank | 1200 gallons, delivered 7 installed | \$550 |
| 1" (CTS) pipe | "Copper Tube Size"; 500 ft to run out to the field | \$200 |
| Industrial gutter | 80 ft | \$400 |
| 3 Yard hydrant | Size of piping 3' or 4' Frost-proof (\$48.82) | \$150 |
| Downspout filter | Rain Harvesting PTY Original Leaf Eater Downspout Filter | \$30 |
| Concrete | \$5 x 20 bags | \$100 |
| 2 hoses 3/4" | 100 foot each; industrial | \$120 |
| Ultraviolet light system | This is down inside the system to kill the bacteria https://www.espwaterproducts.com/understanding-uv/ http://www.reopure.com/uvmaxwater.htm | \$650 |
| PVC pipe & parts | http://www.engineeringtoolbox.com/pvc-cpvc-pipes-pressures-d_796.html Pipe fittings | \$100 \$100 |
| Gutter pipe | Used for the water downspout | \$200 |
| 3/4 Hp Deep well pump | Water pump in the cistern | \$449 |
| Pressure Tank | Keeps pressure head in hose while in use | \$322 |
| Overflow piping | 100'; 3' underground running downhill past sawmill | \$100 |
| 2 Hose reels | Heavy duty, metal | \$200 |
| Cinder block | 50 is the estimated amount. | \$75 |
| Mortar | 4 bags Quikrete; \$5 per bag | \$20 |
| Pump wiring | Heavy-duty, waterproof | \$100 |
| Mortar | 4 bags Quikrete; \$5 per bag | \$20 |
| 1 day rental of a "ditchwitch" | Trench digger for pipe to field and overflow pipe @ WECO rental | \$135 |
| TOTAL | Estimated cost of project | \$4021 |

TOURISM ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME

The Tourism Advisory Committee of Abingdon (TAC or Advisory Committee) is an advisory body created by the Abingdon Town Council in 1991.

ARTICLE II – AUTHORITY

Section 1

The TAC operates under the authority delegated to municipalities under Title 15.2, Chapter 22, Code of Virginia (1950), as amended.

Section 1.2

The authority for the TAC was established on November 4, 1991 by a motion of the Abingdon Town Council.

ARTICLE III – PURPOSE AND DUTIES

Section 1 – Duties and General Responsibilities

The Abingdon Town Council's creation of a Tourism Advisory Committee is to pursue the following purposes and duties:

1. Encourage and support the goals and objectives of the town.
2. Provide an official channel of input on tourism issues from attractions and businesses to the office of tourism, town management and the town council.
3. Provide resources and support to the director of tourism by sharing information and experiences on tourism issues.
4. Cultivate cooperative efforts in advertising, publicity, research and other aspects of the promotion of tourism.
5. Coordinate tourism development with other agencies in order to avoid duplication of efforts.

Section 2 – Financial Duties and Responsibilities

- a) The tourism advisory committee shall have no authority to enter into any contract or incur any obligation binding the town.
- b) The committee shall assist the director of tourism in development and preparation of an annual budget for the division to be submitted to the town manager and subsequently to the town council, at the time designated by the town manager.

Section 3 – Planning Duties and Responsibilities

The tourism advisory committee shall investigate and determine the needs and interests of the community for tourism programs and facilities and recommend a tourism program to meet those needs.

ARTICLE IV – LOCAL COMMITTEE MEMBERSHIP

Section 1 – Composition, salaries and expenses

The TAC shall be composed of up to fifteen (15) members. The members shall receive no salary, or other compensation for their services. ~~Ex officio members are afforded the same rights as other members, including debate, making formal motions and voting.~~ REMOVE

- 1) One representative of the hotel-motel industry
- 2) One representative of the bed and breakfast industry
- 3) One representative of the attractions industry
- 4) One representative of the restaurant industry
- 5) One representative from the historic sites or museum industry
- 6) One representative from the retail or downtown merchant industry
- 7) One representative from the arts and culture industry
- ~~8) One representative from Heartwood~~ REMOVE
- 9) One representative from ~~Virginia Higher Education Center~~ CHANGE – higher education field
- 10) At large
- 11) At large
- 12) At large

Section 2 – Ex officio members

- 1) Town Council or representative
- 2) Chamber of Commerce or representative
- 3) Abingdon Main Street or representative
- 4) ~~Washington County Board of Supervisors or representative~~ - ADD

Section 3 – Appointment and terms of members and vacancies

- a) The members of the tourism advisory committee shall be appointed by the Abingdon Town Council. The Town Council shall seek out and appoint persons with a high degree of interest, capacity and objectivity.
- b) The terms of office for the members of the tourism advisory committee shall be for three years or until their successors are appointed and qualified; the term of three members shall expire annually thereafter. Members are eligible to serve two consecutive three year terms and can be reappointed to the committee by the Abingdon Town Council.

- c) Vacancies in such committee occurring otherwise than by expiration of the term shall be filled by the council for the remainder of the unexpired term. New members filling an unexpired term shall be eligible for two full three year terms, without interruption.

ARTICLE V – OFFICERS AND ELECTIONS

The tourism advisory committee shall elect a Chairman for the committee annually in July. The term of the Chairman shall be one year.

The following officers of the tourism advisory committee shall be elected by the membership of the TAC from among the membership of the TAC: (1) Vice Chair; and (2) Secretary whose duties shall reflect common usages of Roberts Rules of Order.

Elections of officers shall be held annually at the July meeting of the TAC. Terms of each office shall be one year. Nominations will be made from the floor.

ARTICLE VI – COMMITTEES

The Chair may from time to time, with the consent of the TAC, recommend the establishment of special committees, including ad hoc committees, to study subjects of particular concern to the TAC and report their findings and recommendations to the TAC. Special Committee chairs must be appointed from among the members of the TAC. Special Committees shall consist of no fewer than two (2) TAC members and may include non-TAC members. All special committees shall take minutes to be presented at the next scheduled TAC meeting for all members to review.

ARTICLE VII – MEETINGS OF THE ADVISORY BOARD

Section 1 – Time and Place

Regular monthly meetings of the tourism advisory committee shall be held at 3:00 p.m. on the 1st Tuesday of the month at a Town-owned location determined by the Chair or another suitable public meeting space as determined by a majority vote of the TAC. Special meeting of the TAC may be called by the TAC Chair or 50% of TAC members provided that written or electronic notice to all members has been given five days in advance. Meetings of special committees will be scheduled and convened at the discretion of the appropriate committee chair.

All meetings of the tourism advisory committee shall be open to the public and records of the TAC shall be a public record as required by the Virginia Freedom of Information Act. The committee may meet in closed session only for the purposes stated in that Act.

Section 2 – Quorum

A majority of all members shall constitute a quorum.

Section 3 – Voting

In making any recommendation, adopting any plan, or approving any proposal, or position, action shall be taken by a majority vote of all members present. All votes of the TAC shall be made a matter of public record and shall be reflected in the minutes.

Section 4 – Minutes

Minutes of all regular or special sessions of the TAC shall be recorded and maintained in the Department of Tourism as a permanent record of TAC activities.

Section 5 – Attendance at Meetings

Any member of the TAC who shall fail to attend three (3) consecutive meetings may be considered to have resigned. The Chair shall, at his or her discretion, declare that a vacancy exists and proceed to have it filled by appointment for the remainder of the unexpired term in the manner provided for in Article IV, Section 3 of these Bylaws.

ARTICLE VIII – AMENDMENT OF BYLAWS

Any proposed amendment to these Bylaws shall be presented in writing to the members of the TAC at a regularly scheduled meeting and shall not be subject to a vote until the next regularly scheduled TAC meeting. Approval by a majority of the members of the TAC shall be required to recommend any proposed amendment of the Bylaws to the Town Council. Modifications to the bylaws must be reviewed and approved by the Town Council. The Town Council has sole authority to approve modifications to the Tourism Advisory Committee bylaws.

ARTICLE IX – SEVERABILITY

In the event any provision or provisions of these Bylaws shall be determined to be invalid, void or unenforceable, such determination shall not render invalid, void or unenforceable any other provision here of the adopted Bylaws.

ARTICLE XI – EFFECTIVE DATE

These Bylaws become effective when adopted by the Town Council of Abingdon.

Approved this ____ day of _____, 20__.



COMMONWEALTH OF VIRGINIA
HOUSE OF DELEGATES
RICHMOND

DELORES L. MCQUINN
POST OFFICE BOX 406
RICHMOND, VIRGINIA 23218
SEVENTIETH DISTRICT

COMMITTEE ASSIGNMENTS:
GENERAL LAWS
TRANSPORTATION
APPROPRIATIONS

March 3, 2017

Dear Cathy C. Lowe, Mayor
P. O. Box 1165
Abingdon, VA 24212-1165

As a member of the Virginia House of Delegates, I seek ways to preserve Virginia's history for educational, cultural, and economic purposes. I have introduced House Bill 2296 to promote the identification, preservation and conservation of historic sites significant to the history, presence, and contributions of formerly enslaved African Americans in Virginia.

Through this legislation I hope to identify historical sites significant to the history of the forgotten Virginians and to recommend ways to increase tourism and revenues associated with such sites.

We have succeeded in establishing the Richmond Slave Trail, with \$11 million in state funding, to provide a walking trail chronicling the history of the slave trade. The November 2015 Smithsonian Magazine article "Retracing Slavery's Trail of Tears" has a map showing the trail through Virginia. Abingdon's historical connections, as a location on this "Trail of Tears" (see attached Smithsonian article) and the history of the Wyndham Robertson plantation, "Mary's Meadows," are well-documented and unique chapters in this story.

Abingdon and Richmond are directly connected to the events which occurred on "Slavery's Trail of Tears". I am asking your help in supporting development of a statewide trail by establishing a similar slave trail in Abingdon to link the two ends of a trail across the Commonwealth. Economic development through tourism is an important part of this proposed legislation. With support of some Abingdon citizens encouraging the connections between significant slavery-related sites in Abingdon and the broader story of human bondage in the Commonwealth, the bill was approved by the House Rules Committee and referred to the Appropriation Committee. I look forward to further conversation regarding Abingdon's plans for continuing historic economic development and ask for and urge your support for this effort.

Sincerely,

A handwritten signature in black ink, appearing to read "Delores L. McQuinn".

Delegate Delores L. McQuinn
70th District
Virginia House of Delegates

MEMORANDUM OF AGREEMENT
by and between
THE TOWN OF ABINGDON, VIRGINIA
and
ABINGDON MAIN STREET, INC.

THIS AGREEMENT is entered into and executed by the Town of Abingdon, a Municipal Corporation organized pursuant to the Code of Virginia, 1950, as amended (hereinafter referred to as "Town") and Abingdon Main Street, Inc., a non-stock Corporation organized pursuant to the provisions of Chapter 10 of Title 13.1 of the Code of Virginia, 1950, as amended (hereinafter referred to as "AMS"). This Agreement is made in accordance with the formal action taken by the Abingdon Town Council at its regular meeting on April 3, 2017 and in the interest of developing and supporting the revitalization of the historic business district of Abingdon, Virginia. This Memorandum of Agreement is an extension and modification of the original Memorandum of Agreement dated May 5, 2008 between the town of Abingdon and Abingdon Main Street. Such revitalization is sought to be accomplished through the establishment of AMS, an affiliate of the statewide program, Virginia Main Street Communities.

WHEREAS, it is hereby understood and agreed that the Town, as represented by its governing Council and Town Manager, and AMS, represented by its designated officer, have agreed to certain provisions to be honored between the parties.

NOW THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

1. The Town hereby agrees to support the aforementioned program by continuing to be a financial partner, thereby extending financial support for and during a two (2) year period, beginning July 1, 2017 and extending to no later than June 30, 2019, subject to favorable evaluation, desirable outcome of program objectives, and at the discretion of the Town.
2. It is understood and agreed by the parties hereto that the Town's annual financial support shall be awarded through its fiscal budget and only if AMS secures additional financial support, in advance, from sources outside the government of the Town of Abingdon in an amount which equals or exceeds that which the Town agrees to fund herein.

