

**TOWN OF ABINGDON  
WORK SESSION  
THURSDAY, APRIL 25, 2019 – 2:30 PM  
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A work session of the Abingdon Town Council was held on Thursday, April 25, 2019 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 –** None

**D. REPORTS FROM INTERIM TOWN MANAGER –**

1. Presentation regarding financial update on The Meadows project - *David Rose, Davenport & Associates (VIDEO 6:54 – 1:11:53)*

David Rose of Davenport & Associates presented the April 25, 2019 Preliminary Financial Analysis - Financial Analysis related to the Meadows Project. (Report posted to the Town's website). Fred Parker, Washington County, Virginia Treasurer and Cameron Bell, Counsel for Town of Abingdon, Virginia spoke regarding the projected revenue and costs relating to the Meadows Project.

Joe LeVine proposed several clarifications regarding the presentation that were addressed by Mr. Rose, Mr. Parker and Mr. Bell. Lengthy discussion ensued.

2. Discussion regarding proposed change order to Green Spring Road related to final grading and utilities – *Ken Vittum, Interim Town Manager (VIDEO 1:11:54 – 1:46:15)*

Kenneth Vittum, Interim Town Manager advised Council that the remainder of the \$10,000,000 bond is \$6,766,682. Mr. Vittum stated that he foresees several months' progress and financial savings of approximately \$300,000 to proceed with a change-order for final grading and underground utility work. Stephen Steele of CHA Design/Construction Solutions requested Council to consider the action at the June meeting

which would allow the soil additional time to dry and additional time would be need to begin utility construction. Mr. Vittum further addressed possible delays associated with manufacturer production and delivery of planned permanent signal poles due to documented severe weather. The proposed change-order for temporary wood poles would be \$58,118.76, less 50% for Virginia Department of Transportation reimbursement, with a time extension up to 60-days with substantial completion by July 3, 2019.

**On motion by Mr. Bradley, seconded by Mrs. Quetsch, to authorize change order number 015 for the Green Springs Road project in the amount of \$58,118.76 to Baker's Construction.**

**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. Discussion regarding Fire Prevention Code amendment - ***Ken Vittum, Interim Town Manager (VIDEO 1:46:52 – 1:49:14)***

Kenneth Vittum, Interim Town Manager advised Council the suggested amendment was to not charge for annual inspections to the Washington County schools located in the Town of Abingdon. Mr. Vittum advised that the charges for the two previous years was waived at the request of the Washington County School Board. Mr. Vittum stated that this item would be placed on the June 3, 2019 agenda.

4. Discussion regarding Noise Ordinance amendment – mixed use district – ***Ken Vittum, Interim Town Manager (VIDEO 1:49:16 – 1:51:24)***

Kenneth Vittum, Interim Town Manager advised Council that the amendment was made to reflect mixed-use districts. Cameron Bell, Counsel clarified some of the questions of Council.

5. Discussion regarding permits for parades and costs – ***Ken Vittum, Interim Town Manager (VIDEO 1:51:25 – 1:59:57)***

Kenneth Vittum, Interim Town Manager discussed the issues pertaining to the fee schedule that was adopted in 2013. Mr. Vittum stated that some fees were being waived and not uniformly applied. Discussion ensued and it was determined that staff meet with Mr. Morani.

**Council took brief recess. (1:59:57 – 2:08:27)**

6. Discussion regarding creation of Finance Committee – ***Ken Vittum, Interim Town Manager (VIDEO 2:23-35 – 2:26:20)***

Donna Quetsch and Derek Webb volunteered to serve on the Finance Committee which would meet on a monthly basis.

7. Update regarding sale of two (2) trolleys – ***Ken Vittum, Interim Town Manager (VIDEO 2:26:24 – 2:31:59)***

Kenneth Vittum, Interim Town Manager estimated value of the trolleys would be \$10,000 - \$12,000 each with a savings of approximately \$1,000 annually for insurance. Council requested that this matter be placed on the May 6, 2019 agenda.

8. Updated on proposed changes to employee handbook related to credit card use by employees – ***Ken Vittum, Interim Town Manager (VIDEO 2:31:59 – 2:39:52)***

Kenneth Vittum, Interim Town Manager stated that a drafted credit card policy would be presented to the department heads for consideration and placed on the June 3, 2019 agenda for Council consideration. Mr. Vittum further stated that he requested Stacey Reichler to redraft the employee policy in general and Mrs. Quetsch added that she would like to see a policy on merits.

9. Discussion regarding proposed Great Knobs Mountain Bike Trail access point(s) – ***Jayne Duehring, Director of Tourism (VIDEO***

The Clerk asked that this matter be continued until additional information was received.

10. Discussion regarding civic organization board located at municipal parking lot – ***Kevin Worley, Director of Outdoor Parks & Recreation (VIDEO 2:08:52 – 2:23:31)***

Kevin Worley, Director of Outdoor Parks & Recreation briefed Council that the civic seals sign located near the Fields Penn House has deteriorated and unstable. Mr. Worley presented a plan to remove the sign and adjacent holly trees. Mr. Worley suggested an area for photo opportunities and public art. Council members agreed.

11. Schedule work sessions for May, June and July, 2019 – ***Ken Vittum, Interim Town Manager (VIDEO 2:39:50 – 2:42:57)***

Meetings were scheduled for May 14, 2019 at 2:30 pm; June 20, 2019 at 2:30 pm; July 18, 2019 at 2:30 pm in the Arthur Campbell meeting room.

12. Closed Session pursuant to §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended, a personnel matter involving salary or other compensation of a specific employee and pursuant to §2.2-3711(A)(3), a matter involving disposition of publicly held real property because discussion in open meeting would adversely affect the Town's bargaining position. (VIDEO 2:43:04 – 2:58:56)

On motion by Mrs. Quetsch, seconded by Mr. Webb, moved that the Abingdon Town Council convene in closed session to discuss the following as permitted by Virginia Code Section 2.2-3711(A)(1), a personnel matter involving appointment or promotion of particular officers or employees and pursuant to §2.2-3711(A)(3), a matter involving disposition of publicly held real property because discussion in open meeting would adversely affect the Town's bargaining position.

The roll call vote was as follows:

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

On motion of Mr. Bradley, seconded by Ms. Patterson, Council reconvened in open session.

The roll call vote was as follows:

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

Mr. Webb moved that the Town Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

**The certification was as follows:**

<b>Mr. Bradley</b>	<b>I so certify</b>
<b>Mrs. Quetsch</b>	<b>I so certify</b>
<b>Mr. Webb</b>	<b>I so certify</b>
<b>Ms. Patterson</b>	<b>I so certify</b>
<b>Mayor Craig</b>	<b>I so certify</b>

**E. COUNCIL MEMBER REPORTS (VIDEO 2:59:03 – 3:03:15)**

Mr. Bradley reported that he attended the VML Newly Elected Officials training.

Ms. Patterson reported that she graduated Washington County Leadership; raised \$1,067 for Meals on Wheels project; attended historic meeting with the Washington County Board of Supervisors and Washington County Service Authority; and several other events

Mayor Craig adjourned the meeting.

  
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J. Wayne Craig, Mayor

  
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Kimberly Kingsley, Clerk