

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, January 14, 2019, at 6:00 p.m., with Mayor Emily Holloway presiding.

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

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

Mayor Holloway called the workshop meeting to order and welcomed the new Council members. She stated that everyone should have their agenda packets. She also stated that the workshop meetings have been set for 6:00 pm prior to the Council meeting at 7:00 pm and if we have a long agenda for the workshop we can shift that meeting to the Thursday before.

Mayor Holloway stated that the first item on the agenda tonight is additional holiday time for Town employees. She stated that in the past, prior to some holidays, discussion by Council members would grant an additional holiday for the employees. She stated that this year we wanted to look at this at the beginning of the year. She stated that we do not have to take any action if we are not going to give any additional time off. Councilman Mark Keeler asked if we give our employees the additional days that the state gives. Mayor Holloway stated that we do give them all state holidays including the additional time off. Mayor Holloway stated that she pointed out that at the last meeting that Good Friday is not a state holiday and didn't know if we would want to give that day or not. She also pointed out that New Year's Eve was a holiday in 2018 and is not a holiday in 2019. Councilman Tim Leeth asked if we gave the employees Good Friday off last year. Mayor Holloway stated that she can't remember last year but she knows we have in years past and it's always one that is brought up before the holiday. Councilman Tim Leeth stated that he would be in favor of that. Mayor Holloway stated that Good Friday is April 19<sup>th</sup>. Councilman Mark Keeler stated that when we are looking at this we are only looking at this for part of our staff because our police still have to work and our part-time people at the park still work; is that correct? Mayor Holloway replied that the part-time park

employees are still working and don't get that benefit. Councilman Joshua Bailey stated that the police get additional time off but it may not be on that day. Councilman Mark Keeler asked if the full time park employees got the holiday off and the part-time worked the holidays. Tourism and Parks Director Ashley Collier replied yes. Mayor Holloway stated that nobody has mentioned it but we do not want to close the park on those holidays because they are money making days. She stated that part of her thinks maybe we should be paying them more those days since we expect them to work the days our other employees are off. Councilman Mark Keeler stated that was his point for equality. He stated when we say we are giving a day off for our employees we are not giving all our employees the day off. Councilman Joshua Bailey asked for his clarification if everyone is off for a holiday the part-time staff at the park do not get time and a half or double time it's all just straight time. Mayor Holloway replied that is correct.

Mayor Holloway stated that the next item on the agenda is committee assignments. She stated that she realizes that not everybody got the committee they wanted and now realizes why no other mayor has ever done it this way. Mayor Holloway stated that we do have to approve the committees and she is going to open the floor up for any discussion. Councilwoman Jo Plaster stated that her concern was the Streets and Street Lights as chairing that she doesn't feel that this committee would allow for her to use her background to the best of her ability as other committees may. She stated that she has no problem with chairing this committee she just felt she may be more useful with Park and Recreation or Special Events. She asked what would be the process to add an additional committee member to some of these committees. Councilman Joshua Bailey stated that the committee is designed to make a recommendation to council and if you add additional council members to a committee then a committee could vote to make a change because four council members make a meeting. Mayor Holloway stated that this is one reason we decided to have workshops before the meetings so each committee can update council and it can be discussed. Mayor Holloway stated no matter if you are a chair or a committee member there really is no difference other than the chair is the contact person. Councilman Mark Keeler asked if we can get the word out more about the committee meetings and post them on the web site. Councilman Tim Leeth stated that in the past the problem with the committees not having a report was because Jeff was giving us the report in his staff report. He stated as a committee chair we should be more involved and not allowing all this to fall on the Town Manager.

Mayor Holloway stated before we move onto finance she would like to thank AJ and his crew for all their hard work with the snow removal. She said she didn't know about other places but the Grottoes streets looked good.

Town Treasurer Rhonda Danner stated that the first page would be the Treasurer's report for the month of December. This has all the revenues for the month. She stated that on the back of the Treasurer's report was the disbursement section. It also shows the balance to our other accounts such as: Highway, Savings, Veterans Memorial, Town Activities, RBEG, Kids Fish Day, and Grand Caverns playground account. Town Treasurer Rhonda Danner stated that the next page shows our AP check listing for the month. Councilman Mark Keeler asked if she would explain the house bill 599 for the new Council members. Town Treasurer Rhonda Danner stated this is money that we receive each quarter for the police department and it has to be used on approved allocations for this money. Rhonda explained the highway graph and how it is broken down. She stated on the back is the savings account and the different funds it is broken into. She stated that the last page shows the bills to be paid and the amount of the remaining bills from the previous month for the total amount to be approved. Mayor Holloway asked if anyone had any questions on the financials.

