

**TOWN OF ABINGDON
WORK SESSION MEETING
WEDNESDAY, AUGUST 17, 2016 – 5:30 PM ARTHUR
CAMPBELL ROOM – MUNICIPAL BUILDING**

A Work Session meeting of the Abingdon Town Council was held on Wednesday, August 17, 2016 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:

Gregory W. Kelly, Town Manager
Cecile Rosenbaum, Assistant Town
Manager/Town Clerk
Tonya Triplett, Deputy Clerk Deb
Icenhour, Town Attorney Chuck
Banner, Director of Finance
Matthew Johnson, Director of Planning
John Dew, Dir. Of Construction/Public Services
Kevin Costello, Dir. of Tourism & Economic
Development

Visitors:

Rich Macbeth, Damean Mathews, Kathleen Bundy,
and others

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The Council discussed the following:

- 1. On motion of Mr. Craig, seconded by Mr. Howard, the Council went into closed session pursuant to Section 2.2 -3711(A)(3) of the Code of Virginia, 1950, as amended, the Council will convene in a closed session for the purpose of discussion of disposition/acquisition of property.**

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

**Mr. Craig                      Aye**

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

**On motion of Mr. Craig, seconded by Mrs. Patterson, the Council reconvened in regular session.**

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

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

**The Deputy Clerk, Tonya Triplett, read the following certification to be adopted by the Council members:**

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

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

***NOW THEREFORE, be it resolved, that the Council of the Town of Abingdon, Virginia hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from an open meeting requirement by Virginia law were discussed in closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.***

**The certification was as follows:**

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

2. Kevin Costello, Director of Tourism and Economic Development, reported on the advantages of creating Tourism Zones. Mr. Costello suggested a downtown improvement plan, as well as creating downtown and interstate exit tourism development zones. The creation of tourism zones would allow incentives for new businesses to locate in Abingdon and could also help existing businesses with projects like façade improvements. Consensus of Council is for Mr. Costello, to work

with Mr. Banner, Director of Finance, Mr. Johnson, Director of Planning and Jennifer Montgomery, Director of Main Street to determine zones and incentives.

3. Cecile Rosenbaum, Assistant Town Manager/Town Clerk reported that she and Stacey Reichler, Director of Human Resources have almost finalized a complete overhaul of the Town Personnel Policy and hope to have a final draft ready by next week for Council to review. She asked Council to consider a work session date to discuss the policy. Mayor Lowe stated she does not want to put a time limit on it, but would rather have a product that management is comfortable with. Council suggested that there be a separate handbook for Council Appointees. Appointee evaluations were scheduled for Nov 16, but may consider adding another date, as three new appointees have been added since the last evaluations.
  4. Chuck Banner, Director of Finance and Kevin Costello, Director of Tourism and Economic Development reviewed the proposed budget procedure. The proposed process would allow the town to gain more public and staff input, create a more open and inclusive process of budgeting that reflects interest of the citizens, prioritizes council and management goals and holds staff accountable and rewards them for their efforts. The proposed revision would start earlier in the year and focuses on six (6) key areas:
    1. Strategic planning and goal setting
    2. Community/citizen engagement
    3. Budgetary performance
    4. Employee engagement and performance
    5. Budget performance management
    6. Capital Improvement Plan
- Mr. Craig reported he has been volunteering at the Abingdon Community Center with the Meals on Wheels program. Mr. Craig has agreed to help with the program as long as they are working toward sustainability and encouraged other councilmembers to volunteer as well.
  - Mrs. Patterson reported she volunteered for the Virginia Highlands Festival, attended a Historic Preservation Review Board meeting and met with Kevin Sigmon to familiarize herself with the duties of the Tree Commission.
  - Mayor Lowe reported she has contacted several elected officials to discuss the Appalachian Power Lines and their interference with Virginia Highlands Airport. She also has spoken with some members of the Board of Supervisors and the County Administrator and suggested town staff work with the county to create a list of projects that could be worked on together.
  - Deb Icenhour, Town Attorney reported the flight pattern interference paperwork for Appalachian Power/ Virginia Highlands Airport has been sent and was delivered in

Richmond this morning. She gave each councilmember copies of an AEP/Virginia Highlands Airport flight pattern petition and asked them to gather signatures until September 14.

Mayor Lowe declared the meeting adjourned.

  
Cathy C. Lowe, Mayor

  
Tonya Triplet, Deputy Town Clerk