

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, January 11, 2016 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Berton Austin, John Funk, David Raynes and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the December 14, 2015 Council meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the treasurer's report for the month of December 2015. Councilman David Raynes seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of January 11, 2016 and the remaining bills from December totaling \$226,043.11. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion that the Town donate \$1,000.00 to the Grottoes Cardinals to help with the start for the new season. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **STREETS AND STREET LIGHTS**

Councilman David Raynes made a motion to allow VDOT's No Plan Division to proceed with a sidewalk along Route 256. Councilwoman Marjorie Funk seconded the motion. Town Manager Jeff Nicely stated that the sidewalk would be located on the north side of Route 256 from the existing sidewalk to Holly Avenue. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **PERSONNEL, FIRE AND POLICE PROTECTION**

Councilman John Funk made a motion to accept the 2016 Officers of the Grottoes Volunteer Fire Department as submitted. Councilman David Raynes seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **SPECIAL ORDER OF BUSINESS**

Lisa Gooden, Rockingham County Registrar, addressed the Council and stated that she wanted to bring out candidate packets and explain the new process. Mrs. Gooden stated that the packet is the same as previous years with an addition of having to get at least 125 registered voters to sign a petition to run for Mayor or Town Council. She stated that this change is due to the Town now having over 1500 registered voters. She showed a PowerPoint explaining the details and asked if anyone had any questions regarding these changes. No questions were asked. Mayor Austin thanked Mrs. Gooden for coming and explaining the new candidate process for the upcoming election.

With no further business to discuss Mayor Austin adjourned the meeting.

Mayor Berton Austin called the Town Council Public Hearing to order at 7:00 p.m. on Monday, February 8, 2016 and welcomed the citizens. Administrative Assistant Christa Hall called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk. Also present were Administrative Assistant Christa Hall, Town Manager Jeff Nicely, and Public Works Director Shannon Clem.

Mayor Austin stated that the public hearing is being held to hear citizens' comments regarding closing and vacating a portion of an alley in block 73 between Cherry Avenue and Dogwood Avenue, 20<sup>th</sup> and 21<sup>st</sup> Streets.

No Citizen comments were made.

No Council comments were made.

With no further comments Mayor Berton Austin adjourned the public hearing.

Mayor Austin called the regular Council meeting to order.

Councilwoman Marjorie Funk made a motion to approve the minutes from the January 11, 2016 meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **FINANCE**

Councilman John Funk made a motion to approve the treasurer's report for the month of January 2016. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills for the month of January 2016 totaling \$184,970.99. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Mayor Austin presented the annual donations to the Grottoes Rescue Squad and the Grottoes Fire Department.

Councilman John Funk made a motion to move the March 14, 2016 Town Council Meeting to Tuesday, March 15, 2016 due to a

scheduling conflict. Councilman Mark Sterling seconded the motion. Town Counsel Nathan Miller informed the Council that he was unavailable on the March 15<sup>th</sup> and that he would send someone to cover the meeting. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler stated that the Planning Commission has recommended adding UTV's to the Golf Cart Ordinance and stated that he was making a motion that we do that. Councilwoman Marjorie Funk seconded the motion. Town Manager Jeff Nicely stated that when we adopted the golf cart ordinance we did not include UTV's. He stated that we have had a request come to Planning Commission and they recommended adding the UTV's to the ordinance. Town Manager Jeff Nicely stated that the staff's only concern is how will we know if it's a UTV verses an ATV. He stated that ATV's are not allowed on Virginia roadways. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler moved the Planning Commission recommendation to rezone a portion of Block 61 from B-1 to R-3. Councilwoman Marjorie Funk seconded the motion. Town Manager Jeff Nicely stated that the family has had no interest in anyone wanting to buy the property as business so they are requesting to rezone the property to residential in order to sell the property for houses. He stated that the Planning Commission has recommended the front corridor (along Dogwood Avenue) remain B-1 and the lots east of the alley be rezoned to R-3. He stated that this is how all the other blocks along Dogwood are zoned. Town Manager Jeff Nicely stated that the Planning Commission also suggested that if the property was purchased, the entire building would have to come down. Town Manager Jeff Nicely stated that the Planning Commission did not address the fence surrounding the property but he feels this should come down too. He stated that his recommendation is that if any of the lots are sold, that the building and the fence should come down. Councilman Mark Keeler amended his motion that the fence and the building must come down before any building can be done. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler made a motion to set a joint public hearing for the next Council meeting, which is Tuesday, March 15, 2016. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler announced the first reading of an ordinance to vacate a 10-foot wide unimproved alley located in Block 73.

#### **PARKS, RECREATION AND PUBLIC FACILITIES**

Councilman Mark Sterling made a motion to accept the request from the Grand Caverns Swim Team. Councilman Mark Keeler seconded the motion. Councilwoman Marjorie Funk suggested that they have their own attorney that they pay for. Councilman Mark Sterling stated that he thought that their use of the Town's attorney was only for the facility agreement with the Town. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Sterling made a motion to allow the First Baptist Church to use Mountain View Park. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **PERSONNEL, FIRE AND POLICE PROTECTION**

Town Manager Jeff Nicely informed the Council that he has approved a zoning permit for an ABC Store, which will be located beside the Food Lion Store on Augusta Avenue. He stated that they are exempt from a business license so the only revenue we will get is from the sales tax.

With no further business to discuss Mayor Austin adjourned the meeting.

The Grottoes Town Council and the Grottoes Planning Commission held a joint public hearing on Tuesday, March 15, 2016, beginning at 7:00 p.m., with Mayor Berton Austin presiding.

**Council Members Present were:** Mark Keeler, Emily Holloway, Berton Austin, John Funk, David Raynes, and Marjorie Funk.

**Planning Commission Members Present were:** Mark Keeler, Jim Justis, Dinah Watson, Steve Morris, Justin Neitzey, and Jen Smith.

**Town Council Members Absent were:** Mark Sterling.

**Planning Commission Members Absent were:** Rebecca Holloway.

**Other Town Officials Present were:** Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem and Police Chief John Painter.

Town Clerk Tara Morris determined that a quorum was present for the Town Council and the Planning Commission.

Mayor Berton Austin called the joint public hearing to order and welcomed guests. He stated that the reason for the hearing is to hear citizen comments on a request from the Mauzy Family to rezone block 61 lots 1-30 from B-1 to R-3.

