

**Council Minutes**  
**Workshop Meeting**  
**January 28, 2019 - 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. Reverend Steve Baker from the Coeburn Presbyterian Church gave the invocation. The group remained standing for the pledge of allegiance led by Mr. Jimmy Williams.

**Public Expression:**

There was no public comment. Public expression was closed.

**Approval of the Agenda:**

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

**Reports:**

*Town Manager*

Town Manager, Russell A. Mullins, reported that one easement for Star Branch Road has been completed. He stated that Mr. Jeff Livingston will be checking on the others one evening this week. Mr. Livingston advised that three others are willing to sign as well. Mr. Mullins said requests for another individual are in the process of being worked out.

Mr. Mullins advised that work can continue on the Systemwide Water Improvement Project now that the government shut down is over. He stated that Mr. Chris Mullins, Mr. William Sturgill and he have been discussing those easements. Mr. Mullins reported that the letter of conditions has been met to be able to get those easements signed. He said it would be late Spring before advertisements could be done.

Mr. Mullins advised Mayor Jeff Kiser and Vice-Mayor Sharon Still that they would be getting an invitation to a sidewalk study meeting. The meeting will be held at the Depot on February 12, 2019 at 10:00 a.m. Mr. Mullins stated that the meeting will not be specifically for the Town of Coeburn. The school system officials along with VDOT will be there as well.

Mr. Russell Mullins advised council of his intent to resign his position as the Town Manager. He said it is to pursue other ventures; he intends to start law school in the next year. Ms. Sharon Still asked if he would be giving council a formal letter to which he said he would turn in a resignation letter once a date is determined.

Mr. Deventae Mooney asked about the house located at Seventh Street that was falling down. He said he had asked Mr. Mullins about it a couple of months ago. Mr. Mullins advised that Building and Zoning is working on trying to talk with the owner. It has been inspected and the person has been spoken with once about it. Mr. Mooney asked what would happen if the individuals on Star Branch did not agree to sign easements for Star Branch Road. Mr. Mullins stated that these people would have to pay a tap fee if they wait until after the project is closed. Mr. Jeff Kiser said it is beneficial to sign up for Star Branch because the tap fee won't have to be paid at a later date; it helps neighbors and adds value to their land.

Mr. Mullins reminded everyone that there are three projects being worked on for the town at this time, those being Star Branch Road, Crab Orchard/Beech and the Water Meter Replacement Projects. He said he would like to see two projects closed and get into the Water Meter Replacement Phase II with hopefully another six hundred meters being installed. He said another area he would like to focus on would be under the railroad track beyond the Little League Field. He advised that most of the houses in that area have wells and there could be potential growth for new line. This is an out of town location.

- i. Public Works – Jeff Livingston, Public Works Superintendent, reported that sewer lines have been jetted on Columbus and Henderson Streets. He advised that trees are still being cut through town and a water leak is being repaired near Camp 18. There has been difficulty in locating this leak.

Mr. Russell Mullins reported that the loss rate in Flatwoods has gone up. It was around .83% this past weekend. He stated that the leak in that area could be causing the loss rate to go up. He advised that work on the sewer at High Street will be worked on the next warm day this week.

Ms. Sharon Still asked if anything had been done with fire hydrants. Mr. Jeff Livingston said those have been ordered.

Mr. Mike Holbrook asked if everything is going well at the water treatment plant. Mr. Livingston said there are no issues at the plant. Mr. Mullins advised that the guys at the plant are pleased with the improvements they have received. He said that there are four operators at the water plant and they all have at least a Class II License. There are three with Class I and one with Class II licenses. He said it is rare to have that much expertise for a town this size. He reported that the Water Treatment Plant received an achievement award for fluoride.

- ii. The Lane Group – There was no representative from The Lane Group present.

### Treasurer

Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$131,135.32 as of January 25, 2019. She reported outstanding checks in the amount of \$107,194.38, accounts payable due in the amount of \$5,989.01 and interim accounts payable in the amount of \$137,908.16. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$17,951.93.

Ms. Sharpe reported that the meeting minutes for the January 14, 2019 regular meeting and January 28, 2019 workshop meeting will be distributed along with February 11, 2019 regular council packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. These deposits totaled \$4,438.38 making the total cash availability \$22,390.31.

#### Police Department

Assistant Chief, Jimmy Williams gave the police activity report for the month of December 2018. There were 1,295 events that took place during the month. He gave a summary of these events.

Mr. Williams reported that there are two new police officers. Adrian Lawson will be full time and Brandon Meade will be part time. Neither of these officers have been trained.

#### Fire Department

There was no representative from the fire department present. No report was given. Mr. Jeff Kiser advised that the Coeburn Improvement Association is working with the fire department on having fireworks for the 4<sup>th</sup> of July. Chief Cliff Hawkins has been asked to find a suitable site to shoot the fireworks. The Coeburn Improvement Association is waiting for that information. Chief Cliff Hawkins arrived late and attended part of the meeting.

