

**TOWN OF GROTTUES**  
**TOWN COUNCIL WORKSESSION AGENDA**  
**February 13, 2023**  
**6:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Grand Caverns Park Pool Update
  - a. Quote for expansion joint repair
  - b. Status update regarding water loss
  
2. Strategic Plan
  - a. Goal validation
  - b. Prioritizations
  
3. Other Business
  - a. Roberts Rules of Order

**TOWN OF GROTTUES**  
**TOWN COUNCIL MEETING AGENDA**  
**February 13, 2023**  
**7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**CALLING OF THE ROLL BY THE CLERK**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – MEETINGS OF JANUARY 9, 2023**

**PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)**

**REPORTS OF THE STANDING COMMITTEES:**

**Finance – Council member Raynes, Chair**

1. Approval of Financial Reports

**Water and Sewer – Council member Bailey, Chair**

**Ordinance, Health, and Property – Council member Kohl, Chair**

**Streets and Street Lights – Council member Justis, Chair**

**Parks, Recreation and Public Facilities – Council member Sterling, Chair**

**Special Events - Council member Leeth, Chair**

**Personnel, Fire and Police Protection – Mayor Plaster, Chair**

**STAFF REPORTS:**

Town Manager

Town Attorney

Treasurer

Assistant to Town Manager

Chief of Police

Public Works Director

Recreation and Tourism Director

**NEW BUSINESS**

1. Consideration of the U-1 Resolution

**OLD BUSINESS**

**CLOSED SESSION** – Pursuant to Section 2.2-3711(A)5 of the code of Virginia for the discussion concerning a prospective business where no previous announcement has been made of the business.

**ADJOURN**

January 9, 2023

A work session of Town Council of the Town of Grottoes was held on Monday, January 9, 2023, at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of January 9, 2023, of the Grottoes Town Council to order at 6:01 p.m.

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

Other Town Officials present were: Town Attorney Nathan Miller, 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 the first thing on the agenda was a pool update. Manager McAlister gave a detailed update of the status of the pool. She stated that staff drained the pool and National Pools came out on November 29<sup>th</sup> and did a pressure test, which checked out good. Manager McAlister said National Pools sent their contractor to take out all the caulk along the expansion joint and check the water stop. She said they re-caulked the expansion joint and reinforced an area where they think the water stop is broken or missing. Manager McAlister said the caulk bubbled and came loose in places and National Pools sent the contractor back to take that caulk out and re-caulk again. Manager McAlister said National Pool is putting a quote together to put in a new water stop and expansion joint, which they could schedule to do in the fall of 2023. She said since the pool was refilled the water loss has been 1,000 gallons per day, which is much better than before. Manager McAlister said that she needed council to decide if we are going to have a pool season for 2023 because we need to advertise for a pool manager and get lifeguards hired and trained if they choose to have the season. Mayor Plaster said if we are going to open we need to recruit and if we do not open can we still use it for the swim team? Parks Director Shank said we need to recruit in February but we don't have a pool manager. Council member Justis said if we don't open it and allow certain groups to use it, he feels that our citizens would be upset. Council member Justis asked for staff's recommendation. Manager McAlister said she does not think we should have a pool season. Park Director Shank said he feels we are too small of a town to lose money every year on a pool. He said the pool loses \$30,000+ per year, and he feels we could better use the money to improve areas of the park that are making money. Director Shank stated that he does not recommend opening the pool. Council member Kohl said he feels we should see what the cost is to repair the pool, try to get a pool manager, and have a pool season. He said last year the pool was losing 10,000 gallons of water per day and now it is 1,000 gallons of water. He said that's a 90% reduction in water loss and we had a pool season last year and don't want to have a season this year? Council member Bailey if we have a pool season we need to put out information on how much the pool was losing. He said he is not in favor of opening

the pool. Council member Leeth said he doesn't like anything about it. He asked how you hire a pool manager with a pool that we don't know if we will be able to open it. Parks Director Shank said since 2016 the pool has lost \$469,000.00. He said the majority of that was repairs and upgrades but when you add it all up it becomes a lot of money for something that loses money each year. Council member Bailey made a motion that we do not open the pool this year and wait until we get the repair quote to determine the future. Council member Leeth seconded the motion. Council member Justis amended the motion to not drain the pool. Council member Leeth accepted the amendment. Council member Kohl stated that he has a problem closing the pool when is it losing 90% less water. Council member Justis said his concern is staffing it. With no further discuss Mayor Plaster called for the vote. The vote carried 4-1, voting recorded as follows: RAYNES – AYE; BAILEY – AYE; LEETH – AYE; KOHL – NAY, JUSTIS – AYE.

Mayor Plaster adjourned the work session at 6:47 p.m.

ATTEST:

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Mayor

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Clerk

January 9, 2023

A joint public hearing and the regular session of the Town Council of the Town of Grottoes was held on Monday, January 9, 2023, beginning at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the joint public hearing of the Grottoes Town Council and the Grottoes Planning Commission to order at 7:01 p.m. on January 9, 2023.

**ATTENDANCE:** Planning Commission Members present: Chairman Dylan Nicely, Gleamer Sullivan, René Ehlenfeldt Darrel Baker, Eddie Chittum, and Michael Kohl. Absent: Nathan Foerster.

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

Mayor Plaster said the reason for the public hearing is to hear citizen comments on a request for a Conditional Use Permit at 700 Dogwood Avenue for two townhouse units in a B-2 zoning.

Speaking for the request – None.

Speaking against the request – Scott Sacra said he knows the code allows for residential in a business district but feels the council needs to look at this closer when allowing business and residential to be mixed. He said the type of business is not know at this point and it could become a problem for the people in those townhouses. He said just because you can doesn't mean you should.

There was no discussion from Council or Planning Commission.

Mayor Plaster closed the public hearing at 7:03 p.m. and turned the meeting over to the Planning Commission.

Chairman Nicely asked the Commission if they had any comments or if they were prepared to make a recommendation.

On a motion from Commission member Ehlenfeldt, seconded by Commission member Baker, and carried by a 4-0-1 vote, voting as follows: SULLIVAN – AYE; EHLENFELDT – AYE; NICELY- AYE; BAKER – AYE; CHITTUM – ABSTAIN; KOHL – AYE, to recommend the Conditional Use Permit at 700 Dogwood Avenue for the two townhouse units in the B-2 zoning.

Chairman Nicely adjourned the meeting at 7:07 p.m.

## **CALL TO ORDER**

Mayor Plaster called the regular session of January 9, 2023, of the Grottoes Town Council to order at 7:07 p.m. Mayor Plaster asked Clerk Morris for a roll call.

**ATTENDANCE:** Council Members present: Jim Justis, Joshua Bailey, David Raynes, Michael Kohl, and Tim Leeth. **ABSENT:** Mark Sterling.

Other Town Officials present: Attorney Nathan Miller, Attorney Michael Helms, Clerk Tara Morris, Town Manager Stefanie McAlister, Treasurer Rhonda Danner, Public Works Director A.J. Hummel, Parks/Tourism Director Austin Shank, and Police Chief Jason Sullivan.

## **APPROVAL OF MINUTES**

On motion by Council member Raynes, seconded by Council member Leeth, and carried by a vote of 5-0, voting recorded as follows: RAYNES – AYE; BAILEY – AYE; LEETH – AYE; KOHL – AYE, JUSTIS – AYE; the Council approved the minutes of the December 12, 2022 meetings as presented.

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

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

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

**WATER AND SEWER** – no report

**ORDINANCE, HEALTH, AND PROPERTY** – Council member Kohl made a motion, seconded by Council member Raynes. Council member Bailey said that he feels we need to look at all the mixed uses within the zonings. Mayor Plaster explained that most business zonings allow for residential use too. She said some allow for it on the second floor of a business. She stated this is not new it has been happening for many years. The vote carried 5-0, voting as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE, to approve the Conditional Use Permit at 700 Dogwood Avenue

**STREET AND STREET LIGHTS** – no report

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

**SPECIAL EVENTS** – Council member Leeth said he will be planning a committee meeting later this month to set the calendar for the town events.

**PERSONNEL, FIRE AND POLICE PROTECTION** – Mayor Plaster said we have the list of the 2023 Officers for the Grottoes Volunteer Fire Department that was submitted for approval. On a motion by Council member Justis, seconded by Council member Raynes, and carried by a vote of 4-0-1, voting recorded as follows: JUSTIS – AYE; BAILEY – ABSTAIN; RAYNES - AYE; LEETH – AYE; KOHL – AYE, to approve the 2023 officers for the Grottoes Volunteer Fire Department.

## **STAFF REPORTS**

TOWN MANAGER. Manager McAlister said that she didn't find out until after her report was done but wanted the council to know that Public Works staff was notified by a deputy that we will no longer be receiving the help of the Rockingham-Harrisonburg Regional Jail work crew. The crew will be dedicated to assisting the county and Harrisonburg city with their needs.

ATTORNEY. Attorney Miller informed the council that he has the closing packages ready for three parcels of land. He said he has not completed the alley deed of release yet but will get that done soon. Attorney Miller introduced Michael Helm, a partner at the law firm, and said that he will be helping with some of the locality's night meetings. He said their firm covers seven localities and with the overlapping schedules and being out every night it's too much, so they are going to use a tag team approach and said Michael will be here at some of the meetings.

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

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 –**

### **ELECTION OF VICE MAYOR.**

Mayor Plaster said Council member Raynes currently serves as Vice Mayor. Council member Justis asked Council member Raynes if he still would be Vice Mayor and Council member Raynes replied yes.

Council member Leeth moved to nominate David Raynes for Vice Mayor, seconded by Council member Justis.

Voting to affirm Council member Raynes as Vice Mayor – Council member Justis, Council member Bailey, Council member Kohl, Council member Leeth, Abstaining from the vote – Council member Raynes.

#### **SETTING OF DATE AND TIME OF MEETING.**

Council member Justis made a motion to approve the schedule for the council meetings on the second Monday of the month except for October which will be the Wednesday after. Council member Justis amended his motion to include the work session meetings precedes the council meetings. Seconded by Council member Leeth, the vote carried 5 to 0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE.

Mayor Plaster stated that we need a motion to approve the inclement weather policy. Council member Raynes stated so moved. Seconded by Council member Justis, and carried by a vote of 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES - AYE; LEETH – AYE; KOHL – AYE.

#### **RESOLUTION #20230109-01**

#### **ORDINANCE AND RESOLUTION TO ESTABLISH THE DATES AND TIMES OF THE WORK SESSIONS AND REGULAR MEETINGS OF THE TOWN COUNCIL OF THE TOWN OF GROTTUES, VIRGINIA, FOR THE CALENDAR YEAR 2023**

**WHEREAS** the Charter of the Town of Grottoes, Virginia (the “Town”) requires the Town Council (the “Council”) of the Town approve an ordinance to set forth the regular meeting times of the Council; and

**WHEREAS** Va. Code § 15.2-1416 requires the Council to pass a resolution establishing such regular meeting times at the organizational meeting of the Council following the election of the new members thereof.

**THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GROTTUES, VIRGINIA, to-wit:**

1. A) Meeting Date and Times for 2023. In accordance with the Town Charter, beginning January 9, 2023, and the second Monday of each month thereafter, the meeting of the Council shall commence with a work session at 6:00 p.m., followed at 7:00 p.m. by the regular meeting, with the following exception: the meeting in October shall be held on Wednesday, October 11, 2023, beginning at 6:00 p.m.

