

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, January 8, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, Marjorie Funk, David Raynes, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the workshop meeting and the regular meeting on December 11, 2017. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway stated that under new business, she would first like to publicly thank the former Planning Commission members Stephen Morris, Dinah Watson, and Jim Justis for the time they served on the Planning Commission and tonight we are going to accept the recommendation from the committee for Justin Morris, Kevin Campbell and David Bradley to join the Planning Commission. Mayor Holloway stated at this time she would entertain a motion from the Council to accept the committee's recommendation. Councilman David Raynes replied so moved. Councilwoman Marjorie Funk seconded the motion. Council members Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, Councilman Mark Keeler voted against the motion, motion carried.

Councilman Mark Keeler stated that since we are losing some experienced members of the Planning Commission he would like to ask the Town Staff to inform all new members of training that is available and encourage them to participate in that as we have in the past. He also stated that he would like to add his personal thanks to Steve, Jim and Dinah for their leadership, commitment and service to our community. He stated that it has been a pleasure working along with them and that their absence will be missed.

Mayor Holloway recessed the Town Council Meeting.

Mayor Holloway called the joint public hearing to order on Monday, January 8, 2018 beginning at 7:15 p.m.

**Council Members Present were:** Mark Keeler, Mark Sterling, Emily Holloway, Marjorie, David Raynes, and Tim Leeth.

**Planning Commission Members Present were:** Mark Keeler, David Bradley, Justin Morris, Kevin Campbell, Jen Smith, and Rebecca Holloway.

**Town Council Members Absent were:** Joshua Bailey.

**Planning Commission Members Absent were:** Justin Neitzey.

**Other Town Officials Present were:** Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

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

Mayor Holloway stated that the joint public hearing is to amend the Land Development Regulations to provide for short term rentals of property in the Zoning Districts R-1, R-2, and R-3 by Conditional Use Permit and related fees in Chapter A171, including an amendment to Chapter 144- Taxation, to impose a 2% transient occupancy tax.

Mayor Holloway stated that we would hear from citizens in support of this amendment.

Karen Michael addressed that Council stating that she was in support of this change. She stated that she has decided not to sell her dad's property because he loved this community so much that she wanted to use his home to bring people to the community he loved. She stated that she doesn't want to rent his house out long term because of the abuse that houses tend to take and feels this would be perfect for them.

Roger Michael stated that he was in support of this change. He stated that this would allow them more control of who is staying in their house and that it's being taken care of.

Ron McMullen addressed the Council and stated that he has been doing this for two years before he was informed this wasn't allowed. He stated that in his two years he has never had any problems and he decides who can stay. He stated that he does not want someone that may cause a problem or damage something to be staying on his property. He feels that this is a good way for people to connect with Grottoes. He also stated that most people that have stayed with him visit Grand Caverns. He said that this is a good way to get Grottoes on the map. He stated that it may not generate a lot of revenue but these people are eating here,

buying gas here and visiting our shops. He stated that he feels this will give people a way to come to us and not just travel through us. Mr. McMullen stated that if anybody had any questions he would be happy to answer them.

Mayor Holloway asked if the Planning Commission or Town Council had any questions.

Mayor Holloway adjourned the public hearing.

Planning Commission Member Rebecca Holloway asked if the Planning Commission had any questions or if they were ready to make a recommendation to Council.

Commission Member Mark Keeler made a motion to recommend to the Council for their consideration of amending the Land Development Regulations, related fees in Chapter A171 and Chapter 144 - taxation to impose a 2% transient occupancy tax. Commission Member Jen Smith seconded the motion. Commission Members Mark Keeler, David Bradley, Justin Morris, Kevin Campbell, Jen Smith and Rebecca Holloway voted in favor of the motion, motion carried.

Commission Member Rebecca Holloway adjourned the Planning Commission.

Mayor Holloway reconvened the Town Council meeting at 7:25 pm.

## **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of December 2017. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of January 8, 2018 and the remaining bills from December totaling \$368,108.31. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

## **WATER AND SEWER**

Councilwoman Marjorie Funk stated that we have a request for two sewer connections. She stated that this is on C Street in Augusta County and that we already have three connections on that street. Councilwoman Marjorie Funk stated that she checked with Town Manager Jeff Nicely and he stated that there is a six inch sewer main so there shouldn't be any problems to add two connections. Councilman Marjorie Funk made a motion to approve the request for two sewer connections. She stated that the contractor would be responsible for paying the connection fees and the occupants would pay the sewer bill. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Keeler stated that based on the recommendation from the Planning Commission he would like to announce the first reading to amend the Land Development Regulations to provide for short term rentals of property in the Zoning Districts R-1, R-2, and R-3 by Conditional Use Permit and related fees in Chapter A171, including an amendment to Chapter 144- Taxation, to impose a 2% transient occupancy tax.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced that the events card is being finalized and should be mailed out with the next billing.

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

Councilman David Raynes made a motion to accept the 2018 Officers of the Grottoes Volunteer Fire Department. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that he wanted to make Council aware of the registration fee on the proposed short term rental ordinance. He stated that the fee will need to be set between the first and second readings or we can decide not to have the fee at all. Councilwoman Marjorie Funk stated that we can discuss it at the Workshop Meeting before we have the second reading.

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

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, February 12, 2018, at 6:00 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway, Council Members David Raynes, Mark Keeler, Marjorie Funk, Mark Sterling, Joshua Bailey and Tim Leeth. Councilman Joshua Bailey joined in the meeting about 6:25 pm.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Tourism and Parks Director Nathan Garrison, Public Works Director A.J. Hummel, and Police Chief John Painter.

Town Manager Jeff Nicely informed the Council that we received 5 bids for the cleaning contract. He stated that the lowest was Davis Enterprises. He stated that he contacted the guy because he never came to look at the building and after talking to him he found out that he currently doesn't have a cleaning business but was going to retire in a couple months and has thought about starting a cleaning business. Town Manager Jeff Nicely stated that he has never cleaned anywhere and doesn't have any references and he is not licensed and bonded. Town Manager Jeff Nicely stated that Lambert Cleaning Services was the next lowest bid at \$9,631.00. He stated that they had several commercial references and included that they will do all the work themselves including the windows and floors. Town Manager Jeff Nicely stated that the cleaning contract is on the agenda so the Council can make a motion at that time.

Town Manager Jeff Nicely stated that we are working on the budget and have been discussing whether or not to contract out our refuse services. He stated that he went back and looked at what the Town was being charged and how it went up yearly and understands why the Town went to collecting refuse themselves. Town Manager Jeff Nicely stated that we have had some maintenance issues with the truck. He told them that we are riding around with fire extinguishers because rats have chewed through the wiring harness and it could catch on fire at any time. He stated that he thought it would be best if we looked to outsource the trash services because this would give our maintenance men two extra days to get things done and to catch up on things that have gotten behind. Town Manager Jeff Nicely explained how to adjust the budget to go with contracted services. He said we would have to

decide if we want to keep the truck for events and big contracts or to sell the truck. Town Manager Jeff Nicely stated that we will need to decide what all the changes will be as we are working on the budget.

Chief Painter informed the Council that over the past several month the Harrisonburg/Rockingham ECC has been having some meetings with JMU and the Rockingham County Sherriff's Department along with the Harrisonburg and Rockingham County Fire Rescue agencies about changing over all their reporting software. He stated that we have been working with Daypro who got bought out by another company. He stated that our current program will be obsolete by next year. He stated that if we do not go with the software that the County is proposing, which is Tyler Networks, then we will be isolated from the County's system. Chief Painter stated that we have to decide if we are going to go with this reporting software system because the County is signing a contract with the company this week. Councilman Mark Sterling asked what system Augusta County used. Chief Painter stated that he was not sure of their software system. He stated that it could take up to 14 months for the system to be in place. He also stated that the state police require each department to have reporting software. Chief Painter stated that part of this system includes in-car laptops that are capable of communicating with all the agencies. He stated that this system will allow them to check a driver's license on the spot instead of waiting for dispatch to get back with them. He stated that currently the officers are waiting up to 15 mins to get a driver's license checked. Councilman Joshua Bailey asked if we are currently entering reports into a national data base. In other words, if you commit a crime in Grottoes, would know about it in Hawaii. Chief Painter replied no, that they would not know about it in Hawaii. Chief Painter stated that with the Daypro system we use now, we have to send a monthly report to the state police. With this system when a report is filed that says John Doe committed this crime, anyone else that uses this system will have that information. He stated that currently it's not interconnected with any other agency outside of Rockingham County. Councilman Mark Sterling stated that so much is messed up with all the reporting systems and people not knowing where people are. He stated that they have had an inmate in custody for six months and another agency is looking for him. Chief Painter stated this system will allow them to make comments or provide information to the calls for service report that dispatch doesn't report because they don't have time. Mayor Holloway stated that the reports can be done in the car and will keep the officer visible out on the streets. Mayor Holloway asked what the pricing of this system would be. Chief Painter said that the first year would be approximately \$30,000.00 for all the computers, hardware, and software which would be due July 1, 2019. He

stated that the second year would be approximately \$21,000.00 which would be due July 1, 2020. Chief Painter stated that there will also be reoccurring costs for the software licenses and Wi-Fi cards. This cost is to equip all six police cruisers. Councilman Joshua Bailey asked how many officers do we have on duty at one time. Chief Painter stated that it depends. He stated that typically the most is three but we have had times where we have had more. Councilman Joshua Bailey asked since they have take home vehicles and don't respond back to Town for calls why can't we buy three and share them. Councilman Mark Keeler asked if this price includes the e-ticket program. Chief Painter replied that price does include the e-ticket program. Mayor Holloway asked if we felt good enough to make a motion on this tonight and to move forward with working it into the budget. Councilman Joshua Bailey stated his only concern is buying one for every vehicle.

Mayor Holloway stated that we are out of time, meeting adjourned.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, February 12, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, David Raynes, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, 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, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of January 2018. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of February 12, 2018 and the remaining bills from January totaling \$52,125.64. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Keeler announced the second reading to amend the Land Development Regulations to provide for short term rentals of property in the Zoning Districts R-1, R-2, and R-3 by Conditional Use Permit and including an amendment to Chapter 144- Taxation, to impose a 2% transient occupancy tax.

Councilman Mark Keeler made a motion to approve amending the Land Development Regulations to provide for short term rentals of property in the Zoning Districts R-1, R-2, and R-3 by Conditional Use Permit and including an amendment to Chapter 144- Taxation, to impose a 2% transient occupancy tax. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Mark Keeler made a motion to schedule a Joint Public Hearing for Monday, March 12, 2018 at 7:00 to consider a request from Ron McMullen for short term rentals at 1203 Forest Avenue which is zoned R-2 and a request from Karen Michael for short term rentals at 1301 Dogwood Avenue which is zoned R-2. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman David Raynes made a motion to amend the agenda for the refuse RFP. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to bid out the refuse pick up for fiscal year 18-19. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Sterling made a motion to accept the Waynesboro YMCA bid at a rate of \$15.00/per hour for lifeguards and \$25.00/ per hour for management. Councilman David Raynes seconded the motion. Town Manager Jeff Nicely stated that these rates are the same as our rate last year. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Mark Sterling made a motion to accept Lambert Cleaning Service for the cleaning of the Town Hall. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Tourism and Parks Director Nathan Garrison stated that Mark Wingfield with the First Baptist Church in Grottoes asked him about having a vacation bible school at Mountain View Park June 25<sup>th</sup> - June 28<sup>th</sup> from 8:30 am - until 1:00 pm. He stated that they are hoping to use shelters 4 and 5 and also parts of the golf range and basketball courts, etc. Nathan asked Mark Wingfield if

he had any other information to add. Mark Wingfield said that instead of doing an actual bible school they are looking to run a community sports clinic at the park. He stated that they are going to have some student athletes from Spotswood and Fort Defiance help with teaching soccer, volleyball, basketball, playing kickball and having crafts at the pavilions long with providing snacks for everyone and also including a bible story each day. He stated that they are still working out the details and are willing to pay what they needed to pay. He stated that they had about 50 kids last year and hoping to have that many or more. Tourism Director Nathan Garrison recommended just charging for the two shelters each day which would come to a total of \$240.00 and allowing them to use the other sections of the park as needed. Councilman Joshua Bailey made a motion to approve this request. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Mark Sterling stated that he would like to have a discussion on a dog park for one of our parks. Tourism Director Nathan Garrison stated that he has gotten some pricing for that and was going to bring that up at the Parks meeting.