There were no public comments made.

There were no comments made by the Planning Commission or Council.

Mayor Austin turned the meeting over to Chairman Morris.

Chairman Morris asked if any more discussion was needed or if the Commission was able to make a recommendation.

Commission Member Jim Justis made a motion to recommend to Council that lots 1-30 on the east side of the alleyway be rezoned to R-3 with the condition that the building must come down and the fence must come down prior to any construction on those lots. He also included that the fence must remain up until the building is down. Commission Member Justin Neitzey seconded the motion. Commission Members Mark Keeler, Jim Justis, Dinah Watson, Steve Morris, Justin Neitzey, and Jen Smith voted in favor of the motion, motion carried.

Mayor Austin thanked the Planning Commission and adjourned the joint public hearing.

Mayor Austin called to order the Town Council Meeting for Tuesday, March 15, 2016.

Councilwoman Marjorie Funk made a motion to accept the minutes for the previous meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk stated that we do not have financials this month due to the Treasurer working on the audit.

Councilman John Funk made a motion to allow Town Staff to advertise surplus equipment on GovDeals.com. Councilman David Raynes seconded the motion. Council Mark Keeler asked if there were any costs associated to using it. Town Manager Jeff Nicely stated that its free to post but GovDeals gets 7.5% of the sale and you can work it into the sale where the buyer pays it. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

#### **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler announced the second reading for the ordinance to vacate a ten foot unimproved alley in Block 73.

Councilman Mark Keeler made the motion to adopt the ordinance to vacate the ten foot unimproved alley in Block 73. Councilwoman Marjorie Funk seconded the motion. Roll call vote was taken M. Keeler; yes, E. Holloway; yes, J. Funk; yes, D. Raynes; yes, M. Funk; yes, motion carried.

Councilman Mark Keeler announced the first reading to amend Chapter 155 Article VI to add UTV to the golf cart ordinance.

Councilman Mark Keeler made a motion to accept the Planning Commission's recommendation and conditions to rezone Block 61 lots 1-30 from B-1 to R-3. Councilman John Funk seconded the motion. Councilman Mark Keeler revised his motion to include that the building and fence must come down prior to any

construction but the fence must remain until the building is down. Councilman John Funk agreed to the revision. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

#### **PARKS, RECREATION AND PUBLIC FACILITIES**

Councilman David Raynes made a motion to accept the pool bid from the Waynesboro YMCA. Councilwoman Marjorie Funk seconded the motion. Town Manager Jeff Nicely stated that the bid increased from last year. He stated that the management fees stayed the same but the staffing fee increased a little. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to grant approval for the usage of Grand Caverns Park for a Bluegrass/Country Music Festival at a cost of \$1,295.00. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to accept the swim team agreement. Councilman Mark Keeler seconded the motion. Town Manager Jeff Nicely informed the Council that the Town's Attorney's office drafted the agreement. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Emily Holloway announced that on March 18<sup>th</sup> the South River PTA will be having a Carnival from 6:00 pm until 9:00 pm. She also announced the Town's Easter Egg Hunt will be on Saturday, March 26<sup>th</sup> at 10:00 am at Grand Caverns Park.

Councilwoman Emily Holloway stated that the Little League Opening Day is on Saturday, April 9<sup>th</sup> at 9:00 am at Mountain View Park.

#### **PRESENTATIONS AND PETITIONS AND CLAIMS**

Araya Fitzwater addressed the Council and showed a presentation on her project Fountains for Fury Friends. She stated that her project was to raise money to purchase two water fountains (one for each park) that are handicap accessible for humans and dogs. In her presentation she explained her fundraising efforts and

announced that she has raised \$5,635.00 and that the fountains have been purchased but have not been installed. Town Manager Jeff Nicely stated that they are meeting tomorrow to pick a location for the fountains and that they will be installed soon. Mayor Austin thanked her for all of her hard work on this project.

Cheryl Keeler addressed the Council and asked the Council to consider two things. The first is regarding the carpet and paint. She stated that they have been in the building now 16 years and within the next couple of years we need to look about replacing the carpet and paint. She asked the Council to consider the Town's involvement with that. She stated that in the past the library has had a mutual and flexible relationship with the Town. Mrs. Keeler stated that the Town has always handled and financed the physical structure of the building while the library handled and financed the contents in the shell. She stated that the second thing that she is interested in hearing Council's opinion on is whether or not the library can do some kind of exterior signage. She stated that she is getting comments from people that they can't find the library. She asked if there was any way to identify that there is a library in this building. She suggested a banner out front but wasn't sure because she doesn't want to take away from the building or the veterans memorial. She stated that she doesn't need answers tonight and stated that she has to end with conveying her gratitude for what the Town does for the library. Mayor Austin thanked Mrs. Keeler for coming.

Kaitlyn Miller addressed the Council and stated that she is a senior at Spotswood High School and also the president of their youth and government club. She stated that she is one of the five students that have been chosen to attend the Model General Assembly in Richmond. She stated that this will give them the opportunity to learn a great deal about the structure of the Virginia state government. On behalf of the Model General Assembly contingency she stated that she would like to request Three Hundred Seventy-Five Dollars from the Grottoes Town Council. With this monetary support, this will provide her team a hands on learning environment that will prepare them for future studies in politics and law. Kaitlyn stated that she wanted to personally thank the Town Council for taking an interest in Spotswood High School's Youth and Government Club and the students who attend the Model General Assembly. She stated that if anyone has any questions about the bill she is sponsoring, she would be glad to answer them. She stated that upon her return she would love to come back and share her

experience with the Town Council. Mayor Austin thanked her for coming and asked the Council if they had any questions. Councilwoman Marjorie Funk stated that every year when we donate we have the contingency that the person come back and give a report and we have had one person come back in eight years. Kaitlyn Miller replied that she will be back. Councilwoman Emily Holloway made the motion to donate the \$375.00 for the Model General Assembly. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried. Mayor Austin told Kaitlyn good luck and we look forward to seeing her back in May.

With no further business to discuss, Mayor Austin adjourned the meeting.

