



**TOWN OF ABINGDON, VIRGINIA
TOWN COUNCIL REGULAR MEETING
MONDAY, FEBRUARY 6, 2023 – 6:30 pm
TOWN HALL - COUNCIL CHAMBERS**

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 Pillion
- B. ROLL CALL** – Kim Kingsley, Clerk
- C. PLEDGE OF ALLEGIANCE** – Councilmember Wayne Austin
- D. PRAYER** – Dr. Paul Seay, Abingdon United Methodist Church
- E. APPROVAL OF AGENDA** – Mayor Pillion
- F. PUBLIC COMMENTS** – Please place your name on the sign-up sheet provided; comments are limited to three (3) minutes per person.
 - Town of Abingdon residents
 - Other public comments (e.g. property owners, organizations)
- G. APPROVAL OF MINUTES**
 - January 3, 2023 minutes
 - January 26, 2023 minutes
- H. PROCLAMATIONS**
- I. PUBLIC HEARING** - Please place your name on the sign-up sheet provided; comments are limited to five (5) minutes per person.
 - 1, Proposed special use permit to construct a monument sign at the intersection of Jonesboro Road and Ole Berry Drive; Applicant: Snyder Signs, Inc. on behalf of Berry Home Centers, Inc. The monument sign will be signage for properties and businesses within the Oakstone Development with proposed placement on Tax Parcel 104C212-4, Owner Archland Property I, LLC., 1105 Ole Berry Drive
- J. RESOLUTIONS**
 - 1. Special Use Permit to construct a monument sign at the intersection of Jonesboro Road And Ole Berry Drive; Applicant: Snyder Signs, Inc. on behalf of Berry Home Centers, Inc. The monument sign will be signage for properties and businesses within the Oakstone Development with proposed placement on Tax Parcel 104C212-4, Owner Archland Property I, LLC, 1105 Ole Berry Drive
- K. FIRST READING OF ORDINANCES**
- L. SECOND READING OF ORDINANCES**
- M. CONSIDERATION OF BIDS**

1. On-call general maintenance and repair services for various facilities owned and operated by the Town. – *Michael Surrett, Director of Public Works*

N. NEW BUSINESS

O. OLD BUSINESS

P. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER

1. Swearing-in of Abingdon Police Department Sergeant – *Chief Jon Holbrook*

Q. COUNCIL MEMBER REPORTS

R. APPOINTMENTS TO BOARDS AND COMMITTEES

- Sustain Abingdon
 - Reappointment of Kathlyn Terry Baker, who is eligible to serve an additional term
 - Appointment to fill expired term of Ricky Bray
 - Appointment to fill unexpired term of Sydney deBriel
 - Appointment to fill unexpired term of Ashby Dickerson
- Tourism Advisory Committee
- Economic Development Authority

If Council so desires, Closed Session pursuant to the Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) for the purpose of considering applications for appointment/reappointment the position(s) on Sustain Abingdon, Tourism Advisory Committee and Economic Development Authority.

S. CLOSED SESSION

T. ADJOURNMENT

**TOWN OF ABINGDON
ORGANIZATIONAL/REGULAR COUNCIL MEETING
TUESDAY, JANUARY 3, 2023 – 6:30 PM
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

An Organizational/Regular Council meeting of the Abingdon Town Council was held on Tuesday, January 3, 2023 at 6:30 pm in the Council Chamber of the Municipal Building.

A. WELCOME and ROLL CALL – *Kimberly Kingsley, Clerk*

Members of Council Present:

Wayne Austin
Dwyane Anderson
Amanda Pillion
Donna Quetsch
Derek Webb

B. PLEDGE OF ALLEGIANCE – Town Manager Mike Cochran led the Pledge of Allegiance.

C. PRAYER

D. ELECTION OF MAYOR – Kim Kingsley, Clerk declared the floor open for nomination for the position of Mayor. **(VIDEO 8:14 – 9:23)**

On nomination by Mrs. Quetsch, seconded by Mr. Anderson, Amanda Pillion was nominated to serve as the Mayor of the Council. Hearing no further nominations for Mayor, the Clerk declared the floor closed.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

At this time, the Clerk turned the meeting over to Mayor Pillion.

E. ELECTION OF VICE MAYOR – Mayor Pillion declared the floor open for nomination for the position of Vice Mayor. **(VIDEO 9:24 – 10:05)**

On nomination by Mr. Webb, seconded by Mr. Austin, Dwyane Anderson was nominated to serve as the Vice Mayor of the Council. Hearing no further nominations for Vice Mayor, Mayor Pillion declared the floor closed.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

F. Appointment of Town Manager (VIDEO 10:05 – 10:30)

On nomination by Mrs. Quetsch, seconded by Mr. Webb, appointed Mike Cochran as Town Manager.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

G. Appointment of Town Treasurer (VIDEO 10:31 -)

On nomination by Mr. Webb, seconded by Mr. Anderson, appointed Tammy Baldwin as Town Treasurer.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

H. Appointment of Town Clerk (VIDEO)

On nomination by Mrs. Quetsch, seconded by Mr. Webb, appointed Kim Kingsley as Town Clerk.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

I. Appointment of Town Attorney (VIDEO)

On nomination by Mr. Webb, seconded by Mrs. Quetsch, appointed Cameron Bell as Town Attorney.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

J. Appointment of one member of Council to the following boards, commissions and committees: (VIDEO)

1. Abingdon Planning Commission

On motion of Mr. Webb, seconded by Mrs. Quetsch, appointed Wayne Austin to the Abingdon Planning Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

2. Historic Preservation Review Board

On motion of Mrs. Pillion, seconded by Mr. Webb, appointed Dwyane Anderson to the Historic Preservation Review Board.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

3. Tree Commission

On motion of Mayor Pillion, seconded by Mr. Webb, appointed Dwyane Anderson to the Tree Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

4. Sinking Spring Cemetery Committee

On motion of Mr. Webb, seconded by Mrs. Quetsch, appointed Wayne Austin to the Sinking Spring Cemetery Committee.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

5. Mount Rogers Planning District Commission

On motion of Mrs. Pillion, seconded by Mr. Webb, reappointed Donna Quetsch to the Mount Rogers Planning District Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

6. District Three Governmental Cooperative

On motion of Mrs. Quetsch, seconded by Mr. Austin, appointed Dwyane Anderson to the District Three Governmental Cooperative.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

7. Tourism Advisory Commission

On motion of Mayor Pillion, seconded by Mr. Webb, appointed Dwyane Anderson to the Tourism Advisory Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

8. Recreation Advisory Commission

On motion of Mrs. Quetsch, seconded by Mr. Austin, appointed Derek Webb to the Recreation Advisory Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

9. Infrastructure Advisory Commission

On motion of Mr. Webb, seconded by Mayor Pillion, appointed Donna Quetsch to the Infrastructure Advisory Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

10. Finance Committee

On motion of Mr. Webb, seconded by Mr. Anderson, appointed Donna Quetsch and Mayor Pillion to the Infrastructure Advisory Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

11. Abingdon Arts Commission

On motion of Mr. Webb, seconded by Mr. Anderson, appointed Mayor Pillion to the Abingdon Arts Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

12. Veterans Advisory Board

On motion of Mrs. Quetsch, seconded by Mr. Anderson, appointed Mayor Pillion to the Veterans Advisory Board.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

REGULAR MEETING

A. APPROVAL OF AGENDA (VIDEO)

On motion of Mrs. Quetsch, seconded by Mr. Webb, Council approved agenda as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

B. PUBLIC COMMENTS - None

C. APPROVAL OF MINUTES (VIDEO)

- December 5, 2022

On motion of Mr. Webb, seconded by Mr. Anderson, approved the December 5, 2022 minutes as presented.

The roll call vote was as follows:

Mr. Austin	Abstained
(not a Councilmember on December 5, 2022)	
Mr. Anderson	Aye
Mayor Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

D. PROCLAMATIONS

E. PUBLIC HEARINGS

F. RESOLUTIONS

1. Resolution approving the subdivision of Final Plat for Towne Center of Abingdon, 396 Towne Center Drive, Tax Map Number 20-12-5

Assistant Town Manager and Director of Community Development Mayana Rice said there would be no visual differences in the parking access or easements between the two properties, with no additional construction. Mrs. Rice advised that installation of a fire rated wall was initiated with the subdivision and acknowledgment that the Cook Street extension will go along the K-Mart building's North elevation, pending grant funds being awarded through SMART Scale. Mrs. Rice stated that the Planning Commission approved the final plat.

On motion of Mrs. Quetsch, seconded by Mr. Anderson, approved the Resolution as proposed.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

G. FIRST READING OF ORDINANCES

H. SECOND READING OF ORDINANCES

1. Consideration of proposed comprehensive updates to the Town's Zoning and Subdivision Ordinance. **(VIDEO)**

On motion of Mr. Austin, seconded by Mr. Webb, approved the Zoning and Subdivision Ordinance as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

I. CONSIDERATION OF ANY BIDS

J. NEW BUSINESS

K. OLD BUSINESS

L. MISCELLANEOUS BUSINESS AND COMMUNICATION FROM TOWN MANAGER

Town Manager Mike Cochran thanked the Public Works department for prepping the roads, and the Abingdon Police Department and Fire Department during the recent extreme cold.

M. COUNCIL MEMBER REPORTS (VIDEO)

Mrs. Quetsch congratulated Mayor Pillion and Vice Mayor Anderson. Mr. Webb concurred with Mrs. Quetsch's congratulations.

N. APPOINTMENTS TO BOARDS AND COMMITTEES (VIDEO)

- Sustain Abingdon
 - Reappointment of Laura Pennington, who is eligible to serve an additional term
 - Appointment to fill expired term of Ricky Bray

- Appointment to fill unexpired term of Sydney deBriel
- Economic Development Authority
 - Reappointment of Don Adams, who is eligible to serve an additional term
- Tree Commission
 - Reappointment of Muhammad Hasham, who is eligible to serve an additional term

On motion of Mr. Webb, second by Mr. Anderson, reappointed Laura Pennington to Sustain Abingdon; Don Adams to Economic Development Authority, and Muhammad Hasham to Tree Commission for additional terms.

The roll call vote was as follows:

Mr. Austin	Aye
Mr. Anderson	Aye
Mrs. Pillion	Aye
Mrs. Quetsch	Aye
Mr. Webb	Aye

Mayor Pillion declared the meeting adjourned.

Mayor Amanda Pillion

Kim Kingsley, Clerk

**TOWN OF ABINGDON
COUNCIL MEETING
THURSDAY, JANUARY 26, 2023 – 2:30 pm
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

The meeting of the Abingdon Town Council was held on Thursday, January 26, 2023 at 2:30 pm in the Arthur Campbell Room of the Municipal Building.

A. WELCOME – *Mayor Pillion*

B. ROLL CALL

Members of Council Present:	Wayne Austin
	Donna Quetsch
	Derek Webb
	Dwyane Anderson
	Mayor Pillion

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA (VIDEO 6:04 – 6:39)

On motion of Mr. Webb, seconded by Mr. Anderson, approved the agenda as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Anderson	Aye
Mr. Webb	Aye
Mayor Pillion	Aye

E. PUBLIC COMMENTS - None

F. PROCLAMATIONS

G. PUBLIC HEARING - Please place your name on the sign-up sheet provided; comments are limited to five (5) minutes per person.

H. RESOLUTIONS

1. Resolution supporting Industrial Access Railroad Track Funds (**VIDEO 6:59 – 12:27**)

Director of Economic Development and Tourism Tonya Triplett conveyed that Appalachian Chemical Company, which is producing some bag fertilize at their Preston Street location, has the capability to bag salt and would like to get the railroad extension from Fuller to Preston refurbished. After contacting the railroad, it was advised there might be grants available for 70% of the costs. The proposed Resolution before you today is for support only for the application for the grant. J.J. Eaton spoke on behalf of Appalachian Chemical Company.

