Council Minutes
Regular Meeting
January 09, 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. Reverend Steven Baker, Coeburn Presbyterian Church, gave the invocation. The group remained standing for the pledge of allegiance led by Eastside High School's One Act Team.

Public Expression:

There was no public expression.

Approval of the Agenda:

Sharon Still made a motion to add Eastside's One Act Team to the agenda under New Business, Item 'A', 1 and move to immediately following the approval of the agenda. Jeff Kiser 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.

New Business:

A.1. Eastside High School One Act Play Participants Recognition Resolution # 17-007. Town Manager, Russell A. Mullins read Resolution # 17-007 which recognized Eastside High School's One Act Play Participants and coaches for their outstanding performance and 1A State Championship for three consecutive years. Sharon Still made a motion to accept Resolution # 17-007 as read. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

Sharon Still added that Eastside's One Act Team will be performing The Amish Project, one last time, on Thursday, January 26, 2017 at 7:00 p.m. Admission is free and the One Act Team will be accepting donations to help purchase their state championship rings for the third straight year.

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that he is already working on the budget. Mr. Mullins reported on income, we are seeing 90% to 96% on 2016 Real Estate Tax collection versus what had been budgeted and 91% of Personal Property Taxes collected to date. Mr. Mullins advised that the next biggest tax collection time will be in May with Business Licenses. He explained that Coal Severance has declined over the past ten to fifteen years; at one time, the Town saw nearly $300,000 in collections. Mr. Mullins explained that Coal Severance was budgeted at $5,000 and at the end of the quarter, we had collected $8,800 in Coal Severance; $3,800 more than expected. He informed Council he did plan on leaving Coal Severance budgeted at $5,000 for the upcoming budget year. He informed Council that Meals Tax was right on schedule. Income was 48% of all forecasted revenues. Motor Vehicle License Fees was budgeted for $15,000, we billed out almost $18,000 and to date had collected $11,394.97 and this was 14% above budget. Mr. Mullins reported on the expense side, each department was within their budget.

Sharon Still recommended starting to plan for Spring Clean Up, setting a date and making sure this year's event is more publicized. She explained that citizens are not utilizing Spring Clean Up as they should and many are uncertain what they can and cannot do and how to go about calling in for pick up. Mr. Mullins advised that a date would be set, will be released to all media and will also be printed on water bills.

Public Works:

Town Manager reported something happened to the drive on the new salt hopper that was just purchased and it will be taken for warranty repair. He also advised that the transmission has gone out on the Chevrolet truck used for salt spreading. A new transmission has been ordered and will be here in a couple days to ensure we are prepared for the next snow event. Mr. Mullins also reported that the yellow dump truck also had an issue during the last snow event. One of the wheels came off and broke the axle on the back of the truck. This vehicle is also now out of service.

Mr. Mullins reported that 123 work orders were processed during the month. He also reported that Camp 18 crew began working on renovating the back of the Depot and are doing a fantastic job.

Deventae Mooney inquired when Christmas decorations would be taken down. Mr. Mullins advised that anything specifically relating to Christmas had already been taken down and plans to leave the lights on the trees downtown until Spring.

Mike Holbrook asked about both salt spreading vehicles being down over the weekend. Mr. Mullins advised that was correct. He explained on one vehicle, the salt spreader was down and it was still plowing the roads. However, the type of snow that is was, it just compacted and salt was the only thing that would work. On the Chevy truck, the salt hopper was fine but the truck was not. Sharon Still asked about the turnaround time on repairing the new salt hopper. Town Manager

advised it should be repaired within a week and the Chevy truck will be fixed within a couple days. He also explained in the event of snow, one truck would be spreading salt and one truck would be plowing.

Mr. Mullins advised he had also met with Verizon and learned of a couple things they may be able to offer in the future. One was the eventual replacement of meters. Verizon has partnered with GE, using their network, now offers meters that you can send a command to the meter itself and it will valve off the meter. It will also send lost data back to you. Mr. Mullins advised that he was getting more information on pricing and packages they could offer. He further explained that Verizon also now offers LED street lighting. Verizon installs connected LED lights in lamp posts, which can provide Wi-Fi, play music and various dimmed lighting settings.

