

Council Minutes
Reorganizational Meeting
July 1, 2016 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

Call to Order: Clerk, Christy L. McCoy called the reorganizational meeting to order.

Attendees:

Ms. McCoy asked Joe Kirk of the Wise County Circuit Court Clerk's Office to swear the newly elected officials in. Mr. Mike Holbrook and Mr. Michael Wright were sworn in to serve a four-year term ending June 30, 2020.

Ms. McCoy conducted a roll call and all members of Council was present. Also present was Scott Brooks – Police Chief, Christy McCoy – Clerk/Treasurer, Russell A. Mullins – Town Manager, and William Sturgill – Town Attorney

Invocation:

RJ Rose, Coeburn United Baptist, gave the invocation.

Pledge of Allegiance:

Ronald Porter led the group in the Pledge of Allegiance.

Approval of the Agenda:

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

Reorganization:

Mayor:

Ms. McCoy opened the floor for nominations for the Town of Coeburn Mayor.

Sharon Still nominated Jeff Kiser to serve as the Mayor of the Town of Coeburn. Deventae Mooney seconded the motion. There were no other nominees. A roll call vote resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Abstained, Deventae Mooney – Aye, Sharon Still – Aye, Mike Wright - Aye.

Jeff Kiser was sworn in by the town clerk to serve a two-year term as Mayor for the Town of Coeburn.

Vice Mayor:

Mike Wright nominated Sharon Still to serve as the Vice Mayor of the Town of Coeburn. Devenate Mooney seconded the motion. A roll call vote resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Aye, Deventae Mooney – Aye, Sharon Still – Abstained, Mike Wright – Aye.

Clerk:

Sharon Still nominated Christy McCoy. Mike Holbrook seconded the motion. A roll call vote resulted in all Ayes.

Adopt Procedure for Agenda:

Sharon Still made a motion to change the workshop meetings from a formal meeting to a more informal meeting. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

Jeff Kiser made a motion to proceed with the regular meetings as they were currently conducted. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Adopt Robert's Rules of Order:

Jeff Kiser made a motion to adopt the most current version available of Robert's Rules of Order as a guideline for meetings. Sharon Still seconded the motion. A roll call vote resulted as follows.

Set Rules for Public Expression:

Mike Wright made a motion to accept the rules for public expression as read by the town manager. The rules remained unchanged. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Public Expression:

Kim Wright, 703 Second Street stated that she was tickled to see a happy Council.

There was no other public comment. Mayor Kiser closed Public Expression.

Appointment of Town Manager:

Jeff Kiser made a motion to reappoint Russell Mullins as Town Manager. Mike Holbrook seconded the motion. A roll call vote resulted in all Ayes.

Appointment of Chief of Police:

Mike Holbrook made a motion to appoint Scott Brooks as Chief of Police. Jeff Kiser seconded the motion. A roll call vote resulted in all Ayes.

Appointment of Town Treasurer:

Sharon Still made a motion to appoint Christy McCoy as Treasurer. Mike Wright seconded the motion. A roll call vote resulted in all Ayes.

Appointment of Town Attorney:

Deventae Mooney made a motion to appoint William Strugill as Town Attorney. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Appointment of Public Information Officer:

Jeff Kiser made a motion that each department head act as their on public information officer for their department. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Appointment of FOIA Officer:

Jeff Kiser made a motion to appoint Christy McCoy as the Freedom of Information Act Officer. Mike Wright seconded the motion. A roll call vote resulted in all Ayes.

Set Date, Time, and Location of Meetings:

Deventae Mooney made a motion to leave the regular meetings as the second Monday of each month at 6:30 p.m. at the Depot. Jeff Kiser seconded the motion. A roll call vote resulted in all Ayes.

Sharon Still made a motion to hold workshop meetings the fourth Monday of each month at 6:30 p.m. at the Depot unless otherwise scheduled for another location. Deventae Mooney seconded. The town manager advised changing the motion "as advertised" instead of "scheduled at another location". Deventae Mooney rescinded his second and Sharon Still rescinded the original motion.

