

**Council Minutes**  
**Regular Meeting**  
**February 13, 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, Russell A. Mullins – Town Manager and William Sturgill – Town Attorney were also present.

**Call to Order:**

Mayor Kiser called the meeting to order. Coeburn's Boy Scout Troop 301 gave the invocation. The group remained standing for the pledge of allegiance also led by Coeburn's Troop 301.

**Public Expression:**

There was no public expression.

**Approval of the Agenda:**

Jeff Kiser made a motion to move Items 'A' Bostic-Tucker 2014-2015 Audit Report and Item 'H' Resolution 17-008 Support of Thomas Jefferson Dark Skies Park from New Business and both be moved to immediately following the approval of the agenda. Mike Hobrook seconded the motion, which resulted in all Ayes.

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

- A. Bostic – Tucker 2014-2015 Audit Report - Ron Bostic, with Bostic & Tucker thanked the Town of Coeburn for allowing Bostic & Tucker to be a part of the audit. Mr. Bostic stated this was the third year he had been a part of auditing the Town. This audit report was for the year ending June 30, 2015. Mr. Bostic explained that they enjoy the audit, the Town staff is very efficient, helpful and friendly as they have worked with them through this audit process.

Mr. Bostic reviewed a few things with Council about the audit report. He explained that the Town has two funds. The first is the General Fund, which is what we operate our government with and the second fund is the Proprietary Fund, which is our water and sewer that we operate as a business. Referring to page eleven of the audit report, Mr. Bostic explained this is the Balance Sheet for the Proprietary Fund. It shows what the assets and liabilities were and what is left over is known as the net position. He further explained the

goal with net position is to at least break even. As of June 30, 2015, net position was \$1.7 million for the Proprietary Fund Balance.

Mr. Bostic also reviewed the Income Statement for the Proprietary Fund. He reviewed that this statement showed total revenue of \$1.16 million, operating expenses were \$1.1 million and \$121,000 was for depreciation and this was completely a book entry. Operating Income for year ending June 30, 2015 on water and sewer was \$44,700.00. Non-operating income, interest expenses and Grant revenue for that year was \$16,800.00 which made an improvement in fund position of \$61,600.00. Meaning that we made a profit in our water and sewer for this fiscal year.

Mr. Bostic referred to page nine of the audit report, explaining this was the Income Statement on a Fund Balance. He explained that in government, we have Fund Accounting and anything that comes in, for example taking out a loan, it is counted as Revenue. He further explained that the Town spent \$73,000.00 more than we took for this year ending June 30, 2015. Mr. Bostic noted in looking back at our history, we have continued to do this but it has been less and less each year and we have shown a continued improvement every year since he has been doing the audits.

Mr. Bostic explained that the last of the prepared report is his opinions. For the previous year, the Town had three opinions because we had so much Federal money, it required a single audit. For this year, 2015, we only have two opinions. Referring Council to page forty-nine of the report, his opinion as a CPA, our financial statements are represented reasonably and correctly presented for our financial position. The next one is the statement required under the General Auditing Standards for Government and he looked at what we are supposed to do in our Internal Controls and he did not find any instances where the Town was not in compliance. It was an Unqualified Opinion for both.

In closing, Mr. Bostic added as an observer for the last four years, he congratulated the Town for taking things by the horns, making decisions and how everyone takes their job very seriously. He also offered to come back and answer any additional questions after Council has time to review the entire audit report.

H. Resolution 17-008 Support of Thomas Jefferson Dark Skies Park – Mr. Mullins read Resolution 17-008 in Support of Thomas Jefferson Dark Skies Park. Mr. Rose, Boy Scout Troop member, explained they were working to have the Bark Camp Lake Area designated as an International Dark Sky Park. He explained that this is an area with low amounts of artificial lights. He, along with fellow troop members, will be working to change out all of the lights at the lake and make sure they have a suitable area for astronomers to come from all across the nation to observe our dark skies here. Mr. Rose explained the importance of this because there are not a lot of dark sky areas here on the East side of the Mississippi River. Most are out in the Arizona area which is where the International Dark Sky Association is based. As they are putting together the application to submit to the International Dark Sky Association, they are concentrating on is collecting letters of support from groups. He and his Troop are asking for a resolution from Coeburn Town Council in support of the Bark Camp Lake Dark Sky Park.