On motion of Mrs. Quetsch, seconded by Mr. Austin, approved the Resolution as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Anderson	Aye
Mr. Webb	Aye
Mayor Pillion	Aye

I. FIRST READING OF ORDINANCES

J. SECOND READING OF ORDINANCES

K. CONSIDERATION OF BIDS

1. On-call general maintenance and repair services for various facilities owned and operated by the Town. **(VIDEO 12:29 – 21:47)**

Director of Public Works Michael Surrett presented information regarding the proposed on-call general maintenance and repair services for various facilities owned and operated by the Town, requesting the Council award the bid to Belfor. Discussion ensued between Council and Mr. Surrett, and Public Facilities Manager Matt Henderson.

Councilmember Webb made a motion to accept the bid. However, the motion failed for the failure of a second.

Councilmember Austin requested that the matter be placed on the following agenda and requested the contract be provided in the packet for review.

2. Agreement with Velosolutions – American Ramp Company for design and construction for pump track services. **(VIDEO 21:47 – 30:52)**

Assistant Town Manager and Director of Community Development Mayana Rice advised that Director of Economic Development and Tourism Tonya Triplett began this project and found private money and grant funding to complete Phase One. Mrs. Rice reported that after discussion with the on-call engineering services to discuss how to move through the DEQ process regarding moving a large quantity of dirt. After a conversation with Velosolutions – American Ramp Company, and explained the permitting requirement and determined a price breakdown for an asphalt pump track for \$220,000, the planning documents for Phase One and Phase Two of \$15,000, included in this contract.

Mrs. Rice requested that the Council consider authorizing the Town Manager to sign the agreement with Velosolutions – American Ramp Company for the design and construction of the pump track. Discussion ensued regarding funding for Phase II and the timeline of the project.

On motion of Mr. Anderson, seconded by Mr. Webb, authorized the Town Manager to enter into an agreement with Velosolutions- American Ramp Company as presented.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Anderson	Aye
Mr. Webb	Aye
Mayor Pillion	Aye

N. NEW BUSINESS

1. Consideration of rescheduling the March 6, 2023 meeting. **(VIDEO 31:04 – 33:30)**

Discussion ensued regarding available dates to reschedule the March 6, 2023 meeting.

On motion of Mr. Anderson, seconded by Mrs. Quetsch, to combine the March 6, 2023 meeting with the March 23, 2023 meeting moving the time to 6:30 pm in Council chambers.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Anderson	Aye
Mr. Webb	Aye
Mayor Pillion	Aye

O. OLD BUSINESS

P. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER

1. Presentation of current financial report. **(VIDEO 33:32 – 58:15)**

Director of Finance Steve Trotman provided Council with a summary of the current financial status.

(VIDEO 53:23 – 58:19)

Town Manager Mike Cochran discussed the visitors and membership increased. He also announced that Lt. Blake Eades has returned to work at the Abingdon Police Department, and thanked Fire Chief Tim Estes for responding to an alarm at the Washington County Government Building and reporting the water damage to the proper authorities. Mr. Cochran announced the Valley Street traffic calming meeting on February 1, 2023.

Councilmember Austin questioned whether The Meadows splash pad would be open by Memorial Day. Mr. Cochran advised that a water source was being considered but was hopeful that it would be operable by Memorial Day.

Q. COUNCIL MEMBER REPORTS (VIDEO 58:19 – 1:03:46)

Mrs. Quetsch stated The Meadows sports complex looks good and thanked the staff. Councilmember Webb stated that the indoor track teams were doing well this year. Mayor Pillion suggested that every Councilmember provide an update regarding the boards and committees they serve on during the meetings. She also stated that she is working on a “Mondays with the Mayor” highlighting events in the Town.

R. APPOINTMENTS TO BOARDS AND COMMITTEES (VIDEO 1:03:46 – 1:04:25)

1. Consideration of appointing Derek Webb to replace Dwyane Anderson on the Tree Commission.

Mayor Pillion stated that a correction should be made to appoint Councilmember Webb to the Tree Commission to replace Vice Mayor Anderson.

On motion of Mr. Anderson, seconded by Mrs. Quetsch, to appoint Derek Webb to replace Dwyane Anderson on the Tree Commission.

The roll call vote was as follows:

Mr. Austin	Aye
Mrs. Quetsch	Aye
Mr. Anderson	Aye
Mr. Webb	Aye
Mayor Pillion	Aye

S. CLOSED SESSION

Mayor Pillion declared the meeting adjourned.

Mayor Amanda Pillion

Kimberly Kingsley, Clerk

October 27, 2022

VIA EMAIL
Kyra Bishop

Re: Sign Application

Dear Kyra:

The Town was presented with the attached application and sign drawing with Berry Home Centers, Inc., 1090 Ole Berry Drive, as applicant depicting a sign for Berry Home Centers, Inc. (“Berry”). The proposed location of the sign is on the northeast corner of the intersection of Ole Berry Drive and Jonesboro Road, at the approximate address of 1105 Ole Berry Drive.

In a series of prior communication, Berry submitted a subdivision plat recorded at Plat Book 28, Page 78. In particular on that plat, Berry refers to a portion of Lot 4 of the subdivision containing a notation “Permanent Sign Easement.” In addition, Berry provided a deed with Oakstone Properties, Inc., (“Oakstone”) as grantor and System Capital Real Property Corporation as grantee. In particular, that conveyance is made subject to “permanent sign easement located on the southwest corner of said property as shown on recorded plat of Oakstone Properties, Inc., in Plat Book 28, Page 78...” Berry states that the plat and subsequent deed created and demonstrate a permanent sign easement in favor of Oakstone in the southwest corner of Lot 4 of the subdivision.

In 2020, I had expressed questions to Berry’s counsel regarding whether the plat or deed had in fact created a permanent sign easement. Although I continue to have those questions¹, the Town will not conduct a title examination or opine on the legal creation or ownership of an easement. If Berry submits that Oakstone owns a permanent sign easement as depicted on the plat, then the Town will accept that position for purposes of an application.

¹ See, e.g., *Beach v. Turim*, 287 Va. 223, 229, 754 S.E.2d 295, 298 (2014) (“To constitute a grant, the instrument of conveyance must sufficiently describe the grantees ‘so as to be distinguished from all others.’ The deed in this case, including the plat, fails to identify to whom the easement is granted.”); *Burdette v. Brush Mountain Ests., LLC*, 278 Va. 286, 299, 682 S.E.2d 549, 556 (2009) (“While the Plat was incorporated into both deeds for descriptive purposes, there still must be an instrument of conveyance. . . in order to grant an express easement. Also, the instrument must contain operative words of conveyance sufficient to demonstrate the manifest intention to grant an easement.”)

But accepting that Oakstone has a permanent sign easement would not allow Berry to place its sign in that location. Rather, Berry's application for a sign on Oakstone's easement, which is off premise from Berry's location, is prohibited under Abingdon's Zoning Ordinance.

Off premise (off-site) signs are prohibited in the Town. *See* Abingdon Zoning Ordinance 21-4-1(h). An off premise sign is defined as a "sign which directs attention to a business, commodity, service, activity, or entertainment conducted, sold or offered on a parcel of land other than the one on which the sign is located." Abingdon Zoning Ordinance 21-4-9. In other words, signs may only refer to businesses on the property where that business is physically located.

A potential alternative, however, would be for Oakstone to submit an application for a comprehensive sign plan obtained by a special use permit. Abingdon Zoning Ordinance 21-2-3. A comprehensive sign plan would allow a master plan for all the signs in the subdivision to be reviewed - including an entrance sign that would include Oakstone and other businesses located in the subdivision.

The special use permit process requires:

1. Application (<https://survey123.arcgis.com/share/25f439c33b5841fb82ffede167f19afe>)
2. Advertisement paid by the applicants (approximately \$800)
3. Noticing of the surrounding property owners
4. Public Hearing at Planning Commission / Town Council
5. Approval by Planning Commission and Town Council

The specifics of the comprehensive sign plan process are below but may also be found at <https://ecode360.com/37181020>.

I apologize if you took my response to be frustrating. To the contrary, I was attempting to provide an explanation of the Town's ordinances and processes and a potential solution to you. If you have any questions, please contact me or the Director of Community Development, Mayana Rice at 628-3167.

Comprehensive sign plan.

(1) Special exceptions to this article may be granted in B, M, and PTD districts as a comprehensive sign plan approved by special use permit. Special exceptions to the maximum height requirements in this article shall not be permitted.

(2) The comprehensive sign plan is intended to promote consistency among signs within a development and enhance the compatibility of signs with the architectural and site design features within a development.

(b) Contents of plan.

(1) A comprehensive sign plan, which may be a written document or drawings adequate to depict the proposed signs, shall include:

a. The proposed general locations for freestanding signs on a lot as well as the proposed location(s) for building signs on a building facade.

b. Types of signs proposed.

c. A listing of materials proposed for all sign structures and sign surfaces.

d. The maximum number and maximum size of proposed signs.

e. The type of illumination, if any, proposed for all signs, including whether internally illuminated or external illuminated and describing the type of light fixture proposed.

f. A description of any ornamental structure upon which a sign face is proposed to be placed.

(c) Amendment of plan.

(1) A comprehensive sign plan may be amended by submitting a revised comprehensive sign plan for consideration and determination through the special use permit process. Upon approval, the amended plan shall have the same force and effect as an approved comprehensive sign plan.



STAFF REPORT

TO: ABINGDON TOWN COUNCIL

FROM: MAYANA RICE,

SUBJECT: REQUEST FOR A SPECIAL USE PERMIT TO CONSTRUCT A MONUMENT TENANT SIGN STRUCTURE AT THE NORTHEAST CORNER OF THE INTERSECTION OF OLE BERRY DRIVE AND JONESBORO ROAD, AT THE APPROXIMATE ADDRESS OF 1105 OLE BERRY DRIVE.

PUBLICATION DATE: JANUARY 30, 2023

MEETING DATE: FEBRUARY 6, 2023

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

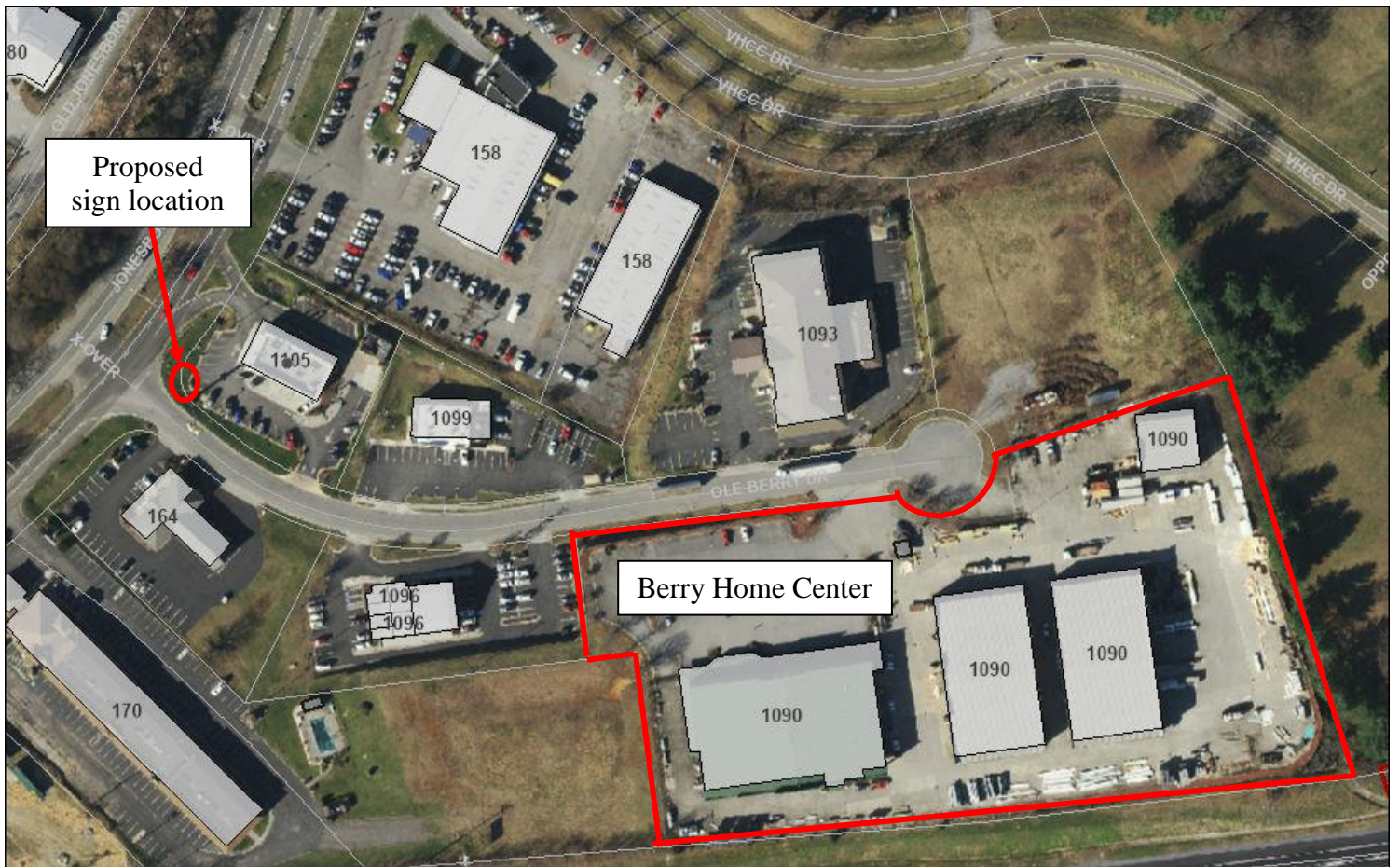
REQUEST:

Berry Home Center (Applicant) and Snyder Signs (Representative) have requested approval of a Special Use Permit per Section 15-9 of the Town of Abingdon Zoning Ordinance to construct a monument tenant sign structure at the northeast corner of the intersection of Ole Berry Drive and Jonesboro Road. The SUP is for a Comprehensive Sign Plan per Section 21-22-23 of Article 21 Signs. The existing signs within subdivision known as Oakstone Properties are not currently proposed to change. The only sign that will be added as part of a Comprehensive Plan is this primary entrance sign, which will have identifiers for all of the existing and future business within the subdivision.

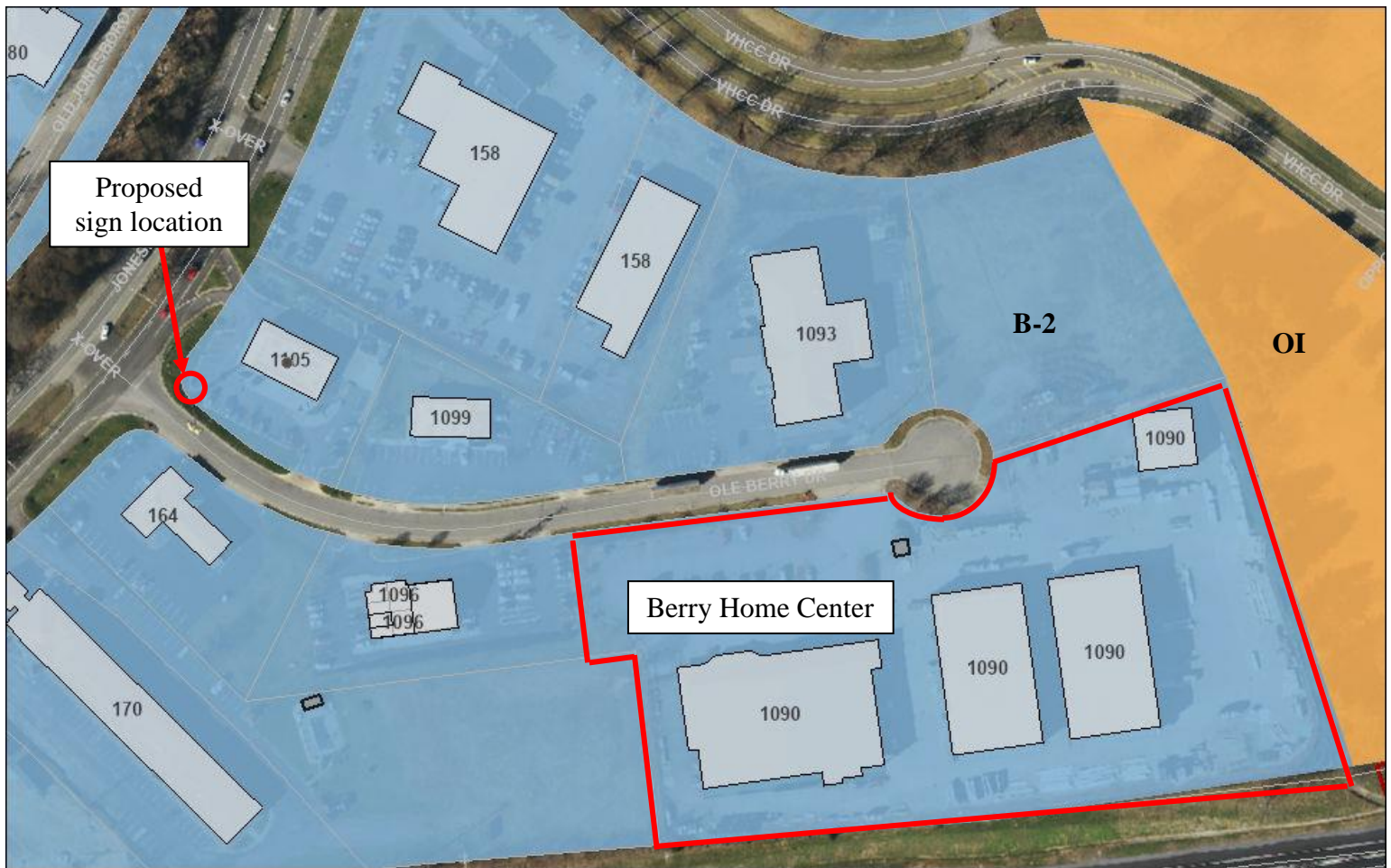
The location is located at 1105 Ole Berry Drive Abingdon VA (Parcel 104C2-12-4).

The property is currently General Business District (B-2).

VICINITY MAP:



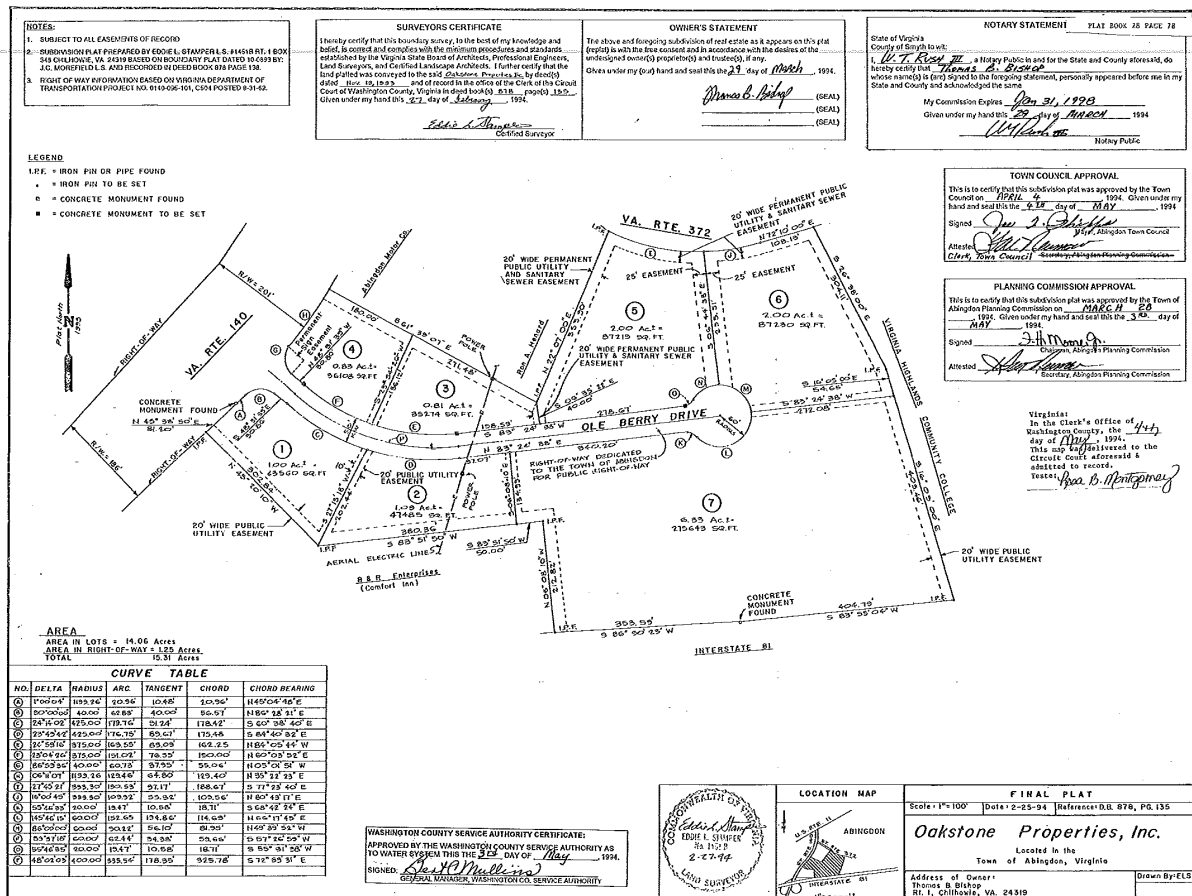
ZONING MAP:

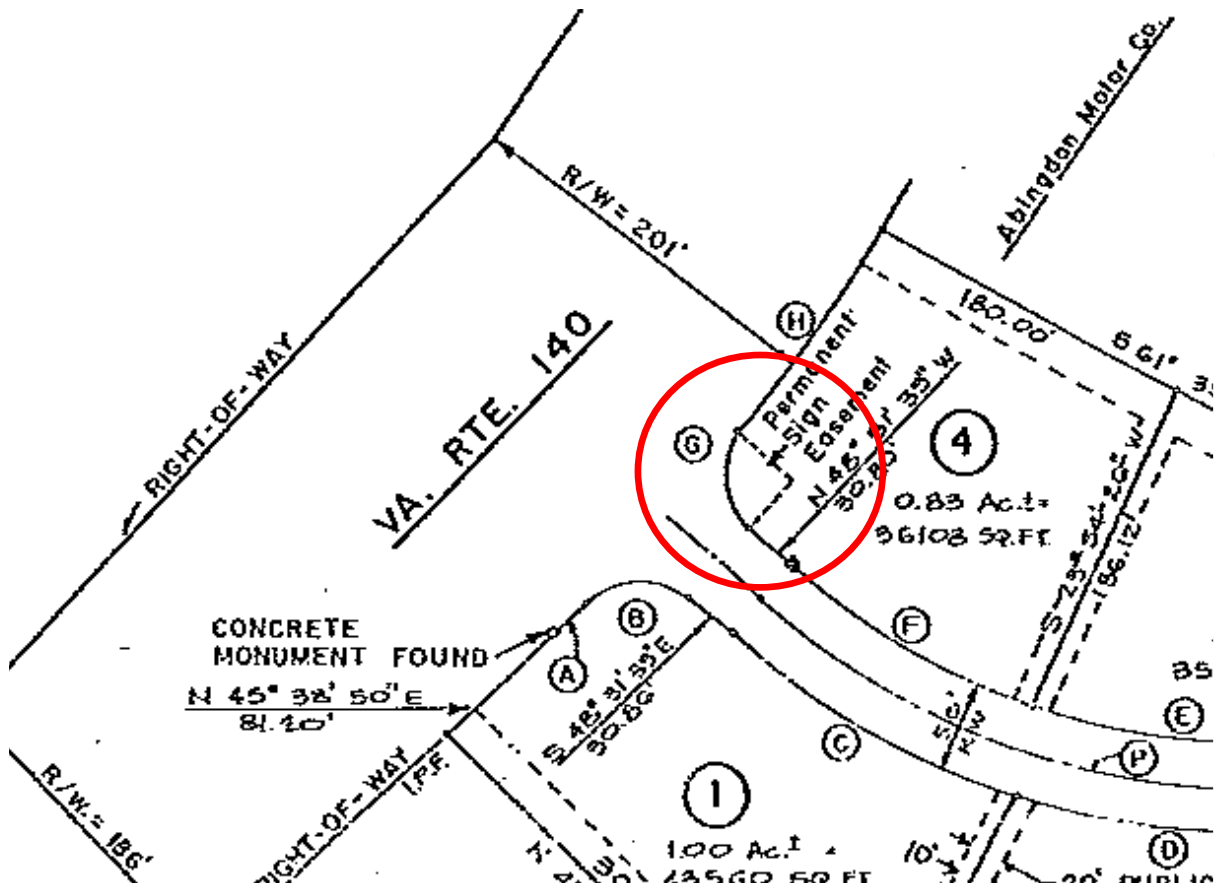


STAFF FINDINGS:

1. **Location.** Monument tenant sign is proposed to be located at the northeast corner of the intersection of Ole Berry Drive and Jonesboro Road, at the approximate address of 1105 Ole Berry Drive, Berry Home Center is located at 1090 Ole Berry Drive.
2. **Background.**

In May 1994 (28 years ago), a plat was approved for the subdivision of a parcel owned by Oakstone Properties into seven individual parcels. After approval, a variety of businesses took up residence in the newly created subdivision. On the final plat, a permanent sign easement can be seen in the fourth parcel's southwest corner.





