

The Rural Retreat Town Council held regular meeting on April 12, 2011, at 7:00 p.m. in the Rural Retreat Town Hall Council Chambers.

### **PRESENT RURAL RETREAT TOWN COUNCIL MEMBERS**

Mayor Timothy Litz, Vice-Mayor Keith Crigger, Ed Schaack, Scott Mecimore, Dale Yontz, Jerrell Hall, Peggy Hash

### **ABSENT**

NONE

### **ADMINISTRATION PRESENT**

Raymond Matney, Town Manager; Lori Guynn, Clerk/Treasurer; Scott Mitchell, Police Chief

### **ADMINISTRATION ABSENT**

NONE

### **OTHERS PRESENT**

Corbin Stone, CPA – Robinson, Farmer, Cox Associates, Certified Public Accountants, LLC  
Jim Hall & Chris Robertson – Rural Retreat Community Center Board  
Chuck Sullins; Wilma Justus

### **DETERMINATION OF A QUORUM**

Mayor Litz called the meeting to order and determined a quorum was present.

### **INVOCATION**

The invocation was given by Rev. Ed Schaack.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litz.

### **APPROVAL OF MINUTES**

A motion was made by Councilmember Hash, seconded by Councilmember Yontz to approve the minutes of the March 22, 2011 regular meeting as written. The motion passed by a vote of four (4) for: Crigger, Hash, Schaack, Yontz; zero (0) against; one (1) absent during the vote: Hall; one (1) abstention: Mecimore.

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### **CITIZEN'S TIME**

Jim Hall, Chairman of the Rural Retreat Community Center Board addressed the Council concerning the need to repave the parking lot at the Community Center. Mr. Hall distributed financial information for the Center and explained he had obtained estimates for paving services from F & H Paving and LLT Paving and Mr. Matney had received an estimate from Medley's Sugar Grove Asphalt. He continued by stating the estimates included cleaning and priming the entire lot. Mr. Matney stated two estimates were received from Medley's which one included overlaying with two inches of asphalt before compaction and the other included overlaying with two inches of asphalt after compaction. Mr. Hall asked the Council for the town's financial assistance with this project due to the financial status of the Community Center. Mayor Litz asked Mr. Hall what the anticipated time frame to complete this project is. Mr. Hall responded it will be based on whether or not the Center receives assistance from the town. Vice-Mayor Crigger added the contribution to the Community Center was increased last year to assist with other projects. Mayor Litz then asked Mr. Hall if \$10,000 would be sufficient. Mr. Hall replied yes. Councilmember Mecimore asked Mr. Hall if the Board had other upcoming major projects. Mr. Hall responded by stating the parking lot is the main project this year due to the deterioration. Mr. Matney added the Board is in need of the funds for the paving work in addition to the amount they are currently receiving. Mayor Litz asked for this item to be placed on the next meeting agenda as unfinished business.

Corbin Stone, Audit Manager with Robinson, Farmer, Cox Associates addressed the Council concerning the town's 2010 fiscal audit. He distributed an audit presentation and explained the report by highlighting and comparing the town's net assets, fund balance, debt and general fund revenue sources since the 2006 fiscal year. Mr. Stone also addressed the Management Letter that was included with the audit and reported the significant item they noted is the town's books should be closed sooner for auditing purposes. He further added he was pleased at how well the audit went and the town is in good financial condition. Mr. Matney commended Mr. Stone for his presentation and for the graphs he included. Mayor Litz thanked Mr. Stone for his presentation.

### **CORRESPONDENCE**

Mr. Matney stated he had received a request from the staff at the Rural Retreat Head Start requesting a waiver on the fees for two vehicle decals for their busses. He added the council has historically granted this waiver. Councilmember Schaack made a motion to waive the fees on two town vehicle decals for the Rural Retreat Head Start busses. The motion was seconded by Councilmember Hall and passed by a vote of six (6) for and zero (0) against.

Councilmember Yontz explained he had spoken to Fire Chief Dave Evans in which Chief Evans expressed his concerns with the proposed location of a helipad. Councilmember Yontz stated Chief Evans explained the fire department would still need to respond to clear the landing zone. Mr. Matney added the request had been taken to the LEPC and then forwarded to the association. He continued by stating this proposal may not be presented due to the significant cost and

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requirements. Mr. Matney expressed his appreciation to the fire department and rescue squad members for quickly landing the helicopters.

### **POLICE REPORT**

Chief Mitchell explained his monthly activity report for March. He added he is currently reviewing the posting of 911 addresses in the Orchard Hills Road, Sunset View Avenue and Chinquapin Avenue areas since the weather has improved. Chief Mitchell noted he has spoken to property owners that do not have their address posted. Additional follow ups are being done on inoperative motor vehicles and dog complaints.

### **UNFINISHED BUSINESS**

NONE

### **NEW BUSINESS**

NONE

### **COMMITTEE REPORTS**

HERITAGE DAYS – Chairman Yontz reported the final design for the Dr. Pepper bottle Christmas ornament is available for review. He stated it is his understanding these ornaments will be received by the Wytheville Department of Museums approximately in May. A contact with the Museum has told him they received a letter from Jack Weaver expressing his appreciation for producing the replica building model. However, the colors are being finalized at this time. As part of the committees fundraising efforts, two garage passes to Bristol Motor Speedway will be raffled off to benefit the town and the Rural Retreat Volunteer Emergency Services. Chairman Yontz reported Blue Ridge Chiropractic will be holding a 5K at Rural Retreat Lake prior to the start of activities on July 30. Mr. Matney stated he had contacted Virginia Municipal League about liability coverage since this event will be at the lake. He was told this would be covered by the town's liability coverage if sanctioned by the town. Chairman Yontz asked the council if they would be interested in soliciting donations from vendors the town purchases products or services from. The consensus was to pursue this effort. Mayor Litz asked Mr. Matney if he had received word back from Dr. Pepper as to whether they will be participating this year. No response has been received from the follow up email, Mr. Matney replied. Co-Chairman Chuck Sullins reported John Rose the artist for the Snuffy Smith cartoon is donating an original color print and ten additional prints to be auctioned at the festival. Proceeds will go to the Lion's Club because they are sponsoring John Rose. Co-Chairman Sullins added the Food City shopping cart has been revamped and discussion is being held on a parade grand marshal. Mr. Matney questioned the contract amount for Lou Vuto. He asked if this has been approved. Chairman Yontz replied it was approved in the original Heritage Day budget. Mr. Matney expressed concern with the contract being made with Mr. Sullins instead of the Town. For audit purposes, the contract will be updated to reflect this change.

