

**TOWN OF ABINGDON  
REGULAR MEETING  
MONDAY, DECEMBER 3, 2018 – 6:30 PM  
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

A regular meeting of the Abingdon Town Council was held on Monday, December 3, 2018 at 6:30 pm in the Council Chambers 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

Administrative/Town Staff:

- Kenneth Vittum, Interim Town Manager
- Kimberly Kingsley, Clerk
- Chuck Banner, Treasurer/Director of Finance
- Floyd Bailey, Director of IT
- Chief John McCormick, AFD
- Jason Boswell, Interim Town Planner
- Jayne Duehring, Director of Tourism
- Tonya Triplett, Community Development Coordinator

- C. **PLEDGE OF ALLEGIANCE – *Al Bradley, Council Member***
- D. **SPECIAL PRESENTATION – *Vice Mayor Patterson and Council Member Bradley***  
**(VIDEO 7:55 – 11:04)**

Dedication of “*For God and Country*” framed print to Council for the Town of Abingdon from Veterans Memorial Park Board

Vice Mayor Cindy Patterson thanked the Veterans Memorial Park Board for the dedication of the “*For God and Country*” framed print stating that it will proudly displayed in

the Town Hall for all to enjoy. Vice Mayor Patterson requested that the November 11, 2018 Veterans Day Ceremony program be entered into the minutes.

**E. APPROVAL OF MINUTES (VIDEO 11:07 – 12:04)**

- Correction to October 5, 2018 Regular Meeting
- October 25, 2018 Work Session
- October 25, 2018 Special Called Meeting
- November 5, 2018 Regular Meeting
- November 14, 2018 Work Session
- November 19, 2018 Joint Work Session with Recreation Advisory Commission

**On motion by Mr. Bradley, seconded by Mr. Webb, Council approved the corrected minutes regarding the October 5, 2018 regular meeting; the October 25, 2018 work session; October 25, 2018 Special Called Meeting; November 5, 2018 regular meeting; November 14, 2018 work session and the November 19, 2018 Joint Work Session with Recreation Advisory Commission.**

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

<b>Mr. Bradley</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mr. Webb</b>	<b>Aye</b>
<b>Ms. Patterson</b>	<b>Aye</b>
<b>Mayor Craig</b>	<b>Aye</b>

**F. PUBLIC COMMENTS (VIDEO 12:05 – 34:09)**

- Bob Sherrill
- Chris Walton
- Linda Summers Giel
- Link Elmore
- Dennis Sutherland
- Stephen Jett
- Brad Kreps
- Henry McCarthy

**G. RESOLUTIONS – (VIDEO 34:17 – 39:52)**

1. Resolution to facilitate obtaining financial assistance from the United States Department of Agriculture for the purchase of a vehicle for the Abingdon Police Department and approval of Code of Conduct – ***Tony Sullivan, Chief of Police***

Chief Sullivan addressed the Council stating this matter was approved in April 2018; however, the required Code of Conduct was not approved asking that Council approve the Resolution and Code of Conduct allowing him to finalize documentation required by the United State Department of Agriculture for the purchase a vehicle for the Abingdon Police Department.

Mayor Craig read the Resolution and Code of Conduct into the record.

**On motion by Mr. Bradley, seconded by Ms. Patterson, approved the Resolution and Code of Conduct required by the United States Department of Agriculture for the purchase of a vehicle for the Abingdon Police Department.**

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

<b>Mr. Bradley</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mr. Webb</b>	<b>Aye</b>
<b>Ms. Patterson</b>	<b>Aye</b>
<b>Mayor Craig</b>	<b>Aye</b>

**H PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES - NONE**

**I. SECOND READINGS – NONE**

**J. CONSIDERATION OF BIDS – NONE**

**K. REPORTS FROM THE INTERIM TOWN MANAGER**

1. Presentation regarding Fields-PennS-1860 Museum committee. – ***Jason Boswell, Interim Town Planner (VIDEO 40:03 – 51:58) (VIDEO 1:07:23 – 1:08:28)***

Jason Boswell, Interim Director of Planning, advised Council that the recommendation of the Fields-Penn 1860 Museum committee was to stabilize the building and lease the property to a local firm such as Holston Mountain Artisans. Mr. Boswell reported the \$318,000 cost estimate from Matt Bundy included:

- Engineering Design;
- Design and installation of micropiles 2 story section;
- Installation of wall washers;

- One story concrete underpinning;
  - Micropiles in one story section;
  - Framing repairs to provide access; and
  - Miscellaneous
2. Presentation from Mike Pulice with Department of Historic Resources regarding Fields Penn 1860 Museum– *Jason Boswell, Interim Town Planner* (VIDEO 52:00 – 1:07:26)

Mike Pulice, Architectural historian, Western Regional Preservation Office, Community Service Division, addressed the Council stating that the building should be preserved, as it is a valuable asset to the Town of Abingdon. Mr. Pulice further discussed grant opportunities and recommended that the Town reopen the house as a museum, set a target date and pursue corporate and personal donations together with state and federal tax credit options.

