

**Town of Grottoes
Workshop Meeting**

CALL TO ORDER: The Town of Grottoes Town Council held a workshop meeting on Monday, December 11, 2017, at 5:30 p.m., with Vice-Mayor David Raynes presiding.

ATTENDANCE: Council Members present were: Vice-Mayor David Raynes Council members Mark Keeler, Marjorie Funk, Mark Sterling, Joshua Bailey 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, Town Treasurer Rhonda Danner, Town Attorney Nathan Miller, and Police Chief John Painter.

Town Manager Jeff Nicely stated that our current cleaning contract with Teresa Good was signed in 2005 and what we are proposing in the new cleaning contract will add additional items to what is being done now. He stated the biggest difference is the bi-yearly cleaning of the windows, carpet, tile, and hardwood floors. Town Manager Jeff Nicely stated that if the RFP is approved, we will proceed with advertising to see what bids we get. Councilman Mark Keeler asked how we will get the bids out to the people. Town Manager Jeff Nicely stated that we will advertise the RFP in the Daily News-Record.

Town Manager Jeff Nicely stated that at the last Council meeting Councilman Joshua Bailey asked to get a report from the fire, rescue and police for the number of no-responses or the next due was called for an incident. Town Manager Jeff Nicely stated that he has found out it is easier to get for fire and rescue than it is for police. He stated that with the police department, we have a mutual aid agreement with both Rockingham and Augusta Counties and when our officer marks out for whatever reason they contact a county officer to handle the next call. Jeff stated that they have contacted Jim Junkins, Dee Dee Sencindiver with ECC and Sheriff Bryan Hutcheson about getting such a report and received an email back from the Sheriff stating that he has deputies that patrol our part of the County and they do not keep track of a deputy assisting Grottoes or if Grottoes is assisting a County deputy. Town Manager Jeff Nicely stated that we do know of two instances in the last two months. He stated that one was a traffic crash at the intersection of 6th Street and Elm Avenue. He stated that Brittany was on duty but was in court so when the incident occurred ECC contacted a County unit to respond to the traffic crash. He stated that the other was the house fire on 5th Street. He stated that

Brittany was on duty and was assisting the fire department by blocking the road because a live electric line was down in the roadway. He stated that during this time we had a domestic dispute that was called in and ECC dispatched a County unit to respond. Town Manager Jeff Nicely asked if they can try to let us know when they send someone but this would be a manual notification and we would be depending on them to remember to do so. Councilman Joshua Bailey asked if there are multiple officers on the call, for example the structure fire, couldn't one of them have responded to the domestic. Chief Painter stated that a Grottoes Unit was not notified of the call. Councilman Joshua Bailey stated the call should have come across the same frequency. Chief Painter stated that it does and that he heard it on his radio but was not at work at the time and did not know that Sergeant Baugher had come to assist. Chief Painter stated that he later found out that with all the commotion on the scene that neither Officer Dean nor Sergeant Baugher heard the call. Chief Painter gave an example of an hour ago Officer Johnson was dispatched along with a County unit to a call here in Town. He stated that he was on duty and available and notified ECC that they could cancel the County unit and that he would back up Officer Johnson. Chief Painter stated he doesn't know why they wouldn't have dispatched him to begin with.

Town Manager Jeff Nicely stated that there is a Centralized Housing Intake to coordinate the homeless shelters. He stated that there is a main number on a brochure for anyone who needs it. Town Manager Jeff Nicely stated that we will place some of the brochures in the parks and public areas for anyone needing this information. Town Manager Jeff Nicely stated that on these brochures we will put the number to ECC so they can contact the Grottoes Officer and the officer can assist with finding them transportation there.

Town Manager Jeff Nicely stated that Town Attorney Nathan Miller attended the Planning Commission meeting and heard comments regarding the short term rentals. Town Manager Jeff Nicely stated that from that meeting he drafted an ordinance for the Planning Commission and Council to review. He stated that if everyone agrees to the ordinance then we could have a joint public hearing with the Planning Commission on January 8, 2018. Councilwoman Marjorie Funk stated that the fee had not been set. Town Attorney Nathan Miller stated that the fee would have to be set by the Council and that they should set a fee because if they don't and the County does then the County will receive the tax money instead of the Town. He stated that two percent is the maximum amount for the fee. Councilwoman Marjorie Funk asked what problems we could have if we allow this. Town Attorney Nathan Miller stated that a

lot of times you have to start with certain conditions and then if you have problems, you have to come back and amend the conditions.

