

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

**CALL TO ORDER – MAYOR PLASTER**

**CALLING OF THE ROLL BY THE CLERK**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – MEETINGS OF FEBRUARY 13, 2023**

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

**REPORTS OF THE STANDING COMMITTEES:**

**Finance – Council member Raynes, Chair**

1. Approval of Financial Reports

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

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

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

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

1. Grottoes Community Little League Liaison

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

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

**STAFF REPORTS:**

Town Manager - **ACTION ITEM** – Aspen Avenue waterline replacement bid.

Town Attorney

Treasurer

Assistant to Town Manager

Chief of Police

Public Works Director

Parks and Tourism Director

**NEW BUSINESS**

1. Senior Class 2023 Signs/Banners

**OLD BUSINESS**

**ADJOURN**

February 7, 2023

A retreat of Town Council of the Town of Grottoes was held on Tuesday, February 7, 2023 at 5:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the retreat of February 7, 2023 of the Grottoes Town Council to order at 5:02 p.m.

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

Planning Commission members present: René Ehlenfeldt, Eddie Chittum and Gleamer Sullivan.

Other Town Officials present were: Town Manager Stefanie McAlister, Attorney Nathan Miller, Clerk Tara Morris, Parks/Tourism Director Austin Shank, Treasurer Rhonda Danner, Public Works Director AJ Hummel, Crew Leader Tyler Breeden, and Police Chief Jason Sullivan.

### **Strategic Plan Review, Validation, Update**

Manager McAlister gave a presentation regarding the Council's Strategic Plan adopted in March 2022, and process made on its goals and initiatives. She asked Council if we need to make any changes to the Vision Statement or Mission Statement that was adopted at the last workshop. Attorney Miller suggested defining community. Council did not feel anything needed to be changed.

Manager McAlister moved onto the strategic plan prioritized goals that were voted on by the Council and staff. She said within those 6 top goals several things have been accomplished. She went through the goals and the actions that have occurred or are planned to take place. Manager McAlister said we have been working on these top six goals and asked if the council felt it necessary to rework or re-prioritize any of the other goals or to continue working on these. No comments were made. Manager McAlister asked Council to look at the other goals to consider if any should be re-prioritized and we can discuss this topic next week at the work session.

### **Finances**

Manager McAlister said the next topic is Finances. She went over each fund and what was budgeted and what has been spent year-to-date. Manager McAlister said we over estimated the number of water and sewer connections for the year basing it off of the number of houses in the next phase of Shady Creek, in which construction has now stopped. She said we estimated 71 connections and year-to-date we have had 23 water connections and 24 sewer connections. Manager McAlister said we have a shortfall of \$216,500.00 in the water fund and \$205,500.00 in

the sewer fund. She explained that we are able to make up this difference from the capital improvement/reserve line item, which reduced the amount going to that line item to \$36,812.00. She stated that this will not affect the overall water fund budget and current projects. Manager McAlister said for the sewer fund \$220,173.00 will be saved out of the capital reserve, chemicals, engineering fees, and capital outlay line items. She said this will leave \$14,673.00 in capital reserve.

Manager McAlister said next she wanted to go over the ARPA funds and what has been spent and future projects. She said there was \$820,419.76 allocated to the Administration/ General Fund and \$342,464.06 have been used. Manager McAlister said we need to discuss how we want to proceed with the remaining \$477,955.70. She said one item she would like Council to consider is bringing the third well into the system. Other suggestions were renovations at the Town Hall, upgrade the restrooms at the parks, business district/economic development plan, and a pocket park at the corner of 6<sup>th</sup> Street and Dogwood Avenue. Manager McAlister said Council allocated One million dollars to the Water Fund. She said \$770,000.00 was for water line replacement projects and \$230,000.00 for radio read meters. Manager McAlister said \$158,046.90 has been spent on water pipe, valves, and hydrants leaving \$841,953.10 for the water projects. Manager McAlister said \$40,000.00 is allocated for the sewer fund and \$400,000.00 is allocated for the parks fund but no money has been expended from these funds. Manager McAlister said the desired project for the park fund is the replacement of the electrical system in Grand Caverns.

