

**Town of Grottoes  
Workshop Meeting**

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

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

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

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

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

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

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

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

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

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

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

#### **FINANCE**

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

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

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

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

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

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

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

## **SPECIAL EVENTS**

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

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

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

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

## **PRESENTATIONS AND PETITIONS AND CLAIMS**

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

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

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

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

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

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

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