Town Manager Jeff Nicely stated that we had a citizen complain about speeding on Park Avenue. Since then we had a traffic study done on Park Avenue, Holly Avenue and Forest Avenue because we have received complaints on those roads too. Town Manager Jeff Nicely stated that it was determined that speeding was not a problem on Park Avenue or Holly Avenue but was a problem on Forest Avenue. Town Manager Jeff Nicely stated that once we received the traffic study back and the Planning Commission reviewed it, we then received a complaint about the number of cars traveling on Park Avenue. Town Manager Jeff Nicely stated that the Planning Commission offered several suggestions to help reduce the car volume on Park. One suggestion was to put stop signs at every intersection along Park Avenue. Another was to make Park Avenue a one-way street or to not allow a left turn out of the Food Lion parking lot. Councilman Mark Keeler stated that when there is a concern like this in a residential area that is a good time to put up electronic signs that show you how fast you're going but not necessarily eliminate the traffic all together. Councilman David Raynes stated that part of the problem is Park Avenue is a narrow road and maybe we should look into making it wider since this road is being used so much. Council was concerned with not allowing traffic to travel Park because of the back up along 3rd Street and Augusta Avenue.

Councilwoman Marjorie Funk stated that we are starting to look at the budget and we are seriously considering contracting out the trash services. Councilman Joshua Bailey asked if it would be the same cost to the residents. Councilwoman Marjorie Funk stated that it would have to be bid out but the costs we got back in the summer were very close to what it cost us to do it.

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

Town Treasurer Rhonda Danner also reviewed the accounts payable for the month of November and asked if anyone had any questions. No questions were asked.

Councilman Mark Sterling asked that the Planning Commission look into the cost of a community center and ways to get funding for it. He stated that this has been in our Comprehensive Plan for over 15 years and feels we should be moving forward with it.

Vice-Mayor David Raynes adjourned the Workshop.

Vice-Mayor David Raynes called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, December 11, 2017 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Mark Sterling, David Raynes, Marjorie Funk, and Tim Leeth. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Jeff Nicely, and Police Chief John Painter.

Councilwoman Marjorie Funk made a motion to approve the minutes from the regular meeting on November 13, 2017. 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 November 2017. 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.

Councilwoman Marjorie Funk made a motion to pay the bills as of December 11, 2017 and the remaining bills from November totaling \$33,032.84. 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.

WATER AND SEWER

Town Manager Jeff Nicely stated that he met with Brunk and Hylton on the 4th Street water line replacement project. He stated that the RFP will be advertised on January 6, 2018 and a pre-bid meeting will be held on January 16, 2018. Town Manager Jeff Nicely stated that the bid opening will be held on February 13, 2018 and then Council can award the bid at the March meeting.

PARKS, RECREATION AND PUBLIC FACILITIES

Councilman Mark Sterling made a motion to accept the RFP for the Cleaning Contract. 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.

SPECIAL EVENTS

Councilman Tim Leeth announced that we have the Home Decorating Contest Judging coming up on December 18, 2017 starting at 7:00 pm.

Councilman Tim Leeth stated that he has received a lot of positive feedback on the tree lighting ceremony and the Caroling in the Caverns was a huge success with over 900 people attending, which was the biggest year so far. He stated that the Southern Grace Christmas Show was also a big success and the show was sold out both nights.

PERSONNEL, FIRE AND POLICE PROTECTION

Councilwoman Marjorie Funk made a motion to accept the resolution to establish the times for the regular meetings of the Grottoes Town Council and the Organizational session for 2019. 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 convene into closed session pursuant to section 2.2-3711A(1) of the Code of Virginia to interview candidates for the Planning Commission. 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 David Raynes made a motion to go out of closed session. 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.

Upon return from closed session a record vote is taken of each Council Member to declare that they discussed only public business matters lawfully exempted from statutory opening meeting requirements and public business matters identified in the motion to convene into closed session. M. Keeler; so certify, J. Bailey; so certify, M. Sterling; so certify, D. Raynes; so certify, M. Funk; so certify, T. Leeth, so certify.

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