

**Council Minutes**  
**Special Called Meeting**  
**January 27, 2025 - 6:30 p.m. - 502 Front St. E, Coeburn, VA**

**Attendees:**

Upon roll call the following members of Council were present: Deventae Mooney, Joe Still, Sharon Still and Lisa Woodruff. Carles Collins was absent. Jimmy Williams - Town Manager, Cathy Sharpe - Clerk/Treasurer, and William Sturgill - Town Attorney, were present.

**Call to Order:**

Mayor Deventae Mooney called the meeting to order. The invocation and Pledge of Allegiance were omitted from this meeting since they were given during the public hearing meeting held prior to this meeting.

**Public Expression:**

There was no Public Expression. Public Expression was closed.

**Response to Public Expression:**

There was no response to Public Expression.

**Approval of the Agenda:**

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

**Reports:**

*Fire Department*

There was no representative from the fire department present. Mr. Williams reported the town purchased some road salt from Allen, Kentucky. When there was an issue with the salt getting picked up, Chief Cliff Hawkins and another fire department member went to get the salt and brought it back to Coeburn using the fire department vehicles. Mayor Mooney extended special thanks to the fire department.

*Police Department*

Travis Mullins, Police Chief, distributed packets to each Council member. Inside the packet is a breakdown and comparison of calls for 2023 and 2024. Chief Mullins went over the highlights

explaining types of calls and how they are handled. The Leash Law Ordinance is working and other towns have approached Chief Mullins and expressed interest in mirroring the ordinance the town has in place. Mr. Mullins said the department started off with a staffing shortage but within the year it is operating with a full staff and seems to be rebuilding support and trust with the community. Drugs and alcohol are still an issue.

The reporting is a little off due to the change from the old system to SOMA. Now that SOMA is in place reporting is easier and more accurate and can reflect walk ins and calls to the department. Calls have increased along with increases in total charges placed, citations doubled, DUI and DUID's have tripled. There is a spreadsheet with all the information in the Council packets. The SOMA system has helped modernize the department and increased the efficiency of the department. The department has also worked on and improved standards and practices, with all officers operating the same way.

The department has also been successful in securing grants to fund some department activities. The goals for 2025 are to focus on personnel training and making sure they are all comfortable and taking a proactive approach in their duties. This year will reflect the new normal of the department now that the changes have been made, a continuing effort to secure grant funding, and continued enforcement and updating of the town's policies and ordinances.

Chief Mullins reported he is waiting for two more quotes for the public service areas to compare them with the four he already has to see what the best option would be. Ethan is doing well at the academy. The department was recently awarded a grant in the amount of \$3,200.00. Chief Mullins recently completed the Highway Safety Grant workshop for Fiscal Year 26 and the grant application opens up February 21<sup>st</sup>.

Chief Mullins said prior to his appointment the town partnered with Wise County Sheriff's Office and other agencies to pursue a grant opportunity to install radio equipment in the police cars. That grant has been approved and is available now. The radio system utilizes satellite technology to communicate. The town will receive \$250,000.00 for this project. The vehicles will need to go to Richmond for installation or there is an approved local vendor, and there will be a yearly maintenance fee. Mr. Mullins said there are six new vehicles, and one older vehicle which is used as a backup, and the grant will cover six to eight vehicles. Chief Mullins would like to see all the vehicles outfitted with the system. Mr. Mooney asked Mr. Mullins to work with Mr. Williams, Town Manager, to see how this would affect the budget. Mr. Mooney would also like to see how the \$1,300.00 per vehicle per year will affect the budget.

#### Town Manager

Mr. Jimmy Williams, Town Manager, reported the town purchased two pallets of fifty-pound bags of salt. He said the plow is being installed now and should be ready in the morning, giving the town capabilities of plowing and salting roads. Mr. Williams said the side by side was widely used during the snow event and he is looking into getting a small hopper for the side by side to be able to salt. Mr. Mooney asked if the old truck from the side by side was ready for use. Mr.

