

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

**Attendees:**

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

**Call to Order:**

Mayor Jeff Kiser called the meeting to order. Reverend Marty Puckett, Mary's Chapel Church, gave the invocation. The group remained standing for the pledge of allegiance led by Coeburn Little League 7 and 8 year old baseball team members in attendance.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

Deventae Mooney made a motion to move Resolution 18-001 on the agenda from New Business, Item 'G,' 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:**

G. Resolution 18-001 – Town Manager, Russell A. Mullins read Resolution # 18-001 which recognized the Coeburn Little League 7 and 8 year old team participants and coaches for their outstanding accomplishment by earning the title of Sectional Champion in the State for the 7 and 8 year old Coach Pitch baseball. Deventae Mooney made a motion to accept Resolution # 18-001 as read. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Mr. Mullins also presented Danny Jordan, former Public Works Director, with a plaque commemorating his twenty-nine years of service to the Town of Coeburn and again thanked him for all his hard work and dedication to the Town.

## **Reports:**

### Town Manager

Town Manager, Russell A. Mullins reported that he and Jeff Livingston, Public Works Superintendent had both been called out for a water leak in the Timberville area and both had been out since 1:30 a.m.

Mr. Mullins advised that he did talk with Jack Kennedy regarding the Dark Skies Project at Bark Camp Lake. Mr. Mullins reported that the first step would be mailing a letter to the Board of Directors of the organization stating that the Town of Coeburn is working toward meeting the guidelines and reducing light pollutions for the Dark Skies initiative. Mr. Mullins also explained that he would be meeting with Jack Kennedy and his Chief Deputy in the next month or two depending upon Mr. Kennedy's schedule. Mr. Kiser requested that Mr. Mullins read a copy of the letter that he had drafted. Mr. Mullins read his letter to Council and again advised that he would be mailing out the letter tomorrow.

Jeff Kiser advised that he had talked with Mr. Mullins earlier today as well as all members of Council individually throughout the day. Houchens Food Group who owns Hometown IGA, formerly Payless, is changing their store to Price Less Foods. They will be holding a job fair on June 20, 2017 and June 21, 2017. All individual members of Council and the Town Manager have approved Price Less Foods to hold their Job Fair at the Depot on June 20<sup>th</sup> and June 21<sup>st</sup>, daily, at no charge to them. Mr. Kiser further explained that this is a Job Fair and they are bringing new jobs to our community.

Mr. Mullins reported that he had received some telephone calls as a result of the letters that had been mailed out to individuals pertaining to the grass ordinance and is seeing some progress and will continue to work on identifying additional properties.

Mr. Mullins also advised that the bars have been painted bright yellow on the back of the garbage truck and the lights have also been repaired.

Sharon Still inquired if Mr. Mullins had heard anything additional from Virginia Department of Mines, Minerals and Energy. Mr. Mullins advised he had talked with them and we are on the project list as of July 1, 2017. Mr. Mullins explained that according to their records, the last time anything was done was 1995. He further advised this was not a guarantee of a project; this has just been placed on DMME's master list to be approved or not approved. Mr. Mullins stated that there had been a few other localities that had requested something similar and that those requests had been denied through this program.

Sharon Still asked about the status of the fire hydrants that are out of service. Mr. Mullins advised these fire hydrants had been replaced with the previous downtown water project and the new hydrants were placed on the other side of the street. Mr. Mullins explained that the old fire hydrants could be removed but it would take some time and there would be a hefty expense associated with their removal.

Mr. Mullins reported that The Lane Group will be submitting a new funding application for sewer lines this week. Mr. Mullins stated we should hear something back regarding this application in the next six to eight weeks.

Sharon Still also reported that she had been doing some research for possible recreational grant funding. Ms. Still stated that she had found that there were several grants out there that could possibly help to re-do the pool and also make it handicap accessible now that the town was grant eligible. Mr. Mullins requested that Ms. Still forward any information that she has found and he would discuss with Mr. Chris Mullins with The Lane Group.

Mr. Mullins also advised members of Council that he is on Federal Jury Duty for the next six months in Big Stone Gap, Virginia.

Jeff Kiser asked about painting the caboose. Mr. Mullins explained that this was on the list and would be completed prior to the Guest River Rally. He also reported that the Job Corp has been painting in the park and thanked them for the great job they had done painting the sheds.