3. Presentation of 2017-2018 Financial Audit for the Town of Abingdon – *Brown, Edwards & Company* (VIDEO 1:08:32 – 1:25:24)

Billy Robinson and Jordan Owens of Brown, Edwards & Company, presented the 2017-2018 Financial Audit and the firms third year completing the Town's audit. Mr. Robinson reported that the Town's total assets are \$48,943,325. Mr. Owens reported that the Town had two findings regarding appropriate filings for Conflict of Interest Act and budget appropriations and these matters discussed with staff. Mr. Robinson and Mr. Owens answered questions from Council regarding GASB 75 which establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expense/expenditures relating to other post-employment benefits.

4. Consideration of funding for proposed Great Knobs Mountain Bike Park – *Jayne Duehring, Director of Tourism* (VIDEO 1:25:33 – 1:43:37)

Jayne Duehring, Director of Tourism, reviewed the details of the project as presented to Council on November 14, 2018. Mrs. Duehring requested Council to appropriate \$10,000 towards the first step in this project considered "The Envision Stage". Mrs. Duehring also stated that the \$10,000 donation received would be used for this stage.

**On motion of Ms. Patterson, seconded by Mr. Webb, Council authorized stall to proceed with a Phase 1 feasibility study and to authorize the staff to negotiate a contract with International Mountain Bicycling Association not to exceed \$10,000 with the Town underwriting up to \$10,000 taken from the Council contingency fund and \$10,000 for private donations.**

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

<b>Mr. Bradley</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mr. Webb</b>	<b>Aye</b>
<b>Ms. Patterson</b>	<b>Aye</b>
<b>Mayor Craig</b>	<b>Aye</b>

5. Consideration of awarding EPR contract to complete the 2018 Comprehensive Plan. – *Jason Boswell, Interim Town Planner (VIDEO 1:43:48 – 1:46:58)*

Jason Boswell, Interim Town Planner, informed Council that Request for Proposals sent on August 7, 2018 outlining a response deadline of September 28, 2018. Mr. Boswell stated that seven (7) proposals received, reviewed and scored with three firms selected for interviews. Mr. Boswell stated that the committee recommended EPR of Charlottesville, Virginia to complete the 2018 Comprehensive Plan.

**On motion of Ms. Patterson, seconded by Mr. Bradley, Council awarded the contract to complete the 2018 Comprehensive Plan to EPC of Charlottesville, Virginia.**

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

<b>Mr. Bradley</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mr. Webb</b>	<b>Aye</b>
<b>Ms. Patterson</b>	<b>Aye</b>
<b>Mayor Craig</b>	<b>Aye</b>

6. Update regarding members selected to serve on Town Code/Ordinance Committee to review current code and suggest updates. *Ken Vittum, Interim Town Manager (VIDEO 1:47:01 – 1:49:36)*

Kenneth Vittum, Interim Town Manager, reported that staff's recommendation to appoint Matt Bundy, Engineer; Jimmy Stewart, Developer/Contractor; Stephen Jett, citizen; Jason Boswell, Interim Director of Planning; Tyler Vencill, Town Engineer; and Tonya Triplett, Community Development Coordinator as members to an *ad hoc* committee with Cameron Bell and a consultant to review the Town codes and ordinances and suggest updates. Mr. Vittum stated that the committee would be reviewing the zoning, sign, noise and taxicab ordinances and would present to the Planning Commission prior to presenting to Council.

**On motion of Mr. Webb, seconded by Mrs. Quetsch, Council accepted the member to the *ad hoc* committee as read to review and suggest updates to the Town's code and ordinance.**

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

<b>Mr. Bradley</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mr. Webb</b>	<b>Aye</b>
<b>Ms. Patterson</b>	<b>Aye</b>
<b>Mayor Craig</b>	<b>Aye</b>

7. Update from committee regarding the Summers Law Office. – **Ken Vittum, Interim Town Manager (VIDEO 1:49:40 – 2:05:11)**

Kenneth Vittum, Interim Town Manager, advised Council that the committee regarding the Summers Law Office met on November 16, 2018. Mr. Vittum reported five possibilities for disposition discussed including:

- Town retaining ownership and used as a museum or other public facility;
- Town selling the property at public auction;
- Returning the property to the family;
- Town establishing a foundation and transfer ownership as well as operation and maintenance, together with other historic buildings owned by the Town; and
- Town establish its own internal entity to govern the use, operation and maintenance of its historic properties.

A lengthy discussion ensued between Council members.