Williams said it runs but there is a miss in it but otherwise it seems solid. The wiring harnesses that were ordered were exchanged and will be able to be installed. The truck can't be used for salt because it is being used for trash. Mr. Williams has spoken with Norris Built and they can build up the backend on the red truck for it to be used for trash and a flat bed put on the yellow truck. Mr. Williams shared the CNW breakdown requested by Council from 2021-2026. The town paid \$332,736.00 for the 2021-2022 year, \$332,424.00 for the 2022-2023 year, \$349,278.00 for the 2023-2024 year, \$384,912.00 for the 2024-2025 year and projected to be \$396,647.00 for the 2025-2026 year. Ms. Still asked if the sewer bills generate enough money to pay the bill to CNW, and said the town needs to break even. Mr. Mooney suggested seeing what is paid monthly for sewer and then comparing it to what is paid to CNW. Ms. Still asked about rebates and Mr. Williams said that there was a rebate in 2022.

Joe Still asked if the tires on the 554 were able to be salvaged. Mr. Williams said the tires were good and could be used.

Ms. Still asked about the covering for the fence across from Lifecare, and asked if the items stored could be straightened up. Mr. Williams said the lot has been straightened up, but there is more to be done. Mr. Mooney asked Mr. Williams to price material to cover the fence. Ms. Still said more could be done and that would make the lot more useful.

Mr. Mooney said he has been in contact with Mr. Williams about the evaluation form. Mr. Williams used the information provided by Mr. William Sturgill and created a form. More will be discussed about that later in the meeting.

Ms. Still asked if there were any more applications received for the Board positions advertised. Mr. Williams said there are six applications for the revitalization, and only one applicant lives within the town limits. Ms. Still said that if they are serviced by the town it shouldn't matter. Mr. Williams expressed surprise that so many people were in support of the committee and so few applications were received from citizens. Ms. Still said there are two openings for the zoning board and one opening on the planning board. Mr. Mooney Mr. Williams to advertise those positions and post that advertisement on the town's Facebook page.

Ms. Still asked about the status of the lead pipe survey. Mr. Williams said he is not sure of the exact percentage of completed forms at this time. He said it has been submitted but he hasn't heard of an update.

### Public Works

Mr. Jeff Livingston, Public Works Supervisor, reported the small trash truck is back in running condition. Leaks were repaired on Hickory Lane, Crab Orchard Road, and Harris Street. Public works completed 115 work orders.

Mr. Livingston presented quotes on the membrane roof for town hall and his office building. He has another quote to present and will get that information to Council.

Mr. Williams said the leak on Harris Street was quite a mess. The line was buried under a concrete slab and the line had to be drilled into sideways for the repair.

### The Lane Group

There was no representative from the Lane Group present. Mr. Williams said he has been in contact with The Lane Group and Norfolk Southern regarding work on the new sewer line that will be done near the railroad. One section was approved, and one was denied. Mr. Williams has a meeting set up for the first week of February to discuss the issue with the inspector and the concerns the railroad has about the stability of the tracks in the work area.

Mr. Mooney said the town has a meeting with the PSA next Tuesday at 2p.m. Mr. Mooney and Ms. Still will be attending the meeting on behalf of Council.

### Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$235,032.63 as of 1/24/2025. She reported \$88,031.90 in outstanding checks, accounts payable due in the amount of \$8,384.54 and interim accounts payable in the amount of \$121,797.87. After deducting the accounts payable due and outstanding checks, the reconciled cash balance was \$138,616.19.

Ms. Sharpe informed Council that the minutes from the January 13, 2025, regular meeting would be distributed with the February 10, 2025 Council Packets.

Ms. Sharpe reported two additional deposits since reports had been presented for the meeting. Thursday's deposit was \$1,745.21 and Friday's deposit was \$6,462.14 making the combined cash availability \$146,823.54.

Ms. Still asked about three charges on the first page for the fire department and the difference being offset and paid for by the Fire Fund. Ms. Still asked if there was any discussion before that purchase to establish if the town had the money to pay a portion of that purchase. Ms. Still said there is \$7,272.78 paid by the town with the remainder being paid by the Fire Fund and reminded everyone that department heads are limited to a \$2,000.00 purchase before having to discuss it with Council and it doesn't seem fair to have a purchase of this amount made with no discussion. Mr. Mooney asked Mr. Williams to discuss purchase limits and the purchase order process with the fire department and let them know they need to abide by the process even if something is being paid for by a grant.