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FINANCE – Mr. Matney encouraged the councilmember's to compare the audit presentation with the audit report. Chairman Crigger commented on the audit report including the comment on checks and balances in a small office which he contributed to having a small staff. He asked Mrs. Guynn if monthly statements would be available soon. She responded yes. Mr. Matney reported the first draft of the budget will be available at the next meeting.

PERSONNEL – Chairman Schaack reported the committee met the previous day to review the twenty-six applications received. These were narrowed down to seven to be reviewed more in depth. The next meeting will be Tuesday, April 19 at 6:00 p.m.

### **TOWN MANAGER'S REPORT**

The Town Manager's report is attached and hereby made a part of these minutes. The following items were discussed and/or acted upon:

EQUIPMENT BIDS – Bids were received through April 1 on the equipment and the Gammons lot. The equipment bids were accepted and the equipment has been sold to the high bidders. The 1994 GMC Pickup received six bids total with the highest bid being \$1,505. The 1996 Ford Pickup received five bids total with the highest bid being \$2,500. The 1976 International Tractor received five bids total with the highest bid being \$1,800. The Gammons lot received one bid for \$26,000 and will require the council to accept or reject the bid. Councilmember Hall made a motion to accept the bid. The motion was seconded by Councilmember Hash. Councilmember Mecimore asked if contingencies would be placed on the lot. Mr. Matney responded the advertisement stated the proposed use of the property must be submitted with the bid. Councilmember Mecimore then asked if another presentation should be given on the proposed use of the property by the bidder. Vice-Mayor Crigger replied the purchase of the Gammons lot is contingent upon the purchase of the adjoining property owned by Dr. R.D. Humphrey. There being no additional discussion the motion passed by a vote of six (6) for and zero (0) against.

MOWING TRACTOR – We now have a need for a new mowing tractor since the old tractor has been sold. Area dealers have been contacted for proposals and we have explained to them our needs and have asked them for their suggestions on the best equipment to purchase.

MOUNTAIN EMPIRE WYTHE COUNTY EDITION – The Smyth County office of the local newspaper has been contacted concerning the paper distributions that are littering the town streets. The managing editor at this office assured Mr. Matney the delivery drivers will be asked to put forth more effort to throw the papers in driveways and not on the sidewalks.

RURAL RETREAT COMMUNITY CENTER – This item was previously addressed during Citizens Time. Mr. Matney asked the councilmember's to give this request consideration because if the Board decides to close the Community Center the town will regain the property.

IN-TOWN WATER PROJECT – Line construction has resumed. We coordinated the insertion valve installation to accommodate the sub-contractor. The wet weather is continuing to slow this project.

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**OUT-OF-TOWN WATER PROJECT** – The weather is an issue in completing restoration work for this project. Most of the restoration work involves repairing yards with the exception of driveways on East Railroad Avenue, Milk Plant Road, Gienow Road and Rural Retreat Lake Road.

**RIDGE AVENUE EXTENSION** – Work is continuing on obtaining easements for this project. The revised plans had a mistake so this is being revised.

**STALEY SPRING** – A contract was signed to conduct a treatability study in conjunction with Wythe and Smyth Counties and should begin within the next month. A low capacity pump may need to be purchased to obtain a minimum of 50 gallons per minute to conduct the study. In addition, temporary fencing needs to be installed and the area around the plant needs to be cleared. Rural Development has received a copy of the preliminary engineering report and expressed concerns on the sharing of water capacity. Mr. Matney added this is not an issue at this time.

**TEA-21 SIDEWALK PROJECT** – The contractor continues to make progress on East Railroad Avenue and Catron Street. The storm drainage was installed over the winter months. The curbs and guttering and sidewalks will begin to be poured over the next several weeks.

**MONTHLY STATUS REPORT** – This report from Anderson & Associates is available for review.

At this time, Councilmember Mecimore stated he is receiving a lot of questions about the work being done on Church Street in front of his building. Mr. Matney explained the town crew replaced two deteriorated drain inlets between Delp Avenue and Richmond Avenue. Mayor Litz asked when work would begin on Cherry Street. Mr. Matney stated the line on West Lee Highway has been disinfected and pressure tested. Then the contractor is moving to Frye Avenue and then to Cherry Street. The work on Cherry Street can't begin until the bore under the railroad tracks is complete. Vice-Mayor Crigger questioned the line location on Frye Avenue and if it would remain in the middle of the street. Mr. Matney replied due to the narrow street the line will remain in the street but the current line will be an issue. Upon completion, the street will be repaved.

### **TREASURER'S REPORT**

The bills for April 12, 2011 were read and approved.

### **TALK OF THE TOWN**

Councilmember Yontz is to attend the *Talk of the Town* radio program at the WYVE/WXBX radio station on Wednesday morning.

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**ADJOURNMENT**

There being no additional business for discussion, the meeting was adjourned upon a motion by Councilmember Schaack and was duly seconded and approved.

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Mayor

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Clerk