Berry Home Center requested a singular Berry Home Center sign be allowed to be placed on the Oakstone Properties permanent sign easement, the request was brought to the Town of Abingdon Community Development Director approximately 3 years ago. As the location of the permanent sign, easement is not on the parcel where Berry Home Center is located – it was determined to be off premise signage.

In the correspondence there was further discussion regarding ownership of said easement.

The issues concerning ownership of the permeant sign easement is due to no language identified on the final plat or any accompanying documentation indicating that this sign easement is owned by Berry Home Center. It also did not lay out the ability for any one parcel in the subdivision to have the right over any other parcel for a singular sign. After the town's legal counsel asked for further clarification from the applicant on why the permanent sign easement belonged to Berry Home Center, no further dialogue was had until this year when the request was brought up once more for an individual sign for Berry Home Center.

3. **Access.** Access to the site will continue to be Ole Berry Drive.

4. **Adjacent Land Uses/Zoning.** Adjoining properties when looking at the location of the monument tenant sign structure (approximately 1105 Ole Berry Drive) are zoned General Business (B-2).
5. **Topography.** The parcel is relatively flat in this location with a general slope to the North towards W. Main Street. The parcel is located on a slight hill near the intersection of Ole Berry Drive and Jonesboro road
6. **Applicable Requirements of the Zoning Ordinance.**

STAFF FINDINGS:

Article 21 Signs

21-22- 23 *Special exceptions.*

a. *Comprehensive sign plan.*

1. *Special exceptions to this article may be granted in B, M, and PTD districts as a comprehensive sign plan approved by special use permit. Special exceptions to the maximum height requirements in this article shall not be permitted.*
2. *The comprehensive sign plan is intended to promote consistency among signs within a development and enhance the compatibility of signs with the architectural and site design features within a development.*

b. *Contents of plan.*

1. *A comprehensive sign plan, which may be a written document or drawings adequate to depict the proposed signs, shall include:*
 - a. *The proposed general locations for freestanding signs on a lot as well as the proposed location(s) for building signs on a building facade.*
 - b. *Types of signs proposed.*
 - c. *A listing of materials proposed for all sign structures and sign surfaces.*

- d. *The maximum number and maximum size of proposed signs.*
 - e. *The type of illumination, if any, proposed for all signs, including whether internally illuminated or external illuminated and describing the type of light fixture proposed.*
 - f. *A description of any ornamental structure upon which a sign face is proposed to be placed.*
- c. *Amendment of plan.*
- 1. *A comprehensive sign plan may be amended by submitting a revised comprehensive sign plan for consideration and determination through the special use permit process. Upon approval, the amended plan shall have the same force and effect as an approved comprehensive sign plan.*

Due to the lack of ownership proof and the lack of allowance for off premise signage the applicant is proposing to construct a tenant sign structure only at the northeast corner of the intersection of Ole Berry Drive and Jonesboro Road, at the approximate address of 1105 Ole Berry Drive. McDonalds is located at 1105 Ole Berry Drive.

Initially the applicant wanted to place a sign at the previously mentioned location as a sign only for Berry Home Center. However, the Town of Abingdon's Zoning Code does not allow off premise signage. Staff informed the applicant they could have a sign at the proposed location if the sign was a tenant sign for all businesses located on Ole Berry Drive.

The Town's Counsel has provided an in depth review of the plat, the title and the ability for the applicants to be allowed to pursue this option for signage. Please see attached legal opinion. The ability for Berry Home Center to be able to utilize that permanent sign easement is not the responsibility of the Town of Abingdon nor the Town Council. Therefore, this approval or denial is not evidence of ownership.

The Town Council's responsibility it to determine if the signage existing and proposed make up a Comprehensive Sign Plan that is compatible with the standards and can be approved through a Special Use Permit.

The signs that currently exist for each of the other tenants is provided in an attachment for review. The tenant sign structure is proposed to be constructed of masonry (bricks). In total, the tenant sign structure will accommodate seven tenant spaces. There are six

businesses within the seven-lot subdivision. An empty lot is located at the end of Ole Berry Drive for a possible seventh business in the future. The freestanding structure will measure 10 ft. x 8 ft. Signage will measure 8 ft. x 6 ft. 4.5 in. = 51 sq. ft. The allowable square footage for a freestanding sign in a B-2 zone is 60 sq. ft.; the allowable height is 15 ft. unless the property is within 660 ft. of I-81, then signage can have a height of 50 ft.



The Planning Commission chose to approve the Comprehensive Sign Plan with conditions on December 19, 2022.

1. Upon acquiring an agreement to utilize the permanent easement, the applicant shall submit the agreement to the Town of Abingdon Community Development to add to the Special Use Permit file.
2. The applicants must maintain tenant space on the proposed entrance sign for each tenant within the Oakstone Subdivision.
3. The applicants must apply for and obtain a Sign Permit through the Town of Abingdon's Community Development Department.

Since the Planning Commission recommended approval, both the Franchisee (Jason Carter) and the McDonald's corporation have indicated that they do not want and will not allow a future easement for signage. They specifically have indicated that property when they purchased it was not encumbered by the easement.

As such, staff is recommending that the Town Council deny this request or approval only with the same conditions of the Planning Commission and only allow the approval if the Applicant is able to acquire the easement.

REQUIRED ACTIONS OF THE TOWN COUNCIL:

A. Sample Motions. The role of the Town Council is to approve or deny the Special Use Permit.

- **Sample Motion for Approval:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 19-9-6 of the Town of Abingdon Zoning Ordinance, I move to approve Berry Home Center Special Use Permit with Planning Commission's recommended conditions
- **Sample Motion for Denial:** Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 19-9-6 of the Town of Abingdon Zoning Ordinance, I move to deny the Berry Home Center Special Use Permit.
- **Sample Motion for Continuance:** Having reviewed and considered the application materials, staff report, and public comment, I move to continue Berry Home Center Special Use Permit.

B. The Town Council's decision must be supported by findings related to the below determinations.

1. To provide findings in support of the above determinations, the Town Council may wish to adopt in whole or in part the findings in the staff report.
2. The Town Council also should make original findings based on other relevant information entered into the record during the meeting, including the applicant's presentation and public comment.



A RESOLUTION APPROVING SPECIAL USE PERMIT PURSUANT TO DIVISION 4 SECTION 3-4-1 SPECIAL USE PERMIT OF THE TOWN OF ABINGDON ZONING ORDINANCE, TO CONSTRUCT A MONUMENT TENANT SIGN STRUCTURE AT THE NORTHEAST CORNER OF THE INTERSECTION OF OLE BERRY DRIVE AND JONESBORO ROAD, AT THE APPROXIMATE ADDRESS OF 1105 OLE BERRY DRIVE.

WHEREAS, §15.2-2200 of the Code of Virginia 1950, as amended, established that the governing body of any town may enact and enforce ordinances for the general purpose of promoting the public health, safety, convenience and welfare of its general public; and

WHEREAS, the Town adopted an Ordinance on January 3, 2023, pursuant to Division 4 Section 3-4-1 Special use permit Town's Zoning Ordinance, for all uses, conform to the comprehensive plan of the Town or to specific elements of such plan and to official policies adopted in relation thereto, not have undue adverse impact on the surrounding neighborhood. Among matters to be considered in this connection are traffic congestion, noise, lights, dust, odor, fumes and vibration with due regard for timing of operation, screening or other matters which might be regulated to mitigate adverse impact, and shall be undertaken only upon the issuance of a special use permit.

WHEREAS, the Planning Department of the Town reviewed the application requesting a special use permit and made a report of its findings and recommendations to the Planning Commission on December 19, 2022.

WHEREAS, the Planning Commission reviewed and made a unanimous recommendation to the Town Council concerning approval of the application of a special use permit on December 19, 2022.

NOW THEREFORE, BET IT RESOLVED, the Town Council has determined that the development would not adversely affect the surrounding neighborhood as a result of approving special use permit, pursuant to Division 4 Section 3-4-1 of the Town's Zoning Ordinance, for the to construct a monument tenant sign structure at the northeast corner of the intersection of Ole Berry Drive and Jonesboro Road justifying issuance of said special use permit and the Community Development Department shall issue a Special Use Permit reflecting the approval of this Ordinance.

Amanda Pillion, Mayor

The undersigned Clerk of the Town of Abingdon, Virginia (the “Town”), hereby certifies that the foregoing constitutes a true and correct copy of an ordinance duly adopted at a meeting of the Council held on February 6, 2023. I hereby certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, 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 ordinance was as follows:

MEMBERS	ATTENDANCE	VOTE
Amanda Pillion, Mayor		
Dwyane Anderson Vice Mayor		
Donna Quetsch		
Derek Webb		
Wayne Austin		

WITNESS MY HAND and the seal of the Town of Abingdon as of February 6, 2023.

(SEAL)

Kimberly Kingsley, Clerk

ABINGDON TOWN COUNCIL

Agenda Item Summary

MEETING DATE: Jan 26, 2023

AGENDA ITEM: Consideration of Bids

ITEM TITLE: RFP- Maintenance and General Services

SUMMARY: The Town of Abingdon requested proposals from qualified and interested firms and contractors to provide On-call General Maintenance and Repairs Services for various facilities owned and operated by the Town of Abingdon. The Town received two (2) bids for this contract. This term contract is not to exceed \$500,000.00 over the next five (5) years.