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

Councilwoman Marjorie Funk made a motion to amend the agenda to discuss the police reporting system. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to support Chief Painter's recommendation for the police reporting system. Councilman David Raynes seconded the motion. Councilman Joshua Bailey stated that he wanted it to go on record as he stated before that we should only purchase for three vehicles and get by with the majority that is on duty at a time. He stated that even though they have take home vehicles they do not respond back for calls so he doesn't feel they need the mobile data systems in their cars when they are not on duty. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, Councilman Joshua Bailey voted against the motion, motion carried.

## **OLD BUSINESS**

Town Attorney Nathan Miller stated that he wanted to take a minute to discuss legal fees. He stated that nobody likes to pay a lawyer. He stated that he likes to give the Council a copy of what he has been working on for the Town. He stated that his philosophy when representing a government entity is a public trust. He stated that he tries to manage the legal issues and push them off to other associates whose rate is lower than his. He stated that Jeff asked if he worked on a retainer and he replied that he doesn't have a retainer with any of his clients. He stated that he has found that really never works. He said that if the Town wants to fire him, they can at any point. Nathan stated that Jeff does a good job limiting what he sends to his office to be reviewed. He stated that he provided everyone a copy of a summary of the legal issues that he has worked on for the last year and a half. He stated that these records are protected by attorney/ client privilege and asked that they not leave them laying around. He stated that he didn't want to take up too much time but if anyone has any questions please feel free to ask him.

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

Mayor Emily Holloway called the Special Meeting of the Grottoes Town Council to order at 5:15 p.m. on Tuesday, February 27, 2018. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Mayor Holloway stated that the first item on the agenda is discussion on a community center. She asked Town Manager Jeff Nicely to update the Council. Town Manager Jeff Nicely stated at the last workshop meeting Councilman Mark Sterling requested that the Planning Commission look into a community center. Town Manager Jeff Nicely stated that the Planning Commission has asked for more direction on this request. He said they want to know what all things we want to include in it so they can determine where it would need to be located. He said they asked him to check with other localities to see what they have and how they operate their community centers. Town Manager Jeff Nicely stated that we was doing that and after talking with Elkton he decided that the Council needs to discuss this further. He stated that the Town of Elkton took an old factory and turned it into a community center. He said they took out a loan to do this and Rockingham County started out giving them \$100,000.00 which has decreased to \$66,000.00 to help offset expenditures. He stated that the Treasurer told him that they have lost two million dollars on the community center. He stated that the money they get from memberships and facility rentals does not begin to cover the monthly expenses so they have to take from the general budget to operate. Town Manager Jeff Nicely stated that when he heard all that he decided that we needed to get together and figure out what we want in one and if we can afford it and how we plan to pay for it. Councilwoman Marjorie Funk stated that they have a better tax base and more businesses than we do. Mayor Holloway stated that she has been in the Elkton Community Center and she stated that she feels they have a lot of space that is not being occupied; therefore they are not bringing money in. She stated that she agrees that it would be important for us to figure out exactly what we want or need before we could really consider it. Town Manager Jeff Nicely stated that Councilman Mark Keeler made a list of what Grottoes already has to offer. Town Manager Jeff Nicely said that he was approached by Ashley Houff about the Town starting a basketball league for the Grottoes area children next fall. He stated that she has offered her building, at no charge, if the Town would be willing to do this. Mayor Holloway stated that she doesn't feel like we do a good job promoting the events that we offer.

Councilman Mark Keeler stated that according to the Comprehensive Plan survey, we have 73% of the people who responded that are at least somewhat satisfied, satisfied, or very satisfied with the quality of recreational facilities provided by the Town of Grottoes. He stated that maybe we need a revised survey because at this point the majority of the people seem satisfied and he doesn't feel that we would have the community behind us especially when we start talking about what it's going to cost each person in order to be able to pay for it. Councilman Tim Leeth asked if we should look into a grant writer to seek out grants for the Town. Councilman Joshua Bailey stated that we need to look at everything in the Comprehensive Plan that the citizens are saying they want because 73% of the population is already satisfied with what we already offer. Mayor Holloway commented that we also have to look at the population that completed the survey. She stated that 46% of the people that did the survey are 55 and older and they probably are not interested in a community center. Town Manager Jeff Nicely stated that he looked into a grant but it appears that our median is higher than their requirement. He stated that doesn't mean we can't put in for it or receive it, but lower income-based communities could have priority over ours. He also stated that we could check into a low-interest rate loan like the one we have on this building. Councilman Tim Leeth stated that he is in total agreement with a community center but not without extra help funding it. He stated that he doesn't think we should put a burden on the tax payers for a community center. Town Manager Jeff Nicely stated that our monthly payment on the Town Hall is \$6567.00 which is over \$78,000.00 a year. He stated that we started that in 2011, when we purchased the land on 6<sup>th</sup> Street. He stated that it was a 10 year loan with an interest rate of 3.25% and will be paid off in three years. He stated that the sewer payment is 129,000.00 a year until 2035. Town Manager Jeff Nicely stated that the sewer loan is paid for by the increases in the sewer rate over the past three years. Councilman Joshua Bailey asked if he knew about what we had in savings. Town Manager Jeff Nicely stated that according to the last Treasurer's report it was 1.3 million. Councilman Joshua Bailey asked if we would be better off paying off the Town Hall with what we have in savings and get as debt free as we can. He stated that everything we are doing this year we are doing within budget. He asked when the last time employees got more than a 2% raise. Councilman Joshua Bailey stated that he feels we should get as debt free as we can and take care of our employees and then move forward if we can afford it. Mayor Holloway agreed but still stressed that we need to do a better job of promoting what we have to offer. Town Manager Jeff Nicely

stated that our sign out front is great but we are not able to change it every day. Jeff said if we had an electronic sign, we could put multiple events on there. Mayor Holloway stated that the fire department will tell you that was the best thing they did. Councilman Joshua Bailey suggested looking into an intern to help find grants because our staff is busy and doesn't have time to search for them. He stated that he would be willing to help with the grants and he knows others would be too but the first step is finding what is available for us. Councilman Joshua Bailey stated that he feels we need to hold off on the community center for now but look for grants for infrastructures. Mayor Holloway asked if the event card could be put on the web site and not just in the calendar selection. Councilman Mark Keeler stated that he was looking at Harrisonburg's information kiosk and was thinking about if something like this would be beneficial for the Town. Councilman Mark Keeler asked if we can add the Comprehensive Plan to the website.

Town Manager Jeff Nicely stated that we received six bids for our 4<sup>th</sup> Street water line replacement project. He stated that the only reason he is bringing it up tonight is the contractor that was the lowest qualified bid which was Atkins Excavating has said that he is ready to start. Town Manager Jeff Nicely stated that our lowest bid was Bradford Morris in the amount of \$74,770.00 but he did not have everything he needed in his bid packet including his bid bond so we had to reject his bid. He stated that the next lowest was Atkins Excavating \$93,730.00. He stated that this price includes replacing the line with an eight inch line along Cherry Avenue from 3<sup>rd</sup> Street to 4<sup>th</sup> Street and then down 4<sup>th</sup> Street. He stated that this provides increased fire flow in this area. He said we could back out the area along Cherry Avenue and connect this line into the current two inch line for a deducted amount of \$22,831.00 but if we do this we would not have the fire flow in this area. Councilman Joshua Bailey made a motion to go with the bid from Atkins Excavating in the amount of \$93,730.00. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Tim Leeth and Marjorie Funk voted in favor of the motion, motion carried.

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

Mayor Holloway called the joint public hearing to order on Monday, March 12, 2018 at 7:00 p.m.

**Council Members Present were:** Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, and Tim Leeth.

**Planning Commission Members Present were:** Mark Keeler, David Bradley, Justin Morris, Kevin Campbell, Justin Neitzey, Jen Smith, and Rebecca Holloway.

**Town Council Members Absent were:** David Raynes

**Planning Commission Members Absent were:** N/A

**Other Town Officials Present were:** Town Treasurer Rhonda Danner, Attorney Burns Earle, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Town Treasurer Rhonda Danner determined that a quorum was present for the Town Council and the Planning Commission.

Mayor Holloway stated that the reason for the joint public hearing is to hear citizens' comments regarding a request from Ron McMullen for short term rentals at 1203 Forest Avenue, which is zoned R-2.

Ron McMullen thanked the Planning Commission and Town Council for working with him on this. He stated that he feels this is a positive thing for Grottoes and stated that he would be happy to answer any questions.

Mayor Holloway stated that there was nobody signed up to speak against the request.

Mayor Holloway asked if the council or planning commission had any questions for Mr. McMullen. No questions were asked.

Mayor Holloway stated at this time she would turn the meeting over to Justin Neitzey, Chairman of the Planning Commission, for discussion and possible vote.

Chairman Neitzey asked if the Commission had any questions or comments regarding the short term rental or if they were ready to make a recommendation to Council.

Commission Member Rebecca Holloway made a motion to recommend the short term rental as a conditional use for Mr. McMullen at

1203 Forest Avenue. Commission Member Justin Morris seconded the motion. Commission Member Mark Keeler, Justin Morris, Kevin Campbell, Jen Smith, David Bradley, and Rebecca Holloway voted in favor of the motion, motion carried.

Chairman Neitzey Adjourned the meeting.

Mayor Holloway called the second joint public hearing to order and stated that the reason for the joint public hearing is to hear citizens' comments regarding a request from Karen Michael for short term rentals at 1301 Dogwood Avenue, which is zoned R-2.

Karen Michael addressed the Council and stated that she feels this is a good thing for Grottoes and would allow people to stay here verses going into Harrisonburg.

Mayor Holloway stated that there was nobody signed up to speak against the request.

Mayor Holloway asked if the council or planning commission had any questions for Ms. Michael. No questions were asked.

Mayor Holloway stated at this time she would turn the meeting over to Justin Neitzey, Chairman of the Planning Commission, for discussion and possible vote.

Chairman Neitzey asked if the Commission had any questions or comments regarding the short term rental or if they were ready to make a recommendation to Council.

Commission Member Rebecca Holloway made a motion to recommend the short term rental as a conditional use for Ms. Michael at 1301 Dogwood Avenue. Commission Member Jen Smith seconded the motion. Commission Member Mark Keeler, Justin Morris, Kevin Campbell, Jen Smith, David Bradley, and Rebecca Holloway voted in favor of the motion, motion carried.

Chairman Neitzey Adjourned the meeting.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order on Monday, March 12, 2018 and welcomed guests. Town Treasurer Rhonda Danner called the roll. Members present were Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Treasurer Rhonda Danner, Attorney Burns Earle, Town Manager Jeff

Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Mayor Holloway asked if there was a motion to approve the minutes for the February 12, 2018 Workshop and Town Council meeting. Councilman Joshua Bailey stated so moved. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to approve the minutes from the February 27, 2018 special called Council meeting. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of February 2018. Councilman Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of March 12, 2018 and the remaining bills from February totaling \$78,832.08. Councilman Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to amend the agenda to add approval of paying off the Town Hall and property loan. Councilman Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion that we pay off the loan on the Town Hall and the property across from the Town Hall and if we pay this loan off by March 31, 2018 we will save the Town \$14,286.41. She stated that this payment will come from Park, Water, Sewer, and Admin and stated that we will have to do a budget adjustment at the budget meeting. Councilman Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua

Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk handed out the annual donation to the fire department and rescue squad and thanked them for their service and keeping us safe.

