

**Council Minutes**  
**Regular Meeting**  
**October 10, 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 and Mike Wright. Russell A. Mullins – Town Manager and Misty Yates - Clerk/Treasurer were also present. Deventae Mooney and William Sturgill – Town Attorney both arrived late and were in attendance for part of the meeting. Sharon Still was absent.

**Call to Order:**

Mayor Jeff Kiser called the meeting to order. Mike Wright gave the invocation. The group remained standing for the pledge of allegiance led by Mike Holbrook.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

Jeff Kiser made a motion to add Town of Coeburn’s Updated Comprehensive Plan to the agenda under Old Business, Item ‘A.’ Mike Wright seconded the motion, which resulted in all Ayes.

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

**Reports:**

*Town Manager*

Town Manager, Russell A. Mullins advised he did attend the training conference hosted by VDH last week in Roanoke, VA. As a result of attending this conference, Mr. Mullins explained he would be implementing a lot of different changes of how his office works with other departments. He will be issuing a capital improvement plan for all departments; this does include the Fire Department, Police Department, Public Works as well as the Water Treatment Plant. With this plan, each department will be on a schedule, know how much is needed to save each year over the course of the next five years to pay for itself. Mr. Mullins advised the departments would be going to a strict business plan model where everything is accounted for, including depreciation, and the plan would also include planning for purchasing new vehicles, equipment, etc. Mr. Mullins was glad for the opportunity to attend this very informative class.

Mr. Mullins advised he had scheduled the Personnel Policy Review meeting for October 24, 2017 at 11:30 a.m. All Town offices will be closing at 11:30 a.m. and all employees are required to attend this meeting. William Sturgill, Town Attorney will also be attending this meeting.

Mr. Mullins also reported Office of Drinking Water had a progress meeting last Thursday and the Town does have to go out for bid for the purchase of the water meters to obtain more competitive pricing. Mr. Mullins advised installation of these new meters should begin in early Spring 2018.

Public Works:

Jeff Livingston, Public Works Superintendent, reported that he and his crews have been working on repairing several water leaks. Mr. Livingston also advised crews had replaced a PRV on the water line out near the Scott County line and that customers' water pressure issues have now been resolved. Mr. Livingston also reported that a new valve had also been installed at the Water Treatment Plant.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$113,291.35 as of October 6, 2017. She reported outstanding checks in the amount of \$100,548.77, accounts payable due in the amount of \$43,492.34 and interim accounts payable in the amount of \$114,165.32. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was -\$30,749.76.

Ms. Yates presented meeting minutes for the September 11, 2017 Regular Meeting and the September 25, 2017 Recessed Meeting.

Ms. Yates provided copies of the most recent Valero, Shell, Branch Banking & Trust Company and Lowe's monthly commercial credit card account statements for their review. Ms. Yates will do some additional research regarding potential savings between the Valero and Shell commercial credit card accounts.

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

Deventae Mooney made a motion to approve the interim accounts payable as presented. Mike Holbrook seconded he motion, which resulted in all Ayes.

Deventae Mooney made a motion to accept the September 11, 2017 Regular Meeting Minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

Deventae Mooney made a motion to accept the September 25, 2017 Recessed Meeting Minutes as presented. Mike Holbrook seconded the motion, which resulted in all Ayes.

#### Police Department

Assistant Chief, Jimmy Williams gave the police activity report for the month of September 2017. There were 1,551 events that took place during the month. He gave a summary of these events.

Jeff Kiser advised he had a recent opportunity to talk with Chuck Slemp, Commonwealth's Attorney. Mr. Slemp expressed to Mr. Kiser how pleased he was with the police department's quick response and commended the department for the great job they did assisting during a recent event that took place.

#### Fire Department

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

#### Attorney Report

William Sturgill, Town Attorney, advised he did not have anything specific to report. Mr. Sturgill reported that he, along with Ms. Yates did attend a FOIA conference a few weeks that was held at The Inn in Wise. It was a very good presentation provided by the FOIA Council for the State of Virginia.

#### **New Business:**

- A. Monthly Water Report – Town Manager provided a copy of Virginia Department of Health Office of Drinking Water monthly report for the month of September 2017.
- B. Got Drugs? Drug Drop-off Date October 28 – Town Manager provided a copy of the Got Drugs? flyer that will be held on Saturday, October 28, 2017 from 9:00 a.m. – 1:00 p.m. Members of the community will be able to drop off their unused or expired medications for safe disposal. Coeburn's collection site is Food City, 517 Front St W, Coeburn, VA.
- C. Resolution 18-003 – Town Manager read Resolution # 18-003 which recognized the Flatwoods Job Corps and their service for Coeburn's Ringley Park Improvement Projects.

