

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, January 9, 2017 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 December 12, 2016 Council 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 December 2016. 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 January 9, 2017 and the remaining bills from December totaling \$143,893.21. 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.

#### **WATER AND SEWER**

Town Manager Jeff Nicely stated that they have started the installation of the automatic controls for the well pump.

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

Councilman Mark Keeler stated his first item is not on the agenda. He stated that he wanted to share some information to clear up some of the misunderstandings that surrounded our December Council meeting. Councilman Mark Keeler said that the Daily News Record stated that we would be holding a public meeting on the proposed chicken ordinance, which was inaccurate. He stated that we legally cannot conduct a public hearing without getting a notice out to our citizens, which we have not done, since the Council has not received the proposed chicken ordinance from the Planning Commission. Councilman Mark Keeler

stated that he made the standard motion from the Planning Commission to the Town Council asking to set a date and time for the public hearing and that was the motion that was defeated four to one. He stated that background information was that the Council was addressed by a citizen as to whether or not chickens could be allowed in the Town of Grottoes and that issue was referred to the Planning Commission. He stated that they met numerous times looking at the pros and cons coming up with an ordinance that would benefit the ones wanting chickens and also their neighbors and what would be in the best interest of the Town. He stated that we also got legal advice and were bringing it back to the Town Council to set a public hearing. He stated that after presenting the motion we did have two individuals speak against the ordinance and there has not been any time for anyone to speak for the ordinance if there are people who want to. Councilman Mark Keeler stated that the following day the Daily News Record reported that the Town Council voted against a poultry ordinance four to one. He stated that he wants to go on record to say that was not a vote at all on the poultry ordinance; but that was a vote for us not to have an open hearing for the public comment. He stated that we cannot change the past but we can reconsider whether we want to open up the issue to our citizens for their input. Council Mark Keeler stated that he cannot do that because his motion to set a public hearing was defeated but he stated that his colleagues could do so under new business.

Councilman Mark Keeler made a motion to amend the agenda to have the first reading of the resolution to amend Chapter 100 Land Development to designate areas where manufactured homes can be located. 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.

Councilman Mark Keeler announced the first reading of the resolution of the Town of Grottoes Virginia amendment to Chapter 100 Land Development to designate areas where manufactured homes can be located.

Councilman Mark Keeler made a motion to set a joint public hearing. Councilman David Raynes seconded the motion. Councilman Mark Keeler amended the motion to set the public hearing for February 13, 2017 at 7:00 pm. Councilman David Raynes accepted the amendment. 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.

#### **STREETS AND STREET LIGHTS**

Councilman David Raynes made a motion to accept the U-1 resolution. 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.

#### **SPECIAL EVENTS**

Councilman Tim Leeth stated that the draft for the 2017 events cards is in the Council packets. He stated that there are a couple changes including having a street dance, a Christmas tree lighting prior to the Christmas Parade and possibly moving the harvest festival to Mountain View Park and changing to a fall festival with additional activities.

#### **PERSONNEL, FIRE AND POLICE PROTECTION**

Councilwoman Marjorie Funk made a motion to accept committee assignments for 2017. 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 Mark Keeler made a motion to appoint David Raynes as Vice-Mayor. 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.

Councilman Mark Keeler made a motion to appoint John Funk to the Board of Zoning Appeals. 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.

Councilwoman Marjorie Funk made a motion to allow the police department to proceed with purchasing the computer they recommended. 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.

## **PRESENTATION OF PETITIONS AND CLAIMS**

Jo and Ray Plaster addressed the Council and stated that they are here to ask the Council to reconsider having the public hearing to allow them to have back yard chickens. She stated that she currently has four chickens. She stated that she understands the concerns and the opinions that were voiced at the last Council meeting but does not feel that they were fairly heard on the benefits of having back yard chickens. She stated that we need to allow our citizens to speak both for and against so that we can come to a consensus that we think is fair as the citizens of the Town of Grottoes. Ms. Plaster stated that if Harrisonburg City, the Town of Dayton and the cities of Waynesboro and Staunton can all allow chickens, then why can't we? She stated that if the Council would allow this public hearing to happen, would Council also consider allowing the citizens that received notices requiring them to get rid of their chickens by January 31, 2017 be allowed to keep them until a proper consensus is formed.

Jim Justis addressed the Council and stated that the people that have chickens have them because they want the best quality of food they can get. He also stated that domesticated chickens make great pets. He asked the Council to reconsider the public hearing and asked to be able to keep his chickens until a final decision has been reached.

Councilman Mark Sterling made a motion to proceed to a public hearing regarding the proposed chicken ordinance on Monday February 13, 2017 at 6:30 p.m. Councilman Mark Keeler seconded the motion. 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.

Councilman Mark Keeler made a motion suspend the enforcement of chapter 48 of the Town Code until a decision by Council has been made by the Town Council. Councilman Mark Sterling seconded the motion. 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.

Carol Melendez addressed the Council and stated that she was here tonight because a property near her is slowly turning into a junk yard. She stated that she was reviewed the Town's current Nuisance Ordinance and feels that it is very vague and

antiquated. She stated that it hasn't been updated since 1996 and is in desperate need of being updated. She stated that the Town of Dayton has recently updated their nuisance ordinance and feels that this would benefit Grottoes also. She stated that in order for our Police Department and Town Manager to be able to address these situations it needs to be more clear in our ordinance. Mayor Holloway stated that she will refer this to the Ordinance, Health and Property Committee to review.

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, February 13, 2017, at 5:30 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.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Clerk Tara Morris, Town Attorney Nathan Miller, Tourism and Parks Director Nathan Garrison, Public Works Director A J Hummel, and Police Chief John Painter.

Mayor Holloway stated that we have two public hearings scheduled tonight. The first hearing starts at 6:30 pm to hear public comments regarding amending Chapter 48 to add Article IV Chickens. She asked if anyone had any questions or comments. Councilman Mark Keeler asked if the first reading could be tonight. Town Attorney Nathan Miller stated not during the public hearing but in the Town Council meeting a motion can be made to amend the agenda and then the first reading can take place. Councilman Tim Leeth asked how we came up with the setbacks and how we came up with allowing eight chickens when other localities don't allow that many. Councilman Mark Keeler stated that the 25 foot front setback was set so people couldn't put chickens in their front yards. He stated that the five foot side set back was suggested by the attorney so they are not placed on the property line. Councilman Mark Keeler stated that eight was the number of chickens the committee felt was good based on a family of four.

Mayor Holloway stated that the second public hearing is a joint public hearing with the Planning Commission to amend Chapter 100 Land Development. She stated that this amendment will not allow manufactured homes in residential zonings except for R-6. She asked if anyone had any questions or comments regarding this hearing.