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

Councilman Mark Keeler made a motion to approve the recommendation regarding the request from Ron McMullen for the short term rentals at 1203 Forest Avenue. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Mark Keeler made a motion to approve the recommendation regarding the request from Karen Michael for the short term rentals at 1301 Dogwood Avenue. Councilman Tim Leeth seconded the motion. Councilman Joshua Bailey asked why we had to approve these individually and Town Manager Jeff Nicely stated that short term rentals are listed as a Conditional Use therefore each one must be approved by Council. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced that the Easter Egg Hunt is on March 31<sup>st</sup> at 10:00 am at Grand Caverns. Little League Opening Day is April 7<sup>th</sup> at noon at Mountain View Park and Chief Charlie's Kids Fish Day is on April 14<sup>th</sup> starting at 9:00 am at Mountain View Park.

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

Mayor Holloway stated that we are accepting applications for the open position in the police department until this Friday and then we will be meeting on March 27<sup>th</sup> to go over the police budget and to interview for the open position.

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

Mayor Emily Holloway called the Special Meeting of the Grottoes Town Council to order at 5:30 p.m. on Monday, April 2, 2018. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, David Raynes, Tim Leeth, Marjorie Funk, and Emily Holloway. Also present were Town Clerk Tara Morris, Town Manager Jeff Nicely, Public Works Director A.J. Hummel, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Mayor Holloway stated that the reason for this meeting is to discuss the fiscal year 2019 budget.

Town Manager Jeff Nicely stated that everyone has a packet of the proposed budget. He stated that he has it broken down and in the front are the items that need to be addressed to get the budget completed. He stated that he met with each committee to go over the budget verses actual and to see what each committees' needs were. He stated that it brings us to tonight's meeting where Council will need to decide on a couple of items in order to complete the budget draft. He stated that we will have the budget public hearing in May and have the first reading and then the second reading and vote will take place in June.

Town Manager Jeff Nicely stated that Rockingham County has reassessed the property value in Town and the overall increase is 6.8%. He stated that we receive 0.12 cents per hundred of the property value. He stated that we are not proposing any tax increases. Town Manager Jeff Nicely stated that the decrease in income on the admin fund is mainly due to the Town Hall loan being paid off and that the money for the payment will not be transferred from the water or sewer fund. He stated that the only thing that may change a little is the income for the highway state funding because they have not announced what the FY19 amounts will be.

Town Manager Jeff Nicely started with Admin expenses. He stated that the question was asked how much it cost to give the employees a raise. He stated that a one percent raise for all eligible employees (employees who are not maxed out) would cost the Town \$8,000.00. He stated that includes salary and benefits. Town Manager Jeff Nicely stated that the Council will need to decide if they want to give a raise or not so those numbers can be adjusted in the budget. Mayor Holloway asked how many employees do we have that are maxed out. Town Manager Jeff Nicely stated that we have two employees that are maxed out. Councilwoman Marjorie Funk asked if we had enough revenue to

give the employees a two percent raise. Town Manager Jeff Nicely stated that each fund is showing more revenue coming in than expenses. He stated that just in the admin fund we will put over \$46,000.00 in capital. Mayor Holloway stated this is something that we have to decide on and feels that we should decide on these as we go unless everyone wants to do them all at the end. Councilman Mark Keeler asked if we had job descriptions and evaluations for everyone. Town Manager Jeff Nicely stated that we have job descriptions but we are not current on evaluations. Councilman Mark Keeler stated that he would like for us to move toward that direction he stated that he doesn't like to hear that people have reached their top pay and are not eligible to get any more if they are doing their jobs. He stated a lot of times these are people in top positions and we may need to look into this more. Councilwoman Marjorie Funk made a motion to give all eligible employees a two percent across the board raise. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, Tim Leeth, Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the Town Health Insurance is Anthem Blue Cross and Blue Shield and we have the Key Advantage Expanded plan which is the best plan they offer. He stated that the Town pays for the employees' entire health premium. He also stated that we have two employees who have to carry the family plan and the Town covers 20% of the family plan, but the employee's portion is around \$11,000.00 a year. Town Manager Jeff Nicely stated that when they had the police position open, the one thing they heard was they couldn't afford to come here because of the cost of insurance. Town Manager Jeff Nicely stated that this year we can pick two insurance plans and we would recommend that one of them be the least expensive plan. Town Manager Jeff Nicely stated that the Town of Dayton offers the Key Advantage 250 plan to their employees. Mayor Holloway stated that the Town of Bridgewater offers that plan to their employees. She stated that the Town of Bridgewater pays 20% on family plans like we do but the Town of Dayton pays 70% of the family plan. Mayor Holloway said that she feels that the emergency room visits are high compared to the amount we pay for the policy. She stated that she has Anthem and doesn't pay that for an emergency room visit and her premiums aren't as high as the Towns. She stated that we should look into getting out of local choice and asked if we could check with Rockingham County to see if we can fall under the County's insurance. Town Manager Jeff Nicely stated that we need to decide if we want to keep the Key Advantage Expanded or if we want to drop to the Key Advantage 250. He stated that there is a four percent increase

in the individual premiums so if we stay with the Key Advantage Expanded it would raise the insurance from \$159,600.00 to \$165,984.00 just for the employees. He stated that if we went with the Key Advantage 250 it would cost the Town \$150,936.00. Town Manager Jeff Nicely stated that the Council will need to decide which plan they want to go with for the employees and since we can offer two plans, we should offer the lowest plan for anyone that may want to carry their family. Councilman Tim Leeth doesn't feel that we should change the employee health care plan for this year. Mayor Holloway stated that the Town currently pays \$238.00 (which is 20%) towards an employees' family plan and now if the employee chooses to go with the Key Advantage 1000 does the Town want to pay 20% of that plan or the same dollar amount of \$238.00, which will be a little more than 20%. Councilwoman Marjorie Funk feels that the Town should pay the same dollar amount. Councilman Tim Leeth made a motion to accept the Key Advantage Expanded and the Key Advantage 1000 as our insurance offerings for our employees. He stated that the Town will continue to pay 100% of the premium for the employee and 20% for the family plan on the Key Advantage Expanded or the same dollar amount towards the family plan on the Key Advantage 1000. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, Tim Leeth, Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the M&R Buildings and Grounds increased due to the new cleaning contract and some other projects scheduled for the Town Hall.

Town Manager Jeff Nicely stated that based on the budget verses actual, we have increased the legal fees. He stated this is mainly due to ordinance changes, code questions, and workshop meetings.

Town Manager Jeff Nicely stated that the computers in the front offices are at least eight years old and need to be replaced. He stated that since we can't replace them all at one time he is proposing to replace Christa's computer since hers is the one that we take payments on. Jeff stated that we will try to replace one computer a year for the next couple years. He stated that the card reader to be installed will cost \$375.00 and this is for people to pay their water bills through PayPal. He stated that the yearly service contract is \$360.00.

Town Manager Jeff Nicely stated that we no longer have the payment for the Town Hall and that we will be putting around \$46,000.00 in admin capital.

Town Manager Jeff Nicely stated that the next budget to review is the police expense budget. He stated that their revenue shows in the admin revenue.

Town Manager Jeff Nicely stated that the training and education budget has decreased from \$3,000.00 to \$1,000.00 based on the budget verses actual. He stated that there is less training available and it is difficult to get coverage for officers to attend training.

Town Manager Jeff Nicely stated that Corrie Bauserman has informed us that he will be retiring this year so we had to budget in to outfit a new officer.

Town Manager Jeff Nicely stated that the ammunition budget went from \$8,000.00 to \$4,000.00. Chief Painter stated that the reason that the ammo budget originally was increased was due to political talk from the president on restricting ammo which made the prices increase and made it harder to get. He stated that one year they had to borrow ammo from the City of Waynesboro and the Town of Bridgewater just to get through officer training. He said it took about 18 months to get our ammo order in and that we had to repay the ammo we borrowed. Chief Painter stated that since then the prices have subsided and it is easier to get so he thinks we will be okay with cutting the budget to \$4,000.00 per year for training and qualification. Town Manager Jeff Nicely stated that currently we have about a two-year supply in ammo.

Town Manager Jeff Nicely stated that Rockingham County is changing their radio system and now we have to purchase 17 new radios for our police officers and cruisers that will cost the Town \$56,406.00. He stated this has already been approved by Council and will come out of the money we receive for the 599 fund. Town Manager Jeff Nicely stated with what we already have in the 599 fund and with what we will receive this year after we pay for the radios we will have about \$31,000.00 left in the fund. Town Manager Jeff Nicely stated that we will not have to pay for the new in-car computers until next budget year.

Town Manager Jeff Nicely stated that Ms. Houff, Principal of South River Elementary School, contacted him about Grottoes providing a School Resource Officer at South River. He stated that she presented to him that the Town would hire them, pay them, equip them and follow all of the Town's personnel policies and she thought she could off-set some of the Town's expenses by charging each student \$100.00 for a school resource officer and

she would pay the Town. He stated that she hasn't gone to the school board with this idea but Jeff stated that he doesn't think they will be very receptive to this idea. Mayor Holloway stated that they will not accept this and that the registration fees are set County-wide. Councilwoman Marjorie Funk stated that South River is a Title I school and this type of fee would never pass. He stated that Ms. Houff is just trying to think of ways to make this work because she would like to have a school resource officer. Councilwoman Marjorie Funk asked shouldn't this be up to the County. Town Manager Jeff Nicely stated yes this is a county school. Councilman Mark Sterling stated that the County cannot afford to put a police officer at every school. Councilwoman Marjorie Funk stated that she doesn't think the Town should be responsible. Councilman Mark Sterling stated that we can apply for grants for a resource officer. Councilwoman Marjorie Funk stated that grants are only for a couple of years and there is still a percentage that the Town would have to pay. Town Manager Jeff Nicely stated that we did check into grants and there is a grant that you get for starting up a school resource officer program. He stated that the grant will pay up to \$50,000.00 but the locality has to pay 35%. He stated that the grant is getting ready to open for the next school year and in order to be able to apply for the grant you have to have a plan and a commitment to fund it after the grant monies are no longer available. Town Manager Jeff Nicely stated that the question is, do we want a school resource officer and do we want to commit 35% of those costs for the first possibly four years and 100% of the cost after that. Councilwoman Marjorie Funk stated that she feels that this is something that the County should fund out of the school budget. She stated that they have reassessed our property, raised our taxes and she feels that is their responsibility, not the Town's. She asked if the Town of Elkton is going to pay for one. Mayor Holloway stated that the Town of Dayton does. She stated that they have for the past three years. She stated that Dayton had a grant that has dissolved so they lost those positions, but Dayton Town Council decided that they wanted someone in the schools so they hired their former Police Chief as an SRO for the Dayton Schools. She stated that this is a part-time position for three days a week on a floating schedule. Councilman Mark Keeler stated that our presence is there and he would like for us to continue with having officers at the school and to find out exactly what the role of an SRO officer is and what Ashley Houff is looking for. Town Manager Jeff Nicely stated that she is wanting them for school security but also to do the Just Say No Club and talk with students that may be having problems. Town Manager Jeff Nicely stated that his concern is that our citizens

pay the same amount of Rockingham County taxes as anyone else in the County so if Rockingham County decides to increase their SRO programs and put officers in these other schools they will probably have to raise our County taxes so then our citizens will have raised County taxes to fund the other schools and raised Town taxes to pay for the SRO in Grottoes. He stated that his opinion is it's a County school and a County problem. Mayor Holloway stated that the County is not going to provide this service in all the schools and being a school administrator she feels that having a consistent person there is very beneficial to the kids. Councilman Mark Sterling asked what if we didn't go with the grant and used the officer three days a week at the school and the other two days in the Town. Councilman Mark Keeler suggested we talk with Rockingham County to see if they are planning to do anything with the SRO program and let them know what we are thinking. Councilman Tim Leeth suggested that we have the principal find out what the County's intentions are before we decide what we are going to do. Mayor Holloway stated that the only reason we are on a time line tonight is because the grant will open up next week and we need to decide if we are going to put in for it. Councilwoman Marjorie Funk had to leave the meeting. Mayor Holloway stated that from what she is hearing we do not want to do the grant. Council was discussing whether it should be a part-time officer or a full-time officer that would work three days at the school and the remaining hours for the Town. Town Manager Jeff Nicely stated that he will talk with Ashley Houff more on what her plans are for a resource officer and also talk to Rockingham County to see what their plans are about putting resource officers in the schools. He stated that he will work toward adding an additional full-time officer to the budget. Councilman Mark Sterling made a motion to add one full-time police officer to the budget for SRO and part-time Town needs. Councilman David Raynes seconded the motion. Councilman Tim Leeth asked if Jeff could get us what the actual cost will be and then we can decide which way we want to go. Council members Mark Keeler, Mark Sterling, David Raynes, Tim Leeth voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the highway expense fund should increase a little but we don't know what that will be so he used the numbers from this year's budget. Jeff stated that one project they are planning to do is to put heat in the shop where they maintain all the equipment. He stated that we got a quote to insulate and install an oil furnace for \$16,000.00 and that he spoke with Sharon McGee and she said that would be an approved expense under the highway funds. He stated that is shown in the capital outlay. He said anything left over

will be used to repair some lips on the sidewalk and overlay streets.

