

**Council Minutes  
Special Called Meeting  
August 12, 2017 – 6:00 p.m. – 413 Front Street E., Coeburn, VA**

**Attendees:**

Upon roll call, all members of Council were present. Misty Yates - Clerk/Treasurer was also present.

**Call to Order:**

Mayor Jeff Kiser called the special called meeting to order.

**Action Item:**

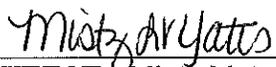
- A. Resolution 18-002 – Deventae Mooney read Resolution # 18-002 which recognized Adam Couch for his achievement of the honor of Eagle Scout in the Boy Scout Program of the Boy Scouts of America.

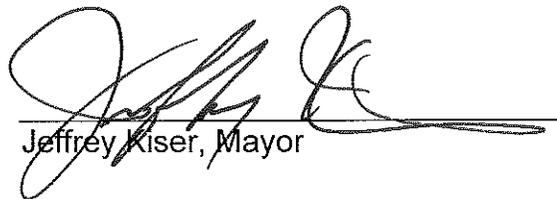
Deventae Mooney made a motion to accept Resolution # 18-002 as read. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

**Adjournment:**

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

Respectfully Submitted,

  
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ATTEST: Misty Yates, Clerk

  
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Jeffrey Kiser, Mayor

**Council Minutes**  
**Regular Meeting**  
**August 14, 2017 - 6:30 p.m. – 502 Front Street E, Coeburn, VA**

**Attendees:**

Upon roll call, all members of Council were present. Scott Brooks – Chief of Police, Misty Yates, Clerk/Treasurer and William Sturgill – Town Attorney were also present. Russell A. Mullins – Town Manager arrived late due to a family emergency and was in attendance for part of the meeting.

**Call to Order:**

Mayor Jeff Kiser called the meeting to order. Reverend Steven Baker, Coeburn Presbyterian Church, gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Chris Mullins.

**Public Expression:**

Shirley Cassidy, 704 Plum Avenue, Coeburn, VA informed Council that there was a group from church that had planned to attend tonight's meeting and present a check to Council for the Special Needs Children's Park. Ms. Cassidy explained church members had not yet arrived and something may have come up that prevented them from being in attendance. She is hopeful they will arrive before the meeting is adjourned.

There was no additional public comment and public expression was closed.

**Approval of the Agenda:**

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

**Reports:**

Town Manager

Jeff Kiser advised that Russell A. Mullins had some family issues arise and he would likely not be in attendance of tonight's meeting or would be arriving late if possible.

Public Works:

Jeff Livingston, Public Works Superintendent, reported that he and his crews have been working on filling several pot holes and many streets have already been completed with asphalt paving and patch work. Mr. Livingston also advised that the new vent has been installed in the Rally Shack, trees have also been trimmed at the Rally Shack and the handicap ramp has also been installed at the stage area.

Mr. Livingston also reported he and crews have been working on several water leaks and also installed one new sewer tap. The new heat pump units have also been installed in the MEOC building.

Jeff Kiser asked for an update in getting the decorative lamp posts repaired behind the Lay's Building as well as the lamp posts on Front Street. Mr. Livingston advised they have been working on these and have ordered the necessary parts for repair.

Mr. Kiser also inquired about painting the caboose before the Guest River Rally. Mr. Livingston explained that the Job Corp has agreed to repaint the caboose and Mr. Holbrook will be talking with them in the morning to ask that they move things around on their schedule to repaint the caboose prior to Guest River Rally.

Mr. Kiser commended Mr. Livingston for all his hard work and accomplishing so many projects in a very short period of time.

The Lane Group

Chris Mullins, with The Lane Group reported that he did not have anything new to report but would be glad to answer any questions Council may have. Mr. Mullins also commended Mr. Livingston. Mr. Mullins advised that he has the pleasure working with the field guys frequently and Mr. Livingston can be relied upon to be very responsive, efficient and is doing an outstanding job.

Sharon Still asked how long before we would begin taking bids for the upcoming grant projects. Mr. Mullins advised that for the larger grant project, it would be approximately one year before they would begin accepting bids. Mr. Mullins estimated sixty days before advertising would begin for the smaller grant projects.

Mr. Mullins also advised that the Virginia Department of Health had recently had a very unexpected death. Mr. Dale Kitchen passed away following a traumatic brain injury caused by an accident at his home. Mr. Kitchen supervised many projects, that enabled communities all across Virginia, and many things had recently come to a halt due to his sudden, unexpected death.

