

**Town of Grottoes
Workshop Meeting**

CALL TO ORDER: The Town of Grottoes Town Council held a workshop meeting on Monday, January 13, 2020, at 6:00 p.m., with Vice-Mayor David Raynes.

ATTENDANCE: Council Members present were: Jo Plaster, Mark Keeler, Tim Leeth, and David Raynes presiding.

Other Town Officials present were: Town Manager Nathan Garrison, Town Attorney Nathan Miller, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Parks and Tourism Director Ashley Collier, and Police Chief Thomas James.

Town Manager Nathan Garrison stated that we currently contract with Lamberts Cleaning Service to clean the Town Hall and Police Department. He stated that they clean the offices and bathrooms weekly and other areas are only done monthly. He said that we have had some issues with them in the past where we have had to call them back. Town Manager Nathan Garrison said that the cleaning contract for the basic cleaning costs us \$7,600.00 per year. He has talked with AJ Hummel and all the staff members at the Town Hall and asked if everyone could take care of their own offices and we could share the cleaning of the foyer and kitchen. He said the maintenance department agreed to clean the bathrooms twice a week. Town Manager Nathan Garrison said we may have to contract out the carpet cleaning and maybe the window cleaning. Town Manager Nathan Garrison said if we wanted to cancel the contract with Lamberts Cleaning he would need to do that in the next couple days. Councilwoman Jo Plaster suggested in the meantime to check with other cleaning companies to see what they would charge. She said during busy time it could become cumbersome and we could maybe have someone on standby for an as needed basis. Councilman Mark Keeler stated that with building being used like it is he said it would make the people renting/ using the building to take more time to clean up the area. He said with having a cleaning company coming in he thinks that takes some of the responsibilities off the ones using the building. Councilman Tim Leeth asked if a motion was needed to cancel the contract and Town Manager Nathan Garrison said he could cancel it if everyone was ok with it. Everyone agreed to cancel the contract.

Town Manager Nathan Garrison said that he tried to be very detailed in his staff report explaining the Shady Creek Subdivision. He said the subdivision is owned by Grottoes LLC and recently they submitted the next phase of development. He stated that they have been going back

and forth about what all needs to be done with the current phase to move to the next phase. Town Manager Nathan Garrison stated that Rob Lynch and John Bowman have been managing the project for the past ten years but are now going to buy the subdivision from Grottoes LLC. He said the proposal that they are submitting for approval changes the duplexes into single family homes and some lot sizes. He said the original plan called for a minimum lot size to be 7,000 square feet. He said they are proposing a minimum lot size of 6,000 square feet. Town Manager Nathan Garrison said that this change still meets our R-7 requirements. He said the number of roof tops have decreased by 20 but the number of single-family homes will increase by seventy-seven. Town Manager Nathan Garrison stated that this change will need to go before the Planning Commission and then come to Council. Councilman Tim Leeth stated that before we continue, we need to make sure we had adequate water for fire protection before construction begins. He added that the streets and streetlights need to be completed as the project moves forward. Town Manager Nathan Garrison agreed and said their concern with paving was all the construction trucks coming in messing up the topcoat. Councilman Tim Leeth asked if there was a construction entrance to the subdivision and Town Manager Nathan Garrison said there was and that he would suggest using it. Town Attorney Nathan Miller suggested having an agreement with everything including the lights, paving, etc. and saying something like once so many lots are sold this, this, and this needs to be done. Town Manager Nathan Garrison stated that he wanted to make Council aware of the proposed changes.

Councilwoman Jo Plaster said she will be setting a meeting for the Streets and Street Lights Committee to go over future plans.

Councilman Tim Leeth will be setting a Special Events Committee meeting in February to work on the upcoming events.

Councilman Mark Keeler said that the Planning Commission will be reviewing the changes to the subdivision.

Councilman David Raynes stated for the Finance Committee that the auditors finally came back for a couple days and Rhonda has been working them.

Chief James stated that they held interviews and have a couple prospects but nothing definite. He stated that we are looking to get that job filled and get back to full staff. He also said that we have two new part-time officers Matthew Elmore and Laronn Wharwood. He said he worked with them at Rockingham County and is pleased to have them here working part-time for the Town.

Town Manager Nathan Garrison said it's getting to be budget time and we will be working to get a preliminary to the finance committee.

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

Mayor Holloway called the January 13, 2020 meeting of the Grottoes Town Council to order and welcomed citizens. Town Clerk Tara Morris called the roll. Mark Keeler, Jo Plaster, Emily Holloway, David Raynes, and Tim Leeth were present. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Tourism and Parks Director Ashley Collier, and Police Chief Thomas James.

