

**Council Minutes
Regular Meeting
May 11, 2015 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees: Upon a roll call vote council members Veronica Buchanan, Deventae Mooney, Jeff Kiser, and Sharon Still were present. Scott Brooks – Chief of Police, Christy McCoy – Clerk/Treasurer, and William Sturgill – Town Attorney were also present.

Call to Order: Mayor Jeff Kiser called the meeting to order.

Pastor Marty Puckett, Mary's Chapel Church, gave the invocation. The group remained standing for the Pledge of Allegiance.

Public Expression:

There was no public expression and public expression was closed.

Approval of Agenda:

Mayor Kiser advised Council that there was a need to enter into closed session to discuss the acquisition of real estate property for public use.

Deventae Mooney asked to add the municipal pool to old business, item d.

Sharon Still made a motion to accept the agenda with the requested amendments. Jeff Kiser seconded the motion which resulted in all Ayes.

Reports:

Town Manager

Town Manager Mullins reported the public works department completing 250 work orders for the month. He also informed Council that the Litchfield project would be finished up the following day. SB Construction resumed work on the downtown water project. The public works director was not present but Mr. Mullins will scan a copy of his report and forward it to all Council members.

Deventae Mooney reported that he received calls regarding a lawn on North Street. Mr. Mullins would inquire about the property upon receiving the information of the location and owners.

Public Works

Danny Jordan, Public Works Director was not present.

The Lane Group

Chris Mullins, The Lane Group, reported that the low bid result for the Crab Orchard and Beech Avenue project was submitted by Little B Enterprises in the amount of \$84,595.20. The project will take approximately 3 weeks to begin. He asked Council to approve and issue an award to Little B Enterprises in order to move forward with the project. The project is a \$100,000 grant which is fully funded by the Virginia Department of Health. There will be some administrative costs for the project. The project will replace approximately 2000' of waterline. Jeff Kiser made a motion to issue a contract to Little B Enterprises for the Crab Orchard and Beech Avenue project in the amount of \$84,595.20. Sharon Still seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, S. Still – Aye, and J. Powers – absent.

Jeff Kiser asked Mr. C. Mullins if there were any grant proposals or grant applications in the process. Mr. Mullins informed Mr. Kiser that at the time, the town is not eligible for any grants. He and the town manager have been discussing future projects that could qualify for some type of funding. He asked Council to outline the School House Hill sidewalk project that was discussed in the past. He offered to set up a work session to discuss any wish list items that Council may have.

Treasurer

Clerk/Treasurer, Christy McCoy presented Council with minutes from April 13, 2015, April 20, 2015, and April 27, 2015. She presented the accounts payable due in the amount of \$84,721.99. Also presented was the interim accounts payable report in the amount of \$58,596.90. Ms. McCoy reported cash balances on all accounts that were held by the Town of Coeburn.

April 13, 2015 – Regular Meeting – Jeff Kiser made a motion to approve the minutes as presented. Sharon Still seconded the motion. The results were as follows: V. Buchanan – Abstained (absent), D. Mooney – Aye, J. Kiser – Aye, J. Powers – Absent, S. Still – Aye.

April 20, 2015 – Special Called Meeting – Jeff Kiser made a motion to approve the minutes as presented. Sharon Still seconded the motion which resulted as follows: V. Buchanan – Aye, D. Mooney – Abstained (absent), J. Kiser – Aye, J. Powers – Absent, S. Still – Aye.

April 27, 2015 – Recessed Meeting – Mr. D. Mooney asked Ms. McCoy to correct the Council attendance to reflect that all Council members were present. Jeff Kiser made a motion to accept the minutes with the correction made by Mr. Mooney. Sharon Still

seconded the motion. The motion resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

April 27, 2015 – Workshop Meeting – Jeff Kiser made a motion to accept the minutes as presented. Sharon Still seconded the motion which resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Accounts Payable - \$84,721.99 – Jeff Kiser made a motion to pay the accounts payable as soon as funds were available. Sharon Still seconded the motion which resulted as follows: V. Buchanan – Aye, J. Kiser- Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Interim Accounts Payable - \$58,596.90 – Jeff Kiser made a motion to accept the interim accounts payable as presented. Sharon Still seconded the motion which resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Police Report

Police Chief, Scott Brooks reviewed the activity report. He reported 851 total events, which included, 26 total incidents, 18 arrests, 2 accidents, and 85 citations. Chief Brooks reported that the police department was still working on finding additional grants for the police department.