### **Development and Services**

Manager McAlister said the next item for discussion is Development and Services. She said from January 2021 to December 2022 there have been 152 new dwellings built in town. During this same period there has been limited retail business growth. She compared real estate and personal property taxes with another town (of our size) within Rockingham County and the income was very comparable. She stated she then compared meals tax were we collected \$330,000.00 and the other locality collected \$1.2 million. She said this is why business growth is important and need in town to help elevate some of the expenses off the residents.

Manager McAlister said looking forward to possible development we have 63 houses planned in an R7 zoned area between 13<sup>th</sup> – 17<sup>th</sup> Streets, Town houses planned along Aspen Avenue in the same area which could be 40-50 units. She said there is a potential of 154 dwellings in Shady Creek. Manager McAlister said we have 28 townhouses going in on 12<sup>th</sup> Street and 33 townhouses on 21<sup>st</sup> Street, both plans have already been approved. She said there is a possibility of 298 houses built within the next 5 years. Manager McAlister said this bring up concerns about infrastructure. She said this would be about 750,000 gallons of water per month which could cause our output to be more than our current license allows by the Virginia Department of Health. She said this would also mean approximately 250 more septic tanks that will need to be maintained. Manager McAlister said connection fees will help with some expenses for water and sewer but upgrades to these facilities will also be required. She said this would increase the

town's population by approximately 750 people. Manager McAlister said with all the growth the town is experiencing we will need to look at increasing staff. She said we will need to increase our police staff by two officers to handle larger coverage area and scheduling conflicts. Manager McAlister said we would need to look at restructuring positions and adding additional positions such as: code enforcement official, Economic Development/ Tourism Specialist, Facilities and Maintenance Technician and Public Works staffing including septic tank technicians. Manager McAlister said with the growth in the town and staffing needs we will need additional office space for town staff. She said she knows this is a lot of information to process and suggested everyone look over the information and bring back any feedback or questions to the work session.

Mayor Plaster adjourned the workshop at 8:04 p.m.

ATTEST:

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Mayor

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Clerk

February 13, 2023

A work session of Town Council of the Town of Grottoes was held on Monday, February 13, 2023, at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of February 13, 2023, of the Grottoes Town Council to order at 6:00 p.m.

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

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

Mayor Plaster said the first thing on the agenda was a pool update. Manager McAlister stated that she has received a quote from National Pools to repair the expansion joint for a little over \$21,000.00. She said they could schedule the repair work for the fall of 2023. Manager McAlister gave an update on the water loss at the pool. She said that it is currently losing around 12,000 gallons of water a day. She said the main fill line to the pool broke, so they are having to fill it with a garden hose. Director Shank gave council the water loss since the Spring 2022 which has been 932,000 gallons. He felt before the pool could be opened again that we would need to do another geophysical study. Council member Kohl said that the repair is much cheaper than we thought it would be and would like to us fix the pool. Council member Bailey said we have already spent too much money and the maintenance cost keeps going up, so we are losing more and more. Council member Sterling said he doesn't think that we should keep putting money into the pool. Council member Justis asked if we knew how many residents use the pool. Director Shank said an abbreviated pool season last year put the number of residential passes sold at less than 30. Council member Leeth said that he feels we need to stop dumping money into the pool and any money we can save use it in the park for improvements. Council member Bailey asked if we could earmark the money that we would have used for staffing toward a future facility/pool. Manager McAlister stated that she hates that we have are having to deal with this type of decision but if they pool were to close, she would like to see those budgeted funds go toward improvements to other areas in the parks. Council member Bailey moved to demolish the current pool and fill it in and maintain the concession stand depending on what we want to do with that. Council member Leeth seconded the motion. Council member Kohl stated that he feels this is premature to demolish the pool and feels that we should do more research before we make a final decision. By a vote of 4-2 and recorded as follows: JUSTIS – NAY; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – NAY, LEETH – AYE. Council member Leeth asked for this to be included in the next newsletter, so citizens are aware.

Mayor Plaster said the next item on the agenda is the Strategic Plan. Manager McAlister asked council if the priorities that were set in 2022 are still the ones that need the most attention or if there should be some changes. While discussing this the council agreed to move forward with a thorough comprehensive plan and follow up with an action plan. Manager McAlister said that a comprehensive plan would cost around \$50,000.00 which could be spread across two budget years.

Mayor Plaster said the next item on the agenda is other business and said we had spoke about Roberts Rules of Order. She said we have purchased a new edition of the Roberts Rules of Order for anyone who wants to look over them.

