

TOWN OF GROTTOES
TOWN COUNCIL WORKSESSION AGENDA
July 14, 2025
6:00 P.M.

CALL TO ORDER – MAYOR PLASTER

1. Nate Riddle – Open Doors and the Navigation Center
2. Comprehensive Plan
3. AVIA – council chambers AV upgrades

ADJOURN

COUNCIL CHAMBERS AV UPGRADES

Town of Grottoes

601 Dogwood Ave
Grottoes, VA

PLANNING DESIGN INSTALLATION SUPPORT

PRESENTED BY:



AUDIO VIDEO INTEGRATION AUTOMATION

531 Acorn Drive, Harrisonburg VA 22802

PHONE: (540) 867-0303
EMAIL: sales@go-avia.com
WEB: www.go-avia.com

AVIA -3002

MODIFIED: 6/17/2025

REVISION: 0

SCOPE OF WORK

AVIA Technicians will install AV and live streaming setup consisting of the following items.

Displays:

(Two) 96 inch displays will be installed, one behind the Dais, and the other in the rear of the room near where the existing clock is. TV mounts will have the ability to tilt down, but will not have the ability to articulate left and right.

HDMI Input plate will be installed under Dais to allow laptop connection to display on TV.

Live Streaming:

Live streaming basic setup will be included, AVIA technicians will install PTZ Camera on wall, ATEM live streaming switcher at desk behind council chambers, Town of Grottoes to provide PC with live streaming software, must have full administrator access to PC.

Audio from council chambers will be ran into PC to provide audio into stream.

Audio Upgrades:

Upgrading the existing audio system will allow more microphones, clearer sound, as well as the ability to send more accurate audio output levels to the live stream.

Yamaha audio processor will be installed, this will handle all audio processing and auto mixing functionality.

4 desktop microphone stand similar to existing will be installed, 1 on Dais, one on Clerks desk, 1 on podium, and one Chief of Police desk.

4 wireless microphones will be provided and installed.

1 wired mic will be provided and installed at Dais.

8 replacement in ceiling speakers will be installed to provide better sounding audio throughout the room. (may require new ceiling tiles, must be provided by customer)

The goal of the Yamaha audio processor will be to provide auto mixing capabilities, however an IPAD app is available to further control audio mixing if desired, customer must supply IPAD.

Training and basic operation for live streaming will be included,

A 4% processing fee will be added to all credit card transactions.

Customer Supplied Equipment & Warranty:

AVIA does not assume responsibility for the quality or performance of customer-supplied equipment or cabling. It's important to note that the AVIA 1-year installation warranty does not extend to this equipment or its impact on the overall system. Any issues arising from customer-supplied equipment will not be covered under our installation warranty.

Thank you for the opportunity to work with you on this!

Unassigned

- 1 AVIA Miscellaneous**
Misc, Mounting Hardware, Cables, Connectors, ETC.

Unassigned Total

\$214.35

* Price Includes Accessories

Council Chambers AV Upgrades

Project No : AVIA -3002

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2 AVIA Installation Connectors

Composite video to BNC, BNC to composite video adapters

**1 Binary B4-HD2-5**

B4 Series 4K Ultra HD High Speed HDMI® Cable with Ethernet 15ft

**1 Blackmagic Design Bi Directional HDMI to SDI Converter**

Blackmagic's CONVBDC is the world's smallest bidirectional broadcast quality SDI/HDMI converter. Don't be fooled by the diminutive footprint, the CONVBDC is housed in a rugged metal enclosure, making it perfect for the day to day demands of in the field use.

**1 Blackmagic Design Blackmagic Design ATEM Mini Pro HDMI Live Stream Switcher**

ATEM Mini Pro is quick to set up and easy to use. It includes 4 standard converted HDMI inputs, USB webcam out, HDMI out, Fairlight audio mixer with EQ and dynamics. DVE for picture in picture. transition effects. green screen chroma key.

