

TOWN OF GROTTUES
TOWN COUNCIL WORKSESSION AGENDA
December 9, 2024
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Discussion on 6th Street water line replacement bids
2. Discussion on the Lagoon dewatering bids
3. Discussion on the Tax and Fee Schedule.
4. Job descriptions
5. Looking ahead for the remainder of FY25

ADJOURN

TOWN OF GROTTUES
TOWN COUNCIL MEETING AGENDA
December 9, 2024
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

ROLL CALLING – CRYSTAL ORTIZ

WELCOME CITIZENS

APPROVAL OF MINUTES – MEETINGS OF NOVEMBER 13, 2024.

ADMINISTRATION OF OATH FOR OFFICE

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
 - a. ACTION – Recommendation for bids on the 6th Street water line replacement project.
 - b. ACTION – Recommendation for bids on the Lagoon dewatering project.
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
 - a. ACTION - Recommendation to appoint Deputy Clerk

STAFF REPORTS:

1. Town Manager
2. Town Attorney
3. Treasurer
4. Assistant Town Manager – ACTION – Tax and Fee Schedule

5. Police Chief
6. Public Works
7. Parks and Tourism Director

NEW BUSINESS

OLD BUSINESS

ADJOURN

A special called meeting of the Town Council of the Town of Grottoes was held on Thursday, November 7, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the Town Council meeting for November 7, 2024, to order at 8:32 a.m.

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

Other Town Officials present were: Interim Town Manager Joseph Paxton, Clerk Tara Morris, and Police Chief Jason Sullivan.

Council member Leeth made a motion to go into closed session pursuant to section 2.2-3711A(1) pertaining to the discussion, consideration, and interviewing of prospective candidates for employment as Town Manager and to also include representatives of the Berkely Group. Council member Justis seconded, and the motion carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE;

At 1:57 pm the Council returned from closed session. Council Member Leeth made a motion, Council Member Raynes seconded, and the motion carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, that the council return to open session.

Mayor Plaster read the certification that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements were discussed; and only such public business matters that were identified in the motion convening this closed meeting were heard, discussed, or considered by the Town Council. Clerk Morris took a roll call, Council member Chittum; so certified, Council member Bailey; so certified, Council member Justis; so certified, Mayor Plaster; so certified, Council member Raynes; so certified, Council member Kohl; so certified, Council member Leeth, so certified.

At 1:59 PM. Mayor Plaster adjourned the special meeting.

ATTEST:

Clerk

Mayor

November 13, 2024

A work session of the Town Council of the Town of Grottoes was held on Wednesday, November 13, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the work session of November 13, 2024, of the Grottoes Town Council to order at 6:05 p.m.

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

Other Town Officials present were: Interim Town Manager Joseph Paxton, Attorney Michael Helm, Attorney Caleb Routhier, Clerk Tara Morris, Treasurer Rhonda Danner, Administrative Assistant Crystal Ortiz, Park Director Austin Shank, and Police Sergeant Steve Knight.

Motion by Council member Leeth, seconded by Council member Raynes; and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS - AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE; the council recessed the work session from 6:06 p.m. until 7:05 p.m. for a closed meeting pursuant to Section 2.2-3711 A (1), pertaining to the discussion, consideration, assignment, appointment, promotion, and salaries of specific employees of the Town.

Motion by Council member Kohl; seconded by Council member Leeth; and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS - AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE., that the Town Council ended the closed meeting.

Mayor Plaster read the certification that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements were discussed; and (ii) only such public business matters that were identified in the motion convening this closed meeting were heard, discussed, or considered by the Town Council. Mayor Plaster took a roll call, Council member Chittum; so certified, Council member Bailey; so certified, Council member Justis; so certified, Council member Raynes; so certified, Council member Kohl; so certified, Council member Leeth, so certified, Mayor Plaster; so certified.

At 7:06 PM. Mayor Plaster adjourned the work session.

ATTEST:

Clerk

Mayor

November 13, 2024

A regular session of the Town Council of the Town of Grottoes was held on Wednesday, November 13, 2024, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of November 13, 2024, of the Grottoes Town Council to order at 7:09 p.m. Mayor Plaster asked for a roll call.

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

Other Town Officials present: Attorney Michael Helm, Interim Town Manager Joseph Paxton, Clerk Tara Morris, Treasurer Rhonda Danner, Administrative Assistant Crystal Ortiz, Parks Director Austin Shank and Police Sergeant Steve Knight.

