



City Council  
Bill Hartley, Mayor  
Archie Hubbard III, Vice Mayor  
Doug Fleenor, Council Member  
Kevin Mumpower, Council Member  
Kevin Wingard, Council Member



**BRISTOL VIRGINIA CITY COUNCIL**  
**300 Lee Street**  
**Bristol, Virginia 24201**  
**January 10, 2017**

**6:00 p.m.**  
**Call to Order**  
**Moment of Silence**  
**Pledge of Allegiance**

A. Mayor's Minute and Council Comments.

**REGULAR AGENDA:**

1. Consider a Resolution Granting Final Plat Approval for Plat # 12-2016 for the Siesta Motels, Incorporated Subdivision.
  - a. Staff Report
  - b. Public Comment
  - c. Reading of Resolution
  - d. Council Motion and Second
  - e. Council Discussion
  - f. Roll Call
  
2. Consider a Request to Amend the Performance Agreement for Tru Hotel.
  - a. Staff Report
  - b. Public Comment
  - c. Council Motion and Second
  - d. Council Discussion
  - e. Roll Call
  
3. Consider Approval of Minutes:
  - a. Council Discussion
  - b. Roll Call

Joint Called Meeting – December 7, 2016  
Regular Meeting – December 13, 2016  
Called Meeting – December 27, 2016

B. Matters to be Presented by Members of the Public – Non-Agenda Items

**EXECUTIVE SESSION**

4. Executive Session *pursuant to §2.2-3711.A.1, Code of Virginia 1950, as amended. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; (Personnel, Appointments).*
  - a. Motion
  - b. Roll Call
5. Certify Executive Session.
  - a. Roll Call
- C. Adjournment.

**CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: January 10, 2017  
Division: Community Development  
Staff Contact: Sally Morgan, Planner

---

**AGENDA ITEM WORDING:**

Consider a Resolution Granting Final Plat Approval for Plat #12-2016 for the Siesta Motels, Inc. subdivision.

---

**ITEM BACKGROUND:**

The applicant is seeking final plat approval for the division of the existing tract of 2.9 acres that formerly contained a motel into two separate tracts. The property is located on Lee Highway between Hardee's (1950 Lee Highway) and the Bristol Plaza shopping center containing Price Less Foods (2012 Lee Highway). The prospective buyers of the property have plans to develop a retail store on proposed tract #1 (1.406 acres) and develop and/or sell the proposed adjoining tract #2 (1.472 acres). The plat shows a 30' wide shared access drive that will allow for one entrance to the property rather than two entrances.

The applicant provided a copy of the preliminary plat for review by staff prior to submission for consideration by the Planning Commission. The plat was reviewed by both the city Engineering Department and the Planning Department and distributed to the Police Department, Fire Department, and BVU. There were several comments provided to the applicant for revisions to the preliminary plat and these changes were made for the final plat.

---

**PREVIOUS RELEVANT ACTION:**

December 19, 2016 – The Planning Commission approved both the preliminary plat and the final plat.

---

**Staff Recommendation:**

Staff recommends that the City Council approve and certify the final plat for Plat #12 -2016 for the Siesta Motels, Inc. subdivision.

**DOCUMENTATION:**      Included   X              Not Required\_\_\_\_\_

**MOTION:** I move to approve a resolution granting final plat approval for Plat #12-2016 for the Siesta Motels, Inc. subdivision.

---

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISTOL, VIRGINIA APPROVING THE  
FINAL PLAT OF THE SIESTA MOTELS,  
INCORPORATED SUBDIVISION**

**SECTION 1.** The City Council finds that:

**WHEREAS**, the subdivision plat for the Siesta Motels, Incorporated subdivision on Lee Highway has been properly submitted to the City and reviewed by City staff, and

**WHEREAS**, the Planning Commission met on December 19, 2016 and approved the preliminary plat, and also in a separate subsequent action, the Planning Commission approved the final plat, and

**WHEREAS**, Section 50-270 requires that a plat of subdivision be approved and certified by City Council before it can be recorded.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF BRISTOL, VIRGINIA:**

**Section 1.** The Council approves and certifies the final plat for the Siesta Motels Incorporated subdivision as attached in Exhibit A.

**PASSED AND ADOPTED** by the City Council of the City of Bristol, Virginia, at a regularly scheduled meeting of said Council on January 10, 2017.

