

**Town of Grottoes
Workshop Meeting**

CALL TO ORDER: The Town of Grottoes Town Council held a workshop meeting on Monday, February 12, 2018, at 6:00 p.m., with Mayor Emily Holloway presiding.

ATTENDANCE: Council Members present were: Mayor Emily Holloway, Council Members David Raynes, Mark Keeler, Marjorie Funk, Mark Sterling, Joshua Bailey and Tim Leeth. Councilman Joshua Bailey joined in the meeting about 6:25 pm.

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.

Town Manager Jeff Nicely informed the Council that we received 5 bids for the cleaning contract. He stated that the lowest was Davis Enterprises. He stated that he contacted the guy because he never came to look at the building and after talking to him he found out that he currently doesn't have a cleaning business but was going to retire in a couple months and has thought about starting a cleaning business. Town Manager Jeff Nicely stated that he has never cleaned anywhere and doesn't have any references and he is not licensed and bonded. Town Manager Jeff Nicely stated that Lambert Cleaning Services was the next lowest bid at \$9,631.00. He stated that they had several commercial references and included that they will do all the work themselves including the windows and floors. Town Manager Jeff Nicely stated that the cleaning contract is on the agenda so the Council can make a motion at that time.

Town Manager Jeff Nicely stated that we are working on the budget and have been discussing whether or not to contract out our refuse services. He stated that he went back and looked at what the Town was being charged and how it went up yearly and understands why the Town went to collecting refuse themselves. Town Manager Jeff Nicely stated that we have had some maintenance issues with the truck. He told them that we are riding around with fire extinguishers because rats have chewed through the wiring harness and it could catch on fire at any time. He stated that he thought it would be best if we looked to outsource the trash services because this would give our maintenance men two extra days to get things done and to catch up on things that have gotten behind. Town Manager Jeff Nicely explained how to adjust the budget to go with contracted services. He said we would have to

decide if we want to keep the truck for events and big contracts or to sell the truck. Town Manager Jeff Nicely stated that we will need to decide what all the changes will be as we are working on the budget.

Chief Painter informed the Council that over the past several month the Harrisonburg/Rockingham ECC has been having some meetings with JMU and the Rockingham County Sherriff's Department along with the Harrisonburg and Rockingham County Fire Rescue agencies about changing over all their reporting software. He stated that we have been working with Daypro who got bought out by another company. He stated that our current program will be obsolete by next year. He stated that if we do not go with the software that the County is proposing, which is Tyler Networks, then we will be isolated from the County's system. Chief Painter stated that we have to decide if we are going to go with this reporting software system because the County is signing a contract with the company this week. Councilman Mark Sterling asked what system Augusta County used. Chief Painter stated that he was not sure of their software system. He stated that it could take up to 14 months for the system to be in place. He also stated that the state police require each department to have reporting software. Chief Painter stated that part of this system includes in-car laptops that are capable of communicating with all the agencies. He stated that this system will allow them to check a driver's license on the spot instead of waiting for dispatch to get back with them. He stated that currently the officers are waiting up to 15 mins to get a driver's license checked. Councilman Joshua Bailey asked if we are currently entering reports into a national data base. In other words, if you commit a crime in Grottoes, would know about it in Hawaii. Chief Painter replied no, that they would not know about it in Hawaii. Chief Painter stated that with the Daypro system we use now, we have to send a monthly report to the state police. With this system when a report is filed that says John Doe committed this crime, anyone else that uses this system will have that information. He stated that currently it's not interconnected with any other agency outside of Rockingham County. Councilman Mark Sterling stated that so much is messed up with all the reporting systems and people not knowing where people are. He stated that they have had an inmate in custody for six months and another agency is looking for him. Chief Painter stated this system will allow them to make comments or provide information to the calls for service report that dispatch doesn't report because they don't have time. Mayor Holloway stated that the reports can be done in the car and will keep the officer visible out on the streets. Mayor Holloway asked what the pricing of this system would be. Chief Painter said that the first year would be approximately \$30,000.00 for all the computers, hardware, and software which would be due July 1, 2019. He

stated that the second year would be approximately \$21,000.00 which would be due July 1, 2020. Chief Painter stated that there will also be reoccurring costs for the software licenses and Wi-Fi cards. This cost is to equip all six police cruisers. Councilman Joshua Bailey asked how many officers do we have on duty at one time. Chief Painter stated that it depends. He stated that typically the most is three but we have had times where we have had more. Councilman Joshua Bailey asked since they have take home vehicles and don't respond back to Town for calls why can't we buy three and share them. Councilman Mark Keeler asked if this price includes the e-ticket program. Chief Painter replied that price does include the e-ticket program. Mayor Holloway asked if we felt good enough to make a motion on this tonight and to move forward with working it into the budget. Councilman Joshua Bailey stated his only concern is buying one for every vehicle.

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

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, February 12, 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 previous meeting. 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 January 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 February 12, 2018 and the remaining bills from January totaling \$52,125.64. 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.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler announced the second reading to amend the Land Development Regulations to provide for short term rentals of property in the Zoning Districts R-1, R-2, and R-3 by Conditional Use Permit and including an amendment to Chapter 144- Taxation, to impose a 2% transient occupancy tax.

