

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, January 12, 2015 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Emily Holloway, Mark Sterling, Berton Austin, John Funk, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Officer Mike Obenschain.

Councilwoman Marjorie Funk made a motion to approve the minutes from the December 8, 2014 Council meeting. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, 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 December 2014. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, 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 January 12, 2015 and the remaining bills from December totaling \$549,419.09. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

WATER AND SEWER

Councilwoman Marjorie Funk informed the Council that the upgrades at the sewer plant are almost complete.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler read the second reading to amend Chapter 160 Water and Sewer.

Councilman Mark Keeler made a motion to amend Chapter 160 Water and Sewer. Councilwoman Marjorie Funk seconded the motion. She stated that the ordinance is mandated by DEQ since we are receiving funding from them on our sewer plant project. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Councilwoman Emily Holloway thanked the Town staff for their work on the event cards. She stated that hopefully this will help citizens know when events are going on so that they can come and support them.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilwoman Emily Holloway made a motion to accept the 2015 Council Committee Assignments. Councilman John Funk seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL ORDER OF BUSINESS

Town Manager Jeff Nicely informed the Council that Caleb Jenkins designed his college project on his hometown of Grottoes. He asked if the Town would like to purchase this poster and all the rights for \$150.00. Town Manager Jeff Nicely stated that if we purchased this we could use it any way we would like to. Town Councilman John Funk stated that this is under the required approval amount and made a motion to allow Town staff to decide whether to purchase the poster or not. Town Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Wanda Rittenhouse addressed the Council and stated that she was here on behalf of the Grottoes Fire Department. She stated that the Fire Department would like to have a battle of the bands in Mountain View Park and would like to request permission to have a beer garden. Wanda stated that she has done a lot of research on these events and would like to request a 5 drink maximum for a four hour period. She stated that she has already worked out details with Chief Painter and the fire department would pay for the personnel needed for the event. Councilman Mark Keeler thanked Wanda for taking the time to do all this research and coming prepared for their request. Councilman Mark Keeler made a motion to approve the request for the fire department. Councilman John Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, Councilwoman Emily Holloway abstained, motion carried.

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, February 9, 2015 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Emily Holloway, Mark Sterling, Berton Austin, John Funk, David Raynes, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the January 12, 2015 Council meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

FINANCE

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

Councilman John Funk made a motion to pay the bills as of February 9, 2015 and the remaining bills from January totaling \$551,811.56. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Mayor Berton Austin presented a check for the annual donation to our fire and rescue departments. Chief Andrew Holloway of the Grottoes Fire Department accepted on behalf of the Fire Department and President Jodi Johnson accepted on behalf of the Rescue Squad.

PARKS, RECREATION AND PUBLIC FACILITIES

Councilman Mark Sterling made a motion to accept the Pool Staffing Bid from the Waynesboro YMCA. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL ORDER OF BUSINESS

Mayor Austin stated that he has spoken with Mary Patterson who has expressed her concern of property maintenance throughout the Town. Town Manager Jeff Nicely stated that the Planning Commission is currently looking at the nuisance ordinance, which should help with the property maintenance issues.

PRESENTATION OF PETITIONS AND CLAIMS

Cheryl Keeler addressed the Council tonight thanking them for building the wall to create a closet for the library. She stated that Marjorie Funk has organized the closet space and has created a young adult section in the existing closet. Mrs. Keeler stated that she wanted to thank the Council for this addition to the library and also to invite them in to the library after the meeting to see the additional space that was created.

Brooke McGloon stated that she was here on behalf of the Spotswood High School Government Class that will be attending the Model General Assembly. She stated that the Town of Grottoes has been a great supporter in the past and asked if the Council would consider supporting the group again this year. She stated that the cost per person was \$350.00 and that any amount donated would be greatly appreciated. Councilman John Funk made a motion to donate \$250.00 toward their trip. Councilman David Raynes seconded the motion. Councilman John Funk asked Ms. McGloon if she would come back after their trip to offer the Council a summary of how their trip went. She stated that she would. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

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

Mayor Berton Austin called the Town Council Public Hearing to order at 7:00 p.m. on Monday, March 9, 2015 and welcomed the citizens. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, John Funk, David Raynes, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

Mayor Austin stated that the public hearing is being held to hear citizens' comments regarding leasing Shifflett Field to the Grottoes Cardinals an affiliate of the Rockingham County Baseball League (RCBL).

No Citizen comments were made.

No Council comments were made.

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

Mayor Austin called the regular Council meeting to order.

Councilwoman Marjorie Funk made a motion to approve the minutes from the February 9, 2015 meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler made a motion to lease Shifflett Field to the Grottoes Cardinals. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler announced the first reading to amend Chapter 160 Water and Sewer. He stated that this amendment is due to some additional clerical and cross reference edits that need to be made to the ordinance.

