

**TOWN OF GROTTUES**  
**TOWN COUNCIL WORKSESSION AGENDA**  
**August 12, 2024**  
**6:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

1. Police Pact Resolution
2. Street Light Project
3. Painter Park – Shelter repair
4. Grand Caverns New Website Demonstration

County/City	Number of LED	Percentage of LED	Number of MV	Percentage of MV	Number of HPS	Percentage of HPS	Number of MHL
Grotoes Town	36	12.86%	105	37.50%	139	49.64%	0

Current Monthly Bill	\$3,071.10
LED Monthly Bill	\$2,271.17
Monthly Savings	\$799.93
Yearly Savings after a full conversion	\$9,599.16
Time to payback investment cost	3 Years 4 Month(s)
5-year strategy: Investment Per Year	\$6,344.00
Monthly Savings per year: 5-year strategy	\$159.99

Cost to convert all fixtures to LED  
\$31,720.00

Grid	Number of HIDs in Grid	Current Monthly Cost of all Fixtures	Cost to Convert all HIDs	Monthly Bill after Full Conversion	Monthly Savings after Full Conversion	Time to payback investment cost
F1636	155	\$2,016.23	\$20,150.00	\$1,495.81	\$520.42	3 Years 3 Month(s)
F1637	77	\$921.09	\$10,010.00	\$683.96	\$237.14	3 Years 6 Month(s)

**TOWN OF GROTTUES**  
**TOWN COUNCIL MEETING AGENDA**  
**August 12, 2024**  
**7:00 P.M.**

**CALL TO ORDER – MAYOR PLASTER**

**ROLL CALLING – CLERK MORRIS**

**WELCOME CITIZENS**

**APPROVAL OF MINUTES – MEETINGS OF JULY 8, 2024.**

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

**REPORTS OF THE STANDING COMMITTEES:**

1. Finance – Council member Raynes, Chair
  - a. ACTION - Approval of Financial Reports
2. Water and Sewer – Council member Bailey, Chair
3. Ordinance, Health, and Property – Council member Kohl, Chair
  - a. ACTION – set JPH to amend Article XII Chapter 100-45 (B)
4. Streets and Street Lights – Council member Justis, Chair
5. Parks, Recreation and Public Facilities – Council member Chittum, Chair
  - a. ACTION - Painter Park concrete/shelter repair
6. Special Events - Council member Leeth, Chair
7. Personnel, Fire and Police Protection – Mayor Plaster, Chair

**STAFF REPORTS:**

1. Town Manager
2. Town Attorney
3. Treasurer
4. Assistant to Town Manager
5. Police Chief

6. Public Works

7. Parks and Tourism Director

**NEW BUSINESS**

1. ACTION - Police Pact Resolution

**OLD BUSINESS**

**ADJOURN**

July 8<sup>th</sup>, 2024

A work session of the Town Council of the Town of Grottoes was held on Monday, July 8, 2024, at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the work session of July 8, 2024, of the Grottoes Town Council to order at 6:06 p.m.

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

Other Town Officials present were: Town Attorney Michael Helm, Interim Town Manager Joseph Paxton, Deputy Clerk Jennifer Whetzel, Treasurer Rhonda Danner, and Police Chief Jason Sullivan.

**FY 23-24 Budget Amendment.**

Interim Town Manager Paxton explained to council that this amendment was to account for the COVID funds (ARPA) spent during the FY23/24 budget year.

There were no questions from Council regarding this matter.

**Parking – Lil Gus’ Restaurant.**

There were several matters related to the parking issue. Police Chief Sullivan first discussed the car show that is expected to be held the last Saturday or Sunday in August. He requested the approval of Council to close Dogwood Ave. in front of the business between 7<sup>th</sup> and 8<sup>th</sup> streets for the event. Chief Sullivan stated that the road closure will permit fire and rescue apparatuses in that area.

It was the consensus of Council that the road closure be permitted; however, Council requested to be notified in advance when a date has been established.

Chief Sullivan then discussed the issue related to day-to-day parking concerns in the area in front of the restaurant. Allowing larger vehicles to park in this area is a safety concern. An issue has arisen in district court when the police department has enforced limiting such vehicles from parking in this area by issuing a ticket. The judge has stated that it is not clear that which vehicles are prohibited. Chief Sullivan recommended to council changing the signs to read include the vehicle types that are not allowed (ex. SUV’s, crossovers, trucks), as well as those allowed. He stated the new signs would be about \$112.95.

After some discussion regarding the safety issues involved, Council concurred that the new signage should be used. It was also noted that additional striping of the parking area will be used to further clarify where vehicles are allowed.

#### Shrekhise Kill Permit.

Chief Sullivan noted that Shrekhise has obtained the permit, which adheres to the rules established by DWR. He noted that they can only hunt 1 hour before sunset and 1 hour after daylight. The hunter is required to be 10 ft above ground when shooting. The permit allows up to 25 deer to be killed, and is valid from 6/10/24-9/28/24.