Sharon Still asked if they are cleaning the pumps on the sewer stations monthly. Town Manager advised he knew they were checking them on a monthly schedule but was uncertain if they are being cleaned monthly. Ms. Still asked that he follow up with Danny Jordan, Public Works Director and cleaning should be part of the regular monthly schedule also.

Mr. Mullins also reported that they would also be working on some different ways to respond and deploy personnel to a snow event. Jeff Kiser asked going forward that Mr. Mullins work closely with the Police Department to determine when crews need to be deployed and making sure the crew has the proper rest prior to going out.

The Lane Group

Chris Mullins, with The Lane Group reported that outside of the water project, Corder Town/Sheffield Acres pump station project force main has been installed and Boggs Municipal is currently installing pumps. He advised if weather cooperates, this work should be completed within a week and a half. He offered to answer any additional questions Council may have related to alternative funding package for the Water Project.

Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of $96,112.88. She reported outstanding checks in the amount of $9,758.80, accounts payable due in the amount of $35,693.24, and interim accounts payable in the amount of $45,573.22. After deducting the accounts payable and outstanding checks, the reconciled cash balance was $50,660.84. Ms. Yates also pointed out that the posted cash balance as of January 6, 2017 in the amount of $96,112.88 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 December 12, 2016 Regular Meeting and December 15, 2016 Recessed Meeting minutes.

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. Mike Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the December 12, 2016 Regular Meeting Minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the December 15, 2016 Recessed Meeting Minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Police Department

Chief Scott Brooks gave the police activity report for the month of December 2016. There were 1,722 events that took place during the month. He gave a summary of these events.

Chief Brooks also provided Council with the information they had requested at last meeting. He provided a list of the Police Department's current vehicles and the mileage of each vehicle. Chief Brooks also included vehicle replacement estimates from Auto World and Morgan McClure Ford on his handout for Council.

Mike Holbrook commended Chief Brooks and his department on the way they responded to the tragedy on the four lane a few weeks ago. Doing that job himself, Mr. Holbrook knew how difficult it was to do that individually as well as for the department as a whole. He appreciated the way they handled themselves in a professional manner and knew it was very difficult to do that job not only professionally but personally as well.

Fire Department

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

Attorney Report

William Sturgill, Town Attorney, requested that what he had to discuss regarding the Paymentus contract and his concerns be moved into closed session.

New Business:

A. Monthly Water Report – Town Manager presented the Virginia Department of Health Office of Drinking Water Report for the Month of December.

B. DHCD Urgent Need Grant Program Design Acceptance - Town Manager explained this seventy two page document is the actual design of the program and spells out specifics of the plan to get the Town under contract for urgent need funding. Mr. Mullins explained there is a Rehab Board. Members will include Jessica Swinney from Wise County, himself, Sharon Still, Rosemary Holbrook and Jibber Ward. Mr. Mullins advised he had talked to each one and they are each willing to serve on this Board. He further explained that this Rehab Board will approve all change orders and activities relating to the funding while working directly with the Rehab Specialist. Mr. Mullins requested this program design be accepted by Council, authorize the Town Manager to go under contract with the Virginia Department of Housing and Community Development (DHCD) and appoint Anna Meade as Rehab Specialist.

Deventae Mooney asked Will Sturgill, Town Attorney if he had reviewed this document. Town Manager explained this document was just received on Friday. Mr. Sturgill advised he would review thoroughly by tomorrow. Mr. Mullins explained that all of this had been put together by Lenowisco on behalf of the Town of Coeburn with the required documentation and meeting required deadlines.

Sharon Still inquired if the swearing in of Zoning Board personnel could be done in-house at Town Hall or if it had to be done at the Court House in Wise. Town Manager advised he thought this could be done at the Town Hall by the Clerk who has the capability to swear in individual members of Council. He advised Ms. Still if it was an emergency, that the person could go to Wise County Circuit Court and Jack Kennedy's Office could swear them in. Ms. Still asked he follow up to ensure Clerk can do it in-house or what the proper procedure should be.

Deventae Mooney advised that one term would be ending next month on the Zoning Board. Town Manager stated this would be placed on the next Workshop meeting agenda with approval from Council at the next Regular meeting.