\_\_\_\_\_  
Bill Hartley, Mayor

Attest:

\_\_\_\_\_  
(Clerk)

**STAFF REPORT TO PLANNING COMMISSION**  
**December 13, 2016**



**To:** Planning Commission

**From:** Sally H. Morgan, City Planner

**Date:** December 13, 2016

**RE:** Preliminary Plat and Final Plat Approval for Plat #12-2016 Siesta Motels Inc.

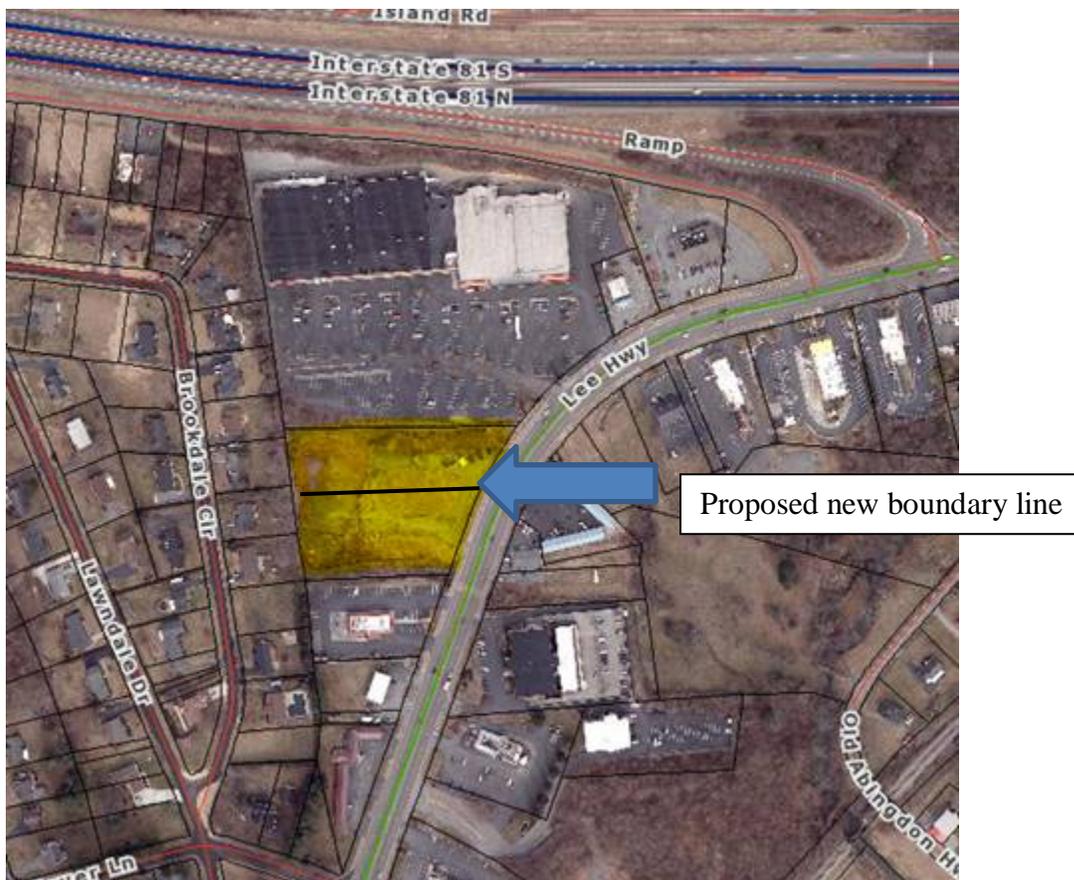
**Attachments:** Preliminary and Proposed Final Plat

---

<b>1) Applicant/Agent:</b> Siesta Motels, Inc. Grace H. Fleenor	<b>2) Property Owners:</b> same	<b>3) Property Address</b> Tax ID # 263-1-7 Adjoining 1950 Lee Highway
---	------------------------------------	--

**4) Property Zoning:** B-3, Intermediate Business

**5) Property Mapping:**



**6) Request:**

The applicant is seeking preliminary and final plat approval for the division of the existing tract of 2.9 acres that formerly contained a motel into two separate tracts. The property is located on Lee Highway between Hardee's (1950 Lee Highway) and the Bristol Plaza shopping center containing Price Less Foods (2012 Lee Highway). The prospective buyers of the property have plans to develop a retail store on proposed tract #1 (1.406 acres) and develop and/or sell the proposed adjoining tract #2 (1.472 acres). The plat shows a 30' wide shared access drive that will allow for one entrance to the property rather than two entrances.

**7) Ordinance Requirements:**

The subdivision process is regulated by Section 50, Article III, of the City Code. This article is broken into nine (9) divisions which regulate the submission and review of subdivision plats. These regulations stipulate required content for each plat as a condition of approval. The article provides for a process of preliminary approval and then final approval. The intent of the code is to provide the preliminary process as a mechanism for safeguarding the "subdivider from unnecessary loss of time and expense". The final plat is the final recordable document and serves as the permanent record of the proposed and approved subdivision. The Planning Commission is charged with approval of the preliminary plat and with the recommendation of approval or denial to the City Council for the final plat. Simple subdivisions often are submitted with a request for preliminary and final plat review to proceed concurrently. The Planning Director grants this request at his or her discretion.

