

**TOWN OF GROTTUES**  
**TOWN COUNCIL WORKSESSION AGENDA**  
**October 11, 2023**  
**6:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Pay Structure Presentation
2. Year End 2023 Financial Review
3. Shendun Hills Plat Review

**TOWN OF GROTTOS**  
**TOWN COUNCIL MEETING AGENDA**  
**October 11, 2023**  
**7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**ROLL CALLING – DEPUTY CLERK WHETZEL**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – FROM THE MEETINGS OF SEPTEMBER 11, 2023 AND THE SPECIAL MEETING ON SEPTEMBER 14, 2023.**

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

**REPORTS OF THE STANDING COMMITTEES:**

1. Finance – Council member Raynes, Chair
  - a. ACTION - Approval of Financial Reports
2. Water and Sewer – Council member Bailey, Chair
3. Ordinance, Health, and Property – Council member Kohl, Chair
4. Streets and Street Lights – Council member Justis, Chair
5. Parks, Recreation and Public Facilities – Council member Chittum, Chair
6. Special Events - Council member Leeth, Chair
7. Personnel, Fire and Police Protection – Mayor Plaster, Chair

**STAFF REPORTS:**

1. Town Manager
2. Town Attorney
3. Treasurer
4. Assistant to Town Manager
5. Police Chief
6. Public Works Director

7. Parks and Tourism Director

**NEW BUSINESS**

1. Planning Commission recommendation of the plat and subdivision of land for Shendun Hills Subdivision.

**OLD BUSINESS**

**ADJOURN**

September 11, 2023

A work session of the Town Council of the Town of Grottoes was held on Monday, September 11, 2023, at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of September 11, 2023, of the Grottoes Town Council to order at 6:00 p.m.

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

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

Mayor Plaster asked for a motion to amend the agenda to interview for the town council vacancy. Council member Justis made a motion to amend the agenda to add closed session for the interviews of candidates for the town council vacancy. Council member Raynes seconded the motion. Council member Justis said we need to check with the candidates to see if they are available for interviews tonight. The vote carried by a vote of 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE.

Manager McAlister asked the council to set another date for a special meeting if the candidates cannot meet tonight. Council decided on Thursday September 14, 2023 at 6:00 p.m.

Mayor Plaster said we will discuss the rezoning request. Manager McAlister informed the council that the developer/ landowner offered a proffer stating that the plan submitted for the rezoning will strictly be adhered to. She stated that a proffer is a voluntary condition that the landowner is offering. Manager McAlister said that condition would stay with the property if the rezoning is granted even if the property ownership changed. Council member Justis asked about the residential section since the plan has three houses shown and could have up to six houses. Attorney Helms said the proffer is the entire plan which they are proffering to keep the plan as presented if the rezoning is granted.

Mayor Plaster said the next item on the agenda is pool discussion. Council member Bailey asked if everyone received his email. He said a citizen brought up the idea of leasing the pool to the nonprofit that is working to repair it. Council member Justis expressed concern that this still wouldn't take the liability off the town. Attorney Helms said a contract agreement would have to be drafted to cover all parties' responsibilities. Council member Kohl said he could take the idea to the committee to see if they are interested. Council member Leeth said he would like to make sure the pool is safe first but thinks it's a great idea. Manager McAlister said we could see if the

organization would be interested in doing this and if so, we would need to set a time frame to get this all completed. Council member Justis feels it's an option worth looking into.

Mayor Plaster said the next item for discussion is the audio/visual recording of council meetings. Clerk Morris said included in your packet was an estimated cost for audio visual set up to record and store meetings based on system type. She said costs will depend on whether our current audio equipment is compatible and if we want to include other features. Clerk Morris said other localities use these companies and they offer options that can be added to later, such as codification, agenda and meeting management and community development. She said they would have to update our website to be able to host the recordings of the meetings. Clerk Morris said there is one locality that uses iPad with a software program and a youtube channel to record their meetings, but the feeds are not always the best. She did state that if council wants to go that route, we will have to have it installed and trained on how to use the equipment. Council member Kohl said he cannot believe it costs so much. Council member Bailey said if we are going to invest in a program like this, we should get one that we can add to in the future.

Mayor Plaster adjourned the work session at 6:42 p.m.

September 11, 2023

A joint public hearing and the regular session of the Town Council of the Town of Grottoes was held on Monday, September 11, 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 September 11, 2023.

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

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

Mayor Plaster said the reason for the public hearing is to hear citizen comments on a request to rezone 4.059 acres from B-3 to R-7.

**Speaking for the request** – Donald Shifflett stated hastily that Phil should be able to build whatever he wanted on his property and that he didn't have a problem with it. He said he got a letter about this but not the storage buildings beside him and walked out.

Larry Ayers said he is an adjoining property owner and a previous planning commission member. He said after reviewing the plan he feels it's a well laid out plan and provides a good buffer between the existing houses and potential development.

**Speaking against the request** – Gloria Munson said she has raised six kids at her house and now they have lost the deer that was in the wooded area. She said she is glad Grottoes is growing and feels the plan is good but asked why you would want to build more than the zoning allowed.

Scott Sacra spoke against the rezoning stating that he didn't feel the correct VDOT numbers were used in the study. He said we don't need the added strain to our infrastructure and feels this is a money deal.

Mark Keeler asked the planning commission and town council to deny the request for spot zoning. He said this would set a troublesome precedence. Mr. Keeler said the carefully zoned B-3 area allows for single and two-family dwellings and stated would be better than the density the R-7 allows.

Melanie Richardson spoke against the rezoning stating that Grottoes is a great small town and feels this is clearly spot zoning. She stated that allowing this rezoning would change the dynamics of their neighborhood. She also feels this would create too much traffic on Augusta Avenue.

Steve Driver stated that he is the engineer that carefully developed this plan. He said this plan could be developed with the least disturbance to the land, keeping it more like how it is today. Mr. Driver said the road design meets all VDOT regulations and is not close to warranting a turn lane. He stated the B-1 will be developed as business and if the R-7 area is approved it will be developed with 24 townhouses in rows of four.

There was no discussion from the Council or Planning Commission.

Mayor Plaster closed the public hearing at 7:50 p.m. and turned the meeting over to the Planning Commission.

Chairman Nicely asked the Commission if they had any comments or questions about the request. Chairman Nicely said with the proposed plans versus what's permitted in the B-3 zoning there would not be much difference in infrastructure or the amount of traffic on Augusta Avenue. He said if the developer puts a permitted business there it could create more traffic than the proposed plan would. Commission member Chittum asked if the apartments across the road are also zoned B-3. Manager McAlister said she understands that the apartments were already there when the zoning was changed to B-3. Commission member Kohl stated that he appreciates the proffer statement and thinks it's a good use of the land his only problem is changing the zoning. He said spot zoning is not something this town wants to set a precedence on and that we already have too much mixed zoning.

Attorney Helm explained spot zoning as a small area within a larger area to be changed to benefit one person. He said this is consistent with the surrounding zoning and is clearly not spot zoning. Mr. Helm said in this case the developer is looking to change the entire property zoned B-3 to R-7 not just a small section in the B-3 zoned area.

Chairman Nicely said he cannot make a motion, but he is in favor of the plan. He said he feels this was a very well thought out plan and a good use for this property.

On a motion from Commission member Ehlenfeldt, seconded by Commission member Chittum, and carried by a 5-2 vote, voting as follows: SULLIVAN – NAY; EHLENFELDT – AYE; NICELY- AYE; BAKER – AYE; CHITTUM – AYE; KOHL – NAY; STOLL - AYE, to recommend the approval to council for the rezoning of the 4.059 acres from B-3 to R-7.

Chairman Nicely adjourned the meeting at 7:56 p.m.

## **CALL TO ORDER**

Mayor Plaster called the regular session of January 9, 2023, of the Grottoes Town Council to order at 7:57 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 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 Justis, 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 August 14, 2023 meetings as presented.

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

Scott Sacra addressed the council and stated that he appreciates the Police Chief's attempts to make their area a little safer.

Mary Robertson addressed the council stating that she is against the rezoning request. She said Grottoes is a small town and with all the development it throws off an identity crisis. Ms. Robertson said there are now over 500 houses within a stones throw. She said with Walker Trucking across the street and the trucks taking both lanes on Augusta Avenue to turn the traffic congestion is already a nightmare and she is concerned with the public health and safety of Grottoes.

Cheryl Keeler said she is deeply invested in her home, its neighborhood, and this town. She said she finds it hard to believe that R & L Construction cannot move forward with little land disturbance and still meet the permitted uses of the B-3 zoning. She feels the permitted uses in B-3 fits their neighborhood better than the higher density townhouses which seem to be for the developer's advantage. Ms. Keeler stated that she understands that if this rezoning is not approved that retaliation could happen as stated at the previous meeting and feels their home and neighborhood is in a risky place. She asked the council to keep in mind of old development when approving new development and asked them to keep the zoning as it is.

Brad Richardson spoke against the rezoning request. He stated that in previous staff reports it talked about strain on our water and sewer and how we needed to improve those and now we are wanting to add more strain to the systems. He also spoke about the traffic on Augusta Avenue and the dangers of turning left on and off that street. He said this will increase the traffic making the street more dangerous. He asked the council to not approve the rezoning request.

Joe Sullivan addressed the council about the traffic problem along Forest Avenue. He said that engineering practices all conclude that stop signs or yield signs should not be used for speed control. He said most complaints about speed come in the summer and that is because people are outside. Mr. Sullivan said he doesn't think people only drive faster in the summer. He suggested



using more of the speed sign devices to remind people of their speed as they are traveling through town but doesn't feel we should be placing more stop signs to control speed.

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

**FINANCE** – Council member Raynes made a motion, seconded by Council member Kohl, 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 August.

**WATER AND SEWER** – no report

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

**STREET AND STREET LIGHTS** – Council member Justis stated that the streets committee will meet on September 25, 2023.

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

**SPECIAL EVENTS** – Council member Leeth said the senior citizens luncheon will be on Saturday, October 7<sup>th</sup> and we will offer dine in and delivery again this year.

**PERSONNEL, FIRE AND POLICE PROTECTION** – no report

#### **STAFF REPORTS**

TOWN MANAGER. Manager McAlister said there is an action item on her staff report for the bid acceptance of the wireless radio read water meters. Council member Bailey made a motion to accept the bid proposal from Consolidated Pipe and to add on the remaining meters needed to complete the project. He stated this will make the total project \$317,000.00 and that the \$230,000.00 will come from the ARPA allocation and the remaining \$87,000.00 will come from reserve funds. Council member Leeth seconded the motion, and the vote carried by a vote of 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES - AYE; LEETH – AYE; KOHL – AYE.

ATTORNEY. Attorney Helms clarified spot zoning and stated this request would not be considered spot zoning. He also mentioned that the permitted uses for B-3 could cause more of a traffic concern than the proposed plan for the rezoning.

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. Chief Sullivan said the streets committee will meet to discuss traffic pattern changes throughout the town.

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** – Council member Leeth made a motion to approve the rezoning request, Council member Raynes seconded the motion, and the vote was recorded as 2-3, voting recorded as follows: JUSTIS – NAY; BAILEY – NAY; RAYNES - AYE; LEETH – AYE; KOHL – NAY, motion denied.

**OLD BUSINESS** – none

**ADJOURNMENT**

Mayor Plaster declared the meeting adjourned at 8:36 p.m.

Attest

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Mayor

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Clerk

September 14, 2023

A Special Meeting of the Town Council of the Town of Grottoes was held on Thursday, September 14, 2023 at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

**CALL TO ORDER**

Mayor Plaster called the special meeting of September 14, 2023 of the Grottoes Town Council to order at 6:00 p.m. The special meeting was called for the interviews of candidates for the vacant town council position. Mayor Plaster requested roll call.

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

Other Town Officials present were: Town Clerk Tara Morris.

**CLOSED SESSION**

On motion by Council member Leeth, seconded by Council member Justis, and carried by a vote of 5 to 0, voting recorded as follows: BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE; the Council recessed the meeting from 6:01 p.m. to 7:27 p.m., for a closed meeting pursuant to Section 2.2-3711(A) subparagraph 1 for interviewing candidates for the vacant town council position.

On motion by Council member Leeth, seconded by Council member Justis, and carried by a vote of 5 to 0, voting recorded as follows: BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH – 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 called, were heard, discussed, or considered in the closed meeting J. Bailey; so certified, J. Justis; so certified, J. Plaster; so certified, D. Raynes; so certified, M. Kohl; so certified, and T. Leeth; so certified.

On a motion by Council member Leeth, seconded by Council member Bailey, carried by a vote of 3 to 2, voting recorded as follows: BAILEY – AYE; JUSTIS – NAY; RAYNES – AYE; KOHL – NAY; LEETH- AYE; to appoint Eddie Chittum to fill the vacant position on town council and to appoint Maite Taylor to fill Eddie Chittum’s position on the planning commission.

**ADJOURNMENT**

Mayor Plaster declared the meeting adjourned at 7:31 p.m.

Attest

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk



## MEMORANDUM

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

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### 1. Banking Account Adjustment

During conversation with representatives of Atlantic Union Bank the question of how to accrue more interest on the Town's bank account was posed. The bank's VP of treasury management suggested that given the town's monthly average balance in the general funds account, it should implement the Maximum Investment Sweep account with positive pay services to protect large cash positions. With this type of account, the interest income far outweighs associated fees. There will be a consolidated fee drafted from the account, however, the Town will earn more in interest at approximately \$9,000 per month.