Sharon Still made a motion that we adopt Resolution 17-008 Support of Thomas Jefferson Dark Skies Park Resolution. Deventae Mooney seconded the motion. The Clerk conducted a roll call vote which resulted in all Ayes.

## **Reports:**

Dr. Robert Kilgore - Tennis Courts. Dr. Robert Kilgore came before Council requesting the tennis courts be repaired at the swimming pool area that the Town of Coeburn owns. Dr. Kilgore advised that Allen Couch, Coeburn's representative on the Wise County Recreation Authority Board, is prepared to commit \$5,000 of county recreation funds to the project. He further explained that the board would not meet again until March. Dr. Kilgore stated he is also willing to contribute funds as well. He asked Council to consider committing \$10,000.00 to this project. Dr. Kilgore shared that tennis season was rapidly approaching and he expressed his concern about having the tennis courts ready for use by then. He also reported that the two tennis courts at Eastside High School, owned by the school system, also need to be repaired but the school system lacked the funds to complete. Dr. Kilgore explained he helped raise private donations to upgrade the two courts at Eastside High School. The cost is nearly \$21,500.00 but that doesn't include fence replacement. Dr. Kilgore also reported that Eastside has permission to use the University of Virginia's College at Wise tennis courts when they are not in use. He also reported that they are working on obtaining approval for Eastside to use the four tennis courts at the former J.J. Kelly High School in Wise for this tennis season.

Town Manager, Russell Mullins estimated that upgrading the two courts owned by the Town would cost \$30,000 and he's fairly confident that Town crews can do the paving and re-surfacing of the courts, noting the major cost is fencing. Council has requested that Mr. Mullins gather written cost estimates and commitments for funding. Council will discuss at the next Workshop Meeting on February 27, 2017.

### Town Manager Report

Town Manager, Russell A. Mullins provided Council with a handout of Town Customers by Water Usage (based on a three month average) as well as the current Utility Rate structure as of July 1, 2015. Mr. Mullins reported that we average around 1,650 and 1,660 customers throughout the year. Current average water use is between 3,500 – 3,800 gallons with an average water bill of \$31.56 based off of The Lane Group and VDH. As part of the new funding package, we are required to raise our rates by 13.34% over the next three years, making an average water bill come to \$35.78. Mr. Mullins requested guidance from Council as how they want to proceed in structuring the rate increase.

Mike Holbrook asked Mr. Mullins his opinion about how he would like to approach this rate increase. Mr. Mullins recommended instead of focusing on specific groups, would be to do an increase across the board on it all. He explained that seems to be a more fair route for everyone. A second option he suggested would be to change the second tier from 'up to 2000 gallon (minimum)' to 1500 gallons.

Mr. Mullins explained he is working to prepare a preliminary budget for Council due by April 1<sup>st</sup> and before he can complete this preliminary budget, he needs some direction to start working with a number for this rate increase.

Mayor Kiser explained that if the rate increase is done in thirds, it would result in a 4.45% increase each year. Further explaining that this 4.45% increase for the water customers using <500 gallons would come out to be \$0.59 increase per month for the first year for a combined total of \$1.77 at the end of the three year time period that would be added to their current monthly bill. For those customers using up to 2000 gallons (minimum) it would be an increase of \$0.88 per month for a total of \$2.65 by the third year. After discussion, council requested that Mr. Mullins use the 4.45% increase on each tier for his purpose of working on the budget only.

Sharon Still inquired about the pumps at Sheffield with all the recent rains. Mr. Mullins advised that the grinder plate on the pump at Sheffield completely cracked. He advised that the new \$900 part has been ordered and it would be replaced on the pump as soon as it is received. Mr. Mullins also advised that The Lane Group is currently working to see if this replacement part can be covered under the original warranty. Sharon Still also inquired that these pumps are on a regular monthly schedule to be cleaned and degreased.