PRIOR ACTION(S):

FISCAL IMPACT:

STAFF CONTACT(S): Michael Surrett, Director of Public Works

RECOMMENDATION: Award to BELFOR PRPOERTY PRESERVATION

Town of Abingdon
Department of Public Works
Tabulation of Received Bids

Town of Abingdon
Department of Public Works
Tabulation of Received Bids

Wednesday, December 21, 2022

[illegible]

Town of Abingdon
Department of Public Works

Tabulation of Received Bids

ON-call General Maintenance and Repairs

Bidder	Licensed in Virginia	Complete Bid Package	Bid Form (signed)	Bid Proposal	Responsive & Responsible	Base Bid	Add Alternate Bid	Total Bid
Belfor	Y	Y	Y	Y	YES	\$78,105.00		\$78,105.00
J. Ross	Y	N	Y	Y	NO	\$121,642.80		\$121,642.80
0	0	0	0	0		\$0.00		\$0.00
0	0	0	0	0		\$0.00		\$0.00
0	0	0	0	0		\$0.00		\$0.00
0	0	0	0	0		\$0.00		\$0.00
0	0	0	0	0		\$0.00		\$0.00
0	0	0	0	0		\$0.00		\$0.00
0	0	0	0	0		\$0.00		\$0.00
0	0	0	0	0		\$0.00		\$0.00

Department Head Recommendation: Award to BELFOR as lowest bidder, responsive and responsible

Town of Abingdon
Department of Public Works

TABULATION OF BIDS RECEIVED FOR:
 On-call General Maintenance and Repairs
 December 21, 2022

ITEM	DESCRIPTION	Estimated Hours/year	Estimated Hours/year Overtime	1st Low Bidder					2nd Low Bidder					3rd Low Bidder				
				Belfor					J. Ross									
				Hourly Rate	Overtime Hourly Rate	Base Bid	% of Cost for travel	Base Bid	Hourly Rate	Overtime Hourly Rate	Base Bid	% of Cost for travel	Base Bid	Hourly Rate	Overtime Hourly Rate	Base Bid	% of Cost for travel	Base Bid
1	Site Supervisor	200	50	\$50.00	\$50.00	\$12,500.00	21%	\$12,500.00	\$75.00	\$120.00	\$21,000.00	25%	\$21,000.00			\$0.00		\$0.00
2	Estimator	20	10	\$35.00	\$35.00	\$1,050.00		\$1,050.00	\$67.70	\$108.32	\$2,437.20		\$2,437.20			\$0.00		\$0.00
3	Plumber	100	25	\$100.00	\$120.00	\$13,000.00		\$13,000.00	\$101.40	\$162.24	\$14,196.00		\$14,196.00			\$0.00		\$0.00
4	Electrician	60	20	\$100.00	\$120.00	\$8,400.00		\$8,400.00	\$195.20	\$312.32	\$17,958.40		\$17,958.40			\$0.00		\$0.00
5	Plumbing apprentice	100	25	\$50.00	\$67.00	\$6,675.00		\$6,675.00	\$63.90	\$102.24	\$8,946.00		\$8,946.00			\$0.00		\$0.00
6	Electrical apprentice	60	20	\$50.00	\$67.00	\$4,340.00		\$4,340.00	\$170.20	\$272.32	\$15,658.40		\$15,658.40			\$0.00		\$0.00
7	Finish Carpenter	20	10	\$60.00	\$80.00	\$2,000.00		\$2,000.00	\$62.00	\$99.20	\$2,232.00		\$2,232.00			\$0.00		\$0.00
8	Helper/laborer	50	20	\$30.00	\$54.00	\$2,580.00		\$2,580.00	\$39.70	\$63.52	\$3,255.40		\$3,255.40			\$0.00		\$0.00
9	Painter	150	40	\$60.00	\$80.00	\$12,200.00		\$12,200.00	\$55.00	\$88.00	\$11,770.00		\$11,770.00			\$0.00		\$0.00
10	Plasterer/drywall finisher	50	20	\$60.00	\$80.00	\$4,600.00		\$4,600.00	\$58.00	\$92.80	\$4,756.00		\$4,756.00			\$0.00		\$0.00
11	Framing Carpenter	50	20	\$60.00	\$80.00	\$4,600.00		\$4,600.00	\$51.70	\$82.72	\$4,239.40		\$4,239.40			\$0.00		\$0.00
12	Lead Mitigation	150	40	\$52.00	\$70.00	\$10,600.00		\$10,600.00	\$71.00	\$113.60	\$15,194.00		\$15,194.00			\$0.00		\$0.00
BASE BID TOTAL				\$82,545.00					\$121,642.80					\$0.00				

Responsive and Responsible

Responsive and Responsible

Responsive and Responsible

DESCRIPTION	Estimated Hours/year	Estimated Hours/year Overtime	4th Low Bidder					5th Low Bidder					6th Low Bidder				
			Hourly Rate	Overtime Hourly Rate	Base Bid	% of Cost for travel	Base Bid	Hourly Rate	Overtime Hourly Rate	Base Bid	% of Cost for travel	Base Bid	Hourly Rate	Overtime Hourly Rate	Base Bid	% of Cost for travel	Base Bid
Site Supervisor	200	50			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Estimator	20	10			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Plumber	100	25			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Electrician	60	20			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Plumbing apprentice	100	25			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Electrical apprentice	60	20			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Finish Carpenter	20	10			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Helper/laborer	50	20			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Painter	150	40			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Plasterer/drywall finisher	50	20			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Framing Carpenter	50	20			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
Lead Mitigation	150	40			\$0.00		\$0.00			\$0.00		\$0.00			\$0.00		\$0.00
BASE BID TOTAL			\$0.00					\$0.00					\$0.00				

Responsive and Responsible

Responsive and Responsible

Responsive and Responsible

Tabulated By: _____
 Matthew Henderson
 Town of Abingdon



Town of Abingdon Virginia

REQUEST FOR PROPOSALS

ON-CALL GENERAL MAINTENANCE AND REPAIRS

Abingdon, VA 24210

Proposal Release: Monday, December 5, 2022

Proposal Due Date: Wednesday, December 21, 2022 at 2:00 p.m.

Courier or In-person Delivery Address:

Matthew Henderson
Town of Abingdon
299 Kings Mountain Drive
Abingdon, Virginia 24210

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 11-35.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

TABLE OF CONTENTS

Contents	Page
PROJECT DESCRIPTION.....	3
SCOPE OF WORK	3
QUALIFICATIONS AND REQUIREMENTS.....	3
SELECTION CRITERIA	4
SELECTION PROCESS	5
FUNDING	5
PAYMENT CRITERIA.....	5
TAX EXEMPT	5
CONTRACT.....	5
INSURANCE	5
SUBMISSIONS AND DEADLINES	6
CIVIL RIGHTS.....	8
PROPRIETARY AND CONFIDENTIAL INFORMATION	9
ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM	10
ATTACHMENT B. STATE CORPORATION COMMISSION (SCC) FORM.....	11
ATTACHMENT C. NON-COLLUSION AFFIDAVIT	12
ATTACHMENT D. NOTICE OF EXCEPTIONS.....	13
BID FORM.....	14
LEAD MITIGATION PROCEDURES AND REPORTS	15
BID BOND	16
PAYMENT BOND.....	17
PERFORMANCE BOND.....	19
AGREEMENT.....	21
AGREEMENT SIGNATURES	23
NOTICE OF AWARD	24
NOTICE TO PROCEED.....	25

ON-CALL GENERAL MAINTENANCE AND REPAIRS

PROJECT DESCRIPTION

The Town of Abingdon requests proposals from qualified and interested firms and contractors to provide On-call General Maintenance and Repairs Services for various facilities owned and operated by the Town of Abingdon.

SCOPE OF WORK

The project scope shall consist of providing routine maintenance and repair services, but is not limited to:

1. Priming and painting, interior and exterior.
2. General carpentry.
3. General construction.
4. Light industrial electrical.
5. General plumbing.
6. Lead Mitigation (as needed)

QUALIFICATIONS AND REQUIREMENTS

1. The Town of Abingdon encourages DBE/MBE/SWM businesses to participate in the proposal process and/or as a subcontractor for a General Contractor submitting for this contract. DBE/MBE/SWM participating in the contract must perform a commercially useful function, as defined in 49 CFR Section 26.55, by being independently responsible for the execution of a distinct element of the work and carrying out its responsibilities by actually performing, managing and supervising the work involved. To perform a commercially useful function, the DBE/MBE/SWM must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.
2. The General Contractor shall be a Class A registered General Contractor in the Commonwealth of Virginia for a minimum of five (5) years under the same business name and shall be registered under the established regulations as established and revised by the Virginia Board of Contractors, Department of Professional and Occupational Regulations.
3. The General Contractor shall obtain a Town of Abingdon Issued Business License.
4. The General Contractor shall provide all labor, materials, insurance, bonds, transportation, etc. and obtain all necessary licenses and/or permits required to fully support and perform this maintenance contract.
5. The General Contractor shall have sufficient office staff that is responsible for providing contact for the Town of Abingdon and to provide clerical support to the General Contractor.
6. The General Contractor shall assign a primary point of contact and a secondary point of contact who are available from 7:00 am – 5:00 pm on weekdays.
7. The General Contractor shall assign a primary point of contact and a secondary point of contact who are available after hours and weekends for emergency needs.
8. The General Contractor shall have an estimator that can provide job estimates within 48 hours of a site visit. The estimates shall be computer based detailed estimates defining material lists and labor hours based on the rates defined in the contract and the software application shall be compatible with Microsoft Office. The General Contractor shall be capable of e-mailing the estimates to the Town's Representative.
9. The General Contractor shall be able to provide for all types of general maintenance work requiring more than one trade. Single trade work may be contracted by the Commission separate from this contract.
10. The General Contractor shall provide a project schedule when requested by the Town.

11. The General Contractor shall perform all work in accordance with the standards and practices applicable to the trades with personnel certified in the trades.
12. The General Contractor shall adhere to all applicable state and federal codes including the Virginia Uniform Statewide Building Code and the Virginia Department of Labor and Industry Standards for job safety.
13. The General Contractor shall be financially sound and capable of carrying the cost of materials and labor. The General Contractor shall meet all employee payrolls in a timely manner.
14. The General Contractor shall have a substantial completion date and a final completion date on all work. The General Contractor will be assessed actual damages for failure to meet final completion dates due to labor or material issues not the fault of the Town.
15. The General Contractor shall co-ordinate all work of the trades on a project and provide on-site supervision of all trades.
16. The General Contractor shall provide through its own forces all labor and material for, but not limited to, the following trades with the following requirements:
 - A. Framing carpenter – the framing carpenter shall have at least three consecutive years of experience in the trade. This framing carpenter shall have experience in making forms, framing walls and other rough carpentry work.
 - B. Finish carpenter – the finish carpenter shall have at least three consecutive years' experience in the trade. This finish carpenter shall have experience in regular trim work, building and installing finish cabinetry and all interior trim and woodwork.
 - C. Plasterer/drywall finisher – the plasterer/drywall finisher shall have at least three consecutive years of experience in the trade. The plasterer/drywall finisher shall have experience in repair and installation of new drywall, existing drywall, plaster on metal lathe, and decorative plaster textures and shapes.
 - D. Painter – the painter shall have at least three consecutive years of in the trade. The painter shall have experience in applying prime and finish coats of latex and enamel paints and stains on all types of surfaces.
 - E. Plumber – the plumber shall be registered with the Department of Professional and Occupational Regulation and shall comply with the Tradesman Regulations. The master plumber shall have at least three consecutive years of experience in the trade.
 - F. Electrician – the electrician shall be registered with the Department of Professional and Occupational Regulation and shall comply with the Tradesman Regulations. The master electrician shall have at least three consecutive years of experience the trade.
 - G. Helper or laborer – a person who assists a licensed tradesman

SELECTION CRITERIA

The Town will utilize lowest bid proposals for services including checking references as appropriate in evaluating qualifications of responding contractors. Contract will be awarded after the contractor's references, back grounds check, permits and licenses are verified by the Town. Failure to comply will result in the next lowest bidder being considered in the selection process.

Award to the lowest responsive and responsible bidder. **Performance and Payment bonds in the amount of 100% of the contract price will be required with the agreement.**

The Town will require a 5% bid bond. All BIDS will remain subject to acceptance for sixty (60) days after the day of the BID opening. A conditional or qualified BID will not be accepted.

SELECTION PROCESS

In accordance with Section 2.2-4301 of the Code of Virginia, and Chapter 2, Article V, Section 2-191 of the Abingdon Municipal Code, the Town will choose a contractor through competitive sealed bids. In order of preference, two or more offeror's whose professional qualification, proposed services and posted bid are deemed most in line with the Town's needs. Negotiations shall then be conducted beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations with the offeror ranked second, and so on, shall be undertaken until a fair and reasonable price is agreed upon. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. The selection committee will make its recommendation to the Town Administration for final approval.

FUNDING

Funding for the requested nonprofessional services will be from the General Fund of the Town of Abingdon. The Town staff will work with the contractor in providing necessary background information and work schedule that may be needed in the performance of the operation. The contract for construction services will be based on the agreed bid schedule.

PAYMENT CRITERIA

Payments will be made upon invoice after completion or acceptance of work. Invoices may be submitted every thirty (30) days. Submit invoices to Matthew Henderson at mhenderson@abingdon-va.gov.

