

TOWN OF GROTTUES
TOWN COUNCIL WORKSESSION AGENDA
February 10, 2025
5:00 P.M.

CALL TO ORDER – MAYOR PLASTER

CLOSED SESSION - pursuant to section 2.2-3711A, Code of Virginia, subparagraph 1 for the consideration or interviews of prospective candidates for appointment to the commission or board.

ADJOURN

TOWN OF GROTTUES
TOWN COUNCIL MEETING AGENDA
February 10, 2025
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

CALLING OF THE ROLL BY CLERK WHETZEL

WELCOME CITIZENS

APPROVAL OF MINUTES – MEETINGS OF JANUARY 13, 2025

PRESENTATION OF ANNUAL DONATIONS

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

1. **ACTION** – consider amending Chapter 53 – Inoperable motor vehicle ordinance

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

Parks and Tourism Director

NEW BUSINESS

1. **ACTION** – consideration of appointment(s) for the commission or board.

OLD BUSINESS

1. Discussion on streetlights

ADJOURN

January 13, 2025

A work session of the Town Council of the Town of Grottoes was held on Monday, January 13, 2025 at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the work session of January 13, 2025, of the Grottoes Town Council to order at 6:00 p.m.

ATTENDANCE: Council Members present: Mayor Jo Plaster, David Raynes, Joshua Bailey, Eddie Chittum, Maite Taylor, Michael Kohl and Jim Justis.

Other Town Officials present were: Town Manager Kyle O'Brien, Attorney Michael Helm, Assistant Town Manager Tara Morris, Treasurer Rhonda Danner, Clerk of Council Jennifer Whetzel, Park Director Austin Shank, Police Chief Jason Sullivan and Administrative & Finance Assistant Crystal Ortiz.

1. DISCUSSION REGARDING POOL

Town Manager O'Brien shared a PowerPoint presentation about the Grand Caverns Pool. The figures show that Opt. 1 would cost about \$78,080 for the replacement of the concrete pool decking and the pool filler line. Opt. 2 would cost about \$29,950 and would be more like a band aid instead of a complete replacement. Manager O'Brien stated that Opt. 1 was the most favorable option and believed that we should do all or nothing when it comes to replacing the pool deck. The Grottoes Pool Preservation Foundation stated that they have \$20,000 raised to use towards the repair of the concrete pool decking. Manager O'Brien also stated to everyone in attendance that although the concrete pool decking needs replaced and the pool filler line also needs done, that neither of those "have" to be done to open the pool. Parks and Tourism Director Austin Shank stated that in 2022 the pool had a late start to the season and opened later than normal. This was the last year the pool was open, and it generated \$69-70k in expenses and \$32k in revenue. Council member Josh Bailey requested that council have a Retreat to discuss the financial side further and allow council more time to decide on it. Mayor Plaster stated that if we are going to open it, a decision needs to be made now and not let it sit for another year. The Grottoes Pool Preservation Foundation requests that the town pay for the fix since they had already agreed they would pay an even larger amount to demolish it.

On motion by Council member Raynes, seconded by Council member Justis, and carried by a vote of 4-2, voting recorded as follows: CHITTUM – NAY; BAILEY – NAY; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; TAYLOR – AYE; the Council approved the opening of the Grand Caverns Pool for 0 May 2025.

2. DISCUSSION ON ABANDONED VEHICLES

Town Manager O'Brien explained to the council that the Grottoes Town Code needed to be updated and in compliance with the State Code. He said this will be an action item for the next meeting.

There was no discussion by the council.

3. DISCUSSION OF REVISED JOB DESCRIPTIONS

Updated job descriptions were provided to the council with their agenda packet. A motion to approve would be made at the regular meeting of the Town Council.

There was no discussion by the council.

4. PLANNING COMMISSION APPLICANTS-INTERVIEW SCHEDULE

A handout was provided for members of council. Council members set a date for interviews for the applicants for February 10, 2025, at 5pm. This will be in closed session due to discussion of information related to personnel.

5. DISCUSSION ON THE 2025 COMMITTEE ASSIGNMENTS

A handout was provided for members of council. Council member Bailey requested to serve on the Personnel, Fire and Police committee and remain Chair of The Water & Sewer Committee. A motion will be made in the regular session of the Town Council Meeting.

6. SET DATE FOR 2025 COUNCIL RETREAT

Council discussed the date for the 2025 Council Retreat and decided on two dates that would be chosen once everyone was able to check their schedules. The dates chosen are February 4, 2025, and February 19, 2025.

At 7:00 p.m. Mayor Plaster adjourned the work session.

ATTEST:

Clerk

Mayor

- Current -

Chapter 53

**INOPERABLE MOTOR VEHICLES ON PROPERTY ZONED FOR RESIDENTIAL,
COMMERCIAL OR AGRICULTURAL PURPOSES**

[HISTORY: Adopted by the Town Council of the Town of Grottoes 7-12-2004; amended in its entirety 2-12-2007. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Automobile graveyards and junkyards — See Ch. 52.

Nuisances — See Ch. 117.

Solid waste and weeds — See Ch. 134.

§ 53-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

INOPERABLE MOTOR VEHICLE — Any one or more of the following:

- A. Any motor vehicle which is not in operating condition;
- B. Any motor vehicle which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires, wheels, the engine, or other essential parts required for operation of the vehicle; or
- C. Any motor vehicle on which there are displayed neither valid license plates nor a valid inspection decal.

MOTOR VEHICLE, TRAILER OR SEMITRAILER — As defined in § 46.2-100 of the Code of Virginia, 1950, as amended.

SHIELDED or SCREENED FROM VIEW — Not visible by someone standing at ground level from outside of the property on which the subject vehicle is located.

§ 53-2. Prohibited acts.

It shall be unlawful for any person to keep, except within a fully enclosed building or structure, on any property zoned for residential or commercial or agricultural purposes any motor vehicle, trailer or semitrailer which is inoperable. The foregoing shall apply notwithstanding the fact that such vehicles are shielded or screened from view by covers. However, the provisions of this section shall not apply to a licensed business which, on June 26, 1970, is regularly engaged in business as an automobile dealer, salvage dealer or scrap processor. Notwithstanding the other provisions of this section, if the owner of such vehicle can demonstrate that he is actively restoring or repairing the vehicle, and if it is shielded or screened from view, the vehicle and one additional inoperable motor vehicle being used for the restoration or repair may remain on the property, provided that it also is shielded or screened from view, for a period not to exceed six months.

§ 53-3. Notice to remove.

The Town Council of the Town of Grottoes may, by written notice served by the Chief of Police, notify any owner or owners of property zoned for residential, commercial or agricultural purposes to remove, within 30 days, any such inoperable motor vehicle that is not kept within a fully enclosed building or structure. The owner of the inoperable motor vehicle shall be required to either move the vehicle to within a fully enclosed building or structure, or to a property which is located outside of the Town. Once an inoperable motor vehicle is identified under this section of the Code and written notice served by the Chief of Police, it shall not be allowed on any property located within the Town, regardless of the location or ownership of the property, unless it is kept within a fully enclosed building or structure or maintained at the processor as described above, until such time as the motor vehicle is no longer considered inoperable under the terms in of this section. In the event the inoperable motor vehicle is removed from the property and is later returned to the property or is relocated to another property within the Town, then the initial notice(s) shall be sufficient and the initial time period(s) shall remain in full effect and force.

§ 53-4. Removal.

