

Council Minutes
Public Hearing
June 12, 2017 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

A public hearing was held to solicit public input for the FY 2017 – 2018 proposed budget.

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 public hearing to order.

Public Expression:

Gary Barnette on behalf of Janice McConnell – 204 Morris Street, Coeburn, VA was present to express their concern about the water rate increase. Mr. Barnette stated that two years ago, the Town imposed a 15% or 16% water rate increase and that we have a lot of people out there on fixed incomes and asked Council to take this into consideration because sewage would be raised as well. Mr. Barnette also explained when the water bills came out at the beginning of this month, there was a message stating the new rate would take effect July 1st, but Council hasn't voted on the budget yet. Mr. Barnette explained that times are really hard on people like himself and Ms. McConnell who are on fixed incomes.

Mayor Kiser asked Mr. Chris Mullins, with The Lane Group to address why there is a rate increase in this proposed budget going back to the water project. Mr. Mullins explained that Council could choose not to raise water rates, but doing so would make the Town of Coeburn ineligible to get federal or state water project funding from that point forward. Mr. Mullins further explained that Council doesn't have a choice unless it allows its water and sewer systems to deteriorate rapidly.

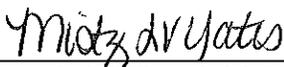
Mr. Mullins advised that the water project funding requirements mandate that the Town of Coeburn raise water rates about 15% but that the Town has chosen to impose a 5% annual increase over the next three years instead of doing it all at once.

Mayor Kiser further explained Mr. Mullins was referring to a federal requirement for the Town to get USDA Rural Development agency grant funding for a \$4 million-plus project that will replace the main water line through town, make upgrades to the dam and the water treatment plant in Toms Creek and will also replace water lines in the Banner community.

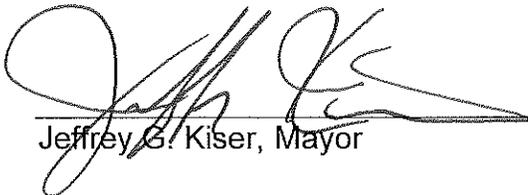
Adjournment:

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

Respectfully Submitted,



ATTEST: Misty L.V. Yates, Clerk



Jeffrey B. Kiser, Mayor

Council Minutes
Regular Meeting
June 12, 2017 - 6:30 p.m. – Immediately following the Public Hearing Meeting
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 the volunteer firefighters in attendance.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

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

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that he had been on vacation all the previous week. The only two items that he had been working on today will be presented to Council during the next Workshop Meeting. The first item is a joint petition with several different networks and corporations for transfer control. The second item is the State Corporation Commission rule making proceeding dealing with E-911 rule making and response to complaints received from various public safety answering points, administrators and local governments regarding the quality of E-911 services and billing issues associated with these services.

Sharon Still advised that there was a house on Alfred Street that has collapsed. Ms. Still explained that it was the fourth house on the right of the street and she wasn't sure what may have happened or caused it to collapse. Mr. Mullins advised that he would look into this matter. He also stated he had implemented a new procedure in Town Hall regarding issues such as this one or properties in general. Going forward, just let the front office staff know, there is already a stock letter drafted, staff will plug in necessary information, will place in his box to review, he will go out and look at

it, approve it and then will send the necessary documents out. Mr. Mullins advised this should be a more streamlined process.

Sharon Still also inquired if Mr. Mullins had addressed the drain issue at Doll House Beauty Salon. Mr. Mullins advised he had gone out, looked at the issue and advised it is located on private ownership property. Mr. Mullins further advised he had talked with Ms. Eula Hughes and explained this was a civil matter.

Mr. Mullins also reported that he had received a few emails about the Bondtown Cemetery. He advised there would be a cleanup effort going on there in August but we are currently keeping the entrance cleared. Mr. Mullins also reported he is working with the county to locate some old records. He asked if anyone knew a contact for Van Diver's Community Center to please let him know. It has been reported that there may possibly be some old asset transfers from Bondtown in that building.

Jeff Kiser advised he had received an email this past week from Jack Kennedy regarding the Dark Skies Project at Bark Camp Lake. Mr. Kiser explained that in the email, the town may look at some of their lighting ordinances, etc. Mr. Kiser requested that Mr. Mullins meet with Mr. Kennedy to see what is needed from the town and how we can assist with this project.