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

ATTEST:

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Mayor

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Clerk

February 13, 2023

A regular session of Town Council of the Town of Grottoes was held on Monday, February 13, 2023, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of February 13, 2023, of the Grottoes Town Council to order at 7:01 p.m. Mayor Plaster asked for a roll call.

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

Other Town Officials present: Attorney Michael Helms, 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 Leeth, and carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE; the Council approved the minutes of the January 9, 2023 meetings as presented.

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

Colleen Mullen addressed the council and asked if the town has a plan on how to respond if a train derailed in our town. She said there has been several train derailments and wanted to know if we have any type of plan in place for such an event. Council member Bailey said the town does have a plan in place for such events. He said the town is part of the adopted Emergency Management Plan with Rockingham County which includes resources from the State. Council member Bailey said there is training for these types of events, so responders are prepared if something would happen.

Eddie Chittum addressed the council and said he was thinking about the solid tanks and thought maybe increasing the staff's pay on the day or days they are working on the septic truck pumping tanks. He said he knows its not a pleasant job, but it may help if they got a little extra pay.

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

**WATER AND SEWER** – no report

**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** – Mayor Plaster said she attended the Grottoes Rescue Squad’s appreciation banquet. She said it was very humbled and she got to meet the people that were involved in a motorcycle accident right beside her house.

**STAFF REPORTS**

TOWN MANAGER. Manager McAlister said that we received a congratulatory letter from FEMA regarding the adoption of our updated floodplain ordinance. She informed the council that the bid is out for the Aspen Avenue waterline replacement project and that all bids are due by 2:00 p.m. on February 28, 2023 at which time they will be opened and read aloud.

ATTORNEY.

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

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

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

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

RECREATION AND TOURISM DIRECTOR. Director Shank stated that they have lost five employees to competitive jobs with higher pay and are struggling to attract desirable candidates for employment.

**NEW BUSINESS** – Mayor Plaster asked for a staff update for the U-1 Resolution. Clerk Morris stated that this resolution is for the addition of streets into our maintenance payment program with VDOT. She said the street has to be up to constructed and up to state standards for a year before we can add it into our system. Mayor Plaster asked for a motion to accept the resolution. Council member Bailey replied so moved. Council member Leeth seconded the motion. The vote carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE.

**RESOLUTION  
20230213-01**

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

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

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

**CLOSED SESSION** - On motion by Council member Leeth, seconded by Council member Raynes, and carried by a vote of 6 to 0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; LEETH – AYE; RAYNES – AYE; KOHL – AYE; the Council recessed the meeting from 7:18 p.m. to 7:26 p.m., for a closed meeting pursuant to Section 2.2-3711(A)5 of the Code of Virginia for the discussion concerning a prospective business where no previous announcement has been made of the business.

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

Mayor Plaster read the certification of the closed session – “to the best of your knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)5 of the Code of Virginia, as only such public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the closed meeting”. Clerk Morris took a roll call. J. Justis; so certified, J. Bailey; so certified, M. Sterling; so certified, J. Plaster; so certified, D. Raynes; so certified, T. Leeth; so certified, M. Kohl, so certified.

Council member Justis stated that we will be out of the state for a medical procedure during the March council meeting and would like to participate electronically. Mayor Plaster asked council if anyone objected, no one objected, and Mr. Justis will be able to participate in the March meeting electronically.

Mayor Plaster declared the meeting adjourned at 7:29 p.m.

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Mayor

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Clerk



## MEMORANDUM

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

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

A request for proposals (RFP) for the construction/replacement of the water line along Aspen Ave near Caverns Blvd was released and bids were to be submitted by 2PM on February 28<sup>th</sup>. We received one bid by the deadline and one bid approximately 28 minutes late. The timely bid was submitted by Frank Loyd. He is known to be a responsible contractor with all required licensure, and he has familiarity with the town's water system. His price for the work was \$34,580. **Staff recommends that we proceed with contracting the services of Mr. Loyd for the replacement of 1,082 feet of 8 inch water line along a portion of Aspen Avenue.** This project will utilize a portion of the ARPA-SLFRF funds allocated by Council for water line replacement projects.

