

Mayor Morris called the Town Council Public Hearing to order at 7:00 p.m. on Monday, January 10, 2011 and welcomed the citizens. Town Clerk Tara Morris called the roll. Members present were Berton Austin, John Funk, Joe Morris, Mark Sterling, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Ashley Jacobs, Town Superintendent Charlie Stickley, and Police Chief John Painter.

Mayor Morris stated that the purpose of the public hearing is to hear citizens' comments regarding the leasing of the Community Room for recreational dance classes.

No citizens' comments were made.

Councilman Mark Sterling stated that he thinks this is a great idea. Councilwoman Marjorie Funk asked about the tap dancing on the floors. Town Manager Ashley Jacobs informed the Council that she is still checking on flooring options.

Mayor Morris adjourned the public hearing.

Mayor Morris called the regular Council Meeting to order.

Councilwoman Marjorie Funk made a motion to approve the minutes for the regular Council Meeting on December 13, 2010 and the Special Town Council Meeting on December 23, 2010. Councilman John Funk seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

## **FINANCE**

Councilman John Funk made a motion to accept the Treasurer's Report for the month of December, 2010. Councilman Mark Sterling seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of January 10, 2011 and the remaining bills for the month of December totaling \$130,876.03. Councilman Mark Sterling seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

Mayor Morris stated that we have received a request from Food Lion for a donation to support our troops. Mayor Morris

stated that it is hard to take tax payers' money to support groups that are not citizens of the Town. Mayor Morris suggested offering Food Lion a space in the next newsletter to help get information out for their fundraiser.

#### **WATER AND SEWER**

Town Manager Ashley Jacobs informed the Council that the agreement that was reviewed at the last meeting is not ready to be signed because the well lot has not been subdivided from the rest of the property and is not zoned properly. She stated that we will have to go through a rezoning process and a subdivision process with Rockingham County. Mayor Morris stated that we thought this had already been taken care of but Counsel found that it has not. Town Manager Ashley Jacobs stated that they are unsure how the well got on the property, initially. Mayor Morris stated that he will keep the Council updated on this process.

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

Councilman Berton Austin announced the second reading to amend Chapter 113 of the Code of the Town of Grottoes concerning Noise.

Councilman Berton Austin announced the first reading of an ordinance amending Chapter 160 - Water and Sewer of the Code of the Town of Grottoes.

Councilman Berton Austin announced the first reading of an ordinance repealing Chapter 139-3 of the Code of the Town of Grottoes.

Councilman Berton Austin made a motion to adopt the amendment to Chapter 113 - Noise to the Code of the Town of Grottoes. Councilwoman Marjorie Funk seconded the motion. Berton Austin; yes, John Funk; yes, Mark Sterling; yes, and Marjorie Funk; yes, motion carried.

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

Town Manager Ashley Jacobs informed the Council that the state has put out new regulations for 2018. She stated that all the street signs will have to be lower case with an initial cap. She stated that this is a very expensive cost to the Town.

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

Councilman Mark Sterling made a motion to approve the leasing of the Community Room for recreational dance classes. Councilman Berton Austin seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk announced that Elkton will be hosting the RML meeting but, with the transition of officers, they will hold the meeting in February.

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

Councilman John Funk made a motion to accept the committee assignments. Councilman Berton Austin seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

#### **UNFINISHED BUSINESS OF PREVIOUS MEETING**

Mayor Morris asked Chief Painter if he wanted to discuss the speed study. Chief Painter stated that he is in favor of doing the study. Town Manager Ashley Jacobs asked the Council to take action on the study. Councilwoman Marjorie Funk made a motion to proceed with a speed study. Councilman Mark Sterling seconded the motion. Councilwoman Marjorie Funk amended her motion to accept the quote from Blackwell Engineering in the amount of \$600.00. Councilman Mark Sterling accepted the amendment. Council members John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion. Councilman Berton Austin voted against the motion, motion carried.

Mayor Morris asked if anyone had any questions on the citizens' survey.

Town Manager Ashley Jacobs stated that June 4, 2011 has been set as Heritage Day at Grand Caverns.

Councilman Berton Austin made a motion to convene into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia to interview prospective candidates for appointment to a Board or Commission. Councilman Mark Sterling seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilwoman Marjorie Funk made a motion to appoint Jen Kyger to the Planning Commission. Councilman Mark Sterling seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

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

Mayor Morris called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, February 14, 2011 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were David Raynes, Berton Austin, John Funk, Joe Morris, Mark Sterling, Jim Justis, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Ashley Jacobs, Superintendent Charlie Stickley, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to accept the minutes as printed for the regular council meeting held on January 10, 2011. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's Report for the month of January 2011 as presented. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of February 14, 2011 and the remaining bills for the month of January, 2011 totaling \$75,856.62. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried

Councilman John Funk made a motion to purchase a filing cabinet for the Treasurer's office in the amount of \$758.00. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Berton Austin announced the second reading of an ordinance to amend Chapter 160 - water and sewer.

Councilman Berton Austin announced the second reading of an ordinance to repeal Chapter 139-3 partial reimbursement of street construction cost.

Councilman Berton Austin made a motion to accept the amendment to Chapter 160 - water and sewer of the Town Code of the Town of Grottoes. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Berton Austin made a motion to repeal Chapter 139-3 partial reimbursement of street construction cost of the Town Code of the Town of Grottoes. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Berton Austin stated that we need to set a public hearing date for citizen comment on the business license categories and the home occupation permit process. Councilman Berton Austin set the public hearing for March 14, 2011 at 7:00 p.m. and asked to confirm this date with the Planning Commission.

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

Councilman David Raynes stated that we have received the outcome and recommendation from the 12<sup>th</sup> Street speed study. He stated that the average speed was 27.5 mph. Councilman David Raynes stated that considering the circumstances of the area (100 block of 12<sup>th</sup> Street), Chief Painter feels that the speed limit in this area should be dropped to 15 mph. Councilman David Raynes made a motion to drop the speed limit from 25 mph to 15 mph. Councilman Berton seconded the motion. Councilman John Funk asked how far the speed limit would extend. Chief Painter stated that this would only affect the Townhouse complex. Councilman David Raynes stated that his concern is if we drop the speed limit to 15 mph we will have the same request in other areas. Councilman Jim Justis stated that he doesn't see the current speed limit to be a problem with the average speed being 27.5 mph. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted against the motion, motion denied.

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

Councilman Mark Sterling made a motion to pay the electric bill for the Grottoes Little League totaling \$424.30 for the year. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling,

Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Sterling made a motion to accept the quote from John's Computer Service in an amount not to exceed \$3,000.00 for a new point of sales system at Grand Caverns. Councilman John Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs informed the Council of the Heritage Day Event at Grand Caverns. She stated that this will be held on June 4, 2011 at Grand Caverns Park.

Town Manager Ashley Jacobs informed the Council that in their packet is a report from Dr. Dan Doctor on the speleothem sampling in Grand Caverns.

