

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Tuesday, October 10, 2017, at 5:30 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway; Council members Mark Keeler, Marjorie Funk, and Tim Leeth. Councilman Mark Sterling joined in the meeting about 5:40 pm.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Clerk Tara Morris, Tourism and Parks Director Nathan Garrison, Town Treasurer Rhonda Danner, Town Counsel Linda Elliott, and Police Chief John Painter.

Town Treasurer Rhonda Danner reviewed the Treasurer's report and asked if anyone had any questions.

Town Treasurer Rhonda Danner went over the accounts payable for the month of September and asked if anyone had any questions.

Town Manager Jeff Nicely stated that the Mayor and he met with Chief Painter because he is having a hard time getting trained part-time police officers to work the hours needed. He stated that they can cover a sporting event for a few hours and make what they are making in a 12 hour shift here. Chief Painter was advised to increase part-time pay based on experience and what his budget allows for part-time officers.

With no more financial information, Mayor Holloway continued with the Workshop Meeting.

Town Manager Jeff Nicely stated that the Planning Commission has reviewed Chapter 117 (Nuisances) and Chapter 134 (Solid Waste and Weeds) and has suggested some changes and additions. He stated that he described the suggested changes on his staff report. Town Manager Jeff Nicely stated that the major change was the definition of what a nuisance is and also the way we can fine the property owner. Town Manager Jeff Nicely stated that in Chapter 134 we need to revisit the Violations and Penalties section. Town Counsel Linda Elliott stated that chapter is split into two articles: Article One is Waste Materials and Article Two is Recycling. She stated that with the penalties being at the end, they are only enforceable on Article Two. She stated that a penalty section would need to be added to Article One or add an Article Three for the penalties section and have it read as penalties in this Chapter. Town Manager Jeff Nicely stated that we can have the first reading and still make changes before the 2<sup>nd</sup> reading and approval. After discussion regarding the appeal, Councilman Mark Keeler stated that he feels the Council wants to

remove the appeal from the proposed amendment which we can do after the first reading.

Town Manager Jeff Nicely stated that our current cleaning contract needs to be revised. He stated that we have had the same contract with Teresa Good since 2005. He stated that we have additional things listed that need to be addressed that are not on her current cleaning contract. He stated that there is nothing in the contract that has dusting the office furniture, window wells and baseboards. He stated that we would like to have the windows cleaned twice a year. Also we would like to include cleaning the carpets and care for the hardwood floors. He stated the question he has is do we want to continue with the current contract and bid out for the additional work or do we want to bid out a new cleaning contract to cover all the cleaning. Mayor Holloway stated that we should try to have one contract but we may have to look at splitting it up. Town Manager Jeff Nicely stated that he would like for it to be in the contract that they will provide their own supplies and cleaning materials. Councilman Mark Keeler stated that we should bid it out to see what all we can get because this building is being used more and more. Mayor Holloway suggested that we even look at the bathrooms being cleaned more than once a week. Councilman Mark Sterling suggested hiring a part-time maintenance person to clean the building. Councilman Mark Keeler asked if Jeff would check with some of the other Towns to see what they are doing.

Town Manager Jeff Nicely stated that he wanted to talk about a "Guest Room" in a residential section. He stated that in the R-2 zoning under conditional use, we already have a bed and breakfast. He stated that we have a town resident who is asking for us to include a guest room as a conditional use along with the bed and breakfast. Town Manager Jeff Nicely stated that the question is do we want to consider this and if so, we need to send it to the Planning Commission for them to review. Town Manager Jeff Nicely stated that he has checked with the other localities and right now they are not considering these short term rentals. Mayor Holloway suggested that the Council be on board before we send it to Planning Commission to avoid their hard work only to be turned down by Council when it comes back to them. Councilman Mark Keeler agreed with that statement and stated that if the Council is in favor, he would recommend that it go to the Planning Commission for them to review and to work with the ordinance committee before bringing it back to Council.

Town Manager Jeff Nicely stated that we are out of time.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Tuesday, October 10, 2017 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, Marjorie Funk, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Counsel Linda Elliott, 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 September 11, 2017 Council meeting. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, 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 September 2017. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to pay the bills as of October 10, 2017 and the remaining bills from September totaling \$63,055.88. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Keeler announced the Second Reading to amend Chapter 155 Vehicles and Traffic.

Councilman Mark Keeler made a motion to amend Chapter 155 Vehicles and Traffic. Councilwoman Marjorie Funk seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Mark Keeler announced the First Reading to amend Chapter 117 Nuisances.

Councilman Mark Keeler announced the First Reading to amend Chapter 134 Solid Waste and Weeds.

## **PARKS, RECREATION AND PUBLIC FACILITIES**

Town Manager Jeff Nicely stated that the Parks committee met with the Little League and stated that they asked for help with mowing around the outside of the fenced areas. They also asked to build a fourth field directly behind field three, just for t-ball. Town Manager Jeff Nicely stated that the Town asked that the restrooms be unlocked for the Cardinal games. Jeff stated that he will work on updating the lease agreement with the Town's Counsel.

## **SPECIAL EVENTS**

Councilman Tim Leeth announced on November 4<sup>th</sup> the Fire Department will have a Turkey, Ham and Oyster Dinner and on November 11<sup>th</sup> we will have a Veterans Day Ceremony at 11:00 am at the Town Hall.

Councilman Tim Leeth stated that the Senior Citizen Luncheon was held on October 7<sup>th</sup> and everything went well.

## **NEW BUSINESS**

Councilman Mark Keeler stated that it has been asked that we add guest rooms as a conditional use in the residential zonings. Councilman Mark Keeler made a motion to send this request to the Planning Commission for further review. Councilman Mark Sterling seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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