

CALL TO ORDER: The Town of Grottoes Town Council held a workshop meeting on Monday, June 10, 2019, at 5:45 p.m., with Mayor Holloway presiding.

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

Other Town Officials present were: Town Manager Nathan Garrison, Town Clerk Tara Morris, Attorney Burns Earle, Town Treasurer Rhonda Danner, Public Works Director A.J. Hummel, Tourism and Parks Director Ashley Collier, and Police Sergeant Wes Baugher.

Mayor Holloway stated that we will begin with the 2020 budget. Town Manager Nathan Garrison stated that the budget has been amended to include the new maintenance position and to update the revenue received from the highway department. He stated that the new police chief's salary has been included. He stated those were the three changes with the budget since the last meeting. Councilman C.W. Stephenson said with the Town Hall being paid off in 2018 shouldn't that money be going into capital. Town Manager Nathan Garrison stated that money going into capital reserves is part of that money but to make the payment money come from water, sewer and parks too so it went back to those funds. Councilman C.W. Stephenson said he is still having trouble with spending \$10,000.00 in cell phones and why we have 20 cell phones. He stated that each department is being billed \$2,000.00 for cell phones. He asked if this was a benefit or does everybody have to have one for a reason. Town Manager Nathan Garrison stated that it was a benefit that a previous Council decided to give to the employees. Mayor Emily Holloway stated that her understanding was it was a benefit given to the employees when the Town switched to the Ntelos business plan that it didn't matter how many phones you had on the plan. She stated that she is not sure if Verizon is the same or not. Town Manager Nathan Garrison stated that we are in a contract with Verizon until August or September. Councilman Joshua Bailey said he might be jumping ahead but wasn't there something in the personnel handbook about being available if you have a take home phone. Town Manager Nathan Garrison stated that there is something in the new manual about take home phones. Mayor Holloway stated currently we would renew the contract because it's in the budget for another year and asked if something is going to change with the contract then it will affect the budget. Councilman C.W. Stephenson said that he doesn't feel that we need 20 cell phones and he also is concerned with how the handbook is worded. He asked if someone doesn't answer their Town issued phone would there be disciplinary actions. He stated that there is a lot of gray area here. Mayor Holloway said we may need to

discuss how that is written because no one is expected to answer 24 hours a day. Councilman Mark Keeler stated that instead of having blanket phones for all employees maybe we should be looking into who we really need to be in contact with. He stated that he feels we can still continue on even though it's in the budget and if we need to make changes later we can. Mayor Holloway stated that we need to check with Verizon to see if we lower the number of phones does it lower the amount of money we pay. Councilman Davis Raynes asked if anyone had any more questions. He stated that he would be making a motion to approve this budget during the Council meeting.

Mayor Holloway stated we will move on to the next agenda item which is the personnel handbook. She stated that she wanted to get everyone's comments and then allow the personnel committee to compile all of that to eliminate these gray areas and then bring a final draft back to the Council. Councilman Joshua Bailey stated that under 3.3 Section process it states a Town Manager shall have the authority to hire an employee who is not a department head. Department head vacancies shall be recommended from the Town Manager to the Personnel Committee for approval. He stated that the police chief shall be hired by the Council and this does not follow the Town Charter. He stated that he feels we should keep it uniform and do all department heads that way. Mayor Holloway stated that was Nathan Miller's recommendation too. Councilman Tim Leeth stated that he feels we should amend the proposed handbook to comply with the charter but to include all department heads. Councilman Tim Leeth stated that we are only talking about five positions. Councilman Joshua Bailey suggested listing it as all exempt employees. Mayor Holloway stated that in the current handbook we have the organizational chart. Councilwoman Jo Plaster stated that she feels it should be included in the new one along with the job descriptions. Councilman Joshua Bailey asked the difference between exempt administrative, exempt professional, and exempt executive. Town Manager Nathan Garrison said he contacted VML and asked this question and was told that no exempt employee accrues comp time. Mayor Holloway stated that the personnel committee discussed this and decided that moving forward the exempt employees should not accrue comp time. Mayor Holloway stated that we included merit pay and Town Council may give out bonuses but it's not a guarantee. Councilman Joshua Bailey asked if the grievance procedures have been checked with the Town Attorney. Town Manager Nathan Garrison stated that it has not and he was wanted all of Council to review it first but is going to have the attorney look at the grievance policy and VML policy. Mayor Holloway stated that on the question of Town Hall opening right at 8:00 you will see on page 16 that the employee opening will report to work no later than 7:45 so Nathan will work to adjust hours. Mayor Holloway stated that a

