

Council Minutes
Regular Meeting
September 11, 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 Sharon Still. Russell A. Mullins – Town Manager, Misty Yates - Clerk/Treasurer and William Sturgill – Town Attorney were also present. Mike Wright was absent.

Call to Order:

Mayor Jeff Kiser called the meeting to order. Reverend Carrol Childress, Midway Church, gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jimmy Williams.

Public Expression:

Reverend Carrol Childress, Midway Church, 13940 Bull Run Road, Coeburn, VA – presented a check to the Town of Coeburn in the amount of \$781.70 for the Ringley Park Expansion Project. Reverend Childress explained that every year during their Vacation Bible School, they select a local missions project. This year, the funds they raised during their Vacation Bible School were for the special needs park.

There was no additional public comment and 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 thanked everyone for a successful Guest River Rally. Mr. Mullins advised he was out of town during this weekend event; however, he saw lots of pictures. He also reported that the week before, crews were busy removing all the topsoil out of Ringley Park so that the wood chips/mulch could be put down. Mr. Mullins advised crews are doing the same thing right now in Bondtown Park.

Mr. Mullins also reported that he had submitted all the necessary paperwork to VML for the reimbursement check. He explained that VML would take off the amount of the three restitution checks we had received which total \$150.00 to date. Mr. Mullins estimated that we should receive about \$15,000 for reimbursement.

Mr. Mullins advised he would be attending training conference hosted by VDH in Roanoke, VA on September 25th – September 28th. The cost for this conference is \$135.00. Mr. Mullins explained this conference provides training for waterworks owners and operators and provides information on how to more efficiently run a waterworks department.

Mr. Mullins also advised that Mr. Chris Mullins, The Lane Group, would not be present for tonight's meeting. Today was his son's birthday.

Jeff Kiser asked if Mr. Mullins had received any updates on the water meter grant project. Mr. Mullins advised that he had received a letter back stating they had received our acceptance letter for the project.

Sharon Still inquired if Mr. Mullins had looked into identification badges for Town employees. Mr. Mullins advised he has been looking into these and it would likely be Christmas before we could implement.

Jeff Kiser advised that approximately two months ago he met with Dominion Power officials and presented maps of Machine Creek to them for consideration of locating the proposed Hydroelectric Pumped Storage Facility. Mr. Kiser explained that there was about a two percent chance our site would be selected. He further advised that in reading a recent newspaper article, Machine Creek was not one of the two proposed sites for consideration at this time.

Public Works:

Jeff Livingston, Public Works Superintendent, reported that he and his crews have been working on several water leaks and cleaning drains. Mr. Livingston also advised that crews have gotten all of the lights working near the post office. He and his crews have also been working on marking lines in the road for The Lane Group.

Mike Holbrook commended Mr. Livingston and his crews for all their hard work in both parks and during the Guest River Rally.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Misty Yates, Clerk/Treasurer, reported a posted cash balance of \$55,793.32 as of September 8, 2017. She reported outstanding checks in the amount of \$27,181.97, accounts payable due in the

amount of \$42,038.70 and interim accounts payable in the amount of \$69,538.06. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was -\$13,427.35.

Ms. Yates advised that the posted cash balance as of September 8, 2017 in the amount of \$55,793.32 does include the \$3,400.00 funding received for the recreational project.

Ms. Yates presented meeting minutes for the August 12, 2017 Special Called Meeting, the August 14, 2017 Regular Meeting and the August 28, 2017 Workshop Meeting.

Ms. Yates provided copies of the most recent Branch Banking & Trust Company and Lowe's commercial credit card account statements. Ms. Yates also explained that she would now begin including daily cash availability comparisons in Council Packets.

Sharon Still made a motion to accept the August 12, 2017 Special Called Meeting Minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the August 14, 2017 Regular Meeting Minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to accept the August 28, 2017 Workshop Meeting Minutes as presented. Deventae Mooney seconded the motion, which resulted in all Ayes.

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

Deventae Mooney made a motion to approve the interim accounts payable 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 August 2017. There were 1,537 events that took place during the month. He gave a summary of these events.

Fire Department

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

Deventae Mooney requested Mr. Mullins reach out to Chief Hawkins and the Fire Department. On September 22, 2017 Mt. Olive Church is hosting a tailgate party immediately following the Eastside Football game in the parking lot until 11:30 p.m. The school is requesting lighting in the parking lot for this event.