Sharon Still made a motion to hold the workshop meetings the fourth Monday of each month at 6:30 p.m. at the Depot unless advertised at a different location. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

Set the Salary for Mayor:

Jeff Kiser made a motion to set the Mayor's salary for \$1 per year. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Set the Salary for Vice Mayor:

Sharon Still made a motion to set the Vice-Mayor's salary for \$1 per year. Mike Holbrook seconded the motion. A roll call vote resulted in all Ayes.

Set the Salary for Council:

Sharon Still made a motion to set the salary for Council members for \$1 per year. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes.

Council Comments and Concerns:

Mike Holbrook thanked everyone for their support and their votes for allowing him to serve as a Council member. He looked forward to working with everyone. He promised when he was elected that he would do the best that he could.

Deventae Mooney stated that it was wonderful to see a happy Council. He asked the community to continue to support the Council. He was looking forward to working with the Council and citizens for the betterment of the town.

Sharon Still reiterated the comments of Mike Holbrook and Deventae Mooney. She liked seeing a room full of people. People are necessary to communicate issues that are happening within the community (good and bad). She congratulated the new Council members and looked forward to working with them. She thanked all the department heads for their work.

Mike Wright thanked everyone for their votes. He looks forward to making a difference within the town and the community. He sees people working together already. He received a picture of the town that was absolutely beautiful. Even more beautiful than the buildings are the people in the community.

Jeff Kiser thanked everyone for their help and efforts to make the town a better place. He was happy to report that the finances are looking better for the town. He thanked the department heads for tightening their belts and trying to make the town a better place. He thanked the volunteers of Coeburn working to beautify the town.

The mayor reminded everyone of the Fourth of July celebration that would be held on July 4, 2016. There was a parade scheduled, bands scheduled to perform, and many activities for children.

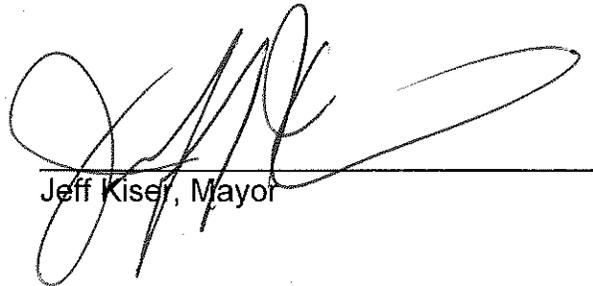
He invited everyone to a reception that was scheduled held at Celebrate immediately following the meeting.

Adjourn:

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

Respectfully Submitted,


ATTEST: Christy L. McCoy, Clerk


Jeff Kiser, Mayor

Council Minutes
Regular Meeting
July 11, 2016 - 6:30 p.m. — 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call the following members of Council were present: Mike Holbrook, Jeff Kiser, and Sharon Still. Scott Brooks — Police Chief, Christy McCoy — Clerk/Treasurer, Russell A. Mullins — Town Manager, and William Sturgill — Town Attorney were also present.

Councilmen Deventae Mooney and Mike Wright did not attend the meeting.

Call to Order:

Mayor Jeff Kiser called the regular meeting to order. Danny Jordan gave the invocation. The group remained standing for the Pledge of Allegiance, which was led by Mr. Ronald Porter.

Public Expression:

There was no public comment.

Approval of the Agenda:

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

Reports:

Town Manager

Town Manager Mullins welcomed the new members of Council. He advised Council that discussion regarding the generators and decorative lighting would be on the workshop agenda.

Sharon Still asked about the Spearhead Trail signage. The town manager advised that some of the sign anchors need to be relocated. The relocation of anchors was due to misplacement. For example, some were placed on the wrong side of the road or in the median. Ms. Still asked if the town could petition VDOT for additional designated roads. Mr. Mullins informed her that the town can repetition them in approximately six months. Currently there would be no changes to the road designations.