### 2. 7<sup>th</sup> Street Water Line Replacement

Staff will begin working with the Town's contracted engineer, Rob Mangrum, on the design, survey, engineering work, etc for this water line replacement project. An RFP will be compiled and released as necessary. The process will follow that done for the Aspen waterline replacement project, and we hope that the project will be consecutive, meaning that work will begin on this project as soon as the Aspen line replacement is done. This project will include more line taps and bores and will involve a crossing of Dogwood Ave. This project will also utilize a portion of the ARPA-SLFRF funds allocated by Council for water line replacement projects.

### 3. Fiscal Year 2023-2024 Budget Process

Staff is currently working to develop a draft budget for the upcoming fiscal year (FY23-24). The draft will be provided to the finance committee in March for their review and feedback. The draft will then be presented to Council in April. A public hearing for the budget will be conducted in May and budget adoption will occur in June.

### 4. Grand Caverns Park Pool

Following council's action in February to "demolish the current pool and fill it in and maintain the concession stand", I have been planning how to move forward with this direction. Staff will be engaging contractors to determine how best to proceed and what costs will be involved.

## Treasurer's Staff Report

### March 2023

#### Audit

The FY19 audit was completed in February and all closing procedures have been successfully posted. All preparations for the FY20 audit have been completed and uploaded to the PB Mares system. We are waiting to hear back from PB Mares regarding when the firm will be able to begin the FY20 audit.

#### Taxes

Second notices were sent out for both personal property and real estate taxes in February. Monthly delinquent notices will be sent at the first of each month once interest has been accrued and posted to each account. Below is the FY23 budget to actual tax revenue as of 2/28/2023.

Real Estate: \$279,659.50 99% Collected  
 Personal Property: \$87,542.54 151% Collected  
 Vehicle License Fee: \$48,376.94 108% Collected  
 Personal Property Tax Relief: \$23,861.00 100% Collected

#### Health Insurance Renewal

It is time for the renewal of The Local Choice Health Benefits Program. The deadline for the Town to complete paperwork is April 1, 2023. There was an increase of \$70.00 per employee per month for the next budget year. We currently offer two tiers of coverage to our employees to choose from. One being Key Advantage Expanded which has a lower deductible and the other being Key Advantage 1000 which has a higher deductible. Open enrollment for employees will be held May 2 through May 16.

#### Utility

##### SECOND NOTICES

Billing date:	2/7/2023
Due date:	2/21/2023
Number of notices printed 2/7/23:	165 + 3 WHO MADE ARRANGEMENTS
Number of notices emailed 2/7/23:	25
Cut-off date:	2/23/2023
Number of accounts on cut-off list for non-payment:	40
Number of accounts who requested an extension:	5
Number of accounts cut-off for non-payment:	34
Number of accounts still off from 10/26/22 cut-off	0

Total number of new Water, Sewer, Trash applications processed during the month of February 2023:	8
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**AP**

Date:	February 2023
Number of January invoices entered:	172
Number of January checks printed:	97
Total amount of January checks issued:	\$155,369.64

**Business License**

Number of <u>new</u> business licenses issued in February 2023:	2
Number of renewal applications received in February 2023:	0
Total amount of revenue received in February 2023:	\$50.00



3/6/2023

**Land Development Staff Report  
March 2023**

**Zoning Permits issued (February 2023)**

- 4 Permits
- 1 Single Family
- 0 Town houses
- 2 Fence
- 1 Sign permit

**2023 total to date**

11 Total Permits  
**2023 Total Dwellings**  
2 Single-Family  
0 Townhouse units

**Shady Creek** – Currently, there is no building activity in the development. Developer must complete the left turn lane before construction can resume.

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

**B-2 Plan – 700 Dogwood Avenue** – Staff is waiting for the site plan to be submitted. Once the information is received staff will review it, and the process will proceed.

**200 Augusta Avenue** – Construction on the remodel has begun and they are planning to have it complete in April.

**Aspen Avenue & 11<sup>th</sup> Street (R-7 zoning)** - Staff just received a site plan from the engineer and will be reviewing it for compliance before the plan can be sent to the planning commission. Once the planning commission reviews the plan and makes their recommendation the plan will then come to council for their consideration. The site shows that a six-unit apartment building is planned. This is a permitted use in the R7 zoning district.

