

Mayor Holloway called the Special Town Council Meeting of the Grottoes Town Council to order at 2:00 pm on Thursday, June 27, 2019. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth, with Mayor Holloway presiding. Also present were Town Clerk Tara Morris, Town Manager Nathan Garrison and Police Sergeant Wes Baugher.

Mayor Holloway stated the reason for meeting is for an update on the computers for the police cruisers, an update on the audit, review and discussion on the proposed personnel handbook, and the office assistant position.

Mayor Holloway stated the first item is an update on the police computers. Police Sergeant Wes Baugher informed the Council that everything is moving forward as schedule and we are waiting our turn to get the computers installed. Mayor Holloway asked moving along as scheduled what does that mean. She stated that Chief James was looking into seeing if we were going to still get them. Sergeant Baugher stated that we are tied into the contract. He said there is one company that is installing the computers and they are taking one Town at a time so we are waiting our turn for the installation. Councilman Mark Keeler asked if there is a training component with this system. Sergeant Baugher stated that once the computers are installed ECC will be providing a person to come out and train the officers on the system. Town Manager Nathan Garrison stated that Chief James was planning to be here but his court time got changed from 9:30 am to 1:00 pm.

Mayor Holloway stated the next item is the audit update. Councilman Mark Keeler stated there is not much of an update since the last time. He stated that the personnel committee was invited out to the auditor's office to see where we are with the audits. He stated that that was a very good meeting and lasted for quite some time. He stated that we are behind so far that companies have been dropped by auditors however they are not going to do that with us. Councilman Mark Keeler stated that they admitted to the fact that they have had personnel changes so we have not had the same people working with Rhonda. He stated their looking to get the information to get the audits complete which they have not been able to get. Councilman Mark Keeler stated that they recommended getting someone to come in to help and work with Rhonda on getting the information they need. He stated that they did give us a name of a consultant and he stated that he will let Nathan talk more on that. Councilman Mark Keeler stated that if we go with the consultant they are saying that they can come in and work with Rhonda getting the information to the auditors and they should have us cleared up by December. Town Manager Nathan Garrison stated that he

has been in contact with the consultant and she needs more information from us to be able to answer our questions such as how much is this going to cost and how long will this take. He stated that we haven't been able to get her the information because this week Rhonda has been on vacation. He stated that the auditors have compiled a list of everything that they need for the years that are open. Town Manager Nathan Garrison stated that he and Rhonda will meet with Andrea next week. He stated that she is the head auditor and they need to meet with her because they show items still open that Rhonda has already sent. He stated in the meantime he wants to get information to the consultant to see if we can do this in house or if we need the consultants help. Mayor Holloway asked why we wouldn't want to go with the consultant. She stated this was supposed to be a sure fix in getting these audits done. Town Manager Nathan Garrison stated that it is but now that we have this complete list from the auditors we need to see why they have items still open that she has already sent that's why he wants to meet with Andrea next week, plus this is the list that we would need to provide the consultant to see how long it would take and how much it would cost. Councilman Mark Keeler stated that we should have this information to be able to make a recommendation at our next meeting. Town Manager Nathan Garrison stated that was correct. Councilman Tim Leeth asked if there was still some fuzziness because Rhonda is under the assumption that she has sent them the information requested and they are under the assumption she is not sending it so he feels getting them together would be positive in finding out where the problem is. Town Clerk Tara Morris stated that one of the problems she has run into is an auditor that requested the information and she sends it has now quit and hasn't given the lead auditor the information. Town Manager Nathan Garrison stated that we need to get this resolved since we are currently four years behind. He stated that we need to get this done quickly so even if we feel we can do this in house it may too long to get it complete. Mayor Holloway stated that she knows it's going to be expensive but if we don't soon move forward we won't get this done by December. Councilman Mark Keeler stated that we need to look into what is causing this to happen. He stated that we are not one year behind we were five but we got one complete. Councilman Mark Keeler stated that this affects us being able to get grants or loans. Mayor Holloway stated that she was hoping that the consultant would be a help to Rhonda with getting these and future audits done. She stated that she knows it would be a relief on Rhonda to get these done and out of the way.

Mayor Holloway stated that the next item on the agenda is the personnel handbook. Mayor Holloway stated that the personnel committee suggested going through this and getting everyone's recommendations and coming up with how we want it and then have Nathan make the necessary changes. She stated that we should start with Chapter 1 - Objectives and Administration - and asked if anyone has any changes or discussion. No changes.

Chapter 2 - Equal Employment Opportunity - no changes.

