

TOWN OF GROTTUES
TOWN COUNCIL WORKSESSION AGENDA
March 11, 2024
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Annexation Policy Discussion
2. Public Works Surplus Equipment
3. Little League

Surplus Equipment

- 2017 Scag Cheetah zero turn mower with a 61” mowing deck – Engine has issues and deck mows uneven.
- Scag Sulky zero turn mower – age and maintenance cost
- Toro Groundmaster 220 mower – age and maintenance (deck bracket is broke)
- Husqvarna zero turn mower – age and can't gets parts
- 1998 Ford Contour – maintenance cost high and idles rough and cuts off

TOWN OF GROTTOS
TOWN COUNCIL MEETING AGENDA
March 11, 2024
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

ROLL CALLING –CLERK MORRIS

WELCOME CITIZENS

APPROVAL OF MINUTES – FROM THE MEETINGS OF FEBRUARY 12, 2024.

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. Senior Signs and Banners

OLD BUSINESS

ADJOURN

February 12, 2024

A work session of the Town Council of the Town of Grottoes was held on Monday, February 12, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the work session of February 12, 2024, of the Grottoes Town Council to order at 6:00 p.m.

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

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

Mayor Plaster said the first item for discussion is the Grottoes Little League lease and utilities. Manager McAlister stated that staff has been working with the little league on the lease. The league is asking the town to pay all utilities. She informed Council that the league will not receive bills for town utilities. Discussion regarding the lease agreement ensued. Manager McAlister noted that in years past, based on lease agreements that were reviewed, the little league maintained and repaired the buildings on the property associated with the fields they utilize. Council member Bailey made a motion, seconded by Council member Justis, and carried by a vote of 4-0-1, voting recorded as follows: CHITTUM – ABSTAIN; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE, to add back into the lease that the little league will maintain and repair the buildings, council will make an annual \$500.00 per year donation toward the electric bill, and that the council liaison will serve as the point of contact with the little league. Council member Chittum abstained due to a conflict of interest.

Council member Bailey made a motion, seconded by Council member Justis, and carried by a vote of 4-0-1, voting recorded as follows: CHITTUM – ABSTAIN; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE, to approve the sub-lease of the concession stand to Goodness Gracious LLC. Council member Chittum abstained due to a conflict of interest.

Council member Bailey made a motion, seconded by Council member Kohl, and carried by a vote of 4-0-1, voting recorded as follows: CHITTUM – ABSTAIN; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE, to approve the replacement of the yellow corrugated tube with a safer red padding around the outfield fences. Council member Chittum abstained due to a conflict of interest.

Mayor Plaster said the next item on the agenda is to set a Council Retreat. She said at the retreat they will be discussing their part with the comprehensive plan, training for FOIA/COIA,

reviewing Roberts rules, and discussing what next year will carry. After discussion the Retreat was set for March 20, 2024 at 5:30 p.m. and will conclude by 8:30 p.m.

Mayor Plaster adjourned the meeting at 6:37 p.m.

February 12, 2024

A regular session of the Town Council of the Town of Grottoes was held on Monday, February 12, 2024, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of February 12, 2024, of the Grottoes Town Council to order at 7:00 p.m. Mayor Plaster asked for a roll call.

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

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

APPROVAL OF MINUTES

On motion by Council member Raynes, seconded by Council member Justis, and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE, the Council approved the minutes of the January 8, 2024, meetings as presented.

PRESENTATION OF PETITIONS AND CLAIMS (public comment)

Mary Robertson said she was here tonight to say thank you for the work you do. She said she wanted to thank A.J. and his staff for edging along Edgewood Street after the street paving. She said the public works did a great job. Ms. Robertson said years ago her husband attended the Planning Commissioners course and has the books from the course if the town would like them. She also asked that next year when we post the winners of the home decorating contest if we could put them on the sign out front. She said when they read it in the council chatter the decorations were already down and they missed seeing them decorated. Ms. Robertson said speaking of the council chatter she would like to see more town information on what staff have been doing. She feels citizens need to know what a good job staff is doing for the town.

John and Nancy Dinges addressed the council with an issue in the 500 Block of 14th Street. He said the property owner at 506 14th Street has at least 11 cats that are roaming free around the neighborhood and two dogs, one of which is tied in the yard. He said the cats are digging in the neighbor's flower gardens and using the bathroom on the welcome mats at their front door. He asked if the town could enforce the town code 48-1(F) which limits the number of dogs and cats a person can have to three of each. Mr. Dinges said the state code states all cats and dogs should have tags and none of these cats do. He said his daughter got scratched on their property by one of the free roaming cats. He was advised by the officer to contact animal control or that he could

live trap them and take them to the SPCA or Cats Cradle. Mr. Dinges said a council member in the neighborhood knows about this and that he had to put up a privacy fence to keep the cats from using his kids sandbox as a litter box. April Thornton said she is concerned if these cats have their vaccines and that they keep reproducing. Mayor Plaster thanked them for coming tonight and said we will look into this matter.