**8) Existing Conditions:**

The subject property is on Lee Highway (U.S. 11) near Exit 5 and bordered on the north by the Bristol Plaza shopping center and on the south by the Hardee's restaurant. Across Lee Highway from the property is the Budget Inn. The rear of the property adjoins Block 6 of the Briarwood Subdivision. The former motel was razed over ten years ago and there has been little activity on the property since that time. The property is zoned B-3 (Intermediate Business) which allows for retail businesses.

**9) Previous Planning Commission Actions:**

The staff has no knowledge of any previous Commission actions pertaining to the subject property.

**10) Staff Analysis:**

The applicant provided a copy of the preliminary plat for review by staff prior to submission for consideration by the Planning Commission. The plat was reviewed by both the city Engineering Department and the Planning Department and distributed to the police department, fire department, and BVU.

There were several comments provided to the applicant for revisions to the preliminary plat:

1. Sanitary sewer easement needed on rear of property

2. Overhead utility easement needed on northern edge of property if it does not yet exist.
3. For readability, please put a space between the letters and the numbers on the three calls for the road frontage. L 72.13, R 721.71 etc. for example.
4. Zoning Classification on left top box: Eliminate two astericks \* on side yard. Can just read "Minimum side: 10' if adjoining residential district"
5. Make corrections on map numbers and addresses for adjoining properties, as marked.
6. Enlarge font for name of subdivision

These changes were made for the final plat.

***11) Authority of the Planning Commission to Act:***

Bristol, Virginia City Code §50-269 states that:

*“From and after the passage of the ordinance from which this article was derived, the planning commission shall be the official platting authority, and no plat of a land subdivision shall be entitled to be recorded in the office of the clerk of the circuit court of the city unless it shall have the approval of the planning commission inscribed thereon. The filing or recording of a plat of a subdivision without the approval of the planning commission as required by this resolution is declared to be a misdemeanor”.*

***12) Conclusion and Staff Recommendation:***

Staff concludes that the plat is in order and recommends approval of the preliminary plat and approval of the final plat in two separate actions (in compliance with City Code).

***13) Example Motions:***

“I move that the Planning Commission approve the preliminary plat of the proposed subdivision.”

“I move that the Planning Commission approve the final plat of the proposed subdivision.”

**NOTES:**  
I CERTIFY THAT THIS PLAT REPRESENTS A CURRENT ON THE GROUND FIELD SURVEY.

THIS PROPERTY IS SUBJECT TO ANY AND ALL CONVEYANCES, COVENANTS, RESTRICTIONS, VISIBLE, RECORDED OR NOT RECORDED EASEMENTS THE MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH. (THERE WAS NO TITLE REPORT FURNISHED TO THIS SURVEYOR.)

**FLOOD ZONE DESIGNATION:**  
I CERTIFY THAT I HAVE CONSULTED THE FEDERAL EMERGENCY MANAGEMENT AGENCIES, FLOOD INSURANCE RATE MAPS, AND FOUND THIS LOT IS LOCATED IN "ZONE X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN) AS SHOWN ON FLOOD INSURANCE RATE MAP NUMBER 5100220008D WITH AN EFFECTIVE DATE OF FEB. 04, 2004.

**ZONING CLASSIFICATION:**  
B-3 (INTERMEDIATE BUSINESS)  
**SETBACKS:**  
MINIMUM FRONT: 10 FEET  
MINIMUM REAR: 20 FEET  
MINIMUM SIDE: 10 FEET, IF ADJOINING A RESIDENTIAL DISTRICT

**HEIGHT RESTRICTION:**  
MAXIMUM HEIGHT: 100 FEET IN HEIGHT EXCEPT BY SPECIAL PERMISSION OF THE BUILDING CODE OFFICIAL.

- LEGEND**
- IPF - IRON PIPE FOUND AS NOTED
  - IRF - IRON ROD FOUND AS NOTED
  - IRCS - IRON ROD AND CAP SET
  - PLAT OR DEED CORNER
  - ⊗ WATER METER
  - ⊕ FIRE HYDRANT
  - FENCE - x - x - x - x - x - x - x - x
  - UTILITY POLE
  - o/u— OVERHEAD UTILITY LINES
  - N-F / NOW - OR - FORMERLY

