

Council Minutes
Biennial Organizational Meeting
July 3, 2018 - 6:30 p.m. – 502 Front Street E, Coeburn, VA

New Council Oath of Office: Council members took the oath of office.

Attendees:

Upon roll call, all members of council were present. Russell A. Mullins – Town Manager, and William Sturgill – Town Attorney were also present. Cathy Sharpe – Clerk/Treasurer was absent.

Call to Order:

William Sturgill – Town Attorney called the meeting to order. Reverend Marty Puckett from Mary’s Chapel gave the invocation. The group remained standing for the Pledge of Allegiance led by Mike Holbrook.

There was no public comment. Public expression was closed.

Approval of the Agenda:

Jeff Kiser made a motion to approve the agenda as presented. Sharon Still seconded the motion, which resulted in all Ayes.

Reorganization:

- a. Election of Mayor – Mike Wright nominated Jeff Kiser. The nomination resulted in all Ayes. The oath of office was administered by William Sturgill – Town Attorney.
- b. Election of Vice-Mayor – Mike Wright nominated Sharon Still. The nomination resulted in all Ayes. The oath of office was administered by Jeff Kiser – Mayor.
- c. Appointment of Clerk – Sharon Still – Vice-Mayor, nominated Cathy Sharpe. The nomination resulted in all Ayes.

Adoption of Procedure for Agenda:

Sharon Still made a motion to adopt the agenda as is and have the agendas delivered to Town Council the Friday evening before council meeting. Any changes to the agenda needs to be turned in to Russell A. Mullins – Town Manager the Friday morning prior to council meeting. Ms. Still advised that changes to the agenda may be made prior to the approval of agenda during council meetings; there may be additions or deletions to the agenda by majority vote. Deventae Mooney seconded the motion which resulted in all Ayes.

Adoption Robert's Rules of Order:

Jeff Kiser made a motion to use the most current edition available of the Robert's Rules of Order as the guide line for conducting meetings. Sharon Still seconded the motion which resulted in all Ayes.

Setting of Rules for Public Expression:

Sharon Still made a motion to continue having public expression at the beginning of town meetings and limit them to five minutes. Russell A. Mullins – Town Manager read the current rules including whether the person or persons live in town and are serviced by the town. They would also have to state their name and address. Mike Holbrook seconded the nomination. Deventae Mooney made a substitute motion that public expression be limited to five minutes and that the person or persons should only have to state their name and physical address. Jeff Kiser seconded the motion which resulted in all Ayes.

Public Expression:

There was no public expression. Public expression was closed.

Closed Session:

There was no reason to go into closed session.

Reorganization (Continued):

- a. Appointment of Town Manager – Jeff Kiser made a motion to appoint Russell A. Mullins to the position of Town Manager for a term to run concurrent with the terms of the contract that is in effect which expires June 30, 2019 at midnight. Deventae Mooney seconded the motion which resulted in all Ayes.
- b. Appointment of Police Chief – Jeff Kiser made a motion to appoint Scott Brooks to the position of Chief of Police for a term to run concurrent with the terms of the contract that is in effect which expires June 30, 2019 at midnight. Deventae Mooney seconded the motion which resulted in all Ayes.
- c. Appointment of Treasurer – Deventae Mooney made a motion to appoint Cathy Sharpe to the position of Treasurer for a two year term ending June 30, 2020. Mike Wright seconded the motion which resulted in all Ayes.
- d. Appointment of Town Attorney – Sharon Still made a motion to appoint Williams Sturgill to the position of Town Attorney for a two year term ending June 30, 2020. Deventae Mooney seconded the motion which resulted in all Ayes.
- e. Appointment of FOIA Official – Deventae Mooney made a motion to appoint Russell A. Mullins to the position of FOIA Official for a one year term ending June 30, 2019 at midnight. Sharon Still seconded the motion which resulted in all Ayes.
- f. Appointment of Other Officers – There were no other officers that were necessary to appoint.

- g. Setting of Date, Time, and Location of Meetings – Jeff Kiser made a motion to have meetings at the Depot at 6:30 on the second Monday of the month for regular meetings and the fourth Monday of each month for workshop meetings. Deventae Mooney seconded the motion which resulted in all Ayes.
- h. Set Salary for Mayor: Jeff Kiser made a motion to set the salary for mayor at \$1.00 per year. Sharon Still seconded that motion which resulted in all Ayes.
- i. Set Salary for Vice Mayor: Sharon Still made a motion to set the salary for vice mayor at \$1.00 per year. Deventae Mooney seconded that motion which resulted in all Ayes.
- j. Set Salary for Council: Deventae Mooney made a motion to set the salary for council at \$1.00 per year. Sharon Still seconded the motion which resulted in all Ayes.

Council Comments and Concerns:

Mike Holbrook congratulated newly elected Vice Mayor Sharon Still and Mayor Jeff Kiser. He also congratulated councilman Mike Wright and Deventae Mooney. He stated that everyone is doing a great job and that he is looking forward to working with them for the next two years to see what can be accomplished.

Deventae Mooney thanked citizens who came out to vote on May 1, 2018. He thanked them for electing him for another four year term. He thanked the current council members who have worked hard together for the past two years and stated that they will continue to work hard together for the next years. He also thanked the other town officials that were just appointed and said he looked forward to working with them.

Sharon Still thanked the citizens for coming out to vote and their faith that council will continue to do what is best for the town. She thanked all the council members for their work that is done behind the scenes that the citizens do not realize that they are doing. She also thanked all the appointed officials for the work that they do every day.

Mike Wright was thankful for the appointment of all the officials and stated that he hopes that the next year will be as good, if not better, than the past year. He reminded everyone that the parade will be held July 4, 2018.

Jeff Kiser congratulated everyone; members of council, and those that were appointed positions for the town. He stated that everyone is doing a good job and said to continue to do so. He stated that he feels like Coeburn is heading in the right direction so that future generations will have adequate water and proper sewage to make the Town of Coeburn grow. Mr. Kiser thanked Coeburn's Public Works, Police Department and Town Hall employees for the work that they do.

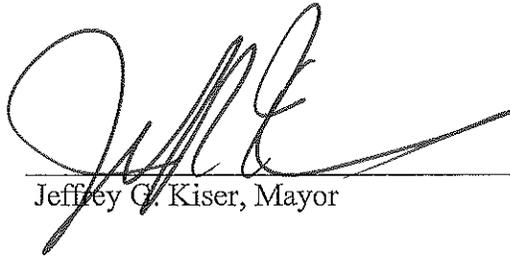
Adjournment:

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

Respectfully Submitted,

Cathy Sharpe

Attest: Cathy Sharpe, Clerk



Jeffrey G. Kiser, Mayor