

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Thursday, August 8, 2019, at 6:00 p.m., with Mayor Holloway presiding.

**ATTENDANCE:** Council Members present were: Emily Holloway, David Raynes, Jo Plaster, Mark Keeler, Joshua Bailey, and C.W. Stephenson.

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

Mayor Holloway stated the first item for discussion is the pool bids. Tourism and Parks Director Ashley Collier stated that we have reviewed the two bids and have been in contact with both companies to make sure we have exactly what we are wanting. She stated that National Pools out of Roanoke came to \$306,240.00 and High Sierra from the DC area came to \$309,709.00. Ashley said they didn't realize until after the committee meeting that National Pools charges 3% for their performance bond which would make their total cost of \$315,427.20. Tourism and Parks Director Ashley Collier said that both bids included the complete renovation of the pool including combining the kiddie pool to the main pool to create a zero entry pool, adding ADA compliant steps and lift, it includes a water umbrella, and a new chemical automation system. She stated that National pools quote also included a slide in the quote. Ashley stated that National Pools was who put the pool in and has worked on it over the years. She stated that High Sierra was in contact with National Pools to find out history on the pool. She stated that National Pools was cheaper when it comes to the items but their bond puts them higher than High Sierra. Town Attorney Nathan Miller said they should try to negotiate the bond down. Town Councilman Joshua Bailey asked if we should ask High Sierra if they would include a slide. Tourism and Parks Director Ashley Collier stated that they did include a slide it's just not the one they liked. She said they did tell us that they could give us a catalog to look at. She stated that since the committee liked Nation Pools they haven't looked at what slides they offer. Mayor Holloway said that with our history with National Pools we don't necessarily have to go with the lowest bidder. Mayor Holloway asked what the timeline for the project to be completed is. Ashley stated that they will start in mid-September and be completed in April.

Mayor Holloway stated that the next item for discussion is the tree quote at Grand Caverns. Councilman C.W. Stephenson stated we are having some issues with trees near the cave entrance so we started looking for someone to give us a quote on taking some trees out. He stated that Ray's Tree Service came out and gave us some advice on what trees should come out and what trees should be left because they are actually providing protection. C.W. stated that he could have come in and quoted us for all the trees we thought should come out and that would have ended up costing \$23,000.00-\$25,000.00 but instead he advised us why we shouldn't take them all out and gave us a price of \$4,500.00 for the tree removal. Mayor Holloway asked if anyone had any questions about the tree removal.

Mayor Holloway said the next item for discussion is Jim Justis's request to purchase the other half of 2<sup>nd</sup> Street. She stated that he came to the Council meeting asking to purchase the other half of Second Street, which he purchased the first half in 2007. Town Manager Nathan Garrison stated that the Planning Commission has reviewed this and is recommending the sale of the other half of Second Street. He stated that the motion tonight would be to set a public hearing for citizens' comments if the Council wants to move forward. Councilman Joshua Bailey asked if we were ever going to develop 9<sup>th</sup> Street to Riverside Avenue. He stated that he wants to buy that and the alley beside him. He stated that he wants first right of it. Councilman Joshua Bailey stated that he doesn't think we should be selling streets or alleys. He said that we will be having land disputes. Councilman Joshua Bailey stated that what has been done in the past is in the past and the future is now and doesn't feel that we should be considering it. Councilman Mark Keeler stated that the Planning Commission is very sensitive to each request and felt that this could benefit the Town if somebody actually owned this small section of land and kept it clean. Councilman Joshua Bailey asked how we determine the value. Mayor Holloway stated that Mr. Justis included the tax assessment and what he is offering to pay.

Mayor Holloway stated the next item for discussion is police equipment. Chief James stated that we recently received a drug box from CVS that citizens can bring their old or unused prescriptions in and drop off so they don't have to put them in the trash or flush them down the drain and contaminate the water supply. He stated that he has contacted fire and rescue to let them know that the drug box is here and that they are welcome to use it.

Chief James stated that he has gotten a quote for putting decals on two of the unmarked patrol vehicles. He stated that that the price for two vehicles is \$935.00 per vehicle but if we mark three vehicles they

would reduce the rate to \$819.00 per vehicle. He stated Officer Johnson and Officer Sullivan's vehicles are getting higher mileage and are having maintenance problems. He stated they both have oil leaks and antifreeze leaks so he spoke with Nathan about proposing to purchase a new police vehicle. He stated that the last vehicle the Town purchased was in 2012 when the Tahoe was purchased. Chief James stated that we did receive two vehicles off of a grant but we are seeing the need to purchase a new vehicle because of the maintenance costs of our older vehicles. Mayor Holloway asked the Council for their opinion on purchasing a new police vehicle. She asked if this quote was ready to go except for the decal. Chief James stated that the radios would have to be installed from the old vehicle. Town Manager Nathan Garrison stated that there is just over \$17,000.00 in the police savings fund and this year they are projected to put in \$20,354.00 in the savings so that would leave around \$10,000.00 that would need to come from what was going to go into admin savings. Councilman David Raynes stated that he thinks we should move forward.

Mayor Holloway asked about doing the lettering for three vehicles and if we needed to figure out where this will come from. Town Manager Nathan Garrison stated that this can come out of a current line item.

