

**TOWN OF GROTTUES**  
**TOWN COUNCIL WORKSESSION AGENDA**  
**May 8, 2023**  
**6:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Budget discussion
2. Discussion on train horns and guide to the quiet zone establishment
3. Public hearing notifications
4. Parks Committee requested information.
5. Other business



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## GUIDE TO THE QUIET ZONE ESTABLISHMENT PROCESS

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AN INFORMATION GUIDE

**Federal Railroad Administration**

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Federal Railroad Administration

Highway-Rail Crossing and Trespasser Programs Division

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## **Purpose of the Guide**

This brochure was developed to serve as a guide for local decision makers seeking a greater understanding of train horn sounding requirements and how to establish quiet zones. Its purpose is to provide a general overview and thus does not contain every detail about the quiet zone establishment process. For more detailed and authoritative information, the reader is encouraged to review the official regulations governing the use of locomotive horns at public highway-rail grade crossings and the establishment of quiet zones that are contained in 49 CFR Part 222. A copy of the rule can be downloaded or printed at <http://www.fra.dot.gov/eLib/Details/L02809>.

## **About Quiet Zones**



FRA is committed to reducing the number of collisions at highway-rail grade crossings, while establishing a consistent standard for communities who opt to preserve or enhance quality of life for their residents by establishing quiet zones within which routine use of train horns at crossings is prohibited.

Federal regulation requires that locomotive horns begin sounding 15–20 seconds before entering public highway-rail grade crossings, no more than one-quarter mile in advance. Only a public authority, the governmental entity responsible for traffic control or law enforcement at the crossings, is permitted to create quiet zones.

A quiet zone is a section of a rail line at least one-half mile in length that contains one or more consecutive public highway-rail grade crossings at which locomotive horns are not routinely sounded when trains are approaching the crossings. The prohibited use of train horns at quiet zones only applies to trains when approaching and entering crossings and does not include train horn use within passenger stations or rail yards. Train horns may be sounded in emergency situations or to comply with other railroad or FRA rules even within a quiet zone. Quiet zone regulations also do not eliminate the use of locomotive bells at crossings. Therefore, a more appropriate description of a designated quiet zone would be a “reduced train horn area.”

Communities wishing to establish quiet zones must work through the appropriate public authority that is responsible for traffic control or law enforcement at the crossings.

## Historical Context

Historically, railroads have sounded locomotive horns or whistles in advance of grade crossings and under other circumstances as a universal safety precaution. Some States allowed local communities to create whistle bans where the train horn was not routinely sounded. In other States, communities created whistle bans through informal agreements with railroads.

In the late 1980's, FRA observed a significant increase in nighttime train-vehicle collisions at certain gated highway-rail grade crossings on the Florida East Coast Railway (FEC) at which nighttime whistle bans had been established in accordance with State statute. In 1991, FRA issued Emergency Order #15 requiring trains on the FEC to sound their horns again. The number and rate of collisions at affected crossings returned to pre-whistle ban levels.



In 1994, Congress enacted a law that required FRA to issue a Federal regulation requiring the sounding of locomotive horns at public highway-rail grade crossings. It also gave FRA the ability to provide for exceptions to that requirement by allowing communities under some circumstances to establish "quiet zones."

The Train Horn Rule became effective on June 24, 2005. The rule set nationwide standards for the sounding of train horns at public highway-rail grade crossings. This rule changed the criteria for sounding the horn from distance-based to time-based. It also set limits on the volume of a train horn. The rule also established a process for communities to obtain relief from the routine sounding of train horns by providing criteria for the establishment of quiet zones. Locomotive horns may still be used in the case of an emergency and to comply with Federal regulations or certain railroad rules.



## Public Safety Considerations

Because the absence of routine horn sounding increases the risk of a crossing collision, a public authority that desires to establish a quiet zone usually will be required to mitigate this additional risk. At a minimum, each public highway–rail crossing within a quiet zone must be equipped with active warning devices: flashing lights, gates, constant warning time devices (except in rare circumstances) and power out indicators.

***In order to create a quiet zone, one of the following conditions must be met***

1. ***The Quiet Zone Risk Index (QZRI) is less than or equal to the Nationwide Significant Risk Threshold (NSRT) with or without additional safety measures such as Supplementary Safety Measures (SSMs) or Alternative Safety Measures (ASMs) described below.*** The QZRI is the average risk for all public highway-rail crossings in the quiet zone, including the additional risk for absence of train horns and any reduction in risk due to the risk mitigation measures. The NSRT is the level of risk calculated annually by averaging the risk at all of the Nation’s public highway-rail grade crossings equipped with flashing lights and gates where train horns are routinely sounded.
2. ***The Quiet Zone Risk Index (QZRI) is less than or equal to the Risk Index With Horns (RIWH) with additional safety measures such as SSMs or ASMs.*** The RIWH is the average risk for all public highway-rail crossings in the proposed quiet zone when locomotive horns are routinely sounded.
3. ***Install SSMs at every public highway-rail crossing.*** This is the best method to reduce to reduce risks in a proposed quiet zone and to enhance safety.

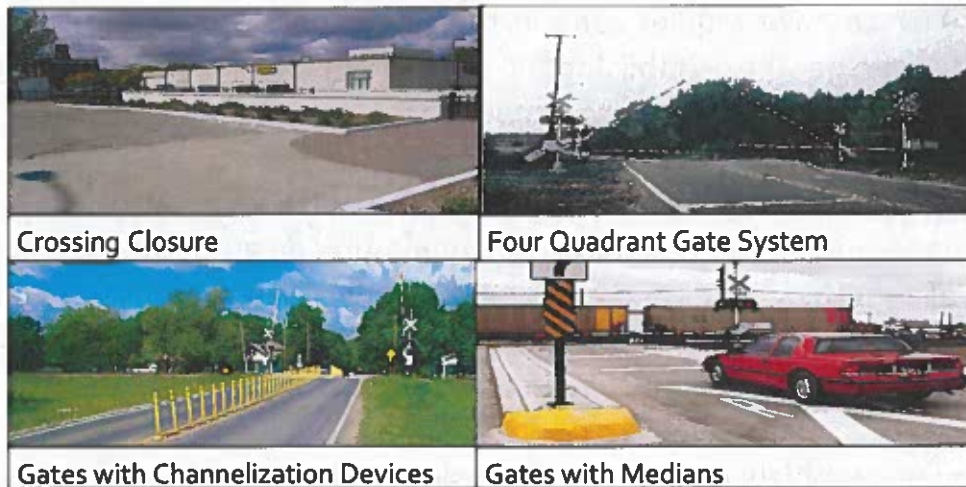
SSMs are pre-approved risk reduction engineering treatments installed at certain public highway-rail crossings within the quiet zone and can help maximize safety benefits and minimize risk. SSMs include: medians or channelization devices, one-way streets with gates, four quadrant gate systems, and temporary or permanent crossing closures. Examples of SSMs are shown on the next page.

ASMs are safety systems, other than SSMs, that are used to reduce risk in a quiet zone. ASMs typically are improvements that do not fully meet the requirements to be SSMs and their risk reduction effectiveness must be submitted in writing and approved by FRA.

FRA strongly recommends that all crossings in the quiet zone be reviewed by a diagnostic team. A diagnostic team typically consists of representatives from the public authority, railroad, and State agency responsible for crossing safety and FRA grade crossing managers.

## Public Safety Considerations continued

### Examples of SSMs



**Wayside Horns** The train horn rule also provides another method for reducing the impact of routine locomotive horn sounding when trains approach public highway-rail grade crossings. A wayside horn may be installed at highway-rail grade crossings that have flashing lights, gates, constant warning time devices (except in rare circumstances), and power out indicators. The wayside horn is positioned at the crossing and will sound when the warning devices are activated. The sound is directed down the roadway, which greatly reduces the noise footprint of the audible warning. Use of wayside horns is not the same as establishing a quiet zone although they may be used within quiet zones.

## Cost Considerations

The enabling Federal statute did not provide funding for the establishment of quiet zones. Public authorities seeking to establish quiet zones should be prepared to finance the installation of SSMs and ASMs used. Costs can vary from \$30,000 per crossing to more than \$1 million depending on the number of crossings and the types of safety improvements required.

## Legal Considerations

The courts will ultimately determine who will be held liable if a collision occurs at a grade crossing located within a quiet zone, based upon the facts of each case, as a collision may have been caused by factors other than the absence of an audible warning. FRA's rule is intended to remove failure to sound the horn as a cause of action in lawsuits involving collisions that have occurred at grade crossings within duly established quiet zones.

## The Quiet Zone Establishment Process

Under the Train Horn Rule, only public authorities are permitted to establish quiet zones. Citizens who wish to have a quiet zone in their neighborhood should contact their local government to pursue the establishment of a quiet zone. The following is a typical example of the steps taken to establish a quiet zone:

1. **Determine** which crossings will be included in the quiet zone. All public highway-rail crossings in the quiet zone must have, at a minimum, an automatic warning system consisting of flashing lights and gates. The warning systems must be equipped with constant warning time devices (except in rare circumstances) and power out indicators. The length of the quiet zone must be at least one-half mile in length.
2. **Identify** any private highway-rail grade crossings within the proposed quiet zone. If they allow access to the public or provide access to active industrial or commercial sites, a diagnostic review must be conducted and the crossing(s) treated in accordance with the recommendations of the diagnostic team.
3. **Identify** any pedestrian crossings within the proposed quiet zone and conduct a diagnostic review of those crossings too. They also must be treated in accordance with the diagnostic team's recommendations. *NOTE:* While it is not required by the regulations, FRA recommends that every crossing within a proposed quiet zone be reviewed for safety concerns.
4. **Update** the U.S. DOT Crossing Inventory Form to reflect current physical and operating conditions at each public, private, and pedestrian crossing located within a proposed quiet zone.
5. **Provide** a Notice of Intent (NOI) to all of the railroads that operate over crossings in the proposed quiet zone, the State agency responsible for highway safety and the State agency responsible for crossing safety. The NOI must list all of the crossings in the proposed quiet zone and give a brief explanation of the tentative plans for implementing improvements within the quiet zone. Additional required elements of the NOI can be found in 49 CFR 222.43(b). The railroads and State agencies have 60 days in which to provide comments to the public authority on the proposed plan.
6. **Alternative Safety Measures** – If ASMs are going to be used to reduce risk, an application to FRA must be made. The application must include all of the elements provided in 49 CFR 222.39(b)(1) and copies of the application must be sent to the entities listed in 49 CFR 222.39(b)(3). They will have 60 days to provide comments to FRA on the application. FRA will provide a written decision on the application typically within three to four months after it is received.