Jeff Kiser was pleased to see that the Little League State Tournament was a success. Ms. Still asked public works to look at the large outdoor tents prior to using them for the Guest River Rally. She stated that there were some pieces that needed to be replaced, such as some of the metal poles. The tents were damaged during the Little League Tournament.

Public Works

Danny Jordan, Public Works Director, gave the June/July public works report. He reported that the public works department stayed busy preparing for the Fourth of July events. The & I at Sheffield Acres was drastically reduced by making some corrections. There were two major problems that were found and corrected immediately. The pumps were able to handle the flow that was produced during recent rains.

Mike Holbrook asked if the sewer cameras evaluated the majority of the sewer line. Mr. Jordan informed him that CNW was training on a new camera and evaluated most of the lines. He couldn't give the exact footage of line that was evaluated. The Lane Group has footage of the tape and would be reviewing it for recommendations. He added that he believed that a lot of surface water could be eliminated by sealing the manholes.

Jeff Kiser asked Mr. Jordan about the condition of the public works building located on 2nd Street. He asked him to get an estimate for building repairs. There were places that siding needs added and also some windows need repaired. Mr. Jordan would work on an estimate and present it to Council in the future.

The Lane Group

Chris Mullins, The Lane Group, stated that one of his items for discussion is on the agenda. He stayed in the meeting to answer any questions regarding the item. He reported that the town was entered during the Stanley tools contest. The winning project would receive \$10,000 for the submitted project. The money would be used for the Ringley Park Expansion project.

He reported that he received the final report for the Sheffield Acres project. There were some funds left over from the project. He informed Council that the Cordertown pump station was in very bad shape and needed replaced. The Lane Group asked permission from DEQ and VRA to use the leftover money to update the pump and tie into the main force line.

Mayor Kiser asked if the remaining funds could be used for anything else. Mr. Mullins informed him that the grants and loans were very specific. Two pumps and a line would be corrected if the money could be used for that. By replacing both maintenance and electrical costs would drop.

Mike Holbrook asked about the plans for the Ringley Park Expansion. Chris Mullins gave the history of how the project got started. He added that the Cruise-'n funded most of the Ringley Park Expansion account. The overall cost of the project is approximately \$70,000.00 Mayor Kiser asked about starting the project in phases so that the citizens could see some progress. Council agreed to form an updated committee to review the project and make recommendations to Council.

Treasurers Report

Christy McCoy, Clerk/Treasurer, reported a posted cash balance of \$114,632.57. She reported outstanding checks in the amount of \$8,267.51, accounts payable due in the amount of \$67,149.28, and interim accounts payable in the amount of \$39,708.74. After deducting the accounts payable and outstanding checks the reconciled cash balance was \$39,215.78.

Ms. McCoy presented the minutes from the June 27, 2016 Special Called Meeting and the June 27, 2016 Workshop Meeting. She also asked for approval of the minutes from the June 4, 2016 Budget Meeting and the June 13, 2016 regular meeting. The minutes were presented during the Workshop Meeting.

Jeff Kiser made a motion to pay the accounts payable due as presented. Sharon Still seconded the motion, which resulted in all Ayes.

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

Jeff Kiser made a motion to approve the June 4, 2016 Budget Workshop minutes as previously presented. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to approve the June 13, 2016 Regular Meeting minutes as presented. Sharon Still seconded the motion, which resulted in all ayes.

Jeff Kiser made a motion to approve the June 27, 2016 Special Called Meeting. Mike Holbrook seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to approve the June 27, 2016 Workshop meeting minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Police Department

Chief of Police, Scott Brooks, reviewed the monthly activity report. He informed Council that Captain Williams submitted an application for the Highway Safety Grant.

Mike Holbrook thanked the police department for all their hard work. He stated that he appreciates the effort put forth in keeping officer's safe. Officer Cross gathered some statistical information regarding drugs and crime rates comparing local communities. Chief Brooks would share the report with Council during the next workshop meeting. The town manager added that the report was very informative.

Fire Department

Logan Jackson, Coeburn Fire Department, gave the monthly activity report.