Deventae Mooney asked if we have advertised for the Board of Zoning Appeals appointment. He explained our person's term ends this Saturday. Mr. Mullins advised that he would begin advertising tomorrow and he would have applications for Council to review at the Workshop meeting.

Public Works:

Danny Jordan, Public Works Director thanked Camp 18 and the Job Corps for all the work they have done recently. Mr. Jordan reported that Camp 18 has done an outstanding job on the Depot renovations and the Job Corps has been placing stone on the walking surfaces of both Ringley and Bondtown Parks. He was pleased to report no stone had to be bought for this project; all the stone was recycled from the winter sweeper stockpile.

Mr. Mullins reported that 277 work orders were processed during the month and with the mild winter, crews have been able to get a lot of work done during these winter months they typically have would not have been able to complete.

Jeff Kiser requested Mr. Jordan go down to Ringley Park the next time we get rain and look at the area near the roadside of the track itself. There is an issue of standing water that needs to be addressed. Mr. Jordan advised they could go in, dig down and place a drain in this area to prevent water from ponding.

Mr. Kiser also asked Mr. Jordan to ensure that crews cut down the trees and clear the brush that is piled up at Flag Hill, Exit 1.

Mr. Mullins reported that Spearhead Trails did accept Council's offer and they will be moving in as soon as the flooring is completed. Mr. Mullins will also be writing a letter to VDOT asking for seven days a week and access to Marty Shopping Center for ATVs.

### The Lane Group

Mayor Kiser reported that he had received a text earlier today from Chris Mullins, with The Lane Group stating he had nothing new to report for tonight's meeting.

### Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$112,340.33. She reported outstanding checks in the amount of \$59,873.49 accounts payable due in the amount of \$10,637.21, and interim accounts payable in the amount of \$105,086.48. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$41,829.63. Ms. Yates also pointed out that the posted cash balance as of February 10, 2017 in the amount of \$112,340.33 does not include the \$11,025.00 VML Insurance check that was received for the total loss of the Police Department vehicle.

Ms. Yates presented the meeting minutes for the January 9, 2017 Regular Meeting and January 23, 2017 Recessed Meeting minutes.

Jeff Kiser made a motion to approve the accounts payable due as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Sharon Still 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 January 9, 2017 Regular Meeting Minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the January 23, 2017 Workshop Meeting Minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

### Police Department

Chief Scott Brooks gave the police activity report for the month of January 2017. There were 1,834 events that took place during the month. He gave a summary of these events.

Chief Brooks also reported the new vehicle will be available for pickup on or about March 10, 2017. He also advised the 2017/2018 Virginia Highway Safety Grant application is due on February 28, 2017 and the 2016/2017 Virginia Highway Safety Grant first quarter reimbursement has been submitted in the amount of \$5,269.00.

Chief Brooks also reported that the Police Department would also be participating again this year in the drug take back and this event is scheduled for April 29, 2017.

Sharon Still also inquired about setting up a Safe Meeting Place for people making yard sale/online transactions. Chief Brooks advised his department would do some brainstorming and see what they can figure out.

Jeff Kiser thanked Chief Brooks for placing his work schedule on the bottom of the Police Department report. He also reminded Mr. Mullins and Ms. Yates that Council does want these schedules from everyone on a monthly basis.

### Fire Department

A representative from the Fire Department gave the monthly activity reports for the months of December 2016 and January 2017. He reported that for the month of December 2016, there were 13 total calls, 132.5 total man hours for calls, 73 total personnel responding and there were 148 training hours during the month with 3 total assist calls. The Fire Department also participated in the Christmas Parade and did the Camp 18 Inspection. During the month of January 2017, there were 10 calls total, 77.5 total man hours for calls, 61 total personnel responding and there were 82 training hours during the month with one assist call. The Fire Department also conducted a training session on Fire Extinguisher and Smoke Alarm training with Mtn. Empire Older Citizens.

### Attorney Report

William Sturgill, Town Attorney, advised most of his report would be discussed in Closed Session tonight. He also reported that the personnel policies were still being reviewed and he offered to answer any additional questions Council may have.