TAX EXEMPT

The Town of Abingdon does not pay Sales and Use Tax on direct purchases of tangible, personal property for use or consumption by a political subdivision of the Commonwealth of Virginia. The tax exemption number is provided on the Town's official purchase order.

CONTRACT

The resulting contract shall be for one (1) year from the date of the agreement and may be renewed by the Town of Abingdon for a period of four (4) successive one-year periods under the terms and conditions of the original contract, not to exceed \$500,000.00. Written notice of the Town's intention to renew should be provided approximately 90 days prior to the expiration date of each contract period.

INSURANCE

The contractor must maintain, as a minimum, the following insurance policies at the time the work commences and maintain those or greater coverage during the entire term of the contract. The contractor shall purchase and maintain at all times such insurance as will protect it and the Commission (as additional Insured, except for Workers' Compensation) from claims resulting from the contractor's operations under the resulting contract, whether such operations be by the contractor or by any subcontractor or by anyone directly or indirectly employed by any of the subcontractors, or by anyone for whose acts any of them may be liable:

- Workers' Compensation in statutory amounts
- Commercial General Liability in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
- Auto Liability Insurance in an amount not less than \$1,000,000 per occurrence
- Excess liability insurance in the minimum amount of five Million Dollars \$5,000,000. The Town of Abingdon shall be named as an additional insured thereon.

Certificates of Insurance acceptable to the Town shall be filed with the Town on prior to commencement of any services as outlined in this Request for Proposals and kept current thereafter. These Certificates shall contain a provision that coverage afforded under the policies will not be canceled or terminated without at least thirty (30) days prior written notice to the Town.

SUBMISSIONS AND DEADLINES

Fully responsive proposals will contain the following information:

- A. Responsible Party
 - a. Include the name and address of the Offeror, the name and the phone number of the individual or individuals responsible for the Proposal who may be contacted in the event of questions or notification, and the location of the office, if other than that shown, at which the services to be provided hereunder will be performed.
- B. Offeror Information, Personnel, Personnel Experience, Resumes
 - a. Provide a brief history of the Offeror including its size, number of employees, and its experience and commitment to providing services for commercial service airports.
 - b. State the number of years of experience the Offeror's principals have been providing General Contracting Services.
- C. Offeror's Qualifications and Experience
 - a. Provide a description of the Offeror's overall qualifications and experience that qualifies it to perform all of the items in the Scope of Services set forth. Furnish indicator(s) of the Offeror's volume of business, such as the dollar amount for commercial service or comparable entities.
 - b. Provide a written narrative specifically outlining the Offeror's experience as a General Contractor for at least FIVE (5) years for commercial service or similar entities. For each organization listed, include:
 - i. Name of entity.
 - ii. Name(s) of staff members that worked directly with Offeror's firm and phone numbers at which they can be reached.
 - iii. Dates Offeror performed strategic communication services for each entity.
- D. Proof of Insurance
- E. Copy of Virginia Contractor Licenses
- F. Proof of Lead Mitigation Certification
- G. Bid Form completely filled out and signed (see attached)
- H. Bid Bond (5%)
- I. Payment Bond
- J. Performance Bond
- K. Attachments A, B, C and D

You may also include other information, which you believe would assist the Town in determining the appropriateness of your contractor for this work; however, the Town requests that proposals do not contain information not directly beneficial to this project.

For consideration, two (2) copies of the Proposal must be received no later than **2:00 p.m., Wednesday, December 21, 2022**. The submittals are to be marked on the outside “**On-call General Maintenance and Repairs**”. Bids will be opened and read aloud at this time.

Courier or in-person delivered must be received by the deadline and addressed to:

Matthew Henderson
Town of Abingdon
299 Kings Mountain Drive
Abingdon, Virginia 24210

Questions concerning the proposal can be directed to Matthew Henderson by:

Phone (276) 628 2361

Email: mhenderson@abingdon-va.gov

Proposals received after the stated deadline will not be accepted. After the PROPOSALS are reviewed, the Town may meet with the contractor or contractors they deem best qualified for a more detailed discussion of the project. The Town reserves the right to reject any and all proposals for any reason.

This Request for Proposal does not commit the Town to pay any costs incurred by the individuals or contractors in the preparation and submission of the proposal. The Town of Abingdon reserves the right to reject any or all proposals at any time without penalty.

CIVIL RIGHTS

The Town of Abingdon assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all sub-consultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days of notification of selection when requested by the Department. This requirement applies to all consulting firms when the contract amount equals or exceeds \$10,000.

ANTI-DISCRIMINATION: By submitting their proposals, offers certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and Code of Virginia 2.2-4311, 2.2-4311.2, and 2.2-4312 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipients religion, religious belief, refusal to participate in a religious practice, or on the race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, status as a veteran, or disability, and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

Contract amount equals or exceeds \$10,000.

1. During the performance of this contract, the contractor agrees as follows:
 - a. During the performance of this contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, status as a veteran, or disability, or any other basis prohibited by law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that it is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 - d. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Town may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from City contracting regardless of whether the specific contract is terminated.
2. The contractor will include the provisions of Paragraph a.1, preceding above, in every subcontract or purchase order equals or exceeds \$10,000, so that the provision will be binding upon each subcontractor or vendor.

ANTI-DISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, status as a veteran, or disability, or any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the Town has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

PROPRIETARY AND CONFIDENTIAL INFORMATION

The Town promises to keep confidential, subject to the terms of this paragraph and to the extent permitted by law, Proprietary Information submitted in response to this Request for Proposal. For purposes of this paragraph, "Proprietary Information" means all confidential and/or proprietary knowledge, data or information in which the Offeror has a protectable interest, including: (a) trade secrets, inventions, ideas, know-how, improvements, discoveries, developments, designs and techniques; (b) information regarding research and development, new products marketing and selling, business plans, licenses, records, facility locations, documentation, software programs, price lists, contract prices for purchase and sale of the Offeror's services, customer lists, prospect lists, pricing on business proposals to new and existing customers, supplier pricing, equipment configurations, ledgers and general information, employee records, mailing lists, accounts receivable and payable ledgers, budgets, financial and other records of the Offeror; and (c) information regarding the skills and compensation of other employees of the Offeror. "Proprietary Information" does not include, however, information that is publicly available or readily ascertainable by independent investigation. To qualify Proprietary Information for protection from disclosure, the Offeror must: 1) request protection of the Proprietary Information before, or contemporaneously with, submission of the Proposal; 2) identify the Proprietary Information to be protected; and 3) state the reasons why the information is proprietary. The Offeror cannot designate as Proprietary Information a) an entire proposal; b) any portion of a proposal that does not contain Proprietary Information; c) line item prices; or d) the total proposal price. The Town may decline to defend against a lawsuit filed against it to compel release of information designated as proprietary, but in that event the Town will provide reasonable notice to the Offeror regarding its decision to defend pending lawsuits.

ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM

Code of Virginia 2.2-4342F (updated 07/01/18): "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii)state the reasons why protection is necessary. A bidder, offeror, or contractor shall not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices."

Trade secrets or proprietary information shall be identified in writing on this form, either before or at the time the data or other material is submitted. Note: If proprietary/confidential information is identified, Bidder/Offeror must submit a redacted copy (in electronic PDF format) of their bid/proposal in addition to the required number of copies requested. The proprietary or trade secret material must be clearly identified in the redacted bid/proposal copy by a distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Bidder/Offeror: _____

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Bidder/Offeror may attach additional sheets if necessary
☐ Check this box if there are none.

ATTACHMENT B. STATE CORPORATION COMMISSION (SCC) FORM

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

Pursuant to Code of Virginia 2.2-4311.2 subsection B, a bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid/proposal the identification number issued to it by the State Corporation Commission (SCC) and shall not allow the identification number to lapse, be revoked or cancelled at any time during the term of the contract. Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid/proposal a statement describing why the bidder/offeror is not required to be so authorized. A link to the SCC site is at <http://www.scc.virginia.gov>.

Select one of the following boxes. The undersigned Offeror:

- ☐ is a corporation or other business entity with the following SCC identification number: _____
- ☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.
- ☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location).
- ☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. Attach opinion of legal counsel to this form.
- ☐ has not completed any of the foregoing options but currently has pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wishes to be considered for a waiver to allow them to submit the SCC identification number after the due date for bids/proposals. The Town reserves the right to determine in its sole discretion whether to allow such waiver.

Signature: _____

Date: _____

Name: _____

(Print)

Name of Firm: _____

Title: _____

ATTACHMENT C. NON-COLLUSION AFFIDAVIT

Under oath, I hereby affirm under penalty of perjury:

- (1) That I am the offeror or a partner of the offeror, or an officer or employee of the offeror's corporation with authority to sign on its behalf;
- (2) That the attached proposal or proposals have been arrived at by the offeror and have been arrived at and submitted without collusion or any design to limit bidding or competition;
- (3) That the contents of the proposal or proposals have not been communicated to any person not an employee or agent of the offeror on any bid furnished with the proposal or proposals, and will not be communicated to any such person prior to the official opening of the proposal or proposals; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signature: _____ Date: _____

Name: _____
(Print)

Name of Firm: _____

Title: _____

TOWN OF _____,

STATE OF _____, to wit:

I, _____, a Notary Public, do certify

that _____ whose name is signed to the foregoing has this date acknowledged the same before me in my Town foresaid.

Given under my hand this _____ day of _____, 20_____.

My Commission expires _____.

Notary Public _____.

ATTACHMENT D. NOTICE OF EXCEPTIONS

Name of Bidder/Offeror: _____

List exceptions to any portions of ITB/RFP (i.e. General Terms & Conditions, Federal Terms & Conditions, Special Terms & Conditions):

☐ Check this box if there are none.

NOTE: THIS FORM IS NOT REQUIRED OR REQUESTED TO BE COMPLETED IN THE FOLLOWING INSTANCES. IF YOU FEEL THIS FORM DOES NOT APPLY TO YOUR SOLICITATION, PLEASE SELECT ONE OF THE FOLLOWING BOXES AND RETURN THIS FORM WITH YOUR BID/PROPOSAL SUBMISSION.

- ☐ Per Virginia Code § 2.2-4302.2 (3): "In the case of a proposal for information technology, as defined in § 2.2-2006, a public body shall not require an offeror to state in a proposal any exception to any liability provisions contained in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. The offeror shall state any exception to any liability provisions contained in the Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered during negotiation."
- ☐ Per Virginia Code § 2.2-4302.2 (4): "For architectural or engineering services, the public body shall not request or require offerors to list any exceptions to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or standards developed pursuant to § 2.2-1132, until after the qualified offerors are ranked for negotiations."

*This document shall be completed & returned with proposal submission.

BID FORM

Trade	Hourly Rate	Estimated Hours/year	Estimated Annual Cost	Overtime Rate	Estimated Hours/year	Estimated Annual OT Cost
Site supervisor		200			50	
Estimator		20			10	
Plumber		100			25	
Electrician		60			20	
Plumbing apprentice		100			25	
Electrical apprentice		60			20	
Finish carpenter-install trim		20			10	
Helper/laborer		50			20	
Painter		150			40	
Plasterer/drywall finisher		50			20	
Framing carpenter		50			20	
Lead Mitigation		150			40	
TOTAL						

Estimated hours per year for onsite repairs to be included in Base Bid.

Percentage Mark Up on parts and materials. Cost plus _____% All travel expenses are to be included in the Base Bid.

Total Base Bid (figures) \$ _____

Total Base Bid (written) \$ _____

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

LEAD MITIGATION PROCEDURES AND REPORTS

OSHA Statement:

If lead is present, regardless of the quantity, OSHA regulations are applicable. All persons involved in the disturbance of lead based or lead containing painted surfaces should be adequately trained to do so. All contractors should be provided with the results of their use in meeting current OSHA requirements for the protection of their workers and the environment.

Signature Statement for Lead Mitigation Procedures and Understanding

By submission of this quote I certify that I have visited the site and am familiar with the work area, the Lead Mitigation Concerns and that my quote is based on knowledge of conditions at the site.