3. The parties to this Agreement understand that the matching obligation described herein is in effect and applicable separately for each of the fiscal years, '2017 - '2019, and the individual budgets applicable thereto.
4. The Town agrees to provide office space (rent-free), and the use of furnishings, computer and copy equipment for the Executive Director of AMS for one (1) year, beginning July 1, 2017. The specific area to be assigned shall be at the sole discretion of the Town Manager or his designee, and shall be facilitated through the sharing of that which exists or is available within the offices and facilities of the Abingdon Tourism Department. The Town further acknowledges that the aforementioned office space rent-free arrangement shall be open to consideration for a possible one (1)-year extension, subject to the favorable evaluation of the program and availability of adequate and appropriate space, at the sole discretion of the Town Manager or his designee.
5. The Town further agrees to support and facilitate the operations of AMS by providing assistance to its Executive Director through allowing use of its part-time employees within the Tourism Department, subject to the availability of part-time employees having completed prior departmental assignments and/or responsibilities.
6. Abingdon Main Street agrees to provide the services of processing, documenting and distributing the salary and benefits of its Executive Director of AMS and any of its employee that it may hire. The town shall in no way be responsible to facilitate any of these services during the course of this agreement. through the Town's office network, support staff and systems.
7. In consideration of Town's support, AMS hereby agrees to the following terms:
 - To provide the town with its projected budget on an annual basis to be delivered to the Office of the Town Manager no later than March 1st of each year thereby allowing for consideration and evaluation and in regard to the town's fiscal budget projection, fiscal year observed July 1 through June 30 of the following year;
 - To hold regular business hours within the town of Abingdon and to meet regularly with existing and future downtown business owners to understand their needs and to provide them with what assistance and services AMS has to offer them;

- To hold regular meetings known as "Main Street After 5 pm" with existing and future business owners and to provide the town manager and the Community Development Director for the town of Abingdon with the dates and locations of said meetings;
- To attend all regular Town Council meetings and Tourism Advisory Committee meetings for the town of Abingdon;
- To provide Town Council a written monthly report on fundraising efforts and ongoing and completed projects of AMS, said report being due by the last week of the month;
- To present a quarterly report in person to the Abingdon Town Council and its citizens in attendance at a regularly convened Council meeting;
- To meet monthly with the Town Manager and discuss successes, proposals, and challenges;
- To work in unison with the town's Community Development Coordinator on downtown revitalization efforts and community events.
- To allow the Town Manager or his designee the opportunity any AMS board meetings or other meetings that the director may have throughout the year.

8. AMS hereby agrees to be available for presentation of annual financial and activity reports to Council as deemed desirable by the Town Manager.

This agreement may be revised by an amendment in writing adopted by the Town Council and Board of Directors of Abingdon Main Street, Inc.

The parties to this Agreement hereby acknowledge that Abingdon Main Street, Inc. and the Town of Abingdon are separate entities. The corporate employee(s) of Abingdon Main Street, Inc. work at the full pleasure of its Board of Directors. Accordingly, AMS acknowledges that it is responsible for procuring and maintaining separate insurance coverage for its employee(s) and any/all property owned by its corporate entity.

IN WITNESS WHEREOF, the parties hereby execute this agreement.

By _____
Town Manager
Town of Abingdon

_____ Date

By _____
President, AMS

_____ Date

COMMONWEALTH OF VIRGINIA
COUNTY OF WASHINGTON, to wit:

The foregoing Memorandum of Agreement was acknowledged before me this the ___ day of _____, 2017 by Gregory Kelly, Town Manager for the Town of Abingdon, Virginia.

Notary Public _____

My commission expires: _____

COMMONWEALTH OF VIRGINIA
COUNTY OF WASHINGTON, to wit:

The foregoing Memorandum of Agreement was acknowledged before me this the ___ day of _____, 2017, by _____, President for Abingdon Main Street, Inc.

Notary Public _____

My commission expires: _____



**TOWN OF ABINGDON, VIRGINIA
REGULAR COUNCIL MEETING
MONDAY, APRIL 3, 2017 – 7:30 P.M.
COUNCIL CHAMBERS
MUNICIPAL BUILDING**

Welcome to the Town of Abingdon, Virginia Regular Council Meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Please note that there will be two (2) opportunities during the meeting for you to address the Council members. The first opportunity will come when the Mayor declares a public hearing open for comment. The second opportunity to address the council will come near the end of the Agenda when the Mayor will inquire if anyone wishes to speak to Council members regarding matters not listed on the Agenda. We do request that anyone addressing the Council, approach the podium, identify your first and last name and give your complete mailing address.

A. WELCOME – *Mayor Lowe*

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

C. PLEDGE OF ALLEGIANCE – *Virginia Pillion, Junior Page*

D. APPROVAL OF MINUTES

- February 28, 2017 Departmental Budget Work Session minutes
- March 1, 2017 Departmental Budget Work Session minutes
- March 6, 2017 Work Session Minutes
- March 6, 2017 Regular Meeting minutes
- March 20, 2017 Non-Departmental Budget Minutes

E. PUBLIC COMMENTS – Please place your name on the sign-up sheet provided and comments are limited to three (3) minutes.

F. PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES –

- 1. PUBLIC HEARING –** consideration of construction by Old Glade Antique Tractor Association of a 30' x 50' event/picnic shelter and fire pit on property known as "Fairview Historic Site" located at 908 Hillman Highway, Abingdon, Virginia, parcel ID 106-A-2 – ***Deb Icenhour, Town Attorney***

G. SECOND READINGS - *None*

H. CONSIDERATION OF BIDS –

1. Consider of asphalt resurfacing bids for FY 2016/2017 – ***John Dew, Director of Construction/Public Services***

I. REPORTS FROM THE TOWN MANAGER/ASSISTANT TOWN MANAGER

1. Presentation by Blood Assurance - ***Kelly Hill, Representative***
2. Consideration of Letter of Agreement between Abingdon Main Street and Virginia Main Street – ***Greg Kelly, Town Manager***
3. Presentation of Annual Arborist report – ***Kevin Sigmon, Town Arborist***
4. Request for funding for “*An Evening of Musical and Epicurean Delights*” - Symphony of the Mountains – ***Cathy Lowe, Mayor***
5. Consideration of amendment of bylaws for Tourism Advisory Committee – ***Deb Icenhour, Town Attorney***

J. RESOLUTIONS –

1. Consideration of a resolution designating April 3rd through April 7th as Local Government Education Week – ***Greg Kelly, Town Manager***

K. OLD BUSINESS or MATTERS NOT COVERED AT WORK SESSION

L. APPOINTMENTS TO BOARDS AND COMMITTEES

1. Board of Building Code Appeals
 - Reappointment of Tandy Rasnake, who is eligible to serve another term
 - Reappointment of Michael Scott, who is eligible to serve another term
2. Tourism Advisory Commission
 - Appointment to fill the unexpired term of Kathleen Bundy who is not eligible to complete the appointment

If Council so desires, Closed Session pursuant to the Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) for the purpose of considering applications to fill the positions on the Board of Building Code Appeals and the Tourism Advisory Commission.

M. COUNCIL MEMBER REPORTS

N. ANNOUNCEMENTS

- Cyber Security, Noon Knowledge, April 5, Small Business Incubator
- Blood Assurance Blood Drive, April 6, Heartwood
- Washington County Life Saving Crew Yard Sale, April 7-8, 237 Park Street
- CRC Easter Egg Hunt '17, April 8, Coomes Rec Center
- Town Talk with Mayor Lowe, April 10, Highlands Union Bank
- Council Retreat, April 14, Small Business Incubator
- Garden Faire, April 14-15, Higher Ed Center
- Abingdon Farmers Market Opening Day – April 15
- Hike the Hill, April 15, William King Museum of Art
- Heartwood Easter buffet, April 16th
- Earth Day Celebration, April 22, Fields Penn Lawn
- March for Babies Walk, April 22, Latture Field
- Virginia Creeper Fest, April 29, Virginia Creeper Trail (Abingdon Trailhead & A Street)
- Opening of O. Winston Link Exhibit, April 29, Findlay House

O. ADJOURNMENT

**TOWN OF ABINGDON
BUDGET WORK SESSION MEETING
TUESDAY, FEBRUARY 28, 2017 – 12:00 NOON
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A Budget Work Session meeting of the Abingdon Town Council was held on Tuesday, February 28, 2017 at 12:00 noon 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 (*Mr. Craig left the meeting at 4:05 p.m.*)

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

Visitors:

Bill Hartley

The Council heard budget presentations from the following town department heads:

- Stacey Reichler, Director of Human Resources – Ms. Patterson complimented Ms. Reichler for showing a reduction in her departmental budget.
- Floyd Bailey, Director of Information Technology – Ms. Patterson inquired about the costs for radios.
- Tony Sullivan, Chief of Police – Council members inquired about the LEOS program for the eligible hazard duty officers as well as the Fire Chief. Mr. Humphreys inquired about a staffing study for the Police Department. Mr. Craig inquired about the effects on the Police Department if LEOS was not included in this upcoming budget.
- Kevin Worley, Director of Parks and Recreation – Mr. Worley inquired if the Council

wished to hold the fireworks display in July 2017. Council members agreed that fireworks should be held in conjunction with the community event to be held at the Farmers Market on Saturday, July 1st.

- Kevin Costello, Director of Tourism – Mr. Costello commented on a grant he had applied for and the proceeds would be used to re-build the Tourism website. Mr. Costello noted the upcoming 30th anniversary of the Creeper Trail and the addition of beach music, per Council request, to the Community event line up.
- Greg Kelly, Town Manager – Ms. Rosenbaum, Assistant Town Manager inquired about the funding for the Arthur Campbell Awards line and Council agreed to leave the funding in the line for the upcoming budget. Mr. Banner noted that the salary for Tonya Triplett had been moved to the Community Development budget line.

Mayor Lowe declared the meeting recessed until the following day, March 1st at 12:00 noon, to resume departmental budget reviews.

Cathy C. Lowe, Mayor

Cecile Rosenbaum, Town Clerk

**TOWN OF ABINGDON
BUDGET WORK SESSION MEETING
WEDNESDAY, MARCH 1, 2017 – 5:30 PM
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A Budget Work Session meeting of the Abingdon Town Council was held on Wednesday, March 1, 2017 at 12:00 noon 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: | Greg Kelly, Town Manager Cecile Rosenbaum, Asst. Town Manager/Clerk Deb Icenhour, Town Attorney Chuck Banner, Treasurer |

The Council discussed the following departmental budget presentations:

- Marion Watts, Building Official – Mr. Humphreys inquired about the enforcement of the town's fire code which Mr. Watts noted was covered by the Fire Chief; Mr. Watts commented that a future need would include a maintenance shop for tools and materials
- Deb Icenhour, Town Attorney – Ms. Icenhour noted that the increase in her budget was due to the needs of the Code Enforcement officer for the town; Ms. Icenhour commented on upcoming Ordinances and the increase in FOIA requests over the last year
- Chuck Banner, Treasurer/Dir. of Finance – Mr. Banner commented on the need for a full-time purchasing agent for the town as well as a summer internship for a local accounting student; Mr. Banner commented on the auditor's suggestion that a portion of some staff salaries needed to be funded from the Sewer Budget since they did work for that department
- Sean Taylor, Int. Director of Planning – Council members inquired about training for members of the Planning Commission and Board of Zoning Appeals; Mr. Humphreys inquired about the Historic Properties budget
- John Dew, Director of Public Services/Construction – Mr. Dew commented on his proposal to eliminate contracting out curbside recycling and perform the service in house. Mr. Banner commented on the projected cost savings and the front end expenses of purchasing recycling bins and a truck equipped to handle recycle pick up.

- Sarita Moore, Director of Wastewater Operations – Ms. Moore presented Council with her plan to handle staffing losses due to retirement and the need to fill those positions so they can train with the current staff.
- Chief John McCormick, Fire Department – Mr. Humphreys inquired about the request to replace the department’s tanker truck.
- At this time, **on motion of Mr. Humphreys, seconded by Mrs. Patterson, Council convened in a closed session pursuant to Section 2.2-3711(A)(1) for consideration of the evaluation of the Fire Chief.**

The roll call vote was as follows:

| | |
|-----------------------|------------|
| Mrs. Patterson | Aye |
| Mr. Craig | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

On motion of Mr. Howard, seconded by Ms. Patterson, the Council reconvened in regular session.

The roll call vote was as follows:

| | |
|-----------------------|------------|
| Mrs. Patterson | Aye |
| Mr. Craig | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

The Assistant Town Manager, Cecile Rosenbaum, 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:

| | |
|-----------------------|---------------------|
| Mrs. Patterson | I so certify |
| Mr. Craig | I so certify |
| Mr. Howard | I so certify |
| Mr. Humphreys | I so certify |
| Mayor Lowe | I so certify |

Mayor Lowe declared the meeting adjourned.