Chapter Three - Appointments - Councilman Tim Leeth stated that Josh had brought up that we need to reword section 3.3 Selection Process. Mayor Holloway stated that her last change was "Department Head vacancies shall be recommended by the Town Manager to the Personnel Committee and Town Council for approval". Councilman Mark Keeler stated that this makes it agree with the Town Charter. Mayor Holloway stated that the handbook says all interviews must be done in person. She stated that the last time they did do a phone interview. She said that she is not suggesting that we change it she just wanted to make everyone aware. Councilman Tim Leeth stated that he feels they could be qualified by phone but suggested that a final interview must be in person. Council agreed with final interview must be in person.

Chapter 4 - Position Types and FLSA Classifications - Councilman Mark Keeler asked on 4.2 (Position Classifications) are these positions set in stone or is it our decision to classify them this way. Town Manager Nathan Garrison stated that with FLSA these positions meet their requirements. He stated we chose the classification for these positions. Mayor Holloway stated that she feels for the exempt employees if they are not going to receive comp time they should be able to flex their schedule some. She stated that there should be a level of professionalism there so if they work all week and stay after for a meeting they should be able to flex some time so they can leave a little early. She said it shouldn't be an hour for hour match but should be able leave a little early one day. She stated that these employees know they have to do whatever it takes to get the job done and some weeks it may take 60 hours and others may only take 40 hours. Councilman Mark Keeler stated so basically none of the exempt employees get comp time. Mayor Holloway said actually in the past some have been getting comp-time for years but moving forward they will not so she feels we need to explain to these people our expectations. Town Manager Nathan Garrison stated if we do switch to this process there are some employees who have been getting comp-time that will no longer get the comp-time. Mayor Holloway asked what about the comp-time that these employees have already accrued. Councilman C.W. Stephenson said

we have to honor it because they have already worked it and recommended giving them a year to use the already accrued comp-time.

Chapter 5 - Transfers, Demotions, Layoffs, Resignation, and Dismissal- Town Manager Nathan Garrison stated that if an employee leaves without giving a notice they would not receive their annual leave payout. He stated another item that was added was if an employee was dismissed or terminated they will not be eligible for annual leave payout.

Chapter 6 - Outside Employment - no changes

Chapter 7 - Performance Evaluations - Mayor Holloway stated that the webinar suggested not putting a date in the handbook of when evaluations are due. She stated that they discussed they would like to have them done by March so they can be reviewed for raises before the budget process.

Chapter 8 - Compensation Plan - Mayor Holloway stated one thing she wanted to point out under new hires it now states the Town Manager will set the salary. Councilman Tim Leeth stated under 8.2(E) we need to take out "or is terminated". He stated that we already determined a terminated employee will not be paid out their annual leave. Town Manager Nathan Garrison stated that 8.5(D) clarifies more on the exempt employees. Councilman Mark Keeler asked how we define a day of work. Mayor Holloway asked if this is really needed. Councilman C.W. Stephenson said he feels it's a double edge sword and that we should asked the attorney which way would be best. Councilman Mark Keeler suggested that we highlight this section for the attorney to review as he goes over the manual. Council agreed to have him review it.

Chapter 9 - Hours of Operation - Mayor Holloway stated that under 9.1(A) the Town office will be open 8:00 am to 5:00 pm but where it says "however those opening must report to work no later than 7:45 am". She stated that she doesn't feel that this needs to be in the handbook. She stated that it could be included in their job description. She said she knows we want them here early so that everything is up and running by 8:00 am. Councilman Tim Leeth agreed.

Chapter 10 - Harassment - no comments made

Chapter 11 - Personnel Files - no comments made

Chapter 12 - Benefits - Councilman Mark Keeler stated that they did plug in some percentages for specific items and the webinar suggested making a note of those places percentages were added in case it changes the handbook would have to change too. Councilman C.W. Stephenson stated that he doesn't like the way the cell phone policy

reads. He said he wants to make sure that if you try to contact an employee and cannot get a hold of them then they are not in trouble but the way it reads you must have the phone with you all the time. He feels things happen and doesn't want disciplinary action if we can't get someone. Mayor Holloway asked what the purpose was for the last sentence and asked if we can get rid of it. Mayor Holloway said we should reword it and includes something like timely response. Councilman Mark Keeler stated that he like it the idea of pulling out the last sentence and leave the rest for the present time and look at the larger issue of cell phones when it comes time for the contract. He said Town Council can look at plans and have more say on the direction we are going. Mayor Holloway clarified the change for 12.7 is to remove the last sentence and leave everything else the same. Mayor Holloway said when the employees were given the phones they were told that they could be used for personal use and asked if we should include something in the handbook to states that. Councilman Tim Leeth stated that he feels there is so much involved in the cell phone policy and said that we need to address this later at the contract time.

