

**Council Minutes
Regular Meeting
September 9, 2014 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees: Upon a roll call vote the following members of Council were present: Jeff Kiser, Deventae Mooney, and Sharon Still. Veronica Buchanan and Jess Powers were not present. Scott Brooks – Chief of Police, Christy McCoy – 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 Steven Baker, Coeburn Presbyterian Church was present to give the invocation. The group remained standing for the Pledge of Allegiance.

Public Expression:

There being no public comment, public expression was closed.

Approval of Agenda:

Jeff Kiser made a motion to add item D to new business to discuss the Payless IGA/Coeburn Library parking lot. Sharon Still seconded the motion which resulted in all Ayes.

Jeff Kiser made a motion to add item E to new business to set the pay scale for the civil and criminal attorney. Deventae Mooney seconded the motion which resulted in all Ayes.

Jeff Kiser made a motion to add Item F. to discuss the water policy changes. The item was already listed on the agenda and Mr. Kiser withdrew his motion.

Jeff Kiser made a motion to add item C. under old business to discuss the remaining balance due payable to Veolia Water. Deventae Mooney seconded the motion which resulted in all Ayes.

Jeff Kiser made a motion to accept the agenda as amended. Sharon Still seconded the motion which resulted in all Ayes.

Reports:

Town Manager

Town Manager Mullins reported that he received an itemized billing statement from Veolia Water. A copy was provided to Council for discussion. He asked Council to review the vacant lot ordinance. Mayor Kiser asked if he had any suggestions for

cutting cost within the budget. He advised that a part time public works position was eliminated. He also eliminated the extra phone lines and cable services that were being provided to the town. He suggested Council members pay drop to \$1 per year. Mayor Kiser clarified that the town manager was presenting approximately \$10,000.00 per year. Mayor Kiser suggested going back and reviewing the budget again and dramatically cut cost. The town manager asked that Council suggest items that they would cut in order to provide savings to the town. Council informed him that department heads are more aware of operational expense requirements. Mr. Kiser asked that the item be added to the workshop agenda for further discussion.

Treasurer

Clerk/Treasurer, Christy McCoy presented Council with minutes from August 11, 2014 and August 20, 2014. She requested approval for the current accounts payable in the amount of \$51,887.95 and interim accounts payable in the amount of \$65,177.48. She reported a reconciled cash balance of \$20,238.01. Mayor Kiser asked when the 2014 tax bills would be mailed to citizens. Ms. McCoy advised Council that tax tickets would be issued around the last week in October.

August 11, 2014 – Jeff Kiser made a motion to accept the minutes as presented. S. Still seconded the motion. The vote resulted as follows: V. Buchanan – Absent, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

August 20, 2014 – Jeff Kiser made a motion to accept the minutes as presented. D. Mooney seconded the motion which resulted as follows: : V. Buchanan – Absent, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Current Accounts Payable: Jeff Kiser made a motion to approve the current accounts payable in the amount of \$51,887.95. Sharon Still seconded the motion which resulted as follows: : V. Buchanan – Absent, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Interim Accounts Payable: Jeff Kiser made a motion to approve the interim accounts payable in the amount of \$65,177.48. Sharon Still seconded the motion which resulted as follows: : V. Buchanan – Absent, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Police Department

Chief Brooks presented the August 2014 monthly activity report. He reviewed activities that took place within the police department for the month. Chief Brooks advised Council that the police department received \$2000 in forfeiture funds, \$2800 in JAG grant money and \$1400 in additional grants. He advised Council that the police

department was doing everything they could to save money. They are making a large part of their purchases using restitution funds.

Public Works Department

Danny Jordan, Public Works Director reported processing 197 work orders. Mayor Kiser asked if Mr. Jordan had any suggestions for cost cuts within the public works department. He said his department made cost saving changes in April by cutting two positions. During April the department cut telephone landline expenses, the fax/copy machine use was discontinued and uniform rentals were not offered to employees. Mayor Kiser clarified that Council requested that each department head present changes for the current budget year. Mr. Jordan said that drastic cuts were made upon resuming the public works department during April 2014. Mayor Kiser asked him to review his budget again and report any additional changes that could be made.