**600 Augusta Avenue** – The Family Dollar Store is getting ready to start a 3,400 square foot expansion project.

Respectfully submitted:  
Tara Morris  
Assistant to Town Manager

# **Grottoes Police Department Staff Report March 2023**

## **Staffing.**

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

The police department is currently fully staffed and all officers are now operating on a solo patrol level.

## **Staff Development**

Ofc J. Shipley satisfactorily completed Glock Armour school. He is certified by Glock Firearms to perform routine maintenance and repair to the department-issued Glock Firearms.

Ofc. B. Weaver satisfactorily completed Crisis Intervention training. The department is one step closer to having all officers C.I.T. certified, only one officer is left to attend the training. Having all all officers complete Crisis Intervention Traing is not a DCJS mandate, but is a department goal.

## **Town Ordinance Violations:**

The police department continues to make notifications to residents and property owners that violate Chapter 53 of The Town Code. So far 5 of the residents or property owners that were notified in January 2023 have made corrective measures that have brought them into compliance. Others that were notified in January and February of 2023 and have shown signs of trying to come into compliance. Officers continue to work with residents.

Respectfully submitted:  
Jason Sullivan  
Chief of Police.

**Grottoes Police Department Monthly Activity Log**

<b>Calendar Year 2023</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>2023 Totals</b>
Hrs. Assist Other Agency	9	18											
Hrs. In Court	9	10											
Hrs. Training	44	25											
Hrs. Special Assignment	0	0											
Hrs. Funeral Escorts	0	0											
Security Checks	438	736											
<b>Calls For Service</b>	<b>185</b>	<b>205</b>											
Hours Investigation	10	28											
Reports Written	7	9											
Hours Reports	4	10											
Warrants Obtained	5	3											
Warrants Served	4	5											
Petitions Obtained	0	0											
Petitions Served	0	0											
ECO Served	0	0											
Hours ECO	0	0											
Hrs. Directed Patrol	14	4											
Hours at South River Elementary	10	4											
Hours School Traffic	8.5	10											
Accidents Worked	1	3											
Assist Motorist	2	0											
Traffic Stops	82	63											
Summonses Issued	48	33											
Parking Tickets	2	0											
DUI Arrests	0	1											
Other Arrests	2	1											
Fuel (gallons)	381	403											
Miles Driven	5,015	4,500											



Bridgewater Police	1,377	1,183											
Broadway Police	581	574											
Dayton Police	732	545											
Elkton Police	1,122	1,237											
<b>Grottoes Police</b>	<b>891</b>	<b>1,022</b>											
Timberville Police	775	758											

**Call Type**      **Date**      **Reason Grottoes Officer Not Available for Call**


**Calls Handled by RCSO**



March 2023

# PUBLIC WORKS STAFF REPORT

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

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

## STREETS

The Streets Committee approved construction of 21<sup>st</sup> Street to connect it from Dogwood Avenue to Cherry Avenue. Surveying has been completed. We are working with the adjacent property owner in the county who has cleared the trees. Grading work should be able to begin following that, weather permitting.

## WATER AND SEWER

### Septic Tanks

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

assure that all tanks are inspected at a minimum every 5-years, and a log citing the condition of the tank is kept. Also, septic tank lids that are plastic and getting brittle and replacing them with metal covers. Town staff is also working on sewer manhole inspections for any I&I issues.

### **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.

### **Water**

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

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

Staff is replacing the water meters and setters to make reading meters more efficient and to update the setters to have backflow prevention. The staff is working with SLM Enterprises to install a totalizer in the elevated tank to read the tank level. This will allow the pumps to cut on using tank level. They are currently cut on by line pressure which fluctuates and is hard to adjust. We will also be able to keep the tanks fuller. We will pressure wash and repaint well house #1 when weather permits.

### **New construction**

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

**Shady Creek Subdivision**

There is no new construction currently.

**VEHICLE AND EQUIPMENT MAINTENANCE**

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

**PARKS AND FACILITIES**

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

2/1/2023	Maintenance	Elm & 8th.	JP,DS,LR,JS	Water leak 2" main	Fixed 2" water main	Water	2/1/2023	1.5 Hrs
2/1/2023	Homeowner	206 3rd.St.	JP,DS,LR,JS	Replace culvert	Replaced culvert	Streets	2/1/2023	1.5 Hrs
2/2/2023	Homeowner	4766 Eastside Hwy.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2/2/2023	2 Hrs
2/2/2023	Homeowner	1402 Elm Ave.	GC,LK	Pump septic tank	Pumped septic tank	Sewer	2/2/2023	2 Hrs
2/3/2023	Maintenance	Garage	AJ,TB	Replace mirror	Replaced mirror	Streets	2/3/2023	1/2 H
2/6/2023	Homeowner	703 5th. St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2/6/2023	2 Hrs
2/6/2023	Homeowner	206 20th. St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2/6/2023	2 Hrs
2/7/2023	Maintenance	15th. St.	DS,LR,BK	Remove trees,brush	Removed trees,brush	Streets	2/7/2023	10 Hrs
2/7/2023	Homeowner	302 9th.St.	JS,JP	Add gravel at driveway	Added gravel	Streets	2/7/2023	1/2 H
2/7/2023	Homeowner	304 9th.St.	JS,JP	Add gravel at driveway	Added gravel	Streets	2/7/2023	1/2 H
2/7/2023	Homeowner	306 9TH.St.	JS,JP	Add gravel at driveway	Added gravel	Streets	2/7/2023	1/2 H
2/7/2023	Maintenance	Corner of Park Ave.	DS,LR,BK	Remove trees,brush	Removed trees,brush	Streets	2/7/2023	8 Hrs
2/7/2023	Homeowner	600A 17th.St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2/7/2023	2 Hrs
2/9/2023	Maintenance	502 4th.St.	BK,JP,JS	Replace meter setter	Replace everything	Water	2/9/2023	6 Hrs
2/9/2023	Maintenance	903 Elm Ave.	BK,JS	Pump septic tank	Pumped septic tank	Sewer	2/9/2023	2 Hrs
2/9/2023	Maintenance	Garage	JP,BK,JS	Change oil #12	Changed oil #12	Streets	2/9/2023	1 Hr
2/10/2023	Homeowner	102 3rd.St.	TB,LK	Pump septic tank	Pumped septic tank	Sewer	2/10/2023	2 Hrs
2/10/2023	Maintenance	Town Hall	TB	Install plywood	Installed plywood	Admin.	2/10/2023	6 Hrs
2/13/2023	Homeowner	606 4th.St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2/13/2023	2 Hrs
2/14/2023	Homeowner	407 8th.St.	DS,LR	Pump septic tank	Pumped septic tank	Sewer	2/14/2023	2 Hrs
2/15/2023	Maintenance	1131 Stanley	LR,BK	Replace meter lid	Replaced meter lid	Water	2/15/2023	1 Hr
2/15/2023	Maintenance	504 5th.St.	JS,JP	Finish putting straw	Finished straw	Water	2/15/2023	.5 Hr
2/16/2023	Scheduled	205 14th.St.	BK,LR	Pump septic tank	Pumped septic tank	Sewer	2/16/2023	2 Hrs
2/16/2023	Maintenance	WWTP	JS,JP	Install tarp exhaust	Installed tarp	Sewer	2/16/2023	1 Hr
2/21/2023	Maintenance	Town Hall	JS,JP	Replace lights with led	Replaced lights	Admin.	2/21/2023	2 Hrs
2/21/2023	Maintenance	Caverns	TB,GC,LK	Remove leaning tree	Removed tree	Parks	2/21/2023	3.5 Hrs
2/21/2023	Maintenance	505 6th.St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2/21/2023	2 Hrs
2/21/2023	Maintenance	806 Gum Ave.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2/21/2023	2 Hrs
2/21/2023	Maintenance	Kellow Ave.	DS,LR,BK	Install sleeve under rd.	Installed sleeve	Water	2/21/2023	8 Hrs
2/22/2023	Maintenance	New pole barn	TB,JP,BK,LR	Install push wall/center	Installed walls	Streets	2/22/2023	8 Hrs