PARKS, RECREATION AND PUBLIC FACILITIES

Councilman Mark Sterling made a motion to approve the fall festival "Living History Day" on October 3, 2015 at Grand Caverns. Councilman David Raynes seconded the motion. Town Manager Jeff Nicely stated that this will be similar to the

Heritage Day event with the re-enactors, historical display, and crafters. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Sterling made a motion to allow Roger Randall to host Friday Night Bluegrass on the stage at Mountain View Park during July and August from 7:00-9:00 pm. Councilwoman Marjorie Funk seconded the motion. Town Manager Jeff Nicely informed the Council that Mr. Randall is aware of previous bookings for a couple of Friday nights. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Town Manager Jeff Nicely informed the Council that he has received a request from Paul DeLaGarza, Assistant Principal at Spotswood High School, to hold a half Marathon in Town. He stated that the School is hosting an event called The Trailblazer Treks. Jeff stated that there are four separate running events which consist of one mile, 5K, 10K, and a half marathon. He stated that they are trying to get all the feeder schools and communities involved with these events and would like to hold the half marathon in Grottoes. The date for the event is Saturday, September 26, 2015 starting at 7:30 am beginning at South River Elementary School. Town Manager Jeff Nicely stated that the route has not been planned but may start at the school and head to Mountain View Park around that trail and then to Grand Caverns around that trail and back. He stated that Mr. DeLaGarza is open to suggestions for the route and will have volunteers available to assist with traffic. Councilman John Funk made a motion to move forward with the event. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely announced that the Easter Egg Hunt is on Saturday, April 4, 2015 at 10:00 am at Grand Caverns Park. He also announced that the Grottoes Little League Opening Day is on Saturday, April 11, 2015 at 9:00 am at Mountain View Park.

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, April 13, 2015 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Emily Holloway, Berton Austin, John Funk, David Raynes, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Burnes Earle, Town Manager Jeff Nicely, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the March 9, 2015 Council meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

FINANCE

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

Councilman John Funk made a motion to pay the bills as of April 13, 2015 and the remaining bills from February and March totaling \$339,297.96. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler stated that we have a request for a special use permit at 703 Riverside Avenue. He stated that the Planning Commission reviewed the request and is bringing it to the Town Council for approval. Councilman Mark Keeler moved to approve the Special Use Permit. Councilman David Raynes seconded the motion. Mayor Austin asked Councilman Keeler to amend his motion to set the joint public hearing. Councilman Keeler accepted the amendment and Councilman David Raynes accepted the amendment. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler announced the second Reading to amend Chapter 160 Water and Sewer.

Councilman Mark Keeler made a motion to recommend amending Chapter 160 Water and Sewer. Councilwoman Marjorie Funk seconded the motion. Town Manager Jeff Nicely stated that changes in the code are mandated by DEQ because of the funding we received for the wastewater treatment plant upgrade. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler informed the Council that the Planning Commission is working on the yard maintenance and nuisance ordinances as requested by the Town Council.

Councilman Mark Keeler also stated that the Planning Commission is slowly working on the Comprehensive Plan. He stated that we have received a draft of the plan from Dr. Swartz but stated that it is not complete. Town Manager Jeff Nicely stated that at the last meeting the Planning Commission decided to take on the task to complete the Comprehensive Plan. Town Manager Jeff Nicely stated that we were in contract with Dr. Swartz for \$15,900.00 of that we have paid \$14,900.00 to do a citizen survey and complete the comprehensive plan. During this time Dr. Swartz has had some health issues and the only thing we have receive after numerous attempts to contact him is a rough draft. Mr. Nicely stated that the Planning Commission feels this is all that they will received and wants to know what we should do and what we have paid Dr. Swartz verses what we have received.

SPECIAL EVENTS

Councilwoman Emily Holloway stated there are several things on the calendar. She stated that the Grand Caverns 5K Race is April 24th at 6:15 pm, Chief Charlie's Kids Fish Day will be May 2nd at Mountain View Park from 9:00 am until 2:00 pm, Community Yard Sale date is May 9th, the Grand Caverns Campout is May 15th-16th at Grand Caverns Park, and the Summer Market begins on May 16th at Grand Caverns.

Mayor Austin stated that the first Grottoes Cardinals game is on Saturday, May 23rd at 7:30 pm.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilwoman Marjorie Funk made a motion to re-appoint Margie Mayes to the Board of Zoning Appeals. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily

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

Town Manager Jeff Nicely stated that we are putting in the handicap accessible unit that was funded by the 5K race funds. He stated that the equipment should be completed this week and that Bill Smith, owner of Smith Paving, is going to donate the paving for the equipment.

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

Mayor Berton Austin called the Workshop Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, April 27, 2015 and welcomed guests. Town Treasurer Rhonda Danner called the roll. Members present were Mark Sterling, Berton Austin, John Funk, David Raynes, and Marjorie Funk. Also present were Town Treasurer Rhonda Danner, Town Manager Jeff Nicely, and Public Works Director Shannon Clem.

Mayor Austin stated that the reason for the workshop was to review the FY16 annual budget. Town Manager Jeff Nicely will present the proposed budget.

Town Manager Jeff Nicely stated that the Finance Committee thought we should hold the workshop to go over the budget since this was a difficult year with taking on this two million dollar loan for the sewer project. He stated that starting in August we have a loan payment of \$129,000.00 to make every year for the next 20 years.

Town Manager Jeff Nicely stated that the general fund revenues increased eight percent due to increase sales in meals and cigarette taxes. Also the police department received an asset forfeiture grant for two police cruisers in the amount of \$67,772.00. He stated that there will be about a seven percent increase in the highway revenue due to an increase per lane mile from the state. He stated that the expenses for the general fund include the two police cruisers, a pick-up truck with a snow plow and a lawn mower. Town Manager Jeff Nicely stated that all full time employees will receive a two percent increase in salary and the employees still increasing their VRS by one percent annually will receive the additional one percent. He stated that the Town is going to begin a HVAC prevention maintenance contract for the Town Hall and Stone Lodge at Grand Caverns.

Town Manager Jeff Nicely stated that the water revenue is expected to increase by six percent. He stated that there is no proposed increase on the base amount but the base amount is proposed to be lowered from 4000 gallons to 2000 gallons and a three percent proposed increase on the per 1000 gallons above the base 2000 gallons. He stated that the standpipe cost is proposed to increase twenty-three cents per load. Town Manager Jeff Nicely stated that the water expenditures include a new water line locator, handheld meter reading device and capital reserve for future projects and general infrastructure repair.

Town Manager Jeff Nicely stated that the sewer fund revenue is expected to increase the base rate by 15% for the next three years. He stated that they are proposing to lower the minimum base amount from 4000 gallons to 2000 gallons and proposing a six percent increase on the per thousand rate over 2000 gallons. He stated this is expected to increase sewer sales by 18%. Town Manager Jeff Nicely informed the Council that with increasing the sewer rates, Grottoes is still mid-range on their rates compared to the other localities in the area. Town Manager Jeff Nicely stated that the sewer expenses include payment on the DEQ loan for the mandated sewer plant upgrades and \$20,000.00 for the chemical alum which is what we have to use to reduce the levels of phosphorus being discharged to the river.

Town Manager Jeff Nicely stated that the park revenues are still strong with the majority of revenue coming from Cavern Admissions. He stated that the expenses we are looking at include adding \$5,000.00 to the advertising budget so that we can begin replacing our billboard wraps that are fading.

Town Manager Jeff Nicely stated that the refuse fund will increase rates by 94 cents bi-monthly to cover the tipping fee increase that was imposed by Rockingham County. He stated that the expenses include tipping fees, truck maintenance, salaries, and capital reserve to pay back for the truck.

Town Manager Jeff Nicely stated that the police department received a \$67,000.00 grant and with that we are purchasing two police cruisers.

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

The Grottoes Town Council and the Grottoes Planning Commission held a joint public hearing on Monday, May 11, 2015, beginning at 7:00 p.m., with Mayor Berton Austin presiding.

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

Planning Commission Members Present were: Mark Keeler, Jim Justis, Justin Neitzey, Jen Smith and Rebecca Holloway.

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

Planning Commission Members Absent were: Steve Morris and Brian Robertson.

Other Town Officials Present were: Administrative Assistant Christa Hall, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Public Works Director Shannon Clem.

Administrative Assistant Christa Hall determined that a quorum was present for the Town Council and the Planning Commission.

Mayor Berton Austin called the joint public hearing to order and welcomed guests. He stated that the reason for the hearing is to hear citizen comments on a request from Lerttie Mace to rent an apartment on his property zoned R-1.

There were no public comments made.

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

Mayor Austin turned the meeting over to the Planning Commission and asked if they were prepared to make any recommendations.

Planning Commission Member Mark Keeler made a recommendation to the Town Council to approve the Special Use Permit requested by Lerttie Mace. Planning Commission Member Jim Justis seconded the motion. Commission Members Mark Keeler, Jim Justis, Justin Neitzey, Jen Smith and Rebecca Holloway voted in favor of the motion, motion carried.

Mayor Austin adjourned the meeting.

Mayor Berton Austin called the Town Council Public Hearing to order on Monday, May 11, 2015. Administrative Assistant Christa Hall called the roll. Members present were Mark Keeler, Emily Holloway, Berton Austin, John Funk, and Marjorie Funk. Also present were Administrative Assistant Christa Hall, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Public Works Director Shannon Clem.

Mayor Austin stated that the public hearing is being held to hear citizens' comments regarding a budget amendment for the fiscal year 2015. Mayor Austin asked for a staff report.

Town Manager Jeff Nicely stated that the Town's Police Department received \$67,772.00 in a Federal Asset Forfeiture Grant. He stated that they applied for the grant over a year ago but actually received the fund during this fiscal year and accordingly we need to adjust our admin revenue funds to show the increase in funds which will go to capital improvement. He stated that in the fiscal year 2016 the amount will be taken out of capital improvements to purchase the two police cruisers the grant was approved for.

There was no one signed up to speak.

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

Mayor Austin adjourned the public hearing.

Mayor Berton Austin called the Public Hearing to order for the Fiscal Year 2016 Annual Budget and asked for a staff report.

Town Manager Jeff Nicely stated that the proposed FY16 budget is for \$2,914,739 that is down from last year's budget of 3.8 million which is a difference in the funding for the wastewater treatment plant. He stated that the general fund revenue is up due to the projected increase in sales including cigarette taxes and the increased amount per lane mile from VDOT for street maintenance. Town Manager Jeff Nicely explained the break down in expenditures for the general fund: the largest portion is the police department with 38% and administration is 33%. He stated that we are continuing to maintain 24-hour coverage with our police department and we will be purchasing two police cruisers with grant money that was received.

Town Manager Jeff Nicely stated that with the highway fund we are going to replace a 1994 GMC truck with a new one and have a

snow plow put on it. He stated that we are also looking to purchase a new lawn mower because we have one with a cracked head and we are not sure how much longer it will run. Town Manager Jeff Nicely stated that we are looking at a service contract for the HVAC system for the Town Hall and Stone Lodge at Grand Caverns.