Chapter 13 - Leave of Absence - Mayor Holloway asked opinions on the question in red. Councilman Tim Leeth stated that he could go either way and is fine with giving an employee who has been here 20 years 2 extra hours a month. Council agreed to the change. Town Manager Nathan Garrison stated that they did add in that comp-time must be used before sick leave is granted. Councilman Mark Keeler stated that he is glad that we included Leave Sharing in the handbook. Councilman C.W. Stephenson asked about 13.7 Closures due to weather or other emergencies. He asked if we need to compensate the employees that have to work when the town office is closed. Mayor Holloway stated that we need to decide which way we want to go because those positions when hired know that they have to work in weathered conditions. Councilman C.W. Stephenson stated that he feels we need to thank them for working in these conditions. Councilman Tim Leeth agreed.

Chapter 14 - Family Medical Leave Act Provisions - Councilman Tim Leeth stated this is to the FMLA standards.

Chapter 15 - Standards of Conduct - Mayor Holloway stated that Chapter 15 has the social media policy and asked if everyone was good with it. Council was good with the policy.

Chapter 16 - Discipline - Councilman Mark Keeler asked if Chief James has seen this policy he stated that it is important to line up police policy with Town policy. Councilman Tim Leeth stated that under 16.4 unsatisfactory work performances or behavior we have 18 reasons for

unsatisfactory behavior but should there be a blanket one that says anything a department head deems unacceptable. Mayor Holloway said we could say that the department heads have the power to suggest disciplinary actions. Mayor Holloway asked that we mark 16.4 for the attorney to review.

Chapter 17 - Grievance Procedure - Mayor Holloway stated that we will have the attorney review this chapter.

Chapter 18 - Vehicle Operator Policy - No comments made

Chapter 19 - Travel and Business Expense - Councilman Tim Leeth stated that 19.4 we have an actual rate listed and that this can change. Mayor Holloway suggested instead of listing a rate to say the Town will provide authorized travelers a per diem at the state rate. Council agreed to the change.

Chapter 20 - Health and Safety - Councilman Tim Leeth asked if we have had VML look at it. Mayor Holloway asked if we can have VML and the attorney's office look over this chapter.

Chapter 21 - Drug and Alcohol Policy - Councilman Tim Leeth suggested under 21.2 (E) adding the word "required" in front of drug and alcohol screening tests.

Councilwoman Jo Plaster asked if we are going to include a summary of duties like we had in the past handbook. Mayor Holloway suggested first finalizing the personnel manual and then have the department heads work on getting the job summaries done.

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 assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation. Councilwoman Jo Plaster seconded the motion. Council members Mark Keeler, 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 adjourn the closed session. Councilman Tim Leeth seconded the motion. Council members Mark Keeler, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth 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 of the Code of Virginia 1950 as amended and 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. T. Leeth; so certify, E. Holloway; yes, M. Keeler; yes, D. Raynes; yes, C. Stephenson; yes, J. Plaster; yes.

Councilman Mark Keeler made a motion to hire a full-time administrative assistant position split between the police department and town hall effective July 8, 2019. Councilman David Raynes seconded the motion. Council members Mark Keeler, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

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

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, July 8, 2019, at 6:00 p.m., with Vice-Mayor David Raynes presiding.

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

**Other Town Officials present were:** Town Manager Nathan Garrison, Attorney Burns Earle, Town Treasurer Rhonda Danner, Public Works Director A.J. Hummel, and Police Chief Thomas James.

Councilwoman Jo Plaster stated that the streets committee has come up with a refined culvert installation agreement that list the guidelines. She stated that she would like everyone to look over them. Councilwoman Jo Plaster made a motion to proceed. Councilman Mark Keeler seconded the motion. Council members Tim Leeth, Jo Plaster, Mark Keeler, and C.W. Stephenson voted in favor of the motion, motion carried.

Councilwoman Jo Plaster stated that the next item is about the brush site situation and that we are still waiting for Nathan Miller's input on whether the code will need to be changed or not. She asked the Planning Commission to review the requirements that they want to impose. Public Works Director A.J. Hummel stated that they may need to move the fence back because there was a lot of brush laying at the fence and right up to the road. Councilman Mark Keeler stated that he feels while the planning commission is looking into this we should clarify the difference of when the town maintenance is picking up brush verses when citizens are taking it to the brush site.