APPROVAL OF MINUTES

On motion by Council member Raynes, seconded by Council member Justis, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH - AYE the Council approved the minutes of the meetings on October 16, 2024.

CONSIDERATION OF APPOINTMENT OF TOWN MANAGER

Council member Bailey made a motion to hire Kyle O'Brien as Town Manager. Interim Manager Paxton asked if the motion could be amended to add and enter into an employment contract. Council member Bailey amended his motion to add enter into an employment contract with Mr. Kyle O'Brien for the Town Manager position. Seconded by Council member Leeth, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE.

PRESENTATION OF PETITIONS AND CLAIMS (public comment)

None

REPORTS OF STANDING COMMITTEE:

FINANCE - Council member Raynes made a motion, seconded by Council member Leeth and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to approve the financial reports for the month of October 2024.

WATER AND SEWER – no report.

ORDINANCE, HEALTH, AND PROPERTY – Council member Kohl made a motion to approve the lot line revision request for the Morris family, seconded by Council member Justis, and carried by a vote of 6-0, voting was recorded as follows: KOHL – AYE; JUSTIS – AYE; CHITTUM – AYE; BAILEY – AYE; LEETH – AYE; RAYNES – AYE.

Council member Kohl made a motion to approve the lot line revision request in block 126 for Shreckhise Brothers, seconded by Council member Justis, and carried by a vote of 6-0, voting was recorded as follows: KOHL – AYE; JUSTIS – AYE; CHITTUM – AYE; BAILEY – AYE; LEETH – AYE; RAYNES – AYE.

STREET AND STREET LIGHTS – no report

PARKS, RECREATION AND PUBLIC FACILITIES – Council member Chittum asked Parks Director Shank to explain the grant submission. Parks Director Shank said the town was notified of a grant opportunity through Rockingham County and the grant submission deadline is Friday, November 15, 2024. He said he would like to get council permission to submit the grant which is 100 percent funded by the county. Director Shank said the grant is for much-needed improvements to John E. Painter Park to include paving the parking lot, adding a fence along the front of the parking lot, stage improvements, and new roofs on needed shelters. Council member Chittum made a motion to approve the grant submission for the park improvements. Seconded by Council member Leeth, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE.

SPECIAL EVENTS – Council member Leeth said the Veteran’s Day Ceremony was a huge success and suggested if you haven’t attended before you should plan to attend. He said looking ahead the Christmas Parade will be held on Sunday, December 8th at 5:00 p.m. followed by the tree lighting ceremony. Council member Leeth said following the tree lighting ceremony there will be visits with Santa and cookies and hot chocolate.

PERSONNEL, FIRE AND POLICE PROTECTION – Council member Kohl made a motion to; 1) Approve the restructuring of the Public Works Department as recommended by the Interim Town Manager. 2) Establish the position of Assistant Town Manager and appoint Tara Morris, currently Assistant to the Town Manager, to Assistant Town Manager/Zoning Administrator. 3) Appoint Jennifer Whetzel, currently deputy clerk, as Town Clerk. 4) Approve a 1.5% merit-based increase for eligible employees who were employed by the Town as of July 1, 2024. Seconded by Council member Justis, and carried by a vote of 6-0, voting was recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE.

STAFF REPORTS

TOWN MANAGER. – Interim Manager Paxton asked the council to consider a proposal to contract with Cline Associates to pump, haul and dispose from the 247 septic tanks from 2008-

2014, at a cost not to exceed \$61,750.00. He said the funding would come from the sewer fund reserve account. Council member Bailey made a motion, seconded by Council member Leeth, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE to accept the proposal to contract with Cline Associates septic services not to exceed \$61,750.00 with funding coming from the sewer fund reserve account.

Interim Manager Paxton said the next action item for consideration is the Grottoes Fire Department wants to submit a grant application to the Virginia Department of Fire Programs in the amount of \$26,845.00 for seven sets of turn-out gear. He said the max grant amount is \$30,000.00 per locality. Interim Manager Paxton said the turn-out gear they are wanting to replace is between 12-17 years old and the NFPA recommends replacement 10 years from manufacturing date. He said the fire department will need the council's support to be able to apply for this grant. Council member Leeth made a motion to approve the grant submission for the Grottoes Fire Department. Seconded by Council member Justis, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; LEETH – AYE.