Cathy C. Lowe, Mayor

Cecile Rosenbaum, Town Clerk

**TOWN OF ABINGDON
WORK SESSION MEETING
MONDAY, MARCH 6, 2017 – 5:30 PM
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A Work Session meeting of the Abingdon Town Council was held on Monday, March 6, 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:

Greg Kelly, Town Manager
Cecile Rosenbaum, Asst. Town
Manager/Clerk
Deb Icenhour, Town Attorney
Chuck Banner, Treasurer
Kim Kingsley, Paralegal/Deputy Treasurer
Sean Taylor, Planning Dept.
John Dew, Dir. Of Construction/Public Services
Kevin Costello, Dir. of Tourism
Kevin Worley, Dir. Of Parks & Rec
Jon Phelps, IT Department
Tonya Triplett, Community Dev. Coordinator
Stacey Reichler, Dir. Of Human Resources
Jennifer Montgomery, Main Street Director

Visitors:

Sam Brown, Sam Rosenthal, Rich Macbeth
Doug Beatty, Warren Harris, Stephen Jett,
Nan Harman, Martha Keys, Sigrid Phillips,
Nancy Hart and others

The Council discussed the following:

C-1. Discussion regarding Warren Harris' request to have signature(s) removed from petitions presented to Council by Friends of Abingdon

Warren Harris presented information with regard to his request to have the signatures

“blacked out” as he felt it subjected him to identity theft or other crimes. After a lengthy discussion and review of the legal opinion of Deb Icenhour, Town Attorney, Council indicated they would vote on the matter during the Regular meeting.

At this time, Mayor Lowe asked that Council consider the agenda items for consideration of bids for employee health insurance and for the town’s liability insurance.

E – 1. Update on employee health insurance renewal

Sam Brown, Consultant, reported to Council that he had requested bids for the town’s employee health insurance through an RFP. Mr. Brown reported that Local Choice submitted the lowest rate, even though there was an increase of 8% in premium costs. Mr. Brown stated that he needed a decision by April 1st. Mr. Brown recommended that the Council remain with Local Choice as they presented the best offer. Council advised that they would make a motion during the regular meeting.

E – 4. Update on RFP for town’s liability insurance

Sam Rosenthal, Consultant, reported to Council that a RFP had been completed with regard to the Town’s liability insurance. He stated two companies, Virginia Municipal League, the Town’s current carrier, and Virginia Association of Counties Risk Management had responded. Discussion regarding the details of the coverage, including costs, were discussed. Mr. Rosenthal reported that VACORP had submitted a bid approximately \$70,000 less than VML’s current proposed renewal rate. Council advised that they would make a motion during the regular meeting.

C-2. Update on picnic shelter proposed for Fairview

Deb Icenhour, Town Attorney, advised Council that the Old Glade Antique Tractor Club had requested approval to be build a 30’ x 50’ wood/concrete event/picnic shelter and a small stack chimney on the property known as the “Fairview Historic Site”. Ms. Icenhour reported that this matter would need to be advertised for public hearing and will be on the April 3, 2017 Council regular agenda for consideration.

C-3. Update on Sound/Video costs projections for Arthur Campbell meeting room

Per Council’s request at the February meeting, Cecile Rosenbaum, Assistant Town Manager, presented to Council a memo from Floyd Bailey, Director of Information Technology detailing the costs associated with adding audio and video recording to the Arthur Campbell meeting room. After discussion, Council indicated that they would make a formal motion in the regular meeting to authorize Mr. Kelly, Town Manager, to move forward with installing both visual and audio up to \$5,000, and noted the funding will come from the Council’s contingency line.

D-1. Update on Heritage TV

Cecile Rosenbaum, Assistant Town Manager, reported that Floyd Bailey, Director of IT, stated that technology was in place for Heritage television to broadcast monthly council meetings.

D-2. Update on partnership with Virginia Highlands Community College

Councilman Howard stated that the banners had not been finalized at this time and would offer an update at the April meeting.

D-3. Update on Appalachian Power project involving the Virginia Highlands Airport

Mayor Lowe stated that House Bill 1760 passed and she is not aware of any decision at this time by the State Corporation Commission.

D-4. Consideration of Letter of Agreement between Abingdon Main Street and Virginia Main Street

Greg Kelly, Town Manager, advised Council that a meeting was recently held with Jennifer Montgomery and Cecile Rosenbaum, Assistant Town Manager. Mr. Kelly noted that several modifications needed to be made to the agreement with the town and Abingdon Main Street, before the agreement letter with Abingdon Main Street and Virginia Main Street could be finalized. Mr. Kelly noted that the agreements would be presented for consideration at the April Council meeting.

D-5. Update on information provided to Council relative to West Main Street near Brown Dental Associates

Councilman Humphreys reported that he, Councilman Craig and John Dew, Director of Public Services and Constructed visited the subject area to review his concerns about the entrance to Brown Dental. Councilman Humphreys reported that Councilman Craig and John Dew, both traffic engineers, felt that the lanes were properly marked and that he respected their opinion that the lanes were properly marked. No further action was required on this matter and Mayor Lowe noted that it could be removed from Old Business.

E-2. Discussion of replacement of signal light at the intersection of Valley Street and Russell Road

Greg Kelly, Town Manager, reported that he had recent calls from citizens stating that the traffic was flowing better at the intersection of Valley Street and Russell Road without the signal in place. John Dew, Director of Public Works/Construction, recommended that a traffic study be conducted at several other areas in the Town that may be more appropriate for the signal light.

Council agreed to Mr. Dew's recommendation, which he stated would take approximately one year to complete.

E-3. Update on town ordinances

Deb Icenhour, Town Attorney, reported that she had been working on several ordinances. Councilman Humphreys questioned whether business license applications had been sent to the Airbnb businesses located within the Town limits. Mrs. Icenhour responded that those had been mailed and it was her understanding that a few have obtained the proper license. Mrs. Icenhour further stated that it appears that it will be the end of March before state legislation regulating Airbnb's will be passed. Councilman Humphreys asked if Airbnb would be collecting the lodging tax and reporting it to the Town. Mrs. Icenhour stated that the collection of lodging tax would be handled by the Town in the same manner it is for hotels, motels, and bed and breakfasts.

E-5. Reports on the Town owned properties

Councilman Humphreys stated that he would like to be notified when the building department does inspections on Town owned properties. Greg Kelly, Town Manager, stated that he would advise the building department of the request.

E-6. Update on mission statements relative to boards and commissions

Council discussed presented mission statements. Mayor Lowe advised Council that several boards would be meeting in the near future to review and adopt their statements. Ms. Patterson requested that the approved statements presented in the Council packet be placed on the Town's website.

E-7. Report on activities of Community Development Coordinator

Tonya Triplett, Community Development Coordinator, updated Council as to meetings with local business owners and events she had attended. Cecile Rosenbaum, Assistant Town Manager, advised Council that Mrs. Triplett had been contacted by an individual inquiring as to whether the Town would be interested in the Old Exxon station on Main Street. Discussion ensued and it was decided that the Town would have no interest in the purchase of said property.

F-1. Update on the tennis court air dome at the Coomes Center

Mayor Lowe stated that the matter has been reviewed and Council will address it in the regular meeting.

F-2. Update on Urban Pathway Project

John Dew, Director of Public Services/Construction, advised Council that the project was

moving forward and after meetings with the design engineer, he hoped to have bids ready to go out in the next few weeks. Mr. Dew stated he would have an update at the May meeting.

F-3. Update on VDOT upkeep of exit ramps

John Dew, Director of Public Services/Construction, stated that he has had no complaints of additional trash/debris on the exit ramps but would continue to monitor.

F-4. Update on split rail fence at Exit 17

John Dew, Director of Public Services/Construction, presented images of split rail fencing for Council's consideration. Councilman Humphreys suggested that Mr. Dew contact the members of Veteran's Park Commission for information regarding the company that supplied the railing at the park.

F-5. Update on Tourism Zone project

Mayor Lowe stated because of lack of time, the matter will be discussed during the regular council meeting.

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

Cathy C. Lowe, Mayor

Cecile Rosenbaum, Town Clerk

**TOWN OF ABINGDON
REGULAR COUNCIL MEETING
MONDAY, MARCH 6, 2017 – 7:30 PM
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

A Regular Council meeting of the Abingdon Town Council was held on Monday, March 6, 2017 at 7:30 p.m. in the Council Chambers of the Municipal Building.

A. WELCOME BY MAYOR LOWE

B. ROLL CALL

Members of Council Present:

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

Administrative/Town Staff:

Greg Kelly, Town Manager
Cecile Rosenbaum, Asst. Town Mgr/Town Clerk
Deb Icenhour, Town Attorney
Jon Phelps, IT Department
Chuck Banner, Director of Finance
John McCormick, Fire Chief
Kevin Worley, Dir. of Parks & Rec
Kevin Costello, Dir. of Tourism
John Dew, Dir. of Public Services/Const.
John Holbrook, Lt., Abingdon Police Dept
Kim Kingsley, Paralegal/Deputy Treasurer
Tonya Triplett, Comm. Development Coordinator

Visitors:

Richard Rose, Edison Jennings, Janan Hurst,
Leslie Bradley, Al Bradley, Margaret Gregg,
Stephen Jett, Marjorie Smith, Barry L. Proctor,
Michael A. Trepiccione, Rich Macbeth, Sigrid
Phillips, and others

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Eller Budding, Local Government Student.

D. APPROVAL OF MINUTES

On motion by Mr. Humphreys, seconded by Mr. Howard, the Council, approved the minutes of the February 6, 2017 work session minutes as presented; the February 6, 2017 regular meeting with the correction “that Council recommended that Jennifer Montgomery, Abingdon Main Street Director, meet with the Town Manager and review the agreements with Virginia Main Street, Abingdon Main Street, and the town”; and the February 8, 2017, recessed meeting with the correction “that Mayor Lowe did not participate in the conversation regarding employee health insurance as her employer, Virginia Highlands Small Business Incubator, mirrors the town’s benefits”.

Mr. Craig inquired about his motion during the February 6, 2017 Regular meeting relative to a request to have the Town Manager put out an RFP to review the Air Quality in the area of Exit 17. Mayor Lowe informed Mr. Craig that she had reviewed the matter and Mr. Craig did not mention RFP in his motion.

The roll call vote was as follows:

| | |
|-----------------------|------------|
| Mr. Craig | Aye |
| Mrs. Patterson | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

At this time, Cecile Rosenbaum, Assistant Town Manager commented to Council that she had received notification from the IT staff that the live video feed of the meeting was not working and that they hoped it would be restored in a few minutes.

E. PUBLIC COMMENTS

The following addressed Council:

- Richard Rose, 262 Bradley Street
- Edison Jennings, 247 E. Main Street
- Janan Hurst, 185 Long View Drive
- Leslie Bradley, 143 Stonewall Heights
- Al Bradley, 143 Stonewall Heights
- Margaret Gregg, 113 Trailview
- Stephen Jett, 333 Court Street
- Michael A. Trepiccione, 289 Lowland Street

- Rich Macbeth, 1139 Panorama Drive
- Sigrid Phillips, 445 Circle Drive

F. PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES – None

G. SECOND READINGS OF ORDINANCES - None

H. CONSIDERATION OF ANY BIDS – None

I. REPORTS FROM THE TOWN MANAGER AND ASST. TOWN MANAGER

1. Discussion regarding Warren Harris request to have signature(s) removed from petitions presented to the Council by Friends of Abingdon – Greg Kelly, Town Manager

Mr. Kelly, Town Manager, reported to Council that Mr. Harris had contacted him via email regarding a request to blur or black out the signatures on a group of petitions that the Friends of Abingdon presented to Council during the January 11th, 2017 meeting. Mr. Kelly noted that Mr. Harris was concerned that his signature could be used for identity theft. Mr. Kelly commented that the petitions had been placed on the town's website and he had requested that Town Attorney, Deb Icenhour, research the matter and issue a written opinion to Council. Ms. Icenhour opined that the town was under no obligation to remove the signatures as the petitions were presented at a public meeting and were on record in the Town Manager's office for viewing by the public. Mr. Kelly noted that the matter had been discussed at length during the prior work session and asked Council to make a motion regarding Mr. Harris' request.