Sharon Still inquired about this year's date for the annual Halloween Spooktacular event hosted by Coeburn Fire Department. Halloween will be celebrated on Tuesday, October 31, 2017 and this event will be held on Front Street, downtown, Trunk or Treat from 6:00 p.m. – 9:00 p.m.

Attorney Report

William Sturgill, Town Attorney, provided copies of the updated draft of the personnel policy. Mr. Sturgill advised that he had completed all the changes that had been previously discussed along with the recommended changes also made by Mr. Art Mead. Sharon Still recommended that tonight's meeting be recessed and this item be placed on the agenda for the September 25, 2017 meeting.

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 August 2017.
- B. Airport Commission Report – Town Manager provided a copy of Cumberland's Airport Commission meeting report for the August 24, 2017 meeting.
- C. Small Purchase Policy – Town Manager provided a copy of a draft of a small purchase procurement policy. Mr. Mullins advised that the Department of Housing and Community Development (DHCD) is requiring that the Town have a written policy in place. Mr. Mullins explained with our current policy, any purchase greater than \$2,000.00 must be brought before Council for approval.

Town Attorney, Will Sturgill provided copies from the Code of Virginia, code provisions that speak directly to the Virginia Public Procurement Act. Mr. Sturgill explained that technically our town was exempt because our population was less than 3,500; however, there are some provisions. One of those provisions was state-aid projects and he provided a copy of that statute as well. Mr. Sturgill advised that he thought this draft of the small purchase procurement policy was likely written for a larger locality.

Mr. Sturgill will prepare a written draft of a small purchase procurement policy which coincides with our current small purchase procurement procedures that are more stringent than this draft of policy provided. Sharon Still asked that a draft of this policy be prepared for the September 25, 2017 meeting.

Deventae Mooney made a motion to table this item until the September 25, 2017 Recessed Meeting. Jeff Kiser seconded the motion, which resulted in all Ayes.

- D. Updated Comprehensive Plan – Town Manager provided a copy of the Town of Coeburn, Virginia Comprehensive Plan submitted by Coeburn Planning Commission for their review. He asked that if there are any changes that need to be made, please reach out to Mr. Charles "Jibber" Ward, Chairman.

Old Business:

- A. Personnel Policy – Town Manager advised that we would need a motion to table this item to the September 25, 2017 Recessed Meeting. Jeff Kiser made the motion to table this item until the September 25, 2017 Recessed Meeting. Sharon Still seconded the motion, which resulted in all Ayes.

- B. Mutual Delinquent Accounts Agreement - Town Manager advised that Wise County Public Service Authority had approached all localities in Wise County and the City of Norton. By entering into this agreement, whereby any customer seeking new water and/or sewer service with any of the aforementioned entities, and who has previously had water and/or sewer service with any other of the entities and has a delinquent water/sewer account balance with any other of the entities, shall not be provided with such service for new water/sewer services until the delinquent balance(s) are satisfied. Mr. Mullins further explained to make this agreement work, all localities would have to be in agreement. He further advised some localities have pushed back since our last meeting and they have shared the same concerns that this Council had brought up previously. Mr. Mullins and Mr. Sturgill both recommended that the Town not enter into an agreement without all localities being in agreement. After Council discussion, if anything changes with Wise County Public Service Authority and other localities, Mr. Mullins will bring the item back for reconsideration.

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 who helped not only with the planning but all those who also participated in the Guest River Rally. It was a very successful event with lots of good food, entertainment and vendors.

Deventae Mooney reiterated what Mr. Holbrook said about the Guest River Rally. He also thanked Sharon Still for all time she put into collecting donation items for bingo prizes and her efforts in raising money for the Special Needs Park. Through her efforts, with bingo, during the Guest River Rally, \$679 was raised for the Special Needs Park.

Mr. Mooney reminded everyone that on September 22, 2017 there will be a community tailgate hosted by Mt. Olive Church in Wise following the football game at Eastside High School in the school parking lot.

Also, on September 23, 2017 the Special Needs Fall Ball will be held at Coeburn Middle School.

