

TOWN OF GROTTUES
TOWN COUNCIL WORKSESSION AGENDA
January 9, 2023
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Pool Update

**TOWN OF GROTTUES
JOINT PUBLIC HEARING AGENDA
TOWN COUNCIL AND PLANNING COMMISSION**

January 9, 2023

1. Call to Order/ Mayor calls JPH to order.
2. Joint Public Hearing Regarding the Following: request for a Conditional Use Permit at 700 Dogwood Avenue for two-family residential in a B-2 zoning
3. Speaking **FOR** the request.
4. Speaking **AGAINST** the request.
5. Questions by Town Council or Planning Commission Members.
6. Mayor to close public hearing. (turn meeting over to Planning Commission)
7. Discussion and possible vote for a recommendation by Planning Commission Members regarding a request for a Conditional Use Permit at 700 Dogwood Avenue for two-family residential in a B-2 zoning
8. Adjournment.

**TOWN COUNCIL MEETING AGENDA
January 9, 2023**

CALL TO ORDER – MAYOR PLASTER

CALLING OF THE ROLL BY THE CLERK

WELCOME CITIZENS

APPROVAL OF MINUTES – MEETINGS OF DECEMBER 12, 2022

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

1. Recommendation regarding the Conditional Use Permit for 700 Dogwood Avenue – two-family residential in B-2 zoning

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

1. Approval of 2023 Officers for the Grottoes Volunteer Fire Department

STAFF REPORTS:

Town Manager

Town Attorney

Treasurer

Assistant to Town Manager

Chief of Police

Public Works Director

Recreation and Tourism Director

NEW BUSINESS

1. Reorganization of Council
 - a. Election of Vice Mayor
 - b. Setting of Meeting Schedule and Inclement Weather Policy
 2. 2023 Committee Assignments
 3. Consideration – Code of Conduct and Ethics for the Members of the Grottoes Town Council
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OLD BUSINESS

ADJOURN

Rules for Public Hearings

- Anyone wishing to speak must have signed-up to speak (before the hearing starts)
- The Council/Commission/Board will hear up to 3 speakers from each side (FOR/AGAINST)
- Each Speaker shall be limited to **3 minutes**, whether speaking on behalf of a group or as an individual
- Repetitive testimony is discouraged
- All comments shall be directed to the Town Council. Debate is prohibited.
- Mayor/Chairman shall have the authority to end a presentation that violates these rules.

December 12, 2022

A work session of Town Council of the Town of Grottoes was held on Monday, December 12, 2022, at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the work session of December 12, 2022, of the Grottoes Town Council to order at 6:04 p.m.

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

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

Mayor Plaster said the first item on the agenda is the ordinance amendment to chapter 100- Flood Hazard Districts. Town Manager Stefanie McAlister said we held the public hearing at the last meeting and had the first reading. Since then, the Virginia Department of Conservation and Recreation's Floodplain Management Team reviewed the ordinance and recommended removing the section on small projects. Manager McAlister said that has been the only change made. Tonight will be the second reading and then council action on the proposed ordinance. She asked if anyone had any questions.

Council member Justis arrived at 6:06 p.m.

Mayor Plaster said the next item on the agenda are the land purchase contracts for Mr. Mullen, Mr. & Mrs. Tourje and Mr. May. Manager McAlister said the purchase contracts were sent to the buyer for their review and asked if the council had any questions or comments regarding the contracts.

Mayor Plaster said next is a request from Philip Smith. Manager McAlister said Mr. Smith is requesting the town give up the utility easement on the previously vacated 10-foot alleys that ran north and south in block 95. She explained to Council that the 10-foot alleys along Dogwood Avenue and Gum Avenue were closed and vacated in 1974, but the town retained a utility easement in those areas. She said the town provided services run along the streets and in the 20-foot alley that runs mid-block, behind the houses. There are no utilities in the easements. Council member Justis made a motion, seconded by Council member Leeth, and carried by a vote of 5-0, vote recorded as follows: JUSTIS – AYE; BAILEY – ABSENT; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to release the 10-foot wide utility easements recorded in deed book 38 pages 424-425.

Council member Bailey arrived at 6:25 p.m.

Mayor Plaster said next on the agenda is Cherry Street Townhouses. Manager McAlister said the planning commission reviewed the plan submitted by Judy Milstead and has recommended it to council for approval. She said this plan is identical to the plan that was submitted a couple months ago by David Milstead for the 14 townhouses currently under construction in the area, and asked if anyone had any questions. Manager McAlister said this is an action item on the meeting agenda under new business.

Mayor Plaster said the next item on the agenda is the B-2 Plan for 700 Dogwood Avenue. Manager McAlister said that the planning commission has reviewed the plan and is recommending it to council. She said the plan is for a new storefront with two townhouses attached to the back. She said if the council likes the plan, they will need to set a joint public hearing for a conditional use permit for the two townhouses. Council member Kohl stated that he likes the plan and feels the residential will help support the business to be viable. Manager McAlister said this is an action item on the meeting agenda under new business.

Mayor Plaster said the next item on the agenda is Taser Surplus. Chief Sullivan asked the council to surplus the old tasers so they can be sold and asked that the money from the sale of the taser come back to the police department to be used toward new equipment. After a brief discussion Council member Leeth made a motion, Council member Justis seconded the motion, and carried by a vote of 6-0, vote recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to sale the old tasers and use that money toward the purchase of new equipment.

Mayor Plaster said the next item on the agenda was the 2023 committee assignments. She said that she would like to leave the committees how they are unless someone has an issue. She said that many committees are currently working on projects and would like to see them complete those projects.

Mayor Plaster said the last item on the agenda is to set a Workshop date for 2023. Council discussed several dates and decided to set the Workshop for February 7, 2023. Mayor Plaster said we will start this meeting at 5:00 p.m. and plan to be done by 8:00 p.m.

With no further business Mayor Plaster adjourned the work session at 6:57 p.m.

December 12, 2022

A regular session of Town Council of the Town of Grottoes was held on Wednesday, December 12, 2022, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of December 12, 2022, of the Grottoes Town Council to order at 7:02 p.m. Mayor Plaster asked for a roll call.

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

Other Town Officials present: Attorney Nathan Miller, Town Manager Stefanie McAlister, Clerk Tara Morris, Treasurer Rhonda Danner, Public Works Director A.J. Hummel, 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 6-0, vote recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; the Council approved the minutes from the meeting on November 14, 2022.

PRESENTATION OF PETITIONS AND CLAIMS (public comment)

Tom Tourje addressed the council stating that he was here tonight for his request to close the alley between his properties for his purchase and stated that he would be available to answer any questions the council may have.

REPORTS OF STANDING COMMITTEE:

FINANCE – Council member Raynes made a motion, seconded by Council member Leeth, and carried by a vote of 6-0, vote recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to approve the financial reports for the month of November.

WATER AND SEWER – Council member Bailey said the committee met and most items discussed at the committee meeting will be discussed at the workshop.

ORDINANCE, HEALTH, AND PROPERTY – Council member Kohl announced the second reading to repeal Article XIX Flood Hazard Districts in Chapter 100 Land Development and adopt Chapter 135 - Floodplain Management.

On a motion by Council member Kohl, seconded by Council member Justis, and carried by a vote of 6-0, vote recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE;

RAYNES – AYE; LEETH – AYE; KOHL – AYE; to repeal Article XIX Flood Hazard Districts in Chapter 100- Land Development and adopt Chapter 135 – Floodplain Management.

STREET AND STREET LIGHTS – no report

PARKS, RECREATION AND PUBLIC FACILITIES – no report

SPECIAL EVENTS – Council member Leeth stated that the Christmas Parade and Tree Lighting was one of the largest attended that he has seen.

PERSONNEL, FIRE AND POLICE PROTECTION – Mayor Plaster said last Friday we had a wonderful employee Christmas Luncheon and stated that she wanted to thank everyone again for all of their hard work throughout the year.

STAFF REPORTS

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

ATTORNEY. Attorney Miller said that 2022 has been a good year and asked if anyone had any questions.

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. Assistant Morris said there are action items in the report that will be addressed under New and Old Business.

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. Director Hummel informed the council that Smith Paving will begin milling and paving starting this week.

PARKS 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 said the first item of new business is a request from Philip Smith asking the town to give up the utility easement on the 10-foot alley that runs north and south. Mayor Plaster stated that this was discussed in the work session and the council had voted to remove the 10-foot utility easements running north and south along Dogwood Avenue and Gum Avenue.

Council member Kohl stated that the planning commission has reviewed and recommended the Cherry Street Townhouse plan to the town council for approval. On a motion by Council member Kohl, seconded by Council member Raynes, and carried by a vote of 6-0, vote recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to approve the Cherry Street Townhouse plan.

Council member Kohl said the planning commission has reviewed the B-2 Plan for 700 Dogwood Avenue and is recommending the plan to council for approval. On a motion by Council member Kohl, seconded by Council member Leeth, and carried by a vote of 6-0, vote recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to approve the conceptual plan and set the joint public hearing for the conditional use permit for January 9, 2023.

OLD BUSINESS – Mayor Plaster said that we have the three purchase agreements back from the attorney and the council will need to take action on.

On a motion by Council member Kohl, seconded by Council member Justis, and carried by a vote of 5-1, vote recorded as follows: JUSTIS – AYE; BAILEY – NAY; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to approve the purchase contract for the sale of the alley to Mr. Clarence Mullens.

On a motion by Council member Kohl, seconded by Council member Leeth, and carried by a vote of 5-1, vote recorded as follows: JUSTIS – AYE; BAILEY – NAY; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to approve the purchase contract for the sale of the alley to Mr. & Mrs. Thomas Tourje.

On a motion by Council member Kohl, seconded by Council member Justis, and carried by a vote of 5-1, vote recorded as follows: JUSTIS – AYE; BAILEY – NAY; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to approve the purchase contract for the sale of the street to Mr. Kenny May.

CLOSED SESSION - Council member Leeth made a motion, seconded by Council member Raynes, and carried by a vote of 6 to 0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; LEETH – AYE; RAYNES – AYE; KOHL – AYE, to convene into closed session pursuant to section 2.2-3711A, Code of Virginia, subparagraph (1) regarding interviewing candidates for the planning commission and board of zoning appeals.

On motion by Council member Leeth, seconded by Council member Kohl, and carried by a vote of 6 to 0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; the Council returned to open session.

Mayor Plaster read the certification of the closed session – “to the best of your knowledge that only public business matters lawfully exempted from open meeting requirements under section

2.2-3711(A)1 of the Code of Virginia, as only such public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the closed meeting”. Clerk Morris took a roll call. J. Justis; so certified, J. Bailey; so certified, M. Sterling; so certified, J. Plaster; so certified, D. Raynes; so certified, T. Leeth; so certified, M. Kohl, so certified.

Mayor Plaster stated that she wanted to go back to Ordinance, Health, and Properties Committee. She said we should have a roll call vote for the adoption of the new ordinance. Mayor Plaster asked for a roll call vote, Clerk Morris took the roll call vote as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE, carried by a vote of 6 to 0 to repeal Article XIX Flood Hazard Districts in Chapter 100 - Land Development and adopt Chapter 135 - Floodplain Management.

On a motion by Council member Leeth, seconded by Council member Justis, and carried by a vote of 6-0, vote recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; LEETH – AYE; KOHL – AYE; to appoint Mr. Wayne Chittum and Ms. Gleamer Sullivan to the Planning Commission.

ADJOURNMENT

Mayor Plaster declared the meeting adjourned at 7:50 p.m.

Mayor

Clerk

Treasurer's Report

December 2022

Finance #1

Revenues

Water Sales	\$	21,601.62
Sewer Sales	\$	43,016.67
Trash Sales	\$	17,343.90
Utility Penalty	\$	1,154.91
Real Estate Taxes	\$	44,915.16
Personal Property	\$	1,368.80
Vehicle License Fee	\$	452.51
Tax Penalty & Interest	\$	326.26
Sewer Connections	\$	4,500.00
Water Connections	\$	4,500.00
Business License	\$	100.00
Cell Tower	\$	2,990.00
Cigarette Tax	\$	6,000.00
Fines & Costs	\$	860.70
Communication Tax	\$	1,194.16
Consumption Tax	\$	553.53
Utility Tax	\$	3,325.51
Meals Tax	\$	14,369.13
Rent	\$	150.00
Sales Tax	\$	19,142.24
Transient Tax	\$	113.17
Zoning Permit	\$	530.00
Uhaul Rental Tax	\$	39.29
Grottoes Rescue Squad/Bricks	\$	4,200.00
Refund/Daily News Record	\$	168.47
Cupp's/Scrap Metal	\$	197.60
Principal	\$	193.54
Ornament Donation	\$	5.00
GC Admissions	\$	30,754.62
GC Giftshop Sales	\$	5,966.01
GC Mini Golf	\$	36.00
GC Shelter Rental	\$	55.00
Caroling In The Caverns	\$	2,698.28
	\$	<u>232,822.08</u>

Treasurer's Report December 2022

Disbursements

Accounts Payable	\$	302,351.31
Payroll	\$	116,950.74
Federal Payroll Taxes	\$	13,336.16
Federal Payroll Taxes	\$	12,797.91
Federal Payroll Taxes	\$	12,965.01
State Payroll Taxes	\$	2,515.00
State Payroll Taxes	\$	2,453.00
State Payroll Taxes	\$	2,362.00
Anthem (2 Months)	\$	38,586.00
Aflac	\$	1,450.67
Intuit Transfer Fee	\$	83.08
Merchant Bank Fee	\$	13.50
Town Visa Credit Cards	\$	6,342.69
Virginia Retirement System	\$	17,626.83
	\$	529,833.90

Highway

FY 22 Carry-Over	\$	201,153.65
July - December 2022 Expenses	\$	(302,899.53)
1st & 2nd Quarter	\$	329,608.00
	\$	227,862.12

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	\$	1,961,019.25

\$	6,671,615.31
\$	(227,862.12) <i>Highway</i>
\$	(1,961,019.25) <i>ARPA</i>
\$	4,482,733.94

Ord. Health & Property
#1

**TOWN OF GROTTOS
TOWN COUNCIL AND PLANNING COMMISSION
B-2 ZONING SUBMISSION AND
CONDITIONAL USE PERMIT – STAFF REPORT**

SUBJECT:

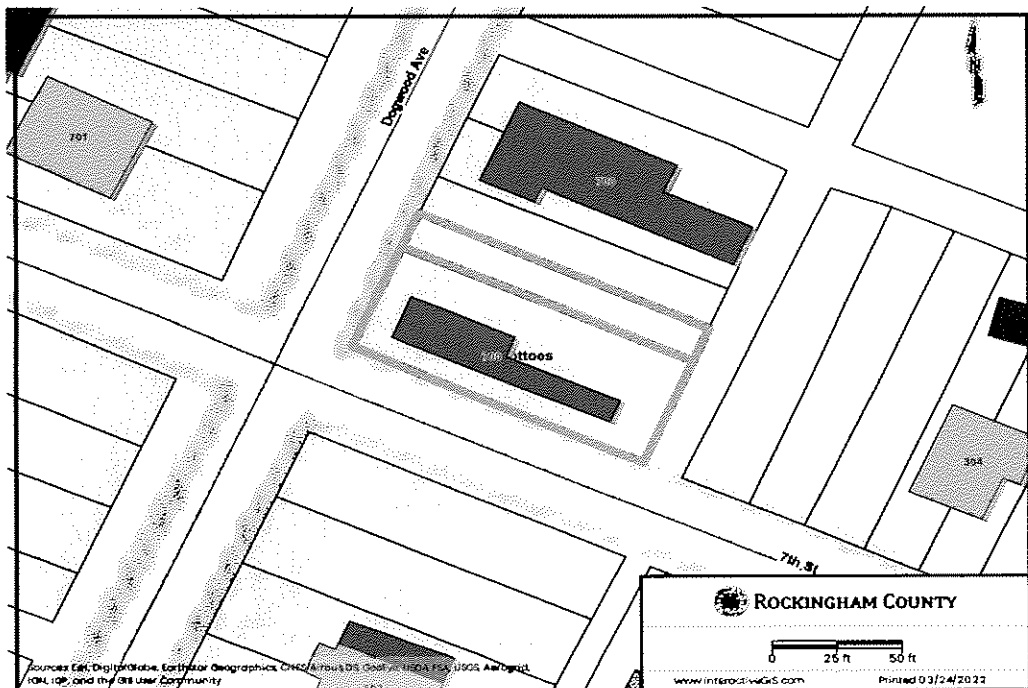
Kenny May, who has purchased the property at 700 Dogwood Avenue, has submitted a conceptual design proposal for a business/residential plan to be located on the property, which is zoned B-2. Town ordinance requirements for this zoning requires a plan be submitted and approved by the Planning Commission and Town Council. Residential use in this zoning requires a Conditional Use Permit. Obtaining a Conditional Use Permit requires a joint public hearing set by the town council.

CURRENT PROPOSAL

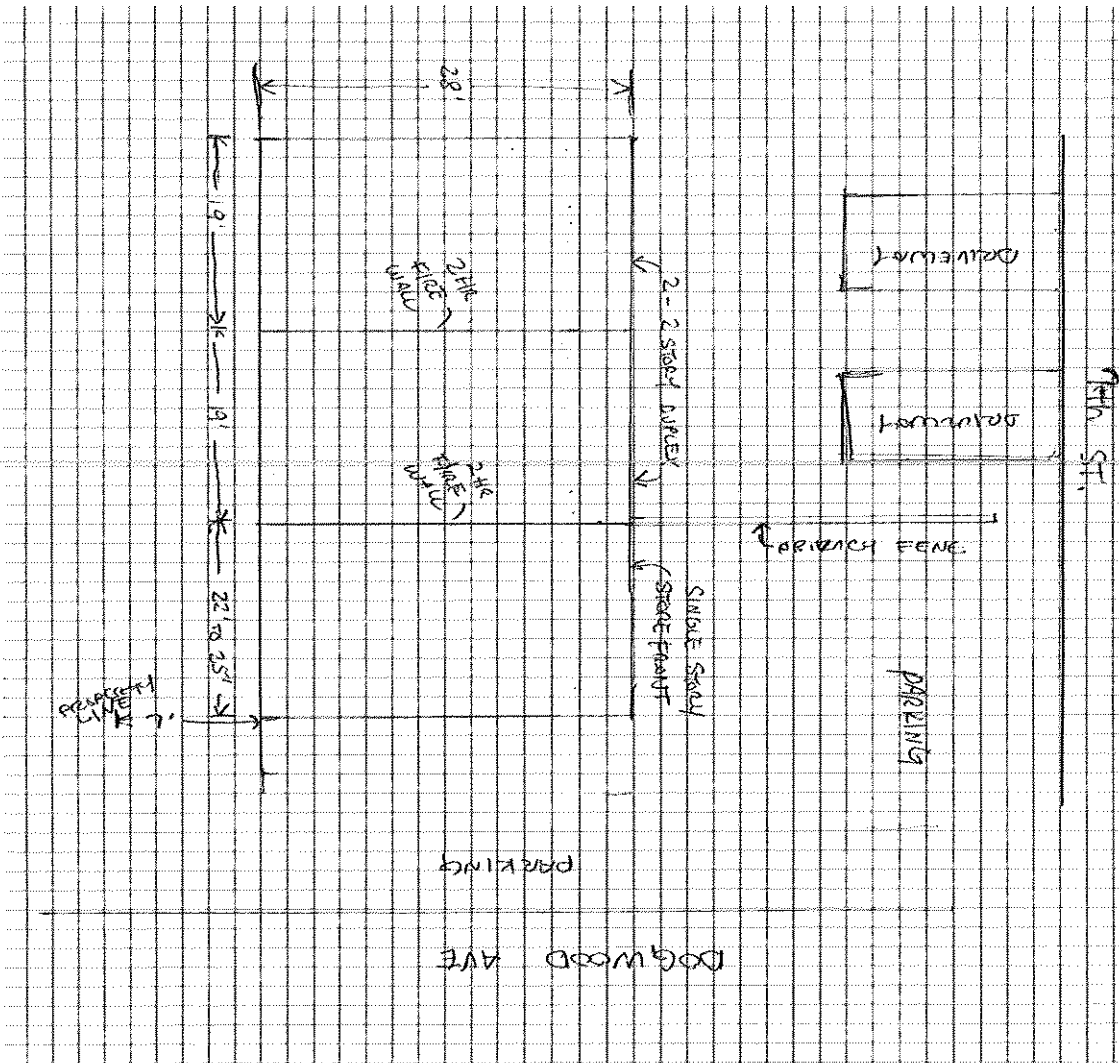
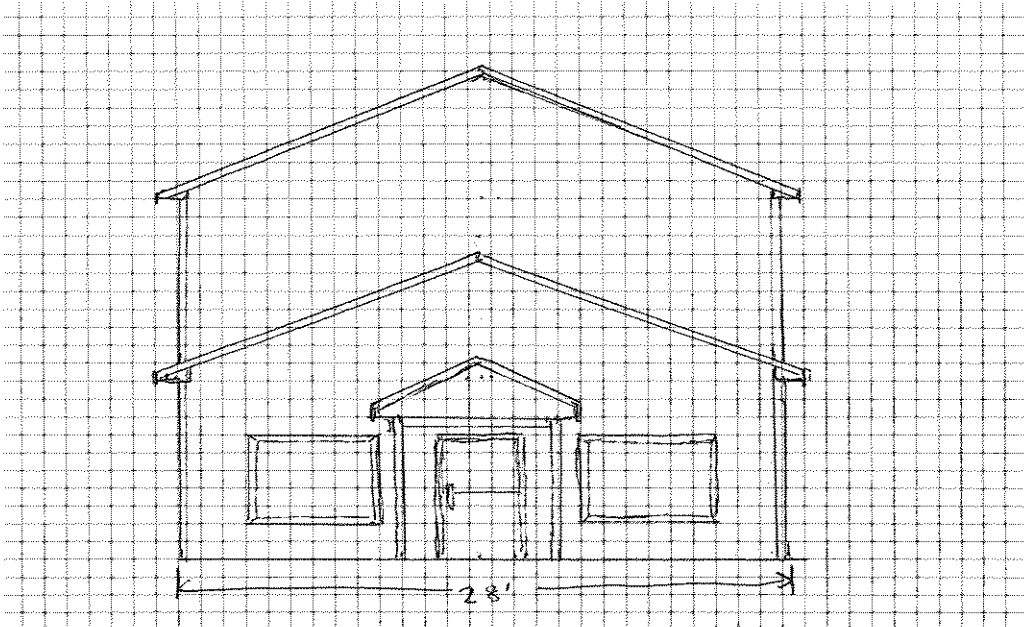
To tear down and reconstruct a single level store with two two-story townhouses attached to the back of the business space. The business space would be constructed to look similar to the current building just a slightly bigger than the current, 28' x 25' structure. The townhouses would be connected to the business space, meeting all construction and fire codes. The townhouses would be 19' x 28' and will meet all the required setbacks in the B-2 zoning.

ZONING AND LOCATION:

The subject property is zoned B-2 (Business) and is located on the east side of Dogwood Avenue, currently Venda's Beauty Shop. The subject property is a total of .12 acres identified as tax map numbers 160D1-(1)-B60 L31, 160D1-(1)-B60 L32A.



SKETCH OF NEW DESIGN:



STAFF COMMENTS:

The requested use is permitted under Section 100-64 (A) of the Town Code. The type of business has not been determined but a few ideas have been mentioned. This plan would require that a Conditional Use Permit be granted for the residential townhouses and conditions can be made for those, if needed. Overall staff feels this is a good plan for our business zoning that already has residential mixed throughout and it would help improve the area with a fresh new look.

The Planning Commission reviewed the plan and is recommending approval of the plan to the council. If the Town Council approves the plan, the applicant will then have to provide a detailed site plan showing that all code requirements, such as parking, signage, etc. are met. The plan will then be reviewed by Town staff to assure compliance.

Submitted by:

Tara Morris
Assistant to Town Manager

2023 Officers for the Grottoes Volunteer Fire Department

President - Linda Kegley
Vice President - Megan Roach
Secretary - Rebecca Acker
Treasurer - Chris Conner
Historian - Jeanne Kirby
Chaplain - Connie Morris

Fire Chief - Andrew Holloway
Assistant Chief - Jeff Morris
Captain - Ben Brown
Lieutenant - Donald Simmons
Lieutenant - Hunter Garrison
EMS Officer - Mike Arbaugh

Board Member - Wanda Rittenhouse
Board Member - Kevin Campbell
Board Member - Timmy Morris
Board Member - Josh Holloway
Board Member - Jeff Morris
Board Member - Steve Kegley

**MEMORANDUM**

TO: Mayor and Town Council
FROM: Stefanie McAlister, Town Manager
DATE: January 5, 2023
SUBJECT: Staff Report

1. Entryway Signs

On December 8, the Mayor and I meet with building contractor Phil Smith and Nick Campbell, President of Wall 2 Wall Construction and Stone Veneer regarding the new entryway signs to be constructed utilizing the funds from the tourism grant provided by Rockingham County. The sign structure will be stone, with solar lighting. Mr. Campbell will be providing samples of the sign in the near future. Both contractors are donating a majority of the materials and labor. I have also spoken with VDOT regarding the new signage. VDOT indicated that if the signs are not located in their right-of-way, VDOT will not have requirements for placement, material, style, etc. Staff will be working with landowners to acquire an easement for sign placement where necessary. The new signs will be in the general vicinity of their current placement; one on Dogwood Ave., one on 3rd Street (Rt. 256), and two along Augusta Ave. (Rt. 340).

2. Digital Display Sign

As approved in this year's budget we have moved forward with the purchase of a digital informational sign at Town Hall. This sign will replace the letterboard currently mounted in the brick structure at the corner of Dogwood Ave. and 6th Street. It is expected that the sign will be installed in the next 6 – 8 weeks. Prior to that the electrical service to the sign will need to be evaluated and upgraded if necessary.

3. Council Retreat

A council workshop/retreat has been scheduled for Tuesday, February 7th from 5-8PM. Topics for discussion include: 1 financial review, 2 strategic plan review, validation, and update, 3 residential development and services, 4 projects listing. Discussion on these topics will likely take the entirety of the time scheduled, however, if you have items for discussion, please let me or Clerk Morris know as soon as possible.

Treasurer's Staff Report January 2023

Delinquent Meals Tax Payment Agreement

The Lil' Guss' meals tax payment plan between the Town and Angeliki Floros has been paid in full as of December 15, 2022. We will continue to monitor their meals tax payments.

Audit

I received an email on December 21st from Mr. Garber with PBMares giving an update on the FY19 Audit. The person handling our account resigned. After Mike's review of their work, he stated that the FY19 audit was in good shape and 90% complete. We have been assigned a new person to our account and I am scheduled to work them the week of January 9th to get the FY19 audit closed out. We should receive a FY19 audit draft by the end of the month. We will then begin working on with them to complete the FY20 audit. We have already provided initial schedules and financial data.

Taxes

Both real state and personal property bills have been mailed. The personal property tax revenue will be higher this year due to an increase in the vehicle billable value. Taxes are due February 5th.

RE Tax bills printed and mailed: 4,222
Total Billing Amount: \$287,945.85

PP Tax bills printed and mailed: 2,337
Total Billing Amount: \$170,943.91

Utility Billing

Second Notices

Billing date:	12/6/2022
Due date:	12/19/2022
Number of notices printed 12/6/22:	257

Number of notices emailed 12/6/22:	22
Cut-off date:	12/21/2022
Number of accounts on cut-off list for non-payment:	55
Number of accounts who requested an extension:	17
Number of accounts cut-off for non-payment:	38
Number of accounts still off from 10/26/22 cut-off	1
Total number of new Water, Sewer, Trash applications processed during the month of December 2022:	7

Accounts Payable

Date:	December, 2022
Number of December invoices entered:	198
Number of December checks printed:	113
Total amount of December checks issued:	\$301,358.19

Business License

Number of <u>new</u> business licenses issued in December 2022:	1
Number of renewal applications received in December 2022:	0
Total amount of revenue received in December 2022:	\$25.00



01/3/2023

**Land Development Staff Report
December 2022**

Zoning Permits issued (December 2022)

- 4 Permits
- 0 Single Family
- 0 Town houses
- 1 Demolition Permit
- 1 Fence
- 1 Remodel
- 1 Sign Permit

2022 total to date

120 Total Permits
2022 Total Dwellings
30 Single-Family
29 Townhouse units

Shady Creek – Currently, there is no building activity going on at Shady Creek.

Forest Station – Construction continues the first group of six townhouses.

B-2 Plan – 700 Dogwood Avenue – May Investments (Kenny May) has received a demolition permit for the removal of all buildings at 700 Dogwood Avenue. At the December meeting the conceptual plan was approved, and a Joint Public Hearing was set for January’s Town Council meeting. At this meeting, the joint public hearing will be to hear citizen comments for the two townhouse units to be built behind the business front. Council may set conditions or allow for it to follow the zoning regulations.

200 Augusta Avenue – A zoning permit has been issued for the interior remodel of the old bank building and a sign permit has been issued. You will start seeing some changes in this area soon.

Respectfully submitted:
Tara Morris
Assistant to Town Manager

Grottoes Police Department Staff Report January 2023

Staffing

	Authorized	Filled	Vacant
Chief	1	1	0
Sergeant	1	1	0
Officer	4	3	1
Administrative Asst.	1	1	0

Jeanell Thomas has been hired as the department's administrative assistant. She began in December and comes to Grottoes with a background in clerical work within local law enforcement. We are happy to have her as part of the department's staff.

Deputy Kellen Landis with the Rockingham County Sheriff's Office has been hired as a part-time police officer for Grottoes. Deputy Landis fills the vacant part-time position that was created with the promotion of Sgt. Knight.

Community Involvement

The collaborative toy drive with the Town of Grottoes and Lil Gus's collected 115 toys and games that were donated to South River Elementary. The staff of South River Elementary distributed the toys and games to families of the students that expressed the most need for the donations.

The police department participated in the Brent Barry Family Food Drive for the 3rd year. Approximately 200 lbs of food were collected and delivered to the Salvation Army of Harrisonburg for distribution.

Respectfully submitted:
Jason Sullivan
Chief of Police

Grotoes Police Department Monthly Activity Log

Calendar Year 2022	January	February	March	April	May	June	July	August	September	October	November	December	2022 Totals
Hrs. Assist Other Agency	9,25	8,5	9	4	10	10,5	12	11	5	11	11	5	106,50
Hrs. In Court	7	9	8	4	7	8	5	7	5	6	4	2	72,00
Hrs. Training	40	14	24	54	14	27	20	60	24	8	24	0	437,00
Hrs. Special Assignment	0	5	0	8	120	2	8	11	120	113	5,5	5,5	385,00
Hrs. Funeral Escorts	0	0	0	0	2	0	0	0	0	1,5	2	0	6,00
Security Checks	354	523	431	321	349	532	480	354	336	233	457	414	4,764,0
Calls For Service	198	139	239	238	279	119	130	201	115	118	94	79	1,949,0
Hours Investigation	25	12	17,25	33	45	22	17	20	27	39	20	15	292,25
Reports Written	11	5	10	6	10	4	9	12	3	7	6	3	86,00
Hours Reports	12	6,5	15	10	10	6	10	10	4	7	10	5	103,50
Warrants Obtained	2	2	2	1	3	6	4	6	1	11	0	3	41,00
Warrants Served	0	3	0	2	4	9	8	8	0	11	0	1	12,00
Petitions Obtained	0	0	0	0	0	0	0	0	0	0	0	0	0
Petitions Served	1	0	0	0	0	0	0	0	0	0	0	0	1,00
ECO Served	7	0	1	0	0	0	0	0	0	0	1	0	9,00
Hours ECO	14	0	7	0	4	0	0	0	0	0	4	0	29,00
Hrs. Directed Patrol	13	26	33,5	12	11	21	24,5	8	10	0	31	10	200,00
Hours at South River Elementary	4	4	0,25	0	6	0	0	8	8	18	13,5	6	67,75
Hours School Traffic	7	7	1,5	5	6	0	0	7	7	10	6	6	62,50
Accidents Worked	0	2	1	2	1	4	1	3	1	1	2	2	20,00
Assist Motorist	3	0	1	1	1	1	1	0	0	1	2	0	11,00
Traffic Stops	30	45	66	64	70	63	55	43	28	38	64	51	617,00
Summonses Issued	16	26	26	28	29	29	24	15	9	11	33	40	286,00
Parking Tickets	0	0	0	0	1	1	0	22	12	3	0	0	39,00
DUI Arrests	0	0	1	1	1	0	0	1	0	0	0	0	4,00
Other Arrests	0	0	0	1	3	8	3	5	0	0	0	0	20,00
Fuel (Gallons)	654,1	246,6	334,5	293,3	446	475	370	401	425	415	485	502	5,047,50
Miles Driven	5,417	5,011	5,457	4,986	5,006	5,775	5,515	4,573	4,893	4,535	5,015	5,615	61,808,00
Bridgewater Police	641	493	697	824	613	865	912	754	1,007	870	959	524	
Broadway Police	311	363	469	562	497	532	743	699	637	644	565	524	
Dayton Police	577	559	621	508	486	487	379	386	617	453	567	595	
Elkon Police	218	254	342	409	469	385	267	352	416	452	455	551	
Grotoes Police	903	678	796	623	698	714	774	588	479	465	780	706	
Timberville Police	552	580	756	869	992	763	826	637	1,012	867	655	747	
Call Type	Date	Calls Handled by PCSO											Reason Grotoes Officer Not Available for Call



January 2023

PUBLIC WORKS STAFF REPORT

Staffing	Authorized	Filled	Vacant
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 continues to take place in town, it is important that we consider issues of strain on our current water and sewer infrastructure and other contributing factors such as age of existing lines and fittings, etc., maintenance of existing and future lines, amount of water usage and health department regulations, among 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.

STREETS

The Paving around town is complete and town staff will inspect the work. The Streets Committee approved construction of 21st 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 21st Street and in the new construction area. Grading work should be able to begin following that, in the near future.

Leaf collection began on November 28th and will continue. Unfortunately there were issues with the dump truck gas tank having a hole and needing replaced and with a repair that had to be made to the leaf vacuum. These necessary equipment repairs delayed the process of leaf collection for this year. Staff is working to get it completed.

WATER AND SEWER

Septic Tanks

Staff are searching for infiltration and repair on sewer lines. Staff are starting 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.

The septic tank at 1502 Dogwood Ave. has been replaced.

Staff is continuing to monitor 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.

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. The surveying is complete and engineering work and drawings are being done. We should have the preliminary plans in hand in a week or so.

Staff is replacing water meters and setters to make reading meters more efficient and to update the setters to have backflow prevention. 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.

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.

Shady Creek Subdivision

Staff is collaborating closely with the developer and the installation crews to ensure the work follows the Town Code and policies.

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.

12/2/2022	Homeowner	303 19th.St.	DS	Meter lid broke	Replaced meter lid	Water	12/2/2022	1 Hr.
12/5/2022	Homeowner	202 4th.St.	DS,JS	Pump septic tank	Pumped septic tank	Sewer	12/5/2022	1.5 Hrs.
12/5/2022	Maintenance	600 11th.St.	DS,JS	Meter leaking	Replaced gasket on meter	Water	12/5/2022	.5 Hrs.
12/6/2022	Maintenance	208 6th.St.	DS,LR,BK	Pump septic tank	Pumped & Replaced lid	Sewer	12/6/2022	3 Hrs.
2/16/2022	Maintenance	300 10th.St.	JP,TB,LK,LR	Water leak	Fixed water leak	Water	12/16/2022	3 Hrs.

**Parks & Tourism Staff Report
December 2022**

Staffing:	Authorized	Filled	Vacant
Parks & Tourism Director	1	1	0
Parks & Tourism Assistant Director	1	1	0
Parks Coordinator	1	1	0
Tour Guide	21	11	10
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 \$39,826.13 in revenue for the month of December. 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 1st, alternatively, we've lost five employees to competing jobs with higher pay within that same time.