Volunteer Fire Department

Chief Hawkins presented activity reports for July 2014 and August 2014. Chief Hawkins reported a total of 4 calls during the month of July and 19 calls during the month of August. The fire department assisted the Lonesome Pine Raceway during their weekly events. They also assisted with the Guest River Rally, including coordinating the annual duck race event.

Mayor Kiser asked the chief if there were any budget cuts that could be made within the fire department. Chief Hawkins stated that the fire department's budget was cut during 2012 leaving little room for additional cuts. Ms. Still asked if the fire department could bill insurance companies for their services during structure fires. Chief Hawkins stated that Haz Mat calls and structure fires could be billed but are almost impossible to collect. Mayor Kiser suggested applying for grants for the fire department.

Attorney Report

William Sturgill, Criminal and Civil Town Attorney reported working with the police department regarding criminal cases. He reported that civil matters were confidential but if any problems arose, he would be happy to discuss them with Council.

Mayor Kiser asked if the attorney reviewed the current contracts for the Town of Coeburn. Mr. Sturgill had not been provided with the contracts as directed by Council. Mayor Kiser asked the town manager to provide the contracts to Mr. Sturgill as soon as possible.

Lane Group

No report

Farmer's Market

Ms. Shirley Cassidy reported that the farmer's market was very successful this summer. Participation is starting to drop due to the crops going out of season. She anticipated some farmer's selling pumpkins and other fall produce. She stated that there were parking issues that have come up during this year's farmer's market. Ms. Cassidy asked that a sign be placed at the farmer's market designating parking spaces for farmer's market participants. Mayor Kiser informed Ms. Cassidy of the discussion regarding the road closure that took place during the August workshop meeting. Town Manager Mullins asked for guidance from Council regarding the placement of the farmers market parking sign. Council agreed that it would be in the best interest of all parties if a meeting between the parties could be held and a mutual agreement could be made. In the meantime, Council asked Mr. Mullins to petition VDOT regarding the road closure.

New Business

- a. Prescribed burning activities Clinch Ranger District, ½ mile south of Big Cherry Reservoir along Forest Service Road 237 in Wise and Scott County: Town Manager Mullins reviewed the information regarding the prescribed burning activities that are scheduled to take place.
- b. Lease Agreement between Norfolk Southern Railway Company and the Town of Coeburn: Town Manager Mullins spoke with a representative from Norfolk Southern Railway Company regarding the lease agreement. Norfolk Southern is in the process of making changes to some of their leases. Instead of monthly installments NS is proposing a yearly amount of \$360.00. Mayor Kiser asked the town attorney to review the current lease and the proposed lease. The town manager will provide a copy of both to Mr. Sturgill for review. The lease agreement will be added to the workshop agenda for further discussion and review.
- c. Cumberland's Airport Commission reception invitation: Mr. Donnie Rose provided an invitation to the Let Freedom Ring event sponsored by the Cumberland's Airport Commission. The event will be held September 16, 2014 at 5:00 p.m. There will be an opportunity to tour the C-54 Spirit of Freedom educational flying museum of the Berlin airlift. RSVP is required by September 12, 2014 for any Council member wishing to attend.
- d. Payless IGA/Coeburn Library Parking Lot – Mr. Allen Atwood, Payless IGA owner approached Council regarding the parking lot that is being used by the Coeburn Library. Mr. Atwood presented a deed showing Payless as the owner of the property. This was brought to Mr. Atwood's attention during a recent general liability insurance review. He had a concern that a citizen using the library parking lot may have an accident while on his property. The town has not paid rent for the use of the property. He asked Council to review the deed and help remedy the situation. The town attorney will review all deeds of ownership related to the parcel. All parties will set a meeting and the item will be added to the workshop agenda for further discussion.

