

**Council Minutes
Workshop Meeting
March 26, 2018 – 6:30 p.m. – 502 Front Street E, Coeburn, VA**

Attendees:

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

Call to Order:

Mayor Jeff Kiser called the meeting to order. Deventae Mooney gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jeff Kiser.

Public Expression:

Robert Kilgore, 205 Wise County Road, Coeburn, VA and Alicia Jones, 14343 Marshall's Creek Road, St. Paul, VA – stated that they had concerns with the condition of the tennis courts. They said that their two main concerns were safety and cleaning of the courts.

Ms. Jones is the boy's tennis coach and she advised that the lower court is in playable condition but very slick.

Mr. Kilgore and Ms. Jones asked that the town clean the court; in which Mr. Mullins – Town Manager, replied that it would be taken care of. They also asked that crack filler be put on the upper court so it could be used as well. Mr. Kilgore asked if it could be done tomorrow, March 27, 2018. Mayor Jeff Kiser stated that depending on the product being used it may need to have time to set up before the court can be used. Mr. Mullins said it would not be tomorrow but it would be taken care of as soon as possible.

Ms. Jones said safety was her main concern with the lower court. She stated that the girls will be having a match April 5, 2018. Mike Wright asked if the cracks in the court can be filled before that match. Mr. Mullins stated that it should be completed but depended on the weather conditions.

Mr. Kilgore asked how much money was in the recreational fund. Sharon Still stated that \$3,400.00 was received for the recreational project for the tennis courts. Mr. Kilgore asked if the town would be able to fund the repair of the courts if most of the money was raised. Mr. Mullins asked council if this would be a consideration if the recreational funds were within \$2,000.00 of the costs to repair the courts? Council agreed this would be possible.

Mr. Kilgore said the upper court would have to be totally redone. He said the ultimate goal would be to have both courts in playable condition because they usually had extra players that could be getting some use out of the upper court during matches. He said the matches take a very long time and having both courts in use would help.

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 amended. Mike Wright seconded the motion, which resulted in all Ayes.

Recessed

Reports:

Town Manager

Town Manager, Russell A. Mullins reported that clean up day will be the third week in April. He stated that before then, public works plans to edge and pressure wash the sidewalks down Front Street up toward Big Boy Pizza, from Celebrate on back, to get the business district cleaned up.

Mr. Mullins stated there are plans to replace a water line on Alfred Street. Old galvanized line is causing residents to experience brown water.

Sharon Still asked about the house that had been torn down on Alfred Street. She stated that home owners are selling and would like it removed. Mr. Mullins said he would see what could be done about this problem.

Public Works

Jeff Livingston – Public Works Superintendent, did not attend the meeting. Mayor Jeff Kiser asked how many of the main water meters are left that need to be replaced. Mr. Mullins – Town Manager, stated that the Primary School needs to be done and said at least one more had to be replaced but wasn't sure which one. These are scheduled to be done as soon as possible.

Mr. Mullins reported that there is a freeze on spending. He said that absolutely nothing can be spent except for the bills. He has also put a pause on water meter replacement as well.

The Lane Group

There was no representative from The Lane Group present.

Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance as of Friday, March 23, 2018 in the amount of \$111,677.26. Outstanding checks in the amount of \$94,899.55, total accounts payable due in the amount of \$48,109.16 and interim accounts payable in the amount of \$1,138.63. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was – negative \$31,331.45. Ms. Sharpe stated that two additional deposits totaling \$34,534.19 had been

made since she completed the council reports. This would make the combined total cash availability \$3,202.74.

Ms. Sharpe stated that the March 12, 2018 regular meeting minutes will be distributed along with the April 9, 2018 council packets.

Ms. Sharpe also provided copies of the BB&T corporate card account and Shell monthly credit statements.

Sharon Still asked that Mr. Mullins – Town Manager, explain the Railroad Management Company lease agreement. Mr. Mullins stated that this was an agreement made with the town in 1926 from Norfolk Southern on utility easements on the railroad. The amount due is \$4,435.00. William Sturgill – Town Attorney, said this had been brought in front of council. Mr. Sturgill said the amounts at one time were minimal and now they have increased substantially. Jeff Kiser asked if these were for easements under the railroad track. Mr. Sturgill stated that he would look into this to make sure where the town stands with these easements.

Police Department

There was no representative from the police department present.

Fire Department

There was no representative from the fire department present. There was a Fire Department monthly activity report. There were 29 total calls during the month of February.

Mr. Mullins reminded everyone that there is a burn ban until the April 30, 2018.

Attorney Report

William Sturgill – Town Attorney, stated that he did not have anything specific to report.

Deventae Mooney advised that a resolution for the forensics teams needs to be written. Jeff Kiser said that a resolution needs to be written for the team as well as for individual achievements. Mr. Sturgill said this can be done under one resolution.

