

**TOWN OF GROTTUES  
TOWN COUNCIL WORKSESSION AGENDA  
GROTTUES TOWN HALL  
April 10, 2023  
5:30 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Budget Review
2. B-2 Zoning Request
3. Funds for HVAC Repair
4. GCP Internet Infrastructure Phase II  
- cave internet and emergency phone service
5. Other Business

# TOWN OF GROTTOS



## MEMORANDUM:

TO: TOWN COUNCIL  
FROM: TOWN MANAGER  
SUBJECT: PROPOSED FY2024 BUDGET  
DATE: APRIL 3, 2023

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### Executive Summary

Enclosed is the proposed Fiscal Year 2023-2024 budget for the Town totaling **\$4,234,602**. The proposal includes all recommended personnel, operational, capital and debt service expenses. The budget is balanced in accordance with state law. The budget as recommended reflects the Town's commitment to provide quality services, while understanding the impact of the cost of such services on the Town's residents and the business community. The proposed budget presents a 26% decrease over the FY23 budget.

### Revenues

#### General Fund

**Real Property Taxes.** The recommended budget does not include an increase in either the real estate or personal property tax rates.

**Personal Property Taxes.** Due to personal property assessment values increasing, revenues in PP taxes were up about 50% in fiscal year 2023. We expect to bring in the same amount of personal property revenue in the fiscal year 2024.

**Other Local Taxes and Fees.** There are no changes in rates proposed in the areas of other local taxes and fees, such as sales tax, meals tax, business licenses, and other like fees and charges. It is important for the town to promote business growth so revenues in these categories can increase and provide a revenue stream to support infrastructure improvements, quality services to our citizens, appropriate staffing levels to support excellence in service and to allow us to provide for and improve the overall quality of life here in town. A thriving local economy is essential for sustaining the town.

Regarding land development fees, the budget proposal includes clarification on land use plans by adding line items for Residential and Commercial site plan applications and reviews and preliminary and final subdivision plat reviews. This inclusion covers staff members' time required to review the plan amendment, and to assist with advertising costs if readvertising is necessary.

**State Funds.** The Town has not received final estimates from the Commonwealth regarding actions taken during the most recent General Assembly session. Final estimates are not expected until late May. The budget reflects the best estimate currently.

**Federal Funds.** No federal funds are expected to be received this fiscal year. Over fiscal years 2022 and 2023 the Town received \$2.2 million in federal American Rescue Plan Act, State and Local Fiscal Recovery Funds. The funds were allocated into the general fund, water fund, sewer fund and parks and facilities fund. A portion of those funds have been expended. The Town has until December 31, 2026, to expend all funds.

### **Other Funds**

**Water, Sewer and Trash Collection Fees.** Since the water and sewer rates increased 3% last year there is no suggested increase in this year's budget proposal. The senior citizen discount increase will remain at \$2.35 per service. Additionally, although fees may need to incrementally increase to help support the overall cost of maintaining the infrastructure, there is no suggested increase in water and sewer connection fees this fiscal year. Our forecasted number of connections for the coming year is set at 25 based on current growth trends in town. Therefore, we are projected to bring in significantly less in revenue from these streams in FY24 than we did in FY23.

Due to a sizable rate increase in refuse service by our contracted provider Waste Management, there is a need to increase the trash collection fee. The new two-month rate to cover the collection service and all landfill fees will be \$36.50. This represents a \$3.50 per month increase over the current rate.

**Parks Fund.** With annual visitation of 70-75 thousand people, the parks fund continues to see growth due to month-over-month increases in admission sales. This year's proposed budget includes, generally, a \$2 per admission type increase in the various classes of entrance fees for cave admission and an increase of \$10 per admission to our "adventurous" tour offerings. We also propose increasing shelter rentals by \$5 per day. We anticipate no reduction in admission or rentals from these increases. The additional revenue from these streams will allow us to continue to have funds to invest in the parks and facilities, and the offerings they provide to our guests and citizens. Staff did an analysis of the fees charged by other caves in the region to make sure that these increases are consistent and will not cause an issue from a competitiveness basis. Grand Caverns continues to have the most affordable rates in almost every category.

## **Expenditures**

### **General Comments**

As you review the budget you will note that there are increases overall in materials, supplies, gas/diesel, equipment costs and electricity. This is mainly due to the current economic environment and the difficulty with supply of products as well as energy rate increases. Therefore, more money will need to be expended to maintain the provision of government services generally.

**Personnel.** Reflected in this year's proposed budget is an emphasis on staffing structure, position descriptions, and compensation. The goal is to clearly define work responsibilities and to create career path possibilities within Town employment, also, to retain and recruit a skilled, knowledgeable workforce, raising wages is necessary. As the town continues to grow assuring, we have a skilled, dedicated, and fairly compensated staff is important as is assuring positions with similar responsibilities

are on an even footing with one another. For example, a position that deals with accounting and payment of invoices should not necessarily have a wage that far exceeds a position that has responsibility for managing a business function within the town and supervises several employees. Therefore, it is important to restructure staffing in many departments, to refine most position descriptions, and to create a comparable and just salary/wage structure. Also, keep in mind that the Consumer Price Index has 2022 inflation at a rate of 6.5%. Individual position salary adjustments were made with the base rate increase being 5%.

Additional positions proposed in the public works department include an Assistant Director to have management staff in place to allow dedicated time to work on the larger Town infrastructure projects taking place or planned for in the future. Also proposed is a part-time WWTP Technician. The plant is currently operated by one full-time employee. A pay rate adjustment of \$2.50 per hour for the Public Works Technicians is proposed.

In the Parks and Tourism department significant staffing structure and salary/wage adjustments are warranted. Town staff has been working on restructuring the department and creating a professional, educational, and self-sufficient staff of Park Rangers, who will in the future also maintain the parks. This will free up two technicians to transition back to Public Works on a full-time basis to assist with the infrastructure work including pumping and maintenance of septic tanks. Therefore, the pay structure for the park rangers is more than the minimum wage structure of the traditional tour guide position.

Salary and wage increases by department/fund are outlined in the table below. The FY24 proposed increase in salaries and wages, including new positions, is \$117,015.95 or 7.4 % over FY23 salaries and wages.

Department/Fund	Total Salary and Wages
Administration	\$135,682.12
Public Works	\$31,532.41
Police	\$393,799.77
Streets	\$231,717.17
Water	\$149,589.72
Sewer	\$261,307.56
Parks	\$443,530.64

Regarding fringe benefits, the Town's health insurance premiums increased for the coming year by \$70 per employee per month. Beginning this fiscal year, it is proposed, and the finance committee has agreed, that a 60/40 employee/employer rate split be offered to employees who opt-in to dual or family insurance plans. No other fringe benefit will change this year.

**Operations.** There are no significant changes in the Administration budget. Aside from salaries, wages and benefits, sizable expenditures will come out of professional services, and service contracts. This will allow the town to work with a consultant on planning projects (comprehensive, economic, financial, etc). Under service contracts we will continue our operations including equipment and software service. Donations is a significant line item as the town continues to contribute to the GVFD, GRS, and other organizations. As Council continues to work to bring special events to town for the citizens an increase in special events to \$20,000 has been recommended for this year.

In the Public Works function (departments include Public Works, Street Maintenance, Water, and Sewer), funding is included to maintain operations and services to the town. There is an expense included this

year to replace the meters at each of the Town's wells. This will assure accurate monitoring of water usage. This will allow for a separation of materials and salt/chemicals from equipment and autos as well as needing more space to keep all items out of the weather and to keep our property looking orderly.

