

The Rural Retreat Town Council held a public hearing during the regular meeting on November 25, 2008, at 7:00 p.m. in the Rural Retreat Town Hall Council Chambers.

PRESENT RURAL RETREAT TOWN COUNCIL MEMBERS

Mayor Timothy Litz
Vice-Mayor Keith Crigger
Ed Schaack

Scott Mecimore
Jerrell Hall
Kristie Osborne

ABSENT

Dale Yontz

ADMINISTRATION PRESENT

Raymond Matney, Town Manager
Lori Guynn, Clerk/Treasurer
Scott Mitchell, Police Chief

OTHERS PRESENT

Rev. Brian Burch – Rural Retreat United Methodist Church
Grace Mecimore

DETERMINATION OF A QUORUM

Mayor Litz called the meeting to order and determined the presence of a quorum.

INVOCATION

The invocation was given by Rev. Brian Burch.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Litz.

PUBLIC HEARING

RURAL DEVELOPMENT WATER BOND – Mayor Litz read the public notice as published in the *Wytheville Enterprise*. A copy of the notice is attached and hereby made a part of these minutes. The public hearing was opened for public comment. There being no one present that wished to comment, the public hearing was closed. Mayor Litz stated the Council will take action later in the meeting.

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APPROVAL OF MINUTES

A motion was made by Councilmember Jerrell Hall, seconded by Councilmember Kristie Osborne to approve the minutes of the November 11, 2008 meeting as written. The motion passed by a vote of five (5) for and zero (0) against.

CITIZEN'S TIME

There was no one present who wished to address the Town Council.

CORRESPONDENCE

A letter was received from Helen Crigger, Treasurer of the Rural Retreat Community Center Board thanking the Council for their annual funding allocation of \$2,500 that assists with annual expenses. Mrs. Crigger also expressed the Board's appreciation for the \$5,000 given to the Community Center to be used toward the Capital Improvement Plan which at this time includes improving the appearance of the restrooms and making them handicapped accessible.

Donna Wilson, Manager of Movie Starz located within Food Country submitted a letter of appreciation concerning Police Chief Scott Mitchell. Mrs. Wilson stated the video store had been experiencing a considerable amount of theft. On November 20 an employee noticed a theft in progress and contacted Mrs. Wilson. She told the employee to call the police and she would come to the store. Upon her arrival at the store she noticed Chief Mitchell's car in the parking lot. Once inside the store she stated Chief Mitchell had apprehended the suspected thief. Mrs. Wilson expressed deep gratitude to Chief Mitchell in handling the situation.

POLICE REPORT

Chief Mitchell stated November had been a slow month thus far. In response to Mrs. Wilson's letter he stated the suspect was banned from the store and was forced to pay for the video. He also explained there had been a fuel spill at Parkway Gas that resulted in approximately twenty gallons of fuel being spilled on the ground. Chief Mitchell stated the situation was handled well by the Rural Retreat Fire Department.

UNFINISHED BUSINESS

RURAL DEVELOPMENT WATER BOND – Mr. Matney stated a resolution authorizing the issuance and sale of general obligation and water revenue bonds of the Town of Rural Retreat in a principal amount not to exceed \$686,000 and providing for the form, details and payment thereof must be adopted by the Council. Vice-Mayor Crigger made a motion to adopt the Authorization Resolution as written. Councilmember Hall seconded the motion and it was approved by a roll call vote as follows: Five (5) for: Keith Crigger, Jerrell Hall, Ed Schaack, Kristie Osborne and Scott Mecimore; zero (0) against and one (1) absent: Dale Yontz.

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IDENTITY THEFT POLICY REVIEW – Vice-Mayor Crigger made a motion to adopt the draft Identity Theft Policy as written. Councilmember Schaack seconded the motion. He then asked if the security software was up to date on the office computers. Mrs. Guynn responded the office computers are up to date with antivirus software. There being no additional discussion, the motion was approved by vote of five (5) ayes and zero (0) nays.

DOWNTOWN REVITALIZATION PLAN – Vice-Mayor Crigger asked why the Downtown Revitalization Plan had been brought back to the Council for discussion. Mr. Matney responded he had suggested to the Council, at the previous meeting, that a representative from Anderson and Associates be asked to attend a meeting to review parts of the plan that can still be pursued and benefit the community. Vice-Mayor Crigger stated the old plan should be reviewed before asking a representative to attend a meeting. Councilmember Hall stated he thought a new plan would be needed because the old one contained areas that do not need to be readdressed.

NEW BUSINESS

There was no new business to be addressed.