change was made on Educational Assistance. She stated it said must get approval by Town Manager and Personnel Committee now it says must get approval by Town Manager and Town Council. Councilman C.W. Stephenson stated on page 14 section 8.4 if we have ever look into any other time keeping system other than just time sheets. Mayor Holloway asked in asking this are you asking for us to look into this. Councilman C.W. Stephenson stated that he feels that it would make payroll easier. He said it says in here if you don't turn your time sheet in on time you may have to wait and with some of these systems you can clock in or turn them in on your phone. Councilman Tim Leeth said they have a similar system at his work where they can clock in on their phone. Councilman C.W. Stephenson stated that it would also prevent someone from falsifying their time sheet. Councilman Mark Keeler said we talked about that appointments need to operate with the Charter. He said the Charter states the Town Council shall hire for a Clerk, a Treasurer and other officers deemed necessary. He stated that the police chief is included in another section. Councilman Mark Keeler suggested adding the words "and Town Council" to the end of the "Department Head vacancies shall be recommended by the Town Manager to the personnel committee (and Town Council) for approval". Councilman Joshua Bailey stated we could put in a comment unless otherwise provided by the charter. Town Manager Nathan Garrison stated that this is a personnel handbook and he doesn't think our new employees should have to see our Charter when they read through this. Town Manager Nathan Garrison stated that we want to make this very strict and clear. Councilman Joshua Bailey stated that is doesn't matter if an employee wants to read that it is how we are operating which is by our charter. Mayor Holloway stated that we need to clarify who all are department heads. Attorney Burns Earle said that the charter doesn't recognize department heads it recognizes officers. He questioned if we are deeming department heads as an officer. Councilman Joshua Bailey stated that according to the Code the Clerk works for the Council. Town Clerk Tara Morris stated that's why I am listed on the same line as the department heads. Mayor Holloway stated that the organizational chart is not right and technically the clerk should be listed under the Council just like the manager. She stated that all this needs to be cleaned up and fixed before we send this to the attorney's office. Mayor Holloway stated that she will schedule another meeting to go over more of the handbook.

Councilman Joshua Bailey stated that Nathan Garrison, A.J. Hummel and himself met with Tony from I AM GIS which is a GIS Asset Management System. He stated that it's a program that integrates nationwide. Councilman Josh Bailey stated that we can put our assets, fire hydrants, water lines, sewer lines, street signs basically anything we

want to GIS. He stated that it looks like Google earth and you just click on the map layer you want to see. Councilman Joshua Bailey stated that if A.J. and his crew dig up a pipe to work on it you can take pictures of it, and add comments for future reference. He said you can also do work order and assign it to someone and it will send them an email or text to let them know what needs to be done. Councilman Joshua Bailey stated that it is a really awesome system and would like for other Council members to see this system. Councilman Joshua Bailey stated that this will digitize all of our maps. Councilman Joshua Bailey stated that this is a \$7,000.00 up front cost and a \$2,500.00 reoccurring cost. Mayor Holloway stated that she likes the fact you can see how many times something is repaired and then you know you may need to look at replacing it. Town Manager Nathan Garrison said that you can set a calendar for reminders that need to be done and it will send you an email and a text message. Mayor Holloway said that the quote is good until July 31, 2019 and asked the Council to look at the web site and if you are interested in the webinar to let Nathan or Joshua know so it can be set up and then we can put it on the agenda in July.

Mayor Holloway stated that we voted in January for the holidays for the year and we need to acknowledge the change made by the Governor for the added holiday on Friday, July 5, 2019. Councilman Mark Keeler said he appreciated the heads up and if the state makes a change we make a change.

