

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN
COUNCIL HELD IN THE COUNCIL CHAMBERS ON
TUESDAY, APRIL 22, 2014, 7:00 P.M.**

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

Council Members Absent: None

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

Administration Absent: Scott Mitchell, Police Chief

Others Present: Jerry Hurt; Gary Houseman

DETERMINATION OF A QUORUM

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

INVOCATION

The invocation was given by Councilmember Yontz.

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 Schaack to approve the minutes of the April 8, 2014 regular meeting. There being no discussion, the motion passed by a vote of six (6) for: Crigger, Hall, Hash, Schaack, Viars, Yontz; zero (0) against.

CITIZEN’S TIME

None

CORRESPONDENCE

Town Manager James stated he had received an email from the Wythe Health and Rehabilitation Center regarding a ground breaking ceremony on May 20. He asked the Councilmembers to notify him if they plan to attend or not.

Councilmember Yontz inquired about the requirements for the installation of a pedestrian crossing sign in the town flat area around the Depot Designs and depot buildings. He noted he is noticing motorist coming down the street aren’t paying attention to pedestrians and he is

COUNCIL MEETING MINUTES – APRIL 22, 2014 – PAGE 2

concerned a child may be hit or another accident may occur. Town Manager James is to look into the requirements for the signage.

POLICE REPORT

In Chief Mitchell's absence, Town Manager James reported Chief Mitchell will be borrowing the speed trailer from the town of Wytheville next week and will be setting it up in various locations around town the following week.

UNFINISHED BUSINESS

None

NEW BUSINESS

STREET LIGHT REQUEST – RICHFIELD STREET – Town Manager James explained a request was received from Faye Browning for the installation of a street light on Richfield Street at the cul-de-sac located toward Richmond Avenue. He stated he will be meeting with AEP to discuss the request. He noted there are no poles in the area and Sherwood Estates has decorative lighting. Upon obtaining additional information, the request will be brought back to the Council for approval. Vice-Mayor Crigger explained a previous request was received from another subdivision however the Homeowner's Association wouldn't pay for the lights especially the decorative poles. He added decorative poles would possibly be the responsibility of the Homeowner's Association.

USDA RURAL DEVELOPMENT GRANT/LOAN PUBIC HEARING FOR PURCHASE OF GARBAGE TRUCK – Town Manager James stated a public hearing will be held on May 13 as part of the requirements for the funding application that was submitted to Rural Development for a \$25,000 grant and \$91,000 loan for the purchase of a new garbage truck.

APPROVAL OF MOWING CONTRACT – Town Manager James reported he would like the Council to consider approving the mowing contract submitted by Preston's Lawn Care to mow the grass at the town owned properties. He also requested he be authorized to execute the contract on behalf of the town. Vice-Mayor Crigger stated contracting out the mowing has been discussed during his tenure on Council. He explained approximately \$15,000 - \$18,000 has been spent on mowers and we were facing the purchase of a commercial mower with an estimated cost of \$8,000 - \$12,000. He noted due to the cost of purchasing a new mower, maintenance and the cost of labor the Finance Committee recommended contracting the mowing. Vice-Mayor Crigger added the bid received was cheaper than the labor cost we were incurring. Councilmember Yontz made a motion to accept the contract submitted by Preston's Lawn Care and to authorize Town Manager James to execute the contract on the town's behalf. Vice-Mayor Crigger pointed out the contract is for 23 weeks and additional expense may be incurred beyond that depending on the weather. Town Manager James stated additional money will be budgeted to accommodate additional mowing if needed and the weeding and mulching of the landscaping.

COUNCIL MEETING MINUTES – APRIL 22, 2014 – PAGE 3

Councilmember Schaack inquired about the cost if the contractor mows less than 23 times. Town Manager James stated the contractor will only receive pay for the number of times the properties are mowed. There being no additional discussion the motion passed by a vote of six (6) for: Crigger, Hall, Hash, Schaack, Viars, Yontz; zero (0) against.