The Town Council of the Town of Grottoes, through its agents and employees, may remove any such inoperable motor vehicle whenever the owner of the property has failed to do so after the thirty-day period has expired. In the event the Town Council of the Town of Grottoes, through its agents and employees, removes any such inoperable motor vehicle after the thirty-day period has expired, then the Town of Grottoes may dispose of such inoperable motor vehicle after giving an additional thirty-day notice to the owner of the vehicle.

§ 53-5. Cost of removal, storage and disposal.

The cost of any such removal, storage and disposal shall be chargeable to the owner of the vehicle or property and may be collected by the Town of Grottoes as taxes are collected. All costs incurred shall be usual and customary in the commercial marketplace, but in no event shall exceed the costs as provided on Schedule A,¹ which is made a part hereof. Every cost authorized by this section with which the owner of the property has been assessed shall constitute a lien against the property or owner of the property from which the vehicle was removed, the lien to continue until actual payment of such costs has been made to the locality.

§ 53-6. Release of vehicle to owner.

Upon payment to the Town by the owner of the inoperable motor vehicle of all civil penalties imposed under this chapter, along with all reasonable costs incidental to the removal and storage of the inoperable motor vehicle, the Town shall release the inoperable motor vehicle to the owner. All costs associated with the return of the inoperable motor vehicle shall be the expense of the owner.

¹. Editor's Note: See Ch. A171, Fees.

§ 53-7. Violations and penalties.

Violations of this chapter shall be subject to a civil penalty, not to exceed \$50 for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall not exceed \$200. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a twelve-month period. In the event three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a twenty-four-month period, then such violations shall be Class 3 misdemeanors. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

- NEW -

CHAPTER 53: INOPERABLE MOTOR VEHICLES

§ 53.01 RESPONSIBILITY OF OWNERS TO REMOVE INOPERABLE MOTOR VEHICLES

No person shall keep an inoperable motor vehicle in a residential zoning district for any period, or within a commercial zoning district for more than a two (2) week period, unless it is either within a fully enclosed building or structure, or otherwise shielded or screened from view.

§ 53.02 TOWN REMOVAL OF INOPERABLE MOTOR VEHICLES

If an owner violates § 53.01 and the Town Manager determines that it is advisable for the Town's agents to remove the inoperable motor vehicle, he shall notify the owner that such owner must remove the vehicle, and if the owner fails to do so within the times described in this paragraph, the Town's agents will do so. Such notice shall be either by certified or registered mail, return receipt requested, to the property owner at the address maintained by Rockingham County's Commissioner of the Revenue, and may also be at any other such address as the Town Manager believes is reasonably calculated to provide actual notice to the property owner; or, in lieu of notice by mail, may be by personal and actual service of such notice on the property owner by a Town police officer or appropriate Sheriff's deputy. If the property owner is an entity, such service may be on a registered agent or other agent authorized under applicable law to receive service on behalf of an entity. Seven days after the delivery of such notice or the return of such notice as undeliverable by certified or registered mail, the Town Manager may cause such inoperable motor vehicle to be removed. Seven days after providing additional notice on the same terms, the Town Manager may dispose of such vehicle in any reasonable manner.

§ 53.03 CHARGES CONSTITUTE LIEN

All costs associated with action authorized under this Chapter, together with civil penalties duly assessed hereunder, shall constitute a lien on any property on which the inoperable vehicle was situate, on parity with tax liens, and may be collected in a manner identical to the manner in which real estate tax liens are collected. Such costs shall also be a personal obligation of the owner of such property, and of the owner of the vehicle so removed, and may be collected any way that taxes are collected. In addition, and for the recovery of the same costs, the Town shall have a lien against the proceeds (if any) from the disposal of any vehicle removed under this Chapter.

§ 53.04 DEFINITIONS

(a) For the purposes of this Chapter 53, "inoperable motor vehicle" means

(i) any motor vehicle which is not in operating condition;

(ii) any motor vehicle which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle; or

(iii) any motor vehicle on which there are displayed neither valid license plates nor a valid inspection decal.

Notwithstanding the foregoing, this definition shall not include any motor vehicle on the

property of a licensed business that, on June 26, 1970, was regularly engaged in business as an automobile dealer, salvage dealer, or scrap producer.

(b) For the purposes of this Chapter 53, "shielded or screened from view" means not visible by someone standing at ground level from outside of the property on which the subject vehicle is located.

§ 53.04 PENALTY

(a) Civil Penalty. Any person who violates § 53.01 shall be subject to a civil penalty of \$200 for the initial summons and \$500 for each additional summons. Each day during which the violation is found to have existed shall constitute a separate offense. However, specified violations arising from the same operative set of facts shall not be charged more frequently than once in any 10-day period. A series of specified violations arising from the same operative set of facts shall not result in civil penalties which exceed a total of \$5,000.

(b) Criminal Penalty. Any person who violates § 53.01 after three civil penalties have previously been imposed against such person within a twenty-four (24) month period under § 53.04(a) shall be guilty of a Class 3 misdemeanor and upon due conviction thereof shall be fined an amount not to exceed \$500. To support a conviction under this paragraph, the three previous civil penalties must not have arisen from the same set of operative facts. If this paragraph applies, a criminal penalty for the conduct described shall be in lieu of a civil penalty for the same violation.

(c) Remedies Cumulative. Except as otherwise provided in §§ 53.04(b) and 53.05, the remedies and penalties provided in this Chapter are cumulative to any other remedy available to the Town under the law of nuisance or otherwise.

§ 53.05 AUTHORITY OF TOWN MANAGER TO FACILITATE VOLUNTARY REMOVAL OF VEHICLES

In the event that the owner of an inoperable motor vehicle wishes to remove and abandon the vehicle but has not done so, such owner may request the Town to remove the vehicle and dispose of it. If the Town Manager believes that the removal of the vehicle would promote the public welfare, he is authorized to accept the title to such vehicle in the name of the Town, and shall promptly cause the removal of such vehicle and dispose of it. The Town shall bear the costs of such removal and disposal, and shall be entitled to reimburse itself for the costs of such removal and disposal from any proceeds generated by the disposal of the vehicle. The Town shall return the remainder of any such proceeds to the former owner of the vehicle, and an appropriation is hereby made for the purposes described in this paragraph. The provisions of §§ 53.02 and 53.04 shall not apply to a removal under this paragraph.

TOWN OF GROTTOS

Staff Report #1



February 6, 2025

MEMORANDUM:

TO: Town Council
FROM: Kyle D. O'Brien, Town Manager
SUBJECT: Staff Report – February 6, 2025

1. Staffing:

- A. **Public Works Director:** Nicky Workman will be starting on February 10 and will be in attendance at the Council meeting so that you may be introduced to him.
- B. **Wastewater Treatment Plant Operator:** Michael Supinger began February 3 and appears to be a good fit so far and is settling in.

2. Brush Site:

- Work is wrapping up on the clean up at the brush site. It should be basically completed by next week, and staff will continue final grading and cleaning.

3. Entrance way signage:

- Signs are moving forward, and we are just awaiting the actual signs to arrive and it will be complete.

4. SCADA at wells:

- Staff is awaiting a final price to tie the infrastructure together and will bring back to Council for consideration.

5. **Abandoned Vehicles:** Ordinance in packet to be presented to Council for consideration on Monday.
6. **Web site:** New web site is moving forward and should be live in several weeks.

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

Respectfully submitted,

Kyle D. O'Brien

Treasurer's Staff Report

February 2025

Audit

The FY21 audit has been completed. I have received the closing entries and will be working on those this week. I will keep you updated on the upcoming schedule for FY22-24.

Maximum Investment Sweep Account

For the month of January, we have earned \$6,902.93. The interest rate was 2.40%.