Mr. Mullins advised that the cost of mulch was going to be \$40 per ton for unbleached, uncolored, all natural wood chips. Mike Holbrook explained to be in compliance, these wood chips must be all natural and must be twelve inches compacted to nine inches all over the entire area. He advised that the wood chips will likely be the most expensive part of the first phase of the park project. Mr. Holbrook also reported that he had met with a playground representative currently working with Norton City School Board. This representative is putting together a plan where you can visualize what the park will look like with the different types of equipment if chosen and its cost. Mr. Holbrook hopes that he will have this plan back in the next few weeks.

Public Works:

Mr. Mullins advised that he has named Jeff Livingston as Public Works Superintendent. Mr. Livingston will assume the duties and responsibilities of Mr. Jordan, previous Public Works Director.

Mr. Livingston reported that crews had installed sewer pipe joints and had repaired several water leaks. He also reported Camp 18 has fixed all the street lights that were not working and was continuing with mowing on Flag Hill and they had also fixed the flag.

Sharon Still asked when line flushing would be completed again. Mr. Mullins advised that line flushing would be completed again in October. Mr. Livingston also advised that every three months or so, crews would be blowing random two inch water lines out just to try and keep the system clean.

Mr. Mullins and Mr. Livingston both advised that with the start of the new fiscal year, crews will begin paving and patching pot holes as soon as possible.

The Lane Group

There was no representative from The Lane Group present. No report was given.

Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$95,531.64 as of July 7, 2017. She reported outstanding checks in the amount of \$41,347.33, accounts payable due in the amount of \$826.95 and interim accounts payable in the amount of \$104,364.11. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$53,357.36.

Ms. Yates advised that the posted cash balance as of July 7, 2017 in the amount of \$95,531.64 does include the \$3,400.00 funding received for the recreational project.

Ms. Yates presented meeting minutes for the June 12, 2017 Public Hearing, June 12, 2017 Regular Meeting, June 19, 2017 Special Called Meeting, June 26, 2017 Workshop Meeting and the June 30, 2017 Special Called Meeting.

Ms. Yates advised that one correction needs to be made to the June 30, 2017 Special Called Meeting minutes. Jeff Livingston's title needs to be corrected from Public Works Director to reflect his correct title of Public Works Superintendent.

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

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

Deventae Mooney made a motion to accept the June 12, 2017 Regular Meeting Minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to accept the June 19, 2017 Special Called Meeting Minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes. Mike Holbrook abstained from voting.

Deventae Mooney made a motion to accept the June 26, 2017 Workshop Meeting Minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes. Sharon Still abstained from voting.

Deventae Mooney made a motion to accept the June 30, 2017 Special Called Meeting Minutes as amended. Mike Wright seconded the motion, which resulted in all Ayes. Sharon Still and Mike Wright abstained from voting.

### Police Department

Chief Scott Brooks gave the police activity report for the month of June 2017. There were 1,758 events that took place during the month. He gave a summary of these events.

Chief Brooks requested to attend tonight's closed session with Council.

Deventae Mooney asked if the police department had received an update on the bullet proof vest grant that had been applied for. Captain Williams advised it would likely be two or three months before they would hear anything on the grant application that was submitted.

### Fire Department

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

Deventae Mooney asked if Fire Department had obtained any additional insurance quotes as Council had previously requested. Mr. Mullins advised that the Fire Department was asked to bring the additional quotes to the July Workshop meeting. Mr. Mullins advised they currently only have the one quote prepared by CSE Insurance Agency in Wise, VA.

### Attorney Report

William Sturgill, Town Attorney, advised he has made the most recent changes to the personnel policy that was discussed during the last meeting. As requested, Mr. Sturgill has also sent a copy of the personnel policy to Mr. Art Mead for his review and insight.

Mr. Sturgill also reported that on the Town ordinances, he and Mr. Mullins have also discussed the Dark Sky ordinance as outlined in the letter Mr. Mullins read tonight. Mr. Sturgill advised that he has looked at the statute and some other places that has this type of ordinance and it will likely need to be developed after Mr. Mullins' meeting with Mr. Jack Kennedy.

