

**Council Minutes – Workshop Meeting
May 27, 2014 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees: Council members present: Carles Collins, Charles Kiser, Jeff Kiser and Jess Powers. Also present were, Gary Gilliam – Town Attorney, Christy McCoy - Clerk/Treasurer and Russell A. Mullins – Town Manager.

Veronica Buchanan did not attend the meeting.

Call to Order: Mayor Jess Powers called the workshop meeting to order.

Public Expression: There was no public comment. Public expression was closed.

Approval of Agenda (amendment by majority vote)

Charles Kiser made a motion to move the executive session to the first agenda item under new business. Jess Powers seconded the motion, which resulted as follows: V. Buchanan – Absent, C. Collins – Aye, C. Kiser – Aye, J. Kiser – Nay, J. Powers – Aye.

Executive Session

Charles Kiser made a motion to enter into closed session in accordance to section 2.2-3711 (A)7 for legal consultation surrounding Loretta Mays. Jess Powers seconded the motion. Jeff Kiser made a substitute motion to allow newly elected Council Members, Deventae Mooney and Sharon Still, to attend the closed session meeting. There being no second, Mayor Powers call for the vote which resulted as follows: V. Buchanan – Absent, C. Collins – Aye, C. Kiser – Aye, J. Kiser – Nay, J. Powers – Aye. Council entered into closed session.

Immediately following the closed meeting the clerk read the “Certification of Closed Meeting”, which is attached to these minutes and made a part hereof. A roll call vote resulted as follows: V. Buchanan – Absent, C. Collins – Aye, J. Kiser – Aye, C. Kiser Aye, and J. Powers – Aye.

There was no action resulting from the closed meeting.

New Business:

- A. Virginia Department of Environmental Quality Town of Coeburn Project: C-5145-02- Town Manager Mullins informed Council that VRA approved the financing for project C-5145-02- Sheffield Acres.
- B. VRA Virginia Water Facilities Revolving Fund Town of Coeburn Project: C-5145-02 Request for disbursement #1 – Treasurer, Christy McCoy reported that VRA approved and deposited funds for requisition #1 for the Sheffield Acres project.
- C. Larry Sturgill Audit for Fiscal Year ending on June 30, 2013 – Council was presented with an engagement letter outlining the terms to complete the fiscal year ending June 30, 2013. Council gave a consensus to move forward with the financials. An official vote will be taken June 9, 2014.

- D. Board of Zoning Appeals Appointments of One Member and Two Alternates – Mayor Powers asked that anyone interested in serving on the Board of Zoning Appeals submit an application to Town Hall prior to the close of business on June 5, 2014. Council will review the applications at the June 9, 2014 regularly scheduled meeting.
- E. Planning Commission Appointments – Mayor Powers asked that anyone interested in serving on the Planning Commission submit an application to Town Hall prior to the close of business on June 5, 2014.
- F. Budget Proposal – Town Manager Mullins presented a preliminary budget. The budget outlined anticipated revenues and expenses for Fiscal Year 2015. The town manager proposed reducing general fund spending to compensate for lost revenues due to declining bank franchise tax, property tax revenue, business licenses and state sales tax. Mr. Mullins also reported a decrease in revenue in the utility fund. J. Kiser asked when a draft budget would be ready for citizens to review. Town Attorney Gary Gilliam advised that the town will have to properly advertise the budget and conduct a public hearing prior to voting to approve the budget. Town Manager Mullins would have a complete budget ready for Council to review around June 3rd. He will email the budget to each Council member upon completion. Mr. Kiser asked if any progress was being made on the Spearhead Trails project. Town Manager Mullins will ask Chris Sturgill to attend the June 9, 2014 meeting.

Reports

Town Manager

Russell D. Mullins reported everything was going well with the public works department. J. Kiser asked the town manager about the pay rates for public works employees. He wanted to clarify that the employees pay rates were equivalent to what they were making when they were employed by Veolia. Town Manager Mullins reported that there were a few employees that were not being paid the same. J. Kiser asked the town manager to provide the pay rate information to Council. Mr. Mullins will provide the comparison per job position if the employees would be willing to share the Veolia pay rate.

Treasurer/Clerk – Christy McCoy

Ms. McCoy presented the reconciled cash report. The balances were as follows: Combined Account balance \$163,823.71 and Redi-Access Balance \$101.35. She discussed the accounts payable due the amount of \$623.70

Attorney Report

Gary Gilliam provided information about the police departments court dates. These court dates are for legal assists for routine violations.

Public Works

Danny Jordan, Public Works Director reported that the swimming pool was ready and would be opening June 6, 2014. He reported being extremely busy in the sewer department. The water department performed a new water hook up at the Rainbow Drive In. He reported that all employees had been cross trained. He advised Council that there would be additional charges for the backhoe repair. The additional amount totaled \$1,126.60. After discussion, it was Councils

consensus to approve the additional charges. An official vote can't be taken until the regularly scheduled meeting.

Special Projects

Farmer's Market – Shirley Cassidy reported that the hand washing station was received.

Cruise-In – Jess Powers reported that the most recent Cruise-In was very successful despite the cool weather.

Fire Department

Chief Hawkins was not present but the town attorney reported working with the chief regarding the Creed litigation.

Council Comments and Concerns

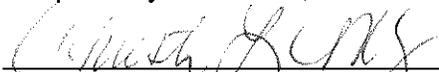
Mr. J. Kiser reiterated the need for each department to welcome and assist the newly elected Council members in order to assist with a smooth transition.

There were no further Council comments or concerns.

Adjournment

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

Respectfully Submitted,


ATTEST: Christy L. McCoy, Clerk


Jess R. Powers, Mayor