Mike Holbrook thanked Mr. Mullins, Danny Jordan and crew for taking down the tennis court fencing at the old J.J. Kelly High School that will be installed at our tennis courts in the future.

Mr. Holbrook also inquired to ensure the Ringley Park work, that had been previously discussed and placed on the schedule with Camp 18, was still going to be completed. Mr. Mullins advised that this was supposed to have been completed last week. He explained that Camp 18 is behind on some of the projects but he would ensure this work is completed as soon as possible.

Mr. Holbrook also requested that Mr. Mullins follow back up with VDOT regarding the approval of a handicap parking space in front of the Park.

Mr. Mullins reported that Spearhead Trails had recently placed a new glass sign on the front of the Depot building and encouraged everyone to take a look at this new sign.

Mr. Mullins also advised that the MEOC building heat pump unit has gone out. Mr. Mullins explained this is a similar situation to the recent one with the unit at Town Hall. He reported there are several different options that can be chosen. Mr. Mullins will obtain quotes and will present these to Council at the Workshop session. Jeff Kiser requested that Mr. Mullins reach out and obtain a quote from the out of state source; noting he feels confident there can be sizeable savings by utilizing this company that has been previously discussed.

Mr. Kiser also advised he was behind the garbage truck earlier today and the only lights working on the truck were two back lights on the left side. Mr. Kiser explained that he did not see any other lights working on the front or side of the truck as well. He also reminded Mr. Mullins that the safety bars on the back needed to be functional, as required, and that these needed to be painted

the bright caution yellow as noted in the previous safety audit. Mr. Mullins stated he would ensure this repair work was completed.

Public Works:

Danny Jordan, Public Works Director did not attend the meeting. The May – June 2017 monthly report for Public Works was handed out. There were 278 work orders processed.

The Lane Group

Chris Mullins, with The Lane Group reported that he was happy to announce that the residents on Star Branch Road would now have water services available to them if they so choose. He advised that the Town of Coeburn has been awarded a 100% grant in the amount of \$107,888 to provide water service to Star Branch Road. In addition, the Town has also been awarded \$150,078, noting this was also 100% grant funding, for water meter replacement. Mr. Mullins explained that with this grant, there is no fine print nor restrictions, they will be able to spend the money and replace meters. Both grants are provided by the Virginia Department of Health.

Town Manager asked Mr. Mullins if he could estimate that total amount of grant funding that the Town of Coeburn had received in the last four years. Mr. Mullins estimated that the Town has received approximately \$10 million dollars in funding in the last four years. Mr. Mullins also commended Council for being active and looking ahead.

Mr. Mullins also thanked Council for allowing their firm to serve the Town and allowing The Lane Group to chase funding dollars such as these. Mr. Mullins also encouraged Council to pass a motion to accept these funds.

Mr. Mullins also reported that the Sheffield Acres Sewer project was coming to an end and there were some excess funds remaining. Mr. Mullins was pleased to report that DEQ is going to allow these funds to be used to purchase an additional sewer pump for the town crew to have on hand at the maintenance shop in the event the primary and secondary pumps were to both go out.

Sharon Still asked if the previously discussed testing had been completed at the pool and tennis court areas. Mr. Mullins advised this work had been completed approximately three weeks ago. As a result of this testing and digging, it is his belief that the swimming pool is leaking and running under the tennis courts, resulting in the cracking, sediments and slant of the tennis court fencing. Mr. Mullins explained that the swimming pool loses approximately 6,000 gallons of water a day with no one in it. With people in the pool, he estimated it loses between 6,000 and 8,000 gallons of water per day. Mr. Mullins advised that they were constantly filling the pool with water to keep the filtration systems and pool operating correctly. Mr. Mullins explained that this is not uncommon with an aging structure such as the swimming pool. He advised, when a crack is found, it is patched.

Mr. Mullins explained that there were a couple options to address these issues. Mr. Mullins recommended to wait until pool season is over, evaluate the bottom of the pool, find where the

water is coming from, die test the pool with the assistance of the fire department, fix these problems with the pool then re-surface and repair the tennis courts and fencing. Mr. Mullins explained that if the tennis court repair work was completed now, the same issues would return again.