Chief James stated that he submitted a grant for eight body cameras and two of the digital speed limit signs, like the one that has been around town. He stated that he also but in for a handheld device called Lidar for the areas that are not good for running radar. He said that the grant he submitted was about \$48,000.00 worth of equipment. Chief James said that the grant is 100% grant and will be awarded on Oct 10, 2019.

Mayor Holloway stated the next item is utility training. Town Manager Nathan Garrison stated that we are wanting to have our software company come in and do utility training with all of us so we would like to close the Town office for one day. Mayor Holloway asked if we closed the office that we get the word out to the citizens that the office will be closed. Mayor Holloway asked if Council had any comments. Councilman David Raynes said he agreed with closing the town hall for a day for training. Councilwoman Jo Plaster agreed.

Mayor Holloway stated that the last item is committee updates and if anyone has something to discuss we may need to bring it up in the Council meeting. Councilman Joshua Bailey stated that with the Council meeting being moved the water and sewer committee was unable to meet but they will be meeting soon. Councilman C.W. Stephenson asked if we refunded Mr. Grunewald. Town Attorney Nathan Miller stated that he advised not to and will report to Council in Closed Session. Mayor

Holloway stated that we are still waiting for some final responses for the personnel handbook. Councilman Jo Plaster said she and Nathan met with Smith Paving and went over the paving schedule and what all needed to be done. Councilman Mark Keeler stated that the Planning Commission is still working on the rezoning of Dogwood Avenue and also the brush collection.

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

Mayor Holloway called the August 8, 2019 meeting of the Grottoes Town Council to order and welcomed citizens. Town Clerk Tara Morris called the roll. Mark Keeler, Joshua Bailey, Jo Plaster, Emily Holloway, David Raynes, and C.W. Stephenson were present. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Public Works Director AJ Hummel, Tourism and Parks Director Ashley Collier, and Police Chief Thomas James.

Councilman David Raynes made a motion to accept the minutes from the Special Town Council Meeting on June 27, 2019 and the workshop and town council meetings for July 8, 2019. Councilman C. W. Stephenson seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson, voted in favor of the motion, motion carried.

#### **FINANCE**

Councilman David Raynes made a motion to approve the Treasurer's report. Councilman C.W. Stephenson seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to pay the bills as of August 8, 2019 and the remaining bills for the month of July totaling \$171,485.29. Councilman C.W. Stephenson seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilman Joshua Bailey stated that the water committee will be scheduling a committee meeting in the near future but no report at this time.

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

Councilman Mark Keeler stated based on the Planning Commission's recommendation he is making a motion to set a public hearing for a request to purchase a vacant portion of Second Street. Councilman David Raynes seconded the motion. Town Attorney Nathan Miller asked to amend the motion to include a

date. Councilman Mark Keeler amended the motion to include the public hearing will be on September 9, 2019 at 7:00 pm. Councilman David Raynes accepted the amendment. Councilman Joshua Bailey stated that he know this is only for the public hearing but wanted to state for his opposition of selling this piece of property. Councilmembers Mark Keeler, Jo Plaster, and David Raynes voted in favor of the motion, Council members Joshua Bailey and C.W. Stephenson voted against the motion, motion carried.

#### **PARKS, RECREATION AND PUBLIC FACILITES**

Councilman C.W. Stephenson made a motion to award the pool renovation bid to National Pools in the amount of \$315,427.20. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson voted in favor of the motion, motion carried.

Councilman C.W. Stephenson made a motion to go with Ray's Tree Service to remove trees at Grand Caverns in the amount of \$4,500.00. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Mayor Holloway stated that under special events on September 7<sup>th</sup> is the community yard sale day. She stated that there were some parking reminders in the last newsletter. Mayor Holloway said September 14<sup>th</sup> is the End of Summer Celebration at Mountain View Park from 4:00 pm - 9:00 pm and on September 27<sup>th</sup> the Grand Caverns 5K Race will take place at 6:00 pm at Grand Caverns Park.

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

Mayor Holloway stated that she wanted to follow up with some discussion from the workshop meeting about the purchase of a new police vehicle. Chief James stated that they are looking at a 2020 Ford Explorer and the price for that would be \$48,751.80 along with that he is looking to put graphics on the new vehicle plus two others and that cost would be \$2,457.00. Councilman David Raynes made a motion to purchasing a new Ford

Explorer. Councilwoman Jo Plaster seconded the motion. Mayor Holloway stated that this will come out of capital reserves and admin savings. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson voted in favor of the motion, motion carried.

Councilman David Raynes made a motion proceed with the decaling of three police vehicles at a cost of \$2,457.00. Councilman C.W. Stephenson seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson voted in favor of the motion, motion carried.

Councilman C.W. Stephenson made a motion to convene into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia to discuss matters for the purpose of considering such persons assignments, appointment, promotion, performance, demotion, salaries, disciplining or resignation and closed session pursuant to section 2.2-3711(A)7 of the Code of Virginia to discuss legal matters with legal counsel relating to actual or probable litigation. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson voted in favor of the motion, motion carried.

Councilwoman Jo Plaster made motion to adjourn the closed session. Councilman Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, and C.W. Stephenson voted in favor of the motion, motion carried.

Mayor Holloway read the certification of the closed session to the best of your knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 and to 2.2-3711(A)7 of the Code of Virginia as only such public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the meeting. Town Clerk Tara Morris took a roll call. M. Keeler; so certified, J. Bailey; so certified, J. Plaster; so certified, E. Holloway; so certified, D. Raynes; so certified, C. Stephenson; so certified.

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