Councilman David Raynes called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, April 11, 2016 and welcomed guests. Administrative Assistant Christa Hall called the roll. Members present were Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk. Also present were Administrative Assistant Christa Hall, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to convene into closed session pursuant to section 2.2-3711(A)4 of the Code of Virginia for the protection of privacy of individual personal matter not related to public business. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Upon return from closed session a record vote is taken of each Council member to declare that they discussed only public business matters lawfully exempted from statutory open meeting requirements and public business matters identified in the motion to convene into closed session. M. Keeler; yes, E. Holloway; yes, J. Funk; yes, D. Raynes; yes, and M. Funk; yes.

Councilwoman Marjorie Funk made a motion to appoint Emily Holloway as Vice-Mayor for the remainder of 2016 and for the Council to amend the Charter and Code to create a Vice-Mayor position. Councilman John Funk seconded the motion. Council members Mark Keeler, Emily Holloway, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilwoman Emily Holloway made a motion to approve the minutes from the previous Council meeting. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

## **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's report for the months of February and March 2016. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the remaining bills for the months of February and March totaling \$134,865.38. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk stated that we want to change the due date on Town Taxes from December 5<sup>th</sup> to February 5<sup>th</sup>. He stated that this will save us money for the software conversion for the tax information from Rockingham County. Councilman John Funk made a motion that we proceed with changing the tax due date. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk announced that while looking over the Caverns report he noticed a nice increase in the revenues for March.

#### **ORDINANCE, HEALTH AND PROPERTIES**

Councilman Mark Keeler announced the second reading of Chapter 155 Article VI to add UTV's to the golf cart ordinance. He also asked the chair to entertain any comments from the audience before moving forward. Councilman David Raynes asked if anyone had any comments. Brent Ghodes addressed the Council and asked them to consider changing the section that states golf carts and UTV's cannot be on the roadways during inclement weather. He stated that his UTV has a snow plow and that one of the reasons he bought it was to plow snow at his house and business. He stated that the ordinance should state that the UTV has to be equipped with snow removal equipment so that people are not out playing on the streets in them. Councilman Mark Keeler made a motion to table our recommendation so we can take into consideration the comments that we received this evening. Councilman John Funk seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely is asking that the Council give permission for Town Staff to work with Town Counsel on updating our sign ordinance to meet the supreme courts mandates. Councilman Mark Keeler made a motion to grant permission for Town Manager Jeff Nicely to work with Nathan Miller and his staff to draft a revised sign ordinance to present to the Planning Commission. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk,

David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

### **STREETS AND STREET LIGHTS**

Town Manager Jeff Nicely stated that we have received VDOT's plan to construct a sidewalk down Route 256 (3<sup>rd</sup> Street). He stated at Holly Avenue they want to move the sidewalk down the hill, which is still on the Towns right-of-way, so this will be going through what has always been the homeowners' front and side yards. He stated that when they get to Forrest Avenue they will come across and continue to Route 340 on the South Side of Route 256. He stated that they originally wanted to put the sidewalk on the north side of the street but that was going to be directly on our new water line so we asked them if they could move it to the south side of the street. Town Manager Jeff Nicely stated that he doesn't see where the sidewalk is beneficial for the citizens past Forest Avenue. He stated that there is a sidewalk that runs from 6th Street to 20<sup>th</sup> Street so if we could run this from 3<sup>rd</sup> Street to 6<sup>th</sup> Street then we could tie it all together. Councilman Mark Keeler stated that he would like to consider running the project all the way to Holly because in the future we could possibly have a greenway along the South River. Councilman Keeler did ask if any of the residents have been notified. Town Manager Jeff Nicely stated that the Town has not talked with anyone. Councilman Mark Keeler asked that we talk with the homeowners to find out their thoughts on the sidewalk. Councilwoman Emily Holloway asked if we can give them permission on the project from Route 340 to Forrest Avenue and let them know we are talking with the homeowners about the last two blocks. Councilman John Funk made a motion to approve VDOT's plan to put in sidewalks from Route 340 to Forrest Avenue. Councilwoman Emily Holloway seconded the motion. Council members Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, Councilman Mark Keeler voted against the motion, motion carried.

Councilman David Raynes stated that we have a quote for removal of pine trees that are causing the street to buckle up on 16<sup>th</sup> Street. Public Works Director Shannon Clem stated that this is causing a problem with plowing snow in the winter too. We need to remove a dead tree at 213 Aspen Avenue; there is pine tree in the alley at 1402 Elm Avenue that needs to be removed and one at 2000 Dogwood that needs to be trimmed back. He stated that the quote he got was from Manning Brothers in the amount of \$9,000.00. Councilman David Raynes made a motion to approve the quote for \$9,000.00. Councilman John Funk seconded the motion.

Councilman Mark Keeler asked why we don't have more quotes. He also asked if the trees along 15<sup>th</sup> Street were ok. Town Manager Jeff Nicely stated that they are starting to do the same but we are only trying to address the biggest problems right now. Councilman David Raynes amended his motion to approve the tree removal not to exceed \$9,000.00 but must have two more quotes before work can be done. Councilman John Funk agreed to the amended motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **PARKS, RECREATION AND PUBLIC FACILITIES**

Town Manager Jeff Nicely stated that the billboard sign along Route 256 came down and was damaged during a storm. He stated that he spoke with VDOT and they informed him that we have a permit and as long as we can repair the existing sign then we wouldn't have to go through the permit process again. Jeff stated that he got a quote from Muddy Feet in the amount of \$850.00 to repair the graphics for the sign. He stated that he could get other quotes but he was just trying to get a ballpark of the cost since it just happened and he said that Shannon estimated that it would cost around \$500.00 to remount the billboard. Councilman David Raynes made a motion to repair the billboard and to have Jeff and Nathan take care of this. Councilman Mark Keeler seconded the motion. Councilman David Raynes amended his motion not to exceed \$1,350.00. Councilman Mark Keeler accepted the amendment. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **PRESENTATION AND PETITIONS AND CLAIMS**

Araya Fitzwater addressed the Council and stated that last week she went to the State FCCLA Event in Virginia Beach. She stated that there were 800 kids competing in 40 different groups and out of that she won 1<sup>st</sup> Place and will be going to Nationals in July to California. She stated that she wanted to come back and let the Council know how her water fountain project did.

Town Manager Jeff Nicely read a thank you letter on behalf of Carl and Rita Lambert for the prompt clean up from the maintenance department when a storm took down a big tree in their area.

With no further business to discuss, Councilman David Raynes adjourned the meeting.

