

**TOWN OF ABINGDON
WORK SESSION
TUESDAY, DECEMBER 11, 2018 – 2:30 PM
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A work session of the Abingdon Town Council was held on Tuesday, December 11, 2018 at 2:30 pm in the Arthur Campbell room in the Municipal Building.

- A. WELCOME-** *Mayor Craig*
- B. ROLL CALL –** *Kimberly Kingsley, Clerk*

Members of Council Present:

- Mr. Bradley
- Mrs. Quetsch
- Mr. Webb
- Ms. Patterson
- Mayor Craig

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

- No public comments

D. REPORTS FROM INTERIM TOWN MANAGER –

1. Discussion regarding Non-Departmental Budget memo – *Interim Town Manager*
(VIDEO 7:06 – 15:23)

Council discussed the need for reducing the appropriations non-departmental budget requests of approximately 20%. Council also discussed placing the Veterans Memorial Park under a Town Department. Mayor Craig stated that there were complaints of Abingdon Main Street not complying with the Memorandum of Agreement entered into with the Town. Mayor Craig requested that staff prepare a memorandum to non-departmental organizations advising them of the expected reduction.

2. Discussion regarding proposed administration of the Annual Leave Option 2 (Paid Time Off) policy, employee benefits and/or revision of existing employee handbook – *Wayne Craig, Mayor* **(VIDEO 15:24 – 25:30)**

Discussion ensued regarding employee benefits and the presentation of the auditors at the December 3, 2018 regular meeting. Mr. Bradley suggested a comprehensive review of all benefits. Council agreed that to the current proposed changes regarding paid time off for Annual Leave Option 2 (Paid Time Off).

3. Consideration of Quarterly Dinner Meetings as proposed by The Community Center of Abingdon and appointment of Council member to the Community Center Board of Directors – *Mayor Wayne Craig (VIDEO 25:30 – 30:30)*

Council discussed a social meeting with the Washington County Board of Supervisors twice a year. Mayor Craig stated that he was unclear regarding the appointment of a Council member and a member of the Washington County Board of Supervisors to The Community Center of Abingdon Board of Directors but would discuss it with Natalie Graham regarding the Center being a 501(c)(3) organization.

4. Discussion regarding amendments to Town's Charter. – *Wayne Craig, Mayor (VIDEO 30:31 – 50:06)*

Council discussed possible changes regarding appointees with regard to supervision. Council directed Cameron Bell, Counsel to review the recent resolution passed in July, whether appointees are covered by employee policy and the grievance procedure. This matter will be revisited during January 22nd work session.

5. Discussion of estimated costs to include in budget meetings regarding parking lot and wheelchair friendly walkway from parking lot to Muster Ground Visitor Center. - *Matt Bolick, Director of Public Works/Construction (VIDEO 50:07 – 1:08:07)*

Tyler Vencill, Engineer advised Council that staff had reviewed the proposed seventy-five space parking lot for the Muster Grounds and Retirement. Mr. Vencill and staff agreed that the Town's Public Works department could undertake the approximately 1,600 feet trail project at an estimate cost of \$6,500 for materials. Mr. Vencill further advised that a private firm could exceed \$20,000. *(Corrected January 4, 2019) Ms. Patterson questioned to save money why would you have to do an RFP if our Town employees what kind of equipment will you need to put the trail in?* Jason Boswell, Interim Director of Planning advised Council that he would contact Department of Historic Resources and provide them with the information needed to request approval.

6. Discussion regarding flooding issues on East Main Street – *Matt Bolick, Director of Public Works/Construction (VIDEO 1:08:13 – 1:34:40)*

Matt Bolick, Director of Public Works/Construction, updated the Council with regard to a water issue at 341 – 343 East Main Street. Mr. Bolick stated that he had spoken with the owners

that expressed concern also. Discussion ensued and Mr. Bolick stated that he felt it in the best interest of the Town to manage the risk by agreement with the property owner with proper documents signed.

7. Discussion regarding Zoning Ordinance update – *Jason Boswell, Interim Director of Planning* (VIDEO 1:34:41 – 1:37:46)

Jason Boswell, Interim Director of Planning, presented to Council that staff meet with Aaron Sizemore, Director of Mount Rogers Planning District who offered his services to assist us with the redrafting of the Town's code with \$5,000 coming from the current budget and \$5,000 for the FY 2019-2020. Mr. Boswell stated that the committee will begin working on the updates and will present those changes to the Planning Commission bi-monthly. Mr. Vittum, Interim Town Manager stated that the Zoning done separately and the general code in August or September 2019.

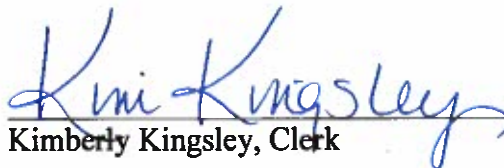
B. COUNCIL MEMBER REPORTS (VIDEO 1:37:46 – 1:47:17)

Council member Al Bradley suggested that the Council consider participating in the Appalachian Peace Education celebration/parade on January 19th and requested the staff provide a banner to be carried by the Council.

Council discussed available dates for additional meetings and requested that the January 7, 2019 regular meeting be moved to Friday, January 4, 2019 at 7:15 pm to accommodate schedules and trainings in Richmond. Council also agreed on January 22, 2019 at 2:30 pm for the mid-month work session.

Mayor Craig adjourned the meeting.


J. Wayne Craig, Mayor


Kimberly Kingsley, Clerk