## The Quiet Zone Establishment Process continued

7. **Determine** how the quiet zone will be established using one of the following criteria: (Note that Options 2 through 4 will require the use of the FRA Quiet Zone Calculator available at <http://safetydata.fra.dot.gov/quiet/>.)

1. Every public highway-rail crossing in the proposed quiet zone is equipped with one or more SSMs.
2. The Quiet Zone Risk Index (QZRI) of the proposed quiet zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT) without installing SSMs or ASMs.
3. The QZRI of the proposed quiet zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT) after the installation of SSMs or ASMs.
4. The QZRI of the proposed quiet zone is less than or equal to the Risk Index with Horns (RIWH) after the installation of SSMs or ASMs.



8. **Complete** the installation of SSMs and ASMs and any other required improvements determined by the diagnostic team at all public, private, and pedestrian crossings within the proposed quiet zone.

9. **Ensure** that the required signage at each public, private, and pedestrian crossing is installed in accordance with 49 CFR Sections 222.25, 222.27, and 222.35, and the standards outlined in the Manual on Uniform Traffic Control Devices. These signs may need to be covered until the quiet zone is in effect.

10. **Establish** the quiet zone by providing a Notice of Quiet Zone Establishment to all of the parties that are listed in 49 CFR Section 222.43(a)(3). Be sure to include all of the required contents in the notice as listed in 49 CFR Section 222.43(d). The quiet zone can take effect no earlier than 21 days after the date on which the Notice of Quiet Zone Establishment is mailed.

**\*\*\*Appendix C to the Train Horn Rule provides detailed, step by step guidance on how to create a quiet zone.\*\*\***



## Required Documentation

Public authorities interested in establishing a quiet zone are required to submit certain documentation during the establishment process. FRA has provided checklists for the various documents that can be found at <http://www.fra.dot.gov/Elib/Details/L03055>.

FRA's Regional Grade Crossing Managers are available to provide technical assistance. A State's department of transportation or rail regulatory agency also may be able to provide assistance to communities pursuing quiet zones.

Public authorities are encouraged to consult with the agencies in their State that have responsibility for crossing safety. Some States may have additional administrative or legal requirements that must be met in order to modify a public highway-rail grade crossing.

## Role of Railroads

Communities seeking to establish a quiet zone are required to send a Notice of Intent and a Notice of Quiet Zone Establishment to railroads operating over the public highway-rail grade crossings within the proposed quiet zone. Railroad officials can provide valuable input during the quiet zone establishment process and should be included on all diagnostic teams. Listed below are links to the Class I Railroads and Amtrak.

<a href="#">BNSF Railway (BNSF)</a>	<a href="#">Canadian Pacific (CP)</a>
<a href="#">CSX Transportation (CSX)</a>	<a href="#">Norfolk Southern (NS)</a>
<a href="#">Canadian National (CN)</a>	<a href="#">Union Pacific (UP)</a>
<a href="#">Kansas City Southern (KCS)</a>	<a href="#">Amtrak (ATK)</a>

## FINAL NOTE

*The information contained in this brochure is provided as general guidance related to the Quiet Zone Establishment Process and should not be considered as a definitive resource. FRA strongly recommends that any public authority desiring to establish quiet zones take the opportunity to review all aspects of safety along its rail corridor. Particular attention should be given to measures that prevent trespassing on railroad tracks since investments made to establish a quiet zone may be negated if the horn has to be routinely sounded to warn trespassers.*

## **POINTS OF CONTACT**

### **General Questions:**

Inga Toye, 202-493-6305

Debra Chappell, 202-493-6018

Ron Ries, 202-493-6285

### **Regional Contacts**

**Region 1** Connecticut, Maine, Massachusetts, New Hampshire, New Jersey,  
New York, Rhode Island, and Vermont  
1-800-724-5991

**Region 2** Delaware, Maryland, Ohio, Pennsylvania, Virginia, West Virginia ,  
and Washington, D.C.  
1-800-724-5992

**Region 3** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina,  
South Carolina, and Tennessee  
1-800-724-5993

**Region 4** Illinois, Indiana, Michigan, Minnesota, and Wisconsin  
1-800-724-5040

**Region 5** Arkansas, Louisiana, New Mexico, Oklahoma, and Texas  
1-800-724-5995

**Region 6** Colorado, Iowa, Kansas, Missouri, and Nebraska  
1-800-724-5996

**Region 7** Arizona, California, Nevada, and Utah  
1-800-724-5997

**Region 8** Alaska, Idaho, Montana, North Dakota, South Dakota, Oregon,  
Washington, and Wyoming  
1-800-724-5998



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### **U.S. Department of Transportation Federal Railroad Administration**

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September 2013

**TOWN OF GROTTOS**  
**TOWN COUNCIL MEETING AGENDA**  
**May 8, 2023**  
**7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**ROLL CALLING – CLERK MORRIS**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – MEETINGS OF APRIL 10, 2023.**

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**RECESS REGULAR MEETING**

**PUBLIC HEARING:**

1. FY 23-24 Annual Budget and Proposed Fee Schedule

**ADJOURN PUBLIC HEARING AND RETURN TO REGULAR MEETING**

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

**REPORTS OF THE STANDING COMMITTEES:**

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



**STAFF REPORTS:**

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

**NEW BUSINESS**

1. Consideration for a motion to rescind council's previous motion to demolish the pool.

**OLD BUSINESS**

**ADJOURN**

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**RULES FOR PUBLIC HEARINGS**

Persons wishing to speak at the hearing must sign-up prior to the start of the meeting.

The Council/Commission/Board will hear up to 3 speakers from each side (FOR/AGAINST).

Each speaker is limited to 3 minutes, whether speaking on behalf of a group or as an individual.

Repetitive testimony is discouraged.

All comments shall be directed to the Town Council. Debate is prohibited.

Mayor/Chairman shall have the authority to end a presentation that violates these rules.

April 10, 2023

A work session of the Town Council of the Town of Grottoes was held on Monday, April 10, 2023, at 5:30 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of April 10, 2023, of the Grottoes Town Council to order at 5:30 p.m.

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

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

Mayor Plaster stated the first item on the agenda was the budget review. Manager McAlister presented a detailed presentation of the proposed budget. She stated this year's budget represents a 26% decrease from last year, which is primarily due to not receiving any federal funds. Manager McAlister stated that there is an increase in expenses in the budget for electricity, materials, supplies, and gas/ diesel. She stated that with this budget there has been restructuring in staffing, position descriptions and compensations. She said this budget proposal also includes a 60/40 split for dual and family health insurance verses the previous 80/20 split. Manager McAlister said there are no increases proposed for real estate or personal property taxes or in the water and sewer fees. However, Manager McAlister said that our refuse fund which is a user fund and must pay for itself, has to incur a \$3.50 increase per month. She stated that Waste Management has increased our contract rate due to the increase in fuel prices and wages. Manager McAlister said the Park fund represents a restructuring of staff to work a variety of tasks in the park and not just as a tour guide. She stated that the Parks Director is looking to create Park Aide and Park Ranger I positions to assist with more responsibilities but will also mean higher compensation than the current minimum wage rates. Manager McAlister said in January 2024 the Park Department is looking to hire one Park Ranger II position, which would be full-time, and would include maintenance and upkeep of the parks. Council member Bailey asked about using the merit and cola process for the raises. Manager McAlister said this year she is trying to get staff at a comparable wage so we don't lose our staff, is refining position descriptions, and plans to use the merit and cola process for raises next budget. Council member Bailey said when the council prioritized goals for the strategic plan that staffing wasn't a priority for council. He said he knows the staff voted on that goal, but the council did not. Council member Bailey asked if the council could get a plan of positions that will be needed over the next few years so we can have a plan in place to implement them. Council member Leeth said he feels the next workshop should be about what Josh was saying about staffing and what we are going to do to bring revenue into the town.

Mayor Plaster said the next item on the agenda is the B-2 zoning request. Clerk Morris said that Kenny May, property owner, 703 Dogwood Avenue is requesting to build up to a 40'x60' pavilion to provide a covered outdoor area for customers to dine, enjoy entertainment and help absorb the noise from the live entertainment. She stated that the pavilion would be constructed so in the future it could be enclosed for use during the winter months. Clerk Morris said the Planning Commission reviewed and discussed the request and unanimously recommended approval of the request to council. She stated that this is an action item on the regular meeting agenda under new business.

Mayor Plaster said the next item on the agenda is funds for HVAC repairs. Manager McAlister said Riddleberger has notified us that our HVAC unit over the town office needs to be replaced. She said the unit has been working at half its capacity for several years and does not have much freon so the air conditioning will not work adequately, and the heat will only work on emergency heat. Our service provider recommends that we replace the unit and gave us a price of \$44,000.00 to replace the 15-ton unit. Manager McAlister stated a problem we have run into is there is a 20–30-week lead time on getting one of these units here. She said we have reached out to get other quotes and are still waiting on two, but we did receive a quote from Landes for \$36,000.00 for a 15-ton unit which they have in stock and can get here in a couple of weeks. Council member Bailey made a motion, seconded by Council member Leeth, to replace the HVAC unit at a cost not to exceed \$40,000.00. Council member Bailey amended his motion to add quickest availability, Council member Leeth accepted the amendment. 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.