Mr. Mullins advised it's no secret that swimming pool are losers for every town. It's an amenity that every town tries to provide to its residents; but, if you look around, many towns are closing due to similar circumstances such as what we are faced with and they opt not to repair due to the costs associated. Mr. Mullins explained that the Town works hard to maintain the swimming pool, they have a very limited structure to work with and they do a good job to keep it functional.

Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$152,615.30 as of June 9, 2017. She reported outstanding checks in the amount of \$11,304.53, accounts payable due in the amount of \$58,082.34 and interim accounts payable in the amount of \$80,858.87. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$83,228.43.

Ms. Yates advised that the posted cash balance as of June 9, 2017 in the amount of \$152,615.30 does include the \$3,400.00 funding received for the recreational project.

Ms. Yates presented meeting minutes for the May 8, 2017 Regular Meeting and the May 22, 2017 Special Called Meeting.

Mike Holbrook asked about the \$3,400.00 in recreational funding that was included in the posted cash balance. Ms. Yates advised that these funds were those received from Wise County's Recreational Committee. Mr. Mullins, Town Manager stated after the new fiscal year begins, he will be asking again for additional recreational project funds; noting these funds will all be held until pool issues are resolved.

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

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

Deventae Mooney made a motion to accept the May 8, 2017 Regular Meeting Minutes as presented. Mike Wright seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to accept the May 22, 2017 Special Called Meeting Minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Police Department

Jimmy Williams attended the meeting and gave the police activity report for the month of May 2017. There were 1,723 events that took place during the month. He gave a summary of these events.

Captain Williams also reported that they had received the signs for the parking spaces being designated as a Safe Exchange Place for completing online/yard sale transactions between parties at the Police Department. However, the signs had some bubbling and are being re-done currently.

He also reported that he has applied for a bullet proof vest grant through the U.S. Department of Criminal Justice that will either be 50% or 100% funding. He is hopeful to hear back on this grant submitted in the next month or so. Captain Williams advised the vests they currently have will expire next year.

Fire Department

A representative from the Fire Department gave the monthly activity report for the month of May 2017. He reported there were 13 total calls, 148.5 total man hours for calls, 98 total personnel responding and there were 210 training hours during the month and two assist calls.

Fire Department representative also provided Council with a handout copy of an Accident & Sickness Insurance Proposal prepared for the Town of Coeburn presented by CSE Insurance Agency in Wise, VA. He explained this proposal had two different quotes – quote numbers 89053 and 89054. They are requesting approval of the second quote number: 89054, which includes a little more coverage and benefits. The premium for one year would be \$2,061.

Mr. Mullins advised this is something that was discussed recently during the budget process and it was agreed that this would be considered sometime during the upcoming fiscal year. Council has requested that the representatives, along with Chief Hawkins, who was not present for tonight's meeting due to surgery, begin working to obtain some additional quotes for comparison and Council review when this is revisited in the future.

Jeff Kiser asked the Fire Department if they would again spray down the streets as they have done in previous years after the Improvement Association has finished planting plants in the planters along downtown streets. It was agreed upon this would be completed on Tuesday, June 20th prior to the Blessing of the Bikes huge event being held in town on Saturday, June 24th.

Attorney Report

William Sturgill, Town Attorney, advised he was continuing to look for ways to improve the personnel policy and had received additional helpful information from some Department Heads. He is still in the process of reviewing and making these revisions. He hopes to provide Council with an updated version soon.

New Business:

- A. Airport Commission Report – Town Manager provided a copy of Cumberland's Airport Commission meeting report for the months of April/May 2017.
- B. FY 2016-2017 Financials Contract – Town Manager advised we have two quotes for the pre-auditing services. The first quote was received from Larry D. Sturgill, P.C. for fiscal years ended June 30, 2016 through June 30, 2018 for a fixed fee of \$11,250 per year. The second quote was received from Chuck Bridwell CPA & Associates for an amount not to exceed \$15,500 per each fiscal year with a staff rate of \$55.00 per hour and CPA rate of \$125.00 per hour.