Vice-Mayor David Raynes stated that the next item is the personnel handbook and asked if anyone had a questions or comments. Town Manager Nathan Garrison stated in the proposed personnel handbook since the clerk works at the leisure of the Council he included that position as a department head and added it to chapter 16.2 item F under dismissals. He stated that this would fall in line with our Town Code. Councilwoman Jo Plaster stated that she would agree to the change. Councilman Mark Keeler referred to the added wording in section 3.3 Selection Process that states "Department Head vacancies shall be recommended from the personnel committee to the Town Council for approval (and/or final rounds of interviews)". He stated that this really includes what we have done in the past and the direction that we are looking to go. Attorney Burns Earle stated that he had some



questions and a couple of suggestions for the grievance policy. Mr. Earle stated in step one says the Town Manager may attend and if he includes himself in step 1 than it wouldn't be an independent step 2 which is supposed to be in front of the Town Manager. He suggested striking the last sentence that says the Town Manager may attend the Step 1 meeting. Mr. Earle stated that he would get with Town Manager Nathan Garrison with some suggested wording. Town Manager Nathan Garrison asked about the exempt/ non-exempt employees. Mr. Earle stated that he feels it needs to be clarified a little more and will revise it for the Council to review. Councilwoman Jo Plaster stated that we will need to include the job descriptions once they are revised. Town Manager Nathan Garrison stated that Councilman C.W. Stephenson brought to his attention on page 28 under section 13.7 item C it states "Positions that are non-exempt and are required to report to work when Town Office is closed will receive overtime for those hours worked". He stated that C.W. brought up that should be straight time since they are not actually working overtime but will receive additional hourly pay for the hours town hall was closed. Town Manager Nathan Garrison asked if anyone had any questions and stated that he will work with the attorney's office on a couple items and then bring it back to Council.

Vice-Mayor David Raynes stated that the next item is the audit update. Councilman Mark Keeler stated that they had a conference call with PB Mares and stated that both parties are very willing to sit down and see what we can do to fix the problem that we currently have. He stated that PB Mares is willing to come out and do some face to face which Rhonda has suggested and they all feel it would be very helpful. Councilman Mark Keeler stated that on Rhonda's point of view he wanted to say publicly that he really appreciates her lack of defensiveness and her willingness to work with them. He stated that he appreciated her willingness to be able to accept some of the things they were saying and I think we have come up with a compromise that he is feeling good with. He stated that with the VRS in the past the auditors assisted with and now with all the changes they are no longer able to do that. He stated at that point we may need to have a consultant come in and assist but stated that Rhonda said she will let them know. Councilman Mark Keeler stated that he doesn't feel we can put a completion date on this but feels that this will save the Town a lot of money going this way.

Vice-Mayor David Raynes stated the next item is auctions and community yard sale. Councilman Tim Leeth stated that special events decided to take a look into this. He stated that C.W. gave him a lot of information and Jo also checked with surrounding areas to see how they

handle these situations. He stated that we found out that we don't have the right to refuse auctions. He stated that we can request they work with us. He stated that going back to where this started from we have decided that we should not be charging for a license so we are going to refund Mr. Grunewald and Nathan is going to send him a letter. Councilman Tim Leeth stated that the committee discussed with Chief James about how to handle parking for the community yard sale and auctions. He stated that they discussed putting up signs so people are aware of possible congested areas and increase patrol. Councilman Tim Leeth stated that if residents are having a yard sale then we need to ask them to set up closer to their house to allow for cars to park in their yards. He stated that the key to improving this is better communication. Councilman Mark Keeler stated that he knows people have yard sales all the time but when we are hosting a community yard sale would we be better off to have it at Mountain View Park. He said that it may be a pain for people to drag all their stuff down there but we have plenty of parking and plenty of space for people to set up. Councilman Tim Leeth stated that we are going to try to communicate to the people to keep the roads open and if this remains a problem we will have to consider discontinuing the event or moving to a central location.

Vice-Mayor David Raynes stated that the next item is the sale of old police car. Chief James stated that the current vehicle we have to sale is a 2006 black and white Dodge Charger. He said that we can list it on the government website and set a reserve for whatever amount we want. He stated this vehicle has lost a cylinder and the hood latch is broken. Chief James also informed the Council that Officer Johnson's vehicle is a 2010 and Officer Sullivan's is a 2012 and both vehicles are pushing 100,000 miles on them. He stated at this point we would be better to put it on the auction and get whatever we can out of it. Councilman Tim Leeth stated that if we sell the car we should put the money into reserve towards another police car. Chief James stated that he would like to put a \$2,000.00 reserve on the car. Councilman Tim Leeth made a motion to sale the 2006 Dodge Charger police cruiser. Councilwoman Jo Plaster seconded the motion. Council members Tim Leeth, Jo Plaster, Mark Keeler, and C.W. Stephenson voted in favor of the motion, motion carried.