Volunteer Fire Department

Fire Chief, Cliff Hawkins reviewed reports for February, March and April 2015. He reported many calls had been answered during the February snow storm. The fire department responded to approximately 49 calls during that month. He reported that March and April were much slower than the previous month. During the month of March the fire department responded to approximately 30 calls. During the month of April the department responded to approximately 12 calls.

Ms. Still asked if the fire department could give truck rides to children during the July 4th celebration. Chief Hawkins told Ms. Still that it would be a safety hazard due to the make of the trucks. She asked if there was anything the fire department could do to participate. She suggested possibly opening a fire hydrant and having some type of water activity in a parking lot or a portion of a street. Chief Hawkins stated that he would give some thought to the idea and talk to his officers to see what type of schedule everyone has. He will report back to Council or the CIA as soon as possible.

Mayor Kiser asked Chief Hawkins if an invoice for rescue funds was submitted to Wise County. Mr. Hawkins informed him that an invoice was not submitted yet. The town manager discussed the funding with the county finance director. He was informed that

upon purchasing rescue equipment the fire department needs to submit the invoices for reimbursement. Chief Hawkins assured Mr. Kiser that the funding would be used.

Attorney Report

The attorney reported that he researched the Coeburn Cemetery issue. He went back to the 1800's and found the establishment. He explained that during 1901 there was a deed between Coeburn Land Company and Georgia Litz. In researching the deed, Mr. Sturgill was unable to find where the land came out of Coeburn Land and Development Company. The Wise County GIS department was unable to provide any additional information on this piece of property or ownership. No one was familiar with the history of the Coeburn Land Company. Mayor Kiser stated that additional information would be needed to make any decisions on property maintenance. Mr. Sturgill stated that he wanted to make Council aware of the time that was being dedicated to the deed research.

Farmers Market

Ms. Shirley Cassidy was not present to give a report. The Farmers Market will open May 29, 2015 from 3 p.m. to 6 p.m.

New Business

- a. Fire Department Officer List – Chief Hawkins provided the results of the officer elections that were held on March 11, 2015. The officers were as follows: Chief – Clifton Hawkins, Assistant Chief – Roger Stanley, Captain – Logan Jackson, 1st Lieutenant – Cody Pilkenton, and 2nd Lieutenant – Brandon Meade.

Veronica Buchanan made a motion to approve the list of officers as presented by Chief Hawkins. Sharon Still seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

- b. Resolution #15-004 Designation of State Route 72 for Inclusion in the National Scenic Byway System – Jeff Kiser made a motion to accept Resolution #15-004. Veronica Buchanan seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.
- c. Notice of Comcast Merger with Time Warner Cable – This was notification that the scheduled merger between Comcast and Time Warner Cable did not take place. The town manager explained that this was a standard formality notice.

- d. Workshop Meeting – Mayor Kiser suggested tabling the item and including it with the FY16 Budget Process. Council agreed.

Old Business

- a. Proposed Revenue Increases – Christy McCoy reviewed the proposed rate increases with Council. Ms. McCoy and Mr. Mullins recommended a 15% utility rate increase in order to balance the FY16 budget. The recommendation was based on historical collections over a 3 year period. The initial calculations were based on 100% customer sewer base. The out of town customer base was not 100% of water accounts. The real estate was proposed at \$.20/100. Mr. Mullins reviewed the budget in full. He noted that there was a \$54,000 reserve line item. Ms. McCoy pointed out that the miscellaneous revenue line item on the water receipts increased due to the number of reconnect charges. There was a proposed rate increase in the disconnect fee. The proposed increase was a \$60 disconnection fee. Ms. Still stated that she would be in favor of charging the fee if the water is disconnected due to nonpayment. Ms. McCoy also asked Council to look at the disconnect policy. They asked Ms. McCoy to present something to them for approval. There was not policy written on any of these issues. Ms. Still stated that the monthly statement clearly states that if a bill is not paid by 4:30 on a specific date then the utility is subject to disconnect. The attorney suggested reviewing the policy for corrections and updates or establishing an additional policy.

Mayor Kiser reviewed the budget further and asked the treasurer if there were revenue or expense estimates that the town would not be able to meet. Ms. McCoy said that upon reviewing the revenues she felt like there were a few line items that were unrealistic. After speaking with the town's auditor, it was determined that some additional expenses could be allocated to the utility fund.