Councilman David Raynes made a motion to approve the minutes from the previous meeting. Councilwoman Jo Plaster seconded the motion. Council members Mark Keeler, Jo Plaster, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

FINANCE

Councilman David Raynes made a motion to approve the Treasurer's report for December 2019. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Jo Plaster, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to approve the bills as of January 13, 2020 and the remaining bills paid in December 2019 totaling \$280,097.53. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler made a motion to accept the resolution to establish meeting times of the regular meetings for 2020 and the organizational meeting for calendar year 2021. Councilwoman Jo Plaster seconded the motion. Council members Mark Keeler, Jo Plaster, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

PERSONNEL, FIRE AND POLICE

Councilman Tim Leeth made a motion to approve the 2020 officers for the Grottoes Fire Department. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Jo Plaster, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway stated that she has decided to leave the committees the same as they were last year and said that she would need a motion to approve the committee assignments. Councilman Mark Keeler replied so moved. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Jo Plaster, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

PRESENTATION OF PETITIONS AND CLAIMS

Cindy Fitzwater addressed the Council and stated that she lives at 1202 Cherry Avenue. She said she has lived in Grottoes for 27 years and in those 27 years they have piled their leaves in the front of their house and the Town graciously comes by and sucks them up. She said they have made their first trip around, but they have not been by for the second time. Ms. Fitzwater stated that today the Chief came by and gave my husband a copy of an ordinance because of the leaves in the alley. She stated that nowhere on this paper does it say leaves but nevertheless, she said that she lives on a very wooded lot and the leaves are going to fall. She said if anyone knows her husband, he is out there blowing leaves two or three times a week to keep the yard cleaned up. She stated that when her husband called her at work to tell her about this, she said she was livid. She said the neighbor that shares the alley with her put in a water drain and now the water won't drain, and they never get their leaves up. She stated that this neighbor also has junk vehicles and doesn't keep up their yard and they try to keep theirs looking good and then get a letter for leaves in the alley. She stated that between 13th and 14th Street a bus is kept in the alleyway. She said if somebody wants to complain about some leaves in the alley than she can complain too. She said she would like to see the bus moved and would also like for her neighbor to clean up his side of the alley. She said it would be nice if the junky trucks were moved. Ms. Fitzwater finished by saying she feels there are other properties that are in way worse shape that should receive these letters before them because of some leaves. Mayor Holloway thanked her for coming.

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

Mayor Holloway called the Special Town Council Meeting to order at 5:00 pm on Tuesday, January 29, 2020. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Jo Plaster, David Raynes, and Tim Leeth, with Mayor Holloway presiding. Also present were Town Clerk Tara Morris, and Town Manager Nathan Garrison.

Mayor Holloway stated the reason for the meeting is to discuss the revised plans for the Shady Creek subdivision.

Town Manager Nathan Garrison stated that the proposed changes are the same as discussed at the workshop meeting. He said they would like to put single family homes on the duplex lots making the lot size 6,600 square feet. He said the other proposed change is for the remaining single-family lots to decrease the minimum lot size from 7,000 square feet to 6,000 square feet. Town Manager Nathan Garrison stated that the duplex units would decrease by 96 and the number of single-family homes would increase by seventy-seven. He said that he has been working with Nathan Miller on an agreement between the Town and the developers on some infrastructure that need to be done. Councilman Mark Keeler stated that the Planning Commission reviewed the plan and, after discussing it with the developers, he said the Planning Commission is recommending the proposed changes to Council. Mayor Holloway asked if that was a motion. Councilman Mark Keeler made a motion to approve the site plan as presented. Councilwoman Jo Plaster seconded the motion. Councilman Tim Leeth asked if the site plan is contingent on roads being finished and streetlights installed. Town Manager Nathan Garrison stated that approval of the site plan is so that the developers can move forward. He stated that we are working on an agreement which requires the street to be bonded for the finish layer and streetlights installed. He said that the Town will not allow lots to be platted until certain criteria is met. Councilman Tim Leeth asked if there is a timeline on when VDOT is requiring the turn lanes to be put in. John Bowman (developer) stated that they have. He said the right deceleration lane must be installed by the end of this current phase and the left turn lane is not on a timeline but must be done before any development beyond this proposed phase. Town Manager Nathan Garrison stated that eventually there will need to be a loop water line installed. He said this proposed site does not call for it to be needed but they have discussed with the developers that if for some reason the pressures are not met this line would have to be installed. John Bowman said that the Town could be the limiting factor there because the Town is responsible for acquiring the easement and the developers are responsible for the installation. Mayor Holloway asked for any other discussion. Council members Mark Keeler, Jo

Plaster, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

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