Councilwoman Jo Plaster gave an update on streets she stated that Nathan has talked with Smith Paving about the problems with 8<sup>th</sup> Street. She stated they are going to be working on the paving schedule in the next couple weeks. Town Manager Nathan Garrison stated that we bid out a small paving job to get our RFP updated. He stated that we had a section of Forest Avenue, a section of Gum Avenue, and a section of 8<sup>th</sup>

Street paved. Town Manager Nathan Garrison stated the section paved on 8<sup>th</sup> Street essentially got built higher than any of us was prepared for. He stated that Smith Paving brought in dirt and seed to help with the drop off from the side of the road. Town Manager Nathan Garrison said that he thought maybe we should have had the road milled before paving but after talking to Bill Smith he said the reason the drop of was so much was because the crown on that road was so significant that they built up the side of the road so the crown would be gradual. He stated that as we go forward we will meet with Smith Paving to over what all needs to be done and after the job is complete we will meet with them again to go over everything to make sure it is acceptable. Councilman C.W. Stephenson asked if we knew how long it would take to get 8<sup>th</sup> Street fixed he said the mail lady stopped and asked him because she can no longer pull up to deliver the mail she has to get out and another guy living there said his car bottoms out. Public Works Director A.J. Hummel said they went back and looked at it today and will start working on it tomorrow. Town Manager Nathan Garrison stated that he has talked to the residence there to let them know that we will be fixing this issue.

Councilman C.W. Stephenson stated that the new hidden tour at Grand Caverns has started and they have also started accepting online reservations and payments. He stated that we have talked in the past about work release crew for work. He said he talked to Chief James and said that they would send a four member crew out to work and there is no cost for labor just the materials needed to complete the job. Councilman C.W. Stephenson asked if this is something we are interested in doing. Chief James stated that if maintenance needs help with weed eating or painting stuff all we have to do is contact them and they will add us to their schedule. Chief James stated that this is something to keep in mind for after lawn parties or special events at the park to help clean up.

Councilman C.W. Stephenson stated that under water and sewer Councilman Joshua Bailey asked him to bring up the GIS System. He stated that he has done some research on it and is very impressed with the system. He stated that he will be making the motion tonight to approve the purchase of this system. Councilman Mark Keeler stated that he was able to see the presentation for this system and feels that it will be a great system for the Town.

Councilman Mark Keeler stated that July will be a busy month for the Planning Commission. He stated that currently the commission is down two members and we are looking to fill those vacancies. Councilman Mark Keeler stated that they are still working on the rezoning of Dogwood Avenue and waiting for some input from the attorney. He said

they have a request to purchase some Town property that they will be looking into and also looking over the code change for the brush pick-up. He stated that he is going to see about meeting every month for a little since some of these items will take more than one meeting and currently they only meet every other month.

Councilman Tim Leeth stated that the Special Events Committee decided to do three event cards per year verses quarterly because of the way some of the events are scheduled. He stated that there is not much going on in the fall or at beginning of the year.

Vice-Chairman David Raynes adjourned the workshop meeting.

Vice-Mayor David Raynes called the July 8, 2019 meeting of the Grottoes Town Council to order and welcomed citizens. Town Treasurer Rhonda Danner called the roll. Mark Keeler, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth were present. Also present were Town Treasurer Rhonda Danner, Attorney Burns Earle, Town Manager Nathan Garrison, Public Works Director AJ Hummel, and Police Chief Thomas James.

Councilwoman Jo Plaster made a motion to accept the minutes from the June 10, 2019 workshop and town council meeting and for the special meeting on June 18, 2019. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

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

Councilman Mark Keeler made a motion to approve the bills to be paid. Councilman Jo Plaster seconded the motion. Council members Mark Keeler, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Councilman C.W. Stephenson made a motion to purchase the GIS/Asset Management System with the upfront cost of \$7,000.00 and an annual cost of \$2,500.00. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilman Tim Leeth stated that we have the Friday Night Bluegrass every Friday night in July starting at 7:00 pm at Mountain View Park. He stated that the Grottoes Fire Department's Summer Bash Raffle is August 2<sup>nd</sup> and 3<sup>rd</sup> at Mountain View Park and a reminder of the ongoing Cardinal Baseball games.

**PERSONNEL, FIRE AND POLICE PROTECTION**

Vice-Mayor Raynes stated that we have a Planning Commission member who has moved out of Town and has submitted his resignation and we will need a motion to accept the resignation. Councilman Mark Keeler stated so moved. Councilwoman Jo Plaster seconded the motion. Council members Mark Keeler, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

With no further business to discuss Vice-Chairman David Raynes adjourned the meeting.