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: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES - AYE; KOHL – AYE, to approve the financial reports for the month of January.

WATER AND SEWER – Council member Bailey thanked the public works staff for all the hard work repairing the water leaks with minimal interruption in service

ORDINANCE, HEALTH, AND PROPERTY – no report

STREET AND STREET LIGHTS – no report

PARKS, RECREATION AND PUBLIC FACILITIES – no report

SPECIAL EVENTS – no report

PERSONNEL, FIRE AND POLICE PROTECTION – no report

STAFF REPORTS

TOWN MANAGER. Manager McAlister gave a quick review of her staff report. She pointed out that the Central Shenandoah Planning District Commission met with the Planning Commission and has begun the first steps for the comprehensive plan update. Manager McAlister said she has also compiled a list of major projects that she will be working on this year. She said the last item is Dominion Energy will be upgrading the transmission lines from Harrisonburg to Grottoes then from Grottoes to Doods. She said Dominion Energy will be sending out a mailer and holding a meeting at South River to explain the project. This project construction is expected to start in 2026.

ATTORNEY. No report.

TREASURER. Treasurer Danner informed the council that the budget verses actual will be emailed out tomorrow. Manager McAlister said the 2020 audit is complete and they have started the 2021 audit.

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

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

PUBLIC WORKS. Manager McAlister said that they have successfully replaced the leaking valve at the well lot and will be inserting more valves throughout the town to be able to minimize the number of citizens disrupted when major leaks occur.

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

Mayor Plaster declared the meeting adjourned at 7:23 p.m.

Mayor

Clerk



MEMORANDUM

TO: Mayor and Town Council
FROM: Stefanie McAlister, Town Manager
DATE: 7 March 2024
SUBJECT: Staff Report

1. Annexation Policy

The town has a standing policy regarding providing services (water, sewer, trash) to areas outside town but within out designated growth area. At the end of 2001 the town and Rockingham County entered into an annexation agreement. This agreement allows the town to annex any properties requesting town services such as water and sewer as long as they are within our growth area. A realtor representing the landowner, recently requested that the town consider annexing six to-be-created lots on a 40+ acre parcel of land off Cary Street, owned by James and Jacinta Weaver, and currently in our growth area. The property is zoned R3 by the County. A copy of the agreement and a copy of the preliminary plat are attached. This item will be discussed during the work session.

2. El Carreton Mexican Grill Lease Agreement

The town is leasing the property at 204 Aspen Avenue (the old jail site) for the site of a food truck. The proprietors of the food truck have many years of cooking and restaurant experience and specialize in Mexican cuisine. They will be utilizing the building for water access, restroom for workers only, and electrical service. We will be working with them to ensure site layout and safety. Owner Juan Malaga has stated that he intends to have regular hours at the site and cover both lunch and dinner services. The lease agreement will be reevaluated in six months.

3. Third Well Tie-in Progress

Engineer Rob Mangrum continues to make progress on site design for the area of the third well. Surveys have been completed and driveway design is underway. Mr. Mangrum and Public Works staff will be working to determine the new water line route. A site entrance permit will need to be obtained from VDOT, and easements for the water line will be sought once final placement is determined.

4. Rockingham County Development Tracker

Rockingham County has launched a new resource to track development activity occurring throughout the County. The application tracks rezoning and special use permit requests under review and approved, site plans under review and approved, building permits under review, projects under construction, and recently completed building projects. The application is user-friendly and easy to navigate, providing the public with a clear vision of the County's development pipeline. Information will be updated weekly.

**THE COUNTY OF ROCKINGHAM
AND
THE TOWN OF GROTTUES**

ANNEXATION AGREEMENT

THIS AGREEMENT is made and entered into this 16 day of October, 2001, by and between Rockingham County, a political subdivision of the Commonwealth of Virginia ("County"), and the Town of Grottoes, a municipal corporation of the Commonwealth of Virginia ("Town")

RECITALS

A. The County adopted a Comprehensive Land Use Plan for Rockingham County which promotes growth in and around the incorporated towns of the County and encourages the development of an Annexation Agreement between the Town and County for the annexation into the Town of those areas shown on Exhibit A and designated by this Agreement as the Grottoes Growth Area (GGA).

B. The Town and County wish to enter into an Agreement defining annexation rights pursuant to § 15.2-3231 of the Code of Virginia, 1950, as amended.

C. The Town and County have agreed to allow the Town to annex as much of the GGA by ordinance as the Town deems necessary, subject to this Agreement.

D. The Town wishes to relinquish its right to seek independent city status.

E. The Town and County have negotiated this Agreement regarding annexation which will be in the best interests of all the citizens of the County, including the citizens of the Town and the GGA.