Mayor Morris stated that VAR has requested permission to clean the formations in the cave. He stated that they use peroxide and brushes to clean them and the recommendation from the National Park Service is to use diluted bleach water. Councilman Mark Sterling made a motion to deny the request for cleaning the formations or to take anything out of the cave. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs stated that she is working on updating the operating manual for the 2011 pool season. She stated that the pool season will begin opening on weekends on May 28<sup>th</sup> and open all week starting June 11, 2011. She stated that the pool hours this year will be 12:00 p.m. until 7:00 p.m. Pool parties will be held from 7:00 p.m. until 9:00 p.m.

Town Manager Ashley Jacobs stated that the next item that needs to be discussed is concerning minimum pool usage. She stated that the current policy states that the pool will close due to insufficient use if the following conditions persist for more than one hour: (a) there are less than seven people in the water or (b) there are less than ten people within the pool fence enclosure. Town Manager Ashley Jacobs stated that we had a couple of problems occur with this last year and she feels it needs to be removed. Councilman Jim Justis made a motion to remove the current insufficient use policy. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes,

Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs stated that the next item that needs to be discussed is the need for babysitters to pay separately. She stated that staff ran into some problems with this last year. Councilman Jim Justis made a motion that a family can obtain an annual babysitter pass for \$35.00 that can be used with any babysitter that carries the pass. Councilman Mark Sterling seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Mayor Morris stated that the current policy requires adults entering the pool to supervise their children, whether swimming or not, are required to pay admission. Councilman Mark Sterling stated that he received several complaints on this. Councilman Jim Justis stated that we are only allowed so many people in the pool area and if non swimmers do not pay then we are losing money from people who would pay. Mayor Morris stated that the policy would remain as is if there is no motion to change it.

Town Manager Ashley Jacobs stated that we have talked with Mark Cline about creating some enhancements for our golf course. She stated that we have a quote for \$1,200.00 for a large foam statue of a golf ball with a bat on top of it and a Grand Caverns sign. She stated that the statue is about 11 feet tall. Councilman Mark Sterling made a motion to accept the quote from Mark Cline, not to exceed \$1252.00. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, Councilman John Funk voted against the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk stated that the spring community yard sale date has been set for Saturday, May 21, 2011 and the fall community yard sale date is scheduled for Saturday, September 17, 2011.

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

Councilman John Funk made a motion to approve the Grottoes Fire Department Officers for 2011. Councilman David Raynes seconded the motion. Council members David Raynes, Berton

Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Marjorie Funk made a motion to accept the resignation of Donald Morris from the Board of Zoning Appeals. Councilman Mark Sterling seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs stated that after attending a VML webinar, there were some changes that needed to be made to our comp-time policy. She stated that she met with the Police Chief and the Town Attorney to discuss the needed changes. Councilman John Funk made a motion accept the revised comp-time policy. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs informed the Council that the Pool Staffing and Dump Truck bids are out. She stated that the Cary Street project is almost complete and that Curtis Ball is interested in working on the trails at Grand Caverns on a volunteer basis.

#### **SPECIAL ORDER OF BUSINESS**

Mayor Morris stated that we are exploring the option of purchasing a trash truck and performing this service in-house. He stated that each time we renew our contract there has been an increase that adversely affects our citizens. The committee is looking at purchasing a truck, hiring an additional staff member and maintaining the current rate for several years unless the County raises the landfill rates. Councilman Jim Justis asked that we bid the trash services to compare with our operating costs.

Town Manager Ashley Jacobs stated that the owner of the Elkton Family Children's Medical Clinic would like to open a clinic in Grottoes. She stated that they are in the very early stages of this process and are applying for grants and they are requesting a letter of support from the Town. She stated that a local business owner has offered them space for the clinic. Councilman David Raynes made a motion to write a letter of support for the clinic in Grottoes. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton

Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs stated that the Grottoes Apartments have asked that the Town of Grottoes not tax them on the renovations for seven years. This would give them more points for their grant. She stated that they are asking that we abate the taxes on the value of the renovations if they receive the grant. Councilman Jim Justis asked if Rockingham County was abating the renovations. Mrs. Jacobs stated that she was not sure what the County was doing and would try to find out. However, they need our answer before we meet in March. Councilman David Raynes made a motion to follow what Rockingham County does on the abatement of the renovations. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs stated that she would like to nominate Wellness Concepts for the Better Models for Development Award. She feels they would be a great candidate for this award and she will work with the Central Shenandoah Planning District Commission on this nomination. Councilwoman Marjorie Funk made a motion to nominate Wellness Concepts for the Better Models for Development Award. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Anna Wheeler addressed the Council asking to have a 5K walk in Grottoes. She stated that this would benefit the mission team from Mt. Olive Brethren Church. She stated that they are trying to raise funds for mission trips to Africa and Costa Rica. She stated that they would like to have it in Grottoes because it's a beautiful local place and we can bring in business. Ms. Wheeler stated that the cost of the walk is \$25.00 and the date is scheduled for June 18, 2011. Town Manager Ashley Jacobs stated that she was not aware of this and if they have any intentions of using either park we would need to check the park calendar. Ms. Wheeler stated that they would like to start at the park, go to Forest Avenue, to 6<sup>th</sup> Street, to Gum Avenue, back to Nineteenth Street, and end at the park. Mayor Morris said he thinks its a good idea but is not sure if its feasible for us or

not. Mayor Morris stated that if its ok with Council he would like them to meet with Town Manager Ashley Jacobs and Chief Painter to see if we can make this work. Town Manager Ashley Jacobs also informed Council that she has another group that is coming to Council in March about another 5K walk.

Councilman Jim Justis made a motion to convene into closed session pursuant to section 2.2-3711(A)3 of the Code of Virginia to discuss or consider the acquisition of real property for a public purpose, where the discussion in an open meeting could adversely affect the bargaining position or negotiating strategy of the public body. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman John Funk made a motion to offer Elliott Diamond \$129,000.00 for 15 lots. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

The Grottoes Town Council and the Grottoes Planning Commission held a joint public hearing on Monday, March 14, 2011, beginning at 7:00 p.m., with Mayor Morris presiding.

**Council Members Present were:** Mayor Joe Morris, David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk.

**Council Members Absent were:** Jim Justis.

**Planning Commission Members Present were:** Mark Keeler, Bill Martin, Berton Austin, Shannon Clem, and Jen Kyger.

**Planning Commission Members Absent were:** Emily Holloway and Brian Robertson.

**Other Town Officials Present were:** Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Ashley Jacobs, Town Superintendent Charlie Stickle, and Police Chief John Painter.

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

Mayor Morris called the joint public hearing to order and welcomed guests. He stated that the reason for the hearing is to hear citizen comments regarding amending Chapter 100-100 (Home Occupations) of the Grottoes Town Code.

Mayor Morris stated that we do not have anyone signed up to speak for or against the amendment and asked if any of the Council or Planning Commission members had any questions on the amendment.

Mayor Morris turned the meeting over to the Planning Commission.

Chairman Austin asked the Commissioners if they had any further questions or if they were ready to make a recommendation.

Commission Member Bill Martin made a motion to recommend the changes to Chapter 100-100 (Home Occupations) to the Council. Commission Member Shannon Clem seconded the motion. Commission Members Mark Keeler, Bill Martin, Shannon Clem, and Jen Kyger voted in favor of the motion, motion carried. Chairman Austin turned the meeting back over to Mayor Morris.