There is approximately \$141,000 budgeted for paving of streets and sidewalk maintenance in the coming year. Carry-over funds from previous years will also be included in paving/street maintenance, giving the town approximately \$250,000 toward paving our streets. Staff is currently working with the contractor to determine and prioritize the streets to be paved.

In the Police Department, the focus for the coming year continues to be to upgrading and maintaining equipment and computers, and to ensure that the Town can provide a fully staffed department with uniforms and safety equipment. Funding to cover these expenses as well as to continue with the payment of body camera equipment and tasers and the supporting software, is requested. Also included is continued funding for the Lexipol on-line policy software, with an emphasis on training to ensure officers are kept up to date on the most recent legislative changes and court rulings.

**Water & Sewer Funds.** Due to the current economic situation in the country, we have increased the budget lines for supplies, materials, chemicals and repairs by approximately double last year's amounts. Other expenses include typical water and sewer line maintenance and repair items. From the sewer fund staff plans to put in place an inflow meter and manhole at the waste water treatment plant. This meter will allow plant operations to be more efficient as staff will know the amount of inflow into the plant and can gauge treatment of the sewage more effectively.

**Parks Fund.** Expenses in this fund will focus on improvements to grounds and facilities in both parks, and to assure professional staff is in place. These assurances will allow the department to continue to see improved revenue streams. Staff will also continue to work with the Parks Committee to prioritize for Council the capital projects included in the parks plan. This plan is comprehensive and there are many considerations for the Committee and Council.

## TOWN OF GROTTOS TAX & FEE SCHEDULE

### Proposed FY24

TAXES:	FY24	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	5%	based on gross receipts for prepared meals
Cigarette Tax	\$0.20	Per Pack
Transient Occupancy Tax	2%	On the amount paid for short term rental
<b>Business License/ Occupation Tax:</b>		
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	\$0.12	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 +\$25.00	For license for transacting business; 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 +\$5.00 +\$5.00	Each Application Form; Each Fingerprinting by the Police Department; For Making of Photographs by the Police Dept;

	+\$1.50	For Each License Issued;
	+\$1.00	For Each License Renewal
<b>ADMINISTRATIVE FEE SCHEDULE:</b>		
Copies-	\$0.25	Per Page
Facsimile	\$1.25	Per Page
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	
<b>ZONING/PLANNING FEE SCHEDULE:</b>		
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
<b>Site Plan Application &amp; Reivew</b>		
Residential	\$250.00	Plus \$10 per unit, if applicable
Commercial	\$250.00	Plus \$10 per 1/4 acre
Preliminary Plan Application Processing Fee	\$250.00	Plus \$10 per unit, if applicable
<b>Subdivision Plat</b>		
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	
<b>FACILITY FEE SCHEDULE:</b>		
Community Room	\$150.00	Per Day (Includes \$50.00 Refundable Deposit)
<b>Mountain View Park:</b>		
Small Shelter	\$40.00	Per Day \$5 increase
Large Shelter	\$50.00	Per Day \$5 increase
Shifflett Field Light Usage	\$10.00	Per Hour (Excludes RCBL and GCLL Teams)
<b>Grand Caverns Park:</b>		
Shelter #1	\$75.00	Per Day \$5 increase
Shelter #2	\$90.00	Per Day \$5 increase
Shelter #3	\$75.00	Per Day \$5 increase
Shelter #4	\$75.00	Per Day \$5 increase
Shelter #5	\$60.00	Per Day \$5 increase
Miniature Golf	\$3.00	1st Game (\$2.00 each game after)
<b>Grand Caverns:</b>		
Regular Adult Admission	\$ 25.00	\$2 increase
Regular Child Admission	\$ 13.50	Ages 3-12 (Ages 2 & Under Not Allowed) \$2 increase
Grottoes Resident Rate	\$ 13.50	Proof of Residency Required \$2 increase
Grottoes Resident Child Rate	\$ 10.50	\$2 increase
Senior Citizen Rate	\$ 23.50	age 60+ \$2 increase

AAA Adult Rate	\$ 22.50	Card Required \$2 increase
AAA Child Rate	\$ 12.50	\$1 increase
Military/Public Servant Adult Rate	\$ 22.50	Proper ID Required (Fire, Police, & Rescue) \$2 increase
Military/Public Servant Child Rate	\$ 13.50	\$2 increase
AARP Member Rate	\$ 22.50	Card Required \$2 increase
Rock Bottom Tour	\$ 65.00	\$10 increase
Rock Bottom Tour - student	\$ 55.00	\$10 increase
Grottoes Crawl Tour	\$ 80.00	\$10 increase
The Gauntlet Tour	\$ 120.00	\$10 increase
<b>Grand Caverns Rental:</b>		
First 2 hours	\$500.00	(Minimum Charge)
Additional per hour charge:	\$100.00	
<b>Weddings in the Cave:</b>		
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)
<b>Pool Admissions:</b>		
Daily Admissions	\$5.00	Per Day (Ages 2 and Under Free)
Resident Daily Admission	\$4.00	Proof of Residency Required
Group Child Rate (ex. Daycares)	\$2.00	Per Child/ Per Day (Group of 12 or More)
Resident Family Pass	\$150.00	Proof of Residency Required (Family of 4)
Non-Resident Family Pass	\$225.00	(Family of 4)
Additional Family Member for Pass	\$30.00	
Individual Resident Pass	\$75.00	Proof of Residency Required (Ages 12 & Over)
Individual Non-Resident Pass	\$100.00	
10 Visit Pass	\$35.00	
Pool Party Rental Fee	\$150.00	50 Person Maximum Capacity
<b>Public Works Labor Charges:</b>		
Mowing Fees	\$100.00	Per Hour (Minimum \$100.00)
Removal of Junk	\$60.00	Per Hour (Minimum \$50.00)
<b>Trash Collection:</b>		
Regular Rate	\$36.50	Bi-Monthly per customer (was 29.50; WM Rate Increase)
Additional Trash Can	\$1.50	Per month charge
<b>Water &amp; Sewer Fund:</b>		
Water Account Deposit	\$75.00	
Sewer Account Deposit	\$75.00	
Service Reconnection Fee (Regular Hours)	\$35.00	
Service Reconnection Fee (After Hours)	\$70.00	
<b>WATER RATES:</b>		
Base Rate (Based on 2,000 Gallons of Usage)	\$21.36	Bi-Monthly
Rate per 1,000 Gallons of Consumption	\$2.08	Bi-Monthly
Standpipe Fees	\$13.20	Per Load (Plus Base Water Rate)
Senior Citizen Reduction	\$2.25	Bi-Monthly
Meter Testing	\$5.00	
<b>SEWER RATES:</b>		
Base Rate (Based on 2,000 Gallons of Usage)	\$49.21	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)
<b>WATER CONNECTION FEE:</b>		



Residential	\$4,500	
Commercial	\$4,500	
<b>SEWER CONNECTION FEE:</b>		
Residential	\$4,500	
Commercial	\$4,500	
<b>ONLINE PAYMENT FEE:</b>		
Transaction fee	2.5% + \$0.30	Per transaction (E-checks \$1.50 flat)
Online Convenience fee	\$1.00	Additional to transaction fee per Online Transaction