### Attorney

Mr. William Sturgill, Town Attorney, distributed FOIA training material to all Council members. Mr. Sturgill also has an updated policy on job evaluation to be discussed. Mr. Sturgill said there

will be some online Ethics Training that will be done. Council will table the FOIA training until Mr. Carles Collins can be present in February.

Mr. Sturgill distributed copies of the current and updated personnel policy for employee evaluations for discussion later in the meeting. Mr. Mooney thanked Mr. Sturgill for his work on the employee evaluation forms and policy.

**New Business:**

- A. Approval of Ordinance 2025-001 - Commercially Zoned Property Maintaining Unobstructed Windows - This proposed ordinance was read earlier at the public hearing, so Mr. Mooney did not ask for it to be read again. The ordinance also addressed residential properties zoned in a commercial district exempting them from the ordinance.

Sharon Still made a motion to enact the Ordinance 2025-001 Commercially Zoned Property Maintaining Unobstructed Windows. Joe Still seconded the motion. A roll call vote resulted in as follows:

Deventae Mooney - Aye  
Joe Still - Aye  
Sharon Still - Aye  
Lisa Woodruff - Aye

Mayor Mooney asked Mr. Williams to provide a copy of this ordinance and a letter to businesses asking for compliance within 30 days of the adoption of the ordinance.

- B. Resolution to Honor Officer Brandon Meade and a Certificate of Achievement to Honor Officer Jake Elkins - Mr. Mooney read the Certificate of Achievement presented to Lieutenant Jake Elkins for his actions working on an accident January 25, 2025. The driver had left the overturned car and was in the water below. Lieutenant Elkins and Officer Meade rescued the driver from the water.

Mr. Mooney read the Resolution 2025-002 to honor Officer Brandon Meade. The town thanked Officer Meade for his heroic efforts in saving the driver in the car crash from the frigid water on January 25, 2025.

Vice Mayor Sharon Still made a motion to present Resolution 2025-002 Honoring Officer Brandon Meade. Mr. Joe Still seconded the motion. A roll call vote resulted as follows:

Deventae Mooney - Aye  
Joe Still - Aye  
Sharon Stil - Aye  
Lisa Woodruff - Aye

Council presented the officers with a copy of the Resolution and Certificate of Achievement and took photos before continuing the meeting. Mr. Mooney said it is a good thing to celebrate and recognize an employee, especially when it involves saving someone's life. Mr. Mooney said he hopes Chief Mullins relays the positive comments Council has each month regarding the police department.

- C. Update Authorized Check Signers at Miner's Exchange Bank - Under the last Council there were three authorized check signers along with Mr. Williams and Ms. Sharpe. Those were Jeff Kiser, Deventae Mooney and Sharon Still. Previously there were only two signers besides the Town Manager and Treasurer with a third being added to allow checks to be signed when people were out of town. Mr. Jeff Kiser is no longer a member of the Council and Mr. Mooney is asking Council to remove his ability to sign checks along with any involvement with any bank accounts belonging to the town. Mr. Mooney asks that Mr. Kiser be removed and he and Ms. Still will remain as signers along with Mr. Williams and Ms. Sharpe.

Sharon Still made a motion to remove Mr. Jeff Kiser from all bank accounts and have Mayor Deventae Mooney, Vice Mayor Sharon Still, Town Manager - Jimmy Williams, and Treasurer-Cathy Sharpe, on the accounts as signers. Mr. Joe Still seconded the motion. A roll call vote resulted as follows:

Deventae Mooney - Aye  
Joe Still - Aye  
Sharon Still - Aye  
Lisa Woodruff - Aye

Mr. Williams said they will need to go to the bank and sign new cards.

