

**Council Minutes**  
**Regular Meeting**  
**February 10, 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 also present.

**Call to Order:**

Mayor Deventae Mooney called the meeting to order. Mr. Joe Still gave the invocation. The group remained standing for the Pledge of Allegiance led by Mr. Mooney.

**Public Expression:**

Mr. Martin Funk, owner of Funk Drilling, spoke to Council about his involvement in the organization, Back County Horsemen of America. Mr. Funk is an avid horseman, and this nonprofit group helps keep trails open for horseback riders, hikers, bikers, and other nature enthusiasts. Mr. Funk is in the process of establishing a local chapter of the Back Country Horsemen of America. He feels there is a great opportunity for trail expansion in the area. Mr. Funk would like to have the opportunity in the future to have more than five minutes to speak to Council about some of the ideas the group has and ways they feel they can really help Coeburn stand out. Mr. Funk thinks there is opportunity, and it would be a good thing to bring horseback riders to the town and increase tourism. Mayor Mooney invited Mr. Funk to call the town manager and be put on the agenda when he is ready to address Council.

Public Expression was closed.

**Response to Public Expression:**

There was no Response to Public Expression.

**Approval of the Agenda:**

Mr. Jimmy Williams asked to remove Old Business (A.) - Utility Rate Increase from the agenda and discuss it at the next meeting.

Vice Mayor Sharon Still made a motion to remove Old Business (A.) - Utility Rate Increase from the agenda and put it on the agenda for the meeting to be held February 24, 2025. This meeting will need to be changed from a workshop to a special called meeting. Mayor Deventae Mooney seconded the motion, which resulted in all Ayes.

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

**Reports:**

Fire Department

There was no representative from the fire department present. Mr. Mooney asked someone to reach out to the fire department and remind them to send a representative to the meeting. Ms. Still asked if Mr. Williams has gone over the spending policy and purchase order process with the fire department. Mr. Williams has not had that discussion yet but has spoken with the department and they have been extremely busy. Mr. Mooney asked Mr. Williams to let them know there are questions about a purchase that he would like to ask the fire department directly when they attend the meeting.

Police Department

Mr. Travis Mullins, Police Chief, distributed monthly reports to Council and the call volume was similar this January to the volume of calls received last January. Chief Mullins has the recommended ordinance list from the Commonwealth Attorney's office and is working with Mr. William Sturgill, Town Attorney, on that project. Mr. Mullins also gave copies of the evaluation forms for his department to the Council. Ms. Still felt that the forms looked good and covered everything. Mr. Sturgill also thought the forms were excellent.

Sharon Still made a motion to adopt the evaluation forms for the police department office manager and officers as presented. Joe Still seconded the motion. A roll call vote resulted as follows:

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

Ms. Still asked for a copy to be filed and kept permanently. Mr. Mooney asked if Chief Mullins was on track to have evaluations done by February 28<sup>th</sup>. Mr. Mullins said he is on track to get those evaluations done by that date.

Town Manager

Mr. Jimmy Williams, Town Manager, updated Council on the lead and copper pipe survey. Currently the town is reporting five lead lines, 1,125 non-lead, and 802 unknown lines. There are still citizens returning paperwork. Ms. Still asked for Council to be updated once a month on this project.

Mr. Williams discussed the payments the town has made to CNW in the amount of \$253,639.00 during a seven-month period. This is an average of \$36,234.14 per month. During this time-period the town collected \$473,140.58, which is an average of \$67,591.51 per month. For the

year 2023-2024 the town was charged \$320,177.00, which is an average of \$26,681.43 per month. At the end of the year, the town collected \$756,801.15 which is an average of \$63,066.76 per month.

Mr. Williams sent out fifty letters about the ordinance requiring unobstructed windows on Front Street and included a copy of the ordinance in the letter. Mr. Mooney asked Mr. Williams to provide Council with a copy of that letter. Mr. Williams sent the letter the morning of this meeting. Mr. Mooney asked if Mr. Williams included the 30-day compliance period in his letter. Mr. Williams said he did not include that information in the letter, but did include the date the ordinance was approved. Ms. Still said she wished the time frame was in the letter, and Mr. Mooney reviewed the minutes and saw that the directive was given at the meeting when the ordinance was approved.