Deventae Mooney asked Mr. Mullins if he had a preference for council. Mr. Mullins explained both firms have done our financial services work in the past. Mr. Bridwell had completed these services in years past and had handed them off to Mr. Sturgill and his office. Mr. Mullins advised Mr. Bridwell knew our old system; noting our software system has changed since his firm had provided these services. Mr. Mullins advised Mr. Sturgill has since completed our financial services work and he is very familiar with our software system. Mr. Mullins also advised he had talked with Ms. McCoy prior to her re-locating and she also recommended staying with Mr. Sturgill for continuity purposes. Ms. Yates also advised that there was one individual at Larry D. Sturgill's office that was pretty much dedicated to working with the Town of Coeburn. This individual is very familiar with our software system and she is an excellent resource for any questions or concerns. She may be contacted at any time.

Jeff Kiser also inquired about an additional quote that was requested by Mr. Mullins from another firm. Mr. Mullins explained he had sent audited financial statements to Hicok, Fern & Company in Abingdon, VA four or five weeks ago for their review; but to date, has not received a quote back from them.

Mike Holbrook inquired about a few events that have happened over the past few years and his concern these events should have been caught, beforehand, not after the fact. Mr. Mullins and Council discussed these issues such as various billing and software issues and an accounting bill totaling \$63,000. Mr. Mullins advised a lot of these issues were all Internal Issues and unless you ask for a Forensic Audit, these issues would not be uncovered until then. Will Sturgill, Town Attorney also explained that is why Council now receives line by line item accounts payable due and interim accounts payable so that they see items that are due and being paid timely. Mr. Mullins also explained that at the time many of these events happened, the town was behind with six audits. Again noting many of these issues were internal issues and as these issues were identified by auditors, the appropriate measures have been put in place in-house as it has gone along.

Council requested that Mr. Mullins reach out and check on the status of the VML \$15,000 settlement.

Mr. Mullins and Ms. Yates both requested that Council make a decision tonight in selecting pre-auditing services.

Sharon Still made a motion to retain Larry D. Sturgill, P.C. accounting firm for the pre-auditing services for fiscal years ending 2016 – 2017. Deventae Mooney seconded the motion, which resulted in all Ayes.

- C. VDH Award Letters – Town Manager asked for acceptance of the VA Department of Health grants in the amount of \$107,888 for the Star Branch Road project and in the amount of \$150,078 for water meter replacements.

Sharon Still made the motion to accept the VA Department of Health Grant in the amount of \$107,888 in principle forgiveness for the Star Branch Road Project. Jeff Kiser seconded the motion. A roll call vote resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Aye, Deventae Mooney – Aye, Sharon Still – Aye and Mike Wright – Aye.

Sharon Still made the motion to accept the VA Department of Health Grant in the amount of \$150,078 in principle forgiveness for water meter replacements. Mike Wright seconded the motion. A roll call vote resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Aye, Deventae Mooney – Aye, Sharon Still – Aye and Mike Wright – Aye.

- D. EDA Board Appointments (3) – Jeff Kiser advised we have three openings on the EDA board. Mr. Mullins advised he had received three board applications.

Mike Holbrook made the motion to accept Charles C. McConnell for re-appointment to the EDA Board. Sharon Still seconded the motion, which resulted in all Ayes.

Deventae Mooney made the motion to accept Ruthie F. Rainey for re-appointment to the EDA Board. Mike Wright seconded the motion, which resulted in all Ayes.

Sharon Still made the motion to accept Charles E. Kiser, Jr. for re-appointment to the EDA Board. Deventae Mooney seconded the motion, which resulted in all Ayes.

All three of these terms are for a four-year term on the EDA Board. These terms run from July 1, 2017 – June 30, 2021.

Old Business:

- A. Personnel Policy - Town Manager reported, as Mr. Sturgill advised early, 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.
- B. FY 18 Budget – Mr. Mullins advised FY 18 Budget was placed on the agenda as a reminder for place order. He explained that there will be a Special Called Meeting held on Monday, June 19, 2017 at 6:30 p.m. held here at the Depot to vote on the FY 18

Budget proposal. Deventae Mooney asked to ensure a printed copy of the updated budget draft would be provided to all members of Council. Jeff Kiser also requested that Mr. Mullins email a copy of the updated budget draft to all members of Council tomorrow.

Closed Session:

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

Council Comments and Concerns:

Mike Holbrook reminded everyone that the Blessing of the Bikes event will be held on Saturday, June 24, 2017. He also reported another event this coming Friday, June 16th, the Lays Building will be hosting Jesse McReynolds from Carfax. The program will begin at 5 p.m. and music will start immediately following at approximately 7 p.m. Mr. Holbrook also recognized the Police Department, Fire Department and Town crews for the cooperative efforts with events such as these.