**1 GearIT Pro 50ft 3.5mm to RCA**

50 Feet Premium Gold Plated 3.5mm to RCA Audio Stereo Cable

**1 Marshall Electronics CV605**

Compact 3GSDI/IP PTZ Camera with 5X Optical Zoom

**1 Marshall Electronics CV605 wall mount White**

Marshall Electronics Wall Mount for CV605-Series PTZ Cameras
1/4"-20 Camera Screw
Installation Hardware
Limited 2-Year Manufacturer Warranty

**150 Wirepath SP-RG6-1000-BLK**

RG6 Coaxial Cable

Streaming Total**\$1,540.93**

* Price Includes Accessories

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- 2 AVIA Source HDMI 5ft 4k 5-Pack**
HDMI Cables 5-Pack, High Speed HDMI 2.0 Cable Supports 4K@60Hz, 2K, 1080P, HDCP 2.2, HDR, ARC & Ethernet



- 1 C2G 39870**
HDMI® Pass Through Single Gang Wall Plate - Brushed Aluminum



- 2 Dual Cat6 Drop**
(2) Cat6 runs
(2) Cat6 jacks
(1) 2 Port Midi Plate



- 1 OREI 1x4 HDMI Extender Splitter HDBaseT 4K**
Multiple Over Single Cable CAT6/7 4K@60Hz 4:4:4 HDCP 2.2 With IR Remote EDID Management, HDR - Up to 400 Ft - Loop Out - Low Latency - Full Support

- 1 Panduit JBX3510WH-A**
Panduit Single Gang white non-metalic low voltage outlet box with adhesive, for Pan-Way LD or T-45 series raceway



- 2 Strong SM-T-XL**
Mount | Tilt - 47-90 Inch Displays



- 2 Strong SR-SHELF-FIXED-1U**
Simply sensational, these strong fixed shelves are built for strength, simplicity and superb air-flow. They're preassembled for quick installation and include a locking top clamp and rear brackets to make sure your equipment stays put! Simply place these shelves in the rack and screw them in! We eve



- 2 TCL 98Q672G**
98" 4K UHD QLED LCD TV TV Dimensions 85.79 in. x 2.81 in. x 49.09 in.



- 1 WattBox WB-11-LIGHT**
Rack Mount Lighted Power Surge Protector - 11 Outlets



- 2 WattBox WB-PowerFlex-S-WHT**
PowerFlex with Duplex Wall Plate and Silicon A/V Pass Through - Kit (White)

* Price Includes Accessories

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- 4 **Windy City Wire ARL-LV1**
Black 4.25"H 2.5"W 1-Gang

- 4 **Wirepath WP-FLEXNOSE-1-WH**
Wirepath™ Flexible Bulk Wire Single Gang Plate with Silicone Rubber Pass Through
WP-FLEXNOSE-1-WH
Marked perforations on grommet for feeding one or multiple wires
Ultra-slim design
Available in single or double gang options

Displays Total

\$5,673.86

* Price Includes Accessories

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1 Apple® iPad 11th Generation

Apple iPad for system control



4 AtlasIED Desktop Microphone Stand

The seamless tubing is 5/8" cold-rolled steel and terminates in the industry standard 5/8" - 27 thread pattern for use with microphone accessories. Adjustable-height stand Model DS-7E features the wearproof, Atlas Sound® grip-action clutch for positive locking control.

150 AVIA Source NST-182-CS-1000-WH

18awg, 2 Cond, 41 Strand, Reduced Jacket Wall Thickness



8 Episode 600 Series 6 Inch Speaker Kit

The ES-600C-IC features a 6" Poly cone, Nomex Spider, high-temp voice coil and 1" titanium dome tweeter. Outstanding driver voicing is combined with a specifically engineered 2nd order crossover network to deliver sound clarity beyond expectations.



2 GLS audio 6 pack 6ft xlr cable

GLS Audio 6ft Patch Cable Cords - XLR Male to XLR Female Black Cables 6 Pack



2 Shure BLX288/PG58-J11

Dual-Channel Wireless Vocal System with two PG58 Handheld Mics, J11 Band



1 Shure SM58S

Dynamic Vocal Microphone with on/off switch



250 Wirepath NST-182-SH-1K-GRY

18-Gauge 2-Conductor Shielded Audio, Mic, Control Wire - 1000 Ft. Nest In Box (Gray)



1 Yamaha EX18

YDIF Equipped Input Expander for MTX Series

* Price Includes Accessories

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1 Yamaha Pro Audio 70v 2 channel 120W amp

A perfect companion for the YAC-MA2030A or YAC-MA2120, the Yamaha Pro Power Amplifier is a Lo-Z/Hi-Z switchable Class-D power amplifier equipped with 1 stereo/2 mono line inputs; can be combined with MA Series mixer-amplifiers to extend the system playback zone coverage. This amplifier features tuni



1 Yamaha Pro Audio MRX7-D

Signal Processor

Audio Total

\$11,459.30

Project Subtotal:

\$18,888.44

* Price Includes Accessories

Council Chambers AV Upgrades

Project No : AVIA -3002

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PROJECT SUMMARY

Equipment:	\$18,888.44
Labor & Coordination:	\$6,209.46
Sales Tax:	\$1,001.09

Grand Total:	\$26,098.99
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Client: Kyle Obrien

Date

Contractor: AVIA LLC

Date

Council Chambers AV Upgrades

Project No.: AVIA -3002

Rev. 0

6/17/2025

CONTRACT

Council Chambers AV Upgrades

Town of Grottoes

601 Dogwood Ave
Grottoes, VA

Revision: 0
Modified: 6/17/2025

Presented By:

AVIA LLC

531 Acorn Drive
Harrisonburg, VA 22802 USA
(540) 867-0303
<http://www.go-avia.com/>



- A. The general project description is contained in the attached document and related documents from herein referred to as the "Proposal".
- B. The specific work to be performed by Contractor is the installation of the specified system as outlined in the Proposal.
- C. The total amount to be paid by the owner for the performance (subject to additions and deductions by written change order) shall not exceed the total specified in the Proposal.
- D. Progress payments will be made according to the payment schedule below. Equipment will not be ordered until the equipment deposit has been submitted. These times are subject to the timing of the construction and the lead times required for the ordered equipment to be delivered.
- E. Payment is due immediately after invoicing. Unpaid balance beyond 10 days after invoicing of completed tasks as outlined in item D shall bear interest payable to Contractor at a rate of 1.5% per month simple interest.
- F. This Proposal expires 30 days following the date stated on the top of this agreement. No work will be scheduled without a deposit plus a signed copy of this agreement. All drawings and specifications contingent on agreement and retainer.
- G. If job is of a retro-fit/remodel nature on an existing structure, and scope of work exceeds time estimated to complete because of unforeseen circumstances, owner agrees that he/she will be back-charged at a rate of \$125 per man, per hour for all extra labor involved in completing the job.
- H. All drawings and documentation are contingent on retainer. Since preparing a proposal requires system design & engineering by a professional Systems Integrator, only one version of the proposal will be prepared without a retainer. If a second version is required or if project is for design & documentation only, a minimum \$400 Design Retainer will be collected. This Design Retainer will cover up to three additional designs and proposals. The retainer covers design and engineering time and is non-refundable.
- I. Contractor reserves the right to replace proposed models in the case of obsolescence, discontinuation or unavailability with a comparable model of equal or greater value upon customer approval. Contractor will not be held responsible or liable in any way for any said product's obsolescence, discontinuation or unavailability.

Council Chambers AV Upgrades

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Payment Schedule

	Amount	Due Date
Initial Deposit	\$20,879.19	
Final	\$5,219.80	

1. Contract Documents and Details

The contract documents consist of this agreement, including all general provisions, special provisions, specifications, drawings, addenda, change orders, written interpretations, and written orders for minor changes in work. Work not covered by contract documents will not be required unless it is required by reasonable inference as being necessary to produce the intended result. The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets are not included unless specifically documented in the proposal. Contractor is not responsible for any underground trenching or laying or supplying of conduit for outside wiring.

2. Time

With respect to schedule completion of the tasks in section D, time is of the essence. If Contractor is delayed at any time in the progress of the work by owner change orders, fire, labor disputes, acts of God or other causes beyond Contractor's control, the completion schedule for the work or affected parts of the work shall be extended by the same amount of the time caused by the delay.

3. Payments and Completion

The above Payment Schedule is a guideline and approximation. Since contractor will, if possible, open, test and burn-in equipment before delivery, all components must be paid for before delivery to job site. Payments may not be withheld under any circumstances. Any disputes due to legal claims will be settled independently in good faith between the parties. Final payment shall be due immediately following completion of the project. Contractor will hold owner harmless with respect to claims of subcontractors and suppliers.

4. Insurance

Contractor shall purchase and maintain such insurance necessary to protect from claims under workers compensation and from any damage to the owners property resulting from the conduct of this contract.