Deventae Mooney asked if there was a specific time frame this program design package needed to be approved. Town Manager explained that this needed to be done as soon as possible; noting that Council could not appoint the Rehab Specialist until the design package had been approved. Mr. Mooney advised that he would feel more comfortable if William Sturgill, Town Attorney could review this package thoroughly. Mr. Sturgill advised Council this could be handled two different ways. This could be tabled until the next meeting or if Council has had the opportunity to review this document, Council could approve the package conditionally upon Town Attorney review. Mr. Sturgill explained if he had a concern, he would notify Council immediately and it could be pulled. Town Manager stated this package did not commit any Town funds with this project.

Mike Holbrook asked where his wife, Rosemary Holbrook is serving on the Rehab Board, is there a conflict of interest or anything he needed to be aware of. Town Manager advised that he had discussed this with Lenowisco and from their viewpoint, there is no conflict of interest.

Sharon Still made a motion to accept the DHCD Urgent Need Grant Funding Design Package subject to legal counsel review. Mike Holbrook seconded the motion, which resulted in all Ayes.

C. Rehab Specialist Appointment – Town manager requested approval to enter into a contract with Anna Meade, who would be the Rehab Specialist for the DHCD Urgent Need Grant Program. He advised that Ms. Meade just retired from the Kingsport Housing Authority, 30 + years in doing things of this nature and she was also the Rehab Specialist for the Glade Springs Project.

   Mike Holbrook made a motion to enter into contract with Anna Meade as the Rehab Specialist pending the acceptance and approval of the DHCD Urgent Need Grant Program Design Acceptance Package. Mike Wright seconded the motion, which resulted in all Ayes.

Old Business:

A. Waterline Replacement Funding Package – Mr. Chris Mullins, with the Lane Group explained he had met in the Recessed meeting and went over the information with the Waterline Replacement Funding Package. Mr. Mullins explained to Council he was requesting three things from Council tonight for this project to move forward. He advised these were Engineering Services Procurement, Town Council must vote to accept the additional Virginia Department of Health funding package that closed the $700,000 gap with $240,000 being loan funding and $460,000 in grant funding and Town Council agrees to adjust the water rates accordingly to the Funding Agency requirements which will result in an increase percentage rate of 13.34% over the next 36 months.

   Mike Holbrook made a motion to accept the alternative funding package from Virginia Department of Health in the amount of $700,000 with $240,000 being loan funding and $460,000 in grant funding for this waterline replacement project. Deventae Mooney seconded the motion. The roll call vote resulted in all Ayes.

   Sharon Still made a motion to increase water rates 13.34% over the next 36 months. Mike Wright seconded the motion. Deventae Mooney asked that we utilize all available resources such as Art Mead and his expertise in helping to determine what rate structure is chosen. Jeff Kiser concurred that we needed to utilize Mr. Mead's experience and he ultimately wants to see an increase in these rates to be structured to where those who can least afford it are not affected. And, if they are affected, in the least amount possible that they are affected. Mike Holbrook asked if the first increase that we will see will be after July in the next budget process. Town Manager advised the first increase would take effect in July 2017 and the next two following years, being July 2018 and July 2019. The roll call vote resulted in all Ayes.

B. Police Car – Chief Scott Brooks stated he hoped that Council would come to a majority vote tonight to purchase two new police cars.

Auto World offered a trade in value of $6,500.00 for the 2013 White Ford Taurus. Chief Brooks reviewed his handout with estimates and three options given by Auto World if purchasing two 2017 Dodge Charger Police vehicles. Morgan McClure Ford offered a trade in value of $3,000.00 for the 2013 White Ford Taurus; Chief Brooks also reviewed estimates and options provided if purchasing two 2017 Ford Explorer AWD Police vehicles.

Chief Brooks advised both vehicles would come with some lighting. Neither vehicles would come with light bar on top or interior lights. Chief Brooks estimated the cost of a light bar to be $1,500 and $600 to $800 for interior lights. He explained if Ford Explorers were chosen, it was a possibility that some of the lights we have now from the totaled police vehicle and Ford Taurus may be interchangeable using different mounts and would be a cost saving to the Town.