Mr. Holbrook and Mr. Mullins both advised Flatwoods Job Corps have not been officially invited to attend an upcoming Council meeting to be recognized. Work in Ringley Park still continues. Many of the students that have assisted with these improvement projects

cycle in and out. Mr. Holbrook has talked with two Job Corp administrators and has shared with them how much it means to us for their partnership with projects here in Town.

Mike Holbrook made a motion to accept Resolution # 18-003 as read. Deventae Mooney seconded the motion. A roll call vote resulted in all Ayes. It was agreed upon for a consensus vote, in Ms. Still's absence, for this Resolution.

**Old Business:**

- A. Updated Comprehensive Plan – Jeff Kiser advised a public hearing date needed to be set for the Town of Coeburn's Updated Comprehensive Plan. Public Hearing is scheduled for November 13, 2017 at 6:30 p.m. – 502 Front Street E, Coeburn, VA in conjunction with the Regular Meeting.

**Closed Session:**

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

**Council Comments and Concerns:**

Mike Holbrook thanked all the businesses and individuals for all they have done to decorate the town. He appreciated everyone's efforts to make the Town look great. Mr. Holbrook also thanked all the town employees for their hard work as well.

Deventae Mooney reiterated what Mr. Holbrook said about the Town and fall decorations. Mr. Mooney also apologized for being a few minutes late for tonight's meeting. He had parent teacher conferences at work that ran over and he was not able to get away when expected.

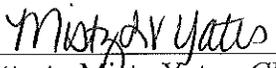
Mike Wright is also very thankful for how the Town looks and he also shared that it was very pleasing for him to go out into the community and hear many positive comments concerning every department of the Town.

Jeff Kiser reminded everyone that Coeburn's Halloween Spooktacular Trunk or Treat will be held on Tuesday, October 31, 2017 from 6-9 p.m. on Front Street Downtown. Mr. Kiser also advised that this year's tree lighting will be held on November 17, 2017 at the Stage. Mr. Kiser also reported that the Christmas Parade will be held on Friday, December 1, 2017 and this year's theme is 'The Magic of Christmas.' Mr. Kiser reiterated everything that had been said tonight about the Town and all their decorations.

**Adjournment:**

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

Respectfully Submitted,

  
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Attest: Misty Yates, Clerk

  
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Jeffrey G. Kiser, Mayor

**Council Minutes**  
**Workshop Meeting**  
**October 23, 2017 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

**Attendees:**

Upon roll call, all members of Council were present. Russell A. Mullins – Town Manager, Misty Yates - Clerk/Treasurer and William Sturgill – Town Attorney were also present. Scott Brooks – Chief of Police arrived late and was in attendance for part of the meeting.

**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 Mr. Jeff Kiser.

**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. Mike Holbrook seconded the motion, which resulted in all Ayes.

**Reports:**

Town Manager

Town Manager, Russell A. Mullins reported that he had received an email from DHCD and we are required to send the Project Manager and a representative from the Town to the Virginia Governor's Housing Conference that will be held on November 14<sup>th</sup> – November 17<sup>th</sup> in Norfolk, VA. Mr. Mullins explained that anyone who has accepted any Grant funds from DHCD is required to attend this two day workshop for information on better practices with their grant procedures. He advised our project was nearly completed and should be finished no later than January 2018.

Mr. Mullins also advised the Personnel Policy review meeting will be held tomorrow, October 24, 2017 at 11:30 a.m. All Town employees are required to attend this meeting and all Town Offices will be closing at 11:30 a.m. William Sturgill, Town Attorney will also be attending this scheduled meeting.

Sharon Still advised that she had been given a list of information that needs to be updated under the 'Organizations' tab on the Town's website. Deventae Mooney volunteered to monitor and review the information on the website and ensure this information is kept up to date as provided.

Public Works:

Jeff Livingston, Public Works Superintendent, reported that he and his crews have been working on repairing several water leaks and also completed a few sewer line repairs.

Mr. Mullins advised that the check valves at the pump station at Food City are failing and allowing everything that had been pumped to flow back into the vault and rise up. Mr. Mullins further advised that it is likely he and Mr. Livingston will be coming to Council in November or December to discuss replacing these check valves. They are currently waiting on an estimate to replace these check valves.

The Lane Group:

There was no representative from The Lane Group present.

Treasurer:

Misty Yates, Treasurer reported a posted cash balance as of Friday, October 20, 2017 in the amount of \$97,839.77. Outstanding checks in the amount of \$75,222.60, total accounts payable due in the amount of \$102,924.23 and interim accounts payable in the amount of \$28,780.29. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was - \$80,307.06.

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

Ms. Yates also provided copies of one of the most recent BB&T commercial credit card monthly statement.

