

TOWN OF GROTTOS
TOWN COUNCIL WORKSESSION AGENDA
May12, 2025
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Final discussion on FY25-26 Budget
2. Conditional Use Permit – Dogwood Avenue

ADJOURN

TOWN OF GROTTOS
TOWN COUNCIL MEETING AGENDA
MAY 12, 2025
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

ROLL CALLING – DEPUTY CLERK ORTIZ

WELCOME CITIZENS

APPROVAL OF MINUTES – MEETINGS OF APRIL 14, 2025.

RECESS REGULAR MEETING

1. Call to Order/ Mayor calls JPH to order.
2. Joint Public Hearing to hear citizens' comments:
Conditional Use Permit Requests - B2 zoning along Dogwood Avenue
3. Speaking **FOR** the request.
4. Speaking **AGAINST** the request.
5. Questions by Town Council or Planning Commission Members.
6. Mayor to close public hearing. (turns meeting over to Planning Commission)
7. Discussion and consideration by Planning Commission regarding the requests for Conditional Use Permits.
8. PC Adjournment.

FY25-26 PROPOSED BUDGET PUBLIC HEARING

1. Call to Order/ Mayor calls JPH to order.
2. Staff Report
3. Speaking **FOR** the request.
4. Speaking **AGAINST** the request.
5. Questions by Town Council or Planning Commission Members.
6. Mayor to close public hearing.

PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)

1. Sandra Quigg (H&R Boys & Girls Club)

REPORTS OF THE STANDING COMMITTEES:

Finance – Council member Raynes, Chair

1. **ACTION** - Approval of Financial Reports

Water and Sewer – Council member Bailey, Chair

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

Streets and Street Lights – Council member Justis, Chair

Parks, Recreation and Public Facilities – Council member Chittum, Chair

Special Events - Council member Taylor, Chair

Personnel, Fire and Police Protection - Mayor Plaster, Chair

STAFF REPORTS:

Town Manager

Town Attorney

Treasurer

Assistant Town Manager

Chief of Police

Public Works

Parks and Tourism Director

NEW BUSINESS

1. Consideration of the request for Conditional Use Permits in the B2 zoning along Dogwood Avenue.

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.

April 14, 2025

A work session of the Town Council of the Town of Grottoes was held on Monday, April 14, 2025, at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the work session of April 14, 2025, of the Grottoes Town Council to order at 6:00 p.m.

Mayor Plaster turned the meeting over to Town Manager Kyle O'Brien who spoke about the FY 2025-26 proposed budget. He stated that this is a draft and is open for discussion.

As of today, the proposed budget for FY25-26 is \$5,079,311. There is no plan to increase taxes. He is recommending increases in service/enterprise funds following CPI and reviewed improvements that need to be made to the Town's infrastructure and equipment.

Council Member Justis asked about setting an Ordinance for CPI. Attorney Helm and Manager O'Brien agreed that this Council cannot lock future Councils into an ordinance, but they can set a policy to include with the budget process.

Council Member Chittum asked why there isn't a decrease in refuse costs to consumers when the new contract with Meridian will be at a lower cost than our current provider. Manager O'Brien explained that with the unknowns of increased Tipping Fees at Rockingham County, CPI, and future contract costs it is better to keep them leveled for residents.

Town Manager O'Brien also shared photos of the improvements to the stage at John E. Painter Park, the new "Welcome to Grottoes" signs that were installed today, the lagoons at the Waste Water Treatment Plant, the new pool deck being installed at Grand Caverns, and the new SCADA system that allows us to track our wells remotely 24/7.

At 7:02 p.m. Mayor Plaster adjourned the work session.

April 14, 2025

A regular session of the Town Council of the Town of Grottoes was held on Monday, April 14, 2025, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of April 14, 2025, Grottoes Town Council to order at 7:06 p.m. Mayor Plaster asked for a roll call.

ATTENDANCE: Council Members present: Eddie Chittum, Joshua Bailey, Jim Justis, Mayor Jo Plaster, David Raynes, Maite Taylor. Council members not in attendance: Michael Kohl

Other Town Officials present: Attorney Michael Helm, Town Manager Kyle O'Brien, Assistant Town Manager Tara Morris, Treasurer Rhonda Danner, Deputy Clerk Crystal Ortiz, Parks Director Austin Shank, Police Chief Jason Sullivan.

APPROVAL OF MINUTES

On a motion by Council member Raynes, seconded by Council member Taylor, and carried by a vote of 4-0-1, voting recorded as follows: CHITTUM – AYE; BAILEY – ABSTAINED; JUSTIS – AYE; RAYNES – AYE; TAYLOR – AYE; the Council approved the minutes for the meetings held on March 10, 2025.

RECESS OF REGULAR MEETING AT 7:07 PM

Mayor Plaster called to order the Joint Public Hearing with the Planning Commission.

Jeremy Crute of the CSPDC presented the background and purpose of the Comprehensive Plan. He gave both an oral presentation as well a printed copy with printed PowerPoint slides to accompany.