Mayor Morris asked if the Council had any questions. With no further questions Mayor Morris adjourned the joint public hearing.

Mayor Morris called the Town Council Public Hearing to order and stated the reason for the public hearing is to hear citizen comments regarding amending Chapter 144 to create a new Section 144-31-1 Direct Sellers.

Town Manager Ashley Jacobs stated that the reason we are creating this section is to better define businesses like Avon and Pampered Chef. She stated that in the past they have always been charged a business license fee but by creating this section it will be a better classification for these types of businesses.

Mayor Morris stated that we do not have anyone signed up to speak for or against the amendment and asked if any of the Council members had any questions on the amendment.

With no further comments Mayor Morris adjourned the public hearing.

Mayor Morris called the Meeting of the Grottoes Town Council to order on Monday, March 14, 2011 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were David Raynes, Berton Austin, John Funk, Joe Morris, Mark Sterling, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Ashley Jacobs, Superintendent Charlie Stickley, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to accept the minutes as printed for the regular council meeting held on Monday, February 14, 2011. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling and Marjorie Funk voted in favor of the motion, motion carried.

## **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's Report for the month of February, 2011 as presented. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of March 14, 2011 and the remaining bills for the month of February, 2011 totaling \$84,265.63. Councilman Mark Sterling seconded the

motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk presented Bill Martin of the Grottoes Volunteer Fire Department a check for \$5,197.91 for our annual donation plus the reimbursement of their water bill.

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

Councilman Berton Austin announced the first reading to amend Chapter 100-100 Home Occupations.

Councilman Berton Austin announced the first reading to amend Chapter 144 Taxation to create a new section 144-31-1 Direct Sellers.

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

Councilman David Raynes stated that the bid opening for the dump truck bids was held on Monday, March 7, 2011 at 2:00 p.m. and stated that we received three bids. Councilman David Raynes made a motion to accept the bid from Truck Enterprises in the amount of \$105,710.00. Councilman John Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Mark Sterling stated that the bid opening for the 2011 Pool Staffing was held on Monday, March 7, 2011 at 2:15 p.m. Councilman Mark Sterling made a motion to accept the bid from the Waynesboro YMCA. Councilman John Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs stated that we have three carpet quotes to re-carpet the miniature golf course at Grand Caverns. Town Manager Ashley Jacobs stated that even though the quote is slightly higher, she is recommending Blacks Paint and Floor Covering since we have recently worked with them on carpeting the Town Office. Councilman Mark Sterling made a motion to accept the bid from Black's Paint and Floor Covering in the amount of \$9,700.00. Councilman David Raynes seconded the motion. Councilman John Funk asked if this would be a smart

investment. Town Manager Ashley Jacobs stated that it would take a couple of years to realize our investment but feels that the upgrade needs to be done. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Sterling made a motion to accept the quote from Hawk Security in the amount of \$741.33 for a security system for the stone lodge building at Grand Caverns. Councilwoman Marjorie Funk seconded the motion. Councilman Mark Sterling amended his motion to add the cave entrance building at a cost of \$753.10. Councilwoman Marjorie Funk accepted the amendment. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk announced that the Produce Market will begin on Saturday, May 21, 2011 and end on Saturday, September 17, 2011.

Councilwoman Marjorie Funk informed the Council that Grottoes is the host of the April RML Meeting. She asked that everyone mark their calendars and plan to attend the April 20<sup>th</sup> meeting.

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

Councilman John Funk made a motion to accept the quote from Phoenix to purchase a patrol rifle in the amount of \$1,724.00. Councilman Mark Sterling seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL ORDER OF BUSINESS**

Tom Melendez addressed the Council and stated that he is with Mr. Frank Tamberrino, the President and CEO, of the Harrisonburg Rockingham Chamber of Commerce. Mr. Tamberrino addressed the Council and gave a presentation on the Vision 2020 plan. He stated that the Vision is "a community of unparalleled quality of life, where natural beauty, friendly interdependent relationships and diverse cultural, economic and educational opportunities exist". Mr. Tamberrino explained that the four cornerstones of the plan are: Community Planning, Business Vitality and Entrepreneurship, World Class Education and Workforce, and Community Leadership and Development. He stated

that the next step is to inform and advise Local Government Officials, Town Councils and Boards to request support. Mr. Taberrino is requesting that the Council recognize the importance of a community-wide vision for the future of local government and help make this vision a reality. Mr. Tamberrino thanked them for allowing him to speak and asked if anyone had any questions.

Councilman Mark Sterling made a motion to convene into closed session pursuant to section 2.2-3711(A)3 of the Code of Virginia to discuss or consider the acquisition of real property for a public purpose, where the discussion in an open meeting could adversely affect the bargaining position or negotiating strategy of the public body. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, motion carried.

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

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

Mayor Morris called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, April 11, 2011 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were David Raynes, John Funk, Joe Morris, Jim Justis, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Ashley Jacobs, Superintendent Charlie Stickley, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to accept the minutes as printed for the joint public hearing and the regular council meeting held on March 14, 2011. Councilman David Raynes seconded the motion. Council members David Raynes, John Funk, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's Report for the month of March 2011 as presented. Councilman Jim Justis seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of April 11, 2011 and the remaining bills for the month of March, 2011 totaling \$112,164.15. Councilman David Raynes seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilman Jim Justis stated that the 2011 Consumer Confidence Report will be mailed with the next water billing. He stated that there are no discrepancies in the report and if you have any questions to see Town Superintendent Charlie Stickley.

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

Mayor Morris announced the 2<sup>nd</sup> reading amending Chapter 100-100 Home Occupations.

Mayor Morris announced the 2<sup>nd</sup> reading amending Chapter 144 to create a new section 144-31-1 Direct Sellers.

Councilman John Funk made a motion to approve the amendments to Chapter 100-100 Home Occupations. Councilwoman Marjorie Funk seconded the motion. Roll call vote was taken; D. Raynes; yes, J. Funk; yes, J. Justis; yes, M. Funk; yes, motion carried.

Councilman John Funk made a motion to amend Chapter 144 to create a new section 144-31-1 Direct Sellers. Councilman David Raynes seconded the motion. Roll call vote was taken; D. Raynes; yes, J. Funk; yes, J. Justis; yes, M. Funk; yes, motion carried.

Town Manager Ashley Jacobs stated that Glenna McCallister has requested to subdivide a lot that she owns. She stated that the Planning Commission is recommending the subdivision since it meets all of the Town's lot size requirements. Councilman John Funk made a motion to approve the subdivision for the McCallisters. Councilman Jim Justis seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs informed the Council that the Planning Commission is working on updating the Comprehensive Plan. She stated that we are still waiting on updated information from the 2010 Census and we also have to create an Urban Development Area (UDA). She stated that the UDA will need to be included in this update.

Town Manager Ashley Jacobs informed the Council that the Planning Commission does not feel like the old Twitty's building would be a good investment or location for a community center.

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

Councilman David Raynes stated that Council has received a copy of the U-1 report and resolution. He stated that we are adding a portion of 12<sup>th</sup> Street and a portion of 14<sup>th</sup> Street to our maintenance funding. Councilman David Raynes made a motion to approve the resolution. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes stated that we received a bid for trash collection services and, with the increased cost, the trash committee would like to bypass the service bid and proceed to provide this service ourselves.