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

THE PLATTING AND DEDICATION OF: SIESTA MOTELS INCORPORATED  
SUBDIVISION IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_

DATE \_\_\_\_\_ OWNER \_\_\_\_\_

STATE OF \_\_\_\_\_ CITY OR COUNTY OF \_\_\_\_\_  
THIS PLAT WAS ACKNOWLEDGED BY THE OWNERS BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ 20 \_\_\_\_\_ (NOTARY) MY COMMISSION  
EXPIRES \_\_\_\_\_

**CERTIFICATE OF ACCURACY**

I HEREBY CERTIFY THAT THIS PLAT IS A TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE SUBDIVISION ORDINANCE OF BRISTOL, VIRGINIA AND THAT THE MONUMENTS HAVE BEEN PLACED HEREON.

DATE 11-30-16 SURVEYOR: JAMES DANIEL MORT

LS # 002428 SCALE: 1" = 60'

TAX MAP # 263-1 PARCEL # 7

BLOCK # \_\_\_\_\_ SHEET 1 OF 1

**CERTIFICATE OF APPROVAL**

THE SUBDIVISION KNOWN AS: SIESTA MOTELS INCORPORATED IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE COMMITTED TO RECORD.

DATE \_\_\_\_\_ HEALTH DEPT. \_\_\_\_\_

DATE \_\_\_\_\_ CITY ENGINEER \_\_\_\_\_

DATE \_\_\_\_\_ UTILITY BOARD \_\_\_\_\_

DATE \_\_\_\_\_ PLANNING COMMISSION \_\_\_\_\_

DATE \_\_\_\_\_ CITY CLERK \_\_\_\_\_

DATE \_\_\_\_\_ CLERK OF CIRCUIT COURT \_\_\_\_\_

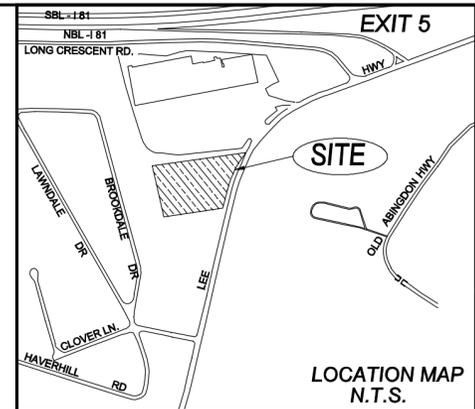
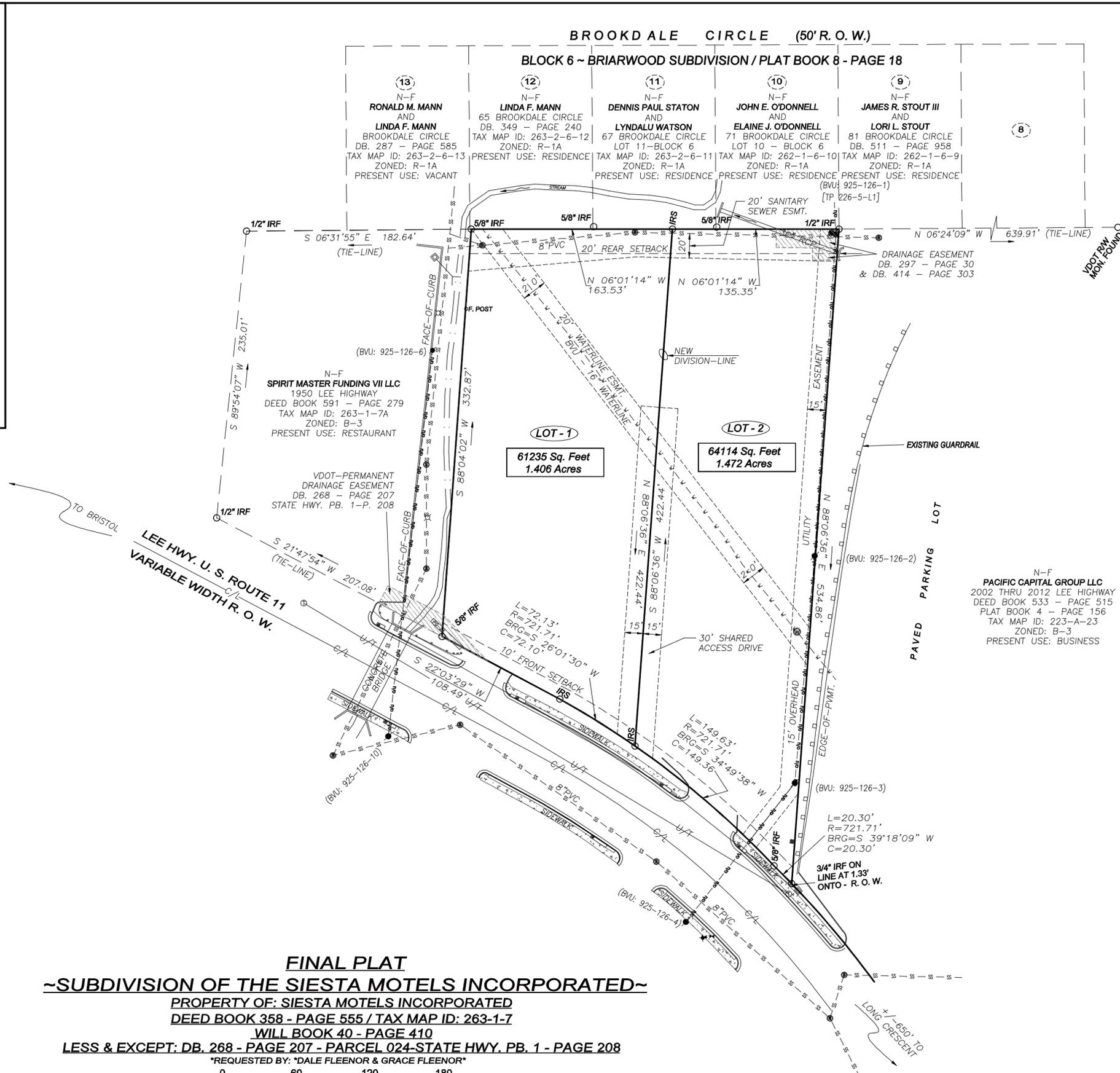
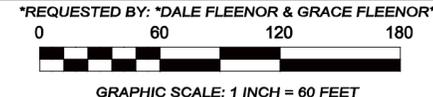
**SOURCES OF TITLE**

