

**TOWN OF ABINGDON
WORK SESSION MEETING
MONDAY, DECEMBER 5, 2016 - 5:30 PM
ARTHUR CAMPBELL ROOM - MUNICIPAL BUILDING**

A Work Session meeting of the Abingdon Town Council was held on Monday, December 5, 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

Members Absent:

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
Sean Taylor, Planning Dept.
John Dew, Dir. Of Construction/Public Services
Kevin Costello, Dir. of Tourism & ED
Floyd Bailey, IT Department
Kevin Worley, Director of Parks & Recreation
Jennifer Montgomery, Main Street Director

Visitors:

Stan Bowles, Ron Shadden and Jordan Owens
with Brown Edwards and Company, Stephen
Jett

The Council discussed the following:

1. Consideration of the June 30, 2016 Town audit

Chuck Banner, Treasurer/Dir. of Finance introduced Stan Bowles, Jordan Owens and Ron Shadden from Brown, Edwards and Company. The group reviewed the Comprehensive Annual Financial Report Year Ended June 30, 2016. Brown, Edwards and Company issued an unmodified opinion on the Statement of Financial Position and issued a disclaimer of opinion on the Statement of Changes of Financial Position and cash flow

due to the inability to verify the opening balances of the work performed by the previous auditors. Mr. Bowles briefly reviewed internal controls and the town's financial position which reflects total assets in excess of \$47 million, total liabilities of just under \$20 million with a net position of just over \$27 million.

Mrs. Patterson inquired about the increase in assets, which include a fire truck, garbage truck and land.

Mr. Kelly reported that the staff of Brown Edwards and the town requested information, relative to establishment of the beginning fund balances, multiple times from the previous auditor, Bostic & Tucker, but were unsuccessful in receiving the working papers. After discussion, consensus of Council is for management to send a letter to the American Institute of Certified Public Accountants notifying them of the inability to access working papers from the prior auditor.

2. Consideration of a Resolution of the Council of The Town of Abingdon, Virginia Supporting the Application for Transportation Alternatives Set - Aside Funds for the Virginia Creeper Trail Meade Meadows Crossing Improvement Project

Kevin Worley, Director of Parks and Recreation stated the proposed resolution is required as part of the application that sent to VDOT on November 1 requesting funds for the Virginia Creeper Trail/Meade Meadows Crossing Improvement Project. The project will include purchasing the land, improving parking and constructing an emergency shelter/snack shack with restrooms that will be ADA compliant. The total project is estimated to be approximately \$370,000, with a 20% match of approximately \$73,000. VDOT will allow in-kind donations and the town can provide \$52,150 in-kind services, leaving approximately \$21,767 to complete the project.

3. Consideration of February meeting date to review the Employee Handbook

Cecile Rosenbaum, Assistant Town Manager asked Council to consider a date to review the employee handbook. Consensus of Council is February 8, 2017 at 5:30pm in the Arthur Campbell Room.

4. Insurance Consultant

Sam Brown will be scheduled to attend a work session meeting to discuss the cost of health insurance. Greg Kelly, Town Manager reported that the town's liability coverage is up for renewal. Mr. Kelly will be attending a conference next week and will report back on any new insurance information.

5. Update on Partnership with VHCC

Bob Howard, Council Member reported he and Jennifer Montgomery, Main Street Director have met with Dr. Couch, President of VHCC to discuss partnerships. VHCC students are

willing to help with surveys to see what people would like to see downtown, connecting the Urban Path to the college, and student discounts in downtown businesses. The next scheduled meeting is December 12, 2016.

6. Discussion of any town ordinance update issues

Deb Icenhour, Town Attorney reported an update to the zoning definitions that will be on the January agenda. Mrs. Icenhour hopes to start work on the sign ordinance update soon. Mr. Humphreys would like to attend and would also like for planning commission to be involved in the sign ordinance update. Mrs. Icenhour reported 11 pleadings have been filed on the lawsuit. Mrs. Patterson inquired if Council could have an electronic copy of the filings. Mrs. Icenhour stated she could send Council a copy.

7. Update on Virginia Highlands Airport overlay /Appalachian Power upgrade project

Mayor Lowe reported on a meeting with Washington County Board of Supervisors, the Airport Authority and Appalachian Power. The Board of Supervisors passed a resolution supporting option 3, which includes many of the lines being placed underground. There are three Abingdon businesses that will be impacted by the upgrade and Mr. Kelly, Town Manager will contact those businesses and discuss the impact. Abingdon Town Council will meet December 19 at noon to discuss the options.

8. Community Development

Greg Kelly, Town Manager reported that staff continued to work on establishing the Community Development position. He indicated that Tonya Triplett will be assuming that role and work in collaboration with Abingdon Main Street, Tourism, and EDA to promote the community and become a liaison for the businesses and the town Council.

9. Reports on the following town owned properties:

- Breckinridge Cabin
- Retirement
- Fields-Penn
- The Meadows

Cecile Rosenbaum, Assistant Town Manager noted nothing new to report.

10. Urban Path Project

John Dew, Director of Public Services and Construction reported the consultant is aware of the changes to the route along Parks Street and will be presenting the plan to VDOT this week.

11. Maintenance of Ext 17 Ramp

Council members shared concerns about the large amount of trash at Exit 17 and would like to get permission from VDOT to pick up the trash between the times VDOT has scheduled pick up of the trash at the Exit 17 ramp areas.

12. Tourism Zones

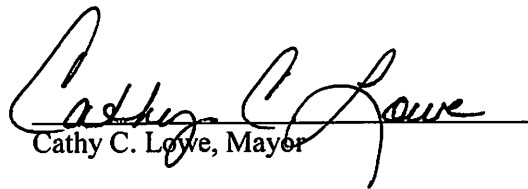
Kevin Costello, Director of Tourism and Economic Development reported he would like to include the community development coordinator and is waiting until the position is finalized.

13. Council Member Reports

After much discussion, the consensus of Council is to have each board and commission state their goals and mission statement on the website and to look at better ways to select members to serve on the committees.

Mayor Lowe stated she received a letter from Stephen Spangler that she will read at the regular meeting.

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


Cathy C. Lowe, Mayor


Tonya Triplett, Deputy Town Clerk