**On motion of Mayor Craig, seconded by Mr. Webb, Council authorized the Town Manager to place said property up for auction and authorize Town Attorney to prepare a deed with appropriate covenants for historic preservation of the building in the Historic District.**

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

<b>Mr. Bradley</b>	<b>Nay</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mr. Webb</b>	<b>Aye</b>
<b>Ms. Patterson</b>	<b>Nay</b>
<b>Mayor Craig</b>	<b>Aye</b>

8. Discussion regarding alternative election of mayor and council at November general election in cities and towns. – **Al Bradley, Council Member (VIDEO 2:05:15 – 2:07:02)**

Mr. Bradley requested Cameron Bell, counsel review this matter for discussion at the January 2019 meeting.

**L. OLD BUSINESS/MATTERS NOT ON THE AGENDA**

**N. COUNCIL MEMBER REPORTS (VIDEO 2:08:58 – 2:13:20)**

Mr. Bradley stated that he had been attending many meetings.

Mrs. Quetsch stated that she attended the Legislative Breakfast and Tree Lighting and retired last week and hopes to be more involved.

Ms. Patterson stated that she had been attending several meetings and the Veteran's Park Ceremony.

Mr. Webb stated that he attended the Special Called Meeting with the Recreation Advisory Committee and planning is at approximately 95%.

**O. APPOINTMENTS TO BOARDS AND COMMITTEES (VIDEO 2:07:06 – 2:08:56)**

**1. Sustain Abingdon**

- Appointment to fill the unexpired term of Barbara Williamson
- Appointment to fill a vacant position on committee

**Council tabled this matter until the next meeting.**

**2. Tree Commission**

- Reappointment of Chris Sullivan who is eligible to serve a final term.

**On motion of Ms. Patterson, seconded by Mr. Webb, Council reappointed Chris Sullivan to serve a final term on the Tree Commission.**

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

<b>Mr. Bradley</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mr. Webb</b>	<b>Aye</b>
<b>Ms. Patterson</b>	<b>Aye</b>
<b>Mayor Craig</b>	<b>Aye</b>

**3. Sinking Springs Cemetery Committee**

- Reappointment of Martha Keys who is eligible to serve an additional term.

**On motion of Mr. Bradley, seconded by Ms. Patterson, Council reappointed Martha Keys to serve an additional term on the Sinking Springs Cemetery Committee.**

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

<b>Mr. Bradley</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mr. Webb</b>	<b>Aye</b>
<b>Ms. Patterson</b>	<b>Aye</b>
<b>Mayor Craig</b>	<b>Aye</b>

**P. ADJOURNMENT**

Mayor Craig adjourned the meeting.

  
\_\_\_\_\_  
J. Wayne Craig, Mayor

  
\_\_\_\_\_  
Kimberly Kingsley, Clerk





**RESOLUTION OF THE COUNCIL  
FOR THE TOWN OF ABINGDON, VIRGINIA**

The Council for the Town of Abingdon, Virginia consisting of five (5) members, in a duly called meeting held on the 3<sup>rd</sup> day of December 2018 at which a quorum was present RESOLVED the following:

**BE IT HEREBY RESOLVED** that, in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) to provide funding for the purchase of police vehicles and equipment, the Council does hereby adopt and abide by the covenants contained in the agreements, documents and forms required by the Government to be executed.

**BE IT FURTHER RESOLVED** that Kenneth Vittum, Interim Town Manager, be authorized to execute on behalf of the Town of Abingdon the above-referenced agreements and to execute such other documents including, but not limited to, debt instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of any required documents, is hereby entered into the permanent minutes of this meeting of the Council for the Town of Abingdon.

**TOWN OF ABINGDON, VIRGINIA**

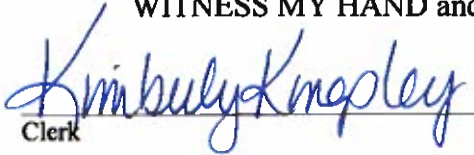
By: J. Wayne Gaig  
Mayor

By: Kenneth Vittum  
Interim 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 December 3, 2018. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing 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	ATTENDANCE	VOTE
Wayne Craig, Mayor	yes	aye
Cindy Patterson, Vice Mayor	yes	aye
Al Bradley	yes	aye
Donna Quetsch	yes	aye
Derek Webb	yes	aye

WITNESS MY HAND and the seal of the Town of Abingdon as of December 3, 2018.

  
Clerk

(SEAL)

**CODE OF CONDUCT**

No employee, officer or agent of the owner shall participate in the selection, award, or administration of a contract supported by Rural Housing Service funds if a conflict of interest, real or apparent, would be involved.

The above Code of Conduct was approved at a meeting held on December 3, 2018, and 5 members of the Governing Body were present which represents a quorum. A vote was held on this resolution and the resolution was adopted by a vote of 5 yeas and 0 nays with 0 abstaining.

Town of Abingdon, Virginia

12-3-18  
Date

J. Wayne Craig  
(Signature)

J. Wayne Craig, Mayor  
(Name, Title)