### **New Business:**

- B. Monthly Water Report – Town Manager presented the Virginia Department of Health Office of Drinking Water Report for the Month of January.
- C. Tennis Courts - Town Manager requested that this item be tabled until the next Workshop meeting on February 27, 2017.
- D. Department of Conservation and Recreation Grant – Town Manager included information on this Grant for Council. He reported the minimum project cost with this Grant is \$500,000. He advised this Grant is a 50-50 percent matching reimbursement program. The grant recipient must be able to fund 100 percent of the project while seeking periodic reimbursements. The deadline for this Grant is 4 p.m. on March 2, 2017.

- E. USDA Rural Development Community Facilities Direct Loan & Grant Program - Town Manager also provided Council with this Grant for informational purposes. Mr. Mullins explained this program provides affordable funding to develop essential community facilities in rural areas.
  
- F. VML Insurance Programs 2017 Risk Management Grant - Town Manager advised this a \$3,000 Grant that we will be applying for. It pertains to worker safety, which could include lighting for anything related to night time work and traffic cones. The deadline to submit this application is this Wednesday, March 15, 2017.
  
- G. EPA Brownsfields Grant – Town Manager advised these are the different types of Grants the EPA has available. He advised our area would be considered Brownsfield area. The list of Grants available would include Assessment Grants, Revolving Loan Fund Grants, Cleanup Grants, Area-Wide Planning Grants and Environmental Workforce Development and Job Training Grants. Mr. Mullins reported he has a call scheduled tomorrow to gather some additional information about the types of Grants available to suit our needs.

Mayor Kiser made a motion to add Item ‘I’ – Airport Commission Seat under New Business. Sharon Still seconded the motion, which resulted in all Ayes.

- I. Airport Commission Seat – Jeff Kiser reported that he had received a call from one individual Board of Supervisor member and they indicated there is a desire to take in-house the seats on the Airport Commission for the County of Wise. He explained the County only has one vote just as the Town of Coeburn has one vote and the other town’s each also have one vote. Mr. Kiser advised this individual was not forthcoming with any additional information but wanted to make Council aware this may be forthcoming from the County.

**Old Business:**

- A. Three-Way Motel – Town Manager reported he had researched some additional information as to when the County will actually take down a building. In talking with the Town of Pound, their two buildings had been declared dangerous situations. Mr. Mullins stressed again that Wise County, by its own rules, should help demolish the Three-Way Motel.

Deventae Mooney asked if Council needed to adopt a resolution to send to the Board of Supervisors expressing their concerns to the County. Town Attorney recommended that if something isn’t worked out between now and the next workshop meeting, they could look at drafting a resolution for consideration. Council asked that this item be placed back on the agenda for the Workshop meeting.

B. Coin Acceptance Policy – Jeff Kiser made a motion to accept the Coin Acceptance Policy as written. Mike Wright seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.1) to discuss assignment, appointment and performance of Town of Coeburn personnel, in accordance with Virginia Code §2.2-3711(A.7) to discuss with legal counsel, legal matters pertaining to Paymentus as well as in accordance with Virginia Code §2.2-3711(A.7) for consultation with legal counsel and staff specially surrounding probable or actual litigation. Deventae Mooney seconded the motion, which resulted in all Ayes.

### **Closed Session:**

Immediately following closed session, Misty Yates, Clerk, read the “Certification of Closed Meeting,” which is attached to these minutes and made a part hereof. A roll call vote certifying that that only business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted in all Ayes.

### **Council Comments and Concerns:**

Mike Holbrook was extremely impressed with the Boy Scouts being here and really enjoyed having them present tonight. He also recognized young Mr. Rose for taking it upon himself to have our area designated as a dark sky area. Mr. Holbrook thanked Town employees, everyone present and also thanked his fellow councilmembers for all they do.

Deventae Mooney had no additional comments.

Sharon Still reiterated thank you to everyone who stayed until the very end of tonight’s meeting. She also expressed her appreciation to all town workers and everyone who is working hard to make our town gorgeous and thanked her fellow council members.