Pursuant to § 15.2-3231 of the Code of Virginia, 1950, as amended, the Town and County, in consideration of the mutual covenants and agreements contained herein, agree to perform the following acts and to be bound by the following statements and principals in settlement of all annexation issues.

1. **Relinquishment of City Status.** The Town hereby permanently relinquishes its right to seek city status.

2. **Annexation of All or Portion of Land.** The Town shall have the right to annex all or any portion of the GGA by ordinance(s) enacted any time after the effective date of this agreement; provided, however that any area annexed shall be contiguous with the then corporate Town limits. Any annexation ordinance adopted shall meet all requirements of law and, whether required by law or not, the Town shall first hold a public hearing on such ordinance and advertise the hearing for two consecutive weeks in a newspaper of general circulation in the Town and County. The Town shall give written notice of the hearing to the County. Any annexation ordinance(s) adopted shall provide for an effective date of either June 30 or December 31 of the year of final adoption. Certified copies of any and all annexation ordinances shall be filed where required by law, including with the Clerk of the Circuit Court of Rockingham County, Virginia, the Secretary of the Commonwealth of Virginia, and all other appropriate local, state and federal agencies that require notice of annexation, but the failure to file with any such local, state or federal agency shall not affect the validity of any such ordinance.

3. **The Annexation Ordinance.** Any annexation ordinance adopted by the Town shall include, but not be limited to:

- a. A metes and bounds description of the property to be annexed.

- b. A map showing all parcels to be annexed.
- c. An accurate census of the area to be annexed.

4. **Extension of Services.** The Town shall extend water and sewer services to the property lines of all property owners, including residential, commercial and industrial, in any annexed area in accordance with then existing policies of the Town, such extension of water and sewer services to be concluded within five (5) years from the date of annexation if those services are requested by property owners. The Town shall provide street lighting within five (5) years from the date of annexation. Other municipal services will be extended by the Town into annexed areas on the effective date of each annexation. All such services will be of the same quantity and quality as are available generally within the entire town

5. **Equalization of Utility Charges.** The Town agrees that simultaneously with the execution of this Agreement, it will equalize the rates it charges for water and sewer customers outside of its boundaries but within the GGA so that the rates are the same as those charged within its corporate boundaries.

6. **Agriculture.** The Town has no desire to annex acreage which is principally and actively devoted to agricultural production unless such acreage is largely embraced by property appropriate for annexation and cannot, in the judgment of the Town, be reasonably excluded therefrom. The Town commits that it will continue to protect existing farm lands within any annexed area through the use of zoning and land use ordinances, including the land use assessment system. The Town states its intention to allow the continued agricultural use of any farm land which it annexes by way of favorable ordinances, subject to best management practices.

7. **Development of Area.** Although the Town does not commit itself to annex any

of the land within the GGA it does intend to consider seriously requests for annexation and the needs therefor and the feasibility thereof within these areas from time to time. The goal of both the Town and County is protection of the water shed in both the GGA and the area of the County immediately surrounding the GGA, to provide for orderly development of the land and to serve the needs of the area as and when they arise. The County pledges as to any lands within the GGA that it will consult with the Town before approving subdivisions and rezoning. The County's obligation to consult shall be complied with if the Town is given twenty (20) days to comment on any final subdivision plat. As to zoning, the County shall give thirty (30) days' written notice of each public hearing date to the Town and the Town shall give its written comments to the County at least seven (7) days prior to such public hearing. The right to make such changes prior to annexation is reserved by the County but the Town shall be consulted in each instance. No public hearing concerning the unannexed portion of the GGA, either *de jure* or *de facto*, shall be held by either body without at least twenty (20) days' notice to the other.

8. **Planning.** A comprehensive plan for the use and development of the entire GGA shall be developed no later than two years from this date by the Town. Before adopting the plan the Town shall refer it to the Planning Commission of Rockingham County who shall study and comment on it to the Board of Supervisors of the County . The County, through the Board of Supervisors, shall then make whatever comments it desires to the Town. The County and Town agree to promptly notify each other of any requested or planned changes in land use, zoning, special use or development regulations which would affect the GGA. The County and the Town further agree to solicit, welcome, and carefully consider the views of each other in this regard.

9. **No Annexation Outside Agreed Area.** Town agrees that until the entire GGA is

annexed it will not voluntarily seek to annex any other areas within Rockingham County. Citizens' petitions for annexation shall be processed in accordance with the applicable provisions of the Code of Virginia in effect at the time of the petitions.

10. **Sections are Severable.** In the event any section of this Agreement is found to be illegal or unconstitutional by a court of competent jurisdiction, such finding shall apply only to that Section and all other provisions shall remain in full force and effect, except that if the Town's renunciation of city status is held illegal or unenforceable County shall have the right to withdraw its consent to annexation and terminate this Agreement as to any area not theretofore annexed and Town shall the right to rescind its agreement under paragraph five (5) to equalize utility charges.

11. **Costs and Attorney's Fees.** Each party to this Agreement shall pay its own attorney's fees; all other costs of annexation shall be paid by Town.

12. **Right to Modify or Amend.** The Town and County reserve the right to modify this Agreement by joint consent and in writing whenever the needs of the Town and County and of the citizens of each require such modification or amendment.

13. **Entire Agreement.** This written Agreement constitutes the entire agreement between the County and Town on the issue of annexation of the GGA.

WITNESS the following signatures and seals.

COUNTY OF ROCKINGHAM

By Michael A. Bauli
Chairman, Board of Supervisors

ATTEST:

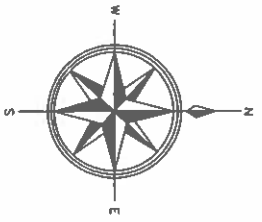
[Signature]
County Administrator

TOWN OF GROTTUES

By Douglas W. Shipp
Mayor

ATTEST:

Tara H. Martin
Clerk



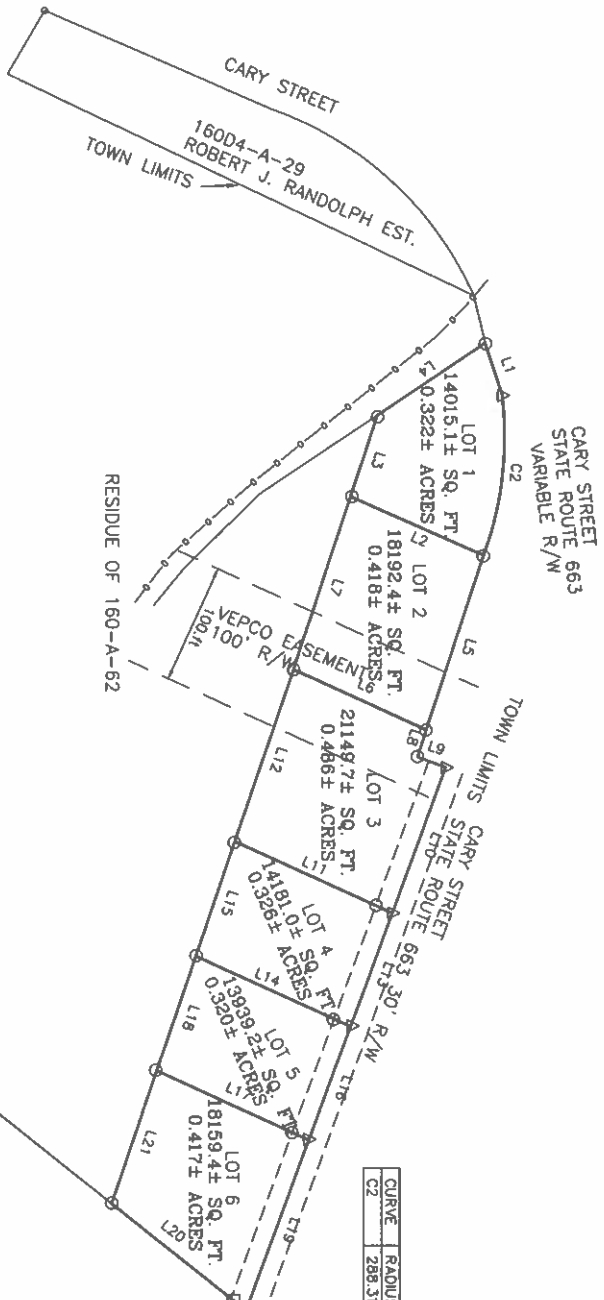
- 1 = BEARINGS ARE MAGNETIC
- 2 = SCALE 1" = 100'
- 3 = TAX MAP = 160-A-62
- 4 = DATUM AS SHOWN HEREON IS ACCORDING TO RECORDED INFORMATION AND IS A CURRENT FIELD SURVEY.
- 5 = NO TITLE REPORT FURNISHED
- 6 = OTHER RIGHTS OF WAY AND EASEMENTS IF ANY, ARE NOT SHOWN

- LEGEND
- O = IRON PIN SET UPON TOWN APPROVAL
 - Δ = POINT
 - = POST

NOTE: THIS PROPOSED DIVISION IS CURRENTLY IN THE COUNTY. IT WILL HAVE TO BE ANNEXED INTO THE TOWN OF GROTTOS TO CONFORM FOR LOT SIZE AND FOR WATER AND SEWER.

