

Council Minutes
Regular Meeting
March 13, 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, Sharon Still and Mike Wright. Deventae Mooney was absent. 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 Robert Ledford, Herald Church of God of Prophecy gave the invocation. The group remained standing for the pledge of allegiance led by Jeff Livingston.

Public Expression:

There was no public expression.

Approval of the Agenda:

Jeff Kiser made a motion to move Item ‘A’ Heart of Appalachia Presentation – Kitty Barker from New Business to immediately following the approval of the agenda. Sharon Still seconded the motion, which resulted in all Ayes.

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

- A. Heart of Appalachia Presentation - Kitty Barker, Executive Director with The Heart of Appalachia Tourism Authority gave a presentation. She explained they were created in 1993 by the General Assembly of the Commonwealth of Virginia through legislation to be the tourism authority for the Coalfields. She has seven counties along with the City of Norton and all the Towns within.

Ms. Barker reported that The Heart of Appalachia has a new program they are going to do this year to help each county pull all their tourism stakeholders together and create an individual marketing destination plan. She can also teach classes in each town about how to best market your town to reach a specific target audience.

Ms. Barker explained that back in 1993, The Heart of Appalachia was given a funding source through a portion of the state’s mine penalty collections. But as the coal industry

has declined, so has their funding from this source. Ms. Barker said she write every grant proposal she can, but it is just not enough to sustain the authority's work that they do. Last year they launched a marketing investment plan. She explained they invited all communities to give money and they would place ads for them in Visitors' Guides and Motorcycle Guides. Ms. Barker explained The Heart of Appalachia offers partnership packages to localities and others. A \$2,500 contribution, or Pinnacle Level Investment, pays off in website promotions, tradeshow, group tours, wedding guides and other local tourism promotions. She continued to explain the different packages the authority offers such as the Mountain Top Level with a total annual investment of \$1,250, the Sweet Heart Level with a total annual investment of \$500 as well as the Heart Song Level with a total annual investment of \$250. Ms. Barker explained the different packages were small enough to allow tourism businesses to participate as well. Last year, they raised \$50,000 through this partnership program.

Ms. Barker also reported with this investment program, they have a staff member that can help communities with their websites, how to get on social media and how to publish and print a brochure.

Ms. Barker advised that most of The Heart of Appalachia's own marketing efforts is now internet based except for ads in Blue Ridge Outdoors and some magazine publications that focus on motorcycle enthusiasts.

She also explained that The Heart of Appalachia has now partnered with The Spearhead Trails organization. Spearhead Trails is so busy building new trails that the authority is now handling its marketing for them. She also reported that outdoor recreation opportunities continue to expand. Ms. Barker said the authority needs to develop a brochure for kayak enthusiasts and is now working with Spearhead Trails on marketing its expansion from mainly off-road vehicle trails to mountain biking, horse-back riding trails and much more.

Reports:

Town Manager Report

Town Manager, Russell A. Mullins reported he attended a meeting held on March 7, 2017 that discussed different projects and they are trying to identify a group or cluster of areas for the brownsfield grant. Mr. Mullins explained that the first grant would pay for the identification and assessment of these brownsfield areas to see what's in them. The first grant funds would not be used to clean them up it would just be used to identify them. He also advised they did identify a few locations in Coeburn – specifically going towards Flatwoods area and a couple in the downtown area that they thought could be potential brownsfield sites. This grant is directed from the EPA and they are in the process of finding a grant administrator. Mr. Mullins advised he would keep Council informed as he learns more and additional information becomes available.

Mr. Mullins advised that the 3-21 day permit will be written tomorrow. He also explained that the Depot work should also be completed tomorrow.

Mike Wright asked if the C N W refund check had been received. Mr. Mullins explained that we did receive the approximate \$26,000 refund check and he has "ear marked" these funds for future vehicle public works utility funds. Mayor Kiser requested that going forward separate line items be created on the Budget vs Actual report to reflect specific reporting where these funds come from and items such as this refund as well as the VML Insurance Check for the total loss of the Police Department vehicle can be accounted for more easily.

