

TOWN OF GROTTOS
TOWN COUNCIL WORKSESSION AGENDA
March 10, 2025
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Solid Waste Collection RFP
2. Engineering RFP
3. Stage at Painter Park
4. Highway discussion
5. Milstead Request

ADJOURN

TOWN OF GROTTOS
TOWN COUNCIL MEETING AGENDA
March 10, 2025
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

CALLING OF THE ROLL BY CLERK WHETZEL

WELCOME CITIZENS

APPROVAL OF MINUTES – RETREAT ON FEBRUARY 4, 2025 AND THE MEETINGS OF FEBRUARY 10, 2025.

PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)

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

1. **ACTION** – Line Striping quote

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

Public Works Director

NEW BUSINESS

1. **ACTION** – Solid Waste Collection RFP
2. **ACTION** – Engineering Services RFP
3. **ACTION** – Consideration of quote for repair of stage at Painter Park
4. **ACTION** – Set Public Hearing for Milstead's land purchase request

OLD BUSINESS

ADJOURN

February 4, 2025

A retreat of Town Council of the Town of Grottoes was held on Tuesday February 4, 2025, at 5:30 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the retreat of February 4, 2025, of the Grottoes Town Council to order at 5:31 p.m.

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

Other Town Officials present were Town Manager Kyle O'Brien, Attorney Michael Helm, Assistant Town Manager Tara Morris, Clerk Jennifer Whetzel, Parks/Tourism Director Austin Shank, Treasurer Rhonda Danner, and Police Chief Jason Sullivan.

Town Manager O'Brien presented a slide show regarding the Vision/Mission Statement/Strategic Plan.

The Towns Mission Statement is *"The Town of Grottoes shall provide excellence in government services and will therefore be a safe, well-planned economically viable community, with equal opportunity for all."*

The Towns Vision Statement is: *"In partnership with the community, the Town of Grottoes will protect, enrich and enhance the quality of life of its citizens by providing a high level of governmental service in an efficient, equitable and responsive manner, and will create opportunities for the Town to thrive and prosper."*

The first thing discussed is the need to maintain and improve infrastructure facilities. The suggestion was to have a Capital Improvement Plan: Manager O'Brien stated that the town doesn't currently have one but will start on it after the budget year begins July 1, 2025.

Town Manager O'Brien discussed the need to create defined areas in town for business and that the land development ordinance needs to be updated to improve contradictions of interpretation and create regulatory consistency. He also suggested that the Town Code needs to be updated to align with the State Code. He stated the corridors are a mix of residential and business.

The third topic Manager O'Brien touched on was Economic Development/Community Connection/Beautification-Historic Preservation. He proposed that the town needs to preserve some historic properties and spoke of the new signs that are currently being constructed on all roads coming into the town.

Next on the agenda was the Parks Strategic Plan-Pool (review)

Parks and Tourism Director Austin Shank spoke on the Critical Capital Improvements that need to be made at the pool. The pool house roof repair was of great discussion. Costing the town approx. \$13,775.00, which included removal of the sky lights and closing them up. Discussion was had regarding if it is worth replacing the roof if the pool house will eventually be torn down. Parks and Tourism Director Shank recommended the caulking between the deck and the pool be replaced before the pool opens. Which is estimated to cost \$5200.00. The Grottoes Pool Preservation Foundation member Nadina Pupic stated that a \$10,000 grant was received from Rockingham County and that they currently have \$31,000 in their account to go towards improvements. This she states does not count the money they will raise during their May fundraiser.

Parks and Tourism Director Shank had a total Fiscal Year 2025 w/Pool Decking total coming in at \$136,164.49 to include operational expenditure and critical capital improvements.

On a motion made by Council Member Justis, seconded by Council Member Taylor and carried by a vote of 4-2. Voting was recorded as follows: JUSTIS-AYE; KOHL-AYE; TAYLOR-AYE; RAYNES-AYE; CHITTUM-NAY; BAILEY-NAY; the council approved to replace the pool decking for the 2025 pool season.

Town Manager O'Brien next spoke about current projects underway.

Infrastructure projects to include 6th Street waterline replacement project starting mid-February. Lagoon Dredging beginning Spring 2025. Entranceway signs and wayfinding signs, septic tank pumping are currently happening. The brush pile clean-up is nearly completed. Public Works is working on water meter replacements upgrading to radio read meters. The First Responders Memorial and the Bill Davies Resolution/Dedication projects will begin within the coming weeks. The dedication of the Davies Stage at Painter Park will be during the first Friday's Bluegrass which is scheduled for July 11, 2025.

Mayor Plaster said next, we will go through the committees to see if there was anything any committee member would like to discuss.

Personnel, Fire and Police – Mayor Plaster mentioned that besides the current COLA raise given, that they may propose a potential merit raise on top of that.

Special Events – Several topics were discussed by the Special Events Committee. Mayor Plaster stated that the First Responders Memorial would be dedicated on October 18, 2025. That the stage at Painter Park would be renamed to honor fallen former Police Chief William "Bill" Davies, during the First Friday of the Roger "Pee Wee" Randall concert series in the park.

Ordinance, Health, and Property – Nothing to report

Finance-Town Treasurer Rhonda Danner stated that the 2021 Audit is nearly finished and once we complete that, we will move forward with a new auditing company.

Water and Sewer – Council member Bailey said we needed to stay focused on the issues of water and sewer lines and their upgrades. He hopes we are soon able to apply for grants and be able to repair lines, etc. Council member Kohl stated that we needed to see what the rates need to be in order to qualify for grants. Town Manager O’Brien stated that we should wait until Radio Read meters are completed before raising the utility rates.

Streets and Street Lights – Assistant Town Manager stated that a new streetlight needs installed on Dogwood Avenue where it meets 21st Street. She also stated that 340, 256, 6th St and Dogwood are all getting new LED lights. The lights need to be added to the agenda under old business for the February 10, 2025, Council Meeting.

Parks, Recreation and Public Facilities – Dominion is currently investigating to see about updates for the power supply. The Grand Caverns Cave typically uses 2400 volts for cave lighting.