Town Manager Jeff Nicely stated that for the water fund there is no proposed increase to the base rate but we are proposing to lower the minimum on the base rate from 4000 gallons to 2000 gallons and the standard 1.9% increase on the per thousand rate should increase the water sales by 6% for the year. He stated that we are looking to purchase a line locator which will assist us in locating waterlines and leaks. He stated that we need to purchase a new hand held water meter reader device to operate with the new water billing software. He stated that we will put money in capital for repairs and replacing of old water lines.

Town Manager Jeff Nicely stated that the sewer fund is the biggest change for this year. He stated that we are just finishing up the 2.5 million dollar mandated projected in order to lower the amount of phosphorus being discharged into the river. He stated that the payment is over \$129,000.00 per year starting this year for the next 20 years. He stated that we have additional chemical purchases which are projected to cost approximately \$20,000.00. He stated that we are proposing to lower the base from 4000 gallons to 2000 gallons and raising the base rate by 15% this year. He stated that we are also proposing to increase the base by 15% for the next two years. He stated with those three increases that will get us to where we can pay back that money. Mayor Austin asked for the year 2016 and 2017 we will have to pull money out of capital to pay the payment. Town Manager Jeff Nicely stated that was correct and in 2018 we will not be saving any money but we will be able to make the payment.

Town Manager Jeff Nicely stated that the park fund is able to pay for both parks. He stated that we are able to continue offering tours year round. Jeff stated that we are increasing the advertising budget \$5,000.00 to that we can start replacing the billboard signs. He stated that we are expecting a new pool liner in the next few years and we contracted with the Waynesboro YMCA to staff our pool again this year.

Town Manager stated that starting July 1, 2015 the Rockingham County landfill is raising their tipping fees from \$50.00 per ton to \$52.00 per ton. He stated that in order to offset this

increase, the trash bill will be raised .94 cents bi-monthly or 4%. He also stated that we are putting back money in capital to pay ourselves back for the truck we purchased.

Mayor Austin thanked Town Manager Jeff Nicely for the presentation and asked if anyone had any questions.

Mayor Austin adjourned the public hearing.

Mayor Austin called to order the Town Council Meeting for Monday, May 11, 2015.

Councilwoman Marjorie Funk made a motion to accept the minutes for the April 13, 2015 Town Council Meeting and for the April 27, 2015 workshop meeting. Councilman John Funk seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

FINANCE

Councilman John Funk made a motion to accept the treasurer's report for the month of April 2015. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of May 11, 2015 and the remaining bills for the month of April 2015 totaling \$174,201.98. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to amend the FY 2015 budget. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler made a motion to approve the Special Use Permit at 703 Riverside Avenue that was requested by Mr. Lerttie Mace. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

STREETS AND STREET LIGHTS

Town Manager Jeff Nicely stated that we have a quote from Smith paving to pave from bridge to bridge inside Grand Caverns Park. Councilman John Funk made a motion to approve paving Grand Caverns Drive from bridge to bridge for the total amount of \$19,935.00. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

PARKS, RECREATION AND PUBLIC FACILITIES

Councilwoman Marjorie Funk informed the Council that Lettie has requested to purchase a port-a-john and a hand washing station. She stated that the cost of the port-john is \$901.00 and the hand washing station is \$920.00. Councilwoman Marjorie Funk made a motion to purchase one port-a-john and one hand washing station. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Councilwoman Emily Holloway announced that the Grand Caverns Campout is May 15th-16th and the Summer Market begins on May 16th. She announced that the Pool opens on May 23rd and also that night is the first Cardinals game at 7:30 pm at Shifflett Field.

Councilwoman Emily Holloway stated that the first movie night in the park is on June 5th and the movie will be Annie. Then on June 6th from 12pm - 7pm Grand Caverns will be having a pool party.

PERSONNEL, FIRE AND POLICE PROTECTION

Public Works Director Shannon Clem informed the Council that he has negotiated with Mark Harding to have the streets swept in exchange for mowing around the property he is renting at 204 Aspen Avenue.

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, June 8, 2015 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Berton Austin, John Funk, David Raynes, and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem and Police Sergeant Wes Baugher.

Councilwoman Marjorie Funk made a motion to approve the minutes from the May 11, 2015 Public Hearings and Council meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

FINANCE

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

Councilman John Funk made a motion to pay the bills as of June 8, 2015 and the remaining bills from May totaling \$169,968.62. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to approve the FY16 Annual Budget. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler announced the first reading to amend Chapter A171 Section A171-1.I.

STREETS AND STREET LIGHTS

Councilman David Raynes made a motion to accept the lawn mower quote from Al's Power Equipment not to exceed \$8,960.00. Councilwoman Marjorie Funk seconded the motion. Council members

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

PARKS, RECREATION AND PUBLIC FACILITIES

Councilman Mark Sterling made a motion to approve the request from John Tinsley to conduct Speleoseismite sampling in the cave. Councilman David Raynes seconded the motion. Town Manager Jeff stated that Dr. Tinsley has taken samples before and that Lettie was comfortable with his request. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Town Clerk Tara Morris announced the Fire Department will be having Country in the Park on June 27, 2015 from 4:00 - 8:00 pm. Mayor Austin asked if all permits have been obtained. Town Clerk Tara Morris replied that Wanda Rittenhouse has taken care of all the permits.