### **New Business:**

- A. Monthly Water Report – Town Manager provided a copy of Virginia Department of Health Office of Drinking Water monthly report for the month of June 2017.
- B. Public Notice Environmental Regulation Amendment of Title V Program Fees – Town Manager provided a copy of the Public Notice – Environmental Regulation for informational purposes.

- C. State Air Pollution Control Board Regulation for Emissions Trading – Town Manager provided a copy of State Air Pollution Control Board’s proposal to establish a new regulation for emissions trading.
- D. State Corporation Commission Revision of Commission’s Rules Governing Enhanced 9-11 Services– Town Manager provided a copy of the State Corporation Commission’s proposed revisions for E-911 Services. The letter is requesting a response from police and fire departments for a series of questions for the draft of E-911 Rules.
- E. Completion of 3-Way Motel Condemnation – Town Manager advised the old 3-Way Motel has now been completely torn down. Mr. Mullins stated it does meet Wise County’s approval as well as his own and is happy to report it has all been taken care of.
- F. MEOC Heat Pump Replacement - Town Manager provided quotes to replace the MEOC interior and exterior heat pump units. Sharon Still made a motion to authorize Mr. Mullins to negotiate and enter in to a contract to purchase a new heat pump unit, shipping and installation for the MEOC building not to exceed \$3,800.00. Mike Wright seconded the motion, which resulted in all Ayes.

**Old Business:**

- A. Personnel Policy - Town Manager, Mr. Mullins reported, and as Mr. Sturgill advised earlier, the updated version of the Personnel Policy is not ready to be reviewed. Mr. Mullins requested that this item be tabled until the Workshop Meeting.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.3) for the discussion of disposition of publicly held real property where discussion in open meeting would affect the negotiating strategy of the public body and and also in accordance with Virginia Code §2.2-3711(A.1) to discuss performance of Town of Coeburn Police Department personnel. Deventae Mooney 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 roll call vote resulted in all Ayes.

Jeff Kiser has requested for the August 28, 2017 Workshop Meeting, Ms. Yates provide Council with the Budget vs. Actual numbers for the last Fiscal Year of 2016-2017. Mr. Kiser explained that with the limited workshop agenda, he would like to spend some time reviewing each line item together to see where we ended the fiscal year in comparison to the budgeted item.

**Council Comments and Concerns:**

Mike Holbrook thanked all employees for their hard work, he thanked his fellow council members as well as all the citizens who came out to attend tonight's meeting.

Deventae Mooney thanked everyone who helped make the July 4<sup>th</sup> celebration such a successful event. He also thanked Mr. Livingston for the job he is already doing.

Sharon Still reiterated what had already been said. She added for everyone to keep doing a good job and feels everything is moving forward.

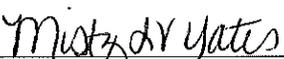
Mike Wright stated he was thankful for all the Council members, for everyone who works and is involved in the town and he is also thankful for Mr. Livingston's promotion and all the good things he will be doing. Mr. Wright also shared the 4<sup>th</sup> of July parade was wonderful and he really enjoyed this year's entertainment.

Jeff Kiser reminded everyone Houchens Food Group will be holding a Job Fair on June 20, 2017 and June 21, 2017 here at the Depot. He thanked Mr. Livingston for everything he does as well as all departments. Mr. Kiser also reiterated how successful the 4<sup>th</sup> of July celebration was for 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,

  
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Attest: Misty Yates, Clerk

  
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Jeffrey G. Kiser, Mayor

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

**Attendees:**

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

**Call to Order:**

Mayor Jeff Kiser called the meeting to order. Reverend Marty Puckett, Mary's Chapel Church, gave the invocation. The group remained standing for the Pledge of Allegiance also led by Reverend Puckett.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

Jeff Kiser explained Mr. Mullins, Town Manager has been ill and there was not an agenda prepared. Mr. Kiser advised he was going to do a make shift agenda for tonight's meeting. Tonight's agenda will include Reports: Town Manager Report, Public Works, The Lane Group, Treasurer/Clerk, Police Department, Fire Department and Attorney Report. New Business: Virginia Department of Mines, Minerals and Energy Report.

Jeff Kiser made a motion to add all these items to the agenda. Deventae Mooney seconded the motion, which resulted in all Ayes.