Mayor Holloway said that we sent the Little League the letter and would like an update. Councilman C.W. Stephenson said the committee met and came up with a few ideas and Nathan was going to contact them about meeting in June. Town Manager Nathan Garrison stated that he emailed Kara and she is going to check with their board to see if it would work but she wasn't sure because of All-Stars. Mayor Holloway stated that she has gotten multiple calls and has been stopped several times at the ball fields asking why we were getting rid of Little League all together. She stated that we need to make sure these people understand that we are not getting rid of Little League but that the lease is renewable every year and we need to come up with some better terms that are agreeable by both parties. Councilman Tim Leeth said the people he has talked to that had read the letter knew what we were talking about and the one he talked to that hadn't read the letter asked why we are getting rid of the little league, which he corrected.

Mayor Holloway stated that the swearing in ceremony is Monday, June 17, 2019 at 9:00 am here at the Town Hall. She asked that any council member that can come please do. Town Manager Nathan stated that he has

reached out to the media and has also put it on Facebook. He said this week he will put it on the sign out front.

Councilwoman Jo Plaster stated that they revised the letter for culvert installation to include an estimated time of completion and also seeding and the cost for that. She stated that the committee hasn't met but will be meeting in the next week or two, but before we can add any type of fees we will first have to amend the code.

Councilman Jo Plaster stated that VDOT has inspected the bridge going into Grand Caverns and there are some bridge clips that have popped and they are going to repair the pot holes but we have not been put on the schedule yet. Councilman Tim Leeth stated just informational that with all the positives we have heard he has already received complaints about the parking at Lil Gus's.

Councilman Mark Keeler stated that the Planning Commission is continuing to work on the zoning particularly on Dogwood Avenue.

Councilman C.W. Stephenson stated that we are working on the little league negotiations and that Nathan and the attorney are working on the pool bid.

Councilman David Raynes stated that tonight he will make a motion on the 2020 budget.

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

Mayor Holloway called the June 10, 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, 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 Sergeant Wes Baugher.

Councilman David Raynes made a motion to accept the minutes from the May 13, 2019 workshop, public hearing and town council meetings and for the special meeting on May 22, 2019. 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.

FINANCE

Councilman David Raynes made a motion to pay the bills as of June 10, 2019 in the amount of \$8,532.64 and the remaining bills for the month of May totaling \$170,178.01 for a total of \$178,710.65. 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.

Councilman David Raynes made a motion to approve the Treasurer's report. Councilwoman Jo Plaster 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 FY 2020 budget. 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.

SPECIAL EVENTS

Councilman Tim Leeth announced the Street Dance is Friday, June 14th from 6 to 10 pm on 6th Street. He stated that the Grottoes Fire Department Lawn Party is June 19-22 at Mountain View Park and the parade will be Friday, June 21st at 7:00 pm on

Forest Avenue. On June 29th the Grottoes Rescue Squad is having a car, truck and motorcycle show from 10-3 at the Rescue Squad building. Councilman Tim Leeth stated that the Pedal Push Parade will be on 6th Street on July 4th at 10:00 am and the Friday Night Bluegrass will begin on Friday, July 5th at 7:00 pm in Mountain View Park. Councilman Tim Leeth mentioned that the Cardinals Baseball games are continuing and to watch for the signs in Town for the home games.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilman Tim Leeth made a motion to convene into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia to discuss personnel matters for the purpose of considering such persons assignment, appointment, promotion, performance, demotion, salaries, disciplining, and resignation. 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.

Councilman David Raynes made a motion to adjourn closed session. 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 opened the regular session. Mayor Holloway stated that a certification of the closed meeting to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 of the Code of Virginia 1950 as amended and 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 vote M. Keeler; yes, J. Bailey; so certify, J. Plaster; yes, E. Holloway; yes, C.W. Stephenson; so certify, and T. Leeth; yes.

Mayor Holloway stated moving forward she would need a motion to accept the resignation of the Administrative Assistant Christa Hall. Councilman Mark Keeler replied so moved. Councilman C.W. Stephenson 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 OF PETITIONS AND CLAIMS