Town Clerk Tara Morris announced that the Friday Night Bluegrass will start on Friday, July 3rd at 7:00 pm in Mountain View Park and the Push, Pedal and Pull Parade will be on July 4, 2015 at 10:00 am on 6th Street.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilman John Funk made a motion to approve the VRS Member Contribution Resolution. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL ORDER OF BUSINESS

Councilman Mark Sterling asked if anyone else has received phone calls about golf carts. He stated that he has received several asking that the Council reconsider a crossing area for golf carts. Mayor Austin stated that the easiest way to accommodate this would be to lower the speed limit on a section of Dogwood Avenue. He stated that in order to do this we would have to have a traffic study done which would cost the Town anywhere from \$600.00-\$1,000.00.

Town Councilman John Funk stated that he has been going to the Grottoes Cardinals games and there has been great support.

He would like us to explore options to improve the home seating for the home team side. He asked the Council to try and think of some options.

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, July 13, 2015 and welcomed guests. Administrative Assistant Christa Hall called the roll. Members present were Mark Keeler, Mark Sterling, Berton Austin, John Funk, and Marjorie Funk. Also present were Administrative Assistant Christa Hall, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Police Sergeant Wes Baugher.

Councilwoman Marjorie Funk made a motion to approve the minutes from the June 8, 2015 meeting. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, 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 2015. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, 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 13, 2015 and the remaining bills from June 2015 totaling \$270,294.26. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk stated that October will be six years that the Town has operated Grand Caverns and every year there has been an increase in revenues. This year it was over \$507,000.00. He feels that they have been doing a great job.

Councilman John Funk stated that the Mayor is presenting the Grottoes Little League 10/11 All-Star Team a check for \$400.00 towards their expenses at the State Tournament.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler announced the 2nd Reading to amend Chapter A171, Chapter 160 of the Code of the Town of Grottoes which details fees the Town charges for water and sewer services.

Councilman Mark Keeler made a motion to amend Chapter A171 Section 171.1-I. Councilwoman Marjorie Funk seconded the motion.

Council members Mark Keeler, Mark Sterling, John Funk, 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 service agreement from Riddleberger Brothers for annual maintenance not to exceed \$2,124.00. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Sterling made a motion to accept the request from Ada Hale to use the concession stand at Grand Caverns. Councilwoman Marjorie Funk seconded the motion. Mayor Austin asked for discussion. Mayor Austin stated that we have Mrs. Malin and Mrs. Hale here to speak. Ada Hale addressed the Council and stated that she was a parent of three of the members on the Grottoes Swim Team. She stated that their request is to operate the concession stand during pool hours. They are planning to have the concession stand open from 12:30-4:30 on Fridays, Saturdays, and Sundays but staff will be there from 12:00 until 5:00. She stated that the swim team is insured under the YMCA for the use of the facilities. Town Manager Jeff Nicely stated that he has a copy of the insurance certificate. Mrs. Hale stated their goal is to be an independent swim team. She said they had 17 swimmers this year and got a really late start. She stated that they want to start collecting funds to purchase lane lines, stop watches, back stroke flags, etc. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Town Manager Jeff Nicely announced the Friday night bluegrass at Mountain View Park has begun and will continue through August. He stated that attendance was around 200 people for the first night.

Town Manager Jeff Nicely stated that the Fireman's Annual Lawn Party is July 29th - August 1st at Mountain View Park.

PERSONNEL, FIRE AND POLICE PROTECTION

Chief Painter stated that our part-time officers need a space to store evidence. He would like to purchase four lockers. Chief Painter stated that he got three quotes one being for

\$449.00 that included shipping, \$687.00 plus shipping, and \$462.00 plus shipping. He stated that the cheapest set actually is the same lockers already in the police department. Councilman John Funk made a motion to allocate the funds to purchase the lockers. Councilman Mark Sterling seconded the motion. Mayor Austin asked if we could revise the motion to state not to exceed \$449.00. Councilman John Funk agreed to the amendment. Councilman Mark Sterling agreed to the amendment. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that he has been working with Zach Krumm, local boy scout, who is working towards his Eagle Scout. He has planted all the flowers and mulched around the memorial. He has also been working to index all the names in the veterans' memorial and had an architect draw a map. He stated that once the final project is done, we are going to come up with a way to display it.

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, August 10, 2015 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, Berton Austin, John Funk, David Raynes and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the July 13, 2015 meeting with one correction. She stated that the amount of revenue for Grand Caverns was actually \$507,000.00 not \$570,000.00. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

FINANCE

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

Councilman John Funk made a motion to pay the bills as of August 10, 2015 and the remaining bills for the month of July totaling \$222,781.35. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Town Attorney Nathan Miller informed the Council that the Supreme Court has updated how a sign ordinance can be worded. He stated that once this legislation is complete he will be in contact with Town Manager Jeff Nicely concerning the changes that need to be made to the sign ordinance.

STREETS AND STREET LIGHTS

Councilman David Raynes stated that we have received some quotes for cleaning out the bottom of the ditch along Cherry Avenue from 10th Street to 11th Street. He stated that after reviewing the four quotes, he would like to make a motion to accept the quote from E.A. Breeden in the amount of \$2,300.00.

Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Councilwoman Emily Holloway stated that the Friday Night Bluegrass in Mountain View Park continues through the month. She also announced on August 21st the Town will host a movie night in the park and the featured movie is Frog Kingdom.

Councilwoman Emily Holloway stated that the Bluegrass in the Park at Grand Caverns is September 10th-12th and also on September 12th is the Community Yard Sale. September 19th is the Harvest Festival. She stated that vendor applications are starting to come in.

Councilwoman Emily Holloway announced that the Grand Caverns 5K Race is on September 25th.

Town Manager Jeff Nicely stated that the Trailblazer Treks which is the half marathon will be on Saturday, September 26th starting and ending at the South River Elementary School.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilwoman Emily Holloway made a motion to accept Brian Robertson's resignation from the Planning Commission. Councilman John Funk seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, September 14, 2015 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, Berton Austin, John Funk, David Raynes and Marjorie Funk. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the August 10, 2015 meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

FINANCE

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

Councilman John Funk made a motion to pay the bills as of September 14, 2015 and the remaining bills for the month of August totaling \$90,374.11. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

PARKS, RECREATION AND PUBLIC FACILITIES

Town Manager Jeff Nicely informed the Council that Araya Fitzwater, resident and student at Montevideo Middle School, has chosen her FCCLA class project which is to raise funds to put a drinking fountain and pet fountain in at both parks. Town Manager Jeff Nicely stated that the cost of a fountain is over \$2,000.00 each. He stated that she would like to set up at the Harvest Festival to let people know what she is trying to do.

Araya Fitzwater addressed the Council and thanked them for allowing her to speak. She explained her project and how she came up with the idea. She showed the Council a picture of the type of fountain she wants to purchase and stated that the cost for one is \$2,750.00 and \$5,280.00 for two which saves a little on freight.

Councilman Mark Sterling made a motion to allow Araya Fitzwater to fundraise at the Harvest Festival and to continue fundraising and if she gets proper funding the Town will install and maintain the fountains. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Councilwoman Emily Holloway announced that the Harvest Festival is Saturday, September 19th from 9:00 am until 3:00 pm. Also, the Grand Caverns 5K Race will be held on Friday, September 25th and the Trailblazer Trek will be held on Saturday, September 26th.

Councilwoman Emily Holloway stated that the senior citizen luncheon will be on Saturday, October 10th and also that day is the Rescue Squad's Second Annual Truck and Car Show at Mountain View Park.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilman Mark Keeler made a motion to reappoint Don MacDanel to the Board of Zoning Appeals. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely informed the Council that Mr. George Anas and Ms. Michele Bridges from Rockingham County Economic Development will be coming out and talking with Town Staff on Wednesday, September 23, 2015 at 9:00 am.

Town Manager Jeff Nicely informed the Council that the pond at Mountain View Park is covered in duck weed. He stated that he has contacted the Department of Game and Inland Fisheries and they are going to come out and treat the pond.

SPECIAL ORDER OF BUSINESS

Mayor Austin stated that Mr. Brian Robertson served the Grottoes Planning Commission for over 14 years and even though he couldn't be here tonight we wanted to recognize him with a certificate of appreciation for his dedicated service to the Town.

PRESENTATION OF PETITIONS AND CLAIMS

Parks and Recreation Specialist Lettie Stickely stated that she is here with the Shriner's regarding the bluegrass contract that ended this year. Mr. Fisher with the Shriner's group addressed the Council and thanked them for allowing them to hold the bluegrass event at Grand Caverns. He stated that over the last five years they have raised over \$40,000.00 for the Shriner's hospital from this event. Councilman John Funk stated that we should definitely renew but he feels we should do it on a one year basis. Councilman John Funk stated that was a motion. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, Mark Sterling, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Mayor Austin thanked Delegate Landes for attending tonight's meeting.

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Tuesday, October 13, 2015 and welcomed guests. Administrative Assistant Christa Hall called the roll. Members present were Mark Keeler, Emily Holloway, Berton Austin, John Funk, David Raynes and Marjorie Funk. Also present were Administrative Assistant Christa Hall, Town Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

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

FINANCE

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

Councilman John Funk made a motion to pay the bills as of October 13, 2015 and the remaining bills for the month of September totaling \$120,051.00. Councilman David Raynes seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler stated that the Planning Commission has two items for Council. He stated the first is concerning Chapter 117 - Nuisance Ordinance. He said the Planning Commission is recommending Council consider adopting the Virginia Maintenance Code. He asked that the Council review the Code and stated that we could decide next month if we want to adopt it. Town Attorney Nathan Miller stated that he will get with Jeff about how we want to set this ordinance up and who will be enforcing it.

Councilman Mark Keeler stated that the next item is the Comprehensive Plan. He informed the Council that the Commission is currently making revisions to the plan submitted by Dr. Swartz. He stated that they will be having a workshop on Wednesday, October 21, 2015 to continue to revise the plan. He

stated that we should be able to make a recommendation at our November meeting which means it should be coming to Council at the December meeting.

PARKS, RECREATION AND PUBLIC FACILITIES

Town Manager Jeff Nicely informed the Council that the press box at Shifflett field has been moved back about 20 feet so that we have more seating at the Cardinals games.