Deventae Mooney made a motion to have Town Manager, Jimmy Williams, send a letter February 11<sup>th</sup>, 2025, to all businesses on Front Street specifying there is a 30-day compliance period for the new ordinance, beginning the day the letter is sent. Mr. Mooney would also like a copy of the letter sent to Council. Ms. Still asked that the letter say it is a follow up to the first letter. Mr. Mooney asked that Mr. Williams give March 28<sup>th</sup>, 2025, as the date for compliance. Sharon Still seconded the motion, which resulted in all Ayes.

Ms. Still asked if the town was prepared for the upcoming snow that is in the forecast. Mr. Williams referred the question to Mr. Jeff Livingston, who said the town is prepared for it.

Mr. Mooney asked if Mr. Williams has the price of the materials needed for the lot near Lifecare. Mr. Williams does not have that information. Mr. Mooney asked for that information to be presented at the next meeting.

Mr. Mooney asked about Mr. Williams' inquiry into the USDA grants. Mr. Williams has no new information at this time. The workshop that was supposed to be held last week was cancelled.

Ms. Still asked if the process had been started for the downtown beautification grant and asked when the deadline is for that grant. Mr. Williams has the documentation from LENOWISCO, and Ms. Still said there will need to be a plan and cost estimates for what needs to be beautified. Ms. Still also said there is an issue with the dirt falling into the creek and is thinking the town bought the materials to put under the bridges the last time this was an issue. Ms. Still said it needs to be looked into to determine the cost for this fix and to see if there is anything the Department of Energy can do to assist with this issue.

Ms. Still asked if Mr. Williams had heard from the Job Corps about doing the work at the pool. Mr. Williams asked Mr. Livingston to contact the Job Corps. Mr. Mooney asked Mr. Livingston to reach out with Mr. Carter as well, to make sure that things are done correctly when the concrete work is done. Ms. Still hopes to have the pool ready by May 23<sup>rd</sup>.

Mr. Mooney asked if there were any advertisements posted for the board positions that need to be filled. There is one position open for the planning commission and two positions open for the zoning board.

Mr. Mooney asked about quotes for the work on the roof at Town Hall. Mr. Livingston has some quotes.

### Public Works

Mr. Jeff Livingston, Public Works Supervisor, reported that leaks were repaired on Starla Lane, the pump was pulled at Food City in which a mop was removed, and sewer lines were unstopped on Kale Street and Central Street. A two-inch line was repaired on Warren Road.

Ms. Still asked if there was a price for replacing the pumps with the chopper pumps. Mr. Livingston said he is working on that.

Mr. Livingston gave Council copies of the roofing quote. He said it looks like it will be cheaper to go with the membrane roof. Mr. Livingston also presented a quote for a heat pump to replace the one at the MEOC building. The coil was broken when the unit froze over. Ms. Still asked for three quotes to compare prices.

Ms. Still asked Mr. Livingston to get additional quotes for the roof.

### The Lane Group

There was no representative from The Lane Group present. Mr. Mooney said there was a meeting last week about the sewer project and some of that will be discussed during the closed session.

### Treasurer

Ms. Cathy Sharpe, Clerk/Treasurer, reported a posted cash balance of \$176,877.19 as of 2/5/2025. She reported \$53,836.69 in outstanding checks, accounts payable due in the amount of \$17,609.38 and interim accounts payable in the amount of \$137,281.03. After deducting the accounts payable and outstanding checks, the reconciled balance was \$105,431.12.

Ms. Sharpe presented the meeting minutes for January 13, 2025, regular meeting, January 27, 2025, public hearing, and January 27, 2025, special called meeting.

Ms. Sharpe reported three additional deposits since reports had been presented for the meeting. Thursday's deposit was \$1,915.43, Friday's deposit was \$4,175.98, and today's deposit was \$6,268.73 making the combined cash availability \$117,791.26.