No one present signed up to speak **FOR** the request.

Speaking **AGAINST** the request were:

1. Gleamer Sullivan thanked those who have worked on the plan. She has issue with lack of additional meetings, lack of strategies, problems with conditional use permits, and has a list of edits that need to be made. She asks the committee to disapprove the plan at this time.
2. Nadina Pupic agreed with everything Ms. Sullivan says but also that it is incorrect / incomplete. She asked the commission not to approve yet until more time can be used for feedback.

Town Manager O'Brien explained that it is not being voted on tonight, the public hearing is to get feedback from the citizens.

Commission member Haas acknowledged that there are comments/concerns that have been submitted but still not included in the plan.

Mayor Plaster adjourned the joint public hearing and turned the meeting over to the Planning Commission.

Chairman Nicley asked for a roll call.

ATTENDANCE: Planning Commission members present: Brandon Monnett, Brooke Haas, Rene Ehlenfeldt, Dylan Nicely, Darrell Baker, and Richard Muttai. Not in attendance: Michael Kohl.

All members present agreed that there is more work to be done, and Commission Member Ehlenfeldt motioned to table the comprehensive plan, seconded by Commission Member Baker. On a vote of 6-0 voting recorded as follows: MONNETT- AYE; HAAS – AYE; EHLENFELDT – AYE; NICELY – AYE; BAKER – AYE; MUTTAI – AYE; the plan was tabled.

RETURN TO REGULAR MEETING AT 7:30 PM

PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)

Callie Bailey spoke of being a resident of Grottoes for 33 years. Feels that the Town has not kept up with the aging infrastructure and the March 22nd water outage was the result. She feels that it's a tired excuse that the Council inherited this problem. Accused Mayor of being responsible for all the new construction, and feels that welcome signs, lifeguards, etc. are wasteful. She also expressed that maybe Grottoes should think of unincorporating.

Kyle Stauffer feels that the water is not safe and referred to previous Facebook comments. He again began personal attacks on Mayor Plaster and Council member Raynes interrupted to stop him.

Scott Sacra apologized to Town employees for his message on March 22nd. He wants his septic pumped. Asked how Council can be giving \$100,000+ to the pool. Feels the pool leak has not been fixed and that the money used for the pool should have been used to fix the water lines.

Tabitha Dean shared her opinion on a possible solution to the water issue. Stated that the Town purchased software and that Charlie Stickley should be hired as a Consultant and that the whole town did not need to be without water.

Mike Betts spoke about the Grand Caverns 5K Race Series in its 14th year and April 25th will be the last run. They have raised over \$47,000 over the years.

Sharon Reeves shared that due to the water issue, her apartment was flooded and wants to know who is paying the water & electric bills for the cleanup.

Nadina Pupic referred to the water issues. She stated that a lot of people are angry and feels that the town is not transparent enough, and that meetings should be live streamed. She wants better communication, feels that there is not an emergency preparedness plan in place, and is angry and confused.

Town Manager O'Brien addressed everyone about the recent water issue. He stated that the Town had determined 6th Street to be a priority, and that not even the engineers who put together the plan foresaw the problems to be what they were. He explained that we had 13 water line breaks in a single day, and the 12" line went into service 2 days later. Town Manager O'Brien assured all that the water crisis is over.

Mayor Plaster also closed out the comment period by sharing that over the last 7 years the Council has pushed hard to upgrade infrastructure and work to keep a proper balance. Mr. Kyle Stauffer interrupted her and again started personal attacks. Mr. Stauffer was escorted out of the meeting by Chief Sullivan.

REPORTS OF STANDING COMMITTEE:

FINANCE – On a motion by Council member Raynes, seconded by Council member Justis and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; TAYLOR - AYE, JUSTIS-AYE to approve the financial reports for the month of March 2025.

WATER AND SEWER – No report. Council member Bailey did thank those who were present for sharing their concerns and stated that there is still a lot of upgrading to be done.

ORDINANCE, HEALTH, AND PROPERTY – On a motion by Council member Raynes, seconded by Council member Taylor and carried by a vote of 5-0, voting as follows: CHITTUM – AYE; BAILEY – AYE; RAYNES - AYE; TAYLOR - AYE, JUSTIS-AYE to set a Joint Public Hearing for May 12, 2025 for two Conditional Use Permits.

STREET AND STREET LIGHTS – Council member Justis reported that a meeting was held with Dominion Energy to begin upgrading streetlights in town to LED, saving the town \$96,000+ over the next 10 years. The project should start within the next 4-6 weeks.

PARKS, RECREATION AND PUBLIC FACILITIES – Council member Chittum stated that a Parks meeting will be held at a date not yet determined; he thanked everyone for their comments.

SPECIAL EVENTS – Council Member Maite Taylor spoke about Easter Egg Hunt at Grand Caverns on April 12th that hosted over 200 children. She asked for volunteers for any of the many upcoming events.

PERSONNEL, FIRE AND POLICE PROTECTION – Mayor Plaster thanked the staff.

STAFF REPORTS

TOWN MANAGER. A written report was provided.

ATTORNEY. Nothing to report.

TREASURER. A written report was provided.

ASSISTANT TOWN MANAGER. A written report was provided.

POLICE CHIEF. A written report was provided

RECREATION AND TOURISM DIRECTOR. A written report was provided.

PUBLIC WORK DIRECTOR. A written report was provided.

NEW BUSINESS

No new business.

OLD BUSINESS

No old business.

ADJOURNMENT

Mayor Plaster declared the meeting adjourned at 8:21 p.m.

Mayor

Deputy Clerk

TOWN OF GROTTOS CONDITIONAL (SPECIAL) USE PERMIT

APPLICATION CHECKLIST: Before this application can be accepted for processing, the applicant must submit the following:

- A. Complete the application in full and sign. (If not landowner, the landowner must also sign).
- B. Enclose sketch as required in application. The sketch must be to scale and no larger than 8-1/2" x 11"
- C. Please contact the Assistant to the Town Manager (249-5896) for appointment to review the completed application.

If application is not complete, it will not be accepted.

APPLICANT: KW & DR Properties LLC
Circle if: owner purchaser other

MAILING ADDRESS: 7000 Raines Road Daytime Phone: 540-271-3315
Grottoes VA 24441 Kenny May
City/Town State Zip Contact Person

EMAIL ADDRESS: kennywmay63@gmail.com & erbaughb@outlook.com

PROPERTY ADDRESS: TBD - lots between 8th & 9th St. on Dogwood Ave.

USE APPLIED FOR: A storefront and four-family duplex

PARCEL INFORMATION: _____

ACREAGE IN PARCEL: .32 acres **ZONING:** Town

TAX MAP NO: 160D2-1-B81-35,36,37,38 **ACREAGE IN REQUEST, IF NOT WHOLE PARCEL:** _____

SIZE AND HEIGHT OF EXISTING OR PROPOSED BUILDING: Proposed - Approx. 6,000 sq ft building,
four-family duplex and storefront.

REQUIRED INFORMATION

Section 15.2-2284 of the Code of Virginia states that, "Zoning ordinances and districts shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth and change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestall land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the locality."

Please answer the following questions and where required, attach additional information to this application. The information provided will be reviewed by Town staff in their analysis of your request.

An application for a conditional use permit shall be considered incomplete when an applicant fails to provide the following required information.

A. Are there any historical features, listed on a national or state registry, located on the property? If so, please provide documentation. No

B. Are there any wetlands or sinkholes, as delineated by a professional engineer, located on the property? If so, please provide documentation. No

C. Are there any known cemeteries located on the property? No

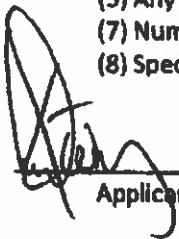
D. Explain in detail your proposal, hours of operation, number of employees, customer trips expected, etc.

Building approx. 6,000 sq ft building - four-family duplex and storefront.

If the applicant wishes to offer any conditions for this special use request, please provide a copy of the of those conditions signed by those property owners listed on the deed of ownership.

FURNISH ON 8 1/2" X 11 PAPER, ONE (1) COPY OF A DRAWING SHOWING:

- (1) Size and shape of parcel of land where use or building is to be located.
- (2) Location of use of proposed and/or existing buildings---distance from streets and from adjoining property.
- (3) Size and shape of proposed and/or existing buildings.
- (4) Access to and from property.
- (5) Any planned screening or landscaping.
- (7) Number and location of off-street parking spaces.
- (8) Specify proposed use of area (if not contained in building).



Applicant Signature

Landowner's Signature
(if different from applicant)