DRAFT

**REVENUES**

	<b>FY 21-22 Proposed Budget</b>	<b>FY21-22 Amendments</b>	<b>FY21-22 Amended Budget</b>	<b>FY22-23 Approved Budget</b>	<b>FY23-24 Proposed Budget</b>
<b>General Fund</b>					
Property Taxes	\$286,000		\$286,000	\$344,538	\$ 375,108
Other Local Taxes	\$514,200		\$514,200	\$589,000	\$ 632,500
Other Local Revenue	\$71,040		\$71,040	\$73,940	\$ 49,250
State Revenue	\$765,415		\$765,415	\$791,197	\$ 839,161
Federal Revenue	\$-	\$410,209	\$410,209	\$410,209	\$ -
Use of Reserve	\$-	\$-	\$-	\$-	
<b>Total General Fund</b>	<b>\$1,636,655</b>	<b>\$410,209</b>	<b>\$2,046,864</b>	<b>\$2,208,884</b>	<b>\$ 1,896,019</b>
<b>Water Fund</b>	<b>\$336,200</b>	<b>\$500,000</b>	<b>\$836,200</b>	<b>\$1,103,069</b>	<b>\$ 419,800</b>
<b>Sewer Fund</b>	<b>\$571,900</b>	<b>\$20,000</b>	<b>\$591,900</b>	<b>\$865,769</b>	<b>\$ 757,750</b>
<b>Parks Fund</b>	<b>\$721,575</b>	<b>\$200,000</b>	<b>\$921,575</b>	<b>\$1,039,528</b>	<b>\$ 879,341</b>
<b>Refuse Fund</b>	<b>\$186,354</b>	<b>\$-</b>	<b>\$186,354</b>	<b>\$212,860</b>	<b>\$ 281,692</b>
<b>Total Revenues</b>	<b>\$3,452,684</b>	<b>\$1,130,209</b>	<b>\$4,582,893</b>	<b>\$5,430,110</b>	<b>\$ 4,234,602</b>

**EXPENDITURES**

	<b>FY 21-22 Proposed Budget</b>	<b>FY21-22 Amendments</b>	<b>FY21-22 Amended Budget</b>	<b>FY22-23 Approved Budget</b>	<b>FY23-24 Proposed Budget</b>
<b>General Fund</b>					
Administration	\$380,133	\$410,209	\$790,342	\$836,806	\$ 491,340
Public Works	\$33,110	\$-	\$33,110	\$36,534	\$ 44,583
Street Lights	\$8,500	\$-	\$8,500	\$8,500	\$ 11,915
Police	\$617,712	\$-	\$617,712	\$708,421	\$ 688,163
Street Maintenance	\$597,200	\$-	\$597,200	\$618,623	\$ 660,017
<b>Total General Fund</b>	<b>\$1,636,655</b>	<b>\$410,209</b>	<b>\$2,046,864</b>	<b>\$2,208,883</b>	<b>\$ 1,896,019</b>
<b>Water Fund</b>	<b>\$336,200</b>	<b>\$500,000</b>	<b>\$836,200</b>	<b>\$1,103,069</b>	<b>\$ 419,800</b>
<b>Sewer Fund</b>	<b>\$571,900</b>	<b>\$20,000</b>	<b>\$591,900</b>	<b>\$865,769</b>	<b>\$ 757,750</b>
<b>Parks Fund</b>	<b>\$721,575</b>	<b>\$200,000</b>	<b>\$921,575</b>	<b>\$1,039,528</b>	<b>\$ 879,341</b>
<b>Refuse Fund</b>	<b>\$186,354</b>	<b>\$-</b>	<b>\$186,354</b>	<b>\$212,860</b>	<b>\$ 281,692</b>
<b>Total Expenditures</b>	<b>\$3,452,684</b>	<b>\$1,130,209</b>	<b>\$4,582,893</b>	<b>\$5,430,110</b>	<b>\$ 4,234,602</b>

**TOWN OF GROTTUES  
TOWN COUNCIL MEETING AGENDA  
AT GROTTUES VOLUNTEER FIRE DEPARTMENT  
109 3<sup>RD</sup> STREET, GROTTUES, VA 24441  
APRIL 10, 2023  
7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**CALLING OF THE ROLL BY THE CLERK**

**WELCOME CITIZENS**

1. Special Presentation

**APPROVAL OF MINUTES – MEETING OF MARCH 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**

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

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

**STAFF REPORTS:**

Town Manager

Town Attorney

Treasurer

Assistant to Town Manager

Chief of Police

Public Works Director

Parks and Tourism Director

**NEW BUSINESS**

1. B-2 Zoning Request – Pavilion

**OLD BUSINESS**

**ADJOURN**

March 13, 2023

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

### **CALL TO ORDER**

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

Mayor Plaster said we would need a motion to approve for Council member Justis to participate by phone. Council member Bailey replied so moved. Council member Leeth seconded the motion. The vote was recorded as follows 5-0: BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE.

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

Other Town Officials present: Attorney Nathan Miller, Town Manager Stefanie McAlister, Clerk Tara Morris, and Police Chief Jason Sullivan. Parks Director Austin Shank arrived at 7:12 p.m. Absent: Treasurer Rhonda Danner and Public Works Director AJ Hummel.

### **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 February 13, 2023 meetings as presented.

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 February 7, 2023 workshop meeting as presented.

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

Scott Sacra addressed the Council with a concern about the solid boxes Mr. Chittum brought up at the last meeting. He said reading the minutes there seems to be some ARPA money that could go into hiring a contracting company to come in and assist with pumping these tanks out. Mr. Sacra said he knows that public works is behind on servicing these tanks and if we don't maintain them now, they will eventually cost the town more.

Melissa Mays addressed the Council asking if they had approved for chickens to be allowed in the town. She said she is asking this because there is house on 8<sup>th</sup> Street that has chickens, and she didn't remember Chapter 48 being changed. Mayor Plaster stated that the ordinance has not changed.

Eddie Chittum addressed the Council asking about the school board elections. He said our children go to school in district 2 and the Town of Grottoes votes for district 3. He wanted to know if the Grottoes citizens were going to be able to vote for district 2.

#### **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 February.

**WATER AND SEWER** – no report

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

**STREET AND STREET LIGHTS** – no report

**PARKS, RECREATION AND PUBLIC FACILITIES** – Mayor Plaster said she attended the Grottoes Community Little League meeting and is asking for a member of council to serve as the liaison. Council member Bailey volunteered to serve at the liaison for the Little League. Council member Justis agreed to fill in when needed.

**SPECIAL EVENTS** – no report

**PERSONNEL, FIRE AND POLICE PROTECTION** –

#### **STAFF REPORTS**

**TOWN MANAGER.** Manager McAlister said the bid opening for the Aspen Avenue waterline replacement was held on February 28, 2023 at 2:00 p.m. She said we received one bid by the deadline and one bid was received late. She said the timely bid was submitted by Frank Loyd and that he is known to be a responsible contractor with all licensures. She said he is familiar with the town's water system. Manager McAlister said his bid came in \$34,580.00 and recommends we proceed with contracting Mr. Loyd's services for the Aspen Avenue water line replacement project. On a motion by Council member Bailey, 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 contract Mr. Loyd for the Aspen Avenue waterline replacement project.

**ATTORNEY.** Attorney Miller reminded the council that the call-in option is only allowed twice a year for each council member.

**TREASURER.** Manager McAlister pointed out from the Treasurer's staff report that the FY19 audit is complete. She said we are still waiting to hear from the Town's auditors PB Mares when FY20 audit will start.

**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 there is a lot of information included in the staff report and asked the council to read it over.

RECREATION AND TOURISM DIRECTOR. Director Shank apologized for his tardiness and said he just wanted to inform the council that the Blue Ridge Heritage Project will be holding a groundbreaking ceremony at Grand Caverns Park on Saturday, March 25, 2023 at 11:00 and invited all to come.

**NEW BUSINESS** – Mayor Plaster stated in the past couple years the council has donated their council salary to cover the cost of the Senior Banners/Signs. She said she is trying to get an early start this year and wanted to see if the council wants to proceed with sponsoring this recognition for our Senior Class of 2023. Mayor Plaster said she would need a motion to proceed. Council member Leeth replied so moved, seconded by Council member Bailey, and carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE.

Mayor Plaster said she has talked with Caleb Bailey who will now be coordinating the Friday Night Bluegrass in the Park. She said that Caleb would like to rename the concert series to honor Mr. Roger Randall for all he has done to bring this series to town. Mayor Plaster said Caleb would like to come to next month's meeting to recognize Mr. Roger Randall. She said in the past the town has sponsored the event with a \$1,500.00 donation and asked Council if they wanted to do that again and if so suggested to present it that night. Council member Leeth made a motion to donate \$1,500.00 to the Friday Night Bluegrass series. Council member Sterling seconded the motion. The vote was recorded 5-0-1 voting recorded as follows: JUSTIS – AYE; BAILEY – ABSTAIN; STERLING – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE.

Mayor Plaster stated that in the Town Manager's staff report she stated that she is working on quotes for the demolition of the pool. She said once the quotes are obtained, they will be brought to the Council for directions on how to proceed.

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

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Mayor

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Clerk

**Treasurer's Report**  
**March 2023**

Finance #1

**Revenues**

Water Sales	\$	21,736.71
Sewer Sales	\$	44,161.93
Trash Sales	\$	16,635.11
Utility Penalty	\$	105.00
Standpipe	\$	243.84
Real Estate Taxes	\$	2,614.52
Personal Property	\$	4,009.44
Vehicle License Fee	\$	3,393.93
Tax Penalty & Interest	\$	683.03
Business License	\$	5,470.96
Cell Tower	\$	1,495.00
Cigarette Tax	\$	6,000.00
Fines & Costs	\$	1,216.11
Golf Cart Decals	\$	125.00
House Bill 599	\$	15,766.00
Fire Program	\$	15,000.00
Communication Tax	\$	1,955.70
Consumption Tax	\$	728.88
Utility Tax	\$	2,885.69
Meals Tax	\$	13,951.95
Rent	\$	150.00
Sales Tax	\$	17,225.98
Transient Tax	\$	110.73
Zoning Permit	\$	682.50
John Painter Park Shelter Rentals	\$	1,469.92
GC Admissions	\$	40,447.27
GC Giftshop Sales	\$	7,973.91
GC Mini Golf Sales	\$	33.00
GC Shelter Rentals	\$	3,670.14
GC Donation	\$	100.00
	\$	<u>230,042.25</u>



## Treasurer's Report March 2023

### *Disbursements*

Accounts Payable	\$	200,926.03
Payroll	\$	79,711.25
Council Salary 3rd Quarter	\$	1,950.00
Federal Payroll Taxes	\$	11,717.62
Federal Payroll Taxes	\$	11,592.27
State Payroll Taxes	\$	1,684.00
State Payroll Taxes	\$	1,659.00
Anthem	\$	21,123.00
Aflac	\$	1,450.67
Intuit Transfer Fee	\$	163.95
Merchant Bank Fee	\$	28.02
Town Visa Credit Cards	\$	5,234.85
Virginia Retirement System	\$	<u>17,374.54</u>
	\$	354,615.20

### Highway

FY 22 Carry-Over	\$	201,153.65
July - January Expenses	\$	(628,612.89)
1st - 3rd Quarter	\$	<u>521,850.20</u>
	\$	94,390.96

Veterans Memorial	\$	6,638.69
Town Activities	\$	4,110.23
RBEG Checking	\$	27,637.00
Kids Fish Day	\$	9,384.90
Grand Caverns Playground Fund	\$	19,111.21
Savings	\$	1,336,971.80
ARPA Funds	\$	1,943,908.80

\$	6,542,641.17
\$	(94,309.96) Highway
\$	<u>(1,943,908.80) ARPA</u>
\$	4,504,422.41



## MEMORANDUM

**TO:** Mayor and Town Council  
**FROM:** Stefanie McAlister, Town Manager  
**DATE:** April 6, 2023  
**SUBJECT:** Staff Report

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**1. Fiscal Year 2023-2024 Budget Process**

The draft FY24 Proposed Budget Packet is attached and will be reviewed at the April 10 work session. Following that, a public hearing for the budget will be conducted in May and budget adoption will occur in June.

**2. 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 was contacted by a few contractors who were interested in providing an estimate to do the work. To date, two estimates have been collected. One was from a company outside of the area and was for \$152,000. The other was a local company and was for \$85,000. Both were based on final site condition being able to support some type of future development.

**3. HVAC Unit – Town Hall**

The rooftop HVAC unit at town hall is 20+ years old and no longer works. It must be replaced. Based on a quote received, the cost to do so will be around \$45,000. Lead time to get a unit is up to 30 weeks, therefore I need to move on having this done. I would like for Council to approve an unbudgeted expense of up to \$50,000 for the replacement of a rooftop HVAC unit.

**4. 7<sup>th</sup> and 13<sup>th</sup> Streets Water Line Replacements**

Staff is working with the Town's contracted engineer, Rob Mangrum, on the design, survey, engineering work, etc for water line replacements along 7<sup>th</sup> and 13<sup>th</sup> Streets. An RFP will be compiled and released as necessary. The process will follow what was done for the Aspen waterline replacement project. These projects will include more line taps and bores and will involve a crossing of Dogwood Ave. These projects will utilize a portion of the ARPA-SLFRF funds allocated by Council for water line replacement projects.

**Treasurer's Staff Report  
April 2023**

**Audit**

We are waiting to hear back from PB Mares regarding when the firm will be able to begin the FY20 audit. FY19 was completed and the invoice was paid over a month ago. The arrangement letter to PB Mares for the FY20 audit has been signed and returned. Staff continues to reach out regarding moving forward.

**Taxes**

Below is the FY23 budget to actual tax revenue as of 3/31/2023. Delinquent tax notices are sent on the first of every month.

Real Estate: \$282,764; 100% of budgeted amount collected.  
 Personal Property: \$91,492; 158% of budgeted amount collected.  
 Vehicle License Fee: \$51,810; 115% of budgeted amount collected.  
 Personal Property Tax Relief: \$23,861.00; 100% of budgeted amount collected.