5. Changes in the Contract

The owner may order changes, additions, or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. The contractor shall provide the owner in writing the amount of additional costs or cost reductions resulting from changes ordered within 15 working days unless this requirement is waived in writing by the owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract's payment schedule. In case of product unavailability or discontinuation, contractor reserves the right to substitute equipment of equal or better quality with clients approval. Contractor will be held blameless in case of product unavailability or discontinuation.

6. Warranty

Contractor warranties all parts and labor involved in an installation for one year. Contractor will also be glad to help the client get their manufacturer-warranted equipment serviced though out the life of the said warranty.

Client: Kyle Obrien

Date:

Contractor: AVIA LLC

Date:

Council Chambers AV Upgrades

Project No : AVIA -3002

Rev. 0

6/17/2025

TOWN OF GROTTOS
TOWN COUNCIL MEETING AGENDA
July 14, 2025
7:00 P.M.

CALL TO ORDER – MAYOR PLASTER

ROLL CALLING – CLERK ALGER

WELCOME CITIZENS

APPROVAL OF MINUTES – MEETINGS OF JUNE 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

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

Special Events - Council member Taylor, Chair

Personnel, Fire and Police Protection - Mayor Plaster, Chair

STAFF REPORTS:

Town Manager

Town Attorney

Treasurer

Assistant Town Manager

Chief of Police

Public Works

Parks and Tourism Director

NEW BUSINESS

1. Consideration of the updated Comprehensive Plan

OLD BUSINESS

ADJOURN

June 9, 2025

A work session of the Town Council of the Town of Grottoes was held on Monday, June 9, 2025, at the Grottoes Town Hall, Grottoes, Virginia.

Mayor Plaster called the work session of June 9, 2025, of the Grottoes Town Council to order at 6:00 p.m.

Mayor Plaster turned the meeting over to Town Manager Kyle O'Brien who spoke about the FY 2025-26 proposed budget. He stated that tonight's meeting should bring the final adoption of the budget after discussion concludes.

Council member Chittum asked about the previously proposed rate drop for refuse services. Town Manager O'Brien explained that it is just a couple of dollars per billing cycle. Council member Taylor recommended protecting residents from rate shock in two years. Council member Justis asked what the costs would drop to. Taylor reminded all that the tipping fees would be increasing. Town Manager O'Brien retrieved documentation and stated that our current rate with Waste Management is \$35.56. The town's cost under Meridian would be \$25.40 for the first two years, plus the tipping fees.

Council member Raynes asked about shelter rentals, as he noted Grand Caverns mentioned in the budget but not John E. Painter Park shelters. It was pointed out that those are under the facility fee schedule. Parks & Tourism Director Austin Shank stated that there was no proposed change in fees from last fiscal year to this one. Council member Kohl asked for more clarification on weddings with the cave. Director Shank explained that the addition of another Park Ranger II will allow more special events.

Town Manager O'Brien also spoke of the Comprehensive Plan and the Planning Commission update. He stated that the commission has taken comments and feedback and it has been edited and drafted several times. It was noted that the Comprehensive Plan is not up for adoption at this meeting as final edits will not be ready until July. Mayor Plaster asked CSPDC to submit it to Council at least a week in advance of the next meeting so everyone has plenty of time to review and make any final changes. Elizabeth Goodloe from the CSPDC was in attendance to answer questions.

Town Manager O'Brien also spoke about the recent upgrades to the town's website and how much information residents can now easily find. Council members agreed that it is much improved.

At 6:13 p.m. Mayor Plaster adjourned the work session.

June 9, 2025

A regular session of the Town Council of the Town of Grottoes was held on Monday, June 9, 2025, at 7:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Mayor Plaster called the regular session of June 9, 2025, Grottoes Town Council to order at 7:00 p.m. Mayor Plaster asked for a roll call.

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

Other Town Officials present: Town Manager Kyle O'Brien, Treasurer Rhonda Danner, Deputy Clerk Crystal Ortiz, Accounting Technician Melissa Alger, Parks & Tourism Director Austin Shank, Public Works Director Nicky Workman, Police Chief Jason Sullivan.