Town Manager Jeff Nicely stated that on the water revenue we have the 1.9% increase on the per thousand rate. He stated we are not proposing a water or sewer rate increase. Town Manager Jeff Nicely stated on the water expenses we have an increase on the easement we have for the waterline under the railroad. He stated that this went up \$1,000.00 and we have a new tank service provider. He stated that we are going with Southern Corrosion versus Utility Services which will save us \$5,400.00 a year. He stated that we do have several water line projects that need to be done. He stated that we are going to do this one a little different than we did the last one. We are going to buy the pipe and contract out to install the water line. He stated that we are looking at replacing the line on 19<sup>th</sup> Street from Dogwood to Cherry, a section on Aspen Avenue and connect the service line at Steve Scott's residence to the main line. Town Manager Jeff Nicely stated that the numbers will change a little but right now we have \$51,000.00 going into reserve.

Town Manager Jeff Nicely stated that the sewer revenue is the 1.9% increase on the per thousand rate. He stated that sewer expenses include the \$1,000.00 easement increase from the railroad. We also want to buy timers for the aerators on the sewer lagoon and we have a septic tank that is busted at 1502A Dogwood Avenue that is our responsibility to fix which should cost about \$1,800.00. Town Manager Jeff Nicely stated that we will have about \$43,000.00 going into reserve.

Parks Director Nathan Garrison reviewed the Parks budget and stated that the total budget would be \$570,000.00. He stated that the shelter rentals for Mountain View Park went up and the cave admissions have gone up. He stated that he is basing this on the budget versus actual. Parks Director Nathan Garrison stated that on the expenses, he is looking to have two gift shop employees mainly for Saturdays and Sundays. He stated that he would like to offer Fountain Cave Tours more often and will need staffing for that. He would also like to increase the hours for his assistant but still keep it part-time. He stated that the staffing for the YMCA has run about \$36,000.00 for the season. He stated that some of the big expenses that he would like to do is to remodel the upstairs of the stone lodge and move his offices up there. He stated that it does not have heat or air and there is some ceiling damage from the leaking roof that needs to be repaired but this will give us more room to expand. He said the quote he got to remodel the upstairs was between

\$21,000.00 and \$24,000.00 so he has budgeted the \$24,000.00. Parks Director Nathan Garrison stated that the other large project he would like to do is put in a dog park at Mountain View Park. He stated that he would like to put this in right behind the big pond near Shreckhise. He is looking at more than 2,000 feet of fence and the quotes he got range from \$25,000.00 to \$36,000.00 so he has included \$30,000.00 for the dog park. He stated that the gift shop expenses have gone up but that is because the sales have gone up. He stated that we need to look into getting some new videos because ours are really old. Nathan asked if anyone had any questions or comments.

Town Manager Jeff Nicely stated that we will move right along to refuse. He stated that in the first email he sent he realized there was a calculation error on Long Enterprises. He stated that there is not much difference between any of the bids. He stated that option 1 is Town staff which is a total cost of \$151,600.00 and that's with increasing our M&R auto and putting \$4,700.00 in capital reserve. He stated that if we go to contracted services the revenues will be less than the expenses. He stated that with Option 2, which would be Long's Trash Service the contractor's cost of \$115,506.00. Jeff stated that we would have to bring over an additional \$8,206.00 to cover the costs. Then with Option 3, which would be Waste Management, the contractor's cost of \$119,977.00 so the estimated additional cost needed would be \$12,677.00. He stated these costs could come from the refuse capital or from the sale of the refuse truck. Councilman Mark Sterling asked if we have ever used Long's before and Jeff stated that is who the Town had before the Town started the refuse collection. Town Manager Jeff Nicely stated that from what he understands we received a lot of complaints about Long's Trash Service. He stated that Long's is the low bidder and would pick up trash on Tuesdays and Thursdays and the Town citizens would provide their own trash cans. He stated that Waste Movers did not have a determined pick-up day and they could provide cans but theirs works a little different where they have someone operate the back to dump the can. Waste Management would provide trash cans and only dump what is in the can and they did not provide a certain pick up date. He stated that he talked to Kyle O'Brien with Broadway and they are very pleased with Waste Management. Town Manager Jeff Nicely stated that if we sold the trash truck we could go a couple of years before we had to increase the trash rates. Councilman Mark Keeler stated that he is reluctant because he has a problem with agreeing to raise trash rates because we want to have someone else run a service that we don't want to run. He stated that our crew did almost too good of a job picking up trash and now if we

go with a company that will only pick up what's in the can they provide, then we are going to have upset citizens because we raised their rates and they are not getting as good of a service. Councilman Tim Leeth stated that the problem with the trash collection is if something happens to the truck we then have everyone out collecting trash in all vehicles which delays all other projects. He stated that right now they are behind on pumping tanks, fixing leaks and will have to start mowing soon. Councilman Tim Leeth made a motion to use refuse option 3, Waste Management, and sell the trash truck. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that the next item to discuss is Woody's position and if we are going to replace that position. Town Manager Jeff Nicely stated that when the Town started collecting trash, the Town hired a full-time maintenance person. He stated that now since we are contracting that out we would have an extra maintenance person than what we had before we had the trash truck. Town Manager Jeff Nicely stated Woody Madison is retiring and that he hasn't done any advertising to replace Woody because he didn't know if Council would want to if we decided to contract out the trash. He stated by getting rid of the trash truck he feels that we can get more done with one less man than what we were getting done when we were collecting trash. Town Manager Jeff Nicely stated that AJ is here and he would like to keep that position so that we can get more things done than we are able to get done now. Public Works Director AJ Hummel stated that he would like to keep this position because we are behind on pumping septic tanks and valve maintenance and to help get better training for our employees. He stated that covering for vacations is difficult with only three people. Councilman Mark Keeler stated that this would be the year to document the need for the additional person. He stated that he would entertain looking at this again but feels that we should see if the two extra days, not having to collect trash will help to get more stuff done. He stated that way we can justify to the citizens that we need this other person because of the Town growth. Town Manager Jeff Nicely stated that we have two guys that work 12 hour shifts for the parks (Woody and Lynn). He stated that we would have to move a Town guy over to take Woody's place at the park. Councilman Tim Leeth asked if it would be feasible to scratch the part-time summer help and hire a full-time maintenance person. Councilman Mark Keeler stated that he would like to start off and see if not picking up trash helps at all and revisit it if we need to. Councilman Mark

Keeler made a motion that we do not replace Woody Madison's position in the maintenance department for the upcoming year. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, and Tim Leeth voted in favor of the motion, Council member David Raynes voted against the motion, motion carried.

With no other business to discuss, Mayor Holloway adjourned the meeting.

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, April 9, 2018, at 5:30 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway, Council Members David Raynes, Mark Keeler, Marjorie Funk, Joshua Bailey and Tim Leeth.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Tourism and Parks Director Nathan Garrison, Public Works Director A.J. Hummel, and Police Chief John Painter.

Town Manager Jeff Nicely stated that he has revised the budget to reflect all the decisions that the Council made at their meeting last Monday night. He reviewed the changes that included the 2% employee raise and to keep the same level of health insurance as last year. Also included is a full-time school resource officer, the contracted services with Waste Management which will raise the refuse rates from \$24.42 to \$26.50 per billing and not replacing Woody Madison when he retires. Town Manager Jeff Nicely stated that the police budget is going from \$546,000.00 to \$638,000.00. He stated that the estimated starting salary for the resource officer would be \$38,000.00. He stated with all the equipment and benefits the total cost to the Town would be \$61,640.00 for a full-time School Resource Officer. Town Manager Jeff Nicely stated that he and Chief Painter met with South River Principal Ashley Houff and Assistant Superintendent Doug Aldefer. He stated that Ashley was happy that we are considering this but Dr. Alderfer was more reserved. Jeff stated that he had some questions on how our SRO would work with the County's SRO. Mayor Holloway asked if they are aware that this is only discussion and that it's not in the budget yet. Town Manager Jeff Nicely stated he told them the Council was discussing this and that he may know more after tonight's meeting but nothing would be final until the budget was passed in June. Councilman Joshua Bailey stated that the way this was presented to him was this would be a four year grant but after further checking this was actually a one year grant. Town Manager Jeff Nicely stated that this grant guarantees one year where they pay 65% and the Town would pay 35% and after that the Town would need to apply again with the maximum being four years. He stated that as part of the grant process you have to tell them what the Town's plan is to continue this position. Councilman Joshua Bailey stated that he was for it when he

thought it was a four year grant but he said if we cannot get this grant or if we decide against the grant he is against the SRO because we already have a resource here with having the Town police within 1.3 square miles of the school. He stated a lot of the other schools don't have a police department close to the school. Councilman Tim Leeth stated he feels this is a good idea and that we should continue to explore it but feels like we are rushing this. He stated it's awesome that our police department is spending as much time at the school as they have been and hopes they continue. Mayor Holloway stated that we have not heard back from the Sheriff on his intentions. Town Manager Jeff Nicely stated that he talked with Rick Chandler, our district supervisor for Rockingham County, and he said he has arranged a meeting with the Sheriff for tomorrow. Councilman Mark Keeler agreed that we should take this time and work out the details. Councilwoman Marjorie Funk made a motion to remove the item of a school resource officer from this year's budget and add the \$6,000.00 back to the part-time budget. Councilman David Raynes seconded the motion. Council members David Raynes, Mark Keeler, Tim Leeth, Joshua Bailey, and Marjorie Funk voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk asked since we dropped the SRO could we use those funds to replace the maintenance position. Mayor Holloway stated that we could discuss it but we hadn't decided against replacing him, but that we would see how things go with not having trash collection and discuss later.

Mayor Holloway stated that the Personnel Committee met to review the budget and also to interview candidates for the police officer position. She stated Mike Obenschain will retire in May. Mayor Holloway stated that they had seven applications and of those only two were already certified. She stated that the personnel committee along with Chief Painter, Sergeant Baugher and Town Manager Jeff Nicely interviewed the two certified candidates. She stated after the interviews they discussed and decided to recommend and offer the position to Jason Sullivan. Mayor Holloway stated that they did this based on the authority given to the Town Manager to hire and fire town personnel. She stated that the question was asked why this was done because according to section 22-4 of the code, it says police officers are to be hired by the Town Council based off the recommendation of the police chief. Mayor Holloway stated that she thought the new code superseded the old but advised the Town Manager to have the Town Attorney to check into the discrepancy. Mayor Holloway stated that when she spoke to Nathan that neither way is actually wrong. She stated that if John would have interviewed and recommended an officer to the Council and they voted to pass the recommendation that would

have been okay too. Mayor Holloway stated that what they did was also correct and that our code supports both ways. Mayor Holloway asked if she could get a motion to hire Jason Sullivan as a full-time police officer to replace Mike Obenschain effective May 1, 2018. Councilman David Raynes replied so moved. Councilman Tim Leeth seconded the motion. Council members David Raynes, Mark Keeler, Tim Leeth, Joshua Bailey, and Marjorie Funk voted in favor of the motion, motion carried.

