



**TOWN OF ABINGDON, VIRGINIA
TOWN COUNCIL REGULAR MEETING
THURSDAY, JUNE 23, 2022 – 2:30 pm
TOWN HALL – ARTHUR CAMPBELL ROOM**

DRAFT AGENDA

Please note there will be an opportunity during the meeting for citizens to address the Town Council when the Mayor declares public comments open. We request that anyone addressing the Council sign up, approach the podium when called, state your first and last name, and provide your complete mailing address.

- A. WELCOME – Mayor Webb**
- B. ROLL CALL – Kim Kingsley, Clerk**
- C. PLEDGE OF ALLEGIANCE – Mayor Derek Webb**
- D. APPROVAL OF AGENDA – Mayor Webb**
- E. PUBLIC COMMENTS** – Please place your name on the sign-up sheet provided, and comments are limited to three (3) minutes per person.
 - Town of Abingdon residents
 - Other public comments (e.g. property owners, organizations)
- F. PUBLIC HEARING -** Please place your name on the sign-up sheet provided, and comments are limited to five (5) minutes per person.
 - 1. Proposed budget amendment for Fiscal Year July 1, 2021 – June 30, 2022 – *Steve Trotman, Director of Finance*
- G. RESOLUTIONS**
 - 1. Resolution for application of Industrial Revitalization Funds for the United Way of Southwest Virginia – *Mayana Rice, Director of Community Development*
- H. FIRST READING OF ORDINANCES**
 - 1. An Ordinance of the Council for the Town of Abingdon, Virginia proposing an amended budget and to make appropriation for the amendment of current expenses and revenues for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022. – *Steve Trotman, Director of Finance*
- I. SECOND READING OF ORDINANCES**
- J. CONSIDERATION OF BIDS**
 - 1. Consideration of bids for Green Spring Road culvert rehabilitation - *Michael Surrect, Interim Director of Public Works*
- K. NEW BUSINESS**
- L. OLD BUSINESS**
 - 1. Final presentation of the Community Development fee schedule to be approved by the Town Manager – *Mayana Rice, Director of Community Development*
- M. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER**
- N. COUNCIL MEMBER REPORTS**
- O. CLOSED SESSION**
- P. ADJOURNMENT**



MEMO

TO: ABINGDON TOWN COUNCIL

FROM: MAYANA RICE, DIRECTOR COMMUNITY DEVELOPMENT

SUBJECT: PARTNER ON GRANT APPLICATION WITH THE UNITED WAY OF SOUTHWEST VIRGINIA

PUBLICATION DATE: JUNE 16, 2022

MEETING DATE: JUNE 23, 2022

LOCATION: COUNCIL CHAMBERS, TOWN HALL
133 WEST MAIN STREET, ABINGDON, VA

In 2021 staff learned of a grant for the revitalization of aging shopping centers, industrial buildings and dilapidated structures. The grant is called the Industrial Revitalization Fund managed through the Virginia Department of Housing and Community Development. We contacted a variety of organizations, that we currently know are actively looking at locations for development or are in the process of proposing the redevelopment of structures. We indicated that the money was available and that we'd be willing to partner to bring more resources to our community.

The United Way replied to our request and said "yes we would be interested in applying for the grant and working with the Town of Abingdon".

A brief summary of the project they are proposing:

1. Regional headquarters for the United Way
2. Distribution center for childcare facility supplies and infrastructure
3. A childcare facility
4. A training center for the establishment of new and expanding childcare facilities in the region
5. Regional youth workforce development facility

As we are all aware childcare has become a critical piece in the redevelopment of the community post COVID. Staff believes that supporting this opportunity is a strong message of dedication to the post pandemic recovery.

Our role as the Town Staff, in this situation, would be to assist in the application and minimal management of the grant funding. In our discussions with DHCD they indicated that they could establish a direct contract with the United Way if we were awarded the grant.

The Town would **not**:

1. Act as a fiscal agent
2. Act as a day to day manager of the grant
3. Provide a monetary match

A memorandum of understanding (MOU) will need to be established. This will protect both the Town and the United Way to ensure both participants understand the roles and responsibilities.

Staff is now asking the Town Council to adopt a resolution committing the Town to Applying for the IRF Grant on behalf of the United Way of Southwest Virginia.