APPROVAL OF MINUTES

On a motion by Council member Raynes, seconded by Council member Kohl. Motion carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; JUSTIS – AYE; RAYNES – AYE; KOHL – AYE; TAYLOR – AYE; the Council approved the minutes for the meetings held on May 12, 2025 and the Special Called Meeting on May 29, 2025

SPECIAL PRESENTATION – GROTTUES CHAPEL PLAQUE

Kevin Ratliff, the former Minister at the Grottoes Chapel presented the Town with a plaque made from the American Chestnut threshold of the church. With him was Gary Lam, a board member of the church, and Stanley Morris, the carpenter who helped lead the restoration of the 1892 building at the corner of 9th Street & Elm Avenue. The plaque includes the history and story of the work put into the building since it began in 2017. Mayor Plaster thanked them and asked the Council to gather for a photo for historical records.

PRESENTATION OF PETITIONS AND CLAIMS (PUBLIC COMMENT)

Gleamer Sullivan spoke about the Comprehensive Plan and that even after it had been tabled by the Planning Commission, it was still sent to Council without final edits being approved. She implored Council to read it thoroughly before they approve in July.

Scott Sacra asked that Council to not approve the budget as presented. He requested a larger decrease in trash collection fees paid by the residents.

Mary Alice Robertson wished Mayor Plaster a belated happy birthday; she then stated that notice of brush pickup wasn't adequate for the May 27th date, and also has concerns that Meridian wants all refuse

bagged before being placed in containers and that yard waste is not allowed in toters. She has concerns that it will make it harder for her and her husband.

REPORTS OF STANDING COMMITTEE:

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

Council member Raynes motioned, seconded by Council member Taylor to approve the FY 2025-2026 budget and fee schedule. While the motion was on the table, Council member Chittum moved, seconded by Council member Justis to change the trash fee to \$29.00 bi-monthly. Mayor Plaster explained that the primary motion was already on the table and his motion could not be entertained, and called for a vote to approve the FY 2025-2026 budget and fee schedule and was carried by a vote of 3-2, voting recorded as follows: CHITTUM – NO; JUSTIS-NO; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE, to approve the FY 25-26 Budget and Fee Schedule.

WATER AND SEWER – No report.

ORDINANCE, HEALTH, AND PROPERTY – No report.

STREET AND STREET LIGHTS – No report.

PARKS, RECREATION AND PUBLIC FACILITIES – No report.

SPECIAL EVENTS – Council Member Maite Taylor shared that Party in the Park will be Saturday, June 14th at John E. Painter Park, and all proceeds go to Parks & Tourism.

PERSONNEL, FIRE AND POLICE PROTECTION – On a motion by Council member Justis, seconded by Council member Taylor and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; JUSTIS-AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE, to appoint Melissa Alger as the Clerk of Council.

STAFF REPORTS

TOWN MANAGER. A written report was provided.

ATTORNEY. Nothing to report.

TREASURER. A written report was provided.

ASSISTANT TOWN MANAGER. A written report was provided.

POLICE CHIEF. A written report was provided

PUBLIC WORK DIRECTOR. A written report was provided.

RECREATION AND TOURISM DIRECTOR. A written report was provided.

NEW BUSINESS

RESOLUTION NAMING THE STAGE AT JOHN E. PAINTER PARK AFTER CHIEF WILLIAM "BILL" DAVIES

On a motion by Council member Justis, seconded by Council member Taylor and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; JUSTIS-AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE, to adopt the resolution naming the stage at John E. Painter Park after Chief William 'Bill' Davies. July 11th will be the first night of Bluegrass in the Park and the dedication of the stage will happen then.

CONSIDERATION OF GUIDELINES FOR PUBLIC COMMENT PROCEDURES

On a motion by Council member Kohl, seconded by Council member Justis and carried by a vote of 5-0, voting recorded as follows: CHITTUM – AYE; JUSTIS-AYE; RAYNES - AYE; KOHL – AYE; TAYLOR – AYE, to approve the guidelines for public comment procedures.

Council Member Chittum made a motion to use all excess funds from the trash collection changeover and invest in live streaming equipment for Council meetings; the motion was seconded by Council member Justis. The motion failed by a vote of 1-4, voting recorded as follows: CHITTUM – AYE; JUSTIS-NO; RAYNES - NO; KOHL – NO; TAYLOR – NO, to use funds from the savings on trash collection for audio/video equipment and video storage.

OLD BUSINESS

No old business.

ADJOURNMENT

Mayor Plaster declared the meeting adjourned at 7:38 p.m.

Mayor

Deputy Clerk

TOWN OF GROTTOS



July 9, 2025

MEMORANDUM:

TO: Town Council
FROM: Kyle D. O'Brien, Town Manager
SUBJECT: Staff Report – July Regular Council Meeting

- **Paving:** It is anticipated that paving will commence in early August, and line striping will occur immediately thereafter.
- **Trash Pick-Up Changes:** The transition to Meridan went well overall. There were some issues as anticipated, but for the most part it went according to plan.
- **A/V Equipment for Council room:** Attached is a quote from AVIA for this system. It's a comprehensive system that will be a professional way to stream live and record meetings should the Council decide to move forward with this. I'm still looking into further quotes, but I've worked with this company in the past and have found them reliable and professional.
- **6th Street Water Line:** This project is complete. This summer we will continue down Dogwood to 3rd Street as budgeted. This water line replacement will be off the pavement and provide very limited inconvenience.
- **River Road Tree Work:**
As you're aware, a large tree fell across the road during a recent storm. There were also additional dead trees that posed a hazard which our PW crew has been in the process of addressing in order that it doesn't happen again. We're continuing the process of cleaning that area up in order to make it more visually appealing and functional for that side of the river.

- **Lagoon Work:** Staff will be removing the decanters at the bottom of the lagoons in order to increase flow and provide better operational methods. Additionally, the UV final design should be in any day to complete that project.

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

Respectfully submitted,

Kyle D. O'Brien

Treasurer's Staff Report July 2025

Audit

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

Maximum Investment Sweep Account

For the month of June, we have earned \$17,772.72 in interest. The interest rate was 4.482%.

Taxes

The revenue totals below are as of June 30, 2025:

Real Estate: \$304,00 Budgeted: 101% Collected \$308,116

Personal Property: \$90,000 Budgeted: 104% Collected \$93,375

Vehicle License Fee: \$45,000 Budgeted: 111% Collected \$50,145

Utility Billing

Utility bills were due 6/5/2025 and second notices were mailed out with a cut-off date of 6/23/2025. There were six customers cut-off for non-payment. All services have been restored.

Accounts Payable

Date: June 2025

Number of Checks: 142

Total AP Expense: \$269,145.41

Business License

Business license renewal letters were mailed 4/1/2025. Business licenses are due yearly on July 1.

Total revenue as of June 30, 2025: Budgeted: \$110,000 / 110% Collected \$121,267.73



Land Development Staff Report July 2025

Zoning Permits issued (June 2025)

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

2025 total to date

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

LED Street Light Project – The LED Street Light Conversion for Dogwood Avenue and Augusta Avenue have been completed. Dominion has completed the construction plans for the 3rd Street and 6th Street LED Conversion and we are currently waiting on the materials to come in so the installation can be started.

Comprehensive Plan – The final draft of the Comprehensive Plan was emailed out on June 30, 2025 for the council to review. This will be on the work session agenda for discussion if the council has any questions about the comprehensive plan. It is also an action item on the regular meeting agenda for the council to consider the adoption of the comprehensive plan. The CSPDC has worked very hard over the past 16 months or so and staff feels this is a very well put together comprehensive plan for the town.

Construction/Development – As you see throughout the town construction is continuing but we have seen a significant decrease in the amount of new construction permits that been issued this year. Most of the permits were for solar panels and privacy fences.

Respectfully submitted:

Tara Morris,
Assistant Town Manager

Grottoes Police Department Staff Report July 2025

Staffing

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

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

Activities:

Warrants

- 13 -Warrants Obtained by Grottoes Officers.
- 10- Grottoes Warrants served by Grottoes officers.
- 2 -Other Jurisdiction Warrants Served

Traffic Safety Enforcement:

- 35 summonses were for non-moving violations (inspection violations and registration violations)
- 34 summonses were for moving violations
- 20 Hours of Highway Safety Grant

Party in The Park

- 29.5 total Hours.

Training

Ofc. J. Browning attended a specialized 2-day Interview school that was hosted at the Central Shenandoah Criminal Justice Academy. This class is designed to assist the patrol officer in enhancing their interview skills with suspects and victims of crimes.

Respectfully submitted:

Jason Sullivan

Chief of Police.

Grottoes Police Department Monthly Activity Log

Calendar Year 2024	January	February	March	April	May	June	July	August	September	October	November	December	2025 Totals
Hrs. Assist Other Agency	10	7	12	11	14	16							
Hrs. In Court	6	11	10	12	4	12							
Hrs. Training	9	51	200	27	0	18							
Hrs. Special Assignment	0	8	14	19	56	43							
Funeral Escorts	0	2	0	0	0	1							
Security Checks	1046	1063	1189	1219	1469	1259							
Calls For Service	124	92	90	42	157	160							
Hours Investigation	80	43	22	46	41	63							
Reports Written	13	4	6	12	8	10							
Warrants Obtained	4	3	6	2	5	13							
Warrants Served	4	4	13	8	21	12							
Felony warrants obtained	2	1	1	0	1	4							
Felony Warrants Served	2	1	2	8	14	2							
Misdemeanor Warrants Obtained	2	2	5	0	4	9							
Misdemeanor Warrants Served	2	2	11	0	7	10							
Active Warrants	0	0	0	0	0	1							
Petitions Obtained	0	2	0	0	0	0							
Petitions Served	0	2	0	6	0	1							
ECO Served	0	1	1	3	1	0							
Hours ECO	0	12	15	9	5	0							
Directed Patrol	15	32	167	125	135	138							
South River Elementary School	10	18	26	12	29	0							
Accidents Worked	1	2	0	1	4	1							
Assist Motorist	2	2	2	1	5	2							
Traffic Stops	56	79	72	39	90	99							
Summonses Issued	37	47	32	19	65	69							
Parking Tickets	0	0	0	0	0	1							
DUI Arrests	0	1	0	0	0	2							
Other Arrests	0	0	0	1	1	2							
Fuel (Gallons)	562	625	415.6	455	511	475.4							
Miles Driven	5,678	6,003	4,173	4,635	5,116	5,120							
Bridgewater Police	832	660	772	986	806	732							
Broadway Police	594	569	767	597	608	483							
Dayton Police	515	549	685	625	605	670							
Elkton Police	1,294	1,315	1,844	1,806	1,646	1,522							
Grottoes	1,226	1,262	1,351	1,300	1,812	1,518							
Timberville Police	918	990	661	540	504	343							

Calls Handled by RCSO



July 2025

PUBLIC WORKS STAFF REPORT

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

STREETS

Street Paving will begin later this month or the beginning of August. This will include milling and resurfacing sections of several streets and to patch all cut areas from the water main breaks. We will also be paving 6th Street from Aspen Avenue to Dogwood Avenue. Staff trimmed trees along the sidewalk on Forest Avenue.

WATER AND SEWER

Septic Tanks

Staff pumped 25 septic tanks and replaced broken lids where needed. We are waiting for an update from Cline's to see what they completed on the list they have.

Wastewater Plant

Recent storms have caused some electronic issues at the WWTP. Operator Supinger has been working with the Town's IT Company and with Comcast to get these issues resolved.

Water

Staff installed 27 new radio read meters. Installed a new fire hydrant at 10th Street and tied in the new 8" line on 12th Street. Assisted Contractor with water tie-ins along 6th Street. Completed manual meter reading for water billing.

Building and Grounds

Mulched at Painter Park and filled low spots around shelters 4 and 5. Started cleaning brush off the fence at the WWTP. Assisted with set-up and Clean-up at Party in the Park.

VEHICLE AND EQUIPMENT MAINTENANCE

Oil Change and replaced lower struts on Police #88
 Oil Change on Truck #15
 Oil Change on Police # 91
 Oil Change on Police # 89

Parks & Tourism Staff Report June 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	10	3
Park Aide	3	3	0
Lifeguard	10	10	0
Head Lifeguard	2	1	1
Pool Assistant Manager	1	1	0
Pool Manager	1	1	0

Revenue:

Parks & Tourism generated \$103,055.90 in revenue for the month of June. This is a \$7,210.28 (6.5%) decrease from June 2024.

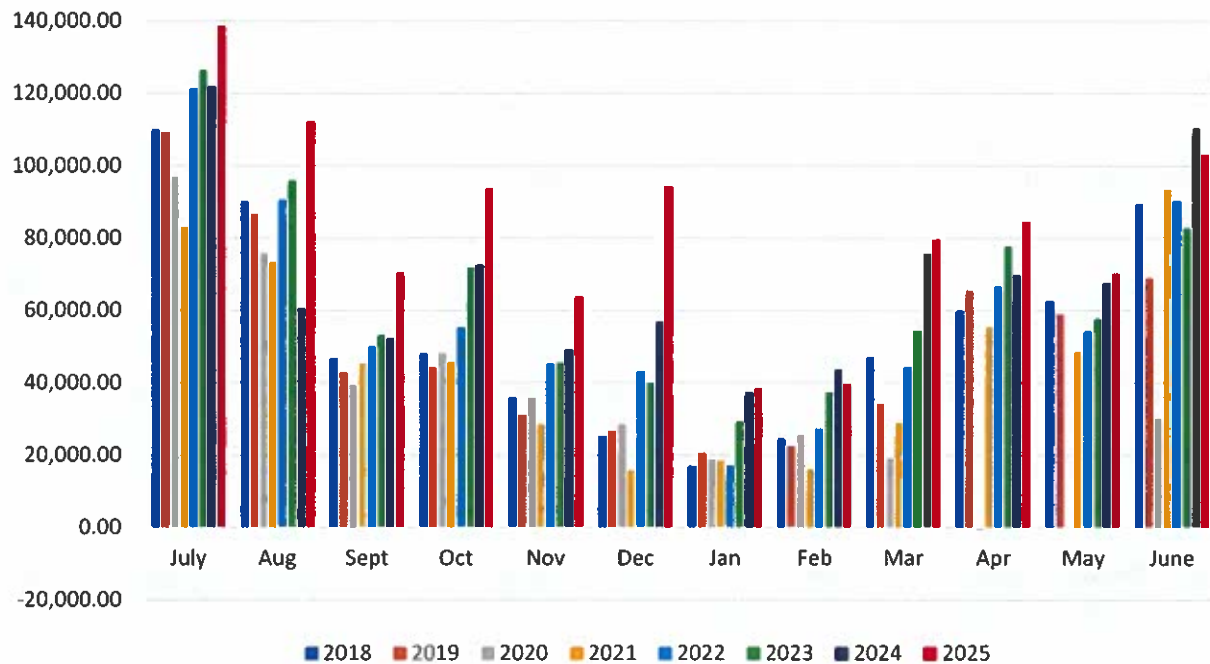
The Pool generated \$15,620.82 in admissions plus \$1,823.20 in concessions revenue for the month of June 2025.

In total, FY25 revenues were \$171,375.36 (24%) higher than F24 revenues. As you'll note from the charts attached, this is the largest leap of growth within a 4-year period of record growth.

1. **Pool:** We were able to hire a Head Lifeguard in June; however, we've received notification that the Pool Manager is stepping away on 7/18/2025 to focus on a new professional opportunity at his other fulltime job. We will backfill the position internally and lend leadership support for the remainder of the pool season to accommodate.
2. **Mini Golf Updates:** Town staff are still in the process of refreshing the mini-golf course in Grand Caverns Park. Progress has resumed and is anticipated to be completed by the end of summer 2025.

Revenue per Month by Fiscal Year

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
July	109,906.75	109,049.62	96,790.05	83,045.02	121,183.39	126,333.08	121,896.53	138,668.44
August	90,052.60	86,369.02	75,955.14	73,099.04	90,498.86	95,857.62	60,252.18	112,013.21
September	46,500.01	42,753.13	39,037.34	45,294.81	49,867.95	53,129.49	52,043.89	70,317.75
October	47,728.97	44,111.49	48,171.93	45,446.76	55,187.46	71,849.43	72,362.94	93,423.55
November	35,864.01	31,040.05	35,719.21	28,575.92	45,122.38	45,510.93	48,813.49	63,760.76
December	25,078.17	26,501.92	28,439.56	15,788.80	43,131.17	39,826.13	56,869.12	93,124.44
January	16,933.85	20,391.97	18,631.61	18,618.06	17,038.43	29,243.19	37,149.92	38,299.23
February	24,394.21	22,570.37	25,357.98	16,009.96	27,089.55	37,269.68	43,610.16	39,404.26
March	46,890.09	33,851.06	19,130.58*	28,944.34*	44,157.10	54,117.45	75,431.34	76,767.26
April	59,677.04	65,301.31	-777.78	55,284.51	66,405.33	77,696.74	69,633.56	84,369.04
May	62,606.36	58,972.15	50.60	48,287.55	53,997.59	57,678.58	67,238.58	70,213.85
June	89,339.00	68,952.85	29,959.89	93,205.09	90,247.33	82,750.64	110,266.18	103,055.90
Total	654,971.06	609,864.94	416,466.11	551,599.86	703,926.54	771,272.96	815,567.89	986,943.25



Total Revenue

