

Council Minutes
Regular Meeting
August 10, 2026 - 6:30 p.m. - 413 Front St. E, Coeburn, VA

Attendees:

Upon roll call, the following members of council were present: Rose Mary Holbrook, Deventae Mooney, Joe Still and Sharon Still. Carles Collins was absent. 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. Pastor Shane Wallace, Coeburn Methodist Church, gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Mooney.

Public Expression:

Ms. Emily Whitaker, 403 Front Street, addressed Council regarding the Farmer's Market. Lack of customers is forcing the market to close and Ms. Whitaker said there are some disappointed vendors that won't be able to sell the crops that are coming in. She gave Council information about the upcoming 1st Annual Shirley Cassidy Quilt Show that will be held in the Lays Building during the Guest River Rally. The show will also include a bed turning event where quilts are presented and the presenters tell the story of the quilt. Ms. Whitaker thanked Council for all their work.

Public Expression was closed.

Response to Public Expression:

Ms. Still said Mr. Danny Maine's concerns will be addressed during the time for reports.

Approval of the Agenda:

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

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

Reports:

Fire Department

There was no representative from the fire department present. Town Manager, Mr. Jimmy Williams, went over the report the department provided. The department had 13 calls for the

month of July and reported 125 man hours, 131 personnel responding to calls, 32 hours of training and 2 assists outside of the department.

Ms. Still asked Mr. Williams if he printed agendas for the people attending the meeting and Mr. Williams said yes. Ms. Still asked Mr. Livingston to give those to the people attending the meeting. Mayor Mooney noted that Mr. Williams had printed Council Packets and those can be obtained through a FOIA request and said the audience just needs the agenda portion of the packet.

Police Department

Mr. Travis Mullins, Police Chief, presented Council with an activity log and reported overall call volume has been consistent with last month. The new Southern Software system launched July 1st and the department is still learning the system and working through some kinks, but it is coming along. Chief Mullins plans to have a meeting Wednesday afternoon to standardize how things will be done with that system.

Mr. Mullins reported there has been an increase in calls regarding bears. He urges the public to take precautions such as not leaving trash out overnight, cleaning the grill after using it and putting up pet food or feeding smaller portions. He reported there is limited assistance with bear calls and said there is a number to contact the DWR. Chief Mullins also urged people to stay away from the bears and not be close to them.

The department conducted a joint training exercise with the Wise County Sheriff's Office, Pro Med and about a dozen other agencies. This exercise was observed by outside auditors to see how the departments would respond to an active shooter threat scenario. Chief Mullins reported it went well and the auditors said this is one of the largest exercises they have seen on this side of Roanoke and the department gained a lot of value from the training.

Mr. Joe Still asked about the progress on the camera installation. Chief Mullins said more cable is needed and plans to have installation completed by the Guest River Rally and says it is going well.

Town Manager

Mr. Jimmy Williams, Town Manager, reported he has been in contact with a biologist with the Department of Wildlife and the department has been receiving multiple reports from citizens about the bears in town. Mr. Williams said the Department of Wildlife suggested using ratchet straps that are available at stores such as Harbor Freight to close trash can lids securely.

Mr. Williams reported the town will be receiving the 599 funds from the Commonwealth in the amount of \$62,963.00 and that amount is \$37.00 dollars less than the amount budgeted. Ms. Still asked if that money was for the fire department and Mr. Williams said the money is for the police department.

Mr. Still asked if the town had sent out water bills. Mr. Williams said those had been mailed out. Mr. Still has not received his bill yet.

Mr. Mooney asked about the status of the leak program Council approved. Mr. Williams said the company has all the necessary information, and he has flyers in his office for the program. There is a 30-day period between the flyers coming out and getting them to the public and there is an 800 number on the flyer for the citizens to contact. Ms. Still asked if anyone has spoken with Ms. Elaine Minor at the PSA to set up the spreadsheet like the one they use for their customers. Ms. Still thinks having that ready will make the work easier when it's needed.