B) Inclement Weather Policy for Council Meetings for 2023. If a meeting cannot be held due to inclement weather or for any reason as determined by the Mayor, or the Vice-Mayor

if the Mayor is not available, the meeting will be held at the scheduled time on the following Monday, unless otherwise determined by the Council.

**Town of Grottoes  
2023 Meeting Dates**

	Work Session 6:00pm	Town Council 7:00 pm	Planning Commission 6:00pm
Jan	9	9	31
*Jan	25 – special meeting (6-8 pm)		
*Feb	7 – work shop (retreat 5-8 pm)		
Feb	13	13	
Mar	13	13	28
Apr	10	10	
May	8	8	30
Jun	12	12	
Jul	10	10	25
Aug	14	14	
Sept	11	11	26
Oct	11*Wednesday	11	
Nov	13	13	28
Dec	11	11	

Unless otherwise posted all Council meetings are held at 7:00 p.m. in the Council Chambers of the Town Hall. Work session meetings will be held at 6:00 pm. Planning Commission will meet at 6:00 p.m. If you have any questions, please call the Town Office at 540-249-5896.

## **2023 COMMITTEE ASSIGNMENTS.**

Mayor Plaster asked if anyone had any comments on the proposed committee assignments for 2023.

With no changes being made, a motion by Council member Kohl, seconded by Council member Raynes, and carried by a vote of 5 to 0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE, the Council approved the 2023 committees assignments.

### **2023 Committee Assignments**

#### **FINANCE COMMITTEE**

Chair: David Raynes  
Jo Plaster  
Tim Leeth

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

Chair: Jo Plaster  
Mark Sterling  
Michael Kohl

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

Chair: Michael Kohl - Planning Commission Liaison  
Joshua Bailey  
Mark Sterling

#### **SPECIAL EVENTS COMMITTEE**

Chair: Tim Leeth  
James Justis  
Jo Plaster

#### **WATER & SEWER COMMITTEE**

Chair: Joshua Bailey  
David Raynes  
Tim Leeth

## PARKS, RECREATION AND PUBLIC FACILITIES COMMITTEE

Chair: Mark Sterling  
James Justis  
Michael Kohl

## STREETS AND STREET LIGHTS COMMITTEE

Chair: James Justis  
Joshua Bailey  
David Raynes

Attorney Helm asked that the meeting date motion be amended due to the mayor's recap of the motion said October 15<sup>th</sup> and the date is October 11<sup>th</sup>. Council member Justis amended his motion for the October meeting to be held on October 11, 2023. Council member Leeth accepted the amendment. The vote carried 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE.

### **CODE OF CONDUCT AND ETHICS.**

On motion by Council member Leeth, seconded by Council member Kohl, and carried by a vote of 5 to 0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE, the Council approved Resolution #20230109-02 reaffirming and readopting a Code of Conduct and Ethics for the Members of the Grottoes Town Council, as follows:

### **RESOLUTION 20230109-02**

### **A RESOLUTION TO REAFFIRM AND ADOPT A CODE OF CONDUCT AND ETHICS FOR THE MEMBERS OF THE GROTTUES TOWN COUNCIL**

**WHEREAS**, the Town of Grottoes Council has previously determined that the adoption of a Code of Conduct and Ethics is important to emphasize the imperatives of integrity, fairness, and accountability in local government.

**NOW THEREFORE, BE IT RESOLVED** by the Grottoes Town Council this 9th day of January 2023, the following Code of Conduct and Ethics, including Conduct and Ethical Standards, are hereby reaffirmed, and adopted:

## **GROTTOES TOWN COUNCIL CODE OF CONDUCT AND ETHICS PREAMBLE.**

The citizens of Grottoes are entitled to fair, ethical, accountable, and effective local government. Such a government requires that public officials:

- Comply with both the letter and the spirit of the laws, ordinances, and policies affecting government.
- Be independent, impartial, and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly.
- Act with respect and civility.

To this end, the Grottoes Town Council has adopted this Code of Conduct and Ethics to emphasize the imperatives of integrity, fairness, and accountability in local government.

### **1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, Council Members shall work for the common good of the people of Grottoes and not for any private or personal interest. They will treat all persons, claims, and transactions in a fair and equitable manner.

### **2. Conduct of Members**

Council Members shall at all times restrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the Town Council, boards, commissions, committees, staff, or the public.

### **3. Respect for Process**

Council Member duties shall be performed in accordance with the processes and rules established by the Town Council. A Council Member shall respect a decision once it has been made by the majority of Council.

### **4. Communication**

It is the responsibility of Council Members to share substantive information that is relevant to a matter under consideration that they have received from sources outside of the decision-making process with all other Council Members.

Council Members shall interact with one another honestly, forthrightly, and respectfully. Discussions shall focus on issues, policies, and other substantive matters relating to the function of Town government.

#### **5. Confidential Information**

Council Members shall respect and preserve the confidentiality of information provided to them concerning the matters of the Town. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

#### **6. Advocacy**

To the best of their ability, Council Members shall represent the official policies and positions of the Town Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the Town.

#### **7. Positive Work Environment**

Council Members shall support and maintain a positive and constructive environment for residents, businesses, Town employees, and others involved in Town activities.

#### **8. Compliance**

The Grottoes Town Council Code of Conduct and Ethics expresses standards of ethical conduct expected of Members of the Grottoes Town Council.

Members of the Council have the primary responsibility to ensure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the Town Council.

### **TOWN OF GROTTUES, VIRGINIA**

#### **Conduct and Ethical Standards Guidelines and Suggestions to Maintain Good Working Relationships**

##### **1. Relationships with other Council Members**

A Council Member wants to be a success in getting certain policies approved and carried out. The most important factor in determining whether this will happen is the attitude of other Council Members. They are a crucial audience.

Questions you need to ask yourself:

- Do you act in a way that suggests you are concerned primarily with your own benefit (or a select group)? Or does your behavior convince your colleagues that you are acting in the best interest of the entire town?
- Do you help your colleagues obtain the information they need to participate effectively? Or do you try to look good at their expense?
- Do you try to get everyone trying to agree on an issue? Or are you satisfied once you know the majority is achieved?
- In short: Do you compete or cooperate?

A Council Member will be respected by colleagues if the Member behaves in a way that is seen as fair as well as effective. Knowing and understanding your colleagues is central to establishing, building, and maintaining effective relationships.

Keys to working well together:

- Be willing to listen to others.
- Respect others' skills and attitudes.
- Keep an open mind.
- Disclose yourself to others openly and freely. Express your opinion and let colleagues learn why you think the way you do on issues.
- Make a conscientious effort to be well prepared for each meeting.
- Offer criticism of colleagues only in private meetings with appropriate individuals or in closed meeting.
- **ADHERE TO THE ESTABLISHED CODE OF CONDUCT AND ETHICS**

## **2. Remember the Rule of Four!**

When it comes to adopting policy or getting any item approved in our community, you need to remember the Rule of Four. A simple question you need to ask is, "How many citizens does it take to get any policy or action item approved?" The answer is four. The point is the three additional citizens you convince have to currently share a position with you on the Council or one of them be the Mayor. Obviously, your own mind is made up on an issue, if you persuade three other Council Members or two and the Mayor (in case of ties) in your favor, then the motion will pass. So, although the citizens are very important in what we do, when it comes to approving policy and items at hand, you need to convince your colleagues. It is easier to accomplish this by working with them instead of alienating them.

## **3. Management of Conflict**

Council Members who don't think and act as part of a team, who are difficult to get along with, most often become ineffective. They are left out of the decision- making process,

which is a loss to the entire Council. Disagreements among Council Members are inevitable, and a normal part of any decision-making process. It is important that disagreements do not interfere with cooperative processes. The most serious paralysis a Council can have is the inability of Members to work with one another. This inability becomes visible to the community and reduces the Council's political authority within the community. The interests of individual Members become personal and apparently more important than the interests of other citizens. To manage conflict constructively may require that ground rules be established, so that an atmosphere can be created where differences can be raised, and respectful dialogue can occur.

#### **4. Relationships with Town Staff**

Staff bashing is tempting for a Council Member who wants to look good to those who are complaining. But the local government pays a heavy price for such behavior. The morale of town employees is likely to decline if the Council expects the laws to be enforced, but then publicly jumps on those responsible for enforcement. Therefore, Council Members should be careful about how they deal with specific complaints about staff expressed at a public meeting.

Things to remember about staff relationships:

- Treat all employees with courtesy and respect.
- Avoid publicly criticizing any employee in any way that reflects on the competence and integrity of the employee.
- Don't try to resolve controversies during a public meeting.
- Make clear to a citizen that the complaint will be addressed and ask the Town Manager to appoint a staff member to contact the citizen.
- Don't let the staff be blamed for major policies, since those are the responsibility of the Council.
- Remember that the success of every policy depends on its implementation by an effective staff.
- If there is a problem with a staff person, resolve it in private rather than at a public meeting (or the press). Raise concerns about employees with the Town Manager, and concerns about the Town Manager with the Mayor.

#### **Town Manager- Council Relationships**

- Council Members must understand that their role is to develop policy, not get involved in administration. Such activity can erode the manager's authority with staff members and often lead to morale and productivity problems within the staff.

- Council Members should maintain consistent positions in both their public declarations and their private discussions with the Town Manager. Our actions can increase or minimize the quality of work by our Town Manager and Staff.
- All dealings with town staff should be handled via the Town Manager, unless he or she prescribes otherwise.

#### **5. Relationships with the Media (Print, Radio, TV, Websites)**

- When talking with the media, avoid attacking others, even if they attacked you. Don't let an aggressive reporter or citizen lure you into battle. Fighting with a citizen, staff member, or fellow Council person can make you look small minded and divert attention from what you were elected to do. Resist the urge to be vindictive.
- While Facebook, blogs, wikis and other forms of online discourse are individual interactions, please remember that to our citizens, you are always a representative of the Town of Grottoes. We have an official Town website and Face book page for our town and that content is controlled by Town Staff
- Please refrain from conducting any town related business on personal websites. If you receive questions via personal websites, please direct people to our official Town website or Facebook page to find information and/or post comments.

#### **6. Relations with the Public (Citizens)**

- Avoid a private lifestyle that casts public doubt upon the integrity and competence of the town government
- Pay all taxes due to the county, state, or national government.
- Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
- Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
- Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel or colleagues.
- When making comments, make sure you clarify when you are speaking individually and not for the Council as a whole.
- There will be times when we are asked to speak at public meetings, with the media, post comments on websites, etc. If you are sharing your personal thoughts and/or opinions, you need to make this clear to your audience by stating your comments do not represent the

Council as a whole.

- Reflect on your comments before you speak to make sure they cannot be misinterpreted. Comments based on fact and forethought will hopefully eliminate any possible misunderstandings.
- Serious issues should be discussed as a whole (Council and Staff) before public comments are made.
- Remember that even though you are an individual, in the eyes of the public and media, you represent the Council and our community. Choose your words wisely and make decisions appropriately.

Council member Justis stated that he would like the document to be signed by all members of council.

