

**MINUTES OF THE REGULAR MEETING OF THE RURAL RETREAT TOWN
COUNCIL HELD IN THE COUNCIL CHAMBERS ON
TUESDAY, May 23, 2017 - 7:00 P.M.**

Mayor and Council Members Present: Mayor Timothy Litz; Vice-Mayor, Dale Yontz, James Lloyd; James P. “Sean” Viars; Geary Jonas; Brian Vaught

Council Members Absent: Michael Duncan

Administration Present: Jason Childers, Town Manager
Monica Patton, Clerk/Treasurer
Derek Breedlove, Police Chief

Administration Absent: None

Others Present: Donnie Buck

DETERMINATION OF A QUORUM

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

INVOCATION

The invocation was given by Councilmember Jonas.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Litz.

APPROVAL OF MINUTES

A motion was made by Vice-Mayor Yontz and seconded by Councilmember Viars to approve the minutes of the April 25, 2017. There being no discussion, the motion passed by a vote of five (5) for: Jonas, Viars, Vaught, Yontz, Lloyd; zero (0) against.

PROCLAMATION

Mayor Litz read a Proclamation to recognize Carrington Place of Rural Retreat in observance of National Nursing Home Week May 15-19, 2017. A motion was made by Vice-Mayor Yontz and seconded by Councilmember Jonas to approve the proclamation and recognize National Nursing Home Week as May 15-19. The motion passed by a vote of five (5) for: Yontz, Jonas, Lloyd, Viars, Vaught; zero (0) against.

CITIZEN’S TIME

Donnie Buck addressed council on behalf of the Depot Foundation. Mr. Buck inquired about the asbestos testing that is required on the Randy’s property downtown. Town Manager Childers

stated that he spoke with Jessica Littlejohn with Hurt and Proffitt and obtained an estimate to perform an asbestos and lead inspection for the Randy's properties. The quoted amount for the asbestos and lead inspection is \$4,560. Town Manager Childers stated he would like approval from council to get the process started. A motion was made by Councilmember Lloyd and seconded by Councilmember Jonas to accept the proposal from Hurt and Proffitt to provide asbestos testing. Councilmember Viars asked if the funds will come from the downtown revitalization funds. Town Manager Childers stated he would check with Brian Reed with Mount Rogers Planning District regarding funding for the project. Councilmember Vaught asked what the turnaround time would be for the removal of the asbestos and lead testing. Town Manager Childers stated he would check with Hurt and Proffitt on the timeframe. There being no further discussion the motion passed by a vote of five (5) for: Lloyd, Jonas, Yontz, Viars, Vaught; zero (0) against.

Mr. Buck stated the cinderblock building behind Randy's will not be feasible for the auction the Depot Foundation will have on July 29 during Heritage Days. He suggested the building on the corner might be a better choice for the auction. Town Manager Childers stated the equipment the town has stored in the building can be moved to the town shop for the auction. Mr. Buck stated the Depot Foundation members can sweep and clean the building in preparation of the event.

CORRESPONDENCE

Town Manager Childers read a thank you note from Wytheville Community College Educational Foundation for the \$300 the town contributed to the Matthew "Todd" Ridgeway memorial scholarship fund.

Town Manager Childers read a thank you note from the Friends of the Library for keeping the grounds around the library maintained. Town Manager Childers added that this should be directed toward Michael Robert for his weed eater skills.

Councilmember Vaught announced he accepted the Republican party nomination for Blacklick Supervisor position for the election in November. Councilmember Vaught quoted Mayor Litz, "we are all Wythe County citizens and the town limits of Rural Retreat do not stop at the town limits". He continued that he has the interest of Rural Retreat in his heart and he would like to do his very best for the citizens of the county.

POLICE REPORT

Chief Breedlove reported he locked the breaker box at the Pepper stage and put No Trespassing signs up. There have been several incidents of vandalism by kids on the stage and around the community center over the past few weeks. Vice-Mayor Yontz stated he received a compliment from a citizen regarding someone speeding. The lady was impressed because Chief Breedlove went to her house and talked to her regarding the issue. Vice-Mayor Yontz added that it means a great deal to the citizens when they know their problems are addressed. Mayor Litz added that Chief Breedlove is appreciated.