ATTORNEY. No report.

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. no report.

RECREATION AND TOURISM DIRECTOR. – Director Shank informed the council that they are looking to fill a Park Aide position to help with the upcoming events that they will be hosting. He said with the time of year he is holding off on the vacant Park Ranger I position until after the first of the year.

Director Shank said that the public works staff will be assisting with the excavation around the Blue Ridge Heritage Project Memorial to prep the area for concrete.

Parks Director Shank gave an update on the pool and said that Phase A and Phase B is almost complete. He said the next step will be to fill the pool and watch the water levels to make sure there is no leak. Director Shank said he will be sending out a RFP for the concrete decking around the pool and hoping to have those results by the next meeting.

NEW BUSINESS

There being no further business, Mayor Plaster declared the meeting adjourned at 7:25 p.m.

Mayor

Clerk



December 4, 2024

MEMORANDUM:

TO: Town Council

FROM: Kyle D. O'Brien, Town Manager

SUBJECT: Staff Report – December 2024

1. Wastewater Treatment Plant Operations

A. Licensed Plant Operator. As previously discussed, the Town's wastewater treatment plant licensed operator retired last month, and the part-time operator (no license) resigned as of the end of October as well. Staff worked with the Water & Sewer Committee to keep them informed of the progress to keep the plant operational. The Town's crew leader, Josh Smith, has experience operating the plant, but is not licensed. He is currently on-site each weekday to perform routine operations. A second town employee is working with him to learn plant operations.

Town staff evaluated several options for licensure oversight, (as submitted by the Interim town manager last month).

1. HRRSA (regional sewer authority) in Mt. Crawford was contacted, but current staffing levels there did not provide the ability to assist the Town.
2. A meeting was held with Inboden, the Town's testing contractor, to obtain pricing for privatizing this service. Should the Town approve this option it would require a significant increase in the cost for residents to offset the higher cost. Inboden recently contacted the Town to advise that it had priced the services as a 24-hour, 365 facility and would be revising their proposal.

3. Rockingham County Department of Public Works was contacted for assistance. The County has two licensed operators and offered to assist the Town temporarily to ensure that the plant has licensed oversight. The cost to the Town will be the hourly rate for the employee that provides the oversight.

Solution for short and long-term licensure oversight:

- Town Manager (TM) is meeting this week with former WWTP employee (Alan) who retired last month to work out details of him working part-time to sign off on documents etc., while current employee (Patrick) continues training and can sit for his Class III license, (approx. one year). Alan has expressed his willingness to work part time earlier this week, so just the details need to be worked out at this point.
- TM has investigated what needs to be done to renew his own wastewater license (Class III), and it is just a matter of taking the test again, after reviewing the materials needed for the exam. This will provide an additional signatory for the monthly reports, as well as long-term licensure oversight if needed.

Please let me know if you have any questions regarding these matters.

Respectfully submitted,

Kyle D. O'Brien

Treasurer's Staff Report December 2024

Maximum Investment Sweep Account

For the month of November, we have earned \$7,008.25 in interest. The interest rate was 2.40%.

Audit

We are waiting for the FY21 audit report. We are expected to start FY22 by January.

Taxes

Real Estate taxes have been printed and are in the process of being prepared for mailing. The Personal Property taxes will be received from our software company on 12/16 and will be printed that week. Taxes are mailed out on or before January 5th and due February 5th.

Accounts Payable

Date: November 2024

Number of Checks: 86

Total AP Expense: \$149,745.22

Donations

Next month we will be processing the Fire Department and Rescue Squad donation checks. Each will receive \$9,500 and will have their bills refunded from the previous year on the same check. We will also be processing the Grottoes Cardinals check for \$1,800.



**Land Development Staff Report
December 2024**

Zoning Permits issued (November 2024)

- 3 Permits
- 0 Single-Family
- 3 Town houses
- 0 Duplex

2024 total to date

- 48 Total Permits
- 2024 Total Dwellings**
- 10 Single-Family
- 3 Townhouse units
- 1 Duplex

Six-unit Townhouse project (Aspen Avenue) – Staff continues to collaborate with the engineer and developers to complete the final plan and permitting process for the townhouse project. The required departments at Rockingham County have reviewed by the site plan and a reply has been sent to the developer.