**OLD BUSINESS** – none

**ADJOURNMENT**

Mayor Plaster declared the meeting adjourned at 7:26 p.m.

Attest

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Mayor

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Clerk

**TREASURER'S REPORT  
JANUARY 2023**

*Finance #1*

***Revenues***

Water Sales	\$	17,703.57
Sewer Sales	\$	48,491.77
Trash Sales	\$	17,307.95
Utility Penalty	\$	175.00
Real Estate Taxes	\$	180,586.71
Personal Property	\$	37,810.11
Vehicle License Fee	\$	23,743.14
Tax Penalty & Interest	\$	3,266.24
Sewer Connections	\$	9,000.00
Water Connections	\$	9,000.00
Business License	\$	25.00
Fines & Costs	\$	775.28
Communication Tax	\$	2,029.61
Consumption Tax	\$	786.49
Utility Tax	\$	2,772.68
Meals Tax	\$	15,051.96
Sales Tax	\$	18,174.27
Transient Tax	\$	139.72
Zoning Permit	\$	1,069.65
Uhaul Rental Tax	\$	4.46
Conditional Special Use Permit	\$	200.00
Thomas & Kathleen Tourje	\$	1,520.50
KW&DR Properties	\$	2,961.50
Patterson Variance Application	\$	250.00
John Painter Park Shelter Rental	\$	43.84
GC Admissions	\$	21,282.21
GC Giftshop Sales	\$	3,581.48
GC Contracts	\$	3,685.00
	\$	<u>421,438.14</u>

**TREASURER'S REPORT**  
**JANUARY 2023**

***Disbursements***

Accounts Payable	\$	337,453.78
Payroll	\$	80,175.42
Federal Payroll Taxes	\$	12,919.38
Federal Payroll Taxes	\$	12,505.85
State Payroll Taxes	\$	2,393.00
State Payroll Taxes	\$	1,781.00
VRA Payment	\$	64,679.61
GC Sales Tax	\$	313.34
Analysis Activity	\$	40.64
Aflac	\$	1,450.67
Intuit Transfer Fee	\$	110.53
Merchant Bank Fee	\$	13.50
Town Visa Credit Cards	\$	2,898.31
Virginia Retirement System	\$	<u>17,626.83</u>
	\$	534,361.86

**Highway**

FY 22 Carry-Over	\$	201,153.65
July - January Expenses	\$	(582,921.81)
1st & 2nd Quarter	\$	<u>329,608.00</u>
	\$	(52,160.16)

Veterans Memorial	\$	6,638.69
Town Activities	\$	4,110.23
RBEG Checking	\$	27,637.00
Kids Fish Day	\$	9,384.90
Grand Caverns Playground Fund	\$	19,111.21
Mtn. View Playground Fund	\$	5,870.00
Savings	\$	1,336,971.80
ARPA Funds	\$	1,943,908.80

	\$	6,498,357.38
	\$	-
	\$	<u>(1,943,908.80)</u>
	\$	4,554,448.58

*Highway*

*ARPA*

**TOWN OF GROTTOS**  
**BUDGET TO ACTUAL REPORT**

January 2023

**10 GENERAL FUND**  
**REVENUES**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
10-300-3001 REAL ESTATE TAXES	\$ 282,538	\$ 226,543.37	\$ (55,994.63)	80.2%
10-300-3002 PERSONAL PROP. TAXES	\$ 58,000	\$ 41,130.35	\$ (16,869.65)	70.9%
10-300-3005 TAX PENALTIES	\$ 2,000	\$ 897.33	\$ (1,102.67)	44.9%
10-300-3006 TAX INTEREST	\$ 2,000	\$ 1,522.08	\$ (477.92)	76.1%
10-300-3007 UTILITY TAX	\$ 27,000	\$ 16,566.07	\$ (10,433.93)	61.4%
10-300-3008 SALES TAXES	\$ 200,000	\$ 130,845.74	\$ (69,154.26)	65.4%
10-300-3009 BANK STOCK TAX	\$ 42,000	\$ -	\$ (42,000.00)	0.0%
10-300-3011 ROLLING STOCK TAX	\$ 1,350	\$ 1,307.39	\$ (42.61)	96.8%
10-300-3015 PPTRA REVENUE	\$ 23,861	\$ 23,861.00	\$ -	100.0%
10-300-3100 VEHICLE LICENSE FEE	\$ 45,000	\$ 25,234.18	\$ (19,765.82)	56.1%
10-300-3110 BUSINESS LICENSES	\$ 90,000	\$ 38,515.37	\$ (51,484.63)	42.8%
10-300-3125 COMMUNICATION TAX	\$ 27,000	\$ 14,075.96	\$ (12,924.04)	52.1%
10-300-3130 ZONING PERMITS	\$ 17,000	\$ 6,138.77	\$ (10,861.23)	36.1%
10-300-3203 ZONING FEES	\$ 500	\$ 30.00	\$ (470.00)	6.0%
10-300-3400 FIRE PROGRAM REVENUES	\$ 15,000	\$ -	\$ (15,000.00)	0.0%
10-300-3415 GRANTS	\$ -	\$ 50,000.00	\$ 50,000.00	0.0%
10-300-3420 HOUSE BILL 599	\$ 57,363	\$ 31,532.00	\$ (25,831.00)	55.0%
10-300-3430 HIGHWAY REINBURSEMENT	\$ 618,623	\$ 329,608.00	\$ (289,015.00)	53.3%
10-300-3700 FINES/COSTS	\$ 5,600	\$ 8,369.68	\$ 2,769.68	149.5%
10-300-3830 CELL TOWER	\$ 36,190	\$ 10,465.00	\$ (25,725.00)	28.9%
10-300-3900 MISCELLANEOUS INCOME	\$ 10,000	\$ 20,683.92	\$ 10,683.92	206.8%
10-300-3950 CONSUMPTION TAX	\$ 6,000	\$ 3,502.13	\$ (2,497.87)	58.4%
10-300-3960 MEALS TAX	\$ 169,217	\$ 107,201.58	\$ (62,015.42)	63.4%
10-300-3961 CIGARETTE TAX	\$ 60,000	\$ 27,000.00	\$ (33,000.00)	45.0%
10-300-3962 TRANSIENT OCCUPANCY TAX	\$ 1,000	\$ 1,172.35	\$ 172.35	117.2%
10-300-9550 KID'S FISH DAY	\$ -	\$ 1,750.00	\$ 1,750.00	0.0%
10-300-9700 RENTAL	\$ 3,000	\$ 1,462.50	\$ (1,537.50)	48.8%
10-300-9850 PARKING TICKET	\$ 1,500	\$ 40.00	\$ (1,460.00)	2.7%
10-300-9862 GOLF CART DECAL	\$ 150	\$ 150.00	\$ -	100.0%
10-300-9904 ARPA FUNDS	\$ 410,209	\$ 410,209.00	\$ -	100.0%
Reallocate ARPA To Water/Sewer/Parks				
<b>TOTAL REVENUE</b>	<b>\$ 2,212,101.00</b>	<b>\$ 1,529,813.77</b>	<b>\$ (682,287.23)</b>	<b>69.2%</b>

**10 GENERAL FUND**  
**EXPENDITURES**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
<b>ADMINISTRATION</b>				
10-400-5005 P/C SALARIES	\$ 500	\$ -	\$ 500.00	0.0%
10-400-5010 T/C SALARIES	\$ 2,250	\$ 975.00	\$ 1,275.00	43.3%
10-400-5020 SALARIES/WAGES	\$ 116,921	\$ 62,085.15	\$ 54,835.85	53.1%
10-400-5040 FICA	\$ 7,200	\$ 3,474.80	\$ 3,725.20	48.3%
10-400-5050 MED-FICA	\$ 1,700	\$ 812.66	\$ 887.34	47.8%
10-400-5060 GROUP INSURANCE	\$ 18,299	\$ 11,659.68	\$ 6,639.32	63.7%

10-400-5065 LIFE INSURANCE	\$	1,500	\$	976.92	\$	523.08	65.1%
10-400-5070 RETIREMENT	\$	15,000	\$	9,088.68	\$	5,911.32	60.6%
10-400-6110 TELEPHONE	\$	1,055	\$	2,686.76	\$	(1,631.76)	254.7%
10-400-6111 CELL PHONES	\$	2,900	\$	1,634.87	\$	1,265.13	56.4%
10-400-6115 ANSWERING SERVICES	\$	1,200	\$	597.30	\$	602.70	49.8%
10-400-6130 ELECTRICAL	\$	18,000	\$	10,034.43	\$	7,965.57	55.7%
10-400-6131 GAS/DIESEL	\$	500	\$	-	\$	500.00	0.0%
10-400-6150 M&R BUILDING & GROUNDS	\$	-	\$	6,224.62	\$	(6,224.62)	0.0%
10-400-6160 M&R EQUIPMENT	\$	1,000	\$	582.25	\$	417.75	58.2%
10-400-6163 INTERNET EXPENSES	\$	740	\$	271.35	\$	468.65	36.7%
10-400-6300 POSTAGE & FREIGHT	\$	2,500	\$	3,922.93	\$	(1,422.93)	156.9%
10-400-6320 ADVERTISING	\$	5,000	\$	1,787.89	\$	3,212.11	35.8%
10-400-6330 TRAINING & EDUCATION	\$	3,500	\$	6,452.02	\$	(2,952.02)	184.3%
10-400-6340 DUES & SUBSCRIPTIONS	\$	4,000	\$	3,340.00	\$	660.00	83.5%
10-400-6350 PROFESSIONAL SERVICES	\$	50,000	\$	5,471.55	\$	44,528.45	10.9%
10-400-6351 LEGAL FEES	\$	45,000	\$	19,370.00	\$	25,630.00	43.0%
10-400-6360 AUDITS COSTS	\$	6,000	\$	-	\$	6,000.00	0.0%
10-400-6380 LIABILITY/ PROPERTY INS.	\$	15,500	\$	11,660.50	\$	3,839.50	75.2%
10-400-6401 SERVICES CONTRACTS	\$	20,950	\$	7,484.66	\$	13,465.34	35.7%
10-400-6500 SUPPLIES & MATERIALS	\$	11,000	\$	11,698.53	\$	(698.53)	106.4%
10-400-7030 CAPITAL OUTLAY/EQUIP	\$	26,000	\$	10,995.00	\$	15,005.00	0.0%
10-400-8020 DONATIONS	\$	19,500	\$	375.00	\$	19,125.00	1.9%
10-400-8030 SPECIAL EVENTS EXPENSES	\$	6,000	\$	9,443.85	\$	(3,443.85)	157.4%
10-400-8090 FIRE DEPARTMENT PLEDGE	\$	15,000	\$	-	\$	15,000.00	0.0%
10-400-8100 MEDICAL FEES	\$	500	\$	-	\$	500.00	0.0%
10-400-9000 MISCELLANOUS EXPENSES	\$	1,500	\$	2,583.70	\$	(1,083.70)	172.2%
10-400-9400 TECHNICAL SUPPORT	\$	8,600	\$	5,806.46	\$	2,793.54	67.5%
10-400-9921 BANK ANALYSIS FEE	\$	500	\$	294.05	\$	205.95	58.8%
10-400-9929 ARPA FUNDS EXPENSE	\$	410,209	\$	65,601.37	\$	344,607.63	16.0%
<b>TOTAL - ADMINISTRATION</b>	<b>\$</b>	<b>840,024</b>	<b>\$</b>	<b>277,391.98</b>	<b>\$</b>	<b>562,632.02</b>	<b>33.0%</b>