Mike Holbrook also reported that he has been seeing some activity up at the tennis courts. Upon a recent visit there, he advised the one court closest to the pool is the most damaged with cracking, etc. Mr. Holbrook asked Chris Mullins, with The Lane Group if they would please check to see if there is an underlying problem that needs to be identified before any expense is incurred and any repair work begins on the court itself. Mr. Mullins advised that he would be glad to go look at the area. Mr. Mullins further explained that many years ago the Town had a broken water line running underneath the pool and the pool itself also had a leak. He explained it was very likely these contributed to some of these issues we are now seeing.

Mike Holbrook also advised in talking with both the girls' and boys' coaches up at the tennis courts over the past week or so, their immediate concern is the condition of the fencing. They explained it could be very dangerous if running for a ball and players getting cut or hurt. Town Manager, Mr. Mullins advised the holes in the fencing will be repaired this week and will ensure the fencing is more stable at least for this season.

Sharon Still advised she had also met with Dr. Kilgore and shared an estimate with Mr. Mullins from Baseline Sports out of Knoxville explaining their resurfacing was guaranteed for ten years. Dr. Kilgore also estimated that the existing tennis courts were approximately 40 years old. Mr. Mullins stated he thinks the courts were likely last resurfaced 10 to 15 years ago. Everyone agreed it has been a good investment for the length of time they have been there. Ms. Still further explained with the money being given from the other recreational people, such as Mr. Couch, she and Dr. Kilgore feel this would be a good solution for now. She and Dr. Kilgore are presently working to raise some additional funds to lessen the expenditure to the Town as much as possible.

Mr. Mullins also reported that he had talked with the crane contractor and they feel there is a boom truck that may lift the caboose if we want it moved. Chris Mullins recommended that Mr. Mullins talk with Robert Estes, with Estes Brothers to help get the caboose moved for the Town.

Jeff Kiser advised that he had the opportunity to meet with Shannon Scott, County Administrator last week regarding the Three-Way Motel. Mr. Scott indicated that the land owner and the County have been working together on this project and they feel they have a resolution in place for this and both parties would certainly appreciate any future questions be directed to the County and/or land owner directly.

Public Works:

Danny Jordan, Public Works Director was not present for the meeting. Mr. Mullins provided a copy of Mr. Jordan's Public Works Monthly Report for February – March 2017.

Mr. Mullins reported that 233 work orders were processed during this time period.

The Lane Group

Chris Mullins, with The Lane Group reported on the water project and advised Rural Development has just finished reviewing and approved the contracts for the project. Now, their firm and Mr. Mullins will be working together to meet the letter of conditions. Mr. Mullins also reported that there are two resolutions on the agenda this evening. Both resolutions are to pursue grant money from the Virginia Department of Health.

Mr. Chris Mullins explained the first resolution would be for Star Branch Road area. He advised there have been some homeowners in this area that have requested water services. He is asking Council to support this resolution to allow their firm to submit for grant funding to extend waterline services to these approximate ten houses.

Mr. Mullins also explained the second resolution would be Phase I of the water meter replacement project. With the existing water project, Mr. Mullins explained they will be replacing all the Bond Town water meters and the Banner water meters. He is proposing this three phase plan to get all the water meters in Town replaced at no cost to the Town. Mr. Mullins explained this would be phase one of three. This resolution would allow their firm to submit a request for yearly grant funding in the maximum amount of \$150,000 to replace water meters. Mr. Mullins explained we can apply for this funding once a year and would have all water meters replaced within the next 36 months.

Mr. Mullins advised existing water meters here in the Town of Coeburn are approaching twenty years old. He explained that Town of Coeburn was the very first to have radio-read water meters in the state. It was the latest and greatest at that time. However, twenty years later, things get old and wear out. He feels certain that with the new water project, Town of Coeburn will realize a significant amount of revenue increase from the loss water just due to the age of the old meters. He would recommend scheduling a meeting with Consolidated Pipe, our water meter supplier. Mr. Mullins advised that Jarrod with Consolidated Pipe will be here in Coeburn with The Lane Group on April 6th doing a PVC Pipe and latest water product innovation seminar and would suggest scheduling a meeting with him to discuss what is compatible with what we have now and give the Town some options. Mr. Mullins did advise the Town must stay compatible with old to new water meter systems.

Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$141,969.41. She reported outstanding checks in the amount of \$29,496.21, accounts payable due in the amount of \$54,864.62, and interim accounts payable in the amount of \$164,965.27. After deducting the

accounts payable due and outstanding checks, the reconciled cash balance was \$57,608.58. Ms. Yates also pointed out that the posted cash balance as of March 10, 2017 in the amount of \$141,969.41 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 February 13, 2017 Regular Meeting and February 27, 2017 Workshop Meeting minutes.

Ms. Yates also reported that we did receive the C N W refund check on March 3, 2017 in the amount of \$26,779.00 and this amount is included in our total cash availability.

She also reported that we did receive the \$1,500 reimbursement from the Virginia Tourism Corporation for our LOVEworks project. She advised that she has also submitted our invoice and all supporting documentation for our \$3,000 reimbursement for UVA-Wise Rally SWVA Project. We have not yet received these reimbursement funds.

Ms. Yates also reported that late notices were mailed for Real Estate and Personal Property tax accounts on March 10, 2017.

She also advised she is currently working on 2017 Business License Renewal mailings and will be sending these out hopefully within the next week. Business Licenses are due by May 1st.

Jeff Kiser made a motion to accept the February 13, 2017 Regular Meeting Minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Jeff Kiser made a motion to accept the February 27, 2017 Workshop Meeting Minutes as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the accounts payable due as presented. Mike Holbrook 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.

Police Department

Chief Scott Brooks gave the police activity report for the month of March 2017. There were 1,412 events that took place during the month. He gave a summary of these events.

Chief Brooks also reported the new vehicle will be available for pickup on or about March 17, 2017. He also advised the 2017/2018 Virginia Highway Safety Grant application has been submitted.

Sharon Still also inquired about setting up a Safe Meeting Place for people making yard sale/online transactions. Chief Brooks advised his department is currently researching camera systems with a wide angle lense.

Jeff Kiser thanked Captain Williams for placing Chief Brooks' work schedule on the bottom of the Police Department report and asked if he could please use a little larger font going forward. Mr. Kiser acknowledged that Council members had also received Ms. Yates' schedule by email earlier today. Mr. Mullins advised that he would also send his work schedule to Council members. Mr. Kiser also requested to receive our Public Works Director's work schedule monthly as well.

Fire Department

Cliff Hawkins, Fire Department Chief gave the monthly activity report for the month of February 2017. He reported that for the month of February 2017, there were 12 total calls, 159 total man hours for calls, 81 total personnel responding and there were 94 training hours during the month with no total assist calls.

He also reported that the burn ban went into effect in the month of February, now through May 15th. Citizens cannot burn before 4 p.m. and the fire has to be put completely out before midnight. He also reported that the only thing you can burn is land clearing brush only.

Jeff Kiser asked Chief Hawkins if he and his department would be willing to participate in helping clear an area for fire prevention possibly in conjunction with the Guest River Rally. Another local fire department cleared an area for storytelling to be held at night. Chief Hawkins advised they had leaf blowers and would be very willing to participate in helping clear an area for fire prevention if they decided to do story telling in Town.

Chief Hawkins also provided Council with a letter reflecting the newly elected officers for Coeburn Fire Department for the year 2017. This will be placed on the April 10, 2017 Council Meeting Agenda for approval.

Attorney Report

William Sturgill, Town Attorney, advised he had prepared a draft lease agreement for Spearhead Trails for Council review. He requested if there were any additions or corrections that needed to be made to this agreement, if they could please get these items to himself or Mr. Mullins within the next week. It can then be sent to Spearhead Trails for their signature and accepted by Council at the next voting meeting in April.

New Business:

- B. Board of Zoning Appeals Appointment – Town Manager reported there was one application, Mr. Marty Puckett and a copy of his application was provided in the last meeting’s Council packet.

Jeff Kiser made a motion to approve Mr. Marty Puckett for a four year term on the Board of Zoning Appeals Appointment. Mike Holbrook seconded the motion. A roll call vote resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Aye, Deventae Mooney – Absent, Sharon Still – Abstained due to being a relative and Mike Wright – Aye.

