

Council Minutes
Regular Meeting
June 8, 2026 - 6:30 p.m. - 413 Front St. E, Coeburn, VA

Attendees:

Upon roll call, all members of council were present: Jimmy Williams - Town Manager, Cathy Sharpe - Clerk/Treasurer, and William Sturgill - Town Attorney, were also present.

Call to Order:

Mayor Deventae Mooney called the meeting to order. The invocation was given and Pledge of Allegiance was said at the beginning of the public hearing held before this meeting.

Public Expression:

Mr. Danny Maine, 728 Virginia Avenue NE, addressed Council regarding the lack of water pressure at his home. Mr. Maine feels if the town would install a new water line on that road it would give him some more pressure. He said that the distance would only be about one hundred feet and would bring the main line to his meter; he believes that would take care of the problem. Mayor Mooney said Council will speak with Mr. Jeff Livingston to see if that is feasible.

Ms. Emily Whitaker, 403 Front Street East, stated the street cleaning was difficult for their business and reminded everyone that all the dirt on the street comes right into the local businesses. She is aware that the town is trying to keep things clean and encouraged people to do their part to do the same. Ms. Whitaker thanked the town for repairing the downspout on the building behind hers and said it really looks good.

Public Expression was closed.

Response to Public Expression:

There was no response to the previous meeting's Public Expression.

Approval of the Agenda:

Town Manager, Jimmy Williams, asked to add to New Business (D.) Modify/Change the Logo/Town Seal.

Vice Mayor Sharon Still made a motion to add under New Business (D.) Modify the Town Logo. Ms. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the agenda as presented. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

Reports:

Fire Department

Mr. Roger Stanley, Assistant Chief, reported the department had a slow month and only had 18 calls. There was a total of 154 man hours with 106 people responding and 32 hours of training. The department assisted two agencies with assist calls.

Mr. Joe Still asked if the department had received the new heat instruments. Assistant Chief Stanley said the devices were at the department charging and offered to bring them to the next meeting. He said the thermal imaging cameras are very sensitive, down to showing a handprint on a table and will be very useful to see through the smoke. Mr. Still will remind Mr. Stanley to bring them down for a demonstration.

Mr. Still asked if the department is ready for the Fourth of July fireworks. Mr. Stanley said the department is ready as always.

The Hazardous Materials Operations class will begin soon, and it looks like everyone in the town's department is set to pass the Fire One class. Mr. Still asked if any of the younger people want to be instructors. Mr. Stanley said that Ms. Marissa Meade has undergone training to be an instructor for Fire One, Fire Two and Hazardous Materials Operations. He said he is trying to be more involved with teaching the ones coming up.

Police Department

Mr. Westley Swindall, Lieutenant, provided an activity report to Council. The department was recognized for its work supporting therapeutic foster families in the community, and Chief Mullins was recognized as President of the Southwest Virginia Association of the Chiefs of Police and will serve a two-year term. The department took part in the Coeburn Challenger First Responder Special Needs baseball game and expressed appreciation for the invitation.

Chief Mullins will be going to pick up the fireworks for the Fourth of July celebration and the fire department will be ready to receive and store those. The paperwork for SOMA and Southern Software has been completed and should be coordinated by the end of June.

Chief Mullins has spoken with the Town Manager and Town Attorney concerning some of the ordinances that come up as a frequent issue, such as the noise ordinance, and hopes to have a draft ready soon. Mr. Mullins is also working on getting past due fines collected and will update Council on that.

Lieutenant Swindall reported that the department is running smoothly in Chief Mullins' absence and is proud of the officers for taking on additional responsibilities.

Town Manager

Mr. Jimmy Williams, Town Manager, reported he has been working on road permits for Jeepers Creepers, the Fourth of July, and the Guest River Rally. He has also been in contact with Serve Line, started the paperwork and is sending the information they need to set up the program. Serve Line hopes to have that in place by October and have it up and running with the customers by November 1st.

The butterfly valves have been installed at the pool and the Dippin Dots have been delivered at the pool for the concession. Mr. Livingston will speak more about getting the pool operational.

