

TOWN OF GROTTUES
TOWN COUNCIL WORKSESSION AGENDA
September 11, 2023
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Rezoning Request
2. Pool Discussion
3. Audio/Visual of council meetings

Civic Plus & Granicus - \$15,000.00 - \$30,000.00 – depending on whether our current audio system is compatible. This would be for the equipment costs, integrate or develop new website. This does not include the annual support cost, which will be based off options we choose for the system. *Both systems can be expanded to include other features offered such as codification, agenda, and minute preparation, etc.

Swagit – Was not able to give an estimated cost without the specifications of our audio equipment. However, they did state that their annual support fees run \$6,500.00 - \$7,000.00.

Timberville – uses Ipads with Switcher Studio Software and a You Tube channel. They did not mention if there were any fees associated or any annual support fees. They did say that some videos are fuzzy, and the audio is not the best. However, using a system like this would have to be set up either by our IT company or some other company to install and that can train town staff.

**TOWN OF GROTTUES
JOINT PUBLIC HEARING AGENDA
TOWN COUNCIL AND PLANNING COMMISSION**

September 11, 2023

1. Call to Order/ Mayor calls JPH to order.
2. Joint Public Hearing Regarding the Following:
To consider a request to rezone 4.059 acres from B-3 to R-7
3. Staff Report
4. Speaking **FOR** the request.
5. Speaking **AGAINST** the request.
6. Questions by Town Council or Planning Commission Members.
7. Mayor to close public hearing. (turns meeting over to Planning Commission)
8. Discussion and recommendation by Planning Commission Members regarding the request to rezone 4.059 acres from B-3 to R-7.
9. Adjournment.

**TOWN COUNCIL MEETING AGENDA
September 11, 2023**

CALL TO ORDER – MAYOR PLASTER

CALLING OF THE ROLL BY THE CLERK

WELCOME CITIZENS

APPROVAL OF MINUTES – MEETINGS OF AUGUST 14, 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 –

Special Events - Council member Leeth, Chair

Personnel, Fire and Police Protection – Mayor Plaster, Chair

STAFF REPORTS:

Town Manager – *ACTION ITEM – Wireless radio read water meter bid acceptance.

Town Attorney

Treasurer

Assistant to Town Manager

Chief of Police - *ACTION ITEM – Traffic pattern improvements- Forest Ave & 14th St.

Public Works Director

Parks and Tourism Director

NEW BUSINESS

1. Consideration of the request to rezone 4.059 acres from B-3 to R-7

OLD BUSINESS

ADJOURN



Rules for Public Hearings

- Anyone wishing to speak must have signed-up to speak (before the hearing starts)
- The Council/Commission/Board will hear up to 3 speakers from each side (FOR/AGAINST)
- Each Speaker shall be 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.

August 14, 2023

A work session of the Town Council of the Town of Grottoes was held on Monday, August 14, 2023, at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the work session of August 14, 2023, of the Grottoes Town Council to order at 5:00 p.m.

ATTENDANCE: Council Members present: Mayor Jo Plaster, Tim Leeth, David Raynes, Joshua Bailey, Michael Kohl. Council member Jim Justis arrived at 5:09 p.m.

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

Mayor Plaster said the first item on the agenda is discussion on capital improvement projects and use of ARPA Funds. Manager McAlister went through her presentation on capital improvement projects. She reminded Council that at the previous meeting, she gave a list of CI projects. She then went through the list which was organized by budgetary fund the project would fall under, to determine necessary projects versus wanted projects. She said once we get all back years of audits done, the town needs to have a financial advisor come in and look over our financials to suggest money investment options and advice on how the town should proceed. Councilman Kohl suggested once the audits are done, we use money from the reserve for a financial advisor, so we don't have to wait until next July to apply for grants. Manager McAlister said after looking over the ARPA funds and what has been spent, and what has been obligated to projects, we have \$84,000.00 available. She said this amount will not fully complete any of the capital projects we just discussed and asked the council to think how we should obligate this money.

Mayor Plaster said the next item for discussion is planning commission and BZA appointments. Clerk Morris informed the council that there are two vacancies on the BZA and two members who need to be reappointed, or that council would need to appoint other candidates. She said there is one vacancy on the planning commission from Nathan Foerster's resignation. That term will expire December 31, 2024. Clerk Morris said there are two planning commission members with terms expiring on December 31, 2023. Council needs to reappoint those individuals or appoint others. She said there will be candidates here tonight to interview for these positions.

Mayor Plaster said the next item on the agenda is the council vacancy. Manager McAlister said Council has 45 days from the resignation to appoint someone to fill the vacancy. She said we will need to appoint someone by September 18, 2023. Manager McAlister said we can post the vacancy on our website, Facebook page, and sign out front asking interested parties to submit a resume and a letter of interest. She said Council would have to hold a meeting to interview the

candidates and to appoint someone by the deadline. Manager McAlister said the person that gets appointed will complete the remainder of the term which will be until December 31, 2023. The deadline to hold a special election for the current year has passed.

Mayor Plaster said the next item on the agenda is discussion on sub-committees of council. Manager McAlister asked for clarification on how any council sub-committees should operate. She asked the attorney if they need to take minutes of their meetings, if they must follow open meeting requirements, and how does the council have conversations with sub-committees. Attorney Helms replied that the committee does not need to take minutes of their meetings and that the council liaison should be giving a report of the sub-committee to keep council updated. Attorney Helms suggested that the pool sub-committee that was voted on at a previous meeting should consider operating as their own 501(c)3. Council member Justis asked how that committee moves forward when we voted down the motion to have another GPR study done. He asked what's the benefit of having a pool sub-committee. Attorney Helms said the benefits of a sub-committee would be having a liaison to give reports to the council, so they can determine a common goal and move toward it. He said for the committee to move forward with the GPR study a council member from the prevailing side of the previous motion and vote would need to make a motion to have the ground penetrating radar study done and that motion would have to pass.