Mayor Holloway stated that we only received one pool bid and that was from the Waynesboro YMCA. Town Manager Jeff Nicely informed the Council that the hourly prices are the same as last year. Parks Director Nathan Garrison gave the council a breakdown of the pool operations cost for last year.

Town Manager Jeff Nicely informed the Council that the well controls are installed and the wells have been on automatic for about two weeks.

Town Manager Jeff Nicley informed the Council that we have had two worker's comp accidents. He said Bobby Moats fell off the back of the dump truck while loading salt and broke his arm. The other accident happened to Tony Darcus, who is part-time in maintenance, was struck in the arm by a car while working on the trash truck.

Chief Painter informed the Council that he has been conducting a speed study on Dogwood Avenue and will have more information on this at the next meeting.

Councilman Mark Keeler informed the Council that the ordinance committee met about the nuisance ordinance and is going to send this to the Planning Commission for them to revise using information that has been collected from other localities.

Mayor Holloway adjourned the workshop meeting at 6:17 p.m.

Mayor Emily Holloway called the Town Council Public Hearing to order at 6:30 p.m. on Monday, February 13, 2017 and welcomed the citizens. 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.

Mayor Holloway stated that the public hearing is being held to hear citizens' comments regarding a proposed amendment to Chapter 48 Article IV Chickens.

Mayor Holloway stated that if you noticed on the agenda the rules for the public hearing tonight state that the Council will listen to three speakers from each side and each speaker is limited to three minutes. She stated that looking at the list the Council decided they will hear all statements from those that are here tonight but please be aware and respectful that repetitive comments are discouraged and that we do have another public hearing scheduled at 7:00 p.m.

Town Manager Jeff Nicely stated that last year he received complaints about citizens having chickens in Town. He said he checked it out and sent letters to the owners who were in violation. He stated two complied and the Plasters came to the Council meeting asking to keep their chickens. Council then sent this to the Planning Commission who formed a committee and met to draft an ordinance to allow backyard chickens in Town. The draft ordinance was sent to the Town Attorney for his comments and then to a public hearing.

Jo Plaster stated that she lives at 202 Park Avenue and thanked the Council for allowing this public hearing. She stated that she is an active realtor in the state of Virginia and states that there are no known cases that having a few backyard chickens will devalue your property. She stated that property upkeep and routine maintenance determines the value of your property. She stated that May 19, 2007 changed her life forever when her daughter suffered a life threatening emergency and since that date she has studied the best ways to provide food for her family. She stated that they have been gardening and now have four hens and no roosters, to provide the best eggs that they can get. She stated that chickens make great pets and also teach children responsibilities. She stated that start up is costly especially with certain regulations that are being placed to insure proper maintenance. She stated that the goal is not to



devalue Grottoes, but the goal is to enrich our lives with healthy alternatives to protect and prevent diseases. Mrs. Plaster presented Council with a petition for the chickens.

Denise Malin addressed the Council and stated that she lives at 85 Berkeley Avenue. She stated that she has lived in Grottoes for 30 years. She stated that this is not to detract from Grottoes but to come into modern day thinking. She stated that this has been a tough year as she was diagnosed with cancer and she stated that as they pumped chemo into her it became very clear to her that she wanted to be in control of her food source. She stated that she has been an advocate for no additives and no preservatives and now she wants to be in control of no hormones and to raise her own chickens to have fresh eggs and not six week old eggs from the grocery store.

Ron McMullen addressed the Council and stated that he has lived in Grottoes since 2003 at 1203 Forrest Avenue. He stated that this amendment is an end result of excellent work by the Planning Commission that was stopped before the citizens could be heard. He stated that was 2016 and we are in 2017 with a new Council and Mayor and he hopes that they will listen to the people and act accordingly. He stated that a google search will quickly reveal the advantages of having back yard chickens such as the health benefits of non-commercial eggs, reduction of waste removal, and reduction of pest and insects. He stated that when he canvased his neighborhood to get signatures supporting chickens he received one hundred percent support in the three hours he was out.

Jim Justis addressed the Council and stated that he and his wife, Sue, live at 112 Park Avenue. He stated that he has been associated with chickens for over 25 years. He stated that he has had as many as 400 and as few as the six he now has. In that entire period of time he has not seen a sick chicken or a chicken die from a disease. He stated that the primary reason of the people here tonight to support chickens is the quality of the food. He stated that there was a vet study done about the egg laying industry. He stated that they bought 1500 hens that were at the end of their egg laying life span that were going to be destroyed. These are chickens that are caged for the egg laying process. He stated that they took 750 of those chickens and killed them and found cancer in all 750 of these chickens. He stated that they took the other 750 chickens and put them on a special diet with antibiotics for 18 months and then they killed those 750 chickens and found cancer in all of those chickens. He stated that the eggs you're getting in the grocery

store probably come from a caged animal. He stated that there have been 19 cases of Avian Flu documented in the United States. He stated that the last thing he wanted to mention is about predators. He stated that every year he has trapped groundhogs or some other varmints on his property. He stated that since he had his chickens, he has not had any snakes or other predators on his property.

Tom Benevento stated that he is a resident of Harrisonburg. He stated that he worked with Harrisonburg and the officials from the poultry cooperative to get backyard chickens legalized in the city of Harrisonburg. He stated chickens are an educational tool for children and increase the quality of our food.

Carol Melendez addressed the Council and stated that she did some research and found there are more pros than cons to having backyard chickens. She stated that they are more beneficial to the environment and enrich the lives of the people that own them. She stated that she hopes the Council bases their decision on facts and not misconceptions.

Nathan Forrester addressed the Council and stated that he won't be repetitive but he is in favor of the chickens. He stated that he would like to thank the Planning Commission for a well written ordinance and he thinks with proper enforcement, citizens lives would be improved. He stated that he has two young sons and they would like to raise chickens and along with gardening it will make a healthier living for his family. He stated that if other localities can do it, why can't Grottoes.

Dinah Watson stated that she is a member of the Planning Commission but was not part of the committee who worked on the ordinance. She stated that she was one of the first ones to reject the initial proposal on this and stated that her concern was that she lives on a small block in the Town. She stated that after she reviewed the proposal, she now supports the proposed ordinance.

