

Council Minutes
Regular Meeting
April 10, 2017 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, all members of Council were present. Misty Yates, Clerk/Treasurer, Russell A. Mullins – Town Manager and William Sturgill – Town Attorney were also present.

Call to Order:

Mayor Kiser called the meeting to order. David Duval gave the invocation. The group remained standing for the pledge of allegiance led by Jimmy Williams.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Jeff Kiser made a motion to add the Fire Department List of Officers to the agenda under New Business. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to move Item ‘C’ Draft Environmental Assessment Nettle Patch Vegetation Management Project – Barry Garten from New Business to immediately following the approval of the agenda. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to approve the agenda as amended. Mike Wright seconded the motion, which resulted in all Ayes.

- C. Draft Environmental Assessment Nettle Patch Vegetation Management Project – Barry Garten. Clinch District Ranger Barry Garten and Nettle Patch project manager, Shelby Williams thanked Council for the opportunity to address the Town of Coeburn.

Sharon Still asked if they had determined which herbicides they would be spraying and exactly what the application process would be. Mr. Williams named the herbicides that would be used and noted that this information had been shared with Council previously and was also published in the newspaper. Ranger Garten reminded Council that the plans call for directly applying herbicides to individual plants and not spraying it in a general area.

Sharon Still also inquired about the potential runoff in all of these water shed areas and if the water has been tested. Ranger Garten addressed the potential runoff and the fear of it

getting into the water supply specifically in the Machine Creek area. He explained they are testing water on the National Forest and have been doing so for many years. He further explained the water is monitored and will be monitored after the application as well. Mike Holbrook also asked what Forest Services officials will do if they see differences in water tests after the herbicides have been applied. Ranger Garten stated they would stop all activity until they determine what's happening.

Mike Wright asked questions about what types of herbicides will be used and the specific amounts. Mr. Williams explained that the chemicals will be targeted to individual plant stems and not used across entire areas. He also advised that the herbicides will be distributed from individual spray bottles according to labeling instructions of the manufacturer per mixture.

Jeff Kiser asked how many total acres will be effected either by spraying, cutting, burning, everything in this project. Mr. Williams explained the total project area is 7,000 acres noting not all would be sprayed, cut or burnt. Mr. Kiser also inquired how many approximate acres would be clear cut. Mr. Williams advised there would be approximately 443 acres of regeneration harvest furthering explaining this is not clear cutting the area. Mr. Kiser asked for an estimate of how many trees would be left after the planned logging operations takes place. Mr. Williams said it would depend on the specific area and harvesting method. He stated in some cases, there may be 10 trees left per acre.

Mr. Kiser also expressed his concern of how much faster storm water might flow through the watershed when so many trees are removed. Ranger Garten explained that they follow both Forest Service rules and the Virginia Department of Forestry best management practices for timber management. He further advised that would include immediately installing water bars and revegetating quickly to prevent erosion.

Ranger Garten and Mr. Williams both stressed that they take measures to prevent excess sedimentation into streams and would stop activity if they see it happening until they can determine why.

Jeff Kiser also asked how often officials would test water in the project area. Ranger Garten said they had planned to stay with their norm of annual testing. Mr. Kiser also how they would know if herbicides are getting into the water. Ranger Garten said this was very difficult to answer without having their forest service hydrologist and soil scientist on hand to provide expertise. He offered to get detailed answers for Council's questions and report back. Mr. Kiser stated he thought Council had been told previously that there would be testing before and during the project. Ranger Garten explained that additional testing can be done by the forest service but the additional testing is a costly use of taxpayers' money.

Sharon Still asked why this area was selected and how it was decided for the need to force manage this area with timber cut. She further explained that she has a hard time with the idea that forest officials need to mess with natural developments. Ranger Garten advised, in part, there is a problem of having too many same age old trees and too many areas where

there is very little sunlight that is penetrating to the forest floor. He explained that wildlife needs open areas for foraging and they also need coverage at night to go back into.

Sharon Still also inquired when this planned project activity will start. Ranger Garten explained after the public comment period ends on April 24th, the Forest Service officials will go through and compile all the public input and will incorporate any new information. Ranger Garten estimated that actual project work is unlikely to start before late October 2017 at the earliest.

Ranger Garten acknowledged Council had a reasonable request and feels confident that together they can work out water monitoring on a periodic basis that all parties can be happy with.

Mike Wright stated based on what he has heard from Ranger Garten and Mr. Williams, he is no longer concerned about the Forest Service's planned herbicide use. Mr. Wright explained that their spraying won't be a concern to the water source. His main concern is the impact of erosion on the steep slopes in the project area.

Jeff Kiser suggested to set aside the draft resolution and have Russell A. Mullins, Town Manager draft a letter expressing Council's concerns about the lack of sufficient testing and the potential erosion problems that may occur. He further advised Council would like to see these concerns addressed to the Town's satisfaction prior to them moving forward with this project. After Council discussion, everyone agreed that the Town Manager would send a letter expressing these concerns.