No action was necessary by Council on this matter. There was further discussion regarding amending the town ordinance to allow the Police Chief to allow the discharge of firearms within town. This matter will be referred to the Ordinance Committee for consideration and recommendation to Council.

#### Work Session for Council.

Interim Manager Paxton requested Council set a work session prior to the next regular meeting date in August to meet with representatives from the Berkley Group to review the search process to fill the vacant Town Manager position and begin development of the profile for the recruitment.

Mr. Paxton also asked Council to discuss at this work session the recommendations provided in June from the wastewater study from Mangrum, and consider action to authorize the projects outlined in the report to move forward.

There was considerable discussion about a date, but the consensus was to meet on Tuesday, July 30, 2024 at 6:00 p.m. for these matters.

At 6:40 p.m. Mayor Plaster adjourned the work session.

ATTEST:

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Deputy Clerk

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Mayor

July 8, 2024

A regular session of the Town Council of the Town of Grottoes was held on Monday, July 8, 2024, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

### **CALL TO ORDER**

Mayor Plaster called the regular session of July 8, 2024, of the Grottoes Town Council to order at 7:00 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, and Tim Leeth.

Other Town Officials present: Attorney Michael Helm, Interim Town Manager Joseph Paxton, Deputy Clerk Jennifer Whetzel, Treasurer Rhonda Danner, and Police Chief Jason Sullivan.

### **APPROVAL OF MINUTES**

On motion by Councilmember Raynes, seconded by Councilmember Kohl, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; Leeth - AYE the Council approved the minutes of the work session and regular meetings on June 10, 2024 and the special meeting on June 17, 2024.

At 7:01 pm the session was recessed by Mayor Plaster and called upon the Planning Commission to call its meeting to order for the scheduled joint public hearing.

At 7:02 pm Chair Dylan Knicely called the Planning Commission to order.

**ATTENDANCE:** Brooke Haas, Jean Stoll, Rene Ehlenfeldt, Dylan Nicely, and Maite Taylor.

At 7:03 pm Mayor Plaster opened the joint public hearing for public input regarding the rezoning request block 523 lots 18-26 from R1 to B1.

**Speaking FOR:** Gleamer Sullivan stated that the #1 request from residents on the Comprehensive Plan Survey was the need for a fast-food restaurant. She requested the Planning Commission recommend approval of the rezoning request.

**Speaking AGAINST:** none

**Council comments:** none

At 7:04 pm Mayor Plaster closed the public hearing and referred it to the Planning Commission for a recommendation.

Chair Nicely requested a motion for the proposed rezoning.

On motion by Commissioner Ehlenfeldt, to recommend approval to rezone block 523 lots 18-26 from R1 to B1, seconded by Commissioner Stoll, and carried a vote of 5-0. Voting was recorded as follows: HAAS – AYE; STOLL – AYE; EHLENFELDT – AYE; NICELY – AYE; TAYLOR – AYE. Motion carries.

At 7:05 pm Chair Knicely declared that the Planning Commission was adjourned.

At 7:05 pm Mayor Plaster opened a public hearing for the following matters

**Sentel Franchise Agreement - to consider an uncodified ordinance to establish a franchise for Shenandoah Cable Television, LLC.**

There was no staff presentation on the ordinance

Speaking FOR: none

Speaking AGAINST: none

Council comments: none

**2023-2024 Budget Amendment – for the FY2023-2024 Budget to amend the budget to include previously received federal ARPA-SLFRF funds.**

There was no staff presentation on the ordinance

Speaking FOR: none

Speaking AGAINST: none

Council comments: none

Mayor Plaster adjourned the public hearing and called the regular session back to order at 7:08 pm

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

Jean Stoll addressed the council requesting they consider police enforcement on 21<sup>st</sup>. Street for speeding on that road heading to and from the new townhomes being built at the end of the street. She stated it was dangerous for kids playing along that road.

Megan Moats signed up to speak and her husband Demane spoke instead. He addressed Council concerning traffic along 2<sup>nd</sup> Street, especially in front of his house at 88 2<sup>nd</sup> Street. He stated the road is super busy and he requested assistance in stopping speeders and wreck less drivers by installing safety measures such as speed bumps and/or guardrails in that area on the turn.

Artem Moiseyenko spoke next and expressed a concern that he be allowed to construct and sell as individual homes duplexes at the end of Aspen Avenue. His concern is that the current



ordinance requires 62.5 feet of street frontage for each separate lot and because of constraints from an adjacent street and a town alley there is only 60 feet per lot, if sold separately.

#### **REPORTS OF STANDING COMMITTEE:**

**FINANCE** – On motion by Councilmember Raynes, seconded by Councilmember Justis, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to approve the financial reports for the month of June 2024.