Councilman David Raynes made a motion to accept the trash truck bid from Truck Enterprises in the amount of \$118,910.00. Councilman John Funk seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to approve \$103,609.00 for additional paving work from Smith Paving. Councilman John Funk seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Town Manager Ashley Jacobs informed the Council that the VAR group has found a sick bat in our cave. She stated that all other caves in the valley with bats have tested positive for White Nose Syndrome and now so have ours. She stated that it is not harmful to humans; however it does kill the bats. Ashley Jacobs stated that the only way to get rid of it is to kill the sick bats. She stated that the Virginia Cave Board has provided information about decontaminating when you go from one cave to another because it is believed it can be carried on human clothing and affect other bats. Town Manager Ashley Jacobs stated that the Virginia Cave Board has recommended how to allow access into Fountain Cave and also how to notify visitors to Grand Caverns of the White Nose Syndrome. The Town Manager stated that the problem is this was noticed by a VAR member back in December and we were not notified. She stated that it was noticed again in March and again we were not notified; however they elected to inform the Virginia Cave Board at the monthly meeting that White Nose Syndrome has been found in our cave. Town Manager Ashley Jacobs stated that we have had several incidents where we have not been properly notified about things that have been found in the cave or done inside the cave. She stated that working with Lettie Stickley, Park Specialist, and the Virginia Cave Board we are requesting some recommendations for cave access. Councilman John Funk made a motion to approve the Fountain Cave Access Policy effective April 11, 2011. Councilman David Raynes seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to approve the following recommendations for cave access:

- Recommend that each group requesting special use of Grand or Fountain do a written request for use prior to

activity. At least 2 weeks prior notice is required but a month would be preferable so that the request can be taken to Council.

- If access is approved, a short report outlining what is to be accomplished each trip in and what was accomplished or found upon exit of each trip to be signed and dated by trip leader.
- VLM (Virginia Living Museum) group would be an exception to the report requirement since their trips are more like a field trip than a work trip. They would be required to do a request once per year to include the entire year.
- Follow the guidelines set forth in the letter dated 4/5/2011 from the VA Cave Board.
- No access allowed into Fountain between the dates of Oct. 15- April 15 due to hibernation of bats based upon the recommendation of VA Cave Board and DCR.
- Allow VAR to continue doing projects and have their monthly trips but with strict supervision and no exceptions to rules set forth by the Town and Grand Caverns Management. Any breach of this could result in the group not being allowed further access.

Councilman Jim Justis seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Ashley Jacobs stated that last June we switched telephone and internet service providers from Verizon and Comcast to nTelos. At that time, it was presented to us as the most economical option plus it would allow communication between Grand Caverns and the Town Hall. Ashley stated that we have had numerous issues with nTelos's service and would like to go back to the Verizon service for our telephones and Comcast service for internet. She stated that in order to switch back to our original providers she is requesting \$1,280.00 as a one-time fee to install line cards to work with our current equipment. Ashley stated that because of the cost savings they are offering us to come back we will be saving \$538.00 a month. Councilwoman Marjorie Funk made a motion to appropriate \$1,280.00 for the telephone/internet switch. Councilman John Funk seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

## **SPECIAL EVENTS**

Councilwoman Marjorie Funk informed the Council that we are hosting the RML meeting on Wednesday, April 20, 2011 at 6:30 p.m. She stated that Batterbee's will be catering the meal and to let Tara Morris know if you will be attending.

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

Town Manager Ashley Jacobs informed the Council that a draft of the budget is complete and that the public hearing will be held next month.

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

Victoria Price addressed the Council and stated that she is a student at Spotswood High School and that she will be attending the Model General Assembly. She stated that it is very expensive and the cost is \$250.00 per student to attend and it is up to the students to raise the money to go. Victoria stated that she is a citizen of the Town of Elkton and she went to them for support but was advised that they would be withdrawing their support because of the new East Rockingham High School. Victoria stated that they lost support from the Elkton businesses therefore this has greatly reduced their financial base. Ms. Price stated that she knows Grottoes has generously supported this in the past and has asked for a follow up on how their experience was. Ms. Price stated that she would be happy to come back and share her experience with the Council. Councilman John Funk made a motion to provide \$200.00 to support Spotswood High School Model General Assembly. Councilman John Funk asked that Ms. Price return and provide the Council with an update on her experience. Councilman Jim Justis seconded the motion. Council members David Raynes, John Funk, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Andrew Farlow addressed the Council and stated that he is working toward his Citizenship in the Community Merit Badge. To finish this he needs to provide service hours and, with the Town's permission, he would like to remove trash along the sides of the streets and recycle it. He would like to do this on Saturday, April 23<sup>rd</sup>. If any citizens would like to help, they can contact him at 249-3596. Mayor Morris thanked Mr. Farlow for coming and thanked him for his service.

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 John Funk seconded the motion. Council members David Raynes, John Funk,

Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

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

Town Attorney Nathan Miller stated that we have a three judge panel for the annexation of the Grand Caverns property. Mr. Miller stated that the hearing will probably be in May.

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

Mayor Morris called the Town Council Public Hearing to order at 7:00 p.m. on Monday, May 9, 2011 and welcomed the citizens. Town Clerk Tara Morris called the roll. Members present were Berton Austin, John Funk, Joe Morris, Mark Sterling, Jim Justis and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Superintendent Charlie Sticklely, and Police Chief John Painter.

Mayor Morris stated that the public hearing was to hear citizens' comments regarding the FY 2011-2012 Annual Budget.

No citizen comments were made.

No Council comments were made.

With no further comments Mayor Morris adjourned the public hearing.

Mayor Morris called the regular Council meeting to order.

Councilwoman Marjorie Funk made a motion to approve the minutes from the April 11, 2011 Council meeting. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to accept the Treasurer's Report for the month of April, 2011. Councilman Berton Austin seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of May 9, 2011 and the remaining bills for the month of April totaling \$60,501.15. Councilwoman Marjorie Funk seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman John Funk made a motion to surplus the listed equipment. Councilman Mark Sterling seconded the motion. Council

members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to accept the tree removal quote from Col-Lac to remove a dead tree from 6<sup>th</sup> Street and a dead tree from Randall Road. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried. Mayor Morris asked Town Superintendent Charlie Stickley to purchase two smaller trees to plant somewhere in town to replace the trees being removed.

Mayor Morris stated that we have a quote for line painting of the streets and cross walks in town. Councilman John Funk made a motion to accept the quote from Golden Rule Services in the amount of \$8,420.00 for line painting. Councilwoman Marjorie Funk seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Town Clerk Tara Morris informed the Council that the VAR report is their monthly report that we requested explaining what they did at Grand Caverns.

Councilman Mark Sterling made a motion to accept the quote from Dodson's Pest Control for \$1,500.00 to treat the Stone Lodge. Councilman John Funk seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk stated that the Community Yard Sale will be Saturday, May 21<sup>st</sup>. Also, the Produce Market will begin that day.

Mayor Morris stated that Saturday, June 4<sup>th</sup> is Heritage Day at Grand Caverns which will include the dedication of the Civil War Marker.