Jeff Kiser made a motion to allow Mr. Mullins, Town Manager to do his report and then move New and Old Business Items before the remaining report items due to Mr. Mullins being ill at tonight's meeting. Mike Holbrook seconded the motion, which resulted in all Ayes.

Reports:

Town Manager Report

Town Manager, Russell A. Mullins reported on Saturday, April 22nd Children's Miracle Network and Rite Aid are hosting a Block Party to be held in the Rite Aid parking lot from 10:00 a.m. until 2:00 p.m.

Mr. Mullins also advised Council that he had emailed to their attention the second draft of the budget. He explained he added a column on this second edition showing actual, current year to date numbers for line items and actuals versus last year numbers. Mr. Mullins explained at the end of last year, there was a carryover of \$140,000 in the Utility Fund and we have been carrying approximately \$250,000 in debt; thus reducing the amount of debt being carried over year after year. Mr. Mullins also referenced Misty Yates' report, noting current cash availability is approximately \$10,000 greater over the same time period last year. He further explained on over

in the budget, water billed for FY15 was \$664,000 and for FY16 it was \$744,512. This was a result of the rate increase that was implemented. Mr. Mullins advised one area of concern was water and sewer leak adjustments. He explained that in years past, he had based water and sewer current receipt budget numbers off of billing amounts. In his current draft of the budget, Mr. Mullins has \$756,000 in water receipts versus his original water fund amount of \$769,000. He advised he is basing this year's budget numbers on this lower amount which reflects actual monies collected not billed.

Mr. Mullins explained that moving forward, with Council addressing the current leak adjustment policy, this will reduce the leak adjustment numbers down and the amount we are currently taking off. He referenced the reports that will be reviewed later in the meeting under New Business, Item 'E,' Leak Adjustment Policy revision and that the actual numbers are shocking.

Mr. Mullins also advised in the current water and sewer receipts numbers, it does include a 5% rate increase to bring current utility rates up to the Rural Development requirement over the next three years. He recommends that Council approve a 5% rate increase yearly instead of the 4.46% Rural Development minimum requirement noting it would create additional revenue on our side and a buffer for years to come when rates increase.

Sharon Still inquired about the \$7,500 given to Coeburn Improvement Association in years past. Mr. Mullins advised the Town of Coeburn has always given \$5,000 to the Coeburn Improvement Association. He explained that previously they had been given \$2,500 in one fiscal year for fireworks and then they were given the remaining \$2,500 for the fireworks in the next fiscal year. Mr. Mullins explained that there was a previous contract with the fireworks and \$2,500 was paid before they got here and then the remaining \$2,500 balance due was paid for fireworks after the show, on the next fiscal year. He also reported the Town always took care of the fireworks expense and it was paid under the line item of civic activity which is where the Coeburn Improvement Association also falls under; noting the amount was all grouped together under this line item. Mr. Mullins reported that in previous budget years, the Coeburn Improvement Association had never been given \$7,500 directly. Ms. Still expressed her concern of the amount being allocated to Coeburn Improvement Association. She advised that this amount given to the C.I.A. and monies they collect from people who sponsor activities is all they operate on year round. She explained the C.I.A. contributes a lot to our Town and she isn't sure \$5,000 is a sufficient amount to be given. Mr. Mullins advised that he takes care of a lot of additional expenses in this area under his Administration Operations line item noting he likely covers an additional \$1,000 - \$1,500 yearly for civic activities. Ms. Still advised that she would do some research and will revisit this line item for discussion.

Sharon Still also asked if we are going to do a special called budget meeting to go through budget items line by line. Mr. Mullins recommended that a special called budget meeting be set and feels it would be beneficial for all parties. Jeff Kiser recommended that at least two budget meetings be held to discuss. Council discussed and agreed the first Special Called Budget Workshop meeting will be held on Saturday, April 29, 2017 beginning at 10:00 a.m. This meeting is open to the Public for anyone who would like to attend.

Since, Mr. Mullins has touched on the budget, Mr. Kiser recommended to combine this discussion with New Business, Item 'F,' FY 18 – Budget to expedite the meeting for Mr. Mullins.

Mr. Mullins discussed in general the budget and some line items. He noted that this is the first year that the General Fund has had more than the Utility Fund. He did point out a few concerns on the Revenue Side, noting Tobacco Tax. Last year budget was \$90,000 and we are currently tracking an average of \$76,000.

He also reported that we are on track to make a very tiny profit on the pool. Sharon Still noted that the school will need to pool on May 19th, the last ½ day of school for their end of the year pool party.