On motion by Councilmember Raynes, seconded by Councilmember Justis, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE, to approve the FY 23/24 Budget Amendment.

**WATER AND SEWER** – no report. Council member Bailey stated they would be having a meeting soon.

#### **ORDINANCE, HEALTH, AND PROPERTY –**

#### **SHENANDOAH CABLE TELEVISION ORDINANCE AND FRANCHISE AGREEMENT**

On motion by Council-member Kohl, to approve the uncodified ordinance establishing a franchise for Shenandoah Cable Television, LLC and to accept the franchise agreement submitted by Shenandoah Cable Television, LLC., seconded by council-member Leeth, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE.

**AN UNCODIFIED ORDINANCE TO ESTABLISH  
A FRANCHISE FOR  
SHENANDOAH CABLE TELEVISION, LLC**

This Uncodified Ordinance shall establish and grant to Shenandoah Cable Television, LLC, a Virginia limited liability company (“Shentel”), a Cable Franchise, pursuant to Virginia Code § 15.2-2100, *et seq.*

**RECITALS:**

- A. That the following Uncodified Ordinance is hereby adopted:
  
- B. That Shentel intends to install a Cable System in the public rights of way (defined as lands owned or controlled by the Town of Grottoes, Virginia (“the Town”) in which the Town has a property interest and only those rights which the Town has the undisputed right and power to grant easements) within the Town for the purpose of providing Cable service, the terms and definitions of which are more fully set forth in the Franchise Agreement dated the 8th day of July, 2024.
  
- C. That the Franchise is authorized by this Ordinance enacted by the Town Counsel of Grottoes, Virginia in the manner provided by Virginia Code § 15.2-2100, *et seq.*

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF  
GROTTOES, VIRGINIA AS FOLLOWS:**

- 1. The Recitals above are adopted and incorporated herein.

2. The mutual covenants and terms set forth in the Franchise Agreement dated the 8th day of July, 2024, by and between the Town of Grottoes, Virginia, a municipal corporation and Shenandoah Cable Television, LLC, a Virginia limited liability company (“Shentel”) are hereby adopted and made a part of this Ordinance, a copy of said Agreement is attached.

3. The Town reserves the right to enforce the Franchise Agreement, including its termination should Shenandoah Cable Television, LLC (“Shentel”), fail to meet its obligation or fail to correct any defaults in its performance of the obligations as set forth in the Franchise Agreement.

4. The Town Council has determined the Franchise and the Agreement are in the best interest of the citizens of the Town.

5. This Ordinance shall become effective upon its passage.

6. The Mayor and Town Manager, either of whom may act, are hereby authorized to take any actions reasonably necessary to effectuate this Ordinance.

Ordained this 8th day of June, 2024.

### **REZONING REQUEST – BLOCK 523 LOTS 18-26 FROM R1 TO B1**

On motion by Councilmember Kohl to accept the Planning Commission recommendation and rezone Block 523 lots 18-26 from R1 to B1; seconded by Councilmember Raynes, and carried by a vote of 6-0, voting recorded as follows: CHITTUM – AYE; BAILEY – AYE; JUSTIS- AYE; RAYNES - AYE; KOHL – AYE; LEETH – AYE.

**STREET AND STREET LIGHTS – no report**

**PARKS, RECREATION AND PUBLIC FACILITIES – no report**

**SPECIAL EVENTS** – Council member Leeth stated that there would be *Bluegrass in July* every Friday in July at John E. Painter Park. The GVFD Law Party will be held August 1<sup>st</sup>-3<sup>rd</sup>. He also thanked everyone for their help with this year's *Party in the Park* event.

**PERSONNEL, FIRE AND POLICE PROTECTION** – Mayor Plaster thanked everyone for working together and recognized Interim Town Manager Joe Paxton.

## **STAFF REPORTS**

TOWN MANAGER. No report.

ATTORNEY. No report

TREASURER. Treasurer Danner noted that once final end of year adjustments are complete, a final FY23/24 Budget vs Actual report ending June 30, 2024 will be provided to Council.

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

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

PUBLIC WORKS. The Interim Town Manager added that we have hired three new Public Works employees.

RECREATION AND TOURISM DIRECTOR. A written report was provided. Parks and Tourism Director Austin Shank stated that the building permit for the Blue Ridge Heritage monument has been approved by Augusta County and work should begin in the next several weeks. He also noted that the South River Watershed Coalition would be unveiling a new wayfaring sign on July 20<sup>th</sup> at 2:30 and invited Council to attend.

**NEW BUSINESS**

There was no new business

**OLD BUSINESS**

The item for consideration of Council was removed by the person requesting the action.

Mayor Plaster declared the meeting adjourned at 7:23 p.m.

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Mayor

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Deputy Clerk

#3 Ordinance  
item a.