LINE	BEARING	DISTANCE
L1	N 72°10'05" E	45.12'
L2	S 23°53'53" W	120.59'
L3	N 21°47'07" W	70.96'
L4	N 33°45'41" W	107.33'
L5	S 71°47'07" E	192.29'
L6	S 24°32'36" W	120.74'
L7	N 71°47'07" W	150.92'
L8	S 71°47'07" E	23.71'
L9	N 19°50'33" E	25.00'
L10	S 69°45'43" E	128.84'
L11	S 24°32'36" W	143.02'
L12	N 71°08'12" W	150.74'
L13	S 69°45'43" E	100.28'
L14	S 24°32'36" W	140.60'
L15	N 71°08'12" W	100.49'
L16	S 69°45'43" E	100.28'
L17	S 24°32'36" W	138.18'
L18	N 71°08'12" W	100.49'
L19	S 69°45'43" E	150.46'
L20	S 36°28'11" W	142.14'
L21	N 71°08'12" W	116.40'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C2	286.31'	135.02'	133.79'	S 83°34'25" E



PROPOSED SUBDIVISION OF A PORTION OF THE JAMES R. AND JACINTA R. WEAVER LAND LOCATED IN THE STONEWALL DISTRICT OF ROCKINGHAM COUNTY, VIRGINIA.

OWNER: JAMES R. AND JACINTA R. WEAVER
 REFERENCE: DEED BOOK 5397, PAGE 408

JOB NO. R160-A-62 DATE: JANUARY 16, 2024

NEWMAN SURVEYING
 Licensed Land Surveyor
 GROTTOS, VIRGINIA 24441
 (540) 421-6232



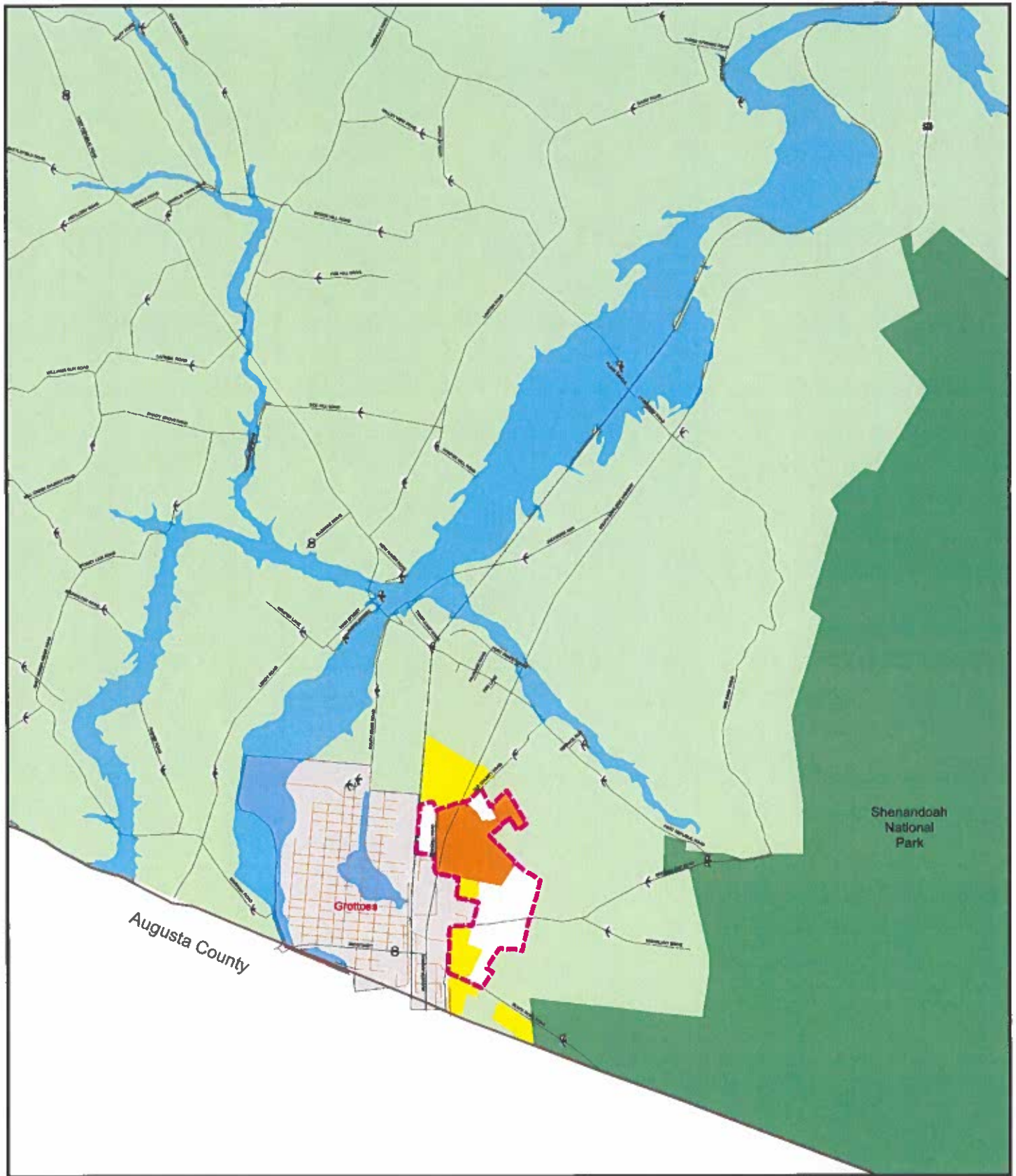


Figure 2-11b
Conceptual Land Use Plan - 2020 & 2050:
Grottoes & Vicinity



Key to Features		2020 & 2050 Land Use
County Boundary	Interstate 81	Current
Shenandoah National Park	State Roads	Residential
Incorporated Areas	Town Streets	Mixed Use
100 Year Floodplain	Railroads	Commercial
Urban Growth Boundary		Industrial
Agricultural Reserve		Urban Transition