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

Councilwoman Marjorie Funk made a motion to reappoint Margie Mayes to the Board of Zoning Appeals. Councilman Jim Justis seconded the motion. Council members Berton Austin, John

Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to accept the resignation from Town Manager Ashley Jacobs. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL ORDER OF BUSINESS**

Councilman John Funk made a motion to grant the request of \$150.00 for refreshments for the Memorial Day Ceremony. Councilman Mark Sterling seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, and Marjorie Funk voted in favor of the motion, Councilman Jim Justis abstained from the motion, motion carried.

Councilman John Funk made a motion to support the Vision 2020 Resolution. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Beth Raynes and the girl scouts addressed the Council asking for permission to have the Children's Parade on July 4<sup>th</sup> at 10:00 a.m. Councilwoman Marjorie Funk made a motion to allow the girl scouts to have the children's parade. Councilman Jim Justis seconded the motion. Mayor Morris asked if the route was the same as last year. Beth Raynes stated that the route would be the same. Council members Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Mayor Morris called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, June 13, 2011 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were David Raynes, Berton Austin, John Funk, Joe Morris, Mark Sterling, Jim Justis, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Superintendent Charlie Stickley, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to accept the minutes as printed for the public hearing and the regular council meeting held on May 9, 2011. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's Report for the month of May 2011 as presented. Councilman Mark Sterling seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of May 9, 2011 and the remaining bills for the month of April, 2011 totaling \$223,553.62. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to approve the Fiscal Year 2011-2012 Annual Budget. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Berton Austin made a motion to set a joint public hearing for Monday, July 11, 2011 at 7:00 p.m. to discuss the public use overlay ordinance. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Berton Austin made a motion to accept the lot line revision request from Mr. Clyde Nicholson. Councilman John Funk seconded the motion. Councilman Berton Austin stated that the Planning Commission has reviewed the request and recommended that the request be sent to Council for approval. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **STREETS AND STREETLIGHTS**

Councilman David Raynes made a motion to accept the highest bid for each of the surplus equipment items. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to accept the quote from Leonard's in the amount of \$2,450.00 for a landscape trailer for the maintenance department. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Mark Sterling stated that we have a request to use the stage at Mountain View Park for a fundraiser for the Elkton Family and Children's Medical Clinic. He stated that the requested date is July 30<sup>th</sup> and that the stage is the only amenity requested. Councilman Mark Sterling made a motion to table the request until we can verify the fundraiser with the Elkton's Family Medical Clinic. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk commented on the success of the Heritage Day event that was held at Grand Caverns on June 4<sup>th</sup> and reminded everyone of the Girl Scouts July 4<sup>th</sup> children's parade.

Councilman Jim Justis made a motion to convene into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia to interview prospective candidates for employment with the Town. Councilman Mark Sterling seconded the motion. Council

members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Jim Justis made a motion to hire Avery Daugherty as the Town Manager to start as soon as possible but not later than July 1, 2011 with the salary and benefit package to be negotiated. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

The Grottoes Town Council and the Grottoes Planning Commission held a Joint Public Hearing on Monday, July 11, 2011, beginning at 7:00 p.m., with Mayor Morris presiding.

**Council Members Present were:** Mayor Joe Morris, David Raynes, Berton Austin, John Funk, and Marjorie Funk.

**Council Members Absent were:** Jim Justis and Mark Sterling.

**Planning Commission Members Present were:** Mark Keeler, Bill Martin, Brian Robertson, Berton Austin, Shannon Clem, and Jen Kyger.

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

**Other Town Officials Present were:** Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Avery Daugherty, Town Superintendent Charlie Stickley, and Police Chief John Painter.

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

Mayor Morris called the Joint Public Hearing to order and welcomed guests. He stated that the reason for the hearing is to hear citizen comments regarding the amendment of Chapter 100 to create two new Articles: Article IV(A) "Overlay District" and Article XIX(A) "Public Use Overlay District".

Mayor Morris stated that we do not have anyone signed up to speak for or against the amendment and asked if any of the Council or Planning Commission members had any questions on the amendment.

Mayor Morris turned the meeting over to the Planning Commission.

Chairman Austin asked the Commissioners if they had any further questions or if they were ready to make a recommendation.

Commission Member Brian Robertson made a motion to recommend the changes to Chapter 100 to create the two new Articles.

Commission Member Bill Martin seconded the motion. Commission Members Mark Keeler, Bill Martin, Brian Robertson, Shannon Clem, and Jen Kyger voted in favor of the motion, motion carried. Chairman Austin turned the meeting back over to Mayor Morris.

Mayor Morris asked if the Council had any questions. With no further questions Mayor Morris adjourned the Joint Public Hearing.

Mayor Morris called the Town Council Public Hearing to order and stated that the reason for the Public Hearing is to hear citizen comments regarding the Upper Shenandoah River Basin Water Supply Plan.

Town Clerk Tara Morris stated that this is a regional plan that is developed so that all counties, cities, and towns in the region follow the same procedures for drought. This may not affect all areas at the same time but the procedures will be the same.

Mayor Morris stated that we do not have anyone signed up to speak for or against the plan and asked if any of the Council members had any questions.

With no further comments Mayor Morris adjourned the public hearing.

Mayor Morris called the Meeting of the Grottoes Town Council to order on Monday, July 11, 2011 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were David Raynes, Berton Austin, John Funk, Joe Morris, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Avery Daugherty, Superintendent Charlie Stickley, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to accept the minutes as printed for the regular Council Meeting held on Monday, June 13, 2011. Councilman John Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

## **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's Report for the month of June, 2011 as presented. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of July 11, 2011 and the remaining bills for the month of June, 2011 totaling \$94,183.62. Councilwoman Marjorie Funk seconded the

motion. Council members David Raynes, Berton Austin, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Mayor Morris informed the Council that we are working with the Steger family to get an easement to run a water line to Grand Caverns.

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

Councilman Berton Austin announced the first reading of an ordinance to amend Chapter 100 to create two new articles; Article IV(A) "Overlay Districts" and Article XIX(A) "Public Use Overlay District".

Councilman Berton Austin announced the first reading for the adoption of a new ordinance: Chapter 169 Drought Management to the Grottoes Town Code.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk informed the Council that Mt. Crawford is hosting the RML meeting on Wednesday, July 20, 2011 at 6:30 p.m. at the Harrisonburg/Rockingham Sewer Authority.

Councilwoman Marjorie Funk announced that on July 22, 2011 we will be hosting movie night in the park. This is a free event and gates will open at 7:00 p.m. The movie featured will be Justin Bieber Never Say Never.

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

Councilman John Funk made a motion to appoint Avery Daugherty as the Zoning Administrator for the Town of Grottoes. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Berton Austin made a motion to reappoint Don MacDanel to the Board of Zoning Appeals. Councilman John Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL ORDER OF BUSINESS**

Councilman John Funk made a motion to adopt the Upper Shenandoah River Basin Water Supply Plan Resolution. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Avery Daugherty stated that the Children of Fallen Soldiers Relief Fund asked to hold a fundraiser at Mountain View Park on September 11, 2011. He stated they would like to have a car show and concert. Mayor Morris stated that two of the shelters are rented for the day. Councilman John Funk made a motion to decline the request for the use of the Mountain View Park for a fundraiser on September 11, 2011. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Mike Garber from PBGH addressed the Council and presented the June 10, 2010 financial statement. He stated that the opinion was again unqualified for the statement. He stated that the big change for the June 30, 2010 financials were the addition of the Caverns Fund and getting that properly recorded. Mr. Garber asked if the Council had any questions. Mayor Morris thanked Mr. Garber for coming tonight.