Information:

- A. Open Discussion – Mr. Mullins asked if there was anything that council would like to discuss. Jeff Kiser asked about a resolution that was suppose to be written for an eagle scout to which Mr. Mullins stated that he had not heard anything from the scout's father. Mr. Kiser said he would reach out to the father on Facebook.

Sharon Still asked Mr. Mullins about the creek dredging grant. He didn't have anything to report yet.

Deventae Mooney asked what the biggest difference between now and last year as far as the amount of the money the town has. Mr. Mullins said that replacing 80 water meters each month, rather than just replacing the registers, was the main reason. He reported that this cost alone was \$11,000.00 per month. He stated that the town is starting to see some returns on these meters. Mr. Mooney asked that a report be given to show what was being billed before and after the meters had been replaced. Jeff Kiser advised that a report was being done at town hall by and asked that this report be included in the packets for April 9, 2018.

Sharon Still inquired about two places in town that would like to be annexed to which Mr. Mullins – Town Manager, said would be discussed in the next council meeting. He said council needs to pass a resolution identifying the areas asking for boundary adjustments before he could proceed.

- B. Budget - Mr. Mullins reported that he did not have a copy of the preliminary budget for council. He informed council that the revenue side of the general fund was down around \$39,000.00. He said this had to be made up on the utility side and that personnel changes would be discussed at a later date. Mr. Mullins stated that the revenue decrease is due to motor vehicle decals, real estate, meals tax, state sales tax and cigarette tax. He explained that coal severance is up but the general fund is very tight. He said he was able to cut around \$107,000.00 for payroll per year due to moving some employees to different departments. There were also a couple of resignations that helped with the cut.

Sharon Still asked about the roof on the Lays and MEOC buildings. Mike Holbrook advised that the cost would be around \$7,000.00 and that Jeff Livingston was going to get a couple more estimates. Mr. Mullins stated that the cost was \$6,500.00 when the roofs were repaired a couple of years ago. The cost was for repairing what was necessary at the Library. Mike Holbrook asked that a tarp be put on the roof to protect the building until repairs can be done.

Mr. Mullins reported that he had managed to increase the water operations by about \$30,000.00 on the utility side. A lot of the increase was to maintain the system a little better and purchase a couple of things needed such as equipment. He stated that he added more on the projects and equipment line item to consider a financing deal on one public works truck. He said a truck would be needed very soon.

Closed Session:

There was no reason to enter into closed session.

Council Comments and Concerns:

Mike Holbrook congratulated the Eastside forensic team. He said it seemed like it has become a habit to congratulate this team. He stated that the quality of the town water is the reason for their success. Mr. Mullins was reminded that the town received an award for excellence in water works and performance.

Deventae Mooney congratulated Eastside forensics team. He reported that the Downs Syndrome Day was moved to April 21, 2018. He advised that the permit will need to be rewritten and sent in.

Sharon Still said that Eastside is always in the paper for doing something good. The school seems to have something going right and is moving forward with so many different things and areas of expertise. Ms. Still said she appreciates all that the town does for the students and she also appreciates all the public servants and workers and girls and boys in the office that deals with the public. She thanked all the council members for all they do on the back side that no one knows about.

Mike Wright congratulated Eastside forensics team. He said that being congratulated this often has to say something about the group of kids. He reported that the sign for Ringley Park is finished and that it looks good.

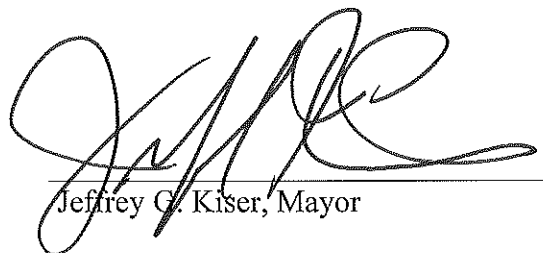
Jeff Kiser said dido on everything for Eastside High School State champions. He thinks for a small school they do a great job. He stated that Eastside has a great program. Mr. Kiser said he is looking forward to digging directly into the budget next month. He reminded everyone that the workshop meeting for April 23, 2018 will be dedicated to the budget and it will start at 5:00 p.m. It will be a roundtable discussion and will go over everything line by line. He also reminded everyone that the Easter Sunrise Service will be at the Lays Building on April 1, 2018 at 7:00 a.m. He said for public works people, service people, police department, fire department and town hall to keep up the good work. He said without those people, Coeburn wouldn't do as well as it does.

Adjournment:

Jeff Kiser made a motion to adjourn. Sharon Still seconded the motion, which resulted in all Ayes.