SPECIAL EVENTS

Councilwoman Emily Holloway thanked everyone who helped with the Senior Citizens Luncheon and stated that it was a huge success. She stated that she received several great comments on the meal.

Councilwoman Emily Holloway stated that ticket sales for the Southern Grace Christmas Concert are going good. We have sold approximately 120 tickets and our max is 200. She stated that the concert is on Saturday, December 12, 2015 at 6:00 p.m. at the Fire Department.

PERSONNEL, FIRE AND POLICE

Town Manager Jeff Nicely stated that everyone should have a copy of Lettie Stickley's resignation letter. Jeff stated that she has accepted a position with Augusta County Parks and Rec. and is looking forward to a normal 40 hour work week. He stated that she has already started her new position but she has offered to come back and help us whenever we need it. Councilman John Funk made a motion to accept her resignation. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that Lettie had 128.5 hours of comp time on the books and stated that she is requesting to be paid for these hours. Jeff stated that some of this built up time was due to losing her assistant and not being able to use comp and/or vacation time. He stated that she is an exempt employee which means we can offer comp time but we are not obligated to pay them when employment is terminated. Councilman John Funk made a motion to pay the \$2,459.80 in comp time understanding this is not enforceable or necessary but because

of personnel issues with her assistant leaving and due to special circumstances. Councilman Mark Keeler seconded the motion. Town Attorney Nathan Miller stated that this is optional for the Town and does not set precedence for future issues. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler made a motion to revise the handbook to be consistent with FLSA. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Public Works Director Shannon Clem informed the Council that the altitude valve will be installed next week.

SPECIAL ORDER OF BUSINESS

Araya Fitzwater gave the Council an update on how her fundraising is going for the human and dog water fountain. She stated that she set up at the harvest festival and raised \$832.01. She went to some businesses and got \$70.00, went to the Grottoes Fire Department Chicken Dinner and raised \$54.00. She went to the Grottoes Rescue Squad Car Show event and raised another \$195.00. She stated that she has received donations from family and friends for another \$50.00 and this evening she received a donation from a business for \$100.00. Araya stated so far she has received a total of \$1,301.01 in donations. She stated that she is going to talk at the Woodman of the World Meeting tonight. She stated that she will be making more business visits and may be having a Spaghetti Dinner fundraiser. Araya asked if she could write an article for the next Council Chatter and if she could set up a table at the Town's Country Christmas Dinner Show. Councilwoman Emily Holloway stated that this really shows great effort and dedication. Councilwoman Emily Holloway made a motion to allow Araya to set up a table at the Country Christmas Event and to write an article for the Town Newsletter. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, November 9, 2015 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Berton Austin, John Funk, and Marjorie Funk. Also present were Town Clerk Tara Morris, Attorney Burns Earle, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

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

FINANCE

Councilman John Funk stated that the Treasurer's reports and bills to be paid will be approved at the December meeting.

Councilman John Funk made a motion to donate \$200.00 to South River Elementary School for the Holiday Community Concert. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

WATER AND SEWER

Councilwoman Marjorie Funk made a motion to accept the quote from Eastcom Associates to purchase a water line locator in the amount of \$3,067.00. Councilman John Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler stated that at the last meeting everyone was asked to review the 2012 Virginia Maintenance Code. Councilman Mark Keeler made a motion that we approve that the Virginia Maintenance Code be added into our ordinance. Councilwoman Marjorie Funk seconded the motion. Mayor Austin asked if we wanted to put this in our code in its entirety or incorporate needed sections into our existing code. Attorney Burnes Earle recommended tabling the motion. Mayor Austin asked to table the motion. Councilman John Funk seconded. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler made a motion to approve creating an ordinance that takes in the 2012 Virginia Maintenance Code. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

STREETS AND STREET LIGHTS

Councilman John Funk made a motion to accept the quote from Manning Brothers in the amount of \$2,650.00 to cut down two trees; one on 6th Street and one on 7th Street and to trim the trees in front of the Town Hall. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Town Clerk Tara Morris announced that the Veterans Day Ceremony will be held at the Town Hall at 11:00 a.m. instead of 10:15 at South River Elementary School. She also announced that Caroling in the Caverns will be on December 5th from 6:00 p.m. until 8:00 p.m. and the Christmas Parade will be on December 6th at 5:30 p.m. with parade line-up starting at 4:30 p.m. behind Town Hall.

Town Clerk Tara Morris stated that the Southern Grace Country Christmas will be on December 12th at the Grottoes Fire Department and approximately 150 tickets have been sold. She announced that December 14th at 7:00 p.m. will be the Home Decorating Contest Judging.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilman John Funk made a motion to reappoint Steve Morris to the Planning Commission. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

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

Councilman John Funk made a motion to reappoint Justin Neitzey to the Board of Zoning Appeals. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to accept the quote from W S Teter to replace the motor in a police car not to exceed \$6,045.00. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

Town Manager Jeff Nicely informed the Council that the personnel committee offered the position of Tourism and Parks Director to Nathan Garrison and he accepted the position.