Mr. Harris commented that Mayor Lowe had informed him prior to the meeting that he could speak about the issue for 3 minutes and he commented that the signature(s) be "blacked out" not blurred and the request was a matter of common sense.

Mr. Humphreys inquired about the removal of signatures and its relation to Freedom of Information Act. Ms. Patterson commented that she had spoken with an attorney at VML regarding the matter and she did not support promotion of identity theft. Mr. Craig noted that he felt removing the petitions from the website was a step in the right direction.

On motion by Mr. Craig, seconded by Mr. Humphreys, the Council authorized Greg Kelly, Town Manager to remove the petitions from the Town's website and preserve the original petitions for viewing by the public in his office in Town Hall.

| | |
|-----------------------|------------|
| Mr. Craig | Aye |
| Mrs. Patterson | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |

Mayor. Lowe Aye

2. Consideration of Letter of Agreement between Abingdon Main Street and Virginia Main Street – Jennifer Montgomery, Director of Abingdon Main Street

Mayor Lowe noted that this matter had been discussed during the work session meeting and would be back on the agenda for the April 3, 2017 work session.

J. RESOLUTIONS - None

K. OLD BUSINESS OR MATTERS NOT COVERED AT WORK SESSION

At this time, Mayor Lowe noted Council was able to discuss several work session items and would review those now.

- **Update on Sound/Video costs projections for Arthur Campbell meeting room**

On motion by Mrs. Patterson, seconded by Mr. Humphreys, the Council authorized Greg Kelly, Town Manager, to invest in new audio and video equipment to record all meetings in the Arthur Campbell meeting room and further authorized Mr. Kelly to spend up to \$5,000 from Council contingency for the costs.

**Mr. Craig Aye
Mrs. Patterson Aye
Mr. Howard Aye
Mr. Humphreys Aye
Mayor Lowe Aye**

- **Update RFP for Town's liability insurance**

On motion by Mr. Humphreys, seconded by Mr. Craig, Council authorized Greg Kelly, Town Manager, to execute any documents necessary to accept the quote from Virginia Association of Counties (VACORP) for the town's liability insurance.

**Mr. Craig Aye
Mrs. Patterson Aye
Mr. Howard Aye
Mr. Humphreys Aye
Mayor Lowe Aye**

- **Employee health insurance renewal**

On motion by Mr. Mr. Howard, seconded by Mr. Humphreys, the Council authorized Greg Kelly, Town Manager, to execute any and all documents necessary to renew the town's employee health insurance with Local Choice for another year.

| | |
|-----------------------|------------|
| Mr. Craig | Aye |
| Mrs. Patterson | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

- **Update on the tennis court air dome at the Coomes Center**

Mayor Lowe stated that this matter had been discussed at last month's meeting. She advised that the air dome had been a gift to the Town, however the Town was not aware of the electric utility costs associated with operating the air dome. The dome will not be utilized and the Town will make arrangements to return it and/or forward it to another organization that may be interested.

- **Update on Tourism Zone project**

Kevin Costello, Director of Tourism, advised Council that he has been working to develop an incentive district to areas between the new Dollar General on the east end of town to Old Jonesboro Road. Mayor Lowe noted that an Ordinance establishing the Tourism Zones would have to be passed by Council and that Ms. Icenhour would be developing that for review by Council at a later meeting.

Mayor Lowe reported that Kevin Costello, Director of Tourism had notified the Town Manager that he had accepted another position in his home state of New York and he and his family would be moving up there in late spring. Mr. Costello noted his last day at work would be March 24, 2017. Mayor Lowe thanked Mr. Costello for his service to the town and wished his family all the best for the future.

L. APPOINTMENTS TO BOARDS AND COMMITTEES

On motion of Mr. Humphreys, seconded by Mrs. Patterson, Council went into closed session pursuant to the Code of Virginia, 1950, as amended, Section 2.2.-3711(A)(1) for the purpose of considering applications to fill open positions on the Abingdon Redevelopment and Housing Authority, Planning Commission, and Historic Preservation Review Board. The roll call vote was as follows:

| | |
|-----------------------|------------|
| Mr. Craig | Aye |
| Mrs. Patterson | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

On motion of Mr. Humphreys, seconded by Mr. Howard, the Council reconvened in regular session.

The roll call vote was as follows:

| | |
|-----------------------|------------|
| Mr. Craig | Aye |
| Mrs. Patterson | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

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:

| | |
|-----------------------|---------------------|
| Mr. Craig | I so certify |
| Mrs. Patterson | I so certify |
| Mr. Howard | I so certify |
| Mr. Humphreys | I so certify |
| Mayor Lowe | I so certify |

On motion of Mr. Humphreys, seconded by Mr. Howard, the Council approved the reappointment of Monica Appleby to the Abingdon Redevelopment and Housing Authority.

The roll call vote was as follows:

| | |
|-----------------------|------------|
| Mr. Craig | Aye |
| Mrs. Patterson | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

On motion of Mr. Humphreys, seconded by Mr. Howard, the Council approved the appointment of Jayne Duehring to the Planning Commission.

The roll call vote was as follows:

| | |
|-----------------------|------------|
| Mr. Craig | Aye |
| Mrs. Patterson | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

On motion of Mrs. Patterson, seconded by Mr. Humphreys, the Council approved the appointment of Byrum Geisler to the Historic Preservation Review Board.

The roll call vote was as follows:

| | |
|-----------------------|------------|
| Mr. Craig | Aye |
| Mrs. Patterson | Aye |
| Mr. Howard | Aye |
| Mr. Humphreys | Aye |
| Mayor Lowe | Aye |

M. COUNCIL MEMBER REPORTS

- Mr. Craig reported that he had attended the Bristol Virginia Utility Board meeting;
- Ms. Patterson reported that she had attended the board's regular meetings;
- Mayor Lowe reported that she participated in the Read Across America event.

Mayor Lowe declared the meeting adjourned.

Cathy C. Lowe, Mayor

Cecile Rosenbaum, Town Clerk

**TOWN OF ABINGDON
BUDGET WORK SESSION MEETING
MONDAY, MARCH 20, 2017 – 12:00 PM
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

A Budget Work Session meeting of the Abingdon Town Council was held on Monday, March 20, 2017 at 5:30 p.m. in the Council Chambers 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:

Greg Kelly, Town Manager
Cecile Rosenbaum, Asst. Town
Manager/Clerk
Deb Icenhour, Town Attorney
Chuck Banner, Treasurer
Kim Kingsley, Paralegal/Deputy Treasurer
CJ McGlothlin, IT Department

Greg Kelly, Town Manager, advised the Council that the FY2017-2018 budget would be presented on April 1st together with his budget message. Mr. Kelly advised that the balance of contingency and non-departmental was a total of \$578,723 and that some requests had been funded in this fiscal year, including the Washington County Business Challenge, Kiwanis Christmas parade, District Three, Virginia Highlands Small Business Incubator for a total of \$99,681.

The Council discussed the following:

1. Mayor Lowe commented that Council would hear presentations from non-departmental agencies requesting funding from the Town in the order of the sign-in sheet.

- David Millsap Feeding America
- Jennifer Montgomery Abingdon Main Street
- Ron Stevenson Old Glade Antique Tractor Association
- Betsy White William King Museum of Art

- Becky Caldwell and I B Dent Virginia Highlands Festival
- Kathlyn Terry Appalachia Sustainable Development
- Christine Webb Senior Service Center, Inc. dba The Community Center of Abingdon

- Jennifer Kling Whites Mill Foundation, Inc.
- Kathi Roark Children's Advocacy Center of Highlands Community Services

At this time, Mayor Lowe left the dais and spoke from the podium on her proposed budget for the Virginia Highlands Small Business Incubator. Ms. Patterson inquired about long term leases at the Incubator.

Mayor Lowe commented on a conversation she had regarding the request from Whites Mill Foundation.

Mayor Lowe noted that she had received a message from Charlotte Parsons, Director of the Washington County Library, that she was unable to attend to present her budget request. Council did not set another time to additional presentations of non-departmental requests.

Mr. Kelly recommended that Council consider the return on investment from the agencies requesting funding as a criterion for determining an appropriation. Mr. Kelly noted that he had included that message in all of his 11 years of budget presentations to Council.

Town Manager, advised the Council, after appropriations had been discussed, that the Council would receive the full balanced budget on March 31st. After discussion, Council decided on April 3, 2017 at 4:30 pm for the budget work session. Mr. Kelly also suggested dates to schedule a Council retreat in April or May with the speaker being Mark Flynn, former attorney for Virginia Municipal League. After discussion, Council agreed upon April 14th at 9:00 am for the Council retreat.

Mr. Kelly reported on the recent restructuring of the Parks and Recreation Department and that new staff assignments would be made very soon.

Mr. Kelly commented on the recent installation of decorative posts for stop signs at Virginia Highlands Community College and that they might be considered for signs in town.

Mayor Lowe declared the meeting adjourned.

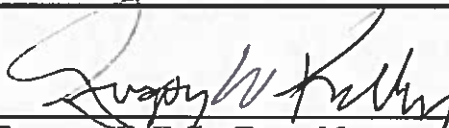
Cathy C. Lowe, Mayor

Cecile Rosenbaum, Town Clerk



NOTICE OF PUBLIC HEARING

Pursuant to Section 15.2-1800, *et seq.*, of the Code of Virginia, 1950, as amended, the Town of Abingdon will hold a public hearing before the members of the Town Council at 7:30 p.m. on Monday, April 3, 2017 in the Council Chambers of the Town Hall, 133 West Main Street, Abingdon, Virginia, to receive comments from the public regarding the construction by Old Glade Antique Tractor Association of a 30' x 50' event/picnic shelter and fire pit on property known as "Fairview Historic Site", located at 908 Hillman Highway, Abingdon, Virginia, Parcel ID 106-A-2. Information regarding shelter and fire pit is available for public inspection at the Office of the Town Manager for the Town of Abingdon, 133 West Main Street, Abingdon, Virginia.

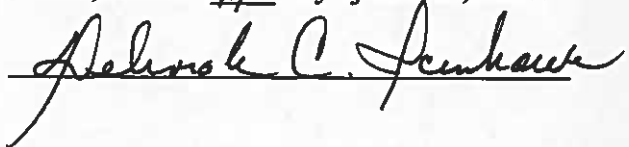

Gregory W. Kelly, Town Manager

Please advertise in **Bristol Herald Courier** under the **Town of Abingdon Seal** on:

Monday, March 20, 2017

Monday, March 27, 2017

I, Deborah C. Icenhour, Town Attorney for the Town of Abingdon, Virginia, do hereby acknowledge that this notice is true and correct in form and that it meets all of the procedural and substantive requirements set forth in the Town Code, this the 14th day of March, 2017.


Deborah C. Icenhour

**TOWN OF ABINGDON, VIRGINIA
INTEROFFICE MEMORANDUM**

TO: CECILE ROSENBAUM, KIM KINGSLEY
FROM: SEAN TAYLOR
SUBJECT: EVENT SHELTER FOR FAIRVIEW
DATE: 2/27/2017
CC: GREG KELLY

The Old Glade Antique Tractor Association (OGATA) is seeking approval from the Town Council to Construct a Event/Picnic Shelter at the Fairview Historic site. Funds for the construction of the shelter have been raised by the Fairview Foundation and OGATA.

Plans call for the shelter to be 30' x 50' with wood post set on concrete foundation. Each end gable will be clad in saw milled lumber in the board and batton style. Metal roofing will be installed to match the existing roofing patterns at the historic site.

After the shelter is constructed members of OGATA plan to construct a fire pit to be used in the molasses making process. The fire pit will also be constructed in a manner as to make it useful for barbequing.

Images provided below give an example of the shelter and fire pit OGATA plans to construct.