Town Attorney

The town attorney reported that he compiled a document that outlined the rights and responsibilities for the Town of Coeburn when dealing with Freedom of Information Act. The attorney asked the town manager to post the document to the website so that the public would be aware of their rights. The document gave information on how to make requests, what kind of ds can be requested, and how much can be charged. He also added the exemption statute.

New Business:

- A. June 2016 Monthly Water Report — The report was given to Council for informational purposes.

- B. Lincoln Street Bridge Safety Inspection — Mattern & Craig completed the previous inspection for the town. The inspection is due between October and March. Town Manager Mullins contacted Mattern & Craig regarding the inspection.

C. Requested Information from the Library — The town manager has provided the information needed.

D. The Cumberland Airport Commission — The 2016 allocated donation was remitted to the Cumberland Airport Commission. Mr. Donnie Rose is the representative for the Town of Coeburn. The donation was also included in the 2017 Fiscal Year budget.

Old Business:

A. 2017 Funding Package for Waterline Replacement —The town manager received a project proposal from the Virginia Department of Health Office Of Drinking Water. The offer was a 50/50 loan grant package. The estimated project was \$682,000. The funding package would be a \$361,000 loan at 2.65% interest for a term of 30 years with \$321,000 in principal forgiveness. The offer requires a commitment to annually evaluate revenues and adjust rates as necessary to ensure revenue growth. The project application was submitted to other funding agencies that would also require the town to increase water rates to ensure growth and stability. Mr. C. Mullins advised that if the town wasn't willing to increase rates then there would be no point in moving forward with the project. He informed Council that the total rate increase has to be implemented by the end of the loan close. This would allow the town approximately 3 months to implement the rate.

The town manager told Council that the yearly payment for the loan would be approximately \$12,330 for the duration of the loan. He informed Council that rates would have to be increased at some point during the next 2 to 3 years to cover yearly inflation.

The project is considered a vital project for the town. The VDH advised the town 2 years ago that the project needed to be completed. Mr. C. Mullins stated that he thought the offer was so good because VDH was aware of all of the problems the town has faced over the past year.

Mike Holbrook suggested asking for an extension on the deadline due to the rate increase factor. He stated that he would like to give the customers the opportunity to voice their opinion before making a decision.

Mike Holbrook made a motion to ask the Town Manager or the Lane Group to request an extension and upon the mayor's approval hold a special called meeting to decide and hear public opinion. Sharon Still seconded the motion, which resulted in all Ayes.

The mayor will recess the meeting for further discussion pending the extension.

Crab Orchard/Beech Funding Offer — Based on the information provided to VDH the Crab Orchard/Beech Avenue Waterline Replacement Phase II was estimated to be \$149,820. The project was eligible for special funding. The project would be fully funded at \$149,820 as principal forgiveness. Chris Mullins advised Council that this project would be free money. The project would be 100% funded by VDH. Jeff Kiser made a motion to accept the Crab Orchard/Beech funding package offer. Sharon Still seconded the motion. A roll call vote resulted as follows: Mike Holbrook — Aye, Jeff Kiser — Aye, Deventae Mooney — Absent, Sharon Still — Aye, Mike Wright — Absent.

Closed Session:

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

Council Comments and Concerns:

Mike Holbrook thanked all departments for doing a great job. He wanted to recognize the employees for what they do because without them the town wouldn't function. He asked that anyone interested in the water line project come out and give input on the project. He recognized public works for the great job they did getting the town ready. He stated that it was great having such a good turnout for the events.

Sharon Still was happy that the Fourth of July parade was such a success. She thanked everyone who participated and came out to watch the parade. She thanked all the department heads for their work. She also thanked everyone who helped with the Little League Tournament.

Jeff Kiser thanked Art Mead for all he has done for the town. The Fourth of July parade was a great success. He stated that everyone seemed to have a great time. He also encouraged public input on the proposed water project. He thanked the police department for everything that they do for the town. He thanked all other department heads for a job well done.

Adjournment:

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

Respectfully Submitted,



ATTEST: Christy L. McCoy, Clerk



Jeff Kiser, Mayor