#### 10 GENERAL FUND

DESCRIPTION	BUDGET	YTD	VARIANCE	%
<b>PUBLIC WORKS</b>				
10-410-5020 SALARIES & WAGES	\$ 24,572	\$ 9,580.49	\$ 14,991.51	39.0%
10-410-5040 FICA	\$ 1,500	\$ 593.94	\$ 906.06	39.6%
10-410-5050 MED-FICA	\$ 400	\$ 138.76	\$ 261.24	34.7%
10-410-5060 GROUP INSURANCE	\$ 5,161	\$ 3,293.82	\$ 1,867.18	63.8%
10-410-5065 LIFE INSURANCE	\$ 300	\$ 81.41	\$ 218.59	27.1%
10-410-5070 RETIREMENT	\$ 3,200	\$ 757.40	\$ 2,442.60	23.7%
10-410-6111 CELL PHONES	\$ 900	\$ 523.58	\$ 376.42	58.2%
10-410-9400 TECHNICAL SUPPORT	\$ 500	\$ -	\$ 500.00	0.0%
<b>TOTAL - PUBLIC WORKS</b>	<b>\$ 36,533</b>	<b>\$ 14,969.40</b>	<b>\$ 21,563.60</b>	<b>41.0%</b>

#### 10 GENERAL FUND

DESCRIPTION	BUDGET	YTD	VARIANCE	%
<b>STREET LIGHTS</b>				
10-420-6130 ELECTRIC	\$ 8,500	\$ 6,770.42	\$ 1,729.58	79.7%
<b>TOTAL - STREET LIGHTS</b>	<b>\$ 8,500</b>	<b>\$ 6,770.42</b>	<b>\$ 1,729.58</b>	<b>79.7%</b>

#### 10 GENERAL FUND

DESCRIPTION	BUDGET	YTD	VARIANCE	%
<b>POLICE</b>				
10-450-5020 SALARIES & WAGES	\$ 393,515	\$ 196,572.98	\$ 196,942.02	50.0%
10-450-5030 PART TIME SALARIES	\$ 40,000	\$ 11,748.28	\$ 28,251.72	29.4%
10-450-5040 FICA	\$ 26,900	\$ 12,304.77	\$ 14,595.23	45.7%

10-450-5050 MED-FICA	\$ 6,300	\$ 2,877.75	\$ 3,422.25	45.7%
10-450-5060 GROUP INSURANCE	\$ 65,688	\$ 44,904.67	\$ 20,783.33	68.4%
10-450-5065 LIFE INSURANCE	\$ 5,100	\$ 2,767.90	\$ 2,332.10	54.3%
10-450-5070 RETIREMENT	\$ 50,000	\$ 25,571.90	\$ 24,428.10	51.1%
10-450-6110 TELEPHONE	\$ 1,055	\$ 2,002.87	\$ (947.87)	189.8%
10-450-6111 CELL PHONES	\$ 7,103	\$ 3,760.38	\$ 3,342.62	52.9%
10-450-6131 GAS/DIESEL	\$ 15,600	\$ 14,176.15	\$ 1,423.85	90.9%
10-450-6160 M&R EQUIPMENT	\$ 3,500	\$ 2,289.74	\$ 1,210.26	65.4%
10-450-6170 M&R AUTOS/TRUCKS	\$ 8,000	\$ 10,378.55	\$ (2,378.55)	129.7%
10-450-6330 TRAINING/EDUCATION	\$ 4,000	\$ 1,570.00	\$ 2,430.00	39.3%
10-450-6350 PROFESSIONAL SERVICES	\$ -	\$ 300.00	\$ (300.00)	0.0%
10-450-6500 SUPPLIES/MATERIALS	\$ 4,000	\$ 2,088.42	\$ 1,911.58	52.2%
10-450-6510 EQUIPMENT & SUPPLIES	\$ 30,000	\$ 21,908.11	\$ 8,091.89	73.0%
10-450-6520 UNIFORMS	\$ 7,500	\$ 4,151.54	\$ 3,348.46	55.4%
10-450-6530 QUALIFICATION AMMO	\$ 3,000	\$ 1,400.00	\$ 1,600.00	46.7%
10-450-6535 PUBLIC RELATIONS	\$ 3,000	\$ 2,823.76	\$ 176.24	94.1%
10-450-7000 SOFTWARE CONTRACT	\$ 15,000	\$ 1,099.76	\$ 13,900.24	7.3%
10-450-7030 CAPITAL OUTLAY	\$ 6,000	\$ -	\$ 6,000.00	0.0%
10-450-7100 ACADEMY MEMBERSHIP	\$ 3,720	\$ -	\$ 3,720.00	0.0%
10-450-8200 INTERNET	\$ 740	\$ 271.35	\$ 468.65	36.7%
10-450-8300 INTERPRETER SERVICES	\$ 400	\$ -	\$ 400.00	0.0%
10-450-8400 TOWING	\$ 300	\$ -	\$ 300.00	0.0%
10-450-8500 TECHNICAL ASSISTANCE	\$ 5,400	\$ 3,691.20	\$ 1,708.80	68.4%
10-450-8702 COURT APPT. ATTORNEY	\$ 1,200	\$ 480.00	\$ 720.00	40.0%
10-450-8703 MISC. EXPENSES	\$ 200	\$ -	\$ 200.00	0.0%
10-450-8706 SERVICE CONTRACT	\$ 800	\$ 414.00	\$ 386.00	51.8%
10-450-8708 RANGE FEES	\$ 400	\$ -	\$ 400.00	0.0%
<b>TOTAL - POLICE</b>	<b>\$ 708,421.00</b>	<b>\$ 369,554.08</b>	<b>\$ 338,866.92</b>	<b>52.2%</b>

#### 10 GENERAL FUND

DESCRIPTION	BUDGET	YTD	VARIANCE	%
<b>HIGHWAYS</b>				
10-470-5019 TOWN COUNCIL SALARIES	\$ 2,250	\$ 1,007.00	\$ 1,243.00	44.8%
10-470-5020 (HWY) SALARIES	\$ 171,758	\$ 101,967.71	\$ 69,790.29	59.4%
10-470-5030 (HWY) PART TIME SALARIES	\$ 20,000	\$ 9,152.00	\$ 10,848.00	45.8%
10-470-5040 (HWY) FICA	\$ 11,900	\$ 5,897.23	\$ 6,002.77	49.6%
10-470-5050 (HWY) MED FICA	\$ 2,800	\$ 1,379.14	\$ 1,420.86	49.3%
10-470-5060 (HWY) GROUP INSURANCE	\$ 34,252	\$ 23,363.54	\$ 10,888.46	68.2%
10-470-5065 LIFE INSURANCE	\$ 2,200	\$ 1,790.98	\$ 409.02	81.4%
10-470-5070 (HWY) RETIREMENT	\$ 21,500	\$ 16,662.58	\$ 4,837.42	77.5%
10-470-6130 (HWY) CELL PHONE	\$ 900	\$ 523.59	\$ 376.41	58.2%
10-470-6130 (HWY) ELECTRIC	\$ 20,000	\$ 14,322.38	\$ 5,677.62	71.6%
10-470-6131 (HWY) GAS/DIESEL	\$ 12,075	\$ 9,737.17	\$ 2,337.83	80.6%
10-470-6160 (HWY) M&R EQUIPMENT	\$ 21,600	\$ 16,899.62	\$ 4,700.38	78.2%
10-470-6170 (HWY) M&R AUTO/TRUCKS	\$ 11,000	\$ 1,926.68	\$ 9,073.32	17.5%
10-470-6350 PROFESSIONAL SERVICES	\$ 4,000	\$ 500.00	\$ 3,500.00	0.0%
10-470-6400 (HWY) CONT. SERVICES	\$ 147,808	\$ 11,085.00	\$ 136,723.00	7.5%
10-470-6500 (HWY) SUPPLIES/MATERIALS	\$ 32,400	\$ 28,125.14	\$ 4,274.86	86.8%
10-470-7030 (HWY) CAP. OUTLAY EQUIP.	\$ 92,800	\$ 90,484.31	\$ 2,315.69	97.5%
10-470-7310 UNIFORMS	\$ 3,380	\$ 3,367.14	\$ 12.86	99.6%
10-470-7320 AUDIT COSTS	\$ 6,000	\$ -	\$ 6,000.00	0.0%
<b>TOTAL - HIGHWAY</b>	<b>\$ 618,623</b>	<b>\$ 338,191.21</b>	<b>\$ 280,431.79</b>	<b>54.7%</b>

**GENERAL FUND TOTAL EXPENDITURES** \$ 2,212,101 \$ 1,006,877 \$ 1,205,224 45.5%

Revenue Over/(Under) Expenditures \$ 522,936.68

#### 20 WATER FUND

<b>INCOME</b>				
<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>YTD</b>	<b>VARIANCE</b>	<b>%</b>
20-310-3519 UTILITY PENALTIES	\$ 4,000	\$ 3,894.15	\$ (154,525.94)	97.4%
20-310-3520 WATER SALES	\$ 276,269	\$ 164,768.54	\$ (154,525.94)	59.6%
20-310-3530 STANDPIPE SALES	\$ 3,300	\$ 1,974.58	\$ (1,325.42)	59.8%
20-310-3810 RECONNECTION FEES	\$ -	\$ -		
20-310-3820 CONNECTION FEES	\$ 319,500	\$ 112,000.00	\$ (207,500.00)	35.1%
20-310-3821 ONLINE CONVIENCE FEE	\$ -	\$ 200.00	\$ 200.00	0.0%
Reallocate Adm ARPA Funds	\$ 500,000	\$ -	\$ -	100.0%
<b>TOTAL - INCOME</b>	<b>\$ 1,103,069</b>	<b>\$ 282,837.27</b>	<b>\$ (517,677.30)</b>	<b>25.6%</b>