#### **UNFINISHED BUSINESS FROM PREVIOUS MEETING**

Mayor Morris stated that last month we had a written request from a citizen to have a music fundraiser at the stage at Mountain View Park on July 30, 2011. Mayor Morris stated that the fundraiser is for Dr. Pete Hill of Elkton's Children and Family Medicine that wants to open an office in Grottoes. Mayor Morris stated that he did not receive the grant they applied for but he still wants to open an office in Grottoes. Councilman John Funk made a motion to approve the fundraiser subject to the Mayor clarifying details of the fundraiser. Councilman Berton Austin seconded the motion. Council members David Raynes, Berton Austin, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman David Raynes called the Town Council Public Hearing to order at 7:00 p.m. on Monday, August 8, 2011 and welcomed the citizens. Town Clerk Tara Morris called the roll. Members present were Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Avery Daugherty, Town Superintendent Charlie Stickley, and Police Chief John Painter.

Councilman David Raynes stated that the public hearing was to hear citizens' comments regarding the refinancing of the general obligation bond.

Town Manager Avery Daugherty stated that the refinancing of this bond is to lessen the years on the Town Hall payment by eight years and to include the purchase of 15 lots adjacent to the Town Hall.

No citizen comments were made.

No Council comments were made.

With no further comments Councilman David Raynes adjourned the public hearing.

Councilman David Raynes called the regular Council meeting to order.

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

## **FINANCE**

Councilman John Funk made a motion to accept the Treasurer's Report for the month of July, 2011. Councilwoman Marjorie Funk seconded the motion. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of August 8, 2011 and the remaining bills for the month of July totaling \$175,284.38. Councilman Mark Sterling seconded the motion. Council members Berton Austin, John Funk, David Raynes,

Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to increase the VML Crime Coverage from \$50,000.00 to \$100,000.00. He stated that this would be a difference of \$243.00 per year. Councilman Jim Justis seconded the motion. Councilman Jim Justis asked if the deductible would remain \$250.00. Town Manager Avery Daugherty stated that the deductible would not change. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Berton Austin announced the 2<sup>nd</sup> Reading amending Chapter 100 - to create two new Articles; Article IV(A) Overlay Districts and Article XIX(A) Public Use Overlay Districts.

Councilman Berton Austin announced the 2<sup>nd</sup> Reading to add Chapter 169 Drought Management to the Grottoes Town Code.

Councilman Berton Austin made a motion to amend Chapter 100 by adding two new Articles; Article IV(A) Overlay Districts and Article XIX(A) Public Use Overlay Districts. Councilwoman Marjorie Funk seconded the motion. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Berton Austin made a motion to add Chapter 169 Drought Management to the Grottoes Town Code. Councilman John Funk seconded the motion. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman David Raynes made a motion to purchase a utility vehicle from Wayne's Cycle Shop in the amount of \$7,970.00. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to purchase a tractor from Valley Implement in the amount of \$7,950.00. Councilman Jim Justis seconded the motion. Council members Berton Austin, John

Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Mark Sterling made a motion to purchase six new grills for the Grand Caverns Park from Jamestown Advanced Products not to exceed \$2523.00. Councilman John Funk seconded the motion. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk announced the next movie night in the park is Friday, August 26, 2011 and will feature Toy Story 3. The Community Yard Sale is on September 17<sup>th</sup> and the Harvest Festival is September 24<sup>th</sup>.

#### **SPECIAL ORDER OF BUSINESS**

Councilman John Funk made a motion to approve the \$672,000.00 general obligation bond. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to allow Town Manager Avery Daugherty to sign the bond closing documents. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Jim Justis addressed the Council on behalf of the Grottoes Church of the Brethren asking the Council to consider allowing the church to use the land at the old jail for a community garden. He stated that the church is also asking Reynolds to use the adjoining property for the community garden and that request was sent to their main office. Town Clerk Tara Morris asked Town Attorney Nathan Miller if this would be allowed, would the Town have to hold another public hearing since the church already leases that property. Town Attorney Nathan Miller replied no, since the Town has already held a public hearing for the lease of that property and it's the same property. Councilman John Funk asked if the Town's insurance would cover this or if the church should carry a policy to cover accidents on the property. Councilman John Funk made a motion to table the request until

next month so that we can check on insurance for the property. Councilman Berton Austin seconded the motion. Council members Berton Austin, John Funk, David Raynes, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Mayor Morris called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, September 12, 2011 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were David Raynes, Berton Austin, John Funk, Joe Morris, Mark Sterling, Jim Justis, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Avery Daugherty, Superintendent Charlie Sticklely, and Police Chief John Painter.

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

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's Report for the month of August, 2011 as presented. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of September 12, 2011 and the remaining bills for the month of August, 2011 totaling \$263,174.22. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to approve the computer quote from Edge ITM not to exceed \$5,000.00. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilman Jim Justis stated that Council has a copy of a document from the Department of Conservation and Recreation. He stated that this pertains to the easement we are trying to obtain from the water tower to Grand Caverns Park. Councilman Justis stated that we are having some issues concerning the easement. Mayor Morris asked Audrey Dreelin to speak now since the Council is discussing the matter she has concerns with. Audrey Dreelin stated that she is one of the seven owners of

Cave Hill. She stated that she is here because she would like the Town Council to consider coming into Grand Caverns with the waterline by means of Dogwood Avenue and going under the river. She stated that they have Madison Cave to consider and that this will affect too many endangered species. She stated that when it was proposed it was for a water line and now the easement includes a sewer line and that would be devastating for one of those pipes to burst. Mayor Morris thanked Ms. Dreelin for her comments.

Councilman Jim Justis asked if we have contacted the state agencies. Mayor Morris stated that Charlie has spoken with several agencies but our first step is to obtain the easement. Mayor Morris stated that the easement was written as a standard easement. Town Superintendent Charlie Sticklely stated that he thought it would be written for water only. Councilman Jim Justis stated that he doesn't have a problem with non-evasive utilities but he feels that sewer and natural gas should not be included in this utility easement. Mayor Morris stated that we went to them for water. He stated that we already have electric, telephone, etc. Mayor Morris stated that we cannot operate two water systems so we have no choice but to run a water line to Grand Caverns. Town Superintendent Charlie Sticklely stated that he feels comfortable with a water-only easement.