Next Town Manager O’Brien stated that the VML Conference is October 12th 2025 and FOIA/COIA training/recertifications would be forthcoming as well.

Finally, Manager O’Brien touched on the 1st 100 days of his time with the town and was happy with the progress that is being made and the future of the town.

Mayor Plaster adjourned the retreat at 7:35 p.m.

Attest

Mayor

Clerk

February 10, 2025

A work session of the Town Council of the Town of Grottoes was held on Monday, February 10, 2025, at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the work session of February 10, 2025, of the Grottoes Town Council to order at 5:02 p.m.

Council member Taylor made a motion to go into 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. Council member Justis seconded, and the motion carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE.

At 7:06 p.m. the Council returned from closed session. Council Member Raynes made a motion, Council Member Justis seconded, and the motion carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE, that the council return to open session.

Mayor Plaster read the certification that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements were discussed; and only such public business matters that were identified in the motion convening this closed meeting were heard, discussed, or considered by the Town Council. Deputy Clerk Ortiz took a roll call, Council member Chittum; so certified, Council member Bailey; so certified, Council member Justis; so certified, Mayor Plaster; so certified, Council member Raynes; so certified, Council member Kohl; so certified, Council member Taylor, so certified.

At 7:08 p.m. Mayor Plaster adjourned the work session.

February 10, 2025

A regular session of the Town Council of the Town of Grottoes was held on Monday, February 10, 2025, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of February 10, 2025, Grottoes Town Council to order at 7:08 p.m. Mayor Plaster asked for a roll call.

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

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

APPROVAL OF MINUTES

On a motion by Council member Raynes, seconded by Council member Kohl, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; TAYLOR – AYE; the Council approved the minutes of the January 13, 2025 meetings of the Town Council.

PRESENTATION OF ANNUAL DONATIONS

Mayor Plaster presented annual donations to Chief Andrew Holloway of the Grottoes Volunteer Fire Department; Jeff Nicely of the Grottoes Cardinals; Roger Randall of the Friday Night Bluegrass; a representative of the Grottoes Rescue Squad was not in attendance.

PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)

Resident Kyle Stauffer of Holly Avenue mentioned the impact of flooding from the hurricane on the residents of Holly Avenue; his focused comment was in regard to his feelings of Mayor Plaster in her leadership role not being accountable to his daughter when the wind blew his signage over on Election Day.

REPORTS OF STANDING COMMITTEE:

FINANCE – On a motion by Council member Raynes, seconded by Council member Kohl and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; TAYLOR - AYE, to approve the financial reports for the month of January 2025.

WATER AND SEWER – Council member Bailey said many projects are currently planned and the committee will be scheduling a meeting.

ORDINANCE, HEALTH, AND PROPERTY – Action was requested to amend Chapter 53 - Inoperable motor vehicles. Town Manager O'Brien stated that the amendments would align the Grottoes Town Code with the Virginia State Code. On a motion by Council member Kohl, seconded by Council member Justis and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE to amend Chapter 53 – Inoperable Motor Vehicles Ordinance.

STREET AND STREET LIGHTS – Council member Justis stated that a committee meeting will be held on February 28th at 10 am to discuss updates and plans with Dominion Energy.

PARKS, RECREATION AND PUBLIC FACILITIES – No report.

SPECIAL EVENTS – Council member Taylor stated that the Special Events committee is finalizing the 2025 calendar of events and working to incorporate Grand Caverns, Town of Grottoes, Fire, and Rescue events all on one calendar.

PERSONNEL, FIRE AND POLICE PROTECTION – Mayor Plaster thanked everyone for their hard work.

STAFF REPORTS

TOWN MANAGER. A written report was provided. Town Manager O'Brien stated that two key positions have been filled, the Public Works Director and the Wastewater Treatment Plant Operator. He stated that Public Works Director is Nicky Workman who comes to us from JMU and has many years of experience, and the Wastewater Treatment Plant Operator is Michael Supinger who has over 15 years of experience and comes to us from the Town of Elkton.

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. Parks Director Shank brought attention to the staffing levels in his report, adding two Park Ranger I's and Park Aide to support pool staff (concessions and admissions). Director Shank thanked the Council for approving the staffing model & the opportunities for growth that this allows his staff. His report also included documentation of the Green Spaces plan by the Park Ranger II's Diana Slagel and Kelly Parkman.

His report also included information on a fee schedule for the 2025 Pool season. He recommended to Council that the 2022 fee schedule should be adopted for the reopening year. Council member Chittum then motioned that all kids in Town should be free entry to the pool with a paying adult. Council member Bailey seconded the motion. Council member Kohl said that for the first year giving free

admission would not be in the pool's best interest; Council member Taylor also spoke against the motion, with concerns that this could drastically affect the sale of the family passes. She also felt that the rental fee for parties should be increased from the 2022 rates. Town Manager O'Brien recommended referring this back to the committee and making a final resolution at the March meeting. On a vote of the motion made by Council member Chittum, the motion failed by a vote of 2-4, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- NAY; RAYNES - NAY; KOHL – NAY; TAYLOR – NAY.

NEW BUSINESS

Consideration of appointment(s) for the Planning Commission. During the work session on February 10th, the council interviewed several candidates to fill the vacancies on the planning commission.

On a motion by Council member Bailey, seconded by Council member Justis and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; TAYLOR - AYE, the council appointed Brandon Monnett to the new term and Richard Muttai to the unexpired term of the planning commission.

OLD BUSINESS

Discussion on streetlights. Council member Justis stated that the committee will meet on February 28th to discuss.

ADJOURNMENT

Mayor Plaster declared the meeting adjourned at 7:39 p.m.

Mayor

Clerk



March 6, 2025

MEMORANDUM:

TO: Town Council
FROM: Kyle D. O'Brien, Town Manager
SUBJECT: Staff Report – March 5, 2025

1. Staffing:

A. Public Works: Brady Dodson has been promoted to Assistant Public Works Director. The Town still has two vacant positions in this department, (one skilled, one unskilled).

2. Brush Site:

- Final grading is underway, and the brush site will be back open in a couple of weeks.

3. Entrance way signage:

- Stone is being completed on the signs, and the actual sign installation will take place shortly.

4. SCADA at wells:

- The wells have been functioning normally for the majority of February. SCADA will be installed in March for full automation. Because the town already had the infrastructure in place at the well site, the actual SCADA system is a very simple install that is accommodated in the current budget.

5. Abandoned Vehicles: We are beginning our campaign of notification to owners of abandoned vehicles.

6. **6th Street Water Line:** This project is moving along at a good pace, with no issues to date.
7. **Budget:** A draft budget is nearly complete, and a Finance Committee meeting needs to be scheduled for March to begin review.
8. **Streets Planning:** A Streets Committee needs to be scheduled for March to review annual highway maintenance funding and planning for the upcoming fiscal year.
9. **Comprehensive Plan:** The Town received VDOT comments this week, and it will be ready for a joint public hearing in April.
10. **Lagoon de-watering:** A kickoff meeting will be held later this week and this project will be underway once the weather begins to warm.
11. **Audit update:** Auditors will be in after April 15 and will be working on the past three audits concurrently, and still plan to have them all complete by June 30.

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

Respectfully submitted,

Kyle D. O'Brien

Treasurer's Staff Report March 2025

Audit

Our audit will begin mid-April. I am currently waiting for planning information to begin preparations. We are scheduled to be completed through FY24 by June 30th.

Maximum Investment Sweep Account

For the month of March, we have earned \$12,314.64 in interest. The interest rate was 4.0%. We will be participating in the LGIP (Local Government Investment Pool) program beginning mid-month. Currently their APR is 4.49%. This program has no penalty for withdrawal and money can be accessed the next day if needed. This move will greatly increase our interest revenue.

Taxes

The revenue totals below are as of March 5, 2025.

Real Estate: \$304,000 Budgeted: 98% Collected \$297,722

Personal Property: \$90,000 Budgeted: 101% Collected \$90,605

Vehicle License Fee: \$45,000 Budgeted: 106% Collected \$47,838

Utility Billing

Billing Period: 12/15/2024-02/15/2025

Billing Date: 03/05/2025

Due Date: 04/05/2025

Total Billing Amount: \$228,902

Number of Bills Generated: 1420

Number of bills printed: 1056

Number of bills emailed: 364

Cut-Offs for 2/5/2025 Due Date: 8 cut-offs on 2/26

Accounts Payable

Date: February 2025

Number of Checks: 141

Total January AP Expense: \$396,602.59

Golf Cart Decals

Golf cart decals went on sale March 15th. If residents wish to operate their cart in the town limits, they must be inspected by our police department and a decal displayed by April 15, 2024.

Business License

Business license renewal letters will be mailed March 10th. Business licenses are due yearly on July 1.



Land Development Staff Report March 2025

Zoning Permits issued (February 2025)

- 4 Permit
- 0 Single-Family
- 0 Town houses
- 0 Duplex
- 2 Solar Panels
- 1 Fence
- 1 Sign

2025 total to date

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

Milstead Request - David Milstead submitted a request to purchase town owned property. First, he is asking to purchase 20-foot of the 80-foot right-of-way for Aspen Avenue that surrounds his property. There is a discrepancy for the right-of-way for Aspen Avenue part shows 60-foot right-of-way and another part shows 80-foot right-of-way. Most roads throughout the town have 60-foot right-of-way. Second request is to purchase ½ of the alley ways on both sides of his property with the option of purchasing all the alley if the other adjoining property owner is not interested in purchasing the ½ closest to their property. A public hearing will have to be set to hear public comment before council consideration. (see attachments)

Solid Waste Collection Proposal – A bid tabulation of all the proposal received have been included in the staff report. Staff reviewed the proposals and discussed with and checked references on the low bidder. If the council awards the bid to the low bidder, this will require us to change service providers, which could be a little troublesome when trying to get old toters picked up and new toters delivered but staff will work to make the transition as smooth as possible.

Engineering Proposal – Staff has reviewed the Engineering Proposals and would like to recommend to the Council that we continue our Engineering Services with Mangrum Consulting. Rob has provided excellent service over the years, and we have several open projects that we need him to see through to completion.

LED Street Light Project – Staff reached out to our Project Designer with Dominion Energy asking him to come to the work session meeting to answer and questions that the council may have for the 3rd Street LED conversion project. He responded that his regular hours are 6:30 am until 4:00 pm and that Dominion would not authorize him to attend after hours. He said mainly because they are not allowed to give any advice or attempt to sale products on a project. He said he can only price the job and make sure that it gets completed.

Respectfully submitted:
Tara Morris, Assistant Town Manager

To: Town of Grottoes

From: David Milstead

Date: February 3, 2025

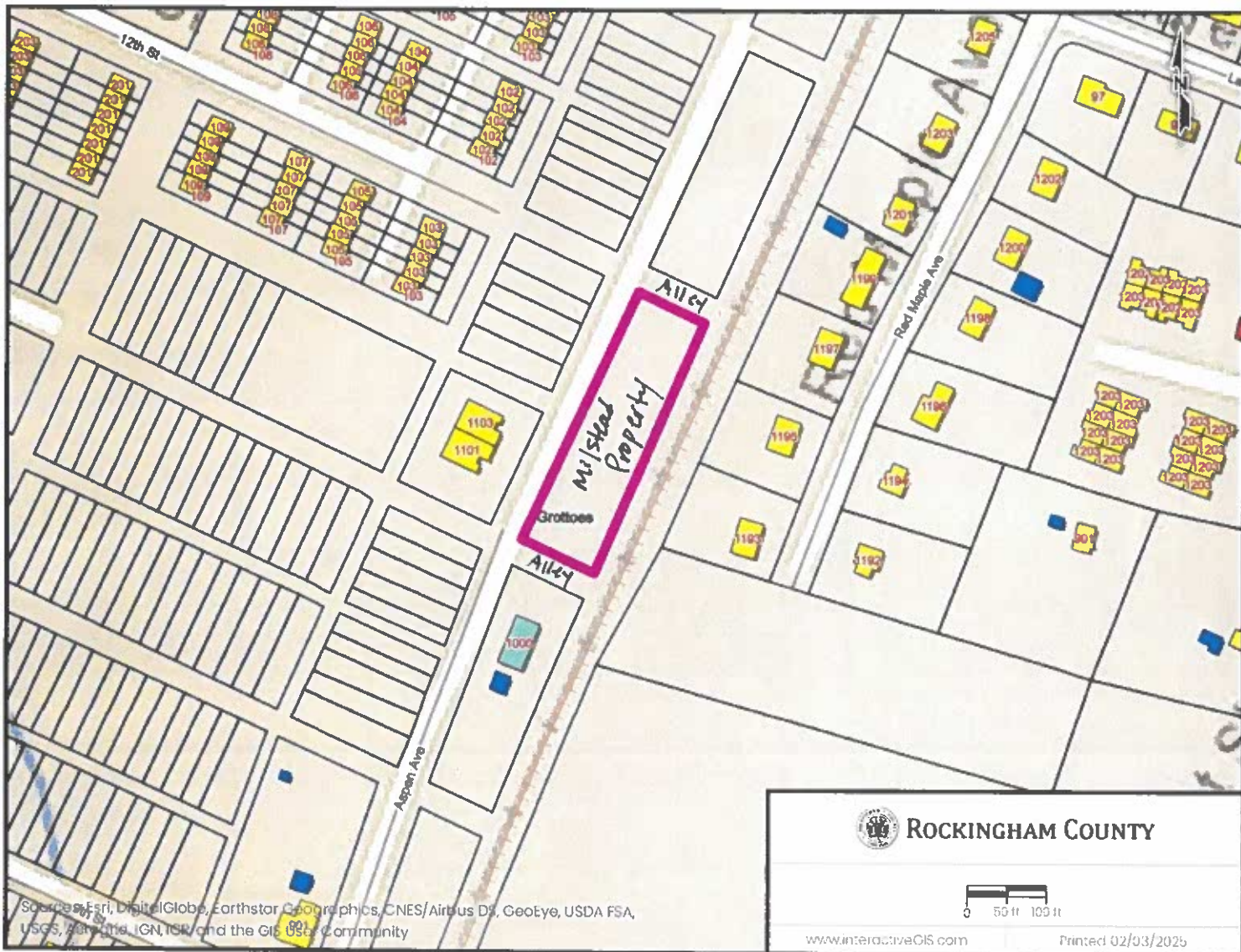
Subject: Aspen Avenue, Tax Map #160D2-1-B10-1A

As the property owner of TBD Aspen Avenue, Tax Map #160D2-1-B10-1A, I am writing to express interest in purchasing the following town-owned land surrounding my property:

1. 20' of the 80' right-of-way on Aspen Avenue.
 - o This leave the Town of Grottoes with a 60' right-of-way on Aspen Avenue, which is adequate for this road.
 - o There is currently a discrepancy on the right-of-way size between properties on Aspen Avenue, with numerous already built-on properties assuming the right-of-way is 60'. This includes the property directly adjacent to the one I own. By selling the 20', this would maintain consistency of the right-of-way size on the road.
2. ½ of the alleyways on both sides of the property, with the option of purchasing the entire alleyway if the other adjoining property owner is not interested in purchasing the ½ closest to their property.

With the sale of both parcels of land identified above, the Town of Grottoes would be able to generate revenue for the Town while reducing costs associated with maintaining these unused pieces of property. If all property owners adjoining the railroad were provided the option to purchase the 20' and ½ of the alleyways, a considerable amount of revenue could be generated for the Town.

Thank you for your consideration. I look forward to hearing from you.



Sources: Esri, DigitalGlobe, Earthstar Geographics, CNES/Airbus DS, GeoEye, USDA FSA, USGS, AeroGRID, IGN, ISRL, and the GIS User Community



ROCKINGHAM COUNTY

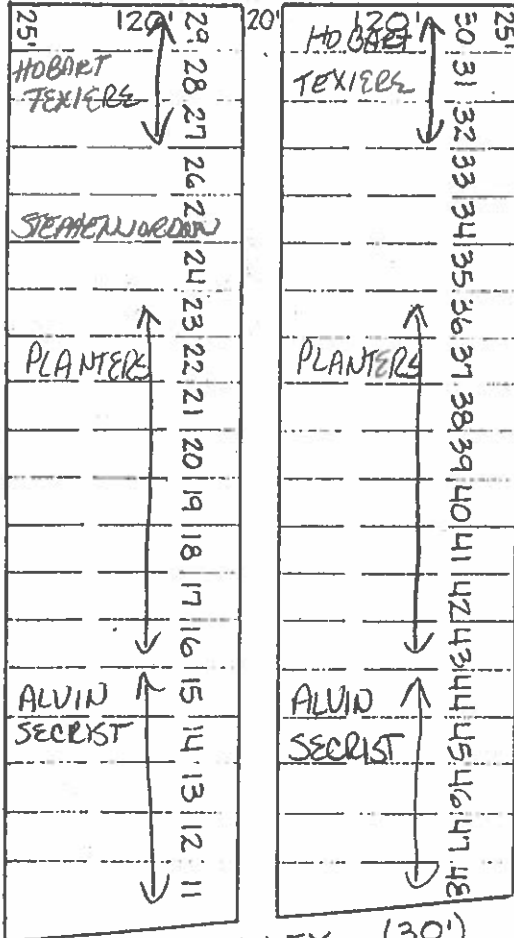


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Printed 02/03/2025



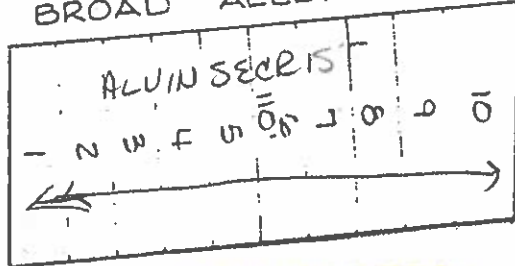
BIRCH AVE. (60')



77TH ST. (80')

78TH ST. (60')

BROAD ALLEY (30')

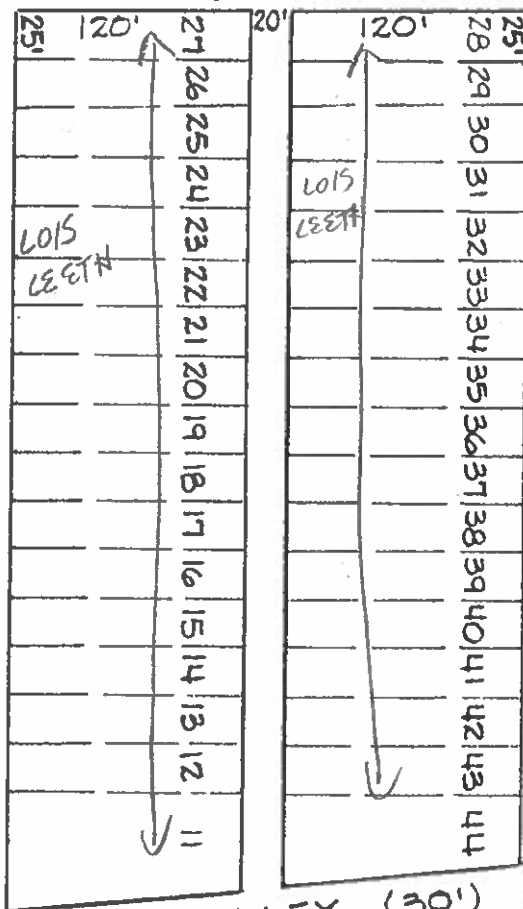


ASPEN AVE. (60')

BLOCK S



BIRCH AVE. (60')

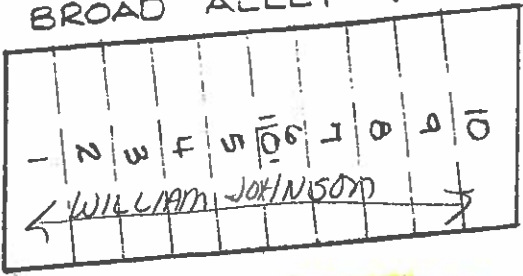


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1A-Clyde
Nicholson

BROAD ALLEY (30')



ASPEN AVE. (80')

BLOC

6

Grottoes Police Department Staff Report March 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.

Action Item

Sale of 2010 Dodge Charger

The 2010 Dodge Charger has been taken out of service and all emergency equipment and Police decals have been removed from the vehicle.

The vehicle has major mechanical issues that exceed the value of the vehicle. I request that the council approve the sale of the vehicle and that any funds received from the sale of the vehicle be placed back in the police department budget.

Respectfully submitted:

Jason Sullivan
Chief of Police.

Parks & Tourism Staff Report February 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	13	0
Park Aide	3	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 \$39,404.26 in revenue for the month of February. This is a \$4,205.90 (10%) decrease from February 2024, which is likely due to poor weather conditions discouraging visitation. Walking tour admissions were down \$3,509.59 with the remaining shortage largely coming from adventure tour revenues.

FY25 revenues to date are \$156,939.91 (31.83%) ahead of FY24 revenues (July – February).

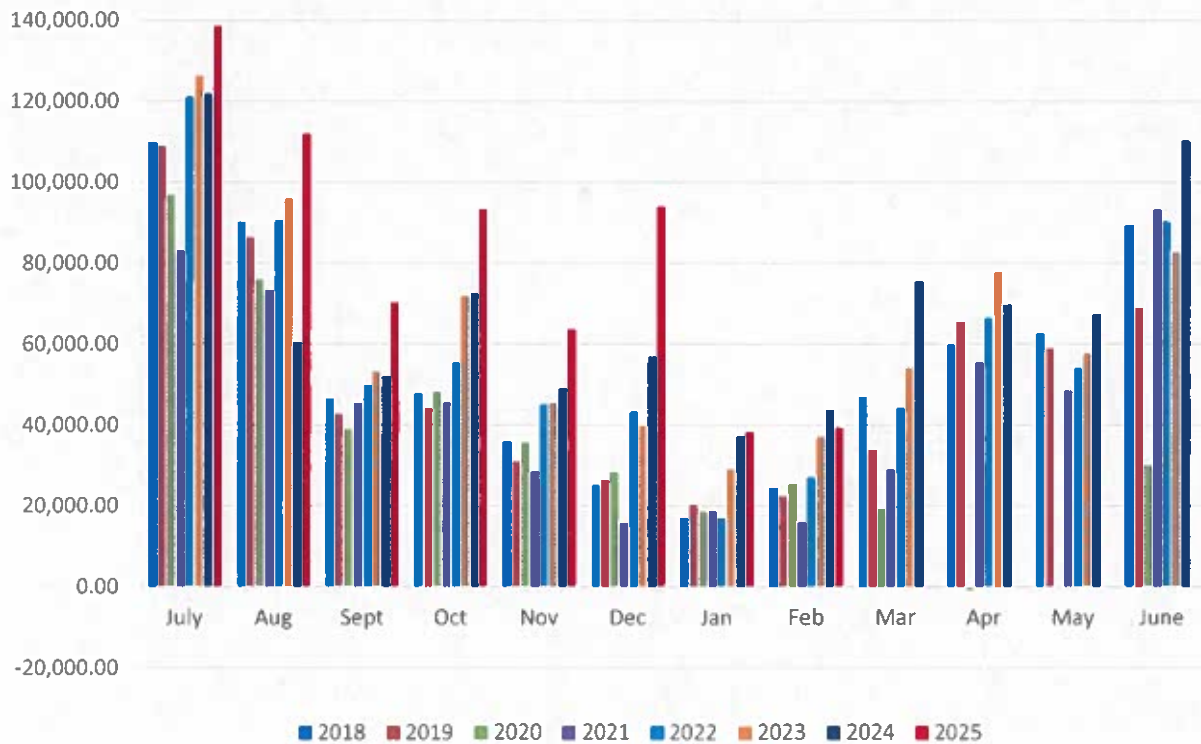
1. **Pool:** The Parks Committee met on 2.28.25 to discuss FY25 pool fee schedule amendment recommendation for council's consideration.

The pool's concrete deck replacement is scheduled to begin 4/7/25 with a project duration of 1-3 weeks. Town staff have removed the guard shack so new concrete can be poured before installing it again. Lastly, Town staff is also locating the fill line leak for repairs, which is expected to finish before the deck replacement begins.

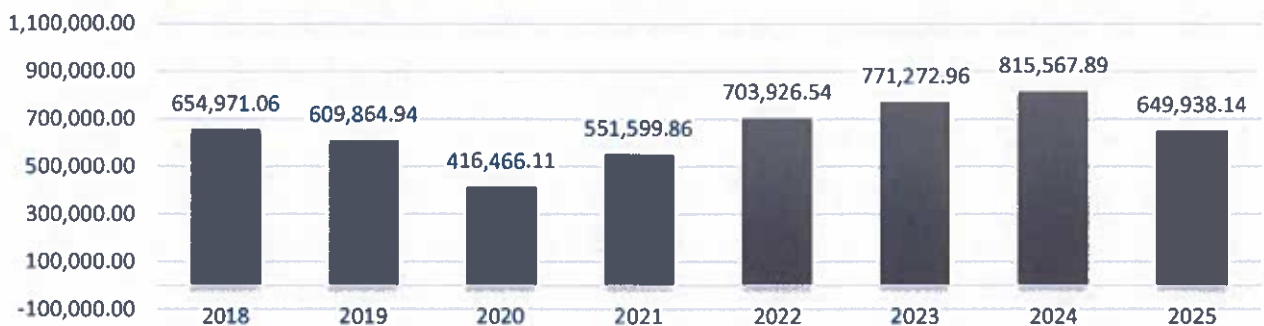
2. **Mini Golf Updates:** Town staff are still in the process of refreshing the mini-golf course in Grand Caverns Park, starting with the borders. Work continues alongside the pool worksite prep and has been slowed down by previous snow. This is expected to be picked back up after the pool fill line repair is completed.
3. **Subterranean Sound:** This season's concert series concludes on 3/15/2025. Final ticket sales generated \$54,828.56 in revenue, which is split with the artists 50/50. With all the remaining shows sold out, our final ticket sale count is 871/975 (89.33%). Final SubSound merchandise sales are still unknown but are anticipated to total close to \$6,500.00 which would bring total revenues up to \$61,328.56. This would be a \$13,925.56 increase over 2024, or a 29.37% increase.

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	
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	649,938.14



Total Revenue



TOWN OF GROTTUES



Parks Committee Meeting

02/28/2025

11:30 AM – 11:55 AM

Attendees:

Parks Committee Members: Eddie Chittum, Jim Justis, Michael Kohl (by phone)

Other Council Members in attendance: Jo Plaster

Town Staff: Austin Shank, Kyle O'Brien, Jennifer Whetzel

Public: Three members of the public

Parks Committee Report

Prepared by Austin Shank

Reviewed by Town Manager & Parks Committee Chair

The sole agenda item for meeting was for the Parks Committee to discuss the pool fee schedule.

1. Austin began the meeting by providing a handout (see attached) with staff's recommendation for this upcoming pool season. Staff recommended that for this initial re-opening, staff would like to see the fees go unchanged from before in an effort to simplify re-opening.
2. Discussion was brief. Some considerations about the age of children who would get in free and the family pool pass pricing was discussed, however, staff and council members agreed that keeping changes to a minimum for this re-opening was wisest. However, Council did decide to increase the Pool Party Rental fee to \$200.00, plus \$50.00 per lifeguard. Two lifeguards were established as a requirement per Pool Party Rental. Additionally, Council decided that a refundable \$50.00 deposit would be required as a cleaning fee to encourage responsible facility use. Should pool party renters leave a mess for Town Staff to clean, the \$50.00 deposit would be retained to offset manhour costs.

No action was given to staff as the decision made will require action from the Town Council.

601 Dogwood Avenue • P.O. Box 146 • Grottoes, Virginia 24441
Telephone 249-5896 • 249-0256 • Fax 249-5726
www.ci.grottoes.va.us

Fiscal Year 2025 fee schedule adjustment, per Parks Committee Recommendation.

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	\$200.00	50 Person Maximum Capacity. \$50.00 fee per lifeguard. Two lifeguard minimum required.

TOWN OF GROTTUES



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.

WOMACK #24-HARRISONBURG, VA
WOMACK ELECTRIC SUPPLY CO
2475 S MAIN ST - SUITE D
HARRISONBURG, VA 22801
Phone 540-434-1738
Fax 540-434-1338

*Stage at
Painter Park
per Mayor*



Quotation

EXPIRATION DATE	QUOTE NUMBER
10/05/2024	S6967204
WOMACK #24-HARRISONBURG, VA WOMACK ELECTRIC SUPPLY CO 2475 S MAIN ST - SUITE D HARRISONBURG, VA 22801 Phone 540-434-1738 Fax 540-434-1338	PAGE NO.
	1 of 3

QUOTE TO:

SHIP TO:

CONTRACTOR CASH - HARRISONBURG (24)
FINAL COD SALES W/NO BACKORDERS
2475 S MAIN ST, SUITE D
HARRISONBURG, VA 22801

CONTRACTOR CASH - HARRISONBURG (24)
FINAL COD SALES W/NO BACKORDERS
2475 S MAIN ST, SUITE D
HARRISONBURG, VA 22801

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON		
55743	town of grottoes	STAGE	HOUSE ACCOUNT HARR		
WRITER		SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
JOSEPH LAMBERT		CUSTOMER PICK	*** C.O.D. ONLY ***	09/05/2024	No
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE	
40ft	PVC 1 SCH 40 CONDUIT Pn: 3303		81.617/c	32.65	
40ft	RIG 1 RIGID STEEL CONDUIT Pn: 3458		469.333/c	187.73	
4ea	ORB 1DB100-3 1-G W/P BOX 3 1in HUBS 2-5/8in DEEP Pn: 632120		1648.912/c	65.96	
4ea	P&S 2097-TRWRW SELF-TEST GFCI RECEP TR WR 20A 125V W Pn: 536903		25.449/ea	101.80	
4ea	RED-DOT CKPM-BULK IN USE NEW WP COVER Pn: 484743		1699.693/c	67.99	
250ft	ROM 12/2-WG CU NM-B WG COIL Pn: 3485		468.720/m	117.18	
6ea	RAB WFRLA6R129FA120WS GIMBAL WAFER FA 6IN RD SMOOTH 12W950LM CRI90 5CCT 120V TRIAC NON-STOCK ITEM! Pn: 786045		33.846/ea	203.08	

** Continued on Next Page **



Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
10/05/2024	S6967204	2 of 3

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
4ea	SATCO S13118 60 WATT LED UTILITY LIGHT 4000K; MEDIUM BASE; ADJUSTABLE BEAM ANGLE; 100-277 VOLT Pn: 719065	33.608/ea	134.43

Womack Electric reserves the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control arising from or due to the current Covid-19 epidemic or events subsequent to this epidemic / pandemic including changes in laws, regulations, by laws or direction from a competent authority.

Wire and conduit prices are not firm beyond bid date unless noted in writing on the body of quotation.
Special order and non stock items subject to shipping charges.

Subtotal	910.82
Shipping	0.00
Tax	Not Included
Amount Due	910.82

790 S. Eastside Highway
Elkton, VA 22827

RENTEQUIP

RENTAL & SALES LLC
www.rentequiphere.com

540-298-0101

Fax 540-298-0104

RANDALL, ROGER WAYNE
187 S RIVER RD
GROTTOES, VA 24441-4802

Customer #: 9930

Phone 540-478-4007

Contract #: 51668

Status: Reservation

Operator: William Morgan

Reserved Date: Sat 3/ 8/2025 7:00AM

Sales Rep: William Morgan william@rentequiphere.com

Qty	Key	Items	Agreed Return Date	Status	Each	Agreed Return Date
1	50-521-01	Scaffolding Set w/ Braces (5Hx5Wx7L) 1day \$7.00 1week \$24.00 4weeks \$71.00	Mon 3/10/2025 8:00AM	Reserved	\$9.33	Mon 3/10/2025 8:00AM
1	50-526-01	Scaffold Wheels 8", Set of 4 4Hrs \$4.00 1day \$7.00 1week \$24.00 4weeks \$71.00	Mon 3/10/2025 8:00AM	Reserved	\$9.33	Mon 3/10/2025 8:00AM
2	50-522-01	Scaffold Plank, Aluminum, 19"x7' 4Hrs \$8.00 1day \$14.00 1week \$21.00 4weeks \$59.00	Mon 3/10/2025 8:00AM	Reserved	\$18.67	Mon 3/10/2025 8:00AM

Rental Contract

If equipment does not function properly notify lessor within 30 minutes of occurrence or no refund or allowance will be made. If this is a reservation please notify lessor if you need to cancel or reschedule. This will help us be sure everybody gets the best service possible.

HOUR METERED ITEMS ALLOWABLE RUN TIME: 24hrs - 8hrs, week - 40hrs, 4 weeks - 160hrs

I understand that equipment rental charges are primarily based on time out. An extra charge will incur in the event of overages in either agreed return time or exceeding allowable run times. Please return item full of fuel or we can fill it for \$6 per gallon as a convenience to you.

I agree to all terms on both sides of this contract, which constitutes the entire agreement. I certify that I have read and agree to all terms of this contract which constitutes the entire agreement, there being no oral or other representations and acknowledge a receipt of a copy. I certify that I am of legal age if I am the Lessee or that I am authorized to act for this Lessee. Failure to return rented property according to this contract or use other than specified by this contract shall constitute unlawful conversion of this property.

If paying with a credit / debit card, I agree to pay the total amount due along with fuel or overtime charges as specified in this contract and according to the card issuer agreement.

CAUTION, READ BEFORE SIGNING.

Signature:

RANDALL, ROGER WAYNE

Rental:	\$56.00
Damage Waiver:	\$6.72
Subtotal:	\$62.72
Va Sales tax:	\$2.97
Total:	\$65.69
Paid:	\$0.00
Amount Due:	\$65.69

R. S. MONGER & SONS INC.
 265 CHESAPEAKE AVENUE
 HARRISONBURG, VA 22801

PHONE: (540) 434-3882

Customer No. +5	Job No.	Purchase Order No.	Reference	Terms	Clark	Date	Time
			CASH/CHECK/BANKCARD	DTH	3/ 3/25	3:40	

Sold To
 ***** CASH *****

Ship To

EXP. DATE: 3/ 4/25
 TERM#551
 DOC# 261468

 * ESTIMATE *

 SLSFR: 24 DAKOTA HIGGS
 TAX : VA VIRGINIA SALES TAX EST. 261468

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	UNITS	PRICE/PER	EXTENSION	
	75	EA	2412SPF	2X4X12 SPF	75	6.22 /EA	466.50	
	1	EA	BARNDOORTRAK10	BARN DOOR TRACK 10' PC	1	75.40 /EA	75.40	
	2	EA	BARNDOORRLRS	BARN DOOR TROLLEY HANGERS ROLLER	2	68.00 /EA	136.00	
	2	EA	BARNDOORBRCSPL	BARN DOOR SPLICE BRACKET	2	15.50 /EA	31.00	
							TAXABLE	708.90
							NON-TAXABLE	0.00
							SUBTOTAL	708.90
							TAX AMOUNT	37.57
							TOTAL AMOUNT	746.47

** ESTIMATE ** ESTIMATE ** ESTIMATE ** ESTIMATE **

X
 Received By _____



Mace Millwork, LLC
 13479 Port Republic Road
 Grottoes, VA 24441
 540.249.4458

Number 1093
 Date 3/3/2025

Bill To
 TOWN OF GROTTTOES

Ship To

PO Number	Terms	Customer #	Ship	Via	Project
	COD				

Item #	Description	Quantity	Price Each	Tax1	Amount
	WHITE PINE PAN 4" 5"	1000.00	\$2.10	✓	\$2,100.00

*IF TAX EXEMPT
 SEND COPY TAX CERTIFICATE*

Amount Paid	\$0.00	Discount	\$0.00
Amount Due	\$2,211.30	Shipping Cost	\$0.00
		Sub Total	\$2,100.00
		Sales Tax 5.30% on \$2,100.0	\$111.30
		Total	\$2,211.30

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$2,211.30	\$0.00	\$0.00	\$0.00	\$2,211.30

Product	Qty
 Desert Sunrise Panel	28
 Desert Sunrise Paint Kit	1
 GenStone Caulking Kit	1
 Big Stretch White Caulking	2
 Loctite PL Premium 3X - 10 oz	2

Shipping	Free \$199.24
Total	\$1,471.09

Product	Qty
 Desert Sunrise Panel	21
 Desert Sunrise Ledger	11
 Desert Sunrise Paint Kit	1

Shipping	Free \$241.89
Total	\$1,627.83

MARCH 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	4	2
Wastewater Treatment Operator	1	1	0
Part-Time Seasonal Laborer	3	1	2

STREETS

We cleared and maintained the roads during the two snowstorms. Cleaned up limbs and trees during the windstorm. Also, we assessed the proper way to close 6th street during the temporary times needed for Excalibur Excavation to open cut across the roads to set fire hydrants. Removed "winter" banners from telephone poles. Finalizing leaf collection.

WATER AND SEWER

Septic Tanks

We are still contracted with Clines to assist with pumping septic tanks, Clines pumped 15 tanks last month, while the town pumped 10 tanks. We have been having some issues with our pump truck, but it seems to be resolved now.

Wastewater Plant

There is a conference call scheduled with Ben Stuart from Imboden to discuss the dewatering project at the wastewater treatment plant and to get a start date for the project. This project will be coordinated with the WWTP operator.

Water

The 6th Street waterline replacement project has begun, Excalibur Excavation is currently installing the 12" line and making good progress, weather permitting. We completed reading meters and documented all meter requirements for the radio read change out. During the windstorm we lost power to one of the three phases that operate the two wells. We worked with Dominion that night to get the wells restored and running and it appears no damage was done to the wells.

Following the wells losing power we are installing a Scada system which has to be programed to live track what is going on at all times at the well lot.



ITB Solid Waste Collection 2025 Bid Tabulation 2/5/2025

The following bids are tabulated below in no certain order. The Town of Grottoes will review each bid to see if it meets the eligibility criteria provided in the ITB Solid Waste Collection 2025. Under the ITB Procurement Guidelines, subsection 2. Rejection of Bids, "The Town reserves the right, at any time prior to award of the contract, to reject any and all bids, or any part thereof, to make no award, and/or to issue a new ITB, or make modifications, corrections, or additions to the information contained herein."

DOWNEY PROPERTIES LLC

Option 1: Prices DO NOT include tipping fees

- | | |
|---------------------------|----------------------------------|
| i) Residential Sanitation | \$21.00 per month |
| Additional Tote | \$14.00 per month |
| | |
| ii) Dumpster 6 yard | \$145.00 per month - 1x per week |
| Dumpster 8 yard | \$300.00 per month - 2x per week |
| Additional trip to empty | \$75.00 per trip |

Option 2: Prices INCLUDES tipping fees

- | | |
|---------------------------|----------------------------------|
| i) Residential Sanitation | \$21.00 per month |
| Additional Tote | \$14.00 per month |
| | |
| ii) Dumpster 6 yard | \$145.00 per month - 1x per week |
| Dumpster 8 yard | \$300.00 per month - 2x per week |
| Additional trip to empty | \$75.00 per trip |

WASTE MANAGEMENT OF VIRGINIA

Option 1: Prices DO NOT include tipping fees

- | | |
|-----------------------------|----------------------------------|
| iii) Residential Sanitation | \$15.75 per month |
| Additional Tote | \$ 2.45 per month |
| | |
| iv) Dumpster 6 yard | \$180.00 per month - 1x per week |
| Dumpster 8 yard | \$395.00 per month - 2x per week |
| Additional trip to empty | \$175.00 per trip |

Option 2: Prices INCLUDES tipping fees

- | | |
|---------------------------|----------------------------------|
| i) Residential Sanitation | \$ Did not bid |
| Additional Tote | \$ Did not bid |
| | |
| ii) Dumpster 6 yard | \$180.00 per month - 1x per week |
| Dumpster 8 yard | \$395.00 per month - 2x per week |
| Additional trip to empty | \$175.00 per trip |

PIEDMONT DISPOSAL, LLC.

Option 1: Prices DO NOT include tipping fees

- v) Residential Sanitation \$14.25 per month
- Additional Tote \$ 5.00 per month

- vi) Dumpster 6 yard \$ 99.00 per month - 1x per week
- Dumpster 8 yard \$299.00 per month – 2x per week
- Additional trip to empty \$ 85.00 per trip

Option 2: Prices INCLUDES tipping fees

- i) Residential Sanitation \$18.00 per month
- Additional Tote \$ 5.00 per month

- ii) Dumpster 6 yard \$165.00 per month - 1x per week
- Dumpster 8 yard \$375.00 per month – 2x per week
- Additional trip to empty \$105.00 per trip

MERIDIAN WASTE

Option 1: Prices DO NOT include tipping fees

- vii) Residential Sanitation \$ 8.87 per month
- Additional Tote \$ 3.50 per month

- viii) Dumpster 6 yard \$143.67 per month - 1x per week
- Dumpster 8 yard \$383.12 per month – 2x per week
- Additional trip to empty \$75.00 per trip

Option 2: Prices INCLUDES tipping fees

- i) Residential Sanitation \$17.27 per month
- Additional Tote \$ 3.50 per month

- ii) Dumpster 6 yard \$143.67 per month - 1x per week
- Dumpster 8 yard \$383.12 per month – 2x per week
- Additional trip to empty \$75.00 per trip