

The Rural Retreat Town Council held a regular meeting on April 24, 2012, at 7:00 p.m. in the Rural Retreat Town Hall Council Chambers.

PRESENT RURAL RETREAT TOWN COUNCIL MEMBERS

Mayor Timothy Litz; Vice-Mayor A. Keith Crigger; Ed Schaack; J. Scott Mecimore; Dale Yontz; Jerrell Hall; Peggy Hash

ABSENT

NONE

ADMINISTRATION PRESENT

Michael James, Town Manager; Lori Guynn, Clerk/Treasurer; Scott Mitchell, Police Chief

ADMINISTRATION ABSENT

NONE

OTHERS PRESENT

Ferrell B. Hall; Grace Mecimore

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 Hall, seconded by Councilmember Hash to approve the minutes of the April 10, 2012 regular meeting. There being no discussion, the motion passed by a vote of six (6) for: Crigger, Hall, Hash, Mecimore, Schaack, Yontz; zero (0) against.

CITIZEN'S TIME

NONE

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CORRESPONDENCE

RURAL RETREAT HEAD START VEHICLE DECAL WAIVER REQUEST – Mr. James read a letter from the Rural Retreat Head Start requesting a waiver in fees for two town motor vehicle decals for their buses. Councilmember Mecimore made a motion to waive the motor vehicle decal fees for the two Rural Retreat Head Start busses and the motion was seconded by Councilmember Yontz. Mayor Litz asked if the Council had waived the fees in the past. Clerk/Treasurer Guynn replied yes. There being no additional discussion the motion passed by a vote of six (6) for: Crigger, Hall, Hash, Mecimore, Schaack, Yontz; zero (0) against.

Mayor Litz explained Councilmember Hall, Vice-Mayor Crigger and he had received an email from Jim and April Atkins concerning sidewalk improvements on East Baumgardner Avenue. The Atkins' explained the sidewalk is used often during the spring, summer and fall months by many pedestrians and referenced a dangerous place in the current sidewalk. Councilmember Hall stated he had sent the Atkins a lengthy reply and explained that current sidewalk construction is funded by state grant money. He also explained that as long as the town continues to be recipients of the grant funds, sidewalks will continue to be constructed; however the core areas of town are the highest priority. Councilmember Hall added the section the Atkins' are referring to for repair has bushes growing over the sidewalk and the retaining wall is beginning to fall.

POLICE REPORT

Chief Mitchell stated he had mailed seven letters regarding inoperative motor vehicles. To date, five responses have been received therefore he will be speaking to the two that have not responded. He added he is running radar on Sherwood Avenue during the morning hours. Chief Mitchell stated he has monitored the area about six times and has not stopped any vehicles for speeding. He and Town Manager James are working to have speed limit signs installed so he can better enforce the speed limit, Chief Mitchell explained. Mayor Litz told Chief Mitchell he appreciates his presence on Sherwood Avenue.

UNFINISHED BUSINESS

SHERWOOD AVENUE CUL-DE-SAC – Town Manager James reported he has spoken to the property owners affected on Sherwood Avenue if the cul-de-sac is vacated at the entrance to the Sherwood Estates Subdivision. He is currently waiting for the property owners to respond at which time a report will be given to Council.

NEW BUSINESS

NONE

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COMMITTEE REPORTS

HERITAGE DAYS – Chairman Yontz reported the Committee has finalized the festival plans. The entertainment schedule is being completed and will be released at a later time. Sponsorship letters will be mailed this week. The next meeting will be at 6:00 p.m. on Tuesday, May 22nd. Councilmember Hall asked that Miss Utility be contacted to have the utilities marked prior to the construction of sound equipment platforms at the Pepper Stage.

FINANCE & APPROPRIATIONS – Chairman Crigger reported the committee will be meeting over the next two weeks. Upon the Finance Committee completing the budget, it will be presented to the council within the next month.

TOWN MANAGER’S REPORT

The following items were discussed and/or acted upon:

OUT-OF-TOWN WATER PROJECT DIVISION IV (WATER PLANT ELECTRICAL IMPROVEMENTS) – Sun Contracting & Developers has received the revised shop drawings. They will be at the plant Thursday to ensure the drawings will work at the plant. They will then forward the drawings to Anderson & Associates and Sturgill Electrical Engineering, P. A. for final approval.

OUT-OF-TOWN WATER PROJECT DIVISION V (CHINQUAPIN AVENUE & WEST LEE HIGHWAY) – The change order has been executed and all construction work has been completed including the replacement of a 2" water line that was leaking. They have substantially completed the project. The residual funds are being used to purchase equipment for the maintenance department. Mr. James also noted Councilmember Hash had notified him of concerns from citizens on clean up and restoration work in which he will contact Wells Construction.

The maintenance staff is continuing to perform the water line reconnections on Chinquapin Avenue, West Lee Highway and Sunset View Road.

IN-TOWN WATER PROJECT – CrossPointe Contractors, Inc. has completed all the necessary reconnections. They have substantially completed this project; we anticipate having Jefferson Avenue repaved in the next few weeks.

TEA-21 PHASE VII SIDEWALK IMPROVEMENT PROJECT – Staff is continuing to secure all the easements needed for the project. Anderson & Associates is submitting final drainage plans for VDOT approval this week. VDOT’s main concern is Evergreen Avenue and the curve at the agricultural building, Town Manager James reported.

BUDGET PREPARATION – Staff has completed the preliminary FY 12-13 budget. We will be meeting with the Finance Committee in the coming weeks, prior to budget presentation to the Town Council.

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Mayor Litz asked Town Manager James if he had included the need for emergency water in the budget. Mr. James stated he has been speaking with Eric Herold and is trying to get an idea of the best way to approach this whether to use Staley or Phillippi Spring. He added he thinks Phillippi Spring will be the easiest source to use. Mayor Litz explained the concern is if a disaster occurs and the town loses the water plant, emergency water will be needed. He noted Wythe County would only be able to serve two-thirds of the town. Mayor Litz also explained if the water plant is lost then the filtration process would be lost and the town would have to issue a boil notice. Councilmember Mecimore asked how power loss at the wastewater pump station would be handled. Town Manager James stated he has looked at purchasing a bypass pump. Discussion ensued on writing an Emergency Operations Plan and what steps would need to be taken to limit water consumption and waste disposal.

Councilmember Mecimore asked if the Personnel Committee was meeting with the Finance Committee to discuss employee recommendations, personnel issues and employee benefits for budget purposes. Finance Chairman Crigger noted there are no recommendations or changes being made.

SHERWOOD AVENUE – VDOT has been contacted about placing signage on Sherwood Avenue. We will go through the appropriate channels to have the 25 mph speed limit placed on Sherwood Avenue as well as moving the Children at Play sign. We hope this will help alleviate citizen concerns in this neighborhood.

SUMMER CONCERT SERIES – Jim Lloyd has finalized the concert lineup. Staff will work to advertise and assist in coordinating the event. Please help spread the word about these exciting events. The concerts will be held the second Friday night of each month at the Pepper Stage.

MICHAEL SOBEY – Mr. Sobey has informed me that his rates will increase from \$100/hr. to \$125/hr. for legal services. The rate change will be effective June 30th.

TREASURER'S REPORT

The bills for April 24, 2012 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. The motion was duly seconded and approved unanimously.

Mayor

Clerk