Mayor Plaster adjourned the work session at 6:37 p.m.

August 14, 2023

A regular session of the Town Council of the Town of Grottoes was held on Monday, August 14, 2023, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of August 14, 2023, of the Grottoes Town Council to order at 7:00 p.m. Mayor Plaster asked for a roll call.

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

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

APPROVAL OF MINUTES

On motion by Council member Raynes, seconded by Council member Justis, and carried by a vote of 6-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; STERLING – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE; the Council approved the minutes from the meetings on July 11, 2023, as presented.

PRESENTATION OF PETITIONS AND CLAIMS (public comment)

Scott Sacra addressed the Council stating that he is here to talk about a safety concern. He showed the council a video that was taken of a car that sped up and down Forest Avenue several times in one day. The video showed the car passing by two people on bicycles. Mr. Sacra said his neighbors did notify the police and he thanked Chief Sullivan for the extra patrol. He said he is asking for help to slow the traffic down of Forest Avenue and suggested stop signs at Forest and 14th Street.

Mark Keeler addressed the council about the request to rezone 4.059 acres from B-3 to R-7. He said he is speaking as a neighbor and former council and planning commission member. Mr. Keeler said he is asking the council to deny the request for the following reasons: 1. He feels the property is zoned properly. 2. Changes should only occur when it's best for the town and he feels this is spot zoning. 3. We know Grottoes needs businesses and shouldn't give up a business lot. 4. What would we gain? Townhouses and feels that's a concern for our infrastructure. 5. If it were rezoned it could be a changed plan for another accepted use the zoning allows.

Cheryl Keeler addressed the council saying what happens with the subdivision will impact our experience in town and it seems to be the town's responsibility to manage growth.

Maite Taylor gave an update on the pool committee. She said she has corporate sponsors who are willing to donate but they are asking for commitment from the town council that they are willing to save the pool before donating.

Mary Alice Robertson said she moved to town over 52 years ago. She said it has become a lot busier over the years. Mrs. Robertson said herself and her husband have served on the town's planning commission. She said she agrees that the property is zoned correctly and should not be changed. She said how many apartments have been built along with the townhouses and single-family houses in the Shady Creek Subdivision which have all been built around their properties. Mrs. Robertson said she is concerned there are no sidewalks or crosswalks on the east side of Augusta Avenue and the increase in traffic is a concern. She said tractor trailers need both lanes to turn. She asked about the hardscape and where will it go? She said this is concerning the health and welfare of the citizens.

Gloria Munson said she lives at 89 Grace Street and addressed the council saying she is not opposed to development but said she was devastated that the trees are gone. She said she used to watch the deer in the area and now they are gone. Mrs. Munson asked to keep the building at a minimum and asked the council to think a lot about the rezoning.

Nadina Pupic addressed the council and said the citizens of Grottoes want a pool. She said the committee cannot move forward until the council approves for the ground penetrating radar study to be done.

REPORTS OF STANDING COMMITTEE:

FINANCE – Council member Raynes made a motion, seconded by Council member Leeth, and carried by a vote of 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to approve the financial reports for the month of July.

WATER AND SEWER – Council member Bailey said the committee met and discussed the recent water line repair and water outage and ideas for improvement. He said the committee is going to meet again in September.

ORDINANCE, HEALTH, AND PROPERTY – no report

STREET AND STREET LIGHTS – no report

PARKS, RECREATION AND PUBLIC FACILITIES – no report

SPECIAL EVENTS – Council member Leeth announced the First Responders Event went well and mentioned this will be an annual event for our citizens to come out and meet the first responders in our town.

PERSONNEL, FIRE AND POLICE PROTECTION –

STAFF REPORTS

TOWN MANAGER. Manager McAlister pointed out from her staff report that the 7th Street and 13th Street water line replacement bid was awarded to Atkins Excavating for an amount of \$145,118.00. She said the work should begin within the next couple weeks.

ATTORNEY. Attorney Helms elaborated on why the citizens committee would need to become a 501(C)3 to raise monies to repair the pool.

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

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

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

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

RECREATION AND TOURISM DIRECTOR. Director Shank said the Phase 2 communication upgrade for the emergency phone throughout the cave will begin soon and that he will send a calendar showing the dates the caverns will be closed for this installation. He said he will also post the calendar on the website and social media pages.

NEW BUSINESS – Council member Raynes made a motion, seconded by Council member Justis, and carried by a vote of 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE; to approve the lot line sub-divide in the 500 block of 19th Street.

Manager McAlister gave staff's rezoning report and pointed out that the current zoning allows for residential, and that the applicant is asking to upzone the property to R-7 to allow for townhouses.

Steve Driver with Terra Engineering gave a presentation on the plan presented for the rezoning of the 4.059 acres from B-3 to R-7. He gave the VDOT report which does not warrant a turn lane. He stated that he discussed with the developer many options for the property, and this is the best plan for the least land disturbance. He said the property is on the side of a hill and that they could easily develop townhouses on the side of the hill with possibly a walk out basement. He said this plan proposes three single family homes on the top of the hill, which is zoned R-1 but the size of the property would allow for six homes to be built on the hill in the R-1 zone. Mr. Driver stated that if the property is not rezoned the developer still plans to build residential in the B-3 zoning and could build 11 duplexes or 22 living units on the acreage. He said for the

developer to build the duplexes it would require more excavation to flatten the hill and would change the aesthetics of the land. He said the developer is trying to keep the aesthetics of the land and build what he can to make the project work out for the B-1 lot along Augusta Avenue for a business.

On a motion by Council member Leeth and seconded by council member Raynes, and carried by a vote of 3-2, voting recorded as follows: JUSTIS – AYE; BAILEY – NAY; RAYNES – AYE; KOHL – NAY, LEETH – AYE; to set a joint public hearing for the next council meeting for the rezoning request.

Council member Kohl made a motion to add an item about the speed issue on Forest Avenue. Seconded by Council member Leeth, and carried by a vote of 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE; to have the streets and streetlights committee come up with a proposal.