**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, 2023.

**Utility Billing**

Billing period:	12/15/22 - 2/15/20:
Billing date:	3/5/2023
Due date:	4/5/2023
Total billing amount: \$	\$167,497.84
Number of bills generated:	1,359
Difference from previous billing:	-1
Number of bills printed:	1,110
Number of bills emailed:	249
Total number of new Water, Sewer, Trash applications processed during the month of March 2023:	5

**AP**

Date:	March 2023
Number of March invoices entered/credit memos:	166
Number of March checks printed:	116
Total amount of March checks issued:	\$193,373.26

## **Business License**

### **BUSINESS LICENSE**

Date renewal letters sent:	3/24/2023
Number of renewal letters sent:	210
Increase over last year	34
Number of renewal applications received in March 2023:	2
Number of <u>new</u> business licenses issued in March 2023:	7
Total amount of revenue received in March 2023:	\$370.40
Date of final FY 22-23 notices sent Certified Mail-Return Receipt Requested:	3/22/2023
Number of Final notices sent:	<b>9 (2 inside town limits; 7 outside)</b> 7-Eleven (Retail) Sunrise Cleaning – (Repair, Personal & Business Service) 7 (outside town; changed to inactive) Empower Solar/Affordable Electrical & Control Inc. (Contractor) Grace Custom Homes (Contractor) Green Pest Services (Contractor) J. Walton Enterprises LTD (Contractor) Madison Run Guttering (Contractor) Shenandoah Real Estate (Financial, Real Estate, Pro Services) Valley General Emergency Restoration (Contractor)



## Land Development Staff Report April 2023

### Zoning Permits issued (March 2023)

- 10 Permits
  - 1 Single Family
  - 0 Town houses
  - 7 Fence
  - 1 Sign permit
  - 1 Garage addition

### 2023 total to date

- 21 Total Permits
- 2023 Total Dwellings**
- 3 Single-Family
- 0 Townhouse units

**Aspen Avenue & 11<sup>th</sup> Street (R-7 zoning)** – Staff reviewed the site plan and have responded with corrections that need to be made. Once resubmitted, the plan will be reviewed by the PC for their recommendation. The site plan is for a six-unit apartment building. This is a permitted use in the R7 zoning district.

**Zoning Violation** – A zoning violation letter was sent to a property owner on 8<sup>th</sup> Street for keeping chickens. This violation was brought up to Council at the March meeting. After 30 days the property will be checked again. If the violation continues, another notification will be sent. Information regarding this violation carrying a penalty of a Class 4 misdemeanor will be included.

**703 Dogwood Avenue (B2 Zoning)** – The landowner has submitted a request to build a 40' x 60' pavilion. He is requesting this to allow for a covered shelter for customers to dine, enjoy the entertainment, and help absorb noise from the live music. His plan is to build the pavilion so that it could be enclosed in the future for use during the winter months. This request went to the Planning Commission on March 28, 2023 and was discussed. A unanimous vote was taken to recommend the request to Council as presented.

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

**700 Dogwood Avenue (B2 Zoning)** – Staff is working with the developer on creating and submitting a site plan that contains all required information as cited in Town Code. When the site plan process is complete, and permits are issued construction can begin.

**200 Augusta Avenue** – Remodeling is progressing, and the Rite Aid Pharmacy is still on track for an April 27 opening.

**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

### April 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

#### Police Activities

The officers of the police department challenged themselves for the last few months to serve all outstanding warrants for subjects that reside in the town. As of April 1, 2023, they achieved that goal. The goal was achieved by either apprehending the wanted subject personally or passing on information to other agencies to assist in the apprehension of the wanted subjects.

#### Grants

The police department has applied for two grants at this time.

The first grant is through the Department Of Motor Vehicles. We have requested funds to replace two existing radar units and funds to help support traffic safety enforcement.

The second grant that we have applied for is through the Department of Criminal Justice Services. This grant is designed to give us the ability to purchase specialized equipment that we would normally not have the funds for such as personal ballistic equipment, and other specialized equipment. The department of Criminal Justice Services used a formula and set a cap for the amount of funds we could receive.

Currently, we are in the review phase of the grant processes. It may be several months before we find out if we will be awarded funding.

#### Special Events

Preparation for kids' fish day is underway. The police department administrative assistant has been working on soliciting door prizes for the event and has been able to add new sponsors to the growing list. We have added the First Baptist Church of Grottoes and Harrisonburg Rockingham Communication Center to the list of participants that will be helping with activities on the day of the event. It is anticipated that Kid's Fish Day will be larger than last year, based on the number

of calls and social media interest in the event. Lawhorne Pond will be stocked on May 5, 2023, at an undisclosed time.

On April 12, 2023, a member of the police department will be participating in Dolly's Read Aloud Tour at the Grottoes Library. This event will start at 11:00 am.

Respectfully submitted:  
Jason Sullivan  
Chief of Police

### Grotooes Police Department Monthly Activity Log

Calendar Year 2023	January	February	March	April	May	June	July	August	September	October	November	December	2023 Totals
Hrs. Assist Other Agency	9	18	15.5										
Hrs. In Court	9	10	14										
Hrs. Training	44	25	47										
Hrs. Special Assignment	0	0	3										
Funeral Escorts	0	0	0										
Security Checks	438	736	941										
Calls For Service	185	205	179										
Hours Investigation	10	28	40.5										
Reports Written	7	9	10										
Warrants Obtained	5	3	0										
Warrants Served	4	5	16										
Felony Warrants Obtained	0	0	0										
Felony Warrants Served	0	2	7										
Misdemeanor Warrants Obtained	1	0	0										
Misdemeanor Warrants Served	2	1	9										
Active Warrants			0										
Petitions Obtained	0	0	0										
Petitions Served	0	0	0										
ECO Served	0	0	0										
Hours ECO	0	0	0										
Directed Patrol	14	4	15										
South River Elementary School	18.5	14	15										
Accidents Worked	1	3	4										
Assist Motorist	2	0	1										
Traffic Stops	82	63	94										
Summonses Issued	48	33	58										
Parking Tickets	2	0	1										
DUI Arrests	0	1	0										
Other Arrests	2	1	2										
Fuel (Gallons)	381	403	575.8										
Miles Driven	5,015	4,500	8,092										
Bridgewater Police	1,377	1,183	1,337										
Broadway Police	581	574	581										
Dayton Police	732	545	706										
Elkton Police	1,122	1,237	1,337										
Grotooes Police	891	1,022	1,342										
Timberville Police	775	758	1,201										
<b>Call Type</b>	<b>Date</b>	<b>Calls Handled by RGSO</b>											
		<b>Reason Grotooes Officer Not Available for Call</b>											





April 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

With continuous use, as development takes place in town, and while planning for future growth 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 will be brought into our system. This infrastructure 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. 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. Town staff has almost completed the manhole inspections and are working to get a quote for repairs.

### **Wastewater Plant**

We are currently talking to Mr. Blessings about working part-time at the WWTP. Currently we use Josh to cover for when Alan is off from work which pulls a man from are daily work. 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. Bradford Morris also sewer jetted and used vac truck to clean the gravity line between the lagoons Alan reported the lagoon levels were more level.

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

### **Water**

Town staff in the coming months will be working with our engineer to make progress on our next two water line replacements. This will be on 7<sup>th</sup> Street and 13<sup>th</sup> Street. Frank Loyd is planning to start the Aspen Ave. water line replacement on April 17, 2023.

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 findings to staff. We will share that report with the 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 currently engage 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.