Mr. Holbrook explained that Mr. Mullins, Town Manager had previously reported and discussed problems up at the swimming pool and tennis court areas. Mr. Holbrook inquired if this was something The Lane Group would be able to assist with. Mr. Chris Mullins advised this would be

something that would fall under open-end services and they would assist by reaching out to their many resources for a pool expert who would then come in and assist.

Mr. Holbrook also explained that Mr. Mullins, Town Manager had reported during a previous meeting there may be possible DMME funds available to assist with the creek, erosion of the river beds and some other problem flooding areas within town. Mr. Holbrook asked if we don't have access to DMME funds, is it possible for the town to have a plan in place or could The Lane Group inform us of what needs to be done. Mr. Chris Mullins recommended that he would sit down with the town, see the town's goals are and lay out specific options to successfully reach these goals.

Mr. Holbrook suggested that Council direct Mr. Mullins, Town Manager to put together some type of comprehensive plan of what needs to be done to address these problems with the creek, erosion of the river beds and some of the other identified problem flooding areas. Mr. Holbrook advised Town Manager to work with Mr. Mullins and The Lane Group to see if there are any funding sources also available to assist and/or stabilize these problems. Mr. Mullins advised he and his firm could do a small study to identify problems, offer suggestions and cost estimates.

#### Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$90,297.11 as of August 11, 2017. She reported outstanding checks in the amount of \$64,800.87, accounts payable due in the amount of \$22,236.75 and interim accounts payable in the amount of \$186,439.22. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$3,259.49.

Ms. Yates advised that the posted cash balance as of August 11, 2017 in the amount of \$90,297.11 does include the \$3,400.00 funding received for the recreational project.

Ms. Yates presented meeting minutes for the July 10, 2017 Regular Meeting and the July 24, 2017 Workshop Meeting.

Ms. Yates provided a copy of the most recent Branch Banking & Trust Company commercial credit card account statement as well as a copy of the Budget vs. Actual report for period ending June 30, 2017.

Sharon Still made a motion to accept the July 10, 2017 Regular Meeting Minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the July 24, 2017 Workshop Meeting Minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the accounts payable due as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

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

### Police Department

Chief Scott Brooks gave the police activity report for the month of July 2017. There were 1,849 events that took place during the month. He gave a summary of these events.

Chief Brooks also reported that they had made two job offers and hired two new part time officers. Chief Brooks advised there were over fifty applicants and twenty people were interviewed. He further explained there was no one with any experience or academy training that applied. Natasha Smith from Coeburn, VA and Zachary Sturgill from Wise, VA were both hired for the part time police officer positions. Deventae Mooney asked when the next police academy would begin. Chief Brooks advised the next academy will start in January 2018 and they would be sending both at this time. Both officers will be doing field training until the academy begins.

Mike Holbrook recognized Officer Pilkenton. Mr. Holbrook explained Officer Pilkenton found the Lay's Building unsecured, called Mr. Holbrook to come out and they secured the building.

Chief Brooks also commended Mr. Steven Baker for recently finding a wallet that had over \$700 and personal belongings inside. Mr. Baker along with Bill Greene contacted the Police Department and let them know what had been found. The wallet was returned to its owner before she had time to realize it was even missing. Chief Brooks recognized these two gentlemen for doing the right thing. The owner of the wallet was very excited to get her bill money back.

### Fire Department

Cliff Hawkins, Chief, gave the monthly activity report for the month of July 2017. He reported there were 10 total calls, 97.5 total man hours for calls, 71 total personnel responding and there were 210 training hours during the month and three assist calls.

He also reported that the Fire Department had participated in a couple Bible School activities over the summer and they also participated in the July 4<sup>th</sup> Parade and activities that were held downtown.

Chief Hawkins provided Council with a copy of a letter from State Farm Insurance Company advising that State Farm only has a group life insurance policy that could cover employees of the department for death only. The agent explained State Farm is not able to write a group accident and sickness insurance plan. These would have to be underwritten and paid for individually which is generally not the best option when comparing to a group type coverage for the number of fire department members.

### Attorney Report

William Sturgill, Town Attorney, provided copies of Mr. Art Mead's personnel policy notes that he had received. Mr. Sturgill advised that he had not yet incorporated these changes and recommendations from Mr. Mead into the current draft; he wanted to allow Council time to review Mr. Mead's recommendations. Mr. Sturgill was extremely impressed with the time and effort Mr. Mead put into reviewing the current personnel policy draft and all the expertise he brings.