Councilman Mark Keeler made a motion to approve amending the Land Development Regulations to provide for short term rentals of property in the Zoning Districts R-1, R-2, and R-3 by Conditional Use Permit and including an amendment to Chapter 144- Taxation, to impose a 2% transient occupancy tax. Councilman Mark Sterling 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 Mark Keeler made a motion to schedule a Joint Public Hearing for Monday, March 12, 2018 at 7:00 to consider a request from Ron McMullen for short term rentals at 1203 Forest Avenue which is zoned R-2 and a request from Karen Michael for short term rentals at 1301 Dogwood Avenue which is zoned R-2. Councilwoman Marjorie Funk 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.

STREETS AND STREET LIGHTS

Councilman David Raynes made a motion to amend the agenda for the refuse RFP. 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 David Raynes made a motion to bid out the refuse pick up for fiscal year 18-19. Councilman Mark Sterling 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 Waynesboro YMCA bid at a rate of \$15.00/per hour for lifeguards and \$25.00/ per hour for management. Councilman David Raynes seconded the motion. Town Manager Jeff Nicely stated that these rates are the same as our rate last year. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Mark Sterling made a motion to accept Lambert Cleaning Service for the cleaning of the Town Hall. 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.

Tourism and Parks Director Nathan Garrison stated that Mark Wingfield with the First Baptist Church in Grottoes asked him about having a vacation bible school at Mountain View Park June 25th - June 28th from 8:30 am - until 1:00 pm. He stated that they are hoping to use shelters 4 and 5 and also parts of the golf range and basketball courts, etc. Nathan asked Mark Wingfield if

he had any other information to add. Mark Wingfield said that instead of doing an actual bible school they are looking to run a community sports clinic at the park. He stated that they are going to have some student athletes from Spotswood and Fort Defiance help with teaching soccer, volleyball, basketball, playing kickball and having crafts at the pavilions long with providing snacks for everyone and also including a bible story each day. He stated that they are still working out the details and are willing to pay what they needed to pay. He stated that they had about 50 kids last year and hoping to have that many or more. Tourism Director Nathan Garrison recommended just charging for the two shelters each day which would come to a total of \$240.00 and allowing them to use the other sections of the park as needed. Councilman Joshua Bailey made a motion to approve this request. 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.

Councilman Mark Sterling stated that he would like to have a discussion on a dog park for one of our parks. Tourism Director Nathan Garrison stated that he has gotten some pricing for that and was going to bring that up at the Parks meeting.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilwoman Marjorie Funk made a motion to amend the agenda to discuss the police reporting system. 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 support Chief Painter's recommendation for the police reporting system. Councilman David Raynes seconded the motion. Councilman Joshua Bailey stated that he wanted it to go on record as he stated before that we should only purchase for three vehicles and get by with the majority that is on duty at a time. He stated that even though they have take home vehicles they do not respond back for calls so he doesn't feel they need the mobile data systems in their cars when they are not on duty. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, Councilman Joshua Bailey voted against the motion, motion carried.

OLD BUSINESS

Town Attorney Nathan Miller stated that he wanted to take a minute to discuss legal fees. He stated that nobody likes to pay a lawyer. He stated that he likes to give the Council a copy of what he has been working on for the Town. He stated that his philosophy when representing a government entity is a public trust. He stated that he tries to manage the legal issues and push them off to other associates whose rate is lower than his. He stated that Jeff asked if he worked on a retainer and he replied that he doesn't have a retainer with any of his clients. He stated that he has found that really never works. He said that if the Town wants to fire him, they can at any point. Nathan stated that Jeff does a good job limiting what he sends to his office to be reviewed. He stated that he provided everyone a copy of a summary of the legal issues that he has worked on for the last year and a half. He stated that these records are protected by attorney/ client privilege and asked that they not leave them laying around. He stated that he didn't want to take up too much time but if anyone has any questions please feel free to ask him.

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

Mayor Emily Holloway called the Special Meeting of the Grottoes Town Council to order at 5:15 p.m. on Tuesday, February 27, 2018. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Manager Jeff Nicely, Tourism and Parks Director Nathan Garrison, and Police Chief John Painter.

