

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN
COUNCIL HELD IN THE COUNCIL CHAMBERS ON
TUESDAY, APRIL 23, 2013, 7:00 P.M.**

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

Council Members Absent: Vice-Mayor A. Keith Crigger; 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 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 Viars to approve the minutes of the April 9, 2013 regular meeting. There being no discussion, the motion passed by a vote of three (3) for: Hash, Viars, Yontz; zero (0) against; one (1) abstention: Schaack, due to his absence; two (2) absent: Crigger, Hall.

CITIZEN'S TIME

None

CORRESPONDENCE

None

COUNCIL MEETING MINUTES – APRIL 23, 2013 – PAGE 2

POLICE REPORT

Chief Mitchell explained he has been working on dog complaints with most resulting in the dogs breaking loose from their leash. Due to complaints about driving on Chinquapin Avenue he will now be monitoring this area.

UNFINISHED BUSINESS

None

NEW BUSINESS

WWTP UV DISINFECTION CONTRACT AWARD – A public hearing will be held on May 14 to accept the low bidder, Teaster Trucking, and the financing package from VRA (Virginia Resources Authority). Mayor Litz inquired if the discharge channel adjustments will be completed during this project. Town Manager James responded this will be a small project that staff will complete and it will be done after the UV disinfection project is completed.

COMMITTEE REPORTS

HERITAGE DAYS – Chairman Yontz reported Cleta Roberts is working on the Wall of Honor inductees. The final details for the entertainment acts are being completed. The rider for Raven Cliff has been signed by Town Manager James. Chairman Yontz stated he had received a request to install another door on the opposite side of the Pepper Stage in order for bands to be setting up and tearing down at the same time. Town Manager James is to contact Councilmember Hall to discuss this inquiry. The next committee meeting will be held May 14 at either 5:30 or 6:30 p.m.

FINANCE & APPROPRIATIONS – Town Manager James reported the draft budget will be distributed to the entire Council prior to the next meeting for review. A breakdown of changes will be distributed also.

PERSONNEL – Chairman Schaack reported the committee had met to review the draft Personnel Handbook. He explained it is similar to the current policy but a detailed grievance process to resolve personnel issues is now included.

Prior to continuing, Councilmember Viars noted the personnel listing on the town website needs to be updated.

TOWN MANAGER'S REPORT

The following items were discussed and/or acted upon:

RURAL RETREAT SIDEWALK IMPROVEMENT PROJECT PHASE 7 – VDOT has given the Town the final approval to begin Phase 7. King Contractors, Inc. has been given the notice

COUNCIL MEETING MINUTES – APRIL 23, 2013 – PAGE 3

of award from the Town and VDOT. Once they finalize the appropriate paperwork we will schedule a pre-construction conference in mid-May. We anticipate starting the project by early June. We are still coordinating with CenturyLink for the relocation of their poles; we hope to have that completed soon.

WWTP UV DISINFECTION – The bond counsel has begun their work in preparing the bond closing agreement. We will hold the public hearing on May 14th, and hopefully hold the bond closing on May 21st.

TREE REMOVAL AT THE PEPPER STAGE – Mr. Calvin Smith with Top Notch Tree Service notified us this week that he will start working on the project the end of this week or the beginning of next week. Topsoil will be added and grass seed will be sewn.

RURAL RETREAT SUMMER CONCERT SERIES – We will host our first concert on May 10th at 7:00 PM. Flyers will be placed around Town by the rescue squad staff. The WYVE ads will run the week of the event. The ads with WMEV are running now.

BRUSH PICKUP – The collection of brush is ongoing. We have made good progress so far. I have fielded complaints from homeowners on our new initiative on requiring contractors to be responsible for brush disposal when hired for a job. We will evaluate this change as we move forward. The town will continue to pick-up brush following a storm event. This policy change is strictly for contractors.

DOWNTOWN MEETING – A public hearing will be held May 8 on the CDBG project in the downtown area. There will be an article in the *Wytheville Enterprise* and information will be posted on Facebook and the website.

EMERGENCY OPERATIONS CENTER – A meeting will be held tomorrow at 11 AM to discuss the centers budget and operations.

ANDERSON & ASSOCIATES STATUS REPORT – A copy of the monthly status report has been distributed.

TREASURER'S REPORT

The bills for April 23 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.

COUNCIL MEETING MINUTES – APRIL 23, 2013 – PAGE 4

ADJOURNMENT

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

Mayor

Clerk