Mayor Plaster said the next item on the agenda is phase II for the cave internet. Director Shank stated that we have completed the first phase of running the internet to the cave. He stated that we were planning to complete the second phase in the future but the need to upgrade the emergency phones, which have been a continuous problem, has become an immediate need versus a future need. Director Shank said that this quote includes running conduit in the walking paths to get the internet into all areas of the cave and emergency phones spread out throughout the cave. He stated that this will also include conduit for running new electric lines into the cave. Director Shank said he would like to start this project sooner versus later and asked to use the ARPA funds to cover the cost. Council member Justis made a motion to spend up to \$80,000.00 to complete the second phase of the cave internet and emergency phone service project. Council member Sterling seconded the motion. Council member Justis amended the motion to clarify the funds would come from the ARPA funds. Council member Sterling accepted the amendment. 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.

Mayor Plaster asked if there was anything under other business. Council member Bailey asked if we could limit discussion at our meetings to town residents. He said he feels there could be a lot of people here to speak about the pool tonight and feels that we should hear from our town

residents since their tax money goes toward operating costs. Mayor Plaster said she does not know of a policy to exclude non-residents from speaking during the public comment section. She said she was going to ask for all town residents to identify themselves, all Rockingham County residents to identify themselves, and all Augusta County residents to identify themselves. She said she feels that we can definitely listen to the Grottoes residents first. Council member Kohl said he feels we should listen to all the citizens because they obviously support our pool, businesses, and community. Council member Bailey made a motion to ask staff to work with counsel to draft a policy for comments to recommend to the council at the next workshop. Council member Sterling 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.

With no further business Mayor Plaster adjourned the work session at 6:30 p.m.



April 10, 2023

A regular session of the Town Council of the Town of Grottoes was held on Monday, April 10, 2023, at 7:00 p.m. at the Grottoes Volunteer Fire Department, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of April 10, 2023, of the Grottoes Town Council to order at 7:00 p.m. Mayor Plaster asked for a roll call.

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

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

### **SPECIAL PRESENTATION**

Mayor Plaster said we have a special presentation tonight. She asked Caleb Bailey and Roger "PeeWee" Randall to come forward. Caleb said that Roger has been coordinating the Friday Night Bluegrass in the Park for many years and has now passed the reins over to him. Caleb said he appreciates Roger's efforts in organizing such a successful event for many years and feels that it is only right to give the honor where it is due. He renamed the Friday Night Bluegrass in the Park to the Roger "PeeWee" Randall Concert Series Bluegrass in the Park. Caleb presented a banner that will be hung during the shows. Roger Randall thanked Caleb and said this would not have been possible for all these years without the support of the Town. Mayor Plaster presented Caleb with a donation from the Town of Grottoes for the Concert Series. Caleb thanked Mayor Plaster and Town Council for their continued support.

### **APPROVAL OF MINUTES**

On motion by Council member Raynes, seconded by Council member Justis, and carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE; the Council approved the minutes of the March 13, 2023 meeting as presented.

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

Maite Taylor addressed the council concerned with the council's action to demolish the pool. She said she has a petition with 1857 signatures on it and has a sponsor to donate \$10,500.00 to help repair the pool. Ms. Taylor said she has reviewed all the documentation from the leak and the information from the geophysical report and structural engineers' report and does not feel

that the pool's structure is unsafe. Ms. Taylor feels the council needs to reconsider their action on demolishing the pool.

Sara Kinzer addressed the council and stated that she moved here from a small town in Ohio that closed their community pool and the outcome from that was not good. She said it led to children and teens getting into trouble with the law and using drugs. Ms. Kinzer said that the next closest pool is 15-30 minutes away and the kids can't walk or ride their bikes to those pools. She said a pool is a lifeline for these children and asked the council to please fix our pool.

Rachel Jackson addressed the council and stated that she was here tonight to express her concern about the council's action to demolish the pool. She said that she has lived in Grottoes all her life and spent most of her child and teenage years at the pool. She said that's where you went to connect with your friends over the summer. Ms. Jackson said the pool is not concrete and water. It's community! She said she knows there was concern about the number of family passes that were sold but feels that residents were reserved about investing the money when the pool was closed several days during the week for private use. She said we have been hearing about a community center for years and if we are having problems getting a few lifeguards and a cashier how could we staff a community center. Ms. Jackson thanked the council for reconsidering their decision to demolish the pool.

Nadina Pupic addressed the council stating that she has lived in Grottoes for 8 years now and grew up in the Town of Timberville. She said as a child growing up in Timberville she spent her summers at the Timberville pool. She said she would like her kids to have the same experience. Ms. Pupic said we keep hearing about a community center, but she doesn't feel that is a big interest to residents because there is a community center less than 7 miles away in Weyers Cave. She expressed her sadness to the council and asked them to repair the pool and not to demolish it.

Pat Holloway addressed the council stating that she served as a council member for Grottoes many years ago and knows the tough decisions that they must make. However, she does not feel that this is the right decision for the town based on the reports from the engineers. She said her daughter manages a pool and it is very successful. Ms. Holloway said that advertising should be done to promote the pool, events could be held, late evening swim hours on certain days could all help the success of the pool. She said having the pool closed several days for private events is ridiculous and such events should not be happening during business hours. Ms. Holloway asked the council not to give up on the pool because the community needs it.

#### **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 March.

**WATER AND SEWER** – Council member Bailey stated that we have water lines that need to be upgraded and it will cost \$4.5 million and a lagoon that needs to be dredged that will cost \$1.5 million. He said the council is trying to be good stewards of your money.

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

**STREET AND STREET LIGHTS** – no report

**PARKS, RECREATION AND PUBLIC FACILITIES** –

**SPECIAL EVENTS** – Council member Leeth announced the Grand Caverns 5K is scheduled for April 28<sup>th</sup>, Chief Charlie's Kid's Fish Day will be held on May 6<sup>th</sup>, and the community yard sale will also be on May 6<sup>th</sup>.

**PERSONNEL, FIRE AND POLICE PROTECTION** –

**STAFF REPORTS**

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

ATTORNEY. No report

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

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

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

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

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

**NEW BUSINESS**

On a motion by Council member Kohl, seconded by Council member Sterling, 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 B-2 zoning request to build a pavilion at 703 Dogwood Avenue.

Mayor Plaster asked the council to cease demolishing the pool until we have all the figures in place.

Council member Justis made a motion, seconded by Council member Sterling, to cease demolishing the pool until further information for clarification can be obtained. Council member Sterling said he thought that was the original motion. Council member Bailey stated that he doesn't feel the pool is safe to be opened. Council member Kohl said he doesn't think we are looking at an unsafe pool but feels the decision is if we are going to spend the money to repair it. Mayor Plaster called for a vote, the vote carried 5-1, voting recorded as follows: JUSTIS – AYE; BAILEY – NAY; STERLING – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE.

Council member Kohl made a motion for a special meeting for public comment. Council member Kohl withdrew his motion.

Council member Kohl asked for consideration to rescind the council's previous motion be placed on next month's agenda.

## **ADJOURNMENT**

Mayor Plaster adjourned the meeting at 7:47 p.m.



**Treasurer's Report  
April 2023**

**Revenues**

Water Sales	\$	16,392.35
Sewer Sales	\$	33,369.83
Trash Sales	\$	15,194.50
Utility Penalty	\$	159.98
Standpipe	\$	73.68
Sewer Connections	\$	31,500.00
Water Connections	\$	36,000.00
Real Estate Taxes	\$	309.88
Personal Property	\$	661.32
Vehicle License Fee	\$	667.30
Tax Penalty & Interest	\$	101.83
Business License	\$	8,779.98
Cell Tower	\$	1,495.00
Cigarette Tax	\$	3,000.00
Fines & Costs	\$	880.17
KFD Donation	\$	300.00
Golf Cart Decals	\$	150.00
Communication Tax	\$	2,161.88
Consumption Tax	\$	651.00
Utility Tax	\$	2,919.02
Meals Tax	\$	19,936.80
Rent	\$	150.00
Sales Tax	\$	18,168.58
Transient Tax	\$	163.07
Zoning Permit	\$	1,920.00
Zoning Fees	\$	390.00
John Painter Park Shelter Rentals	\$	599.47
GC Admissions	\$	53,028.35
GC Giftshop Sales	\$	12,680.98
GC Mini Golf Sales	\$	307.00
GC Shelter Rentals	\$	1,537.85
GC Donation	\$	375.00
	\$	<u>264,024.82</u>

**Disbursements**

Accounts Payable	\$	101,723.67
Payroll	\$	79,275.18
Federal Payroll Taxes	\$	12,106.90
Federal Payroll Taxes	\$	11,186.05
State Payroll Taxes	\$	1,708.00
State Payroll Taxes	\$	1,611.00
Caverns Sales Tax	\$	324.63
Anthem	\$	20,341.00
Aflac	\$	1,450.67
Intuit Transfer Fee	\$	247.22
Merchant Bank Fee	\$	13.50
Town Visa Credit Cards	\$	3,340.76
Virginia Retirement System	\$	<u>18,171.62</u>
	\$	251,500.20

**Highway**

FY 22 Carry-Over	\$	201,153.65
July - January Expenses	\$	(656,762.48)
1st - 3rd Quarter	\$	<u>521,850.20</u>
	\$	66,241.37

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	\$	1,925,949.30

	\$	6,539,011.53
	\$	(66,241.37) Highway
	\$	<u>(1,925,949.30) ARPA</u>
	\$	4,546,820.86

\$	2,679,806.33	May	2020		
\$	2,622,604.80	June	2020		
\$	2,829,618.69	July	2020		
\$	2,846,244.77	August	2020		
\$	2,786,813.66	September	2020		
\$	2,796,243.19	October	2020		
\$	2,965,002.58	November	2020		
\$	3,051,286.74	December	2020		
\$	2,769,022.25	January	2021		
\$	2,980,451.18	February	2021		
\$	3,017,450.90	March	2021		
\$	3,057,813.64	April	2021		
\$	3,204,302.29	May	2021		
\$	3,246,596.66	June	2021	\$	4,977,875.92
\$	3,559,607.27	July	2021	\$	1,377,110.57
\$	3,516,433.04	August	2021	\$	300,142.78
\$	3,482,288.13	September	2021	\$	<u>(116,117.74)</u>
\$	3,517,604.69	October	2021	\$	6,539,011.53
\$	3,670,278.42	November	2021		
\$	3,577,996.12	December	2021		
\$	3,554,664.07	January	2022		
\$	3,696,417.72	February	2022		
\$	3,915,847.71	March	2022		
\$	3,939,212.50	April	2022		
\$	4,089,874.55	May	2022		
\$	4,275,280.22	June	2022		
\$	4,032,723.06	July	2022		
\$	4,419,360.46	August	2022		
\$	4,294,386.84	September	2022		
\$	4,521,896.55	October	2022		
\$	4,505,710.47	November	2022		
\$	4,482,733.94	December	2022		
\$	4,554,448.58	January	2023		
\$	4,467,420.84	February	2023		
\$	4,504,422.41	March	2023		