OLD BUSINESS – Council member Leeth made a motion, seconded by Council member Justis, and carried by a vote of 4-1, voting recorded as follows: JUSTIS – AYE; BAILEY – NAY; RAYNES – AYE; KOHL – AYE, LEETH – AYE; to proceed with the ground penetrating radar study to make sure the pool is safe and worth fixing.

CLOSED SESSION – Mayor Plaster asked for a motion to convene into closed session pursuant to Section 2.2-3711(A)1 of the code of Virginia for the interviewing of candidates for a board or commission, and pursuant to section 2.2-3711(A)3 of the Code of Virginia for discussion or consideration of the acquisition of real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Council member Leeth replied so moved, Council member Justis seconded the motion, and carried by a vote of 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE; to convene into closed session.

On a motion by Council member Leeth and seconded by council member Bailey, and carried by a vote of 5-2, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE; KOHL – AYE, LEETH – AYE; to adjourn the closed session.

Mayor Plaster read the certification of the closed session – “to the best of your knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 and 2.2-3711(A)3 of the Code of Virginia, as only such public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the closed meeting”. Clerk Morris took a roll call. J. Justis; so certified, J. Bailey; so certified, J. Plaster; so certified, D. Raynes; so certified, T. Leeth; so certified, M. Kohl, so certified.

On a motion by Council member Leeth and seconded by council member Justis, and carried by a vote of 5-0, voting recorded as follows: JUSTIS – AYE; BAILEY – AYE; RAYNES – AYE;

KOHL – AYE, LEETH – AYE; to appoint Jean Stoll to fill the vacancy on the planning commission, to reappoint Dylan Nicely to the planning commission and to appoint Brook Hass to the planning commission as of January 1, 2024. Council member Leeth added to the motion to reappoint Dylan Nicely and Christa Hall to the board of zoning appeals and to appoint Richard Muttai and Mark Keeler to a four-year term on the BZA.

Mayor Plaster declared the meeting adjourned at 9:48 p.m.

Mayor

Clerk

**Treasurer's Report
September 2023**

Revenues

Water Sales	\$	25,510.91
Sewer Sales	\$	50,292.78
Trash Sales	\$	20,790.78
Standpipe	\$	23.50
Sewer Connections	\$	4,500.00
Water Connections	\$	4,500.00
Real Estate Taxes	\$	9,517.23
Personal Property	\$	715.68
Vehicle License Fee	\$	683.54
Tax Penalty & Interest	\$	1,630.96
Parking Ticket	\$	20.00
Business License	\$	3,970.85
Cigarette Tax	\$	6,000.00
Fines & Costs	\$	2,002.91
Meals Tax	\$	15,229.44
Sales Tax	\$	23,376.59
Transient Tax	\$	141.74
Zoning Fee	\$	125.00
Zoning Permit	\$	5,520.00
Communication Tax	\$	1,891.95
Utility Tax	\$	2,757.17
Consumption Tax	\$	600.37
JE Painter Park Shelter Rentals	\$	1,296.63
GC Admissions	\$	139,988.82
GC Giftshop Sales	\$	36,142.31
GC Mini Golf Sales	\$	561.00
GC Shelter Rentals	\$	1,778.54
GC Contracts	\$	1,654.50
	\$	<u>361,223.20</u>

Disbursements

Accounts Payable	\$	223,205.61
Payroll	\$	93,393.61
Federal Payroll Taxes	\$	14,161.33
Federal Payroll Taxes	\$	13,914.85
State Payroll Taxes	\$	2,089.00
State Payroll Taxes	\$	2,010.00
Anthem	\$	47,742.00
Aflac	\$	1,558.16
Intuit Transfer Fee	\$	330.23
Merchant Bank Fee	\$	13.50
Town Visa Credit Cards	\$	5,019.40
Virginia Retirement System	\$	21,492.05
VRA Loan Payment	\$	64,679.61
	\$	<u>489,609.35</u>

<u>Highway FY24</u>	<i>FY23 Carry-Over</i>	\$	152,543.56
July Expenses		\$	(3,318.17)
August Expenses		\$	<u>(117,462.77)</u>
Total		\$	(120,780.94)

Veterans Memorial	\$	6,638.69
Town Activities	\$	4,110.23
RBEg Checking	\$	27,637.00
Kids Fish Day	\$	6,435.07
Grand Caverns Playground Fund	\$	24,904.23
ARPA Funds	\$	1,747,387.98

\$	6,330,344.46
\$	<i>(152,543.56) Highway</i>
\$	<u><i>(1,747,387.98) ARPA</i></u>
\$	4,430,412.92



MEMORANDUM

TO: Mayor and Town Council
FROM: Stefanie McAlister, Town Manager
DATE: September 7, 2023
SUBJECT: Staff Report

1. Ashby Holdings Rezoning Request – Joint Public Hearing

Phil Smith representing Ashby Holdings, Inc (landowner) submitted a rezoning request for a 4.059-acres situated west of Augusta Ave and north of Cary Street. The property is currently zoned B3 – Business District with the requested rezoning to R7 – Planned Unit Development. A rezoning report is in your packet and a staff recommendation is included.

2. ACTION ITEM - Advanced Wireless Radio Read Water Meter System Bid Submission

Bids in response to the advanced wireless meter reading system RFP were due Monday the 28th. One company, Consolidated Pipe & Supply Company, Inc., submitted. The bid included 1000 water meters and/or registers both with wireless drive-by reading capabilities, as well as the reading equipment, software and support. The bid quote is \$229,110. With this quote, if we purchase 1000 meters/registers we get a discounted cost, and the reading equipment and software (a \$20-25K value) is included. Staff has been reviewing the bid documents and is in favor of moving forward with this project using the funds already allocated (\$230,000) through our ARPA-SLFRF funds.