Doug Shifflett addressed the Council and stated that in reference to a statement he made to the media about using the sympathy card, he wanted to apologize to the young lady and clarify that he was not referring to her at all. He stated that a lot of people have a lot of problems and that he also has many problems. He stated that he is diabetic, has had a stroke, high blood pressure, and has had his heart converted three times; so he is aware of health problems. Mr. Shifflett stated that he is not sure why we allowed the gentleman from Harrisonburg to speak

as this is a concern for the Grottoes residents and we should only be hearing from them. He stated that on the comment of Dayton having more people moving there, that is because they have Turner Ashby High School. He stated that he can't argue all the things said tonight but he did say that the people that are opposed to it have given documentation from the internet. He stated that each Council member took an oath when they took office to solemnly swear to support the constitution of the United States and the constitution of the Commonwealth of Virginia and to faithfully and impartially discharge and perform all duties incumbent upon them and that one duty is to protect the Town of Grottoes. He stated that if you put chickens on every corner, that's not protecting the Town of Grottoes. He stated that the eggs' nutritional factor is not any better than what you buy at the store unless the chickens are free range. He stated that if this ordinance passes, these chickens will still not be free range chickens. He stated that the ones that have chickens know this and you can ride up the street and see them walking around so they have no consideration for what you guys are trying to do for them. He stated that this has been going on for nine months and needs to come to an end. He stated that the Plasters have a nice pin and he feels sure they keep it very clean. He stated Mr. Justis' pin is across the road, not in his backyard, and not even on his property. Mr. Shifflett presented the Council with a petition against the chickens.

Tony Gordon addressed the Council and stated just as he stated last month that he is concerned with the predators that hunt down chickens. He stated that raccoons, foxes, coyotes, and skunks all hunt chickens. He stated that if we set the table for them with chickens everywhere in Town they will come. Then the Council will be receiving complaints that a coyote killed their dog or attacked a person. He stated that the Council needs to consider all of this before deciding to allow chickens everywhere in Grottoes.

Earl Alger addressed the Council and stated that he moved to Grottoes four years ago and likes this little Town. He stated that he grew up in Page County and had farms all around him. He had chickens, hogs and cows. He stated that he is all for the chickens but you can get on the internet and go down to your local farmer's market, get the name of the farmer and get your own farm raised eggs. He asked Council what they are going to do with the smell these chickens produce. He said when you open your window at night wanting some fresh air and instead you have the smell of your neighbors chickens blowing in your window. Mr. Alger stated that he has had chicken houses around him from the

time he was a kid until he was 38 years old and he stated there is nothing worse than a chicken smell coming in your window when it's hot outside.

Jane Berger addressed the Council and stated that she didn't have much to add to the last gentleman other than she is concerned about chickens being allowed on small lots. She said when you have chickens on both sides of you that you are going to get a chicken smell. She stated that she grew up on a chicken farm and knows what chickens smell like. She stated that she is also concerned about property values even though the realtor stated it doesn't devalue property. She stated that she wouldn't buy here if there were chickens on both sides of the property she was looking to buy.

Councilman Joshua Bailey had a question for Mrs. Plaster. He stated that he reviewed the brochure she had out about the benefits and nutritional value of free range eggs. He wanted to ensure that if this ordinance passes she is aware that this is not for free range. Mrs. Plaster replied that she has reviewed the ordinance.

Dawn Williams addressed the Council stating that she didn't get here in time to sign up and asked to present her information. She stated that she lives on 13<sup>th</sup> Street and is against the proposed ordinance. She stated that she has family that has poultry houses in neighboring counties and backyard chickens are detrimental to those businesses. She has print outs from the CDC from June 2016 that state eight cases of salmonella that track back to backyard chickens. She stated that she has lupus and her husband is diabetic and they buy their eggs from the store. She stated that she is concerned with the cleanliness, she stated that the Plasters are clean with their chickens but not everyone will be as clean. She stated that another concern is our animals. She stated that she has a golden retriever, which is a bird dog, and she is concerned what would happen if her neighbors chicken got out. Mrs. Williams submitted the two articles from the CDC.

Mayor Emily Holloway adjourned the public hearing.

The Grottoes Town Council and the Grottoes Planning Commission held a joint public hearing on Monday, February 13, 2017, beginning at 7:17 p.m., with Mayor Emily Holloway presiding.

**Council Members Present were:** Mark Keeler, Joshua Bailey, Mark Sterling, Emily Holloway, Marjorie Funk, David Raynes, and Tim Leeth.

**Planning Commission Members Present were:** Mark Keeler, Jim Justis, Dinah Watson, Justin Neitzey, Jen Smith, and Rebecca Holloway.

**Town Council Members Absent were:** None.

**Planning Commission Members Absent were:** Stephen Morris.

**Other Town Officials 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.

Town Clerk Tara Morris determined that a quorum was present for the Town Council and the Planning Commission.

Mayor Holloway stated that the joint public hearing is regarding amending Chapter 100 - To designate areas where manufactured homes can be located.

Mayor Holloway stated that we have not had anyone sign up to speak either for or against. She asked if the Planning Commission or Council had any comments.

Mayor Holloway adjourned the joint public hearing and turned the meeting over to the Planning Commission.

Vice-Chairman Justin Neitzey asked if there was any discussion from the Planning Commission.

Vice-Chairman Justin Neitzey asked if the Planning Commission had any recommendations. Commission Member Jim Justis recommended forwarding to Council the amendment to Chapter 100 Land Development. Commission Member Rebecca Holloway seconded the motion. Commission Members Mark Keeler, Jim Justis, Dinah Watson, Justin Neitzey, Jen Smith, and Rebecca Holloway voted in favor of the motion, motion carried.

Vice-Chairman Justin Neitzey adjourned the meeting.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:25 p.m. on Monday, February 13, 2017 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 January 9, 2017 Council 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 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.

Councilwoman Marjorie Funk made a motion to pay the bills as of February 13, 2017 and the remaining bills from January totaling \$62,539.18. 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 stated that at our last meeting we had a citizen bring up concerns about our nuisance ordinance. He stated that the Council referred that to the Ordinance, Health and Property Committee. He stated that the committee has met and they are recommending sending this to the Planning Commission to update our nuisance ordinance and work closely with the ordinance committee and Town staff and Town legal counsel, so moved. 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 Keeler made a motion to amend the agenda to include the first reading of the proposed amendment Chapter 48 Article IV Chickens. Councilman Mark Sterling seconded the

motion. Councilman Mark Keeler explained that to amend an ordinance it has to have two readings the first is the acknowledgement of the change and the second is done at the following meeting and after the second reading a motion can be made to approve. Councilman Tim Leeth asked if changes can be made between the first and second readings, Town Attorney Nathan Miller stated that they can but no changes can be made after the second reading. Council members Mark Keeler, Mark Sterling, and Tim Leeth voted in favor of the motion. Council members Marjorie Funk, David Raynes, and Joshua Bailey voted against the motion, Mayor Emily Holloway voted against the motion, motion denied.

Councilman Mark Keeler announced the second reading to amend Chapter 100 Land Development - to designate areas where manufactured homes can be located.

Councilman Mark Keeler made a motion amend Chapter 100 Land Development - to designate areas where manufactured homes can be located. 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.

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

Councilman Mark Sterling made a motion to accept the bid from the Waynesboro YMCA for their labor of lifeguards and management for the pool. He stated that the fee per lifeguard should not exceed \$15.00 per hour and the management fee should not exceed \$25.00 per hour. 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.

#### **SPECIAL EVENTS**

Councilman Tim Leeth stated that the event cards will be coming out with the March water bills.

#### **PRESENTATION AND PETITIONS AND CLAIMS**

Ryan Aundee addressed the Council and stated that he is a senior at Spotswood High School and an active member of the youth and government club at the school. He stated that he will be attending the Model General Assembly in Richmond and this will allow him to participate in a mock setting of how government actually works. He stated that this year Spotswood is sending

six teams and he is here asking if Grottoes would consider donating \$375.00 towards the cost of the trip which will help them learn and grow from this experience to become better leaders. Councilwoman Marjorie Funk made a motion to donate \$300.00 toward the trip with the understanding that he will come back and give Council a brief report of his experience. 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.

With no further business Mayor Holloway adjourned the meeting.



Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, March 13, 2017 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 meetings on February 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 February 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.

Councilwoman Marjorie Funk made a motion to pay the bills as of March 13, 2017 and the remaining bills from February totaling \$84,130.73. 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 informed the Council that the Planning Commission will be looking to revise the Nuisance Ordinance which is Chapter 117 of the Town Code. He stated that Town Staff is getting copies from other localities to use as a guide.

Councilman Mark Keeler stated that he wanted to add the comprehensive plan and discuss how we are going to incorporate it onto the next workshop agenda.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced that on April 8, 2017 from 9:00 a.m. until 2:00 p.m. will be the Chief Charlie's Kids Fish

Day and beginning at 3:00 p.m. will be the opening day ceremony for the Little League. He also announced that the Easter Egg hunt will be on April 15, 2017 beginning at 10:00 at Grand Caverns.

Councilman Tim Leeth stated that on April 28, 2017 will be the Grand Caverns 5K race beginning at 6:30 p.m. and before the race starts there will be a dedication ceremony of the completion of the fitness trail.

#### **OLD BUSINESS**

Town Attorney Nathan Miller informed the Council that the bill for changing the Charter to add a Vice-Mayor has passed and is waiting for the governor to sign.

Town Manager Jeff Nicely informed the Council that the police department completed the traffic study to lower the speed limit on Dogwood and they have determined that the study didn't meet VDOT's standards. He is asking the Council for guidance on whether or not to proceed with lowering the speed limit. Mayor Holloway stated that lowering the speed limit and having people drive golf carts across the intersection would be safer than pushing them across. Councilwoman Marjorie Funk made a motion to have Town Staff proceed with lowering the speed limit on Dogwood Avenue to allow a place for golf carts to cross. 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.

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 Wednesday, April 5, 2017, at 5:30 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway; Council members David Raynes, Mark Keeler, Marjorie Funk, and Tim Leeth.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Clerk Tara Morris, Tourism and Parks Director Nathan Garrison, Public Works Director A J Hummel, Town Treasurer Rhonda Danner, and Police Chief John Painter.

**Comprehensive Plan** - Mayor Holloway stated that she would like to thank Cheryl Keeler for proofing and editing the comprehensive plan. She stated that Tara has made those corrections and Council has been given an updated copy. Councilman Mark Keeler asked how we wanted to proceed with implementing the plan. Mark stated that he would meet with Town staff to discuss divvying out sections of the comp plan to the committees for them to review and discuss. Town Clerk Tara Morris informed the Council that she changed the BZA section to match the Town's Code book.

**800 Gum Avenue** - Town Manager Jeff Nicely stated that he received a complaint that are two families living in a house at 800 Gum Avenue. Town Manager Jeff Nicely contacted the owner of the property who admitted that it was two separate families. Jeff informed him that this is a violation of the zoning ordinance. The owner has submitted a request for a special use permit. The Planning Commission denied the request but had concerns on how long to give the tenants to be out. Town Manager Jeff Nicely discussed this with Town Attorney Nathan Miller. He informed Jeff that this is not listed as a conditional or accessory use so it should not be considered for a special use permit. Jeff stated that he will get with the property owner to let him know that this cannot be passed and that he is still in violation and needs to come into compliance.

**Nuisance** - Councilman Mark Keeler informed the Council that the Ordinance Committee met about amending the nuisance ordinance. He stated that they came up with a timeline. He stated first we need to see what we can condemn; the legal clarifications and exceptions. He stated that the Planning Commission is going to hold a planning session on April 25, 2017 at 7:00 p.m. to come up with a draft

ordinance to send to the Town Attorney for review. He stated that at that time, the Planning Commission will review the draft at their regular meeting in May and then send it to the Council in June.

Town Manager Jeff Nicely stated that he has met with the Rockingham County building Inspectors concerning the properties at 403 8<sup>th</sup> Street and 500 14<sup>th</sup> Street and the inspector declared the houses uninhabitable. He stated that he was sending a letter out to the property owners to let them know that they are in violation and the properties either need to be fixed or demolished.

Town Manager Jeff Nicely stated that he has received complaints and has sent Denise Malin a letter of violation for having chickens.

**Speed Study** - Town Manager Jeff Nicely informed the Council that he met with Don Kamara about changing the speed limit on Dogwood Avenue from 3<sup>rd</sup> Street to 6<sup>th</sup> Street so golf carts can cross. Jeff stated that he wanted to clarify a few things and to make sure we change the ordinance to allow them to only cross Dogwood Avenue and not drive on Dogwood Avenue.

**Budget** - Town Manager Jeff Nicely informed the Council that they have a copy of the budget and asked them to look it over and if they have any questions to contact him. He stated that the budget included a 2% raise for all personnel that have not reached their cap salary. Councilwoman Midge Funk stated that the Finance Committee changed the raise for the Town Manager and Parks and Rec to a \$2,500.00 raise for the year for each. Town Manager Jeff Nicely stated that the budget also includes repairs to the Town Hall and a new web site and server.

Mayor Emily Holloway wants to look about having a comparison done on trash fees. Town Manager Jeff Nicely stated that Elkton previously collected their own trash but they have recently gone back to contracting it out.

Town Manager Jeff Nicely stated that he is planning to have the public hearing on the budget in May and approval in June. Mayor Holloway announced the next budget meeting will be April 17, 2017 at 5:00 pm.