- e. Civil/Criminal Town Attorney Pay Scale – Mayor Kiser made a motion to set the criminal attorney pay at \$750 per month and the civil attorney pay at \$750 per month effective July 1, 2014. Deventae Mooney seconded the motion which resulted as follows: V. Buchanan – Absent, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.

Old Business

- a. Public Expression Decorum Guidelines – Ms. Still asked Council to table the item until all parties are present. J. Kiser made a motion to recess the meeting and call the meeting back to order prior to the September 22, 2014. Sharon Still seconded the motion which resulted in all Ayes. The public expression decorum will be discussed at that time.
- b. Water Policy Change – As recommended by the treasurer, Deventae Mooney made a motion to change the water disconnect policy as follows:
- Disconnection will take place once a bill becomes 20 days past due
 - Two (2) pay agreements will be allowed per calendar year
- Sharon Still seconded the motion which resulted as follows: : V. Buchanan – Absent, J. Kiser – Aye, D. Mooney – Aye, J. Powers – Absent, S. Still – Aye.
- c. Veolia Invoice – Town Manager Mullins presented Council with an itemized invoice detailing the final repair and maintenance bill submitted by Veolia. Jeff Kiser made a motion to table the item until the recessed meeting which is scheduled to be held September 22, 2014. Deventae Mooney seconded the motion which resulted in all Ayes.

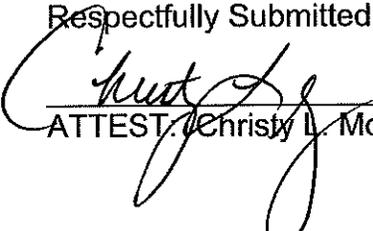
Council Comments and Concerns:

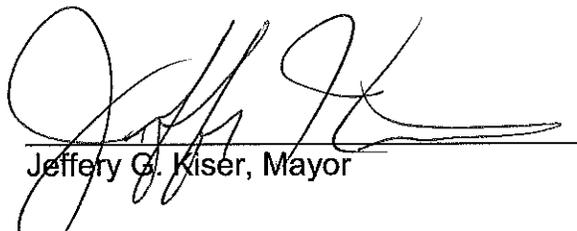
Council comments and concerns were also tabled until the September 22, 2014 recessed meeting.

Adjournment:

Jeff Kiser made a motion that the meeting recess until September 22, 2014. Deventae Mooney seconded the motion which resulted in all Ayes.

Respectfully Submitted,


ATTEST: Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor

**Council Minutes
Workshop Meeting
September 22, 2014 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees: By roll call vote the following members of Council were present: Jeff Kiser, Deventae Mooney, Jess Powers and Sharon Still. Veronica Buchanan was not present. Christy McCoy – 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.

Invocation: Reverend Steven Baker, Coeburn Presbyterian Church gave the invocation. The group remained standing for the Pledge of Allegiance.

Public Expression:

Cliff Hawkins, Coeburn Fire Chief asked Council to consider a town wide Halloween celebration. He suggested blocking Front Street allowing citizens to park their vehicles on Front Street for trunk or treat. He spoke with several churches and businesses that were willing to participate in the event. He stated that he felt like it would be a safer atmosphere for the public. Mayor Kiser asked Chief Hawkins to continue the discussion during his report.

There was no further public expression. Public Expression was closed.

Approval of Agenda:

Sharon Still made a motion to add the discussion of the itemized Veolia invoice as item D under old business. Deventae Mooney seconded the motion. Jess Powers asked that the item be tabled until the next meeting because he didn't receive a copy of the itemized statement. Sharon Still withdrew her original motion. Deventae Mooney withdrew his second. The item was tabled until the next regularly scheduled meeting. Jeff Kiser made a motion to accept the agenda as presented. Sharon Still seconded the motion which resulted in all ayes.