Forest Station – The first set of six townhouses are complete. The developer has applied and received permits for the three-unit townhouse section. This approved development is for a total of thirty-three townhouses.

ACTION – Tax and Fee Schedule – To amend the Tax and Fee Schedule for FY 25 to include:

Fee for removal of abandoned or inoperable vehicles	\$225.00 per vehicle
Fee for storage of vehicles removed from property	\$50.00 per vehicle per day

The recommended fees are the current charges by the local towing and storage company for this service. Fees assessed under chapter 53 constitute a lien on the property from which the vehicles were taken.

Section 53.5 establishes that the cost of the removal, storage, and disposal of abandoned or inoperable vehicles shall be chargeable to the owner of the property, and the Town may collect the charges as taxes are collected. The costs incurred by the property owner shall be “usual and customary” in the commercial marketplace, but in no event shall exceed the costs as provided on Schedule A, which is the Town of Grottoes Tax and Fee Schedule.

Respectfully submitted:
Tara Morris
Assistant Town Manager

Parks & Tourism Staff Report October 2024

Staffing:	Authorized	Filled	Vacant
Parks & Tourism Director	1	1	0
Parks & Tourism Assistant Director	1	1	0
Parks Coordinator	1	1	0
Park Ranger II	2	2	0
Park Ranger I	11	10	1
Park Aide	2	1	1

- *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:

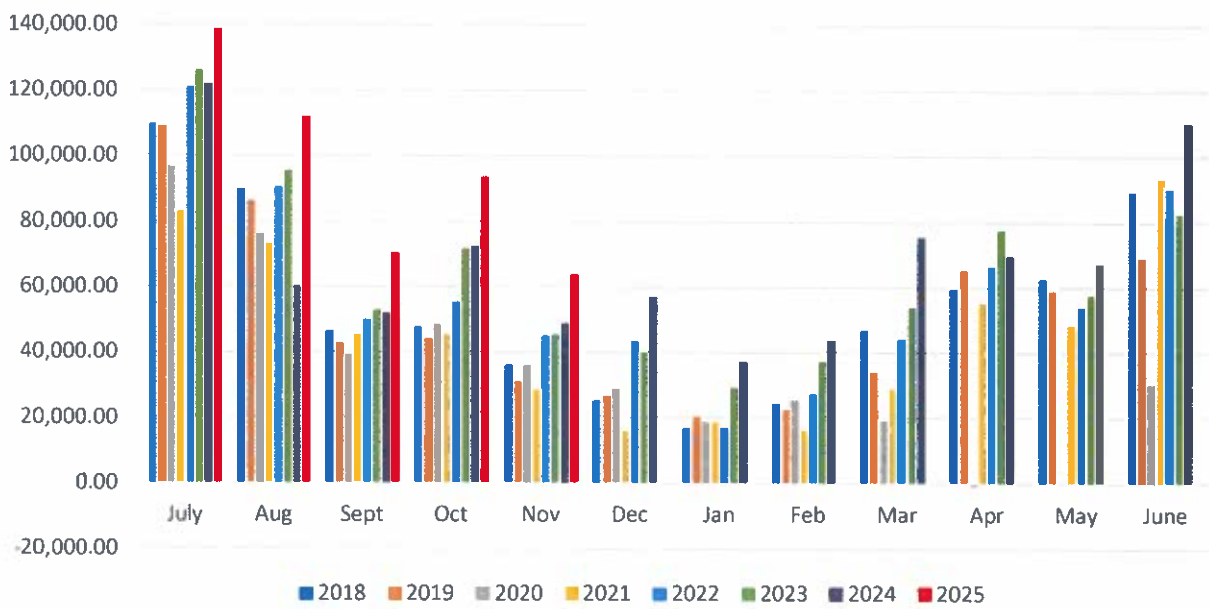
Parks & Tourism generated \$63,760.76 in revenue for the month of November. This is a \$14,947.27 (31%) increase from November 2023, which also makes it the new record high for the month. This increase is mostly from general admissions (+6.5K), adventure tours (+4.3K), and giftshop sales (+2.7K).

1. **Pool:** The pool has been filled, in no small part due to local Rockingham county and Grottoes Fire Departments. The freezing temperatures over Thanksgiving weekend put any exposed plumbing at risk, so town staff and FD staff/volunteers accelerated our fill. Staff will continue to monitor the water levels and make note of any unexpected changes.