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

Mayor Holloway called the Public Hearing for January 14, 2019 to order and welcomed guests. She stated that the public hearing is to hear citizen comments regarding amending the Charter to change the mayor's term from two years to four years. She stated that we will start with a staff update.

Town Manager Nathan Garrison stated that back in the spring the Council voted to change the mayor's term from a two year term to a four year term. He stated that this is a charter amendment and in order to proceed with this change we have to hold a public hearing to hear citizens' comments. Town Manager Nathan Garrison stated that after the public hearing if the Council still wants to proceed with this change then in the regular meeting the Council will have to approve the resolution requesting the charter change which will be sent to the General Assembly.

Mayor Holloway asked if any Council members want to add to the staff update to explain why this was initially proposed before she calls for speaking for or speaking against or if they would rather wait until the questions by Council section.

Mayor Holloway asked if anyone signed up to speak for. Town Clerk Tara Morris replied no. She asked if anyone signed up to speak against. Town Clerk Tara Morris replied no.

Mayor Holloway asked if Council had any questions or comments. No comments were made. Mayor Holloway stated with no comments being made she will adjourn the public hearing.

Mayor Holloway called the January 14, 2019 meeting of the Grottoes Town Council to order and welcomed citizens as well as our new Council members to their first official meeting. Town Clerk Tara Morris called the roll. Mark Keeler, Joshua Bailey, Jo Plaster, Emily Holloway, David Raynes, C.W. Stephenson, and Tim Leeth were present. Also present were Town Clerk Tara Morris, Attorney Burns Earle, Town Manager Nathan Garrison, Public Works Director AJ Hummel, Tourism and Parks Director Ashley Collier, and Police Chief John Painter.

Councilman David Raynes made a motion to approve the minutes from the December 10, 2018 Council Meeting. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua

Bailey, Jo Plaster, David Raynes, C.W. Stephenson, 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 2018. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to approve the bills as of January 14, 2019 and the remaining bills paid in December 2018 totaling \$110,379.09. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilman Joshua Bailey stated that we had budgeted to replace the 2" waterline on 20<sup>th</sup> Street at the intersection of Cherry Avenue east to the end of 20<sup>th</sup> Street. He stated that this project was supposed to have already started but due to weather has been pushed back and should be starting in the near future. He stated that Town Manager Nathan Garrison has already notified everyone that this will affect.

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

Councilman Mark Keeler made a motion to approve the resolution to amend the Grottoes Charter to change the Mayor term from a two year to four year term. Councilman Joshua Bailey seconded the motion. Councilman Mark Keeler explained that since this is a Charter change this will be presented in the 2019 session of the General Assembly. Mayor Holloway added that this change will not go into effect until the next election. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Mark Keeler made a motion to approve the resolution to establish the meeting times of the regular meetings and the organizational session for the calendar year 2020. Councilman

Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

### **SPECIAL EVENTS**

Councilman Tim Leeth stated that the events committee will meet this week to discuss the special events cards. He stated that there will be a couple changes this year but we should have the events cards ready to go out with the next newsletter.

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

Mayor Holloway stated that committee assignments were discussed at the workshop and we would need a motion to approve. Councilman David Raynes made a motion to approve the 2019 committee assignments. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway stated that the next item on the agenda is additional holiday time. She stated that we give the state holidays but looking at the calendar are there any additions to holidays given to Town staff. Councilman Tim Leeth stated that he appreciates us looking at this at the beginning of the year and suggests that we review this at the beginning of each year. He stated that he doesn't see anything this year that warrants an extra day. He stated that he feels this is the right way to do this for our staff and citizens. Mayor Holloway stated that we will follow the state holidays for 2019 as presented.

Mayor Holloway stated that the Grottoes Volunteer Fire Department has submitted their 2019 Officers list for approval. She stated that since they operate under the Town's charter the officers need to be approved annually by Council. Councilman Joshua Bailey made a motion to approve the 2019 Officers for the Grottoes Volunteer Fire Department as presented. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

## **PRESENTATION AND PETITIONS AND CLAIMS**

Mayor Holloway stated that no one signed up to speak but she welcomed Rick Chandler and asked if he wanted to say anything. He stated that they are seeing growth on the east side of the county. There have been a couple subdivision plans that have been submitted for review. He stated that that the county is starting the budget process just like the Town.

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