

**MINUTES  
REGULAR COUNCIL MEETING  
MONDAY, DECEMBER 15, 2014  
TOWN HALL – 6:00 P.M.**

Council Members:

Kyle Fletcher-Mayor  
Kenneth Holbrook  
Greg Bailey  
Tim Boardwine  
Harry Kelly  
Jason Kilgore  
Monty Salyer

Tori Lane – CHS Member

Julie Hensley – Town Attorney  
Debora Baca – Clerk/Treasurer  
Earl Carter – Public Works Director  
Glenda Lane – Deputy Clerk  
Cody McElroy – Mattern & Craig  
Bob Harrison – IDA  
Rob Jones – Sustainable Development  
Kathy Stewart – Lyric Committee  
Allen Gregory – CVTimes

The meeting was called to order by Mayor Fletcher at 6:05 p.m.

Councilman Kelly asked to add “Beautification Committee” as Item #10 under New Business. Mayor Fletcher said he invited Rob Jones to address the Council regarding the progress on the Willis Building Project. Ms. Baca noted that she listed the “water intake” twice under New Business, so item #2 should be stricken. A motion was made by Councilman Holbrook to accept the agenda as amended. The motion was seconded by Councilman Kelly and approved by unanimous roll call vote.

Councilman Salyer asked to recognize Tori Lane of Castlewood High School. Mayor Fletcher introduced Tori, who is a senior government student at CHS that has been selected to serve as a non-voting student council member. She commented that there is another student that may be alternating with her as the CHS representative.

Under Public Requests, Kathy Stewart reviewed the activities of the Lyric Committee. A feasibility study has been done and the committee has submitted an IRF grant application for \$147,000. The first fundraising event was held to kick off the Lyric fundraising project and they have now collected over \$20,000. Ms. Stewart inquired about the contractor start date for the repairs the town has agreed to do on the top of the building. Mayor Fletcher said the contractor, Wayne Fields, said he was trying to work it into his schedule and hoped to get back with the town in the next couple of weeks. Kathy also advised that she has visited the top floor of the pool building and the rooms are in much need of repair. She discussed the planned “Casino Night” to be held as the next fundraising event for the Lyric and asked that the town council consider making the necessary repairs, cleaning, and painting the pool rooms so they could be used to hold this event. Following a brief discussion, Councilman Salyer pointed out that this matter is on the agenda for consideration.

Rob Jones summarized the progress of the Willis Building project. The IRF and ARC grants awarded total 1.1 million dollars. An RFP for architectural services was advertised and the Committee selected Thompson & Litton. A schematic design for the building is complete and

**MINUTES  
REGULAR COUNCIL MEETING  
MONDAY, DECEMBER 15, 2014  
PAGE II**

after advertising for Expressions of Interest for the redevelopment and operation of the Willis Building, two proposals were received. The Committee selected Creative Boutique Hotels to further discuss a formal proposal. Following a meeting with the three partners of Creative Boutique Hotels, DHCD cautioned that if this is going to be a design build project, the town should make sure the state guidelines for procurement are met. Mr. Jones said he has talked with the Town Attorney and they recommend re-advertising following the guidelines for a design build. Ms. Hensley said the design build has specific guidelines and she believes the town should advertise as such. Ms. Baca said she talked with Jimmy Wallace at LENOWISCO and they are very willing to start on the environmental. Mayor Fletcher expressed his agreement with Mr. Jones and Ms. Hensley that the project should be advertised again. He also advised that he and Mr. Jones will continue to give updates on the progress of the project.

Mayor Fletcher made the following announcements:

- 1) The town hall offices will be closed on December 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup> in observance of the Christmas holiday.
- 2) The employee Christmas dinner will be served at 11:30 a.m. on December 23<sup>rd</sup> at the town hall. Council members are invited.
- 3) Mayor Fletcher reported on a meeting held with Dominion officials regarding the problems with the grit chamber. Dominion was very concerned about not having generators at the grit chamber site to serve as backup in the event of power failure, and readily agreed to provide the hookups and generators when needed. Also, two Dominion engineers will be visiting the grit chamber site to see if they can offer any suggestions on the screens or how to resolve the sand issue.

A motion was made by Councilman Holbrook, seconded by Councilman Boardwine, to approve the November minutes as presented. The motion carried by unanimous roll call vote.

Councilman Holbrook moved to approve the Consent Agenda items as presented. The motion was seconded by Councilman Kilgore and unanimously approved.

**Old Business:**

Cody McElroy discussed the ongoing issues with sand coming through the grit chamber. He has been in communication with Kason regarding their equipment and the inability for the screens to work properly. Earl Carter said he has also been involved in these communications and has been asked to deal with Janet Sheehey. Mr. Carter also said that Dominion engineers will be visiting the grit chamber in the next week or so to see if they can offer any assistance or suggestions. Following a brief discussion about trying different size mesh and other conversations with Kason, a motion was made by Councilman Holbrook to leave this matter on the table until next month. The motion was seconded by Councilman Boardwine and passed unanimously.

**MINUTES  
REGULAR COUNCIL MEETING  
MONDAY, DECEMBER 15, 2014  
PAGE III**

Earl Carter said he is still working on the details to present regarding establishment of a First Responder program. A motion was made by Councilman Bailey, seconded by Councilman Holbrook to leave the matter on the table until the January meeting. The motion carried unanimously.