Council asked Chief Brooks which vehicle or vehicles he would recommend purchasing. Chief Brooks recommended purchasing two Ford Explorers. He explained that we would likely be saving money with lights, the Explorers have better ground clearance, more practical and more room for equipment. Chief Brooks explained that he had personally driven the Ford more and knew how the vehicle handles in stressful situations. The Police Department currently has two Ford Explorers which have been good vehicles with no major issues or problems.

Jeff Kiser expressed his concern with purchasing two vehicles right now knowing that there are current issues with Public Works vehicles with the fleet dating back to the 1990's. His recommendation was to fund one Police Vehicle and if need be to also fund one Public Works vehicle, keeping the Ford Taurus and using this vehicle as a backup vehicle. He explained that instead of trading the white Ford Taurus, there are other uses for that vehicle within the Town when it is no longer being used as a Police Vehicle. The Ford Taurus could be used in Public Works and relieve some cost in mileage being paid presently.

Council asked Town Manager where he felt the greatest need was at the present time. Mr. Mullins advised he felt the greatest need would be toward the Police Department. He explained that with only three vehicles, there have been times where an officer has been at the Police Department for two or three hours without a vehicle and was unable to respond to calls. He advised if we just purchased one vehicle now and if the transmission went out in the Ford Taurus or it had other problems, the Police Department would again be faced with only having three vehicles. Mr. Mullins advised that he had also discussed this with Mr. Jordan, Public Works Director and they both agreed that they could hold off in replacing Public Works vehicles until after the funding package went through. He feels confident that the existing fleet of Public Works vehicles can last another year. Mr. Mullins advised Council the Town does have two trucks that could be utilized more if need be. Mr. Mullins recommended purchasing two Ford Explorers, using the $11,025.00 as a down payment and financing the remaining balance due.

Mike Holbrook made a motion to purchase two 2017 Ford Explorers, using the $11,025.00 as a down payment, financing the remaining balance due with no trade in. Deventae Mooney seconded the motion.

Jeff Kiser made a substitute motion to purchase one 2017 Ford Explorer, using the $11,025.00 as a down payment, financing the remaining balance due with no trade in, purchasing the second Ford Explorer sometime during the next budget year. Mike Wright seconded the motion. A roll call vote resulted as follows: Mike Holbrook – Nay, Jeff Kiser – Aye, Deventae Mooney – Nay, Sharon Still – Nay and Mike Wright – Aye. The motion failed.

Mike Wright made a secondary substitute motion to purchase two 2017 Ford Explorers, using the $11,025.00 as a down payment, trading in the 2013 Ford Taurus and financing the remaining balance due. There was no second. Mike Wright withdrew his secondary substitute motion.

As a result of failure to pass the substitute motion, Council reverted back to the original motion made by Mike Holbrook to purchase two 2017 Ford Explorers, using the $11,025.00 as a down payment, financing the remaining balance due with no trade in. A roll call vote resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Nay, Deventae Mooney – Aye, Sharon Still – Aye and Mike Wright – Aye.

C. Engineering Services – Jeff Kiser advised Council there was a need to move into closed session.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.7) to discuss contracts that require advice of legal council. Sharon Still seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Misty Yates, Clerk/Treasurer, 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 Clerk conducted a roll call vote which resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Aye, Deventae Mooney – Aye, Sharon Still – Aye and Mike Wright – Aye.

Sharon Still made a motion to retain The Lane Group Engineering Firm for the next two years for engineering services. Deventae Mooney seconded the motion, which resulted in all Ayes.

Council Comments and Concerns:

Mike Holbrook thanked the Police Department for their professional manner in responding to the tragedy on the four lane a few weeks ago. He also thanked his fellow Council members for attending the LOVE sign unveiling and added it was a great group of individuals to work with on that project and was looking forward to other upcoming projects. Mr. Holbrook also thanked all Town employees for all that they do.

Deventae Mooney stated today was National Law Enforcement Appreciation Day and he thanked the Police Department for all that they do. He also wanted to make sure Public Works knows that Council does care about their issues and that will be their next project to make sure Public Works has enough vehicles to operate successfully. He also thanked those in the audience who stayed for the duration of tonight's meeting. Mr. Mooney added he was looking forward to a positive 2017.