A RESOLUTION FOR THE TOWN OF ABINGDON, VIRGINIA

APPROVING THE APPLICATION FOR INDUSTRIAL REVITALIZATION FUNDS

WHEREAS, the United Way of Southwest Virginia has requested that the Town of Abingdon assist in the application for the Industrial Revitalization Funds; and

WHEREAS, the United Way of Southwest Virginia is proposing to utilize the funds for the creation of a Regional Childcare Headquarters; and

WHEREAS, the projected redevelopment funds of \$5,000,000 are being requested; and

WHEREAS, the total number of beneficiaries is twenty-one counties and cities in Virginia, including a population of more than 1,000,000 who will benefit from this project; and

NOW, THEREFORE BE IT RESOLVED by the Council for the Town of Abingdon approves application partnership between the Town of Abingdon and the United Way of Southwest Virginia. The Council adopts said Resolution this twenty-third day of June 2022.

TOWN OF ABINGDON, VIRGINIA

BY: _____
Mayor

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 June 23, 2022. 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:

Member	Attendance	Vote
Mike Owens		
Dwyane Anderson		
Amanda Pillion		
Donna Quetsch		
Derek Webb		

WITNESS my hand and seal of the Town of Abingdon as of June 23, 2022.

(SEAL) _____
Kimberly Kingsley, Clerk

TOWN OF ABINGDON, VIRGINIA

PROPOSED AMENDED BUDGET FY 2022

GENERAL FUND	Adopted Budget	Amend	Amended Budget
Revenue Appropriations General Fund			
General Property Taxes	\$ 3,139,260	\$ 70,345	\$ 3,209,605
Other Local Taxes	\$ 6,186,056	\$ 1,421,443	\$ 7,607,499
Permits	\$ 34,000	\$ (6,040)	\$ 27,960
Fines & Forfeitures	\$ 17,000	\$ 2,234	\$ 19,234
Revenue-Use of Money & Property	\$ 19,619	\$ 17,696	\$ 37,315
Charges for Services	\$ 799,650	\$ 149,221	\$ 948,871
Miscellaneous Revenue	\$ 678,750	\$ (130,211)	\$ 548,539
Donations	\$ -	\$ 98,000	\$ 98,000
Recovered Costs	\$ 625,000	\$ (625,000)	\$ -
Revenue-Other Agencies	\$ 576,866	\$ 2,075,368	\$ 2,652,234
Use of General Fund Reserves	\$ 1,162,967	\$ 3,975,000	\$ 5,137,967
TOTAL REVENUE GENERAL FUND 2021-22	\$ 13,239,168	\$ 7,048,056	\$ 20,287,224
Expenditure Appropriations General Fund			
General Government			
Legislative	\$ 69,930	\$ 155,247	\$ 225,177
General & Financial Administration	\$ 1,994,302	\$ 115,474	\$ 2,109,776
Stabilization Fund	\$ 250,000	\$ -	\$ 250,000
TOTAL GENERAL GOVERNMENT	\$ 2,314,232	\$ 270,721	\$ 2,584,953
Public Safety			
Police Department	\$ 2,235,397	\$ (46,440)	\$ 2,188,957
Fire Department	\$ 488,784	\$ (9,438)	\$ 479,346
Building Inspections	\$ 126,754	\$ 13,669	\$ 140,423
TOTAL PUBLIC SAFETY	\$ 2,850,935	\$ (42,209)	\$ 2,808,726
Maintenance of Highways, Streets, Buildings & Grounds, Recreation, Community Development			
Public Works	\$ 378,724	\$ (709)	\$ 378,015
Street Maintenance & Operations	\$ 1,312,193	\$ 986,681	\$ 2,298,874
Facility Management	\$ 453,165	\$ (25,511)	\$ 427,654
Central Garage	\$ 377,796	\$ (48,653)	\$ 329,143
Solid Waste Collection	\$ 292,904	\$ (64,838)	\$ 228,066
Parks & Recreation	\$ 2,113,518	\$ (406,958)	\$ 1,706,560
Community Development	\$ 954,094	\$ 111,051	\$ 1,065,145
TOTAL MAINTENANCE OF HIGHWAYS, STREETS, BUILDINGS & GROUND, RECREATION, COMMUNITY DEVELOPMENT	\$ 5,882,394	\$ 551,063	\$ 6,433,457

TOWN OF ABINGDON, VIRGINIA
PROPOSED AMENDED BUDGET FY 2022

Other Expenditures

Non-Departmental	\$	96,767	\$	9,613	\$	106,380
Debt Service & Restricted Funds	\$	1,097,635	\$	(383)	\$	1,097,252
Transfers to Other Funds	\$	997,205	\$	6,259,245	\$	7,256,450
TOTAL OTHER EXPENDITURES	\$	2,191,607	\$	6,268,475	\$	8,460,082
TOTAL GENERAL FUND OPERATIONS	\$	13,239,168	\$	7,048,050	\$	20,287,218