3/1/2023	Maintenance	Town	LR,JS	Straighten Signs	Straightened Signs	Streets	3/1/2023	3 Hrs.
3/1/2023	Homeowner	604 9th.St.	DS,LR	Sewer Smell	Check Septic lid	Sewer	3/1/2023	.5 Hrs.
3/1/2023	Homeowner	200 4th.St.	JS,JP	Pump septic tank	Pumped septic tank	Sewer	3/1/2023	2 Hrs.
3/2/2023	Maintenance	Town Hall	JS,TB,JP	Dig out dirt install gravel	Installed gravel pad	Admin.	3/2/2023	5 Hrs.
3/3/2023	Maintenance	21st.St.	DS,JP	End of culvert smashed	Fixed culvert	Streets	3/3/2023	1 Hr.
3/3/2023	Maintenance	Kellow Ave.	DS,JP,LR	Add gravel for cut in rd.	Added gravel	Streets	3/3/2023	1 Hr.
3/6/2023	Town Manager	Scruggs Ln.	DS,JP	Install dead end sign	Installed dead end sign	Streets	3/6/2023	1 Hr.
3/6/2023	Maintenance	502 4th.St.	DS,JP	Seed and Straw list of post and signs	Seed and Straw Needing replaced	Water	3/6/2023	1 Hr.
3/6/2023	Maintenance	Town	LR,JS			Streets	3/6/2023	1.5 Hrs.
3/6/2023	Maintenance	10th.and Elm	LR,JS	Replace st.sign	Replaced sign	Streets	3/6/2023	.5 Hrs.
3/6/2023	Maintenance	4th.14th.16th.	LR,JS	Signs Forest Ave.	Replaced	Streets	3/6/2023	1.5 Hrs.
3/6/2023	Maintenance	4th.10th.11th.	LR,JS	Signs Gum Ave.	Replaced	Streets	3/6/2023	2.5 Hrs.
		12th.17th.						
3/16/2023	Maintenance	Garage	DS,LR,BK	Brakes/Oil change lid would not fit correct	1ton Dump truck	Streets	3/16/2023	3 Hrs.
3/17/2023	Maintenance	MH505B	JP,JS	lid would not fit correct	Removed rust	Sewer	3/17/2023	1 Hr.
3/17/2023	Maintenance	MH60A	JS,JP	lid would not fit correct	Removed rust	Sewer	3/17/2023	1 Hr.
3/17/2023	Maintenance	MH309	JS,JP	lid would not fit correct	Removed rust	Sewer	3/17/2023	1 Hr.
3/20/2023	Maintenance	Cottonwood A St.	DS,LR,JP	Water leak 3/4"	Fixed water leak Replaced 2" valve	Water	3/20/2023	11 Hrs.
3/22/2023	Maintenance	A St. & 340	All	2" Valve leaking		Water	3/22/2023	8 Hrs.
3/23/2023	Maintenance	Cottonwood / A St.	All on/off	Water leak 3/4"	Fixed water leak	Water	3/23/2023	9 Hrs.
3/24/2023	Maintenance	Cottonwood / A St.	TB,LR	Repair Rd. from leak	Repaired Rd.	Streets	3/24/2023	3 Hrs.
3/27/2023	Homeowner	109 4th.St.	DS,LR	Spread gravel along Rd. cleaned culvert	Fixed	Streets	3/27/2023	1 Hr.
3/27/2023	Maintenance	Alley 15th.16th. St.	DS,LR,BK	Alley overgrown	Cleaned up Replaced 6" valve	Sewer	3/27/2023	2 Hrs.
3/28/2023	Maintenance	A St. & Park Ave.	All	6" Valve leaking		Water	3/28/2023	11 Hrs.
3/29/2023	Homeowner	304 6th.St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	3/29/2023	2 Hrs.

**Parks & Tourism Staff Report  
April 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 \$54,117.45 in revenue for the month of March making it the highest grossing March ever. To compare with previous years please reference the charts at the end of this report.

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

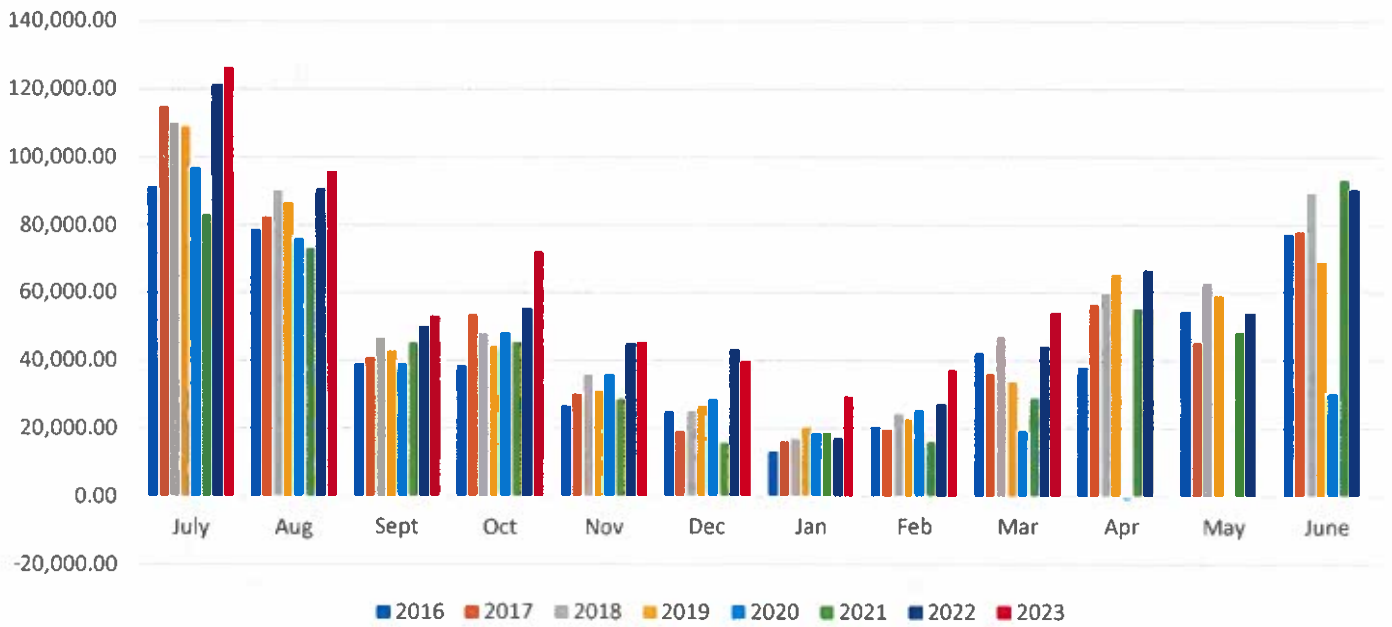
**1. Staffing:**

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 been so poorly staffed that we've been forced to limit tours and thereby turn away business. Our capacity to capture revenue has now become limited due to our chronically anemic staffing levels.