Councilwoman Emily Holloway called the Town Council Public Hearing to order at 7:00 p.m. on Monday, May 9, 2016 and welcomed the citizens. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Emily Holloway, John Funk, David Raynes, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Police Chief John Painter.

Councilwoman Emily Holloway stated that the public hearing was to hear citizens' comments regarding the FY 2017 Annual Budget.

Town Manager Jeff Nicely gave a staff report explaining the proposed budget and stated that there is a 2.4% decrease from last year. He stated that the decrease is because of a grant the police department received to purchase two police cars. Town Manager Jeff Nicely stated that the budget reflects an increase in the sewer base rate of \$5.39 for the first 2000 gallons and a \$0.07 increase on the per 1000 gallons over the minimum. He stated this is due to the mandated upgrades that had to be done at the wastewater treatment plant. Town Manager Jeff Nicely stated that the water increase is \$0.04 per 1000 gallons over the minimum. Also included in this year's budget was a two percent pay increase for all full-time employees and a \$0.25 - \$0.50 increase for all part-time employees.

Town Manager Jeff Nicely stated that we will continue capital savings for a new pool liner and continue to pay health insurance premiums for covered employees. He stated that the payment for the wastewater treatment plant loan is \$129,360.00.

Town Manager Jeff Nicely asked if anyone had any questions regarding the proposed budget.

With no Council or citizen comments made, Councilwoman Emily Holloway adjourned the public hearing.

Councilwoman Emily Holloway called the regular Town Council meeting to order.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's report for the month April 2016. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to approve the bills to be paid as of May 9, 2016 and the remaining bills from April totaling \$82,862.95. Councilman David Raynes seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **SPECIAL EVENTS**

Councilwoman Emily Holloway announced that we have several events coming up. She stated that the Grand Caverns Camp is May 13-14. Also on May 14<sup>th</sup> is the community yard sale and the summer market begins. She stated that the opening night of the Cardinals Baseball is on Saturday, May 21<sup>st</sup> and the Grand Caverns Pool opens on May 28<sup>th</sup>.

Councilwoman Emily Holloway announced movie night in the park will be on Friday, June 3, 2016.

Councilman David Raynes made a comment about the growth in the pond at Mountain View Park. Town Manager Jeff Nicely stated that it was treated for the wrong problem. Councilman David Raynes asked that staff continue to communicate with the Department of Game and Inland Fisheries to get this problem resolved.

## **PERSONNEL, FIRE AND POLICE**

Councilman Mark Keeler made a motion to approve a resolution authorizing appointment of Vice-Mayor to amend the Town Charter. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler announced the First Reading of the resolution authorizing appointment of Vice-Mayor to amend the Town Code.

## **SPECIAL ORDER OF BUSINESS**

Town Attorney Nathan Miller presented the Council with a copy of his annual report.

## **UNFINISHED BUSINESS OF PREVIOUS MEETING**

Councilman Mark Keeler stated after the first reading to amend Chapter 155 Article VI he received comments that he felt needed to be addressed. He stated that he feels that we need to remove "J" under §155-36 Operations on public highway. Councilman Mark Keeler announced the second reading of Chapter 155 Article VI.

Councilman Mark Keeler made a motion to approve the amendment to Chapter 155 Article VI with the exception of "J" under §155-36 Operations on public highways. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **NEW BUSINESS**

Councilwoman Emily Holloway informed Council that she has received a request that the Town look into purchasing an AED for the park. She stated that with all the Little League and Cardinal games and the use of the shelters, you never know when this may be needed. She said that she hopes it is never needed but at a time like this, seconds count. Town Manager Jeff Nicely stated that it would be good to have at Grand Caverns too. Councilman John Funk stated that we should also have one in the Town Hall. Councilman John Funk made a motion to spend up to \$2,400.00 to purchase AED's for the Town at the Manager's discretion. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilwoman Emily Holloway stated that the Town received an email about offering Town residents a discount on the pool admissions daily fee. Town Manager Jeff Nicely stated that in the budget meeting we were discussing ways to find out actually how many Grottoes residents were using the pool. He stated this is one way we can distinguish the difference. He also mentioned that we give Grottoes residents discounts on passes and caverns admissions but not the daily pool admission. Councilman Mark Keeler asked that staff make sure the residents are receiving a

discount on all pool passes offered. Councilman John Funk made a motion to reduce the daily pool admission charge from \$4.00 to \$3.00 for Grottoes residents. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, John Funk, David Raynes, Marjorie Funk voted in favor of the motion, motion carried.

#### **PRESENTATION OF PETITIONS AND CLAIMS**

Caitlyn Miller addressed the Council and thanked them for their donation to Spotswood High School that allowed her to go to the Model General Assembly. She stated that when they got there they went to St. Paul's and were inducted like the actual members of the house would get inducted. She stated that the Governor actually came and gave a speech. Then she went to her first committee meeting and stated that she was on the committee of education. She stated that the bill she was sponsoring would require all seniors to have to take the civics portion of the naturalization test in order to graduate. She stated that this has already passed in Arizona and the reason for this is to increase voter turnout in younger people. She stated that her committee didn't like her bill so she never got to the floor with it. She stated that it was a good learning experience because they learned that most bills die in the committee before making it to the house floor. Caitlyn Miller thanked the Council again for giving her this opportunity.

Tyler Breeden addressed the Council and stated that he is a Boy Scout in Troop 28 located in Penn Laird, Virginia and recently he completed his Eagle Scout project at Grand Caverns which included two ten foot long benches with some shrubbery behind them and a red bud tree. He thanked Mr. Nicely, Mr. Clem and Nathan Garrison for their help and cooperation to allow his project to happen.

With no further business to discuss, Councilwoman Emily Holloway adjourned the meeting.

Councilman David Raynes called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, June 13, 2016 and welcomed guests. Administrative Assistant Christa Hall called the roll. Members present were Mark Keeler, Mark Sterling, John Funk, David Raynes and Marjorie Funk. Also present were Administrative Assistant Christa Hall, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous Council meeting. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's report for the month of May 2016. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of June 13, 2016 and the remaining bills for the month of May totaling \$39,787.17. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to accept the FY17 annual budget as presented. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

#### **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler announced the second reading of the resolution authorizing appointment of Vice-Mayor to amend the Town Code.