Mayor Holloway stated that we need to decide how we want to handle the code discrepancy. Town Clerk Tara Morris informed the Council that when the position of Town Manager was put into the code, Town Attorney Nathan Miller drafted this ordinance to supersede the others but we left them in the code book in case we were without a Town Manager or if we had the position of Superintendent again. Councilman Mark Keeler stated hypothetically that Jeff could come in one day and fire the police chief and Councilman Josh Bailey added and hire another police chief and the Council may not even know. Councilman Mark Keeler stated that he feels that the Town Manager should have the consent of the Town Council before they make a move on hiring or firing. Councilman Joshua Bailey stated that he understands what the intentions are but he feels that responsibility of hiring or firing full-time employees should fall on the Council. He stated that way it's a decision of six people verses one. Councilman Mark Keeler asked Town Manager Jeff Nicely to check with the other localities to see how they handle their hiring process.

Town Manager Jeff Nicely stated that in the past we have gotten the Virginia Defense Force to help with parking for the Fire Department's lawn party. He stated the last couple of years we have had some issues with them and this year the Fire Department has asked not to use them for parking this year but has requested that off duty officers assist with parking. Town Manager Jeff Nicely said that Chief Painter agreed to talk to our part-time officers and reach out to other departments to get the hours covered but the question is who will pay for this. Town Manager Jeff Nicely stated that this year is a little different because they had to move their lawn party dates and they are not having their raffle drawing on that Saturday night so we may not need additional people to assist with parking. He stated that it looks like it will cost \$400.00 per night so the most would be \$800.00 for the two nights. Town Manager Jeff Nicely asked the Council if this is something the Town is willing to cover. Councilman Mark Keeler stated that we need to look at all the events and he feels that it is up to the Town to assist with officers for these events even if we have to get other officers from other agencies. Councilman Mark Keeler stated

that his opinion is whether it is a Town function or a volunteer organization trying to provide for our Town citizens, the Town should pay for this service. Councilman Mark Keeler made a motion as a Town to fully support the request from the Fire Department. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, David Raynes, Tim Leeth and Marjorie Funk voted in favor of the motion, Councilman Joshua Bailey abstained from the motion, motion carried.

Mayor Holloway stated that she just realized that she skipped over the mayor term. Town Manager Jeff Nicely stated that it was suggested to move the mayor term from two years to four years. Jeff stated that Town Attorney Nathan Miller stated that we would have to pass a resolution to send it to our local delegate so that it could get on the 2019 session to be discussed. He also suggested that we hold a public hearing to make sure we have the public support. Councilman Joshua Bailey stated that when he spoke to Steve Landes about this he said Mr. Landes told him most localities have switched to four years because it takes one year to really get used to the position and by year two you are just getting into the rhythm and could be voted out. Councilman Joshua Bailey stated that he doesn't feel this needs to go to a public hearing because first of all nobody shows up to the public hearings and second of all the citizens voted them in to make these kinds of decisions. Councilman Joshua Bailey made the motion to have Mr. Miller draft a resolution to submit to the state legislators to change the Mayor's term from two to four years. Councilman Tim Leeth seconded the motion. Council members David Raynes, Mark Keeler, Tim Leeth, Joshua Bailey, and Marjorie Funk voted in favor of the motion, motion carried.

Town Treasurer Rhonda Danner reviewed the Treasurer's report. She also stated that the reason the payables are so high is due to a payment on the 4<sup>th</sup> Street waterline project and we paid the building loan off.

With no further business Mayor Holloway adjourned the Workshop meeting.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, April 9, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Emily Holloway, Marjorie Funk, David Raynes, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the Joint Public Hearing and the regular Council Meeting on March 12, 2018. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of March 2018. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of April 9, 2018 and the remaining bills from March totaling \$380,379.55. Councilman David Raynes seconded the motion. Councilwoman Marjorie Funk stated that we paid the building loan off and that is why the amount is so much. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilman Joshua Bailey asked for an update on the 4<sup>th</sup> Street water line project. Town Manager Jeff Nicely stated that it is near completion. All the service lines have been connected and are in service. He stated that they are working on cleaning up from the project.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced the Chief's Charlie Kid's Fish Day is on Saturday, April 14<sup>th</sup> starting at 9:00 a.m. He also announced the South River Musical is on April 20<sup>th</sup> at 6:00 p.m. and the South River Carnival is April 27<sup>th</sup> starting at 5:00 p.m.

Wrapping up the month we will have the Grand Caverns 5K Race on April 27<sup>th</sup> starting at 6:30 p.m.

Councilman Tim Leeth stated that the Community Yard Sale will be going on all day on Saturday, May 12<sup>th</sup>.

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

Mayor Holloway announced the hiring of Officer Jason Sullivan who will be replacing Mike Obenschain after his retirement on May 1, 2018.

#### **NEW BUSINESS**

Mayor Holloway announced and congratulated Nathan Garrison our Parks Director, who has been elected as President of the Shenandoah Valley Travel Association for a two-year term.

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

Jeremy Holloway addressed the Council and stated that he has lived in Grottoes pretty much all of his life. He stated that his biggest concern is safety and operations as he does a lot of fire and EMS. He stated that just recently he learned that the Town has removed the fence from around the playground and he feels this is a big safety concern. He said he understands that the previous fence was in bad shape and posed a safety issue as well. He expressed his concern if we don't put a fence back, we could have a kid run out in the driveway area and could possibly get hit. He stated that he understands that parents need to be responsible for their kids but also parents that have multiple kids could be dealing with one kid and another could take off after a ball or something. He said he doesn't feel like it was worth the risk and if the playground was out in the middle of the field verses the edge of the road then he would agree it wouldn't need a fence because he knows not all playgrounds have fences. Mr. Holloway stated that he has heard that we are discussing putting in a dog park that will be fenced. He stated that he would much rather have his kids protected than his dog. He stated as a first responder he has seen many things and if all it takes to save a life is to put up a fence then that is a cheap price to pay. Mr. Holloway asked if the Council would look into reallocating money to put the fence back up for the safety of these kids. Mayor Holloway stated that this was a decision of the parks committee and that we will send this back to that committee for them to revisit. She stated that we are hearing these concerns and don't want

people to think we are not listening but she doesn't know what the committee's recommendation will be either. Councilman Mark Keeler stated that the committee has planned to meet to discuss the concerns they have heard and thanked Jeremy for coming to express his concerns.

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

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, May 14, 2018, at 6:00 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway, Council Members Mark Keeler, Marjorie Funk, Joshua Bailey, Mark Sterling, and Councilman Tim Leeth arrived late.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Treasurer Rhonda Danner, Tourism and Parks Director Nathan Garrison, Public Works Director A.J. Hummel, and Police Chief John Painter.

Mayor Holloway stated that the reason she suggested meeting early was because some people had questions regarding the change from the parks committee about the fence for the playground. Town Manager Jeff Nicely stated that Nathan has gotten some quotes for fencing. He stated that we have priced spit rail fence and chain link fence. He stated that they priced a fence just around the playground like the one that was previously there and they also priced a barrier fence to start at the walking trail and run along the edge of the road past the playground. Jeff stated that this would keep people from parking along the road and maintain visibility for kids crossing to the shelters. Councilman Marjorie Funk stated that she doesn't think a split rail fence is a good option. Town Manager Jeff Nicely stated that he is concerned about how the vinyl would hold up. Mayor Holloway asked if we needed to put a fence back. She said it has been down for a while and we have received two complaints. Councilwoman Marjorie Funk stated that she has also received a couple of complaints. Councilman Joshua Bailey stated that there are playgrounds in Harrisonburg that don't have fences around them but they also are not up against a road. He asked if it was an option to move the playground equipment. Town Manager Jeff Nicely stated that we could check into it but it may be difficult if everything is cemented down. Councilman Mark Sterling stated that we need a new quote for a green chain link fence modifying option A to run from the walking trail to the front of the playground down to the tennis courts.

Town Treasurer Rhonda Danner reviewed the Treasurer's Report for the month of April. She stated that we received the highway money. She stated that there was a \$35,000.00 payment to Adkins for the 4<sup>th</sup> Street waterline. She stated that Council does not have a copy of the bills to be paid because the Excel file would not open on her computer.

With no further business Mayor Holloway adjourned the workshop meeting.

ATTEST:

Mayor Emily Holloway called the Town Council Public Hearing to order and welcomed the citizens. Town Treasurer Rhonda Danner called the roll. Members present were Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Treasurer Rhonda Danner, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Mayor Emily Holloway stated that the Public Hearing was to hear citizens' comments regarding the FY 2018 Budget Adjustment.

Town Manager Jeff Nicely gave a staff report stating that in March the Town Council voted to pay off the loan for the purchase and improvements to the Town Hall and also the land that we purchased across the street. He stated that the amount to satisfy the loan was \$254,651.00 which saved the Town over \$8,000.00 in interest. Jeff stated that we transferred funds from the reserve accounts to pay the loan. Town Attorney Nathan Miller asked if we have received the loan release from the bank. Town Manager Jeff Nicely replied that we have.

With no other comments made, Mayor Holloway adjourned the Public Hearing.

Mayor Emily Holloway called the Town Council Public Hearing to order and welcomed the citizens.

Mayor Emily Holloway stated that the Public Hearing was to hear citizens' comments regarding the FY 2019 Annual Budget.

Town Manager Jeff Nicely stated that in the FY 2018 budget the Route 256 sidewalk project was completed and the 4<sup>th</sup> Street water line project has also been completed. He stated that we got the digital control panel installed at the wells and installed a four-way stop sign at the intersection of 20<sup>th</sup> Street and Forest Avenue. He also stated that we worked with VDOT to get golf cart crossings along Dogwood Avenue. He stated that the fitness trail was completed and named after Mike Betts, who did a lot of the work to get that completed at Grand Caverns. Town Manager Jeff Nicely stated that the Town maintenance staff has done a lot of work on the pond at Mountain View Park and they have gotten the aerators installed. Town Manager Jeff Nicely stated that the Nuisance Ordinance was updated and has been enforced. He stated that he is starting to see improvements around Town. He stated that the Town website and Grand Caverns

website have been updated and are up and running. And, wrapping up the year, stating the Town events were very successful.

Town Manager Jeff Nicely gave a staff report explaining the proposed budget and stated that there is a 1% increase from last year. Town Manager Jeff Nicely stated that there are no increases in any taxes by the Town. However, he did state that there is an increase in assessments, which is done by Rockingham County. Town Manager Jeff Nicely stated that the budget includes the replacement of 17 police radios because of the ECC upgrade, insulation and heat in the maintenance shop and a new lawn mower. He stated that the trash services will be contracted out to Waste Management which will increase the bill by \$2.08 per billing. Town Manager Jeff Nicely stated that this budget includes remodeling the upstairs to the Stone Lodge at Grand Caverns, and the addition of a dog park and a new playground fence.

Also included in this year's budget is a two percent pay increase for all full-time employees who haven't reached their top pay scale. Town Manager Jeff Nicely stated that the Town will continue to pay health insurance premiums for covered employees.

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

With no Council or citizen comments made, Mayor Emily Holloway adjourned the Public Hearing.

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

Councilwoman Marjorie Funk made a motion to approve the minutes from the April 2, 2018 Special Meeting and the April 9, 2018 Workshop and Town Council Meeting. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

## **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's Report for the month of April 2018. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

## **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler made a motion to accept the resolution to change the Mayor's term from two-years to four-years. Councilman Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

## **SPECIAL EVENTS**

Councilman Tim Leeth announced that the Grand Caverns pool opens on May 26<sup>th</sup> and we have a Memorial Day Ceremony on Monday, May 28<sup>th</sup> beginning at 11:30 am. Councilman Tim Leeth stated that the Street Dance will be on Friday, June 1<sup>st</sup> from 6-10 pm across from the Town Hall.

Town Attorney Nathan Miller stated that he represents three localities and he has to admit he gets some pretty tough questions from the Grottoes Town Manager. He stated the last question was are bees considered to be an animal? Nathan stated that this is not a law question but a very interesting question and to help answer that question he presented Jeff with the Amazing Bee Book.