COUNTY OF ROCKINGHAM
 Department of Community Development
 Geographic Information System Services
 P.O. Box 1251
 Harrisonburg, VA 22803
 February 28, 2007

Treasurer's Staff Report

March 2024

Staff Report #3

Audit

We are still pulling samples and answering standard procedure questions for the FY21 audit. I will continue to keep you updated on the progress.

Maximum Investment Sweep Account

For the month of February, we have earned \$7,942.75 in interest. The interest rate was 2.40%.

Taxes

The revenue totals below are as of March 6, 2024. Second notices were sent out in February.

Real Estate: \$283,000 Budgeted: 107% Collected \$304,044

Personal Property: \$87,908 Budgeted: 101% Collected \$88,864

Vehicle License Fee: \$45,000 Budgeted: 104% Collected \$46,956

Utility Billing

Billing Period: 12/15/2023-02/15/2024

Billing Date: 03/05/2024

Due Date: 04/05/2024

Total Billing Amount: \$187,609.76

Number of Bills Generated: 1389

Number of bills printed: 1016

Number of bills emailed: 373

Difference from previous billing: +9

Accounts Payable

Date: February 2024

Number of Checks: 123

Total January AP Expense: \$314,484.68

Golf Cart Decals

Golf cart decals went on sale March 1. If residents wish to operate their cart in the town limits, they must be inspected by our police department and a decal displayed by April 15, 2024.

Business License

Business license renewal letters will be mailed April 1. Business licenses are due yearly on July 1.



Land Development Staff Report March 2024

Zoning Permits issued (February 2024)

- 4 Permits
 - 1 Single-Family
 - 0 Town houses
 - 2 Fence
 - 1 Storage shed.

2024 total to date

- 9 Total Permits
- 2024 Total Dwellings**
- 4 Single-Family
- 0 Townhouse units

Forest Station - (21st Street) – Construction of the first group of six townhouses continues.

Cherry Street Townhouses - Construction continues for the Cherry Street Townhouses.

R-7 Zoned area east of Cherry Avenue – Single family residential development continues. The developers are running all service lines and constructing the roads to state standards. This development is not considered a subdivision since the streets are already platted and the developer is following the town code for zoning and land use. The Town has an agreement with Rockingham County that they provide all erosion and sediment control (E&S) and storm water management oversight for development in the town. County staff members have been in contact with the developer about this project. Based on DEQ regulations, which the county enforces when development is occurring, this project will likely be considered a common plan of development. Therefore, the county may require that the developer submit site plans and apply for E&S and DEQ permits and approvals for all current and future development in this area. The costs for engineering and permits is currently unknown and an unplanned expense for the developer.

Shady Creek – We have not heard from the developer as to whether this project will be starting up again this spring or not.

700 Dogwood Avenue – Construction is underway at 700 Dogwood Avenue. This is an approved conditional use permit allowing for a building containing a commercial store front with a two-family residential back.

Aspen Avenue Apartments – The developer for the Aspen Avenue apartments has reached out to staff about changing the project from a six-unit apartment building to a duplex. Staff explained that all the infrastructure would still need to be built out the same and that a new sight plan would have to be submitted and the review process would start over.

Respectfully submitted:
Tara Morris, Assistant to Town Manager

Grottoes Police Department

Staff Report

March 2024

Staffing

	Authorized	Filled	Vacant
Chief	1	1	0
Sergeant	1	1	0
Officer	4	1	3

Sgt. Knight and Ofc. Shipley have been reassigned to the daylight shift on their respective patrol rotation. I will be using part-time officers to cover night shift patrol.

I have contacted Captain C. Danner and Major J. Suters with the Rockingham County Sheriff's office and made them aware of staffing levels. They were forwarded a copy of our schedule to pass on to the patrol shift supervisors so that they are aware of when the Sheriff's office will need to handle calls for service due to lack of coverage.

The police department is actively trying to recruit certified officers to fill the current vacancies within the department.

Currently, there are two uncertified individuals for whom an in-person interview will be offered if the vacant positions are not filled with certified officers.

Training:

Ofc. Shipley will be attending Field Training Officer school in April 2024. Once completed this will make Ofc. Shipley a certified DCJS Field Trainer. He will be utilized to train newly hired certified officers as well as uncertified officers.