Based on the current actual numbers, Mr. Mullins advised a downward trend, currently \$25,900 over last year's budget. He explained the downward trend in both the Utility and General Funds will have to be addressed in years to come. He reminded Council that the water and sewer current receipt numbers showing for the current fiscal year, were based on billed not collected.

Mr. Mullins reported on the Expense Side, he previously had allocated his salary expense 70% General Fund and 30% Utility Fund. He explained that he is doing much more under water and this proposed budget, he is splitting his expense 50% General Fund and 50% Utility Fund. Mr. Mullins also advised health insurance premiums were increasing 4.5% over last year.

Mr. Mullins advised this proposed budget includes giving all employees across the board a \$0.25 salary increase, making one part time employee housed under Utilities a full time position and also making two of the three part time employees in the Police Department full time positions also.

Jeff Kiser inquired about the professional audit quotes. Council had been given one quote for audit services. Mr. Mullins advised he is still in the process of gathering the remaining quotes and should have these for Council members by the Workshop meeting.

Deventae Mooney asked Mr. Mullins about the current salary worksheet that had been requested by Council. Council would like a worksheet reflecting all current positions, job title/department, full or part time status, current pay rate and then columns reflecting proposed salary increases and changes in full time and part time status broken down specifically. Mr. Mullins advised he would email this document to all members of Council for their review.

Mr. Mullins also advised there was one salary reduction this year in Building & Grounds. He has allocated \$10,000 expense under Building & Grounds for Camp 18 this fiscal year. He reported that the originally agreement allotted \$7,500 for nine months and with proposed line item, it would allow a full twelve months.

Mr. Mullins reported that Camp 18 had also made a sign for the Ringley Park Expansion Project that reflects the current amount raised along with the goal. This sign will be placed in Ringley Park in the near future. Working along with Camp 18, Mr. Mullins also advised there are plans to sand down all the picnic tables, benches, shed and repaint them along with the caboose.

Sharon Still made a motion to remove New Business, Item 'D,' Resolution 17-011 from the agenda. Mike Wright seconded the motion, which resulted in all Ayes.

Jeff Kiser advised that working through this budget process with Art Meade and Misty Yates, we came to an early realization that the 5% rate increase that was put into place in July 2015 did not reflect in the actual income numbers coming in. From this, we have looked at several different things that may have caused this. One area, being the water meters and we are addressing this with the upcoming water project and will also be addressed with the grants they will be applying for to change out water meters throughout.

Mr. Kiser also reported that he had asked Misty Yates, along with Town Hall employees, to do a chart on a monthly water revenue basis and the gallons used on a monthly basis for each fiscal year. He explained if you do the math, you find that the 20% increase is reflected in the per gallon charge itself. He further explained one of the areas that has to be addressed is water consumption going down. The dollars reflected on the revenue side are not going to show the 20% increase but the per gallon charge does reflect this amount of increase.

Mr. Mullins reported that revising the leak adjustment policy will make up for some of this revenue. He advised this was very concerning and moving forward to maintain financial stability things like this must be addressed.

Mr. Mullins reviewed water usage by Town of Coeburn Customers during the time period of July 2016 – January 2017. He noted the total customer base stayed pretty well consistent. In July 2016, total customers billed was 1,970 and in January 2017, there was 1,960 total customers billed. However, their consumption has decreased. For example, in July 2016, there was 328 customers that used 1001-2000 gallons as compared to January 2017, there was only 287 customers that had used 1001-2000 gallons

Mr. Mullins feels confident by addressing the leak adjustment policy, we will see significant changes. One recommendation he asked Council to consider in addition to allowing customers to have one leak adjustment within a twelve month period, is to mirror Wise County Public Service Authority's policy. He recommends adjustments will be made on anything above 150% of the average of the prior six months' billing average for that customer after documentation has been received showing the actual leak has been repaired.

Misty Yates also reported that when the last water rate increases were put into place, there were approximately 10 accounts that were billed incorrectly due to a software glitch and some checks were not properly completed. From July 2015 – February 2016, this small group of accounts were billed incorrectly, it was discovered and corrected in March 2016. However, this resulted in a combined total amount of \$9,274.63 in missed water revenues.

Mr. Mullins also recommended that Council vote tonight on the Leak Adjustment Policy to be effective June 2017. Giving town employees time to correctly input the new rates into the software system, manually updating all required sheets and making sure all customers are aware of the new leak adjustment policy.

After Council discussion, Mayor Kiser called a short, five minute recess.

Upon all Council members returning, Mr. Kiser reconvened the meeting.

Sharon Still made a motion to change and accept the new current proposed leak adjustment policy noting the averages are going to a six month average in place of the current three month average and leak adjustments will now be based on 150% of the customer's six month billing average effective June 1, 2017. Jeff Kiser seconded the motion, which resulted in all Ayes.

Old Business:

- A. Personnel Policy – Personnel Policy will be placed on the April 24, 2017 Workshop Meeting agenda for review.