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

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, June 11, 2018, at 5:30 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway, Council Members David Raynes, Mark Sterling, Mark Keeler, Marjorie Funk, Joshua Bailey and Tim Leeth.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Tourism and Parks Director Nathan Garrison, Public Works Director A.J. Hummel, and Police Chief John Painter.

Mayor Holloway stated that the first item on the agenda is the FY19 budget. Town Manager Jeff Nicely stated that from the last meeting Nathan was asked to get quotes for fencing of the playground area. Tourism and Parks Director Nathan Garrison stated that he received a quote for the area that Council had asked for and the amount came in at \$6,800.00 which is under the amount that was budgeted.

Mayor Holloway stated that she asked Jeff to add the school resource officer to the agenda. She stated that some of the information that she was receiving concerning the school resource officer was not as she remembered. She stated that she received comments that we didn't want the SRO and even that we did not care for the safety of the kids, which at no point was ever mentioned and we don't want anyone to ever think that. She did state that she felt the timing was rushed to work out all the details before the budget approval but stated that if the details can be worked out, the budget can be amended. Councilman Mark Sterling stated that the item was removed from the budget. Mayor Holloway stated that it was removed so that the Council could approve the budget, but it was never said that we were not going to continue working out the details. Councilman Mark Sterling stated that he got different feedback from the principal at South River Elementary. Town Manager Jeff Nicely stated that the principal was all positive and was definitely wanting it but the county administrator was a little more hesitant. Mayor Holloway stated that she had asked Jeff to talk with our Board or Supervisors representative or to the sheriff to see what Rockingham County's plan is. Town Manager Jeff Nicely stated that they just got back with him and informed him that there is no plan to increase what they currently do. Councilman Mark Sterling stated that he thought it was odd that everyone voted for it at one meeting and at

the next meeting they all voted to remove it. Mayor Holloway stated that she understands what he is saying but they weren't voting to take it off of the table forever. Councilman Mark Sterling said that he sent an email and only got one response so he went by his perception of the minutes. Mayor Holloway stated that the perception is what you get out of it, just like with emails and texts, but not the sense of it. She stated that it is currently not in the budget and asked if we wanted to proceed or if someone wanted to change anything.

Nathan Garrison asked to purchase new cave phones. He stated the phones that are currently in the cave are old army surplus phones and will only ring out to the building on top of the hill. He stated that he has obtained a quote from Advanced Telephone so that the phones will work with our current phone system and will ring all the phones at the Caverns. He stated the quote is for three phones and installation to be tied into our current phone system for a total cost of \$2,660.00.

Councilman Mark Keeler stated that the Planning Commission reviewed the ordinance for the hiring process and stated that they would like a little more clarification. He stated that the permanent employees should be full-time employees. Mark Sterling asked why we want to change this process and stated that he does not want to micromanage. He feels the manager should be able to hire/fire and not just recommend. Councilman Joshua Bailey explained that we do not have a Human Resources Department and Council needs to act as HR and not put all that on the Town Manager's shoulders. Council decided this ordinance along with the personnel manual and job descriptions would all need to be changed to keep consistency.

Mayor Holloway stated that we are out of time and adjourned the meeting.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, June 11, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, David Raynes, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the Public Hearings and the regular Council Meeting on May 14, 2018. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of May 2018. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of June 11, 2018 and the remaining bills from May totaling \$194,788.68. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to accept the FY19 Annual Budget. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion. Councilman Mark Sterling voted against the motion, motion carried.

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

Councilman Mark Keeler made a motion to set a public hearing for July 9, 2018 at 7:00 pm for the request for short term rental at 209 2<sup>nd</sup> Street. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Sterling made a motion to accept the quote from Advanced Telephone not to exceed \$2,660.00 for the purchase and installation of new cave phones. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

## **SPECIAL EVENTS**

Councilman Tim Leeth announced the Fireman's Annual Lawn Party runs from June 20<sup>th</sup> to June 23<sup>rd</sup>. He stated that on July 4<sup>th</sup> beginning at 10:00 am will be the push, pedal and pull parade and following the parade will be the community block party at the Grottoes United Methodist Church.

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

Councilman Mark Sterling made the motion to hire Officer Larry Michael as a part-time police officer. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to amend the agenda to add closed session for personnel. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

## **PRESENTATIONS AND PETITIONS AND CLAIMS**

Tim Nuckols addressed the Council and stated that he lives at 78 Berkeley Avenue. He stated first off he wanted to thank Jeff, AJ and the maintenance staff for fixing his yard up after searching for his septic lid. He stated that the reason he is here tonight is to ask Council about purchasing a section of B Street. He stated that the section he wants to purchase is basically in his yard and is not included in the subdivision plan that has already been approved. Mayor Holloway stated that we would have to review the plan for the approved subdivision and send all the information to the Planning Commission for their recommendation. She stated that the next Planning Commission meeting is on Tuesday, July 31<sup>st</sup> at 7:00 p.m.

Councilwoman Marjorie Funk made a motion to convene into closed session pursuant to section 2.2-3711(A)1 of the code of Virginia to discuss matters relating to personnel. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to go out of closed session. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth 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 opening meeting requirements and public business matters identified in the motion to convene into closed session. M. Keeler; so certify, J. Bailey; so certify, M. Sterling; so certify, E. Holloway, so certify, D. Raynes; so certify, M. Funk; so certify, T. Leeth, so certify.

Councilman Tim Leeth made a motion to accept the resignation of Town Manager Jeff Nicely. He stated that Jeff's last day with the Town will be Friday, June 22, 2018. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Tim Leeth made a motion to promote Nathan Garrison to Town Manager effective June 23, 2018. He stated that the attorney will draft an employment contract. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

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

Mayor Holloway called the joint public hearing to order on Monday, July 9, 2018 at 7:00 p.m.

**Council Members Present were:** Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, and Tim Leeth.

**Planning Commission Members Present were:** Mark Keeler, Kevin Campbell, Justin Neitzey, and Jen Smith.

**Town Council Members Absent were:** David Raynes

**Planning Commission Members Absent were:** Justin Morris, Rebecca Holloway, and David Bradley.

**Other Town Officials Present were:** Town Treasurer Rhonda Danner, Town Attorney Nathan Miller, Town Manager Nathan Garrison, and Police Chief John Painter.

Town Treasurer Rhonda Danner determined that a quorum was present for the Town Council and the Planning Commission.

Mayor Holloway stated that the reason for the joint public hearing is to hear citizens' comments regarding a request from Travis Lohr for short term rentals at 209 2<sup>nd</sup> Street, which is zoned R-1.

Chairman Neitzey stated no one was signed up to speak for the request and asked if anyone here tonight wanted to speak for the request.

Chairman Neitzey stated we have a few citizens signed up to speak against the request and first up is Tony Gordon.

Tony Gordon stated that he lives at 208 2<sup>nd</sup> Street and he stated that he feels the short term rental is nothing more than a hotel/ motel which would be a business. He said this property is zoned R-1 which is residential and he doesn't feel that a business should be located there. Mr. Gordon stated for a business the zoning would need to be changed and that would be spot zoning. He stated that he does not want a business located across from him. Chairman Neitzey thanked him for coming tonight.

Ronda Davis stated that she lives at 201 Cherry Avenue. She stated that her concern is more of a safety concern. She stated that there are several children in the neighborhood and it is scary to think that you will have people you don't know coming

in and out all the time to rent this property. Ms. Davis also stated that she is concerned about noise at night for people working the next morning.

Chairman Neitzey asked if the Planning Commission or Town Council had any questions. Mayor Holloway asked if the people making the request are here tonight. Mr. Lohr replied that he is here. Mayor Holloway stated that she wanted to make sure in case someone had questions that were directed to him. Councilman Mark Keeler stated that he has a comment. He stated that the short term rental is a Conditional Use in the R-1, R-2, and R-3 zonings and that it is a business therefore everyone that gets approved are required to get a business license, which has to be renewed on an annual basis. He stated that if the conditions are not met, then the license would not be renewed.

Mayor Holloway stated at this time she would turn the meeting over to Justin Neitzey, Chairman of the Planning Commission, for discussion and possible vote.

Chairman Neitzey asked if the Commission had any questions or comments regarding the short term rental or if they were ready to make a recommendation to Council.

Commission Member Mark Keeler made a motion to recommend the short term rental as a conditional use for Mr. Travis Lohr at 209 2<sup>nd</sup> Street. Commission Member Jen Smith seconded the motion. Commission Member Mark Keeler, Kevin Campbell, Jen Smith, voted in favor of the motion, motion carried.

Chairman Neitzey Adjourned the meeting.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order on Monday, July 9, 2018 and welcomed guests. Town Treasurer Rhonda Danner called the roll. Members present were Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Treasurer Rhonda Danner, Town Attorney Nathan Miller, Town Manager Nathan Garrison, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the workshop and Town Council meetings held on June 11, 2018. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to amend the agenda for tonight to add the appointment of the Tourism and Parks Director under personnel. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of June 2018. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of July 9, 2018 and the remaining bills from June totaling \$103,459.21. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Keeler moved to accept the recommendation from Planning Commission to approve the request for short term rental from Travis Lohr at 209 2<sup>nd</sup> Street, R-1. Councilman Tim Leeth seconded the motion. Councilman Tim Leeth stated that Mr. Lohr was a little late getting here tonight and asked that Town Manager Nathan Garrison meet with him to go over some of the concerns that were brought up tonight. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced the Friday Night Bluegrass at Mountain View Park starting at 7:00 pm. He also mentioned the Grottoes Cardinals games are still going on and the summer bash raffle will be held August 11<sup>th</sup> at Mountain View Park.

#### **PERSONNEL, FIRE AND RESCUE**

Councilman Tim Leeth made a motion to accept John Funk's resignation from the Board of Zoning Appeals. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua

Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Town Manager Nathan Garrison stated that he and the personnel committee met and conducted interviews for the Tourism and Parks Director position and he is recommending to promote and hire Ashley Collier as the new Tourism and Parks Director. He stated that she currently works at Grand Caverns as the Assistant Director at the Caverns which is a part-time position and the new position would be a full-time position. Councilman Joshua Bailey made a motion to accept the Town Manager's recommendation. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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

Elliot Diamond addressed the Council and stated that he owns three lots on 6<sup>th</sup> Street and many years ago when he purchased the lots he was a little confused. He stated that he thought it was basically a residential area but he now finds that according to zoning this is a business area. He stated that when he thought about it this was probably zoned when people had to walk to shops. He stated that there isn't parking for businesses along this street. He stated that the zoning is a little antiquated for the time. He stated that he is a builder and would like to put single family homes on these lots but how it is currently zoned, he cannot. He stated that he is requesting the council to consider rezoning this from B-1 to B-3. Mayor Holloway informed Mr. Diamond that the Council will pass this request to the Board of Zoning to look at how and if this could be rezoned. She stated that we did work years ago to try to eliminate spot zoning throughout and we would ask them to look at the whole area not just those three lots.

Mayor Holloway stated next up will be the Grand Caverns Krakens Swim Team. They stated that they just wanted to thank the Town for all of their support. She stated that this is their fourth season and their biggest season so far. She stated that several of the kids are here tonight and that they will introduce themselves and tell you what their favorite stroke is. She stated that they have become an independent team and started with 15 team members and now we have 41 team members so we continue to grow. She stated that one of the difficulties they face is they can't host meets. She stated that they are continuing to grow in the league but all of their meets are away

at pools that can host meets. She stated that one of their long term goals is to be able to host meets at the Grand Caverns Pool and hopefully bring more business into that pool area. She stated that they have been doing a lot of fundraising to get money in the bank and now they are able to purchase a set of lane lines. She stated that there is another team that doesn't host meets because they don't have enough parental support she stated that you can see here tonight that is not a problem and wants to work towards being able to host meets at Grand Caverns. She stated that they have Kraken t-shirts for the Council just as a thank you. Mayor Holloway thanked them for coming.

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

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, August 13, 2018, at 5:30 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway, Council Members Mark Sterling, Marjorie Funk, Joshua Bailey and Tim Leeth.

**Other Town Officials present were:** Town Manager Nathan Garrison, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Tourism and Parks Director Ashley Collier, Public Works Director A.J. Hummel, and Police Chief John Painter.