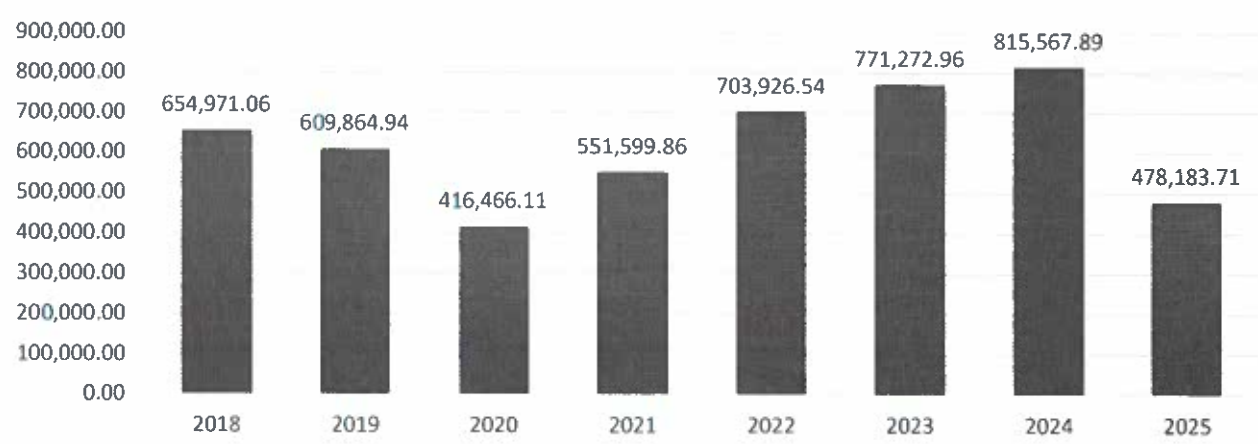
An Invitation to Bid has been advertised for the pool concrete decking. Staff is inviting bids for both a partial and full decking replacement for council to consider. The bids are due 12/18/2024, at which point staff will provide them for Council's consideration.

2. **The Blue Ridge Heritage Project:** The ADA accessible concrete pad was poured around the chimney memorial over the week of Thanksgiving. The Augusta County BRHP board informed staff that they are now shifting an announcement/ribbon cutting for April of 2025. Staff agrees this is a productive shift and should allow for improved attendance and public awareness. Staff will keep Town Council updated on continued progress, which will include the installation of interpretive signage and seating at the memorial.
3. **Subterranean Arts:** Caroling in the Caverns' final show occurs on Friday, 12/13th, which is a fundraiser benefiting the South River Boys & Girls Club and the Grand Caverns' playground fund. Staff will update the council on revenues generated at the next council meeting. The Parks & Tourism department has debuted the next phase of Subterranean Arts with Cinema. Holiday movies in the cave will take place 12/14 & 12/15. Subterranean Sound 2025 lineup/dates/ticket prices has been announced, with tickets going on sale 12/18th at 8:30 am. Staff will update council on ticket sales for both events during the next council meeting.

Revenue per Month by Fiscal Year								
	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
July	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53	138,668.44
August	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18	112,013.21
September	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89	70,317.75
October	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94	93,423.55
November	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49	63,760.76
December	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12	
January	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92	
February	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	43,610.16	
March	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	54,117.45	75,431.34	
April	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	69,633.56	
May	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	67,238.58	
June	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	110,266.18	
Total	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	815,567.89	478,183.71