Councilman Jim Justis made a motion that the Mayor and Town Manager negotiate a final contract with the property owners for an easement for water only no later than November 8, 2011 and if we do not have a signed contract by then we will look at the process of condemnation. Councilman John Funk seconded the motion. Councilman Mark Sterling asked Ms. Dreelin if the Town only asked for a water easement how would her family feel about that. She stated that she couldn't answer for them but she feels there are still other issues. Mayor Morris stated that the lock that is on the gate at Grand Caverns is there to keep people off your property not to keep you from your property. Town Superintendent Charlie Sticklely stated that the lock on the gate behind Mr. Carr's shop is not locked by the Town. Mayor Morris informed Ms. Dreelin that this easement is not going to prohibit her from accessing her property. Mayor Morris stated that he has a motion on the floor properly seconded. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

## **ORDINANCE, HEALTH AND PROPERTY**

Councilman Berton Austin made a motion to accept the quote from General Code to update and reprint the code books. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Mark Sterling made a motion to accept the quote from Carson Rexrode in the amount of \$10,700.00 to construct a 24x40 pole building at Grand Caverns Park. Councilman Jim Justis seconded the motion. Mayor Morris stated that this money is coming from the surplus equipment that was sold. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Sterling made a motion to approve the quote from Roof Top Services to repair the roof on the Stone Lodge in the amount of \$2,950.00. Councilman John Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

## **SPECIAL EVENTS**

Councilwoman Marjorie Funk announced movie night in the park will be held on Friday, September 23<sup>rd</sup> featuring ET. She stated that the Harvest Festival will be held on Saturday, September 24<sup>th</sup> and the senior citizens' luncheon will be held on Saturday, October 22<sup>nd</sup>.

## **SPECIAL ORDER OF BUSINESS**

Councilman Jim Justis made a motion to approve the resolution to declare the week of September 17-23 Constitution Week. Councilman John Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

## **PRESENTATION AND PETITIONS AND CLAIMS**

Mike Betts addressed the Council proposing a 5K race for Grand Caverns. He stated that it would be a two race series with the first in April 2012 and the second in September, 2012. All the proceeds will be strictly used for Grand Caverns. Mr. Betts stated that he has three proposals and has put together a budget for the race. Mayor Morris thanked Mr. Betts for coming and asked Council to consider this request and be ready to discuss it at the next meeting.

Daniel Barnett addressed the Council stating that he is having problems with his sewer. He stated that he has paid the sewer bill since 1993 and recently found out that he is not connected to the Town sewer system. He stated that when he started having problems he called Kite's Plumbing and they discovered that he is not connected to the Town sewer system. Mr. Barnett stated that when he found out he was not connected he contacted the Town and talked with Charlie Stickley. He said Charlie told him there was nothing the Town could do because it was on the homeowner's side. Mr. Barnett then asked about the money he had paid for sewer. He stated that he talked to Cline about connecting his tank and that Charlie told him there would be a one-time connection fee. Town Superintendent Charlie Stickley stated that the connection fee is already paid. He stated that this system went in with the original system and the contractors inspected the lines. Mayor Morris stated that he was not available until Friday, but if it was ok with Councilman Justis, he would like them to meet with Charlie and get this situation resolved.

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

Mayor Morris called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Tuesday, October 11, 2011 and welcomed guests. Office Assistant Christa Hall called the roll. Members present were David Raynes, John Funk, Joe Morris, Mark Sterling, Jim Justis, and Marjorie Funk. Also present were Office Assistant Christa Hall, Town Attorney Nathan Miller, Town Manager Avery Daugherty, Superintendent Charlie Sticklely, and Police Officer Alan Johnson.

Councilwoman Marjorie Funk made a motion to accept the minutes from the September 12<sup>th</sup> Council meeting. Councilman David Raynes seconded the motion. Council members David Raynes, John Funk, Mark Sterling, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's Report for the month of September, 2011 as presented. Councilman David Raynes seconded the motion. Council members David Raynes, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of October 11, 2011 and the remaining bills for the month of September, 2011 totaling \$143,000.26. Councilman Jim Justis seconded the motion. Council members David Raynes, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Mayor Morris informed the Council that the easement for the Carr property has been signed, but the easement for the other property has not.

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

Councilman Davis Raynes made a motion to purchase a black hard top for the mule from Wayne's Cycle Shop for \$131.35. Councilman Jim Justis seconded the motion. Council members David Raynes, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to purchase a fixed windshield for the mule from Wayne's Cycle shop for a cost of

\$386.05 plus a \$60.00 installment fee. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes stated that we were asked to trim a tree on the corner of Park Avenue and A½ Street. After looking at the tree it was determined that the tree needs to come down. Councilman David Raynes stated that Town Manager Avery Daugherty contacted four companies for quotes and made a motion to go with Col-Lac at a price of \$1,400.00. Councilman John Funk seconded the motion. Council members David Raynes, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Mark Sterling made a motion to grant access to Fountain Cave to Richmond Middle School students and Tidewater Middle School students. Councilman Jim Justis seconded the motion. Council members David Raynes, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk announced that Timberville will be hosting the RML meeting on Wednesday, October 19<sup>th</sup>. Please let Town Clerk Tara Morris know if you are planning to attend. Councilwoman Marjorie Funk reminded the Council that the senior citizens' luncheon is October 22<sup>nd</sup> at 11:00 a.m. and all Council members need to be there to help serve.

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

Mayor Morris informed the Council that Greg Coffman was hired to the maintenance staff and that he started last week, which was the first week of trash collection. Mayor Morris stated that trash collection went well and that he had received many compliments from citizens.

#### **SPECIAL ORDER OF BUSINESS**

Town Manager Avery Daugherty stated that the Central Shenandoah Planning District Commission has established funding to help improve energy costs for the Town. He stated that the funds are guaranteed as long as the paperwork is submitted

correctly. He stated that the grant is for \$25,000.00; they will give us \$22,000.00 of that and our obligation would be \$3,000.00. Also anything over \$25,000.00 would be up to the Town to pay. Town Manager Avery Daugherty stated that the projects we are looking at are replacing the furnace in the Stone Lodge and replacing lights in the caverns with LED lights.

#### **UNFINISHED BUSINESS FROM PREVIOUS MEETING**

Mayor Morris asked if any of the Council had any questions regarding the request for the 5K race. He stated that the dates are April 27, 2012 and September 21, 2012. Mayor Morris stated that the only cost to the Town would be for man hours to block off the streets. Mayor Morris asked Avery to inform Mr. Betts that the Council is in favor of the race and that he can choose which proposal he wants to go with.

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

Councilman David Raynes called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, November 14, 2011 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Berton Austin, John Funk, David Raynes, Jim Justis, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Avery Daugherty, Superintendent Charlie Stickley, and Police Officer Chris Earman.

Councilwoman Marjorie Funk made a motion to accept the minutes from the October Council meeting. Councilman John Funk seconded the motion. Council members Berton Austin, John Funk, David Raynes, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes stated that the financials will be presented next month due to the Treasurer being off on medical leave.