3. Drought Declaration

On August 30 we received notice from the Virginia DEQ that we are under a drought warning advisory declaration. A warning is declared as the step before a drought emergency is declared. If we move into an emergency status, mandatory restrictions will apply. The town wells' water levels are tested, recorded, and submitted to VDH each day. Currently our water supply is holding at a normal level.

4. Street Extension

21st Street has been extended and is now opened between Dogwood Avenue and Cherry Avenue. This should help with traffic flow in the area as it adds another access point on the north side of town where some residential development is occurring. There is line painting and slight grading and seeding that still needs to occur and we are working to get that completed.

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

The FY20 audit is in the review process. We should be getting a finalized copy by the end of the month, and we will be moving forward with scheduling FY21.

Online Payment Update

The town has partnered with Invoice Cloud PSN. This is an online payment service that will now allow ALL town-related payments by card. There will be several new options to make the payment experience easier for our citizens including paperless billing, auto-pay, pay by phone or online and scheduled payments. This will take effect on September 29th. Notices have been sent to residents by mail and have been posted on Facebook as well as our website.

VRSA Audit

The VRSA payroll audit is scheduled for September 14th. This is completed each year to calculate the premium for the town's worker's compensation coverage.

Taxes

It is getting close to tax time again. We will be receiving our real estate and personal property conversion files from Rockingham County next month. Taxes are mailed out yearly on 1/5 and due on 2/5 for the previous calendar year.

Business License (July 1 – June 30)

Second notices were sent in July and final notices were sent August 15th to delinquent business owners. There are currently 10 unpaid business licenses. The final step will be having the police department notify businesses to cease operation due to non-valid license on September 11th.

Utility Billing

Billing Period:	06/15/23-08/15/23
Billing Date:	09/05/23
Due Date:	10/05/2023
Total Billing Amount:	\$196,781.31

Number of bills generated:	1370
Difference from previous billing:	+4
Number of bills printed:	1084
Number of bills emailed:	286
Total number of utility applications processed during billing period:	15

Accounts Payable

Date:	August 2023
Number of May Checks:	97
Total June AP Expense:	\$223,205.61



**Land Development Staff Report
September 2023**

Zoning Permits issued (August 2023)

- 20 Permits
- 3 Single Family
- 14 Town houses
- 2 Roof over deck/porch
- 1 Garage

2023 total to date

- 82 Total Permits
- 2023 Total Dwellings**
- 14 Single-Family
- 14 Townhouse units

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

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

R-7 Area East of Cherry Avenue – This area is R-7 so any development, other than single family residential, will have to have a plan submitted and go before the Planning Commission and Town Council. The developers will have to run all service lines and construct the roads to state standards. In this area construction has begun on 16th Street and 14th Street.

Shady Creek – Site plan review has been completed and approved by town staff and all departments at Rockingham County for Phases 3-7. This includes an additional 144 housing units. The developer has obtained the easements for the left turn lane off Eastside Highway. Construction may begin in phases 3-5 but the left turn lane must be completed before phase 6 (townhouses) can begin.

Respectfully submitted:
Tara Morris, Assistant to Town Manager

**Grottoes Police Department
Staff Report
September 2023**

Staffing.

	Authorized	Filled	Vacant
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.

Equipment:

Each full-time Officer has been issued Automated External Defibrillators (AED) to be carried in their assigned patrol car. The AEDs were purchased using the Department of Criminal Justice ARPA Grant.

Grants:

The Police Department was awarded a Traffic enforcement/ Highway Safety Grant from The Department of Motor Vehicles. The police department will be replacing 1 radar unit and use the remaining funds from the grant to pay officers to conduct Traffic enforcement efforts on their days off. Officers who elect to work the DMV Grant will be assigned to traffic enforcement only and can not be utilized to handle calls for service or cover shifts.

Action Item:

After viewing the Ring camera footage and hearing the verbal complaint about speeding on Forrest Ave during the August 14, 2023 council meeting. I have reviewed the map of the town that has suggested stop sign placement that was created during the Streets Committee meetings last year. After reviewing notes and maps, I suggest that we make the intersection of 14 St and Forrest Ave a 4-way Stop.

A week before the signs are mounted a social media post will be made on the police department's Facebook page along with the Town of Grottoes Facebook page. Temporary signage will be added to this intersection advising motorists of the new traffic pattern, for the first two weeks of enforcement of the Stop sign, verbal warnings will be given by officers for violations after the two weeks it will be up to the officers if they issue traffic citations or verbal warnings.

I request that the Council take action and approve making the intersection of 14 st and Forest Ave a 4-way stop.