UNFINISHED BUSINESS

DR. PEPPER LOT PROJECT – Town Manager Childers stated he has not been in contact with the architects regarding the plans for the Dr. Pepper building. He added that he will report to council as soon as he is in touch with the architects and follows procurement.

CROSSWALKS - Report included in Town Manager's report.

DOWNTOWN REVITALIZATION – None

THE CROOKED ROAD – Councilmember Lloyd reported a program for the third-grade classes from Rural Retreat Elementary School was presented this past week and the acoustics in the Depot are unbelievable. He stated a concert series in the depot in conjunction with an online series could possibly be a success. However, it will take some time before the event draws the big crowds. Councilmember Lloyd suggested to begin with the town hold four (4) of these concerts per year. The Crooked Road will advertise the events since the performers will be acoustic musicians. Councilmember Lloyd continued that a jazz band from France has inquired about performing in the depot on November 15, 2017. Town Manager Childers asked Councilmember Lloyd if the concerts should be standalone concerts or should we try to have them on Farmer's Market days? Councilmember Lloyd stated the concerts should be stand alone. Donnie Buck added the depot's capacity is around eighty (80) people. Councilmember Lloyd stated the secret to a successful event is who is performing. The event will be more of a public service to the citizens of Rural Retreat than a profitable endeavor. Councilmember Lloyd stated he will have solid figures at the next council meeting in June. Councilmember Vaught asked how much will advertising cost the town. Councilmember Lloyd stated The Crooked Road is the advertising agency for the events. If the town wants to encourage tourism then one way is to expose them to different forms of music.

MYRTLE LANE WATER CUSTOMERS – Report is included in Town Manager's report.

NEW BUSINESS

None

COMMITTEE REPORTS

HERITAGE DAYS – Vice-Mayor Yontz reported he is waiting on a proposal from the inflatable company. He added the committee needs to address a few issues with vendor placement.

FINANCE & APPROPRIATIONS – Treasurer Patton reported a copy of the draft budget for FY 2017-2018 is in electronic form on councilmembers tablets. She added the finance committee decided to budget a payment for a new firetruck. If council approves the purchase of a new fire truck a payment of \$20,000 will be made in FY 2017-2018. Therefore, the \$20,000 has been added to the budget. A budget amendment will need to be made upon council's decision regarding the down payment if the truck is ordered. Town Manager Childers added the town receives \$10,000 Aid to Localities (ATL) from the county and \$10,000 Aid to Localities in state funds. Town Manager Childers stated the ATL money will make one of the bi-annual payments on the truck. Treasurer Patton stated a public hearing will be held June 13, 2017 to hear the public's comments regarding the FY 2017-18 budget. Treasurer Patton reported the budget includes a five percent (5%) increase on water and sewer rates for the upcoming year. Town Manager Childers stated it is a good idea to gently increase the rates annually instead of a big increase all at once.

PERSONNEL, ORDINANCES & LEGAL MATTERS – Report included in Town Manager’s report.

PUBLIC UTILITIES – None

TOWN MANAGER’S REPORT

The Town Manager’s report is attached and is hereby made part of these minutes. The following items were reported and discussed:

- VDOT came through and did their shoulder and patching work. The entire paving of Rt. 90 will take place next year. With that being said, I will try get our crosswalk signs when weather permits and make sure it will not interfere with VDOT’s painting schedule for their patchwork.
- Memorial Day Service will be at 3:00pm, Sunday, May 28th at the RRFD. Our guest Speaker will be Navy Counselor 1st Class, Annie Gottschamer. There will also be activities by American Legion Post 229, the Rural Retreat Band, the Rural Retreat ROTC, singing by Cassidy Bear and Brooke Smith, and a Bagpipe tribute by Dr. Jeff Jones and Dr. Dana Chamberlain.
- Spoke with Jessica Littlejohn with Hurt and Proffit about the Asbestos and Lead inspection for the Randy’s properties. Basically, the cost for this \$4560. I sent an email to counsel that also explained the scope of the inspection. I would like to ask council to approve this measure, so we can proceed as soon as possible.
- I spoke with Mr. Robert Hilt about our issues with mandatory hookup issues on Myrtle Lane. He explained that as long as the town is treating everybody the same as far as billing or not billing, then Rural Development will not come back to the locality for any reimbursement.

Town Manager Childers stated the town needs our own mandatory hookup ordinance. He suggested council see Town of Wytheville’s ordinance regarding mandatory hookup. Basically, council needs to decide if all non-hookups should be charged the minimum or not. As long as everyone is treated equally Rural Development will not require reimbursement of funding.