Sharon Still reiterated thank you to the Police Department and was pleased that Council had resolved their police car issues tonight. Ms. Still is looking forward to working with The Lane Group these next two years and what they bring to the table. She acknowledged the LOVE sign unveiling was well attended and appreciated everyone who worked on this project. She reminded everyone that Eastside's One Act Team would be performing The Amish Project on Thursday, January 26, 2017 at 7:00 p.m. at Coeburn Middle School. They will be accepting donations to help pay for the State Championship rings for the third straight year. She also thanked Ms. Yates for all her hard work and her fellow Council members for sitting there together even we they agree to disagree.

Mike Wright stated that he was thankful for every department in the Town of Coeburn and he knew every department cares. From the LOVE sign, to the dependability of the Police Department and Fire Department, to the workers of the Town, to Misty and that great transition, we are in a tough economy and to have a small school here in Southwest Virginia that has won a State title in One Act three years in a row. We should be thankful for what the Lord is doing in this community and in this time, looking for greater things to happen.

Jeff Kiser thanked all the individuals for their diligent work on the LOVE project from design, money, planning to the actual construction. He feels it is a huge plus to the Town and will likely be the most photographed place in Coeburn. Mr. Kiser reiterated congratulations to Eastside One Act and their major accomplishment three years in a row. Mr. Kiser thanked all departments as well as the Police Department for all that they do. Also as a reminder, he advised that we do have a new Mexican restaurant coming into the shopping center very soon that is taking the place of the Japanese restaurant.

Chris Mullins, with The Lane Group thanked Council for their confidence in their firm and for retaining them once more. Speaking on behalf of everyone with The Lane Group, they are very proud to serve the Town of Coeburn.

Adjournment:

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

Respectfully Submitted,

Misty Yates

Attest: Misty Yates, *Clerk*

Jeff Kiser, Mayor

Council Minutes
Workshop Meeting
January 23, 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 Jeff Kiser called the meeting to order. Reverend Carrol Childress, Midway Church gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Joseph Still.

Public Expression:

Jeff Collins – 202 Apple Avenue, Coeburn, VA was present to express his concern in regards to the condition of an old house located approximately 20 yards from his property. Mr. Collins explained that he had been dealing with this issue for eight years now and would appreciate anything Council could do to assist with this ongoing problem. Mr. Collins explained that he couldn't even let his house dogs outside at night due to coyotes and foxes coming down to his property seeking a food source. Mr. Collins explained that he has had to battle snakes in the summer and the coyotes and foxes in the fall and winter. Russell Mullins, Town Manager advised that he had sent a letter to the County of Wise in October regarding this property. In addition to the letter, Council also advised that during a recent meeting with the County, they encouraged the County of Wise to do everything they possibly could to help Mr. Collins with this situation.

Russell Mullins, Town Manager further advised that the County of Wise is the governing body with this particular property because the property is in a Trust. He explained to Council proper procedure is a letter is sent to County of Wise, asking for the property to be condemned, the County comes down and looks at the property, the County mails the property owner a letter and they have ten days to respond and sixty days to get everything off of the property once it has been condemned. After this time, the Town of Coeburn becomes the enforcing agency. If the property owner doesn't comply within the specified period of time, the Town of Coeburn would have to incur the expense of hiring someone to tear down the structure and then the Town would have to collect from the property owner. Mr. Mullins advised the mailing address for the property owner is this former house's address.

Public expression was closed.

Approval of the Agenda:

Jeff Kiser made a motion to add a second closed session to the agenda before Reports immediately after the approval of the agenda. Deventae Mooney seconded the motion, which resulted in all Ayes.

Mayor Kiser made the motion to approve the agenda as amended. Sharon Still 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 Town of Coeburn personnel and to consult with legal council pertaining to specific matters. Sharon Still 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 only business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted in all Ayes.

Reports:

Town Manager

Town Manager, Russell A. Mullins showed Council and members of the audience one of the new banners that will placed on the street lamp posts. He also reported that he had been working with The Lane Group on finalizing the engineering services contract. Mr. Mullins also reported that he was working on the budget process as well.