**Committees** - Town Manager Jeff Nicely informed the Council that Frank Dean will be retiring at the end of April and that we will be advertising for his position soon.

Councilman Tim Leeth talked about having beer and wine tasting at the fall festival in Mountain View Park. He stated that it would be limited and he knew that we would need approval and permits. He will ask for approval at the Council meeting.

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

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 6:00 p.m. on Monday, April 17, 2017 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 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 meetings. 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.

#### **FINANCE**

Councilwoman Marjorie Funk made a motion to approve the Treasurer's report for the month of March 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.

Councilwoman Marjorie Funk made a motion to pay the bills as of April 17, 2017 and the remaining bills from March totaling \$108,090.23. 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 presented a check to Andrew Holloway, Fire Chief of the Grottoes Volunteer Fire Department, for the Town's annual donation and reimbursement of their water bill. She stated that, on behalf of the Town Council, she wanted to thank them for the services they provide to the Town and surrounding communities.

#### **STREETS AND STREET LIGHTS**

Councilman David Raynes made a motion to proceed with the request of lowering the speed limit on Dogwood Avenue from 3<sup>rd</sup> Street to 6<sup>th</sup> Street to allow an area for golf carts to cross Dogwood Avenue. Councilman David Raynes stated that this is only to cross Dogwood Avenue and that no golf carts can drive on Dogwood Avenue. 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.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced the Grand Caverns 5K Race will be on April 28, 2017 at 6:30 p.m. Also that day at 5:30 p.m. will be a celebration of the completion of the fitness trail. He stated that the Gypsy Town Band will be playing and food will be available. Councilman Tim Leeth also announced the community yard sale will be on Saturday, May 13, 2017.

Councilman Tim Leeth made a motion to request approval for a craft beer/wine tasting in Mountain View Park for the fall festival. Councilman Mark Keeler seconded the motion. Councilman Mark Sterling asked if he voted against this would he be voting for all events or just this event. Mayor Holloway stated that this is for just this event. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion. Councilman Mark Sterling voted against the motion, motion carried.

#### **PRESENTATIONS OF PETITIONS AND CLAIMS**

Joe Colella addressed the Council with the concern of people mowing their grass out into the streets. He stated that he rides a bicycle every night and is trying to start a bike club but the grass in the roadway is dangerous for the bicycle riders. Councilman Mark Keeler stated that the Planning Commission is holding a work session on April 25, 2017 at 7:00 p.m. and will be discussing amending the nuisance ordinance and encouraged Mr. Colella to come.

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

Mayor Emily Holloway called the Town Council Public Hearing to order at 7:00 p.m. on Monday, May 8, 2017 and welcomed the citizens. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, 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.

Mayor Emily Holloway stated that the public hearing was to hear citizens' comments regarding the FY 2018 Annual Budget.

Town Manager Jeff Nicely gave a staff report explaining the proposed budget and stated that there is a 4.7% increase from last year. Town Manager Jeff Nicely stated that the budget reflects an increase in the sewer base rate of \$6.20 for the first 2000 gallons and a \$0.07 increase on the per 1000 gallons over the minimum. He stated this is due to the mandated upgrades that had to be done at the wastewater treatment plant. Town Manager Jeff Nicely stated that the water increase is \$0.04 per 1000 gallons over the minimum. He stated that this is the third year of our twenty year payment for the wastewater treatment plant loan. Town Manager Jeff Nicely stated that we will be replacing a two-inch water line on 4<sup>th</sup> Street. He stated that this line has the most leaks of any line in Town.

Also included in this year's budget is a two percent pay increase for all full-time employees who haven't reached their top pay scale and a \$0.25 increase for all part-time employees. He stated that the Town will continue to pay health insurance premiums for covered employees.

Town Manager Jeff Nicely asked if anyone had any questions regarding the proposed budget.

With no Council or citizen comments made, Mayor Emily Holloway adjourned the public hearing.

Mayor Emily Holloway called the regular Town Council meeting to order.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous meeting with one correction to the workshop minutes to "un" in front of inhabitable. Councilman David Raynes seconded the motion. Council members Mark Keeler, 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 April 2017. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to approve the bills to be paid as of May 8, 2017 and the remaining bills from April totaling \$40,520.70. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to table the request for a sign along Dogwood Avenue from South River Elementary School until the workshop meeting in June so that we can get more information about the sign. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, 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 quote from Swink's Painting not to exceed \$1,800.00 for painting the education building at Grand Caverns. Councilman Mark Keeler seconded the motion. Councilman Mark Keeler asked if this quote included power washing. Tourism and Park Director Nathan Garrison stated that it does. He stated that originally the quote was \$1,500.00 for two coats of paint and he asked for it to be power washed before it was painted which added \$300.00 to the cost for a total of \$1,800.00. Council Members Mark Keeler, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

## **SPECIAL EVENTS**

Councilman Tim Leeth stated that May is a very busy month and that we have several events going on. He announced that the community yard sale is on May 13<sup>th</sup>, Summer Market begins on May 20<sup>th</sup>, Grand Caverns Pool opens on May 27<sup>th</sup>, Memorial Day Ceremony on May 29<sup>th</sup>, Opening Day for the Grottoes Cardinals is on May 31<sup>st</sup>, and on June 2<sup>nd</sup> we will host a Street Dance on 6<sup>th</sup> Street.

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

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, June 12, 2017 and welcomed guests. 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.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous meetings. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, 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 May 2017. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, 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 June 12, 2017 and the remaining bills from May totaling \$110,673.97. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to approve the Fiscal Year 2018 Budget as presented. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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

Councilman Mark Keeler informed the Council that the Planning Commission continues to work on the nuisance ordinance and will have a draft for them to review soon.

#### **STREETS AND STREET LIGHTS**

Town Manager Jeff Nicely stated that the sidewalk at the intersection of 20<sup>th</sup> Street and Forest Avenue will start soon and so will the street paving.

## **SPECIAL EVENTS**

Councilman Tim Leeth thanked the Council and staff for their service at the street dance. He stated that he has received nothing but positive feedback.