Councilman Mark Keeler made a motion to adopt the resolution authorizing appointment of Vice-Mayor to amend the Town Code. Councilman John Funk seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

## **PARKS, RECREATION AND PUBLIC FACILITIES**

Councilman Mark Sterling stated he wanted to bring to council's attention the house that is across from the old ice cream shop. He stated that the alley behind this house looks like a used appliance shop. Town Manager Jeff Nicely stated that this is the house beside another property that we have had problems with in the past. Councilman Mark Sterling stated that another house on 5<sup>th</sup> Street has had the windows taken out and there are mattresses in the yard. Chief Painter stated he thought that house was being renovated. Town Manager Jeff Nicely stated that he would check on it.

Councilman Mark Sterling asked if we had enough staff to take care of Mountain View Park. He stated that he was there on a Saturday and all the trash barrels were overflowing, there was a trash barrel in the pond which looks like it has been there a while and the pond is still full of scum. He stated that the playground needs to be weeded and mulched. Town Manager Jeff Nicely stated that we have been short two full time maintenance employees. He stated that Len and our part-time summer help just started and we are trying to do the best we can.

Councilman Mark Sterling asked if it would be beneficial to get a work crew from Middle River to come in and do some clean up. Town Manager Jeff Nicely will work with Mark Sterling to coordinate.

Town Manager Jeff Nicely stated that the Department of Game and Inland Fisheries is supposed to treat the pond sometime this month.

## **SPECIAL EVENTS**

Councilwoman Marjorie Funk announced that Friday, July 1st will be the start of the Friday Night Bluegrass at 7:00 pm in Mountain View Park. She also stated that the Push, Pedal and Pull Parade will be on the fourth of July at 10:00 am and the parade route will come down 6<sup>th</sup> Street.

## **PERSONNEL, FIRE AND POLICE PROTECTION**

Councilwoman Marjorie Funk made a motion to accept the VRS resolution for the Member Contributions by salary reduction. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the Town has to appoint a FIOA Officer by July 1, 2016. Town Counsel Nathan Miller stated that Town Manager Jeff Nicely will be designated person but all requests must be written requests and that questions can be directed to counsel but must be documented in writing. Councilwoman Marjorie Funk made a motion to approve the FOIA policy as written and to appoint Jeff Nicely as the Town's FOIA Officer. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that Len Kyger was hired to replace Jamie Stickley at Grand Caverns for maintenance. He stated that they haven't started the 12 hour shifts yet to allow Len time to get trained.

#### **PRESENTATION AND PETITIONS AND CLAIMS**

Mandy Leeth addressed the Council and stated that she was here tonight on behalf of her husband, Tim Leeth, asking for signatures for his petition to run for Town Council.

With no further business to discuss, Councilman David Raynes adjourned the meeting.

Vice-Mayor Emily Holloway called the Town Council Meeting to order at 7:00 p.m. on Monday, July 11, 2016 and welcomed the citizens. Town Treasurer Rhonda Danner called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk. Also present were Town Treasurer Rhonda Danner, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's report for the month June 2016. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to approve the bills to be paid as of July 11, 2016 and the remaining bills from June totaling \$390,145.00. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler announced the 1<sup>st</sup> Reading to amend Chapter 144-3 Payments of taxes; penalty; interests, items A and B. He stated that this amendment is to change the due date for real estate and personal property taxes from December 5th to February 5th.

#### **SPECIAL EVENTS**

Vice-Mayor Emily Holloway announced the Friday Night Bluegrass in Mountain View Park beginning at 7:00 pm. She also reminded everyone that the Grottoes Fire Department will be having their annual lawn party from July 27<sup>th</sup> - 30<sup>th</sup> at Mountain View Park.

## **PERSONNEL, FIRE AND POLICE PROTECTION**

Town Manager Jeff Nicely updated the Council on the property maintenance concerns. He stated that staff followed up on 301 6<sup>th</sup> Street and you will notice that they have cleaned up around their property. He stated that the property owner of the old Heard's Store is working with Rockingham County to get a demolition permit to tear down the store front and fix up the rental house.

Town Manager Jeff Nicely stated that he is still working with the game and inland fisheries on treating the pond. He stated this is not an easy fix but said the treatment process works better once the temperatures cool down.

## **SPECIAL ORDER OF BUSINESS**

Councilman John Funk stated that back in October 2013 we had a recommendation from the Planning Commission to adopt a golf cart ordinance, which we did. He stated at the time we did not change the speed limit on Dogwood Avenue from 3<sup>rd</sup> Street to 6<sup>th</sup> Street to 25 mph which was recommended so that golf carts could cross. Councilman John Funk stated that we have looked at this a couple of times over the last two years and he feels that we need to reconsider. Councilman John Funk made a motion to proceed to do the study to reduce the speed limit on Dogwood Avenue from 3<sup>rd</sup> Street to 6<sup>th</sup> Street to 25 mph. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **PRESENTATION OF PETITIONS AND CLAIMS**

Jo Plaster addressed the Council and stated that she received a letter from the Town about their chickens. She stated that they live at 202 Park Avenue and they have just over an acre however it is separated by an alley. She stated that she is asking the Town to reconsider the current ordinance or to allow a variance in this situation. She gave a brief history of their situation stating that her daughter was diagnosed with celiac disease in 2009. She stated that is when they began their garden venture because she wanted to go organic as much as possible. She stated that she quit her career in order to help get her daughter's diet back on track. She stated that with the diabetes, celiac, cholesterol and other issues, she said she did more research and found chickens that were lower in cholesterol. She stated that they followed that and stuck with four chickens,

no roosters, and they don't sell any eggs but they have them for her health use. She stated that she didn't realize the technicality of the alley splitting their property and asked if there was anything they could do to change this or to receive a variance for this particular parcel. Town Manager Jeff Nicely stated that he has sent four letters out to property owners about chickens and all four properties are less than one acre. Town Councilman Mark Keeler asked that this be put on the Planning Commission agenda.

Araya Fitzwater addressed the Council to let them know that two days ago she returned from Nationals and that she received the Gold. She stated that she wanted to thank the Council for their support and allowing her to do the project.

With no further business to discuss Vice-Mayor Emily Holloway adjourned the meeting.