New Business:

- A. Monthly Water Report – Town Manager presented the Virginia Department of Health Office of Drinking Water Report for the Month of March.
- B. Flatwoods Job Corps Center Open House - Town Manager reported Flatwoods Job Corps Center Open House will be held on April 21, 2017 from 10 am to 2pm to tour the center.

Sharon Still also asked Mr. Mullins regarding the status of submitting the tennis court grant. Mr. Mullins advised that he would provide an update at the Workshop meeting. Mike Holbrook also inquired about the amount of money that we would be receiving from the Recreation Board. Mr. Mullins advised that the amount we would be receiving was less than originally planned \$5,000. He estimated the amount that would be received in the near future will be approximately \$3,500 from the Recreation Board.

- G. Fire Department List of Officers – Jeff Kiser made a motion to accept the 2017 Fire Department List of Officers and Members as presented. New officers for the year 2017 are as follows: Chief - Cliff Hawkins, Assistant Chief – Rick Sullivan, Captain – Logan Jackson, 1st Lieutenant – Jeremy Rose and 2nd Lieutenant – Josh Adkins. Mike Wright seconded the motion, which resulted in all Ayes.

Reports:

Public Works:

Danny Jordan, Public Works Director gave the March and April 2017 monthly report for Public Works. Mr. Jordan thanked Camp 18 for all the work they have done recently on the tennis courts and finished up on the Flag Hill trees. He advised Camp 18 had assisted the Little League for a few days to get ready for their opening day and will now be working on mowing for the remainder of the year.

Mr. Jordan also advised that Spring Clean Up will be the week of April 17th – April 21st and system wide water line flushing will be April 24th – April 28th.

Sharon Still also requested that we make sure the system wide water line flushing is advertised and put out to the Public. Mr. Jordan advised that this is now on a six month schedule, this will be the fourth time this will be completed and hopefully will have less impact on customers each time it is completed. Council asked Mr. Jordan to make sure the news media is made aware that this line flushing is scheduled and make sure this is advertised to the public in as many ways as possible.

Mr. Jordan advised they will be getting the Pool ready to open the middle of May.

Jeff Kiser also discussed that we are fast approaching summer season. One concern is, a couple of years ago we had the brown water issue. During the summer months, when the lakes and ponds are turning upside down, it was not properly treated at the water plant. Mr. Kiser asked that Mr. Jordan and Mr. Mullins address this to make sure it is being treated properly to avoid having a repeat non-performance like we had at the water plant a few years ago.

The Lane Group

Mayor Kiser advised that he had received a text from Chris Mullins, with The Lane Group stating he had leave tonight's meeting and he had nothing new to report.

Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$116,450.63 as of April 7, 2017. She reported outstanding checks in the amount of \$51,798.62, no accounts payable due and interim accounts payable in the amount of \$109,131.49. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$64,652.01.

Ms. Yates presented the meeting minutes for the March 13, 2017 Regular Meeting and March 27, 2017 Workshop Meeting minutes.

Deventae Mooney made a motion to approve the interim accounts payable as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Mike Holbrook made a motion to accept the March 13, 2017 Regular Meeting Minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes. Deventae Mooney abstained from voting due to his absence of the March 13, 2017 Regular Meeting.

Mike Wright made a motion to accept the March 27, 2017 Workshop Meeting Minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Deventae Mooney asked that Ms. Yates check on the specific wording on the water cut-off sign posted in Town Hall each month. There was a recent Facebook post written by a Town Resident

with some incorrect information regarding water cut offs and the number of days given before water services are turned off for non-payment.

Jeff Kiser also thanked Ms. Yates along with the other Town Hall employees for all their diligent hard work we have been doing recently with the many requests not only from himself but Art Mead and Mr. Mullins. Mr. Kiser explained that Ms. Yates' diligent work allows them to get the information they need to get to where we are today. This is very much appreciated and Mr. Kiser asked that Ms. Yates pass this along to all Town Hall employees. Mr. Kiser reported that Ms. Yates' work is certainly making a difference in the Town.

Sharon Still also requested that meeting minutes be included in the original Council packets distributed.

Police Department

Jimmy Williams attended the meeting and gave the police activity report for the month of March 2017. There were 1,827 events that took place during the month. He gave a summary of these events.

Captain Williams also reported that the two new police vehicles have been outfitted and they are now waiting for decals to be applied. Both vehicles are out on the road and are being used.

He also reported that the second quarter of the Highway Safety Grant had just been completed and he is currently in the process of getting the voucher information together.

Captain Williams also reported that the white Ford Taurus is ready to be turned over to Town Hall. He advised the cage has been unbolted but will need to be removed from the vehicle.

Captain Williams also advised they were receiving a lot of calls from individuals inquiring about their water services. He requested that the Police Department receive a copy of the monthly cut off water list. This would assist a great deal in determining whether there is an actual water problem or if it was due to a water cut off.