Jason Sullivan
Chief of Police

Grottoes 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	18	12	12	5.5	11.25	4.5					
Hrs. In Court	9	10	14	6	7	7	5	13	6					
Hrs. Training	44	25	47	54.5	62	82	82	89	65.5					
Hrs. Special Assignment	0	0	3	46	14	47	0	0	36					
Funeral Escorts	0	0	0	0	0	0	0	0	0					
Security Checks	438	736	941	1056	929	897	897	811	767					
Calls For Service	185	205	179	164	76	163	163	169	166					
Hours Investigation	10	28	40.5	47	12	27	27	47	26					
Reports Written	7	9	10	12	4	6	6	10	9					
Warrants Obtained	5	3	1	6	7	3	3	8	8					
Warrants Served	4	5	16	10	17	7	7	8	10					
Felony Warrants Obtained	0	0	0	3	3	3	3	5	1					
Felony Warrants Served	0	2	7	3	7	3	3	4	1					
Misdemeanor Warrants Obtained	1	0	1	3	4	2	2	4	7					
Misdemeanor Warrants Served	2	1	9	7	10	4	4	4	9					
Active Warrants	0	0	0	0	2	0	0	0	0					
Petitions Obtained	0	0	0	1	0	0	0	0	0					
Petitions Served	0	0	0	0	0	0	0	0	0					
ECO Served	0	0	0	0	0	0	0	0	0					
Hours ECO	0	0	0	0	0	0	0	0	0					
Directed Patrol	14	4	15	12	42.5	24	24	12	35.5					
South River Elementary School	18.5	14	15	15	15	15	11	0	18					
Accidents Worked	1	3	4	1	2	1	1	1	4					
Assist Motorist	2	0	1	1	0	1	1	4	3					
Traffic Stops	82	63	94	95	110	88	88	78	74					
Summonses Issued	48	33	58	56	67	55	55	38	70					
Parking Tickets	2	0	1	0	0	0	0	2	3					
DUI Arrests	0	1	0	1	0	0	0	0	0					
Other Arrests	2	1	2	1	6	2	2	1	2					
Fuel (Gallons)	381	403	575.8	564.7	598.5	428.6	428.6	555.25	475.5					
Miles Driven	5,015	4,500	8,092	6,577	6,803	6,797	6,797	7,107	6,125					
Bridgewater Police	1,377	1,183	1,337	1,385	1,128	993	993	818	941					
Broadway Police	581	574	581	671	568	515	515	571	687					
Dayton Police	732	545	706	699	598	437	437	445	515					
Elkton Police	1,122	1,237	1,337	845	739	676	676	744	632					
Grottoes Police	891	1,022	1,342	1,474	1,339	1,210	1,210	1,100	1,204					
Timberville Police	775	758	1,201	994	800	1,066	1,066	1,630	1,442					
Calls Handled by RCSI														
Reason Grottoes Officer Not Available for Call														
Call Type	Date													



September 2023

PUBLIC WORKS STAFF REPORT

Staffing	Authorized	Filled	Vacant
Public Works Director	1	1	0
Public Works Asst. 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	3	2	1

Dustin Sponaule has been promoted to crew leader. He will be evaluated through a 6-month probationary period. We are pleased with the work he has done for the Town and will help him be successful in his new role.

STREETS

The Streets Committee approved construction of 21st Street to connect it from Dogwood Avenue to Cherry Avenue. 21st St. is open for traffic there a few other things the public works dept. must finish up.

WATER AND SEWER

Septic Tanks

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

Wastewater Plant

The town's engineer is working to develop a scope of work for a project to evaluate the efficiency of the processing at the WWTP. Once that scope and pricing is in hand and

accepted by the town the study will begin. It will provide recommendations for ways to upgrade or improve the processing and will also investigate planning for the dredging of Lagoon A.

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

Water

Our staff is updating the GIS map of the utilities whenever a new asset is found or is worked on.

Adkins Excavating has completed the 13th. St. water line. The next step is pressure testing and Bact. Testing. When the Bact. Test comes back negative, they can proceed with connecting the service lines.

The staff is working with SLM Enterprises to install a totalizer in the elevated tank to read the tank level. There has been a delay installing the totalizer SLM needs the assistance of Southern Corrosion to install an access point on the water tank for the probe. This will allow the pumps to turn on using tank level. They currently turn on by line pressure which fluctuates and is hard to adjust. We will also be able to keep the tanks fuller with the new system.

New construction

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

Shady Creek Subdivision

There is no new construction currently, however plans for sections 3-7 have been approved.

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.

Public works staff has been assisting with gravel install at Grand Caverns.

8/1/2023	Maintenance	Town Garage	JS	Change oil/rotate tires	Changed oil/rotated	Streets	2 Hrs.
8/1/2023	Maintenance	209 A 6th. St.	DS,LR,BK	Replace setter/meter	Replaced setter/meter	Water	3 Hrs.
8/2/2023	Maintenance	South River Elem.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
8/2/2023	Maintenance	Food Lion	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
8/2/2023	Maintenance	1003 Dogwood Ave.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
8/2/2023	Maintenance	Repair Yards	DS,LR,BK,CD	Spread dirt,grass seed,straw	Spread dirt,grass seed,straw	Water	2 Hrs.
8/7/2023	Maintenance	94 Laurel Oak Ln.	JP,BK	Pump septic tank	Pumped septic tank	Sewer	1.5 Hrs.
8/7/2023	Maintenance	96 Laurel Oak Ln.	JP,BK	Pump septic tank	Pumped septic tank	Sewer	1.5 Hrs.
8/7/2023	Maintenance	1197 Red Maple	JP,BK	Pump septic tank	Pumped septic tank	Sewer	1.5 Hrs.
8/7/2023	Maintenance	90 Laurel Oak Ln.	JP,BK	Pump septic tank	Pumped septic tank	Sewer	1.5 Hrs.
8/7/2023	Maintenance	98 Laurel Oak Ln.	JP,BK	Pump septic tank	Pumped septic tank	Sewer	1.5 Hrs.
8/8/2023	Maintenance	Painter Park	JP,CD	Trim brush back	Trimmed brush	Parks	1 Hr.
8/8/2023	Maintenance	Painter Park	JP,CD	Pull weeds	Pulled weeds	Parks	1 Hr.
8/8/2023	Maintenance	WWTP	JP,JS,CD	Weedeat lagoon	Weedeated lagoon	Sewer	1 Hr.
8/8/2023	Homeowner	208 5th.St	JP,JS,CD	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
8/9/2023	Maintenance	501 17th.St	JS,JP	Pump septic tank	Pumped septic tank	Sewer	2 Hr.
8/9/2023	Maintenance	1603 Gum Ave.	JS,JP	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
8/9/2023	Maintenance	406 16th.St.	JS,JP	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
8/9/2023	Maintenance	Town	LR,CD,DS	Trim brush/alleys/roads	Trimmed brush	Streets	4 Hrs.
3/10/2023	Maintenance	1400 Riverside	DS,JP,BK,CD	Replace meter/setter/base	Replaced all	Water	3 Hrs.
3/10/2023	Maintenance	506 20th.St.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	1 Hr.
3/10/2023	Maintenance	707 18th.St.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	1 Hr.
3/10/2023	Maintenance	1703 Gum Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	1 Hr.
3/10/2023	Maintenance	1701 Gum Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	1 Hr.
3/10/2023	Maintenance	1700 Gum Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	1 Hr.
3/10/2023	Maintenance	1702 Gum Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	1 Hr.
3/10/2023	Maintenance	1400 Gum Ave.	JS,LR	Pump septic tank	Pumped septic tank	Sewer	1 Hr.
3/11/2023	Maintenance	302 9th.St.	DS,LR,CD	Replace septic lid	Replaced septic lid	Sewer	1 Hr.
3/11/2023	Maintenance	4th,5th,8th. Gum	BK,CD	Crooked/faded street signs	Replaced/staightened signs&post	Streets	2 Hrs.
3/14/2023	Homeowner	703 Dogwwod Ave.	JS,CD	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/15/2023	Maintenance	Well Lot	JP,TB,CD,AJ	Checking valves	Checked valves	Water	2 Hrs.
3/16/2023	Maintenance	402 16th.St.	DS,LR	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/17/2023	Homeowner	301 6th.St.	JP,DS,LR,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/17/2023	Maintenance	1203 Cherry Ave.	LR,JS,BK	Water leak 2" main	Fixed water leak	Water	2.5 Hrs.
3/17/2023	Maintenance	206 9th.St	LR,JS,BK	Water leak 2" main	Fixed water leak	Water	2.5 Hrs.
3/17/2023	Maintenance	Well lot	JP,DS	3/8 line busted	Fixed 3/8 line	Water	1 Hr.