**20 WATER FUND EXPENSES**

<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>YTD</b>	<b>VARIANCE</b>	<b>%</b>
20-450-5010 ELECTED OFFICAL SALARIES	\$ 2,250	\$ 975.00	\$ 1,275.00	43.3%
20-450-5020 SALARIES & WAGES	\$ 128,931	\$ 69,893.06	\$ 59,037.94	54.2%
20-450-5040 FICA	\$ 8,000	\$ 4,164.79	\$ 3,835.21	52.1%
20-450-5050 MED-FICA	\$ 1,900	\$ 974.16	\$ 925.84	51.3%
20-450-5060 GROUP INSURANCE	\$ 24,591	\$ 13,768.00	\$ 10,823.00	56.0%
20-450-5065 LIFE INSURANCE	\$ 1,600	\$ 569.85	\$ 1,030.15	35.6%
20-450-5070 RETIREMENT	\$ 16,000	\$ 5,301.68	\$ 10,698.32	33.1%
20-450-6110 TELEPHONE	\$ 1,055	\$ 1,651.46	\$ (596.46)	156.5%
20-450-6120 CELL PHONE	\$ 900	\$ 523.58	\$ 376.42	58.2%
20-450-6121 INTERNET	\$ 740	\$ 271.32	\$ 468.68	36.7%
20-450-6130 ELECTRIC	\$ 16,800	\$ 12,595.13	\$ 4,204.87	75.0%
20-450-6131 GAS/DIESEL	\$ 1,000	\$ 1,374.82	\$ (374.82)	137.5%
20-450-6145 CONNECTIONS	\$ 3,500	\$ -	\$ 3,500.00	0.0%
20-450-6150 M&R BUILD/GROUNDS	\$ 750	\$ 91.98	\$ 658.02	12.3%
20-450-6160 M&R EQUIPMENT	\$ 1,500	\$ 1,159.96	\$ 340.04	77.3%
20-450-6200 M&R WATER LINES	\$ 3,000	\$ -	\$ 3,000.00	0.0%
20-450-6300 POSTAGE/FREIGHT	\$ 2,000	\$ 820.45	\$ 1,179.55	41.0%
20-450-6330 TRAINNING/EDUCATION	\$ 3,000	\$ -	\$ 3,000.00	0.0%
20-450-6340 DUES/SUBSCRIPTIONS	\$ 3,300	\$ 2,385.00	\$ 915.00	72.3%
20-450-6345 ONLINE PAYMENT FEE	\$ 1,000	\$ -	\$ 1,000.00	0.0%
20-450-6350 PROFESSIONAL SERVICES	\$ 2,000	\$ 309.75	\$ 1,690.25	15.5%
20-450-6352 ENGINEERING FEES	\$ 6,000	\$ -	\$ 6,000.00	0.0%
20-450-6353 WATER WORKS PERMIT FEE	\$ 3,700	\$ 3,702.00	\$ (2.00)	100.1%
20-450-6360 AUDIT COSTS	\$ 7,000	\$ -	\$ 7,000.00	0.0%
20-450-6380 INSUR. LIABILITY/PROP.	\$ 15,500	\$ 11,660.50	\$ 3,839.50	75.2%
20-450-6500 SUPPLIES/MATERIALS	\$ 25,000	\$ 21,001.76	\$ 3,998.24	84.0%
20-450-6502 FIRE HYDRANTS	\$ 7,000	\$ -	\$ 7,000.00	0.0%
20-450-6520 UNIFORMS	\$ 2,200	\$ 1,628.56	\$ 571.44	74.0%
20-450-6530 SERVICE CONTRACTS	\$ 21,500	\$ 1,382.50	\$ 20,117.50	6.4%
20-450-7030 CAPITAL OUTLAY/EQUIP.	\$ 38,040	\$ 20,079.96	\$ 17,960.04	52.8%
20-450-9400 CAP. IMP/RESERVE	\$ 253,312	\$ -	\$ 253,312.00	0.0%
20-450-9929 APRA FUNDS EXPENSE	\$ 500,000	\$ 152,186.90	\$ 500,000.00	30.4%
<b>TOTAL WATER</b>	<b>\$ 1,103,069</b>	<b>\$ 328,472.17</b>	<b>\$ 926,783.73</b>	<b>29.8%</b>

20-460-0010 TRANSFER OUT - ADMIN  
20-460-0015 TRANSFER OUT - HIGHWAY  
20-460-0030 TRANSFER OUT - SEWER

## 20-460-0050 TRANSFER OUT - PARKS

## WATER FD TOTAL EXPENSES &amp;

\$	1,103,069	\$	328,472.17	\$	926,783.73	29.8%
Income Over(Under)Expenses			\$ (45,634.90)			

**30 SEWER FUND****INCOME**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
30-320-3520 SEWER SALES	\$ 529,269.00	\$ 326,874.52	\$ (202,394.48)	61.8%
30-320-3599 UTILITY PENALTIES	\$ 4,000.00	\$ -	\$ (4,000.00)	0.0%
30-320-3820 CONNECTION FEES	\$ 312,500.00	\$ 116,000.00	\$ (196,500.00)	37.1%
30-320-3821 ONLINE CONVIENCE FEE	\$ -	\$ 200.00	\$ 200.00	0.0%
30-320-4219 ARPA FUNDS	\$ 20,000.00	\$ -	\$ -	100%
Reallocate Adm ARPA Funds			\$ -	0.0%
<b>TOTAL - INCOME</b>	<b>\$ 865,769.00</b>	<b>\$ 443,074.52</b>	<b>\$ (402,694.48)</b>	<b>51.2%</b>

**30 SEWER FUND****EXPENSES**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
30-450-5010 ELECTED OFFICALS SAL.	\$ 2,250	\$ 975.00	\$ (1,275.00)	43.3%
30-450-5020 SALARIES & WAGES	\$ 203,417	\$ 122,846.04	\$ (80,570.96)	60.4%
30-450-5040 FICA	\$ 12,600	\$ 7,432.88	\$ (5,167.12)	59.0%
30-450-5050 MED-FICA	\$ 2,900	\$ 1,738.44	\$ (1,161.56)	59.9%
30-450-5060 GROUP INSURANCE	\$ 41,758	\$ 4,830.30	\$ (36,927.70)	11.6%
30-450-5065 LIFE INSURANCE	\$ 2,600	\$ 1,139.71	\$ (1,460.29)	43.8%
30-450-5070 RETIREMENT	\$ 25,300	\$ 10,600.43	\$ (14,699.57)	41.9%
30-450-6110 TELEPHONE	\$ 1,055	\$ 1,621.85	\$ 566.85	153.7%
30-450-6111 CELL PHONES	\$ 900	\$ 523.58	\$ (376.42)	58.2%
30-450-6130 ELECTRIC	\$ 35,000	\$ 21,295.36	\$ (13,704.64)	60.8%
30-450-6131 GAS/DIESEL	\$ 1,000	\$ 2,146.33	\$ 1,146.33	214.6%
30-450-6132 INTERNET	\$ 740	\$ 788.52	\$ 48.52	106.6%
30-450-6150 M&R BUILDING/GROUNDS	\$ 3,000	\$ 3,361.84	\$ 361.84	112.1%
30-450-6160 M&R EQUIPMENT	\$ 6,500	\$ -	\$ (6,500.00)	0.0%
30-450-6170 M&R AUTOS/TRUCKS	\$ 1,000	\$ 851.40	\$ (148.60)	85.1%
30-450-6190 M&R SEWER SYSTEM	\$ 1,000	\$ 496.11	\$ (503.89)	49.6%
30-450-6300 POSTAGE & FREIGHT	\$ 2,500	\$ 820.47	\$ (1,679.53)	32.8%
30-450-6330 TRAINNING/EDUCATION	\$ 1,500	\$ 48.00	\$ (1,452.00)	3.2%
30-450-6340 DUES/SUBSCRIPTIONS	\$ 4,820	\$ 4,310.00	\$ (510.00)	89.4%
30-450-6345 ONLINE PAYMENT FEE	\$ 1,000	\$ -	\$ (1,000.00)	0.0%
30-450-6350 PROFESSIONAL SERVICES	\$ 9,750	\$ 1,434.00	\$ (8,316.00)	14.7%
30-450-6352 ENGINEERING FEES	\$ 60,000	\$ -	\$ (60,000.00)	0.0%
30-450-6360 AUDIT COSTS	\$ 7,000	\$ -	\$ (7,000.00)	0.0%
30-450-6380 INSURANCE/LIABIL./PROPER.	\$ 15,500	\$ 11,660.50	\$ (3,839.50)	75.2%
30-450-6500 SUPPLIES/MATERIALS	\$ 14,500	\$ 4,856.83	\$ (9,643.17)	33.5%
30-450-6520 UNIFORMS	\$ 2,200	\$ 1,462.20	\$ (737.80)	66.5%
30-450-6530 CHEMICALS	\$ 40,000	\$ 923.00	\$ (39,077.00)	2.3%
30-450-7030 CAPITAL OUTLAY	\$ 123,000	\$ 29,178.11	\$ (93,821.89)	23.7%
30-450-9400 LEGAL FEES	\$ 1,251	\$ -	\$ (1,251.00)	0.0%
30-450-9450 CAPITAL RESERVE	\$ 90,173	\$ -	\$ (90,173.00)	0.0%
30-450-9500 SERVICE CONTRACTS	\$ 1,000	\$ 1,382.50	\$ 382.50	138.3%
30-450-9925 WWTP LOAN PRINCIPLE	\$ 93,057	\$ 93,056.76	\$ (0.24)	100.0%

30-450-9926 WWTP LOAN INTEREST	\$	34,498	\$	33,509.97	\$	(988.03)	97.1%
30-450-9927 VRA FEE	\$	3,000	\$	2,792.49	\$	(207.51)	0.0%
30-450-9929 ARPA FUNDS EXPENSE	\$	20,000	\$	-	\$	20,000.00	0.0%
<b>TOTAL - SEWER</b>	<b>\$</b>	<b>865,769</b>	<b>\$</b>	<b>366,082.62</b>	<b>\$</b>	<b>(459,686.38)</b>	<b>42.3%</b>
<b>Income Over(Under)Expenses</b>				<b>\$</b>		<b>76,991.90</b>	

#### 50 PARKS FUND

#### INCOME

DESCRIPTION	BUDGET	YTD	VARIANCE	%
50-330-1001 JP PARK SHELTER RENTAL	\$ 3,500	\$ 1,706.50	\$ (1,793.50)	48.8%
50-330-1002 CAVERNS ADMISSIONS	\$ 600,000	\$ 331,194.74	\$ (268,805.26)	55.2%
50-330-1003 GIFTSHOP SALES	\$ 95,000	\$ 68,626.98	\$ (26,373.02)	72.2%
50-330-1005 MINI-GOLF ADMISSIONS	\$ 2,000	\$ 1,384.00	\$ (616.00)	69.2%
50-330-1006 GC SHELTER RENTAL	\$ 8,000	\$ 3,784.24	\$ (4,215.76)	47.3%
50-330-1007 G. CAVERNS CONTRACTS	\$ 10,000	\$ 12,415.00	\$ 2,415.00	124.2%
50-330-1010 MISC. INCOME	\$ -	\$ 18,628.40	\$ 18,628.40	0.0%
50-330-1011 POOL	\$ 44,000	\$ 16,469.78	\$ (27,530.22)	37.4%
50-330-1014 POOL CONCESSIONS	\$ 5,000	\$ 2,805.25	\$ (2,194.75)	56.1%
50-330-4002 HAUNTED CAVE	\$ -	\$ 11,752.38	\$ 11,752.38	0.0%
50-330-4003 CAROLING IN THE CAVERNS	\$ 5,000	\$ 3,084.00	\$ (1,916.00)	0.0%
50-330-4004 BALLFIELD RENTAL	\$ 1,800	\$ 362.50	\$ (1,437.50)	0.0%
50-330-9046 DONATIONS	\$ -	\$ 740.00	\$ 740.00	0.0%
50-330-9047 TRANSFER CAPITAL RESERVE	\$ 65,228	\$ -	\$ (65,228.00)	0.00%
Reallocate Adm ARPA Funds	\$ 200,000	\$ -	\$ -	100%
<b>TOTAL - INCOME</b>	<b>\$ 1,039,528</b>	<b>\$ 472,953.77</b>	<b>\$ (366,574.23)</b>	<b>45.5%</b>