Councilman David Raynes called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, August 8, 2016 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, David Raynes John Funk, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director AJ Hummel, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous Council meeting. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's report for the month of July 2016. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of August 8, 2016 and the remaining bills for the month of July totaling \$64,082.86. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to accept the quote from SVOE for the Samsung Copier for the Town office. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler announced the second reading to amend Chapter 144-3 Payments of taxes; penalty; interest items A and B. He stated that this change will move the due date from December to February.

Councilman Mark Keeler made a motion to amend Chapter 144-3 Payments of taxes; penalty; interest items A and B of the Town Code. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **PARKS, RECREATION AND PUBLIC FACILITIES**

Councilman Mark Sterling stated that he did not have anything on the agenda but asked to review the quotes Nathan got on the pool and tennis courts. Town Manager Jeff Nicely stated that Nathan did get a quote from National Pools for a cement liner and that cost came in around \$130,000.00 and has a five year warranty. He stated that the replacement of the fiberglass liner is about \$90,000.00. Town Manager Jeff Nicely stated that we may get a couple more years out of our liner or it may need to be replaced next year. He stated that Council will have to decide if they want to replace it or go with an alternative route such as a splash pad. He stated that the pool is a large expense but we need to determine if that is something that is drawing our big contracts to our park.

Councilman Mark Sterling asked about the repairs to the tennis courts. Town Manager Jeff Nicely stated to repair the cracks that are there would cost over \$12,000.00 and to repair the cracks and other places that would cost over \$18,000.00. He stated that Nathan got a quote to see what it would cost to lay two new tennis courts and that cost would be over \$84,000.00. Town Manager Jeff Nicely stated that the company suggested that we put silicone in the cracks that are there now to stop them from getting worse over the winter and then we will need to repair them in the spring.

Councilman Mark Sterling asked about replacing some of the boards on the benches and the dock at the pond that are splitting and he asked if they should be stained. He also asked about staining the stage and the beams on the shelter. Town Manager Jeff Nicely stated that they have some of those items on their list and will look into the others.

## **SPECIAL EVENTS**

Councilwoman Marjorie Funk announced the Friday Night Bluegrass in Mountain View Park at 7:00 pm. She also announced that Grand Caverns will be having a back to school pool party on August 20<sup>th</sup> at 7:00 pm.

Councilwoman Marjorie Funk stated that the community yard sale will be on September 10<sup>th</sup> and that the Fire Department will be having a 9/11 event on September 11. She also stated that the Harvest Festival will be on September 17<sup>th</sup>. Councilman John Funk asked if we could do some more advertising of the harvest festival.

With no further business to discuss Councilman David Raynes adjourned the meeting.

Vice-Mayor Emily Holloway called the Town Council Meeting to order at 7:00 p.m. on Monday, September 12, 2016 and welcomed the citizens. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's report for the month August 2016. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to approve the bills to be paid as of September 12, 2016 and the remaining bills from August totaling \$133,895.01. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Town Manager Jeff Nicely informed the Council that the motor went out in well pump #2 and has been replaced at a cost of \$7,500.00. He stated that the automatic controls are not working properly so the wells have been switched to manual until we can get the controls fixed.

#### **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler informed the Council that the Planning Commission's ordinance committee met to discuss a possible chicken ordinance and will be presenting it to the planning commission.

## **STREETS AND STREET LIGHTS**

Councilman David Raynes made a motion to accept the quote from Dean's Tree Service in the amount of \$1,600.00 to remove five trees in Mountain View Park. Councilwoman Marjorie Funk seconded the motion. Councilman David Raynes stated that this will come out of the park fund and not the highway fund. Councilman Mark Sterling asked if any of the trees being removed were any memorial trees. Town Manager Jeff Nicely replied none are memorial trees. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

## **SPECIAL EVENTS**

Vice-Mayor Emily Holloway announced that the harvest festival is on Saturday, September 17<sup>th</sup> and the Grand Caverns 5K Race is on Friday, September 30<sup>th</sup> at 6:00 pm. She also reminded everyone that the senior citizens' luncheon is on Saturday, October 8<sup>th</sup> at noon.

With no further business to discuss Vice-Mayor Emily Holloway adjourned the meeting.

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Tuesday, October 11, 2016 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Emily Holloway, Berton Austin, John Funk, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the September 12, 2016 Council meeting. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the treasurer's report for the month of September 2016. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of October 11, 2016 and the remaining bills from September totaling \$108,257.08. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Town Manager Jeff Nicely informed the Council that the controls are not working on the wells and that is what caused the motor to go out. He stated that the problem is that we can't get parts for the mercury controls we have because most places quit using them about 25-30 years ago. He stated that they are manually controlling the wells and are getting prices on a cost to replace the controls.

Town Manager Jeff Nicely stated that in his staff report we are engineering to replace the 4<sup>th</sup> Street water line between Birch Avenue and Cherry Avenue. He stated that we have had about 30 leaks on this line and it is the worst line in Town and needs to be replaced. Town Manager Jeff Nicely stated that the engineering cost is included in this budget and we want to include replacing the line in next year's budget.

## **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler stated that it was his intention from the Planning Commission to recommend the townhouse development off Dogwood Avenue. However with the newly obtained information which contradicts the Planning Commission's recommendation he doesn't feel like he can make that recommendation tonight. He asked that the Council review the staff report and also stated that Brent Burkholder is here tonight and can answer any questions. Brent Burkholder addressed the Council and stated that he is proposing 31 townhouse units along 20<sup>th</sup> Street and 21<sup>st</sup> Street from Cherry Avenue to Dogwood Avenue. Brent stated that the Planning Commission changes were to front the 21<sup>st</sup> Street townhouses toward 21<sup>st</sup> Street and to close the alley entrance onto Dogwood Avenue. He stated that he was ok with the recommendations and had not met with his engineering firm until this morning. He stated after meeting with them for the sell ability of the units he feels they need to face the alley and enter from the front. He stated that this will give each unit a back yard for them to enjoy. He stated that he wants to build this the best for the Town but as any other developer the numbers have to work. Councilman Mark Keeler made a motion to send this back to the Planning Commission for them to reconsider some of the changes with the new information. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler made a motion to set a Joint Public Hearing for Monday, November 14, 2016 at 7:00 pm for review of the 2016 Comprehensive Plan. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

## **PARKS, RECREATION AND PUBLIC FACILITIES**

Town Manager Jeff Nicely stated that he's had requests from two travel teams to use the lights at Shifflett Field for practices. He stated that the Little League does not allow travel teams to use the lights for practices but they allow them to use them for games at a cost of \$10.00 per hour. He stated that his recommendation is that they can use the field but not the lights for practices but if they have a game we could charge a fee for the use of the lights. Councilwoman Marjorie Funk made a motion that we do not allow travel teams to use the lights on Shifflett Field for practice but they can use them for scheduled

games for \$10.00 per hour. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to allow the little league the use of the lights on Shifflett Field as needed. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk stated that the Park revenue has exceeded last year and continues to cover the expenses for both parks.