Mr. Williams reported the Planning Commission has four members: two with terms expiring in 2026, and two with terms expiring in 2028. The board consists of five to fifteen members and will need to have at least three present to meet if there are five members. Members must be town residents. Once the fifth member is selected the board can begin meeting. Mr. Williams has reached out to a few people and has yet to get a response. He asked that Council direct people his way if they know of anyone interested. Ms. Still suggested posting it on the Facebook page and the marquee, utilizing free advertising. Mr. Williams said the top corner of the marquee is not working properly and he will contact the sign company and see if they can come out and take a look at it.

Mr. Williams said Fortitude Construction is working on the repairs at the library. The trusses can be repaired and the roof looks fine. He said the insurance company has been contacted. Mr. Mooney asked Mr. Williams to email the library with an update.

Mr. Mooney asked if LaFerney Roofing had been contacted about the water standing on the roof of the library. Mr. Williams said he did speak with a representative that said water would stand on a flat roof with no issue. Mr. Williams said the weight of the water on the roof will not be an issue, but a downspout can be installed at an additional cost. Ms. Still asked if that water would evaporate, and Mr. Livingston said it probably would on a hot day. Mr. Still worries about the freeze and thaw cycle damaging the roof. Ms. Still has concerns about cutting into the membrane to install the downspout. She asked if a sump pump could clear off the water and Mr. Williams suggested looking for a solar powered option. Mr. Still asked if there are any other roofing people in the area that may offer an opinion. Mr. Mooney suggested that Mr. Williams speak to someone else at LaFerney. Ms. Still would like to have the issue documented and filed with the contract. Mr. Still is insistent that something be done about the situation. Ms. Holbrook would like to speak with the company that installed the roof and Ms. Still said she could get her the phone number.

Public Works

Mr. Jeff Livingston, Public Works Supervisor, distributed copies of quotes for a new lawn mower. Mr. Mooney asked if the quotes were all for the same mower, and Mr. Livingston said there are different mowers listed. Mr. Still asked how many hours are on the old lawn mower. Mr. Livingston said that the mower is a 2007 and has 20,000 hours or so on it. Mr. Still said that he knows someone who buys and sells mowers and that person doesn't deal with anything with more

than 800 hours on it. Mr. Livingston said the 2007 mower runs but has issues when going up a hill. Mr. Mooney asked for more information about the mowers, and asked Mr. Livingston what they prefer to use.

Sharon Still made a motion to purchase the Xmark Laser ZE Series 25.5 horsepower mower from Cox Tractor in Kingsport in the amount of \$9,919.00. Joe Still seconded the motion, which resulted in all Ayes.

Mr. Livingston reported that leaks were repaired on Hamilton Street, holes were patched in the roads throughout town, the fountain was up and running and trees were trimmed on the brick sidewalk. The sewer was jetted on Second Street, drains were repaired at Complex B, a line was repaired at Timberville and 155 work orders were completed.

Mr. Livingston reported the pool is up and running, but the main line in the pump room needs to be replumbed because they are about to blow out. He said the pump that runs the filter has a leaky seal. Mr. Livingston plans to do the work tomorrow. Mr. Williams asked if the leaky seal affects the ability to run the filter. Mr. Livingston said the filter is working, just leaking. The filter may still be under warranty and Mr. Livingston plans to check on that.

Mr. Still asked about the leak at the Hall's in Timberville. Mr. Livingston said that has been repaired and the cut dressed up and they will check it again in the morning. Mr. Mooney expressed concern because the line has blown twice in that spot and said it doesn't need to be paved over if it is going to blow off again. Ms. Still said to make sure the homeowner is aware of what is going on. She asked if the line runs under several driveways or just the Hall's. Mr. Livingston said that is the only driveway and has discussed rerouting the water line. Mr. Williams and Mr. Livingston said the maps are not correct and the lines are in different places.

Mr. Mooney reminded Mr. Livingston to present Council with a list of scheduled maintenance at the July meeting.

Mr. Williams asked what account the mower would be paid from. Ms. Still said the ARPA funds were being held for the PSA project. Mr. Mooney said the motion didn't specify, so it would be paid from the general fund.

Treasurer Report

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$215,598.27 as of 6/4/2026. She reported \$116,624.43 in outstanding checks, total accounts payable due in the amount of \$6,831.37 and interim accounts payable in the amount of \$118,027.64. After deducting the accounts payable due and outstanding checks the reconciled balance was \$92,132.47. There were cash disbursements totaling \$19,825.51.