Charles Grunewald addressed the Council and stated that he is an Auctioneer from Shenandoah Virginia. He stated that he was contacted by Dale Layman to hold an auction for the Loretta Harris's estate. He stated that her property is located at 707 5th Street here in Grottoes. He stated that he was told by Dale that she spoke to the former police chief and there wasn't a problem and that all he needed to do was come to the Town office to get a license to hold the auction. Mr. Grunewald said he came in a week and half before the sale to get his license and was told to hold on. He said he waited for about 30 minutes then the Town Manager came and got him and asked him what he wanted to do. Mr. Grunewald said we wanted to hold an auction at 707 5th Street and he said the Town Manager told him that there was no parking. Mr. Grunewald said he told him that there is no parking in any town unless you are at building with a big parking lot but they could park along the streets. He said that he was told no we can't have them parking along the streets and blocking them. He said that he called Dale and informed her that the Town wouldn't give him the license and that they suggested contacting the fire department. Mr. Grunewald stated that Dale contacted the fire department and thankfully they came through for them. He stated that they had to take five hay wagons and three U-Haul truck trips up to the sale and unload that morning. He stated that this cost more unnecessary time and expense than it needed to. Mr. Grunewald said on May 11th the Town had a Town yard sale and asked where those people park. Mayor Holloway stated that she feels there is a difference in the number of people at a yard sale verses an auction. She stated that we do need to look at this and hear this concern. She stated she has been doing some research on this since this came up and first and foremost we have to consider the safety in the Town. She stated that some previous auctions haven't gotten permits. Some previous auctions were held at locations where there were empty lots adjoin or adjacent which could allow for ample parking. She stated that this Council needs to look into and work on a solution for the future. She stated that there have been auctions that have happened that never got a permit. Mr. Grunewald stated that he

feels that they were discriminated against since the town just held a yard sale and all those people parked on the streets. He stated that if the fire department wouldn't have said yes he said he don't know what they would have done. He said he felt they got the raw end of the deal. He said that they were out in the sun on the hot pavement for hours and at the house they would have had a shady spot and wouldn't have been on pavement. Mayor Holloway thanked him for coming.

Jim Justis addressed the Council and stated that he lives at 112 Park Avenue. He stated that on Friday he submitted a proposal to the Town to purchase a piece of land. He stated that he understands that the Mayor has not seen the documentation yet and he said he was not expecting any type of decision tonight. He stated he came tonight to give some information on the piece of land he is looking at which is a 30x100 foot piece of the abandoned 2nd Street. He stated that the state would not allow Grottoes to have three railroad crossings in such a short distance, so the 2nd Street crossing was closed, and 2nd Street was abandoned. Mr. Justis stated at that time he purchased half of that right-of-way which was 30x100 feet. He stated that he is requesting to purchase the other half of the right-of-way and has made an offer to the Town and he hopes the Town will look at it and find it favorable. Mayor Holloway stated that we will look at it and get back with you.

With nor further business to discuss Mayor Holloway adjourned the meeting.

Mayor Holloway called the Special Town Council Meeting of the Grottoes Town Council to order at 6:30 pm on Tuesday, June 18, 2019. Town Treasurer Rhonda Danner called the roll. Members present were Mark Keeler, Jo Plaster, David Raynes, and Tim Leeth, with Mayor Holloway presiding. Also present were Town Treasurer Rhonda Danner, Town Manager Nathan Garrison and Police Chief Thomas James.

Mayor Holloway stated the reason for tonight's meeting is a discussion regarding personnel performance and the office assistance position.

Councilman Tim Leeth made a motion to convene into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia, as amended in 1950, to discuss personnel matters for the purpose of considering such persons assignments, appointment, promotion, performance, demotion, salaries, disciplining or resignation. 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.

Following the Board of Zoning Appeals meeting Town Clerk Tara Morris relieved Town Treasurer Rhonda Danner.

Councilman Tim Leeth made a motion to adjourn closed session. 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.

Mayor Holloway opened the regular session and stated that a certification of the closed meeting to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 of the Code of Virginia, 1950, as amended, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discusses or considered in the meeting. Town Clerk Tara Morris roll called; M. Keeler; yes, J. Plaster; yes, E. Holloway; yes, D. Raynes; yes, and T. Leeth; yes.

Mayor Holloway stated that on the agenda we have a discussion of the personnel handbook. She stated what the personnel committee was going to meet next Thursday, June 27, 2019 at 2:00 pm. She stated that this is going to be changed from a personnel committee meeting to a Special Called Town Council Meeting and stated that she will finalize the agenda soon. She asked that

that everyone come with their materials to update. Hopefully we can come up with a final draft of the personnel handbook.

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