**ORDINANCE TO AMEND**

**CHAPTER 100 ("Land Development"),  
Article XII ("Planned Unit Development District R-7")  
Section 45 ("Permitted Uses")**

**OF THE GROTTOS TOWN CODE**

**WHEREAS**, by Ordinance duly adopted, the Town Council of the Town of Grottoes, Virginia adopted Chapter 100, Land Development, of the Grottoes Town Code, which chapter has been amended from time to time; and

**WHEREAS**, upon mature consideration the Town Council has determined it is in the best interest of the Town to further amend said Chapter.

**NOW THEREFORE BE IT RESOLVED** and ordained by the Town Council of Grottoes, Virginia, that Chapter 100 (Land Development), Article XII (Planned Unit Development District R-7), Section 45 (Permitted Uses), Sub-part B shall be amended as follows:

§100-45. Permitted Uses.

B. Two-Family dwellings that can be sold as single-family dwellings, with lot requirements being the same as those in the R-3 District.

**Except as amended above, Chapter 100 of the Grottoes Town Code shall remain in full force and effect.**

**This Ordinance shall be in full force and effect from and after the passage hereof as provided by Virginia Law.**

Adopted on this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor, Jo Plaster

ATTEST: \_\_\_\_\_  
Town Clerk

W.S. #3  
#5 Parksitem a.



## R&L CONSTRUCTION, INC.

215 Dry River Road  
Bridgewater VA 22812  
Phone (540) 879-3370  
Email [office@rlincva.com](mailto:office@rlincva.com)

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# Proposal

**July 22, 2024**

**Town of Grottoes  
601 Dogwood Ave  
Grottoes, Va 24441**

**540-249-5896 Ext. 302**

**[tmorris@ci.grottoes.va.us](mailto:tmorris@ci.grottoes.va.us)**

**Job Site Address  
Chicken Shack**

We hereby submit specifications and estimates for:

### **Tear out concrete pad & Reinstall**

- All labor, tools, materials, and equipment needed to complete project
- Cut concrete as close to the existing building
- Tear out the existing concrete slab 26'x30'
- Reform, regrade for new concrete to be poured
- Install wire mat
- Repour 26'x30' concrete pad
- Cut control joints into concrete
- Strip forms and regrade

### **Contract Does Not Include:**

- Engineering fees
- Building permits
- Electrical work

### **Notes:**

- Any deviations from the above scope of work may result in additional charges
- This proposal may be withdrawn by us if not accepted within 30 days

**We appreciate the opportunity to bid on this project!**

**R&L Construction Inc. proposes hereby to furnish material and labor - complete in accordance with these specifications, for the sum of: \$9,200.00.**

Payment to be made as follows: 50% when contract is signed, 50% upon completion. Payments are due upon receipt.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices, any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_

Randall Campbell

**Acceptance of Proposal:** The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# ESTIMATE

Creative Concrete LLC  
PO Box 386  
Timberville, VA 22853

creativeconcretellc18@gmail.com  
540-830-1039  
www.creativeconcretellcva.com



## Bill to

Town of Grottoes - John E Painter Park  
1100 20th Street  
Grottoes VA 24441

## Estimate details

Estimate no.: 1658  
Estimate date: 08/01/2024

#	Product or service	Description	Qty	Rate	Amount
1.	<b>Sales</b>	Tear out and replace concrete pad in pavilion at park  includes- demo existing concrete and haul away debris site prep forming stone base reinforcement 4000 psi standard concrete with broomed finish prep, place, finish, and clean up labor	1	\$11,180.00	\$11,180.00
				<b>Total</b>	<b>\$11,180.00</b>

Accepted date

Accepted by

# Treasurer's Staff Report

## August 2024

Staff Report #3

### Audit

We are currently tying up loose ends needed for the FY21 audit. I will keep you updated on the progress.

### Maximum Investment Sweep Account

For the month of July, we have earned \$7,874.76 in interest. The interest rate was 2.40%.

### Virginia Resources Authority

Our 19<sup>th</sup> loan payment with VRA was made this month in the amount of \$64,679.61. Our balance is now \$1,182,134.82. This loan will be paid in full 2/1/2035. The loan rate is 2.4%.

### VRSA Audit

The VRSA payroll audit will be scheduled this month. This is completed each year to calculate the premium for the town's worker's compensation coverage.

### Utility Billing

Second notices for delinquent accounts have been sent out. The due date for the 206 notices will be August 19<sup>th</sup> and cut-offs will happen August 20<sup>th</sup>.

### Business License (July 1 – June 30)

Second notices were sent out on August 1<sup>st</sup>. We currently have 24 delinquent accounts. Final notices will be sent out on August 15<sup>th</sup>. The last step will be having the police department notify businesses to cease operation due to non-valid license on September 16<sup>th</sup>.

### Accounts Payable

Date: July 2024

Number of Checks: 88

Total March AP Expense: \$154,591.75



## Land Development Staff Report August 2024

### Zoning Permits issued (July 2024)

- 5 Permits
  - 0 Single-Family
  - 0 Town houses
  - 1 Duplex
  - 2 Fence
  - 1 garage
  - 1 addition to accessory building

### 2024 total to date

- 31 Total Permits
- 2024 Total Dwellings**
- 7 Single-Family
- 0 Townhouse units
- 1 Duplex

**Forest Station - (21<sup>st</sup> Street)** – Construction of the first group of six townhouses is near completion. The road will be paved before the last group on the street is completed, this was the recommendation from the public works staff and the paving company, so the road does not get wavy from all the trucks.

**R-7 Zoned area east of Cherry Avenue** – Single family residential development continues. The developers are running all service lines and constructing the roads to state standards. This development is not considered a subdivision since the streets are already platted and the developer is following the town code for zoning and land use.

**Chapter 100 – Land Development** – In 2006 the R-7 zoning was amended to add “two-family dwellings that can be sold as single-family dwellings with lot requirements of 62.5 feet of frontage per unit”. At that time, it was thought that a duplex could not be sold individually and that the owner needed to live in one side and could rent out the other side. In 1998 a note was added to the Lot regulations table item (L) stating “In any zoning district where attached duplexes are permitted, there should be a zero-foot setback from the interior side lot line so that either side may be sold”. This note allows the sale of any duplex in any zoning where duplexes are allowed. The Council is asked to set a joint public hearing to amend Chapter 100 section 100-45 to read “Two-family dwellings that can be sold as single-family dwellings, with lot requirements being the same as those in R-3 District or to repeal sub-part B altogether.

Respectfully submitted:  
Tara Morris, Assistant to Town Manager

# Grottoes Police Department

## Staff Report

### August 2024

#### Staffing

	<b>Authorized</b>	<b>Filled</b>	<b>Vacant</b>
Chief	1	1	0
Sergeant	1	1	0
Officer	4	3	1

Mr. H.D. Huyard resigned from his position in the police department during the first week of Basic Law Enforcement training at the Central Shenandoah Criminal Justice Academy.

The Police Department is currently recruiting for a certified Police Officer to fill the open position.

#### **Traffic Complaint / Enforcement:**

Based on a complaint of Speeding on 21st Street by a resident, A Radar Sign was placed near the intersection of 21<sup>st</sup> St. and Cherry Ave. The sign was placed to record traffic traveling East on 21<sup>st</sup> St. from Dogwood Ave. Attached to this are the reports from July 9, 2024, through July 22, 2024. I set the violation speed at 26 Miles per hour to get a clearer picture of the reported speeding issue.

A total of 912 cars entered 21<sup>st</sup> St from Dogwood Ave traveling eastbound.

- 1 vehicle registered a speed of 31mph to 35 mph.
- 16 vehicles registered a speed of 26mph to 30mph.
- 895 vehicles register a speed of 25 mph or less.

#### **Training:**

All patrol officers and the Sergeant attended Active Shooter Training that was hosted and held by the Harrisonburg Police Department. The 8-hour training was scenario-based training designed to enhance and add new skills to respond to an Active Shooter.

**Police Pact:**

The purpose of the Police Pact is to allow the Grottoes Police Department to request assistance from other Town localities to assist with emergencies and special events conducted in the Town of Grottoes. Officers from other participating localities will have the same authority in The Town of Grottoes as they would in their locality and be under the command of the Police Chief of Grottoes Police Department or other commanding officers when the Chief of Police is absent.

**Parking Enforcement:**

The parking in front of 703 Dogwood Ave was changed to only permit compact cars to park in front of the building excluding the Handicap parking space. The parking signs were changed on July 24, 2024, before business hours. Since the installation of the signs 4 parking tickets have been issued and 14 warnings have been issued.

Respectfully submitted:

Jason Sullivan  
Chief of Police.

**Grottoes Police Department Monthly Activity Log**

Calendar Year 2023	January	February	March	April	May	June	July	August	September	October	November	December	2024 Totals
Hrs. Assist Other Agency	4	5	2	2	2	0	8						
Hrs. In Court	14	5	3	5	3.5	3	7						
Hrs. Training	104	28	16	24	0	44	37						
Hrs. Special Assignment	0	0	2	2	8	108	44						
Funeral Escorts	1	0	2	0	1	1	0						
Security Checks	712	512	796	564	619	607	813						
Calls For Service	247	272	121	120	323	427	289						
Hours Investigation	123.5	98	75	82	91	35	36						
Reports Written	8	12	2	8	10	18	14						
Warrants Obtained	4	0	2	7	0	4	2						
Warrants Served	6	6	6	5	6	7	6						
Felony warrants obtained	0	0	1	0	0	1	1						
Felony warrants Served	0	0	0	0	0	1	0						
Misdemeanor Warrants Obtained	0	0	0	0	0	0	1						
Misdemeanor Warrants Served	6	6	6	5	6	6	6						
Active Warrants	0	0	0	0	0	0	0						
Petitions Obtained	2	0	0	0	1	0	0						
Petitions Served	0	0	0	0	1	1	0						
ECO Served	1	0	1	0	0	0	0						
Hours ECO	6	0	15	0	0	0	0						
Directed Patrol	55	15	71	27	45	27	1						
South River Elementary School	12	15	15	6	13	2	0						
Accidents Worked	1	0	1	0	3	2	0						
Assist Motorist	2	2	2	0	0	1	0						
Traffic Stops	33	29	52	31	55	85	168						
Summonses Issued	16	17	42	17	31	70	137						
Parking Tickets	0	0	0	3	3	2	4						
DUI Arrests	0	1	0	1	1	0	0						
Other Arrests	0	0	0	0	1	4	1						
Fuel (Gallons)	335.6	325	295	245	315	354	761.8						
Miles Driven	3,854	3,280	3,352	3,883	4,186	3,789	4,150						
Bridgewater Police	1,057	1,016	1,001	995	1,098	895	1,042						
Broadway Police	729	630	652	567	482	400	375						
Dayton Police	531	705	778	521	661	626	554						
Elkton Police	868	690	886	776	605	694	894						
Grottoes	959	784	923	695	1,002	1,119	1,271						
Timberville Police	1,457	983	1,155	695	948	1,169	989						

Calls Handled by RCSO



## Parks & Tourism Staff Report July 2024

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	11	11	0
Park Aide	2	2	0

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

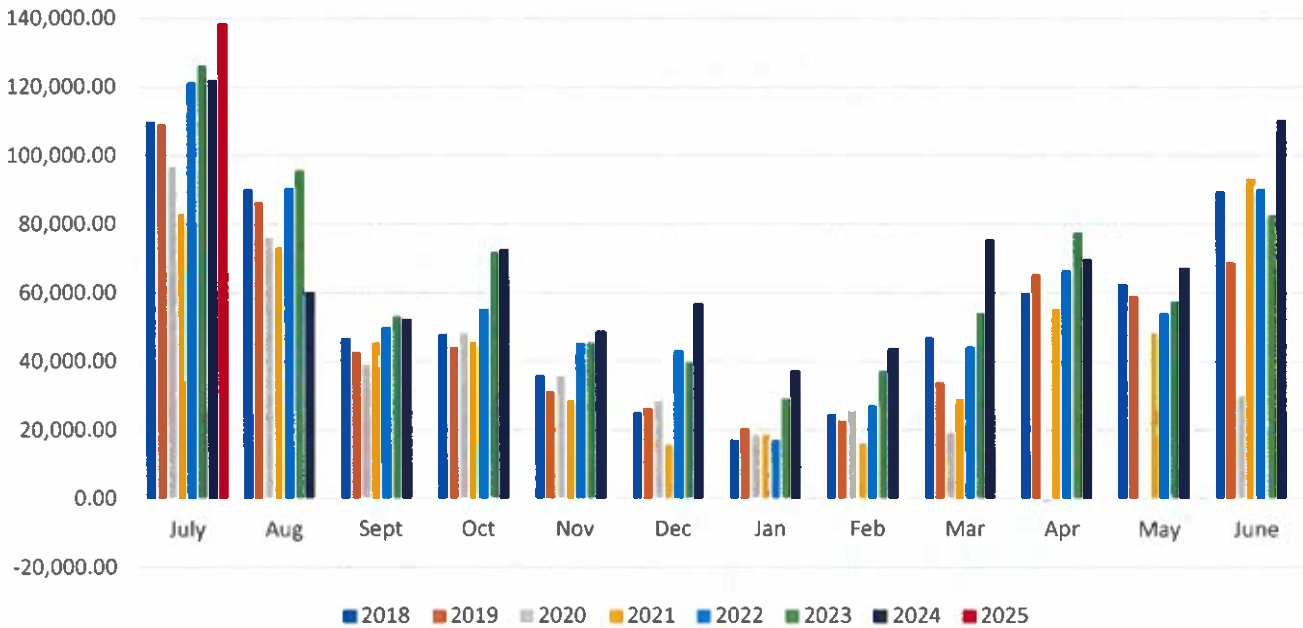
### Revenue:

Parks & Tourism generated \$138,668.44 in revenue for the month of July. This is a \$16,771.91 increase from July 2023, which also makes it a new record high for the month. This increase is mostly from tour admissions.

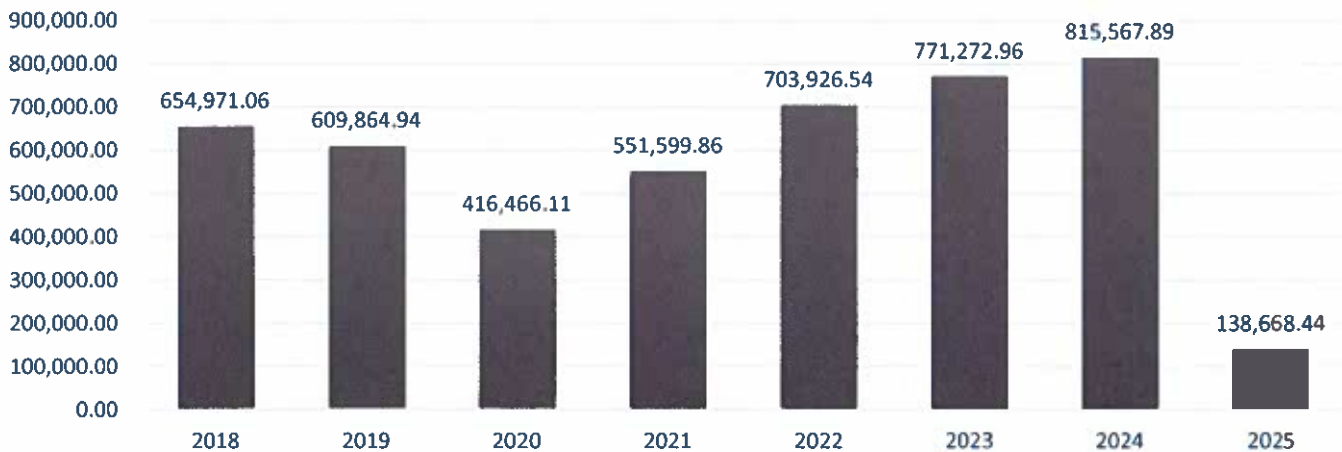
1. **The Blue Ridge Heritage Project:** Update; Work began on the monument the week of July 21<sup>st</sup>. Progress has been steady apart from rain related breaks. Staff continues to anticipate full completion at the end of September
2. **Painter Park Picnic Shelters 4 & 5:** As some of you are already aware, this structure has been sinking at an accelerated rate as of late. Immediate stabilizing measures have been made with additional concrete work required as a necessary band aid. Joe Paxton and Tara Morris solicited two quotes for concrete replacement on the western side (Shelter #4). The quotes do not include the interior of the "chicken shack" nor the eastern side of the pavilion (Shelter #5). Of the quotes, staff recommends the less expensive \$9,200.00 from R & L Construction, who have already been working with staff on earlier stabilization.

With the GVFD Lawn Party behind us, staff and R & L Construction would be conducting discovery work on the north side (worst settling) to better assess next steps, assuming council approves of this recommended repair. Staff is recommending council take action and approve of a budget allocation from the general reserve for the \$9,200.00 quote provided by R & L Construction.

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	
September	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89	
October	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94	
November	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49	
December	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12	
January	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92	
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	
<b>Total</b>	<b>654,971.06</b>	<b>609,864.94</b>	<b>416,466.11</b>	<b>551,599.86</b>	<b>703,926.54</b>	<b>771,272.96</b>	<b>815,567.89</b>	<b>138,668.44</b>



### Total Revenue





W.S. #1  
New Business #1

## AN ORDINANCE ADOPTING A POLICE ASSISTANCE PACT

*Whereas*, from time to time, Grottoes requires assistance in providing police services at events within the Town, and

*Whereas*, mutual police assistance can be valuable in other situations as well, serving to protect both the public and police officers, and

*Whereas*, the existing countywide mutual-assistance agreement is a useful but limited tool,

*Whereas*, the Council believes that the Town should enter into the proposed Police Assistance Pact attached as Exhibit A,

*Now, therefore*, be it resolved by the Council of the Town of Grottoes, Virginia, that the Interim Town Manager is authorized to enter into the attached Police Assistance Pact and is further authorized to make such modifications as he deems to be consistent with the purposes of this resolution.

\_\_\_\_\_  
Mayor

.....  
I certify that I am the Clerk of the Town of Grottoes, Virginia, and that the foregoing is a true copy of a resolution adopted by the Council of the Town of Grottoes, Virginia on August 12, 2024, upon the following vote:

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>NOT PRESENT</u>	<u>MEMBER</u>
_____	_____	_____	_____	Mr. Bailey
_____	_____	_____	_____	Mr. Chittum
_____	_____	_____	_____	Mr. Justis
_____	_____	_____	_____	Mr. Leeth
_____	_____	_____	_____	Mr. Kohl
_____	_____	_____	_____	Mayor Plaster

\_\_\_\_\_

## POLICE ASSISTANCE PACT

*This Pact* is made this 12<sup>th</sup> day of August, 2024, by the Town of Grottoes, Virginia, a municipal corporation, by and between the Town of Bridgewater, “Bridgewater”, and those other parties who have entered into this agreement with Bridgewater under the stipulations as set forth by Bridgewater.

*Whereas*, Grottoes concurs with the pact approved by Bridgewater ensuring officers from other jurisdictions are vested with police powers when serving at events sponsored by parties to this pact, and

*Whereas*, the Town Council further desires to vest police powers in officers from participating jurisdictions in situations not adequately covered by the countywide mutual aid agreement (such as when the Rockingham Sheriff or City Police Chief do not create a “task force”),

*Now, therefore*, the parties agree as follows:

§ 1. Definitions. For purposes of this pact,

- (a) The "Requesting Jurisdiction" is the party which requests police assistance either
  - (i) explicitly or (ii) implicitly, whenever the Harrisonburg-Rockingham Emergency Communications Center dispatches an officer from another jurisdiction to act there.
- (b) The "Assisting Jurisdiction" is the party which provides—or has been requested to provide—police assistance under this pact.

§ 2. Statutory Authority. This pact is an agreement executed pursuant to Virginia Code § 15.2- 1726.

§ 3. Vesting of Officers. Intergovernmental police service and assistance may be

provided between the parties during those times of emergency and routine police work when mutual aid is deemed to best serve the interests of each party and its residents. Within the Requesting Jurisdiction, all police officers from the Assisting Jurisdiction shall have the same powers, rights, privileges, and immunities as officers from the Requesting Jurisdiction itself, including the right to make arrests.

§ 4. Logistics.

- (a) Each party authorizes its police chief (or officer commanding in the chiefs' absence) to direct equipment and police services to a Requesting Jurisdiction. However, nothing in this pact requires an Assisting Jurisdiction to provide any assistance requested. The provision of assistance is always voluntary.
- (b) Police officers from the Assisting Jurisdiction shall be commanded by appropriate authorities in the Requesting Jurisdiction; provided, however, that police officers shall always be subject to the authority of their superiors in the Assisting Jurisdiction.
- (c) An Assisting Jurisdiction may withdraw the aid at any time upon the direction of the Assisting Jurisdiction's police chief (or officer commanding in the chiefs' absence).
- (d) Cooperative police services shall be rendered without charge to the Requesting Jurisdiction during the normal conduct of police business, but an Assisting Jurisdiction may request remuneration for unusual or burdensome costs. In such unusual cases, the parties agree to negotiate in good faith concerning remuneration.
- (e) From time to time, police chiefs of the parties may establish uniform rules and regulations for giving and receiving aid, such regulations to be consistent with the provisions hereof.

§ 5. Liability.

- (a) Property Damage. The Requesting Jurisdiction shall be liable to the Assisting Jurisdiction for any equipment of the Assisting Jurisdiction which may be damaged or destroyed while rendering assistance.
- (b) Third Parties. To the extent allowed by law, the Requesting Jurisdiction shall indemnify the Assisting Jurisdiction against any liability incurred to third parties as a result of assistance provided under this pact. Each party agrees to carry a police liability insurance policy in the minimum amount of three million dollars insuring any Assisting Jurisdiction and its officer when rendering aid to the party.
- (c) Injuries to Officers. When acting under this pact, police officers are employees of their own employers acting within the scope of their employment. Accordingly, each party expects that its own workers' compensation policy will cover its employees even when they are providing assistance under this pact.

§ 6. Absolutes.

- (a) No Obligation. Absent an order from a police officer's superior in his own jurisdiction, nothing in this pact shall create an obligation for an officer to act in another jurisdiction.
- (b) Authority. Every police officer employed by a party to this pact shall have full police powers within the jurisdiction of every other signatory to this pact, though the parties expect their officers to provide assistance only protocols established by this pact or other applicable agreements.
- (c) Other Agreements. This pact shall expand upon previous mutual-aid agreements and shall not supersede or limit them in any way.

(d) Withdrawal. Any party may withdraw from this pact through a resolution adopted by its governing body and communicated to all other parties.

§ 7. Parties. The Town concurs that the parties to this pact are the Town of Bridgewater, the Town of Grottoes, and any of the following jurisdictions as may have signed below or signed a counterpart as stipulated by Bridgewater: Town of Broadway, Virginia; Town of Dayton, Virginia; Town of Elkton, Virginia; Town of Mt. Crawford, Virginia; Town of New Market, Virginia; Town of Shenandoah, Virginia; Town of Timberville, Virginia.<sup>1</sup>

*Agreed*, as evidenced by the signatures below.

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<sup>1</sup> Some of the potential parties listed in this section are not served by Harrisonburg-Rockingham ECC, so it is unlikely that the ECC would dispatch officers from there or to there. Likewise, they are not included in the countywide agreement of July 10, 2013, but the other parties hereto see no reason to deny their participation here.

TOWN OF BRIDGEWATER

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF BROADWAY

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF DAYTON

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF ELKTON

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF GROTTUES

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF MT. CRAWFORD

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF NEW MARKET

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF SHENANDOAH

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TOWN OF TIMBERVILLE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_