Reports:

Town Manager

Town Manager Mullins reported that he and the Public Works Director, Danny Jordan reviewed the administrative and public works budget. Mr. Mullins stated that if any additional expenses were cut, services would be affected. He proposed increasing revenues to offset increasing expenses. He reported that the town manager meetings that are being held at the Wise County Administrators office were very productive. Ms. Sharon Still asked the town manager if any grants were being pursued. He informed Council that he was pursuing a grant for a vehicle that could be used for the public

works department. Ms. Still asked the town manager to keep Council updated on any grants that are available and being pursued.

Treasurer

Clerk/Treasurer, Christy McCoy presented Council with minutes from the September 8, 2014 Regular Meeting and the August 25, 2014 Workshop Meeting. As requested by Council she provided each department with a budget to actual report. She included a copy of the outstanding checks and accounts payable that were due. The accounts payable due was in the amount of \$125,085.50 and the interim accounts payable was in the amount of \$8,170.19. Ms. McCoy reported that she was researching online payment options so that the Town of Coeburn could start offering more payment options to customers. The citizen will be charged a convenience fee if they choose to use the service. Ms. McCoy will research the subject further and report to Council. Mayor Kiser would like to see the option offered to the citizens. Sharon Still asked about moving forward with third party delinquent tax collections. She reported that overall expenses have increased and the town isn't doing anything to offset the expenses. She suggested increasing revenues to offset expenses. Mayor Kiser asked that the town manager and the treasurer put together a proposal with some different revenue options. He also asked that the treasurer about billing real estate taxes twice per year.

Police Department - No report was given

Public Works Department

Danny Jordan, Public Works Director did not have anything to report. Mayor Kiser asked Mr. Jordan to look into an oil spill at the farmer's market. The issue will be taken care of as soon as possible.

Fire Volunteer Fire Department – Trunk or Treat – Mayor Kiser asked how many participants were expected. Chief Hawkins stated that the participation could be determined by the weather. Mary's Chapel Church and Coeburn Baptist church have agreed to participate in the event. There are also several businesses that have expressed interest in participating. He would like to have a costume contest on the depot stage. There would also be a DJ present for entertainment. Cliff Hawkins will be the lead organizer for the event. Council supported the event for the community. Cars participating in the event will need to be there by 6:00 p.m. and will not be able to leave until 9:00 p.m. Someone will be available for parking assistance. Chief Hawkins suggested opening the Rally Shack up to sell drinks.

He also asked about the Line of Duty act resolution that was passed by the Town of Coeburn. The county is paying the LODA premiums for the towns that did not pass a resolution to self-fund the benefit. However, since the town passed a resolution to pay for the coverage the County will not reimburse. Ms. McCoy will provide a copy of the resolution to the town attorney. Sharon Still asked about billing insurance companies for fire assists. She presented a state house bill that allows the volunteer fire

department to bill the insurance companies. The attorney will look into issue and report back to Council.

The Lane Group There was no report given.

New Business

- a. Budget Cuts – Each department looked at their budgets and possible cuts. Each department reported making extreme cuts prior to the budget being passed. Town Manager Mullins also proposed replacing older meters with newer ones. He advised Council that master meter offered the town a substantial 60 % savings if purchases were made. Jeff Kiser asked if there was a way to integrate a new meter system into our current system and eventually phase out Master Meters. Mr. Kiser asked Danny Jordan to report water loss. He stated that he would like to see a report proving the water loss and the meter accuracy. Sharon Still asked about grants that would pay for meters. She recalled the Lane Group talking about grants that were available. The town manager will talk to the Lane Group and report back to Council.
- b. Street Closure Permit – The town is still waiting on the Farmer's Market street closure permit. Mr. Mullins stated that he seen a problem with closing the road. He said it would hinder access for the farmers unloading produce. Ms. Still stated that if we intend on growing we will have to provide additional space for farmers and for citizens. Mr. Kiser is concerned about vehicles driving onto the pavers and damaging them.
- c. Regional Library Update – Mr. Mullins reported that public libraries are not paying rent on buildings. They are not paying expenses for utility bills or building repairs. Ms. Still would like to have clarification regarding the financial statements that are put on the Regional Library's website. She asked if the county was subsidizing any of the library expenses. Mr. Mullins will check on this and report back to Council.
- d. Regular Meeting date for October – The regularly scheduled meeting falls on the Columbus Day holiday. Council agreed to reschedule the meeting for Wednesday, October 15, 2014.