Mr. Mooney asked how often money is transferred to the VRA Reserve Fund. Ms. Sharpe said that there are no transfers. Mr. Mooney asked if it is held in an interest-bearing account, and what kind, and how much interest the money draws. Ms. Sharpe said it is in a checking account, but no checks are written from that account, and she does not have the information on the amount of interest at this time, but she will gather that information. Mr. Mooney said that the PSA mentioned using a VIP account that gathers more interest and would like to look into that, and what the options are in order to make more money off that. He suggested speaking with Mr. Cody McElroy at PSA about their account.

Mr. Mooney asked for an update on the audit. Ms. Sharpe said the pre-audit is still being worked on and should be finished by the first of next week. It will then be sent to the auditor. Mr. Mooney would like to have a definitive date for the completion of the audit, and that way if asked, a date will be in an email and can be given to VRA if requested.

Mr. Mooney asked if the information had been given to the bank to have the signers updated on the town's accounts. Ms. Sharpe said the bank has the information and is awaiting approval of the meeting minutes to proceed.

Ms. Still asked about the card services late fee payment and asked if the balance can be paid in full to avoid interest payments. Ms. Sharpe asked Mr. Williams about that. Mr. Williams said the invoices were coming just days before the due date. That has since changed, and those statements are being received electronically. Mr. Williams is hoping that this will eliminate the issue. Mr. Joe Still asked if that bill is paid electronically. Mr. Williams said there is a bill set to be paid that way; he is not sure if it is this bill. Ms. Still asked if the account is available online, and if so, the bill is available to view and pay online. In her opinion, the town should be aware of the due date and pay it online. Likewise, Ms. Still expressed concern that there are balances and feels that the bill should be paid in full each month. Ms. Sharpe said that at one time, there was an issue getting the receipts to reconcile the statement. Ms. Still said waiting on receipts should not stop the bill from being paid.

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

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

Sharon Still made a motion to approve January 13, 2025, regular meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve January 27, 2025, public hearing meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

Sharon Still made a motion to approve January 27, 2025, special called meeting minutes as presented. Joe Still seconded the motion, which resulted in all Ayes.

#### Attorney Report

Mr. William Sturgill, Town Attorney, reported he has the list of ordinances to look at. He will be reviewing those over the next couple of weeks and will be working on those with Chief Mullins. Mr. Sturgill said the FOIA training needs to be completed by the end of February and hoped to do it when all Council members were present. Mr. Mooney asked to do it at the next meeting in hopes that Mr. Carles Collins would be able to attend.

**New Business:**

- A. Approve Members for the Coeburn Revitalization Committee - Deventae Mooney made a motion to table this item until after closed session. Sharon Still seconded the motion, which resulted in all Ayes.
  
- B. Fourth of July Fireworks - Mr. Williams spoke with the company that has supplied fireworks for the town in the past and the show will be \$8,700.00. The company will charge an additional \$2,700.00 to deliver the fireworks. Ms. Still asked where the fireworks will be picked up. Mr. Williams said Orange County or Galax. He said if Norton orders their fireworks from this company, the delivery fee to Norton will only be an additional \$500.00 and the town can pick the fireworks up in Norton. Ms. Still asked if the town has ever had any type of sponsorship to help pay for fireworks. Mr. Williams said that it is time to order. Mr. Williams suggested tabling the issue until the next meeting, giving him time to contact some businesses in hope of gaining some sponsors.

**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 discuss with legal counsel pertaining to specific legal matters. Ms. 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:

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

Sharon Still made a motion to create the Coeburn Revitalization Committee with the following members: Jeffrey Proulex, Chairman, Town Manager (Jimmy Williams at this time, the position will always be held by the current town manager), Lisa Woodruff, Lisa Odle, Jonathan Owens, Ulrike Whalen and April Huff. Deventae Mooney seconded the motion, which resulted in all Ayes. Mr. Mooney asked Mr. Williams to have Mr. Proulex notify all members.

**Council Comments and Concerns**

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

Sharon Still - Ms. Still thanked everyone for their work.

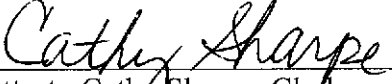
Lisa Woodruff - Ms. Woodruff had no comments or concerns.

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

**Adjournment:**

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

Respectfully Submitted,

  
Attest: Cathy Sharpe, Clerk

  
Deventae Mooney, Mayor