## **UNFINISHED BUSINESS OF PREVIOUS MEETING**

Councilman Tim Leeth made a motion to speak to Mrs. Houff about the sign. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Ashley Houff stated that she has a couple of proposals one being to install the digital sign 9 to 10 feet high so it would not obstruct the view from any direction. She stated that the sign is a single sided sign that would face toward the Town. Councilman Tim Leeth asked if the sign scrolled and how much could she advertise on the sign. She stated that it will scroll and that you can advertise several messages one after another. She stated that the software has a lot of capability to it and this sign will do more than the Fire Department's sign. Councilman Mark Keeler asked what she wants to get out of the sign at Dogwood Avenue that she wouldn't be able to get at the school. She stated it will serve two purposes; one is that you don't even know there is a school there so she wants to advertise the location of the school and two is to have another message board to communicate with their families and our community. She stated that the mere essence is to have another device for communication to partner with the Town to advertise community and school events. Town Councilman Mark Keeler stated that brings him to a comment about that corner being a really hot corner for the Town and for safety reasons, we have refused to put too much there. He stated that one of the concerns is the distractibility with a sign being there. Councilman Mark Keeler stated that the Town is working on implementing the Comprehensive Plan which includes directional signage at our gateways. He stated that is one of the gateways into Town and that we are looking at signage there also. Councilman Mark Keeler stated that he would really like if she would meet with the Street Committee more about her requested signage. He also stated that we have two Council members that are absent tonight and have not heard this discussion and he stated that he would not want to vote on this without them hearing about it first. Councilman Mark Keeler made a motion to table this until next month to give time for Mrs. Houff to meet with the street committee about the requested sign. Councilman Joshua Bailey

seconded the motion. Councilman Tim Leeth asked Ashley if she was willing to meet with the street committee. He stated that he doesn't want her to feel like we are trying to push her off but rather what we are trying to relay is that we want to support the school but we want to make sure the signage and the Town be uniformed and maybe we can present some ideas to her as well in order to expand or change how we work together on this. Council members Mark Keeler, Joshua Bailey, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway stated that the Chairman of the streets committee is David Raynes who is not here tonight so they will be in touch about setting up a time to meet.

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

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, July 10, 2017 and welcomed guests. Town Treasurer Rhonda Danner called the roll. Members present were Joshua Bailey, Mark Sterling, Emily Holloway, David Raynes, Marjorie Funk, and Tim Leeth. Also present were Town Treasurer Rhonda Danner, 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 June 12<sup>th</sup> Council Meeting. Councilman David Raynes seconded the motion. Council members Joshua Bailey, Mark Sterling, David Raynes, 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 June 2017. Councilman David Raynes seconded the motion. Council members Joshua Bailey, Mark Sterling, David Raynes, 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 July 10, 2017 and the remaining bills from June totaling \$194,393.41. Councilman David Raynes seconded the motion. Council members Joshua Bailey, Mark Sterling, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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

Town Manager Jeff Nicely informed the Council that the Planning Commission is working on finalizing the property maintenance ordinance and should finish that at their next meeting. Town Attorney Nathan Miller suggested that the Planning Commission review the sign ordinance because of changes made to the state code. He stated that he has a template that can be used.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced Friday Night Bluegrass will continue through the summer at Mountain View Park at 7:00 pm on Friday evenings. He also announced that the Grottoes Fire

Department will be having their annual lawn party July 19-22 at the Mountain View Park.

#### **PERSONNEL, FIRE AND POLICE PROTECTION**

Mayor Holloway stated that on the agenda is discussion regarding the Planning Commissions meeting attendance. She stated that we have attendance sheets that documents three consecutive absences from a Planning Commission Member which can result in removal from the Planning Commission. She stated that she wanted to bring it up tonight for discussion to see how Council wants to proceed. Town Manager Jeff Nicely stated that in the past the Council has removed Planning Commission members for lack of attendance. Councilman Tim Leeth asked if he gave a reason for missing these meetings. Town Manager Jeff Nicely said because of work. Councilwoman Marjorie Funk stated that she feels we need members on there that can be there. She stated that she understands missing occasionally because of work but if your work schedule doesn't fit the meeting schedule then maybe this isn't a good fit. Councilman Mark Sterling made a motion to give Jim Justis the opportunity to resign before any decisions are made. Councilman David Raynes seconded the motion. Council members Joshua Bailey, Mark Sterling, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **UNFINISHED BUSINESS OF PREVIOUS MEETING**

Councilwoman Marjorie Funk made a motion to put the request for a sign from South River Elementary School back on the table for discussion. Councilman Tim Leeth seconded the motion. Council members Joshua Bailey, Mark Sterling, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried. Town Manager Jeff Nicely stated that the Street Committee met and discussed the Town's gateway and Town signs. He stated the Street Committee didn't think the proposal from the school would fit with the overall concept of the design of our gateways. He stated that the street committee wanted to continue to work with the school and maybe incorporate their designs in with our gateway and tourism signs, but not to approve what the school requested. Councilman Tim Leeth asked if Ms. Houff was at the committee meeting. Town Manager Jeff Nicely stated that she was not at the meeting but he has talked to her to let her know the street committees recommendation. Mayor Holloway stated that based on the street committees information we need a motion to move forward in regards to her request. Councilman David Raynes made the motion to continue working with

South River Elementary on their sign. Councilman Mark Sterling seconded the motion. Councilman Joshua Bailey stated that he feels like the motion is supporting the sign the school presented when that was not what the street committee recommended. Council members Mark Sterling, David Raynes and Tim Leeth voted in favor of the motion, Council members Joshua Bailey and Marjorie Funk voted against the motion, motion carried.

Town Manager Jeff Nicely informed the Council that he has received approval from VDOT to lower the speed limit on Dogwood Avenue from 3<sup>rd</sup> Street to 7<sup>th</sup> Street to allow for golf carts to cross. He stated that golf carts are not allowed to drive on Dogwood Avenue even though the speed limit in that section will be 25 mph and that they can only cross. He stated that golf carts can cross at the intersections of 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Streets and signs will be posted along Dogwood Avenue.

Melissa May addressed the Council and stated that she lives at 200 9<sup>th</sup> Street which is at the corner of 9<sup>th</sup> Street and Birch Avenue. She stated that she has talked with Town Manager Jeff Nicely and Chief Painter in the past. She stated that she has a neighbor who has a dirt bike and likes to ride it all over a vacant field but the field is owned by different people. She stated that when she is in her house she can hear that dirt bike like it was in her living room and its 75 feet away. She stated that according to Chapter 113 (Noise Ordinance) he can run it from 7:00 am until 10:00 pm. She stated that her question is as a resident of the Town why she should she have to listen to this dirt bike. Mayor Holloway thanked her for bringing this to their attention. Councilman Tim Leeth stated that if she contacted the land owner and if he doesn't have permission to ride there then the land owner can complain and Chief Painter can address it that way but just the noise from the bike as long as he's within the hours we can't stop that.

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, August 14, 2017, at 5:30 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Mayor Emily Holloway; Council members David Raynes, Mark Sterling, Marjorie Funk, and Tim Leeth. Councilman Mark Keeler joined in the meeting about 6:15 pm.