Fire Department

There was no representative from the Coeburn Fire Department present. No report was given.

Attorney Report

William Sturgill, Town Attorney, advised he did not have anything additional to report. He advised that the personnel policies were still being reviewed and will be reviewed during the next Workshop Meeting. He offered to answer any additional questions Council may have.

Closed Session:

Council agreed that there was no need to enter into closed session.

Council Comments and Concerns:

Mike Holbrook thanked everyone for coming and also thanked everyone for all their hard work.

Deventae Mooney wished everyone a Happy Easter and is looking forward to our Budget Workshop session on April 29, 2017.

Sharon Still thanked everyone who stayed until the very end of tonight's meeting. She also expressed her appreciation to Mr. Jordan, his crews as well as Camp 18. She acknowledged you could definitely see the changes around Town. She also thanked the Police Department, Ms. Yates, her fellow council members as well as Mr. Sturgill for all his diligent work as well.

Mike Wright stated he was thankful for the Town working together. From the Police Department, Mr. Jordan and his crew as well as Camp 18. He reported he is hearing some very positive comments on a daily basis. He is also very thankful that Council works together, noting they may not always agree but each member truly cares. He also thanked Ms. Yates and her fellow employees for all their diligent work. Mr. Wright also recognized Mr. Sturgill and was very thankful for him as well.

Jeff Kiser asked Mike Holbrook about a recent Facebook post he had seen regarding the Special Needs Park. Mr. Holbrook shared that they are going to meet every week, beginning on Wednesday, to share what each person has found out. Mr. Holbrook expressed that everyone is invited to attend these weekly meetings and are encouraged to attend. They are hoping to gather as many ideas as possible for the Special Needs Park.

Jeff Kiser also reported Brian Rose will have an Easter Sunrise Service that will be held at the Lay's Building on Easter Sunday beginning at 7 a.m.

Mr. Kiser advised that the July 4th events will be held on July 4th itself this year. Events will kick off at 2:00 p.m. with a parade, and a full day of events with the VFW, various bands, cloggers and also a dance class.

Mr. Kiser reiterated thank you to Ms. Yates and her fellow employees for all their work and for going above and beyond. It has been very much appreciated and hasn't gone unnoticed and is making a huge difference in the Town of Coeburn. He also thanked all departments, encouraged them to keep up the good work and wished Mr. Williams a happy 5th anniversary.

Adjournment:

Jeff Kiser made a motion to adjourn this meeting. Sharon Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,

Misty Yates
Attest: Misty Yates, Clerk

Jeff Kiser
Jeff Kiser, Mayor

**Council Minutes
Workshop Meeting
April 24, 2017 - 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees:

Upon roll call, all members of Council were present. Misty Yates - Clerk/Treasurer, Russell A. Mullins – Town Manager and William Sturgill – Town Attorney were also present.

Call to Order:

Mayor Jeff Kiser called the meeting to order. Deventae Mooney gave the invocation. The group remained standing for the Pledge of Allegiance led by Mike Wright.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

Jeff Kiser made the motion to approve the agenda as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Russell A. Mullins reported there was some recent issues with the recent rains over the weekend. He reported that the Fire Department did close the road yesterday at Tom's Creek going up to the Water Treatment Plant and a couple of other streets as well. Mr. Mullins also advised there was a road slide on Banner Mountain Road.

He also handed out the second quote to Council members for the financial services audit piece. Mr. Mullins advised he would be receiving one additional quote and should receive this quote back in the next few days.

He also reported that all the safety equipment grant items have been ordered and should be ready for pick up by the end of the month.

Mr. Mullins advised that due to all the recent rains over the past weekend, line flushing previously scheduled for this week has now been moved to begin next Monday, May 1, 2017. Line flushing will be completed the week of May 1st – May 5th. He explained that a couple of the valves in Toms Creek that they need access to in order to complete the line flushing are currently under water. He further advised that crews did clean the basins over the weekend.

Sharon Still asked if we as a group had decided on doing anything for the Heart of Appalachia package. Mr. Mullins reported that EDA had decided to do the \$500 package and would split the cost with the Town of Coeburn. Mr. Mullins advised he paid the remaining \$250 through his Administrative Operations line item.

Sharon Still also inquired if anyone had any information on the Town Wide Yard Sale that is generally held the first Saturday in June. Mr. Mullins advised he had not received any information yet on this event. Jeff Kiser reported there has been some discussion with the Coeburn Improvement Association about the town wide yard sale. He advised they are again looking at using signs, as they have done in years past. He explained if anyone would like a sign pointing toward their home, that is not located on main street, they can call in and request for a sign to be posted pointing toward their home. Mr. Kiser also reported there has been some additional discussion about using a parking lot or the grassy area that people can come and set up in one location with their yard sale items. Ms. Still reported that this has worked well in previous years.