- C. Century Link SCC Case No. PUR-2017-00007 concerning s proposed transaction - Town Manager reported as a result of the proposed transaction, the joint petitioners are required by the Commission to provide a copy of this Order to all local government officials in areas where the joint petitioners provide service.

- D. Draft Environmental Assessment Nettle Patch Vegetation Management Project – Town Manager included a copy of the letter that stated they have completed a Draft Environmental Assessment evaluating the Nettle Patch Vegetation Management Project on the Clinch Ranger District of the Jefferson National Forest in Wise County, VA.

Jeff Kiser asked that Mr. Mullins reach out to U.S. Forest Service Clinch District Ranger Barry Garten and extend an invitation to him to attend the next Regular Town Council meeting to address its concerns.

- E. Resolution 17-009 - Town Manager read Resolution 17-009. Jeff Kiser made a motion to accept Resolution 17-009, Town of Coeburn Water Meter Replacement Project – Phase I. Mike Wright seconded the motion. A roll call vote resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Aye, Deventae Mooney – Absent, Sharon Still – Aye and Mike Wright – Aye.

- F. Resolution 17-010 - Town Manager read Resolution 17-010. Jeff Kiser made a motion to accept Resolution 17-010, Town of Coeburn Star Branch Road Waterline Extension Project. Sharon Still seconded the motion. A roll call vote resulted as follows: Mike Holbrook – Aye, Jeff Kiser – Aye, Deventae Mooney – Absent, Sharon Still – Aye and Mike Wright – Aye.

Old Business:

- A. Paymentus – Town Manager reported that he had an emailed response from Paymentus. William Sturgill explained that they are not willing to waive the clause where the Town could be liable for payments but they are explaining why it’s in there from their business standpoint. He explained this is a nice service to offer but Council will need to weigh the pros and cons and then can make a decision.

Council recommended to look for other providers to see what other options are available.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.1) to discuss performance of Town of Coeburn personnel. 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 that only business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted in all Ayes.

Council Comments and Concerns:

Mike Holbrook thanked all the Chiefs for their hard work and dedication, he also thanked all Town employees, Mr. Mullins and Mr. Sturgill as well. He added they were going to put a word limit on all their comments this evening so Ms. Yates wouldn’t have to type so much.

Sharon Still reiterated thank you to everyone and had no additional comments.

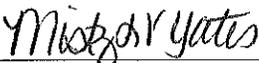
Mike Wright also thanked both the Police and Fire Chiefs for staying tonight.

Jeff Kiser reiterated what fellow council members have said.

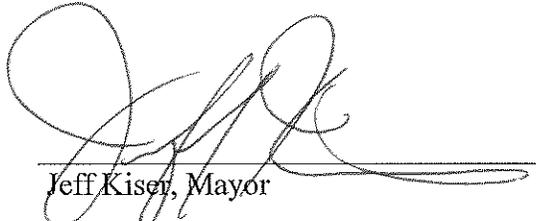
Adjournment:

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

Respectfully Submitted,



Attest: Misty Yates, Clerk



Jeff Kiser, Mayor

**Council Minutes
Workshop Meeting
March 27, 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 Robert Ledford, Herald Church of God of Prophecy gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Ronald Porter.

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. Deventae Mooney seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Town Manager, Russell A. Mullins reported there are some items in the Federal Budget that as of right now have been taken out and may end up effecting localities, such as us, particularly ARC Funding. He explained a lot of the programs like USDA and Rural Development get much of their funding through this. He reported that while the Grant process will be more competitive, there will be less dollars to grab onto.

Mr. Mullins advised there is also a few Board appointments coming up – one on the C N W Board coming up in May and three on the Economic Development Board in June.

Mr. Mullins also thanked Crystal Lawson and everyone who came out and attended the 3-21 event held this past weekend. It was a spectacular event and very well attended.

Mr. Mullins also reported that he was very pleased to see many people daily taking pictures in the Rocking Chair. He advised that they will be better securing the Rocking Chair and steps.

Deventae Mooney inquired about the Town's web page and where we were in the process of getting it updated. Mr. Mullins explained that we had reached out to Stephanie Skeen and this issue had been taken care of. Mr. Mullins also explained that as things need to be posted and/or updated, each department will email Stephanie Skeen directly, copying their email to Mr. Mullins. Ms. Yates also advised that audio recordings have been updated and many previous forms have also been updated with necessary contact information on the website. She explained that Ms. Skeen has been very responsive and easy to work with.