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

**Reports:**

Town Manager

Town Manager, Russell A. Mullins reported there was a very nice article and picture recently published in the N & W Railroad Magazine. Mr. Mullins explained he and Mr. Kiser were pictured along with Tishia R. Boggs, Director of Norfolk & Western Historical Society holding old journals from N & W that were found in the attic area of the Depot while renovating. Mr. Mullins explained these Norfolk & Western Railway documents and journals date back decades and even century-old. The town will be working with the Historical Society to preserve these documents and once the preservation is complete, the items will be on display in the newly renovated Depot space.

Mr. Mullins also advised he was in the process of working on a \$2,000 grant for the Special Needs Park. He explained this VML grant was geared toward safety and is hopeful that with this grant, it will allow mulch to be purchased for both Bondtown and Ringley parks. Mr. Mullins reported he will be submitting this grant application to VML as soon as the pricing and purchase order request for the cost of the mulch is received. The deadline for this grant application is August 15, 2017.

Mr. Mullins also reminded everyone that Coeburn's trailhead ribbon cutting will be held on Saturday, July 29, 2017 beginning at 9:30 a.m. The Coeburn trailhead is located just off Dan Hall Mountain Road near the intersection of Bull Run Road and East Business 58. Mr. Mullins has advised after the ribbon cutting, all riders can take advantage of a free ride day on the trails and Spearhead Trails will also have a table set up.

Deventae Mooney asked Mr. Mullins who made the schedules for the pool employees. Mr. Mullins advised the pool employees make these schedules. Mr. Mooney also inquired if Mr. Mullins was aware the pool did not operate this past Saturday because they did not have enough workers and life guards to operate. Mr. Mullins acknowledged this was brought to his attention on Friday afternoon. Mr. Mullins further advised this was the first year that he allowed a pool manager to be in charge and things had not gone very well. Sharon Still also stated she had received complaints about the pool.

Mr. Mullins advised the pool will be open in the afternoons from 4:00 p.m. – 9:00 p.m. after school starts back and the pool will also be open Saturday, August 12, 2017 and Sunday, August 13, 2017 from 12:00 p.m. – 5:00 p.m. Council asked that Ms. Yates share this schedule on the Town's Facebook page.

Jeff Kiser reported that several of the ATV trail signs throughout town are bent and in many cases out of the ground. Mr. Kiser requested that these signs be fixed as soon as possible.

### Public Works

Jeff Livingston, Public Works Superintendent, reported that he and his crew have been working on several water leaks and installing new sewer pipes in Banner.

He also advised Camp 18 workers have been spraying and killing weeds, trimming trees, completed some necessary work needed at the Library and they have also replaced all the bulbs in the antique lights throughout town.

Sharon Still asked when asphalt paving and patch work on roads would be beginning. Mr. Mullins advised crews had already put down twenty-six tons of asphalt just patching pot holes. Mr. Livingston also explained crews would be putting down asphalt and making additional road repairs beginning again in the morning.

Jeff Kiser also reported that he has called a Special Called Meeting on Saturday, August 12, 2017 at 6:00 p.m. at the Lay's Hardware Building to honor a young man with a Resolution who has achieved the honor of Eagle Scout in the Boy Scouts of America. Mr. Kiser explained this young man has done an amazing job in building trophy cases at Lay's Hardware to display the trophies of Coeburn High School and help preserve Coeburn's history.

### The Lane Group

There was no representative from the Lane Group present.

### Treasurer/Clerk

Misty Yates, Treasurer reported a posted cash balance as of Friday, July 21, 2017 in the amount of \$74,813.86. Outstanding checks in the amount of \$14,816.73, total accounts payable due in the amount of \$22,892.00 and interim accounts payable in the amount of \$54,189.96. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$37,105.13.

Ms. Yates reported that the July 10, 2017 Regular Meeting Minutes will be distributed along with the August 14, 2017 Council Packets.

Jeff Kiser requested going forward that Ms. Yates include copies of all monthly credit statements for any credit cards issued to the Town of Coeburn in Council Packets.

### Police Department

Captain Jimmy Williams attended the meeting. Sharon Still asked when the new Safe Exchange Place for completing online/yard sale transactions signs would be going up. Captain Williams explained one of the signs was damaged when he went to pick them up. The supplier is in the process of re-doing the signs and as soon as the new signs are ready, they will be picked up and installed. Captain Williams did not have anything additional to report.