Deventae Mooney reminded everyone about the 4th of July parade coming up. Just as last year, all councilmembers will decorate a vehicle and be in the parade as well. Mr. Mooney also advised he had received a text message during tonight's meeting and Coeburn's Virginia Section One 7/8 Coach Pitch Boys' Team won the Championship Game tonight with a score of 13 to 7 against Abingdon. Council requested that Mr. Sturgill draw up a Resolution in recognition for this team. Mr. Sturgill advised he would gladly do so and would have it completed for the July Regular Meeting.

Sharon Still thanked the Police Department, Fire Department and all town crews for all their hard work around town. She also thanked Mr. Chris Mullins and his firm, The Lane Group for all the hard work they do for our Town. She also expressed her appreciation for her fellow councilmembers for the different committees they serve on and the many jobs each does behind the scenes that is making our town a much better place.

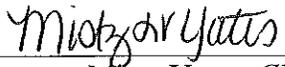
Mike Wright stated he was thankful for everyone in attendance tonight, for all the hard work all the departments do and he also thanked Mr. Chris Mullins and his firm, The Lane Group for bringing these two Grant to them tonight. Mr. Wright advised he was looking forward to the 4th of July parade and is confident it will be a successful event

Jeff Kiser added a quick note, as it was touched on during the Public Hearing, it is a very difficult decision to increase rates even as small as this particular increase is; but moving forward, as a town, and keeping services at a level that citizens so rightly deserve, this Council really doesn't have a choice. He explained that we are dictated to do these increases if we are to be eligible for any water and sewer funding grants as we move forward that this town so desperately needs. Mr. Kiser reiterated thank you to Mr. Chris Mullins and for the two grants he brought to Council tonight. He also reiterated thank you to all departments and his fellow councilmembers for all their hard work and sometimes being faced with tough decisions.

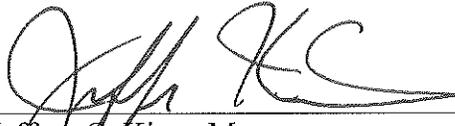
Adjournment:

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

Respectfully Submitted,



Attest: Misty Yates, Clerk



Jeffrey G. Kiser, Mayor

**Council Minutes
Special Called Meeting
June 19, 2017 - 6:30 p.m. – 502 Front Street E, Coeburn, VA**

A special called meeting was held for the purpose of adopting the Fiscal Year 2018 Budget.

Attendees:

Upon roll call, the following members of Council were present: Jeff Kiser, Deventae Mooney, Sharon Still and Mike Wright. Misty Yates – Clerk/Treasurer and Russell A. Mullins – Town Manager were also present. Mike Holbrook was absent.

Call to Order:

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

Business:

The town manager reviewed the budget summary as publicly advertised. The proposals were as follows:

General Fund:

Revenue: \$1,138,301
Expenses: \$1,138,301

Water Fund:

Revenue: \$827,072
Expenses: \$827,072

Sewer Fund:

Revenue: \$517,657
Expenses: \$517,657

<u>Rate</u>	<u>Current Rate</u>	<u>Proposed</u>
<u>Water – In Town</u>		
<500 Gallons	\$12.89	\$13.54
Up to 2,000 Gallons (minimum)	\$19.80	\$20.79
≥ 2,000 Gallons (per thousand)	\$5.94	\$6.24

<u>Rate</u>	<u>Current Rate</u>	<u>Proposed</u>
<u>Water – Out of Town</u>		
<500 Gallons	\$19.32	\$20.29
Up to 2,000 Gallons (minimum)	\$28.14	\$29.55
≥ 2,000 Gallons (per thousand)	\$8.88	\$9.32

Jeff Kiser made a motion to accept the FY18 budget as presented. Deventae Mooney seconded the motion.

Sharon Still verified that there are no other salary increases other than the \$0.25 per hour increase for all employees. The town manager informed her that there were no other increases included.

Deventae Mooney verified that there were no other full time or part time employment changes being made other than one part time employee in the Town Hall will be made full time. Mr. Mullins stated there we no other employment changes other than this one employee will be made full time.