Sharon Still asked about the timers for the lights at the tennis courts. Mr. Mullins advised that he had checked on this expense, he didn't have the quote with him at tonight's meeting but he would get those installed during the next budget year.

Mike Holbrook asked Mr. Mullins if he had heard from the Heart of Appalachia regarding the Blessing of the Bikes. Mr. Mullins reported he had talked with the Heart of Appalachia and this is still moving forward. Originally the event was scheduled to take place in St. Paul but some of this event will now be held in the Town of Coeburn. Mr. Mullins advised he would be issuing a permit for this event.

Deventae Mooney also asked Mr. Mullins about his work schedule and this has not been received by Council members in several months. Mr. Mooney reported that Chief Brooks places his on the bottom of the Police Activity Report and Ms. Yates emails her schedule monthly to all members of Council. Mr. Mullins advised that he would send his work schedule to all Council members.

Jeff Kiser also requested a weighted cost report from Mr. Mullins relating to his proposed budget changes in making some part time employees full time and also giving an across the board salary increase of \$0.25 to all employees. Mr. Mullins advised that Ms. Yates and Kathy Sharpe were still working on this report to ensure accuracy of numbers. Mr. Kiser advised this document is needed prior to Saturday's budget workshop session.

Mr. Kiser also referenced Mr. Mullins' request to hold back on spending across the board. Mr. Kiser inquired about replacing the front section of the Depot flooring. Mr. Mullins advised he did have some of the flooring materials needed to replace the front section of the Depot flooring that was left over but this would not be completed and remaining materials purchased until the next budget year.

Mr. Kiser also reported with the recent rains over the weekend, he had questions from a few of the businesses downtown asking where they could get sand bags. Mr. Mullins advised this was not something that the Town currently has in place. He explained it was certainly something that could be looked in to, but until something is done about the creek and it is specifically addressed, we will have this issue going forward.

Sharon Still also asked about the drains and she gave an example of the drain that is located below her driveway. She reported that years ago, the Fire Department would take the grate out, blow all of it out, removing the gravel, etc. and clean these drains. She requested that these drains again be cleaned once a year. Mr. Mullins advised he would look into this, discuss this matter with the Fire Department and get it scheduled going forward.

Public Works

Danny Jordan, Public Works Director, reported that the Spring Clean Up was completed last week, April 17th – April 21st and it did carry over into today.

He also reminded everyone that water line flushing was moved from this week until May 1st – May 5th due to the recent flooding and rains.

Mr. Jordan also advised they would also begin draining the pool.

Sharon Still inquired approximately how many town residents took advantage of the Spring Clean Up. Mr. Jordan estimated that a dozen or so individuals called and scheduled a pick up and crews removed primarily brush from these pickup requests.

Mr. Mullins also reported that all the tennis court grants that he had looked in to required matching funds. He advised one grant required a matching \$250,000 in funds. The other grant from the U.S. Tennis Association also required the majority of the funding be in place minus the up to \$10,000 in funds from their Association. Mr. Mullins noted that the \$3,500 funds currently on hand is nowhere near the required amounts and the grant does require a Contractor's quote. Work could not be completed by Town crews.

Jeff Kiser asked for an update from The Lane Group who was going to send a group of engineers up to the Pool area and complete some digging for some water underneath the tennis courts closest to the swimming pool. Mr. Mullins advised he would reach out to Mr. Mullins and would get a status update. Mr. Kiser also requested an update about the water sample that had red chlorine in it.

Mr. Mullins also advised with the water line flushing, they will be looking for leaks. He also reported two leaks were repaired last week.

Sharon Still also asked about the pumps out at Sheffield Acres with all the recent rains. Mr. Mullins advised the pumps did run continuously and the pit itself never overflowed. He also reported he is currently looking in to some different types of pumps to better handle what we need.

Devetae Mooney also asked about who owns the wall beside of Celebrate, beside the Farmer's Market. He reported there is some type of crack at the top of the painted mural wall. That when it rains, it blows rain inside of their building. Mr. Mooney requested Mr. Jordan and Mr. Mullins

have someone go down and determine who owns the wall in question and check the issue at hand. Jeff Kiser also requested that crews remove the ivy that is growing on the mural wall.

Mr. Kiser also requested that the two lights that are burnt out be replaced here in the front section of the Depot. He also advised there is a street light that is not working as you start up the hill on 3rd street. Captain Williams also reported the Police Department will soon begin tagging poles for Old Dominion Power Company that are not working and need to be replaced.

Mike Holbrook thanked Mr. Jordan and Mr. Mullins both for meeting with the Building Inspector during the most recent park's committee meeting. Mr. Holbrook reported the committee hopes the first phase will be completed by Memorial Day weekend. The committee asked what process they should go through to make Mr. Jordan and/or Mr. Mullins aware of the labor things that they need to be done. Mr. Holbrook reported that they have money that needs to be spent, noting that the funds specifically received from the VFW, for the Special Needs Park, has to be used by May. Mr. Mullins requested that the committee write a letter of work that details what needs to be completed and he will issue a work order to have it completed.