Total Revenue



TOWN OF GROTTOS TAX & FEE SCHEDULE

Staff Report #4
Action

FY25 Approved

TAXES:	FY25 Approved	Additional Fees and/or Notes
Real Estate Tax	\$0.10	Per \$100.00 assessed value
Personal Property Tax	\$0.38	Per \$100.00 assessed value
Machinery and Tools Tax	\$0.38	Per \$100.00 assessed value
Farm Machinery Tax	\$0.38	Per \$100.00 assessed value
Mobile Home Tax	\$0.10	Per \$100.00 assessed value
Communication Tax		Set by State Code 58.1-622
Utility Tax		Set by State Code 58.1-2900
Bank Stock Tax	80%	On Net Capital of the State Rate of the Franchise Tax
Motor Vehicle Licensing Fee (Automobiles)	\$20.00	
Motor Vehicle Licensing Fee (Motorcycles)	\$7.50	
Motor Vehicle Licensing Fee (Trailers Under 1,500 lbs.)	\$6.50	
Motor Vehicle Licensing Fee (Trailers Over 1,500 lbs.)	\$15.00	
Golf Cart / UTV Registration	\$25.00	
Meals Tax	6%	based on gross receipts for prepared meals
Cigarette Tax	\$0.30	Per Pack
Transient Occupancy Tax	2%	On the amount paid for short term rental
Business License/ Occupation Tax:		
Solicitors	\$25.00	
Bill Posters	\$30.00	
Carnivals/Circuses/ Animal Shows	\$100.00	Per Day
Coin-Operated Machines or Devices	\$10.00	Per Machine(Not to Exceed \$200 Annually)
	\$0.12	Per \$100.00 of Gross Receipts
Contractors	\$0.12	Per \$100 of Gross Receipts (Minimum \$25) (Based on \$25,000 or Greater Project)
Financial, Real Estate, & Other Professional Services	\$0.30	Per \$100.00 of Gross Receipts
Fortune Tellers	\$100.00	Per Week
Peddlers	\$500.00	
Repair, Personal, & Business Services	\$0.20	Per \$100 of Gross Receipts (Minimum \$25)
Retail Merchants	\$0.15	Per \$100 of Gross Receipts (Minimum \$50)
Direct Sellers (for sales exceeding \$4,000)	\$0.20	Per \$100 of Retail Sales, OR
	\$0.05	Per \$100 of Wholesale Sales; whichever is applicable
Telephone and Telegraph Companies	0.50%	of Gross Receipts
Water, Heat, Light & Power Companies	0.50%	of Gross Receipts
Wholesale Merchants	\$0.05	Per \$100 of Purchases (Minimum \$25)
Hobby Horses/ Merry-Go-Rounds	\$30.00	
Shooting Galleries	\$30.00	
Photographer (w/no place of business)	\$10.00	
Retail Sellers of Alcoholic Beverages	\$10.00	In addition to Retail Merchant Taxation
Junk Dealers	\$50.00	For license for transacting business;
	+\$25.00	For doing business at premise other than listed on the license
Itinerant (Precious Metals/Gems) Dealer	\$ 50.00	Per Day
Taxicab Driver's License	\$0.50	Each Application Form;
	+\$5.00	Each Fingerprinting by the Police Department;
	+\$5.00	For Making of Photographs by the Police Dept;
	+\$1.50	For Each License Issued;
	+\$1.00	For Each License Renewal
ADMINISTRATIVE FEE SCHEDULE:		
Return Check Fee	\$30.00	
Hard Copy of Large Town Map	\$10.00	
Hard Copy of Zoning Ordinance	\$20.00	