NOTE: ALL APPLICANTS OR LANDOWNERS MUST SIGN THE APPLICATION

*****FOR OFFICE USE ONLY*****

FEE: \$200.00

DATE REC: _____

TAXES PAID _____

HEARING DATE: _____

APPROVED / DENIED

160D2-1-861-35, 36, 37, 38

160D2-1-861-35, 36, 37, 38

Fence



9th St

Parking

Unit 4

Unit 2

Unit 3

Unit 1

Fence

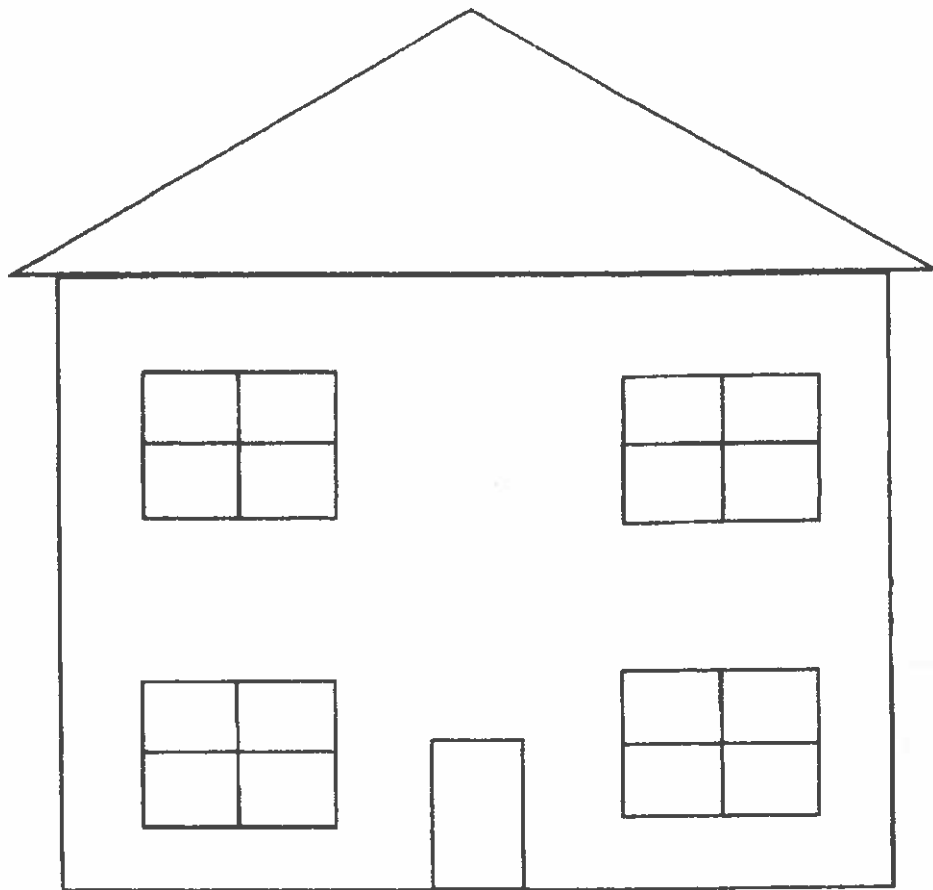


Storefront

Parking

Dogwood Ave

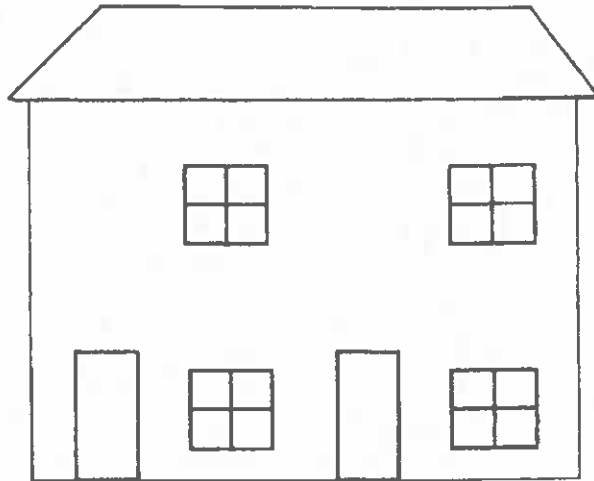
Storefront



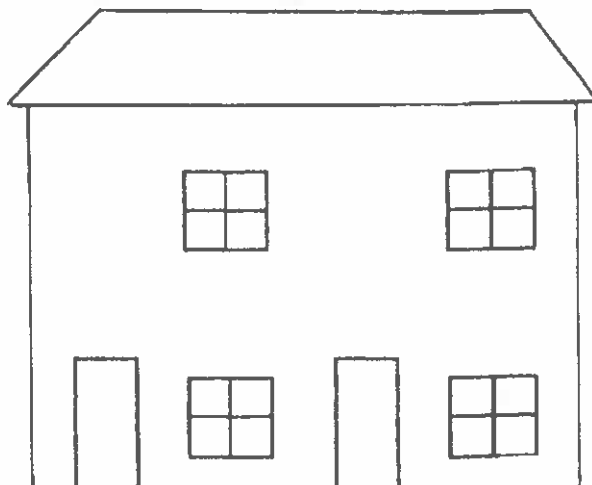
160D2-1-B61-31, 32, 33, 34 and 160D2-1-B61-35, 36, 37, 38

4 Total Duplexes – 2 bedrooms, 1.5 baths –
To be attached on the rear side of the Storefront

2 Duplexes to be attached on the right rear side
of the storefront, to be accessed from driveway



2 Duplexes to be attached on the left rear side of the
storefront, to be accessed from 9th St.



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<u>Grottoes</u>	<u>VA</u>	<u>24441</u>	<u>Kenny May</u>
City/Town	State	Zip	Contact Person

EMAIL ADDRESS: kennywmay63@gmail.com & erbaughb@outlook.com

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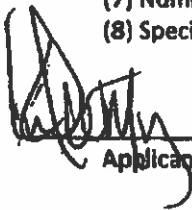
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Landowner's Signature
(if different from applicant)