3/21/2023	Maintenance	Yard work/water leaks	DS,LR	Fix Yards water leaks	Fixed yards	Water	2 Hrs.
3/21/2023	Maintenance	Town	JP,JS	Find water valves	Found valves/cleaned	Water	4 Hrs.
3/22/2023	Maintenance	WWTP outfall	JP,JS	Cut brush	Cut brush	Sewer	.5 Hrs.
3/24/2023	Maintenance	607 15th.St	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/24/2023	Maintenance	606 14th.St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/24/2023	Maintenance	602 17th.St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	1.5 Hrs.
3/24/2023	Maintenance	606 17th.St.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	1.5 Hrs.
3/24/2023	Maintenance	1603 Forest Ave.	JP,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/24/2023	Maintenance	21st.St.	DS,LR,BK	Clean up ditch line	Cleaned ditch line	Streets	7 Hrs.
3/25/2023	Maintenance	Grand Caverns	DS,TB,BK,LR	Spread gravel in cave	Spread gravel in cave	Parks	3 Hrs.
3/26/2023	Maintenance	Chicken Shack	TB,JP	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/28/2023	Maintenance	21st.St.	DS,LR	Install new traffic signs	Installed traffic signs	Streets	1 Hr.
3/28/2023	Maintenance	89 A St.	DS,LR	Replace meter/setter	Replaced	Water	3 Hrs.
3/29/2023	Maintenance	WWTP	JP,JS	Pull valve	Pulled valve	Sewer	3 Hrs.
3/29/2023	Maintenance	Painter Park	JP,JS,BK	New trees leaning	Tied tree up	Parks	3 Hrs.
3/30/2023	Maintenance	200 block 13th.&14th. Alley	JS,BK,DS,LR	Fix alley from Dominion work	Fixed alley	Streets	3 Hrs.
3/31/2023	Homeowner	102 Berkeley Ave.	DS,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/31/2023	Homeowner	302 Aspen Ave.	DS,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.
3/31/2023	Homeowner	1442 Mandoin Ave.	DS,JS	Pump septic tank	Pumped septic tank	Sewer	2 Hrs.

**Parks & Tourism Staff Report
September 2023**

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

- Park Aide and Park Ranger I positions replace the prior terminology of Tour Guide. Previously, there were 21 authorized tour guide positions. Staff will determine employee numbers once each position type is filled. With this improved staffing structure, we anticipate needing fewer overall employees.

Revenue:

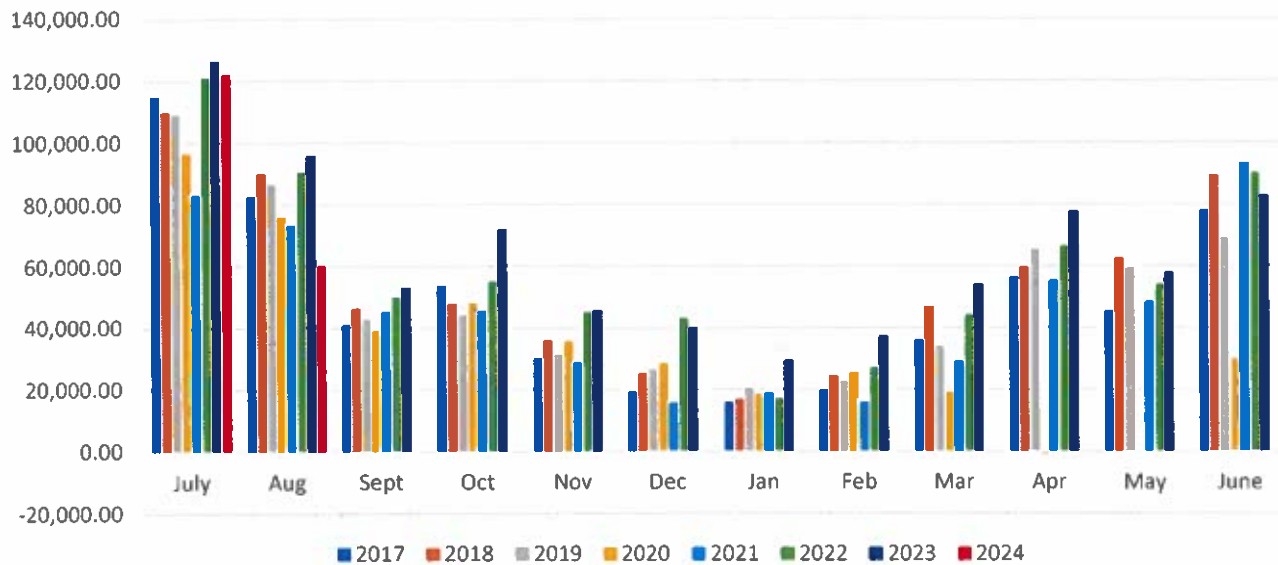
Parks & Tourism generated \$60,252.18 in revenue for the month of August. To compare with previous years please reference the charts at the end of this report.