Ms. Still asked about the requirements for advertising the budget and the public hearing. The attorney briefly explained the process that needed to be followed. Council cancelled the workshop meeting and will recess the regular meeting until May 18, 2015 at 6:30 p.m.

- b. Budget Process – Veronica Buchanan asked about the repairs needed to be done to Tom's Creek Dam. Mr. Mullins stated that the amount was included in the utility budget. He will verify the amount with the Lane Group. Ms. Still asked if the water pump stations were included. Mr. Mullins informed her that those would be fully funded grants and wouldn't be included in the budget. Mayor Kiser asked Ms. McCoy to review the expenses before the recessed meeting to be held May 18, 2015. Mayor Kiser asked if there were any expenses that may be

understated. The town manager stated that he based his figures off of a yearly average and that he was comfortable with the numbers presented. Mayor Kiser asked if there were any rolling stock allocations anywhere in the budget. Mr. Mullins stated that no equipment would to be replaced during FY16. He is working on including those in the FY17 budget. He stated that a sewer jet and 1 new pick-up truck needs to be purchased but it can wait until the next fiscal year. Mayor Kiser asked both the town manager and treasurer if they were comfortable with 15%. Ms. McCoy informed Council that she was comfortable that the 15% increase would cover the expenses that were proposed in the FY16 budget. She explained that if a major equipment break-down, waterline breaks, bad winter or unexpected expenses were incurred the 15% would not be enough.

- c. Resolution #15-003 Member Contributions by Salary Reduction for Counties, Cities, Towns, and other Political Subdivisions – This was a resolution that needed to be passed for the member contributions by salary reduction. Sharon Still made a motion to adopt resolution #15-003 as presented. Veronica Buchanan seconded. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.
- d. Coeburn Municipal Pool – The town manager asked Council to determine if the municipal pool would open for the 2015 season. Ms. McCoy provided Council with the profit and loss statements for the municipal pool. Mr. Mullins planned on cutting expenses at the pool. He planned on cutting food cost and labor cost. Ms. Still wanted to see the pool open as a public service for the citizens of Coeburn. Deventae Mooney made a motion to open the pool for the 2015 season. Veronica Buchanan seconded the motion. A roll call vote resulted as follows: V. Buchanan – Aye, J. Kier – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Executive Session:

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711(A.3) for consultation specifically involving acquisition of real estate for the purpose of public use. Veronica Buchanan seconded the motion, which resulted in all Ayes.

Immediately following the closed meeting, Christy McCoy, 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 matters that were identified in the motion convening were discussed. The clerk conducted a roll call vote which resulted in all Ayes.

Upon reconvening the meeting Deventae Mooney made a motion to purchase Parcel 008167 in the amount of \$6000 with mineral rights to be exempted from the conveyance. Veronica Buchanan seconded the motion. A roll call vote resulted as

follows: V. Buchanan – Aye, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Abstain.

Mayor Kiser momentarily recessed the meeting. Upon returning to the meeting Mayor Kiser reconvened the meeting.

Council Comments and Concerns:

Mayor Kiser asked that all department heads attend the special called meeting. He reminded everyone of the bridge dedication and encouraged everyone to attend.

There was no Council comments or concerns.

Public Expression:

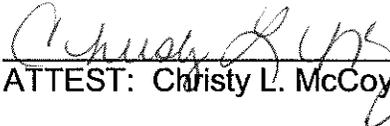
The Mayor reopened public expression.

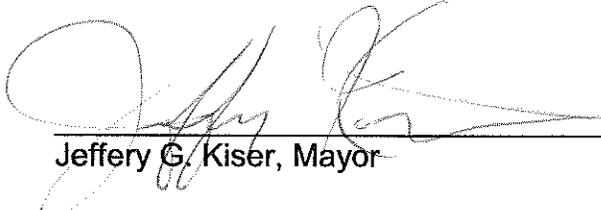
Willie Meade, 14008 Banner Mtn Rd. complained about a police officer. Mr. Meade stated that the officer was giving out personal medical information during a motorcycle wreck that he was involved in. He spoke with the officer and Chief Brooks regarding the incident and didn't feel like he was treated fairly. Mayor Kiser asked Mr. Meade to talk to Chief Brooks again to get the situation resolved.

Recess:

Mayor Kiser made a motion to recess the meeting and reconvene May 18, 2015 at 6:30 p.m. at the Depot. D. Mooney seconded the motion, which resulted in all Ayes.

Respectfully Submitted,


ATTEST: Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor