

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN
COUNCIL HELD IN THE COUNCIL CHAMBERS ON
TUESDAY, AUGUST 14, 2012, AT 7:00 P.M.**

Council Members Present: Mayor Timothy Litz; Vice-Mayor A. Keith Crigger; Ed Schaack; Dale Yontz; Jerrell Hall; Peggy Hash; James P. “Sean” Viars

Council Members Absent: None

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

Administration Absent: None

Others Present: None

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 Yontz, seconded by Councilmember Hall to approve the minutes of the July 24, 2012 regular meeting. There being no discussion, the motion passed by a vote of six (6) for: Crigger, Hall, Hash, Schaack, Viars, Yontz; zero (0) against.

CITIZEN’S TIME

None

CORRESPONDENCE

Town Manager James read an invitation from the Pulaski County Board of Supervisors requesting the town’s presence at a picnic on Sunday, August 26th at 1:00 p.m. at the Randolph Park Pavilion in Pulaski. He asked the councilmembers for RSVP’s prior to the August 17th deadline.

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Councilmember Viars stated he had received a concern from a citizen in reference to speeding on East Buck Avenue. He noted he understood it was expected since school will be beginning soon.

Mayor Litz read a thank you note from Doris Ratcliff with the Friends of the Rural Retreat Public Library for the town's annual allocation.

Mayor Litz explained a complaint had been received from Jack Weaver. Mr. Weaver stated he did not receive the support from town employees that he should have regarding the marking of utility lines. Mayor Litz stated any property owner in Rural Retreat should be treated the same and not ignored. He asked Town Manager James to follow up with Mr. Weaver. Town Manager James stated he will contact Mr. Weaver to follow-up on the issue.

POLICE REPORT

Chief Mitchell explained his monthly activity report for July. He noted the report reflects reduced activity related to time off due to a family emergency. Chief Mitchell explained Heritage Days went well with only two incidents that were handled discreetly. He pointed out he will be working Thursday morning since it is the first day of school to monitor traffic. Chief Mitchell addressed the grant through the Department of Criminal Justice that was presented at the previous meeting and stated the town will now be ineligible due to the application being held by the postal service for eleven days before returning it for additional postage.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

NONE

COMMITTEE REPORTS

HERITAGE DAYS – Councilmember Hash requested that the Council congratulate Chairman Yontz on the outstanding job he does with Heritage Days. The council applauded Chairman Yontz for his work. He then reported that the committee met prior to the meeting to discuss the 2012 festival and to begin planning the 2013 festival. Chairman Yontz explained the main act for 2013 will be secured soon. This will allow us to contact sponsors prior to their budget preparations and will hopefully result in an increase of donations, he commented. Chairman Yontz also noted he could not chair a successful event without the help of the committee members.

FINANCE & APPROPRIATIONS – Clerk/Treasurer Guynn informed the Council that the fiscal year 2011 audit work has begun. The firm Hicok, Fern, Brown & Garcia is currently in the

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office working to prepare the books for the audit. Robinson, Farmer, Cox Associates will be coming in September 6 and 7 to complete the audit work.

PERSONNEL, ORDINANCES & LEGAL MATTERS COMMITTEE – Chairman Schaack stated the committee will be meeting prior to the next council meeting on August 28th at 6:00 p.m.

OPERATIONS & MAINTENANCE – Mayor Litz asked Chairman Hall to look into resolving the mud puddle that forms in front of the Pepper Stage following a rain. Mayor Litz also suggested replacing the plastic electrical outlet covers with metal covers.

TOWN MANAGER’S REPORT

The following items were discussed and/or acted upon:

OUT-OF-TOWN WATER PROJECT DIVISION IV (WATER PLANT ELECTRICAL IMPROVEMENTS) – Construction materials are coming in and the maintenance staff is clearing out the work site. Sun Contractors and Developers should begin work next week. The estimated time to complete the work is 2-3 days.

TEA-21 PHASE VII SIDEWALK IMPROVEMENT PROJECT – Anderson & Associates, Inc. has contacted VDOT concerning when the project will receive final approval. No response has been received yet.

2012 CDBG PLANNING GRANT: RURAL RETREAT DOWNTOWN BUSINESS DISTRICT – MANAGEMENT TEAM MEETING – We will hold another meeting about our Downtown Business District Project on Wednesday, August 29th at 7:00 p.m. at the Town Hall. This meeting will be with the management team to discuss the process and provide a general overview of the plan, similar to our initial public meeting. The management team will also be informed of their duties.

Business/Physical surveys are ongoing and are anticipated to be complete by this week. Town Manager James noted this allows for the opportunity to talk to business owners in the downtown area and to make them aware of the plan.

STALEY SPRING PROJECT – We are setting up a meeting with The Lane Group and Smyth and Wythe Counties this week. We will then discuss our proposal for Rural Retreat to develop Staley Spring individually and then sell the majority of the capacity. More information will be available as we move forward.

WWTP UV DISINFECTION – Enclosed in the manager’s report is a letter from Mount Rogers Planning District Commission. We were not chosen to receive grant funding this fiscal year. The Town was given several years to complete this project and we already have a designed and engineered plan which will be favorable to other funding agencies. Staff will pursue other funding options in the coming year and we still await a response from our DEQ application.

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Town Manager James stated he had spoken to the MRPDC and was told our application was strong however; other communities had more of a need for funding and a short time to complete their needs.

SMOKE TESTING – We have received smoke testing equipment from the Virginia Rural Water Association. All affected residents will be notified as target areas are identified. This testing will assist in understanding what infiltration issues may or may not exist in our sewerage system. Town Manager James explained door hangers have been ordered to notify citizens of the smoke testing and when it will be done. This should begin in the coming weeks.

TREASURER’S REPORT

The bills for August 14, 2012 were read and approved.

TALK OF THE TOWN

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

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