NOTE: ALL APPLICANTS OR LANDOWNERS MUST SIGN THE APPLICATION

*****FOR OFFICE USE ONLY*****

FEE: \$200.00

DATE REC: _____

TAXES PAID _____

HEARING DATE: _____

APPROVED / DENIED

160D2-1-B61-31, 32, 33, 34

17/1/2021

Fence



Unit 4

Unit 2

Parking

Unit 3

Unit 1

Driveway

Fence

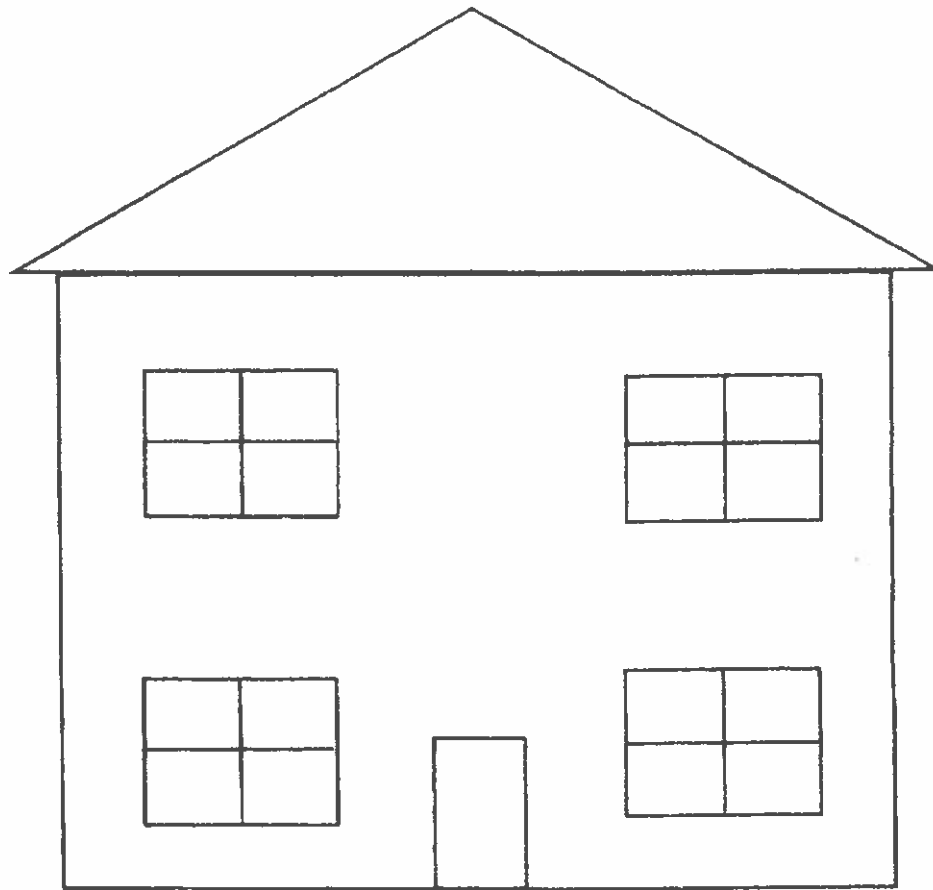


Storefront

Parking

Dogwood Ave

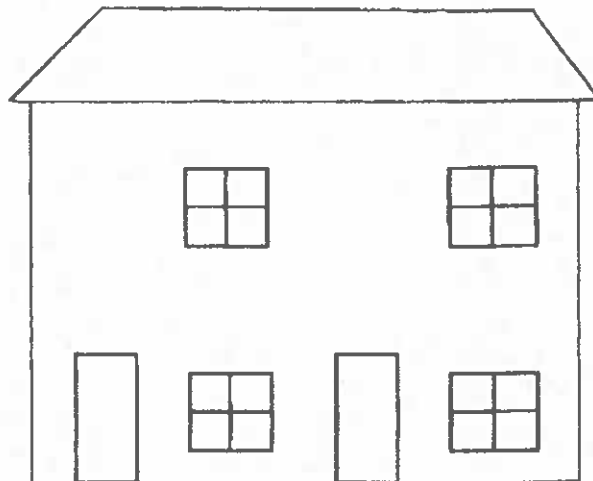
Storefront



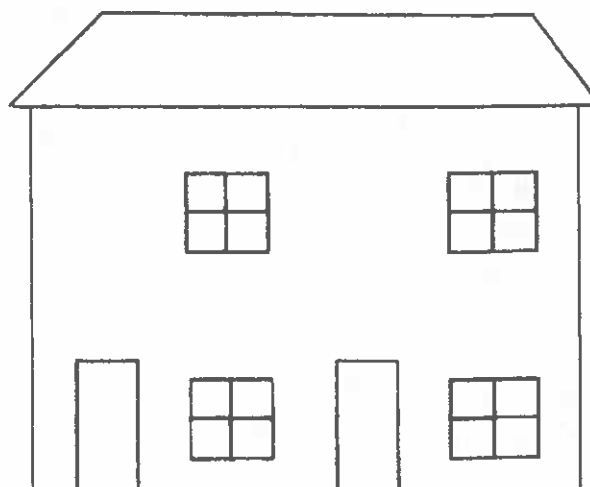
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storefront, to be accessed from driveway



TOWN OF GROTTOS

Staff Report #1



May 14, 2025

MEMORANDUM:

TO: Town Council
FROM: Kyle D. O'Brien, Town Manager
SUBJECT: Staff Report – May 14, 2025

- **Staffing:**

- A. Accounting Technician/Town Clerk:**

- Admin. staff has identified three potential candidates from applications submitted and will be interviewing for the position this week.

- **Annual ARPA submittal complete:**

- This was submitted last week, and the final report will come this summer following the remainder of the WWTP work.

- **Highway Funds:** I will be sending an email out this week to the Streets Committee and copy to Council about where the Town stands currently regarding carryover of funds and recommended actions prior to the end of the current fiscal year.

- **SCADA at wells:**

- SCADA has been installed at the wells and is functioning as anticipated. Remote monitoring is now enabled, which gives 24-7 access to the pump functions and pressures off site.

- **10th Street Partially Burned House:**

- Since the 30 days have just passed from the initial notice, another notice (final) will be going out this week, and following this, the Town will be in a position to move forward on this property once the notification times out and the proper documents are submitted.

- **6th Street Water Line:**

- This project is continuing and should wrap up in the next couple of weeks.

601 Dogwood Avenue • P.O. Box 146 • Grottoes, Virginia 24441
Telephone 249-5896 • 249-0256 • Fax 249-5726
www.townofgrottoes.com

- **Budget:**

The budget public hearing will be held at this meeting. I will present the proposed budget, and the Council will take public comments following the presentation.

- **Lagoon de-watering:**

This project will be finishing this week and staff are awaiting pricing on a new baffle curtain as well as an additional UV system. Additionally, our operator has been able to get the SCADA system running at the plant that was installed last year, and it appears to be a big help operationally. The Town now has functioning SCADA systems on both the water and wastewater sides.

Please let me know if you have any questions regarding these matters.

Respectfully submitted,

Kyle D. O'Brien

Treasurer's Staff Report May 2025

Audit

Our audit is underway. I will keep you updated on the progress.

Maximum Investment Sweep Account / LGIP

For April, we earned \$17,197.13 in interest. This was a combined rate of 4% with Atlantic Union Bank and 4.522% with LGIP. From here on out, we are participating in the LGIP (Local Government Investment Pool). This program has no penalty for withdrawal, and money can be accessed the next day if needed.

Taxes

The revenue totals below are as of May 7, 2025.

Real Estate: \$304,000 Budgeted: 100% Collected \$305,279.06

Personal Property: \$90,000 Budgeted: 103% Collected \$92,781.18

Vehicle License Fee: \$45,000 Budgeted: 110% Collected \$49,559.97

Utility Billing

Billing Period: 02/15/2025-04/15/2025

Total Billing Amount: \$216,007.28

Billing Date: 5/5/2025

Due Date: 6/5/2025

Number of Bills Printed: 1414

Number of Bills Emailed: 355

Accounts Payable

Date: April 2025

Number of Checks: 69

Total March AP Expense: \$196,320.07

Business License

Business license renewal letters were mailed 3/12/2025. Business licenses are due yearly on July 1.

Total revenue as of May 7, 2025:

Business Licenses: \$110,000 Budgeted: 61% Collected \$66,882.86



Land Development Staff Report May 2025

Zoning Permits issued (April 2025)

- 5 Permits
 - 0 Single-Family
 - 0 Town houses
 - 0 Duplex
 - 2 Detached Garage
 - 2 Fence
 - 1 Renovation

2025 total to date

15 Total Permits

2025 Total Dwellings

2 Single-Family
0 Townhouse units
0 Duplex

LED Street Light Project – All work orders have been submitted and accepted by Dominion Energy. The first phase of the streetlight conversion should be completed by June 30th and the next phase of the conversion, which includes 3rd Street from Aspen to Holly Avenue and 6th Street from Aspen to Dogwood Avenue should begin shortly after completion of the first phase.

Request for Conditional Use Permit – Dogwood Avenue – KW & DR Properties have submitted applications for conditional use permits. There are two requests for two buildable lots on Dogwood Avenue, located on the east side of Dogwood Avenue between 8th & 9th Street. The requests are the same for both lots, which includes building a larger store front with four townhouses behind the store front, two off of the street side and two off the alley side. This would allow residential to build adjoining the existing residential and still have a business front. This plan is similar to the one built at 700 Dogwood Avenue. A joint public hearing for the Conditional Use Permit will be held on Monday and the planning commission will consider taking action on the request. If the planning commission recommends the request to the council the council will consider action in the regular session.

Respectfully submitted:

Tara Morris,
Assistant Town Manager

Grottoes Police Department Staff Report May 2025

Staffing

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

All full-time positions in the police department remain filled.

Activities

A Ford F-650 valued at \$46,000.00 that was reported stolen out of Maryland was recovered by Town officers. Elkton received an alert from their Flock Camera system that alerted them that the vehicle was traveling on Route. 340 in their jurisdiction. Grottoes Officers positioned themselves on Augusta Ave/340 in the town and were able to intercept the vehicle. One of the occupants of the vehicle was wanted on numerous outstanding warrants from Culpeper and Rappahannock County.

Community Outreach/ Special Events

Members of the Grottoes Police Department were present for Grottoes Little League Opening Day. Officers were present to interact with the players and their families and to provide security for the event.

Ofc. Alger participated in Career Day at South River Elementary. He explained to students what police functions are and the role a police officer plays in keeping Grottoes safe. He allowed students to view the interior of his patrol car and explained the purpose and use of the equipment that police utilize.

The final running of the Caverns 5K was held on April 25, 2025. Members of the Grottoes Police Department worked traffic control for this event.

Kids Fish Day was a success. Approximately 151 kids attended the event.

At the advice of the biologist with the Department of Wildlife Resources, this event will be moved to April next year. This is due to the warm temperatures that heated the pond water to 72 degrees Fahrenheit.

Respectfully submitted:

Jason Sullivan
Chief of Police.

Grottoes Police Department Monthly Activity Log

Calendar Year 2024	January	February	March	April	May	June	July	August	September	October	November	December	2025 Totals
Hrs. Assist Other Agency	10	7	12	11									
Hrs. In Court	6	11	10	12									
Hrs. Training	9	51	200	27									
Hrs. Special Assignment	0	8	14	19									
Funeral Escorts	0	2	0	0									
Security Checks	1046	1063	1189	1219									
Calls For Service	124	92	90	42									
Hours Investigation	80	43	22	46									
Reports Written	13	4	6	12									
Warrants Obtained	4	3	6	2									
Warrants Served	4	4	13	8									
Felony warrants obtained	2	1	1	0									
Felony Warrants Served	2	1	2	8									
Misdemeanor Warrants Obtained	2	2	5	0									
Misdemeanor Warrants Served	2	2	11	0									
Active Warrants	0	0	0	0									
Petitions Obtained	0	2	0	0									
Petitions Served	0	2	0	6									
ECO Served	0	1	1	3									
Hours ECO	0	12	15	9									
Directed Patrol	15	32	167	125									
South River Elementary School	10	18	26	12									
Accidents Worked	1	2	0	1									
Assist Motorist	2	2	2	1									
Traffic Stops	56	79	72	39									
Summonses Issued	37	47	32	19									
Parking Tickets	0	0	0	0									
DUI Arrests	0	1	0	0									
Other Arrests	0	0	0	1									
Fuel (Gallons)	562	625	415.6	455									
Miles Driven	5,678	6,003	4,173	4,635									

Bridgewater Police	832	660	772	986									
Broadway Police	594	569	767	597									
Dayton Police	515	549	685	625									
Elkton Police	1,294	1,315	1,844	1,806									
Grottoes	1,226	1,262	1,351	1,300									
Timberville Police	918	990	661	540									

Calls Handled by RC/SO



May 2025

PUBLIC WORKS STAFF REPORT

Staffing	Authorized	Filled	Vacant
Public Works Director	1	1	0
Asst. Public Works Director	1	1	0
Public Works Tech	6	5	1
Wastewater Treatment Operator	1	1	0
Part-Time Seasonal Laborer	3	1	2

STREETS

We have started the process of weed eating the town and getting the ditches cleaned up. We have continued to monitor and add gravel, when needed, to the spots in the road that we had to cut during the water leaks.

WATER AND SEWER

Septic Tanks

We have pumped 20 septic tanks and replaced 7 broken lids. The pump truck had some issues with breaks and those have been fixed.

Wastewater Plant

Imboden has been dewatering the lagoons, and that project has been going well.

Water

The 6th Street waterline replacement project has successfully passed both bacteria samples from the Birch Ave. to the Cherry Ave section. That section of line is now in services and Excalibur is now proceeding to the final stage of that project, Cherry Ave. to Dogwood Ave. Staff has installed 27 new radio read meters and of those meters 17 of those have been on 6th street tied into the new 12" line. Scada system at the well lot is working as it is supposed to. New 12-inch valve has been installed at the ground tank to replace the broken valve on the 12" main there.

VEHICLE AND EQUIPMENT MAINTENANCE

Browning PD got an oil change
 Good PD got an oil change
 Repaired sprayer on the pump truck

Parks & Tourism Staff Report April 2025

Staffing:	Authorized	Filled	Vacant
Parks & Tourism Director	1	1	0
Parks & Tourism Assistant Director	1	1	0
Parks Coordinator	1	1	0
Park Ranger II	2	2	0
Park Ranger I	13	12	1
Park Aide	3	1	2
Lifeguard	8	0	8
Head Lifeguard	2	0	2
Pool Assistant Manager	1	0	1
Pool Manager	1	1	0

Revenue:

Parks & Tourism generated \$84,369.04 in revenue for the month of April. This is a \$14,735.48 (21%) increase from April 2024. Walking tour admissions were up \$11,105.45 and adventure tours were up \$2,061.64.

FY25 revenues to date are \$175,610.37 (28%) ahead of FY24 revenues (July – April).

1. **Pool:** Ely's Home Improvement completed the pool deck replacement on 5/6/2025. Town staff have begun the next chapter of work to include re-installing fence, seeding grass, mulching, painting, etc. The following vendors are scheduled to complete the following:

Edge ITM: Pool point-of-sale hardware installation at concession and admission booths

Brand Caulking: caulking the perimeter of pool

National Pools: De-winterization and filtration assessment of pool pumphouse & pool

Town staff are working diligently to interview and hire a pool staff. Applications have been difficult to attract; however, more are beginning to apply. Pool operating hours and subsequent pool-pass sales remain undecided until staffing levels are more certain.

2. **Mini Golf Updates:** Town staff are still in the process of refreshing the mini-golf course in Grand Caverns Park. This project is on hold until the pool requires less attention.
3. **Special Events:**

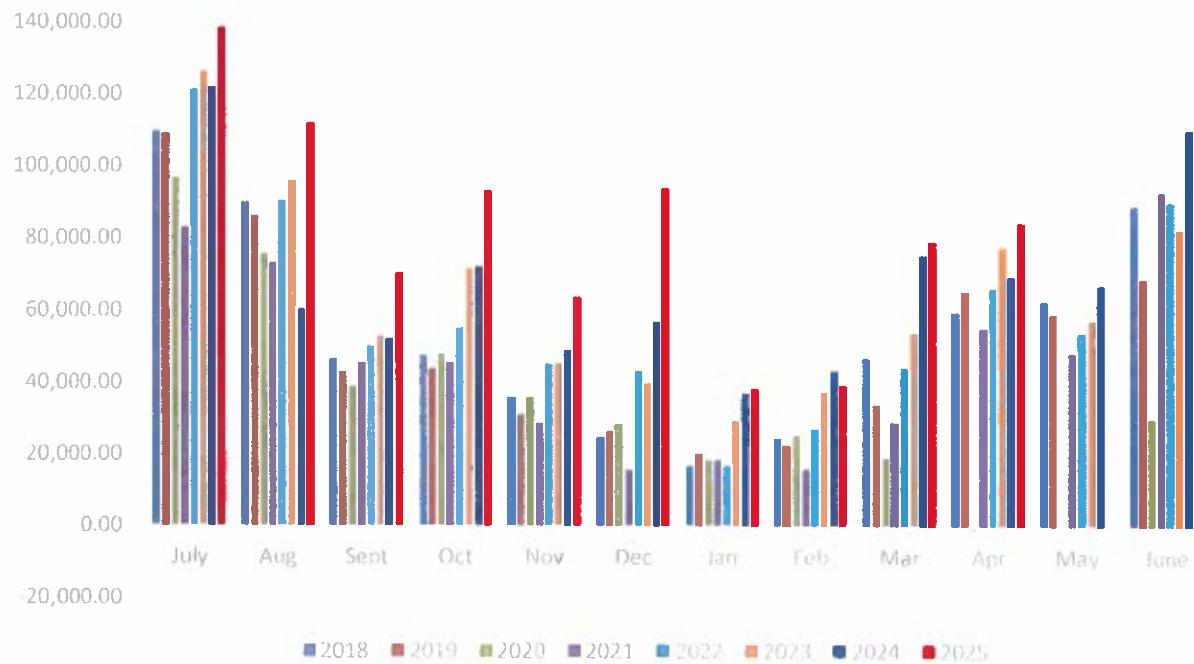
Mr. Betts' final Grand Caverns Signature 5K race went well on April 25th. Another community member has expressed interest in taking up the coordination of future fundraising races.

The Blue Ridge Heritage Project monument unveiling on 4/27th went very well. Town staff will be adding beautification touches in the coming weeks, but this project has come to a close.

Grottoes Bluegrass Festival is scheduled for 3 days over Thursday 5/15 – Saturday 5/17 at Grand Caverns Park. Mr. Proffit, the coordinator, has been wonderful to work with (as always).

Cave Week and the Cave & Karst Expo planning is well underway with activities daily on 6/4th – 6/7th.

Revenue per Month by Fiscal Year								
	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
July	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53	138,668.44
August	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18	112,013.21
September	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89	70,317.75
October	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94	93,423.55
November	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49	63,760.76
December	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12	93,124.44
January	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92	38,299.23
February	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	43,610.16	39,404.26
March	46,890.09	33,851.06	19,130.58	28,944.34	44,157.10	54,117.45	75,431.34	\$76,767.26
April	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	69,633.56	\$84,369.04
May	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	67,238.58	
June	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	110,266.18	
Total	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	815,567.89	813,673.50



Total Revenue