### 2. Water Usage Amounts Post Line Replacements

Atkins Excavating has completed the water line replacements along portions of 7<sup>th</sup> and 13<sup>th</sup> streets. These areas had been problematic due to leaking and were ranked high in need of replacement. During the last week of September town public works staff worked with Atkins to get all the connections established. Initial data including well water draw metering and usage throughout town indicate that our overall usage has decreased. This is positive and shows that the line replacements have helped with water "waste". After a few times of residential meter reading we will have a better idea of the positive effects of the replacements.

### 3. Comprehensive Plan Update

As you are aware there are professional services funds available in the current budget to allow for a consultant to work on updating the Town's comprehensive plan. The Central Shenandoah Planning District Commission has been contacted to see if they have availability to work on the update in the near future. They responded that they would not be able to provide an answer about the PDC's availability until the end of October. They need time to make sure they will have staff available for the project. If they can make it work, the earliest they could start would be in the calendar year 2024. They will also need to revisit the cost and expect that it will exceed \$25,000.

**Treasurer's Staff Report  
October 2023****Audit**

The FY20 audit is in the review process. I received an email on October 3<sup>rd</sup> asking a final review question. We will be getting a draft to review shortly and expect the finalized copy by the end of this month, and we will be moving forward with scheduling FY21.

**Budget vs. Actual**

At the September meeting the annual 2023 budget vs. actual report was provided to council and department heads. This item will be on the workshop agenda for discussion if anyone has any questions.

**Online Payment Update**

Effective September 29<sup>th</sup> our new online payment service went live. This service will now allow ALL town-related payments to be made by card. Notices have been posted on Facebook as well as our website. We are currently not able to take in office card payments until we receive our new card machine which is expected by the end of the year. Currently we have a handout with a QR code and online payment instructions available for residents when they come in to make a card payment.

**Taxes**

We received our real estate and personal property county draft files last month. These files have been updated and returned to the county for processing. Taxes are mailed out yearly on 1/5 and due on 2/5 for the previous calendar year.

**Business License (July 1 – June 30)**

Currently we have one delinquent business license customer. A follow-up final notice has been sent to this individual.

**Utility Billing**

Second notices for delinquent accounts will be sent out Tuesday, October 10<sup>th</sup>. The due date for the notices will be October 20<sup>th</sup> and cut-offs will happen October 23<sup>rd</sup>.

**Accounts Payable**

Date: September 2023

Number of May Checks: 97

Total June AP Expense: \$332,334.91



## Land Development Staff Report October 2023

### Zoning Permits issued (September 2023)

- 6 Permits
  - 0 Single-Family
  - 0 Town houses
  - 1 Roof over deck/porch
  - 2 Solar panels
  - 1 Sign
  - 2 Fence

### 2023 total to date

88 Total Permits  
**2023 Total Dwellings**  
 14 Single-Family  
 14 Townhouse units

**Forest Station - (21<sup>st</sup> Street)** – Construction continues on the first group of six townhouses.

**Cherry Street Townhouses** - Construction continues on the Cherry Street Townhouses.

**R-7 Area East of Cherry Avenue** – Development, other than single family residential, will have to have a plan submitted and go before the Planning Commission and Town Council for review and a decision. The developers will have to run all service lines and construct the roads to state standards. In this area construction has begun on 16<sup>th</sup> Street and 14<sup>th</sup> Street.

**Shady Creek** – Site plan review has been completed and approved by town staff and all departments at Rockingham County for Phases 3-7. This includes an additional 144 housing units. The developer has obtained the easements for the left turn lane off Eastside Highway. Construction may begin in phases 3-5 but the left turn lane must be completed before phase 6 (townhouses) can begin.

**Shendun Hills Subdivision** – A plan has been submitted showing the desired lots and other required information in the B-3 and R-1 zoning, for the creation of the Shendun Hills Subdivision. This plan meets all the code requirements as permitted uses and will not require any conditional or special use permits. The planning commission reviewed the plan at their September 26, 2023 meeting and are unanimously recommending approval of the plan to the town council.

Respectfully submitted:  
 Tara Morris, Assistant to Town Manager

# Grottoes Police Department Staff Report October 2023

## Staffing

	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Chief	1	1	0
Sergeant	1	1	0
Officer	4	3	1

Officer B. Weaver's last day with the Grottoes Police Department was October 6, 2023. He has accepted a position with Woodrow Wilson Rehabilitation Center Police Department as a police officer.

Sgt Knight and part-time officers are covering the vacant patrol shifts that were created by Ofc. Weaver's resignation and Chief Sullivan is covering open patrol shifts created by vacation and time off requests.

The police department has received two applications for employment and one of the candidates is currently in the background investigation phase of the application process.

## **Staff Development:**

Chief Sullivan has completed Levels 1 and 2 NIBERS training that will assist with submitting accurate incident reports to the Virginia State Police for the required Community Policing Act reports.