Abingdon, VA



- Legend**
- Structures
 - Parcels
 - Corporate Limits
 - Roads
 - Railroad
 - Creepers Trail

1 in. = 68ft

Notes



This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Town of Abingdon

Department of Public Works

Tabulation of Received Bids

Asphalt Resurfacing Work- FY 2016-2017

March 23, 2017 @ 2:00 PM

| Bidder | Licensed in Virginia? | Addendum Acknowledged? | Bid Bond Received? | Total Bid |
|---|-----------------------|------------------------|--------------------|---------------------|
| W-L Construction and Paving, Inc. | √ | √ | √ | \$334,987.15 |
| Rogers Group, Inc. | √ | √ | √ | \$340,000.10 |
| | | N/A | | \$0.00 |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| | | N/A | | |
| FY 2016-2017 Budgeted Amount Remaining | | | | \$350,000.00 |

Department Head Recommendation: Award contract to W-L Construction and Paving, Inc for \$334,987.15

Town of Abingdon Department of Public Works

TABULATION OF BIDS RECEIVED FOR:
Asphalt Bid Estimate FY 16-17
 March 23, 2017

| ITEM | DESCRIPTION | BID QUANTITY | UNIT | 1ST LOW BIDDER | | 2ND LOW BIDDER | | 3RD LOW BIDDER | |
|------|---|--------------|------|----------------------------------|---------------------|-------------------|---------------------|----------------|---------------|
| | | | | W-L Construction and Paving, Inc | | Rogers Group, Inc | | | |
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| 1 | SM-9.5 A (Non-polishing) | 1,745 | Ton | \$ 67.31 | \$ 117,455.95 | \$ 72.02 | \$ 125,674.90 | | \$ - |
| 2 | SM-9.5 AL (Limestone Agg) | 0 | Ton | | \$ - | | \$ - | | \$ - |
| 3 | SM-12.5 E (Non-Polishing) | 1950 | Ton | \$ 79.90 | \$ 155,805.00 | \$ 82.42 | \$ 160,719.00 | | \$ - |
| 4 | Pavement Planing (0-2" depth) | 7,000 | SY | \$ 4.22 | \$ 29,540.00 | \$ 3.06 | \$ 21,420.00 | | \$ - |
| 5 | Pavement Planing (2"- 4" depth) | 0 | SY | | \$ - | | \$ - | | \$ - |
| 6 | 4" Pavement Marking, VDOT Type B, Class 1 | 40,360 | Lf | \$ 0.62 | \$ 25,023.20 | \$ 0.62 | \$ 25,023.20 | | \$ - |
| 7 | 12" Pavement Marking, VDOT Type B, Class 1 | 544 | Lf | \$ 5.00 | \$ 2,720.00 | \$ 5.00 | \$ 2,720.00 | | \$ - |
| 8 | 24" Pavement Marking, VDOT Type B, Class 1 | 43 | Lf | \$ 9.00 | \$ 387.00 | \$ 9.00 | \$ 387.00 | | \$ - |
| 9 | Arrow Symbol Pave. Mark. VDOT Type B, Class 1 | 7 | Ea | \$ 75.00 | \$ 525.00 | \$ 75.00 | \$ 525.00 | | \$ - |
| 10 | Temporary 4" Pavement Marking, VDOT Type A | 24425 | Lf | \$ 0.12 | \$ 2,931.00 | \$ 0.12 | \$ 2,931.00 | | \$ - |
| 11 | Temporary Single Arrow Pave. Marking, VDOT Type A | 5 | Ea | \$ 20.00 | \$ 100.00 | \$ 20.00 | \$ 100.00 | | \$ - |
| 12 | 18" Yield Symbol , VDOT Type B, Class 1 | 5 | Ea | \$ 100.00 | \$ 500.00 | \$ 100.00 | \$ 500.00 | | \$ - |
| | | | | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | | | | \$ - | \$ - | \$ - | \$ - | | \$ - |
| | TOTAL | | | | \$334,987.15 | | \$340,000.10 | | \$0.00 |

Tabulated By: _____
 Michael Surret
 Town of Abingdon

MEMORANDUM OF AGREEMENT
by and between
THE TOWN OF ABINGDON, VIRGINIA
and
ABINGDON MAIN STREET, INC.

THIS AGREEMENT is entered into and executed by the Town of Abingdon, a Municipal Corporation organized pursuant to the Code of Virginia, 1950, as amended (hereinafter referred to as "Town") and Abingdon Main Street, Inc., a non-stock Corporation organized pursuant to the provisions of Chapter 10 of Title 13.1 of the Code of Virginia, 1950, as amended (hereinafter referred to as "AMS"). This Agreement is made in accordance with the formal action taken by the Abingdon Town Council at its regular meeting on April 3, 2017 and in the interest of developing and supporting the revitalization of the historic business district of Abingdon, Virginia. This Memorandum of Agreement is an extension and modification of the original Memorandum of Agreement dated May 5, 2008 between the town of Abingdon and Abingdon Main Street. Such revitalization is sought to be accomplished through the establishment of AMS, an affiliate of the statewide program, Virginia Main Street Communities.

WHEREAS, it is hereby understood and agreed that the Town, as represented by its governing Council and Town Manager, and AMS, represented by its designated officer, have agreed to certain provisions to be honored between the parties.

NOW THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

1. The Town hereby agrees to support the aforementioned program by continuing to be a financial partner, thereby extending financial support for and during a two (2) year period, beginning July 1, 2017 and extending to no later than June 30, 2019, subject to favorable evaluation, desirable outcome of program objectives, and at the discretion of the Town.
2. It is understood and agreed by the parties hereto that the Town's annual financial support shall be awarded through its fiscal budget and only if AMS secures additional financial support, in advance, from sources outside the government of the Town of Abingdon in an amount which equals or exceeds that which the Town agrees to fund herein.

3. The parties to this Agreement understand that the matching obligation described herein is in effect and applicable separately for each of the fiscal years, '2017 - '2019, and the individual budgets applicable thereto.
4. The Town agrees to provide office space (rent-free), and the use of furnishings, computer and copy equipment for the Executive Director of AMS for one (1) year, beginning July 1, 2017. The specific area to be assigned shall be at the sole discretion of the Town Manager or his designee, and shall be facilitated through the sharing of that which exists or is available within the offices and facilities of the Abingdon Tourism Department. The Town further acknowledges that the aforementioned office space rent-free arrangement shall be open to consideration for a possible one (1)-year extension, subject to the favorable evaluation of the program and availability of adequate and appropriate space, at the sole discretion of the Town Manager or his designee.
5. The Town further agrees to support and facilitate the operations of AMS by providing assistance to its Executive Director through allowing use of its part-time employees within the Tourism Department, subject to the availability of part-time employees having completed prior departmental assignments and/or responsibilities.
6. Abingdon Main Street agrees to provide the services of processing, documenting and distributing the salary and benefits of its Executive Director of AMS and any of its employee that it may hire. The town shall in no way be responsible to facilitate any of these services during the course of this agreement. through the Town's office network, support staff and systems.
7. In consideration of Town's support, AMS hereby agrees to the following terms:
 - To provide the town with its projected budget on an annual basis to be delivered to the Office of the Town Manager no later than March 1st of each year thereby allowing for consideration and evaluation and in regard to the town's fiscal budget projection, fiscal year observed July 1 through June 30 of the following year;
 - To hold regular business hours within the town of Abingdon and to meet regularly with existing and future downtown business owners to understand their needs and to provide them with what assistance and services AMS has to offer them;

- To hold regular meetings known as "Main Street After 5 pm" with existing and future business owners and to provide the town manager and the Community Development Director for the town of Abingdon with the dates and locations of said meetings;
- To attend all regular Town Council meetings and Tourism Advisory Committee meetings for the town of Abingdon;
- To provide Town Council a written monthly report on fundraising efforts and ongoing and completed projects of AMS, said report being due by the last week of the month;
- To present a quarterly report in person to the Abingdon Town Council and its citizens in attendance at a regularly convened Council meeting;
- To meet monthly with the Town Manager and discuss successes, proposals, and challenges;
- To work in unison with the town's Community Development Coordinator on downtown revitalization efforts and community events.
- To allow the Town Manager or his designee the opportunity any AMS board meetings or other meetings that the director may have throughout the year.

8. AMS hereby agrees to be available for presentation of annual financial and activity reports to Council as deemed desirable by the Town Manager.

This agreement may be revised by an amendment in writing adopted by the Town Council and Board of Directors of Abingdon Main Street, Inc.

The parties to this Agreement hereby acknowledge that Abingdon Main Street, Inc. and the Town of Abingdon are separate entities. The corporate employee(s) of Abingdon Main Street, Inc. work at the full pleasure of its Board of Directors. Accordingly, AMS acknowledges that it is responsible for procuring and maintaining separate insurance coverage for its employee(s) and any/all property owned by its corporate entity.

IN WITNESS WHEREOF, the parties hereby execute this agreement.

By _____
Town Manager
Town of Abingdon

_____ Date

By _____
President, AMS

_____ Date

COMMONWEALTH OF VIRGINIA
COUNTY OF WASHINGTON, to wit:

The foregoing Memorandum of Agreement was acknowledged before me this the ___ day of _____, 2017 by Gregory Kelly, Town Manager for the Town of Abingdon, Virginia.

Notary Public _____

My commission expires: _____

COMMONWEALTH OF VIRGINIA
COUNTY OF WASHINGTON, to wit:

The foregoing Memorandum of Agreement was acknowledged before me this the ___ day of _____, 2017, by _____, President for Abingdon Main Street, Inc.

Notary Public _____

My commission expires: _____

copy



**Virginia Main Street Annual Letter of Agreement
Designated Community
2017-2018**

SUMMARY

Main Street America (MSA) is the nationally-recognized downtown revitalization program anchored by the National Main Street Center's Four Point Approach. Housed since 1985 in the Virginia Department of Housing and Community Development (DHCD), the Virginia Main Street (VMS) program serves as the State Coordinating Program on behalf of the National Main Street Center (NMSC).

Participation in the Virginia Main Street program is based on successful completion of a competitive application process offered periodically by the state program. Successful applicants are granted status and services as a Designated Virginia Main Street Community. Designated programs that meet or exceed the National Main Street Center Standards of Performance are certified by the Center as Nationally Accredited Main Street Communities. DHCD technical assistance services, training, and grant opportunities are available to Designated Main Street and Nationally Accredited Main Street Communities who meet the requirements of this Letter of Agreement and its criteria for Designation and National Accreditation.

PURPOSE OF THIS AGREEMENT

This Agreement is entered into and executed by the Virginia Department of Housing and Community Development (hereinafter referred to as DHCD) and Abingdon Main Street (hereinafter referred to "AMS").

This Agreement is for the purpose of defining the implementation of the Main Street Four Point Approach in the designated downtown commercial district in the municipality of the City/Town/County of {LOCALITY}, as well as to delineate the areas of accountability for which the performance of AMS is measured.

SECTION 1. REQUIREMENTS OF THE LOCAL ORGANIZATION

Accreditation by the National Main Street Center (NMSC) is determined by the Local Organization's adherence to and successful fulfillment of the Center's Standards of Performance. To that end, the AMS agrees to:

1. **Work in a traditional Main Street District as defined in VMS Program Guidelines Eligibility Criteria.** The Main Street District boundary is defined by the most recently submitted and VMS-approved boundary of the local program.
2. **Maintain an active public-private partnership with at least one (1) local government in which the Main Street District is located.** An annual/biennial agreement of services to be provided by each partner is strongly recommended. Financial, in-kind, and ongoing services should be defined in the agreement. A copy of the signed agreement should be transmitted to the Virginia Main Street staff.
3. **House the local program in an independent 501(c)(3) non-profit organization dedicated to the revitalization of the Abingdon traditional historic downtown district.** Alternative organizational structure must be approved by written agreement with Virginia Main Street prior to program participation in the Virginia Main Street program. Altering the organizational structure or local affiliation of the AMS program without prior written authorization by Virginia Main Street may result in nullification of this agreement.
4. **Maintain an independent, active volunteer Board of Directors representing downtown stakeholders and the broader community, for the purpose of overseeing the vision, direction, and activities of AMS. It is recommended:**
 - a. The Board should rotate no more than 1/3 of its number in any given year;
 - b. Board members serve three-year terms with the option to rotate into a committee position at the close of their Board service. Board members may serve one renewed term; and
 - c. Officers will not chair a Main Street committee during their term.
5. **Use the National Main Street Center's Four Point Approach as the foundation for the AMS program's activities.** Local programs may elect whether to employ Transformational Strategies incorporating each of the Four Points or to work in the traditional Committee structure: Organization, Design, Economic Vitality (Restructuring), and Promotion.
6. **Have sustainable program funding.** A diverse funding stream should include, but not be limited to: local and other government donations and sponsorships; business or

corporate donations and sponsorships; service and program fees, as appropriate; product sales; public or private grants; in-kind services, product donations; event fees; and other funding sources.