Mike Wright also thanked the Boy Scouts for being here tonight and added it was an inspiration to see all these young men honor the flag, pray and make an oath we should all live up to. Mr. Wright stated it gives him hope for the future. He was also thankful for every department that works for the beautician of this town and its safety.

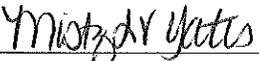
Sharon Still congratulated both the boys and girls Eastside Spartans basketball teams for their first place wins in their District conferences going into the tournaments. Eastside High School will be hosting the first round of the Regional games next Thursday night. She asked that everyone come out and support the Spartans.

Jeff Kiser reiterated what fellow council members have said. As a reminder to all department heads, he acknowledged we do have some money in bank, but cautioned we must still be very conservative. He asked unless it was something absolutely needed, not to buy it.

**Adjournment:**

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

Respectfully Submitted,

  
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Attest: Misty Yates, Clerk

  
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Jeff Kiser, Mayor

**Council Minutes  
Workshop Meeting  
February 27, 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 Mr. Jeff Lester, Coalfield Progress.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

Jeff Kiser made a motion to add Nettle Patch Forest Service Project to the agenda under Items for Discussion, Item 'H.' Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to add Machine Creek Lumber Proposal to the agenda under Items for Discussion, Item 'I.' Deventae Mooney seconded the motion, which resulted in all Ayes.

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

**Reports:**

Town Manager

Town Manager, Russell A. Mullins reported he had met with EPA and State Department Office of Drinking Water about energy efficiency. They were seeing how efficient each locality was on water distribution and waste water systems. Mr. Mullins explained our system is gravity fed on our water side so on our electric bill, there is not much savings from the Treatment Plant itself. All our pumps are new and the issue pumps, located in south Coeburn and Maytown, are scheduled to be taken offline.

Mr. Mullins also reported that there are two small water line installations in the Flatwoods area that the Town could potentially complete. One project would have about ten residences and the other project is a simple connection to another one. Mr. Mullins explained the ten residence project was skipped back in 2003/2004 when the Town expanded into Scott County. The Lane Group is currently checking into this.

Mr. Mullins also advised that he and Sharon Still attended the first Rehab Board meeting. Following the first meeting, Mr. Mullins met with Rebecca Crockett and Anna Meade, Rehab Specialist. He explained that they would attempt to do sewer connections with these housing projects; adding there is potential funding within the project itself for this. He further explained that currently these houses were presently on septic systems and by doing sewer connections, this would generate additional revenue for the Town and save these customers in the long run. Mr. Mullins advised the expense to complete the sewer connections is on the homeowner. Mr. Mullins and Sharon Still advised that the Rehab Board will meet on the first Thursday of every month beginning in April.

Mr. Mullins also reported the Depot renovations were moving along accord to schedule. Since the last meeting, he had found some very affordable tile for the bottom portion of the Depot and all hardwood flooring has been installed. Spearhead Trails was scheduled to have their first meeting here at the Depot today and as soon as everything is completed in the bottom section, they will be moving in, no later than next Monday, March 6, 2017.

Sharon Still inquired if a lease agreement had been completed with Spearhead Trails. Mr. Mullins stated this has not been completed. Town Attorney, William Sturgill advised that he would prepare a lease agreement.

Mr. Mullins also reported there are certain areas within the Depot where the support structures were sinking in. He explained these structures have been stabilized and/or repaired in the bottom portion of the Depot building and as time permits, they would be working to stabilize the front section of the Depot.

Sharon Still asked that the Spring Clean Up, scheduled for April 17<sup>th</sup> – April 23<sup>rd</sup>, be advertised to the public. She explained that the citizens are not utilizing Spring Clean Up as they should and many are uncertain what they can and cannot do.

Jeff Kiser inquired about the no parking signs that are displayed at the building where Spearhead is doing their repair work. He explained these signs were originally put up to keep people from blocking it in during the day; however, there is now some confusion about people being able to use the lot for parking for the Lays building. Mr. Mullins advised he had clarified that with the Director of Spearhead and these no parking signs should have already been removed and this would be taken care of.