**Old Business:**

- A. Employee Performance Evaluations - Mr. Mooney said he would like to read the new Personnel Document Section 2.4 about job evaluations. Mr. Mooney said he had the department heads review the document and had no suggestions for changes. In summary, the document says the town Council strives to ensure high quality performance from the employees as they serve the public and town. The objectives of the evaluation process are to assess employee performance, provide opportunities for open dialogue and discussions between employees and supervisors, identify areas in need of improvement and recognize employees with exemplary work performance. Council established the following policy: All employees will be evaluated periodically by their supervisor at his or her discretion, at a minimum of once per year. The supervisor will discuss how the performance of the employee measures up to the job requirements and objectively evaluate job performance using numerical scores and

written remarks. Evaluations must be fair and honest with consistent criteria. Council will evaluate department heads and employees that report directly to Council. These will also be done at a minimum of once per year. Employees in need of improvement will be placed on an improvement plan with identified goals or terminated if deemed necessary.

Mayor Mooney made a motion to adopt Personnel Policy Section 2.4 Job Evaluations. Vice Mayor Sharon Still seconded the motion. A roll call vote resulted as follows:

Deventae Mooney - Aye  
Joe Still - Aye  
Sharon Still - Aye  
Lisa Woodruff - Aye

Mayor Mooney made a motion to adopt the Town of Coeburn Department Heads Evaluation form. Vice Mayor Sharon Still seconded the motion. A roll call vote resulted as follows:

Deventae Mooney - Aye  
Joe Still - Aye  
Sharon Still - Aye  
Lisa Woodruff - Aye

Mayor Mooney made a motion to adopt the Employee Performance Evaluation to be used for all employees except for the police department. Vice Mayor Sharon Still seconded the motion. A roll call vote resulted as follows:

Deventae Mooney - Aye  
Joe Still - Aye  
Sharon Still - Aye  
Lisa Woodruff - Aye

Mayor Mooney made a motion to require all Town of Coeburn employees to have an evaluation conducted no later than February 28, 2025. Vice Mayor Sharon Still seconded the motion. Mr. Mooney clarified that Department Heads will be doing the evaluations and keeping copies in a personnel file that is accessible to Council if asked. Mr. Mooney said each of Council will evaluate the department heads and scores will be combined. Council or Mayor Mooney and Vice Mayor Still will meet and discuss with Department Heads. A roll call vote resulted as follows:

Deventae Mooney - Aye  
Joe Still - Aye  
Sharon Still - Aye  
Lisa Woodruff - Aye

Mr. Mooney asked Mr. Williams to provide all department heads and Council with enough evaluation forms to perform the evaluations. Mr. Mooney requested that a copy of the police department evaluations be kept at the police department and at town hall.

**Closed Session:**

There was no need to enter into Closed Session.

**Comments and Concerns:**

Joe Still - Mr. Still said he appreciates all the workforce of the town. He said he couldn't ask for anything better than what the police department is doing, and Chief Mullins has an exemplary force working for him. Mr. Still thanked Jeff Livingston for all the work he does, and the work of his department. He said he appreciates Mr. Williams and Ms. Sharpe for running a tight ship at town hall. Mr. Still thanked his fellow Council members for all the work they do. He thanked Mr. William Sturgill for all the work he does keeping everything legal.

Sharon Still - Ms. Still really liked the report that Chief Mullins presented. She liked how the information was presented and broken down and felt that the format offered a good look at what is going on in the department beyond just reporting on patrols. Ms. Still appreciates all the work done out in the cold. She thanked Mr. Livingston and public works for all their work, especially during the recent freezing conditions. Ms. Still thanked Mr. Sturgill for all his legal work. She thanked Mr. Williams, Ms. Sharpe, and all the staff at town hall for the work they do. Ms. Still thanked Mr. Mooney for all his work.

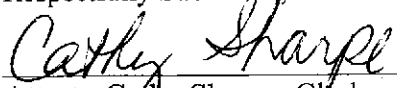
Lisa Woodruff - Ms. Woodruff said she agrees with her fellow Council members. She said she is proud of all the work done for the town, by all the departments.

Deventae Mooney - Mr. Mooney said he agrees with all the comments made this evening. He said he is excited about employee evaluations to take place and thanked Mr. Sturgill and Mr. Williams for their work preparing the evaluation forms. Mr. Mooney feels that yearly feedback, positive or negative, gives guidance for improvement.

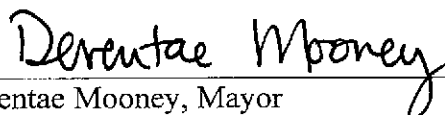
**Adjournment:**

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