

The Rural Retreat Town Council held a regular scheduled meeting on February 23, 2010, 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

Dale Yontz  
Jerrell Hall  
Peggy Hash

**ABSENT**

Scott Mecimore

**ADMINISTRATION PRESENT**

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

**OTHERS PRESENT**

Bob Lewis

**DETERMINATION OF A QUORUM**

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

**INVOCATION**

The invocation was given by Rev. Ed Schaack.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Litz.

**APPROVAL OF MINUTES**

A motion was made by Councilmember Ed Schaack, seconded by Councilmember Peggy Hash to approve the minutes of the February 9, 2010 regular meeting as written. The motion passed by a vote of four (4) for, zero (0) against and one (1) abstention: Dale Yontz whom was absent at the previous meeting.

**CITIZEN'S TIME**

Those present did not wish to address the Council.

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### **CORRESPONDENCE**

There was no correspondence to be shared.

### **POLICE REPORT**

Chief Mitchell reported on an incident involving a tractor trailer on South Greever Street. He explained the driver was going to Klöckner Pentaplast but apparently didn't understand the directions given.

Chief Mitchell added he is running stationary radar on various streets in town.

### **UNFINISHED BUSINESS**

**RURAL RETREAT FIRE STATION REPAIRS** – Operations and Maintenance Chairman Hall stated he had not had the opportunity to evaluate the roof and gutter damage at the Rural Retreat Fire Department building due to the weather. He added snow protection needs to be added to the roof prior to the installation of new guttering. Chairman Hall explained he had spoken to a company that specializes in floor repairs and they are to provide an estimate to the town. His opinion was to test repair a small area of the floor if the estimate received wasn't reasonable for the town to pursue.

Mayor Litz asked for this item is to remain under unfinished business.

**RURAL RETREAT EMERGENCY SERVICES** – Mr. Matney explained Town Attorney Sobey recommended leaving the Rural Retreat Emergency Services property deed as it is currently written because the organization still operates with volunteers.

### **NEW BUSINESS**

There was no new business to be addressed.

### **COMMITTEE REPORTS**

**PERSONNEL** – Chairman Schaack referred to the handout provided to each councilmember reflecting the discussions during the Personnel Committee meeting held February 16, 2010. He suggested the Council vote to approve the following recommendations: not use a search firm to look for a town manager, suggest the Finance Committee determine a salary range to use in looking for a new town manager, suggest the Finance Committee prepare a repayment/retirement plan to offer to Mr. Matney and the mayor serve as the contact person when communicating with applicants for the town manager position. Mr. Matney recommended implementing the proposed timeline as soon as possible. Chairman Schaack stated the Personnel Committee needs to meet to begin developing a profile and salary range for the town manager's position. He also urged the Finance Committee to meet soon in order to discuss the recommendations made. Chairman

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Schaack made a motion to adopt the timeline and recommendations made by the Personnel Committee. The motion was seconded by Councilmember Yontz. There being no additional discussion the motion passed by a vote of five (5) for and zero (0) against.

Finance Committee Chairman Crigger scheduled a meeting for Tuesday, March 2, 2010 at 7:00 p.m.

HERITAGE DAY – Chairman Yontz scheduled the next Heritage Day Committee meeting for Tuesday, March 9, 2010 at 6:00 p.m.

### **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:

**WETLAND / BRUSH TRUCK** – The chassis for the Wetland / Brush truck was ordered in April 2009 and delivered to Greenbrier Motors in Lewisburg, West Virginia on September 9, 2009. The truck was delivered to the Rural Retreat Volunteer Fire Department on Monday, February 22 and was placed in service today. Rural Development ordered the grant / loan funds today.

**OUT-OF-TOWN WATER PROJECT** – This \$1.6 million water project was advertised on Sunday, February 14 and a pre-bid conference will be held Thursday, February 25. The bid opening will be Thursday, March 18 with a recommendation being made to the Council on March 23. Work is continuing with the Virginia Department of Real Estate Services concerning the easement to cross the property at Rural Retreat Lake. The Department of Real Estate Services is requesting \$1,000 for the easement.

**IN-TOWN WATER PROJECT** – A meeting was held today with Chip Worley with Anderson & Associates, Inc. Discussion was held on ways to expedite the approval process for this \$750,000 in-town project especially while many contractors are trying to find work.

**TEA-21 SIDEWALK PROJECT** – The Bristol District VDOT office is being corresponded with weekly in an effort to receive authorization to bid the TEA-21 Sidewalk Project. Mr. Matney stated he is hoping to bid out this project while the market is still favorable.

Councilmember Schaack asked Mr. Matney how soon the utility poles will be relocated along the project area because he has noticed a stake that is labeled for pole relocation in the yard of a neighboring property. Mr. Matney responded the utilities can’t be authorized to move the poles until authorization is received from VDOT to bid out the project.

**DROUGHT RESPONSE AND CONTINGENCY PLAN** – As participants of the Regional Water Source Plan with the Mount Rogers Planning District Commission, the town is required to adopt an ordinance for Drought Response and Contingency. This plan is being drafted for adoption.

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VML MATCHING SAFETY GRANT PROGRAM – Applications were made to the VML for two safety grants to offset the previous expenses incurred to purchase work zone safety equipment. Both grants were approved and a total of \$1,990 will be received.

TRASH TRUCK – Repairs to the trash truck have been evaluated and it was determined the best option for the town is to repair the current truck at an estimated cost of \$15,000. The truck will be out of service for approximately 2-3 weeks. Work is continuing on a plan to either borrow or lease a truck during this time.

COMMUNITY WIDE AUDIO WARNING SYSTEM – The grant agreement toward the purchase of a Community Wide Audio Warning System was signed with USDA Rural Development today for \$11,290. The system was ordered Monday, February 22 with a total cost of \$20,800.

RURAL RETREAT EMERGENCY SERVICES PROPERTY – This item was previously discussed.

WELLNESS / FITNESS STUDY – COMMITTEE INPUT – Mr. Matney explained he had not received any feedback from the Wellness / Fitness Study committee members concerning potential locations for such a facility. Councilmember Schaack stated Rick Hilton was to contact Klöckner and Councilmember Hash added Steve Sage was to make contact with a potential site owner also. Mr. Matney stated he would follow up with Mr. Hilton and Mr. Sage. A meeting will be scheduled with Thompson & Litton after contact is made with Mr. Hilton and Mr. Sage.

CODE OF ORDINANCES – Mr. Matney asked the council members to return their Code of Ordinances book so that updates can be inserted and the books returned to them upon completion.

WATER ACCOUNTABILITY – Mayor Litz asked for an update on water accountability. Mr. Matney responded there have been issues with the blue water tank and sporadic leaks are still occurring.

### **TREASURER'S REPORT**

The bills for February 23, 2010 were read and approved.

### **TALK OF THE TOWN**

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

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**ADJOURNMENT**

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

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Mayor

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Clerk