#### 50 PARKS FUND

#### EXPENSES

DESCRIPTION	BUDGET	YTD	VARIANCE	%
50-450-5020 SALARIES & WAGES	\$ 218,320	\$ 105,920.01	\$ (112,399.99)	48.5%
50-450-5030 PART-TIME WAGES	\$ 154,960	\$ 86,857.39	\$ (68,102.61)	56.1%
50-450-5035 PART-TIME POOL STAFF	\$ 55,000	\$ 28,191.30	\$ 25,712.70	0.0%
50-450-5040 FICA	\$ 26,600	\$ 13,272.06	\$ (13,327.94)	49.9%
50-450-5050 MED-FICA	\$ 6,200	\$ 3,103.93	\$ (3,096.07)	50.1%
50-450-5060 GROUP INSURANCE	\$ 44,574	\$ 21,145.99	\$ (23,428.01)	47.4%
50-450-5065 LIFE INSURANCE	\$ 2,846	\$ 814.08	\$ (2,031.92)	28.6%
50-450-5070 RETIREMENT	\$ 27,903	\$ 7,576.90	\$ (20,326.10)	27.2%
50-450-6113 INTERNET	\$ 3,200	\$ 2,198.50	\$ (1,001.50)	68.7%
50-450-6130 ELECTRIC	\$ 21,600	\$ 13,596.88	\$ (8,003.12)	62.9%
50-450-6131 GAS	\$ 4,000	\$ 2,383.16	\$ (1,616.84)	59.6%
50-450-6150 M&R BUILDING	\$ 5,000	\$ 12,906.07	\$ 7,906.07	258.1%
50-450-6160 M&R EQUIPMENT	\$ 3,000	\$ 1,573.07	\$ (1,426.93)	52.4%
50-450-6350 PROFESSIONAL SERVICES	\$ 3,000	\$ 887.75	\$ (2,112.25)	0.0%
50-450-6500 SUPPLIES AND MATERIALS	\$ 20,000	\$ 22,124.37	\$ 2,124.37	110.6%
50-450-9000 MINI GOLF SUPPLIES	\$ 1,000	\$ -	\$ (1,000.00)	0.0%
50-450-9002 CONTRACTS EXPENSE	\$ 500	\$ -	\$ (500.00)	0.0%
50-450-9005 EDUCATION SUPPLIES	\$ 100	\$ -	\$ (100.00)	0.0%
50-450-9006 CREDIT CARD FEE	\$ 3,000	\$ 247.61	\$ (2,752.39)	8.3%
50-450-9007 MDSE. RESALE/GIFTSHOP	\$ 50,000	\$ 49,603.55	\$ (396.45)	99.2%
50-450-9008 GC SALES SUPPLIES & EXP	\$ 500	\$ 1,255.19	\$ 755.19	251.0%

50-450-9009 CAP. OUTLAY EQUIPMENT	\$	50,000	\$	4,387.72	\$	(45,612.28)	8.8%
50-450-9010 AUDIT COSTS	\$	6,000	\$	-	\$	(6,000.00)	0.0%
50-450-9011 PRINTING & BINDING	\$	5,000	\$	270.00	\$	(4,730.00)	5.4%
50-450-9012 ADVERTISING	\$	60,000	\$	37,126.06	\$	(22,873.94)	61.9%
50-450-9013 PROP./LIAB. INSURANCE	\$	15,500	\$	11,660.50	\$	(3,839.50)	75.2%
50-450-9014 FLOOD INSURANCE	\$	12,000	\$	6,038.00	\$	(5,962.00)	50.3%
50-450-9015 TELECOMMUNICATIONS	\$	1,055	\$	3,055.52	\$	2,000.52	289.6%
50-450-9016 POSTAGE/FREIGHT	\$	250	\$	6.89	\$	(243.11)	2.8%
50-450-9017 HEATING SERVICES	\$	8,000	\$	4,861.08	\$	(3,138.92)	60.8%
50-450-9018 UNIFORMS	\$	4,500	\$	876.99	\$	(3,623.01)	19.5%
50-450-9021 DUES & ASSOC. MEMBERSHIPS	\$	4,700	\$	3,228.00	\$	(1,472.00)	68.7%
50-450-9025 MISC. EXPENSE	\$	500	\$	53.10	\$	(446.90)	10.6%
50-450-9028 CELL PHONES	\$	1,600	\$	801.53	\$	(798.47)	50.1%
50-450-9029 TRAINING/EDUCATION	\$	1,000	\$	-	\$	(1,000.00)	0.0%
50-450-9031 SERVICE CONTRACTS	\$	3,500	\$	3,117.47	\$	(382.53)	89.1%
50-450-9034 POOL CHEMICALS	\$	9,000	\$	5,000.97	\$	(3,999.03)	55.6%
50-450-9039 BULK MAILING	\$	-	\$	104.09	\$	104.09	0.0%
50-450-9040 SPECIAL EVENTS	\$	2,000	\$	1,410.30	\$	(589.70)	70.5%
50-450-9041 TECHNICAL SUPPORT	\$	2,620	\$	2,097.55	\$	(522.45)	80.1%
50-450-9043 SIGNAGE	\$	1,000	\$	488.94	\$	(511.06)	48.9%
50-450-9929 ARPA Funds Expense	\$	200,000	\$	-	\$	200,000.00	0.0%
<b>TOTAL - PARKS</b>	<b>\$</b>	<b>1,039,528</b>	<b>\$</b>	<b>458,242.52</b>	<b>\$</b>	<b>(128,764.08)</b>	<b>44.1%</b>
<b>Income Over(Under)Expenses</b>				<b>\$</b>		<b>14,711.25</b>	

#### 60 REFUSE FUND

##### INCOME

DESCRIPTION	BUDGET	YTD	VARIANCE	%
60-330-1000 REFUSE SALES	\$ 208,860	\$ 127,750.55	\$ (81,109.45)	61.2%
60-330-4000 SAVINGS INTEREST	\$ 4,000	\$ -	\$ -	
60-360-0010 TRANSFER IN ADM	\$ -	\$ -	\$ -	
<b>TOTAL - INCOME</b>	<b>\$ 212,860</b>	<b>\$ 127,750.55</b>	<b>\$ (85,109.45)</b>	<b>60.0%</b>

#### 60 REFUSE FUND

##### EXPENSES

DESCRIPTION	BUDGET	YTD	VARIANCE	%
60-450-5020 SALARIES AND WAGES	\$ -	\$ -	\$ -	
60-450-6381 TIPPING FEES	\$ 64,000	\$ 32,504.76	\$ (31,495.24)	50.8%
60-450-6382 CONTRACTED SERVICES	\$ 147,860	\$ 90,159.31	\$ (57,700.69)	61.0%
60-450-6521 INTERNET	\$ 1,000	\$ -	\$ -	
<b>TOTAL - REFUSE</b>	<b>\$ 212,860</b>	<b>\$ 122,664.07</b>	<b>\$ 90,195.93</b>	<b>57.6%</b>
		<b>\$</b>	<b>5,086.48</b>	



## MEMORANDUM

**TO:** Mayor and Town Council  
**FROM:** Stefanie McAlister, Town Manager  
**DATE:** February 10, 2023  
**SUBJECT:** Staff Report

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### 1. Aspen Ave – Caverns Blvd Water Line Replacement

Staff has released a request for proposals (RFP) for the construction/replacement of the water line along Aspen Ave near Caverns Blvd. Staff has been working closely with our contracted engineer, Rob Mangrum, on the design, survey, engineering work, etc for this project. He assisted us with the advertising and the RFP compilation and release. Mr Mangrum will also lead the construction pre-bid meeting on February 9<sup>th</sup> and will be assisting staff with reviews. Bid submission and opening is on February 28th. ARAP – SLFRF will be used for this project.

### 2. Radio Read Water Meter RFP

Staff is working to finalize an RFP for our radio read water meter project. We have a draft RFP that we have developed specifically for our requirements. An advertisement for that RFP will be running in the coming weeks with a bid submission date sometime in April. ARAP – SLFRF will be used for this project.

### 3. Flood Plain Ordinance and Permit Application

The town received a Congratulatory Ordinance Letter from FEMA regarding the adoption of our updated floodplain ordinance. The letter states “This ordinance is now in compliance with the current conditions of the National Flood Insurance Program (NFIP) as required per the conditions of the Community Assistance Visit (CAV) conducted by Virginia Department of Conservation and Recreation (DCR) in the Town of Grottoes on May 10, 2022. Your efforts toward reducing future flood losses in Town of Grottoes are commendable.”

Staff has also been working with Rockingham County to assure we are synchronized in our efforts regarding construction in the floodplain, including proper review and permitting, inspection, etc. Last week staff met with the Rockingham County engineer to discuss a Floodplain Development Review Application that will be required going forward for any development that is planned to take place in the floodplain within the town. And will also be required before Rockingham County will issue a building permit. Work on having properties come into compliance with the requirements of the floodplain ordinance continues.

## Treasurer's Staff Report

### February 2023

#### Audit

The FY19 audit has been completed. I have closed out the FY19 and am currently working on the opening entries for FY20. We will be in contact with the auditors this month to set up a schedule to get the FY20 audit underway.

#### Taxes

We are preparing to mail out second notices. We are processing abatements for personal property and real estate payments from mortgage companies. We will be bringing in more personal property revenue this FY do to the new vehicle assessments provided by Rockingham County. Below is the FY23 budget to actual tax revenue as of 2/9/2023.

Real Estate: \$272,392.01 96% Collected  
 Personal Property: \$80,129.28 138% Collected  
 Vehicle License Fee: \$43,508.36 97% Collected  
 Personal Property Tax Relief: \$23,861.00 100% Collected

#### Utility Billing

Billing period:	10/15/22-12/15/22
Billing date:	1/5/2023
Due date:	2/6/2023
Total billing amount: \$	\$179,912.68
Number of bills generated:	1,360
Difference from previous billing:	26
Number of bills printed:	1,112
Number of bills emailed:	248

Total number of new Water, Sewer, Trash applications processed during the month of January 2023:	8
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#### Accounts Payable

Date:	January 2023
Number of January invoices entered:	150
Number of January checks printed:	99
Total amount of January checks issued:	\$337,423.78

## **Business License**

Date renewal letters sent:	5/18/2022
Number of renewal letters sent:	176
Number of renewal applications received in September, 2022:	79
Number of <u>new</u> business licenses issued in September, 2022:	1
Total amount of revenue received in September, 2022:	\$43,479.49
Date of second notices sent:	7/19/2022
Number of second notices sent:	45
Number of <u>new</u> business licenses issued in January 2023:	1
Number of renewal applications received in January 2023:	0
Total amount of revenue received in January 2023:	\$25.00
Date of final notices sent Certified Mail-Return Receipt Requested:	12/8/2022
Number of Final notices sent:	
Date of police department notifying business to cease operation, due to no business license:	2/1/2023
Number of notifications made:	



2/3/2023

## Land Development Staff Report January 2023

### Zoning Permits issued (January 2023)

- 7 Permits
  - 1 Single Family
  - 0 Town houses
  - 1 Solar Panel
  - 2 Fence
  - 1 Remodel
  - 1 Concrete pad
  - 1 Propane tank install

### 2023 total to date

7 Total Permits  
**2023 Total Dwellings**  
 1 Single-Family  
 0 Townhouse units

**Shady Creek** – Currently, there is no building activity in the development.

**Forest Station** – Construction continues on the first group of six townhouses. The development is permitted for 33 total townhouses.