7. **Employ an Executive Director.** A full-time (40 hours weekly) professional executive director with education and/or experience in an appropriate field, such as economic development; public administration; non-profit management; historic preservation; urban/community planning and development; or business management. Rate of compensation should be commensurate with other economic development professionals and/or other non-profit executive directors in the area. Communities with populations under 5,000 can have success with a part-time director (a minimum of 25 hours per week).
8. **Incorporate administrative systems and structures.** Administrative systems and tools help effectively manage program activities throughout the organization while benchmarking progress. Each year a comprehensive work plan and budget should outline activities of the committees as well as those of signature programs or events.
9. **Maintain a copy of the current agreement between the organization and local government (if applicable).** A copy of the signed agreement(s) should be transmitted to the Virginia Main Street staff.
10. **Maintain Accreditation as a National Main Street Community by meeting or exceeding the National Main Street Center Standards of Performance as defined in all program documents and as assessed in the annual VMS Data Bonanza.**
 - a. If AMS program does not meet Accreditation standards for one (1) year based on the Annual VMS Data Bonanza, program areas of concern will be identified and a remedial plan of work developed by VMS Staff. Operational remediation will commence as follows:
 - i. **Remediation.** VMS, AMS and the Town of Abingdon will mutually agree to a performance agreement, with action items, deadlines and proposed outcomes that will bring the organization to accreditation standards;
 - ii. **Loss of Designation.** If, at the end of two (2) consecutive years of failing to meet accreditation, a Local Program does not perform to the NMSC Standards of Performance, the program may relinquish designation as a Virginia Main Street Community, return all DHCD-supplied signage, and remove any and all insignia identifying the program area and its supporting organization as a Virginia Main Street Community and a Designated Member of the Main Street America program. Undesignated

programs are encouraged to continue as a DHCD Commercial District Affiliate and Main Street America Standard Member for continued access to information and training as provided.

- 11. Maintain membership in the National Main Street network.**
- 12. Submit timely information (monthly reports due quarterly by the 10th of April, July, October, and January; annual Data Bonanza (by January 10th); other information as required). For National Accreditation eligibility, the following must be submitted no later than January 10th for the preceding year's activity:**
 - Annual submission of program progress measurement data (Data Bonanza)
 - Organizational information
 - Mission and Vision Statements
 - Most recent amended By-Laws
 - Work Plan with Budget for coming year
 - Board of Directors roster
 - Project/Committee Volunteer roster
 - Fund Development plan for coming year; assessment of report year fund development
- 13. Signed Virginia Main Street Letter of Agreement.** This letter of agreement clearly specifies the responsibilities of the downtown organization, local government and VMS. Communities sign a letter of agreement every two years. All revisions to the signed agreement must be proposed in writing to Virginia Main Street. Revisions must be submitted and approved in writing at least thirty (30) days prior to effective date.
- 14. Continue local program volunteer and staff development in the Main Street Approach by attending training as provided by Virginia Main Street and the National Main Street Center.** Attendance by an organizational representative at all VMS training is expected. Attendance at trainings sponsored by the Center is highly encouraged.
- 15. Maintain a historic preservation ethic.** Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Historic preservation involves saving, rehabilitating, and finding new uses for existing buildings, as well as intensifying the uses of the existing building.

SECTION 2. VIRGINIA MAIN STREET PROGRAM OF SERVICES

The Virginia Main Street Program agrees to provide:

1. An annual minimum of two (2) on-site trainings, board retreat facilitations, or other technical assistance sessions as requested and program resources allow. These sessions will be provided by VMS Staff;
2. Provide technical assistance with specific outcomes as part of a Virginia Main Street Service Plan;
3. Opportunity to request annual program services in the form of on-site trainings, workshops, or other technical assistance through the Virginia Main Street annual contract with the National Main Street Center. Participation in these consultant services are limited and available only as resources allow (See ATTACHMENT A: Designated Community Menu of Services);
4. Electronic delivery of notifications for training opportunities, special events, and other communication as appropriate;
5. Access to the VMS Resource Library of printed materials relevant to the Main Street Approach, downtown revitalization, community planning, and other topics as appropriate;
6. Provide long-distance technical assistance by telephone, electronic communication, or fax as VMS staff time and resources allow;
7. Attend Executive Directors interview sessions as VMS staff time and resources allow;
8. Attend local government meetings as appropriate to advocate for VMS and local program;
9. As required and VMS staff time and resources allow, provide technical assistance for areas of concern as identified during the annual accreditation review or that may arise during the course of the program year. These services will be prioritized based on need and provided on a case-by-case basis;
10. Serve as the statewide Coordinating Program for the National Main Street Center. In this capacity, Virginia Main Street will provide accreditation recommendations to the Center,

identify areas of concern for programs not meeting accreditation standards, and provide technical assistance in accordance with the agreed remedial program of work through the Virginia Downtowns program;

11. As resources allow, provide grant and scholarship opportunities through the Virginia Main Street Grants program. VMS staff agrees to provide technical assistance as appropriate;
12. VMS staff will provide information and referrals regarding additional DHCD grants, programs, and service opportunities as available.

SECTION 3. TERMS OF JOINT AGREEMENT

Virginia Main Street and Abingdon Main Street jointly agree:

1. The terms of this agreement shall be in effect for two (2) calendar years commencing on January 1, 2017 and ending on December 31, 2018. This Agreement will be reviewed every two (2) years. It may be revised through written agreement signed by both parties.
2. This Agreement may be terminated by either party by giving written notice at least thirty (30) days before the effective date of termination. Reasons for termination may include, but are not limited to: non-compliance with this Letter of Agreement. Main Street[®] affiliation and permission to use the Main Street[®] trademarked name will be revoked upon termination. All signs (road signs, banners, wayfinding signage, office or other signage); printed or electronic communication; maps, mobile applications, websites, social media, or other promotional vehicles containing Main Street[®] indicia must be returned to Virginia Main Street or removed from display.
3. This Agreement supersedes any and all other agreements, either oral or written, between the parties as indicated below.

IN WITNESS THEREOF, the parties have executed this Agreement through the signatures of these duly authorized representatives.

Abingdon Main Street

By: Scott Sikes 1/31/17
President or Chairman of the Board Date
Scott Sikes
Printed Name

Town of Abingdon

By: _____
City or Town Manager Date

Printed Name

Virginia Main Street

By: Jennifer K. Montgomery 1/31/17
Program Manager Date
Jennifer K. Montgomery
Printed Name



ATTACHMENT A: Designated Communities Menu of Services

Available on an annual, by request basis to Accredited Main Street program:

Organizational Assessments

- Tune-up visit by National Main Street Center program staff
- Annual analysis of progress measurement data (includes how to collect fiscal and employment data)

Technical Assistance by VMS staff and expert consultants

- Strategic planning
- Meeting Facilitation
- Staff and Board coaching
- The following are dependent upon resource availability:
 - Design Assistance- site visit
 - Design Assistance- wayfinding visit
 - NMSC Technical Assistance Services
 - Retail Assistance – one-on one consultations

Training

- Attendance at annual January Director's Retreat
- Tailored, on-site board, committee, and volunteer training upon request:
 - Virginia Main Street Essentials are basic Main Street workshops including:
 - Main Street Four Point Approach®
 - Committee-specific trainings
 - Board development, roles, and responsibilities
 - Fund development
 - Work plans & budgets
 - Non-profit risk management support through Non-Profit Risk Management Center, Leesburg, VA
 - Virginia Main Street Toolkit sessions are designed for mature Main Street programs. These include:
 - Marketplace Development
 - The economic impact of promotions
 - Design guidelines for your Main Street District
 - Retail merchant training (limited, as resources are available)
 - Participation in VMS designated community webinars
 - National Main Street Conference Scholarship eligibility
 - VMS State Conference scholarship eligibility

Abingdon Town Council Annual Arborist Report April 3, 2017

Highlights of Year 2016

1. Tree City USA: 15 Years: Arbor Day Celebration at E. B. Stanley Middle School
2. Tree plantings: Coomes Rec. Center, Veterans Memorial Park, Munchkin Park, Valley Street, Russell Road
3. Abingdon Tree Initiative, Phase 4: over 670 properties (NW section of town)
4. VA Trees for Clean Water Grant: riparian plantings @ Muster Grounds
5. Emerald Ash Borer treatments for ash trees on public property
6. Speaking engagements: Washington County Master Gardeners, VA Tech Departments of Forestry and Horticulture, Hungry Mother State Park.
7. Continued association with Town of Marion, Trees Virginia Board of Directors, MAC-ISA, VA Big Tree Program
8. Assisted numerous town property owners in the care of private trees.

Objectives and Goals for 2016

1. Tree City USA: Year 16
2. Abingdon Tree Initiative Phase 5 (last section of town before starting over)
3. New plantings: Coomes Rec. Center, Veterans Park, Valley Street, sites where trees have been removed
4. Implementation of grant @ Muster Grounds
5. Community Orchard: "A" Street
6. VA Big Tree Program
7. Bonnie Appleton Scholarship
8. Trees Virginia, MAC-ISA, Town of Marion
9. ISA International Conference: late July-early August: National Harbor @ Washington, DC.
10. Continue to be available to town residents.

****Arbor Day Celebration****
Abingdon Elementary School
Thursday, April 13, 2016. Time: 1:30 PM

Symphony of the Mountains™

Entertaining. Enriching. Educating

March 2, 2017

Town of Abingdon
Attn: Mayor Mrs. Cathy Lowe
P. O. Box 789
Abingdon, VA 24212

*Please
Put on Council
Agenda - Regular
Meeting*

Dear Mayor Mrs. Lowe,

The annual fundraising event for the Symphony of the Mountains is "An Evening of Musical and Epicurean Delights," a black tie gala featuring a six course dinner with wine pairings, live musical entertainment, and live and silent auction items. Our 2017 Gala is scheduled for Saturday, April 22, 2017, at Meadowview Marriott & Resort, Kingsport, Tennessee, in the fabulous Cattails Ballroom. We're having our biggest celebration ever as we celebrate the 10th Anniversary of our Gala and the 70th Season of the Symphony! We invite you to be our guests for this very special Platinum Celebration and join in our festivities in a number of different ways. The Gala will take our patrons on a musical journey through the decades with incredible live musical entertainment featuring special guest artists, including Symphony of the Mountains musicians and The Fred Goodwin Quintet, and bring new and unique entertainment to the event, including a dance floor and professional dancers! In addition to the musical theme, our Platinum Celebration will incorporate an art deco, Gatsby vibe, from the decorations, the cocktails, and yes, our cocktail attire! Unique cuisine and wine pairings have always been the centerpiece of the event and this year will be no different. Our Gala committee is already working hard with the talented chefs and event planners at Meadowview to present a creative menu and wine selections to complement our platinum festivities.

In addition to entertainment by Symphony musicians between courses, the event features both a live auction and silent auction. Our live auction has featured items such as a stay in a condominium in Costa Rica, a stay in a luxurious tree house, weekend getaways to various resorts such as the Sanctuary at Kiawah Island Golf Resort, bed and breakfasts, and boutique hotels. Travel packages consistently prove to be the most successful among attendees. Jewelry, wine collections and art are also highly sought after items.

The event typically hosts over 175 attendees, including corporate sponsored tables. All donors are featured in our advertising materials for the event in major print media, which are widely circulated throughout Northeast Tennessee, Southwest Virginia, and Western North Carolina, as well as on our website and social media. Donors are also featured in our season program book, which is distributed in excess of 5,000 print copies annually.

The mission of the Symphony of the Mountains is to continue the tradition of excellence in musical entertainment and education, while enriching the cultural experience of audiences of all ages throughout Northeast Tennessee and Southwest Virginia and points beyond. Founded in 1946, we are the only fully professional symphony orchestra between Knoxville, Tennessee, and Roanoke,

1200 East Center Street • Kingsport, TN 37660 • 423.392.8423

www.SymphonyoftheMountains.org

Symphony *of the* Mountains™

Entertaining. Enriching. Educating

Virginia. In addition to live symphonic concerts, we provide a wide variety of programming for residents, especially youth, within our area. Donations to the Symphony are tax deductible, to the extent permitted by law, as the Symphony is a 501(c)(3) organization. Thank you in advance for your consideration of donating to our event. The Gala is our only annual fundraiser and we rely on the generosity of donors to make our programs a reality and a continued success. Gifts such as yours will continue to keep the music playing for the families in our region.