Public Works

Mr. Jeff Livingston, Public Works Superintendent, reported sewer lines were jetted at Dungannon Rd, Hamilton Street and Blown Away Salon. Leaks were repaired on Laurel Avenue, Kiser Street, Meadow Street and Calabash Lane. Public works installed drainpipes at the pool. Mr. Livingston reported the flagpole on Flagpole Hill was repaired but there is another repair needed to allow the flag to go all the way up and he has been in contact with the company in Abingdon about that. The flagpole at the depot was repaired as well. Public works completed 172 work orders.

Mr. Livingston presented Council with quotes for the 260 feet of 2-inch pipe that needs to be laid near Mr. Danny Maine's house. The quote also includes the price for the line to hook up the meters and the saddles and parts for the meter. Mr. Mooney asked if this includes the homeowner cost. Mr. Livingston said the quote only includes the town's portion of the line and does not include the cost of the line from the home to the meter. Mr. Mooney asked if this would fix the pressure issue Mr. Maine is having. Mr. Livingston said this would supply more water to the area. Ms. Still said if this line is replacing old, galvanized line, she can see how it would make a difference and needs to be replaced. She said she thought that line would have already been replaced before. Mr. Livingston said the line was replaced on Salem Avenue but not at the Lincoln Street and Virginia Avenue area. Mr. Mooney asked where the line is. Mr. Livingston said the line is in the road, and the road would have to be dug up to replace it, but there is an alleyway that could possibly be utilized to avoid tearing up the road. The alleyway is between two houses but there would need to be an easement to do that. Mr. Livingston will need to do a new estimate for that scenario. He said he will talk to the homeowners to discuss the alleyway situation. Mr. Mooney said the town should reach out to the engineers and see if they need to see how Mr. Maine's pump is set up, so if the town fixes the line and it doesn't fix the issue, it may be an issue on his end that needs to be repaired. Mr. Mooney recommends that public works no longer dig on private property or in driveways without Mr. Livingston's approval and Mr. Livingston will need to let the Town Manager or Council know what it is going on so there are no surprises.

Mr. Mooney asked Mr. Livingston to get a copy of the Office of Drinking Water's report and suggested corrections from Mr. Williams. Mr. Mooney also asked Mr. Livingston to keep a checklist of corrections that have been made and pending corrections to inform Council of what work has been done on that list. Mr. Livingston will work with Mr. Tracy Garrison on that information.

Mr. Livingston mentioned that public works needs a couple of weed eaters. Ms. Still asked how many operational weed eaters the town has. Mr. Randy Farmer said there are five operational weed eaters. Mr. Mooney and Ms. Still said at this time no purchases can be made that aren't necessary. Mr. Mooney suggested having some extra people pick up trash or clean up dirt.

Thompson and Litton

There was no representative present. Mr. Mooney asked Mr. Williams to let Mr. Colley know he was missed at the meeting and if he has an update on any of those projects that were discussed, he needs to let Council know.

Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$104,820.55 as of 8/6/2026. She reported \$57,013.33 in outstanding checks, total accounts payable due in the amount of \$39,324.24 and interim accounts payable in the amount of \$108,285.20. After deducting the accounts payable due and outstanding checks the reconciled balance was \$8,483.22. There were cash disbursements totaling \$38,265.17.

Ms. Sharpe presented the meeting minutes for July 13, 2026, regular meeting and July 24, 2026, special called meeting.

Ms. Sharpe reported three additional deposits since reports had been presented for the meeting. Thursday's deposit was \$6,596.52, Friday's deposit was \$3,601.24 and today's deposit was \$18,598.87 making the total cash availability \$37,279.85.

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 July 13, 2026, regular meeting minutes as presented. Rose Mary Holbrook seconded the motion, which resulted in Ayes. Deventae Mooney abstained.

Sharon Still made a motion to approve July 24, 2026, special called meeting minutes as presented. Deventae Mooney seconded the motion, which resulted in Ayes. Rose Mary Holbrook abstained.