Mr. Mullins also reported that the case that is now located in the Farmer's Market Pavilion was a recent project from Coeburn Middle School. He explained the wooden box has canned goods and other nonperishable food items for those in need. Mr. Mullins explained people are encouraged to take items from the case if they need them or contribute items if they can.

Deventae Mooney asked if the school had suggested the location for the box or how was this location chosen. Mr. Mullins explained that he had selected this location for the placement of the box. He said he chose this location in part because the Farmer's Market operates there in the summer. This presents an opportunity he explained.

Mr. Mooney explained he had recently witnessed an incident near the box and expressed his concern about the highly visible location. He explained that that he feared a lot of people in need may not use the box because they have too much pride to want other people seeing them take a handout.

Sharon Still expressed her concern that other people don't seem to have any problems in taking items from the box as well as her concern about putting it in a more secluded place and making it a target for vandalism.

Deventae Mooney stated the box was a great idea and thanked everyone who did it but he doesn't want the box on Front Street. Mr. Mooney said he has no problem in relocating the box to the other side of the Farmer's Market. He feels the box just needs a different location explaining that where it is now is a very busy intersection and the families who need it, don't want to be seen taking items out of it.

Ms. Still and Mr. Mullins again repeated their concerns about vandalism with the giving box. Mr. Mullins explained that was one of the reasons he had chosen this location, any vandalism would likely be witnessed here.

Mr. Mooney again stated that people who most needed to use the box have a desire for privacy. Chief Scott Brooks acknowledged he understands this concern. Adding that he wouldn't feel comfortable in taking items from the box with everyone watching, if he was in that situation.

Mr. Mullins asked that council please review a quote for a pre-service audit that Ms. Yates had provided to them.

Mayor Kiser also requested an update from Mr. Mullins on setting up three meetings. The meeting requested were with Larry Sturgill's Office, Lenowisco and PSA. Mr. Mullins explained that he had previously been forwarding emails relating to these meetings to Mayor Kiser's Town of Coeburn email address instead of to his personal email address as requested. Mr. Mullins will reach out to each, get these meetings set up and will send correspondence to Mayor Kiser's correct email address going forward.

Public Works

Danny Jordan, Public Works Director, reported that the Spring Clean Up be held April 17th – April 21st. He asked that citizens please call ahead to schedule their pick up and make sure to place items that they want removed where they place their garbage presently.

Sharon Still asked if Mr. Mullins had prepared a list to let citizens know what items can and cannot be picked up during Spring Clean Up. She requested that Spring Clean Up be advertised on both our web page and Facebook page.

Jeff Kiser requested that we also pick up larger items, such as washers, utilizing a piece of equipment. Mr. Jordan and Mr. Mullins both agreed there would be no problem in doing so provided citizens would call Town Hall to schedule, on a case by case basis and would have those larger items placed by the curb where they place their garbage for pick up.

Jeff Kiser shared that Flag Hill looks great and that he along with others have received many compliments for all the work that has been done and the area looks wonderful after being cleared. Mr. Jordan thanked Camp 18 for their hard work in assisting with clearing this area and also their work at the tennis courts. Mr. Kiser also inquired about where we are in getting a timer for the tennis court lights. Mr. Mullins advised it would likely be at the start of next year's budget.

Mr. Kiser also requested that the caboose be repainted. He explained the last time it was painted was done by Viola and to keep trash from being thrown in the caboose, they had also put up black plywood over the windows. He also requested that they possibly replace the plywood with plexiglass so that you could look in the caboose and see everything inside. Mr. Kiser would like to see this placed on the schedule for completion. Mr. Mullins advised he would have it completed by the Guest River Rally.

The Lane Group

There was no representative from the Lane Group present. Town Manager reported that the funding application will be submitted this week for Star Branch Road and the meter replacement projects.