COMMITTEE REPORTS

PERSONNEL COMMITTEE – Chairperson Schaack informed Mayor Litz that the Personnel Committee will be meeting on Tuesday, December 9 following the regular meeting to begin discussing the preliminary process of hiring a new town manager when Mr. Matney retires in the future.

TOWN MANAGER'S REPORT

The Town Manager's report is attached and is hereby made a part of these minutes. The following items were discussed and/or acted upon:

FIRE DEPARTMENT / RESCUE SQUAD ANALYSIS – This analysis was completed by Wythe County. A copy is on hand if anyone is interested in reviewing the report.

WATER QUALITY AWARD FOR 2007 – The Town of Rural Retreat has been awarded the Water Fluoridation Quality Award for 2007 by the Centers for Disease Control and Prevention and the United States Department of Health and Human Services. Mr. Matney commended Chief Water Operator Gerald Musser.

KLÖCKNER PENTAPLAST – The Tobacco Commission has completed their review of Klöckner Pentaplast. The Commission has determined the requirements of the received grant have been met.

RURAL DEVELOPMENT LOAN / GRANT OFFER – A \$50,000 grant has been received toward the purchase of a new fire department brush truck. The Town has been offered an \$80,000 loan with a 4.5% interest rate; however the rate could change prior to closing on the

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loan/grant. Vice-Mayor Crigger asked Mr. Matney how long the interest rate would be offered. Mr. Matney responded the interest rate is set the day of the loan/grant closing.

A loan resolution authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring a brush truck for the Rural Retreat Fire Department to not exceed \$80,000 must be adopted. Councilmember Schaack made a motion to accept the Rural Development Resolution as written. The motion was seconded by Vice-Mayor Crigger and was approved by a vote of five (5) for and zero (0) against.

A resolution authorizing a person to execute documents on behalf of the Town of Rural Retreat must also be adopted. Councilmember Hall made a motion to accept the resolution and to authorize Mr. Matney to execute documents on the behalf of the Town Rural Retreat. Councilmember Osborne seconded the motion and it passed by a vote of five (5) for and zero (0) against.

SMYTH COUNTY / RURAL RETREAT WATER CONNECTION – The Lane Group has completed some engineering work on behalf of Smyth County toward this project. A meeting is scheduled for December 12 at 10:00 a.m. between Smyth and Wythe Counties and the Town of Rural Retreat to be held in the Council Chambers. Mr. Matney asked those councilmember's that are interested to attend the meeting.

APPALACHIAN POWER COMPANY RATE INCREASE – The State Corporation Commission has approved a rate increase for Appalachian Power Company. A rate increase of 23.39% was requested but the SCC approved an increase of 19%.

ANDERSON & ASSOCIATES MONTHLY STATUS REPORT – The monthly status report has been received and distributed.

MOUNT ROGERS PLANNING DISTRICT COMMISSION – The financial statement for the fiscal year ending June 30, 2008 has been received. This report is on hand at the office for review.

APPROVED WATER SERVICE BY WYTHE COUNTY – Wythe County Board of Supervisors approved the water service request for Cecil Cregger on Rural Retreat Lake Road at their last Board meeting.

NEWLY ELECTED MUNICIPAL OFFICIALS – A workshop is scheduled for January 9-11 in Richmond for newly elected officials. A copy of the registration form was distributed.

ANNUAL AUDIT REPORT – The 2007/2008 financial audit has been received. The Management Letter has been distributed and copies of the financial report are available for those who would like to review it. Mr. Matney stated if anyone had questions or concerns about the audit to make note of them so those items can be addressed.

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EMPLOYEE CHRISTMAS HELP FOR THE NEEDY – This year the employees are collecting donations to assist a needy family or child in the community or an organization this Christmas. Each employee is donating up to \$10. It was suggested that the Council be challenged to donate also. Mayor Litz asked how the decision was going to be made in regards to the donation. Mr. Matney said there is the Agape Food Pantry, Family Resource Center and the Crossroads Shelter but a call has been made to the Rural Retreat Head Start to find out if they have a family or child in need in which the individuals will be anonymous. Vice-Mayor Crigger challenged the council members to contribute \$20 each.

TREASURER’S REPORT

The bills for November 25, 2008 were read and approved by a vote of five (5) for and zero (0) against.

TALK OF THE TOWN

Mr. Matney is to attend the Talk of the Town radio program at WYVE/WXBX radio station on Wednesday morning.

ADJOURNMENT

There being no additional business, the meeting was adjourned upon a motion by Councilmember Osborne.

Mayor

Clerk