**Other Town Officials present were:** Town Manager Jeff Nicely, Town Clerk Tara Morris, Tourism and Parks Director Nathan Garrison, Public Works Director A J Hummel, Town Treasurer Rhonda Danner, and Police Chief John Painter.

Town Treasurer Rhonda Danner reviewed the Treasurer's report. She stated that the highway carry over amount of \$252,000.00 is for paving that needs to be completed by Smith Paving. She asked if anyone had any questions regarding the treasurer's report.

Town Manager Jeff Nicely stated Mike Betts has completed the fitness trail at Grand Caverns and has asked to continue to hold the 5K race to help raise funds for a new playground at Grand Caverns. Town Manager Jeff Nicely suggested naming the fitness trail after Mr. Betts for all of his hard work and generosity for getting this project done.

Town Manager Jeff Nicely stated that our attorney has been reviewing the revisions to the ordinances from the planning commission and has suggested some changes. Town Manager Jeff Nicely stated that these suggestions may go back to the Planning Commission before being presented to Council.

Town Manager Jeff Nicely stated that we have to purchase new police radios to work with the Rockingham County ECC. He stated that we could pay this all up front or we could be added into the County's loan which is a five year loan with two percent interest. Town Manager Jeff Nicely stated that the Police savings account has almost enough to cover the purchase of the radios.

Town Manager Jeff Nicely asked the Council to start thinking about out sourcing the trash collection. He stated that this is the biggest complaint in the maintenance department. He also stated that this would free up our guys to be able to get other projects done. Councilman Tim Leeth asked if we have ever out sourced any of the

mowing or snow removal. Town Manager Jeff Nicely replied not that he knows of.

Town Manager Jeff Nicely stated that the Little League wants to meet with the Town regarding their lease. Town Manager Jeff Nicely stated that the Little League built all the fields, fences, and scoreboards that are at the park except for Shifflett Field, which was built by the Town.

Town Manager Jeff Nicely said their lease states they will maintain everything east of the fields and this year the Little League struggled to keep up the maintenance on the fields. He informed the Council that they would not allow the Cardinal fans to use their restrooms. Town Manager Jeff Nicely told the Council that the Little League and Cardinals have had ongoing issues on who can do what and use what. Councilman Mark Sterling stated that this looks bad on the Town when the fans come to our Park and can't use the restrooms that are right there and have to walk across the park. Councilman Mark Sterling stated that he has received copies of the Little League agreements that Bridgewater and Broadway have and would like to see us change some things in our lease. Town Attorney Nathan Miller said the lease is automatically renewable every year unless either party notifies the other. He stated that we need to send the Little League a letter notifying them that we are not going to renew the lease at this time.

Town Manager Jeff Nicely stated that the Park Committee met and discussed coming up with a design for the street scape signs. Parks Director Nathan Garrison stated that they also discussed pool repairs and increasing food options at the park. He stated in reference to the Comprehensive Plan they discussed a campground and that he would come up with a plan.

Town Manager Jeff Nicely stated that our current cleaning contract was done in 2005 with Teresa Good. He stated that he would like to see some things added to the contract. For example, she doesn't even dust. He stated that he feels we need to add some things for quarterly or semi-annual cleaning. He stated that he didn't know if we wanted to bid that out separately or include it in with our current contract.

Town Manager Jeff Nicely stated that Jim Justis would like to continue to serve on the Planning Commission and stated that he missed the meetings due to his work schedule and should be able to attend the rest of the meetings.

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

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, August 14, 2017 and welcomed guests. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Mark Sterling, Emily Holloway, David Raynes, 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.

Councilwoman Marjorie Funk made a motion to approve the minutes from the previous meeting. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, 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 July 2017. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, 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 August 14, 2017 and the remaining bills from July totaling \$191,103.03. Councilman David Raynes seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Marjorie Funk made a motion to amend the agenda to add under Personnel, Fire and Police Protection Committee the item of new radios for the police department. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

### **SPECIAL EVENTS**

Councilman Tim Leeth announced the Back to School Splash Pool Party is on August 19<sup>th</sup> from 12:00 pm until 7:00 pm. He stated that September 1<sup>st</sup> is Friday Night Bluegrass at 7:00 pm at Mountain View Park and Bluegrass in the park at is September 7<sup>th</sup> -9<sup>th</sup> at Grand Caverns Park. The Community yard sale is on September 9<sup>th</sup> and the End of Summer Celebration is on September 16<sup>th</sup> from 4:00 pm - 9:00 pm at Mountain View Park. He stated that the Grand Caverns 5K will be on September 29<sup>th</sup> starting at 6:00 pm.

## **PERSONNEL, FIRE AND POLICE PROTECTION**

Town Manager Jeff Nicely stated that any organization that was using the Emergency Communication Center for Harrisonburg and Rockingham County has to replace their radios due to changes in their system. He stated there is no option other than which radio do we want and how do we want to pay for it. Town Manager Jeff Nicely stated that the cost to replace the 17 radios comes to \$56,406.31. He stated that we have two options where we can pay this in full by the end of September or we can be included in the loan that Rockingham County is getting which will have a two percent interest rate over five annual payments. Town Manager Jeff Nicely stated that we have money in the police savings that is normally used to purchase a new police cruiser or armored vests that we could use to pay for the radios. Councilwoman Marjorie Funk made a motion to pay for the police radios out of the police savings in the amount of \$54,406.31 and not finance them. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

## **NEW BUSINESS**

Kara Irving addressed the Council stating that she is the Grottoes Little League President. She stated that she here to thank the Town for their support all season. She stated that they understand without the Town and the Town's people they would not have a Little League and this year they celebrated their 50<sup>th</sup> Anniversary. She stated this year they had 280 players for 20 different teams to include 7 t-ball teams which shows the future looks good. Ms. Irving stated that she is here because, with any partnership, there are always ways for improvement. She stated that one area they would like to discuss is communication. She stated that they would like to propose creating a position on the Town Council for a liaison to be on the Grottoes Little League Board. She feels that this will help address any kind of issues that would come up in a proactive and efficient way. Ms. Irving stated that the other item that they would like to bring up is to have some additional Town support in maintaining the fields. She stated that over the years the league has shrunk in size and they have a very limited amount of volunteers available to do all the work at the facilities. She stated that they would like to revisit the agreement on maintaining the fields that was made over 20 years ago. She stated that the main thing is to ask if the Town will maintain

the area outside of the fields. Mayor Holloway thanked her coming and sharing their concerns. Mayor Holloway stated that the current lease agreement is until October. She stated that we would welcome a meeting to sit down to revise that and to address any other concerns they have and that the Town may have moving forward. Mayor Holloway stated that the Town will be sending the Little League something to get this moving forward.