#### **SPECIAL EVENTS**

Councilwoman Emily Holloway announced the Veteran's Day Ceremony will be at 11:00 am on Friday November 11, 2016.

With no further business to discuss Mayor Austin adjourned the meeting.

The Grottoes Town Council and the Grottoes Planning Commission held a joint public hearing on Monday, November 14, 2016, beginning at 7:00 p.m., with Mayor Berton Austin presiding.

**Council Members Present were:** Mark Keeler, Mark Sterling, Emily Holloway, Berton Austin, John Funk, David Raynes, and Marjorie Funk.

**Planning Commission Members Present were:** Mark Keeler, Jim Justis, Dinah Watson, Steve Morris, Justin Neitzey, Jen Smith, and Rebecca Holloway.

**Town Council Members Absent were:** None.

**Planning Commission Members Absent were:** None.

**Other Town Officials Present were:** Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director A.J. Hummel and Police Chief John Painter.

Town Clerk Tara Morris determined that a quorum was present for the Town Council and the Planning Commission.

Mayor Austin stated that the joint public hearing is to hear citizens' comments regarding the 2016 Comprehensive Plan.

Cheryl Keeler addressed the Commission and Council and stated that she has read the plan and wanted to thank you for your commitment to the process of seeing it through. She stated that she was impressed with the emphasis of the importance of Grand Caverns. She stated that both parks have their own uniqueness and asked that we keep it that way. She stated that another interest she has in our environmental philosophy and practices which she stated was not in the plan and asked that we would consider adding this into a future update. Cheryl mentioned her last item was to see the website be more informative of business, agendas, and the added the comprehensive plan so that everyone can access it without having to come to the Town Hall. She mentioned that when reading the plan she noticed several typos and editing that needed to be done and stated that she would be willing to lend an editing eye.

Chairman Steve Morris asked if the Planning Commission had any comments. No comments were made.

Mayor Austin asked if the Council had any comments. No comments were made.

Mayor Austin adjourned the joint public hearing.

Chairman Morris asked if the Planning Commission was ready to act on the Comprehensive Plan. Commissioner Dinah Watson stated that she is a little concerned about approving with the editing that needs to be done. Town Attorney Nathan Miller stated that we can adopt the plan subject to editing as long as it doesn't change the context of the matter and then we can use Mrs. Keeler's edited copy before putting on the web site. Commission Member Jim Justis made a motion that we recommend to Council the adoption of the draft comprehensive plan with editing required before publication. Commission Member Rebecca Holloway seconded the motion. Commission Member Mark Keeler, Jim Justis, Dinah Watson, Justin Neitzey, Jen Smith, and Rebecca Holloway voted in favor of the motion, motion carried.

Mayor Austin stated at this time the floor will entertain a motion concerning the comprehensive plan.

Councilman John Funk made a motion to approve the Comprehensive Plan for 2016. Councilwoman Emily Holloway seconded the motion. Councilman John Funk added "as edited" to his motion. Councilwoman Emily Holloway accepted the addition. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

With no further business to discuss Mayor Austin adjourned the Joint Public Hearing.

Mayor Austin called to order the Town Council Meeting for Monday, November 14, 2016.

Councilwoman Marjorie Funk made a motion to accept the minutes for the previous meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

## **FINANCE**

Councilman John Funk made a motion to approve the treasurer's report for the month of October 2016. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of November 14, 2016 and the remaining bills from October totaling \$108,916.66. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk stated that through October of this year we have exceeded all previous yearly revenues at Grand Caverns and we still have two month to go. He wanted to congratulate Nathan Garrison and his staff for doing a fantastic job.

#### **WATER AND SEWER**

Councilwoman Marjorie Funk stated that we have quotes pertaining to new controls at the well lot and she is going to have Jeff explain more. Town Manager Jeff Nicely stated that we have been running our well manually because the mercury controls we had went out and caused our motor to burn out in our well pump. He stated that we fixed the motor in the well pump and realized the automatic controls are not working. We have had several companies come in and no one uses the mercury controls anymore so we asked for pricing to replace the controls. He stated that we got quotes for a new digital style automated controls that have all kinds of functionality but you will see the one Town staff is recommending for \$9,950.00 is a bare bones control verses the other one for \$18,000.00 which has a lot of things we wouldn't need. He stated that the one we are commending we can add to the system later. Councilwoman Marjorie Funk made a motion to accept the quote from SLM Enterprises in the amount of \$9,950.00. Councilwoman Emily Holloway seconded the motion. Councilman Mark Keeler stated that he was very appreciative of the research that was put into getting a system we need. Town Manager Jeff Nicely stated that this purchase is not in the budget but he did mention that we are seeing more in development than we expected so we have the money with the extra water connections to cover the cost of the controls. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes, and Marjorie Funk voted in favor of the motion, motion carried.

#### **STREETS AND STREET LIGHTS**

Councilman David Raynes made a motion that at the intersection of 20<sup>th</sup> Street and Forest Avenue where we have a three-way stop, he is recommending that we make that a four-way stop. Councilwoman Emily Holloway seconded the motion. Councilman John

Funk stated that he thinks we should have stop signs on Forest Avenue and no stop signs on 20<sup>th</sup> Street. Chief Painter said his concern is the crest of that hill and you don't have a stop sign. Chief Painter said if we choose to go with no stop sign coming out of the park he would recommend that the island at Shreckhise be removed because it blocks the view from Forest Avenue. Councilman Mark Keeler made a motion to table until the next meeting to have further discussion. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, David Raynes, and Marjorie Funk voted in favor of the motion, Councilman John Funk opposed the motion, motion carried.