Taxes

We have had a very successful January and February with collected tax revenue. The ability to pay online line and in-house with a card has been a factor in this increase in paying on time and past due balances.

The revenue totals below are as of February 6th.

Real Estate: \$304,000 Budgeted: 63% Collected \$190,797

Personal Property: \$90,000 Budgeted: 86% Collected \$76,997

Vehicle License Fee: \$45,000 Budgeted: 90% Collected \$40,713

Virginia Resource Authority

Our 18th loan payment with VRA was made this month in the amount of \$64,679.61. Our balance is now \$1,132,823 at an interest rate of 2.4%. This loan will be paid in full 2/1/2035.

Donations

We have processed the Fire Department and Rescue Squad annual donation checks. Each will receive \$9,500 and will have their utility bills refunded from the previous year on the same check. We have also be processed the Grottoes Cardinals check for \$1,800, Bluegrass in the park for \$1,500 and the VA Soil and Water Conservation for \$375.00. All the donation checks except for the VA Soil and Water Conservation will be presented at the Town Council meeting this month.

Utility Billing

There were 195 second notices sent for delinquent utility accounts. Utility cut-offs will be on February 19th.

Accounts Payable

Date: January 2025

Number of Checks: 111

Total January AP Expense: \$126,003.06



Land Development Staff Report February 2025

Zoning Permits issued (January 2025)

- 1 Permit
- 0 Single-Family
- 0 Town houses
- 0 Duplex
- 1 Solar Panels

2025 total to date

- 1 Total Permits
- 2025 Total Dwellings**
- 0 Single-Family
- 0 Townhouse units
- 0 Duplex

Solid Waste Collection Bid – The current contract with Waste Management ends June 30, 2025. Staff received four bids for the solid waste collection services bid and will be reviewing and tabulating all the bids for the council to award in March. The new contract for solid waste collection services will begin on July 1, 2025.

Engineering Proposal – The bid opening was held at 3:00 on Wednesday, February 5, 2025. We received three proposals for the open-ended civil engineering services. Staff will review the proposals and make a recommendation to the council for the next meeting.

LED Street Light Project – Staff has completed all documentation for the submittal of the first part of the streetlight conversion. We have received the pricing from Dominion Energy and sent the emails to the Streets Committee and council. Staff is waiting to see how the committee and council wants to proceed. Attached is the options and costs Dominion provided for relocating the streetlights.

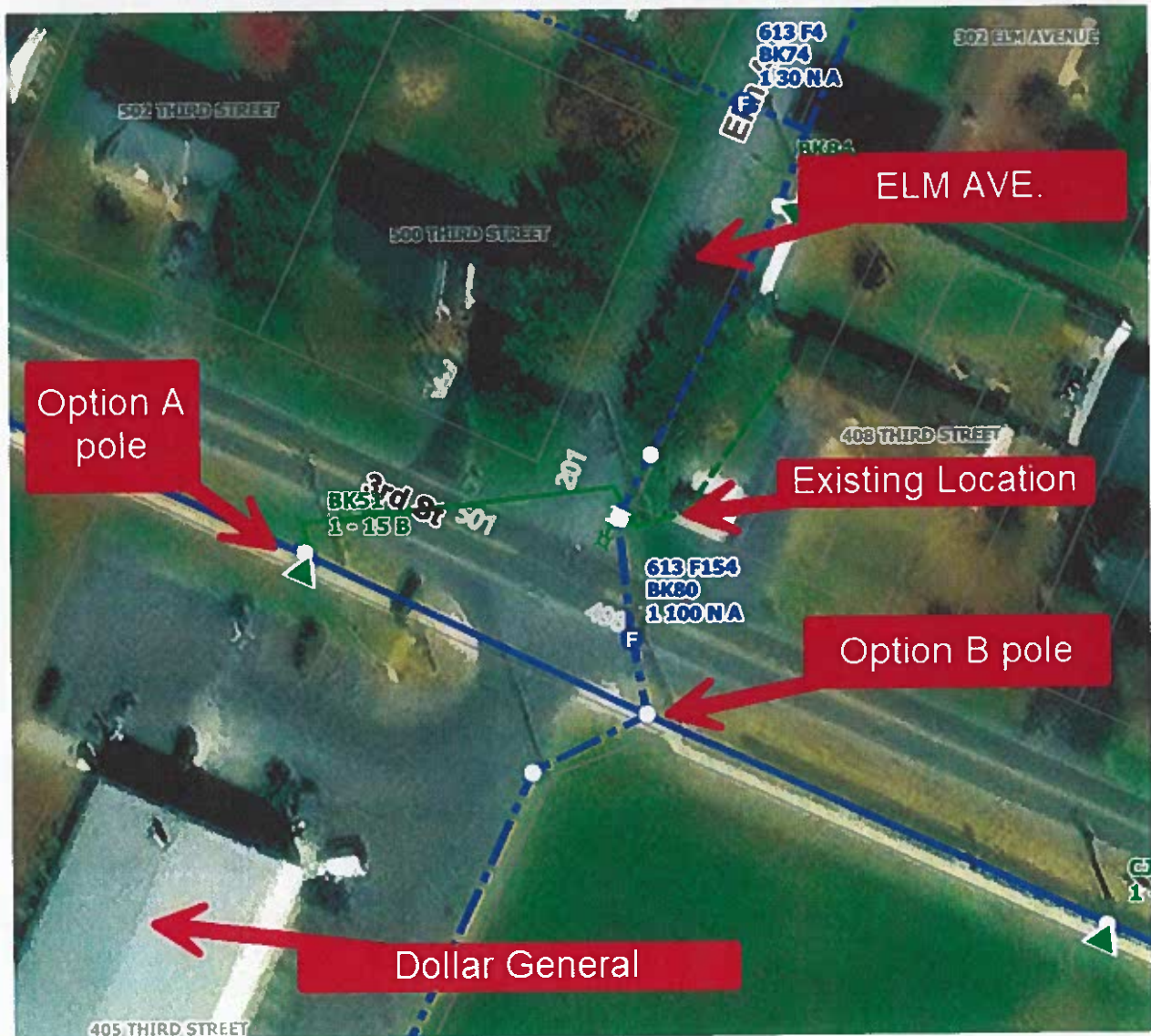
Respectfully submitted:
Tara Morris
Assistant Town Manager

For ELM Ave.

Remove the old light and pole at no cost.

Add the Cobra 70W at 3000Kelvin on the pole near Dollar General with the transformer on it, with a 12' arm, will cost = \$1,172.55 Option A below.

Same as option A but using the other pole as shown below Option B will cost \$1,497.55



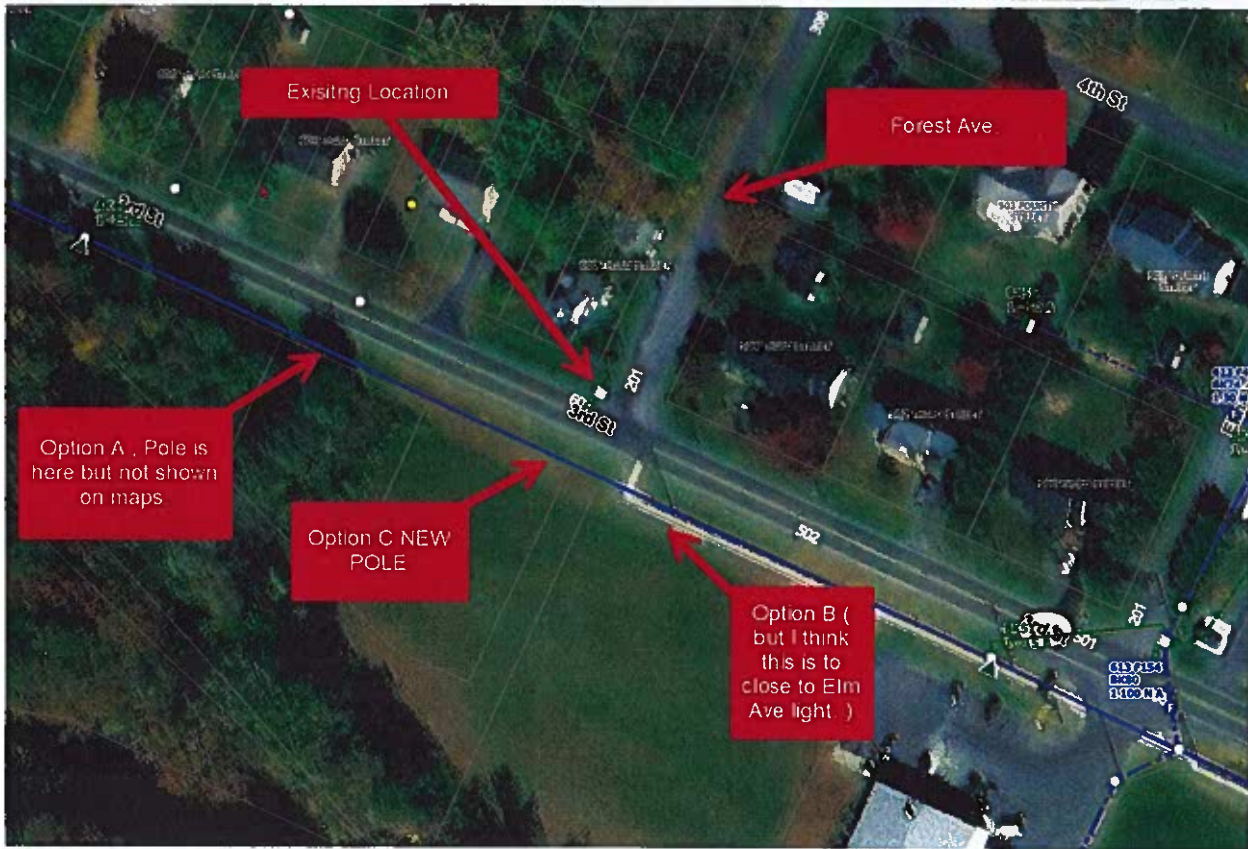
For Forest AVE.

Remove the old light and pole at no cost.

Add the Cobra 70W at 3000Kelvin with a 12' arm at pole as shown below will cost = \$1,172.55 Option A below.

Same as option A but using the other pole as shown below Option B will cost \$1,497.55 (I think this is a bad option due to how close this could be to ELM AVE. lighting.)

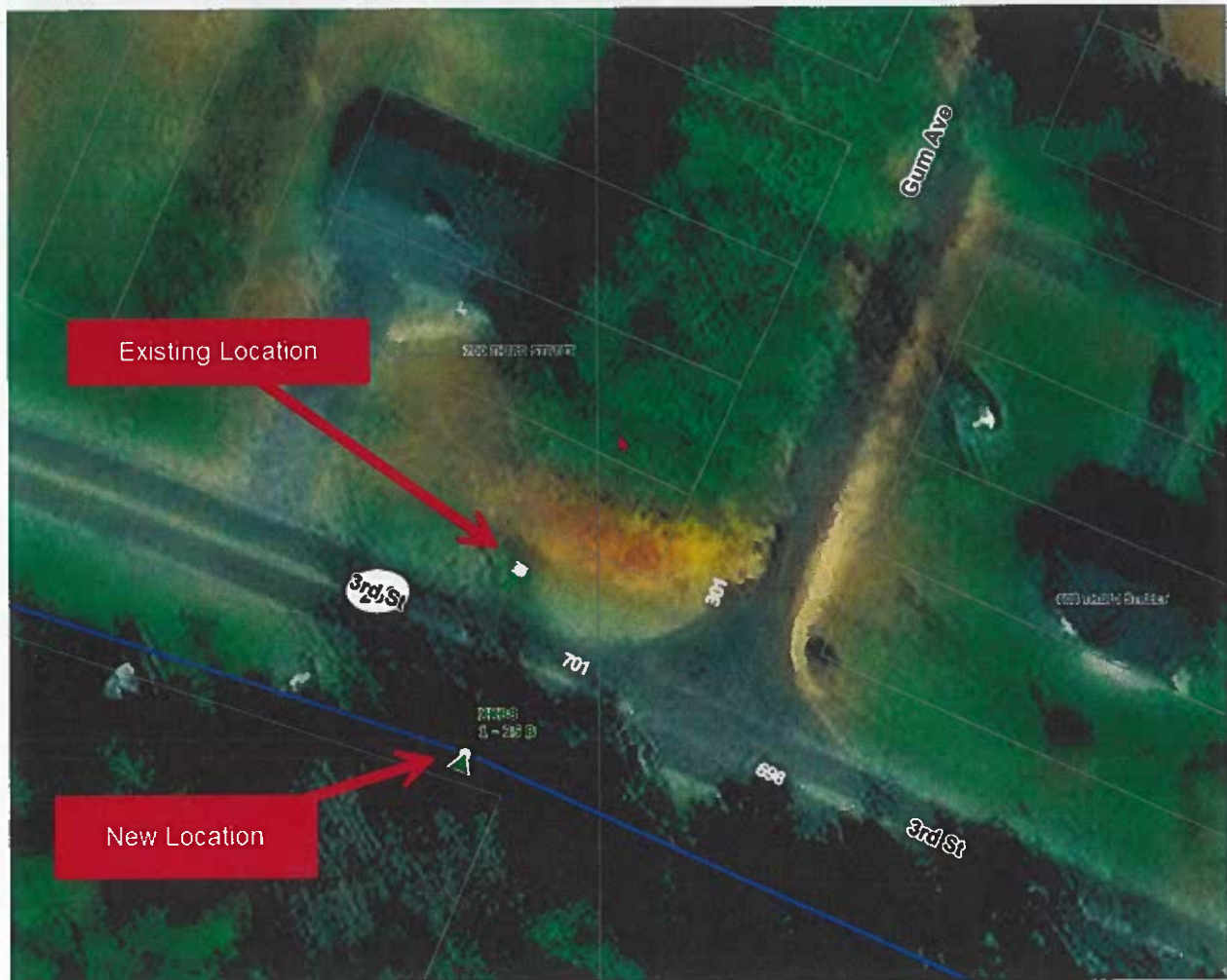
Add a new pole as Option C using the lighting fixture items listed above= \$2,197.55



For the light near 700 3rd St. / GUM AVE.

Remove the old light and pole at no cost.

Add the Cobra 70W at 3000Kelvin with a 12' arm, just move to the existing pole directly across the street from it . Cost = \$1,172.55



Holly Ave.

This one has no existing light and would need new pole and new wiring. Add the Cobra 70W at 3000Kelvin with a 12' arm.

Cost= \$2,797.55



**Parks & Tourism Staff Report
January 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 (+2)	11	2
Park Aide	3 (+1)	0	3

- *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 \$38,299.23 in revenue for the month of January. This is a \$1,149.31 (3%) increase from January 2024, which also makes it the new record high for the month. January 2024 had 5 Subterranean Sound shows go on sale, netting \$15,527. Without Subterranean Sound revenues, January 2025 was a \$6,590.52 (30%) increase across tour admissions and giftshop.

1. **Pool:** As requested during the Council Work Retreat (2/4/25), staff have developed a pool revenue handout for Council's consideration (see attached) as they would amend the FY25 Fee Schedule. Staff recommends a decision be reached in the February Council meeting so that memberships can go on sale in March 2025.
2. **Mini Golf Updates:** Town staff are in the process of refreshing the mini-golf course in Grand Caverns Park, starting with the borders. As the budget allows, staff will also replace the gravel pathways and signposts. All supplies/materials are budgeted with labor provided by town staff.
3. **Subterranean Sound:** Operations have been very smooth. Staff continue to receive positive feedback from the public, vendors, and artists. To date, the 2025 SubSound series ticket sales have netted \$51,182.47. 808 of 975 (83%) tickets have been sold to date. Staff forecasts another 30-45 tickets sell amongst the opportunities remaining.

Blue Ridge PBS has been granted access to film two Subterranean Sound concerts. It is the intention that these recordings become a pilot for an entire PBS series. Distribution potential could reach the entire state and even beyond. If greenlit, this production would film several Subterranean Sound 2026 shows, ideally generating a 13-episode series. This opportunity comes to the Town at no cost.

TOWN OF GROTTOS



Town of Grottoes Community Pool Fee Schedule from FY13 – FY22

Fiscal Year 2013 - 2017

Pool Admissions:		
Daily Admissions	\$4.00	Per Day (Ages 2 and Under Free)
Group Child Rate (ex. Daycares)	\$2.00	Per Child/ Per Day (Group of 12 or More)
Resident Family Pass	\$150.00	Proof of Residency Required (Family of 4)
Non-Resident Family Pass	\$225.00	(Family of 4)
Additional Family Member for Pass	\$30.00	
Individual Resident Pass	\$75.00	Proof of Residency Required (Ages 12 & Over)
Individual Non-Resident Pass	\$100.00	
10 Visit Pass	\$35.00	
Pool Party Rental Fee	\$150.00	50 Person Maximum Capacity
Lifeguard Training	\$225.00	Covers Entire Training Duration
Lifeguard Challenge Training	\$95.00	Only for LG Renewing Current Arc Lifeguarding Certification;
	+\$25.00	If mask is needed;
	+\$48.00	CPRO Class

Fiscal Year 2018 – 2020

Pool Admissions:		
Daily Admissions	\$4.00	Per Day (Ages 2 and Under Free)
Resident Daily Admission	\$3.00	Proof of Residency Required
Group Child Rate (ex. Daycares)	\$2.00	Per Child/ Per Day (Group of 12 or More)
Resident Family Pass	\$150.00	Proof of Residency Required (Family of 4)
Non-Resident Family Pass	\$225.00	(Family of 4)
Additional Family Member for Pass	\$30.00	
Individual Resident Pass	\$75.00	Proof of Residency Required (Ages 12 & Over)
Individual Non-Resident Pass	\$100.00	
10 Visit Pass	\$35.00	
Pool Party Rental Fee	\$150.00	50 Person Maximum Capacity

Fiscal Year 2021 – 2022

Pool Admissions:		
Daily Admissions	\$5.00	Per Day (Ages 2 and Under Free)
Resident Daily Admission	\$4.00	Proof of Residency Required
Group Child Rate (ex. Daycares)	\$2.00	Per Child/ Per Day (Group of 12 or More)
Resident Family Pass	\$150.00	Proof of Residency Required (Family of 4)
Non-Resident Family Pass	\$225.00	(Family of 4)
Additional Family Member for Pass	\$30.00	
Individual Resident Pass	\$75.00	Proof of Residency Required (Ages 12 & Over)
Individual Non-Resident Pass	\$100.00	
10 Visit Pass	\$35.00	
Pool Party Rental Fee	\$150.00	50 Person Maximum Capacity

Other Localities Fee Schedules (as advertised)

Town of Broadway Pool Fee Schedule (as advertised)

Pool Admissions:		
Daily Admissions Ages 5 - 12	\$3.00	Per Day (Ages 4 and Under Free)
Daily Admission Ages 13 - Adult	\$5.00	Proof of Residency Required
Resident Family Pass	\$220.00	(Family of 4)
Non-Resident Family Pass	\$240.00	(Family of 4)
Additional Child on Family Pass	\$20.00	
Resident Kids Pass 5 – 12	\$70.00	
Non-Resident Kids Pass 5 - 12	\$75.00	
Individual Resident Pass 13 & Older	\$110.00	
Non-Resident Pass 13 & Older	\$115.00	
Pool Party Rental Fee	\$250.00	50 Person Maximum Capacity

Town of New Market Pool Fee Schedule (as advertised)

Pool Admissions:		
Daily Admissions Ages 6 - 11	\$3.00	Per Day (Ages 5 and Under Free)
Daily Admissions Ages 12 & up	\$4.00	Proof of Residency Required
Ages 12 & Up Pass	\$60.00	
Ages 11 & Under Pass	\$50.00	

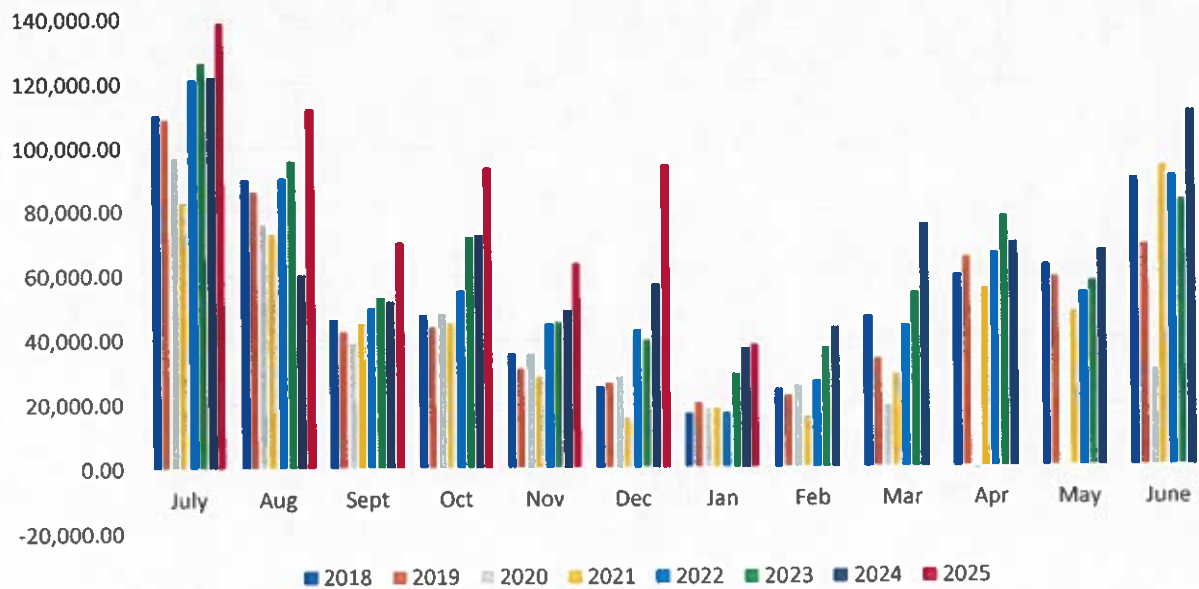
City of Harrisonburg: Westover Pool Complex (as advertised)

Pool Admissions:		
Resident Daily Admission Ages 17 & Under	\$2.00	Per Day)
Resident Daily Admission Ages 18 – Adult	\$3.00	Proof of Residency Required
Non-Resident Daily Admission Ages 17 & Under	\$4.00	
Non-Resident Daily Admission Ages 18 – Adult	\$6.00	
Resident Family Pass	\$75.00	
Non-Resident Family Pass	\$150.00	

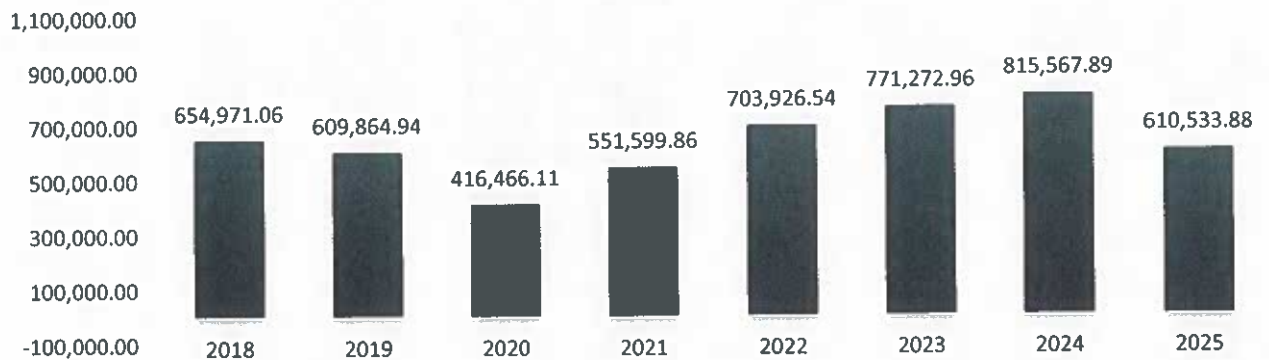
City of Staunton: Gypsy Hill Park Pool (as advertised)

Pool Admissions:		
Daily Admissions Ages 4 - Adult	\$3.00	Per Day (Ages 3 and Under Free)
Pool Pass for 20 Visits	\$50.00	
Pool Party Rental Fee	\$200.00	6:30 – 9:00 pm plus \$50 per lifeguard. Two lifeguard minimum. Cannot be rented during public hours and only available on weekends.

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	
March	46,890.09	33,851.06	19,130.58*	28,944.34*	44,157.10	54,117.45	75,431.34	
April	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	69,633.56	
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	610,533.88



Total Revenue





End of Green Season Mowing Report 2024

Preparation, Execution, Future Implementation

Abstract

Winter 2024, the idea of Grand Caverns' own employees taking over mowing and general maintenance was proposed. With this came the planning and extensive research, in the office and in the field, to properly execute this idea for the first time. This report details the planning, execution, and future implementations learned by Kelly Parkman and Diana Slagell, Park Ranger II's, to better evaluate this responsibility in the future

Kelly Parkman & Diana Slagell

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Introduction

In January 2024, the Town of Grottoes Parks and Tourism Department hired two employees to fill the newly created position of full-time Park Ranger II. Before this, the mowing and weed eating of both parks fell under the responsibility of Public Works employees Lynn Kyger, Greg Coffman, and Woody Madison. One of the very first projects for the new Park Ranger II's, Diana Slagell and Kelly Parkman, was to create this mowing grid system. The goal was to alleviate the Public Works employees of the green season maintenance responsibilities they had been delegated in both town parks. This mowing grid system was created, implemented, and revised throughout the Spring/Summer of 2024. The section maps of both Grand Caverns Park and Painter Park are available for reference in the appendix of this document.

Preparation

Lynn Kyger & Woody Madison

In early February 2024, the Public Works employees who work at Grand Caverns, Lynn Kyger and Woody Madison, directed Diana and Kelly on how long it takes to mow and weed eat different sections of Grand Caverns Park and John E. Painter Park. From this Diana and Kelly formulated different sections of both parks with similar estimated mowing times.

Grid System

Kelly and Diana created a grid system throughout both parks as the previous system was done randomly by Lynn and Woody. Grand Caverns Park was split into three sections, each section estimated to take around three hours to mow. John E. Painter Park was split into seven sections, each section estimated to take about three hours to mow. All sections in both parks were separated with clear visual cues and points of boundary. Overall, Diana and Kelly estimated it would take around 30 hours at the minimum to mow both parks weekly. This did not include time for weed eating or prepping/cleaning mowers at the beginning/end of the shift (see photo attached in appendix).

Dry Run

After formulating the grid system, Diana and Kelly observed the largest sections, sections with the most obstacles, and general concerns. With these factors in mind, dry run times were set aside on February 27-29, 2024 to test the length of time taken to fully complete mowing the areas of concern. After this was done, it was determined that the grid system was accurate and ready to be executed.

Mower Maintenance

During the second week of March 2024, before the beginning of the green season, two Public Works employees, Dustin Sponaule and Brandon Kyle, trained Diana and Kelly on mower maintenance. This was done at the Public Works yard located behind town hall. Using the electrical lift, Public Works and Park Ranger II's were able to access the underside of the lawn mowers. Things like sharpening blades, draining and replacing fluids, changing filters, and doing a general look over of a few other mechanics were thoroughly checked by the Park Ranger II's.

Training

Kelly and Diana were trained by Tyler Breeden, the Assistant Public Works Director, in the safety procedures and operation of both the lawn mower and weed eater on February 20, 2024. He noted that Diana and Kelly were “quick learners” and that he would “trust them to handle equipment more safely than his own guys.” From here, Diana and Kelly became proficient in the lawn mowers and weed eaters and were able to train the rest of the part-time staff on both these pieces of equipment. Before training part time staff, Diana and Kelly developed a standard of procedure document for operating both the lawn mower and weed eater (seen in the appendix below). Additionally, an internalized schedule was created with a timeline for the day of training. This timeline for the day of training was later revised and can be seen in the appendix below. Training for the rest of staff began on March 6, 2024, for mowers, and March 12, 2024 for weed eaters. Tyler also helped with additional training for part time staff on weed eaters briefly during the day of training. It was decided that two days (8:00 AM - 3:30 PM) of training, one for mowers and the other for weed eaters, was enough to allow proficiency in the operations of equipment.

Execution

Weekday

In mid-August Kelly Parkman created the first attempt at an “End of Green Season Mowing Report”. This rough draft was called “Green Season maintenance Outline 2024” and highlighted the basic procedures the Ranger II’s had created and found to work well after supervising their inaugural green season. The actual work executed day by day was tracked on a dry erase board in the Park Ranger II’s office and varied greatly, depending on the weather and priorities of the week. Listed below, the outline is the starting point for what Diana and Kelly found to work the most efficiently using a biweekly maintenance schedule.

Monday

AM

mow Section 1 at Painter

PM

mow Section 6 at Painter

Tuesday

AM

mow Section 3 at Grand Caverns

PM

mow Section 5 at Painter

Wednesday

AM

mow Section 3 at Painter

PM

mow Section 2 at Grand Caverns

Thursday

AM

mow Section 4 at Painter

PM

mow Section 2 at Painter

Friday

AM

mow Section 1 at Grand Caverns

PM

mow Section 7 at Panther

Saturday

AM

- Unlock Park bathrooms
- Shelter maintenance

· Weed eat half of Grand Caverns

PM

- Shelter Maintenance

Weed eat half of Panther

- Lock Park bathrooms

Sunday

AM

- Unlock Park bathrooms
- Shelter maintenance

Weed eat the other half of Panther

PM

Weed eat other half of Grand Caverns

- Shelter Maintenance

- Lock Park bathrooms

Weekends

Two Park aides will be scheduled for maintenance each Saturday and Sunday, one in the AM and one in the PM. During their shift when they aren't performing shelter maintenance duties, each employee will weed eat half of one park each day.

We decided having one Park Aide in charge of a single park for the entire weekend is best. This strategy avoids confusion between Park Aides, allows for self-sufficiency, and prevents daily schedule-related communication issues. Every weekend the park assignment will switch between the two park aides to ensure familiarity with both parks.

For example:

- **Park Aide 1** is assigned a maintenance shift on Saturday AM. They will begin the AM shift with shelter maintenance, then switch to weed eating as much as possible at **Panther Park** for the remainder of their shift.

- The next day, the same Park Aide 1 may be assigned a maintenance shift on Sunday PM. They will begin the PM shift by picking up where they left off on Saturday to finish up weed eating **Panther Park**, then begin PM shelter maintenance no later than 3pm.

Meanwhile, Park Aide 2 is doing the same thing at Grand Caverns Park.

- **Park Aide** is assigned a maintenance shift on Saturday PM. They will begin the PM shift by weed eating as much as possible at **Grand Caverns Park** before they begin PM shelter maintenance no later than 3 o'clock.

- The next day, the same Park Aide 2 may be assigned a maintenance shift on Sunday AM. They will begin the AM shift with shelter maintenance, then picking up where they left off on Saturday to finish up weed eating **Grand Caverns Park** until the end of their shift.

Hours

It is difficult to track how many hours were involved in this ongoing project due to the seasonal nature of maintenance responsibilities. Kelly and Diana began this project early February 2024 and continually worked on it together until October 2024. The "green season" itself lasted from about late March 2024 (after the grass grew a little) to late October (when the grass stopped growing). During green season, one or both Park Ranger II's took time every day to plan, implement, or revise something maintenance related due to weather, etc. This supervisory/planning work was done in addition to their regularly scheduled weekly maintenance shifts on sling.

Kids Fish Day

Police Chief Sullivan and the assistant director of Public Works, Tyler Breeden, taught the Park Ranger II's how to prepare the park for Kids Fish Day, which occurred May 4th, 2024.

Historically, Kids Fish Day is run by the Police Department as their special community event, but in March 2024 Chief Sullivan reached out to Parks and Tourism Director Austin Shank in an email stating, "I am working on my list of items that I need to complete in April for Kids Fish day on May 4. My question is are the park Rangers going to take care of preparing the pond (Cleaning out the grass in the pond, getting debris from the edge of the pond and filling of the pond)." Austin responded, "Thanks for reaching out so early on this. We can schedule this for Diana/Kelly. Who has done this previously? I'll want to coordinate an orientation for Diana/Kelly on all that is encompassed in this project." Chief responded, "I normally did it due to not wanting to burden maintenance department with the task."

From there, the day of training from the chief on how to clean Lawhorne Pond was set and implemented on April 9th, 2024. Chief Sullivan provided a demonstration on how to clear the weeds from the water with a large rake, and how to add the proper amount of blue pond dye. David Raynes from the Town Council and the local fisherman observed progress during this training.

Thursday, April 25th, Kelly Parkman, Diana Slagell, and Tyler Breeden spent the entire day cleaning and removing weeds from the pond. Chief Sullivan originally offered up the town's water treatment dinghy for us to use, but the rangers decided it was not seaworthy (it had no oars and Chief advised us to just use a two by four to row instead). Diana Slagell volunteered her personal kayak and PFD for this task. The three workers rotated between posts throughout the day. One ranger was on the shore, throwing the rake as far as they could into the pond and slowly pulling the line back in. The second ranger (in the kayak wearing a PFD) retrieved the rake and helped paddle it back to shore, ensuring the rake stayed in the correct position to catch as many weeds as possible. The third ranger shoveled the collected pond

weeds into the dump truck. Tyler Breeden provided the public works dumpster and then emptied the weeds from it at the town dumpsite next to painter park.

Praise From Community

Chief Sullivan made sure to tell the Parks and Tourism Director, Austin Shank, that he appreciated our department's hard work in preparation for Kids Fish Day. He complimented the freshly mulched beds around the park trees, well cut grass, weed-free pond, and overall appearance of Painter Park during the event.

Next Year Implementation

Full Day Employee Maintenance

As the green season progressed, regular checkups between the part time staff were conducted. Early in the process of half day maintenance shifts, there were multiple requests for full maintenance shift days as staff found it timely and unpleasant to go from mowing to conducting tours or vice versa. This request was brought to the attention of management and was implemented at the end of the green season. In future years, it is recommended that this schedule continues with full maintenance days to alleviate shifting jobs as much.

Air Compressor Attachment

Additionally, requests for an air compressor hose attachment were made. Using an air compressor to blow off the mower deck after mowing helps keep the lawn mowers clean. We do not currently have an attachment, and we request that one is bought and assembled before the next season.

Employee Checklist

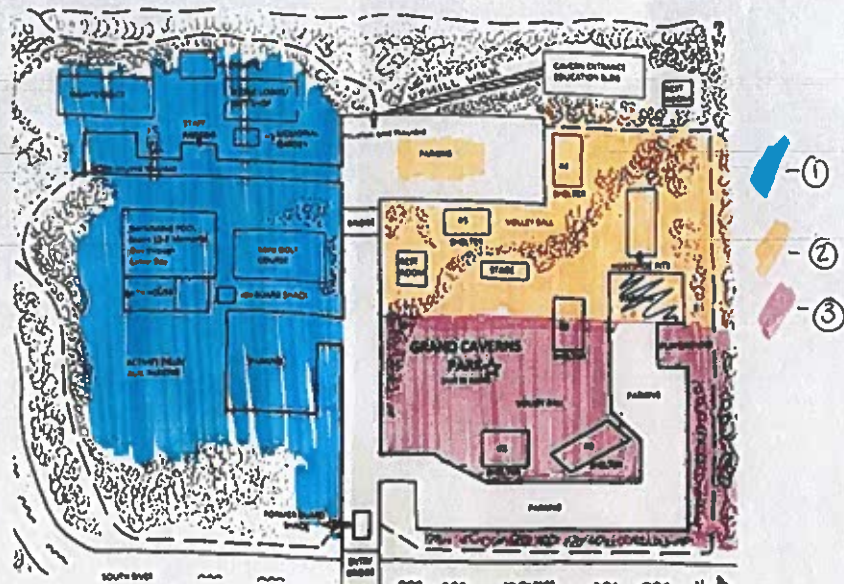
Diana and Kelly developed an external checklist for staff once they finished their mowing shift with goals such as check your section for sticks/golf balls/debris, check the oil and gas before starting, record section, time, and date on appropriate white boards, and return headphones and clean using disinfectant wipes. This system was a bit of an afterthought which was treated as such. Employees got confused and often forgot to fill this form out. During the next season, there should be clearer instructions on filling this form out and a stricter policy on checking this list.

Summary

The first year of the Park Ranger II's "Green Season" maintenance project was an overall success. This project would not have been accomplished without the support of the Town's Public Works Department. Their employees reported positive feedback on their experience working with Diana and Kelly throughout this process. The Grand Caverns part-time staff also handled this project implementation very well, and their flexibility ensured its ongoing success. New maintenance responsibilities were added to their workload in addition to their already busy summer schedule, but they adapted quickly and took the new training in stride. Part-time staff has given positive feedback regarding Diana and Kelly's leadership throughout this lengthy project. This is a win-win; while it was Diana and Kelly's first time ever leading a training, it was also Staff's first time experiencing the new role

of Park Ranger II in action. This project has plenty of room to grow and change. The ideas listed above are a few that the Park Ranger II's would like to add in anticipation of Green Season 2025 and beyond.

Appendix



① - around lodge
- around municipal

② - restrooms
- parking lot
- shelters

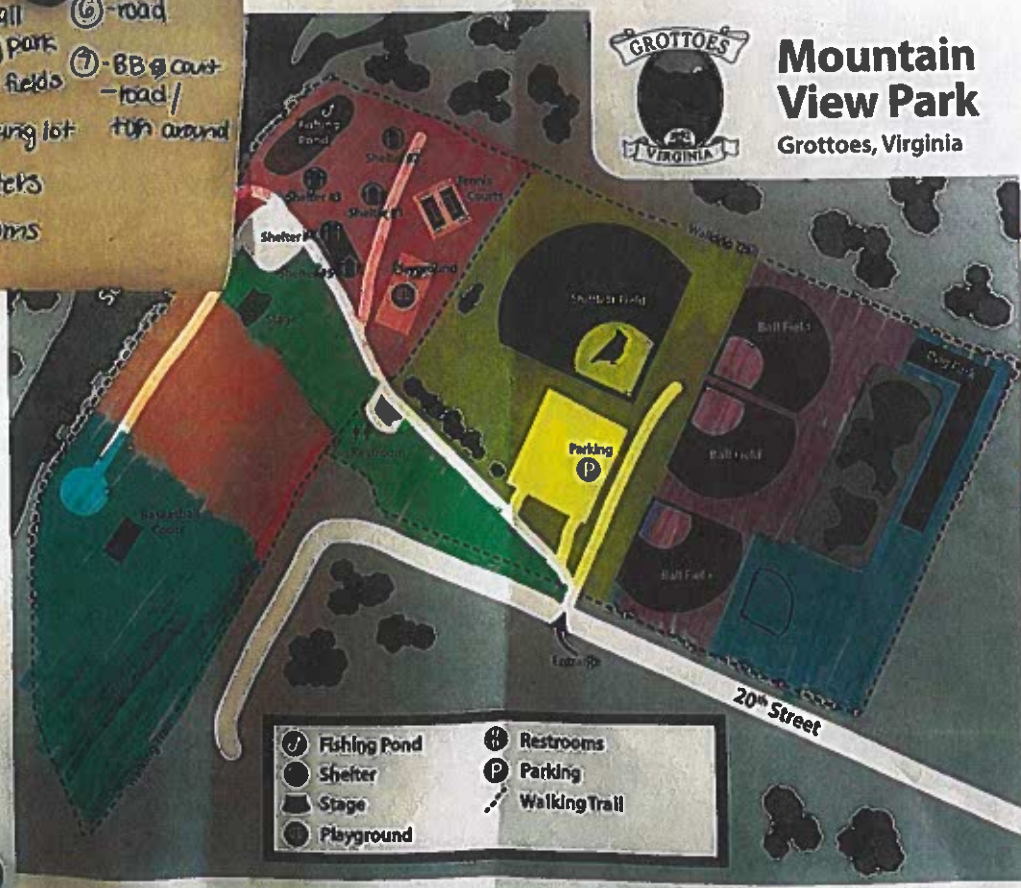
③ - parking lot
- shelters

Weekly Primitives
② + ③

① - T ball
- dog park
② - ball fields
③ - parking lot
④ - shelters
⑤ - restrooms
- road
⑥ - road
⑦ - BB gun court
- road/
- turn around



Mountain View Park
Grottoes, Virginia



- ① - blue
- ② - pink
- ③ - yellow
- ④ - red
- ⑤ - green
- ⑥ - orange
- ⑦ - teal

⑦ Fishing Pond ④ Restrooms
 ● Shelter ② Parking
 ■ Stage ↗ Walking Trail
 ● Playground

Maintenance Training Standardization List for Park Ranger I and Park Aides

Staff Member: Greg Wilson

Maintenance Content			
Training DAY 1	Staff Initials	Supervisor Initials	Date
MOWING 8:30AM -10:30AM			
Start in maintenance building			
1. Explain grid system on white board	GW	DS	7/19/24
2. Clean designated section of debris	GW	DS	7/19/24
3. Go over PPE and Safety	GW	DS	7/19/24
4. Check oil, gas, and correct setting for mower deck	GW	DS	7/19/24
5. How to start mower	GW	DS	7/19/24
Move to baseball field			
1. How to drive/move mower	GW	DS	7/19/24
2. How to raise/lower mower deck	GW	DS	7/19/24
3. Safety and tips for mowing (grass guard)	GW	DS	7/19/24
WEED EATING 10:45-12:00PM			
1. Go over PPE and Safety	GW	DS	7/19/24
2. Check gas	GW	DS	7/19/24
3. How to start weed eater	GW	DS	7/19/24
4. How to operate weed eater	GW	DS	7/19/24
5. How to replace string	GW	DS	7/19/24
6. Safety and tips for weed eating	GW	DS	7/19/24
GRAND CAVERNS PARK 1:00-5:00PM			
1. Bike trail tour/trail to brush pile	GW	KP	7/24
2. River walking trail	GW	DS	7/24
3. Pool house/showers	GW	DS	7/24
4. Hiking trail	GW	KP	7/24
DAY 2 SHELTER MAINTENANCE 8:30-10:30am			
1. Print shelter reservation signs + keys	GW	KP	7/24
2. Porta Johns	GW	KP	7/24
3. Shelter trash	GW	KP	7/24
4. Cleaning and locking park bathrooms	GW	KP	7/24
PAINTER PARK TOUR 10:45-10:30			
Graveling/cave walkthrough 1:00-3:00			
1. Material location/how to	GW	DS	7/19/24
2. Anything missed/extra practice	—	—	—

★ Shelter maintenance

**Grottoes Police Department
Staff Report
February 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.

Equipment:

Vehicle Fleet

The 2003 Ford Explorer that was formerly a patrol vehicle and taken out of service was sold at auction and is no longer in the Town of Grottoes vehicle Fleet.

A 2015 Ford Taurus that is currently a spare vehicle will need to be taken out of service. It currently has mechanical/ electrical issues that can not be fixed due to the part (Main Wiring Harness) no longer being manufactured by Ford or any after-market manufacturers. Currently, the department has two other same-year Tuaruases in the full-time fleet that may or will start experiencing the same issues. The vehicle has a current inspection that will expire in October 2025, with the current issue present the vehicle will fail state safety inspection.

A 2010 Dodge Charger that is used as a spare/ Part-time vehicle is believed to have blown a head gasket. Based on the year of the vehicle and other posable unknown engine issues due to he high milage of the vehicle it is recominded that the engine be replaced. In the perfosianl opionion of the mechanic replacing the engine would exceed the value of the vehicle. A search of the vehicle value using Kelly Blue Book and received a value for the vehicle between \$3,787.00 and \$4,268.00 in fair to good running condition.

Grants:

The Police department has applied for the Department Of Motor Vehicle Grant again this year which will start in October 2025 for grant year 2025-2026. We will be asking for funds to purchase an Eagle 3 Radra unit, funds to cover fuel, and wages when officers work under the grant guidelines.

In the grant year 2023-2024, we were awarded grant funds. Those funds covered the purchase of a new Eagle 3 radar unit to replace an aging radar unit that needed constant repair. The grant also covered Officer wages and fuel costs when the officer worked traffic safety enforcement detail under the grant.

In the grant year 2024-2025, we were awarded grant funds. Those funds were used to replace two aging radar units with new Eagle 3 radar units and the wages for officers and fuel expenses when working traffic safety enforcement under the grant guidelines.

Respectfully submitted:

Jason Sullivan
Chief of Police.