Name (print): _____

Name (signature): _____

Company/Contractor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____

Cell Phone: _____

Contractor License Number: _____

State Corporation Commission (SCC) Number: _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned _____ as Principal, and _____ as Surety, are hereby held and firmly bound unto the Town of Abingdon, Virginia, as OWNER in the penal sum of _____ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns. Signed, this _____ day of _____, 20____. The Condition of the above obligations such that whereas the Principal has submitted to _____ a certain BID, attached hereto and made a part hereof to enter into a contract in writing for the:

BRIDGE MAINTENANCE AND REPAIR

NOW, THEREFORE,

(a) If said BID shall be rejected, or
(b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID), and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID.

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein state.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal (L. S.)

Surety

By: _____

IMPORTANT - Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____ hereinafter called Principal and
(Corporation, Partnership or Individual)

(Name of Surety)

(Address of Surety)

Hereinafter called SURETY, are held and firmly bound unto the:

TOWN OF ABINGDON
P. O. BOX 789
ABINGDON, VIRGINIA 24212

Hereinafter called OWNER, in the penal sum of _____
Dollars, (\$ _____) in lawful money of the United States for the payment of which sum well and truly to be made, we
bind successors, assigns, and ourselves jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with OWNER, dated the
_____ day of _____, 20____, a copy of which is hereto attached and made a part hereof for the construction
of:

On-call General Maintenance and Repairs

NOW, THEREFORE, if the Principal shall well promptly make payment to all persons, firms, SUBCONTRACTORS, and corporations
furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract, and any authorized
extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on
machinery, equipment and tools, consumed or used in connection with the construction of such WORK, and all insurance premiums
on said WORK, and for all labor, performed in such WORK whether by SUBCONTRACTOR or otherwise, then this obligation shall be
void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration
or addition to the terms of the contract or to the WORK to be performed thereunder or the SPECIFICATIONS accompanying the same
shall in any wise affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration
or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in _____(number) counterparts, each one of which shall be deemed an original, this the _____ day of _____, 20____.

ATTEST:

Principal

(Principal) Secretary

By: _____

(s)

(SEAL)

(Address)

(Witness as to Principal)

(Address)

ATTEST:

Witness as to Surety

(Address)

Surety

By: _____

Attorney in Fact

(Address)

NOTE: Date of BOND must not be prior to date of Contract.
 If CONTRACTOR is Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the PROJECT is located.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____ hereinafter called Principal and

(Corporation, Partnership or Individual)

(Name of Surety)

(Address of Surety)

Hereinafter called SURETY, are held and firmly bound unto the:

TOWN OF ABINGDON
P. O. BOX 789
ABINGDON, VIRGINIA 24212

Hereinafter called OWNER, in the penal sum of _____ Dollars, (\$ _____) in lawful money of the United States for the payment of which sum well and truly to be made, we bind successors, assigns, and ourselves jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with OWNER, dated the _____ day of _____, 20____, a copy of which is hereto attached and made a part hereof for the construction of:

On-call General Maintenance and Repairs

NOW, THEREFORE, if the Principal shall well promptly make payment to all persons, firms, SUBCONTRACTORS, and corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such WORK, and all insurance premiums on said WORK, and for all labor, performed in such WORK whether by SUBCONTRACTOR or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

AGREEMENT

THIS AGREEMENT; made this _____ day of _____ in the year _____ by and between the Town of Abingdon, Virginia, hereinafter called the Owner, and _____ hereinafter called the Contractor.

WITNESSETH: That the Owner and the Contractor; for the consideration Hereinafter named, agree as follows:

- ARTICLE I. The Contractor agrees to furnish all of the materials, equipment, appliances, services and labor necessary, to perform all of the work shown on the plans and described in the specifications for the project entitled "On-call General Maintenance and Repairs", Town of Abingdon.
- ARTICLE II. The Contractor agrees that the work under this Contract will be commenced in a timely manner, agreed upon by both the Owner and Contractor once a Work Schedule has been issued. A Notice to Proceed will be issued by the Owner to the Contractor and the Contractor is authorized to proceed. Additional work requested by the Owner during the contract will be done within a period agreed upon by both the Owner and the Contractor. No mobilization fee shall be paid to the Contractor for additional work added to an existing work schedule. No mobilization fee shall be paid to the Contractor for the resumption of work on a work schedule that has been paused unless otherwise agreed upon by the Owner. Work Schedule will be completed and invoiced in a timely manner in conjunction with Town of Abingdon Designated Staff.
- ARTICLE III. The contract amount, based upon the submitted and accepted bid, for the scope of work defined by the Owner, is \$ _____. The accepted bid is a part of this agreement and is attached hereto. This agreement is for a unit price contract, and all payment shall be based on the quantity of work performed, at the unit prices established in this agreement, based on the unit prices in the accepted bid. Payments on account thereof shall be made by the Treasurer of the Town of Abingdon not more than 45 days following the approval of Pay Applications by the Director of Public Works in accordance with the provisions of the Contract Documents.
- ARTICLE IV. The Owner and the Contractor hereby agree that the Specifications and any Drawings, together with this agreement and accepted bid, form the Contract, and that the Specifications and any Drawings are as fully a part of the Contract as if hereto attached or herein repeated. The Owner and the Contractor, for themselves, their successors, executors, administrators and assigns hereby agree to the full performance of the covenants herein contained.
- ARTICLE VI. The contractor shall abide by V. Code § 2.2-4311. Employment discrimination by contractor is prohibited; required contract provisions:
1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees

to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

AGREEMENT SIGNATURES

IN WITNESS WHEREOF THEY HAVE EXECUTED THIS AGREEMENT THE DAY AND YEAR FIRST ABOVE WRITTEN:

WITNESS:

CONTRACTOR:

Witness Print Name

Contractor Print Name

Witness Signature

Contractor Signature

Date: _____

Title: _____

Date: _____

WITNESS:

TOWN OF ABINGDON, VIRGINIA

Witness Print Name

TOA Representative Print Name

Witness Signature

TOA Representative Signature

Date: _____

Title: _____

Date: _____

END OF AGREEMENT

NOTICE OF AWARD



TO:

PROJECT DESCRIPTION: **On-call General Maintenance and Repairs**

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for Bids dated _____ and information for Bidders.

You are hereby-notified that your BASE BID has been accepted for items in the amount of \$ _____. You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

This the _____ day of _____, 20_____.

By _____ Title _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD hereby acknowledges.

By _____

This the _____ day of _____, 20_____.

By _____

Title _____

NOTICE TO PROCEED



TO:

DATE:

PROJECT DESCRIPTION: **On-call General Maintenance and Repairs**

You are hereby notified to commence work in accordance with the Agreement dated _____, on or after _____.

This the _____ day of _____, 20_____.

By _____ Title _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED hereby acknowledged

By _____

This the _____ day of _____, 20_____.

By _____ Title _____



PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT
APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name Lara Nagle Date: October 14, 2022

Address 27234 Alpine Drive City/State Abingdon, VA Zip 24211

Do you live inside the Town limits of Abingdon? Yes _____ No X

Telephone: 412-680-8665

Email Address: (required) laraknagle@gmail.com; lkn4187@vt.edu

Place of Employment: Virginia Tech Institute for Policy and Governance

Address: 201 W. Roanoke Street, Blacksburg, VA 24060

Description of job duties: Program evaluation, primary and secondary research analysis, technical assistance and capacity building for community development and public health projects.

Educational background: BA (2009) in Environmental Studies from Oberlin College (Oberlin, OH)

MS (2017) in Landscape Architecture from Penn State (State College, PA)

Master's (2019) in Urban and Regional Planning from Virginia Tech (Blacksburg, VA)

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No X

If so, which Board(s) or Commission(s)? n/a

When do(es) your present term(s) expire? (mm/yy) n/a

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes X No

If so, name and date(s) of service? Penn State Master Gardeners of Centre County, PA (2017); Community Change Journal Editorial Board (2021-current)

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I have a broad knowledge of environmental topics and subject matter expertise in green infrastructure, recycling, air quality, sustainable agriculture, and environmental planning. I have worked and volunteered with several environmental organizations including the U.S. Forest Service (NM), National Parks Service (UT), Group Against Smog and Pollution (GASP) in Pittsburgh, Shaver's Creek Environmental Center at Penn State, and Master Gardeners in three different counties. In my current job, I conduct research and capacity building focused on community development, public health, and housing, which gives me a more holistic understanding of how environmental issues fit into broader community development concerns.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes _____ No X

To the best of my ability, all information on this application is true and correct.

SIGNATURE



Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee X
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator

***May be required to attend training and/or obtain certification during term**

****Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

Note: All applicants are subject to background verification.



**PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT**

APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name Danny Owen Date: 01/03/2023

Address 32575A Tobacco Rd City/State Glade Spring Zip 24340

Do you live inside the Town limits of Abingdon? Yes No X

Telephone: 276-698-0735

Email Address: (required) danny.owen@cwhotels.com

Place of Employment: Country Inn & Suites by Radisson, Abingdon, VA

Address: 940 E. Main St., Abingdon, VA 24210

Description of job duties: General Manager

Educational background:
High School Diploma and some college classes

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No X

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes No X

If so, name and date(s) of service? _____

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I would hope to be helpful from the hospitality side as the GM of a local hotel. I have been in hospitality as an

employee with the Country Inn and Suites for 13 years in some capacity or another.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes _____ No X

To the best of my ability, all information on this application is true and correct.

SIGNATURE Danny Owen

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator

***May be required to attend training and/or obtain certification during term**

****Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

Note: All applicants are subject to background verification.



**PUBLIC DOCUMENT -
SUBJECT TO FREEDOM OF INFORMATION ACT**

APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;
- By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or
- kkingsley@abingdon-va.gov

*****PLEASE PRINT OR TYPE*****

Name Alyssa Justice Date: 01/10/2023

Address 1206 Welbourne St. Apt. 7 City/State TN Zip 37601

Do you live inside the Town limits of Abingdon? Yes ☐ No ☒

Telephone: 304 910 1695

Email Address: (required) ajjustice@wkmuseum.org

Place of Employment: William King Museum of Art

Address: 415 Academy Dr. NW Abingdon VA 24210

Description of job duties: Director of marketing / Graphic Designer

Educational background:
BA Graphic Design & Marketing, BA Studio Art - Concord
University Athens WV

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No ☒

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes _____ No ☒

If so, name and date(s) of service? _____

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

To better serve the museum in which I work by making connections,
and partnering with the Town and other businesses.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes _____ No ☒

To the best of my ability, all information on this application is true and correct.

SIGNATURE Alyssa [Signature]

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	<u>Tourism Advisory Committee **</u>
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator

***May be required to attend training and/or obtain certification during term**

****Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

Note: All applicants are subject to background verification.



**PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT**

APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name _____ Date: _____

Address _____ City/State _____ Zip _____

Do you live inside the Town limits of Abingdon? Yes _____ No _____

Telephone: _____

Email Address: *(required)* _____

Place of Employment: _____

Address: _____

Description of job duties: _____

Educational background: _____

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No _____

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes ____ No ____

If so, name and date(s) of service? _____

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes _____ No _____

To the best of my ability, all information on this application is true and correct.

SIGNATURE _____

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

***May be required to attend training and/or obtain certification during term**

****Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

Note: All applicants are subject to background verification.



**PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT**

APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name Allison Mays Date: Jan. 3, 2023
Address 118 Village Court City/State Abingdon, VA Zip 24210
Do you live inside the Town limits of Abingdon? Yes X No _____
Telephone: (276) 608-3253
Email Address: (required) allimays@hotmail.com; amays@ehc.edu
Place of Employment: Emory & Henry College
Address: P.O. Box 947 Emory, VA 24327
Description of job duties: Director of Government Relations
Educational background: B.A. - Emory & Henry College '95

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No X

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes X No _____

If so, name and date(s) of service? (See attached)
Washington County 2016-2019

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I feel that my experience in economic development
could be of benefit and I am enthusiastic about
serving my Town. (See attached)

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes _____ No X

To the best of my ability, all information on this application is true and correct.