Ms. Sharpe presented the minutes for May 11, 2026, regular meeting and May 20, 2026, special called meeting.

Ms. Sharpe reported three additional deposits since reports had been presented for the meeting. Thursday's deposit was \$8,786.75, Friday's deposit was \$13,044.21 and today's deposit was \$2,745.23 making the combined cash availability of \$116,718.66.

Ms. Sharpe provided Council with a list of businesses operating in town and highlighted the businesses that are past due. Ms. Still asked if Mr. Sturgill had looked over the information she sent him. Mr. Sturgill said he has that information and has also spoken with Chief Mullins. Ms. Sharpe said she had sent out reminders. Ms. Still discussed comparing the federal taxes with what is being claimed on the town business license application. Mr. Mooney would like Council to be updated next month on the business license applications that have been received.

Sharon Still made a motion to approve the total accounts payable due as presented. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve the interim accounts payable as presented. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve May 11, 2026, regular meeting minutes as presented. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve May 20, 2026, special called meeting minutes as presented. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

Attorney Report

Mr. William Sturgill, Town Attorney, said he doesn't have anything specific to discuss.

New Business:

- A. Personnel Policy - Mayor Mooney would like to table this item and discuss it after Closed Session.
- B. Water Report - Mr. Mooney said the water loss rate at 56% is high and asked what is being done to correct that. Mr. Livingston said they are repairing leaks as they find them, and Mr. Garrison at the water plant did say the rate is improving. Mr. Mooney asked what the goal is for the loss rate. Mr. Williams said it should be less than 30%. Mr. Mooney said there should be something the town could do to be more proactive in getting the loss rate down. Ms. Holbrook asked where the leaks could be, and Mr. Livingston said leaks are hard to find sometimes with lines running in the creek. Mr. Randy Farmer mentioned the difficulties in finding lines when the maps are not correct. Ms. Holbrook asked what could be done to address that. Mr. Williams suggested purchasing a device to be used to check all meters for leaks and that they read correctly. Mr. Mooney asked how long that would take. Mr. Livingston advised it could take months. Ms. Still suggested getting the lead line information during the process if they started doing that. Mr. Williams said he thought

the device was around \$2,100.00. Mr. Livingston said the meters the town has will be obsolete before too long.

- C. Town of Coeburn Engineering Services - Mr. Williams shared information he had about some local engineering and architectural services. Mr. Mooney said the town didn't pay the previous engineering group a monthly fee and asked how that would work with these firms. Mr. Williams reported he is working on those details but said it would be based on the project and funding sources. He said he is unaware of a stipend the town would pay on a regular basis. Ms. Still said it appears that Hill Studio is more an architectural firm and not so much focused on water projects. Mr. Mooney said he knows who he is leaning toward but would like to know if there would be someone assigned to the town. Mr. Sturgill said it would be a good idea to have a meeting to discuss this with the top two candidates to work that out. Mr. Mooney asked Mr. Williams to have a meeting scheduled with TTE and Thompson and Litton to discuss what an agreement with them would entail, and to have them present their offers to Council.
- D. Town of Coeburn Logo - Mr. Williams submitted a new logo for Council to review. The background has been changed from blue to green and the logo still features the scenic bridge. Mr. Mooney has concerns that the logo is too detailed to be put on a T-shirt or printed. Ms. Still suggested a compromise of that logo but toned down. Mr. Mooney would like to see a few options.

Old Business:

There was no old business.

Closed Session:

Mayor Deventae Mooney made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A1) to discuss performance of Town of Coeburn personnel, and Code §2.2-3711 (A8) to consult with legal counsel pertaining to specific legal matters. Vice Mayor Sharon Still seconded the motion, which resulted in all Ayes.

Immediately following closed session, Clerk/Treasurer Cathy Sharpe read "Certification of Closed Meeting", which is attached to these minutes and made a part hereof. A roll call vote certifying that only business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted as follows:

Carles Collins - Aye
Rose Mary Holbrook - Aye
Deventae Mooney - Aye
Joe Still - Aye
Sharon Still - Aye

There was no action resulting from Closed Session.

Council noticed an omission from the agenda and corrected that issue. Sharon Still made a motion to add New Business (E.) Emily Whitaker Coeburn Front Street Suggestions for Trees. Joe Still seconded the motion, which resulted in all Ayes.

