

March 11, 2024

A work session of the Town Council of the Town of Grottoes was held on Monday, March 11, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of March 11, 2024, of the Grottoes Town Council to order at 6:00 p.m.

ATTENDANCE: Council Members present: Mayor Jo Plaster, David Raynes, Joshua Bailey, Eddie Chittum, Tim Leeth and Michael Kohl. Absent Jim Justis

Other Town Officials present were: Town Attorney Michael Helm, Town Manager Stefanie McAlister, Clerk Tara Morris, Treasurer Rhonda Danner, Public Works Director AJ Hummel, Parks Director Austin Shank and Police Chief Jason Sullivan.

Mayor Plaster said before we start with the first item on the agenda, she read a thank you note from Midge Funk thanking the town for the flowers that were sent with the passing of former council member John Funk.

Mayor Plaster said the first item for discussion is the Annexation policy discussion. Manager McAlister advised the council that the town has an annexation policy with Rockingham County and if we provide water and sewer to property within our growth area than we can annex the properties into the town.

Mayor Plaster said the next item on the agenda was public works surplus equipment. Public Works Director Hummel said these mowers are aged and we can no longer get parts, or the repair cost is too much. He said we have purchased a couple newer mowers over the last couple of years and no longer use them. Council member Leeth made a motion, seconded by Council member Raynes, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to allow these items to be listed as surplus equipment and sold.

Mayor Plaster said the next item on the agenda is the Little League. Council member Bailey said the Little League has requested that a port-a-potty be moved out to the t-ball field. He said they would also like to add electricity to a pole for a food truck and that the electric used from that would be on the little league's electric bill. The council agreed to both requests.

Mayor Plaster adjourned the meeting at 6:20 p.m.

March 11, 2024

A regular session of the Town Council of the Town of Grottoes was held on Monday, March 11, 2024, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of March 11, 2024, of the Grottoes Town Council to order at 7:00 p.m. Mayor Plaster asked for a roll call.

**ATTENDANCE:** Council Members present: Eddie Chittum, Joshua Bailey, Mayor Jo Plaster, David Raynes, Michael Kohl, and Tim Leeth. Absent Jim Justis.

Other Town Officials present: Attorney Michael Helm, Town Manager Stefanie McAlister, Clerk Tara Morris, Treasurer Rhonda Danner, Public Works Director A.J. Hummel, Park Director Austin Shank, and Police Chief Jason Sullivan.

### **APPROVAL OF MINUTES**

On motion by Council member Raynes, seconded by Council member Kohl, and carried by a vote of 4-0-1, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; Leeth - ABSTAINED the Council approved the minutes of the February 12, 2024, meetings as presented. Council member Leeth abstained due to not being at the February meeting.

### **PRESENTATION OF PETITIONS AND CLAIMS (public comment)**

Mary Robertson said they had a situation happen and had to call the police. She said Chief Sullivan arrived within minutes of their call and took control and diffused the situation. She said his kindness and compassion he showed during this time was well noted by them and wanted the council to know how much she appreciated the courtesy and professionalism he presented.

Melissa May said she was here to complain about Rickle Construction. She said they are building a house at 9<sup>th</sup> Street and Birch Avenue, and she said she knows there is an old well and a sink hole on the property. She said she has contacted DEQ and the town manager about this and doesn't know if anything has been done to stop the construction. Ms. Mays said there is karst topography on that property and endangered birds migrate there.

### **REPORTS OF STANDING COMMITTEE:**

**FINANCE** – Council member Raynes made a motion, seconded by Council member Chittum, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to approve the financial reports for the month of February.

**WATER AND SEWER** – no report

**ORDINANCE, HEALTH, AND PROPERTY** – no report

**STREET AND STREET LIGHTS** – no report

**PARKS, RECREATION AND PUBLIC FACILITIES** – no report

**SPECIAL EVENTS** – no report

**PERSONNEL, FIRE AND POLICE PROTECTION** – Mayor Plaster presented annual donations to the following: Grottoes Fire Department and the donation was accepted by Chief Andrew Holloway, Grottoes Rescue Squad and the donation was accepted by President Jeremy Wampler, Bluegrass in the Park and the donation was accepted by the Coordinator Caleb Bailey. Mayor Plaster has the donation for the Grottoes Cardinals, but a representative was not present to receive the donation.