Respectfully submitted:  
Jason Sullivan  
Chief of Police





October 2023

# PUBLIC WORKS STAFF REPORT

Staffing	Authorized	Filled	Vacant
Public Works Director	1	1	0
Asst. Public Works Director	1	1	0
Public Works Crew Leader	1	1	0
Maintenance/Utilities Tech	4	4	0
Wastewater Treatment Operator	1	1	0
Part-Time Seasonal Laborer	3	1	2

Continuing development in new areas of town will mean more roads that will be brought into our system that will need to be maintained, plowed with snow, paved, etc., as well as more septic tanks, at utility lines. Maintaining sufficient staffing levels is critical and should be evaluated periodically.

## STREETS

21<sup>st</sup>. St. is open for traffic there a few items like seeding that will be completed soon.

With development east of Birch Avenue, the developers are also working to construct road extensions of 14<sup>th</sup> and 16<sup>th</sup> Streets. As required by code all streets are constructed to VDOT standards.

## WATER AND SEWER

### Septic Tanks

Staff are 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 pump tanks as requested by citizens. 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, the staff is working to ensure that all tanks are inspected at a minimum every 5 years, and a log citing the condition of the tank is kept.

### Wastewater Plant

Mr. Wolverton does great work for the town in running, complying, and maintaining the WWTP.

A.J. met with Rob Mangrum, PE at the WWTP and they began discussing ways to make the plant run more efficiently and to look at ways to upgrade the plant in the future. Since that meeting the town has contracted the services of Mr. Mangrum to conduct a wastewater treatment plant capacity and condition assessment report. The report will also investigate planning the dredging of lagoon A if found to be necessary.

## **Water**

Our staff is updating the GIS map of the utilities whenever a new asset is found or is worked on.

The staff is working with SLM Enterprises to install a totalizer in the elevated tank to read the tank level. There has been a delay installing the totalizer SLM needs the assistance of Southern Corrosion to install an access point on the water tank for the probe. 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.

Staff has been investigating options for having valves installed on waterlines throughout town that allow portions of the network to be cut off when repairs are necessary. Currently, because of faulty valves or lack of valves, for sever or complicated line breakage repairs water needs to be cut off to all of town to do the repair as quickly and safely as possible. Staff hopes to discuss this and other priorities like line replacements and available funding with the water and sewer committee in the coming weeks.

## **New construction**

The Public Works Department conducts inspections for all new water, sewer, and street installations throughout town. There are several active construction sites. Staff is always planning for water and sewer service increases. Residential construction is underway on the extension of 16<sup>th</sup> Street.

Glo fiber is in the process of running conduit in the alleys and easements around town which in turn is keeping the PW staff busy marking utilities and repairing sewer laterals.

## **VEHICLE AND EQUIPMENT MAINTENANCE**

The department supplies preventative maintenance for the Town's equipment and vehicles, including the police department. The Town received a new utility truck which will benefit staff with snow removal and the establishment of crews.