Treasurer/Clerk

Misty Yates, Treasurer, reported a posted cash balance of \$145,845.91. She reported outstanding checks in the amount of \$104,558.26, no accounts payable due and interim accounts payable in the amount of \$83,680.28. After deducting the accounts payable and outstanding checks, the reconciled cash balance was \$41,287.65.

Ms. Yates reported that the March 13, 2017 Regular Meeting Minutes will be distributed along with the April 10, 2017 Council Packets.

Ms. Yates also reported that the 2017 Business License renewal mailings did go out today. She is still currently working on the past due Business License account letters and hopes to get these

letters out to these business clients by the end of the week. Business Licenses are due by May 1st.

Police Department

Chief Scott Brooks reported that he brought one of the new Police vehicles down tonight so that everyone could look at it after the meeting. He advised they were in the process of scheduling for the vehicles to be striped and equipment be installed. He is hopeful they will be ready for the road within the next two weeks.

Chief Brooks also reported that he had looked in to the wrap around brush guards for the new police vehicles. Working with Big Stone Gap Police Chief, Stephen Hamm, he can purchase these brush guards for \$245 per vehicle. Chief Brooks recommended purchasing these and felt this would be a great investment; adding protection if the vehicle hit another vehicle or a deer. Town Manager advised to go ahead and purchase the brush guards for both vehicles. He explained the Police Department had approximately \$4,000 left over in their equipment budget line item after paying for the cars last Wednesday.

Chief Brooks advised that the sign for the safe meeting place has been ordered. He explained that this new sign would be placed with the existing Police Department sign. There won't be an actual parking spot designated; people will be able to park wherever is available at the department. He also reported that they had looked into a wide angle camera but those were approximately \$500.00. He said they are currently exploring some other options to go along with all the existing cameras they already have.

Chief Brooks also asked Council members to consider looking in to LEOS in the future. Chief Brooks explained LEOS stands for Law Enforcement Officer's Supplement which is a hazardous duty supplement in addition to their VRS Retirement benefits. He gave an example that someone who works thirty years in Law Enforcement under VRS, doesn't have the money to retire after they retire because of having to pay insurance and other expenses and must get another job. He said there are a few men in his department presently that are getting close to retirement and one has said they may have to leave and go to another department that offers LEOS. Chief Brooks advised that a study would cost \$1250.00 for someone to come in and do a study on the Town and its employees to see what it would cost to offer LEOS. With LEOS, after retiring, it would give an additional \$1,250 monthly benefits on top of their monthly VRS Retirement benefits. He reported there are six agencies in Wise County that currently offers LEOS and four agencies that do not. Chief Brooks advised Wise County Sheriff's Department, Norton Police Department, UVA-Wise Campus Police Department, Big Stone Gap Police Department, Wise Police Department and Mountain Empire Community College Campus Police Department all offer LEOS. The four agencies that currently do not offer LEOS are Coeburn, Pound, Appalachia and St Paul.

Mayor Kiser requested Chief Brooks to speak to a couple of the agencies who currently offer LEOS that would be comparable in size to his department to just get an idea of an approximate cost prior to spending the \$1,250 for a study to be completed.

Fire Department

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

Attorney Report

William Sturgill, Town Attorney advised all of his items were on the agenda under 'Items for Discussion.' He offered to answer any questions that Council may have.

Deventae Mooney asked about the liability, if someone falls out of the Rocking Chair. Mr. Sturgill advised he would be glad to provide legal advice to Council regarding this matter.

Items for Discussion:

- A. Leak Adjustment Policy Review – Jeff Kiser distributed copies of the Town of Coeburn's current Leak Adjustment Policy along with the forms that are completed for an adjustment. He had also asked Mr. Chris Mullins to assist with gathering copies of other nearby communities' leak adjustment policies as well as one or two leak adjustment policies found on the internet.

Mr. Kiser reported that for the last several weeks, Ms. Yates and Mr. Mullins have been hard at work answering many questions that Mr. Art Mead has brought to them concerning budget numbers. During this process, one of the things that has come to light is our Leak Adjustment Policy and the amount of leak adjustments that the Town of Coeburn does on a yearly basis. These numbers are still being gathered but it is a considerable amount for the last few years. Mr. Kiser is recommending that the current Leak Adjustment Policy be reviewed. He provided a document he put together for consideration, adding this was a draft or a working document in progress. He asked that his fellow council members review and make suggestions or any changes as they saw needed. Mr. Kiser would like this to be placed on next month's voting meeting agenda. Ms. Yates advised that they currently have some preliminary numbers together for adjustments greater than \$100.00 or more. She advised they would have total leak adjustment numbers together for review within the next two weeks.