Sharon Still asked about the blade that was broken at the Sheffield Acres Pump Station and if it had been repaired. Mr. Mullins advised is was a \$906.00 part that had to be replaced and they were still trying to get it covered under warranty. He explained there apparently had been something very strong that had gotten upon the blade itself and cracked the entire plate. Mr. Mullins stated he was out at the Pump Station when they were cleaning the pump off and there had been most of a mop head that had gotten through and where the hard knot is on the mop head, had gotten hung in the pump. He further advised that there were remaining funds in the Corder Town project to purchase a new seven horsepower pump. Currently, the Town does not have a back-up pump. Mike Wright asked that they look at the pumps ability to grind, not just the horsepower, before purchasing the new pump.

Jeff Kiser asked Mr. Mullins to prepare a list of what can and cannot be picked up for the Spring Clean Up and that this information be advertised to our citizens.

Deventae Mooney advised that our website needs to be updated. Mr. Mullins explained that Stephanie, the person who works our web page had an issue with her computer crashing. Ms. Yates advised that she had recently spoken with Stephanie and she was using a back-up computer and would be uploading the one additional audio recording that she had been given. Council has requested we reach out to Stephanie, voice their concerns and ensure she is able to manage the website in a timely fashion going forward.

### Public Works

Danny Jordan, Public Works Director, reported the Depot renovations have continued with Camp 18. They have been busy working on the hardwood flooring, ceramic tile and steps. He also advised he meets regularly with the bridge contractor. Mike Wright inquired about the progress being made with the bridge construction. Mr. Jordan reported it was going well and they had set up the foundations and concrete. Mr. Jordan explained that after this portion is completed it will go very quickly and you will be able to see the progress being made but not certain when this project will be completed.

Mr. Jordan requested that the Spring Clean Up be advertised well and asked what citizens want picked up to be placed where their garbage is collected presently. He also recommended that citizens call ahead to the Town Hall and make an appointment to have their items picked up.

Mike Holbrook advised that he had received several complaints from people about the railroad crossing located in front of Family Dollar. He asked Mr. Jordan if he knew how the railroad determines when they do work on their crossings. Town Manager advised it was much like VDOT, they are on a certain schedule to be replaced. Sharon Still reported she was recently down at Family Dollar and the Railroad workers were there measuring and getting ready to redo the crossing located in front of Family Dollar.

Jeff Kiser asked about the brush and trees at Exit 1. Mr. Jordan advised it was on the schedule, everyone had been working on the Depot building but it would be completed. Mr. Kiser explained that the trees needed to be cut and all the brush be hauled off and nothing be left piled up.

Mayor Kiser also advised that one lamppost at the mural and the lights that shine on the mural itself are no longer working. He explained it could possibly be a breaker problem because the shed lights are back on and those had been turned off previously. Mr. Jordan advised they would take care of this issue.

### The Lane Group

There was no representative from the Lane Group present. Town Manager advised that Chris Mullins was out of town in Richmond, VA and was unable to attend tonight's Council meeting. Town Manager reported that the Corder Town project is still progressing and is almost complete.

### Treasurer/Clerk

Misty Yates, Treasurer, reported a posted cash balance of \$119,748.08. She reported outstanding checks in the amount of \$65,005.51, accounts payable due in the amount of \$8,235.11 and interim accounts payable in the amount of \$142,155.17. After deducting the

accounts payable and outstanding checks, the reconciled cash balance was \$46,507.46. Ms. Yates also pointed out that the posted cash balance as of February 24, 2017 in the amount of \$119,748.08 does not include the \$11,025.00 VML Insurance check that was received for the total loss of the Police Department vehicle.

Ms. Yates reported that the February 13, 2017 Regular Meeting Minutes will be distributed along with the March 13, 2017 Council Packets.

Ms. Yates inquired if Council would like for her to continue the monthly Cash Availability Comparison. Ms. Yates will continue this comparison for Council and will update with 2017 amounts going forward.

Jeff Kiser asked on the status of the C N W refund check. Mr. Mullins stated we have not received the refund check. Mike Wright advised that every town was getting a refund based on what was taken out during year and offered to check on the status of this refund if needed.