Respectfully submitted:
Jason Sullivan
Chief of Police.

March 2024

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

Continued development in town will mean more roads that will be brought into our system that will need to be maintained, plowed of snow, paved, etc. Maintaining sufficient staffing levels is critical and should be evaluated periodically. Troy Dovel has been hired to fill the Maintenance position.

STREETS

The roadway on Cary St. needs patching due to the water leak that occurred on 1/11/2024. Staff will repair that area as soon as the pavement plant reopens, there is a significant amount of pavement that will need removed and replaced.

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. Of that total number of tanks, 335 (33%) have not been pumped in the last 10 years and are our priority. The EPA suggests that septic tanks should be pumped every 5 years. Since our system is designed differently than a typical residential septic tank and drain field system, pumping should not be necessary that frequently. However, 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

Currently the WWTP operates at about 75% - 80% of its operating capacity. There is a need to begin planning for the dredging of Lagoon A. Over the years sludge accumulates in lagoons and should be periodically removed. Our understanding is that this has not happened in Lagoon A. As sludge builds the capacity of the lagoon diminishes and makes the processing less tolerant of infiltration. There is much involved with a lagoon dredging project especially considering that this is a clay lined lagoon. Staff will continue to investigate how to move forward with this project.

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

A.J. met with Rob Mangrum 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. The manhole has been installed on Holly Ave. to place a totalizer to read the inflow of sewage. This will let us keep a record of wet and dry events and I&I issues.

Water

Town staff in the coming months will be busy getting 2" and 8" main line valves installed to help isolate for leak repairs.

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. The access point has been installed 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. The town staff is also working with Rob Mangrum with plans to get the 3rd. well connected to the water system.

New construction

The Public Works Department conducts inspections for all new water, sewer, and street installations throughout town. As we all know there is a lot of construction around town. The town staff is always looking and trying to plan on the water and sewer service increases. Glo fiber is in the process of running conduit in the alley ways around town which in turn is keeping the Town staff busy marking utilities. R&L construction is also in full swing of building houses on 16th.St. Kenny May is in the process of construction on 14th. St.

VEHICLE AND EQUIPMENT MAINTENANCE

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

The pressure washer has been installed on the pump truck.

PARKS AND FACILITIES

Public works staff are working with Parks & Tourism staff to get projects at both parks completed. With the hiring of Park Ranger 2s, we will be working on training these staff members to ensure that they're up to date on procedures and safety information.

2/1/2024	Maintenance	Well lot	DS,KS,BK,LR,JP	Install valve box & backfill	Installed valve box & backfilled	Water	3 Hrs.
2/2/2024	Maintenance	203 3rd. St.	DS,JP,LR	Water leak 2" main	Repaired 2" main	Water	2.5 Hrs.
2/5/2024	Maintenance	702 Gum Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
2/5/2024	Homeowner	700 Gum Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
2/5/2024	Maintenance	Teter Rd.	DS,JS,BK,LR	Water leak 2" main	Repaired 2" main	Water	8 Hrs.
2/6/2024	Maintenance	Water leaks	DS,LR,JS	Yard work from leaks	Yard work	Water	2 Hrs.
2/6/2024	Maintenance	Edgewood St.	DS,LR,JS	Place gravel along Edgewood	Placed gravel	Streets	2 Hrs.
2/7/2024	Maintenance	Edgewood St.	WM,LK,JS	Top soil along Edgewood	Top soiled along Edgewood	Streets	3 Hrs.
2/7/2024	Maintenance	400 11 th. St.	DS,LR,BK	Leaking service line & install meter,setter	Repaired & installed	Water	5 Hrs.
2/9/2024	Homeowner	A1/2 St.	DS,BK	Culvert backing up	Cleaned out end of culvert	Streets	1 Hr.
2/12/2024	Maintenance	Water meters		Read water meters		Water	7 Days
2/21/2024							
2/16/2024	Maintenance	205 20th.	BK	Replace water meter	Replaced water meter	Water	1 Hr.
2/16/2024	Homeowner	300A 15th. St.	DS,LR	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
2/20/2024	Maintenance	202 16th. St.	DS,LR,JS,BK,JP	Fix sewer lateral contractor damaged	Fixed sewer lateral	Sewer	1 Hr.
2/21/2024	Homeowner	301 7th. St.	BK,DS	Broke meter lid	Replaced meter lid	Water	1 Hr.
2/21/2024	Maintenance	Randall Rd.& 340	DS,BK	Stop sign post bent	Replaced post	Streets	1 Hr.
2/26/2024	Maintenance	Edgewood St.	LR,JS	Install post & reflectors at culvert	Installed post & reflectors at culvert	Streets	1 Hr.
2/27/2024	Maintenance	201 5th. St.	DS,LR,JS	Water leak 2" main	Repaired 2" main	Water	2 Hrs.
2/27/2024	Maintenance	200 5th. St.	DS,LR,JS	Water leak 2" main	Repaired 2" main	Water	2 Hrs.
2/28/2024	Maintenance	200 5th. St.	TB,DS,LR,AJ	Water leak 2" main	Repaired 2" main	Water	4 Hrs.
2/29/2024	Maintenance	Cary St.	TB,DS,JS,LR	Rent rd. saw cut bad pavement from water leak	Removed pavement installed gravel	Streets	7 Hrs.