**TOWN OF GROTTOS**  
**BUDGET TO ACTUAL REPORT**  
**April 2023**  
**10 GENERAL FUND**  
**REVENUES**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
10-300-3001 REAL ESTATE TAXES	\$ 282,538	\$ 283,466.37	\$ 928.37	100.3%
10-300-3002 PERSONAL PROP. TAXES	\$ 58,000	\$ 91,967.57	\$ 33,967.57	158.6%
10-300-3005 TAX PENALTIES	\$ 2,000	\$ 2,658.48	\$ 658.48	132.9%
10-300-3006 TAX INTEREST	\$ 2,000	\$ 2,172.80	\$ 172.80	108.6%
10-300-3007 UTILITY TAX	\$ 27,000	\$ 22,370.78	\$ (4,629.22)	82.9%
10-300-3008 SALES TAXES	\$ 200,000	\$ 187,557.85	\$ (12,442.15)	93.8%
10-300-3009 BANK STOCK TAX	\$ 42,000	\$ -	\$ (42,000.00)	0.0%
10-300-3011 ROLLING STOCK TAX	\$ 1,350	\$ 1,307.39	\$ (42.61)	96.8%
10-300-3015 PPTRA REVENUE	\$ 23,861	\$ 23,861.00	\$ -	100.0%
10-300-3100 VEHICLE LICENSE FEE	\$ 45,000	\$ 52,358.17	\$ 7,358.17	116.4%
10-300-3110 BUSINESS LICENSES	\$ 90,000	\$ 52,911.31	\$ (37,088.69)	58.8%
10-300-3125 COMMUNICATION TAX	\$ 27,000	\$ 16,031.66	\$ (10,968.34)	59.4%
10-300-3130 ZONING PERMITS	\$ 17,000	\$ 9,113.77	\$ (7,886.23)	53.6%
10-300-3203 ZONING FEES	\$ 500	\$ 420.00	\$ (80.00)	84.0%
10-300-3400 FIRE PROGRAM REVENUES	\$ 15,000	\$ 15,000.00	\$ -	100.0%
10-300-3415 GRANTS	\$ -	\$ 50,000.00	\$ 50,000.00	0.0%
10-300-3420 HOUSE BILL 599	\$ 57,363	\$ 47,298.00	\$ (10,065.00)	82.5%
10-300-3430 HIGHWAY REINBURSEMENT	\$ 618,623	\$ 521,850.20	\$ (96,772.80)	84.4%
10-300-3700 FINES/COSTS	\$ 5,600	\$ 11,286.11	\$ 5,686.11	201.5%
10-300-3830 CELL TOWER	\$ 36,190	\$ 14,950.00	\$ (21,240.00)	41.3%
10-300-3900 MISCELLANEOUS INCOME	\$ 10,000	\$ 23,280.79	\$ 13,280.79	232.8%
10-300-3950 CONSUMPTION TAX	\$ 6,000	\$ 4,882.01	\$ (1,117.99)	81.4%
10-300-3960 MEALS TAX	\$ 169,217	\$ 152,008.30	\$ (17,208.70)	89.8%
10-300-3961 CIGARETTE TAX	\$ 60,000	\$ 42,000.00	\$ (18,000.00)	70.0%
10-300-3962 TRANSIENT OCCUPANCY TAX	\$ 1,000	\$ 1,623.25	\$ 623.25	162.3%
10-300-9550 KID'S FISH DAY	\$ -	\$ 1,625.00	\$ 1,625.00	0.0%
10-300-9700 RENTAL	\$ 3,000	\$ 1,787.50	\$ (1,212.50)	59.6%
10-300-9850 PARKING TICKET	\$ 1,500	\$ 70.00	\$ (1,430.00)	4.7%
10-300-9862 GOLF CART DECAL	\$ 150	\$ 425.00	\$ 275.00	283.3%
10-300-9904 ARPA FUNDS	\$ 410,209	\$ 410,209.00	\$ -	100.0%
Reallocate ARPA To Water/Sewer/Parks				
<b>TOTAL REVENUE</b>	<b>\$ 2,212,101.00</b>	<b>\$ 2,044,492.31</b>	<b>\$ (167,608.69)</b>	<b>92.4%</b>

**10 GENERAL FUND**  
**EXPENDITURES**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
<b>ADMINISTRATION</b>				
10-400-5005 P/C SALARIES	\$ 500	\$ -	\$ 500.00	0.0%
10-400-5010 T/C SALARIES	\$ 2,250	\$ 1,462.50	\$ 787.50	65.0%
10-400-5020 SALARIES/WAGES	\$ 116,921	\$ 87,557.31	\$ 29,363.69	74.9%
10-400-5040 FICA	\$ 7,200	\$ 4,854.89	\$ 2,345.11	67.4%
10-400-5050 MED-FICA	\$ 1,700	\$ 1,135.43	\$ 564.57	66.8%
10-400-5060 GROUP INSURANCE	\$ 18,299	\$ 18,165.32	\$ 133.68	99.3%



10-400-5065 LIFE INSURANCE	\$	1,500	\$	1,308.19	\$	191.81	87.2%
10-400-5070 RETIREMENT	\$	15,000	\$	12,390.53	\$	2,609.47	82.6%
10-400-6110 TELEPHONE	\$	1,055	\$	3,368.69	\$	(2,313.69)	319.3%
10-400-6111 CELL PHONES	\$	2,900	\$	2,351.86	\$	548.14	81.1%
10-400-6115 ANSWERING SERVICES	\$	1,200	\$	918.30	\$	281.70	76.5%
10-400-6130 ELECTRICAL	\$	18,000	\$	19,480.64	\$	(1,480.64)	108.2%
10-400-6131 GAS/DIESEL	\$	500	\$	-	\$	500.00	0.0%
10-400-6150 M&R BUILDING & GROUNDS	\$	-	\$	867.44	\$	(867.44)	0.0%
10-400-6160 M&R EQUIPMENT	\$	1,000	\$	853.65	\$	146.35	85.4%
10-400-6163 INTERNET EXPENSES	\$	740	\$	567.26	\$	172.74	76.7%
10-400-6300 POSTAGE & FREIGHT	\$	2,500	\$	5,005.12	\$	(2,505.12)	200.2%
10-400-6320 ADVERTISING	\$	5,000	\$	3,209.68	\$	1,790.32	64.2%
10-400-6330 TRAINING & EDUCATION	\$	3,500	\$	6,787.02	\$	(3,287.02)	193.9%
10-400-6340 DUES & SUBSCRIPTIONS	\$	4,000	\$	3,380.34	\$	619.66	84.5%
10-400-6350 PROFESSIONAL SERVICES	\$	50,000	\$	11,906.60	\$	38,093.40	23.8%
10-400-6351 LEGAL FEES	\$	45,000	\$	26,403.64	\$	18,596.36	58.7%
10-400-6360 AUDITS COSTS	\$	6,000	\$	6,600.00	\$	(600.00)	110.0%
10-400-6380 LIABILITY/ PROPERTY INS.	\$	15,500	\$	15,395.50	\$	104.50	99.3%
10-400-6401 SERVICES CONTRACTS	\$	20,950	\$	10,560.46	\$	10,389.54	50.4%
10-400-6500 SUPPLIES & MATERIALS	\$	11,000	\$	15,507.94	\$	(4,507.94)	141.0%
10-400-6505 RUG SERVICE	\$	-	\$	78.08	\$	(78.08)	0.0%
10-400-7030 CAPITAL OUTLAY/EQUIP	\$	26,000	\$	10,995.00	\$	15,005.00	0.0%
10-400-8020 DONATIONS	\$	19,500	\$	1,875.00	\$	17,625.00	9.6%
10-400-8030 SPECIAL EVENTS EXPENSES	\$	6,000	\$	9,818.85	\$	(3,818.85)	163.6%
10-400-8090 FIRE DEPARTMENT PLEDGE	\$	15,000	\$	15,000.00	\$	-	100.0%
10-400-8100 MEDICAL FEES	\$	500	\$	56.00	\$	444.00	11.2%
10-400-9000 MISCELLANEOUS EXPENSES	\$	1,500	\$	3,454.16	\$	(1,954.16)	230.3%
10-400-9400 TECHNICAL SUPPORT	\$	8,600	\$	7,686.56	\$	913.44	89.4%
10-400-9800 KIDS FISH DAY	\$	-	\$	81.47	\$	(81.47)	0.0%
10-400-9910 VETERAN'S MEMORIAL	\$	-	\$	99.65	\$	(99.65)	0.0%
10-400-9912 1ST RESPONDERS BRICKS	\$	-	\$	2,817.90	\$	(2,817.90)	0.0%
10-400-9916 HEAVEN ON EARTH PLAY GD	\$	-	\$	5,870.00	\$	(5,870.00)	0.0%
10-400-9921 BANK ANALYSIS FEE	\$	500	\$	322.07	\$	177.93	64.4%
10-400-9929 ARPA FUNDS EXPENSE	\$	410,209	\$	76,851.82	\$	333,357.18	18.7%
TOTAL - ADMINISTRATION	\$	840,024	\$	395,044.87	\$	444,979.13	47.0%