Mike Holbrook advised that he had recently read an article written in the Clinch Valley Times. Kelly Miller, Storm Water Manager with the Department of Environmental Quality had recently given a report on Grant money that is out there for storm water drainage. Mr. Mullins advised that he anticipates this person will be addressing all localities in the future as this is part of DEQ's ten-year plan.

Sharon Still asked if the repair work had been set up for the Lincoln Street Bridge that is to be completed this Spring. Mr. Mullins advised that these were very minor repairs, nothing structural and this was just basically maintaining what we currently have. He feels confident that Town employees should be able to complete these necessary repairs.

Mr. Mullins also reported that the Front Street bridge is scheduled for completion in August 2017. This bridge is not a prefab bridge; this is a fully formed bridge, bigger than the original bridge and much nicer.

Deventae Mooney asked about the status of the condemned Three Way Motel building. Mr. Mullins advised he had been told several different things by different departments at the County as well as Board of Supervisor members. Mr. Mullins explained to Council previously the County would help a business tear down a condemned property as long as someone else covered the landfill fee and transporting it to the landfill itself. Mr. Mullins advised there was an internal dispute within the County and the Town of Coeburn was the victim; the County was not going to honor their good faith promise to tear down the subject property. He further advised the Town was asking the County to use their excavator and tear down the building and load it in the Town of Coeburn's dump truck. The Town would then transport it to the landfill and cover any landfill costs

associated. Mr. Mullins advised he had been told that was not how the County operates although this same thing has been done for other localities within the last ten years. Mr. Mullins also reported this had been discussed in the November Board of Supervisor's meeting and they had appointed Mr. Rivers and Mr. Luntsford on a committee to look at the guidelines within the County addressing the like.

Mr. Mooney asked this matter be placed on the next Regular Meeting agenda so that further action could be taken by Council.

Public Works

Russell Mullins, Town Manager gave the report. Danny Jordan, Public Works Director, was not present.

Mayor Kiser thanked the Job Corp for their recent work putting gravel down in Ringley Park and it was a great improvement. With the recent rains, there is an area in the front of the park where water is standing. He asked Mr. Mullins to follow back up regarding this issue and see where some adjustments need to be made.

Mr. Mullins advised that the Job Corp had also reached out and inquired if there were any additional projects for their Community Appreciation. Mr. Mullins stated that Bondtown Park has been added in addition to Ringley Park.

Mayor Kiser asked about the lighting at the Flag Pole at Exit 1. He advised that the light, which had been recently replaced, looks like it is much smaller and doesn't illuminate as it should. Mayor Kiser also requested that Mr. Mullins make sure the lighting on 'The Welcome to Coeburn' sign also be fixed. He also advised there was a street light near the old Coeburn Theatre building that needed to be looked at as well.

Sharon Still inquired about the old salt hopper on the property out near Flatwoods as well as all the vehicles located at the old Lagoon. Mr. Mullins advised that there were other uses for the metal parts itself from the old salt hopper and also parts were removed from the old vehicles when needed. He also advised Council there is a stock pile of old metal that can be taken to the Scrap Metal location when needed. Ms. Still requested that Mr. Mullins take a look at both locations and see what can be cleaned up.

Mayor Kiser asked in the event of snow, we all vehicles back in operation. Mr. Mullins advised all three vehicles were in working order. The salt hopper was repaired under warranty in one day. The transmission was also replaced in the Chevy truck and it now has a three year warranty.

The Lane Group

There was no representative from the Lane Group present. Town Manager advised Council that we were moving along with the funding package that had been approved at the last Regular Meeting. Mr. Mullins explained that he had been working with The Lane Group on the Letter of Conditions that have to be met along with the interim financing.

Treasurer/Clerk

Misty Yates, Treasurer, reported a posted cash balance of $111,468.48. She reported outstanding checks in the amount of $5,885.74, accounts payable due in the amount of $41,230.82 and interim accounts payable in the amount of $23,138.55. After deducting the accounts payable and outstanding checks, the reconciled cash balance was $64,351.92. Ms. Yates also pointed out that the posted cash balance as of January 20, 2017 in the amount of $111,468.48 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 January 9, 2017 Regular Meeting Minutes will be distributed along with the February 13, 2017 Council Packets.