Thank you for your continued support of Symphony of the Mountains.

Sincerely,

Suzanne Kerney Quillen
Gala Co-Chair

Frank Harrington
Gala Co-Chair

1200 East Center Street • Kingsport, TN 37660 • 423.392.8423

www.SymphonyoftheMountains.org

Symphony of the Mountains™

Entertaining. Enriching. Educating

Platinum Celebration Donation and Sponsorship Opportunities
Celebrating Symphony of the Mountains' 70th Anniversary 1946 – 2016
Celebrating 10 Years of Symphony Galas 2007 - 2017

| | |
|--|--|
| <i>Individual Tickets</i> | \$135 <ul style="list-style-type: none"> • <i>Listing in Season Program as a Member of the 1946 Platinum Celebration Circle</i> |
| <i>Private Table of 8</i> | \$1,060 <ul style="list-style-type: none"> • <i>\$20 discount off individual ticket prices when purchased as a table of 8</i> • <i>Recognition in Season Program as a Member of the 1946 Platinum Celebration Circle</i> |
| <i>Corporate Table of 8</i> | \$1,500 <ul style="list-style-type: none"> • <i>8 Gala tickets</i> • <i>Listing in Season Program as a Member of the 1946 Platinum Celebration Sponsors Circle</i> • <i>Recognition in Gala program</i> • <i>Quarter-page ad in 2017-2018 program book</i> |
| <i>Reception Hour Music Sponsor</i> | \$500 <ul style="list-style-type: none"> • <i>1 Gala ticket</i> • <i>Sponsorship of musical talent during the reception hour</i> • <i>Recognition in Gala program</i> • <i>Recognition in Season Program as a Member of the 1946 Platinum Celebration Sponsors Circle</i> |
| <i>Platinum Celebration Dance Sponsor</i> | \$500 <ul style="list-style-type: none"> • <i>1 Gala ticket</i> • <i>Sponsorship of Gala dance floor</i> • <i>Recognition in Gala program</i> • <i>Recognition in Season Program as a Member of the 1946 Platinum Celebration Sponsors Circle</i> |

Symphony of the Mountains™

Entertaining. Enriching. Educating

| | |
|---|--|
| Platinum Celebration Decorations Sponsor | \$1,500 <ul style="list-style-type: none">• 2 Gala tickets• Sponsorship of Gala decorations• Recognition in Gala program• Recognition in Season Program as a Member of the 1946 Platinum Celebration Sponsors Circle• Half-page ad in 2017-2018 program book |
| Platinum Celebration Music Sponsor | \$1,000 <ul style="list-style-type: none">• 2 Gala tickets• Sponsorship of Gala musical entertainment• Recognition in Gala program• Recognition in Season Program as a Member of the 1946 Platinum Celebration Sponsors Circle• Quarter-page ad in 2017-2018 program book |
| Platinum Celebration Wine Sponsor | \$5,000 <ul style="list-style-type: none">• 4 Gala tickets• Sponsorship of Gala wine selections• Recognition in Gala program• Recognition in Season Program as a Member of the 1946 Platinum Celebration Sponsors Circle• Quarter-page ad in 2017-2018 program book |

TOURISM ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME

The Tourism Advisory Committee of Abingdon (TAC or Advisory Committee) is an advisory body created by the Abingdon Town Council in 1991.

ARTICLE II – AUTHORITY

Section 1

The TAC operates under the authority delegated to municipalities under Title 15.2, Chapter 22, Code of Virginia (1950), as amended.

Section 1.2

The authority for the TAC was established on November 4, 1991 by a motion of the Abingdon Town Council.

ARTICLE III – PURPOSE AND DUTIES

Section 1 – Duties and General Responsibilities

The Abingdon Town Council's creation of a Tourism Advisory Committee is to pursue the following purposes and duties:

1. Encourage and support the goals and objectives of the town.
2. Provide an official channel of input on tourism issues from attractions and businesses to the office of tourism, town management and the town council.
3. Provide resources and support to the director of tourism by sharing information and experiences on tourism issues.
4. Cultivate cooperative efforts in advertising, publicity, research and other aspects of the promotion of tourism.
5. Coordinate tourism development with other agencies in order to avoid duplication of efforts.

Section 2 – Financial Duties and Responsibilities

- a) The tourism advisory committee shall have no authority to enter into any contract or incur any obligation binding the town.
- b) The committee shall assist the director of tourism in development and preparation of an annual budget for the division to be submitted to the town manager and subsequently to the town council, at the time designated by the town manager.

Section 3 – Planning Duties and Responsibilities

The tourism advisory committee shall investigate and determine the needs and interests of the community for tourism programs and facilities and recommend a tourism program to meet those needs.

ARTICLE IV – LOCAL COMMITTEE MEMBERSHIP

Section 1 – Composition, salaries and expenses

The TAC shall be composed of up to fifteen (15) members. The members shall receive no salary, or other compensation for their services. ~~Ex officio members are afforded the same rights as other members, including debate, making formal motions and voting.~~ REMOVE

- 1) One representative of the hotel-motel industry
- 2) One representative of the bed and breakfast industry
- 3) One representative of the attractions industry
- 4) One representative of the restaurant industry
- 5) One representative from the historic sites or museum industry
- 6) One representative from the retail or downtown merchant industry
- 7) One representative from the arts and culture industry
- ~~8) One representative from Heartwood~~ REMOVE
- 9) One representative from ~~Virginia Higher Education Center~~ CHANGE – higher education field
- 10) At large
- 11) At large
- 12) At large

Section 2 – Ex officio members

- 1) Town Council or representative
- 2) Chamber of Commerce or representative
- 3) Abingdon Main Street or representative
- 4) ~~Washington County Board of Supervisors or representative~~ - ADD

Section 3 – Appointment and terms of members and vacancies

- a) The members of the tourism advisory committee shall be appointed by the Abingdon Town Council. The Town Council shall seek out and appoint persons with a high degree of interest, capacity and objectivity.
- b) The terms of office for the members of the tourism advisory committee shall be for three years or until their successors are appointed and qualified; the term of three members shall expire annually thereafter. Members are eligible to serve two consecutive three year terms and can be reappointed to the committee by the Abingdon Town Council.

- c) Vacancies in such committee occurring otherwise than by expiration of the term shall be filled by the council for the remainder of the unexpired term. New members filling an unexpired term shall be eligible for two full three year terms, without interruption.

ARTICLE V – OFFICERS AND ELECTIONS

The tourism advisory committee shall elect a Chairman for the committee annually in July. The term of the Chairman shall be one year.

The following officers of the tourism advisory committee shall be elected by the membership of the TAC from among the membership of the TAC: (1) Vice Chair; and (2) Secretary whose duties shall reflect common usages of Roberts Rules of Order.

Elections of officers shall be held annually at the July meeting of the TAC. Terms of each office shall be one year. Nominations will be made from the floor.

ARTICLE VI – COMMITTEES

The Chair may from time to time, with the consent of the TAC, recommend the establishment of special committees, including ad hoc committees, to study subjects of particular concern to the TAC and report their findings and recommendations to the TAC. Special Committee chairs must be appointed from among the members of the TAC. Special Committees shall consist of no fewer than two (2) TAC members and may include non-TAC members. All special committees shall take minutes to be presented at the next scheduled TAC meeting for all members to review.

ARTICLE VII – MEETINGS OF THE ADVISORY BOARD

Section 1 – Time and Place

Regular monthly meetings of the tourism advisory committee shall be held at 3:00 p.m. on the 1st Tuesday of the month at a Town-owned location determined by the Chair or another suitable public meeting space as determined by a majority vote of the TAC. Special meeting of the TAC may be called by the TAC Chair or 50% of TAC members provided that written or electronic notice to all members has been given five days in advance. Meetings of special committees will be scheduled and convened at the discretion of the appropriate committee chair.

All meetings of the tourism advisory committee shall be open to the public and records of the TAC shall be a public record as required by the Virginia Freedom of Information Act. The committee may meet in closed session only for the purposes stated in that Act.

Section 2 – Quorum

A majority of all members shall constitute a quorum.

Section 3 – Voting

In making any recommendation, adopting any plan, or approving any proposal, or position, action shall be taken by a majority vote of all members present. All votes of the TAC shall be made a matter of public record and shall be reflected in the minutes.

Section 4 – Minutes

Minutes of all regular or special sessions of the TAC shall be recorded and maintained in the Department of Tourism as a permanent record of TAC activities.

Section 5 – Attendance at Meetings

Any member of the TAC who shall fail to attend three (3) consecutive meetings may be considered to have resigned. The Chair shall, at his or her discretion, declare that a vacancy exists and proceed to have it filled by appointment for the remainder of the unexpired term in the manner provided for in Article IV, Section 3 of these Bylaws.

ARTICLE VIII – AMENDMENT OF BYLAWS

Any proposed amendment to these Bylaws shall be presented in writing to the members of the TAC at a regularly scheduled meeting and shall not be subject to a vote until the next regularly scheduled TAC meeting. Approval by a majority of the members of the TAC shall be required to recommend any proposed amendment of the Bylaws to the Town Council. Modifications to the bylaws must be reviewed and approved by the Town Council. The Town Council has sole authority to approve modifications to the Tourism Advisory Committee bylaws.

ARTICLE IX – SEVERABILITY

In the event any provision or provisions of these Bylaws shall be determined to be invalid, void or unenforceable, such determination shall not render invalid, void or unenforceable any other provision here of the adopted Bylaws.

ARTICLE XI – EFFECTIVE DATE

These Bylaws become effective when adopted by the Town Council of Abingdon.

Approved this ____ day of _____, 20__.



**A RESOLUTION OF THE COUNCIL OF THE TOWN OF ABINGDON, VIRGINIA
DESIGNATING APRIL 3RD THROUGH 7TH, 2017 AS
LOCAL GOVERNMENT EDUCATION WEEK**

WHEREAS, since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and

WHEREAS, local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and

WHEREAS, citizen services such as law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and

WHEREAS, in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week of April as Local Government Education Week in Virginia; and

WHEREAS, April 2, 1908 was the creation of the Council-Manager form of government in the City of Staunton, Virginia thereby making the first week of April appropriate for this designation.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Abingdon, Virginia that April 3rd through 7th 2017 is hereby designated as Local Government Education Week; and

BE IT FURTHER RESOLVES that the Council of the Town of Abingdon, Virginia and the Washington County, Virginia School Board will partner to promote the civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

TOWN OF ABINGDON, VIRGINIA

By: _____
Mayor

By: _____
Town Manager

The undersigned Clerk of the Town of Abingdon, Virginia (the "Town"), hereby certifies that the foregoing constitutes a true and correct copy of a resolution duly adopted at a meeting of the Council held on April 3, 2017. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of this resolution, a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing resolution was as follows:

| MEMBERS | ATTENANCE | VOTE |
|----------------------------------|-----------|------|
| Cathy Lowe, Mayor | | |
| Richard E. Humphreys, Vice Mayor | | |
| Robert M. Howard | | |
| Wayne Craig | | |
| Cindy Patterson | | |

Witness my hand and seal of the Town of Abingdon as of April ____, 2017.