#### **PRESENTATION OF PETITIONS AND CLAIMS**

Sam Cooper addressed the Council and stated that he is a senior at Liberty University. He stated that he is here to ask to use a Town Police car in a short film he is creating for his senior thesis project. He stated that the short film will take place on Main Street in Port Republic on September 9, 2017. Town Manager Jeff Nicely asked if the Grottoes Police emblem on the side of the car would be visible while it was being filmed. Mr. Cooper stated that Sergeant Baugher suggested using his car because it is unmarked. Town Manager Jeff Nicely stated that the Town couldn't pay an officer for this so they would have to volunteer unless he compensated them for their time. He also stated that he would want to see the permission from VDOT to block the street before we allow our police car to block it. Mayor Holloway suggested that he notify the residents along Main Street in Port Republic that this is happening. Councilman Mark Sterling made a motion to approve the request to use an unmarked police cruiser and an off duty officer, not on Town time, and contingent on the VDOT permit. Once all is met Town Manager Jeff Nicely will grant permission. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Mark Sterling, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

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

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

Councilwoman Marjorie Funk made a motion to approve the minutes from the August 14<sup>th</sup> Workshop and Council meetings. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, David Raynes, 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 August 2017. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, David Raynes, 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 September 11, 2017 and the remaining bills from August totaling \$68,414.87. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **WATER AND SEWER**

Town Manager Jeff Nicely informed the Council that Brunk and Hylton has sent the plans for replacing the 4<sup>th</sup> Street water line to the Health Department.

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

Councilman Mark Keeler announced the 1<sup>st</sup> Reading to amend Chapter 155 Vehicles and Traffic. He stated that this amendment includes the golf cart crossings for Dogwood Avenue.

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

Councilman Mark Keeler made a motion to approve the Fitness Trail Proclamation. Councilwoman Marjorie Funk seconded the motion. Councilman Mark Keeler stated that this will officially name the fitness trail "Mike Betts Fitness Trail". Council

members Mark Keeler, Joshua Bailey, David Raynes, Marjorie Funk, and Tim Leeth voted in favor of the motion, motion carried.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced that Friday night Bluegrass will be on Friday, September 15, 2017 at Grand Caverns Park at 7:00 pm and on September 29<sup>th</sup> at Mountain View Park at 7:00 pm. He stated on September 16<sup>th</sup> we will host the End of Summer Celebration at Mountain View Park starting at 4:00 pm.

Councilman Tim Leeth stated that the next Grand Caverns 5K will be held on September 29<sup>th</sup> at 6:00 pm and the Senior Citizens Luncheon is on Saturday, October 7<sup>th</sup> starting at 11:30 am.

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

**Town of Grottoes  
Workshop Meeting**

**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.

Mayor Emily Holloway called the Meeting of the Grottoes Town Council to order at 7:00 p.m. on Monday, November 13, 2017 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 workshop meeting and the regular meeting on October 10, 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 October 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.

Councilwoman Marjorie Funk made a motion to pay the bills as of November 13, 2017 and the remaining bills from October totaling \$70,645.58. 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 Chapter 117 Nuisances.

Councilman Mark Keeler made a motion to amend Chapter 117 Nuisances as presented. Councilwoman Marjorie Funk seconded the motion. Councilman Mark Keeler stated that we had some changes between the first and second reading and those are marked in blue. 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 announced the Second Reading to amend Chapter 134 Solid Waste and Weeds.

Councilman Mark Keeler made a motion to amend Chapter 134 Solid Waste and Weeds as presented. 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.

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

Councilman Mark Sterling made a motion to accept the Little League Lease Agreement. Councilman Mark Keeler seconded the motion. Town Manager Jeff Nicely stated that this lease supersedes the previous lease and its amendments. Town Attorney Nathan Miller stated this is a twenty-year lease and it will automatically renew but it also has a right to terminate the lease with a 60-Day notice. Town Manager Jeff Nicely stated the lease includes allowing the use of restrooms and also stated that the Town will mow the outside area of the fences around the ball fields. Council members Mark Keeler, Joshua Bailey, Mark Sterling, Marjorie Funk, David Raynes, and Tim Leeth voted in favor of the motion, motion carried.

Town Manager Jeff Nicely stated that Council should have a copy of the RFP for the Cleaning Contract. He stated that there are additional items that we need done that are not included in the current contract. He stated that since the use of the building has increased so do the cleaning needs. The new contract includes a more detailed list and also includes that they must furnish all supplies and materials needed. Mayor Holloway asked that the Council review the RFP and we will discuss it at the December meeting.

#### **SPECIAL EVENTS**

Councilman Tim Leeth announced the Caroling in the Caverns will be on Saturday, December 2, 2017 from 6:00 - 8:00 pm and on December 3, 2017 we will have our Christmas Parade starting at 5:30 with the tree lighting ceremony following the parade here at the Town Hall and then we will come inside for cookies with Santa.

Councilman Tim Leeth stated that the Southern Grace Country Christmas is on December 8<sup>th</sup> -9<sup>th</sup> and both nights are sold out.

Parks Director Nathan Garrison stated that the Trailblazer Treks is looking to hold its half marathon run in Town and move the date to the morning of June 2, 2018. He stated he will have more information as that gets closer.

## **PERSONNEL, FIRE AND POLICE PROTECTION**

Councilman Mark Keeler made a motion to accept Stephen Morris' resignation from 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.

## **NEW BUSINESS**

Councilman Mark Sterling made a motion to amend the agenda to add discussion for a homeless shelter. Councilman Tim Leeth seconded the motion. 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.

Councilman Mark Sterling stated that he has spoken with his church and he stated that they would be willing to help. He asked if we could, as a Town, set up a kiosk that would be accessible 24-hours a day so that anyone needing information of where local homeless shelters are and ways that they can get to them. He stated that his church is willing to fund for transportation for a taxi company to get them to a shelter. Councilman Joshua Bailey asked if we really have a big problem with homeless people here in Town. He stated that he was aware that a resident saw one person. Councilman Mark Sterling stated that last year he ran into a couple of people staying under the bridge at Grand Caverns. He was thinking maybe putting some information at the Parks or somewhere along Route 340 or Route 256 since those are the main ways through Town. Town Manager Jeff Nicely stated that he has the information on local shelters and that he would draft a brochure for Council to review at the next meeting.

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, 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 6<sup>th</sup> 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 5<sup>th</sup> 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 4<sup>th</sup> 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.