Mike Holbrook asked about the budget and if there were any concerns for items coming up for payment. Mr. Mullins advised Council that he had no immediate concerns. He explained to Council that our Budget vs Actual report is based on Utility Billing not actual payments received. Water Revenues are based on 95% to 96% collection rate of what is billed.

Mike Holbrook requested that Council begin soon to decide how to frame the water utility rate increase and would like to start this process soon and be able to advertise to the general public. Mr. Mullins advised the budget was his responsibility to present a balanced budget to Council but as far as the rate increase, he needs Council's direction before he can start to work on that line item specifically. Sharon Still requested that we provide Council a spreadsheet of the breakdown of people presently being billed for 500 gallons or less and for the different tiers to assist in their decision process by the February Regular Meeting. This will allow Council members to come up with their ideas for discussion at the workshop meeting.

Police Department

Chief Scott Brooks reported that the two new Police Explorer vehicles have been ordered. They will be purchasing these from Sheehy Ford in Chesterfield, Virginia. He also reported we were able to save money in the long run with the light packages purchasing these from Sheehy Ford. The vehicles were already on the lot and with the lighting packages purchased the interior lights will already be installed as well as the lights on the mirrors.

Mr. Mullins advised Council that the installment payments for these two vehicles to Ford Credit will be spread out over every six months instead of one annual payment. Two payments of approximately $6,000 will be made in December and May of each year.

Fire Department

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

Attorney Report

William Sturgill, Town Attorney advised that the personnel policies were still being reviewed. He offered to answer any additional questions Council may have. There was no update regarding Paymentus. He would continue to work with Mr. Mullins and would be reaching out to Paymentus for some additional clarification.

Old Business:

A. Termination of Consent Order of October 7, 2013 - Mr. Mullins advised when Sheffield Sewer Plant was experiencing an overload, it would over flow. DEQ issued a consent order that it had to be fixed. This consent order led to a $500,000 Grant and Sheffield Sewer lines were installed. This project has been officially completed and Corder Town Road Pump Station has been taken care of. The consent order that DEQ has been terminated.

B. Public Notice – Environmental Regulation – Mr. Mullins provided a handout to Council from The State Air Pollution Control Board. He explained that we don't have any Title V Permit s and this was sent out statewide.

C. Coin Acceptance Policy Consideration - Mr. Mullins provided a copy of Hanover County Treasurer's Department Coin Acceptance Policy as a result of an incident that had occurred at a DMV Office in Lebanon, Virginia. A customer brought wheel barrows of pennies in for payment. They had to accept these unrolled coins as payment because they had no written policy. Town Manager is requesting Council approve a coin acceptance policy for the Town of Coeburn. Council requested Town Manager to prepare a coin acceptance policy and it would be reviewed at the next Regular meeting.

Closed Session:

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

Council Comments and Concerns:

Mike Holbrook thanked his fellow Council members for all their input and hard work, thanked all Town employees for all they do and also thanked citizens who came out to be a part of this meeting.

Deventae Mooney had nothing additional.

Sharon Still reminded everyone that Eastside's One Act Team would be performing The Amish Project one last time on Thursday, January 26, 2017 at 7:00 p.m. at Coeburn Middle School. They are asking for a $10 donation to help pay for their State Championship Rings. She thanked the Police Department and appreciated them finding a good deal on the new Police vehicles. She also thanked Ms. Yates and was glad to see she is enjoying her new job.

Mike Wright stated that this Council is trying to do their best to do everything right. Glad the Police Department got their new vehicles. Council wants to ensure we buy what is needed and not place a burden on our citizens.

Jeff Kiser thanked the Job Corp for their volunteering to work in both Ringley Park and Bondtown Parks. He also thanked the many volunteers who do a lot of work throughout the Town of Coeburn. They don't often get a lot of praise for all they do. Mayor Kiser also cautioned everyone as we move forward, to be mindful of purchases. If we don't need it, don't buy it. He also thanked Public Works, Administration, Treasurer, Police and Fire Departments for their diligent work.

Adjournment:

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

Respectfully Submitted,

Misty Yates

ATTEST: Misty Yates, *Clerk*

Jeff Kiser, Mayor