#### **WATER AND SEWER**

Councilman Jim Justis stated that everyone should have a copy of three options for moving the water into the Caverns. He stated that the easement option which is option 1 is about \$56,000.00; option 2 is boring under South River Road, Dogwood and Route 256 is about \$131,600.00 and option 3 is boring under Dogwood and Route 256 and hanging a water main from the bridge which is about \$102,000.00. Councilman Jim Justis asked if he was correct by stating that we do not have a signed easement agreement with Cave Hill LLC. Town Manager Avery Daugherty stated that was correct. Councilman Jim Justis made a motion to instruct the Town Manager and Town Counsel to proceed with condemnation of the easement requirements to take the water into the park. Councilman John Funk seconded the motion. Council members Berton Austin, John Funk, David Raynes, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Jim Justis stated that we received seven responses to the requests for proposal for engineering services for the upgrades needed at the wastewater treatment plant. Councilman Jim Justis stated that these upgrades are mandated by DEQ to lower the phosphate levels. Councilman Jim Justis stated that he met with Town Manager Avery Daugherty, Town Superintendent Charlie Stickley, and Waste Water Operator Bobby Smith to look over the qualifications of the engineering firms to decide which engineering firm best suits our needs.

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

Councilman Berton Austin stated that we have received quotes for a new heating system for the stone lodge at the Grand Caverns which are: Kozy Heating & Air \$7,230.00; Fire & Ice (heat pump) \$8,390.00; Fire & Ice (gas furnace) \$9,725.00; Mountain Valley Home Comfort Inc. (option 1) \$13,615.00 (option 2) \$12,061.00 (option 3) \$10,673.00 and Landes Heating & Air \$14,926.00. Councilman Berton Austin made a motion to accept the quote submitted by Kozy Heating and Air in the amount of \$7,230.00 contingent on it meeting all the requirements for the Energy Grant. Councilman Jim Justis seconded the motion. Town Manager Avery Daugherty stated that everything with the quote from Kozy should meet the Energy Grant specifications but feels we should keep the contingency on the motion. Council members Berton Austin, John Funk, David Raynes, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Berton Austin stated that we received quotes from three companies for LED replacement bulbs for the cave, which are: Eck Supply \$26.98 per bulb; Home Depot \$28.97 per bulb; Lowe's Home Center \$39.98 per bulb. Councilman Berton Austin made a motion to accept the quote from Eck Supply at a cost of \$26.98 per bulb contingent on them meeting the requirements for the Energy Grant. Councilwoman Marjorie Funk seconded the motion. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, David Raynes, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Berton Austin stated that we have received quotes for installing guttering on the educational building and the new pole shed at the Caverns. We received quotes from the following companies: Stanley Roadcap's for \$1,038.00; Valley Roofing for \$1,147.50; Air Tight Windows and Doors for \$1,239.00. Councilman Berton Austin made a motion to accept the quote from Stanley Roadcap's in the amount of \$1,038.00. Councilman Jim Justis seconded the motion. Council members Berton Austin, John Funk, David Raynes, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Berton Austin stated that we received quotes to replace a glass in the educational building at the Caverns. He stated that we received quotes from the following companies: Air Tight Windows and Doors \$480.00; Glass & Metal (Tempered) \$1,495.00; Glass & Metal (Annealed) \$1,310.00; B & L Glass Shop \$700.00; Binswanger Glass \$1,400.00. Town Manager Avery

Daugherty asked Council to approve the two lowest quotes for fear that the lowest bidder may withdraw his quote. Councilman Berton Austin made a motion to accept the quote from Air Tight Windows and Doors in the amount of \$480.00 and if that quote is withdrawn to accept the quote from B & L Glass Shop in the amount of \$700.00. Councilman John Funk seconded the motion. Council members Berton Austin, John Funk, David Raynes, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk stated that a geology major at JMU would like to collect water samples inside the cave. Town Manager Avery Daugherty gave a staff update and informed the Council that there will be no digging involved. He stated that the study would include sticking probes in the ground and using electrical conducting string to run tests. He will also be sampling the water that is dripping in the cave. Councilman John Funk asked for more information on the probes. Town Manager Avery Daugherty stated that the probes are to determine the electricity carrying capability of the cave. Councilman John Funk made a motion to allow Timothy Charlton permission to proceed with his study. Councilman Berton Austin seconded the motion. Council members Berton Austin, John Funk, David Raynes, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

#### **SPECIAL ORDER OF BUSINESS**

Councilwoman Marjorie Funk stated that the senior citizen's luncheon was a huge success. She had several compliments and stated that we received two thank you cards. She also thanked the Council members that showed up to help serve.

Councilwoman Marjorie Funk announced that the Christmas Parade will be Sunday, December 4<sup>th</sup> at 5:00 p.m. with line-up starting at 4:00 p.m. behind the Town Hall.

Councilwoman Marjorie Funk announced there will be Caroling in the Caverns on December 10<sup>th</sup> from 6:00 p.m. until 8:00 p.m. She stated that this is a fundraiser that the Grottoes Ruritan's are doing for the South River Boys and Girls Club.

Town Manager Avery Daugherty informed the Council that we had a maintenance worker retire and that we are in the process of interviewing to fill his position. Avery also informed the Council that one month into trash collection everything is going very well.

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

Mayor Morris called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, December 12, 2011 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were David Raynes, Berton Austin, John Funk, Joe Morris, Mark Sterling, Jim Justis, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Avery Daugherty, Superintendent Charlie Sticklely, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to accept the minutes from the November 14, 2011 Council meeting. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis and Marjorie Funk voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman John Funk made a motion to approve the Treasurer's Report for the months of October and November 2011 as presented. Councilman Jim Justis seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of December 12, 2011 and the remaining bills for the months of October and November 2011 totaling \$177,439.18. Councilman David Raynes seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Berton Austin made a motion to adopt the ordinance and resolution to establish regular meeting times and the organizational meeting for 2013. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman Mark Sterling made a motion to accept the quote from WimCo Fence to install fencing around the maintenance area at Grand Caverns at a cost not to exceed \$5,900.00. Councilwoman Marjorie Funk seconded the motion. Council members David

Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Avery Daugherty stated that we have received a request to change our Access Policy for Fountain Cave. Our policy states that no one will be allowed in the cave from November to March. Town Manager Avery Daugherty stated that VAR would like to continue their research and would need access into Fountain Cave to do so. Councilman Mark Sterling asked if we need a motion in order to not change the policy. Town Counsel Nathan Miller advised that if we are not making any changes to our current policy then we would not need a motion.

Town Manager Avery Daugherty informed the Council that the Town received a letter from the Department of Conservation and Recreation concerning how we treat algae in the cave. Town Manager Avery Daugherty stated that we use a bleach solution and their recommendation is to use a hydrogen peroxide solution. Avery informed the Council that in speaking with other cave owners he found that they use the same bleach solution that we do. Council asked Avery to try to check with Dr. Dan Doctor to see what his professional recommendation would be on which solution to use and why.

#### **SPECIAL EVENTS**

Councilwoman Marjorie Funk stated that our Christmas Dinner will be Thursday, December 22<sup>nd</sup> at 12:00. Please let the Town staff know how many will be coming.

Town Manager Avery Daugherty stated that the Caroling in the Cave was a huge success and that the Ruritans had many requests to make this an annual event.

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

Councilman Berton Austin made a motion to re-appoint Mark Keeler to the Planning Commission. Councilwoman Marjorie Funk seconded the motion. Council members David Raynes, Berton Austin, John Funk, Mark Sterling, Jim Justis, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Avery Daugherty informed the Council that Jamie Stickley was hired full-time to the maintenance staff and started with the Town on November 28, 2011.

With no other business to discuss Mayor Morris adjourned the meeting.