TOWN OF ABINGDON, VIRGINIA

PROPOSED AMENDED BUDGET FY 2022

CAPITAL PROJECTS FUND	Adopted Budget	Adjustment	Amended Budget
Revenue Appropriations - Capital Projects Fund			
Loan Proceeds	\$ 6,587,900	\$ (6,587,900)	\$ -
Transfer from General Fund	\$ 968,205	\$ 6,587,900	\$ 7,556,105
TOTAL REVENUE APPROPRIATIONS - CAPITAL PROJECT FUNDS	\$ 7,556,105	\$ -	\$ 7,556,105

Expenditure Appropriations - Capital Projects Fund			
Facility Management Capital Projects	\$ 223,000	\$ -	\$ 223,000
Meadows Sports Complex Capital Project	\$ 7,333,105	\$ -	\$ 7,333,105
TOTAL EXPENDITURE APPROPRIATIONS - CAPITAL PROJECTS FUND	\$ 7,556,105	\$ -	\$ 7,556,105

ARPA FUND	Adopted Budget	Adjustment	Amended Budget
Revenue Appropriations - ARPA Fund			
ARPA - SLFRF	\$ 4,081,157	\$ -	\$ 4,081,157
TOTAL REVENUE APPROPRIATIONS - ARPA FUNDS	\$ 4,081,157	\$ -	\$ 4,081,157

Expenditure Appropriations - ARPA Fund			
The Meadows	\$ 2,000,000	\$ -	\$ 2,000,000
VCT - Trestle Repairs	\$ 1,250,000	\$ -	\$ 1,250,000
Flood Mitigation	\$ 689,041	\$ -	\$ 689,041
Green Spring Rd	\$ 142,115	\$ -	\$ 142,115
TOTAL EXPENDITURE APPROPRIATIONS - ARPA FUND	\$ 4,081,156	\$ -	\$ 4,081,156

VDOT STREET MAINTENANCE FUND	Adopted Budget	Adjustment	Amended Budget
Revenue Appropriations - Street Maintenance Fund			
Virginia Department of Transportation	\$ 3,154,000	\$ (3,154,000)	\$ -
Transfer from General Fund	\$ 29,000	\$ (29,000)	\$ -
TOTAL REVENUE APPROPRIATIONS - STREET MAINTENANCE FUND	\$ 3,183,000	\$ (3,183,000)	\$ -

Expenditure Appropriations - Street Maintenance			
Virginia Department of Transportation Urban	\$ 1,733,000	\$ (1,733,000)	\$ -
Park Street Project	\$ 1,450,000	\$ (1,450,000)	\$ -
TOTAL EXPENDITURE APPROPRIATIONS - STREET MAINTENANCE FUND	\$ 3,183,000	\$ (3,183,000)	\$ -

TOWN OF ABINGDON, VIRGINIA

PROPOSED AMENDED BUDGET FY 2022

SEWER FUND	Adopted Budget	Adjustment	Amended Budget
Revenue Appropriations - Sewer Fund			
Sewer Service	\$ 3,251,098	\$ -	\$ 3,251,098
Sewer Service Penalties	\$ 50,000	\$ -	\$ 50,000
WCSA Exit 13	\$ 80,000	\$ -	\$ 80,000
Sewer Connections	\$ 75,000	\$ -	\$ 75,000
Pretreatment Control Authority	\$ 66,800	\$ -	\$ 66,800
Non-operating Revenues	\$ 17,710	\$ -	\$ 17,710
Use of Sewer Fund Reserves	\$ 1,228,666	\$ -	\$ 1,228,666
TOTAL REVENUE APPROPRIATIONS - FUND			
SEWER	\$ 4,769,274	\$ -	\$ 4,769,274
Expenditure Appropriations - Sewer Fund			
Administration	\$ 370,083	\$ -	\$ 370,083
Collection	\$ 938,656	\$ -	\$ 938,656
Disposal	\$ 1,045,612	\$ -	\$ 1,045,612
Debt Service	\$ 728,315	\$ -	\$ 728,315
Pretreatment Control Authority	\$ 94,944	\$ -	\$ 94,944
Non-Departmental	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Capital Projects	\$ 1,591,665	\$ -	\$ 1,591,665
TOTAL EXPENDITURE APPROPRIATIONS	\$ 4,769,274	\$ -	\$ 4,769,274



TECHNICAL MEMORANDUM

To: Kevin Worley, , VCA, CPRP, PMP, Project Management
From: Eugene Coleman, PE, A. Morton Thomas and Associates, Inc.
Date: June 13, 2022
RE: Green Spring Road Culvert Rehabilitation
Bid Analysis Package

Three (3) bids for this project were opened publicly at approximately 3:00 pm on Thursday, June 10th. Copies of the received bid package from the bidders and the bid tabulation are attached hereto.