Old Business:

- a. Comcast Franchise agreement – The town manager presented a letter from Comcast regarding acquisitions and mergers as they pertain to the town's current franchise agreement. Comcast informed localities that if they choose to affirmatively consent to the transaction a consent resolution needed to be passed. Council inquired about the changes that would affect the town. Mr. Mullins will request a copy of the current contract for review and comparison.
- b. Norfolk Southern Lease agreement – Norfolk Southern Railway Company has asked that the town of Coeburn sign a lease agreement for the real property

located at Milepost CV 455.53 (Depot parking). Mr. Mullins was not able to locate a copy of the current lease. Council asked him to contact Norfolk Southern and request a copy for comparison. Mr. Mullins will contact then. Upon receipt he will contact the attorney for further review.

- c. Payless Parking Lot – Attorney William Sturgill reported that he had met with Alan Atwood to discuss the library parking lot issue. He would continue to look at all deeds and maintenance fees as they relate to the town. He will inform Council of any progress.

Council Comments and Concerns:

Deventae Mooney announced that there will be a Fall Ball held for special needs children. The ball will be held at the Coeburn Middle School.

Jess Powers announced that Saturday would be the last Summer Cruise In. An Elvis impersonator will be attending for entertainment.

Jeff Kiser announced that the Southwest Virginia Employment Commission will hold a job fair on October 2, 2014 from 2 p.m. – 6 p.m. Regional employers will be on site. For more information contact the Norton VEC at 276-328-6293 or 276-546-2650. He asked that all departments be diligent in their spending.

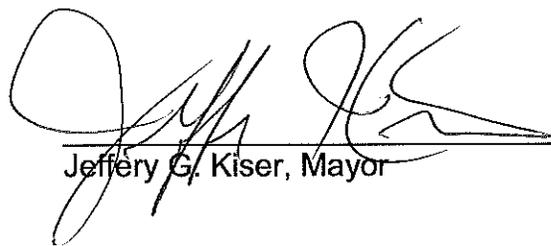
There were no additional comments or concerns.

Adjournment:

Jess Powers made a motion to adjourn. Jeff Kiser seconded the motion which resulted in all Ayes.

Respectfully Submitted,


ATTEST, Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor

**Council Minutes
Regular Meeting
September 22, 2014 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees: By roll call vote the following members of Council were present: Jeff Kiser, Deventae Mooney, Jess Powers and Sharon Still. Veronica Buchanan was not present. Scott Brooks – Chief of Police, Christy McCoy – Clerk/Treasurer, Russell A. Mullins – Town Manager and William Sturgill – Town Attorney were also present.

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

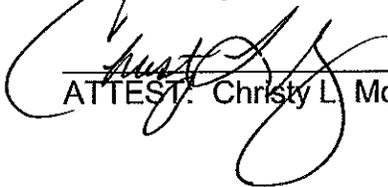
Public Expression Decorum: Jeff Kiser made a motion to table the public expression guidelines until the next regularly scheduled meeting. Deventae Mooney seconded the motion which resulted in all Ayes.

Council Comments and Concerns: There were no comments.

Adjournment:

Sharon Still made a motion to adjourn the recessed meeting. Deventae Mooney seconded the motion which resulted in all Ayes.

Respectfully Submitted,


ATTEST: Christy L. McCoy, Clerk


Jeffery G. Kiser, Mayor