New Business:

- E. Ms. Emily Whitaker Coeburn Front Street Suggestions for Trees - Ms. Whitaker would love to see the town have a long-term plan in place, especially for things that affect her daughter's business on Front Street. She is concerned about the Bradford pear trees planted along Front Street and at Ringley Park. Those trees are known to have issues. Mr. Still stated he cut down his Bradford pear trees, and Ms. Whitaker said she has removed 17 for an organization she worked with previously. She presented a plan for removing and replacing the trees along Front Street. She expressed her love for the town and her desire to see it look well and do well. Ms. Whitaker complimented the town for the care of the trees, saying they have done a great job caring for them. She mentioned that these types of trees are a nightmare and outlawed in several places, stating they are prone to splitting and disease. She said the trees bloom early and cause other trees to begin blooming before the frost danger is over, thus causing loss of crops and disruption of the nature cycle.

Ms. Whitaker thinks that it would be a good idea to start at the park and remove every other tree or go ahead and begin planting dogwood or service berry trees in between the existing trees. Ms. Whitaker suggested service berry trees for Front Street as the space for the root ball is smaller, replacing one or two a year. She said the existing tree could be removed, the stump ground down and a new tree planted beside the old one. Bricks removed from the new planting site could be used to cover the old planting site, because a new tree cannot be planted in the old planting site and would need a new site. Ms. Whitaker said the Front Street project could be done gradually, and the park project could be completed more quickly. She suggested doing something with a well thought out plan, not to act rashly, the project doesn't have to cost a lot of money and said it would be beautiful when the trees were replaced. Ms. Whitaker had spoken with the extension agent, and the agent thought it was a good idea.

Ms. Whitaker mentioned a Virginia Master Naturalist group that has just got started in Wise County and the members of that group are required to do forty-eight hours of community service. Ms. Whitaker thinks they will be enthusiastic about the service berry trees. Mr. Still asked if the town pays to have the trees trimmed yearly. Mr. Livingston said they paid someone for a year, but public works has been trimming them. Mr. Still said his family has discussed this very issue and said the service berry is an excellent choice because the roots grow straight down. He asked what exactly Virginia Master Naturalist deals with, and Ms. Whitaker explained it is basically a citizen science group that deals with all aspects of nature and mentioned they may even be interested in looking at the creek bank area in the town, and it would be a good project for them. Mr. Livingston said a grinder could be rented to grind the roots down.

Closed Session:

Mayor Deventae Mooney made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A1) to discuss performance of Town of Coeburn personnel, and Code §2.2-3711 (A8) to consult with legal counsel pertaining to specific legal matters. Vice Mayor Sharon Still seconded the motion, which resulted in all Ayes.

Immediately following closed session, Mr. William Sturgill read "Certification of Closed Meeting", which is attached to these minutes and made a part hereof. A roll call vote certifying that only business matters that were identified in the motion convening were discussed or considered. The roll call vote resulted as follows:

Carles Collins - Aye
Rose Mary Holbrook - Aye
Deventae Mooney - Aye
Joe Still - Aye
Sharon Still - Aye

There was no action resulting from Closed Session.

New Business:

- A. Personnel Policy - This item was tabled earlier in the meeting, discussed during Closed Session, and it was decided that Mr. Williams and Mr. Sturgill will work together on options regarding the personnel policy, vacation and sick time and will update Council with information for them to review and discuss.

Council Comments and Concerns:

Carles Collins - Mr. Collins had no comments or concerns.

Joe Still - Mr. Still had no comments or concerns.

Rose Mary Holbrook - Mrs. Holbrook had no comments or concerns.

Sharon Still - Ms. Still thanked everyone for all they do for the town. She reminded Mr. Williams to contact the two engineering firms and hopes that public works enjoys their new lawn mower.

Deventae Mooney - Mr. Mooney asked Mr. Williams to reach out to Ms. Emily Whitaker to see if she would like to be part of the Planning Commission. He reminded everyone the next Meeting is the June 15th at 4:30 p.m. to approve the budget.

Adjournment:

Mayor Deventae Mooney made a motion to adjourn this meeting. Rose Mary Holbrook seconded the motion, which resulted in all Ayes.

Respectfully Submitted,



Attest: Cathy Sharpe, Clerk



Deventae Mooney, Mayor