**B-2 Plan – 700 Dogwood Avenue** – The joint public hearing was held on January 9, 2023, and the conditional use permit was approved. Since then, the existing building was removed and plans for the new building have been submitted. As the property is zoned planned business district B-2, additional information in the form of a site plan, was requested by staff. Once that information is received staff will review it, and the process will proceed.

**200 Augusta Avenue** – A zoning permit has been issued for the remodel of the former bank building. A sign permit has also been issued. You will soon see changes in this area.

**Aspen Avenue & 11<sup>th</sup> Street (R-7 zoning)** - Staff met with an engineer and contractor on a proposal they want to submit for a 6-unit apartment building. The property is zoned R-7, therefore; a plan will need to be submitted, reviewed by staff for compliance, be presented to the planning commission where they will decide a recommendation to council, and then the matter will be brought before Council for their consideration.

Respectfully submitted:  
 Tara Morris  
 Assistant to Town Manager

**Grottoes Police Department  
Staff Report  
February 2023**

**Staffing**

	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Chief	1	1	0
Sergeant	1	1	0
Officer	4	4	0

Recently, A.G. Elmore was hired as a full-time officer. All officer positions are currently filled. Ofc. Elmore comes to us from the Rockingham County Sheriff's office where he served as a patrol deputy. His official start date was February 6, 2023. Ofc. Elmore will complete a modified field training period this month.

**Staff Development**

Sgt. Knight completed a 3-day First Line Supervisors course held at the central Shenandoah Criminal Justice Academy.

Ofc. B. Weaver is scheduled to attend Crisis Intervention Training at the end of this month. This training is designed to help an officer develop the skills to respond to individuals that may be experiencing a mental health crisis.

Ofc. J. Shipley is scheduled to attend Glock Armorers school this month. This class is designed to certify individuals to help maintain firearms in working order and make necessary repairs to weapons as needed. This class is endorsed and conducted by the Glock firearms company.

**Town Ordinance Violations:**

Officers have started to make notifications to residents about Chapter 53 violations (Inoperable vehicles). Officers are making personal contact with the residents that are in violation, providing them with a copy of Chapter 53 of the Town ordinance and instructing them on how to come into compliance.

The town has been divided up into 4 sectors, each officer has been assigned a sector that they are responsible for as indicated on the attached map. Enforcement efforts started in sectors 2 and 3 in January and enforcement efforts started in sectors 1 and 4 this month. I decided to stagger the start of enforcement efforts to control the number of phone calls that administrative personnel and the police department would receive about the ordinance violations.

A total of 6 residents (11 vehicles) in sectors 2 and 3 have been notified that they violate Chapter 53.

Respectfully submitted:  
Jason Sullivan  
Chief of Police





February 2023

# PUBLIC WORKS STAFF REPORT

<b>Staffing</b>	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Public Works Director	1	1	0
Public Works Crew Leader	1	1	0
Lead Maintenance Tech	1	1	0
Maintenance/Utilities Tech	6	6	0
Wastewater Treatment Operator	1	1	0
Part-Time Seasonal Laborer	2	1	1

As development takes place in town, it is important that we monitor issues of strain on our current water and sewer infrastructure and other factors that can affect the overall “health” of the system, such as the age of existing lines and fittings, etc., maintenance of existing and future lines, amount of water usage and health department regulations, and other factors. Also, continued development in new areas of town will mean more roads that will be brought into our system that will need to be maintained, plowed of snow, paved, etc. Maintaining sufficient staffing levels is critical and should be evaluated periodically.

## STREETS

Smith’s Paving completed the priority paving projects in town. Overall and as usual, they did a very good job. There were two areas of concern. First was on Dogwood Ave where the new pavement met the old. There were “humps” in the pavement at these locations. The shift in height made for a bit of a bump in those areas and could cause issues when plowing the street in bad weather as the higher section could be damaged by the snow plow or vice versa. Smith’s Paving was contacted and they corrected the issue. Also, along 9<sup>th</sup> Street the new pavement height was significantly taller than what was there previously. This made the transition into some driveways problematic for citizens. Public Works put gravel in place to ease the transition.

The Streets Committee approved construction of 21<sup>st</sup> Street to connect it from Dogwood Avenue to Cherry Avenue. Surveying has been completed. We are working with the adjacent property owner in the county who has offered to clean out trees and his fence on the shared property line along 21<sup>st</sup> Street and in the new construction area. Grading work should be able to begin following that, in the near future.

After fixing several mechanical issues with the dump truck and the leaf vacuum staff was able to complete leaf collection.

## **WATER AND SEWER**

### **Septic Tanks**

Staff is working a rotating schedule to get the septic tank pumping back on a consistent schedule. In the future, we will be pumping businesses in town with higher sewer usage (i.e., restaurants and convenience stores) more frequently, once a year, at a minimum. Currently there are 1,107 septic tanks in town. Besides working on a consistent rotating schedule of pumping, staff also pumps tanks as requested by citizens. Of that total number of tanks, 335 (33%) have not been pumped in the last 10 years and are our priority. The EPA suggests that septic tanks should be pumped every 5 years. Since our system is designed differently than a typical residential septic tank and drain field system, pumping should not be necessary that frequently. However, staff is working to assure that all tanks are inspected at a minimum every 5-years, and a log citing the condition of the tank is kept. Also, septic tank lids that are plastic and getting brittle and replacing them with metal covers.

### **Wastewater Plant**

Currently the WWTP operates at about 75% - 80% of its operating capacity.

In December the DEQ conducted a compliance evaluation inspection of the plant. That inspection noted some minor corrective action that needed to take place in the documenting of calculated flow, concentrations and load volumes. Mr. Wolverton does great work for the town in running, complying and maintaining the WWTP.

### **Water**

Town staff in the coming months will be busy getting quotes and plans to get some of the 2" water mains replaced. We are currently working on the projects listed in our waterline replacement plan to begin elimination of the biggest problem areas. Work is underway on the Aspen Ave/Caverns Blvd. water line replacement.

Since our water system is showing some unaccounted-for water loss, the Virginia Rural Water Association was contacted to see if they could offer the town assistance with finding any "hidden" water leaks. Representatives came to town and conducted leak detection tests on water lines. They will be providing a report of their finding to staff. We will share that report with Council's Water and Sewer Committee.

Staff is replacing the water meters and setters to make reading meters more efficient and to update the setters to have backflow prevention. The staff is working with SLM Enterprises to install a totalizer in the elevated tank to read the tank level. This will allow the pumps to cut on using tank level. They are currently cut on by line pressure which fluctuates and is hard to adjust. We will also be able to keep the tanks fuller. Town staff have been working on fixing the buildings at the well lot. We replaced the

facia boards that were rotted behind the gutters. We will pressure wash and repaint well house #1 when weather permits.

### **New construction**

The Public Works Department conducts inspections for all new water, sewer, and street installations throughout town. As we all know there is a lot of construction around town. The town staff is always looking and trying to plan on the water and sewer service increases.

### **Shady Creek Subdivision**

There is no new construction currently.

## **VEHICLE AND EQUIPMENT MAINTENANCE**

The department supplies preventative maintenance for the Town's equipment and vehicles, including the police department.

## **PARKS AND FACILITIES**

Public works staff are working with Parks to get projects at both locations done.

1/3/2023	Homeowner	94 Caverns Blvd, 8A	JS, JP	Pump Tank	Pumped Tank	Sewer	1/3/2023	2 Hrs
1/6/2023	Maintenance	209 17th.St.	JS,JP	Replace septic lid	Replaced septic lid	Sewer	1/6/2023	.5 Hrs
1/10/2023	Maintenance	Food Lion	LR,DS	Pump Tank	Pumped Tank	Sewer	1/10/2023	2 Hrs
1/10/2023	Maintenance	407 18th.St.	DS,LR	Pump Tank	Pumped Tank	Sewer	1/10/2023	2 Hrs
1/10/2023	Maintenance	1803 Gum Ave.	DS,LR	Pump Tank	Pumped Tank	Sewer	1/10/2023	2 Hrs
1/10/2023	Maintenance	403 Elm Ave.	DS,LR	Pump Tank	Pumped Tank	Sewer	1/10/2023	2 Hrs
1/12/2023	Maintenance	Well lot building	GC,LK,WM	Facia boards rotted	Replaced facia & drip	Water	1/12/2023	8 Hrs
1/12/2023	Homeowner	1800 Dogwood Ave.	DS,LR	Pump Tank	Pumped Tank	Sewer	1/12/2023	2 Hrs
1/17/2023	Maintenance	Garage	DS,TB,BK,LR	Repair leaf vac.	Repaired leaf vac.	Streets	1/17/2023	8 Hrs
1/18/2023	Maintenance	403 Gum Ave.	DS,LR,JP	Replace water meter	Replaced everything	Water	1/18/2023	2 Hrs
1/18/2023	Maintenance	606 10th.St.	DS,LR,JP	Replace water meter	Replaced everything	Water	1/18/2023	2 Hrs
1/19/2023	Homeowner	605 18th.St	TB,DS	Pump Tank CO.	Pumped Tank	Sewer	1/19/2023	2 Hrs
1/20/2023	Homeowner	94 Park Ave.	DS,LR	Replace mailbox post	Replaced post	Streets	1/20/2023	2 Hrs
1/23/2023	Homeowner	98 Park Ave.	BK,LR	Pump Tank	Pumped Tank	Sewer	1/23/2023	2 Hrs
1/24/2023	Homeowner	1402 Dogwood Ave.	JS,JP	Pump Tank	Pumped Tank	Sewer	1/24/2023	2 Hrs
1/24/2023	Homeowner	703 Forest Ave.	JP,JS	Pump Tank	Pumped Tank	Sewer	1/24/2023	2 Hrs
1/25/2023	Maintenance	300 Dogwood Ave.	All	Water leak 2" main	Fixed 2" water main	Water	1/25/2023	5 Hrs
1/27/2023	Maintenance	Garage	DS,LR	Fix truck mirror	Fixed truck mirror	Sewer	1/27/2023	2 Hrs
1/31/2023	Maintenance	Garage	JP,BK,LR	Vehicle Main.	#88 Routine Maint.	Police	1/31/2023	3hrs

**Parks & Tourism Staff Report  
January 2023**

<b>Staffing:</b>	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Parks & Tourism Director	1	1	0
Parks & Tourism Assistant Director	1	1	0
Parks Coordinator	1	1	0
Tour Guide	21	9	12
Pool Manager	1	0	1
Head Lifeguards	2	0	2
Lifeguards	8	0	8
Concession/Check-In	6	0	6

**Revenue:**

Parks & Tourism has generated \$29,243.19 in revenue for the month of January making it the highest grossing January ever. To compare with previous years please reference the charts at the end of this report.