A roll call vote resulted as follows:

Mike Holbrook	Absent
Jeff Kiser	Aye
Deventae Mooney	Aye
Sharon Still	Aye
Mike Wright	Aye

Adjournment:

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

Respectfully Submitted,

Misty L.V. Yates
 ATTEST: Misty L.V. Yates, Clerk

Jeffrey G. Kiser
 Jeffrey G. Kiser, Mayor

**Council Minutes
Workshop Meeting
June 26, 2017 - 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, Deventae Mooney and Mike Wright. Russell A. Mullins – Town Manager and William Sturgill – Town Attorney were also present. Sharon Still and Misty Yates, Clerk/Treasurer were absent.

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 Danny Jordan.

Public Expression:

There was no public comment. Public expression was closed.

Approval of the Agenda:

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

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that tonight's meeting was Danny Jordan's last official meeting as Public Works Director. Mr. Mullins explained Mr. Jordan will be retiring. Mr. Mullins wished him well and thanked him for his almost twenty-nine years of service and all the many things he has done for the town.

Mr. Mullins advised he had spoken with DMME today and that a follow-up call is scheduled for tomorrow to determine when they will be coming down.

Mr. Mullins also reported that Sheffield Acres project did close out as of last Thursday.

Public Works

Danny Jordan, Public Works Director, reported that crews would begin putting up flags and banners in preparation for the 4th of July town celebration. Mr. Jordan also advised that Camp 18

had made several red, white and blue flag pallets to be used for this celebration. Mr. Jordan explained these would be placed at various locations throughout town.

He also reminded everyone that there will be no garbage service interruptions on Tuesday, July 4, 2017. Crews will run their normally scheduled routes on this day.

Jeff Kiser asked about the status of replacing the decorative antique lights downtown with LED bulbs. Mr. Mullins and Mr. Jordan reported two bulbs have been installed and they would be replacing the remaining bulbs with the correct LED bulbs, as requested to be used by Jack Kennedy.

Jeff Kiser also asked the status of getting a new replacement flag for Flag Hill. Mr. Jordan advised that he would reach out to Food City regarding the replacement of the flag. Mr. Mullins also advised that at the beginning of the new fiscal year, the Town would order a replacement flag to have on hand as well.

Jeff Kiser, along with other members of Council, recognized Mr. Jordan for his almost twenty-nine years of service, noting he has served in many roles throughout these years and thanked him for his dedication for his service to the Town of Coeburn.

The Lane Group

There was no representative from the Lane Group present.

Treasurer/Clerk

Mr. Mullins presented Treasurer's Report prepared by Misty Yates, Treasurer. Mr. Mullins reported a posted cash balance as of Friday, June 23, 2017 in the amount of \$153,580.27. Outstanding checks in the amount of \$36,161.60, total accounts payable due in the amount of \$6,790.10 and interim accounts payable in the amount of \$37,668.88. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$110,628.57.

Mr. Mullins advised that the June 12, 2017 Public Hearing Minutes, June 12, 2017 Regular Meeting Minutes and the June 19, 2017 Special Called Meeting Minutes will be distributed along with the July 10, 2017 Council Packets.

Police Department

There was no representative from the Police Department present.

Fire Department

There was no representative from the Coeburn Fire Department present. Mr. Mullins did advise they would be bringing Insurance Policy quotes to Council next month.

Attorney Report

William Sturgill, Town Attorney advised the only item he has was the personnel policy and it is on the agenda under 'Items for Discussion.' He offered to answer any questions that Council may have.

Items for Discussion:

- A. Personnel Policy Review - Mr. Sturgill provided Council with a copy of the most recent copy of the updated personnel policy for their review. He advised the personnel policy mainly stayed the same as previously presented with a few changes.

Mr. Sturgill pointed out the most significant changes he had made to this updated version of the personnel policy.

Page 1, second paragraph, last sentence – in italics.

Chapter 3, starting on page 5 – it talks about recruitment and in Section B, he added 'Council shall approve any newly established positions and shall be advised of the budget implications of any newly established positions.' Mr. Sturgill explained he had added the same thing surrounding filling vacant positions when a person, who was coming in, had greater experience; therefore, would warrant a higher salary. Thus, meeting the requirement for discussion with and approval by Council.

