

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN  
COUNCIL HELD IN THE COUNCIL CHAMBERS ON  
TUESDAY, JANUARY 12, 2016 7:00 P.M.**

Council Members Present: Mayor Timothy Litz; Vice-Mayor Dale Yontz; Jerrell Hall; James P. "Sean" Viars; Geary Jonas

Council Members Absent: Peggy Hash; James Lloyd

Administration Present: James Childers, Town Manager; Brenda Maxey, Clerk/Secretary; Scott Mitchell, Police Chief; Tony Wright, General Services Director

Administration Absent: None

Others Present: Jerry Hurt, Kenneth Noble

**DETERMINATION OF A QUORUM**

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

**INVOCATION**

The invocation was given by Geary Jonas.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litz.

**APPROVAL OF MINUTES**

A motion was made by Councilmember Hall and seconded by Councilmember Jonas to approve the minutes of the December 08, 2015 regular meeting. There being no discussion, the motion passed by a vote for three (3) for: Jonas, Hall, Viars; zero (0) against; one (1) abstain: Yontz; absent: Hash, Lloyd.

**CITIZEN'S TIME - NONE**

**CORRESPONDENCE - NONE**

**POLICE REPORT**

Chief Mitchell explained his monthly report for December 2015 pointing out that he did assist the Sheriff's Office and Wytheville Police Department on December 23, 2015 with a shoplifter from Walmart. At the January 26<sup>th</sup> meeting Chief Mitchell stated he will submit his end of year report with a summary of activities.

## **COUNCIL MEETING MINUTES – JANUARY 12, 2016 – PAGE 2**

The laptop is set up and connecting to the radar sign for programming of speeds but unfortunately not able to use it in the winter or weather temperatures less than 40 degrees stated Chief Mitchell. He found after placing the sign out on colder days the battery was not holding charge and spoke with the manufacturing and found you cannot operate the sign under 40 degree weather because of drainage on the battery. So the manufacture recommends not placing out until temperatures increase above the 40 degrees to maintain the life of the battery stated Chief Mitchell.

Chief Mitchell reported the cage for the new police vehicle will be installed on Sunday, January 16th and a used radio to fit in the console.

### **UNFINISH BUSINESS**

DR. PEPPER LOT PROJECT – No update.

STATUS OF SINGLETON PROPERTY – No update.

STREET LIGHTING – Town Manager Childers spoke with Dave Barker with AEP and they stated that neighborhoods can have lighting 100 feet apart on their utility poles. There is no utility pole in the area of Mrs. Rich's home on Richfield Street stated Town Manager Childers. He also stated the closes pole is about 200 to 250 yards from her home. In order for AEP to place a utility pole, Mrs. Rich would have to pay \$700 to have a pole placed and then the monthly charge would be \$5 per month stated Town Manager Childers. The nearest pole to Mrs. Rich does not have a light but based on the location of the existing pole he is not sure if it would emit enough lighting to benefit Mrs. Rich concern. Mayor Litz inquired how much development on that street is expected in the future and maybe a light may be placed at a later time after more development. Town Manager Childers stated he would speak with AEP again to see if some of the charges can be lowered not seeing a need for transformers on a new pole. But he would still like to discuss the information he has collected with Mrs. Rich first before contacting AEP. Mayor Litz stated that he would leave this to Town Manager Childers to handle.

### **NEW BUSINESS - NONE**

### **COMMITTEE REPORTS**

HERITAGE DAYS – Councilmember Yontz stated no report at this time but he is working on a couple of options of contracts to review with Mayor Litz and Town Manager Childers.

FINANCE & APPROPRIATIONS – Clerk/Secretary Maxey distributed the 2014/2015 Fiscal Audit report and reported Robinson, Farmer, Cox Associates will attend the Council meeting on February 9, 2016 to provide a report to Council about the audit.

## **COUNCIL MEETING MINUTES – JANUARY 12, 2016 – PAGE 3**

**PERSONNEL, ORDINANCES & LEGAL MATTERS** – Town Manager Childers reported that final interviews has been decided on for the Clerk/Treasurer position and the Personnel Committee will be meeting on Thursday, January 14, 2016 starting at 7:00 p.m. He feels they have strong candidates to interview but the Council Meeting will need to be continued not adjourned for this meeting that will take place on Thursday, January 14, 2016.

**PUBLIC UTILITIES** – No report.

### **TOWN MANAGER’S REPORT**

**PLANNING COMMISSION** - Town Manager Childers stated that the Planning Commission met on Monday, January 11, 2016 and the following members were missed being reappointed but they do wish to continue to serve on the Planning Commission. He stated they would need to be made retroactively with H. Roger Hedrick’s term beginning June 1, 2015 and ending May 31, 2019; Donald Brooks’ term beginning June 1, 2015 and ending May 31, 2019; Kenneth C. Noble term beginning June 1, 2015 and ending May 31, 2019. A motion was made by Councilmember Yontz to reappoint H. Roger Hedrick (term June 1, 2015 to May 31, 2019); Donald Brooks (term June 1, 2015 to May 31, 2019); Kenneth Noble (term June 1, 2015 to May 31, 2019) to the Rural Retreat Planning Commission with their terms becoming effective retroactively. Councilmember Hall seconded the motion and it was approved by a vote of four (4) for: Hall, Viars, Jonas, Yontz and zero (0) against. Mayor Litz stated he wanted to thank the Commissioners for participating in the Planning Commission.