- B. Tennis Court - Mr. Mullins advised that they were still waiting on the information from Mr. Couch. He explained that their meeting was going to be held on March 29, 2017; so by our next Council meeting, we should have some additional information.

Mike Holbrook reported that he had gone up to the tennis courts. He advised that with what work has already been done, the fence was much safer. Mr. Holbrook also asked for an update on the engineering study that had been done previously on the ground for the tennis courts that are the closest to the pool. Mr. Mullins advised that court was much worse than anyone previously thought. He explained that they would be holding off on repairing this court closest to the pool; correcting this one when they could. Mr. Mullins advised in talking with Chris Mullins and a few others, the previous big leak in the pool with water runoff likely contributed as well as the ground was still green when the court was constructed. Mr. Mullins advised he will be applying for a \$20,000 grant and is

currently working with a Tennis Association representative that is guiding him through the process. Ms. Still advised once the grant application is submitted, an answer should be received within 15 days. Mr. Mullins also thanked Ron Arney for all his help and guidance with the recent work that is being completed at the tennis courts.

Jeff Kiser also mentioned that he had seen in the newspaper that Central High School had gotten six new tennis courts from donors. During the last meeting, it was discussed putting together a committee with Mr. Robert Kilgore and now Mr. Arney has also gotten involved with this process. Mr. Kiser and Mr. Mullins both think it would be a great idea to form a committee to discuss and make sure things are done correctly the first time. Mr. Mullins feels we have a strong chance of receiving the \$20,000 grant from the Tennis Association which would help tremendously.

- C. Personnel Policy Review – William Sturgill advised the personnel policy draft he presented is about sixty pages in length. He explained there is a lot of significant changes in the Personnel Policy and it is very important to the Town and its employees. He would ideally like to see this revised policy be put in place by July 1st with the new budget year. He recommended placing this policy review on the April Workshop meeting agenda to go over in great detail and work out any changes at this time. Jeff Kiser requested this item be placed on April's Workshop meeting agenda for detailed review and then be placed on May's Regular Meeting agenda to vote on.

Sharon Still also recommended that random drug screening for employees also be put in place with the next budget year. Mr. Mullins explained that the drug screening panel we presently use is about \$60 per testing. In discussing, if one drug screen was administered monthly to a random employee, that would be a total yearly cost of \$720 to the Town. Council asked this item also to be placed on April's Workshop meeting agenda for detailed review and then be placed on May's Regular Meeting agenda to vote on.

- D. VML Insurance Safety Grant Award – Mr. Mullins reported he had received notification of approval for the \$2,000.00 Risk Management Grant Application. He explained that he would be purchasing the eligible items that included three plug-in worksite lights, one cordless worksite light, five road work ahead signs, three sign stands and thirty traffic codes. All of which will be eligible for reimbursement from VML Insurance Programs Risk Management Grant.
- E. Crab Orchard & Beech Ave WL Replacement Phase II - Mr. Mullins provided a copy of the letter from the Commonwealth of Virginia, Department of Health stating after review of the procurement/contract information provided to this office, for this project, they found the professional services procurement procedure/contract is acceptable under their program.
- F. Comcast Channel Lineup Changes – Mr. Mullins provided a copy of a letter for public information from Comcast with important information about channel lineup changes for Comcast customers.
- G. Old Dominion Power Rate Increase - Mr. Mullins provided a copy of an application of Kentucky Utilities Company d/b/a Old Dominion Power Company who had filed an Order

with the Virginia State Corporation Commission to increase its levelized fuel factor by \$0.00182 per kilowatt-hour.

Sharon Still advised that Wise County Board of Supervisor's passed a resolution against the rate hike. Jeff Kiser said he would like to see Council voice its objection as well. Town Attorney, William Sturgill explained that Council would have to vote on a formal resolution and could not do this during this Workshop meeting. Council agreed that Mr. Mullins should write a letter of opposition on behalf of the Town of Coeburn.