### Police Department

Captain Jimmy Williams attended the meeting. He reported the two new police vehicles will be delivered on March 10<sup>th</sup>. The cages delayed delivery by one week. The dealership had one cage in stock and had to order the other one. Mike Holbrook asked Captain Williams when these new vehicles would be out on patrol. He advised once the vehicles were delivered, striping had to be done and VA/KY Communications has estimated three days per vehicle to install the radios and camera systems. Captain Williams showed Council his design for the striping of the new police vehicles and reported he was waiting on an estimate of cost for the striping.

Captain Williams also reported that he had submitted the Highway Safety Grant.

Council also discussed with Captain Williams about looking in to and possibly establishing a Safe Exchange Place for completing online/yard sale transactions between parties. Sharon Still suggested possibly reaching out to the Town of Abingdon who already has a safe meeting place established to see how they have theirs set up and are handling such things as the liability. She feels strongly that there is a lot of these types of transactions here in our Town and this would be a benefit to our citizens. Jeff Kiser advised that once the bridge construction is completed, the logical place would be to designate two parking places at the Police Department for a Safe Exchange Place. Captain Williams advised that just as court ordered custody exchanges take place now in their parking lot, there could be two spots designated as a safe exchange place.

### Fire Department

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

### Attorney Report

William Sturgill, Town Attorney advised that both of his items, Paymentus and Personnel Policy Review were on the agenda under Items for Discussion. He offered to answer any questions that Council may have.

#### **Items for Discussion:**

- A. Tennis Court – At last Council meeting, Dr. Robert Kilgore inquired about tennis court repair. Mr. Mullins provided Council with a proposal he had received from Rio Grande Fence Company in the amount of \$23,717.00. This estimate covers removing the existing chain link fence and installing a 10' high black chain link at both tennis courts with one single gate at each court. However, Mr. Mullins had received an email from Dr. Kilgore recommending that they don't worry about replacing the fencing at this time. The second estimate provided was from The Court Store, Inc. for a single court (60' x 120') ready to use repair kit for previously painted courts. Each unit price was \$3,358.00 for a combined total of \$6,716.00 for the two resurfacing materials and installation kits. Town crews would complete the resurfacing work, which includes a patching tool to seal the cracks. Mr. Mullins advised this is supposed to last four to five years. Mike Wright and Sharon Still both expressed their concern about the condition of the tennis courts and that the cracks would reappear. Deventae Mooney requested Mr. Mullins contact the company to verify that this product will effectively fix the existing cracks.

Jeff Kiser suggested a committee be formed along with Dr. Kilgore and a few other members to study this problem, look for ways to possible finance the project and ensure this is addressed properly. Mr. Kiser advised he is reluctant to simply fix the existing cracks and resurface the courts without making sure they are level and have uniform surfaces to meeting proper playing standards.

Sharon Still acknowledged that Dr. Kilgore was requesting these repairs be completed for this playing season but she doesn't see the ability to complete this project quickly. She explained there are too many unanswered questions and she feels just putting a sealant on the courts is just a Band-Aid approach and the Town's finances are not in a position to pay for the project of this size.

- B. Board of Zoning Appeals - Mr. Mullins provided Council with one application received from Mr. Martin L. Puckett for the Board of Zoning Appeals. Mr. Mullins advised this will need to be voted on by Council at the next Regular Meeting.
- C. VRA Disbursement #13 – Mr. Mullins advised this Virginia Resources Authority disbursement was in the amount of \$98,499.69 with an effective date of February 16, 2017.
- D. 3-Way Motel – Mr. Mullins reported that the County Administrator and County Building Officials stated that before the County will pay for a building to come down, it must be an immediate danger to citizens. Mr. Mullins advised the Police Department has expressed their concern about the motel's second story and roof presenting an imminent danger to citizens.

Deventae Mooney stated Council had previously discussed passing a resolution expressing its concerns to the county. Working with the Town Manager, Mr. Sturgill will draft a resolution for Council's consideration at the March 13, 2017 Regular Meeting.