### **New Business:**

- A. Information Concerning Wise County Animal Sanctuary – Town Manager provided a copy of an email that was received in regards to the \$1,000,000.00 that Ms. Buchanan left the citizens of Wise County in 2011. Ms. Buchanan left this money to the IDA for an animal sanctuary and the spay and neutering of local dogs and cats. The IDA did not act on this money for five years and lost half of it and is in jeopardy of losing the other \$500,000.00 if they do not act soon. This information was provided for informational purposes only.
- B. Monthly Water Report – Town Manager provided a copy of Virginia Department of Health Office of Drinking Water monthly report for the month of July 2017.
- C. Drone Demo Day at Mountain Empire Community College – Town Manager provided information for Drone Demo Day that will be held on Tuesday, August 15, 2017 from 2:25 p.m. – 3:25 p.m. at Mountain Empire Community College. Senator Mark Warner will also be providing an update on his work in the Senate.
- D. Mutual Delinquent Accounts Agreement – Town Manager provided a copy of a draft agreement from Wise County Public Service Authority that would be between all of the localities in Wise County and the City of Norton. By entering into this agreement, whereby any customer seeking new water and/or sewer service with any of the aforementioned entities, and who has previously had water and/or sewer service with any other of the entities and has a delinquent water/sewer account balance with any other of the entities, shall not be provided with such service for new water/sewer services until the delinquent balance(s) are satisfied. Council has requested that Mr. Sturgill have time to review this agreement.
- E. Easement Request from Marty Corp – Town Manager advised this was a request from Marty Corporation about the granting of an easement that would provide ingress and egress from Route # 58 to and from the storage buildings that are located in Marty Shopping Center. Mr. Mullins provided a copy of Coeburn Planning Commission Minutes from July 17, 2017. The committee unanimously agreed to recommend that an easement providing ingress and egress to and from the parcel of land containing the storage buildings be granted to the Marty Corporation.

Jeff Kiser made a motion to authorize Town Manager, Russell A. Mullins to sign all necessary documents for the easement that would provide ingress and egress from Route #58 to and from the storage buildings that are located in Marty Shopping Center for the Marty Corporation. Mike Wright seconded the motion, which resulted in all Ayes.

**Old Business:**

- A. Personnel Policy – Mr. Sturgill provided copies of Art Mead’s personnel policy notes for everyone’s individual review. Mr. Sturgill has requested that everyone take time to read Mr. Mead’s recommendations and suggested changes. Mr. Sturgill welcomes any additional input from council members. After discussion, council would like this to be placed on the September 25, 2017 meeting agenda.
- B. Fire Department Supplemental Insurance - Town Manager provided a copy of a letter from Coeburn Fire Department’s 2<sup>nd</sup> Lieutenant, Joshua Adkins. Mr. Mullins advised Mr. Adkins had reached out to multiple insurance companies to obtain additional quotes for the Disability Insurance policy and was unable to obtain any additional quotes.

Mike Holbrook stated this agenda item has been discussed several times and everyone agrees how important this is to our Fire Department and its members. Mike Holbrook made a motion to accept the bid for the VFIS Accident & Sickness Insurance Policy through CSE Insurance Agency with the quoted annual premium of \$2,061.00. Deventae Mooney seconded the motion. Jeff Kiser asked Chief Hawkins if it would be a problem if half the annual premium was paid from the dollars that comes from the County that the Fire Department receives. Chief Hawkins advised he didn’t see a problem at all with that and would be glad to deliver a check for one half the annual premium.

Mike Holbrook amended his original motion to accept the bid for the VFIS Accident & Sickness Insurance Policy through CSE Insurance Agency with the annual premium to be divided equally (50/50) and paid from funds derived from the County that the Fire Department receives and matching funds from the Town of Coeburn annually. Deventae Mooney seconded the amended motion. A roll call vote resulted in all Ayes.

- C. Reminder of August Workshop Meeting beginning at 5 pm on August 28, 2017 – Jeff Kiser read the reminder that the August Workshop Meeting held on August 28, 2017 would begin at 5 p.m. There is a copy of the Budget vs. Actual Report for period ending June 30, 2017 included in tonight’s packet.