## **PARKS AND FACILITIES**

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

9/1/2023	Maintenance	Caverns	JP,TB,DS,BK	Move gravel into cave	Carried gravel into cave	Parks
9/1/2023	Maintenance	Brush site	JS,DS	Move dirt	Moved dirt	Streets
9/5/2023	Maintenance	401 6th.St.	LR,JS,BK	Water leak 2" main	Repaired leak	Water
9/5/2023	Maintenance	Painter Park	JS,LR,BK	Remove dead trees	Removed trees	Parks
9/7/2023	Maintenance	202 7th.St.	LR,JS,BK	Water leak 2" main	Repaired leak	Water
9/7/2023	Maintenance	1442 Mandolin Ave.	BK,DS	Dirt around septic tank settling	Added dirt seed,straw	Sewer
9/7/2023	Maintenance	98 A St.	DS,BK	Fix Yard	Fixed yard	Water
9/8/2023	Maintenance	21st.& Cherry	JS,LR	Install stop sign	Installed sign	Streets
9/10/2023	Homeowner	707 5th. St.	JP,DS	Pump septic tank Cl.	Pumped septic tank	Sewer
9/11/2023	Maintenance	601 Riverside	BK,LR	Install water meter	Installed water meter	Water
9/12/2023	Homeowner	607 14th.St.	TB,LR	Pump septic tank Cl.	Pumped septic tank	Sewer
9/12/2023	Maintenance	400 17th.St.	DS,BK,LR	Replace culvert	Replaced culvert	Streets
9/12/2023	Homeowner	603 6TH.St.	LR,BK	Pump septic tank Cl.	Pumped septic tank has tree roots	Sewer
9/13/2023	Homeowner	100 Berkeley Ave.	DS,BK	Pump septic tank Cl.	Pumped septic tank	Sewer
9/13/2023	Maintenance	1602 Dogwood Ave.	BK,JS,LR	Water leak 2" main	Repaired leak	Water
9/14/2023	Maintenance	401 6th.St.	JS,LR	Repair yard	Repaired yard	Water
9/14/2023	Maintenance	Dogwood Ave.	BK	Replace/straighten signs	Replaced/staightened signs&post	Streets
9/15/2023	Maintenance	Town	TB,DS,JP,BK	Test Chlorine around town	Tested Chlorine	Water
9/18/2023	Maintenance	Brush site	DS,LR,JP	Install new fence at brush site	Installed new fence	Parks
9/18/2023	Maintenance	Town	JS,BK	Replace/straighten signs	Replaced/straighten signs&post	Streets
9/20/2023	Maintenance	3rd.& Aspen	BK	Replace signs	Replaced signs	Streets
9/20/2023	Maintenance	200 Park Ave.	JS,LR,BK	Water leak in meter base	Dug up fixed leak and installed new setter	Water
9/21/2023	Homeowner	603 6th.St.	BK,JS,LR	Replace and move water meter from driveway	Moved water meter from driveway	Water
9/22/2023	Maintenance	Grand Caverns	DS,JP,LR,BK	Water leak 2" main	Fixed water leak	Parks
9/22/2023	Homeowner	205 2nd.St.	JS,LK	Pump septic tank	Pumped septic tank	Sewer
9/25/2023	Maintenance	6th.St.	JP,JS,LR,BK	Change banners and remove flags	Changed banners and removed flags	Streets
9/25/2023	Homeowner	1103 Forest Ave.	JP,BK	Pump septic tank	Pumped septic tank	Sewer
9/26/2023	Maintenance	21st.St.	JP,JS,LR	Ditch work	Ditch work	Streets
9/27/2023	Maintenance	204 16th.St.	DS,JP,TB	Repair sewer lateral	Repaired sewer lateral	Sewer
9/28/2023	Maintenance	307 6th.St.	JS,LR	Pump septic tank	Pumped septic tank	Sewer
9/28/2023	Maintenance	305 6th.St.	JS,LR	Pump septic tank	Pumped septic tank	Sewer
9/28/2023	Maintenance	304 6th.St.	JS,LR	Pump septic tank	Pumped septic tank	Sewer
9/28/2023	Maintenance	703 Aspen Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer
9/28/2023	Maintenance	1000 Aspen Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer

**Parks & Tourism Staff Report  
October 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
Park Ranger II	1	0	1
Park Ranger I	-	11	-
Park Aide	-	0	-

- Park Aide and Park Ranger I positions replace the prior terminology of Tour Guide. Previously, there were 21 authorized tour guide positions. Staff will determine employee numbers once each position type is filled. With this improved staffing structure, we anticipate needing fewer overall employees.

**Revenue:**

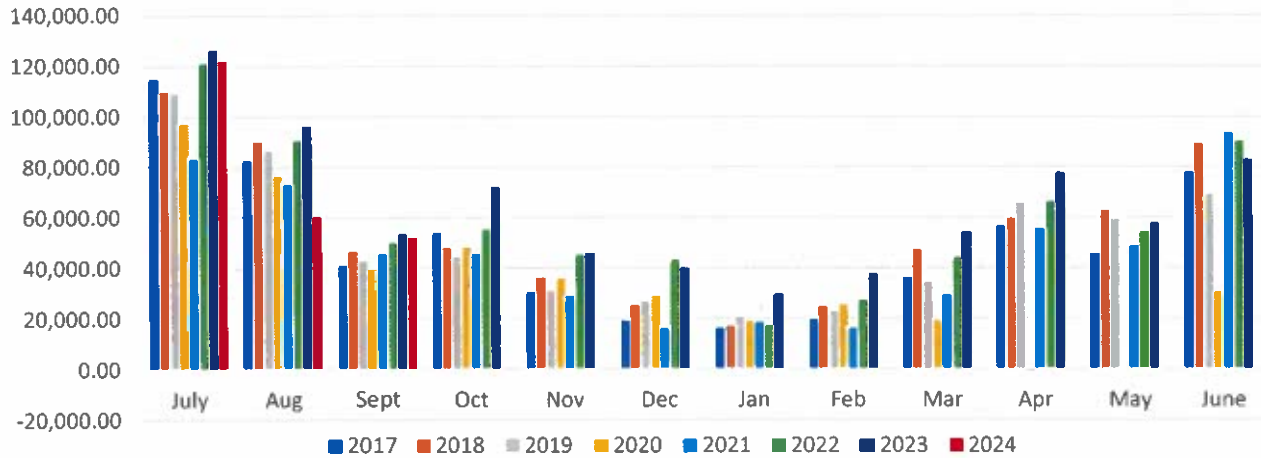
Parks & Tourism generated \$52,043.89 in revenue for the month of September. To compare with previous years please reference the charts at the end of this report.