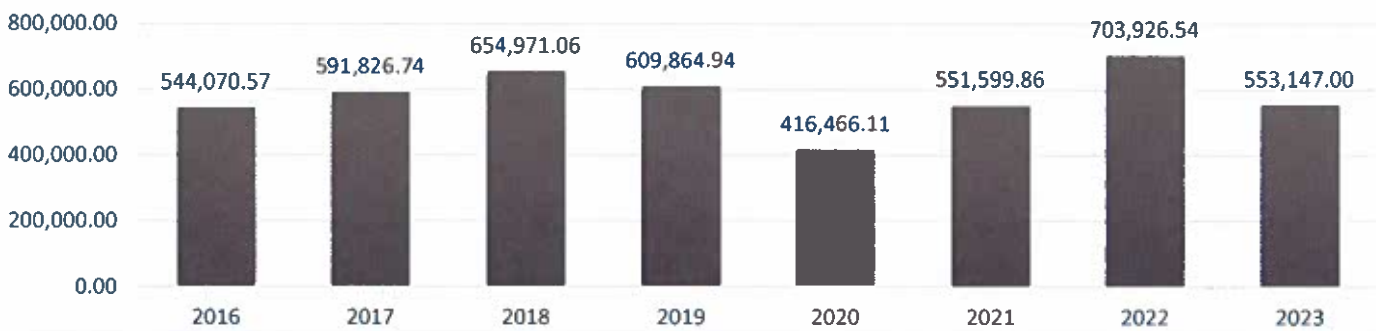
- 2. \*ACTION ITEM:** As discussed with the Parks Committee nearly a year ago, and again recently, staff has identified a 2-Phase approach to install and expand critical communications infrastructure inside Grand Caverns. This project expands high-speed internet and a new analog phone line to emergency phones throughout the cave. Staff desires to expand the 2<sup>nd</sup> Phase from its original scope. Instead of hanging new internet and phone lines on cave formations (as is currently done) this scope of work would bury these lines in conduit in the gravel pathway. This removes eyesores and tripping hazards for spelunking tours and improves access to the infrastructure. Additionally, I requested an additional 4<sup>th</sup> emergency phone station, and that all emergency phone stations contain two phones, one that calls out to our internal network and a second that calls out directly to emergency services. Lastly, I had the scope of work include a large empty conduit run parallel (buried into the gravel pathway) so that future electrical upgrades could be installed with minimal repeated trenching labor. The proposal will provide critical communication redundancy in the form of a VOIP phone network, new landlines, new weatherproof phones, and Wi-Fi accessibility for employees throughout parts of the cave.

Originally, staff intended this project to coincide with the electrical renovation project, however, the emergency phones have begun failing so frequently that I must recommend we consider its execution as soon as possible. These changes and the rising cost of materials resulted in a higher quote than a year ago. The cost has risen from \$44,100.34 to \$79,650.65. In confirming with the Town Manager, we currently have a contract with Edge ITM for technology services, therefore, I ask Town Council to consider making a motion to authorize the use of ARPA funds allocated to the Parks & Tourism Department to cover the full cost of the 2<sup>nd</sup> Phase of this project.

Respectfully submitted,  
Austin Shank  
Parks & Tourism Director



### Total Revenue



Edge ITM  
 PO Box 2308  
 Harrisonburg, VA 22801  
 540-908-4240  
 billing@edge-itm.com



# ESTIMATE

DATE 3/14/2023  
 ESTIMATE # Q1489

BILL TO
Town of Grottoes Grand Caverns 5 Grand Caverns Drive Grottoes, VA 24441 US

LOCATION

QTY	ITEM	DESCRIPTION	RATE	TOTAL
400	ACC-ASST-HW	Phase #2 Internet/Phone into Cave and electrical pathway		
1	LAN-RACK-SECURE	Fiber + Analog Telephone from Switch in Cave entrance to IDF's 1 (Near Persian Palace) 24 Strand Armored Direct Bury Single Mode Fiber Unflooded.	1.55	620.00
1	LAN-RACK-SECURE	14x12x6 NEMA 4X Fiberglass Weatherproof RF Transparent Wireless Enclosure with Non Metallic Equipment Mounting Plate	342.75	342.75
400	ACC-ASST-HW	18-2 Shielded Wire with Drain (Per Foot)	0.35	140.00
1	LAN-RACK-SECURE	1 Panel Wall mount Termination Box Enclosure LGX Chassis	78.74	78.74
1	CAB-PANEL-16PRTPTCH	Fiber Adapter Panel - Loaded with 6 Duplex LC Blue Ceramic Adapters w/ Flange, Single Mode, Black. 12 Ports Total	24.10	24.10
2	ACC-ASST-HW	Fiber Connector - FAST, Pre-polished, Field-installable, LC, SM, 900um	26.30	52.60
1	LAN-SW-FS	FS IE3100 8 port POE Industrial switch with power supply	478.78	478.78
2	FIB-SFP-10GB	FS Fiber Transceivers 10GB	45.99	91.98
2	FIB-PATCH-3FT	1m (3ft) LC UPC to ST UPC Duplex 2.0mm PVC(OFNR) OM2 Multimode Fiber Optic Patch Cable	24.99	49.98
1	CAB-CAT5-50FT	50 Foot Cat6e cable	35.99	35.99
2	CAB-CAT6-3FT	Cat6 3ft Patch Cable	2.24	4.48
1	LAN-WRLS-UBI	Ubiquiti Nano HD	185.99	185.99
1	TEL-POL-VVX	Polycom Base Station/phone coupled with a Viking single action weatherproof emergency phone.	1,476.25	1,476.25
700	CAB-FIB-CONNECT	Fiber + Analog Telephone From IDF1 to IDF2 (Near Dantes Inferno) 24 Strand Armored Direct Bury Single Mode Fiber Unflooded.	1.55	1,085.00
1	LAN-RACK-SECURE	14x12x6 NEMA 4X Fiberglass Weatherproof RF Transparent Wireless Enclosure with Non Metallic Equipment Mounting Plate.	342.75	342.75
700	ACC-ASST-HW	18-2 Shielded Wire with Drain (Per Foot)	0.35	245.00
1	LAN-RACK-SECURE	1 Panel Wall mount Termination Box Enclosure LGX Chassis	78.74	78.74
1	LAN-RACK-SECURE	Fiber Adapter Panel - Loaded with 6 Duplex LC Blue Ceramic Adapters w/ Flange, Single Mode, Black. 12 Ports Total	24.10	24.10
2	CAB-FIB-CONNECT	Fiber Connector - FAST, Pre-polished, Field-installable, LC, SM, 900um	25.10	50.20
1	LAN-SW-FS	FS IE3100 8 port POE Industrial switch with power supply	478.78	478.78
2	FIB-SFP-10GB	FS Fiber Transceivers 10GB	45.99	91.98

**SUBTOTAL**

**SALES TAX (0.0%)**

**TOTAL**

Signature

Edge ITM  
 PO Box 2308  
 Harrisonburg, VA 22801  
 540-908-4240  
 billing@edge-itm.com



# ESTIMATE

DATE 3/14/2023  
 ESTIMATE # Q1489

BILL TO
Town of Grottoes Grand Caverns 5 Grand Caverns Drive Grottoes, VA 24441 US