## **STAFF REPORTS**

TOWN MANAGER. Manager McAlister informed the council that the FY25 budget preparations have begun and that a draft should be reviewed at the next work session.

ATTORNEY. No report.

TREASURER. Treasurer Danner said the 2020 audit is complete and they are working on the 2021 audit.

ASSISTANT TO TOWN MANAGER. A written report was provided. There were no additional comments from staff and no questions or comments from Council members.

POLICE CHIEF. A written report was provided. There were no additional comments from staff and no questions or comments from Council members.

PUBLIC WORKS. A written report was provided. There were no additional comments from staff and no questions or comments from Council members.

RECREATION AND TOURISM DIRECTOR. A written report was provided. There were no additional comments from staff and no questions or comments from Council members.

**NEW BUSINESS** – Mayor Plaster asked the council if they wanted to contribute their salary toward purchasing senior banner or signs for the Grottoes graduates this year. The council agreed.

Mayor Plaster declared the meeting adjourned at 7:12 p.m.

March 20, 2023

A retreat of Town Council of the Town of Grottoes was held on Wednesday, March 20, 2024 at 5:30 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

## **CALL TO ORDER**

Mayor Plaster called the retreat of March 20, 2024 of the Grottoes Town Council to order at 5:34 p.m.

**ATTENDANCE:** Council Members present: Jim Justis, Tim Leeth, David Raynes, Eddie Chittum, Joshua Bailey, and Michael Kohl.

Planning Commission members present: Jean Stoll.

Other Town Officials present were: Town Manager Stefanie McAlister, Attorney Michael Helm, Clerk Tara Morris, Parks/Tourism Director Austin Shank, Treasurer Rhonda Danner, and Police Chief Jason Sullivan.

Attorney Helm reviewed a FOIA presentation and answered questions the council had regarding the presentation. The presentation met all the guidelines for the required elected officials FOIA training.

Attorney Helm gave a quick overview of Roberts Rules. He stated per the Town Code the council's meeting proceeding should be governed by Roberts Rules. Mr. Helm said he is very familiar with Robert's Rules and parliamentary procedures and is there to assist with any questions that may arise during the meetings.

Mayor Plaster said next, we will go through the committees to see if there were anything any committee member would like to discuss.

**Finance** – Council member Raynes did not have anything to discuss at the time but said we will be discussing finances at the end of this meeting. Committee members Leeth and Plaster had nothing to add.

**Personnel, Fire and Police** – Mayor Plaster mentioned that we are a couple positions short, especially in the police department but we are looking to get them filled as soon as possible. Committee Members Kohl and Raynes had nothing to add.

**Ordinance, Health, and Property** – Nothing to report other than the planning commission is working on updating the comprehensive plan. Committee members Bailey and Chittum had nothing to add.

**Streets and Street Lights** – Council member Justis said the committee will be looking at the traffic patterns in the town to see what changes need to be made. Council members Bailey and Raynes had nothing to add.

**Special Events** – Council member Leeth said the committee is meeting monthly to better prepare for these events. He said it looks good to the public when the council members attend these events. Council members Justis and Plaster had nothing to add.

**Water and Sewer** – Council member Bailey said we are working to bring the third well on. He said we need to plan for lagoon dredging and water line upgrades. Council members Leeth and Chittum had nothing to add.

**Parks, Recreation and Public Facilities** – Council member Chittum asked Parks Director Shank if he had anything, and he did not. Council member Justis said he would like to see us working toward keeping people there more than just a day trip with some sort of overnight accommodation. Council member Kohl had nothing to add.

Manager McAlister reviewed the presentation from the Central Shenandoah Planning District Commission on how they plan to update our comprehensive plan and the timeline to do so. No comments were made by the council.

Manager McAlister reviewed the preliminary budget for the FY 24/25. She went through each fund and pointed out that the water and sewer funds have a deficit primarily due to the lack of water and sewer connections. The council was asked to think about ways the town can increase revenue in these areas.

Mayor Plaster adjourned the retreat at 8:11 p.m.