Attorney Report

Mr. William Sturgill, Town Attorney, reported there is a new ordinance to amend the current zoning ordinance to allow manufactured homes in areas zoned for stick-built homes if they meet certain requirements. The manufactured home must be converted to real property, the certificate of occupancy is issued within five years, and the homes must be placed on individual lots. Mr. Sturgill has prepared an ordinance that meets these requirements in a form to present to the

Planning Commission. Mr. Mooney asked if the Planning Commission was still trying to fill the last seat. Mr. Williams said it was and asked if the commission would be able to meet with the members forming a quorum. Mr. Sturgill said the commission could meet. Mr. Williams will set up a meeting and update Council. After the Planning Commission looks at the ordinance and makes recommendations, it will come back to Council for the public hearing before it is adopted. Any issues that arise in the interim will be dealt with on a case-by-case basis complying with the Code of Virginia. Mr. Sturgill has included protections for the historical district. He also discussed the process of the Planning Commission review, publishing the hearing and the approval of the ordinance.

New Business:

- A. Water Report July 2026 - Mr. Jimmy Williams went over the water report for the month of July. The town produced 11,968,000 gallons of water with a loss rate of 48%. While the loss rate is up 1% from last month, Mr. Mooney remarked that these loss rate numbers are the lowest in a while. Ms. Still questioned the usage for a customer on the report and Mr. Williams will look into that and discuss it with Ms. Sherrie Meade-Olinger and report back to Council.
- B. Ms. Ulrike Whalen - Beer Garden at Guest River Rally - Ms. Whalen owns Oma's Haus Restaurant and had a food truck set up at last year's Guest River Rally. Customers requested a beer garden this year and the Coeburn Improvement Association also agrees that would be a good idea and would offer something new at the event. Sharon Still asked where the beer garden would be set up. Ms. Whalen said the proposed location would be at the Farmer's Market area. This area would be easy to fence in and close to the live music at the stage. The town would need to put some sort of barrier around the area. Ms. Whalen would not be able to apply for the necessary license from the ABC as a business owner. The license would have to be applied for by a non-profit organization, like the town, and would cost \$85.00. The town would then hire Oma's Haus to run the beer garden. After the employees are paid and the beer is paid for, all profit will go to the town. Ms. Still asked if the Coeburn Improvement Association would be able to apply. Mr. Williams said the CIA is under the umbrella of the town. Ms. Whalen had a copy of the license application on hand if the town was willing to fill it out and expressed that it would need to be done quickly to have everything ready for the festival.

Mr. Mooney said his only objection is he has heard complaints that there are not as many events for kids at the rally as there used to be and mentioned the example of the luau party that is no longer being held. Mr. Mooney said he doesn't support adding the beer garden and taking away the kids' activities. Ms. Still expressed concern that the fencing for the beer garden would take way from the space needed for the cornhole tournament on Front Street, as that event uses part of the market area. She said the last beer garden was held indoors near Sunburst Electronics and was concerned about the cost of fencing; especially considering that Council just denied the purchase of a weed eater for public works. Ms. Still suggested the beer garden be held over by the Crooked Road building if that was agreeable with the owners or the lot beside that one. She said the last beer garden was not sponsored by the town and suggested that the Civic League would be able to apply for the

license needed. Ms. Whalen discussed the popularity of beer gardens at other festivals in the area and stated it would bring more people in. Ms. Still said she would send Ms. Whalen contact information for the owners of the vacant lot. Ms. Whalen said that still doesn't help the issue of the license application. Ms. Still suggested the CIA and the Civic League work together to sponsor the beer garden. Rose Mary Holbrook asked if the Kiwanis Club was still active and if so, stated she would be willing to reach out for their assistance. Mr. Mooney said the club was no longer active. Ms. Whalen said the application would need to go out this week. There was no action from Council on this issue. Mr. Mooney mentioned the town gives the CIA \$7,500.00 for the rally each year and if there is fencing needed it should be paid for from that money.

- C. Building Upgrade Program Quote - Ms. Still asked Mr. Williams how old the heat pumps are at town hall. Mr. Williams said the one at the back of the building is obsolete and it is not sitting on a frost plate. He said both units have been worked on multiple times this summer. The quotes include indoor units, outdoor units and changing out the lights in town hall. The quotes were reviewed. Ms. Holbrook noted that only Buchanan Electric's quote included a humidifier and air purifier and wondered why that is not included in the other quote. Mr. Mooney asked if the grant to cover this is \$15,000.00 and Mr. Williams said that is correct. Mr. Mooney asked if it was worth it to use that money and just replace one heat pump or would that defeat the purpose. Mr. William's opinion is that it would defeat the purpose because each heat pump serves half the building and right now neither unit is working well. Ms. Still suggested removing the humidifier and air purifier that is optional, to save \$4,200.00 and make the town's portion just over \$8,000.00. Neither Ms. Still nor Mr. Mooney sees anything on the estimates for the replacement of the lights, and asked Mr. Williams if those lights were to be replaced with LED lights. Mr. Williams said that is correct and the information on the lights is probably in his email.