#### Attorney Report

Mr. William Sturgill, Town Attorney, report that he has two resolutions prepared; one was the Charles McConnell Resolution and the other was One Act Play Resolution. He advised that they are ready except for the date being inserted. Council will present these resolutions during the March 11, 2019 regular meeting.

Mr. Russell Mullins reported that the 2019 Appalachian Games will be held July 27, 2019. There will be a cap of fifty people and registration is now open. Mr. Mullins said he had spoken with Mr. Mike Holbrook about hosting the event at the Lays Building.

Ms. Sharon Still announced that the Mountains of Music Homecoming will be at the Lays Hardware Building on June 14, 2019.

Mayor Jeff Kiser advised that he would like to extend an invitation to Deb Wells and Teresa Robinette to address council February 11, 2019 about including Coeburn in the Mural Trail.

Discussion:

- A. Budget – Mr. Art Mead provided a handout to council. Mr. Meade stated that he is retired from the University and is drawing VRS benefits. He stated that he will be reimbursed for his hotel stay and mileage to and from Bluefield for the work he will be doing on the town's budget.

Mr. Mead had council to look at the budget versus actual report for the town with an ending date of December 31, 2018. The report that he provided cross referenced the budget versus actual. He stated the town's total budget is around 2.5 million dollars with the General Fund being 1.1 million and the Utility Fund around 1.4 million.

The document that Mr. Mead provided to council relates to personnel. The report shows that around \$800,000.00 is being paid out for salaries; this does not include overtime. He advised that fringe benefits had been consistently around \$400,000.00 which is around 50%. He said that the town could safely count on another \$50,000.00 in overtime expenditures.

Mr. Mead advised that \$410,414.00 should be budgeted for the Utility Fund in order to stay on track for next budget year. He stated that the sewer collection revenues are running ahead. Town Manager, Mr. Russell Mullins informed Mr. Mead that a billing error had caused this to occur. Mayor Jeff Kiser said this will be reflected over the next six months.

Mr. Mead went over the police department budget for personnel and stated that for part time employees he figured 40 hours per week. He advised that for the police department salaries there should be a budgeted amount of around \$271,000.00 rather than \$261,000.00 based on this year's budget versus actual.

Mr. Mead advised that building and grounds was over budgeted about \$10,000.00 and sanitation is short around \$8,000.00. He said he didn't look at parks and recreation but thinks \$13,000.00 is good.

Based on June 30, 2016 the fringe benefits were \$488,000.00, June 30, 2017 was \$420,000.00 and June 30, 2018 was \$417,649.00.

Mr. Mead stated that half the work is done on the budget with personnel. He said one of the first things he will be looking at is debt service. He will then start looking at the line items to see if anything needs to be changed. He said he would also be looking at the revenues as well.

Jeff Kiser made a motion to enter into closed session in accordance with Virginia Code §2.2-3711 (A.1) to discuss performance of Town of Coeburn personnel in all departments and accordance with Virginia Code §2.2-3711 (A.7) to consult with legal counsel pertaining to specific legal matters. Deventae Mooney seconded the motion, which resulted in all Ayes.

**Closed Session:**

Immediately following closed session, Cathy Sharpe, Clerk/Treasurer, read the “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 in all Ayes.

Mr. Jeff Kiser said there was one result from closed session. The town will be accepting applications for the position of town manager. The Virginia Employment Commission in Norton, Virginia will be accepting applications and a job opening will be published on the VML website sometime this week for information purposes.

**Council Comments and Concerns:**

Mr. Mike Holbrook – Mr. Holbrook had no comments.

Deventae Mooney – Mr. Mooney had no comments.

Sharon Still – Ms. Still thanked everyone.

Mike Wright – Mr. Wright had no comments.

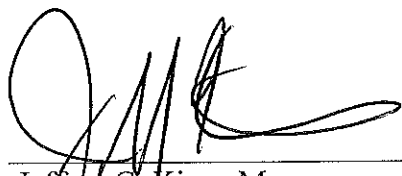
Jeff Kiser – Mr. Kiser thanked Mr. Art Mead for being at the meeting and presenting to council. He said his expertise has been a help to the Town of Coeburn for a number of years and will continue to do so. He thanked Mr. Russell Mullins for the information tonight and he looks forward to working with him for the upcoming process. He stated that council is invited to attend the Eagle Scout Court of Honor for Daniel Isaac Rose. This will be on Sunday, February 24, 2019 at 3 p.m. at the Cultural Arts Building in Coeburn. Please RSVP to 276-393-0513. Mr. Kiser said council needs to look into doing a resolution for Mr. Rose at the next council meeting. He thanked everyone for all their hard work.

**Adjournment:**

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

Respectfully Submitted,

  
Attest: Cathy Sharpe, Clerk

  
Jeffrey G. Kiser, Mayor