Council also discussed there is not a handicap access ramp from the curb to the grassy area. Mr. Mullins advised this is one of things that will be taken care of. Mr. Kiser also inquired about the crosswalk at the Lay's Building. Mr. Mullins advised he would mention this at the VDOT meeting. Mr. Kiser also reported there is an issue with the bricks in this same area that needs to be addressed. He further advised the handicap access ramp for the stage area also needs to be completed.

The Lane Group

There was no representative from the Lane Group present. Town Manager reported that The Lane Group had been down last week for some pay applications be put down for Corder Town Road.

Mr. Mullins also advised that he would be scheduling three meetings with Wise County PSA, Lenowisco and Larry Sturgill's Office. Mr. Mullins will follow back up with Mr. Kiser with possible meeting dates.

Treasurer/Clerk

Misty Yates, Treasurer, reported a posted cash balance as of Friday, April 21, 2017 in the amount of \$169,275.43. She reported outstanding checks in the amount of \$139,479.58, total accounts payable due in the amount of \$12,141.05 and interim accounts payable in the amount of \$128,974.02. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$17,654.80.

Ms. Yates reported that the April 10, 2017 Regular Meeting Minutes will be distributed along with the May 8, 2017 Council Packets.

Police Department

Captain Jimmy Williams attended the meeting. He thanked town crews for the great job they did during Spring Clean Up. He advised they are in the process of getting decals put on the new police cars. Deventae Mooney inquired if they would be leaving the other two vehicles unmarked. Captain Williams advised the two new Explorers would receive decals and the two remaining Explorers would remain as unmarked.

Jeff Kiser also asked Captain Williams if we currently have anyone under contract individually where we have paid Academy fees for them. Captain Williams confirmed all officers have met their individual obligations as far as the time period goes for academy fees that the Town paid.

Captain Williams inquired if the Town of Coeburn is following what is listed on their website regarding Spearhead Trails and when riders can and cannot ride on the trails. Mr. Mullins advised that they are following these rules listed on the website. Mr. Mullins further advised we are only VDOT approved for Friday, Saturday and Sundays and are awaiting approval for being able to ride all week long.

Jeff Kiser recommended to schedule a meeting with Mr. Mullins, Chief Brooks, Captain Williams and Spearhead Trails to make sure everyone has a clear understanding of the laws and procedures that have been put in place.

Fire Department

There was no representative from the Coeburn Fire Department present. No report was given.

Attorney Report

William Sturgill, Town Attorney advised the only item he has was the personnel policy and it is on the agenda under 'Items for Discussion.' He offered to answer any questions that Council may have.

Items for Discussion:

- A. Southwest Virginia Sustainability and Funding Collaborative – Town Manager reported this event was scheduled for May 3, 2017 at the Southwest Virginia Higher Education Center. Mr. Mullins reported this event was put together by the Office of Drinking Water. This kick-off meeting is to hear about the collaborative effort to achieve sustainable water and wastewater infrastructure here in SWVA and to also learn about partnering opportunities to save money and reduce costs. Mr. Mullins advised he would be attending this event.
- B. County Resolution to Support Full Funding of Emergency Management Performance Grant Program - Mike Holbrook had sent this information to Mr. Mullins. This resolution is to support full funding of Emergency Management Performance Grant Program. He explained that here in Wise County this was Jessica Swinney and the funding for her position comes from Homeland Security Appropriations Subcommittee. Mr. Mullins

advised this would be a resolution sent to them on behalf of the Town urging for their full support and for them to continue funding this position.

Jeff Kiser requested that Mr. Sturgill review the copy of the resolution provided from Wise County and asked that he prepare a draft resolution for Council to review during the next Regular meeting. Mr. Kiser also requested that Mr. Mullins place this item on the agenda for the next Regular meeting.

- C. System Wide Flushing Reminder – Mr. Mullins again reminded everyone that system wide water line flushing will be completed during the week of May 1, 2017 – May 5, 2017. Jeff Kiser also requested to make sure we get these revised dates sent back out to the media.
- D. April 29, 2017 Budget Meeting @ 10:00 a.m., Coeburn Depot – Jeff Kiser again reminded everyone that there will be a Special Called Workshop Budget Meeting on Saturday, April 29, 2017 beginning at 10:00 a.m. here at the Depot. This meeting is open to the Public.
- E. Personnel Policy Review - Will Sturgill provided copies of the Personnel Policy for all members of Council. Mr. Sturgill advised he had not placed any changes in this personnel policy. He advised that he would go over the personnel policy in general, noting the specific possible changes that had been indicated by individual council members and then he would review these with Mr. Mullins since he would be the one who would implement the policy being put into place.