#### 10 GENERAL FUND

DESCRIPTION	BUDGET	YTD	VARIANCE	%
<b>PUBLIC WORKS</b>				
10-410-5020 SALARIES & WAGES	\$ 24,572	\$ 13,180.79	\$ 11,391.21	53.6%
10-410-5040 FICA	\$ 1,500	\$ 817.14	\$ 682.86	54.5%
10-410-5050 MED-FICA	\$ 400	\$ 190.90	\$ 209.10	47.7%
10-410-5060 GROUP INSURANCE	\$ 5,161	\$ 5,202.72	\$ (41.72)	100.8%
10-410-5065 LIFE INSURANCE	\$ 300	\$ 140.56	\$ 159.44	46.9%
10-410-5070 RETIREMENT	\$ 3,200	\$ 1,349.20	\$ 1,850.80	42.2%
10-410-6111 CELL PHONES	\$ 900	\$ 737.29	\$ 162.71	81.9%
10-410-9400 TECHNICAL SUPPORT	\$ 500	\$ -	\$ 500.00	0.0%
TOTAL - PUBLIC WORKS	\$ 36,533	\$ 21,618.60	\$ 14,914.40	59.2%

#### 10 GENERAL FUND

DESCRIPTION	BUDGET	YTD	VARIANCE	%
<b>STREET LIGHTS</b>				
10-420-6130 ELECTRIC	\$ 8,500	\$ 10,291.16	\$ (1,791.16)	121.1%
TOTAL - STREET LIGHTS	\$ 8,500	\$ 10,291.16	\$ (1,791.16)	121.1%

#### 10 GENERAL FUND

DESCRIPTION	BUDGET	YTD	VARIANCE	%
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**POLICE**

10-450-5020 SALARIES & WAGES	\$	393,515	\$	289,047.02	\$	104,467.98	73.5%
10-450-5030 PART TIME SALARIES	\$	40,000	\$	13,588.28	\$	26,411.72	34.0%
10-450-5040 FICA	\$	26,900	\$	17,812.34	\$	9,087.66	66.2%
10-450-5050 MED-FICA	\$	6,300	\$	4,165.81	\$	2,134.19	66.1%
10-450-5060 GROUP INSURANCE	\$	65,688	\$	69,746.01	\$	(4,058.01)	106.2%
10-450-5065 LIFE INSURANCE	\$	5,100	\$	3,832.69	\$	1,267.31	75.2%
10-450-5070 RETIREMENT	\$	50,000	\$	36,193.70	\$	13,806.30	72.4%
10-450-6110 TELEPHONE	\$	1,055	\$	2,855.53	\$	(1,800.53)	270.7%
10-450-6111 CELL PHONES	\$	7,103	\$	5,420.76	\$	1,682.24	76.3%
10-450-6131 GAS/DIESEL	\$	15,600	\$	19,523.94	\$	(3,923.94)	125.2%
10-450-6160 M&R EQUIPMENT	\$	3,500	\$	2,915.07	\$	584.93	83.3%
10-450-6170 M&R AUTOS/TRUCKS	\$	8,000	\$	13,062.17	\$	(5,062.17)	163.3%
10-450-6330 TRAINING/EDUCATION	\$	4,000	\$	2,773.83	\$	1,226.17	69.3%
10-450-6350 PROFESSIONAL SERVICES	\$	-	\$	300.00	\$	(300.00)	0.0%
10-450-6500 SUPPLIES/MATERIALS	\$	4,000	\$	2,828.04	\$	1,171.96	70.7%
10-450-6510 RUG SERVICE	\$	-	\$	78.08	\$	(78.08)	0.0%
10-450-6510 EQUIPMENT & SUPPLIES	\$	30,000	\$	21,869.95	\$	8,130.05	72.9%
10-450-6520 UNIFORMS	\$	7,500	\$	6,914.65	\$	585.35	92.2%
10-450-6530 QUALIFICATION AMMO	\$	3,000	\$	1,400.00	\$	1,600.00	46.7%
10-450-6535 PUBLIC RELATIONS	\$	3,000	\$	2,823.76	\$	176.24	94.1%
10-450-7000 SOFTWARE CONTRACT	\$	15,000	\$	10,637.96	\$	4,362.04	70.9%
10-450-7030 CAPITAL OUTLAY	\$	6,000	\$	-	\$	6,000.00	0.0%
10-450-7100 ACADEMY MEMBERSHIP	\$	3,720	\$	-	\$	3,720.00	0.0%
10-450-8200 INTERNET	\$	740	\$	567.26	\$	172.74	76.7%
10-450-8300 INTERPRETER SERVICES	\$	400	\$	-	\$	400.00	0.0%
10-450-8400 TOWING	\$	300	\$	-	\$	300.00	0.0%
10-450-8500 TECHNICAL ASSISTANCE	\$	5,400	\$	5,516.30	\$	(116.30)	102.2%
10-450-8702 COURT APPT. ATTORNEY	\$	1,200	\$	480.00	\$	720.00	40.0%
10-450-8703 MISC. EXPENSES	\$	200	\$	-	\$	200.00	0.0%
10-450-8706 SERVICE CONTRACT	\$	800	\$	828.00	\$	(28.00)	103.5%
10-450-8708 RANGE FEES	\$	400	\$	-	\$	400.00	0.0%
<b>TOTAL - POLICE</b>	<b>\$</b>	<b>708,421.00</b>	<b>\$</b>	<b>535,181.15</b>	<b>\$</b>	<b>173,239.85</b>	<b>75.5%</b>

**10 GENERAL FUND**

<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>YTD</b>	<b>VARIANCE</b>	<b>%</b>			
<b>HIGHWAYS</b>							
10-470-5019 TOWN COUNCIL SALARIES	\$	2,250	\$	1,549.50	\$	700.50	68.9%
10-470-5020 (HWY) SALARIES	\$	171,758	\$	143,088.57	\$	28,669.43	83.3%
10-470-5030 (HWY) PART TIME SALARIES	\$	20,000	\$	12,480.00	\$	7,520.00	62.4%
10-470-5040 (HWY) FICA	\$	11,900	\$	8,182.57	\$	3,717.43	68.8%
10-470-5050 (HWY) MED FICA	\$	2,800	\$	1,913.64	\$	886.36	68.3%
10-470-5060 (HWY) GROUP INSURANCE	\$	34,252	\$	36,362.00	\$	(2,110.00)	106.2%
10-470-5065 LIFE INSURANCE	\$	2,200	\$	2,406.18	\$	(206.18)	109.4%
10-470-5070 (HWY) RETIREMENT	\$	21,500	\$	22,795.14	\$	(1,295.14)	106.0%
10-470-6130 (HWY) CELL PHONE	\$	900	\$	737.30	\$	162.70	81.9%
10-470-6130 (HWY) ELECTRIC	\$	20,000	\$	19,932.38	\$	67.62	99.7%
10-470-6131 (HWY) GAS/DIESEL	\$	12,075	\$	12,219.87	\$	(144.87)	101.2%
10-470-6160 (HWY) M&R EQUIPMENT	\$	21,600	\$	22,240.64	\$	(640.64)	103.0%
10-470-6170 (HWY) M&R AUTO/TRUCKS	\$	11,000	\$	7,742.11	\$	3,257.89	70.4%
10-470-6350 PROFESSIONAL SERVICES	\$	4,000	\$	500.00	\$	3,500.00	0.0%
10-470-6400 (HWY) CONT. SERVICES	\$	147,808	\$	258,815.00	\$	(111,007.00)	175.1%
10-470-6500 (HWY) SUPPLIES/MATERIALS	\$	32,400	\$	38,909.01	\$	(6,509.01)	120.1%
10-470-7030 (HWY) CAP. OUTLAY EQUIP.	\$	92,800	\$	67,123.43	\$	25,676.57	72.3%
10-470-7310 UNIFORMS	\$	3,380	\$	3,484.26	\$	(104.26)	103.1%
10-470-7320 AUDIT COSTS	\$	6,000	\$	6,600.00	\$	(600.00)	110.0%
<b>TOTAL - HIGHWAY</b>	<b>\$</b>	<b>618,623</b>	<b>\$</b>	<b>667,081.60</b>	<b>\$</b>	<b>(48,458.60)</b>	<b>107.8%</b>

**20 WATER FUND****INCOME**

<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>YTD</b>	<b>VARIANCE</b>	<b>%</b>
20-310-3519 UTILITY PENALTIES	\$ 4,000	\$ 2,580.04	\$ (154,525.94)	64.5%
20-310-3520 WATER SALES	\$ 276,269	\$ 230,241.01	\$ (154,525.94)	83.3%
20-310-3530 STANDPIPE SALES	\$ 3,300	\$ 2,315.60	\$ (984.40)	70.2%
20-310-3810 RECONNECTION FEES	\$ -	\$ -		
20-310-3820 CONNECTION FEES	\$ 319,500	\$ 152,500.00	\$ (167,000.00)	47.7%
20-310-3821 ONLINE CONVIENCE FEE	\$ -	\$ 200.00	\$ 200.00	0.0%
Reallocate Adm ARPA Funds	\$ 500,000	\$ -	\$ -	100.0%
<b>TOTAL - INCOME</b>	<b>\$ 1,103,069</b>	<b>\$ 387,836.65</b>	<b>\$ (476,836.28)</b>	<b>35.2%</b>

