

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN
COUNCIL HELD IN THE COUNCIL CHAMBERS ON
TUESDAY, SEPTEMBER 11, 2012, AT 7:00 P.M.**

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

Council Members Absent: Dale Yontz

Planning Commission Present: Vice-Chairman Ed Schaack; George Reasor; James A. Hall; Larry Lindsey; Brenda Atwell; Allan West

Planning Commission Absent: Chairman Charles McMillan

Administration Present: Michael James, Town Manager; Lori Guynn, Clerk/Treasurer

Administration Absent: Scott Mitchell, Police Chief

Others Present: Ken Noble; Rev. Don Smith – Rural Retreat United Methodist Church; Ian Smith

DETERMINATION OF A QUORUM

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

INVOCATION

The invocation was given by Rev. Don Smith.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Litz.

PUBLIC HEARING

Mayor Litz read the public notice as duly published: Notice is hereby given that the Rural Retreat Town Council and the Rural Retreat Planning Commission will conduct a Joint Public Hearing on Tuesday, September 11, 2012 at 7:00 p.m. in the Rural Retreat Town Hall Council Chambers. The purpose of this Public Hearing is to receive comments from citizens prior to the Town Council and Planning Commission’s consideration of revisions to the Subdivision Ordinance and the re-adoption of the Comprehensive Plan. The documents may be viewed weekdays at the Rural Retreat Town Office between the hours of 8:00 a.m. and 4:30 p.m. or on the Town’s website at www.townofruralretreat.com. Citizens are encouraged to attend this public hearing and comment. Mayor Litz then turned the meeting over to Planning Commission Vice-Chairman Ed Schaack. He explained the purpose of the public hearing was to hear

COUNCIL MEETING MINUTES – SEPTEMBER 11, 2012 – PAGE 2

comments on the Land Use Comprehensive Plan and the revisions to the Subdivision Ordinance. He also noted the changes to the Subdivision Ordinance included requiring sidewalks, curb and guttering and street lights in newly constructed subdivisions. Vice-Chairman Schaack opened the public hearing for comments. There being none he closed this portion of the hearing. Vice-Chairman Schaack asked for a motion to recommend the re-adoption of the Comprehensive Plan to the Town Council. A motion was made by Commissioner Atwell to recommend the Town Council re-adopt the Comprehensive Plan. Commissioner West seconded the motion and it passed unanimously. Vice-Chairman Schaack asked for a motion to recommend the adoption of the Subdivision Ordinance with revisions to the Town Council. Commissioner Reasor made a motion to adopt the Subdivision Ordinance with the additional requirements of sidewalks, curb and guttering and street lights in new subdivisions. The motion was seconded by Commissioner Hall and passed unanimously.

There being no additional business for the Planning Commission to discuss, Mayor Litz thanked the Commissioners for their time and the work they do for the town. Commissioners Atwell, Lindsey, Reasor and West left the meeting.

APPROVAL OF MINUTES

A motion was made by Councilmember Hall, seconded by Councilmember Hash to approve the minutes of the August 28, 2012 regular meeting. There being no discussion, the motion passed by a vote of five (5) for: Crigger, Hall, Hash, Schaack, Viars; zero (0) against; one (1) absent: Yontz.

CITIZEN'S TIME

Ken Noble addressed the Council and expressed his appreciation to Town Manager James and the town employees for cleaning up the brush around town following the storms in June. Mayor Litz thanked Mr. Noble for taking the time to attend the meeting to comment. Mr. Noble stated he wanted to thank the staff in person following his attendance at a previous meeting regarding the brush.

Jim Hall addressed the Council on behalf of the Rural Retreat Community Center Board and explained they are having problems with people at the picnic shelter at night. He noted complaints had been received from the neighbors so they will be placing signs stating “no trespassing after dark unless rented” on the property in order for law enforcement to assist in enforcing people are not on the property unless the facility is rented. Mr. Hall added with the recent changes at the Community Center the facility is improving. Mayor Litz commented the building always looks nice and he thanked Mr. Hall for his comments.

CORRESPONDENCE

Councilmember Hash stated she and Town Manager James attended the ribbon cutting, on the town's behalf, for Dickenson Drug Company the previous day.

COUNCIL MEETING MINUTES – SEPTEMBER 11, 2012 – PAGE 3

Town Manager James addressed an email he and the Council had received from Mrs. McPeak in reference to the complaint by Betty Wingo concerning the weeds behind the Randy's Inc. building. He stated he is working with the property owners to resolve the issue.

POLICE REPORT

Town Manager James reported in Chief Mitchell's absence. The activity report for August was reviewed.

UNFINISHED BUSINESS

NONE

NEW BUSINESS

ADOPTION OF SUBDIVISION ORDINANCE – Councilmember Schaack made a motion the Council re-adopt the Subdivision Ordinance with the noted changes that include sidewalks, curb and guttering and street lights in new subdivisions. The motion was seconded by Councilmember Hall. Vice-Mayor Crigger commented this will add to the infrastructure that the developer must include in the development. There being no additional discussion the motion passed by a vote of five (5) for: Crigger, Hall, Hash, Schaack, Viars; zero (0) against; one (1) absent: Yontz.

RE-ADOPTION OF COMPREHENSIVE PLAN – Councilmember Schaack made a motion the Comprehensive Plan be readopted by the Council. The motion was seconded by Councilmember Viars. Councilmember Schaack commented previously the former Dr. Pepper lot has not been addressed but he would like to see something done there.

PROCLAMATION – CONSTITUTION WEEK – Mayor Litz read the Proclamation as follows:

WHEREAS, September 17, 2012, marks the two hundred twenty-fifth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate the occasion; and,

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

COUNCIL MEETING MINUTES – SEPTEMBER 11, 2012 – PAGE 4

NOW, THEREFORE, BE IT PROCLAIMED that I, Timothy G. Litz, by virtue vested in me as Mayor of the Town of Rural Retreat, Virginia, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

In Witness Whereof, I have hereunto set my hand and caused the seal of the Town of Rural Retreat, Virginia, to be affixed this eleventh day of September in the year of our Lord two thousand twelve.

Councilmember Hash made a motion to adopt the proclamation as read recognizing Constitution Week. The motion was seconded by Councilmember Schaack. Clerk/Treasurer Guynn commented the Council adopts this proclamation on an annual basis as requested by Rose Lester. The motion passed by a vote of five (5) for: Crigger, Hall, Hash, Schaack, Viars; zero (0) against; one (1) absent: Yontz.

COMMITTEE REPORTS

HERITAGE DAYS – Mayor Litz reported the meeting scheduled for 6:00 p.m. had been canceled.

FINANCE & APPROPRIATIONS – Clerk/Treasurer Guynn reported the audit work has been completed and the audit report will be released in approximately two months. She noted she and the auditors discussed internal controls for the office however to have adequate controls four people would be needed. This item is addressed in the management letter that accompanies the fiscal audit but will be included in the audit report this time, she explained.

PERSONNEL – Chairman Schaack reported the Committee met prior to the meeting and they are recommending the town manager's performance evaluation be used to evaluate Town Manager James. He stated he would like this to be done at the next Council meeting during an Executive Session. Chairman Schaack made a motion to accept the town manager's evaluation form and the evaluation be completed at the next meeting. The motion was seconded by Councilmember Hash and passed by a vote of five (5) for: Crigger, Hall, Hash, Schaack, Viars; zero (0) against; one (1) absent: Yontz.

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 postponed the final inspection of the

COUNCIL MEETING MINUTES – SEPTEMBER 11, 2012 – PAGE 5

WTP that was originally scheduled today. A section of pipe at the pump must be replaced in order to install the variable frequency drive. We anticipate holding the inspection next week.

TEA-21 PHASE VII SIDEWALK IMPROVEMENT PROJECT – We are finalizing documents for VDOT. We are still awaiting final approval.

2012 CDBG PLANNING GRANT: RURAL RETREAT DOWNTOWN BUSINESS DISTRICT – MANAGEMENT TEAM MEETING – We are still collecting surveys from our local businesses, while compiling a list of properties and buildings in our downtown district. A map is being created of the downtown business district to be reviewed with the management team for the next public hearing. The management team will again be meeting the first week in October.

GENERAL SERVICES DIRECTOR – Staff and the Personnel Committee are looking to pursue advertising for a General Services Director who would manage the daily operations of the public works and utilities department. We will begin advertisements in the coming weeks, once a job description has been approved by the Personnel Committee.

LIFT STATION UPDATE – Staff is pursuing options in emergency preparedness for the lift station such as a bypass pump and generator. Cost evaluation is ongoing. Vice-Mayor Crigger questioned how much McDonald's and the rest area would be affected if the lift station were to shut down. Town Manager James stated both can continue to operate but the lift station will not be pumping. Vice-Mayor Crigger asked how long the lift station can continue to operate without having to shut down the rest area. Town Manager James stated there is a two hour window. Mayor Litz explained he has been under the assumption that there was only one pump at the lift station however there are two. Town Manager James explained he had gone to the surplus store to look at a generator that would serve as backup power to the lift station and the water plant. Vice-Mayor Crigger asked if it would be more cost effective to rent a generator when needed instead of purchasing a piece of equipment that may or may not be used. Mayor Litz emphasized the water plant is the most vulnerable location because the wastewater plant is rarely without power due to the substation being next door. Clerk/Treasurer Guynn asked if a generator was purchased could it operate the town hall also because currently there is no backup power. Mayor Litz stated with the correct set up it would be possible. Town Manager James explained Wythe County is looking for grant opportunities to purchase generators but if there is a major power outage the chances of us getting to use one may decrease.

STALEY SPRING PROJECT – We are still working to schedule another meeting with Smyth and Wythe Counties.

DICKENSON DRUG COMPANY – I hope everyone gets a chance to stop by and support the latest addition to our business community.

TREASURER'S REPORT

The bills for September 11, 2012 were read and approved.

COUNCIL MEETING MINUTES – SEPTEMBER 11, 2012 – PAGE 6

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.

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.

Mayor

Clerk