Mr. Mullins requested that Captain Williams and the Police Department rope off the entire building as soon as possible. Captain Williams reported that they had recently arrested someone trespassing on the property. The doors to all the rooms are open and anyone can simply go in there.

Mr. Mullins also advised that he had talked with Jibber Ward at Miner's Exchange Bank. Miner's Exchange Bank took possession of the property from the former owner and is proceeding on their own expense to demolish the building. Mr. Mullins reported all that's needed for the county to step in is a letter from the Building and Zoning Office declaring the motel a public safety hazard. Mr. Mullins objects to the bank being forced to spend a lot of money to demolish the structure.

- E. Paymentus – William Sturgill advised that Mr. Mullins has been in contact with Paymentus and expressed our concerns with the contract and for additional clarification. We are presently waiting on a specific response from Paymentus.

Jeff Kiser stated that having an online bill payment option for our citizens is a convenience factor. He added that if we can get the contract concerns resolved and it doesn't cost the Town anything additional, this is something that we need to move forward on.

- F. Depot Renovation - Mr. Mullins reported that the hard wood flooring and tile work has been finished and the walls have also been completed. Thresholds and baseboards are the remaining items remaining in the Depot renovation project.
- G. Personnel Policy Review - William Sturgill advised that the personnel policies were still being reviewed. He requested that if individual councilmembers have questions or concerns, to please contact him directly. He recommends that this new personnel policy be in place for all employees to review and sign when the new budget cycle starts.
- H. Nettle Patch Forest Service Project - Jeff Kiser provided Council a copy of the letter received from the Forest Service regarding the Nettle Patch Forest Service Project. This letter was for informational purposes and provided an update from the Forest Service.
- I. Machine Creek Lumber Proposal – Jeff Kiser provided Council a copy of an email he had received from Andrew Hensley, Procurement Forester with New River Hardwoods based out of Mountain City, TN. He advised that the Town had looked at lumbering this property approximately four years ago, and the maximum amount of revenue that could be generated was \$100,000.00. At that time, Council voted unanimously against lumbering this property adding there were many other uses for this property.

#### **Closed Session:**

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.1) to discuss performance of Town of Coeburn personnel specifically Town Public Works. Sharon Still seconded the motion, which resulted in all Ayes.

Immediately following closed session, Misty Yates, Clerk, read the "Certification of Closed Meeting," which is attached to these minutes and made a part hereof. A roll call vote certifying that only business matters that were identified in the motion convening were discussed of considered. The roll call vote resulted in all Ayes.

**Council Comments and Concerns:**

Mike Holbrook thanked all Town employees for all they do and he also thanked citizens who came out to be a part of this meeting.

Deventae Mooney is looking forward to receiving their first copy of the budget and then they will have a lot of work to do before June 30<sup>th</sup>. He also wished Eastside's Girls' and Boys' Basketball teams the best of luck in the State Quarterfinals coming up this week. The girl's team will play Thursday at 3 p.m. and the boy's team will play Friday at 3 p.m. Both games will be played at Virginia High School.

Sharon Still thanked everyone for coming out and thanked all Town employees for all the good work that they do often behind the scenes.

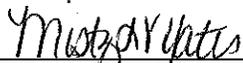
Mike Wright added that he had attended the ballgame Friday night. He didn't have anything additional other than what had already been said by fellow councilmembers.

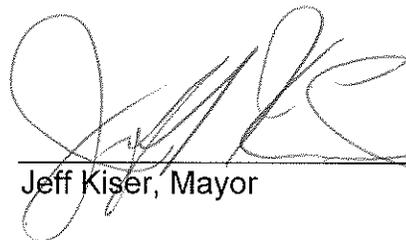
Jeff Kiser thanked all departments for what they do. Mayor Kiser again cautioned everyone as we move forward, to be mindful of purchases. If we don't need it, don't order it. He also thanked Public Works for their great job and to keep it going.

**Adjournment:**

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

Respectfully Submitted,

  
\_\_\_\_\_  
ATTEST: Misty Yates, Clerk

  
\_\_\_\_\_  
Jeff Kiser, Mayor