

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN
COUNCIL HELD IN THE COUNCIL CHAMBERS ON
TUESDAY, SEPTEMBER 10, 2013, 7:00 P.M.**

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

Council Members Absent: Ed Schaack

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 Dale Yontz.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Timothy Litz.

APPROVAL OF MINUTES

A motion was made by Councilmember Hall, seconded by Councilmember Hash to approve the minutes of the August 27, 2013 regular meeting. There being no discussion, the motion passed by a vote of four (4) for: Crigger, Hall, Hash, Viars; zero (0) against; one (1) abstention: Yontz, due to his absence; one (1) absent: Schaack.

CITIZEN'S TIME

None

CORRESPONDENCE

None

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POLICE REPORT

Chief Mitchell explained his monthly activity report for August and noted there had been an increase in miscellaneous complaints for the month. Currently inoperative motor vehicle issues are ongoing, Chief Mitchell reported, however he is working with the citizens to resolve the violations. He is also working with the Wythe County Sheriff's Office on a larceny investigation. Chief Mitchell presented the Council with three quotes for speed monitoring apparatus and provided additional information on each. The potential purchase of a unit was discussed and if pursued may be included in the FY15 budget. Chief Mitchell addressed the Emergency Operations Center and explained the operators are now telling citizens to call the town office for administrative calls because the call is not an emergency and he is not a Wythe County employee so he will be including this in his section of the newsletter and encouraging citizens to call the office. Cards to notify businesses that a check of their business after hours has been done are being printed, Chief Mitchell noted. He stated he will begin distributing these upon receiving them.

UNFINISHED BUSINESS

TOWN NEWSLETTER – Town Manager James reported the staff sections of the newsletter are being worked on. The Council portions will be included upon being received. After all information is received it will be sent to Councilmember Yontz to be formatted.

NEW BUSINESS

REVERSE 911 NOTIFICATION SYSTEM – Town Manager James reported the Advisory Committee for the Emergency Operations Center has decided on a reverse 911 citizen alert system. The company chosen is "Everbridge" which is currently under contract with the Commonwealth of Virginia and hosts the alert system for Virginia Tech. Town Manager James reported the proposal will be presented at the next meeting for review and if in agreement, approval.

COMMITTEE REPORTS

HERITAGE DAYS – No report.

FINANCE & APPROPRIATIONS – Clerk/Treasurer Guynn reported the audit work was completed last week. Robinson, Farmer, Cox Associates was onsite for a day and a half and reported no issues. Mayor Litz, Town Manager James, Brenda Maxey and she were required to complete a fraud questionnaire which is required each year. The amount of time completing the audit was reduced this year due to the completion of the water projects.

PERSONNEL, ORDINANCES AND LEGAL MATTERS – NOISE ORDINANCE – Town Manager James reported the noise ordinance will be advertised for a public hearing on October 8 since no additional comments were received. Vice-Mayor Crigger asked if anything can be

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enforced during the day prior to the ordinance being adopted. Town Manager James stated if the issue is within reason it can be addressed. TOWN CHARTER - Town Manager James asked if there were any comments on the draft charter, if not, he will forward it to Attorney Sobey for review.

TOWN MANAGER'S REPORT

The following items were discussed and/or acted upon:

RURAL RETREAT SIDEWALK IMPROVEMENT PROJECT PHASE 7 – The work is ongoing. We have had favorable weather and some of the yards on Evergreen Avenue have been seeded and straw put down. We are back on schedule now with project progress. We are still awaiting the approval from VDOT on our requested change orders. The entrances at the school are being poured.

UV DISINFECTION – WWTP – The construction portion of the project has now begun; all materials have been received at the WWTP. Staff is working with the contractor on the operations of the plant during construction.

NOISE ORDINANCE – Staff has scheduled a date of October 8th for the public hearing portion of the Noise Ordinance amendment. I have not heard any further comments from Council on the revised ordinance and we have moved forward towards its adoption.

NEWSLETTER – We are near completion of write up that will be in first Rural Retreat Times Newsletter. I appreciate everyone's work on this. It has shaped up to hopefully be valuable tool for our community.

DOWNTOWN REVITALIZATION – Our grant application has been submitted and we are waiting on word from DHCD on the budget and timeframe to begin the planning study.

DERELICT / ABANDONED HOMES – Staff has begun working more extensively on the issue with a few abandoned and failing homes in town. Attorney Sobey will be presented with a draft ordinance that will provide the town with the ability to more fully address this issue, outside of simple condemnation. He will address the legal precedence and strength of the new ordinance, while we construct the framework and procedure that will be used. With our small staffing level we must find an option that will be as simple and effective as possible. A draft ordinance and policy will go to the personnel and legal matters committee next month. Councilmember Hash inquired if this will include the houses on Greever Street. Town Manager James replied yes this will allow the town to address how to handle the property.

VIRGINIA LOCAL DISABILITY PROGRAM (VLDP) – Lori and I will be attending a VML workshop in Wytheville on the 26th to further discuss their alternative VLDP program. Council will be presented with our recommendation on October 8th.

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WATER LEAKS – Staff addressed several long-term leaks; our water accountability will reflect that effort in our October reading. The water treatment plant has already dropped to more normal pumping levels. They have been instructed to be more diligent in this program, and have performed very well. Mayor Litz noted the water accountability is up but is still within the guidelines set by the Virginia Department of Health.

TREASURER’S REPORT

The bills for September 10, 2013 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.

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