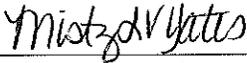
Sharon Still thanked Mr. Mooney for his help with bingo during the Guest River Rally on Saturday. She also thanked all the people in the community that came inside to play bingo as well as all the businesses in the community that gave donations which were used as prizes for the forty games of bingo. It was a very successful event.

Jeff Kiser agreed the Guest River Rally was a great success although weather was not the best on Friday night; many vendors who had previously paid did not set up as originally planned. Mr. Kiser also thanked all town employees and fellow council members for all the work that they do.

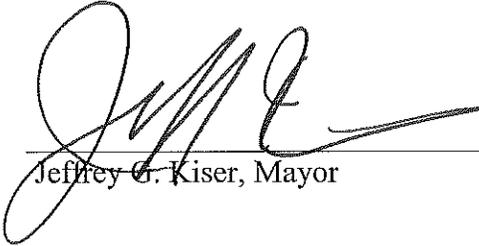
Recess:

Jeff Kiser made a motion to recess this meeting until September 25, 2017. Deventae Mooney seconded the motion, which resulted in all Ayes.

Respectfully Submitted,



Attest: Misty Yates, Clerk



Jeffrey G. Kiser, Mayor

Council Minutes
Recessed Meeting
September 25, 2017 – 6:30 p.m. – 502 Front Street E, Coeburn, VA

Attendees:

Upon roll call, all members of Council were present. Misty Yates - Clerk/Treasurer and William Sturgill – Town Attorney were also present. Russell A. Mullins – Town Manager was absent.

Call to Order:

Mayor Kiser called the recessed meeting back to order. Reverend Carrol Childress, Midway Church, gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jeff Livingston.

Public Expression:

There was no public comment. Public expression was closed.

Agenda Items:

Personnel Policy – Town Attorney provided a copy of the personnel policy that was presented during the last meeting. Mr. Sturgill advised the only modification that has been made was on page seven, under part-time employees “those positions approved individually in the annual budget based on an on-going service need or structure subject to state and/or federal mandates and/or regulations.”

Jeff Kiser made a motion to approve the personnel policy as presented tonight. Sharon Still seconded the motion. A roll call vote resulted in all Ayes.

Mr. Sturgill explained that technically this personnel policy would take effect immediately. However, Mr. Sturgill advised that it would be difficult to hold them accountable until they have been provided copies of the new personnel policy, given time to review and each employee sign and acknowledge they have received, read and understood the new personnel policy.

Council asked Ms. Yates to make copies of the new personnel policy and distribute to all employees for their review. When Mr. Mullins returns, he will schedule a meeting with all employees, notifying members of Council the set meeting date. Council has also requested that Mr. Sturgill attend the meeting with all Town employees. Mr. Mullins will review the personnel policy with all employees during this meeting, and at the conclusion of the meeting, all employees will sign and acknowledge they have received, read and understood the new personnel policy.

Small Purchase Policy - Town Attorney had provided a draft copy of a purchase procurement policy to all members of Council late last week. Mr. Sturgill again provided copies of his written

draft which coincides with our current small purchase procurement procedures. Mr. Sturgill explained he felt the previous policy that had been provided was written for a larger locality. Mr. Sturgill explained our current procedures were much more tighter and specific for a small purchase policy. With his draft of a purchase procurement policy, it will ensure we get the best value for the money we spend.

Deventae Mooney asked if this policy would be for all departments. Mr. Sturgill advised it would be for all departments and again reminded everyone these procedures outlined in this policy is what we are already doing, just putting it in writing.

Deventae Mooney made a motion to approve the purchase procurement policy as presented by the Town Attorney. Mike Wright seconded the motion. A roll call vote resulted in all Ayes.

Bostic, Tucker & Company, P.C. – Ms. Yates provided a copy of the audit engagement letter from Bostic, Tucker & Company, P.C. for the fiscal year period that ended June 30, 2016. Ms. Yates reviewed the audit engagement letter with members of Council. She advised that action would need to be taken on this engagement letter to bring us into compliance with federal grant funding projects such as the Housing Rehab Project.

Mr. Kiser recessed this Recessed Meeting for ten minutes to give Council members additional time to read and review the Bostic, Tucker & Company, P.C. engagement letter.