Sharon Still noted the few changes she was recommending to the Personnel Policy was looking out for Council to be informed and then to make sure the employees know Council is being informed. Ms. Still also recommended that when this new Personnel Policy goes into effect, there is a meeting held with all Town Employees to review this Policy. Deventae Mooney also recommended that a copy of the new Personnel Policy be given to all employees to read and review prior to the scheduled meeting date and before they sign acknowledging receipt

Mr. Sturgill advised he would make these recommended changes and have a new document prepared for Council review at the next meeting and again he would ideally like to see this revised policy be put in place by July 1st with the new budget year.

Ms. Still also mentioned the Book of Ordinances is out of date and needs to be reviewed and updated also. Jeff Kiser advised that at one time, there was some discussion about having the Law School in Grundy and seeing if this ordinance book and filing cabinet would be a special project they would be willing to look at. Mr. Sturgill reported at that time, that they did reach out to Appalachian School of Law in Grundy and there was no interest for a project like this. Mr. Mullins explained that the book of Ordinances that Ms. Still is referencing was done by American Publishing and was current up until 2005.

Closed Session:

Council agreed that there was no need to enter into closed session.

Council Comments and Concerns:

Mike Holbrook thanked all Town employees for all the work that they do and also thanked his fellow council members.

Deventae Mooney did not have anything additional.

Sharon Still again thanked the Police Department, Town Crews and the Fire Department for all the additional hours they have put in to keep the Town safe, clean and neat during all the recent rainstorm. She thanked Will Sturgill for all the work he does for the Town. Ms. Still also thanked Mr. Mullins and Ms. Yates for all that they do as well. She also thanked her fellow council members, Mike Holbrook for all his extra work with the Special Needs Park and the Coalfield Progress for coming out and sitting with Council.

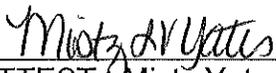
Mike Wright stated he is thankful for how all departments work together especially over this past weekend with all the major rains. He noted there could have been a lot of disasters and thankfully everything went smoothly. hearing a lot of positive comments about how the Town is economy we have right now.

Jeff Kiser again reminded everyone of the Budget Workshop Meeting scheduled for this Saturday, April 29, 2017 beginning at 10:00 a.m. He again cautioned all departments as we move forward, to be mindful of purchases. If we don't need it, don't buy it.

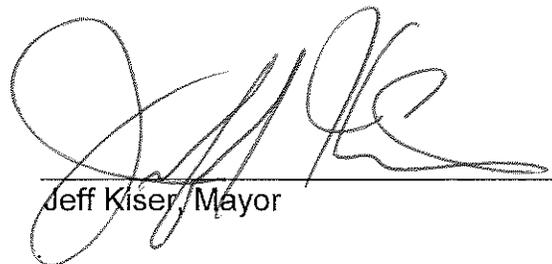
Adjournment:

Jeff Kiser made a motion to adjourn the meeting. Sharon Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,



ATTEST: Misty Yates, Clerk



Jeff Kiser, Mayor

Council Minutes
Budget Workshop Meeting
April 29, 2017 – 10:00 a.m. – 502 Front Street E, Coeburn, VA

A budget workshop meeting was held Saturday, April 29, 2017 to discuss the proposed FY18 budget.

Attendees:

Upon roll call, the following members of Council were present: Mike Holbrook, Jeff Kiser, Sharon Still and Mike Wright. Deventae Mooney was absent. Scott Brooks – Chief of Police, Misty Yates – Clerk/Treasurer and Russell A. Mullins – Town Manager were also present.

Also present was Jimmy Williams, Police Department representative.

Call to Order:

Jeff Kiser called the meeting to order.

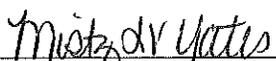
Business:

FY2018 Budget Proposal – Council and attending representatives discussed the proposed budget. Council constructively reviewed each line item within the General Fund and Utility Fund. The town manager and treasurer answered any questions that the Council had regarding certain revenues and expenditures. Council agreed to amend some line items prior to advertising the budget. The town manager would make the amendments and provide Council with an updated version of the budget.

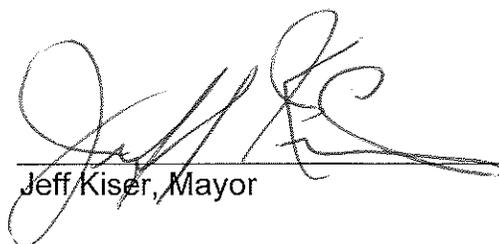
Adjournment:

Jeff Kiser made a motion to adjourn. Mike Wright seconded the motion, which resulted in all Ayes.

Respectfully Submitted,



ATTEST: Misty L.V. Yates, Clerk



Jeff Kiser, Mayor