### Fire Department

A representative from the Fire Department gave the monthly activity report for the month of June 2017. He reported there were 9 calls total, 145.5 total man hours for calls, 65 total personnel responding and there were 242 training hours during the month with no assist calls. The representative also reported that the fire department completed a Bible School activity at the Grand Avenue Church of God of Prophecy.

Second Lieutenant, Josh Adkins spoke briefly on the status update for obtaining additional quotes for the accident & sickness insurance policy the Fire Department is asking Council to consider. Mr. Adkins reported he had talked with eight other insurance companies and none of these were able to write this type of policy. He explained there are not many companies that will write this type of policy it is like a blanket type of coverage; most insurance companies want to write an individual policy on every firefighter.

Council asked representatives to continue working to obtain some additional quotes for comparison. This item will be placed on the agenda for consideration during the August 14, 2017 Regular Meeting.

Jeff Kiser asked Mr. Mullins and Mr. Livingston where we were on the status of purchasing the heat pump unit for the MEOC building. Mr. Mullins advised that the heat pump had already been purchased with a shipping confirmation when they received the text with the company's Florida information. It was going to cost approximately \$700 to return the unit that had already been

purchased. Mr. Livingston advised the company the heat pump was purchased from did give us a discount due to the lower estimate that had been received from the Florida company.

Jeff Kiser stated going forward, in the future, that a new heat pump unit will have to be purchased, we must go through these channels to get the best possible price. He explained this is not our money that is being spent, it's everyone's money. If \$800 or \$1,000 can be saved by purchasing through a company in Florida, it is our responsibility to do so.

### Attorney Report

As William Sturgill, Town Attorney had also reported during the last meeting, he had mailed a copy of the personnel policy to Mr. Art Mead for his review. Jeff Kiser advised that he had spoken with Mr. Mead. Mr. Mead did receive this copy, enjoys this type of work and it's presently about half way through reviewing the document. Mr. Kiser reported that Mr. Mead has made approximately a dozen small suggestions and would be getting back directly with Mr. Sturgill as soon as he has reviewed the entire draft of the personnel policy.

Mr. Sturgill also spoke to the point with the Florida company and the warranty for purchasing future heat pump units. He advised that obviously it was extremely important to get the best price but you also have to consider the warranty situation as well as where and what you would have to do or sue the company if something went wrong. He also encouraged that we would need to make sure it was a reputable company before purchasing.

### **New Business:**

Virginia Department of Mines, Minerals and Energy Report – Town Manager provided a copy of the DMME Abandoned Mine Land Complaint Investigation. Mr. Mullins advised the investigator noted in this report, "...the Division has elected to not pursue stream cleanout projects at this time. However, it is being recommended that this site be placed on potential project list for evaluation due to the potential flooding of businesses on Front Street in Coeburn."

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 employees and also in accordance with Virginia Code §2.2-3711(A.7) to consult with legal counsel pertaining to specific legal matters. Sharon Still seconded the motion, which resulted in all Ayes.

### **Closed Session:**

Immediately following closed session, Ms. 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 only business matters that were identified in the motion convening were discussed of considered. The roll call vote resulted in all Ayes.

Jeff Kiser advised, as previously discussed, Council would be reviewing the Fiscal Year 2016 – 2017 Budget vs. Actual numbers. This will be the only item on the agenda for the August 28, 2017 Workshop Meeting and this meeting will begin at 5:00 p.m.

**Council Comments and Concerns:**

Mike Holbrook thanked his fellow council members, all employees for their hard work and dedication as well as the citizens who attended tonight’s meeting.

Deventae Mooney did not have anything additional.

Sharon Still thanked all employees for their hard work, thanked her fellow council members for those who can go in for important meetings when not everyone can be there to attend and she also really appreciates all the citizens who come out to be a part of these meetings. She is very thankful to be able to sit in these meetings, laugh and not have a fear of getting into trouble.

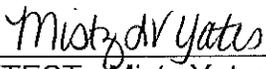
Mike Wright is thankful for the Town, it’s workers, people involved in the community and for these fellow council members sitting here tonight, for all their work and efforts. He is also thankful that everyone gets along well. He also thanked the one citizen who stayed for tonight’s meeting.

Jeff Kiser did not have anything additional.

**Adjournment:**

Jeff Kiser made a motion to adjourn the 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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Jeffrey G. Kiser, Mayor