- I have looked into the road extension that would connect Richmond Ave and Richfield St. I spoke with VDOT and had them inspect the area. This is not in their system. I also looked at the property plat. Between the two thoroughfares is a proposed 50-foot ROW. Because this is a proposed ROW it is not currently an active ROW. This means that the area in question is owned by the property owner at this time, and it is their responsibility to maintain the property and keep erosion off of any town owned street. This issue was brought up during the June 26, 2012 Rural Retreat Town Council Meeting. During this meeting, a motion was passed to authorize Town Manager James to proceed with VDOT to obtain the requirements to open the street extension.

Billy Anderson stated the company he works for has done work for the property owners and the property in question is private property. He added the survey plat does not show a right-of-way. The road would need to be accepted by the town. Councilmember Viars clarified that the property in question is approximately 200 feet from the Richfield Avenue cul-de-sac to Richmond Avenue. Mr. Anderson added in his opinion the town should not be involved in developing and building streets. He added the road bed is the landowner's property and it is their responsibility to maintain it and keep any runoff from going into the street. Councilmember Viars stated the motion made by council in 2012 was made only to authorize former Town Manager James to consider the requirements to extend Richfield Avenue to Richmond Avenue. Councilmember Viars stated the existing road is owned by Virginia Department of Transportation (VDOT). Councilmember Vaught stated it may be a concern if the property owner chooses not to allow the school bus to turn around on her property any longer. Mayor Litz stated that is not an issue for the town because the town does not own the property where the school bus turns. Town Manager Childers stated former Town Manager James did what was asked by council and investigated the issue and decided it was too costly for the town to extend the road.

- Hurt and Proffitt will be coming to town to inspect the drainage issue from the Phase 8 sidewalk project that is effecting the car wash on Baumgardner Ave.
- I feel that there needs to be some changes to the town's purchasing policy. (1) As it stands now, in order for the town to order any goods or services with a value between \$2000.01 and \$15,000 the town is required to obtain 3 quotations and have council approval prior to the purchase. There are many instances when we buy supplies or mechanical equipment that has cost within these limits. If the town must wait for council's approval for these purchases, then the town may have instances when we do not have the materials or the equipment we need. (2) The procurement for any goods or services between the amounts of \$15,000.01 and \$50,000 shall require 4 written quotations. The state requires 3 quotations. The town has a sewer project right now that is on hold because we can't get 4 quotations. I feel that 3 written quotations should be the minimum number of quotations in our purchasing policy.

Mayor Litz asked Town Manager Childers what the state procurement policy states. Town Manager Childers replied the state requires three quotes for \$3,000 and above, but the town has a purchasing policy which is different from the state's. Vice-Mayor Yontz asked Town Manager Childers if he only wants to change the number of quotes or if he would like to change the amounts as well. Town Manager Childers stated he would like to update the policy to require only three quotes on purchases of \$15,000 to \$50,000 and he also would like to change the policy that requires council approval on purchases of \$2,000.01 to \$15,000 because this policy holds up progress on projects. In emergency situations, the town may not have what is needed in order to perform water, sewer, and street maintenance. Councilmember Viars asked if the policy includes anything for emergency purchases. Town Manager Childers stated the policy does include the definition of emergency as an occurrence of a serious nature that demands immediate action to protect personal safety and property. Town Manager Childers asked for council to make a motion for any purchases between \$2,000.01 and \$15,000 shall require three minimum quotations but take out the that the purchase will require council approval. Secondly, the procurement of goods and services that are expected to cost between \$15,000.01 and \$50,000 shall require a minimum of three quotations instead of the current requirement of four quotations. Councilmember Viars stated if during an emergency will there be time to get the three quotations. Town Manager Childers stated the auditors stated if in an emergency situation the town can use a reputable vendor for purchases. Councilmember Viars stated that as an addendum to the policy it should state that in an emergency

an approved vendor can be used. Town Manager Childers stated he would check with Virginia Municipal League (VML) regarding how the definition of emergency should be worded in the policy. Councilmember Viars requested that the town manager make the necessary changes to the purchasing policy and bring them to council for approval.

TREASURER’S REPORT

The invoices for May 23, 2017 were read and approved.

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.

Mayor

Clerk