**Closed Session:**

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

**Council Comments and Concerns:**

Mike Holbrook thanked the citizens for coming out, thanked everyone for all their hard work and he also thanked Mrs. Cassidy for the money that has been collected for the Special Needs Park. Mr. Holbrook advised there is a lot of recent activity going on in the Park with repairs and renovations. He also reminded everyone there is an upcoming event this Saturday. There is a scheduled Cruise In car show and also a concert here on the stage. Mrs. Cassidy did report that the Rally Shack would also be open on Saturday night.

Deventae Mooney shared he really enjoyed Council being together for the recognition of our newest Eagle Scout, Adam Couch over this past weekend. Mr. Mooney also thanked Ms. Yates for attending this ceremony.

Sharon Still encouraged everyone to go in the Lay's Building and go upstairs to view the trophy cases Mr. Adam Couch designed and built as part of his Eagle Scout project. Mr. Couch did an outstanding job and even cleaned the trophies; he is preserving a piece of history.

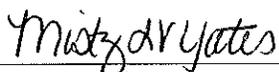
Mike Wright stated after attending the Eagle Scout ceremony this past weekend, he is thankful we have young men coming up in our community that are that high quality of people. He and his wife were riding through town after the ceremony and were discussing what a beautiful town we have and we love our town.

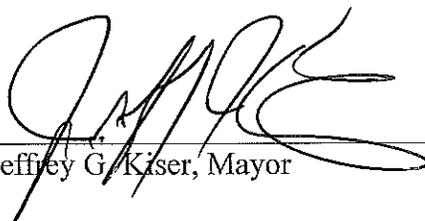
Jeff Kiser added a quick reminder of the August 28, 2017 Workshop Meeting that will begin at 5 p.m. which will be held here at the Depot for the review of the FY 2017 actual numbers and FY 2018 approved budget numbers. Mr. Kiser also shared that during a recent Coeburn Improvement Association Meeting, there was discussion about replacing the flag up on Flag Hill. Mr. Kiser thanked Mrs. Cassidy, Mr. John Wright for all their hard work and also thanked those who donated. They were able to purchase two new flags with all their collection efforts. Mr. Kiser also congratulated Mr. Adam Couch on his Eagle Scout achievement.

**Adjournment:**

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

Respectfully Submitted,

  
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Attest: Misty Yates, Clerk

  
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Jeffrey G. Kiser, Mayor

**Council Minutes**  
**Workshop Meeting**  
**August 28, 2017 – 5:00 p.m. – 502 Front Street E, Coeburn, VA**

**Attendees:**

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

Also present was Art Mead, Weldon Cooper Center for Public Service at the University of Virginia’s College at Wise.

**Call to Order:**

Jeff Kiser called the meeting to order. Deventae Mooney gave the invocation. The group remained standing for the pledge of allegiance led by Jeff Kiser.

**Business:**

Review of Budget vs. Actual report for FY 2017 – Council and attending representatives discussed the Budget vs. Actual report for the time period beginning July 1, 2016 and ending June 30, 2017. Council and attending representatives also spent time comparing these year-end numbers to the final approved budget line items for Fiscal Year 2018.

Art Mead, Weldon Cooper Center for Public Service spoke regarding FY 2017 Revenues recorded by the Treasurer vs. Coeburn Town Council’s Budgeted FY 2018 Revenues for both the General and Utility Funds. Mr. Mead distributed a worksheet to assist in the comparison of each fiscal year end 2017 actual recorded revenue line item to the fiscal year 2018 budgeted revenue line items.

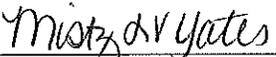
Mr. Mead explained General Fund Revenues from FY 2017 need to grow in the following year by about \$25,000 or about 2% for revenues in FY 2018 to meet projections for this year. Utility Fund Revenues from FY 2017 need to grow in the following year by about \$57,500 or about 4 & one-half % for revenues in FY 2018 to meet budget projections for this year.

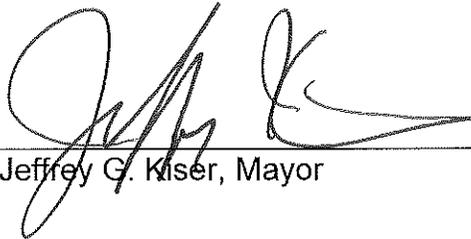
Council constructively reviewed each line item within the General Fund and Utility Fund. The town manager, treasurer and department heads answered any questions that the Council had regarding certain recorded revenues and expenditures for the fiscal period that ended June 30, 2017.

**Adjournment:**

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

Respectfully Submitted,

  
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ATTEST: Misty L.V. Yates, Clerk

  
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Jeffrey G. Kiser, Mayor