**20 WATER FUND****EXPENSES**

<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>YTD</b>	<b>VARIANCE</b>	<b>%</b>
20-450-5010 ELECTED OFFICAL SALARIES	\$ 2,250	\$ 1,462.50	\$ 787.50	65.0%
20-450-5020 SALARIES & WAGES	\$ 128,931	\$ 96,178.49	\$ 32,752.51	74.6%
20-450-5040 FICA	\$ 8,000	\$ 5,743.30	\$ 2,256.70	71.8%
20-450-5050 MED-FICA	\$ 1,900	\$ 1,343.39	\$ 556.61	70.7%
20-450-5060 GROUP INSURANCE	\$ 24,591	\$ 22,572.02	\$ 2,018.98	91.8%
20-450-5065 LIFE INSURANCE	\$ 1,600	\$ 912.95	\$ 687.05	57.1%
20-450-5070 RETIREMENT	\$ 16,000	\$ 8,731.78	\$ 7,268.22	54.6%
20-450-6110 TELEPHONE	\$ 1,055	\$ 2,333.36	\$ (1,278.36)	221.2%
20-450-6120 CELL PHONE	\$ 900	\$ 737.29	\$ 162.71	81.9%
20-450-6121 INTERNET	\$ 740	\$ 567.21	\$ 172.79	76.7%
20-450-6130 ELECTRIC	\$ 16,800	\$ 19,161.83	\$ (2,361.83)	114.1%
20-450-6131 GAS/DIESEL	\$ 1,000	\$ 1,698.87	\$ (698.87)	169.9%
20-450-6145 CONNECTIONS	\$ 3,500	\$ -	\$ 3,500.00	0.0%
20-450-6150 M&R BUILD/GROUNDS	\$ 750	\$ 267.70	\$ 482.30	35.7%
20-450-6160 M&R EQUIPMENT	\$ 1,500	\$ 1,510.96	\$ (10.96)	100.7%
20-450-6200 M&R WATER LINES	\$ 3,000	\$ 2,513.00	\$ 487.00	83.8%
20-450-6300 POSTAGE/FREIGHT	\$ 2,000	\$ 1,125.42	\$ 874.58	56.3%
20-450-6330 TRAINING/EDUCATION	\$ 3,000	\$ 180.00	\$ 2,820.00	6.0%
20-450-6340 DUES/SUBSCRIPTIONS	\$ 3,300	\$ 2,385.00	\$ 915.00	72.3%
20-450-6345 ONLINE PAYMENT FEE	\$ 1,000	\$ -	\$ 1,000.00	0.0%
20-450-6350 PROFESSIONAL SERVICES	\$ 2,000	\$ 450.45	\$ 1,549.55	22.5%
20-450-6352 ENGINEERING FEES	\$ 6,000	\$ -	\$ 6,000.00	0.0%
20-450-6353 WATER WORKS PERMIT FEE	\$ 3,700	\$ 3,702.00	\$ (2.00)	100.1%
20-450-6360 AUDIT COSTS	\$ 7,000	\$ 7,600.00	\$ (600.00)	108.6%
20-450-6380 INSUR. LIABILITY/PROP.	\$ 15,500	\$ 15,395.50	\$ 104.50	99.3%
20-450-6500 SUPPLIES/MATERIALS	\$ 25,000	\$ 27,608.78	\$ (2,608.78)	110.4%
20-450-6502 FIRE HYDRANTS	\$ 7,000	\$ -	\$ 7,000.00	0.0%
20-450-6505 RUG SERVICE	\$ -	\$ 78.08	\$ (78.08)	0.0%
20-450-6520 UNIFORMS	\$ 2,200	\$ 2,049.85	\$ 150.15	93.2%
20-450-6530 SERVICE CONTRACTS	\$ 21,500	\$ 1,382.50	\$ 20,117.50	6.4%
20-450-7030 CAPITAL OUTLAY/EQUIP.	\$ 38,040	\$ 65,334.96	\$ (27,294.96)	171.8%
20-450-9400 CAP. IMP/RESERVE	\$ 253,312	\$ -	\$ 253,312.00	0.0%

20-450-9929 APRA FUNDS EXPENSE	\$	500,000	\$	176,006.40	\$	500,000.00	35.2%
<b>TOTAL WATER</b>	<b>\$</b>	<b>1,103,069</b>	<b>\$</b>	<b>469,033.59</b>	<b>\$</b>	<b>810,041.81</b>	<b>42.5%</b>

**30 SEWER FUND  
INCOME**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
30-320-3520 SEWER SALES	\$ 529,269.00	\$ 458,187.43	\$ (71,081.57)	86.6%
30-320-3599 UTILITY PENALTIES	\$ 4,000.00	\$ 2,580.04	\$ (1,419.96)	64.5%
30-320-3820 CONNECTION FEES	\$ 312,500.00	\$ 147,500.00	\$ (165,000.00)	47.2%
30-320-3821 ONLINE CONVIENCE FEE	\$ -	\$ 200.00	\$ 200.00	0.0%
30-320-4219 ARPA FUNDS	\$ 20,000.00	\$ -	\$ -	100%
Reallocate Adm ARPA Funds			\$ -	0.0%
<b>TOTAL - INCOME</b>	<b>\$ 865,769.00</b>	<b>\$ 608,467.47</b>	<b>\$ (237,301.53)</b>	<b>70.3%</b>

**30 SEWER FUND  
EXPENSES**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
30-450-5010 ELECTED OFFICALS SAL.	\$ 2,250	\$ 1,462.50	\$ (787.50)	65.0%
30-450-5020 SALARIES & WAGES	\$ 203,417	\$ 174,798.53	\$ (28,618.47)	85.9%
30-450-5040 FICA	\$ 12,600	\$ 10,562.34	\$ (2,037.66)	83.8%
30-450-5050 MED-FICA	\$ 2,900	\$ 2,470.39	\$ (429.61)	85.2%
30-450-5060 GROUP INSURANCE	\$ 41,758	\$ 12,204.62	\$ (29,553.38)	29.2%
30-450-5065 LIFE INSURANCE	\$ 2,600	\$ 1,707.60	\$ (892.40)	65.7%
30-450-5070 RETIREMENT	\$ 25,300	\$ 16,273.25	\$ (9,026.75)	64.3%
30-450-6110 TELEPHONE	\$ 1,055	\$ 1,920.63	\$ 865.63	182.1%
30-450-6111 CELL PHONES	\$ 900	\$ 737.28	\$ (162.72)	81.9%
30-450-6130 ELECTRIC	\$ 35,000	\$ 35,210.43	\$ 210.43	100.6%
30-450-6131 GAS/DIESEL	\$ 1,000	\$ 3,110.68	\$ 2,110.68	311.1%
30-450-6132 INTERNET	\$ 740	\$ 971.70	\$ 231.70	131.3%
30-450-6150 M&R BUILDING/GROUNDS	\$ 3,000	\$ 1,183.01	\$ (1,816.99)	39.4%
30-450-6160 M&R EQUIPMENT	\$ 6,500	\$ 4,514.35	\$ (1,985.65)	69.5%
30-450-6170 M&R AUTOS/TRUCKS	\$ 1,000	\$ 1,763.78	\$ 763.78	176.4%
30-450-6190 M&R SEWER SYSTEM	\$ 1,000	\$ 770.07	\$ (229.93)	77.0%
30-450-6300 POSTAGE & FREIGHT	\$ 2,500	\$ 1,125.44	\$ (1,374.56)	45.0%
30-450-6330 TRAINNING/EDUCATION	\$ 1,500	\$ 48.00	\$ (1,452.00)	3.2%
30-450-6340 DUES/SUBSCRIPTIONS	\$ 4,820	\$ 4,310.00	\$ (510.00)	89.4%
30-450-6345 ONLINE PAYMENT FEE	\$ 1,000	\$ -	\$ (1,000.00)	0.0%
30-450-6350 PROFESSIONAL SERVICES	\$ 9,750	\$ 7,479.00	\$ (2,271.00)	76.7%
30-450-6352 ENGINEERING FEES	\$ 60,000	\$ -	\$ (60,000.00)	0.0%
30-450-6360 AUDIT COSTS	\$ 7,000	\$ 7,600.00	\$ 600.00	108.6%
30-450-6380 INSURANCE/LIABIL./PROPER.	\$ 15,500	\$ 15,395.50	\$ (104.50)	99.3%
30-450-6401 CONTRACTED SERVICES	\$ -	\$ 243.60	\$ 243.60	0.0%
30-450-6500 SUPPLIES/MATERIALS	\$ 14,500	\$ 21,853.14	\$ 7,353.14	150.7%
30-450-6520 RUG SERVICE	\$ -	\$ 78.04	\$ 78.04	0.0%
30-450-6520 UNIFORMS	\$ 2,200	\$ 2,019.79	\$ (180.21)	91.8%
30-450-6530 CHEMICALS	\$ 40,000	\$ 923.00	\$ (39,077.00)	2.3%

30-450-7030 CAPITAL OUTLAY	\$	123,000	\$	29,178.11	\$	(93,821.89)	23.7%
30-450-9400 LEGAL FEES	\$	1,251	\$	-	\$	(1,251.00)	0.0%
30-450-9450 CAPITAL RESERVE	\$	90,173	\$	-	\$	(90,173.00)	0.0%
30-450-9500 SERVICE CONTRACTS	\$	1,000	\$	1,382.50	\$	382.50	138.3%
30-450-9925 WWTP LOAN PRINCIPLE	\$	93,057	\$	93,056.76	\$	(0.24)	100.0%
30-450-9926 WWTP LOAN INTEREST	\$	34,498	\$	33,509.97	\$	(988.03)	97.1%
30-450-9927 VRA FEE	\$	3,000	\$	2,792.49	\$	(207.51)	0.0%
30-450-9929 ARPA FUNDS EXPENSE	\$	20,000	\$	-	\$	20,000.00	0.0%
<b>TOTAL - SEWER</b>	<b>\$</b>	<b>865,769</b>	<b>\$</b>	<b>490,656.50</b>	<b>\$</b>	<b>(335,112.50)</b>	<b>56.7%</b>

**50 PARKS FUND  
INCOME**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
50-330-1001 JP PARK SHELTER RENTAL	\$ 3,500	\$ 3,775.89	\$ 275.89	107.9%
50-330-1002 CAVERNS ADMISSIONS	\$ 600,000	\$ 454,888.35	\$ (145,111.65)	75.8%
50-330-1003 GIFTSHOP SALES	\$ 95,000	\$ 95,406.89	\$ 406.89	100.4%
50-330-1005 MINI-GOLF ADMISSIONS	\$ 2,000	\$ 1,748.00	\$ (252.00)	87.4%
50-330-1006 GC SHELTER RENTAL	\$ 8,000	\$ 9,062.23	\$ 1,062.23	113.3%
50-330-1007 G. CAVERNS CONTRACTS	\$ 10,000	\$ 20,458.90	\$ 10,458.90	204.6%
50-330-1010 MISC. INCOME	\$ -	\$ 18,628.40	\$ 18,628.40	0.0%
50-330-1011 POOL	\$ 44,000	\$ 16,469.78	\$ (27,530.22)	37.4%
50-330-1014 POOL CONCESSIONS	\$ 5,000	\$ 2,805.25	\$ (2,194.75)	56.1%
50-330-4002 HAUNTED CAVE	\$ -	\$ 11,752.38	\$ 11,752.38	0.0%
50-330-4003 CAROLING IN THE CAVERNS	\$ 5,000	\$ 3,084.00	\$ (1,916.00)	0.0%
50-330-4004 BALLFIELD RENTAL	\$ 1,800	\$ 814.50	\$ (985.50)	0.0%
50-330-9046 DONATIONS	\$ -	\$ 1,215.00	\$ 1,215.00	0.0%
50-330-9047 TRANSFER CAPITAL RESERVE	\$ 65,228	\$ -	\$ (65,228.00)	0.00%
Reallocate Adm ARPA Funds	\$ 200,000	\$ -	\$ -	100%
<b>TOTAL - INCOME</b>	<b>\$ 1,039,528</b>	<b>\$ 640,109.57</b>	<b>\$ (199,418.43)</b>	<b>61.6%</b>