Mayor Holloway stated that she wanted to update the Council and let them know that Chris Dove is off work for at least six more weeks. She stated that he was injured helping a neighbor with a roof and will not be able to return for at least six more weeks. Mayor Holloway stated that we will be losing our summer help and AJ will hire a part-time person to help.

Mayor Holloway stated that the auditors have still not given any reason why the audits are four years behind and has asked for them to provide us a report on letterhead as to why and when they will get to the audits.

Mayor Holloway stated that she has had several police officers ask why they can't receive overtime verses comp time. She stated that she has looked into this and according to the handbook it is optional for comp-time or overtime. She said they have run some figures and feels that it is feasible to allow officers overtime for court and events but not to cover planned vacations. She stated that planned vacations will be covered by part-time officers. She stated that this is a trial process and will be re-evaluated in January 2019.

Town Manager Nathan Garrison informed the Council that the fire hydrant at the corner of Birch Avenue and 6<sup>th</sup> Street needs to be replaced. He stated that we could get a replacement kit but that may not work with the hydrant being as old as it is. Councilman Tim Leeth stated that the hydrant was installed sometime in the 1940's and they usually last about 50 years. He stated that he went around looking at the hydrants and we have approximately a dozen hydrants that were installed in the 40's that we may need to replace in the future.

Public Works Director AJ Hummel stated that he talked with Truck Enterprises about what our trash truck would be worth if we were to sell it and was told without going over it they felt somewhere around \$60,000.00. He stated that we paid approximately \$118,000.00 for it new in 2012 and it has 43,000 miles on it. He asked if the Council wanted to sell the truck or keep it for events. AJ stated that he felt we could get a dumpster for Grand Caverns much cheaper than we could keep the trash truck running. Councilman Joshua Bailey and Tim Leeth both commented to sell the truck.

Town Manager Nathan Garrison stated that the next item is pool repairs. He stated that the pool has had some major issues this year. He stated that he was hoping the pool would last a couple more years before repairs would have to be made but he has some pictures of where the liner is splitting. He stated that they were able to rope off that section of the pool so that the remainder could still be used. Town Manager Nathan Garrison stated that it really surprised him with all the work they had already done to the pool liner that this happened as soon as it did. He stated that the pool is losing water like crazy which is making the well pump run continually. He stated that he would like to get the parks committee together to discuss the repairs more and decide which way we want to go. Town Manager Nathan Garrison did state that he didn't feel like we would be able to open for another season until we got this fixed. He also mentioned while doing this upgrade we need to look at upgrading other parts of the pool area such as the pool deck, the bath houses and the fencing. He stated that he asked Rhonda to look at the park savings budget and right now there is over \$350,000.00 and that's not including this past year. He stated that he would like to meet with the parks committee in September to start talking about options for the pool.

Councilwoman Marjorie Funk stated that the Planning Commission spent a lot of time to change the ordinances to get this Town cleaned up and that she doesn't feel that we are enforcing this. Town Attorney Nathan Miller stated that this type of ordinance is hard to enforce due to everyone's perception of junk you may think its junk but the owner doesn't. Mayor Holloway asked if the police was still doing sections of the Town. Chief Painter stated that they are for vehicles but not for property maintenance since the ordinance was changed and there is no criminal charge. Town Manager Nathan Garrison stated that he has followed up on calls that he has received on property maintenance but he has not been actively searching for properties. Councilman Joshua Bailey asked why the Town Manager would be the one that has to ride around to get these addresses when our police officers are already

riding through town. He asked if the officers could write down the addresses and give them to Nathan or AJ.

Nathan Garrison informed the Council that the maintenance staff is down a vehicle. He stated that the engine blew in the van and the cost to repair it is \$6,800.00 and the van is only worth \$5,000.00. He stated that it's not worth fixing so we may need to look to replace it but probably not with another box van because it is only used on water leaks and we could get more use out of a utility truck.

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

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, August 13, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Tourism and Parks Director Ashley Collier, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous meeting. Councilman Mark Sterling seconded the motion. Council members Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of July 2018. Councilman Tim Leeth seconded the motion. Council members Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of August 13, 2018 and the remaining bills from July totaling \$177,577.33. Councilman Tim Leeth seconded the motion. Council members Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to change the name on the Harvest Festival Account to Town Activities Account. Councilman Tim Leeth seconded the motion. Council members Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to sell the trash truck. Councilman Tim Leeth seconded the motion. Council members Joshua Bailey, Mark Sterling, Marjorie Funk and Tim Leeth voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilman Joshua Bailey made a motion to replace the fire hydrant at 6<sup>th</sup> Street and Birch Avenue at a cost of \$1,950.00. Councilman Mark Sterling seconded the motion. Council members Joshua Bailey, Mark Sterling, Marjorie Funk and Tim Leeth voted in favor of the motion, motion carried.

## **SPECIAL EVENTS**

Councilman Tim Leeth announced that on August 18<sup>th</sup> we will be having our Back to School Pool Party. This is from 12 noon until 7:00 pm and admission is free. He stated that we will have the Community Yard Sale on September 8<sup>th</sup> and the End of Summer Celebration is on September 15<sup>th</sup> at Mountain View Park from 4:00 until 9:00 pm.

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

Mayor Holloway read the retirement letter from Officer Corrie Bauserman. Councilwoman Marjorie Funk made a motion to accept the retirement letter from Officer Corrie Bauserman. Councilman Joshua Bailey seconded the motion. Council members Joshua Bailey, Mark Sterling, Marjorie Funk and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway informed the Council that upon retirement of a police officer it is customary that the officer is allowed to purchase their service weapon. She stated that Corrie has asked to purchase his weapon and knowing his plans for retirement we did budget for the purchase of a new pistol to replace his.

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

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, September 10, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Tourism and Parks Director Ashley Collier, Director of Public Works AJ Hummel, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the Council workshop and regular council meeting from August 13, 2018. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of August 2018. Councilman Mark Keeler seconded the motion. Council members Mark Keeler Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of September 10, 2018 and the remaining bills from August totaling \$47,713.83. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced that the September 15th End of Summer Celebration has been cancelled due to the pending severe weather for the weekend.

Councilman Tim Leeth announced that the Grand Caverns 5K will be held on September 28<sup>th</sup> at Grand Caverns starting at 6:00 pm and the senior citizens' lunch will be on October 13<sup>th</sup> at the Grottoes Fire Department at 12:00 pm.

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

Councilwoman Marjorie Funk made a motion to convene into closed session under the Virginia Freedom of Information Act to

discuss personnel matters for the purpose of considering such persons assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation pursuant to section 2.2-3711(A)1 of the Code of Virginia. Councilman Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway moved that the closed meeting be adjourned and that the Town Council reconvene into open session. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk stated that a certification of the closed meeting to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 of the Code of Virginia 1950 as amended and iii as only such public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the meeting. T. Leeth; so certify, M. Funk; so certify, E. Holloway; so certify, M. Sterling; so certify, J. Bailey; so certify, and M. Keeler; so certify.

Councilman Tim Leeth made a motion that we increase our police force salaries overall salary scale \$3,000.00 per calendar year and increase the current police officers' salaries \$3,000.00. Councilwoman Marjorie Funk seconded the motion. Councilman Tim Leeth stated that this would include the police chief and sergeant. Council members Mark Keeler, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, Councilman Joshua Bailey voted against the motion, motion carried.

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

Fred Esmaili addressed the Council and stated that he owns the car dealership at 700 Dogwood Avenue. He handed out a survey of the property and stated that it is located on three lots. He stated that the building is over 2400 square feet and his business is in the front and there is an apartment in the back. He stated that he found out that he couldn't rent the apartment out because it's on the first floor and not the second floor. He stated that apartments are allowed as a secondary business in an existing structure but they are excluded from the ground floor. Mr. Esmaili is asking that Council consider removing the second

floor restriction to allow an apartment on the ground floor. Town Attorney Nathan Miller stated that he didn't understand the reason for the restriction either but a lot of times it has to do with past situations and he stated that he is sure the Planning Commission will check into it. Mayor Holloway thanked him for coming and stated that the Council will discuss this and pass it on.

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

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Tuesday, October 9, 2018, at 6:00 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway, Council Members, Marjorie Funk, David Raynes, Joshua Bailey, Mark Keeler and Tim Leeth.

**Other Town Officials present were:** Town Manager Nathan Garrison, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Public Works Director A.J. Hummel, and Police Chief John Painter.

Town Manager Nathan Garrison stated that there is a price difference for the card reader that was proposed and approved for the budget. He stated that once he researched it more, the actual cost is more than what was proposed and he wanted to bring that to the Council's attention to see if they still wanted to proceed. He stated that there is a one-time fee of \$2,000.00 to set up all the accounts and another one-time fee of \$125.00 for the card scanner. He stated that there is a monthly fee of \$250.00 for maintenance and support of the online payment. Town Manager Nathan Garrison stated that the Town of Elkton went to this system a few months ago and they are basically covering the expenses with the amount of people already using the system. He stated that all the fees should be included so everyone knows what they will be paying. Councilman Mark Keeler asked if we have to go with this system or can we shop around. Town Manager Nathan Garrison stated that this system interfaces with our accounting and general ledger systems. Councilman Joshua Bailey made the motion to go forward with purchase of the card reader system as presented. Councilman Tim Leeth seconded the motion. Council members Marjorie Funk, Tim Leeth, Mark Keeler, Joshua Bailey and David Raynes voted in favor of the motion, motion carried.

Town Manager Nathan Garrison stated that the code request from 700 A Dogwood Avenue to remove the wording "the second floor" pertaining to apartments being allowed in a B-1 zoning. He stated that currently apartments are permitted on the second floor as a conditional use in the B-1 zoning. Councilwoman Marjorie Funk stated that this concerns her because of appearance in a business district. Council discussed if a different zoning would benefit the property owners in that area. Mayor Holloway stated that we still have to consider what space we have available for businesses. Councilwoman Marjorie Funk made a

motion to deny the request for a code change for 700 A Dogwood Avenue. Councilman Mark Keeler seconded the motion. Council members Marjorie Funk, Tim Leeth, Mark Keeler, Joshua Bailey and David Raynes voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to ask the Planning Commission to look at all zoning in the Town. Councilman Mark Keeler seconded the motion. Council members Marjorie Funk, Tim Leeth, Mark Keeler, Joshua Bailey and David Raynes voted in favor of the motion, motion carried.

Councilman Mark Keeler stated that the Planning Commission was asked to review the zoning along 6<sup>th</sup> Street which is currently zoned B-1. He stated that they have reviewed this and decided that the zoning along 6<sup>th</sup> Street should be changed to B-3 due to the amount of residential housing and small size of the available lots. Councilman Mark Keeler made a motion to set a Joint Public Hearing for November 13, 2018 at 7:00 pm to hear citizens' comments to change 6<sup>th</sup> Street zoning from B-1 to B-3. Councilwoman Marjorie Funk seconded the motion. Council members Marjorie Funk, Tim Leeth, Mark Keeler, Joshua Bailey and David Raynes voted in favor of the motion, motion carried.

Mayor Holloway informed the Council that Rebecca Holloway has missed three Planning Commission meetings and a joint public hearing. She stated that this is the point where we have to discuss this matter. Mayor Holloway stated that staff has not reached out to her to see what her intentions are and wanted to get Councils' suggestions on how to proceed. She stated that Rebecca has two years remaining on her term. Councilman Tim Leeth stated that he feels we need to speak with her to see what her intentions are. He stated that his biggest frustration about it is the communication or lack thereof. Councilman Mark Keeler stated that he will contact her. Mayor Holloway stated that she struggles with the expectations for Planning Commission when we don't have the same for Council.

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

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Tuesday, October 9, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Emily Holloway, Marjorie Funk, David Raynes, and Tim Leeth. Also present were Town Clerk Tara Morris, Attorney Burns Earle, Town Manager Nathan Garrison, Director of Public Works AJ Hummel, 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, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of September 2018. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of October 9 10, 2018 and the remaining bills from September totaling \$87,637.71. Councilman David Raynes seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Keeler stated the Council will be holding a Joint Public Hearing on Tuesday, November 13, 2018 to hear citizens' comments about rezoning 6<sup>th</sup> Street from B-1 to B-3.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced the senior citizens luncheon is this Saturday at the Fire Department at 12:00 pm. Also that evening the Grottoes United Methodist Church will be hosting a Community Pig Roast from 5:00 pm -7:00 pm.