Bid Forms

The following table summarizes the status and completeness of each bid, including forms received from the bidders after the receipt of bids, in accordance with the requirements of the project documents.

PROJECT DESCRIPTION:	Green Spring Road Culvert Rehabilitation		
LOCALITY NAME:	Town of Abingdon		
ADVERTISEMENT DATE:	May 23, 2022		
LETTING DATE:	June 9, 2022, 3:00 PM		
	Bidder's Name		
	Anglers, LLC	Boring Contractors	Curtis Contracting
Base Bid	\$105,000.00	\$222,500.00	\$226,317.00
Rank	1	2	3
Sealed?	Y	Y	Y
Acknowledge Bid Addenda?	Y	Y	Y
<i>Required with Bids?</i>			
Bid Security (5%)	Y	Y	Y
Bid Form	Y	Y	Y
Evidence of Authority to do business in state of project	Y	Y	Expired DPOR (1)
Affidavit of Non-Collusion	Y	Y	Y
Worker's Compensation Certificate of Coverage	Y	Y	Y
Contractor's Policy of Non-Discrimination	Y	Y	Y
Contractor's Policy of Drug-Free Workplace	Y	Y	Y
Certificate of Bidder Regarding Debarment	Y	Y	Y
List of Suppliers	Y	Y	None acknowledged
List of Subcontractors	Y	Y	None acknowledged

(1) A license lookup through DPOR revealed a current license with an expiration date of 2024-03-31

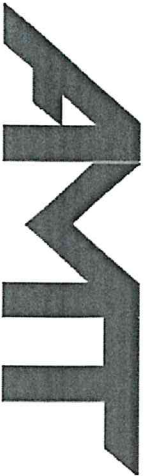
Bid Analysis

From our analysis of the bids Anglers, LLC and Boring Contractors, Inc. are responsive bidders while Curtis Contracting, Inc. does not appear to be responsive. The non-responsive determination is based on 1) the evidence of authority to do business in the state of the project is expired (03-31-2022), however through an on-line lookup their license is current with an expiration date of 03-31-2024; 2) a list of suppliers was not provided or an indication that all materials are in-house; and 3) a list of subcontractors was not provided or an indication that all work would be performed without the need for subcontractors. In our opinion these items are considered minor deviations.

The apparent low bid is \$105,000.00 submitted by Anglers, LLC . The second ranked bid is \$222,500.00 and approximately 112% more than the apparent low bid and the third ranked bid is \$226,317.00 and approximately 116% more than the apparent low bid. The second and third ranked bids are within 2% of each other.

Recommendation

The analysis of the apparent low bid is less than the Engineer's Estimate of \$157,146.00 dated February 11, 2022. Based on a conversation with the apparent low bidder there does not appear to be any misunderstanding of the scope of work. Therefore, it is our recommendation that the bid of **\$105,000.00** from Anglers, LLC be accepted.



A. Morton Thomas and Associates, Inc.
Consulting Engineers

BID TABULATION SHEET

Project Name: Green Spring Road Culvert Rehabilitation

BIDS DUE:

June 9, 2022

TIME: 3:00 pm

Owner: Town of Abingdon, VA

BIDS OPENED:

June 9, 2022

TIME: 3:00pm

BIDDER	VIRGINIA CONTRACTOR'S LICENSE #	RECOGNIZED 2 ADDENDA (Y) OR (N)	INCLUDES 5% BID BOND OR SECURITY (Y) OR (N)	BID SIGNED (Y) OR (N)	TOTAL BASE BID	NOTES
Boring Contractors	270510002	Y	Y	Y	\$ 222,500.00	
Curtis Contracting, Inc	2701031525	Y	Y	Y	\$ 226,317.00	
Anglers LLC	2705098348	Y	Y	Y	\$ 105,000.00	

"Disclaimer: The information contained on this posted Bid Tabulation Sheet is for informational purposes only, does not necessarily reflect actual awarding and is not in any way binding upon the Town of Abingdon, its employees, or agents. All bids are subject to verification for accuracy, and for specification and contract compliance. The Town of Abingdon does not warrant, represent, or guarantee the accuracy or completeness of information provided herein for your convenience. The Town shall not be responsible or liable in any way for errors, inaccuracies or omissions discovered within this posted document.