**50 PARKS FUND  
EXPENSES**

DESCRIPTION	BUDGET	YTD	VARIANCE	%
50-450-5020 SALARIES & WAGES	\$ 218,320	\$ 152,846.67	\$ (65,473.33)	70.0%
50-450-5030 PART-TIME WAGES	\$ 154,960	\$ 111,931.18	\$ (43,028.82)	72.2%
50-450-5035 PART-TIME POOL STAFF	\$ 55,000	\$ 28,191.30	\$ (26,808.70)	51.3%
50-450-5040 FICA	\$ 26,600	\$ 17,461.83	\$ (9,138.17)	65.6%
50-450-5050 MED-FICA	\$ 6,200	\$ 4,083.84	\$ (2,116.16)	65.9%
50-450-5060 GROUP INSURANCE	\$ 44,574	\$ 35,325.71	\$ (9,248.29)	79.3%
50-450-5065 LIFE INSURANCE	\$ 2,846	\$ 1,381.96	\$ (1,464.04)	48.6%
50-450-5070 RETIREMENT	\$ 27,903	\$ 13,257.33	\$ (14,645.67)	47.5%
50-450-6113 INTERNET	\$ 3,200	\$ 2,858.57	\$ (341.43)	89.3%
50-450-6130 ELECTRIC	\$ 21,600	\$ 20,211.64	\$ (1,388.36)	93.6%
50-450-6131 GAS	\$ 4,000	\$ 2,899.56	\$ (1,100.44)	72.5%
50-450-6150 M&R BUILDING	\$ 5,000	\$ 13,336.25	\$ 8,336.25	266.7%
50-450-6160 M&R EQUIPMENT	\$ 3,000	\$ 2,024.95	\$ (975.05)	67.5%
50-450-6350 PROFESSIONAL SERVICES	\$ 3,000	\$ 1,747.75	\$ (1,252.25)	0.0%
50-450-6401 CONTRACTED SERVICES	\$ -	\$ 295.10	\$ 295.10	0.0%
50-450-6500 SUPPLIES AND MATERIALS	\$ 20,000	\$ 24,286.16	\$ 4,286.16	121.4%
50-450-9000 MINI GOLF SUPPLIES	\$ 1,000	\$ -	\$ (1,000.00)	0.0%

50-450-9002 CONTRACTS EXPENSE	\$	500	\$	-	\$	(500.00)	0.0%
50-450-9005 EDUCATION SUPPLIES	\$	100	\$	-	\$	(100.00)	0.0%
50-450-9006 CREDIT CARD FEE	\$	3,000	\$	535.33	\$	(2,464.67)	17.8%
50-450-9007 MDSE. RESALE/GIFTSHOP	\$	50,000	\$	61,482.90	\$	11,482.90	123.0%
50-450-9008 GC SALES SUPPLIES & EXP	\$	500	\$	1,422.03	\$	922.03	284.4%
50-450-9009 CAP. OUTLAY EQUIPMENT	\$	50,000	\$	19,168.12	\$	(30,831.88)	38.3%
50-450-9010 AUDIT COSTS	\$	6,000	\$	6,600.00	\$	600.00	110.0%
50-450-9011 PRINTING & BINDING	\$	5,000	\$	535.00	\$	(4,465.00)	10.7%
50-450-9012 ADVERTISING	\$	60,000	\$	48,047.31	\$	(11,952.69)	80.1%
50-450-9013 PROP./LIAB. INSURANCE	\$	15,500	\$	15,395.50	\$	(104.50)	99.3%
50-450-9014 FLOOD INSURANCE	\$	12,000	\$	6,038.00	\$	(5,962.00)	50.3%
50-450-9015 TELECOMMUNICATIONS	\$	1,055	\$	4,249.14	\$	3,194.14	402.8%
50-450-9016 POSTAGE/FREIGHT	\$	250	\$	33.68	\$	(216.32)	13.5%
50-450-9017 HEATING SERVICES	\$	8,000	\$	9,898.17	\$	1,898.17	123.7%
50-450-9018 UNIFORMS	\$	4,500	\$	6,635.48	\$	2,135.48	147.5%
50-450-9021 DUES & ASSOC. MEMBERSHIPS	\$	4,700	\$	4,008.16	\$	(691.84)	85.3%
50-450-9025 MISC. EXPENSE	\$	500	\$	638.38	\$	138.38	127.7%
50-450-9028 CELL PHONES	\$	1,600	\$	1,197.47	\$	(402.53)	74.8%
50-450-9029 TRAINING/EDUCATION	\$	1,000	\$	40.00	\$	(960.00)	4.0%
50-450-9031 SERVICE CONTRACTS	\$	3,500	\$	3,826.84	\$	326.84	109.3%
50-450-9034 POOL CHEMICALS	\$	9,000	\$	5,000.97	\$	(3,999.03)	55.6%
50-450-9039 BULK MAILING	\$	-	\$	130.84	\$	130.84	0.0%
50-450-9040 SPECIAL EVENTS	\$	2,000	\$	2,191.06	\$	191.06	109.6%
50-450-9041 TECHNICAL SUPPORT	\$	2,620	\$	4,576.70	\$	1,956.70	174.7%
50-450-9043 SIGNAGE	\$	1,000	\$	488.94	\$	(511.06)	48.9%
50-450-9929 ARPA Funds Expense	\$	200,000	\$	-	\$	200,000.00	0.0%
<b>TOTAL - PARKS</b>	<b>\$</b>	<b>1,039,528</b>	<b>\$</b>	<b>634,279.82</b>	<b>\$</b>	<b>(5,248.18)</b>	<b>61.0%</b>

#### 60 REFUSE FUND

##### INCOME

DESCRIPTION	BUDGET	YTD	VARIANCE	%
60-330-1000 REFUSE SALES	\$ 208,860	\$ 185,872.58	\$ (22,987.42)	89.0%
60-330-4000 SAVINGS INTEREST	\$ 4,000	\$ -	\$ -	
60-360-0010 TRANSFER IN ADM	\$ -	\$ -	\$ -	
<b>TOTAL - INCOME</b>	<b>\$ 212,860</b>	<b>\$ 185,872.58</b>	<b>\$ (26,987.42)</b>	<b>87.3%</b>

#### 60 REFUSE FUND

##### EXPENSES

DESCRIPTION	BUDGET	YTD	VARIANCE	%
60-450-5020 SALARIES AND WAGES	\$ -	\$ -	\$ -	
60-450-6381 TIPPING FEES	\$ 64,000	\$ 47,953.36	\$ (16,046.64)	74.9%
60-450-6382 CONTRACTED SERVICES	\$ 147,860	\$ 128,207.63	\$ (19,652.37)	86.7%
60-450-6521 INTERNET	\$ 1,000	\$ -	\$ -	
<b>TOTAL - REFUSE</b>	<b>\$ 212,860</b>	<b>\$ 176,160.99</b>	<b>\$ 36,699.01</b>	<b>82.8%</b>





**Land Development Staff Report  
May 2023**

**Zoning Permits issued (April 2023)**

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

**2023 total to date**  
 30 Total Permits  
**2023 Total Dwellings**  
 3 Single-Family  
 0 Townhouse units

**Aspen Avenue & 11<sup>th</sup> Street (R-7 zoning)** – Corrections have been made to the site plan and now the plan will be reviewed by the PC for their recommendation. This is for a six-unit apartment building, which is a permitted use in the R7 zoning district.

**Zoning Violation** – The property owners at 200 8<sup>th</sup> Street have not complied with the zoning violation notice for having chickens. A second notice was sent giving them 10 days to comply or penalties will be imposed. Violation of chapter carries a penalty of a Class 4 misdemeanor, a fine not to exceed \$250.

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

**Cherry Street Townhouses** - Construction will soon begin on the Cherry Street Townhouses. These townhouses are located off of Cherry Avenue on 12<sup>th</sup> Street.

**200 Augusta Avenue** – Rite Aid held their ribbon cutting ceremony on April 27, 2023.

**600 Augusta Avenue** – The Family Dollar Store has opted out of expanding the building due to the construction cost of the expansion. They are planning to remodel the current store.

Respectfully submitted:  
 Tara Morris, Assistant to Town Manager

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

We are currently working with PB Mares on the FY20 audit. In April I had my first meeting with the auditing team and have been moving forward at a good pace by uploading items as they are requested for testing. It is too early to have an estimation of a completion date, but I will keep everyone updated on the progress.

**Taxes**

Below is the FY23 budget to actual tax revenue as of 4/30/2023.

Real Estate: \$283,466.37: 100% of budgeted amount collected.

Personal Property: \$91,967.57: 158% of budgeted amount collected.

Vehicle License Fee: \$52,358.17: 116% of budgeted amount collected.

Personal Property Tax Relief: \$23,861.00; 100% of budgeted amount collected.

**Donations**

We will be processing the Fire Department and Rescue Squad annual donation checks in the coming month. Each will receive \$8,500.00 and will have their utility bill refunded from the previous year on the same check. We will also be processing the Grottoes Cardinals check for \$1,800.00.

**Utility Billing**

Billing Period: 2/15/2023-4/15/2023  
Billing Date: 5/5/2023  
Due Date: 6/5/2023  
Total Billing: \$172,290.40  
Bills Generated: 1356  
Bills Printed: 1092  
Bills Emailed: 264  
New Applications: 13

**Accounts Payable**

Date: April 2023  
Number of April Checks: 86  
Total April AP Expense: \$101,723.67

**Business License**

Issued in April: 44  
Total April Revenue: \$8,859.18  
Total FY23 Revenue: \$52,911.31: 59% of budgeted amount collected.