LOCATION

QTY	ITEM	DESCRIPTION	RATE	TOTAL
2	FIB-PATCH-3FT	1m (3ft) LC UPC to ST UPC Duplex 2.0mm PVC(OFN) OM2 Multimode Fiber Optic Patch Cable	24.99	49.98
1	CAB-CAT5-50FT	50 Foot Cat6e cable	35.99	35.99
2	CAB-CAT6-3FT	Cat6 3ft Patch Cable	2.24	4.48
1	WRLS-UBQ-UNFI	Ubiquiti Nano HD	185.99	185.99
1	TEL-POL-VVX	Polycom Base Station/phone coupled with a Viking single action weatherproof emergency phone.	1,476.25	1,476.25
400	CAB-FIB-CONNECT	Fiber + Analog Telephone From IDF2 to IDF3 (New Location) 24 Strand Armored Direct Bury Single Mode Fiber Unflooded.	1.55	620.00
1	CAB-CAT-MOD	14x12x6 NEMA 4X Fiberglass Weatherproof RF Transparent Wireless Enclosure with Non Metallic Equipment Mounting Plate	342.75	342.75
400	CAB-BELKN-6FTFIRWRE	18-2 Shielded Wire with Drain (Per Foot)	0.35	140.00
1	LAN-RACK-SECURE	1 Panel Wall mount Termination Box Enclosure LGX Chassis	78.74	78.74
1	LAN-RACK-SECURE	Fiber Adapter Panel - Loaded with 6 Duplex LC Blue Ceramic Adapters w/ Flange, Single Mode, Black. 12 Ports Total	24.10	24.10
1	CAB-FIB-CONNECT	Fiber Connector - FAST, Pre-polished, Field-installable, LC, SM, 900um	25.10	25.10
1	LAN-SW-FS	FS IE3100 8 port POE Industrial switch with power supply	478.78	478.78
2	FIB-SFP-10GB	FS Fiber Transceivers 10GB	45.99	91.98
2	FIB-PATCH-3FT	1m (3ft) LC UPC to ST UPC Duplex 2.0mm PVC(OFN) OM2 Multimode Fiber Optic Patch Cable	24.99	49.98
1	CAB-CAT-BULK	50 Foot Cat6e cable	35.99	35.99
1	CAB-CAT6-3FT	Cat6 3ft Patch Cable	2.24	2.24
1	WRLS-UBQ-UNFI	Ubiquiti Wireless Access Point	185.99	185.99
1	TEL-POL-VVX	Polycom Base Station/phone coupled with a Viking single action weatherproof emergency phone.	1,476.25	1,476.25
700	CAB-FIB-CONNECT	Fiber + Analog Telephone From IDF2 to IDF3 (Near Jackson Hall) 24 Strand Armored Direct Bury Single Mode Fiber Unflooded.	1.55	1,085.00
1	CAB-CAT-MOD	14x12x6 NEMA 4X Fiberglass Weatherproof RF Transparent Wireless Enclosure with Non Metallic Equipment Mounting Plate	342.75	342.75
700	CAB-BELKN-6FTFIRWRE	18-2 Shielded Wire with Drain (Per Foot)	0.35	245.00
1	LAN-RACK-SECURE	1 Panel Wall mount Termination Box Enclosure LGX Chassis	78.74	78.74

**SUBTOTAL**

**SALES TAX (0.0%)**

**TOTAL**

Signature



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# ESTIMATE

DATE 3/14/2023

ESTIMATE # Q1489

BILL TO
Town of Grottoes Grand Caverns 5 Grand Caverns Drive Grottoes, VA 24441 US

LOCATION

QTY	ITEM	DESCRIPTION	RATE	TOTAL
1	LAN-RACK-SECURE	Fiber Adapter Panel - Loaded with 6 Duplex LC Blue Ceramic Adapters w/ Flange, Single Mode, Black. 12 Ports Total	24.10	24.10
6	CAB-FIB-CONNECT	Fiber Connector - FAST, Pre-polished, Field-installable, LC, SM, 900um	25.10	150.60
1	LAN-SW-FS	FS IE3100 8 port POE Industrial switch with power supply	478.78	478.78
2	FIB-SFP-10GB	FS Fiber Transceivers 10GB	45.99	91.98
2	FIB-PATCH-3FT	1m (3ft) LC UPC to ST UPC Duplex 2.0mm PVC(OFNr) OM2 Multimode Fiber Optic Patch Cable	24.99	49.98
1	CAB-CAT5-50FT	50 Foot Cat6e cable	35.99	35.99
3	CAB-CAT6-3FT	Cat6 3ft Patch Cable	2.24	6.72
1	WRLS-UBQ-UNFI	Ubiquiti Wireless Access Point	185.99	185.99
1	TEL-POL-VVX	Polycom Base Station/phone coupled with a Viking single action weatherproof emergency phone.	1,476.25	1,476.25
12	CAB-CAT-MOD	Conduit for fiber protection at stairwells	19.25	231.00
170	CAB-FIB-CONNECT	3" PVC 10' electrical conduit	74.95	12,741.50
1	ACC-ADPTR-MS	Sweeps, 45's, Couplers	391.24	391.24
1	LAB-PC-FLRATE	Commercial Service Labor - Installation of the above services and hardware to provide a working wireless network and redundant phone service in the designated areas of the cave via a fiber link. In addition to the fiber a 3 inch conduit will be installed beside fiber.	49,252.25	49,252.25
1	PART-ELEC-MIS	Consumables including zip ties, caulk, grommets, screws, replacement blades, glue/primer ect	650.00	650.00
1	PART-REIM-EDGE	Rock Saw Rental	850.00	850.00

<b>SUBTOTAL</b>	
<b>SALES TAX (0.0%)</b>	
<b>TOTAL</b>	

Signature

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**ESTIMATE**

DATE 3/14/2023  
 ESTIMATE # Q1489

BILL TO
Town of Grottoes Grand Caverns 5 Grand Caverns Drive Grottoes, VA 24441 US

LOCATION

QTY	ITEM	DESCRIPTION	RATE	TOTAL
		Cave Phase 2 (Fiber and Hardware SOW) Terminated at three existing locations and a new 4th Mid point between IDF 2 and 3. 24 Strand fiber Daisy chained (Splice thru)( from first IDF to 12 strand feeding other three IDFS ) from new network rack in Cave entrance building - 1 pair will be terminated at each IDF with spare pair of fiber left dark for spare/future. 18 Gauge shielded wire will be run alongside fiber to provide a fresh analog phone feed for backup. Wireless and Emergency Phone Overlay composing of 4 locations along the cave path. A 3 inch PVC conduit will be layed beside the 24 strand fiber to facilitate a pathway for future electrical upgrades.		

<b>SUBTOTAL</b>	\$79,650.65
<b>SALES TAX (0.0%)</b>	\$0.00
<b>TOTAL</b>	\$79,650.65

Signature \_\_\_\_\_

TOWN OF GROTTOS  
TOWN COUNCIL  
B-2 REQUEST – 703 DOGWOOD AVENUE  
STAFF REPORT

**SUBJECT:**

Kenny May is requesting permission to build a 40x60 pavilion at 703 Dogwood Avenue.

**Current Proposal**

To construct a pavilion to provide a covered outdoor area for customers to dine, enjoy entertainment and to help absorb noise from the live music. The construction of the pavilion will be done so in the future garage doors can be added to enclose the pavilion for use during the winter months. According to Town Code Article XV Planned Business District B2, section 100-64 permitted uses, the request must be approved by the Planning Commission and Town Council before a zoning permit can be issued.

**ZONING AND LOCATION:**

The subject property is zoned B-2 and is located on the west side of Dogwood Avenue. The subject property is a total of 0.32 acres identified as tax map numbers 160D1-(1)-B87-L5, 160D1-(1)-B87-L6, 160D1-(1)-B87-L7, 160D1-(1)-B87-L8.



**PLOT PLAN:**

This plot plan shows the location of the pavilion and where the roof line will connect with the existing structure. This plan shows the pavilion meets the B-2 setbacks.



Built Similar To  
Lil' Gus' Proposed Pavilion  
Kenny May / 7000 Raines Rd. Grottoes, VA / (540) 271-3315



**Specifications:**

Size: 40' X 60'

Base: Concrete Slab

Frontal Setback: 5' from front property line

This photograph, submitted by the applicant, shows the proposed style of pavilion.

**STAFF RECOMMENDATIONS:**

Staff recommends approval of the request since it conforms with the land use and zoning requirements for B-2.

**PLANNING COMMISSION RECOMMENDATIONS:**

The Planning Commission met on Tuesday, March 28, 2023, and discussed the request from Kenny May to build a pavilion at 703 Dogwood Avenue. After discussion, a unanimous vote was taken to recommend the request to the council as presented.

Submitted by:

Tara Morris  
Assistant to Town Manager