Councilman Kilgore advised that the town needs to check with Verizon to see if they can increase the upload speed for the park cameras. Councilman Salyer said he has a contact with Verizon and will give him a call to discuss why we can't just switch the name of the same line and ask him to check if Verizon has a faster upload speed than what is currently on the Little League DSL line. Ms. Baca said she would just like to get approval to reimburse the Little League for the line cost until the matter is resolved. The cost is \$49.43 at this time. A motion was made by Councilman Boardwine to approve this request and to also pay the Little League for the past two months. The motion was seconded by Councilman Kilgore and passed unanimously with Councilman Holbrook abstaining.

**New Business:**

Cody McElroy said the Regional Water Study has been submitted to the Virginia Department of Health for review. Part of the study considered the need for a new water intake. Subsequently, during the recent financial workshop meeting of the Town Council, there was discussion about a new intake helping to resolve the sand problem and allow for a larger flow of raw water when the river is low. Mr. McElroy said the PER and permitting process could be done through a task order under the general engineering agreement. The PER would cost \$3500 and the permitting process would be charged hourly since it is unknown how long the permitting would take. He estimated the permitting cost to be around \$25,000 because it could take one to two years to complete. Councilman Salyer moved to approve the task orders for Mattern & Craig to do the PER and permitting for a new water intake. The motion was seconded by Councilman Kelly and unanimously approved.

Next, Councilman Salyer offered a motion to clean, paint, and repair the upstairs of the pool building and that the work be done by the end of January in order to be able to use the rooms to hold meetings and fundraising events as proposed by the Lyric Committee. The motion was seconded by Councilman Boardwine and unanimously approved. Councilman Salyer also asked that the progress on this work be reported on in January.

Mayor Fletcher talked about the need to replace the flooring in the town hall. He asked Council to consider what type of flooring they would want. There was debate about vinyl, laminate, and tile flooring. Councilman Kelly said he would like tile and several others talked about types of vinyl flooring. Mayor Fletcher said he could get a cost estimate on different types. Following a brief discussion about projects that are and are not brought before Council, a motion was made by Councilman Kelly to table the matter until the January meeting. The motion was seconded by Councilman Bailey and unanimously approved.

**MINUTES  
REGULAR COUNCIL MEETING  
MONDAY, DECEMBER 15, 2014  
PAGE IV**

Councilman Bailey said he was told by an interested person that our old sewer plant generators were of no use and could be sold. Mr. Carter said that is possibly true, but he would like to hold off on that decision to make sure we don't need them for anything. Councilman Bailey moved to table the matter. The motion was seconded by Councilman Holbrook and carried unanimously.

Councilman Bailey said the Wise County School administration has requested that any issues arising on school property be heard in the Wise County Courts. He noted that when it was decided that the Police Department would hear cases in Russell County, the Town Council agreed that any matter taking place concerning the Wise County Housing Authority properties would be heard in Wise County. Councilman Salyer said the same courtesy should be given to the Wise County Public Schools. Councilman Bailey offered a motion to handle any issues for the Wise County Public Schools in the Wise County court system. The motion was seconded by Councilman Salyer and a roll call vote was taken: Salyer-Aye; Bailey-Aye; Holbrook-Aye; Boardwine-Aye; Kilgore-Aye; Kelly-Aye. The motion passed 6-0.

Due to lack of a motion, the Camp Bethel donation request was denied.

A motion was made by Councilman Kilgore and seconded by Councilman Holbrook to donate \$400 to the Mountain Empire Older Citizens. The motion passed unanimously.

Councilman Kilgore moved to purchase a half page ad for \$80 in the Coeburn Middle School annual. The motion was seconded by Councilman Boardwine and passed unanimously.

Councilman Kelly moved to add Doris Fletcher to serve on the Beautification Committee. The motion was seconded by Councilman Boardwine and unanimously passed.

Councilman Holbrook moved to enter into Closed Session to discuss Legal under VA Code Section 2.2-3711(A)(7), Personnel under VA Code Section 2.2-3711(A)(1), and Acquisition & Disposition of Property under VA Code Section 2.2-3711(A)(3). The motion was seconded by Councilman Boardwine and a roll call vote was taken: Kelly-Aye; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye. The motion passed 6-0.

Councilman Holbrook made a motion to enter back into Open Session, certifying that the only matters discussed in Closed Session were Personnel under VA Code Section 2.2-3711(A)(1), Legal under VA Code Section 2.2-3711(A)(7), and Acquisition & Disposition of Property under VA Code Section 2.2-3711(A)(3). The motion was seconded by Councilman Boardwine and a roll call vote was taken: Kelly-Aye; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye. The motion passed 6-0.

A motion was made by Councilman Holbrook authorizing the Town Attorney to respond to Tim McAffe's letter regarding the property maintenance matter. The motion was seconded by Councilman Bailey and passed unanimously.

**MINUTES  
REGULAR COUNCIL MEETING  
MONDAY, DECEMBER 15, 2014  
PAGE V**

There being no further business, Mayor Fletcher adjourned the meeting.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk