

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN
COUNCIL HELD IN THE COUNCIL CHAMBERS ON
TUESDAY, MARCH 26, 2013, 7:00 P.M.**

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

Council Members Absent: Jerrell Hall

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 Vice-Mayor Crigger, seconded by Councilmember Viars to approve the minutes of the March 12, 2013 regular meeting. There being no discussion, the motion passed by a vote of four (4) for: Crigger, Hash, Viars, Yontz; zero (0) against; one (1) abstention: Schaack, due to his absence; one (1) absent: Hall.

CITIZEN’S TIME

None

CORRESPONDENCE

None

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POLICE REPORT

Chief Mitchell reported his activity for March has remained unchanged. He is continuing to attempt to locate the owner of the dog that reports are being received on. Work with the Wythe County Sheriff's Office is continuing on East Buck Avenue. Chief Mitchell noted as part of a new initiative he is conducting a walk through at Rural Retreat Elementary School twice per week.

UNFINISHED BUSINESS

TREE REMOVAL AT RURAL RETREAT COMMUNITY CENTER – Town Manager James reported this item is ongoing.

NEW BUSINESS

TEA-21 PHASE 7 SIDEWALK PROJECT – Town Manager James reported two bids were received for this project with the lowest bid of \$492,012.30 submitted by King General Contractors, Inc. This was below the engineer's estimate of \$631,710 for construction. He stated the Council must recognize King General Contractors, Inc. as the lowest bidder and recommend they be awarded the contract for the project. Councilmember Yontz made a motion to award the contract to the low bidder, King General Contractors, Inc. for the TEA-21 Phase 7 Sidewalk Project. Vice-Mayor Crigger seconded the motion. He then asked for the reasoning behind having a low number of bidders for the project. Town Manager James explained some contractors that attended the pre-bid conference were not VDOT certified and others had let their certification lapse. Councilmember Viars inquired on the location of this project. Town Manager James explained the sidewalk construction will take place on East Buck Avenue from North Greever Street to the Rural Retreat High School Agricultural building and on Evergreen Avenue from North Greever Street to the RRHS parking lot. There being no further discussion, the motion passed by a vote of five (5) for: Crigger, Hash, Schaack, Viars, Yontz; zero (0) against; one (1) absent: Hall.

COMMITTEE REPORTS

HERITAGE DAYS – No report.

FINANCE & APPROPRIATIONS – Chairman Crigger reported the committee met prior to the meeting and has continued the committee meeting to next Tuesday at 6:00 p.m. to review the draft budget. He noted the committee is considering a 6% increase in water and sewer rates.

PERSONNEL – Town Manager James reported the draft Personnel Ordinance will be available for review before the next meeting.

TOWN MANAGER'S REPORT

The following items were discussed and/or acted upon:

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OUT-OF-TOWN WATER PROJECT DIVISION IV (WATER PLANT ELECTRICAL IMPROVEMENTS) – As mentioned in your update, all reconnects has been completed and Mr. Pollard will be working on all lawn repair work for the project. The old line will be placed out of the system as soon as the weather clears up.

WWTP UV DISINFECTION – A pre-bid meeting will be held April 9th here at Town Hall. The Lane Group has already received a few bid inquiries and we hope to have several competitive contractors interested in the job. The bid closing will be held on April 16th.

RURAL RETREAT SIDEWALK IMPROVEMENT PROJECT PHASE 7 – AEP is performing all the pole relocations on East Buck Avenue this week and we appreciate their efforts in assisting the Town with this project. We will be meeting with citizens directly impacted by the project in the coming weeks to finalize any questions or concerns they may have with the entrance placement, relocation and other issues.

RURAL RETREAT DOWNTOWN REVITALIZATION – We will be hosting a community meeting here in the Council Chambers on May 8th at 7 PM. Representatives from DHCD and Mt. Rogers will be assisting me with this meeting and gathering further community input on the project. Please help us spread the word. Participation is essential for us to provide a good first impression with DHCD reps, who will be working with the Town on achieving our overall goals.

Councilmember Hash inquired if the downtown businesses are in agreement with this project. Town Manager James stated he had spoken to all business owners while completing the community business surveys but would be speaking to all again. He noted there were different levels of enthusiasm from each owner.

CONSOLIDATED DISPATCH – The towns and county staff are going over the proposed agreement for consolidation dispatch services. The main issue, which has always been the focal point, is the cost to the Town. Once we have a quality estimation of operating expenses, the Finance Committee and I will make suggestions to Council and Wythe County on funding options. We have always looked towards pay per call as being the most equitable way to divide the cost and that will be our first option and my initial comments stating this, has been passed on to the County Administrator. The estimated cost to the town will be \$20,000 for the first year.

RURAL RETREAT SUMMER CONCERT SERIES – All acts, dates, sound equipment and advertising have finally been finalized. We are now working on the finishing touches for the events. We are purchasing a “Summer Concert Series” banner to place on the stage during every event. Food will not be served until the final concert, to close out the summer festivities. I appreciate the help from staff, Council and Jim Lloyd in putting this together. I am truly excited and expecting a successful new endeavor as part of our service to the citizens. Town Manager James explained the bulk of the advertising will be with WYVE/WXBX while a regional ad will be purchased with WMEV FM94. Councilmember Hash inquired about not serving food at the concerts. Town Manager James commented he was trying to keep it simple.

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WWTP DEQ PERMIT – Staff is still working to gather all the needed tests and materials to DEQ. We anticipate getting the tests back in the next few weeks. REIC Labs had to subcontract some of the testing which has slowed our progress somewhat. FYI: The discharge pipe relocation has been approved by DEQ, USACE and VRMC and will not require any permitting. This project will be completed within the coming weeks.

COMMUNITY LEADERS FORUM – Senator Mark Warner will be attending a Community Leaders Forum, Friday, March 29 from 9:00 a.m. to 10:30 a.m. in Wytheville.

TREASURER’S REPORT

Treasurer Guynn thanked the Council for the potted plant sent during the recent loss of her grandfather.

She then explained business license renewals and delinquent real estate tax notices will be mailed this week.

The bills for March 26 were read and approved.

Mayor Litz asked Town Manager James if he had resolved the Norfolk Southern bill received for the Miller Street crossing arms. Town Manager James explained the last contact he had with Norfolk Southern he was told their records show the crossing arms are still there. He informed them the crossing had been closed and the arms were removed, however to date no further information has been received.

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.

ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned upon a motion by Councilmember Hash. The motion was duly seconded and approved.

Mayor

Clerk