The group discussed specifications of the heat pumps and warranties. Mr. Williams said the deadline for the grant is mid-August. Rose Mary Holbrook asked where the town's portion of the money would come from if this was approved. Ms. Still said there is the Redi-Access fund or ARPA funds because the Combined fund cannot pay that amount at this time. Mr. Mooney said at one point, money was taken from the Redi-Access and was supposed to be put back. Ms. Sharpe said that money was put back into the Redi-Access account. The group discussed how to pay for the project. Mr. Williams said the lights would be an additional \$7,342.00 added to the Buchanan Pump estimate, and if the group sells five or more heat pumps everyone will receive a 5% discount on the price of the heat pump.

Sharon Still made a motion to go into the Building Upgrade Program using the Buchanan Electric estimate minus the two options; the humidifier and the air purifier which would lower the estimate by \$4,200.00. The grant will pay \$15,000.00 and the town will pay \$8,017.62 that will be paid from the Redi-Access account. There was no action from Council on this motion.

Deventae Mooney made a substitute motion that the town enter into the Building Upgrade Program using the Buchanan Electric estimate minus the two extras, leaving the town to pay \$8,017.62 utilizing the ARPA funds. Sharon Still seconded the motion. Ms. Still confirmed that there will

be a 5% discount if more than five heat pumps are sold. Mr. Williams said that is correct. A roll call vote resulted as follows:

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

- D. Grants - Ms. Still attended a Wise County Recreation Board meeting and asked for some money for John McKilgore Park. Ms. Still asked for \$4,393.00 to buy four picnic tables made of metal and resin, umbrellas, nets for the tennis courts and privacy nets for the tennis courts. When Ms. Still left the meeting, she received a phone call and was awarded \$1,750.00. This money will allow for the replacement nets, the privacy screen and umbrellas for the pool. The check was sent to town hall. There is a possibility that more will be awarded later. Ms. Still will need to order the items and go back and show them the order when it is done.

Old Business:

- A. Personnel Policy Vacation Leave - Mr. Mooney said he was not at the last meeting but knew that the auditor brought this up and Council had discussed it before. Mr. William Sturgill made suggestions to Council. Mr. Mooney asked Mr. Williams to reach out to the auditors and see if they would be willing to sit down with Council in closed session to discuss the leave policy and see what the best course of action would be that would not be a financial burden to the town.
- B. Tree Removal on Fourth Street and Columbus Avenue - Mr. Williams has a few quotes about getting this tree removed. The tree is in an alleyway and leaning over toward a home. Mr. Williams said since he got the quotes ready, Mr. Livingston suggested speaking with Isaiah at Old Dominion Power Company because the tree is growing through the power lines and the power company may be able to remove it. Isaiah will be in touch with Mr. Livingston. If the town must have the tree removed, the lowest bid Mr. Williams has is \$2,250.00. Mr. Mooney asked for an update at the next meeting. Mr. Williams said that quote is just the tree being cut and the town will have to clean it up.

Closed Session:

Mayor Deventae Mooney made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A1) to discuss Town of Coeburn personnel. Vice Mayor 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. A roll call vote resulted as follows:

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

Action from Closed Session:

There was no action resulting from Closed Session.

Council Comments and Concerns:

Rose Mary Holbrook - Ms. Holbrook said she appreciates everyone's hard work.

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

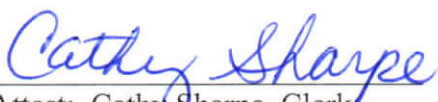
Sharon Still - Ms. Still appreciates everyone and all the hard work they do.

Deventae Mooney - Mr. Mooney had no comments or concerns.

Adjournment:

Mayor Deventae Mooney made a motion to adjourn this meeting. Ms. Sharon Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,


Attest: Cathy Sharpe, Clerk


Deventae Mooney, Mayor