A new Zoning Map has been placed in the Council Chambers that reflects updated town zoning stated Town Manager Childers. The map adjustments were made using the Geographic Information System (GIS) which is updated and maintained by Anderson and Associates, Inc. A motion will be need to be made to adopt the map and sign it as the official zoning map of the Town of Rural Retreat. Councilmember Yontz made a motion to approve the updated zoning map of Rural Retreat and motion was seconded by Councilmember Jonas. Councilmember Hall asked if the Planning Commission approved the changes. Town Manager Childers stated the corrections made were reviewed by Treasurer Guynn, Commissioner Lewis and himself. Town Manager Childers also reviewed the map again after receiving a copy from Anderson & Associates, Inc. to make sure corrections were made. There being no further discussion the motion was approved by a vote of four (4) for: Jonas, Yontz, Hall, Viars; zero (0) against. Town Manager Childers stated that the Zoning Map does not have the certification statement or a place for the Mayor to sign the map. He stated we will create a document for the Mayor to sign and place with the zoning map with the adoption date and certification statement.

**DUMP TRUCK** – Town Manager Childers reported our new dump truck has arrived. After speaking with VDOT employees and our employees they feel the dump truck is what is needed for mounting of equipment for snow removal. VDOT is going to mount our scraper and a new stainless steel salt spreader too. He also stated with the rusting issue from the salt they were pleased to receive the stainless steel spreader.

## **COUNCIL MEETING MINUTES – JANUARY 12, 2016 – PAGE 4**

**PAVING AT THE RURAL RETREAT FIREHOUSE** – The paving was not completed due to weather restraints reported Town Manager Childers. But he does feel the worst part of the parking lot was completed and this job will be first on the spring schedule when paving can continue. Councilmember Viars questioned if Medley's Sugar Grove Paving had been paid. Town Manager Childers stated only partial payment for the work completed and the balance will not be paid until job has been finished.

**RURAL RETREAT WASTEWATER ENVIRONMENTAL ASSESSMENT AND COMPLIANCE PROJECT** – Rural Water will be at our facility next week to meet and discuss assisting the town with smoke detection test to locate any infiltration in our manhole systems stated Town Manager Childers. He feels this is an important project because if we have an industry to come to our town we would like to know that we have the utility services available as far as wastewater and water. Rural Water service is free stated Town Manager Childers which would eliminate paying any engineers. Town Manager Childers requested Tony Wright, General Services Director, to explain more about this subject. Mr. Wright explained our wastewater plant has a designed maximum flow of 250,000 gallons. The last study done was 1999 and the plant has increased approximately 30 percent since this last study stated Mr. Wright. We do not have any major new industries or potential of a new industry to locate into the town at this time but currently the wastewater plant is staying around 70 to 75 percent of maximum flow. Some of the reason for this increase at this time is due to rain water stated Mr. Wright. If we would have an industry move into town that could possible use 30 to 50,000 gallons a day usage that would over increase us to what the Department of Environmental Quality (DEQ) recommendation of 80 to 85 percent and changes would have to be made to accommodate the flow stated Mr. Wright. Mr. Wright reported that the information was reviewed with Mayor Litz and Town Manager Childers and the current town personal will be used as much as possible to do the leg work and smoke testing. This process should take place in July and contractors have been setup to do training courses with our employees to eliminate the engineering process stated Mr. Wright. The check will also be done with our water equipment as in checking MXU's and meters which have a life expectance of 15 years but at this time the towns are around 17 years old. Mayor Litz commended the Budget Committee chose not to fund approximately \$800,000 in a loan for this service in the past for engineers. Town Manager Childers stated he would hate for our town not to be able to supply jobs for an industry interested in coming to our town because of not having the capability of handling the wastewater. Councilmember Hall asked if part of this project would be to see if there is a need for inflow and infiltration for the compression pump. Mr. Wright stated that is about 75 percent of the initial start and it is a needed project. Town Manager Childers stated grants should be available for this project. Mayor Litz stated that this is something that needs to be done. He also stated this will be a budgeted item to handle cost.

**PERSONNEL UDPATE** – Town Manager Childers stated he would like to thank Clerk Maxey for all the work she has been doing during the absence of a Clerk/Treasurer. She has gone above and beyond her responsibility of doing both her job and filling in as Clerk/Treasurer. If she does not know the answer or information she has found the information and has done anything I

## **COUNCIL MEETING MINUTES – JANUARY 12, 2016 – PAGE 5**

requested stated Town Manager Childers. He appreciates all she has done for the Town and the Town Council. Tony Wright also wanted to thank Clerk Maxey for himself and the town employees for her assistance during this time. Clerk Maxey thank them both for their compliments and stated it is a team effort by all.

### **TREASURER’S REPORT**

The invoices for January 12, 2106 were read and approved.

### **TALK OF THE TOWN**

Councilmember Yontz will attend the *Talk of the Town* radio program at the WYVE/WXBX radio station on Wednesday morning.

### **RECESS**

The Council recessed to Thursday, January 14, at 7:00 p.m.

### **RECONVENE**

The Council reconvened to Thursday, January 14, at 7:00 p.m.

Council Members Present: Mayor Timothy Litz; Peggy Hash; James P. “Sean” Viars; James Lloyd; Geary Jonas

Council Members Absent: Vice-Mayor Dale Yontz; Jerrell Hall;

Administration Present: Jason Childers, Town Manager; Brenda Maxey, Clerk/Secretary

Administration Absent: Scott Mitchell, Police Chief

Mayor Litz stated that he proposed the meeting to be adjourned. The Personnel Committee is meeting to start interviews for the selection process to fill the Clerk/Treasurer position and Council is not required to be present at this time.

### **ADJOURNMENT**

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

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Mayor

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Clerk