PRESENTATION OF PETITIONS AND CLAIMS

Araya Fitzwater updated the Council on her fundraising for the human and dog fountain. She stated the last time she was here she had raised \$1301.01. Since then she has been to businesses through the community and she has raised a total of \$3,840.01 she also stated that she is setting up an online profile called red basket where people can donate money to this project and all of the money donated goes towards the project. Araya stated that she went to Ferguson Company and explained her project and they checked to see if they could get her a cheaper price. She stated that she has since found out that the fountain has to be ADA compliant so the fountain will actually cost a little more than the original price. She stated to purchase two ADA compliant fountains the cost is \$5,635.00. Mayor Austin thanked her for all the hard work she is putting into this project and asked when she was trying to have all the money raised by. Araya stated that she is hoping to have the money raised by February.

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

Upon return from closed session a record vote is taken of each Council member to declare that they discussed only public business matters lawfully exempted from statutory open meeting requirements and public business matters identified in the

motion to convene into closed session. M. Keeler; yes, M. Sterling; yes, J. Funk; yes, and M. Funk; yes.

Councilman Mark Keeler made a motion to appoint Dinah Watson to the Planning Commission. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, John Funk, and Marjorie Funk voted in favor of the motion, motion carried.

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

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

Mayor Berton Austin called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, December 14, 2015 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, Berton Austin, John Funk, David Raynes and Marjorie Funk. Also present were Town Clerk Tara Morris, Attorney Nathan Miller, Town Manager Jeff Nicely, Public Works Director Shannon Clem, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the November 9, 2015 Council meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

FINANCE

Councilman John Funk made a motion to approve the Treasurer's reports for the months of October and November 2015. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to pay the bills as of December 14, 2015 and the remaining bills for the months of October and November 2015 totaling \$149,419.56. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to give the Town employees an additional half day off on December 31, 2015. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler made a motion to approve the recommendation of the planning commission regarding the request for plat approval in Block 73 which is the Lucille Robinson property. He stated that he makes that recommendation with the following exceptions: 1) We approve the vacation of the ten foot alley and charge the family the current accessed tax rate for the alley that is being vacated.

2) Also not to approve the vacation of the 20 foot alley and
3) To approve the existing house as an approved structure in violation with all zoning set-back regulations. Councilman John Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman Mark Keeler made a motion to approve the planning commission's recommendation regarding the request for plat approval for block 532 which is the Eugene Morris property. He stated that the approval would be with the following exceptions: 1) To approve the vacation of the portion of Culpeper Avenue running through the Morris property and that they would be responsible for purchasing that property if the vacation is granted. Councilman John Funk seconded to motion. Councilman John Funk stated that the owner should incur all expenses to get this vacated and the annexation complete. Councilman Mark Keeler stated that this is just the first step and if this is approved then we will have to petition the County about annexing the property. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

STREETS AND STREET LIGHTS

Councilman David Raynes made a motion to purchase a new maintenance truck from Sheehy Ford at a cost of \$25,488.00. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to accept the quote from Shades Equipment for a plow package totaling \$6735.00. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

SPECIAL EVENTS

Councilwoman Emily Holloway stated that tonight at 7:00 pm the Grottoes Rescue Squad started the judging of the Home Decorating Contest for the Town.

Councilwoman Emily Holloway stated that she received some comments on the darkness on the streets for the parade. She

stated that people were concerned with the lack of lightening on 6th street so she didn't know if we wanted to look at changing the time of the parade. She was thinking about moving it back to 4:30 to see if this time works better.

Councilwoman Emily Holloway stated that on December 12th the Town held a Southern Grace Country Christmas. She stated that she received a lot of compliments on all aspects of the event. Councilwoman Emily Holloway stated that it was a sold out event and next year they would like to do it at least one night maybe two.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilman John Funk made a motion to accept the resolution to establish meeting times for 2016 and the organizational meeting for 2017. Councilman David Raynes seconded the motion. Councilman John Funk amended his motion to correct the organizational date to 2017. Councilman David Raynes accepted the amendment. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

PRESENTATIONS OF PETITIONS AND CLAIMS

Drew Huyard addressed the Council and stated that he has a Kubota UTV. He stated this is a four passenger utility vehicle and what he was looking to do was to get it to where he could use it on the streets. He stated that there are some UTVs that will do 60 mph but he stated that the max speed for his is 25 mph. He stated that the machine has seatbelts for all four seats, it has turn signals, a horn, and headlights. Mayor Austin thanked Mr. Huyard for coming and asked how to proceed. Town Manager Jeff Nicely stated that the current golf cart ordinance states that it has to be a golf cart or originally designed to be used on a golf course. He stated that if we change it we will need to change the ordinance. Mayor Austin asked for a motion to table the discussion. Councilwoman Emily Holloway replied so moved. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Councilman John Funk made a motion to send this request to the planning commission for review. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

Araya Fitzwater addressed the Council and stated that at the last meeting she had raised \$3,840.01 for the human and dog water fountains. She stated that she has raised \$320.00 from the online Red Basket site. She raised another \$286.00 at the Country Christmas Dinner Show. Araya stated that she received checks from businesses and other family and friends for a total of \$5,401.01. She stated the cost to purchase two fountains totaled \$5,635.00 so all she needs to raise now is \$234.00. Councilman John Funk asked when she wanted to have the fountains purchased. Araya replied she would like to purchase them the beginning of February. Councilman Mark Sterling made the motion to donate the remaining \$234.00 towards the purchase of the two fountains. Councilwoman Emily Holloway seconded the motion. Council members Mark Keeler, Mark Sterling, Emily Holloway, John Funk, David Raynes and Marjorie Funk voted in favor of the motion, motion carried.

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