### **SPECIAL EVENTS**

Councilwoman Emily Holloway stated that we have several events coming up. She announced that on Saturday, December 3<sup>rd</sup> from 6:00-8:00 pm will be Caroling in the Caverns and on Sunday, December 4<sup>th</sup> at 4:30 pm will be the Town's Christmas Parade; line up will begin at 3:30 behind the Town Hall. She stated on December 9<sup>th</sup> & 10<sup>th</sup> at 6:00 pm will be the Southern Grace Country Christmas Show at the Grottoes Fire Department and tickets must be purchased in advance. Then on Monday, December 12<sup>th</sup> will be the Home Decorating Contest judging starting at 7:00 pm.

With no further business to discuss, Mayor Austin adjourned the meeting.

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, December 12, 2016 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, Berton Austin, John Funk, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director AJ Hummel, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the November Joint Public Hearing and the Regular Council meeting. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the treasurer's report for the month of November 2016. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of December 12, 2016 and the remaining bills from November totaling \$52,563.75. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilwoman Marjorie Funk informed the Council that the controls for the wells have been ordered but have not been installed and that our staff is still working the wells manually.

#### **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler made a motion to recommend the proposed concept plan for the Townhouse Development on 21<sup>st</sup> Street and Dogwood Avenue property be approved by the Town Council. Councilman Mark Sterling seconded the motion. Councilman Mark Keeler stated that the developer has included everything on the concept plan that we have asked of him. He

also stated that there is a 20-foot existing alley that will be vacated but we will maintain a utility easement for the sewer line. Town Manager Jeff Nicely stated that he has met all the Town's requirements. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler made a recommendation that the Town Council hold a public hearing to get citizens' input on a proposed chicken ordinance. Town Manager Jeff Nicely gave a staff report stating the history of the proposed ordinance. He stated that the Town received some complaints of some people having chickens in their backyards. He stated that he sent these owners letters of violation and they came to the Town Council asking them to reconsider allowing chickens. The Council then asked the Planning Commission to review the ordinance and they checked with other Towns and Cities to see who allows them and who doesn't and if they allow them what their restrictions are. He stated that the only localities that allow them are all the cities and the Town of Dayton. He stated that the commission took some language from the other localities and some of their own ideas and drafted an ordinance and sent it to the Town Attorney who reviewed it and made other suggestions and then it went back to planning and they approved it to come to Council.

Mayor Austin stated that we have two people signed up to speak for this agenda topic. Mr. Doug Shifflett addressed the Council and asked why we would want to postpone it until next year. He stated that he lives at 309 2<sup>nd</sup> Street and is opposed to the chicken ordinance. He stated that his concerns are what the chickens are bringing to the Town. He stated that chickens draw rodents like mice, skunks, and foxes; and this is not something we want in Town. Mr. Mark Keeler stated that the rationale is that the Council, as well as the Planning Commission, are open as to what the citizens are asking. Mr. Shifflett asked what this was going to do to the property values in Town. He stated that we don't allow R-2 houses to go into R-1 zoning because of the same thing; devaluing the property. He cannot see any reason as to why this Council would allow that when there were only a few people that want the chickens. He stated that as a matter of fact the chickens were in the Town before the ordinance was ever considered. He stated that he did notice one of the people who have chickens doesn't even have them in his backyard because he doesn't want to devalue his property. He put his across the road on property that doesn't have much value. He asked that the Council look at this a little differently and consider nipping it in the bud tonight. He asked why give it to a new mayor and

council members that don't have anything to do with it and will have to make a decision on it. He stated that he was riding around today looking around and stated that we have more junk cars at houses and now we are considering adding chickens to it. Mr. Shifflett thanked the Council for listening to his concerns.

Mayor Austin called on Mr. Gordon. Tony Gordon addressed the Council and stated that he lives at 208 2<sup>nd</sup> Street. He stated that he has many of the same concerns as Mr. Shifflett with two additions. Chickens have natural predators like dogs, cats, raccoons, and foxes and we have a bunch of them in Town. He stated that chickens draw in rodents and snakes. He stated that you can't shoot a gun in the Town so then we will get more and more of these rodents which also carry in fleas, lice and ticks. He stated his concerns are all the bad that the chickens will bring to Town and he is not sure of the good. Mr. Gordon thanked the Council for listening.

Mayor Austin stated that the current motion on the floor is to send this to a public hearing. Councilman Mark Keeler stated that was correct. Council member Mark Keeler voted in favor of the motion, Council members Mark Sterling, Emily Holloway, John Funk, and Marjorie Funk voted against the motion, motion denied.

Councilman Mark Keeler made a motion to recommend approval of the subdivision request for block 116. Councilman John Funk seconded the motion. Town Manager Jeff Nicely stated that this is just cleaning up what has been on the books for a long time. He stated that the owners have been receiving tax tickets for lots 1 and 3 for many years. Jeff stated that now the family is trying to settle the estate and when doing some deed research they cannot find where the property was ever divided into the two lots. He stated that they would like to have them divided into the two lots like they thought had been previously done so they can sell the house with one lot and sell the other lot behind it. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Emily Holloway thanked the Town staff, Southern Grace and the fire department for the Southern Grace Country Christmas Dinner Show. She stated that it was a great event with a great turnout. She also reminded the Council that the Christmas Home Decorating judging is tonight.

## **PERSONNEL, FIRE AND POLICE PROTECTION**

Councilwoman Marjorie Funk made a motion to approve the resolution to establish times of the regular meetings for 2017 and the organizational meeting for 2018. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

Councilwoman Emily Holloway made a motion to accept Tim Leeth's resignation from the Board of Zoning Appeals. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

Councilwoman Emily Holloway made a motion to reappoint Rebecca Holloway and Mark Keeler to the Planning Commission. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

## **SPECIAL ORDER OF BUSINESS**

Councilwoman Emily Holloway stated that on behalf of the Town Council she would like to present Mr. John Funk with a plaque for his years of service on Town Council. Also on behalf of the Town Council, she presented Mayor Berton Austin a plaque for his years of service to the Town.

## **UNFINISHED BUSINESS OF PREVIOUS MEETING**

Councilman John Funk made a motion to proceed with installing 4-way stop signs at the intersection of 20<sup>th</sup> Street and Forest Avenue. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

Mayor Austin stated at this time he would like to introduce Council-Elect Mr. Bailey and Council-Elect Mr. Leeth. He stated that they will be taking over in January along with Mayor-Elect Holloway.

With no further business to discuss, Mayor Austin adjourned the meeting.