Section 3.3 – discusses more in general Town Council, the Town's Charter, responsibilities of the Town Manager, Chief of Police, Town Clerk, Town Attorney and Town Auditors as well as Council's responsibility of hiring and firing these positions. Mr. Sturgill has advised he had added the Town Manager should work with Department Heads in filling all other positions. If there is a disagreement between the Town Manager and Department Head about a personnel selection decision, then it shall be referred to Council for appropriate action.

Section 3.12 – deals with Criminal Convictions.

Section 3.13 – deals with Drug and Alcohol Testing.

Mr. Sturgill advised there were a few small changes throughout the sixty-six page draft document. He encouraged all Council Members as well as Department Heads to review this updated draft of the personnel policy for any issues and will make the necessary changes if needed.

Jeff Kiser requested that Mr. Sturgill email a copy of this personnel policy draft to Mr. Art Mead for his review as well.

Jeff Kiser made a motion to enter in to closed session in accordance with Virginia Code §2.2-3711(A.7) to consult with legal counsel pertaining to specific legal matters. Mike Wright seconded the motion, which resulted in all Ayes.

Closed Session:

Immediately following closed session, Mr. Mullins, acting 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 stated a simple ‘thank you’ for Mr. Jordan really doesn’t suffice. Mr. Holbrook explained he knows what type of person Mr. Jordan is and knows there have been many days and nights that Mr. Jordan has lost sleep over and worried about what needed to be done in the Town. The community has benefited from Mr. Jordan’s dedication. Mr. Holbrook shared his hope for Mr. Jordan is that his retirement years will be as blessed as his work years with the Town of Coeburn. Mr. Jordan has been a great asset to the town and Mr. Holbrook wished him all the best in his future endeavors.

Deventae Mooney reiterated much of what Mr. Holbrook had just said regarding Mr. Jordan. Mr. Mooney added growing up he always heard the name ‘Danny Jordan’ and that he did everything around town. Mr. Mooney shared it has been an honor to work with Mr. Jordan these last three years.

Mr. Mooney also congratulated Coeburn’s 8/9/10 Boys Little League All-Start team for their district win tonight over Big Stone Gap and advised this team will be going to the State tournament next month.

Mike Wright also thanked Mr. Jordan for the work he has done and for also being a great friend. Mr. Wright shared a funny story about when he moved to Coeburn, he and his family has stopped at one of the gas stations here in town so his daughter could get a drink. While sitting there, this man walked up and knocked on his car window and asked if he could hug his daughter. This man was Mr. Jordan.

Jeff Kiser again thanked Mr. Jordan for everything he has done for the Town of Coeburn and as he said earlier tonight, he meant everything he has said. As a final closing remark, Mr. Kiser wished Mr. Jordan a ‘Happy Married Life’ and congratulations to he and his wife both.

Mr. Kiser also reminded everyone of the upcoming 4th of July, Town Celebration and details are posted throughout the town with a parade starting at 2:00 p.m. and a full day of events also planned.

Adjournment:

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

Respectfully Submitted,



ATTEST: Russell A. Mullins, *Acting Clerk*



Jeffrey G. Kiser, Mayor

**Council Minutes
Special Called Meeting
June 30, 2017 - 8:30 a.m. – 608 2nd Street, Coeburn, VA**

A special called meeting was held due to at least three members of Council wishing to attend a morning meeting held by Russell A. Mullins – Town Manager with Public Works Staff.

Attendees:

The following members of Council were present: Mike Holbrook, Jeff Kiser and Deventae Mooney. Russell A. Mullins – Town Manager was also present.

Sharon Still and Mike Wright did not attend the meeting.

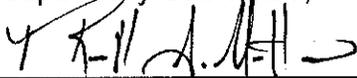
Business:

Russell A. Mullins – Town Manager held a morning meeting with Public Works Staff. The purpose of this meeting was to announce Danny R. Jordan's replacement as Public Works Director. Mr. Jordan will be retiring with almost twenty nine years of service with the Town of Coeburn.

Mr. Mullins announced that Jeffery Livingston will be the new Public Works Director Superintendent effective immediately.

No other business matters were discussed.

Respectfully Submitted,



ATTEST: Russell A. Mullins, Acting Clerk



Jeffrey G. Kiser, Mayor