CONSULTANT:

A. Morton Thomas & Assoc.

REQUESTOR:

Town of Abingdon

CONDUCTED BY:

Kevin Worely

WITNESS:

Eugene Coleman

DOCUMENT 005100 – NOTICE OF AWARD

NOTICE OF AWARD

Date of Issuance: TBD

Owner: Town of Abingdon

Owner's Contract No.:

Engineer: A. Morton Thomas & Associates, Inc.

Engineer's Project No.: 19-0725.004

Project: Green Spring Road Culvert Rehabilitation

Contract Name:

Bidder: Anglers, LLC

Bidder's Address: 40710 Red Hill Road, Leesburg, VA 20175

TO BIDDER:

You are notified that Owner has accepted your Bid dated **June 9, 2022**, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Green Spring Road Culvert Rehabilitation.

The Contract Price of the awarded Contract is: \$ **105,000.00**.

[3] copies of the Contract (including one fully executed counterpart of the Agreement), and one copy in electronic portable document format (PDF).

☐ a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of this Notice of Award:

1. Deliver to Owner 1 counterpart of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Town of Abingdon, Virginia

Authorized Signature

By:

Title:

Copy: Engineer



MEMO

TO: ABINGDON TOWN COUNCIL

FROM: MAYANA RICE, DIRECTOR COMMUNITY DEVELOPMENT

SUBJECT: FEE SCHEDULE (PLANNING / BUILDING / ENGINEERING)

PUBLICATION DATE: JUNE 16, 2022

MEETING DATE: JUNE 23, 2022

LOCATION: COUNCIL CHAMBERS, TOWN HALL
133 WEST MAIN STREET, ABINGDON, VA

As we are looking to ensure the services we provide to the community are recaptured, there are only a few fees outside of taxes that contribute to the general fund. Development is one of those areas.

As we look at our surrounding compared communities we quickly realize that the Town of Abingdon has lower review fees for permitting than specifically Bristol Virginia and Washington County. If we look at the averages for the region – we find we are still lower than the averages.

The cost of providing services to maintain a safe community where people can confidently purchase homes and commercial properties, knowing they have been carefully planned and inspected is valuable. These services are the building blocks to confidence in the future development of the community.

Staff has now workshopped the proposed fees twice with the Town Council. We are presenting this final fee schedule for review. A resolution was adopted June 7, 2021 that authorizes the Town Manager to approve the final version of the fee schedule. Staff will request a signature of approval on the final original version of the fee schedule.



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

SCHEDULE OF FEES

Building Department Permits

Building, Electrical, Mechanical/Gas Piping, Elevator, Plumbing, Fire Protection, Alternative Energy

Value of Work to be Completed	Base Fee	Sliding Fee	Maximum Fee
(value in \$)	\$25.00	\$5.00 per \$1000 of value	\$35,000.00

Demolition or Asbestos Permit

Base Fee \$200.00

**Work commencing without a valid permit will cost two times (2X) the fee **

Engineering Department Permit

Entrance Permit

Base Fee \$200.00

Encroachment Permit

Base Fee \$200.00

Plus Per Day Fee (up to 90 days) \$10.00

Land Disturbance Permit

Base Fee \$250.00

Plus DEQ Fees Varies



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Planning Department

Site Plan Review

Base Fee \$300.00

Subdivision

Boundary Realignment (administrative) \$200.00

Simple Subdivision with 2 lots (administrative) \$250.00

Minor Subdivision with less than 3 lots \$375.00

Subdivision with 4 Lots or More (+ per lot)..... \$1000.00

Plus Addition per Lot..... \$25.00

Special Use Permit

Base Fee \$350.00

Advertising Fee..... Varies

Surrounding Property Notices..... \$12 per address

Sign Permit

Base Fee (+ square foot) \$100.00

Price per Square Foot..... \$3.00

Certificate of Appropriateness (Old and Historic District and Entrance Corridor)

Regular Meeting \$50.00

Modifications Requiring Further Review \$25.00

Waiver for Certificate of Appropriateness

Base Fee \$50.00

Zoning Appeals and Variances

Regular Meeting \$500.00

Special Meeting..... \$1000.00

Advertising Fee..... Varies

Surrounding Property Notices..... \$12 per address

Zoning Amendment

Application Fee..... \$350.00

Advertising Fee..... Varies

Surrounding Property Notices..... \$12 per address

Address Change

Application Fee..... \$45.00



TOWN OF ABINGDON COMMUNITY DEVELOPMENT

TOWN OF ABINGDON, VIRGINIA

BY: _____
Town Manager

WITNESS my hand and seal of the Town of Abingdon as of _____, 2022.

(SEAL) _____
Kimberly Kingsley, Clerk