Upon resuming the meeting, Mr. Kiser made a motion to engage in a commitment letter with Bostic, Tucker & Company, P.C. for audit services for the fiscal year period that ended June 30, 2016. Sharon Still seconded the motion, which resulted in all Ayes.

Reports:

Town Manager

Mr. Kiser advised that Mr. Mullins, Town Manager was out of town attending a conference in Roanoke, VA. No report was given.

Public Works:

Jeff Livingston, Public Works Superintendent, reported that he and his crews have gotten all of the topsoil removed and wood chips/mulch have been completed now at both parks. Mr. Livingston also advised that had been able to complete two paving projects of driveways where sewer lines had to be recently installed.

Mike Wright advised that his wife, Kim would be glad to redo the sign for Ringley Park and if the Town would take the sign down for her. The sign presently is very wrinkly, hard to read and

worn out. Mr. Livingston is going to take the sign down and take it to Ms. Wright to redo when she has time.

Mike Holbrook inquired about a recent problem with a pump at the filter plant. Mr. Livingston and Mr. Kiser advised that there was a problem with a pump for the backflow system at the filter plant. Crews were able to go in and fix the pump on Friday and estimated cost to repair was approximately \$3,500.00. Mr. Kiser explained the initial estimate to repair and/or replace this pump was \$50,000.00. There was no down time and everything progressed according to schedule.

Mr. Kiser also expressed his appreciation for Ms. Kim Wright offering to redo the Ringley Park sign. Mr. Kiser stated this was a perfect example of what is happening here in Coeburn, everyone is working together. A lot can be accomplished when you have businesses and people in our community coming together.

The Lane Group:

There was no representative from The Lane Group present.

Treasurer:

Misty Yates, Treasurer reported a posted cash balance as of Friday, September 22, 2017 in the amount of \$77,000.00. Outstanding checks in the amount of \$23,700.06, total accounts payable due in the amount of \$73,015.63 and interim accounts payable in the amount of \$2,061.00. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was -\$26,715.69.

Ms. Yates reported that the September 11, 2017 Regular Meeting Minutes will be distributed along with the October 10, 2017 Council Packets.

Ms. Yates also provided copies of the Valero and Shell monthly credit statements.

Mike Holbrook discussed he had recently read a newspaper article that a Clerk/Treasurer in another nearby locality was spending a considerable amount of time typing meeting minutes. Mr. Holbrook advised had also talked with Ms. Yates and she acknowledge that she did spend a great deal of time typing meeting minutes on nights and weekends. Mr. Sturgill advised that it is important to have some detail in meeting minutes but not every word must be written. Council advised that Ms. Yates is very detailed in her meeting minutes and she could abbreviate some going forward.

Police Department:

Assistant Chief, Jimmy Williams attended the meeting and offered to answer any questions council members may have. Mr. Williams advised that Unit # 600 has been repaired and it was covered under warranty.

Fire Department:

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

Sharon Still advised the Fire Department will again be hosting the annual Spooktacular event on Tuesday, October 31, 2017 on Front Street, downtown, Trunk or Treat from 6:00 p.m. – 9:00 p.m.

Deventae Mooney also extended a big thank you to members of the Fire Department. Last Friday night, there was an overtime, tailgate event held after the football game at Eastside High School. The Fire Department was there early, set up lights and also helped take down a big inflatable and helped with clean up.

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 departments and also in accordance with Virginia Code §2.2-3711(A.7) to consult with legal counsel pertaining to specific legal matters. Sharon Still 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.

Deventae Mooney thanked everyone who was involved with the Special Needs Fall Ball that was held over the weekend. It was another very successful event.

Sharon Still reiterated what had been said and also thanked all those involved in the tailgate event hosted by Mt. Olive Church and the Special Needs Fall Ball. Ms. Still is also looking forward to the upcoming Spooktacular Halloween event.

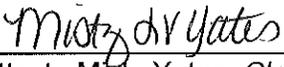
Mike Wright thanked all the people who volunteered to help with the Special Needs Fall Ball that was held this past weekend. Mr. Wright advised there was over 400 volunteers who made this event so successful.

Jeff Kiser reiterated everything that had been said tonight. Mr. Kiser also thanked all the businesses who are participating in decorating our Town for the fall season. He reminded everyone the Christmas parade is right around the corner.

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