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

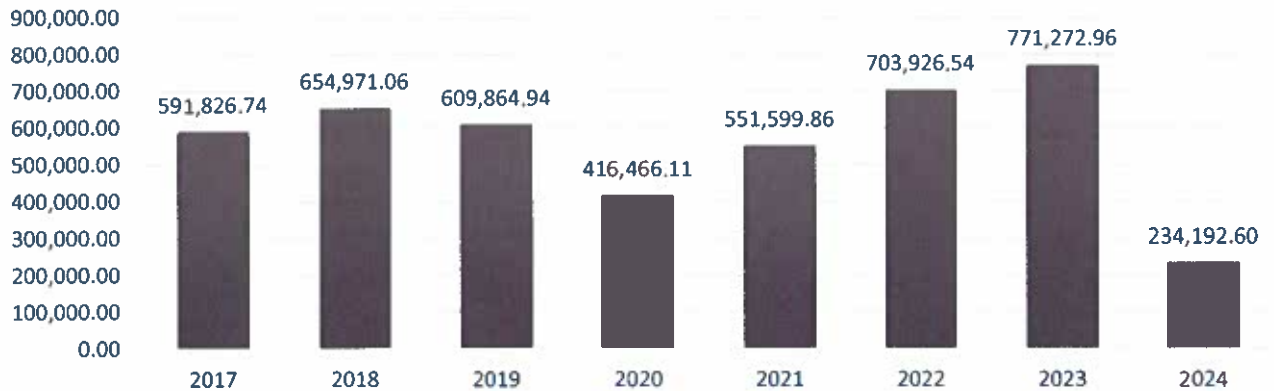
- 1. Phase 2 Communications in Grand Caverns:** This project, funded by Parks Department ARPA money, is nearing completion. We've now finished the installation of communication wiring and have connected each location. All that remains now is for final programming of hardware.
- 2. GPR study of the community pool** with TRC was completed on 9/14/2023. The findings should be submitted in a report any day now which will be made available to Town Council.
- 3. Fall Festival** promises to be even bigger than last year. If you like to hand out candy to trick-or-treaters but don't get enough opportunity from your home. Please consider participating at the Fall Festival's trunk-or-treat section. Last year we had over 700 children with their parents participating in this event. If you're interested in helping, please let me know.
- 4. Haunted Cave** also promises to be even bigger than last year. Here too there are opportunities to volunteer, if not attend. For either special event, you can learn more on the Grand Caverns Facebook page.