- H. Nettle Patch Draft Environmental Assessment – Mr. Mullins reported that U.S. Forest Service Clinch District Ranger Barry Garten will be attending the April 10, 2017 Regular meeting to discuss the Nettle Patch Draft Environmental Assessment.

Sharon Still advised that Clinch Ranger District has extended the comment period to midnight on April 24th. The previous deadline was March 24th. Ms. Still suggested that Mr. Mullins write a letter to the U.S. Forest Service expressing Council's concerns and asking for specifics about the herbicides to be used. Also, she wants to know if the forest service has done water sampling in the area. Mike Wright also advised that Council needs to know the specifics, including the concentration of chemicals to be used. Jeff Kiser agreed that Council's concerns should be put into writing and also voted on during the April 10, 2017 meeting. William Sturgill recommended voting on a resolution instead of a letter voicing concerns. Council asked Mr. Sturgill to prepare a resolution for their review.

Closed Session:

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

Council Comments and Concerns:

Mike Holbrook thanked everyone involved in the Rocking Chair, LOVEworks and banner projects. He explained this was a great project, didn't cost the Town a lot of money and more importantly gave everyone an opportunity to work together. He also thanked everyone involved in organizing the 3-21 day this past Saturday adding it was a well attended, great event. He also hopes that we get to see some things moving on the park. Mr. Holbrook explained they are to a point where they be deciding whether or not to move forward and spend the money they have or keep the money they have now and try to obtain a Grant; adding they are about halfway there with the matching funds that would be required. He thanked all Town employees, the two guests at tonight's Council meeting and his fellow council members.

Deventae Mooney stated it was a joy being at 3-21 day on Saturday. He added that after a date is set for next year, he hopes that the Town could start planning on our end to make sure everything goes as smooth as possible for the organizers of this wonderful event.

Sharon Still also said 3-21 day was a great success and Crystal Lawson does a fantastic job in pulling all of that together with her many volunteers. Many states were represented here in our Town on Saturday. Ms. Still also reported that Ms. Lawson has already began working on the special needs Fall Ball and this year's theme is Alice Through the Looking Glass. She thanked all Town employees for all they do and acknowledged the Town is looking really good.

Mike Wright stated he is hearing a lot of positive comments about how the Town is looking and makes him proud. He added the Rocking Chair seems to be a big hit in Town. He also recognized Crystal Lawson and all the work she does to make 3-21 day so successful especially with the economy we have right now. Mr. Wright also reported that Amelia Jayne has painted the sign for the Cultural Arts Building and it looks wonderful.

Jeff Kiser reiterated that 3-21 day was a great event held in the Town of Coeburn. He also thanked all the businesses who donated. He also reported Wings was a great addition to 3-21 day. Not only did he witness children having a good time with them but adults were enjoying it as well.

Mr. Kiser also reported that he had spoken with Shirley Cassidy and that the Farmer's Market would open on June 3rd this year. It will be at the same location as the past few years. He encouraged everyone who has a garden to bring their goodies down and sell them at the Farmer's Market.

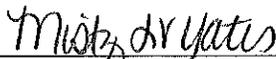
Mr. Kiser also advised this year's July 4th celebration in the Town of Coeburn will be held on July 4, 2017. Details are still be finalized but events will be kicked off that day with a parade beginning at 2:00 p.m. and events planned throughout the day through 9:30 p.m. that evening.

Mr. Kiser reiterated that downtown looks fabulous and enjoys seeing lots of photos in the Rocking Chair on Facebook. He thanked everyone who works for the Town and to keep up the good work.

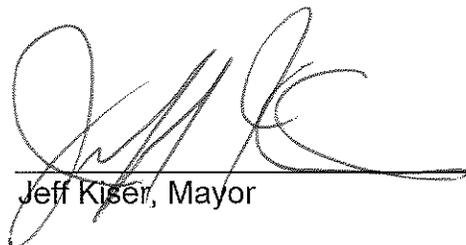
Adjournment:

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

Respectfully Submitted,



ATTEST: Misty Yates, Clerk



Jeff Kiser, Mayor