ORDINANCE 56 – AMEND & REENACT 18-76 (B) “GARAGE AND YARD SALES” OF THE TOWN CODE AND YARD SALE PERMIT – Town Manager James explained the Personnel, Ordinances and Legal Matters Committee has been reviewing the ordinance and in an effort to address the desire for citizens to hold more than two yard sales in a commercial zoned area the committee recommends changing the ordinance. A permit process has been established for those interested in holding more than two yard sales on a seasonal basis. Permits are \$5 and may be purchased at the town hall. Mayor Litz pointed out the changes to the ordinance are minimal. Vice-Mayor Crigger clarified the permit is not for residential areas. Councilmember Schaack stated the fine for citizens not removing their signs was removed. Town Manager James stated a public hearing will be scheduled.

COMMITTEE REPORTS

HERITAGE DAYS – Chairman Yontz reported the entertainment for Saturday is being finalized. He asked Supervisor Houseman if the County was interested in financially participating again this year. Supervisor Houseman replied it is included in the budget. Mayor Litz added a written request must be submitted. Councilmember Yontz asked Town Manager James to send a request to the Board of Supervisors.

FINANCE & APPROPRIATIONS – Chairman Crigger reported Town Manager James is working on the next budget draft and is taking the Personnel Committee’s recommendations into account.

PERSONNEL, ORDINANCES AND LEGAL MATTERS – Chairman Schaack reported the committee met prior to the meeting and made recommendations to be presented to the Finance Committee.

TOWN MANAGER’S REPORT

The following items were discussed and/or acted upon:

RURAL RETREAT SIDEWALK IMPROVEMENT PROJECT PHASE 8 – Anderson & Associates are working to complete 50% plans for Town review and approval. Once our review is complete those plans will be forwarded to VDOT. This project will probably begin next year.

WYTHE HEALTH & REHAB CENTER – As most have noticed, site work has begun for the Wythe Health Rehab Center. Baker Brothers Construction has done a good job with the silt fence placement and is working now to construct the storm water retention pond. We have continued to receive positive community feedback. We are working closely with them on a

COUNCIL MEETING MINUTES – APRIL 22, 2014 – PAGE 4

timeline for rock blasting which has garnered the most concern from neighboring residents. Town staff will communicate with the citizens prior to the blasting.

WYTHE HEALTH & REHAB CENTER – CHESTNUT AVENUE WATER LINE EASEMENTS – Town staff is working to collect utility easements from residents on the north side of Chestnut Avenue. We have two of the three needed easements. Once that is complete we will coordinate with Baker Brothers Construction on utility line construction and the connection on North Greever Street.

Mayor Litz asked if a fire hydrant would be in the area. Town Manager James stated one is located at the intersection of Chestnut Avenue and North Greever Street. Vice-Mayor Crigger stated one should be located as close to the facility as possible.

FAMILY DOLLAR STORE – We have been contacted by Burton Engineering Associates, who is managing the site development. They will be forwarding preliminary site design plans to the Town Office within the next few business days. We will attempt to turn these around quickly to keep this project moving forward.

RURAL RETREAT RECREATIONAL FACILITY – Staff and the Recreational Facility Committee are working on locating a number of sites for discussion with the committee. More information will be provided to council as it becomes available.

DOWNTOWN REVITALIZATION PROJECT – Our consultant team will be in Town on May 6th and 7th. Staff has been working with business and property owners to coordinate meetings with the consultant team. We will host a public meeting with our management team and the consultants on May 6th at 7 p.m. to discuss the process of the master plan creation and receive feedback from the community on desired outcomes. Any council members who wish to join us are more than welcome.

Mayor Litz asked what the next step will be after this meeting or will the meeting answer that question. Town Manager James explained this meeting will help to determine how to proceed over the next six months and into the future with the project.

TREASURER'S REPORT

The bills for April 22, 2014 were read and approved.

TALK OF THE TOWN

Mayor Litz is to attend the *Talk of the Town* radio program at the WYVE/WXBX radio station on Wednesday morning.

COUNCIL MEETING MINUTES – APRIL 22, 2014 – PAGE 5

ADJOURNMENT

Prior to adjourning, Councilmember Yontz invited the Town Council, Supervisor Houseman and Jerry Hurt to attend the grand opening at Depot Design on Thursday, May 1 from 5-7 p.m. He stated Mayor Litz and Bud Pollard will be providing music.

Mayor Litz thanked the guests for attending.

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

Mayor

Clerk