Councilman Tim Leeth stated that on November 3<sup>rd</sup> the Fire Department will be having a Turkey and Ham dinner starting at 4:00 pm. He announced November 12<sup>th</sup> we will be having a Veteran's Day Ceremony at 11:00 am at the Town Hall.

Councilman Tim Leeth stated that November 6<sup>th</sup> is Election Day. He stated that we have three Council seats that need to be voted on along with the Mayor.

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

Mayor Holloway called the joint public hearing to order on Tuesday, November 13, 2018 at 7:00 p.m.

**Council Members Present were:** Mark Keeler, Joshua Bailey, Emily Holloway, Marjorie Funk, and Tim Leeth.

**Planning Commission Members Present were:** Mark Keeler, David Bradley, Justin Morris, Kevin Campbell, Justin Neitzey, and Jen Smith.

**Town Council Members Absent were:** Mark Sterling and David Raynes

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

**Other Town Officials Present were:** Town Clerk Tara Morris, Attorney Linda Elliott, Town Manager Nathan Garrison, Tourism and Parks Director Ashley Collier, Public Works Director AJ 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 Holloway stated that the reason for the joint public hearing is to hear citizens' comments regarding the Planning Commission recommendation to rezone 6<sup>th</sup> Street from Aspen Avenue to Dogwood Avenue and the east side of Aspen Avenue from 6<sup>th</sup> Street to 9<sup>th</sup> Street from B-1 to B-3.

Elliot Diamond spoke in favor of the request stating that this would benefit both businesses and houses and he feels this would be a good zoning since the remaining vacant lots that are left in this area are not big enough for a business but may be suitable for a house.

Mayor Holloway stated that there was nobody signed up to speak against the request.

Mayor Holloway asked if the council or planning commission had any questions. No questions were asked.

Mayor Holloway stated at this time she would turn the meeting over to Justin Neitzey, Chairman of the Planning Commission, for discussion and possible vote.

Chairman Neitzey asked if the Commission had any questions or comments regarding the rezoning or if they were ready to make a recommendation to Council.

Commission Member Mark Keeler stated that the Commission looked at this entire section, not just Mr. Elliott's request, to see which zoning would best fit the area. Commission Member Mark Keeler moved to recommend to Council their approval to rezone 6<sup>th</sup> Street from Aspen Avenue to Dogwood Avenue and Aspen Avenue from 6<sup>th</sup> Street to 9<sup>th</sup> Street from B-1 to B-3. Commission Member Justin Morris seconded the motion. Commission Members Mark Keeler, David Bradley, Justin Morris, Kevin Campbell, and Jen Smith voted in favor of the motion, motion carried.

Mayor Holloway adjourned the public hearing.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order on Tuesday, November 13, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Linda Elliott, Town Manager Nathan Garrison, Tourism and Parks Director Ashley Collier, Public Works Director AJ Hummel, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the Workshop and Council Meeting minutes from October 9, 2018. Councilman Tim Leeth seconded the motion. Councilman Joshua Bailey stated that he will not be voting for minutes because in the workshop meeting his comment regarding the planning commission member with an attendance issue was not added. Council members Mark Keeler, Marjorie Funk, and Tim Leeth voted in favor of the minutes, Councilman Joshua Bailey voted against the motion, motion carried.

## **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of October 2018. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of November 13, 2018 and the remaining bills from October totaling \$354,137.26. Councilman Tim Leeth seconded the motion. Council

members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Keeler made a motion to rezone 6<sup>th</sup> Street from Aspen Avenue to Dogwood Avenue and Aspen Avenue from 6<sup>th</sup> Street to 9<sup>th</sup> Street from B-1 to B-3. Councilwoman Marjorie Funk seconded the motion, Council members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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

Town Manager Nathan Garrison stated that we are planning to start leaf collection the last Monday of this month.

#### **SPECIAL EVENTS**

Councilman Tim Leeth stated that we have a busy December coming up starting off with Caroling in the Caverns on Saturday, December 1<sup>st</sup> from 6:00 - 8:00 pm. The Town's Christmas Parade is on December 2<sup>nd</sup> at 5:30 pm followed by our 2<sup>nd</sup> Annual Tree Lighting Ceremony. He stated that on December 8<sup>th</sup> & 9<sup>th</sup> the Southern Grace Christmas Show will be at the Grottoes Fire Department. Councilman Tim Leeth announced that we will have the Home Decorating Contest on December 17<sup>th</sup> starting at 7:00 pm.

**CLOSED SESSION** - Councilwoman Marjorie Funk made a motion to convene into closed session pursuant to Section 2.2-3711(A)1 of the Code of Virginia to discuss matters relating to personnel. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk moved that the closed meeting be adjourned and that the Grottoes Town Council reconvene into regular session. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk stated that to the best of her knowledge only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 of the Code of Virginia 1950 as amended and only such public business matters as were identified in the motion of which the closed

meeting was convened were heard, discussed, or considered in the meeting. M. Keeler; yes, J. Bailey; so certify, M. Funk; yes, T. Leeth; yes, and E. Holloway; yes. D. Raynes; absent, M. Sterling; absent.

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

Councilwoman Marjorie Funk made a motion to re-appoint Ellen Showers to the Board of Zoning Appeals to a four year term expiring December 31, 2022. Councilman Joshua Bailey seconded the motion. M. Keeler; yes, J. Bailey; yes, M. Funk; yes, and T. Leeth; yes, motion carried.

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

Bill Martin addressed the Council thanking them for allowing him to speak. He stated that yesterday was Veteran's Day and a short ceremony was held in honor of the Veterans. He stated that the condition of the bricks in the walk of honor is not what we want people to see. He stated that some had dirt covering them and some have sunk which makes them hard to read. He stated that on Veteran's Day and Memorial Day the American flag and the Armed Force flags are supposed to be replaced with the new flags for the day. He stated that this was the understanding that was being done each year. He stated that this was not done for Veteran's Day and stated that it looked shabby along with the leaves by the steps. He stated that the Town should take pride in this walk of honor and asked how we can work together so this doesn't happen again. Mayor Holloway asked if Council had any comments and stated that she had previously spoken with Sam Batton regarding the sinking of the bricks and discussed this with the Town Manager last week. Bill stated that he brought this up on Memorial Day and was told it would be fixed by Veteran's Day and nothing has been done and that's why he is here tonight. Councilman Joshua Bailey stated that he couldn't agree more and apologized on behalf of this Council and the Town. Town Manager Nathan Garrison stated that it won't happen again and apologized for it happening. Sam Batton asked how many Council members walk by this memorial all the time. He stated that we need to take pride in what we have. Mayor Holloway stated that she couldn't agree more. She also stated that they had an anonymous person donate a beautiful hand-made quilt. Sam asked if we could show everyone the quilt.

Sam Batton stated that Grace Memorial Church donated a cast iron bell to the Town several years ago when they were discussing a memorial for fire, rescue and police personnel, similar to the

walk of honor. He stated that if the Town is not going to do the memorial that the bell could still be mounted at the Town Hall since it was previously a school house. He stated that it would be nice to have it mounted because they toll a bell every memorial day for each veteran that passed away. Mayor Holloway stated that after their meeting she met with the Town Manager and asked for pictures of the bell at Grace Memorial to share with the Council. Councilman Tim Leeth stated that now that we know about the bell, we can certainly address it before Memorial Day.

Town Manager Nathan Garrison showed the quilt that was donated and Mayor Holloway stated that she asked Town Manager Nathan Garrison to get some prices on hanging the quilt.

Cheryl Keeler addressed the Council to invite them to have some cake. She stated that the Massanutten Regional Library is turning 90 this year. She stated that they will be having cake in the community room so please stop by for some. She also extended the invitation to all Town employees and asked that we spread the word. She stated that they will be starting a little history project collecting stories of people and their memories of the library to commemorate at their 100<sup>th</sup> Birthday in 10 years. Mayor Holloway thanked Cheryl for the invite and for coming tonight.

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

Vice-Mayor David Raynes called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, December 10, 2018 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Tourism and Parks Director Ashley Collier, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to amend the agenda to add an item under finance to purchase computers for the office staff. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to approve the minutes from the joint public hearing and regular council meeting on November 13, 2018. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

## **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of November 2018. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of December 10, 2018 and the remaining bills from November totaling \$75,532.30. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk stated that her next item is to purchase computers for Nathan, Rhonda, Tara and AJ. She stated that they need computers that will run our software. Marjorie Funk stated that Christa just received a new computer. She informed the Council that Rhonda's computer doesn't have enough memory to run the software so she had to use Christa's computer to run taxes. She stated that these computers are at least eight years old. Councilwoman Marjorie Funk stated that this is not a budgeted item but states that we are putting over \$20,000.00 in

capital and recommends that we take \$2,000.00 from the Admin, water and sewer accounts to cover the cost of these computers. Councilwoman Marjorie Funk made a motion to purchase these computers for \$6,000.00 and stated that we can make a budget adjustment at the end of the year. Councilman Mark Sterling seconded the motion. Councilman Mark Keeler asked if the motion was for three or four. Councilwoman Marjorie Funk stated four total three desk tops and one lap top. Councilman Tim Leeth stated that eight years is pretty obsolete. Councilman Mark Keeler stated that in the future he would like for this to be budgeted in advance that our staff is haven't to work behind the eight ball. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Town Manager Nathan Garrison informed the Council that the 20<sup>th</sup> Street water line replacement should start this month.

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

Councilman Mark Keeler moved to approve the resolution of the Town Council of the Town of Grottoes, Virginia resolution changing the term of Mayor. He stated with this approval we will also set a public hearing for Monday, January 14, 2019 at 6:45 pm. Councilwoman Marjorie Funk seconded the motion. Councilman Mark Keeler stated that changing the Mayors term from two years to four years was recommended in the past and this is the procedure to move forward. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried. Town Attorney Nathan Miller stated that in order to change the Charter for the Town we have to submit the request to the General Assembly. He stated they go back in session on the 12<sup>th</sup> and he feels that he can get this to them in time for them to act on it during this session. He stated that this will not affect the current Mayor term it will be effective with the next election.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced that the Home Decorating Contest Judging will be on December 17<sup>th</sup> starting at 7:00 pm.

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

Vice-Mayor David Raynes stated that the first item is to reappoint Jen Smith to the Planning Commission. Councilman Mark Keeler stated so moved. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to go into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia to discuss matters relating to personnel. Councilman Tim Leeth seconded the motion, motion carried.

Councilwoman Marjorie Funk moved the closed meeting be adjourned and that the regular council meeting reconvene into open session. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk stated that to the best of her knowledge only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 of the Code of Virginia, 1950, as amended, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discusses or considered in the meeting. Town Clerk Tara Morris roll called; M. Keeler; so certify, M. Sterling; so certify, D. Raynes; so certify, M. Funk; so certify, T. Leeth; so certify, E. Holloway; absent, J. Bailey; absent.

Councilman Mark Keeler made a motion to appoint David Gorjup to the Board of Zoning Appeals. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes and Tim Leeth voted in favor of the motion, motion carried.

## **NEW BUSINESS**

Town Manager Nathan Garrison informed the Council that he and Nathan Miller have been working on the Comcast Agreement that has been out of date for about eight years. Town Manager Nathan Garrison stated that the state sets all the tax fees that are collected and that this is a 10 year agreement. He stated that they are in the final revisions and that it may be ready to sign next week. Town Attorney Nathan Miller stated that there have been a few legal issues that we had to deal with.

Councilman Tim Leeth asked if this was a monetary agreement or a right-of way agreement. Town Attorney Nathan Miller stated that it is a right-of-way agreement and that right now all fees are set by the state.

With no further business to discuss, Vice-Mayor Raynes adjourned the meeting.