Parks & Tourism Staff Report February 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	-	9	-
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.

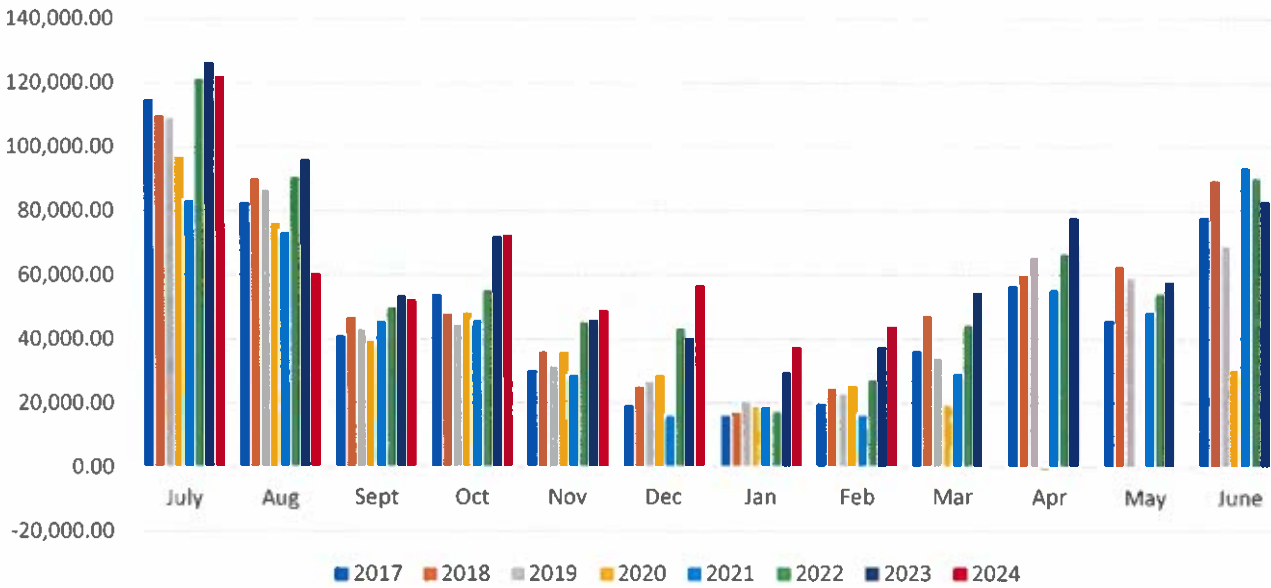
Revenue:

Parks & Tourism generated \$43,610.16 in revenue for the month of February. To compare them with previous years please reference the charts at the end of this report.

1. **Subterranean Sound:** As a reminder, the promotion of this concert series began on 12/22nd with tickets going live at 8:30 am on 12/26th, the day after Christmas. At 75 seats each for a total of 8 concerts, 2 shows sold out in less than 2 hours, 6 shows were sold out within 8 hours. This marked the largest single day of sales in the Parks & Tourism Department's history; \$20,345.88 on 12/26/23. Since that time, it was decided that additional concerts be facilitated for the bands who are interested, which expanded our 8 concerts to 12. This development was announced to the public on Friday 1/5th with tickets going live on 1/13th. The subsequent 5 shows sold out within 3 hours, the first 2 selling out in 15 min and 20 min. This marked the second largest single day of sales at \$16,875.98 on 1/13th. With all 13 shows sold out, subsequently boosting December and January revenues, we're now anxious to see increased revenue in February (+\$6,000) and March due to drink and merchandise sales associated with the concert series.
2. **Self Sufficient Parks & Tourism Department.** As planned, your Parks & Tourism Department has reorganized its staffing model to expand its capacity to capture business, pursue new revenue opportunities, plan more community events, and most recently, absorb the facility & grounds maintenance responsibilities. Specifically on the latter, I'd like to recognize the Public Works Department as a whole and identify some individuals who have prioritized positive interdepartmental cooperation. Tyler Breedan, your Public Works Assistant Director, Dustin Sponagle, Crew Leader, and Brandon have provided excellent training and support to our park rangers. Our staff have really enjoyed the quality of interaction with the Public Works Department.

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	72,362.94
November	29,960.14	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49
December	19,065.81	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12
January	15,989.60	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92
February	19,589.22	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	43,610.16
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	
Total	591,826.74	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	492,998.23



Total Revenue