Mayor Holloway stated that the first item on the agenda is discussion on a community center. She asked Town Manager Jeff Nicely to update the Council. Town Manager Jeff Nicely stated at the last workshop meeting Councilman Mark Sterling requested that the Planning Commission look into a community center. Town Manager Jeff Nicely stated that the Planning Commission has asked for more direction on this request. He said they want to know what all things we want to include in it so they can determine where it would need to be located. He said they asked him to check with other localities to see what they have and how they operate their community centers. Town Manager Jeff Nicely stated that we was doing that and after talking with Elkton he decided that the Council needs to discuss this further. He stated that the Town of Elkton took an old factory and turned it into a community center. He said they took out a loan to do this and Rockingham County started out giving them \$100,000.00 which has decreased to \$66,000.00 to help offset expenditures. He stated that the Treasurer told him that they have lost two million dollars on the community center. He stated that the money they get from memberships and facility rentals does not begin to cover the monthly expenses so they have to take from the general budget to operate. Town Manager Jeff Nicely stated that when he heard all that he decided that we needed to get together and figure out what we want in one and if we can afford it and how we plan to pay for it. Councilwoman Marjorie Funk stated that they have a better tax base and more businesses than we do. Mayor Holloway stated that she has been in the Elkton Community Center and she stated that she feels they have a lot of space that is not being occupied; therefore they are not bringing money in. She stated that she agrees that it would be important for us to figure out exactly what we want or need before we could really consider it. Town Manager Jeff Nicely stated that Councilman Mark Keeler made a list of what Grottoes already has to offer. Town Manager Jeff Nicely said that he was approached by Ashley Houff about the Town starting a basketball league for the Grottoes area children next fall. He stated that she has offered her building, at no charge, if the Town would be willing to do this. Mayor Holloway stated that she doesn't feel like we do a good job promoting the events that we offer.

Councilman Mark Keeler stated that according to the Comprehensive Plan survey, we have 73% of the people who responded that are at least somewhat satisfied, satisfied, or very satisfied with the quality of recreational facilities provided by the Town of Grottoes. He stated that maybe we need a revised survey because at this point the majority of the people seem satisfied and he doesn't feel that we would have the community behind us especially when we start talking about what it's going to cost each person in order to be able to pay for it. Councilman Tim Leeth asked if we should look into a grant writer to seek out grants for the Town. Councilman Joshua Bailey stated that we need to look at everything in the Comprehensive Plan that the citizens are saying they want because 73% of the population is already satisfied with what we already offer. Mayor Holloway commented that we also have to look at the population that completed the survey. She stated that 46% of the people that did the survey are 55 and older and they probably are not interested in a community center. Town Manager Jeff Nicely stated that he looked into a grant but it appears that our median is higher than their requirement. He stated that doesn't mean we can't put in for it or receive it, but lower income-based communities could have priority over ours. He also stated that we could check into a low-interest rate loan like the one we have on this building. Councilman Tim Leeth stated that he is in total agreement with a community center but not without extra help funding it. He stated that he doesn't think we should put a burden on the tax payers for a community center. Town Manager Jeff Nicely stated that our monthly payment on the Town Hall is \$6567.00 which is over \$78,000.00 a year. He stated that we started that in 2011, when we purchased the land on 6th Street. He stated that it was a 10 year loan with an interest rate of 3.25% and will be paid off in three years. He stated that the sewer payment is 129,000.00 a year until 2035. Town Manager Jeff Nicely stated that the sewer loan is paid for by the increases in the sewer rate over the past three years. Councilman Joshua Bailey asked if he knew about what we had in savings. Town Manager Jeff Nicely stated that according to the last Treasurer's report it was 1.3 million. Councilman Joshua Bailey asked if we would be better off paying off the Town Hall with what we have in savings and get as debt free as we can. He stated that everything we are doing this year we are doing within budget. He asked when the last time employees got more than a 2% raise. Councilman Joshua Bailey stated that he feels we should get as debt free as we can and take care of our employees and then move forward if we can afford it. Mayor Holloway agreed but still stressed that we need to do a better job of promoting what we have to offer. Town Manager Jeff Nicely

stated that our sign out front is great but we are not able to change it every day. Jeff said if we had an electronic sign, we could put multiple events on there. Mayor Holloway stated that the fire department will tell you that was the best thing they did. Councilman Joshua Bailey suggested looking into an intern to help find grants because our staff is busy and doesn't have time to search for them. He stated that he would be willing to help with the grants and he knows others would be too but the first step is finding what is available for us. Councilman Joshua Bailey stated that he feels we need to hold off on the community center for now but look for grants for infrastructures. Mayor Holloway asked if the event card could be put on the web site and not just in the calendar selection. Councilman Mark Keeler stated that he was looking at Harrisonburg's information kiosk and was thinking about if something like this would be beneficial for the Town. Councilman Mark Keeler asked if we can add the Comprehensive Plan to the website.

Town Manager Jeff Nicely stated that we received six bids for our 4th Street water line replacement project. He stated that the only reason he is bringing it up tonight is the contractor that was the lowest qualified bid which was Atkins Excavating has said that he is ready to start. Town Manager Jeff Nicely stated that our lowest bid was Bradford Morris in the amount of \$74,770.00 but he did not have everything he needed in his bid packet including his bid bond so we had to reject his bid. He stated that the next lowest was Atkins Excavating \$93,730.00. He stated that this price includes replacing the line with an eight inch line along Cherry Avenue from 3rd Street to 4th Street and then down 4th Street. He stated that this provides increased fire flow in this area. He said we could back out the area along Cherry Avenue and connect this line into the current two inch line for a deducted amount of \$22,831.00 but if we do this we would not have the fire flow in this area. Councilman Joshua Bailey made a motion to go with the bid from Atkins Excavating in the amount of \$93,730.00. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Tim Leeth and Marjorie Funk voted in favor of the motion, motion carried.

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