**Grand Caverns Park/John E Painter Park:**

**1. Staffing:**

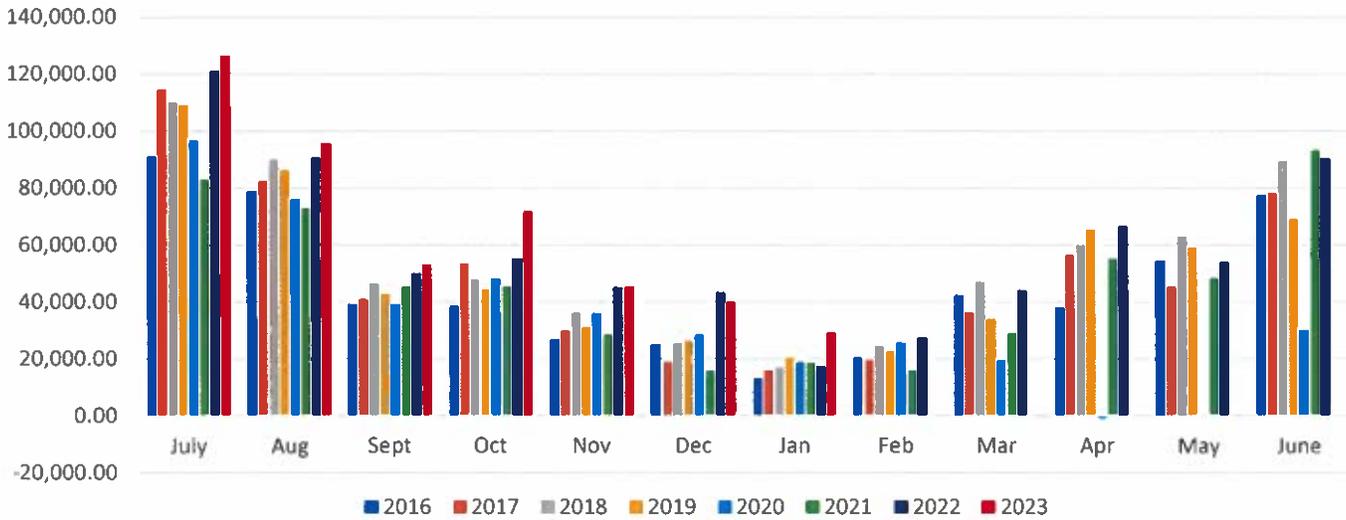
The Parks Department is still struggling to attract desirable candidates which is inevitably a reflection of the current economic strains and competing job opportunities with higher pay. We have only filled two positions since the job posting on September 1<sup>st</sup>, alternatively, we've lost six employees, five to competing jobs with higher pay, within that same time.

**2. Grand Caverns Pool:**

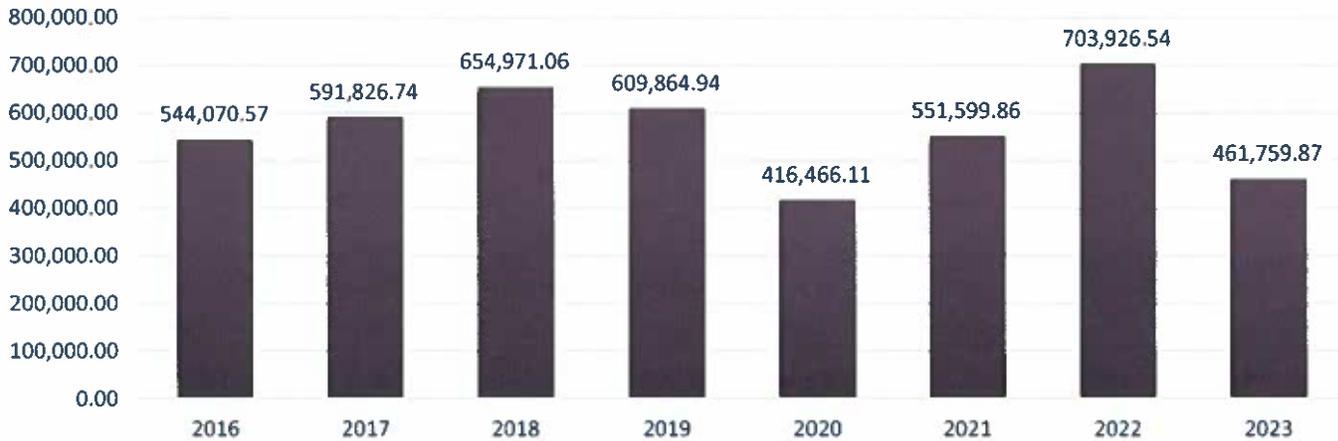
The swimming pool continues to leak despite the professional caulking service provided (for free) through National Pools. Since my last staff report the pool's leak has reversed. Instead of diminishing from 10K to 1K, it has increased from 1K to 12K. Additionally, the main fill line was discovered broken with strong suspicions that this break is located underneath the concrete pad of the pool. Presently, the pool's fill rate is being maintained by a garden hose.

Respectfully submitted,  
Austin Shank  
Parks & Tourism Director

Revenue per Month by Fiscal Year								
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
July	91,217.55	114,666.02	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08
August	78,485.00	82,400.00	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62
September	39,103.40	40,864.00	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49
October	38,486.33	53,621.00	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43
November	26,563.31	29,960.14	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93
December	24,887.29	19,065.81	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13
January	13,182.19	15,989.60	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19
February	20,357.17	19,589.22	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	
March	42,066.00	35,916.00	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	
April	38,050.00	56,393.64	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	
May	54,530.00	45,428.42	62,606.36	58,972.15	50.60	48,287.55	53,997.59	
June	77,142.33	77,932.89	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	
<b>Total</b>	<b>544,070.57</b>	<b>591,826.74</b>	<b>654,971.06</b>	<b>609,864.94</b>	<b>416,466.11</b>	<b>551,599.86</b>	<b>703,926.54</b>	<b>461,759.87</b>



### Total Revenue



Jo Plaster  
Mayor  
  
David Raynes  
Council Member  
  
Tim Leeth  
Council Member  
  
Mark Sterling  
Council Member  
  
Michael Kohl  
Council Member  
  
Jim Justis  
Council Member  
  
Joshua Bailey  
Council Member



Stefanie D. McAlister  
Town Manager  
  
Rhonda Danner  
Town Treasurer  
  
Tara Morris  
Assistant to Town Manager  
  
Jason Sullivan  
Police Chief  
  
A.J. Hummel  
Public Works Director  
  
Austin Shank  
Parks & Tourism Director  
  
Nathan Miller  
Town Attorney

**RESOLUTION  
20230213-01**

**WHEREAS**, due to construction of certain streets within the town limits of Grottoes, there is additional street mileage which is eligible for maintenance payments as follows:

Collector/ Local streets which meet the requirements of Section 33.1-41.1 of the Code of Virginia that are eligible for maintenance payments totaling 0.60 lane miles are listed on VDOT form U-1 and shown in yellow on the attached town map.

**NOW THEREFORE BE IT RESOLVED THAT**, the Town of Grottoes respectfully requests the Virginia Department of Transportation to make maintenance payments effective July 1, 2023

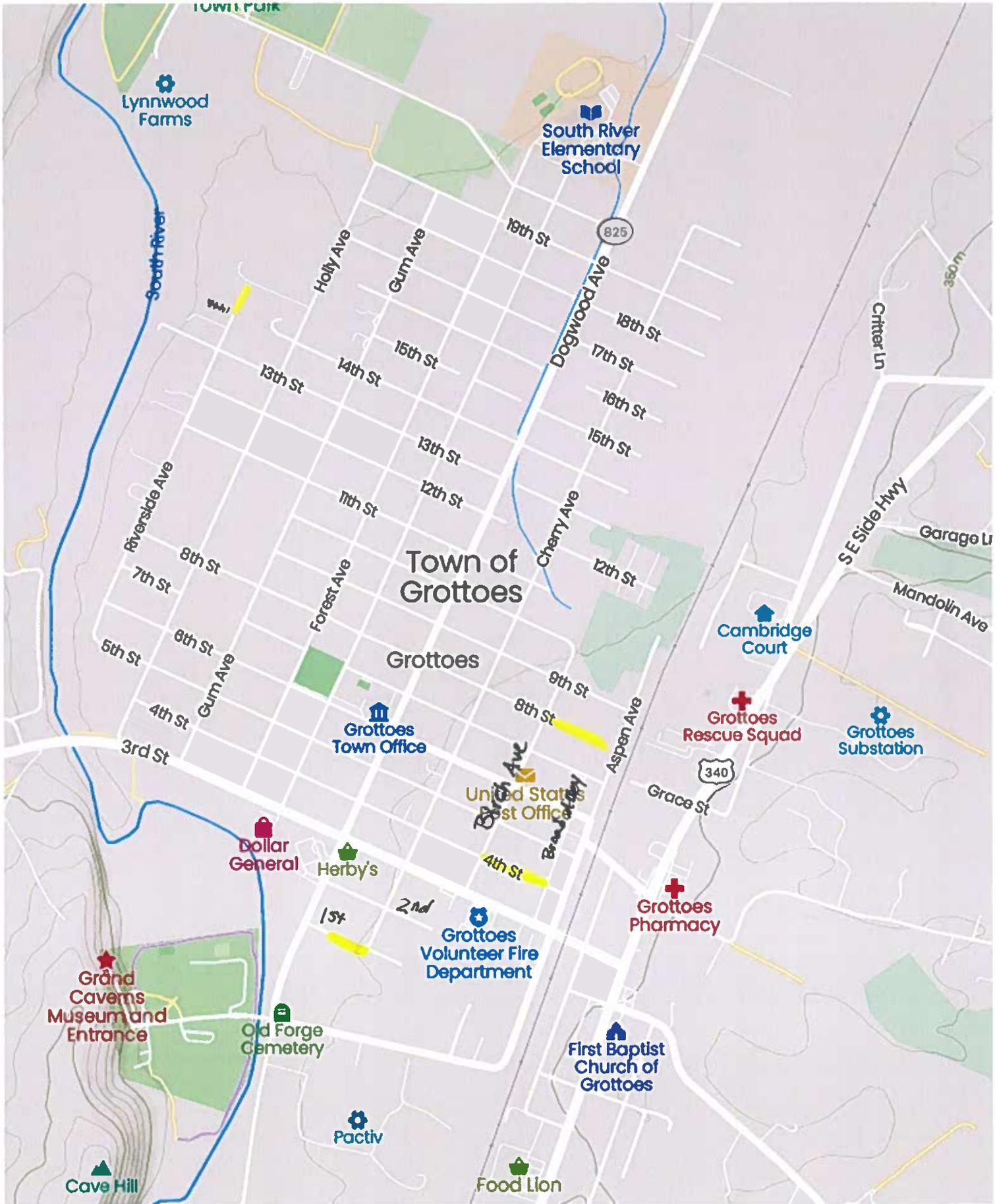
ADOPTED this \_\_\_\_\_ day of February, 2023  
TOWN OF GROTTOES, INC.

BY: \_\_\_\_\_  
Jo Plaster, Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Council





Lynnwood Farms

South River Elementary School

# Town of Grottoes

Grottoes

Grottoes Town Office

United States Post Office

Dollar General

Herby's

Grottoes Volunteer Fire Department

Grand Caverns Museum and Entrance

Old Forge Cemetery

Pactiv

Cave Hill

Food Lion

Grottoes Pharmacy

Grottoes Rescue Squad

Grottoes Substation

Cambridge Court

First Baptist Church of Grottoes

100

100  
100

100  
100