Grand Caverns Park/John E Painter Park:

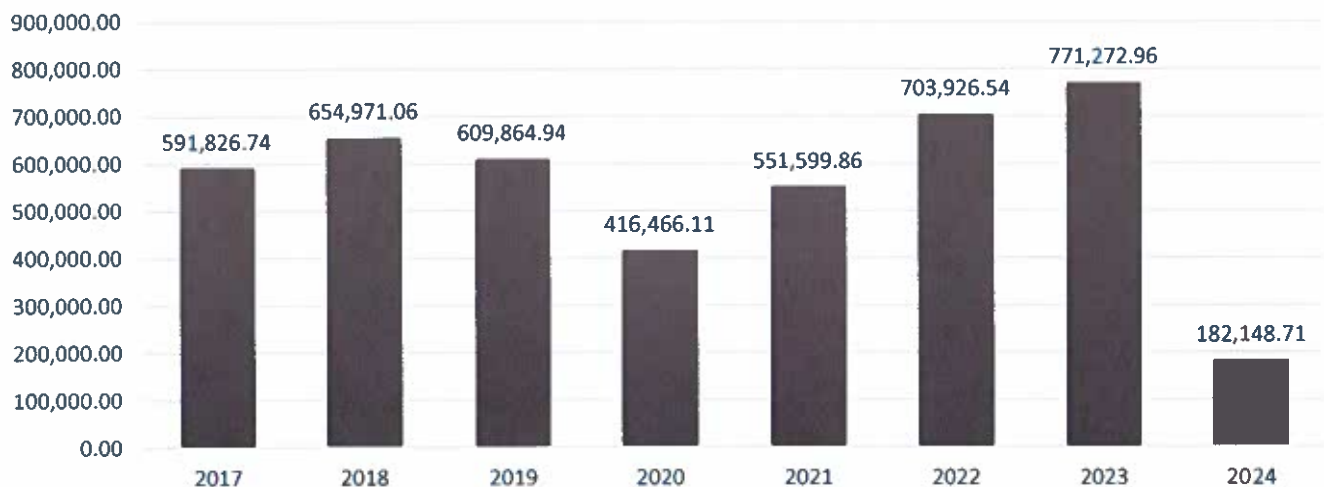
- 1. Phase 2 Communications in Grand Caverns:** This project, funded by Parks Department ARPA money, is scheduled to take place from 8/14 – 9/14. Grand Caverns’ tour operations have been modified and advertised to the public but will primarily run on weekends only until Labor Day weekend. The invasive aspect of the project is on track to be completed by the 9/14 deadline. The installation of equipment and phones might take a few additional days of work, but tours will operate without interruption due to the nature of this work.
- 2. GPR study of the community pool with TRC** has been scheduled for 9/13/2023 and should have results within 2 weeks after completion of the work. They’ll likely have it to us sooner but have scheduled extra time in case of more than normal workloads. This work is being completed for \$6,300.00 as quoted back in February 2023.

Respectfully submitted,
Austin Shank
Parks & Tourism Director

Revenue per Month by Fiscal Year								
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
July	114,666.02	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53
August	82,400.00	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18
September	40,864.00	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	
October	53,621.00	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	
November	29,960.14	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	
December	19,065.81	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	
January	15,989.60	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	
February	19,589.22	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	
March	35,916.00	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	54,117.45	
April	56,393.64	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	
May	45,428.42	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	
June	77,932.89	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	
Total	591,826.74	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	121,896.53



Total Revenue



Rezoning Request of Ashby Holding LLC, represented by Phil Smith 4.059 Acres from B3 to R7 - Case #012023

Applicant

Phil Smith representing Ashby Holdings, LLC (landowner)

Location

Northwest of Cary Street and north of the intersection of Cary Street and Augusta Avenue (Rt. 340).

Tax Map#

160D4-(A)- L24 and 160D4-(A)-L25A

Current Zoning

B-3 – Business District

Proposed Zoning

R-7 – Planned Unit Development

Acreage

4.059

General Information:

The subject property (and adjacent lots to the west and north) were purchased by Ashby Holdings, LLC in April 2022. The property has been cleared and contains an abandoned house that will be removed as development progresses. If the property is rezoned to R-7 the applicant intends to construct 24 townhouses. If the rezoning does not occur the applicant intends to build single family or two-family residences as allowed by code.

The area requested for rezoning is part of a larger proposed development plan which is attached to this report. The entire site includes a B1 – General Business lot on the west side adjacent to Augusta Avenue (Rt. 340), on which the developer plans to place a business, a new road, proposed Shendun Hill Court, off Augusta Avenue toward the east and bisecting the site, and 3 single family dwelling lots on the north portion of the site. That area is zoned R1- Low Density Residential.

Zoning Allowances

By Grottoes' Town Code, the B3 – Business District (current) zoning allows for the same residential development as the R3 – Residential Limited District. Therefore, under the current zoning, the property could be developed with single family dwellings on 12,000 square foot lots or two-family dwellings on 15,000 square foot lots.

The R7- Planned Unit Development zoning is intended to provide for larger scaled development and clustering of single-family residential dwellings and to provide for a neighborhood with a variety of housing types and densities, shopping, parks, playgrounds, open space, etc.

Staff and Agency Analysis:

Building Services

Any development will require approval from the town Zoning Administrator prior to the issuance of a building permit. All future construction will need to meet the requirements of the Virginia State Building Code.