Parking Tickets:		
Handicapped Zone	\$100.00	
Fire Lane	\$50.00	
No Valid Inspection	\$25.00	
Fire Hydrant	\$50.00	
No Valid Plates/License	\$25.00	
No Parking Zone/Painted Curb	\$20.00	
Blocking Establishment/Driveway	\$20.00	
DMV Processing Administrative Fee	\$30.00	
ZONING/PLANNING FEE SCHEDULE:		
Zoning Permit	\$2.50	Per \$1,000 of Value (Minimum \$30.00)
Conditional/Special Use Application	\$200.00	(Plus Cost of Zoning Permit)
Variance Application	\$250.00	(Before BZA)
Rezoning	\$250.00	plus \$10 per lot
Site Plan Application & Reivew		
Residential	\$250.00	Plus \$10 per unit, if applicable
Commercial	\$250.00	Plus \$10 per 1/4 acre
Subdivision Plat		
Preliminary	\$250.00	Plus \$10 per lot
Final	\$150.00	
Lot Line Adjustment (Deed Exception)	\$100.00	
Approved Plan Amendment or Revision	\$100.00	
Comprehensive Plan Amendment	\$250.00	
FACILITY FEE SCHEDULE:		
Community Room	\$150.00	Per Day (Includes \$50.00 Refundable Deposit)
John E. Painter Park:		
Small Shelter	\$45.00	Per Day
Large Shelter	\$55.00	Per Day
Shifflett Field Light Usage	\$10.00	Per Hour (Excludes RCBL and GCLL Teams)
Grand Caverns Park:		
Shelter #1	\$75.00	Per Day
Shelter #2	\$90.00	Per Day
Shelter #3	\$75.00	Per Day
Shelter #4	\$75.00	Per Day
Shelter #5	\$60.00	Per Day
Miniature Golf	\$3.00	1st Game (\$2.00 each game after)
Grand Caverns:		
Regular Adult Admission	\$ 27.00	
Regular Child Admission	\$ 17.00	Ages 3-12 (Ages 2 & Under Not Allowed)
Grottoes Resident Rate	\$ 17.00	Proof of Residency Required
Grottoes Resident Child Rate	\$ 14.50	
Senior Citizen Rate	\$ 25.00	age 60+
AAA Adult Rate	\$ 24.50	Card Required
AAA Child Rate	\$ 14.50	
Military/Public Servant Adult Rate	\$ 24.50	Proper ID Required (Fire, Police, & Rescue)
Military/Public Servant Child Rate	\$ 14.50	
AARP Member Rate	\$ 24.50	Card Required
Rock Bottom Tour	\$65.00	
Rock Bottom Tour - student	\$55.00	
Grottoes Crawl Tour	\$80.00	
The Gauntlet Tour	\$120.00	
Grand Caverns Private Tour Rates:		
Regular Walking Tour	\$475.00	25 person maximum
Regular Walking Tour	\$650.00	35 person maximum
Regular Walking Tour	\$550.00	non-profit/collegiate 35 person maximum
Rock Bottom Private Tour	\$675.00	15 person maximum
Grottoes Crawl Private Tour	\$675.00	12 person maximum
The Gauntlet Private Tour	\$900.00	10 person maximum
Youth Regular Walking Tour	\$365.00	(Ages 3-12) 25 person maximum

Youth Regular Walking Tour	\$500.00	(Ages 3-12) 35 person maximum
Youth Regular Walking Tour	\$425.00	(Ages 13-19) 25 person maximum
Grade Specific Walking Tour	\$220.00	(Ages 3-12 1st - 5th grade) 25 person maximum
Grade Specific Walking Tour	\$300.00	(Ages 13-19 6th - 12th grade) 25 person maximum
Grade Specific Walking Tour	\$260.00	(Ages 3-12) 35 person maximum
Grand Caverns Rental:		
First 2 hours	\$500.00	(Minimum Charge)
Additional per hour charge:	\$100.00	
Weddings in the Cave:		
Rental Fee	\$1,500.00	Package # 1
Rental Fee	\$2,500.00	Package # 2
Rental Fee	\$3,500.00	Package # 3
Tip Fee	\$50.00	Per Tour Guide (1 Guide per 25 Persons)
Public Works Labor Charges:		
Mowing Fees	\$100.00	Per Hour (Minimum \$100.00)
Removal of Junk	\$60.00	Per Hour (Minimum \$50.00)
Trash Collection:		
Regular Rate	\$39.00	Bi-Monthly per customer (was \$36.50; WM Rate Increase)
Additional Trash Can	\$1.50	Per month charge
Water & Sewer Fund:		
Water Account Deposit	\$75.00	
Sewer Account Deposit	\$75.00	
Service Reconnection Fee (Regular Hours)	\$35.00	
Service Reconnection Fee (After Hours)	\$70.00	
WATER RATES:		
Base Rate (Based on 2,000 Gallons of Usage)	\$25.63	Bi-Monthly
Rate per 1,000 Gallons of Consumption	\$2.08	Bi-Monthly
Standpipe Fees	\$15.84	Per Load (Plus Base Water Rate)
Senior Citizen Reduction	\$2.25	Bi-Monthly
Meter Testing	\$5.00	
SEWER RATES:		
Base Rate (Based on 2,000 Gallons of Usage)	\$59.05	Bi-Monthly
Rate per 1,000 Gallons of Consumption	\$3.88	Bi-Monthly
Senior Citizen Reduction	\$2.25	Bi-Monthly
Septic Tank Pumping	\$300.00	Per Pumping (If Not on Municipal System)
WATER CONNECTION FEE:		
Residential	\$5,000	
Commercial	\$6,500	
SEWER CONNECTION FEE:		
Residential	\$5,000	
Commercial	\$6,500	
ONLINE PAYMENT FEE:		
Transaction fee	3% (\$2.95 minimum)	Per transaction (E-checks \$2.25 flat)