(SEAL)

Clerk, Town of Abingdon

TOWN OF ABINGDON
BOARD OF BUILDINGS CODE APPEALS

CURRENT MEMBERS

ADDRESSES & PHONE NUMBERS

APPOINTMENT DATES & EXPIRATION

5 YEAR TERMS

Staff Contact: Marion Watts, Building Official

Phone Number: 276-628-3167

Meets the 3rd Thursday in March and September at noon at the Small Business Incubator

Updated: March 3, 2015

| Name | Address | Phone # | Appointment Date | Term Expiration Date | Eligible for Another Term |
|-----------------------|---|--|---|-----------------------------|----------------------------------|
| Charlie Day | P.O. Box 650 Abingdon VA 24212 | 276-628-5123 beesonarchts@embarqmail.com | March 1, 2010 Reappt. March, 2015 | March 1, 2020 | No |
| Bob Baker | 26366 Biscay Drive Abingdon VA 24211 | 276-628-6704 bbaker2030@centurylink.net | March 1, 2010 Reappt March, 2015 | March 1, 2020 | No |
| John McCormick | 290 Bogey Drive Abingdon, VA 24211 | 276-628-1487 | April 6, 2009 (Reappt 4/2014) | April 1, 2019 | Yes |
| Nick Griffith | 18219 Woodland Hills Rd Abingdon VA 24210 | 276-739-0040 | April 6, 2009 (Reappt 4/2014) | April 1, 2019 | Yes |
| Chris Dye | 23240 Browning Road Abingdon VA 24211 | 276-676-2035 chrisdye@centurylink.net | April 6, 2009 (Reappt 4/2014) | April 1, 2019 | Yes |
| Tandy Rasnake | 20157 Woodland Hills Road, Abingdon, VA 24210 | 276-628-3237 | March 6, 2012 | March 6, 2017 | Yes |
| Michael Scott | 18071 Jeb Stuart Highway Abingdon, VA 24211 | 276-623-0047 | March 6, 2012 | March 6, 2017 | Yes |

TOWN OF ABINGDON
TOURISM ADVISORY COMMISSION

CURRENT MEMBERS & ENTITY REPRESENTED

APPOINTMENT & EXPIRATION DATES

3-YEAR TERMS

1st Tuesday each month at 3pm. Arthur Campbell Room

Staff Contact: Kevin Costello, Executive Director for Tourism

Phone Number: 276-676-2282

Updated: December, 2016

| Name | Entity Represented | Address | Phone # | Appointment Date | Term Expiration Date | Eligible for Another Term |
|----------------------------------|--|---|--|--|---|---------------------------|
| Kathleen Bundy | Barter Theatre | 133 West Main Street Abingdon, VA 24210 | 276-628-2281 communication@bartertheatre.com | December 7, 2009 | (3-year term) December 7, 2015 (Reappt Jan. 2013) | No |
| Sean Webb | VA Higher Ed Center | P.O. Box 1987 Abingdon, Virginia 24212 | 276-619-4380 swebb@swcenter.edu | February 1, 2010 (Reappt 8/13) | (3-year term) August 5, 2016 | No |
| Cathy Lowe | Council Member | P O Box 1165 Abingdon, VA 24212-1165 | 276-628.4342 | January 7, 2013 | (3-year term) January 7, 2016 | Yes |
| Rick Humphreys, Alternate | Council Member | 148 Crestview Drive Abingdon, VA 24210 | 276.608.3465 | January 7, 2013 | (3 year term) January 7, 2016 | Yes |
| Janice Cowan | Summerfield Inn, B&B | 101 Valley Street, NW Abingdon, VA 24210 | 276-628-9505 jc@bvunet.net | January, 2015 | (3 year term) January, 2018 | Yes |
| Janet Woolwine | A Likely Yarn and Renaissance Projects | 185 Crestview Drive Abingdon VA 24210 | 276-628-8433 alikelyyarn@yahoo.com jiwoolwine@yahoo.com | November 4, 2013 to fill unexpired term of Vickye Hall | (3-year term) June 2, 2017 | Yes |
| Susanne Lay Ex-Officio | Chamber of Commerce | 179 East Main Street Abingdon, VA 24210 | 276-628-8141 chamber@eva.org | | | Continual |
| Joel Jerkins | J&J Entertainment Group | 115 Charwood Drive Abingdon, VA 24210 | 276-525-4999 joel.jerkins@yahoo.com | August 2, 2014 | (3-year term) August 1, 2017 | Yes |
| Amy Ball Braswell | Capo's Music Store | 903 East Main Street | 276-608-4054 caposmusicstore@ | March, 2015 (to fill unexpired | (3-year term) February 1, 2017 | Yes |

| | | | | | | |
|----------------------------|---|--|--|---|--|-----|
| | | Abingdon, VA 24210 | gmail.com | term of Carson Jackson) | | |
| Chase Mitchell | William King Museum | 415 Academy Drive Abingdon, VA 24210 | 276-628-5005 cmitchell@wkmuseum.org | February 7, 2011 | (3-year term) February 1, 2017 (Reappt 2/14) | Yes |
| Chris Lowe | Martha Washington Inn | 150 W Main Street Abingdon, VA 24210 | 276-619-5260 clowe@themarthacom | December 2016 | (3-year term) December 2, 2019 | No |
| Donna Price | Holston Mtn. Artisans | 24722 Walden Road Abingdon, VA 24210 | 276-628-6234 276-628-7721 holstonmarts@gmail.com | May 2, 2011 | (3-year term) May 1, 2017 (Reappt 2/14) | No |
| Martha Keys | Retired/ President of Historical Society of Washington Co. | P O Box 2184 Abingdon, VA 24212 | 276-628-2987 martha.keys@comcast.net | November 4, 2013 to fill unexpired term of Polly Mallory (5.2.14 expired) | (3-year term) May 2, 2017 | Yes |
| Becky Nave | Virginia Housing and Community Developme nt | 468 E Main Street Suite 300B Abingdon VA 24210 | 276-492-2400 becky.nave@dhcd.virginia.gov | November 7, 2011 (Replaced Todd Christiansen) Appointed November 2014 | (3-year term) November, 2017 | Yes |
| Susan Yates | Depot Artists Association (The Arts Depot) | 314 Depot Square Abingdon VA 24210 | 276-628-9191 abingdonartsdepot@eva.org | December 5, 2011 (reappt Dec 2014) | (3 year term) December, 2017 | No |
| Jennifer Montgomery | Advance Abingdon | | | | | |

| DATE | COMMITTEES WILLING TO SERVE ON | NAME |
|------------|---|-----------------------|
| 6/2/2015 | Planning Commission | Michael Weaver |
| 6/4/2015 | Planning Commission, or all others | John Honeycutt |
| 6/19/2015 | Planning Commission | Sue Ann Morris |
| 6/24/2015 | Planning Commission | Mark Goodman |
| 6/26/2015 | Planning Commission | Doug Ellis |
| 7/22/2015 | Sustain Abingdon | Sherri Leab |
| 7/30/2015 | Sustain Abingdon | Tom McMullen |
| 7/31/2015 | Sustain Abingdon | Tim Wade |
| 8/28/2015 | HPRB | James Bunn II |
| 8/25/2015 | HPRB | Doug Covington |
| 8/30/2015 | Planning Commission | Evie J. Hunt |
| 9/1/2015 | Planning Commission, BZA | Kenny Shuman |
| 9/1/2015 | HPRB | Franklin D. Brown |
| 9/7/2015 | Planning Commission | Joe Levine |
| 9/7/2015 | Planning Commission, BBCA,BZA,EDA,HPRB,Sustain, Incubator | Don Adams |
| 9/9/2015 | Tree Commission | Chris Sullivan |
| 9/14/2015 | Sustain Abingdon | Barbara Williamson |
| 9/14/2015 | BBCA, BZA,HPRB,Muster Grounds Planning Commission, Sustain | Fred Johnson |
| 9/14/2015 | Sustain Abingdon | Tracy Underwood |
| 9/15/2015 | Sustain Abingdon | Thomas Keys |
| 9/21/2015 | Fairview | Mark Hagy |
| 10/13/2015 | Redevelopment & Housing | Mike Rush |
| 10/23/2015 | Sinking Springs CemeteryCommittee | Michael Farris |
| 11/21/2015 | Fairview | Michael Hagy |
| 10/16/2015 | Sinking Springs CemeteryCommittee | Sigrid Phillips |
| 5/5/2016 | Planning Commissoin or HPRB | Jayne Duehring |
| 6/6/2016 | HPRB | Byrum Geisler |
| 8/1/2016 | EDA, HPRB, Sustain Abingdon, VA. Highlands Small Bus, Incub. | Chase Mitchell |
| 8/12/2016 | HPRB, Muster Ground | Justin Gobble |
| 8/18/2016 | EDA, Planning Commisson, TAC | Kathleen Bundy |
| 8/19/2016 | Muster Grounds, Tree Commission, Incubator, EDA | Tarn Rosenbaum |
| 8/18/2016 | Sustain Abingdon, BZA, HPRB, Planning Commission | Bradley Conkle |
| 8/26/2016 | BZA | John Kelly |
| 8/29/2016 | EDA, Planning Commission | Shana Carrico |
| 8/30/2016 | EDA | James Turner |
| 9/5/2016 | BZA,EDA,Tree Commission, VA. Highlands Small Bus. Incubator Willing to serve on any and all committies | Edward Morgan |
| 11/3/2016 | Sustain Abingdon | Rich Macbeth |
| 11/17/2016 | Sustain Abingdon, Tree commission | Gina Patrick |
| 1/12/2017 | EDA, HPRB, Planning, Sustain Abingdon, TAC, VHSBI | Melissa Kalb |
| 1/23/2017 | HPRB | Randy J. LaFollette |
| 1/23/2017 | HPRB | Kristi Hartshorn |
| 1/23/2017 | EDA, HPRB, Planning, Tree Commission | Stephen C. Jett |
| 3/13/2017 | TAC | Carr Blankenship, III |
| | | Adie Lee |

ADDRESS

610 Colonial Road SW
466 Court Street Abingdon
278 Henderson Court
305 Bogey Drive
135 Longview Drive
16088 Majestic Dr., Bristol Works in Abingdon
267 Whites Mill Road
14629 Branch Street
153 Valley Street NE
898 Fern Lane, Marion Works in Abingdon
22638 Remington Dr. Works in Abingdon
164 West Valley Street
219 Buckingham Court
350 Green Spring Road
20080 Tall Oaks Drive
172 Country Club Drive
499 Nicholas Street SE
164 Park Street
16316 Granda Pl.
100 Trailview Drive
790 Falcon Drive
610 Colonial Road SW
15326 Greenway Rd Meadowview, Town Business
322 Morningside Lane
445 Circle Drive
128 Crestview Drive
228 East Main Street
829 Taylor St., Bristol, TN Works at WKM
22175 Twin Oaks Rd. E&H Student
19349 Old Jonesboro Road, Works at Barter
180 Crestview Drive
29085 Hart Run Drive
215 Longview Drive Abingdon
368 Beverly Drive Abingdon
325 Morningside Lane, NE, Abingdon
259 Bradley Street, Abingdon
1139 Panorama Drive Abingdon
26481 Watauga Road Works at ASD
1151 Panorama Dr.
22464 Watauga Road
356 Augusta Drive
333 Court Street, NE
861 Barclay Drive
P O Box 867



**Town of Abingdon
Board and Commission Application**

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 628-3167

Return this application either online, in person, by mail or by fax to the Town of Abingdon, **ATTN: Town Manager, P.O. Box 789, 133 West Main Street, Abingdon, VA 24212. FAX 276-698-3328**

*****PLEASE PRINT OR TYPE*****

PERSONAL INFORMATION

Name Adie Lee Date March 10, 2017

Address PO Box 867 City/State Abingdon VA Zip 24212

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home _____ Work 276-619-3342
Cell 321-806-5209 Fax _____

Email Address: (required) dir of marketing@bartertheatre.com

PLACE OF EMPLOYMENT Barter Theatre

Address Same

Description of job duties: oversee marketing and sales related initiatives

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

University of Tennessee, Knoxville → '99-'03

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

*Town of Abingdon
Board and Commission Application*

Have you ever served on any boards or commissions in the past either here or in other localities?

Yes ___ No

If so, what were they and when did you serve?

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

TAC

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

As the marketing director for Abingdon's hallmark attraction, I'm happy to be of service to the Town in this capacity. My background includes having worked in a variety of markets for tourist attractions, entertainment industry giants, retailers, bars, and restaurants. I look forward to working with the Town to bring more tourist dollars to our local economy and making it a better place to live & work.

To the best of my ability, all information on this application is truthful.

SIGNATURE Adrian [Signature]

Thank you for your interest in appointment to the Town of Abingdon's Advisory Boards and Commissions.

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, and Housing and Redevelopment Authority are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on

| | |
|--|--|
| <input type="checkbox"/> Board of Building Code Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Board of Zoning Appeals | <input type="checkbox"/> Recreation Advisory Commission |
| <input type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Sinking Springs Cemetery Committee |
| <input type="checkbox"/> Fairview Committee | <input type="checkbox"/> Sustain Abingdon Committee |
| <input type="checkbox"/> Historic Preservation Review Board | <input checked="" type="checkbox"/> Tourism Advisory Committee |
| <input type="checkbox"/> Housing and Redevelopment Authority | <input type="checkbox"/> Tree Commission |
| <input type="checkbox"/> Muster Grounds Steering Committee | <input type="checkbox"/> Virginia Highlands Small Business Incubator |