

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN  
COUNCIL HELD IN THE COUNCIL CHAMBERS ON  
TUESDAY, AUGUST 28, 2012, AT 7:00 P.M.**

Council Members Present: Mayor Timothy Litz; Ed Schaack; Jerrell Hall; Peggy Hash; James P. "Sean" Viars

Council Members Absent: Vice-Mayor A. Keith Crigger; Dale Yontz

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 Schaack, seconded by Councilmember Viars to approve the minutes of the August 14, 2012 regular meeting. There being no discussion, the motion passed by a vote of four (4) for: Hall, Hash, Schaack, Viars; zero (0) against; two (2) absent: Crigger, Yontz.

**CITIZEN'S TIME**

None

**CORRESPONDENCE**

None

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### **POLICE REPORT**

Chief Mitchell stated he is working more radar since school began especially Sherwood Avenue and South Greever Street. Deputy Vaught has also been assisting on East Buck Avenue and Parsonage Avenue. Chief Mitchell explained traffic has increased since school has begun and he has issued warnings to those that have been in violation. Mayor Litz commented Chief Mitchell's presence will make a difference and it is appreciated. He then asked if dog complaints are still being received. Chief Mitchell responded he has not received any complaints during August but had a few during July.

### **UNFINISHED BUSINESS**

NONE

### **NEW BUSINESS**

**REVIEW OF DEPOT LEASE** – Town Manager James explained the lease cannot be changed because it is a transfer from Norfolk Southern. He added the town is bound to uphold the original agreement between Norfolk Southern and Jack Weaver so no changes can be made. Town Manager James further stated the Council only needs to decide if rent will be charged to the Rural Retreat Depot Foundation because the town and the Foundation will need to sign the lease if approved. Mayor Litz addressed the need for a time frame on the lease agreement. Town Manager James explained the lease is in perpetuity so it has no end date and can be ended with a thirty day notice by either party. Councilmember Schaack made a motion to accept the depot lease agreement and to not charge the Rural Retreat Depot Foundation rent. The motion was seconded by Councilmember Hash. Mayor Litz commented there are now some dynamic people involved with the depot foundation and he had been questioned why there was not a lease between the town and the Foundation. Mayor Litz stated he always replies that the town had not been asked for a lease. There being no additional discussion the motion passed by a vote of four (4) for: Hall, Hash, Schaack, Viars; zero (0) against; two (2) absent: Crigger, Yontz.

**APPOINTMENT TO MRPDC BOARD** – Mayor Litz explained Councilmember Yontz currently serves on the Mount Rogers Planning District Commission and his term expired June 30<sup>th</sup>. He added a new appointment needs to be made or Councilmember Yontz may to be reappointed to a two year term. Councilmember Hash made a motion to reappoint Councilmember Yontz to the MRPDC Board for a two year term. The motion was seconded by Councilmember Schaack and passed by a vote of four (4) for: Hall, Hash, Schaack, Viars; zero (0) against; two (2) absent: Crigger, Yontz.

### **COMMITTEE REPORTS**

**HERITAGE DAYS** – Clerk/Treasurer Guynn reported the next meeting will be held September 11<sup>th</sup> prior to the Council meeting at 6:00 p.m.

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**FINANCE & APPROPRIATIONS** – Clerk/Treasurer Guynn stated Robinson Farmer Cox Associates will be coming in next week to complete the audit work. She also stated she was very pleased to receive a compliment from the group preparing the books for audit complimenting her and Brenda Maxey on their record and book keeping.

**PERSONNEL, ORDINANCES & LEGAL MATTERS COMMITTEE** – Chairman Schaack reported the committee met prior to the Council meeting to review the town manager's evaluation form. He stated they plan to meet September 11<sup>th</sup> at 6:30 p.m. to further discuss and approve the evaluation form. Chairman Schaack explained the form will then be distributed to the entire Council to be used during the evaluation process which will take place following a Council meeting or during an executive session.

### **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 Contractors and Developers has begun work this week for the installation of the variable speed drive (VFD) and control panels. We anticipate the bulk of the installation work being completed this week. We have scheduled final inspection for September 11<sup>th</sup>, after that the WTP should be online and using the VFD technology. The electrical engineer is located in Lexington, NC so the inspection date has to accommodate his schedule.

**TEA-21 PHASE VII SIDEWALK IMPROVEMENT PROJECT** – We are still awaiting final approval from VDOT.

**2012 CDBG PLANNING GRANT: RURAL RETREAT DOWNTOWN BUSINESS DISTRICT – MANAGEMENT TEAM MEETING** – Our second public meeting / management team meeting will be held tomorrow night at 7:00 p.m. here at Town Hall. As mentioned earlier we will be providing similar information as was given during our first public hearing. This will be an opportunity to discuss the management team role in the planning process.

Business/Physical surveys are still being collected and will be discussed during the meeting.

**STALEY SPRING PROJECT** – We will be meeting with the administrators from Smyth and Wythe County as well as The Lane Group to discuss the changing agreement on how Staley Spring will be developed. We will be meeting Thursday morning at 10:00 a.m.

**WWTP UV DISINFECTION** – We are still waiting to hear from other funding agencies on our grant applications for the UV Disinfection update. As mentioned before we have time to complete this project and when funding is made available we will move forward with the plans. The preliminary plan is in place.

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**WATER TOWERS AVAILABLE AS RENTAL SPACE FOR CARRIERS** – We are working with Utility Services, who provide maintenance for our water tanks, on advertising our orange water towers to cell phone providers. US Cellular utilizes tank #1 for a cellular antenna and we currently receive \$7,560/year from this agreement.

**RICHFIELD AVENUE** – Staff met with representatives from VDOT Monday morning. We met in the field to look at Richfield Avenue and how best to move forward with the proposed paving of the remaining roadway. Jeff Russell of the Wytheville office researched the issue and concluded that no portion of Richfield Avenue was ever added into the state system. So as we move forward we will look to include the entire road from Sherwood Avenue to Richmond Avenue. VDOT will evaluate what needs to be done and how the Town should proceed. We do not anticipate VDOT funds being made available for the project so we will evaluate how best to fund this project, possibly through a Capital Improvement Plan which is being put together for future budget years.

**SMOKE TESTING** – As time permits we will move forward with our smoke testing plan. Councilmember Hash asked Town Manager James to further explain this testing method. Town Manager James explained we had received a kit that allow for smoke to be pumped into the sewer lines and the smoke will come up though holes in the line and floor drains, down spouts and other pipe that is connected to the sewer system.

**JOINT PUBLIC HEARING** – A Joint Public Hearing will be held during the first Council meeting of September (11<sup>th</sup>) with the Planning Commission. The hearing will be an opportunity for public comment on the re-adoption of the Comprehensive Land Use Plan and the revisions made to the Subdivision Ordinance which includes requiring developers to install sidewalk, curb and guttering and street lights. Materials will be provided to Council members prior to the meeting.

**NEW BUSINESS IN TOWN – DICKENSON DRUG COMPANY** – The new pharmacy in town is near its grand opening. In cooperation with the Chamber of Commerce there will be a ribbon cutting ceremony in the coming weeks. This would be a great opportunity for a local business owner to meet their elected officials. I would encourage Council members to attend if they are able. I will notify you all with more details as soon as they are available.

### **TREASURER’S REPORT**

The bills for August 28, 2012 were read and approved.

### **TALK OF THE TOWN**

No one was available 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 Hall. The motion was duly seconded and approved unanimously.

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Mayor

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Clerk