Fire

Rockingham County Fire and Rescue's fire marshal reviewed the proposed request and plan. There were no comments regarding the type of development and impact on fire and/or rescue. The comment provided was as follows, "the addition of a fire hydrant at the entrance and ensure 600 foot spacing of the fire hydrants."

Environmental

The Rockingham County Engineer states that land disturbance to exceed 10,000 square feet requires an erosion and sediment control plan and permit; land disturbance over one acre requires an engineered stormwater management plan and construction general permit. There is a mapped floodplain and creek on a portion of the property. A stream buffer of no less than 50 feet will be required to be maintained along Miller Run. Per an existing agreement, enforcement of these regulations is the responsibility of Rockingham County.

Planning and Zoning

Zoning Ordinance: (Sec. 100-67 - 71)

By Grottoes' Town Code, the B3 – Business District (current) zoning allows more flexible uses than the B1 and B2 zoning, in that business and residential uses are permitted. B3 allows for the same residential development as the R3 – Residential Limited District; single-family and two-family dwellings. Therefore, under the current zoning, the property could be developed with single family dwellings on 12,000 square foot lots or duplexes on 15,000 square foot lots.

Zoning Ordinance (Sec. 100 44 – 53)

The R7- Planned Unit Development zoning (proposed) is intended to provide for larger scaled development and clustering of single-family residential dwellings and to provide for a neighborhood with a variety of housing types and densities, shopping, parks, playgrounds, etc. The gross residential density shall not exceed 20 dwelling units per acre.

Comprehensive Plan

The town's comprehensive plan does not detail information regarding intentions for community development or land use. Grottoes official zoning map along with its approved ordinances are the detailed documents by which proposals for development should be approved or disapproved.

Public Works

Public water and sewer are available to the site. Sewer lines exist on the property and 8-inch water mains are available to be tied in to. Any development will require the developer to extend service lines and put connections in place. All work will be done in coordination with and through approval by the Town's Public Works Department.

VDOT

Rt 340 (Augusta Ave) is a minor arterial road with a daily traffic count of 6,900 vehicles.

Site specific comments provided by the Harrisonburg Residency Land Use Engineer include:

The proposed road should be designed to meet the VDOT Secondary Street Acceptance Requirements. A full review of the entrance and road design will occur during the site plan review phase.

The developer provided a turn lane warrant analysis. VDOT is satisfied that turn lanes off Rt. 340 are not warranted for this development. Any work on VDOT right-of-way will require a VDOT Land Use Permit.

Considerations:

The surrounding area contains a mix of land uses and zoning districts. Adjacent to the site are B1, B3 and R1 zoning districts. Adjacent land uses are commercial businesses and single-family dwellings. There are two-family and multi-family dwelling units nearby. The subject property does not adjoin existing R7 zoning.

- Due to location, it is unlikely that the property will be developed as a business(es) only. Under the current zoning, business uses, and residential uses are both allowed by right. The landowner/developer intends to place housing only on this property.
- By the provided site plan of the entire proposed development, the single-family houses will be adjacent to existing single-family homes to the north. There is open space indicated between the proposed townhouses and existing single-family homes to the south and east.
- The developer has indicated that increasing the density of dwellings to 24 townhouses will increase their monetary return and allow the developer to invest more heavily into the business zoned property adjacent to the west.
- If this rezoning request is approved, all R7 uses would be available. R7 development requires the governing body to approve a site plan.
- According to the Grottoes Town Code:
§ 100-48. Qualifying requirements.
A tract or parcel of land may be considered for Planned Unit Development District R-7 zoning only if it meets the following conditions:
 - A. Ownership requirements. The project area must be in one ownership, or the application filed jointly by the owners of all land within the project area. The holder of a written option to purchase land shall, for the purposes of such application, be deemed to be an owner of such land; however, each and every project area in a Planned Unit Development District must be in single or common ownership before the final development plan is approved.
 - B. Availability of public utilities. The project area must be located where public water and sewer systems are available or where a community water and sewer system can be developed as part of the project.
 - C. Land suitability. Rezoning land to Planned Unit Development District R-7 may be denied if, from investigation conducted by all public agencies concerned, it has been determined that the land is not suitable for development because of inadequate road access, geographic constraints, inadequate community facilities, excessive distance to employment area, nonconformity to Town development plans or other public health, welfare or safety objectives.

Planning Commission Action:

On July 25, 2023, the commission voted to recommend that the Town Council set a joint public hearing to consider the rezoning request.

Council JPH Action:

On August 14, 2023, council voted 3-2 to hold a joint public hearing (JPH) with the planning commission to hear the rezoning request and community input.

Staff Recommendation:

As of September 1, 2023, the owner/developer submitted a letter imposing voluntary conditions (a proffer) on any future development should the rezoning be approved. The letter is attached to this report. The letter states that land development will occur in strict accordance with the plan provided by Terra Engineering. Staff is satisfied with that development plan. Based on the topography of the land, the proffered plan as presented by the developer and engineer allows for less disturbance on the site than uses under the current zoning category and regulations. Agency and department review of the proposal revealed no significant concerns. A rezoning of the property does not create land use that is inconsistent with land use in the area of the request. Staff recommendation is for approval.

Ashby Holdings, LLC & Property 16, LLC

PROFFER STATEMENT

DATE: September 7 , 2023

Owner: Ashby Holdings, LLC
Property 16, LLC

Tax Map Number(s):

Ashby Holdings, LLC & Property 16, LLC as property owners of the Shendun Hills Subdivision, located in the Town of Grottoes, Virginia, hereby proffers that the use and development of the Shendun Hills Subdivision shall be in strict accordance with the original plans provided by Terra Engineering and will not alter in the circumstance if rezoning is granted.

Ashby Holdings, LLC

Randall Campbell (SEAL)

By: Randall Campbell

Its: Manager

Property 16, LLC

Randall Campbell (SEAL)

By: Randall Campbell

Its: Manager