## MEMORANDUM

**TO:** Mayor and Town Council  
**FROM:** Stefanie McAlister, Town Manager  
**DATE:** May 4, 2023  
**SUBJECT:** Staff Report

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

A public hearing regarding the draft FY23-24 proposed budget occurs on May 8<sup>th</sup> at 7PM. During this time a presentation will be given regarding the draft and anyone wishing to speak on the proposal may do so. Following the meeting, if required by Council adjustments will be made to the budget. A final draft will be presented to Council for adoption at the June 12 meeting.

### 2. Shentel GloFiber Installation

Shentel's contractor Edge Fiber Solutions LLC submitted six site plans for the installation of GloFiber throughout town. Staff have reviewed the plans and will be conferring with the contractor on site when each phase of the installation occurs. This will help assure that Town utilities aren't impacted or disrupted. Installations are planned to start in August with completion by the end of the calendar year.

### 3. Dominion Energy

Dominion Energy has notified the Town that there are areas where the current electric service is not enough to support the amount of residential growth that is occurring. This includes the area of 12<sup>th</sup> Street Between Cherry Avenue to the dead end as well as the future growth that is expected in the area of 13<sup>th</sup> Street to 17<sup>th</sup> Street from Aspen Avenue to Birch Avenue. Dominion Energy is making plans to increase the service through the addition of electrical poles and transmission and service lines.

### 4. Notification of Public Hearings

Several Town leaders have been discussing the state code requirement of public hearing notifications being published in the paper. Several localities have had issues with their notice publications lately and subscribership has decreased. The localities are considering approaching local lawmakers to see if there is wider interest in having the requirement move to an on-line notification. Talks are in the preliminary stages; however, I would like to get a sense of Council's feeling about this topic.

# Grottoes Police Department

## Staff Report

### May 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

All full-time positions continue to stay filled.

#### Police Activity/ Services.

Staff continues to be diligent with locating and serving subjects that reside in the town that have outstanding arrest warrants or summonses.

Officers continue to be diligent with after-hours business checks, security checks, and requested residence checks.

Officers have increased traffic safety enforcement by almost 50 % compared to this time last year in 2022.

#### Town Ordinance Enforcement

As of May 1, 2023, a total of 24 Town Ordinance Chapter 53 violation notices have been served. out of the 24 notices 9 residences have come into full compliance, 9 are pending 60-day inspection, and 6 were given an additional 30 days to come into compliance.

#### Community Events

The police department assisted with traffic control for the Grand Caverns Signature 5k on April 28, 2023, no problems or incidents occurred during this event.

On May 26, 2023, First Grade students from South River Elementary will be visiting the police department on a field trip.

Respectfully submitted:  
Jason Sullivan  
Chief of Police.





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

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.

## 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**

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.

Mr. Frank Loyd has installed the 8" water main and 2 new hydrants on Aspen Ave. The existing 4" is also tied in on both ends making it a looped system. They are now in the process of the 3 road bores and the 3 reconnects. Rob Mangrum is working on the plans for the 13<sup>th</sup>.St. replacement and the 7<sup>th</sup>.St. replacement.

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.

4/1/2023	Maintenance	46 Teter Rd.	JP,JS,LR	Water leak 2" main	Fixed water leak	Water	8 Hrs.
4/3/2023	Homeowner	108 3rd. St.	JP,DS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
4/3/2023	Homeowner	706 12th.St.	JP,LR	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
4/4/2023	Maintenance	203 ABCDE 12th.	DS,JP	Install 5 water meters	Installed 5 meters	Water	1 Hr.
4/5/2023	Maintenance	201A,B 12th.St.	JP,JS	Install water meter	Installed meter	Water	1 Hr.
4/6/2023	Maintenance	9th.St.& Gum	JS,LR	Replace st.sign	Replaced sign	Streets	1 Hr.
4/6/2023	Maintenance	Yard work	JP,DS,LR	Fix Yards water leaks	Fixed Yards	Water	2 Hrs.
4/6/2023	Maintenance	Town Hall	JP	Pull weeds	Pulled weeds	Admin.	1 Hr.
4/9/2023	Homeowner	606 9th.St.	LR,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
4/14/2023	Maintenance	200 13th.St.	JP,DS,TB	1" Water tap	Tapped&set meter	Water	2 Hrs.
4/18/2023	Maintenance	1447 Mandolin Ave.	JP,JS,LR,DS	Water leak 3/4 line	Fixed 3/4 line	Water	7 Hrs.
4/21/2023	Maintenance	Painter Park	DS,LR	Install 2 Benches	Installed benches	Parks	12 Hrs.
4/24/2023	Maintenance	Painter Park	JP,JS	Clean pond/dye/filter	Cleaned pond	Parks	3 Hrs.
4/26/2023	Maintenance	400 15th.St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
4/26/2023	Maintenance	Painter Park	JP,JS	Fix fill pipe to pond	Fixed fill pipe	Parks	3 Hrs.
4/28/2023	Maintenance	Aspen Ave.	TB	Inspect Aspen water line	Inspected water line	Water	36 Hrs.
4/28/2023	Homeowner	820&822 Carson	JS,LR	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.

**Parks & Tourism Staff Report  
May 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 generated \$77,696.74 in revenue for the month of April making it the highest grossing April ever. To compare with previous years please reference the charts at the end of this report.

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

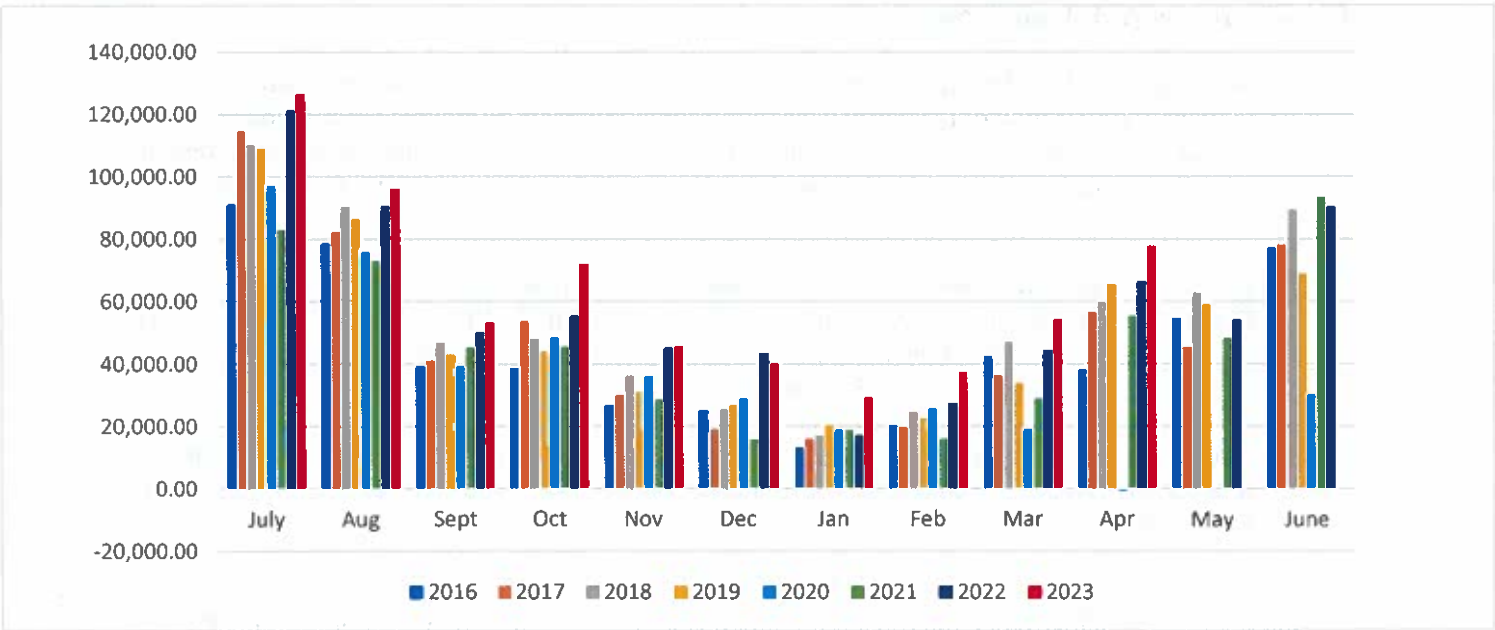
1. **Staffing:** The Parks Department is still struggling to attract desirable candidates, which is inevitably a reflection of the current economic strains and competing job opportunities with higher pay. We have been so poorly staffed that we've been forced to limit tours and thereby turn away business. Our capacity to capture revenue has now become limited due to our chronically anemic staffing levels.
2. **Phase 2 Communications in Grand Caverns:** Staff is finalizing the scope of work with Edge ITM and fine-tuning logistics/scheduling for the installation. We'll attempt to minimize impact on our capacity to conduct business while also keeping the project to less than 30 days. We're planning to begin in May and end in June.
3. **Parks Committee Meeting Report:** You have received the report from the Parks Committee meeting of April 17<sup>th</sup>. It contains a recommendation to Council and staff on how demolition of the Grand Caverns Park pool should proceed.
  - a. **Parks Committee Action Item for Staff:** During the Parks Committee meeting on 4-17-23, staff were given direction to put together an estimated total cost of bringing the pool back to operational status. The estimated total cost comes to ~ \$133,300.00 - \$205,300.00.

This estimate does not include costs associated with opening /operating the pool such as water treatment chemicals, concession items, and staffing.

- \$2,000.00 repair main fill line
- \$6,300.00 geophysical study
- \$10,000.00 - \$22,000.00 waterstop installation and recaulking
- \$45,000.00 - \$75,000.00 void remediation
- \$70,000.00 - \$100,000.00 resurfacing pool

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	28,575.82	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	54,117.45
April	38,050.00	56,393.64	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74
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>630,843.74</b>



### Total Revenue