2. Events:

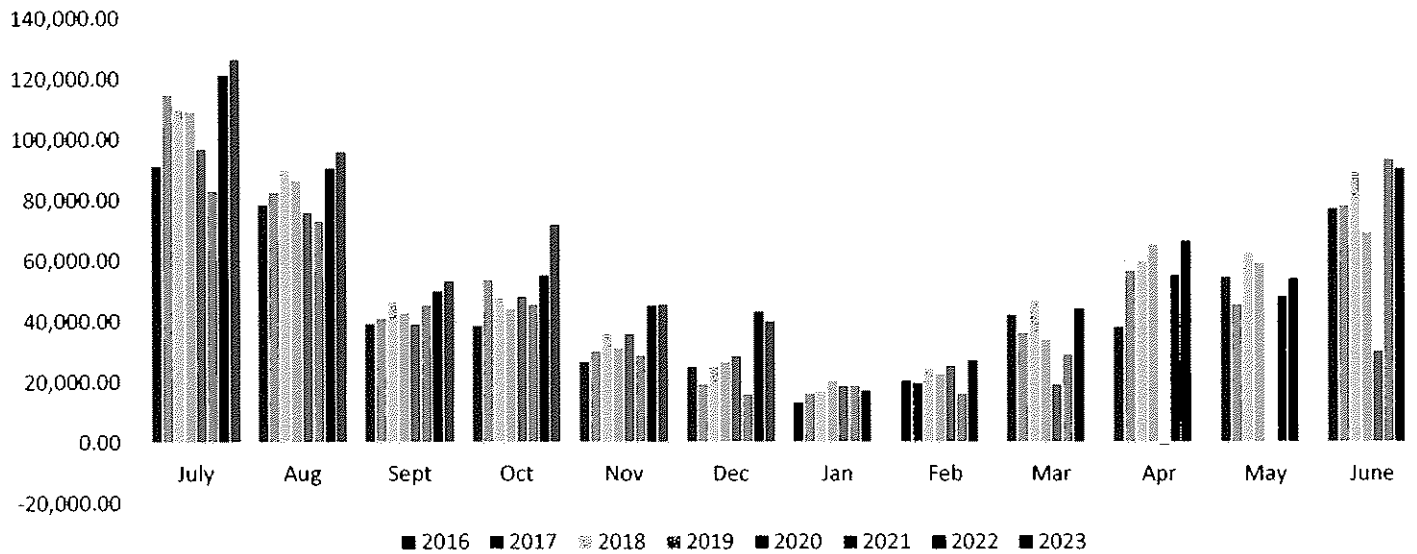
Caroling in the Caverns was a wonderful success, thanks to the musicians, volunteers, and staff that pulled off a lovely fundraising event. In case you hadn't heard, this year's event went to benefit both the Boys & Girls Club in Grottoes AND the Grand Caverns Playground fund. I'm happy to report that this year we satisfied the Grottoes Ruritan Club's fundraising goal of \$3,000.00 consisting of two \$1,000.00 scholarships and a \$1,000.00 check for supplies. Additionally, patrons had the option to donate school supplies in lieu of children's tickets, which resulted in 195 items donated to the Boys and Girls Club in Grottoes. All of this was accomplished while raising an additional \$3,000.00 for the playground fund. This brings the total Grand Caverns Playground Fund up to \$22,000.00.

3. Grand Caverns Pool:

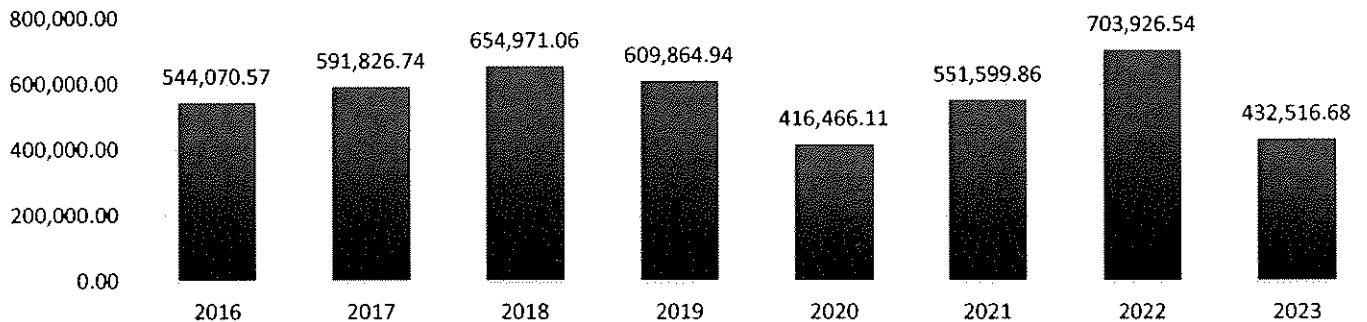
The swimming pool continues to leak despite the professional caulking service provided (for free) through National Pools. The daily rate of water loss has diminished from 10,000+ to about 500-1,000 gallons (very rough math). Should this continue, it will alleviate the well pump and water infrastructure from the increased strain of maintaining pool volume.

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	
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	
Total	544,070.57	591,826.74	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	432,516.68



Total Revenue



New Business
#1 b

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 15, 2022, 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.

PASSED BY THE COUNCIL

Mayor

ATTEST:

Clerk of Council

Date

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.

Thank you!

2023 Committee Assignments

New Business
2

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

**RESOLUTION
20230109-02**

**A RESOLUTION TO REAFFIRM AND ADOPT A CODE OF CONDUCT AND
ETHICS FOR THE MEMBERS OF THE GROTTTOES 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:

GROTTTOES 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 GROTTOS, 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.

PASSED BY THE COUNCIL

Mayor

ATTEST:

Clerk of Council

Date