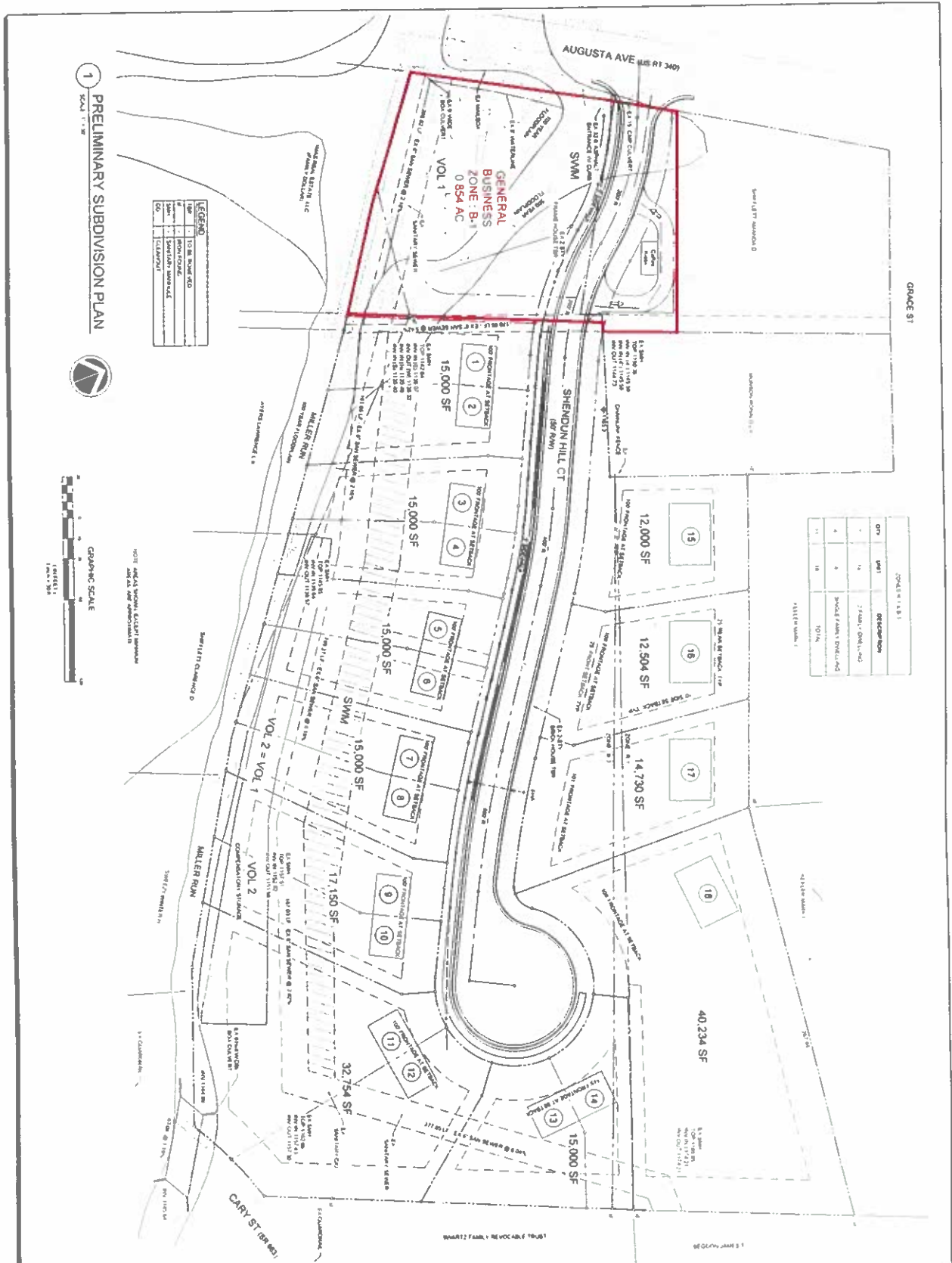
Respectfully submitted,  
Austin Shank  
Parks & Tourism Director

Revenue per Month by Fiscal Year								
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
July	114,666.02	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53
August	82,400.00	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18
September	40,864.00	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89
October	53,621.00	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	
November	29,960.14	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	
December	19,065.81	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	
January	15,989.60	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	
February	19,589.22	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	
March	35,916.00	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	54,117.45	
April	56,393.64	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	
May	45,428.42	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	
June	77,932.89	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	
<b>Total</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>771,272.96</b>	<b>234,192.60</b>



### Total Revenue





**1** PRELIMINARY SUBDIVISION PLAN  
SCALE 1" = 30'

SYMBOL	DESCRIPTION
(Symbol)	15.000 SQUARE FOOT
(Symbol)	PROPOSED DRIVE
(Symbol)	PROPOSED SIDEWALK
(Symbol)	EXISTING SIDEWALK
(Symbol)	EXISTING DRIVE



LOT	AREA (SQ. FT.)	DESCRIPTION
1	15,000	PROPOSED DRIVE
2	15,000	PROPOSED DRIVE
3	15,000	PROPOSED DRIVE
4	15,000	PROPOSED DRIVE
5	15,000	PROPOSED DRIVE
6	15,000	PROPOSED DRIVE
7	15,000	PROPOSED DRIVE
8	15,000	PROPOSED DRIVE
9	15,000	PROPOSED DRIVE
10	15,000	PROPOSED DRIVE
11	32,754	PROPOSED DRIVE
12	17,150	PROPOSED DRIVE
13	15,000	PROPOSED DRIVE
14	15,000	PROPOSED DRIVE
15	12,000	PROPOSED DRIVE
16	12,504	PROPOSED DRIVE
17	14,730	PROPOSED DRIVE
18	40,234	PROPOSED DRIVE

**SHEET 1**  
109.1

DATE: 11/15/13  
BY: [Signature]  
CHECKED: [Signature]  
DESIGNED: [Signature]  
DRAWN: [Signature]

**SHENDUN HILL SUBDIVISION**  
GROVETON, VIRGINIA  
**PRELIMINARY BY-RIGHT SUBDIVISION PLAN**

**TERRA ENGINEERING AND LAND SOLUTIONS, PC**  
PLANNING  
LAND SURVEYING  
CIVIL ENGINEERING  
2725 E. ARDEN DRIVE, LITTLE ROCK, AR 72116  
TEL: 501-477-1511 FAX: 501-477-5295

**New Business #1**