Respectfully Submitted,

Attest: Cathy Sharpe, Clerk



Jeffrey C. Kiser, Mayor



RESOLUTION 18-009 Powell Valley National Bank Line of Credit

WHEREAS, the Town of Coeburn, has received funding from USDA Rural Development and the Virginia Department of Health for the "Water System Improvements Project";

WHEREAS, USDA Rural Development requires interim financing for projects over \$500,000 in loan and the Town of Coeburn wishes to seek a closed-end line of credit for the purpose of payment for design services, permit fees, easement preparation, environmental studies, and other "soft" costs associated with the "Water System Improvements Project" to be reimbursed by project funds;

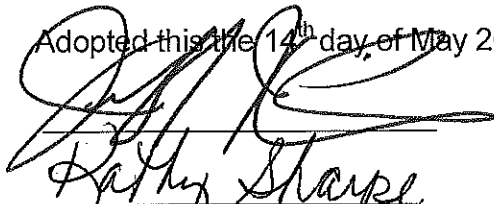
WHEREAS, Powell Valley National Bank has provided a commitment for a Bank Qualified, Tax-Exempt fixed rate of interest equal to 3.00% for an amount up to but not exceeding \$300,000 for the purposes provided above;

THEREFORE, BE IT RESOLVED that the Town Council of the Town of Coeburn hereby votes and agrees to execute the closed-end line of credit from Powell Valley National Bank. Furthermore, the Town Manager or the Mayor in the Town Managers absence of the Town of Coeburn is hereby authorized to sign and submit any and all appropriate documents on behalf of the Town of Coeburn relevant to this line of credit.

Motion by: Sharon Still
Seconded by: Mike Holbrook

Aye 5 Nay 0 Absent 0

Adopted this the 14th day of May 2018.


Attest: Kathy Sharpe, Clerk

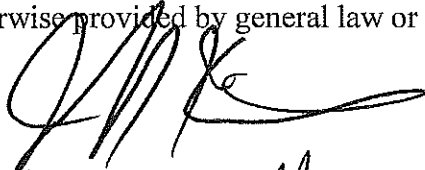
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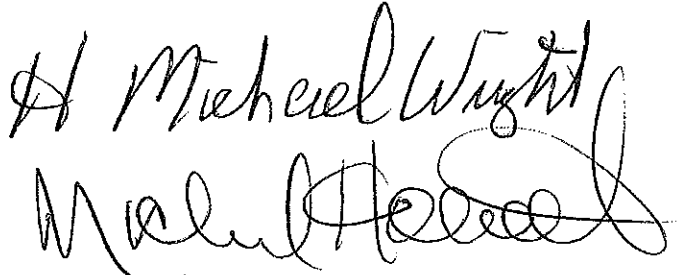
NOTICE OF NON-RENEWAL OF EMPLOYMENT AGREEMENT

TO: ~~DREW~~ ^{RUSSELL ANDREW} MULLINS, TOWN MANAGER
FROM: TOWN COUNCIL OF THE TOWN OF COEBURN

You are hereby notified by the Town of Coeburn that your employment agreement dated June 9th, 2014, will not be renewed. This non-renewal written Notice has been authorized by a majority vote of the Town Council on May, 14, 2018, and the employment agreement shall terminate after the completion of the initial five (5) year term, which began on June 9th, 2014. To the extent that Council's Resolution dated June 30th, 2014, may have extended the initial term end date to June 30th, 2019, none of the terms and conditions of the June 9th, 2014, agreement shall be in effect after June 30th, 2019.

By providing this Notice to you, it is the intent of the Town Council of the Town of Coeburn to be in compliance with Section 15.2-1503 of the *Code of Virginia*, which states in relevant part, "All appointments of officers and hiring of other employees by a locality shall be without definite term, unless for temporary services not to exceed one year or except as otherwise provided by general law or special act."


Doreen Moore
Sharon S. Stupp


Michael Wright
Michael Wright

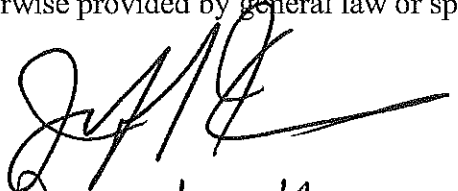
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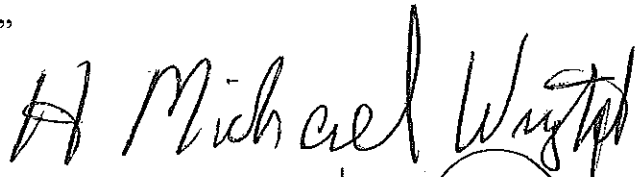
NOTICE OF NON-RENEWAL OF EMPLOYMENT AGREEMENT

TO: SCOTT BROOKS, POLICE CHIEF
FROM: TOWN COUNCIL OF THE TOWN OF COEBURN

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Duane M. Murney
Sharon S. Still


Michael Wright
Michael Wright