SIGNATURE Albin B. May

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	<u>Planning Commission */**</u>
Board of Zoning Appeals	Recreation Advisory Commission
<u>Economic Development Authority</u>	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

***May be required to attend training and/or obtain certification during term**

****Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

Note: All applicants are subject to background verification.

Allison Mays

118 Village Court ▪ Abingdon, VA 24210

Mobile ▪ (276) 608-3253

Email ▪ allimays@hotmail.com

Summary of Professional Qualifications and Experience

Government Relations

Washington County Board of Supervisors

- Served as Vice-Chair
- Established the Community Advocacy Committee
- Joint County Economic Development Committee
- Personnel Committee
- Revenue Review Committee
- Courthouse Long-Term Planning Committee
- Joint Planning and Land-Use Steering Committee

National Association of Counties (NACo)

- One of 10 County leaders chosen nationwide to participate in the inaugural NACo Economic Mobility Leadership Institute funded through the Bill and Melinda Gates Foundation
- Arts & Culture Commission – Vice-Chair
- Presented and moderated at national conferences
- Community, Economic, and Workforce Development Committee
- Rural Action Caucus

Virginia Association of Counties (VACo)

- Certified County Supervisors' Program
- Only the second person in Washington County to complete this program
- 18-month certification program offered in partnership with Virginia Tech and Virginia Cooperative Extension
- Consists of five core courses that span 65 hours of classroom instruction and 35 hours of home study

Barter Theatre

Director of Corporate and Government Relations

Economic & Community Development

LEAD Virginia *	Class of 2014; SWVA Session Planner *
Ballad Health / United WAY STRONG ACC *	Workforce Development Committee *
Washington Co. Chamber of Commerce *	Board of Directors*; Immediate Past-President
Project Glade *	Board of Directors *
Washington County Board of Supervisors	Joint County Economic Development Committee
National Association of Counties (NACo)	<ul style="list-style-type: none"> ▪ Community, Economic, and Workforce Development Committee ▪ Economic Mobility Leadership Institute
Virginia Association of Counties (VACo)	Certified County Supervisors' Program
Town of Abingdon	Tourism Advisory Committee
Leadership Washington County	Class of 2014

Public Speaking – National & Local Level

NACo Annual Legislative Conference, Franklin, OH	Session Presenter: <i>Using the Arts to Bolster Your County's Economy</i>
NACo's 82nd Annual Conference & Exposition, Salt Lake City, UT	Session Presenter: <i>Healthy Counties Early Childhood Summit</i>
NACo's 83rd Annual Conference & Exposition, Washington, D.C.	Session Presenter and Moderator: <i>Creative Counties: A How-to Discussion on Main Street Redevelopment</i>
Rotary Club of Washington County Rotary Club of Abingdon Kiwanis Club of Abingdon Washington Co. Independent Neighbors League of Women Voters	Various topics from my work on the Washington County Board of Supervisors

Professional Development

Jessie Ball duPont Fund	Developing Excellence in Leadership Institute
LEAD Virginia *	Class of 2014; SWVA Session Planner *
Virginia Association of Counties	Supervisors' Certification Program
Washington Co. Chamber of Commerce *	Leadership Washington County
Appalachian Regional Commission	Aspire Appalachia: Collaborations in Rural Development
Mountain Non-Profit Solutions	Fundraising Bootcamp
Unite SWVA	Leadership Summit
SWVA Cultural Heritage Foundation	SWVA Creative Economy Conference

Human Resources Experience

Emory & Henry College *	Search Committee for Director of Prospect Research, Advancement Coordinator, and Advancement Executive Assistant *
Mount Rogers Community Services	Program and Administrative Leadership (PAL) Team – determined HR policies for 700+ employees in five counties and one city
Washington County Board of Supervisors	<ul style="list-style-type: none">• Personnel Committee – responsible for HR policy reviews, questions, and conflicts from County employees• Board Member – determined HR policy for all County employees
Barter Theatre	<ul style="list-style-type: none">• Interviewing and hiring decisions for potential employees• Employee performance reviews• Performance issue reviews leading to termination decisions

Higher Education Experience

Emory & Henry College *	<ul style="list-style-type: none"> ▪ Director of Government Relations * ▪ Senior Advancement Officer for Major and Planned Giving *
Emory & Henry College Alumni Association	Board of Directors - President
Virginia Highlands Community College	Community Ambassador

Fundraising

Corporate Sponsorships	Barter Theatre Healing Hands Health Center
Grant Writing, Administration, and Reporting	Barter Theatre Healing Hands Health Center Mount Rogers Community Services Emory & Henry College Washington County Board of Supervisors Blue Ridge Discovery Center (volunteer)
Planned Giving	Barter Theatre Emory & Henry College
Major Giving	Barter Theater Healing Hands Health Center Emory & Henry College
Event Planning	Barter Theatre Healing Hands Health Center Mount Rogers Community Services Emory & Henry College
Region 1 Advisory Panel	Virginia Commission for the Arts
Theater and Musical Theater Review Panel	National Endowment for the Arts

Arts & Culture

Birthplace of Country Music *	<ul style="list-style-type: none"> ▪ Museum Oversight Committee * ▪ Development Committee * ▪ Secretary 2022-23 *
Barter Theatre	Director of Corporate and Government Relations

NACo Arts & Culture Commission	Commission Vice-Chair
Town of Abingdon	Tourism Advisory Committee
Arts Alliance Mountain Empire (AAME)	Board of Directors
Town Square Center for the Arts (TSCA)	Board of Directors

Marketing

Barter Theatre	Social Media – Facebook, Instagram, Twitter
Healing Hands Health Center	Monthly Newsletters
Mount Rogers Community Services	Annual Reports
Emory & Henry College	Press Releases
Personal Volunteer Experience	Website Updates
	Year-End Fundraising Drive
	Corporate Sponsorship Collateral
	Planned Giving Collateral

Financial & Investment Services

Morgan Stanley, Merrill Lynch	<ul style="list-style-type: none"> ▪ Financial Advisor ▪ Series 7, Series 65 ▪ Certified Retirement Planning Counselor (CRPC) ▪ Certified Special Needs Advisor (CSNA) ▪ Investment Planning ▪ Retirement Planning ▪ Estate Planning
--------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Healthcare & Wellness

Ballad Health / United Way STRONG ACC *	Workforce Development Committee *
Healing Hands Health Center	Director of Development
Mount Rogers Community Services	Director of Grantwriting and Advancement
Smart Beginnings	Virginia Highlands Coalition

****Indicates that I am currently involved with this organization/activity.***

December 21, 2022

Abingdon Town Council
133 West Main St
Abingdon, VA 24210

You will find attached to this memo my application for the vacancy on the EDA board. The application did not allow much space to elaborate on a couple of points, so I am providing this memo for a few additional details.

I work for The Nature Conservancy as the Director of our Cumberland Forest project. The project is a unique project in which we seek to provide financial returns to investors, while also providing conservation and community returns concurrently. The project is comprised of 253,000 acres across Virginia, Kentucky, and Tennessee and is valued in excess of \$100 million. To say this project has many moving parts would be a huge understatement and through this I have a great opportunity to deal with and solve complex issues, as well as seek creative opportunities to accomplish our mission. The project was recently featured in the September cover story for National Geographic, certainly an honor we were not expecting! We are featured in Chapter 1 of the story, and you can find a PDF of the article [HERE](#).

As part of my job, I have the opportunity to follow economic trends for local, regional, and global markets. This is one area I am particularly fond of, and truthfully, I would do this regardless of if it was part of my job or not, as economics is a true passion of mine. When I learned of the vacancy on the EDA this seemed like a great opportunity for me to put my interest in economics to good use making Abingdon a better place to live.

I have lived in Abingdon for 16 years now and I am proud to call it home. I have seen great strides made in the quality of life during my time here, and I firmly believe that continuing to make these improvements will largely depend on how successful we are continuing to develop our economy. Not only do we need to continue to strengthen what we are already good at (namely tourism) we must look for new and creative ways to grow the economy that will continue to push our quality of life higher.

Please feel free to reach out with any questions you may have.

Regards,



Greg Meade



PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT
APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name Greg Meade Date: December 14, 2022

Address 548 Cherry Hill Dr City/State Abingdon, VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes XX No

Telephone: 276.608.1144

Email Address: (required) gmeade@tnc.org

Place of Employment: The Nature Conservancy

Address: 146 E. Main Street, Abingdon VA 24210

Description of job duties: I am the Director of the Cumberland Forest Project, which is a 250,000 acre impact capital fund designed to deliver financial, conservation, and community benefits.

Educational background:

B.S. - Forestry and Wildlife - Virginia Tech; M.S. Forestry - Virginia Tech

Are you currently serving on a board or commission of the Town of Abingdon? Yes XX No

If so, which Board(s) or Commission(s)? Tree Commission

When do(es) your present term(s) expire? (mm/yy) I was appointed April 5, 2021 for my first term.

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes No

If so, name and date(s) of service? Creeper Trail Conservancy - Treasurer, 2009-2012

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

As a 16 year resident of Abingdon I have personally witnessed the improvements that have occurred in that time. However

more improvements to our community are needed to continue to improve the quality of life. I believe smart and deliberate economic development is the single best tool to drive quality of life improvements for the town residents.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes XX No

To the best of my ability, all information on this application is true and correct.

SIGNATURE Gregory S. Meade

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
<u>xx</u> Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

*May be required to attend training and/or obtain certification during term

**Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws

Note: All applicants are subject to background verification.

Revised 2021.01.04



**PUBLIC DOCUMENT –
SUBJECT TO FREEDOM OF INFORMATION ACT**

APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- **In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

*****PLEASE PRINT OR TYPE*****

Name _____ Date: _____

Address _____ City/State _____ Zip _____

Do you live inside the Town limits of Abingdon? Yes _____ No _____

Telephone: _____

Email Address: *(required)* _____

Place of Employment: _____

Address: _____

Description of job duties: _____

Educational background: _____

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No _____

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes ____ No ____

If so, name and date(s) of service? _____

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes _____ No _____

To the best of my ability, all information on this application is true and correct.

SIGNATURE  _____

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

***May be required to attend training and/or obtain certification during term**

****Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

Note: All applicants are subject to background verification.



**PUBLIC DOCUMENT -
SUBJECT TO FREEDOM OF INFORMATION ACT**

APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

Please return this application either:

- In person (3rd floor of the Town Hall), 133 West Main Street, Abingdon, VA;
- By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or
- kkingsley@abingdon-va.gov

*****PLEASE PRINT OR TYPE*****

Name DORIS CLENDENEN SHUMAN

Date: 12-6-22

Address 164 VALLEY ST NW

City/State ABINGDON, VA

Zip 24210

Do you live inside the Town limits of Abingdon? Yes ☒ No ☐

Telephone: 276-698-8882

Email Address: (required) DORISSHUMAN@GMAIL.COM

Place of Employment: Doris C. Shuman CPA

Address: 164 VALLEY ST NW ABINGDON, VA 24210

Description of job duties: TAX RETURNS, ADVISE ON TAX PLANNING, ESTATE, ENTITY FORMATION FOR BUSINESSES AND BOOKKEEPING

Educational background:

B.A. FROM EMORY & HENRY COLLEGE B.S. UVA AT WISE PASSED CPA EXAM IN 1986 AND HAVE BEEN LICENSED SINCE 1986

TO PRESENT

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No ☒

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?
Yes ☒ No _____

If so, name and date(s) of service? PLANNING COMMISSION (89 TO 96) BD OF ARCH REVIEW (95 TO 2003)
Small Business Incubator 2017 to 2022

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?
I believe with my business background from the coal industry and commercial banking as well as 30 years in public accounting.

I could be an asset to the town and bringing more businesses to our community.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes _____ No ☒

To the best of my ability, all information on this application is true and correct.

SIGNATURE Walter C. Shuman (1/2)

Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. **

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority *	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

*May be required to attend training and/or obtain certification during term
**Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws

Note: All applicants are subject to background verification.