2/23/2023	Maintenance	Grand Caverns	TB,GC,LK	Cut 2 trees down	Cut trees	Parks	2/23/2023	8 Hr:
2/23/2023	Homeowner	1003 Dogwood Ave.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2/23/2023	2 Hr:
2/26/2023	Homeowner	107 9th.St.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	2/26/2023	2 Hr:
2/27/2023	Maintenance			Pump septic tank	Pumped septic tank	Sewer	2/27/2023	2 Hr:
2/27/2023	Maintenance	Garage	TB,JP	Replace hoses on cut	Replaced hoses	Streets	2/27/2023	2 Hr:
2/28/2023	Homeowner	206 19th.St.	JS,JP	Pump septic tank	Pumped septic tank	Sewer	2/28/2023	2 Hr:
2/28/2023	Maintenance	21st.St.	BK,JP	Clean Brush up	Cleaned up	Streets	2/28/2023	2 Hr:
2/28/2023	Maintenance	1302 Riverside	BK,JP	Replace septic lid	Replaced lid	Sewer	2/28/2023	1 Hr:

## **Parks & Tourism Staff Report February 2023**

<b>Staffing:</b>	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Parks & Tourism Director	1	1	0
Parks & Tourism Assistant Director	1	1	0
Parks Coordinator	1	1	0
Tour Guide	21	9	12

### **Revenue:**

Parks & Tourism has generated \$37,269.68 in revenue for the month of February making it the highest grossing February ever. To compare with previous years please reference the charts at the end of this report.

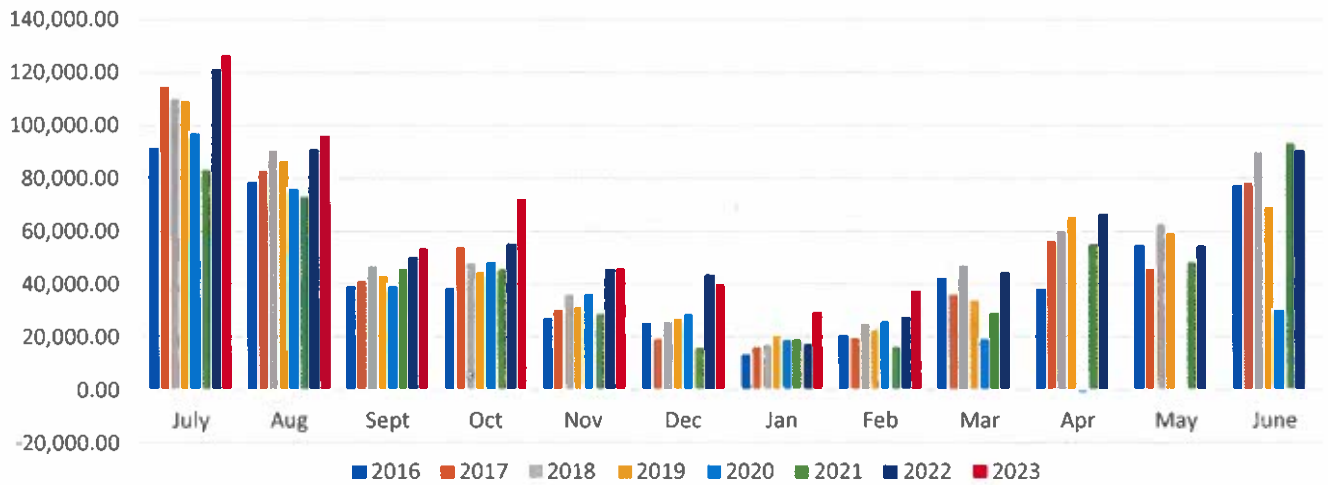
### **Grand Caverns Park/John E Painter Park:**

#### **1. Staffing:**

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

Respectfully submitted,  
Austin Shank  
Parks & Tourism Director

Revenue per Month by Fiscal Year								
	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
July	91,217.55	114,666.02	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08
August	78,485.00	82,400.00	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62
September	39,103.40	40,864.00	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49
October	38,486.33	53,621.00	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43
November	26,563.31	29,960.14	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93
December	24,887.29	19,065.81	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13
January	13,182.19	15,989.60	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19
February	20,357.17	19,589.22	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68
March	42,066.00	35,916.00	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	
April	38,050.00	56,393.64	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	
May	54,530.00	45,428.42	62,606.36	58,972.15	50.60	48,287.55	53,997.59	
June	77,142.33	77,932.89	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	
<b>Total</b>	<b>544,070.57</b>	<b>591,826.74</b>	<b>654,971.06</b>	<b>609,864.94</b>	<b>416,466.11</b>	<b>551,599.86</b>	<b>703,926.54</b>	<b>499,029.55</b>



### Total Revenue