Mr. Mullins advised that the Fire Department recently switched from Comcast over to Scott County Telephone for their telephone, cable and internet provider. Mr. Mullins explained when he called to cancel with Comcast, he found that Cliff Hawkins, Fire Department Chief had signed a 36 month agreement with Comcast. Mr. Mullins was not aware of this agreement. He explained that Comcast is requiring 75% of the remaining contract to be paid; he advised the remaining 13 months would have to be paid for an approximate total amount due of \$1,398.00. Mr. Mullins further advised he had sent an email to Mr. Hawkins advising that the Fire Department would be responsible for paying this to Comcast. The Town will not be paying any of this amount to terminate the contract that was entered into previously by Mr. Hawkins.

### Police Department:

Chief Scott Brooks attended the meeting and offered to answer any questions council members may have.

Jeff Kiser inquired about two credit card purchases that were made on Chief Brooks' cardholder account showing on the BB&T Commercial Credit Card statement. These purchases were both made at Wal Mart. The first purchase was made on September 1, 2017 in the amount of \$507.87 and on September 18, 2017 in the amount of \$252.28. Chief Brooks could not recall what was purchased at Wal Mart for these amounts. Council requested Chief Brooks work with Ms. Yates to determine specifically what was purchased and report back to Council during the next scheduled meeting.

Sharon Still inquired about reviewing the Town ordinance regarding junk cars and removing those vehicles left in the streets. Mrs. Still and Mr. Wright both acknowledged they have been receiving complaints about bad properties and junk cars located in town limits. Mr. Mullins advised he would begin to take a hard approach with owners of houses and properties with adverse living conditions within the town. Mr. Mullins advised he has already been mailing out letters to some homeowners. Council agreed to review the current ordinance regarding junk cars, look at the specific wording and step by step process in addressing these issues.

### Fire Department:

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

### Attorney Report:

William Sturgill, Town Attorney, advised he did not have anything specific to report. Mr. Sturgill stated he would review the Town's current ordinance regarding these types of vehicles and matters just discussed. Mr. Sturgill will also work with Mr. Mullins and Chief Brooks in reviewing the step by step process in addressing these matters. Mr. Sturgill will report back to Council during the next meeting.

### **Items for Discussion:**

- A. Norfolk and Southern Railroad Rental Reevaluation Notice to Licensee – Town Manager provided copies of a rental reevaluation notice to licensee and enclosed invoices for the revised annual License fee. Mr. Mullins reported this information was just received and these invoices aren't something that the Town has paid previously. In reviewing this information, Mr. Mullins thinks this may be where we may have water and sewer lines in their right-of-ways.

Mr. Sturgill advised that he would recommend requesting much more specific information from Railroad Management Company IV LLC as a successor to Norfolk

Southern Railway Company and how they arrived at these invoice amounts. Mr. Sturgill was concerned at the large total amount of these invoices and it being something that has never been paid previously. These invoices reflect a due date of January 1, 2018.

Mr. Mullins will reach out to Railroad Management Company requesting very specific information. He will also contact other nearby localities to see if they have received this type of information.

- B. Brownfield Site Identification Grant – Town Manager provided a copy of a resolution prepared by The City of Norton that they are currently in the process of accepting. Mr. Mullins explained the County of Wise is the main entity applying for this Grant. There is no dollars that the town would have to match attached to this Grant. This is just a study for an assessment grant as a co-applicant with The City of Norton, County of Wise and Town of Wise. Wise County’s deadline for submission is November 15, 2017. This is just for identification purposes of these potential sites at this time.

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 and also in accordance with Virginia Code §2.2-3711(A.7) to consult with legal counsel pertaining to specific legal matters. Deventae Mooney seconded the motion, which resulted in all Ayes.

**Closed Session:**

Immediately following closed session, Misty Yates, Clerk/Treasurer, 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.

There was no action resulting from the Closed Session.

**Council Comments and Concerns:**

Mike Holbrook thanked everyone for all their hard work, the employees and the citizens.

Deventae Mooney reminded everyone to come out to next weeks Trunk or Treat that will be held on October 31, 2017.

Sharon Still reiterated what had been said and thanked everyone for all the diligent hard work that everyone does. She also thanked all those who came out to attend these meetings and also thanked those who have done so much to decorate and make our Town beautiful.

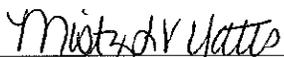
Mike Wright thanked all the town's employees and all those who do so much hard work throughout the Town. The results are really showing in our Town; it's beautiful.

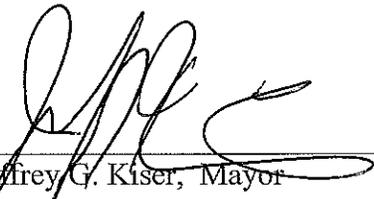
Jeff Kiser reiterated everything that had been said tonight.

**Adjournment:**

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

Respectfully Submitted,

  
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Attest: Misty Yates, Clerk

  
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Jeffrey G. Kiser, Mayor