BILLIE HARRELL ET UX, MARY L. HERRELL AND R. L. NAVE ET UX, MAETRUE NAVE CONVEYED TO SIESTA MOTELS INCORPORATED OCTOBER 9, 1961 / DB. 358 - PAGE 555 TAX MAP ID: 263-1-7

ROBERT LEE NAVE WILLED TO GRACE ELIZABETH HALE FLEENOR MARCH 5, 1991 / DWB. 40 - PAGE 410

**FINAL PLAT**  
**~SUBDIVISION OF THE SIESTA MOTELS INCORPORATED~**

PROPERTY OF: SIESTA MOTELS INCORPORATED  
DEED BOOK 358 - PAGE 555 / TAX MAP ID: 263-1-7  
WILL BOOK 40 - PAGE 410  
LESS & EXCEPT: DB. 268 - PAGE 207 - PARCEL 024-STATE HWY. PB. 1 - PAGE 208



MAGNETIC ~ NORTH  
SEPTEMBER - 2016



**TITLE BLOCK**  
SUBDIVISION NAME: SIESTA MOTELS INC.  
1970 LEE HIGHWAY, BRISTOL, VIRGINIA 24201  
LOCATED ON THE WEST SIDE OF LEE HWY. / U. S. RTE 11  
IN THE CITY OF BRISTOL, VIRGINIA  
OWNER: SIESTA MOTELS INC., C/O GRACE FLEENOR  
ADDRESS: 107 COLOONEY CIRCLE, BRISTOL, TN. 37620  
SURVEYOR: JAMES DANIEL MORT  
ADDRESS: P. O. BOX 481, BRISTOL VIRGINIA 24203-0481  
COMMONWEALTH OF VIRGINIA LIC. LAND SURVEYOR NO. 2428  
CURRENT ZONING CLASSIFICATION: B-3 (INTERMEDIATE BUSINESS)

**DAN MORT ~ LAND SURVEYOR**  
P. O. BOX 481  
BRISTOL, VIRGINIA 24203-0481  
PHONE: (276) 494-6398

**SIESTA MOTELS INC.**

DRAWN BY: <b>JDM</b>	DATE: <b>09-21-2016</b>	LOCATED ON THE WEST SIDE OF LEE HIGHWAY / U. S. ROUTE 11 IN THE CITY OF BRISTOL, VIRGINIA
APPROVED BY: <b>JDM</b>	DATE: <b>11-30-2016</b>	
PROJECT NO. <b>DALEFLEENOR15</b>		DRAWING NAME: <b>C:/DALEFLEENOR15.DWG.</b>
SCALE: <b>1 INCH = 60 FEET</b>	SHEET: <b>1 OF 1</b>	

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: January 10, 2017  
Department: Economic Development  
Staff Contact: Bart Poe

---

**AGENDA ITEM WORDING:**

Consider a Request to Amend the Performance Agreement for Tru Hotel.

---

**ITEM BACKGROUND:**

At the August 9, 2016 City Council meeting, Council approved a Performance Agreement between the City and Prime Hospitality, LLC who would own and operate a Hilton brand Tru Hotel. The grant amount was to be no greater than \$300,000.00 and would be paid by refunding fifty percent of the lodging tax paid to the City. The term of the agreement was 5 years or upon payment of the grant whichever first occurred.

Prime Hospitality LLC is requesting that the Agreement be amended. The proposal calls for a grant not to exceed \$700,000 or a time period of ten years, whichever first occurs. The grant would still be paid by returning fifty percent of the annual lodging tax actually received by the city, generated by the Tru Hotel.

---

**PREVIOUS RELEVANT ACTION:**

August 9, 2016 - City Council approved a No-Net Loss Performance-Based Grant Award to support the Tru Hotel project.

---

**Staff Recommendations:**

Staff recommends approval of the requested revisions to the Performance Agreement.

---

**DOCUMENTATION:**      Included \_\_\_\_\_      Not Required\_\_\_\_\_

**MOTION:** I move to approve the request to amend the Performance Agreement for Tru Hotel and to authorize the Mayor and City Manager to execute the agreement on behalf of the City.



A JOINT CALLED MEETING OF THE BRISTOL VIRGINIA CITY COUNCIL AND THE BRISTOL, TENNESSEE CITY COUNCIL WAS HELD ON DECEMBER 7, 2016, AT 12:00 NOON AT THE BRISTOL CHAMBER OF COMMERCE OFFICE LOCATED AT 20 VOLUNTEER PARKWAY, BRISTOL, TENNESSEE WITH MAYOR WILLIAM HARTLEY PRESIDING. VICE MAYOR ARCHIE HUBBARD, III, AND COUNCIL MEMBERS J. DOUGLAS FLEENOR AND KEVIN WINGARD WERE PRESENT. ALSO PRESENT WERE CITY MANAGER, TABITHA CROWDER AND CHIEF FINANCIAL OFFICER, KIM ORFIELD.

COUNCIL MEMBER KEVIN MUMPOWER WAS ABSENT.

ALSO PRESENT WERE BRISTOL, TENNESSEE MAYOR, CHAD KEENE, VICE MAYOR, JACK YOUNG, COUNCIL MEMBER MARGARET FEIERABEND, COUNCIL MEMBER LEA POWERS, AND CITY MANAGER, BILL SORAH. COUNCIL MEMBER MICHELLE DENISE WAS ABSENT

1. Call to Order

The purpose of the Joint Called Meeting was to attend a presentation provided by the Bristol Convention and Visitors Bureau.

2. Presentation by the Bristol Convention and Visitors Bureau

Executive Director, Bristol Convention & Visitor's Bureau, Mr. Matt Bolas reported that a combination of public and private resources funded the Bristol Convention & Visitors Bureau (CVB). He added that the CVB used resources efficiently for the benefit of the cities, tourism, and Bristol community.

He reported that the Bristol CVB utilized multi-layered marketing and promotional tools including publications, advertisements, websites, online ads and video promotions, social media, press tours, and tour group recruitment.

He advised that, since airing, the Geico Commercial had produced a three hundred percent (300%) increase in website traffic to DiscoverBristol.org, increased Visitor Guide requests four hundred percent (400%), and that they had received nearly four hundred (400) inquiries about relocating to Bristol.

He pointed out that the Battle at Bristol events provided exceptional visitor experience and generated additional revenue through local sales tax, lodging tax, and meals tax.

He reported that the metrics used to calculate the marketing return on investment (ROI) generated fourteen dollars (\$14) for every one dollar (\$1) invested in the organization.

3. Discussion

A discussion ensued related to the metrics used to determine the ROI for marketing efforts.

There was no action taken by Council.

4. Adjournment

There being no further business, the meeting was adjourned.

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*  
\*\*  
\*

---

City Clerk

---

Mayor

THE REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON DECEMBER 13, 2016, AT 6:00 P.M. IN COUNCIL CHAMBERS, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR WILLIAM HARTLEY PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR ARCHIE HUBBARD, III, J. DOUGLAS FLEENOR, KEVIN MUMPOWER, AND KEVIN WINGARD. CITY MANAGER, TABITHA CROWDER, WAS ALSO PRESENT.

Mayor Hartley called for a moment of silence followed by the pledge of allegiance to the flag.

A. Mayor's Minute and Council Comments

Mayor Hartley announced that the Regular City Council Meeting for December 27, 2016 would be cancelled.

He welcomed newly appointed Council Member Kevin Wingard and thanked everyone who helped make the Tree Lighting a success.

He reminded the public that there were vacancies on the Transportation Safety Committee and the Planning Commission. He urged citizens to get involved.

Council Member Fleenor extended Christmas blessings.

B. Recognition of Retirees

Mayor Hartley recognized Mr. James Ross and Ms. Jo Hutton on their recent retirement.

1. Reassessment Process Update

Commissioner of Revenue, Mr. Terry Frye, gave an overview of the reassessment process. A discussion ensued about the reassessment and the selection of the mass appraisal firm which performed the reassessments.

2. Consider Second Reading and Adoption of an Ordinance to Repeal, Reenact, and Rename Chapter 22 Community Development Article II Industrial Development Authority § 22-26. Creation and § 22-27. Name

Mayor Hartley entertained a motion for the second reading of an Ordinance to repeal, reenact, and rename Chapter 22 Community Development Article II Industrial Development Authority §22-26 Creation and § 22-27 Name.

Council Member Fleenor made the motion to table this item until legal advice could be obtained. Motion was seconded by Council Member Wingard and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, Wingard, and Hartley

3. Consider Second Reading and Adoption of an Ordinance to Request a Charter Change to the Charter for the City of Bristol, Virginia

Mayor Hartley entertained a motion for the second reading of an Ordinance to request a charter change to the Charter for the City of Bristol, Virginia.

City Manager, Ms. Tabitha Crowder, recommended that the item be tabled as it related to the previous item, which was also tabled.

Vice Mayor Hubbard made the motion to table this item. Motion was seconded by Council Member Mumpower and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, Wingard, and Hartley

4. Consider a Resolution Approving the Location and Design of the Lee Highway Widening Project as Presented at the November 17, 2016 Public Hearing

Ms. Tabitha Crowder advised that the design phase of the Lee Highway widening project was finalized after a public hearing was held on November 17, 2016. Ms. Crowder reported that the Resolution being considered would show the Council's support of the

project which would allow VDOT to authorize the City to begin right-of-way acquisitions. She reminded Council that the project was one hundred percent (100%) funded by VDOT.

Mr. Michael Pollard inquired about crosswalks being installed.

City Engineer, Mr. Wallace McCulloch, explained that pedestrian access was considered in the project and that crosswalks and pathways would be included in future phases.

Mayor Hartley read the following Resolution:

**RESOLUTION APPROVING THE LOCATION AND DESIGN OF THE LEE  
HIGHWAY WIDENING PROJECT (UPC 105753) AS PRESENTED AT THE  
NOVEMBER 17, 2016 PUBLIC HEARING**

**WHEREAS**, a Location and Design Public Hearing was conducted on November 17, 2016, in the City of Bristol by representatives of the City of Bristol Department of Public Works after due and proper notice for the purpose of considering the proposed location and design of Widening of Lee Highway Project (UPC 105753) in the City of Bristol, at which hearing aerial photographs, drawings and other pertinent information were made available for public inspection in accordance with state and federal requirements; and

**WHEREAS**, all persons and parties in attendance were afforded full opportunity to participate in said public hearing; and

**WHEREAS**, representatives of the City of Bristol and the Virginia Department of Transportation, were present and participated in said hearing; and

**WHEREAS**, the Council had previously requested the Virginia Department of Transportation to program this project; and

**WHEREAS**, the Council considered all such matters;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Bristol hereby approves the location and major design features of the proposed project as presented at the Public Hearing; and

**BE IT FURTHER RESOLVED** that the City of Bristol will acquire all rights of way necessary for this project and certify same to the Department at the appropriate time. In addition, the City will design and construct the project in accordance with VDOT standards and procedures.

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized to execute, on behalf of the City of Bristol, all necessary right of way agreements as well as railroad and utility agreements required in conjunction with acquiring such rights of way.

Mayor Hartley entertained a motion to adopt a Resolution approving the location and design of the Lee Highway widening project as presented at the November 17, 2016 Public Hearing.

Vice Mayor Hubbard made the motion to adopt a Resolution approving the location and design of the Lee Highway widening project as presented at the November 17, 2016 Public Hearing. Motion was seconded by Council Member Mumpower and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, Wingard, and Hartley

5. Consider Letter of Agreement with Washington County

City Manager, Ms. Tabitha Crowder, reported that City staff had worked with Washington County staff on a proposed development in the County located off of Lee Highway and Old Airport Road.

Mayor Hartley entertained a motion to consider a Letter of Agreement with Washington County.

Following a brief discussion, Council Member Fleenor made the motion to approve

the Letter of Agreement with Washington County. Motion was seconded by Council Member Mumpower and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, and Hartley

ABSTAIN: Wingard

LET THE RECORDS REFLECT THAT VICE MAYOR HUBBARD, CITY MANAGER, MS. TABITHA CROWDER, AND CHIEF FINANCIAL OFFICER, MS. KIM ORFIELD LEFT THE MEETING TO ATTEND A CONFERENCE.

Mayor Hartley entertained a motion to approve Consent Agenda Items 6.1 through 6.2 collectively.

- 6.1 Consider Approval of Minutes:
- Regular Meeting – September 27, 2016
  - Joint Called Meeting – October 3, 2016
  - Joint Called Meeting – October 4, 2016
  - Joint Called Meeting – October 5, 2016
  - Called Meeting – October 18, 2016
  - Joint Called Meeting – October 18, 2016
  - Regular Meeting – October 25, 2016
  - Called Meeting – November 7, 2016
  - Regular Meeting – November 8, 2016
  - Called Meeting – November 16, 2016
  - Called Meeting – November 28, 2016

6.2 Quarterly Financial Report

Council Member Fleenor made the motion to approve Consent Agenda Items 6.1 through 6.2 collectively. Motion was seconded by Council Member Mumpower and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, and Hartley

ABSTAIN: Wingard

7. Locality Comparison Concerning Community Development Operations

Interim Community and Economic Director, Mr. Bart Poe, gave a presentation on locality comparison concerning Community Development Operations. He gave an overview of the daily operations of each of the divisions of the Community Development Department which are Planning and Zoning, Community Development Block Grant, Environs, Building Inspection, and Geographic Information Systems. Mr. Poe pointed out that each division leader had made recommendations for reducing costs within their respective divisions.

Mr. Poe noted that in comparison to other localities of similar size and location, Bristol was operating with nearly the same number of employees and their budgets were similar. Mr. Poe pointed out that the Building Inspection division, in particular, was doing well in comparison.

8. Joint Planning Commission

Mayor Hartley expressed the need to work jointly with Bristol, Tennessee to create long term plans that were of mutual interest, especially related to the downtown area.

A discussion ensued about the reviving of a joint planning commission, the composition of its members, and the role of such a group.

C. Matters to be Presented by Members of the Public – Non-Agenda Items

Mr. Michael Pollard inquired about the reassessment, asking if it included tax exempt properties and if the properties previously exempt still qualified.

Ms. Nancy Marney commended the Council for their delivery of comments and questions related to the items presented at City Council meetings. She also commented on developments taking place in Washington County.

---

D. Adjournment

There being no further business, the meeting was adjourned.

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*  
\*\*  
\*

---

City Clerk

---

Mayor

---

A CALLED MEETING OF THE BRISTOL VIRGINIA CITY COUNCIL WAS HELD ON DECEMBER 27, 2016, AT 5:30 P.M. IN THE CITY MANAGER'S CONFERENCE ROOM, CITY HALL, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR WILLIAM HARTLEY PRESIDING. VICE MAYOR ARCHIE HUBBARD, III, AND COUNCIL MEMBERS J. DOUGLAS FLEENOR, KEVIN MUMPOWER, AND KEVIN WINGARD WERE PRESENT.

Mayor Hartley called the meeting to order.

1. Executive Session

Mayor Hartley entertained a motion to enter into Executive Session pursuant to §2.2-3711.A.1, Code of Virginia 1950, as amended for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; (Personnel)

Council Member Fleenor made the motion to enter into Executive Session pursuant to §2.2-3711.A.1, Code of Virginia 1950, as amended for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; (Personnel) Motion was seconded by Council Member Mumpower and carried by the following votes:

AYES: Fleenor, Hubbard, Mumpower, Wingard, and Hartley

2. Certify Executive Session

Following the Executive Session, by roll call vote, Council Members certified that only business matters lawfully exempted from open meeting requirements and specified in the motion to convene the Executive Session were discussed.

AYES: Fleenor, Hubbard, Mumpower, Wingard, and Hartley

3. Discuss City Attorney Selection Process

Mayor Hartley advised that, for the City Attorney position, there were four (4) proposals from firms and three (3) proposals for in-house employment received. He continued by stating that there would be a Called Meeting on January 7, 2017, to begin the interview process of the individuals who applied as in-house attorney. He stated that the interviews would begin at 10:00 AM at City Hall, 300 Lee Street, Bristol, Virginia.

4. Adjournment

There being no further business, the meeting was adjourned.

\*\*\*\*\*  
 \*\*\*\*\*  
 \*\*\*\*\*  
 \*\*  
 \*

---

City Clerk

---

Mayor